RESORTS WORLD™ SENTOSA

E-Invoicing for SA

Oct 2024

E-Invoicing

1 To create an invoice, access the email containing the PO and click on "Process order" button.

2 Log-in to your account and view the details of the PO.

3 Click on "Create invoice" button and select the "Standard Invoice" option.

1

Resorts World at Sentosa Pte Ltd sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.
Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, you can use it and log in now.

SAP Ariba

Process order

Supplier Login

2

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

3

Business Network · **TEST MODE**

Purchase Order: EP301312

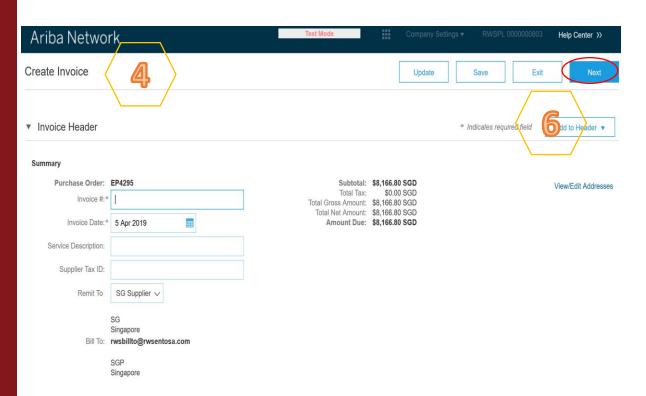| Create Order Confirmation ▾	Create Ship Notice	Create Invoice ▾
		Standard Invoice
Order Detail	Order History	Line-Item Credit Memo

Done

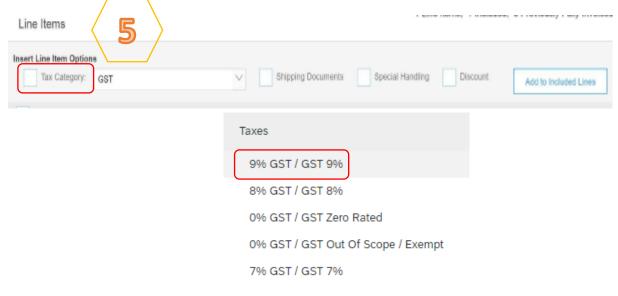# E-Invoicing – For <u>GST</u> Registered Supplier

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

5 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.

6 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 **4**

Update | Save | Exit | **Next**

▼ Invoice Header **6**

* Indicates required field   dd to Header ▾

Summary

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 **5**

Insert Line Item Options

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

Taxes

9% GST / GST 9%

8% GST / GST 8%

0% GST / GST Zero Rated

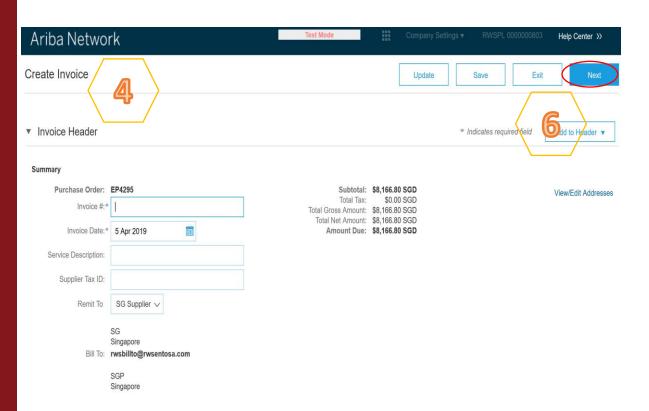0% GST / GST Out Of Scope / Exempt

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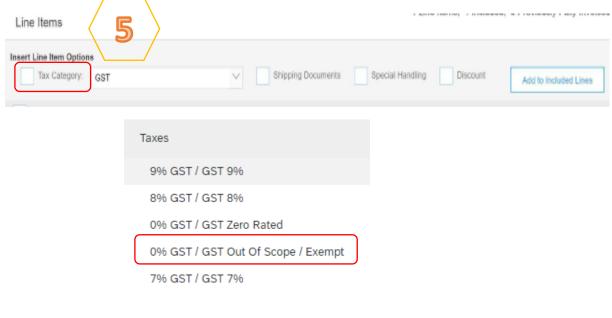
E-Invoicing – For <u>Non-GST</u> Registered Supplier

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

5 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.

6 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 **4**

Update | Save | Exit | Next

6

▼ Invoice Header

* Indicates required field | Add to Header ▾

Summary

Purchase Order: EP4295

Invoice #:* | Subtotal: **$8,166.80 SGD**
Invoice Date:* 5 Apr 2019 | Total Tax: $0.00 SGD
Service Description: | Total Gross Amount: $8,166.80 SGD
Supplier Tax ID: | Total Net Amount: $8,166.80 SGD
Remit To: SG Supplier | Amount Due: **$8,166.80 SGD**

View/Edit Addresses

SG
Singapore
Bill To: rwsbillto@rwsentosa.com

SGP
Singapore

Line Items **5**

Insert Line Item Options

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

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.
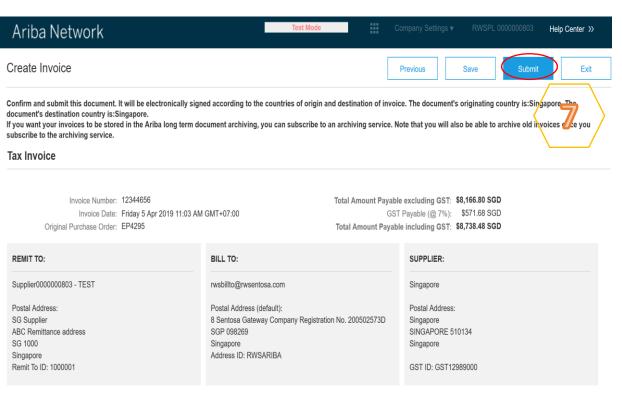
E-Invoicing – Review and Submit Invoice

7 Review your invoice for accuracy on the "Review page". If no changes are needed, click "Submit" to send the invoice to RWS.
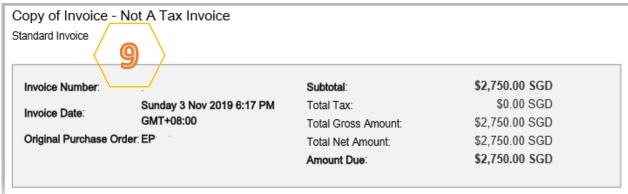
8 Invoice layout for GST Registered Supplier.

9 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.

Tax Invoice

Invoice Number: 12344656
Invoice Date: Friday 5 Apr 2019 11:03 AM GMT+07:00
Original Purchase Order: EP4295

Total Amount Payable excluding GST: **$8,166.80 SGD**
GST Payable (@ 7%): $571.68 SGD
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

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

Invoice Number:
Invoice Date: Sunday 3 Nov 2019 6:17 PM GMT+08:00
Original Purchase Order: EP

Subtotal: $2,750.00 SGD
Total Tax: $0.00 SGD
Total Gross Amount: $2,750.00 SGD
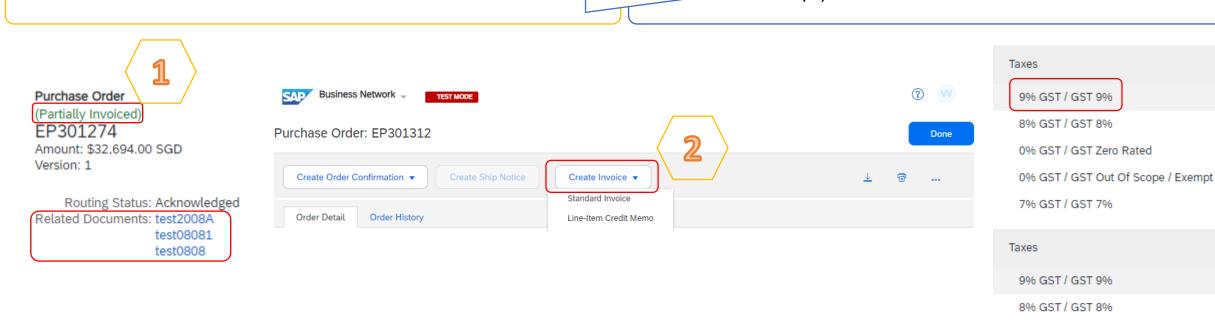Total Net Amount: $2,750.00 SGD
Amount Due: $2,750.00 SGD

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 OR 0% GST / GST Out of Scope / Exempt)

1

Purchase Order
(Partially Invoiced)
EP301274
Amount: $32,694.00 SGD
Version: 1

Routing Status: Acknowledged
Related Documents: test2008A
test08081
test0808

SAP Business Network ⌄   TEST MODE

Purchase Order: EP301312

2

Done

Create Order Confirmation ▼   Create Ship Notice   Create Invoice ▼

Standard Invoice
Line-Item Credit Memo

Order Detail   Order History

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%

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%

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.

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

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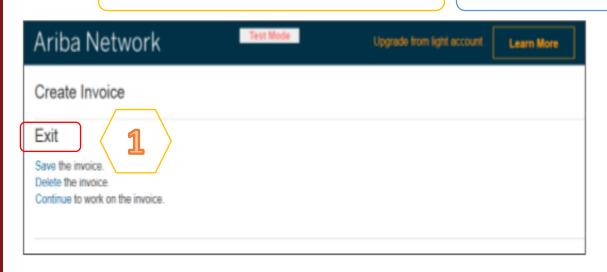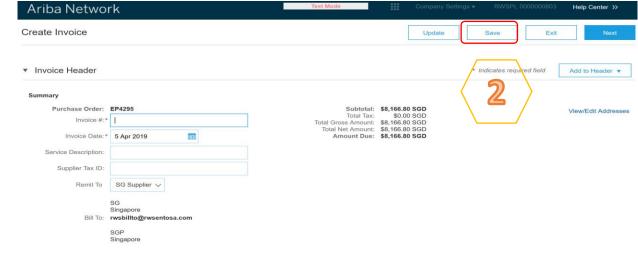> To attach supporting documents (e.g. service report) where applicable.

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:

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.

Default Invoice Comment Text:

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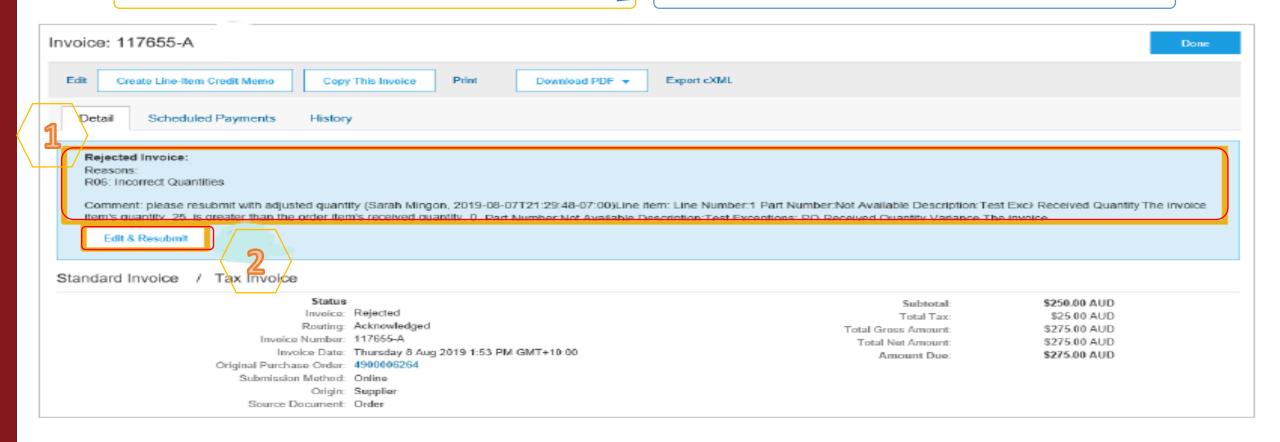You can keep draft invoices for up to 7 days.

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.

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

<u>Contract Invoicing</u>

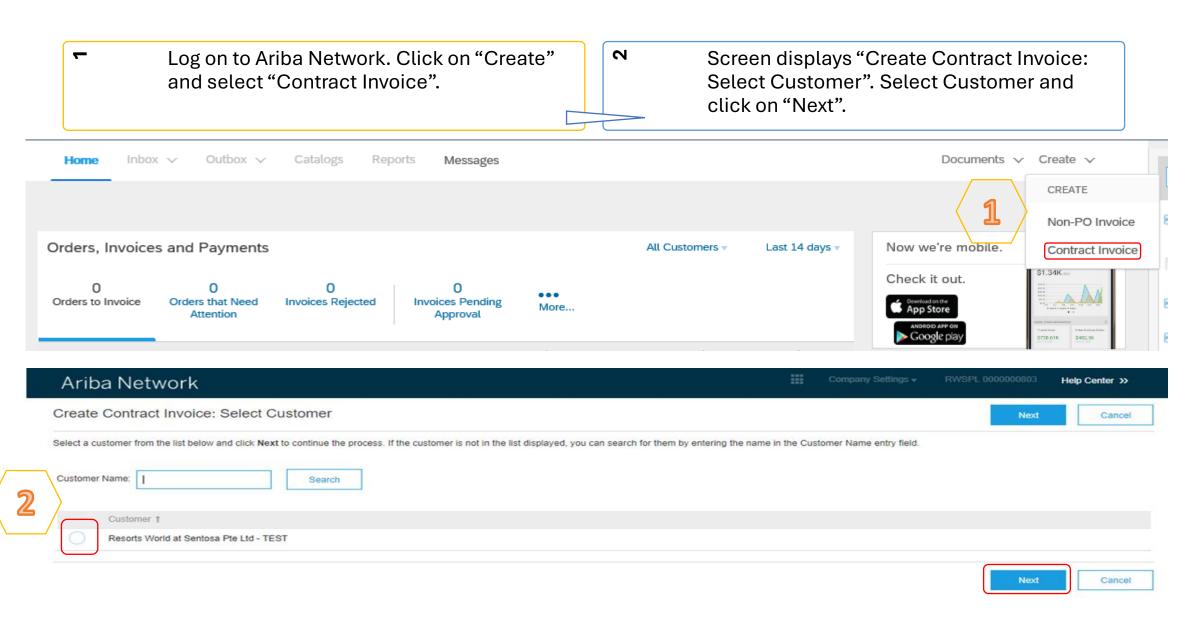Contract invoices are created in the Ariba Network against Contract orders.

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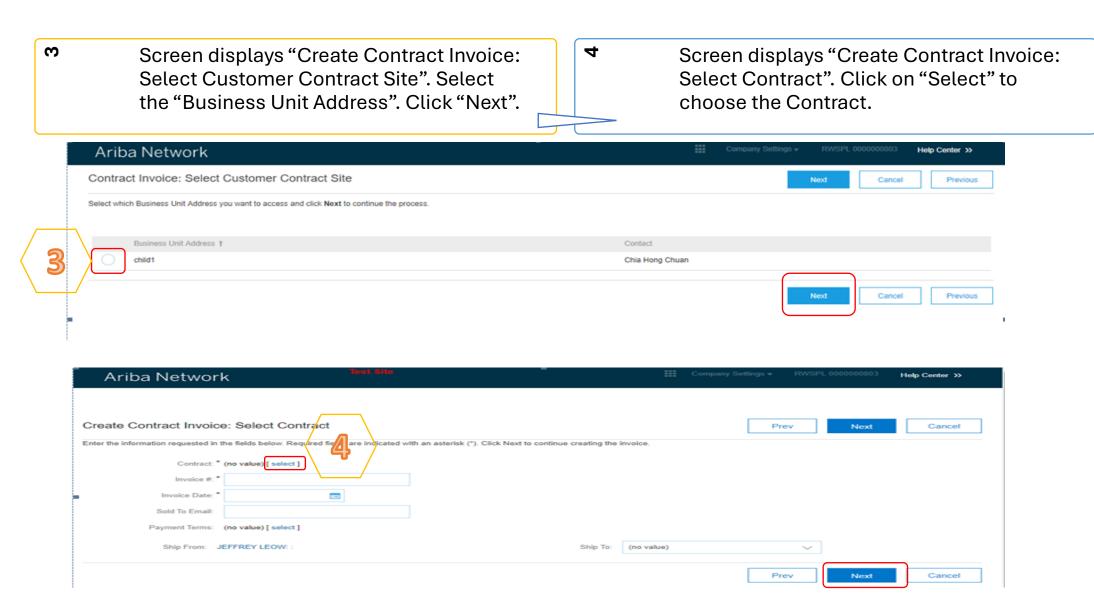
When a contract order is published, Supplier will be advised by Resorts World at Sentosa Pte Ltd what the Contract Order number is (e.g C12345).

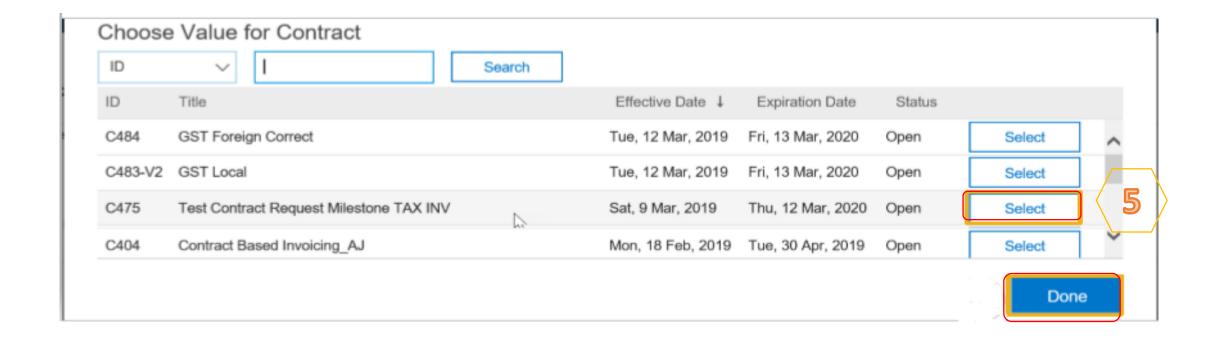Take note of the following when creating invoices:

- 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

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

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.

Contract Invoicing

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

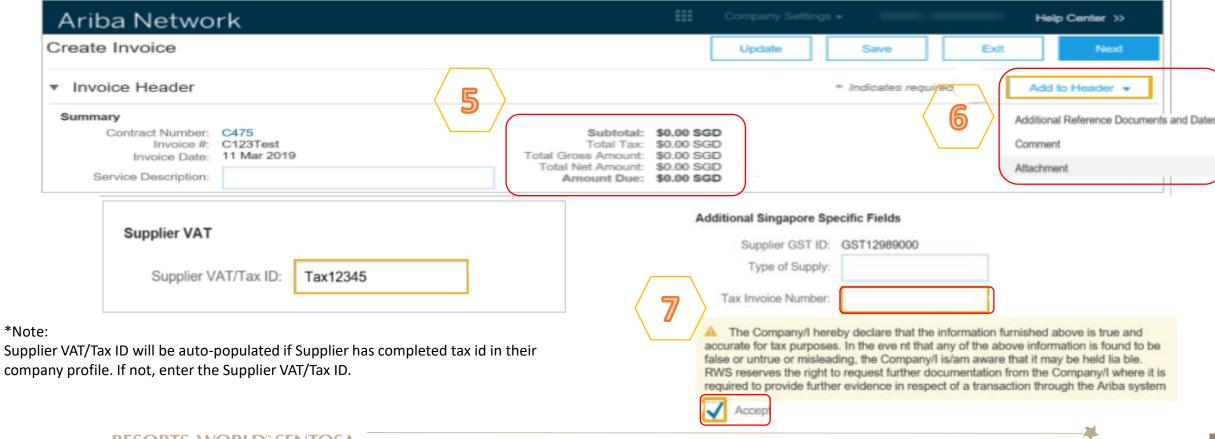# Contract Invoicing

5   Note: The value of the Contract Invoice is zero, this is due to the items of the contract are yet to be added.
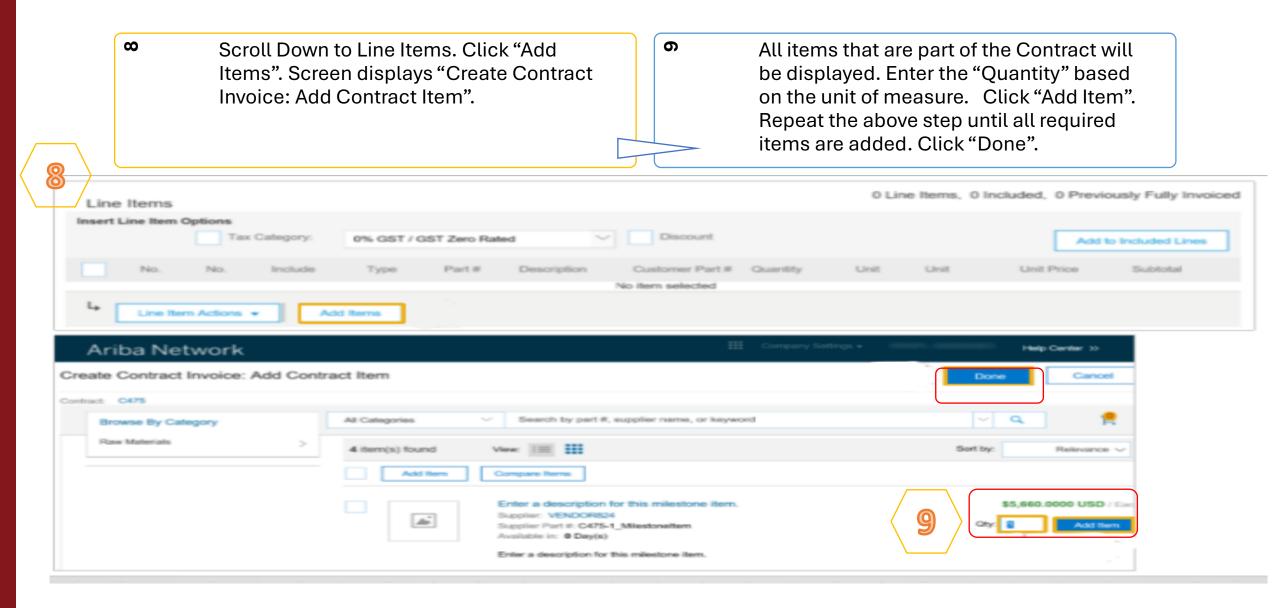
6   Click on "Add to Header" to add additional information. Select the applicable action, if required. Scroll down to "Supplier VAT".*
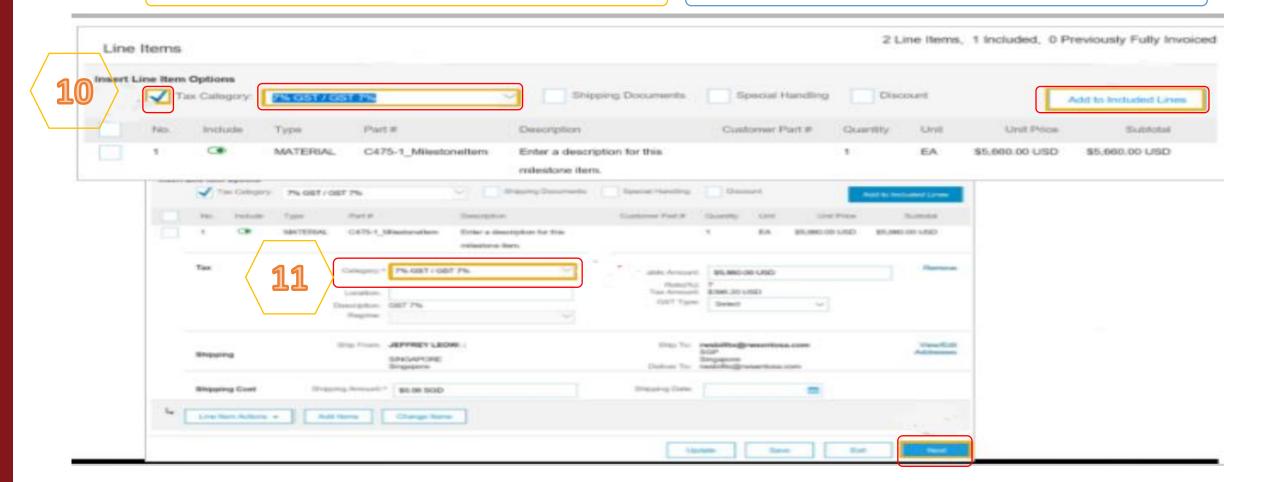
7   Scroll down to "Additional Singapore Specific Fields". Enter the "Tax Invoice Number". 2. Select the check box that says "Accept".

*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.

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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".
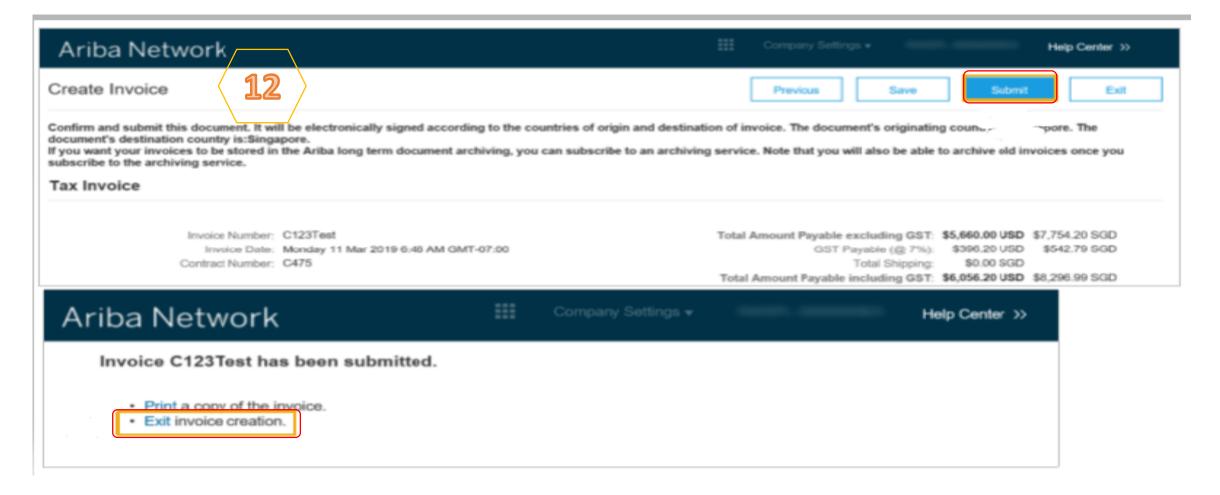
Contract Invoicing

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".

Contract Invoicing

| 12 | Review the Contract Invoice. Click "Submit". Click on "Exit". |

Ariba Network

Create Invoice **12**   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 coun... ...pore. 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.

Tax Invoice

Invoice Number: C123Test		Total Amount Payable excluding GST:	**$5,660.00 USD** $7,754.20 SGD
Invoice Date: Monday 11 Mar 2019 6:46 AM GMT-07:00		GST Payable (@ 7%):	$396.20 USD $542.79 SGD
Contract Number: C475		Total Shipping:	$0.00 SGD
		Total Amount Payable including GST:	**$6,056.20 USD** $8,296.99 SGD

Ariba Network

Invoice C123Test has been submitted.

- Print a copy of the invoice.
- **Exit** invoice creation.

Credit Memo

Credit Memo

1 To create a Line Item Credit Note for Standard Account, locate the "Invoice Status" email from your mailbox.
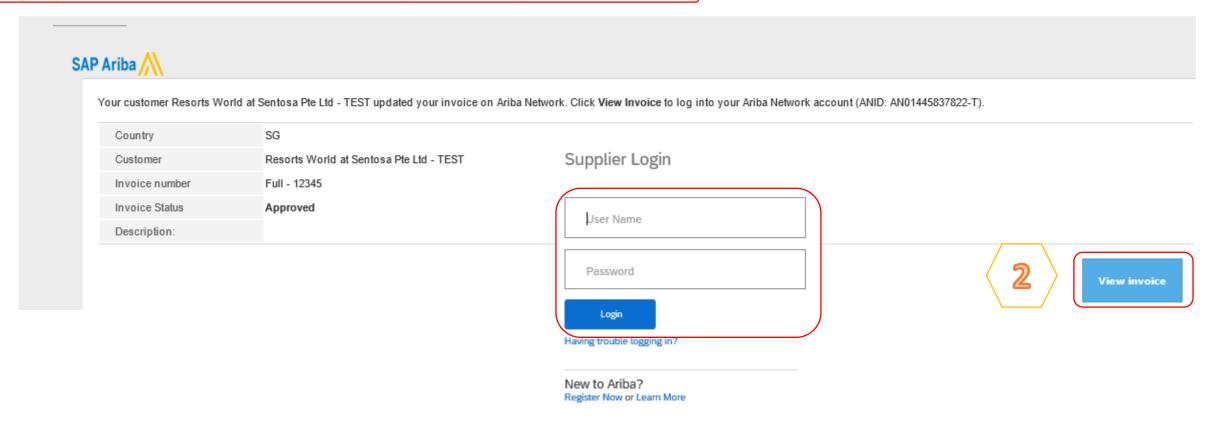
2 Click on "View Invoice". Screen shows the "Supplier Login" page. Click "Continue" and log-in to your account.

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
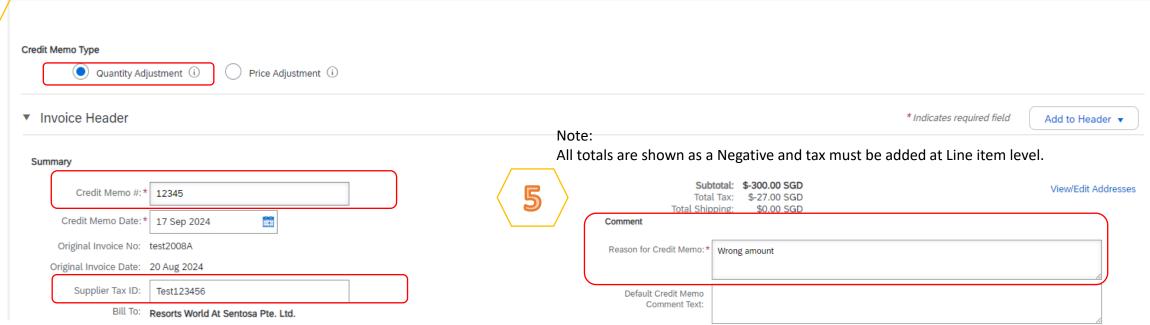
SAP Ariba /\\

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:	

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

2 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.

3

SAP Business Network   TEST MODE

Invoice: test2008A   Done

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

Detail   Scheduled Payments   Remittance   History

Standard Invoice

Status		Total Special Handling:	$0.00 SGD
Invoice: Paid		Total Shipping:	$0.00 SGD
Routing: Acknowledged		Total Charges:	$0.00 SGD
Invoice Number: test2008A		Total Discount Amount:	$0.00 SGD
Invoice Date: Tuesday 20 Aug 2024 2:22 AM GMT-07:00		**Amount Payable:**	**$327.00 SGD**

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.
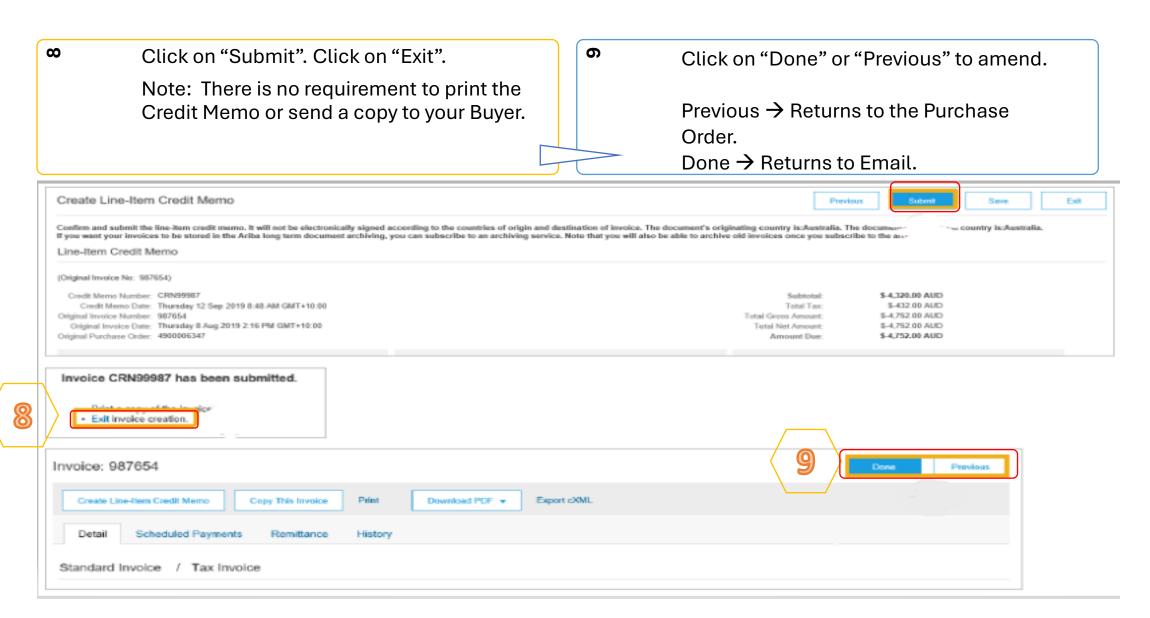
Credit Memo – Adjustment on Quantity

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
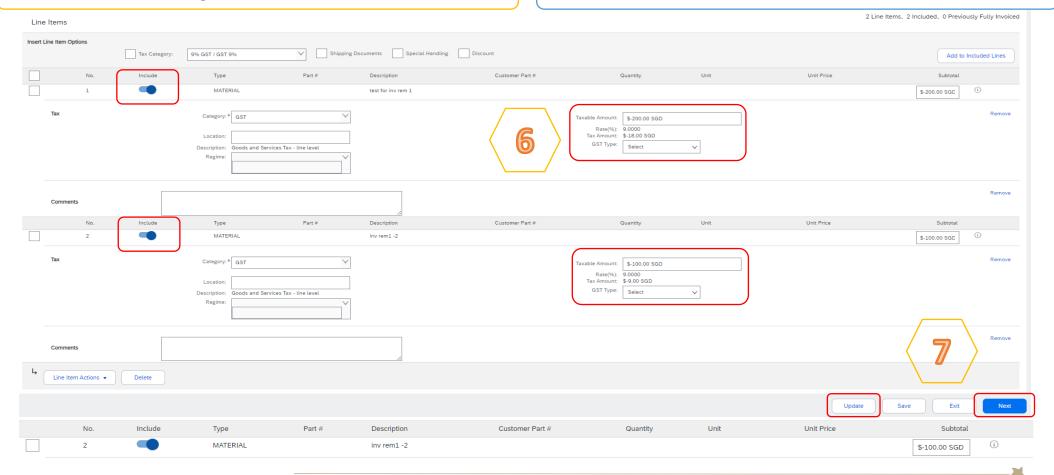
Credit Memo – Adjustment on Price

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

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".

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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.
Done → Returns to Email.

Create Line-Item Credit Memo

Previous | Submit | Save | Exit

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Australia. ...ent's destination country is:Australia. 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 subs. ...chiving service.

Line-Item Credit Memo

(Original Invoice No: 987654)

Credit Memo Number: CRN9987
Credit Memo Date: Thursday 12 Sep 2019 9:25 AM GMT+10:00

Subtotal: $-4,320.00 AUD
Total Tax: $-432.00 AUD

Invoice CRN9987 has been submitted.

- Print a copy of the invoic...
- Exit invoice creation.

8

9

Invoice: 987654

Done | Previous

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

Detail | Scheduled Payments | Remittance | History

Standard Invoice / Tax Invoice