

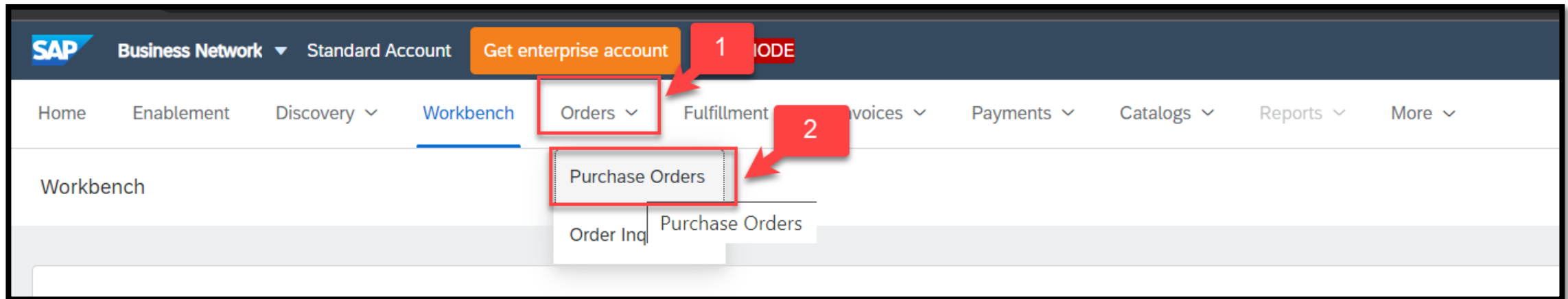


Guide for Supplier on how to Retrieve a Draft Invoice via Purchase Order

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

Go to **Orders > Purchase Orders**



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Guide for Supplier on how to Retrieve a Draft Invoice via Purchase Order

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

The screenshot displays the SAP S/4HANA Workbench interface. The top navigation bar includes tabs for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and More. The Workbench tab is active. Below the navigation bar, there are several cards showing counts for different order types: New orders (4), Items to confirm (0), Orders (0), Orders with service line (0), Orders to invoice (0), Invoices (20), and Pinned documents (0). The 'New orders (4)' card is selected, and a filter configuration is shown. The filter configuration includes a 'Customers' field with a dropdown menu and a 'Order numbers' field. The 'Order numbers' field contains the value '4500006697' and is highlighted with a red box labeled '1'. Below the 'Order numbers' field, there are two radio buttons: 'Partial match' and 'Exact match'. The 'Exact match' radio button is selected and labeled '2'. At the bottom right of the filter configuration, there are two buttons: 'Apply' and 'Reset'. The 'Apply' button is labeled '3'.

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

Orders (1)

▼ Edit filter

4500006697

Customers

Select or type selections

Order numbers

4500006697 x Type selection

☐ Partial match

☒ Exact match

Apply

Reset

Resend Failed Orders

Order Number ↓	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
4500006697	Singapore University of Technology and Design (SUTD) - TEST	\$20 SGD	Sep 19, 2023	Received		⋮

Guide for Supplier on how to Retrieve a Draft Invoice via Purchase Order

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.

The screenshot displays a software interface for managing purchase orders. The top section, titled "New orders (1)", contains filter controls. A red arrow labeled "1" points to the "Partial match" radio button under the "Order numbers" section. Another red arrow labeled "2" points to the dropdown arrow of the "Creation date" field, which is currently set to "Last 31 days". A third red arrow labeled "3" points to the "Last 365 days" option in the expanded dropdown menu. A fourth red arrow labeled "4" points to the "Apply" button. The interface also includes a table with columns for "Order Number", "Customer", "Status", "Amount Invoiced", and "Actions". The first row shows an order number "4500006697" for "Singapore University of Technology and Design (SUTD) - TEST" with a status of "New".

Order Number	Customer	Status	Amount Invoiced	Actions
4500006697	Singapore University of Technology and Design (SUTD) - TEST	New		...

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Guide for Supplier on how to Retrieve a Draft Invoice via Purchase Order

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

Last 365 days

Customers

Select or type selections

Order numbers

Type selection

☒ Partial match

☐ Exact match

Creation date

Last 365 days

Order status

Last 365 days

Select or type

Show more

Apply

Reset

Resend Failed Orders

Order Number ↓		Amount	Date	Order Status	Amount Invoiced	Actions
4500006704	Singapore University of Technology and Design (SUTD) - TEST	\$20000 SGD	Sep 23, 2023	Partially Invoiced	\$8000 SGD	...
4500006698	Singapore University of Technology and Design (SUTD) - TEST	\$20 SGD	Sep 19, 2023	Invoiced	\$20 SGD	...
4500006697	Singapore University 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	...

Click on the purchase order number link to open it.

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Guide for Supplier on how to Retrieve a Draft Invoice via Purchase Order

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.

The screenshot displays the SAP Business Network interface for a Purchase Order (PO) with ID 4500006697. The header includes the SAP logo, 'Business Network', 'Standard Account', and a 'Get enterprise account' button. Below the header, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The main content area shows the SUTD logo and contact information for the customer (Singapore University of Technology and Design) and the supplier (ANID Test Supplier A). A yellow arrow points to the 'Draft Invoices' section in the bottom right corner, which lists 'Invoice: Draft Invoice'. The interface also includes a 'Track Order' button and a 'Payment Terms' section.

Purchase Order: 4500006697

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

SUTD
SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN

From:
Customer
Singapore University of Technology and Design
8 Somapah Road
Singapore 487372
Singapore

To:
ANID Test Supplier A
Orchard Road
Singapore 238823
Singapore
Phone:
Fax:
Email: dlwaribatesting@gmail.com

Purchase Order
(Received)
4500006697
Amount: \$20.00 SGD
Version: 1

Track Order

Payment Terms
NET 30
within 30 days Due net

Comments

2. All prices indicated in this Purchase Order (PO) are exclusive of GST. All invoices shall be billed to SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN and indicate ... View more »

[CONFIDENTIAL]

1. All purchases are subject to SUTD and/or its related entities standard terms and conditions published on SUTD website (<http://www.sutd.edu.sg/procurement.aspx>), e ... View more »

Notes to Supplier:

(Attn: Supplier) Please refer to quotation (Ref: 8801130121) dated 15 Jan 2023

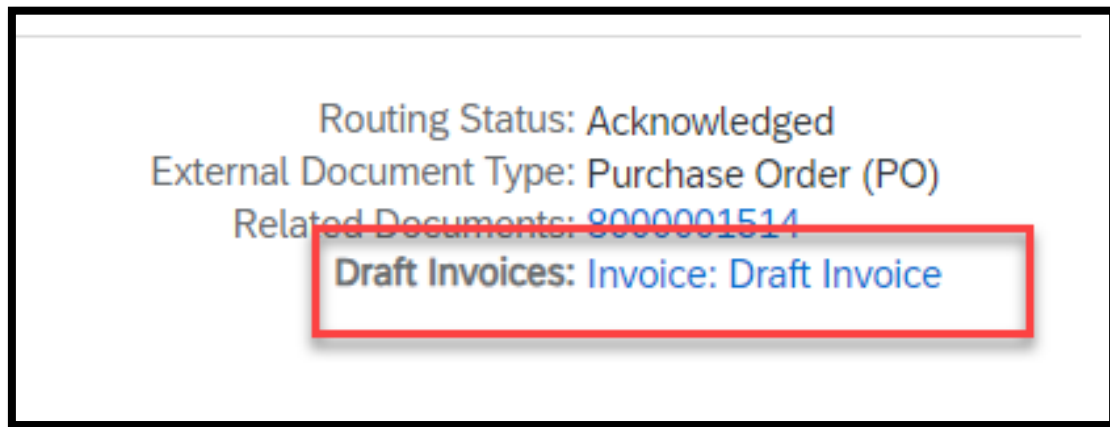
Routing Status: Acknowledged
External Document Type: Purchase Order (PO)
Related Documents: 8000001514
Draft Invoices: Invoice: Draft Invoice

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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.



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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: 4500006697

Invoice #: [Draft Invoice](#)

Invoice Date: 8 Dec 2023

Service Description:

Supplier Tax ID:

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

Subtotal: \$20.00 SGD
Total Tax: \$1.60 SGD
Total Gross Amount: \$21.60 SGD
Total Net Amount: \$21.60 SGD
Amount Due: \$21.60 SGD

[View/Edit Addresses](#)

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.

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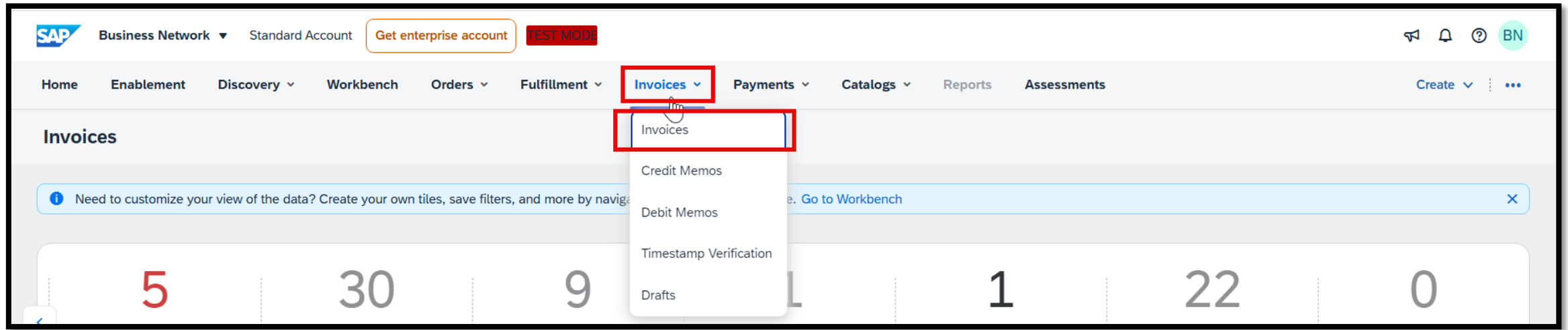




Guide for Supplier on how to Retrieve a Draft Invoice via Invoice Search

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The other way to retrieve the Draft invoice is go to **Invoices** Tab > Click **Invoices**



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Guide for Supplier on how to Retrieve a Draft Invoice Via Invoice Search

Click the Draft invoices section. Then it will display all draft invoice/s created.

5

Overdue invoices - Approved

Last 31 days

30

Invoices pending approval

Last 31 days

9

Approved invoices pending payment

Last 31 days

1

Paid invoices

Last 31 days

1

Draft invoices

Last 50 days

22

Credit Memos

Last 90 days

0

Debit Memos

Last 90 days

Draft invoices (1)

▼ Edit filter

Last 50 days

Customers

Invoice number

Date last modified

Reference

Select or type selections

Type input

Last 50 days

▼

Type input

Apply

Reset

Invoice Number	Customer	Reference	Date Last Modified ↓	Amount	Actions
Sample Draft	Singapore University of Technology and Design (SUTD) - TEST	4500007219	Jan 28, 2025	\$0 SGD	...

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Guide for Supplier on how to Retrieve a Draft Invoice Via Invoice Search

Click the **Actions (...)** on the right side of invoice. Then select **Edit** to update and submit the draft invoice.

ApplyReset

Invoice Number	Customer	Reference	Date Last Modified ↓	Amount	Actions
Sample Draft	Singapore University of Technology and Design (SUTD) - TEST	4500007219	Jan 28, 2025	<div>EditDelete</div>	<div>...</div>

Thank you
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