# RESORTS WORLD™ SENTOSA

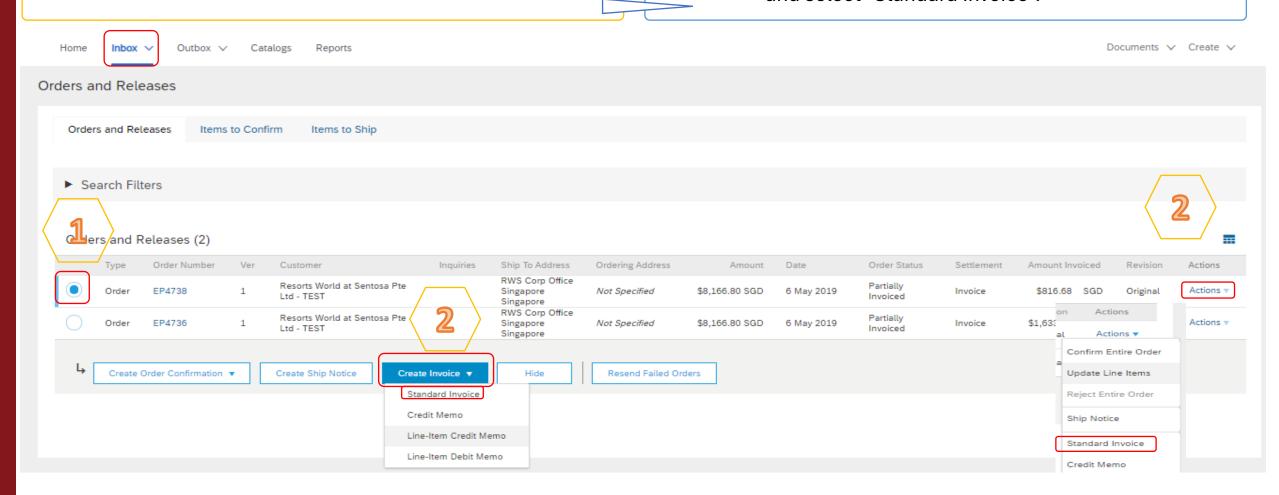
# E-Invoicing & Credit Memo EA

Oct 2024

## E-Invoicing

Log-in to your Supplier Business Network. Go to "Inbox" and check on the Purchase Order to perform invoicing on.

Click on "Create Invoice" and select "Standard Invoice". Alternatively, you may click on "Action" and select "Standard Invoice".



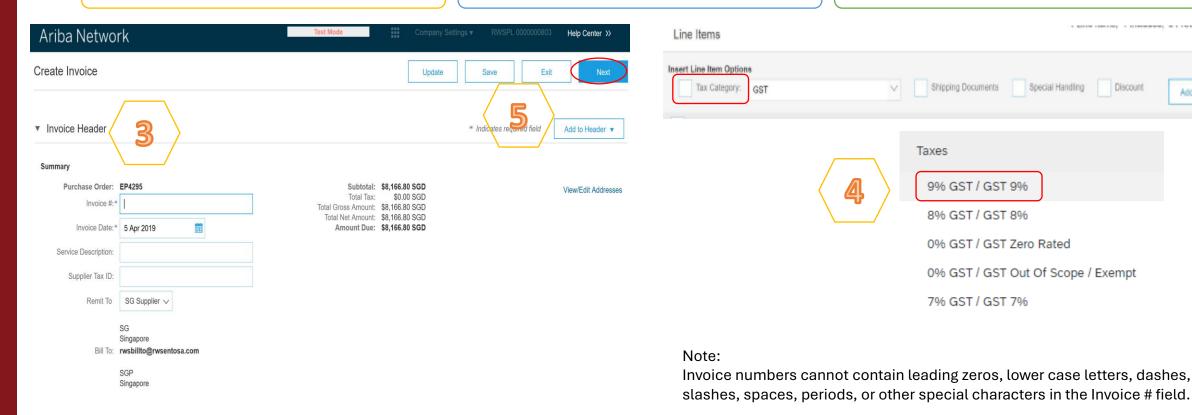
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## E-Invoicing – For <u>GST</u> Registered Supplier

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nvoice is automatically prepopulated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

- Check on "Tax Category" and click on the dropdown.
  Select the option with "9%
  GST/GST 9%". Click 'Add to Included Lines' to apply tax to line items.
- For multiple line items, just tick the box on the left.
  Uncheck lines which you do not want to invoice. Click on "Next".



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Add to Included Lines

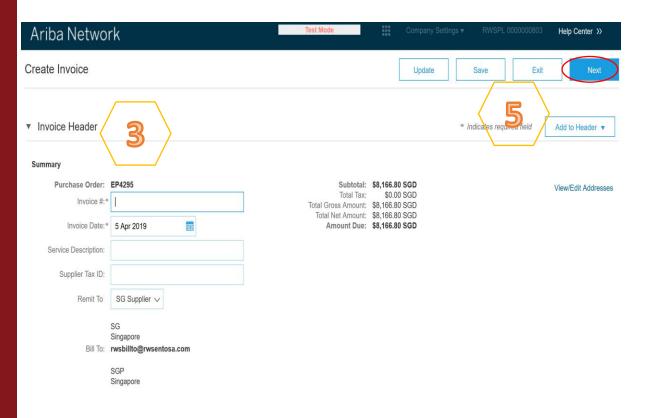
## E-Invoicing – For Non-GST Registered Supplier

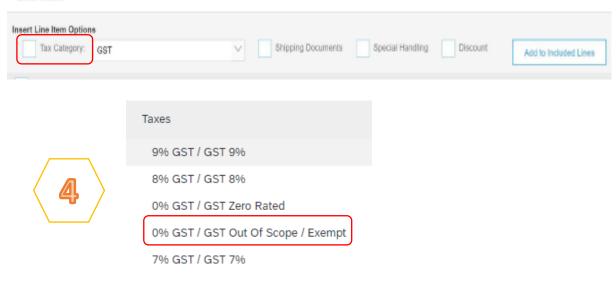
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Invoice is automatically prepopulated with the PO data. Complete all fields marked with an asterisk and add tax as applicable. Check on "Tax Category" and click on the dropdown. Select the option with "0% GST /GST Out of Scope / Exempt. Click 'Add to Included Lines' to apply tax to line items.

Line Items

For multiple line items, just tick the box on the left. Uncheck lines which you do not want to invoice. Click on "Next".





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#### Note:

Invoice numbers cannot contain leading zeros, lower case letters, dashes, slashes, spaces, periods, or other special characters in the Invoice # field.

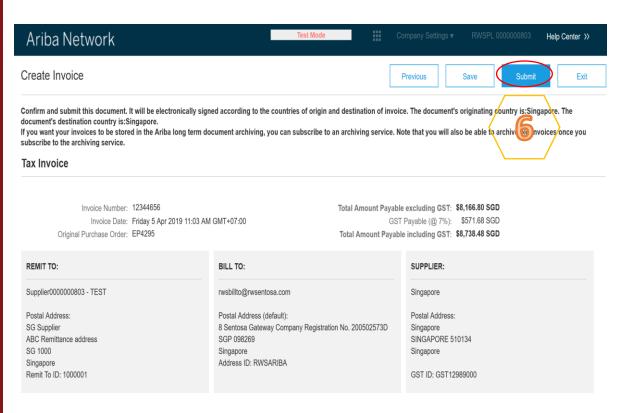
## E-Invoicing – Review and Submit Invoice

9 Review your invoice for accuracy on the "Review page". If no changes are needed, click "Submit" to send the invoice to RWS.

Invoice layout for GST Registered Supplier.

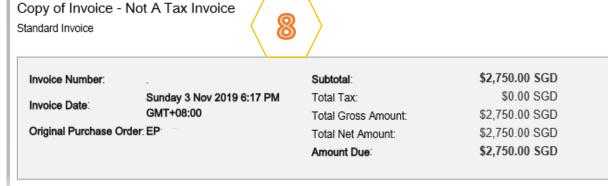
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Invoice layout for Non-GST Registered Supplier.





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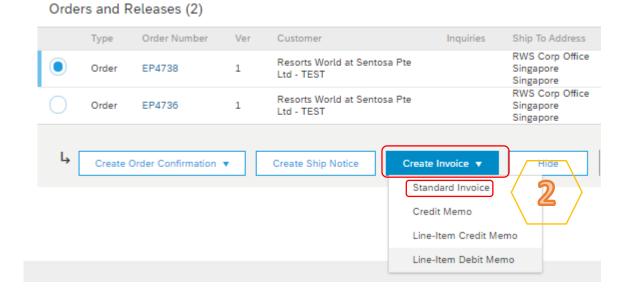
## E-Invoicing – Partial Invoicing

Locate and open the Purchase Order. Partially invoiced PO will be displayed. Note: All previous documents are displayed under "Related Documents".

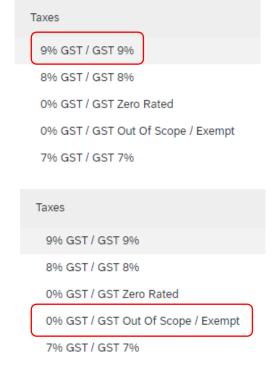
Click on "Create Invoice". Select "Standard Invoice", confirm the Supplier Tax ID and scroll down to line item. Check on "Tax Category" and select the Tax type according. (9% GST/GST Standard OR 0% GST / GST Out of Scope / Exempt)



Routing Status: Acknowledged Related Documents: 3 714e2 RC857



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## E-Invoicing – Partial Invoicing

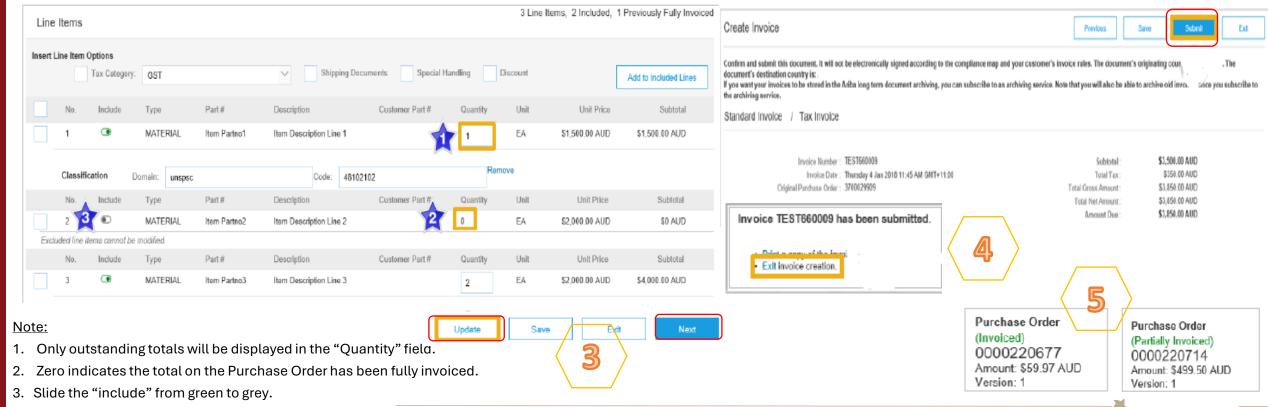
Complete line item details by indicating the correct quantities for invoicing. Click on "Update" then click on "Next".

Screen display "Create Invoice" page. Review the details. Click on "previous" if need to amend or click on "Submit" to proceed. Click on "Exit Invoice Creation".

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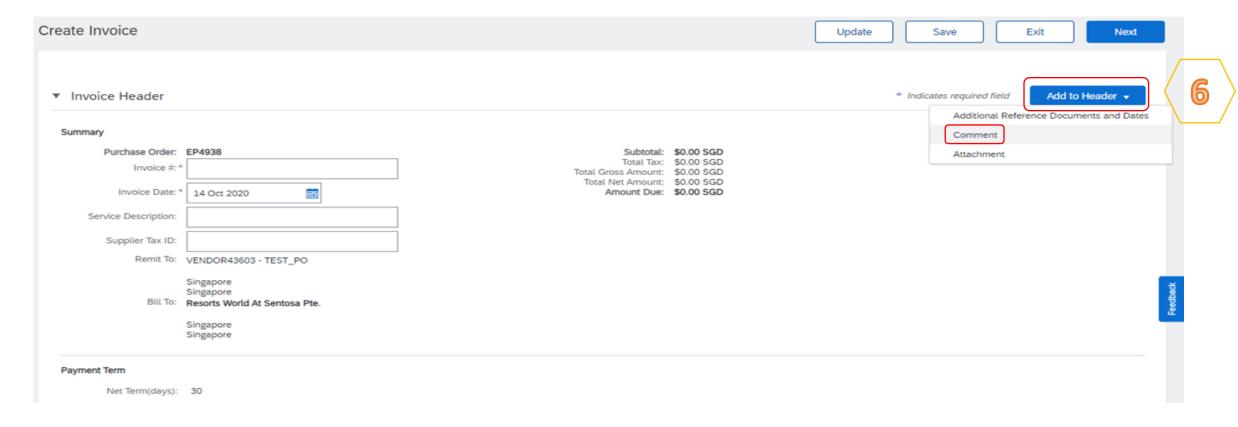
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Screen will display PO with status "Invoiced" or "Partially Invoiced". Note: "Invoiced" means all items in the original PO has been invoiced. "Partially Invoiced" means there are items still not invoiced in the original PO.



## **E-Invoicing – Adding Comments**

9 At the "Invoice Header" section, click "Add to Header" and select "Comment".



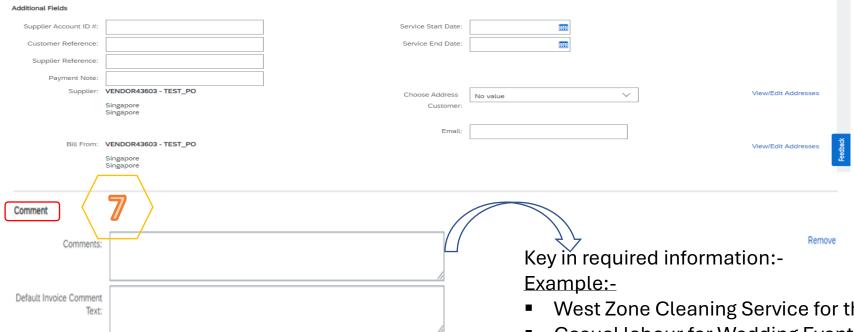
## E-Invoicing – Adding Comments

At the "Add Comment" page, scroll down to "Comment" section, input information.

Invoices should indicate:-

- Brief description of services performed,
- For which location/equipment and
- When the service was carried out.

To attach supporting documents (e.g. service report) where applicable.

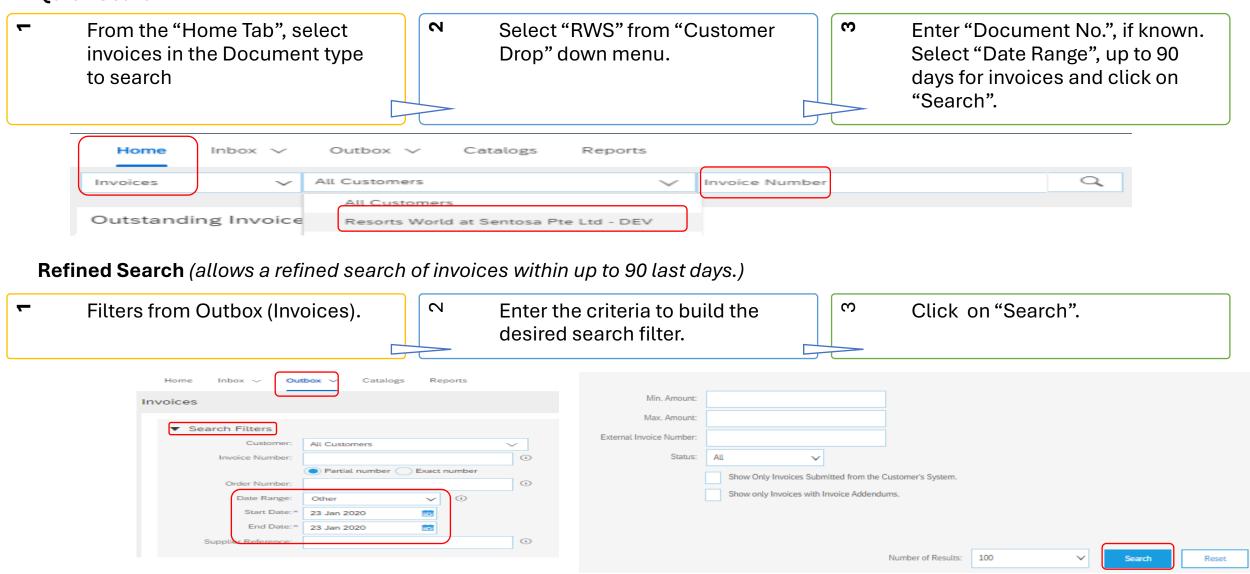


- West Zone Cleaning Service for the period 15 July to 14 Aug 2020,
- Casual labour for Wedding Event on 13 Aug 2020,
- Maintenance Services and Parts SOR (Describe the Equipment) in Jul 2020.



## Search for Invoices (2 methods)

#### **Quick Search**



## **Modifying Invoices**

Clicking "Exit" during the invoice creation prompts the User to "Save", "Delete", or "Continue" working on the invoice.

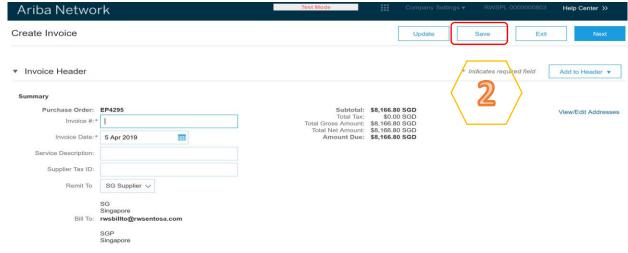
Save your invoice at anytime during invoice creation to work on it later.

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When ready to resume work on the invoice, Click on "Orders to Invoice".

Note: You can keep draft invoices for up to 7 days.





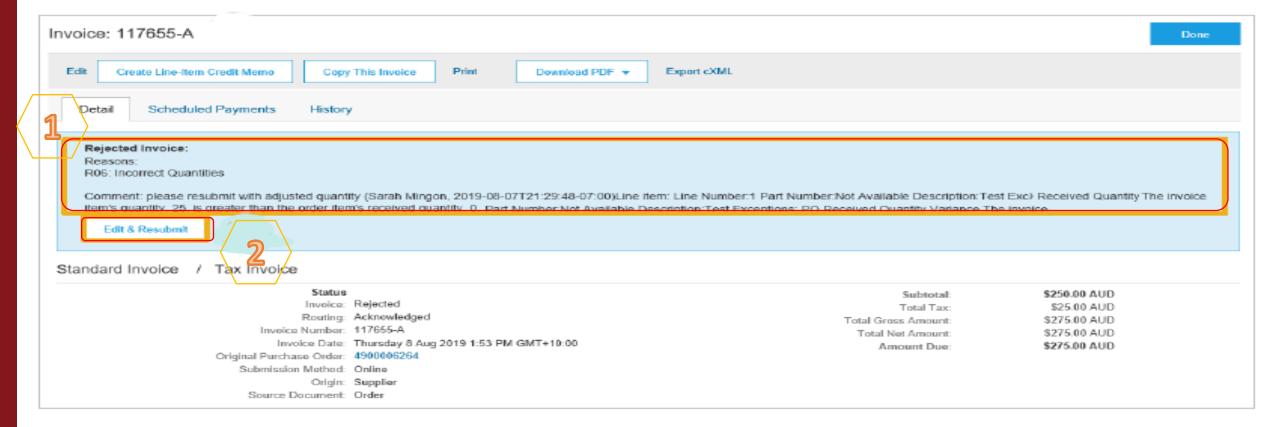
## **Edit and Re-Submit Invoices (Rejected Invoices)**

Invoices can be rejected due to missing information, incorrect information or requested by the Supplier due to Invoicing errors.

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Locate and open the email indicating that an Invoice has been rejected. Open the invoice. The rejection reason is displayed.

Click on "Edit" and "Resubmit". The invoice is displayed. Correct errors, these will usually have a red error message. Finalise.



## **Invoice Report Notes**

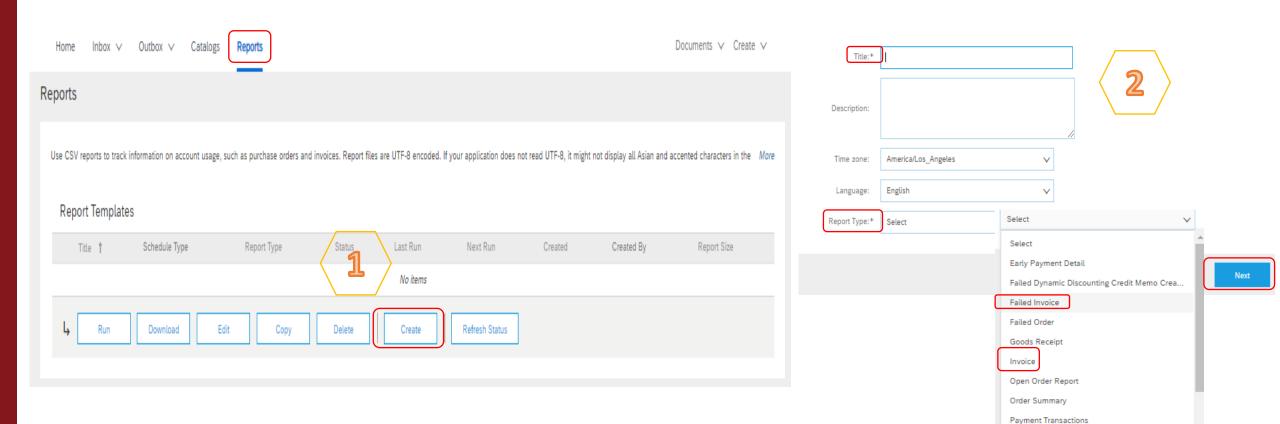
Reports help provide additional information and details on transactions on the Network in a comprehensive format.

- Invoice reports provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- Failed Invoice reports provide details on failed and rejected invoices. These reports are useful for troubleshooting
  invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- Bronze (and higher) members may choose Manual or Scheduled report. Set scheduling information if Scheduled report is selected.

## **Invoice Report**

Click the "Reports" tab from the menu at the top of the page. Click on "Create".

Enter required information. Select an "Invoice report type" — "Failed Invoice" or "Invoice". Click "Next".



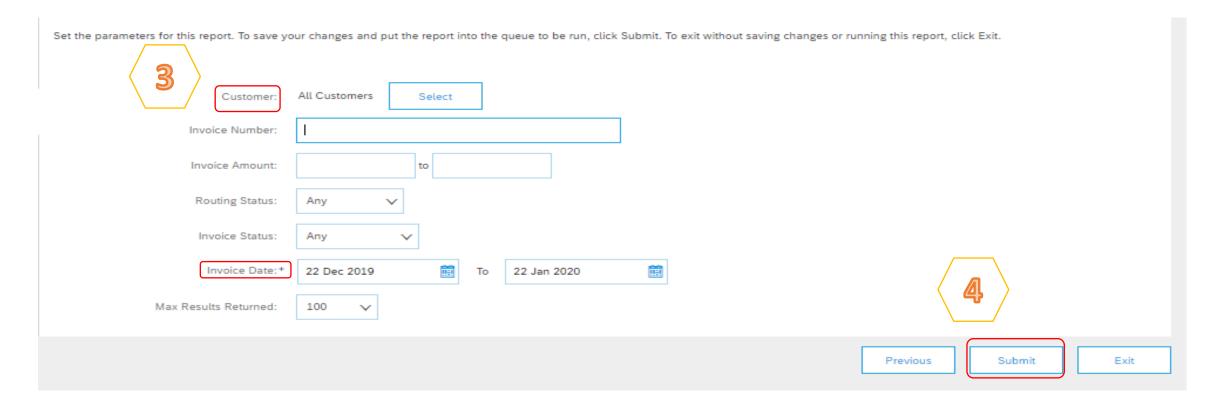
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Order

## **Invoice Report**

Specify "Customer" and "Created Date" in Criteria. Click "Submit".

You can view and download the report in CSV format when its status is Processed.



Note: For more detailed instructions on generating reports, refer to the Ariba Network Transactions Guide found on the HELP page of your account.



## **Invoice Archival**

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

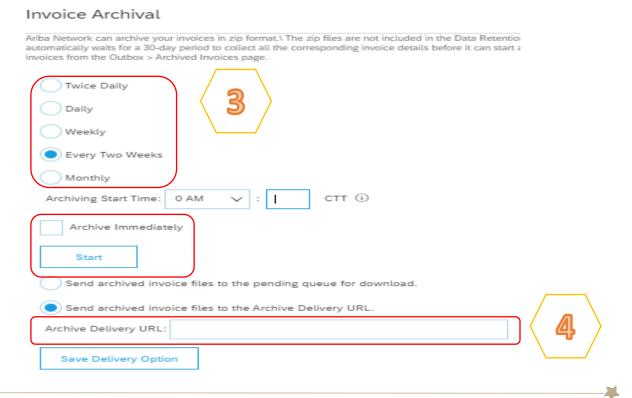
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From the Company Settings dropdown menu, select "Electronic Invoice Routing".

Select the tab "Tax Invoicing and Archiving". Scroll down to "Invoice Archival" and select the link for "Configure Invoice Archival".

Select frequency (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click "Start".

# Relectronic Order Routing General Tax Invoicing and Archiving Tax Information Invoice Archival Ariba Network can archive your invoices in zip format.\ The zip files are not option you have selected, Ariba Network automatically waits for a 30-day pradditionally select the Archive Immediately check box. You can download a Configure Invoice Archival



## **Invoice Archival**

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If you want Ariba to deliver automatically archived zip files to you, also enter an "Archive Delivery URL" (otherwise you can download invoices from your Outbox, section Archived Invoices).

Note: After Archive Immediately started you can either Stop it or Update Frequency any time.

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You may navigate back to the "Tax Invoicing and Archiving" screen in order to subscribe to "Long-Term Document Archiving" for an integrated archiving solution. (More details within the Terms and Policies link.)



#### Long-Term Document Archiving

Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by the tax authorities in your country. Ariba Network collaborates with accredited archive providers to support country-specific archiving timeframes. You can view and download the archived invoices from the Document Archive > Archived Documents page for auditing purposes.

Enable long-term invoice archiving. See the terms and policies for the optional document archiving service. To view the list of countries supported for long-term archiving, click view countries.



## **Transaction Status**

Invoice Status (Status of RWS's action on the Invoice)	
Sent	RWS has received the invoice but has not approved or rejected it.
Approved	If the invoice doesn't have any errors, RWS approves the invoice for payment, which changes the invoice status to "Approved".
Paid	RWS has indicated that the invoice is paid or in the process of being paid.
Rejected	The invoice failed validation on Ariba Network, or RWS rejected the invoice in their invoice processing system. You can edit and resubmit a rejected invoice.
Cancelled	You canceled the invoice and can't make any further changes to it.



If you configured your Invoice Notifications under "Electronic Invoice Routing Modes", you will receive emails regarding invoice status.



### **Points to Note**

#### **Contract Invoicing**

Contract invoices are created in the Ariba Network against Contract orders.

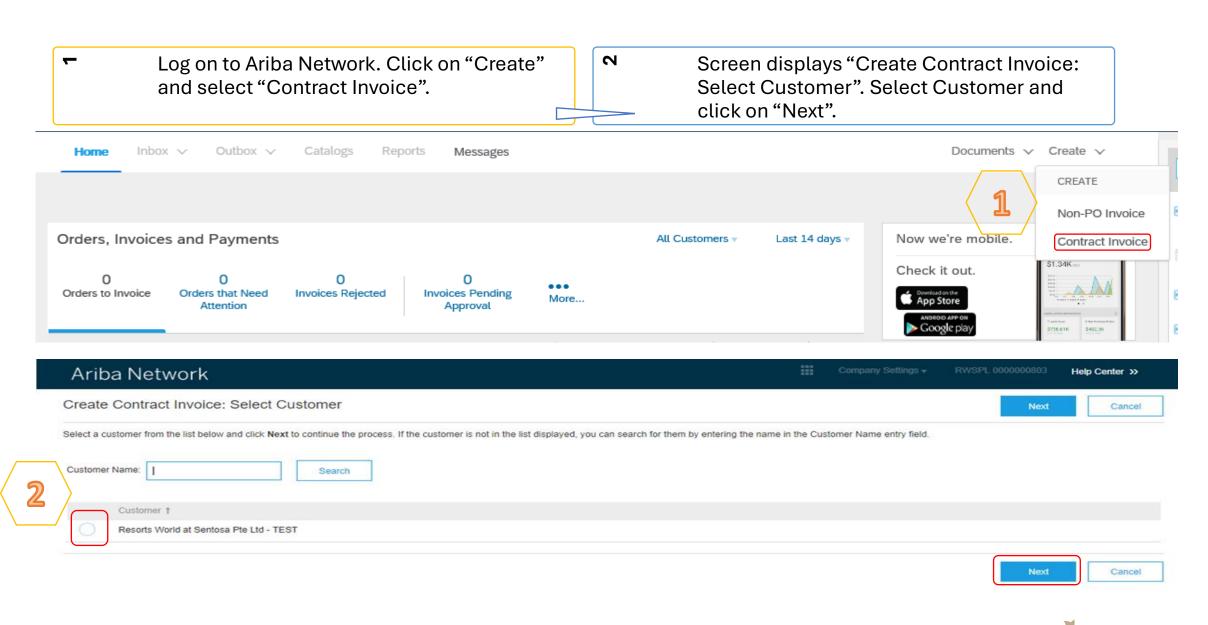
Contracted orders are typically when Supplier performs recurring services as defined in a contract, where agreed pricing terms and rates exist and invoices are submitted at regular intervals (i.e. monthly).

When a contract order is published, Supplier will be advised by Resorts World at Sentosa Pte Ltd what the Contract Order number is (e.g C12345).

Take note of the following when creating invoices:

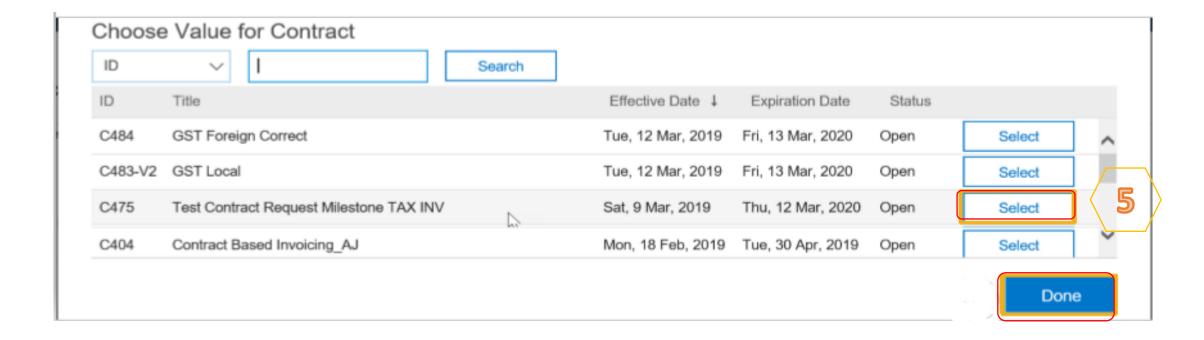
- The tax rate and category must be selected for each invoice.
- Taxes can be added at the header level or at line level.
- Partial invoicing is allowed.





3 4 Screen displays "Create Contract Invoice: Screen displays "Create Contract Invoice: Select Customer Contract Site". Select Select Contract". Click on "Select" to the "Business Unit Address". Click "Next". choose the Contract. Ariba Network Help Center >> Contract Invoice: Select Customer Contract Site Select which Business Unit Address you want to access and click Next to continue the process. Business Unit Address † Contact Chia Hong Chuan Previous Cancel Ariba Network Create Contract Invoice: Select Contract Enter the information requested in the fields below. Required fig. are indicated with an asterisk (\*). Click Next to continue creating the invoice Contract: \* (no value) [ select ] Invoice Date: Sold To Email: Payment Terms: (no value) [ select ] Ship From: JEFFREY LEOW: Ship To: (no value) Cancel

Ŋ Screen displays "Choose Value for Contract". Click "Select" for the required contract.

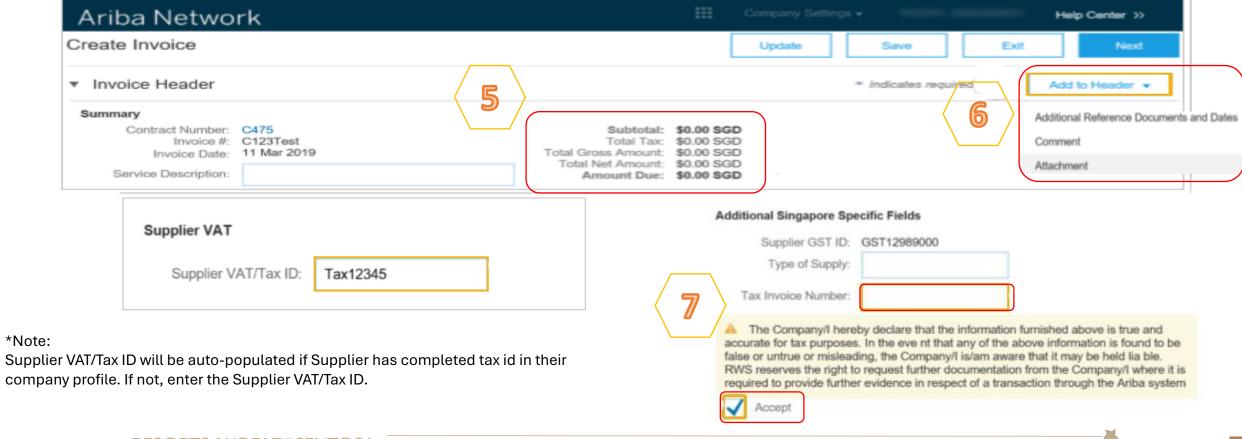


S Note: The value of the Contract Invoice is zero, this is due to the items of the contract are yet to be added.

Click on "Add to Header" to add additional information. Select the applicable action, if required. Scroll down to "Supplier VAT". \*

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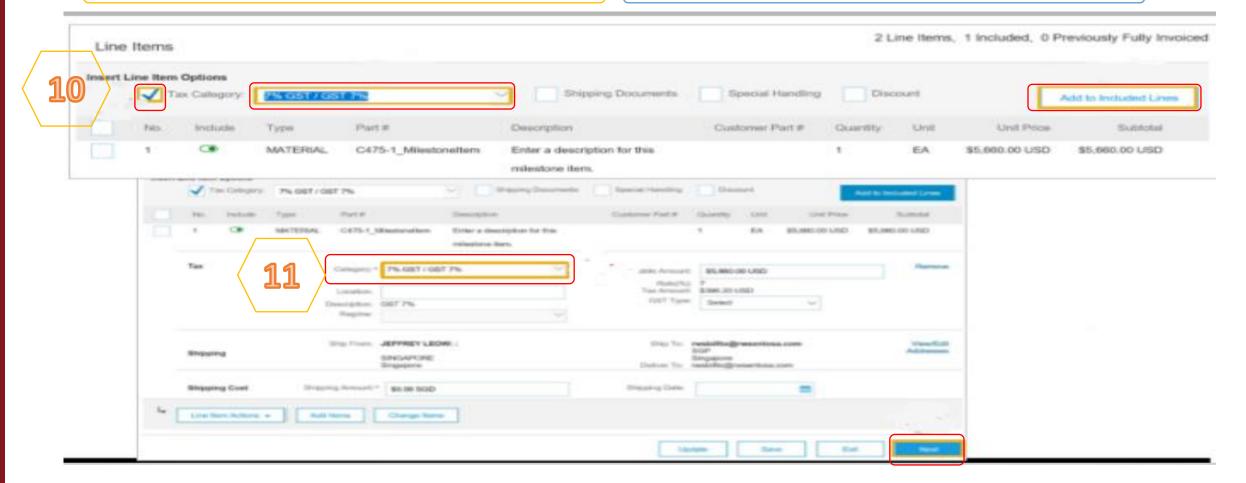
Scroll down to "Additional Singapore Specific Fields". Enter the "Tax Invoice Number". 2. Select the check box that says "Accept".



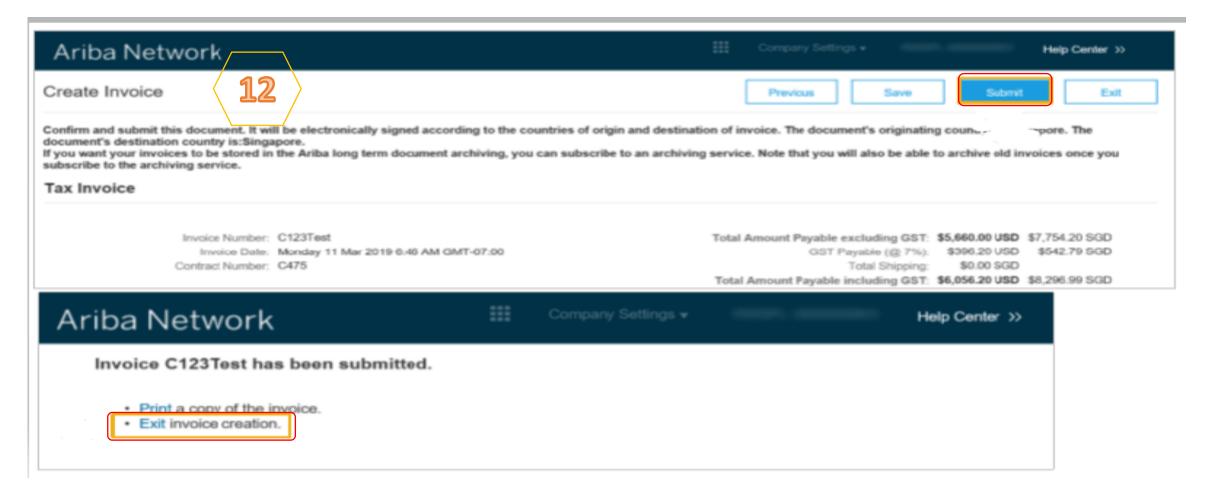
0  $\infty$ Scroll Down to Line Items. Click "Add All items that are part of the Contract will Items". Screen displays "Create Contract be displayed. Enter the "Quantity" based on the unit of measure. Click "Add Item". Invoice: Add Contract Item". Repeat the above step until all required items are added. Click "Done". 0 Line Items, 0 Included, 0 Previously Fully Invoiced Line Items Insert Line Item Options Tax Category: Discount 0% GST / GST Zero Rated Add to Included Line Unit Price Subtotal Customer Part # No item selected Add Items Line Item Actions Ariba Network Help Center 30 Create Contract Invoice: Add Contract Item Contract: C475 Search by part #, supplier name, or keyword All Categories Browse By Category Raw Materials 4 item(s) found Sort by: \$5,660,0000 USD / E Enter a description for this milestone item. Supplier: VENDOR824 And I 9 Otty: Supplier Part #: C475-1 Milestoneltem Available in: 0 Day(s) Enter a description for this milestone item.

10 Click on the check box for Tax Category. Select the applicable tax value from the drop down list. Click "Add to Included Lines".

A tax section will open for each item. Confirm or change the tax Category on each item. Click "Next".



3 Review the Contract Invoice. Click "Submit". Click on "Exit".



# **Credit Memo**

## **Credit Memo**



To create a Line Item Credit Note for Standard Account, locate the "Invoice Status" email from your mailbox.

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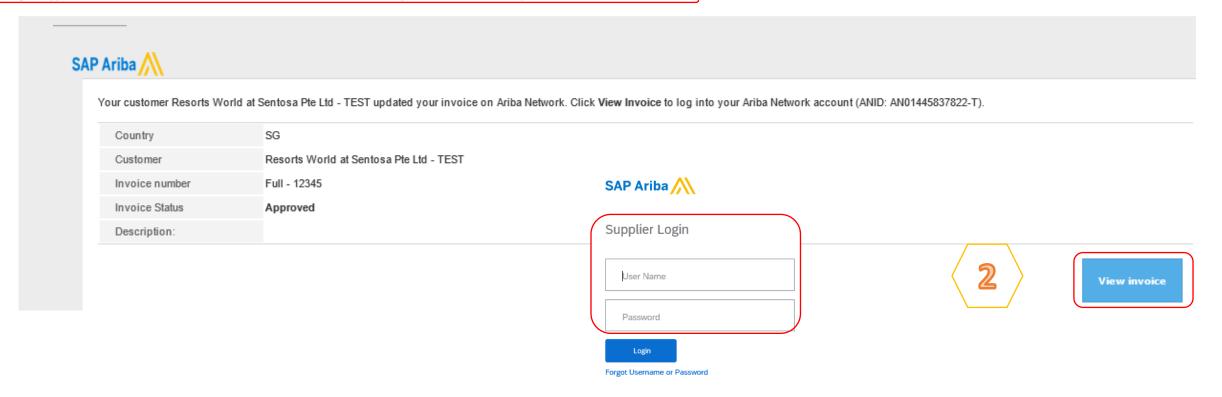
Click on "View Invoice". Screen shows the "Supplier Login" page. Click "Continue" and log-in to your account.

From: network\_accounts@ariba.com [mailto:ordersender-prod@ansmtp.ariba.com]

Sent: 16 January 2020 5:41 PM

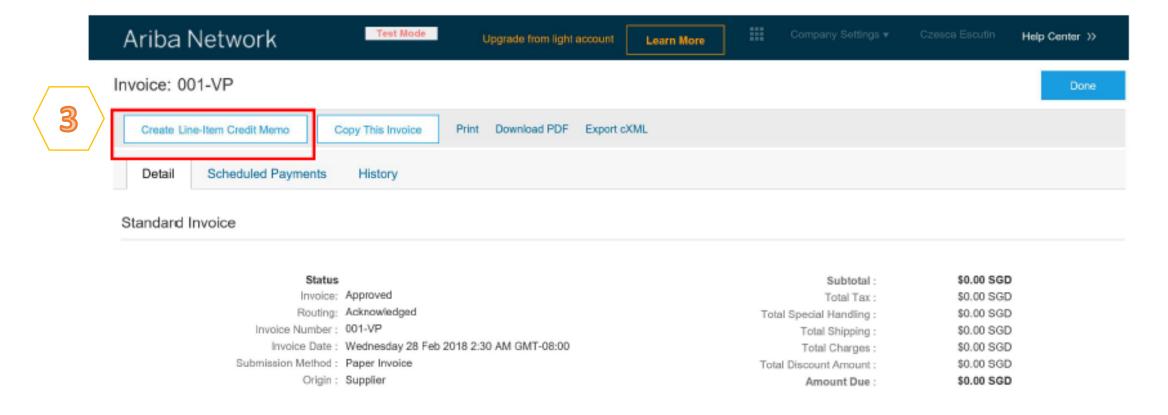
To: Jonalyn MURILLO

Subject: Approved - Invoice Full - 12345 - to Resorts World at Sentosa Pte Ltd - TEST (ANID: AN01400403926-T) - Notification from Ariba Network



## **Credit Memo**

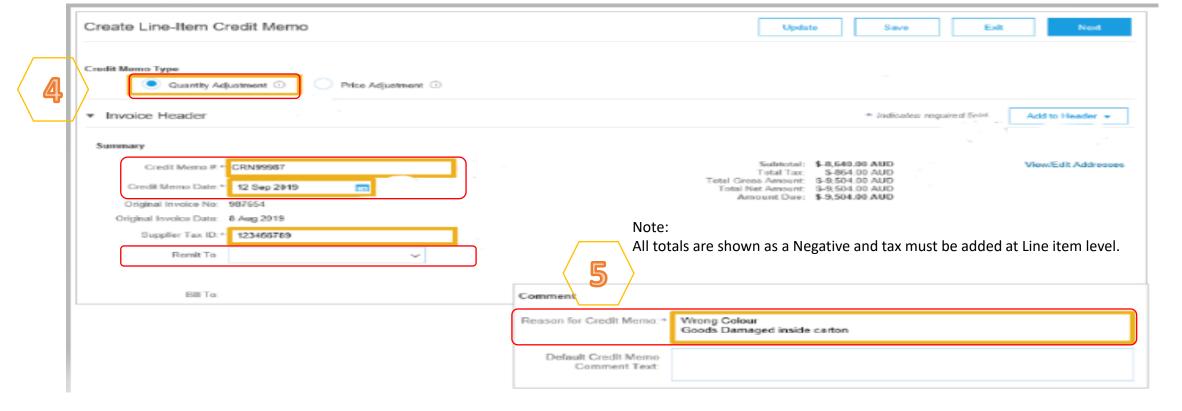
က The invoice page is displayed. Click on "Create Line-Item Credit Memo". Note: Supplier can only create a Line item Credit memo for approved invoices.



## **Credit Memo – Adjustment on Quantity**

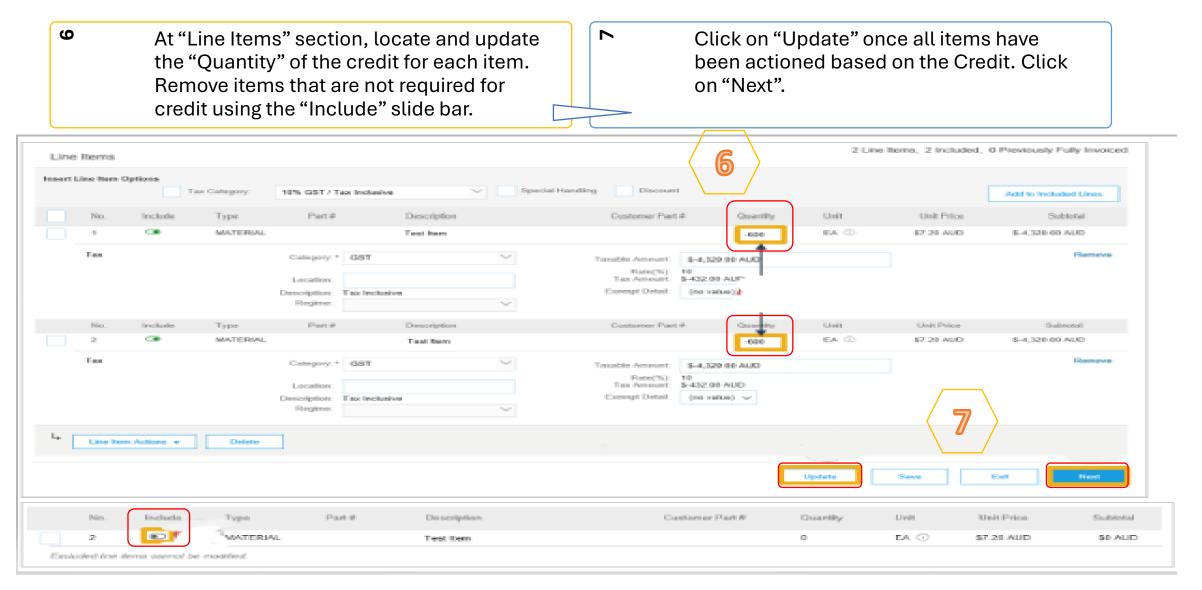
Select "Quantity Adjustment". Enter "Credit Memo #". Confirm the "Credit Memo Date". Confirm or enter the "Supplier Tax ID". (Complete all fields with an Asterisks. All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default.)

Scroll down to locate "Reason for Credit Memo". Enter the "Reason for Credit Memo". Scroll down to "Line items".

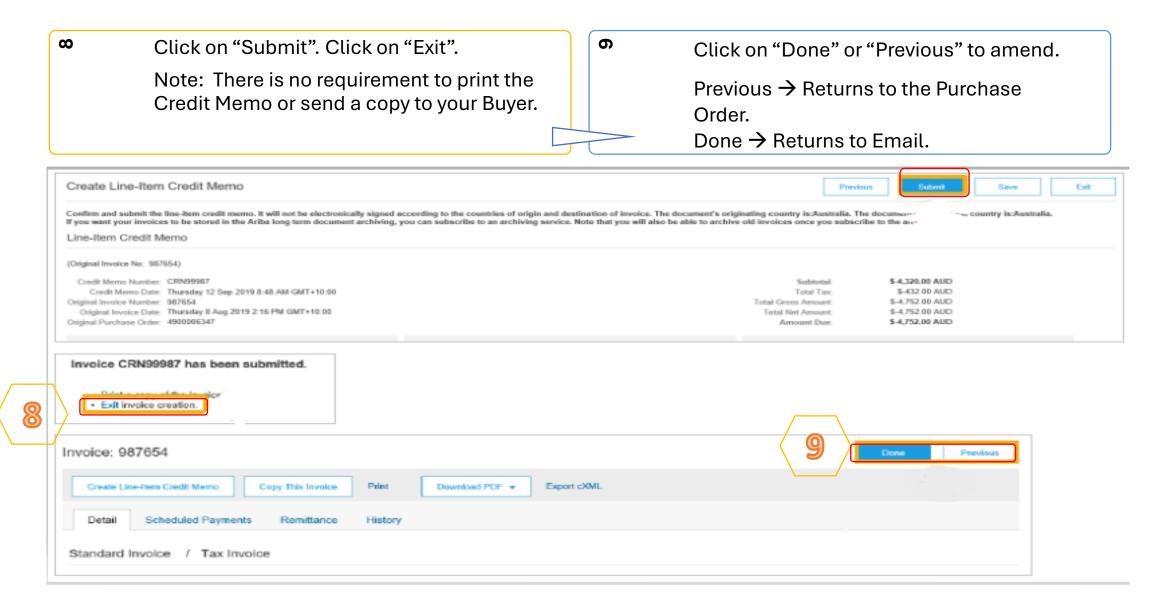


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## **Credit Memo – Adjustment on Quantity**



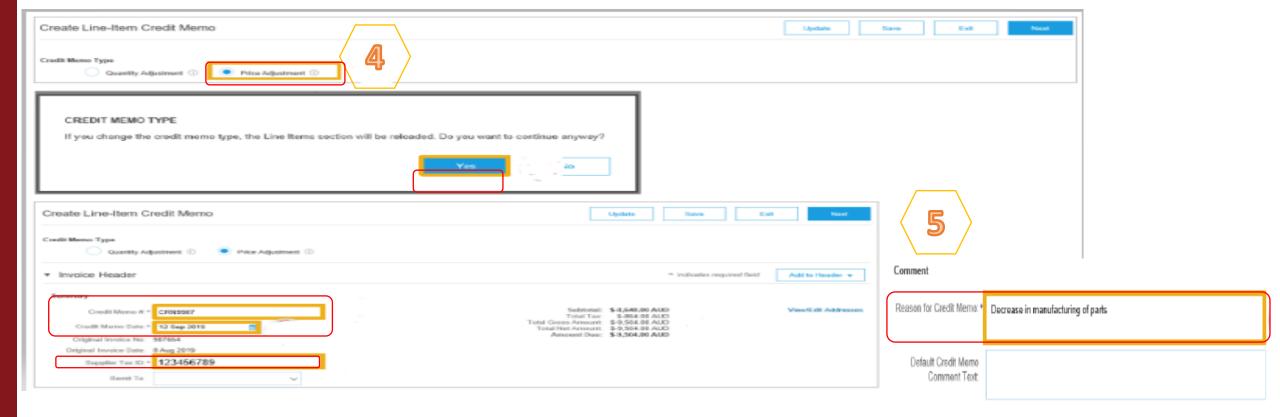
## **Credit Memo – Adjustment on Quantity**



## Credit Memo – Adjustment on Price

Select "Price Adjustment" and click "Yes. Enter "Credit Memo #". Confirm the "Credit Memo Date". Confirm or enter the "Supplier Tax ID". (Complete all fields with an Asterisks. All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default.)

Scroll down to locate "Reason for Credit Memo". Enter the "Reason for Credit Memo". Scroll down to "Line items".

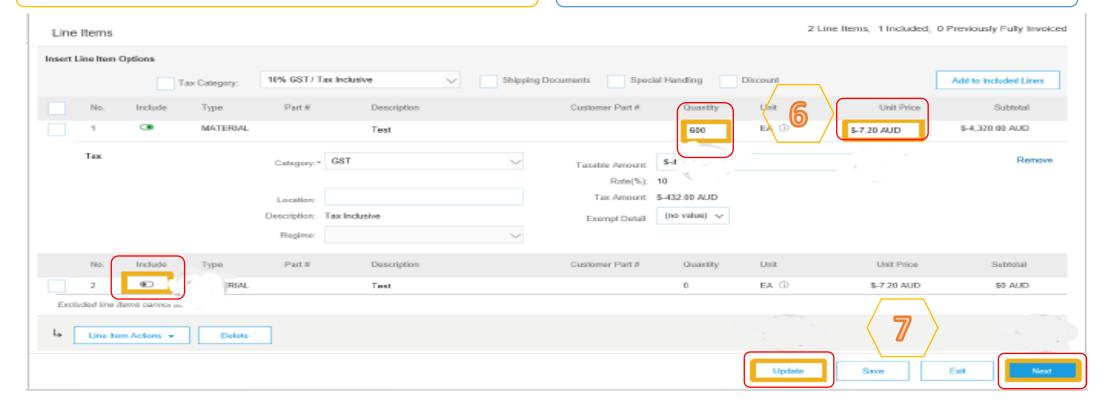


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## **Credit Memo – Adjustment on Price**

At "Line Items" section, locate and update the "Quantity" of the credit for each item. Locate and update the "Unit Price" for the line item that requires price adjustment. Remove items that are not required for credit using the "Include" slide bar.

Click on "Update" once all items have been actioned based on the Credit. Click on "Next".



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## **Credit Memo – Adjustment on Price**

