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

| SAP | Business Network | 🗸 🔻 Standard Ac | count Get en | terprise account |
|-------|------------------|-----------------|--------------|--|
| Home | Enablement | Discovery ~ | Workbench | Orders ~ Fulfillment voices ~ Payments ~ Catalogs ~ Reports ~ More ~ |
| Workb | ench | | | Purchase Orders |
| | | | | Order Ing |

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

| Home | Enablement | Discovery ~ | Workbench | Orders ~ | Fulfillment ~ | Invoices ~ | Payments $ \smallsetminus $ | Catalogs ~ | Reports Y More | ~ | | Create | ~ ••• |
|------|---------------------------|-------------|------------------|---------------|-----------------------|------------|-------------------------------|------------|-----------------------------------|---|--------------------------|------------|----------------------|
| Work | pench | | | | | | | | | | | နံရန် Cust | tomize ¹⁷ |
| | | | | | | | | | | | | | |
| | 4 | | 0 | | 0 | | 0 | | 0 | | 20 | | 0 |
| | New orders Save filter | | Items to confirm | | Orders Last 31 day | s | Orders with ser Last 31 da | vice line | Orders to invoice Last 31 days | | Invoices Last 31 days | F | Pinned do |
| N | ew orders (4) | | | | | | | | | | | | |
| ~ | Edit filter Save | filter | | | | 1 | | | | | | | |
| | Customers | | Ord | er numbers | | | | | | | | | |
| | Select or type sel | ections | CP 45 | 500006697 × | Type selection | | | | | | | | |
| | | | 0 | Partial match | Exact matc | h | | | | | | | 3 |
| | | | | 2 | | | | | | | | Apply | Reset |

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

| Orders (1) V Edit filter 4500006697 | | | | | | |
|--|---|----------|--------------|--------------|-----------------------------|---------|
| Customers Select or type selections | Order numbers 4500006697 x Type selection Partial match • Exact match | | | | | |
| Click on the purchase order number link to | | | | Re | Apply send Failed Orders | Reset |
| Order Number ↓ Customer | | Amount | Date | Order Status | Amount Invoiced | Actions |
| 4500006697 Singapore Universi | ity of Technology and Design (SUTD) - TEST | \$20 SGD | Sep 19, 2023 | Received | | 000 |

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

| Last 31 days | Cast 31 Gays | Last of days | Last 31 Days | Last 31 uays | Last 31 Days | |
|---------------------------|---------------------------------|------------------------------|-------------------|-----------------|----------------------|---------|
| New orders (1) | Last 31 days New | | 2 | | | |
| Customers | Order num | bers | Creation date | Order status | | |
| Select or type selections | Type sele | ction | Last 31 days | V Include V Nev | v × 🕑 | _ |
| | Partia | l match 🔷 Exact match | Last 24 hours | | | 4 |
| | 1 | | Last 7 days | | | |
| Show more | | | Last 14 days | | Apply | Reset |
| | | | Last 31 days | | Resend Failed Orders | a 696 |
| | | | Last 90 days | | 1 | |
| Order Number | Customer | | Last 365 days | atus | Amount Invoiced | Actions |
| 4500006697 | Singapore University of Technol | ogy and Design (SUTD) - TEST | Custom date range | New | | *** |
| | | | | | | |

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.

| Orders (32) ✓ Edit filter La | ast 365 days | | | | | | |
|-----------------------------------|---------------------------------|--|---------------|--------------|--------------------|-------------------|---------|
| Customers Select or type se | lections 🕒 | Order numbers Type selection | Creation date | | Order status | · C | |
| | | Partial match Exact match | | | Last 365 days | | |
| Show more | | | | | | Appl | y Reset |
| | | | | | Res | end Failed Orders | 🕒 የየቅ |
| Order Number ↓ | Click on the | | Amount | Date | Order Status | Amount Invoiced | Actions |
| 4500006704 | number link to sity open it. | of Technology and Design (SUTD) - TEST | \$20000 SGD | Sep 23, 2023 | Partially Invoiced | \$8000 SGD | |
| 4500006698 | Singapore University | r of Technology and Design (SUTD) - TEST | \$20 SGD | Sep 19, 2023 | Invoiced | \$20 SGD | 000 |
| 4500006697 | Singapore University | r of Technology and Design (SUTD) - TEST | \$20 SGD | Sep 19, 2023 | Received | | |
| 4500006696 | Singapore University | of Technology and Design (SUTD) - TEST | \$30 SGD | Sep 19, 2023 | Invoiced | \$30 SGD | 000 |

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.

| SAP Business Network - Standard Account Get enter | Ise account TEST MODE | 0 |
|---|---|---|
| Purchase Order: 4500006697 | | Do |
| Create Order Confirmation 🔻 | Create Invoice 🔻 | ± @ |
| Order Detail Order History | | |
| SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN Trom: Singpore University of Technology and Design Singpore University of Technology and Design Singpore | To: ANID Test Supplier A Orchard Road Singapore Biggapore Fax Fax Email: divaribatesting@gmail.com | Purchase Order (Received) 4500006697 Arnount: S20.00 SGD Version: 1 Track Order |
| Payment Terms ① VET 30 vitthin 30 days Due net | | Routing Status: Acknowledged External Document Type: Purchase Order (PO) Valed Documents: 8000001514 Draft throbies: Invoice: Draft throbies |
| 2. All prices indicated in this Purchase Order (PO) are exclusive of C [CONFIDENTIAL] | ST. All invoices shall be billed to SINGAPORE UNIVERSITY OF TECHNOLOGY AND DES | IGN and indicate View more > |
| 1. All purchases are subject to SUTD and/or its related entities stand | ard terms and conditions published on SUTD website (http://www.sutd.edu.sg/procurem- | ient.aspx), e View more » |
| Notes to Supplier: | | |
| (Attn: Supplier) Please refer to quotation (Ref: 8801130121) dated 1 | 5.Jan 2023. | |

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 | Get enterprise account TEST MODE | | 0 |
|------------------------------------|---|--|--|
| reate Invoice | | | Update Save Exit Next |
| Invoice Header | | | * Indicates required field Add to Header • |
| Summary | | | |
| Purchase Order: | 4500006697 | Subtotal: \$20.00 SGD Total Tax: \$1.60 SGD | View/Edit Addresses |
| Invoice #:* | R Doc 2022 | Total Gross Amount: \$21.60 SGD Total Net Amount: \$21.60 SGD | |
| Service Description: | | Anouncode. \$21.00 Seb | |
| Supplier Tax ID: | | | |
| Remit To | Orchard Road V | | |
| Bill To: | Singapore Singapore Singapore University of Technology and Design | | |
| | Singapore Singapore | | |
| Tax | | | |
| O Header lev | vel tax 💿 Line level tax | | |
| Shipping | | | |
| Header lev | rel shipping O 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.