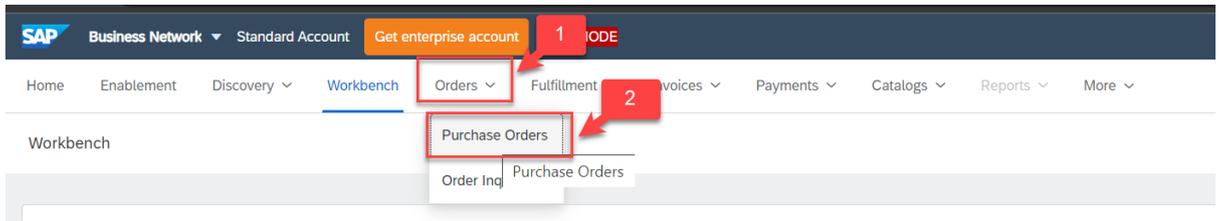


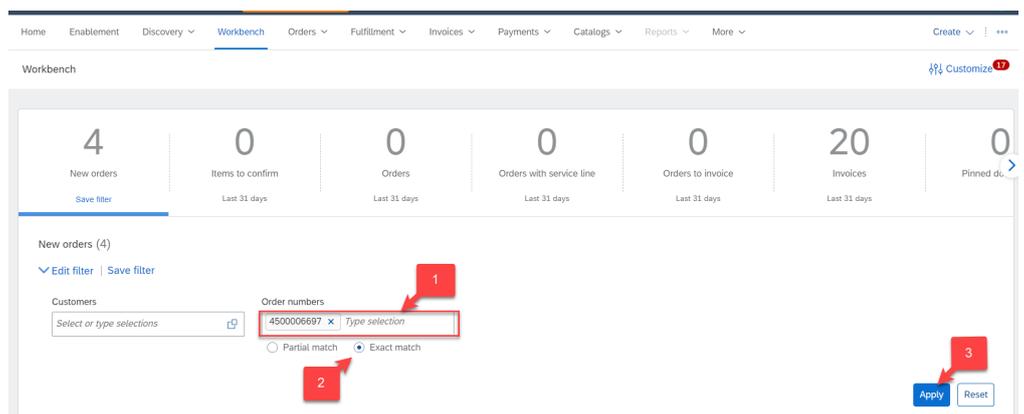
## Guide for Supplier on how to Retrieve a Draft Invoice.

1. After logging into your Ariba Account > Locate the Purchase Order where you created the draft invoice for.

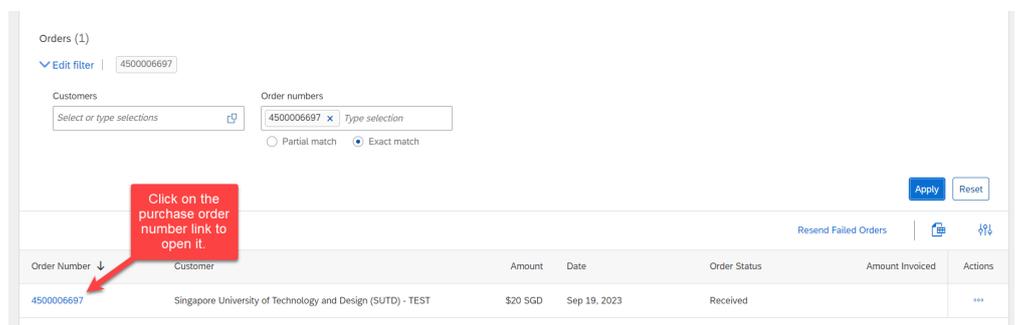
### Go to **Orders > Purchase Orders**



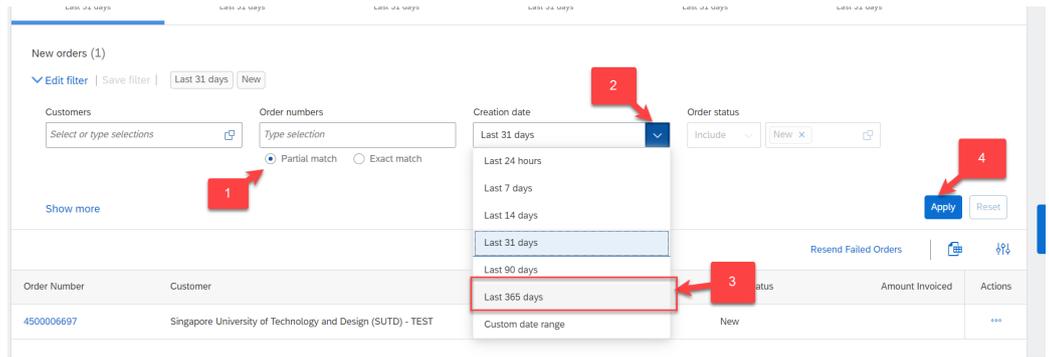
- a. If you know the Purchase Order number:
  - i. Input the <Purchase Order number> in the **Order Numbers** field > Select **“Exact Match”** radio button > Click **“Apply”** button



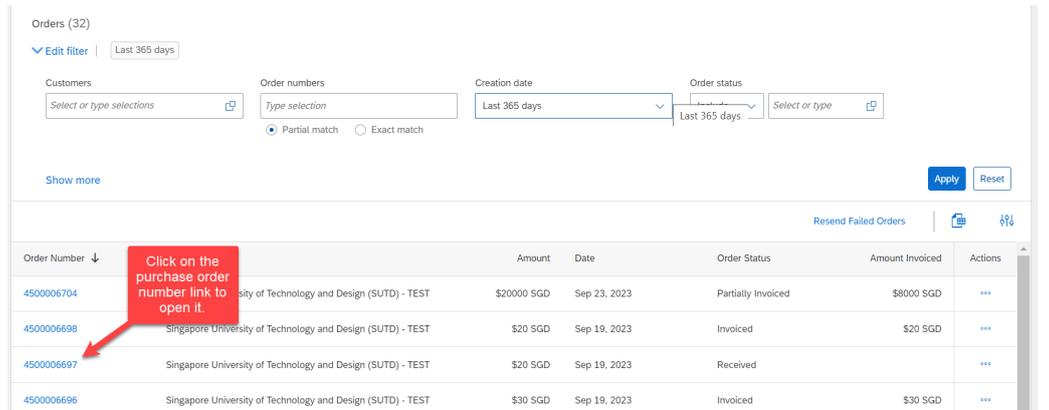
- ii. This will display the Purchase Order. Open the Purchase Order by clicking on the Purchase Order link.



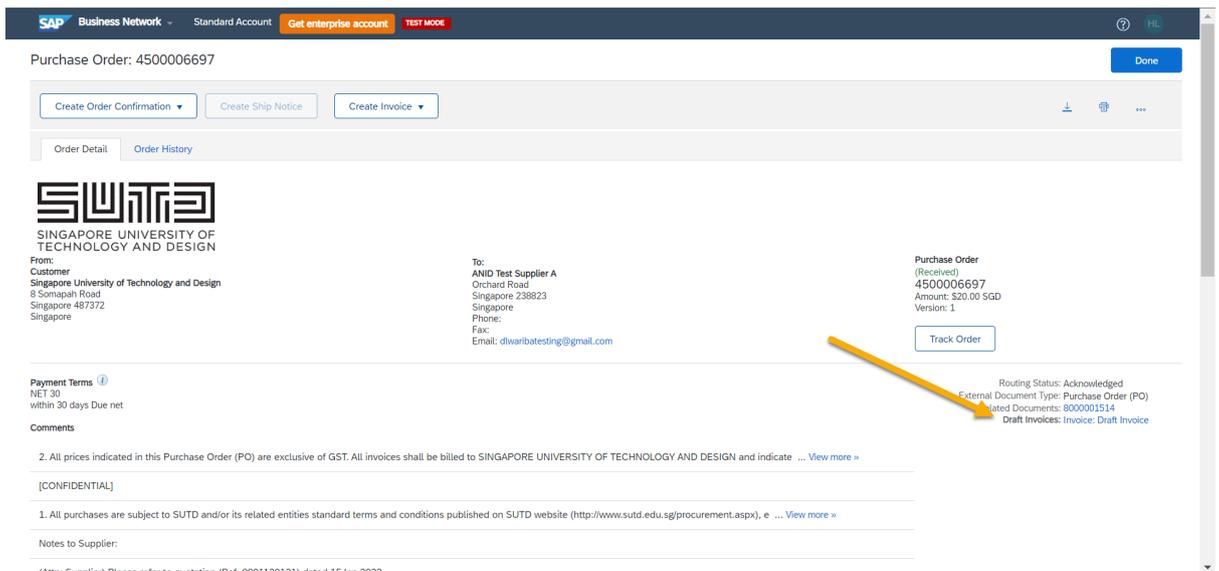
- b. If you don't know the Purchase Order number:
  - i. Select **“Partial Match”** radio button > Select **“Last 365 days”** for **Creation Date** field > Click **“Apply”** button.



- ii. This will display all the Purchase Order that was send to you within 365 days. Find the Purchase Order and open it by clicking on the Purchase Order link.



2. Once you open the Purchase Order, you can locate the draft invoice by scrolling to the right of the page and find **"Draft Invoices"** section.



3. Click on the **draft invoice link** to open the draft invoice. You can continue to edit this draft invoice. Once you are done, you can either save it as draft again or submit it to SUTD.

Routing Status: Acknowledged  
External Document Type: Purchase Order (PO)  
Related Documents: 8000001514

Draft Invoices: Invoice: Draft Invoice

**SAP Business Network** - Standard Account **Get enterprise account** **TEST MODE**

Create Invoice Update Save Exit Next

▼ Invoice Header \* Indicates required field Add to Header ▼

**Summary**

Purchase Order: 450000697	Subtotal: \$20.00 SGD	<a href="#">View/Edit Addresses</a>
Invoice #:* <input type="text" value="Draft Invoice"/>	Total Tax: \$1.60 SGD	
Invoice Date:* 8 Dec 2023	Total Gross Amount: \$21.60 SGD	
Service Description: <input type="text"/>	Total Net Amount: \$21.60 SGD	
Supplier Tax ID: <input type="text"/>	Amount Due: \$21.60 SGD	
Remit To: Orchard Road		
Singapore		
Singapore		
Bill To: Singapore University of Technology and Design		
Singapore		
Singapore		

**Tax**

Header level tax  Line level tax

**Shipping**

Header level shipping  Line level shipping

Do note that a draft invoice has a retention period of 50 days.

If you edit it again, the draft is saved for 50 days from its latest change date.

You can edit a draft invoice more than once.

If the invoice is not submitted or edited within 50 days from the last change date, the draft invoice is automatically deleted.