RESORTS WORLD™ SENTOSA

E-Invoicing & Credit Memo EA

Oct 2024

E-Invoicing

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

3 — Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

4 — 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.

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

Ariba Network

Test Mode — Company Settings ▾ — RWSPL 0000000803 — Help Center »

Create Invoice

Update | Save | Exit | **Next**

5

▾ Invoice Header **3**

Summary

* Indicates required field — Add to Header ▾

Purchase Order:	EP4295
Invoice #:*	
Invoice Date:*	5 Apr 2019
Service Description:	
Supplier Tax ID:	
Remit To	SG Supplier ⌄

SG
Singapore

Bill To: rwsbillto@rwsentosa.com

SGP
Singapore

Subtotal:	$8,166.80 SGD
Total Tax:	$0.00 SGD
Total Gross Amount:	$8,166.80 SGD
Total Net Amount:	$8,166.80 SGD
Amount Due:	$8,166.80 SGD

View/Edit Addresses

Line Items

Insert Line Item Options

☐ Tax Category: GST ⌄ | ☐ Shipping Documents | ☐ Special Handling | ☐ Discount | Add to Included Lines

Taxes

4

9% GST / GST 9%

8% GST / GST 8%

0% GST / GST Zero Rated

0% GST / GST Out Of Scope / Exempt

7% GST / GST 7%

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

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

3 Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

4 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.

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

Ariba Network

Test Mode   Company Settings ▼   RWSPL:0000000803   Help Center ››

Create Invoice   Update   Save   Exit   **Next**

3 ▼ Invoice Header   **5**   * Indicates required field   Add to Header ▼

Summary

Purchase Order:	**EP4295**
Invoice #:*		
Invoice Date:*	5 Apr 2019
Service Description:	
Supplier Tax ID:	
Remit To	SG Supplier ∨

Subtotal: **$8,166.80 SGD**
Total Tax: $0.00 SGD
Total Gross Amount: **$8,166.80 SGD**
Total Net Amount: **$8,166.80 SGD**
Amount Due: **$8,166.80 SGD**

View/Edit Addresses

SG
Singapore

Bill To: rwsbillto@rwsentosa.com

SGP
Singapore

Line Items

Insert Line Item Options

☐ Tax Category: GST   ∨   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   Add to Included Lines

4

Taxes

9% GST / GST 9%

8% GST / GST 8%

0% GST / GST Zero Rated

0% GST / GST Out Of Scope / Exempt

7% GST / GST 7%

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

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

7 — Invoice layout for GST Registered Supplier.

8 — Invoice layout for Non-GST Registered Supplier.

Ariba Network

Test Mode   Company Settings ▾   RWSPL 0000000803   Help Center ››

Create Invoice

Previous   Save   **Submit**   Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Singapore. The document's destination country is:Singapore.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

6

Tax Invoice

Invoice Number: 12344656	Total Amount Payable excluding GST:	**$8,166.80 SGD**
Invoice Date: Friday 5 Apr 2019 11:03 AM GMT+07:00	GST Payable (@ 7%):	$571.68 SGD
Original Purchase Order: EP4295	Total Amount Payable including GST:	**$8,738.48 SGD**

REMIT TO:

Supplier0000000803 - TEST

Postal Address:
SG Supplier
ABC Remittance address
SG 1000
Singapore
Remit To ID: 1000001

BILL TO:

rwsbillto@rwsentosa.com

Postal Address (default):
8 Sentosa Gateway Company Registration No. 200502573D
SGP 098269
Singapore
Address ID: RWSARIBA

SUPPLIER:

Singapore

Postal Address:
Singapore
SINGAPORE 510134
Singapore

GST ID: GST12989000

Tax Invoice

7

Invoice Number:	.	
Invoice Date:	Wednesday 15 Jan 2020 12:00 PM GMT+08:00	
Original Purchase Order: EP		
Total Amount Payable excluding GST:		$1,000.00 SGD
GST Payable (@ 7%):		$70.00 SGD
Total Amount Payable including GST:		$1,070.00 SGD

Copy of Invoice - Not A Tax Invoice
Standard Invoice

8

Invoice Number:	.	Subtotal:	$2,750.00 SGD
Invoice Date:	Sunday 3 Nov 2019 6:17 PM GMT+08:00	Total Tax:	$0.00 SGD
		Total Gross Amount:	$2,750.00 SGD
Original Purchase Order: EP		Total Net Amount:	$2,750.00 SGD
		Amount Due:	$2,750.00 SGD

E-Invoicing – Partial Invoicing

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

2 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 <u>OR</u> 0% GST / GST Out of Scope / Exempt)

E-Invoicing – Partial Invoicing

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

4 — 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".

5 — 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.

Line Items

3 Line Items, 2 Included, 1 Previously Fully Invoiced

Insert Line Item Options

Tax Category: GST

Shipping Documents | Special Handling | Discount | Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1		MATERIAL	Item Partno1	Item Description Line 1		1	EA	$1,500.00 AUD	$1,500.00 AUD

Classification | Domain: unspsc | Code: 46102102 | Remove

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2		MATERIAL	Item Partno2	Item Description Line 2		0	EA	$2,000.00 AUD	$0 AUD

Excluded line items cannot be modified.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
3		MATERIAL	Item Partno3	Item Description Line 3		2	EA	$2,000.00 AUD	$4,000.00 AUD

Update | Save | Exit | Next

Create Invoice

Previous | Save | Submit | Exit

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating coun .The document's destination country is: .
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invo. once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

Invoice Number : TEST660009
Invoice Date : Thursday 4 Jan 2018 11:45 AM GMT+11:00
Original Purchase Order : 3780029909

Subtotal:	$1,500.00 AUD
Total Tax:	$350.00 AUD
Total Gross Amount:	$3,850.00 AUD
Total Net Amount:	$3,850.00 AUD
Amount Due:	$3,850.00 AUD

Invoice TEST660009 has been submitted.

• Print a copy of the Invoi...
• Exit invoice creation.

Purchase Order
(Invoiced)
0000220677
Amount: $59.97 AUD
Version: 1

Purchase Order
(Partially Invoiced)
0000220714
Amount: $499.50 AUD
Version: 1

Note:

1. Only outstanding totals will be displayed in the "Quantity" field.
2. Zero indicates the total on the Purchase Order has been fully invoiced.
3. Slide the "include" from green to grey.

E-Invoicing – Adding Comments

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

E-Invoicing – Adding Comments

7

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.

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **VENDOR43603 - TEST_PO**
Singapore
Singapore

Bill From: **VENDOR43603 - TEST_PO**
Singapore
Singapore

Service Start Date:

Service End Date:

Choose Address: No value
Customer:

Email:

View/Edit Addresses

View/Edit Addresses

Feedback

Comment

7

Comments:

Default Invoice Comment Text:

Remove

Key in required information:-
Example:-
- 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

1 From the "Home Tab", select invoices in the Document type to search

2 Select "RWS" from "Customer Drop" down menu.

3 Enter "Document No.", if known. Select "Date Range", up to 90 days for invoices and click on "Search".

Refined Search *(allows a refined search of invoices within up to 90 last days.)*

1 Filters from Outbox (Invoices).

2 Enter the criteria to build the desired search filter.

3 Click on "Search".

Modifying Invoices

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

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

3 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.

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

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

Invoice: 117655-A   Done

Edit   Create Line-Item Credit Memo   Copy This Invoice   Print   Download PDF ▼   Export cXML

Detail   Scheduled Payments   History

1

Rejected Invoice:
Reasons:
R06: Incorrect Quantities

Comment: please resubmit with adjusted quantity (Sarah Mingon, 2019-08-07T21:29:48-07:00)Line Item: Line Number:1 Part Number:Not Available Description:Test Exc> Received Quantity The invoice item's quantity, 25, is greater than the order item's received quantity, 0. Part Number:Not Available Description:Test Exceptions; PO Received Quantity Variance The invoice

Edit & Resubmit

2

Standard Invoice   /   Tax Invoice

Status			
Invoice:	Rejected	Subtotal:	$250.00 AUD
Routing:	Acknowledged	Total Tax:	$25.00 AUD
Invoice Number:	117655-A	Total Gross Amount:	$275.00 AUD
Invoice Date:	Thursday 8 Aug 2019 1:53 PM GMT+10:00	Total Net Amount:	$275.00 AUD
Original Purchase Order:	4900006264	Amount Due:	$275.00 AUD
Submission Method:	Online		
Origin:	Supplier		
Source Document:	Order		

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

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

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

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.

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

3

Customer: All Customers [Select]

Invoice Number: [ ]

Invoice Amount: [ ] to [ ]

Routing Status: [Any ▾]

Invoice Status: [Any ▾]

Invoice Date: * [22 Dec 2019 📅] To [22 Jan 2020 📅]

Max Results Returned: [100 ▾]

4

[Previous] [Submit] [Exit]

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:

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

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

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

Network Settings

Electronic Order Routing   Electronic Invoice Routing

General   Tax Invoicing and Archiving   **1**

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 p additionally select the Archive Immediately check box. You can download a

Configure Invoice Archival   **2**

Invoice Archival

Ariba Network can archive your invoices in zip format.\ The zip files are not included in the Data Retention automatically waits for a 30-day period to collect all the corresponding invoice details before it can start invoices from the Outbox > Archived Invoices page.

○ Twice Daily   **3**
○ Daily
○ Weekly
● Every Two Weeks
○ Monthly

Archiving Start Time: 0 AM ⌄ : | CTT ⓘ

☐ Archive Immediately

[Start]

○ Send archived invoice files to the pending queue for download.

● Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL: [   ]   **4**

[Save Delivery Option]

Invoice Archival

4
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.

5
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.)

5 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.

Contract Invoicing

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.

Contract Invoicing

1 Log on to Ariba Network. Click on "Create" and select "Contract Invoice".

2 Screen displays "Create Contract Invoice: Select Customer". Select Customer and click on "Next".

Contract Invoicing

3 Screen displays "Create Contract Invoice: Select Customer Contract Site". Select the "Business Unit Address". Click "Next".

4 Screen displays "Create Contract Invoice: Select Contract". Click on "Select" to choose the Contract.

Ariba Network

Company Settings ▾   RWSPL 0000000803   Help Center »

Contract Invoice: Select Customer Contract Site

Next   Cancel   Previous

Select which Business Unit Address you want to access and click **Next** to continue the process.

Business Unit Address ↑	Contact
○ child1	Chia Hong Chuan

Next   Cancel   Previous

Ariba Network   **Test Site**

Company Settings ▾   RWSPL 0000000803   Help Center »

Create Contract Invoice: Select Contract

Prev   Next   Cancel

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

Contract: * (no value) [select]

Invoice #: *

Invoice Date: *

Sold To Email:

Payment Terms: (no value) [select]

Ship From: JEFFREY LEOW: :   Ship To: (no value)

Prev   Next   Cancel

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Contract Invoicing

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

Contract Invoicing

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

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

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

*Note:
Supplier VAT/Tax ID will be auto-populated if Supplier has completed tax id in their company profile. If not, enter the Supplier VAT/Tax ID.

Contract Invoicing

8 Scroll Down to Line Items. Click "Add Items". Screen displays "Create Contract Invoice: Add Contract Item".

9 All items that are part of the Contract will be displayed. Enter the "Quantity" based on the unit of measure. Click "Add Item". Repeat the above step until all required items are added. Click "Done".

Contract Invoicing

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

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

Contract Invoicing

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

Credit Memo

Credit Memo

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

2 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

SAP Ariba /\\\

Your customer Resorts World at Sentosa Pte Ltd - TEST updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01445837822-T).

Country	SG
Customer	Resorts World at Sentosa Pte Ltd - TEST
Invoice number	Full - 12345
Invoice Status	**Approved**
Description:	

SAP Ariba /\\\

Supplier Login

| User Name |

| Password |

Login

Forgot Username or Password

View invoice

Credit Memo

3   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

4 — 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.)

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

Note:
All totals are shown as a Negative and tax must be added at Line item level.

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Credit Memo – Adjustment on Quantity

6 At "Line Items" section, locate and update the "Quantity" of the credit for each item. Remove items that are not required for credit using the "Include" slide bar.

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

Credit Memo – Adjustment on Quantity

8
Click on "Submit". Click on "Exit".

Note: There is no requirement to print the Credit Memo or send a copy to your Buyer.

9
Click on "Done" or "Previous" to amend.

Previous → Returns to the Purchase Order.
Done → Returns to Email.

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".

Credit Memo – Adjustment on Price

6 — 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.

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

Credit Memo – Adjustment on Price

8 Click on "Submit". Click on "Exit".

Note: There is no requirement to print the Credit Memo or send a copy to your Buyer.

9 Click on "Done" or "Previous" to amend.

Previous → Returns to the Purchase Order.