RESORTS WORLD™ SENTOSA

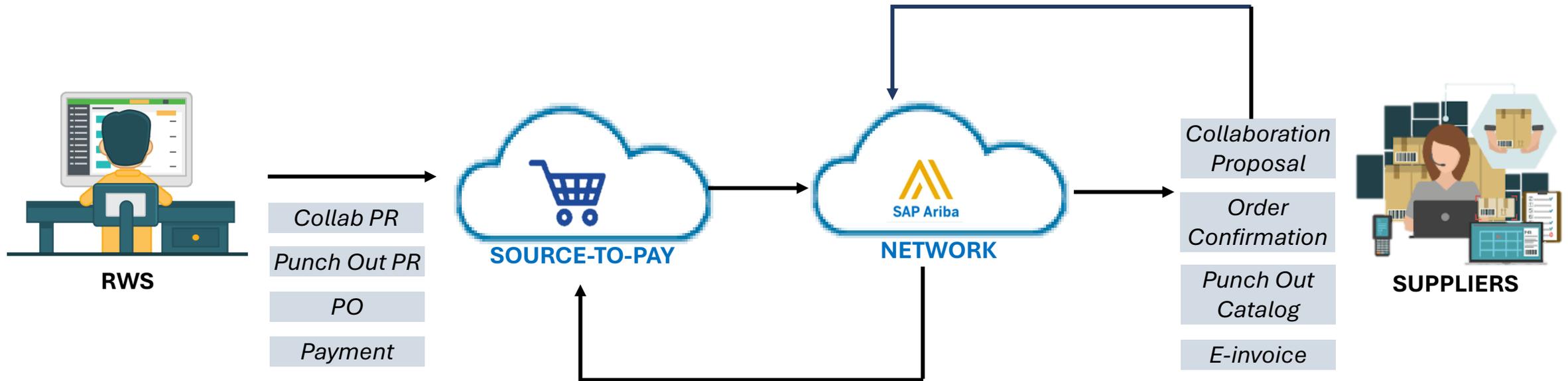# RWS Purchase-To-Pay (P2P) Process

Sep 2024

Agenda

- **Overview of P2P Process**

- Collaboration Request

- Order Confirmation

- E-Invoicing, Credit Memo and Payment Status

- Frequently Asked Questions (FAQs)

Overview of RWS P2P Process

RWS

Collab PR

Punch Out PR

PO

Payment

SOURCE-TO-PAY

NETWORK

Collaboration Proposal

Order Confirmation

Punch Out Catalog

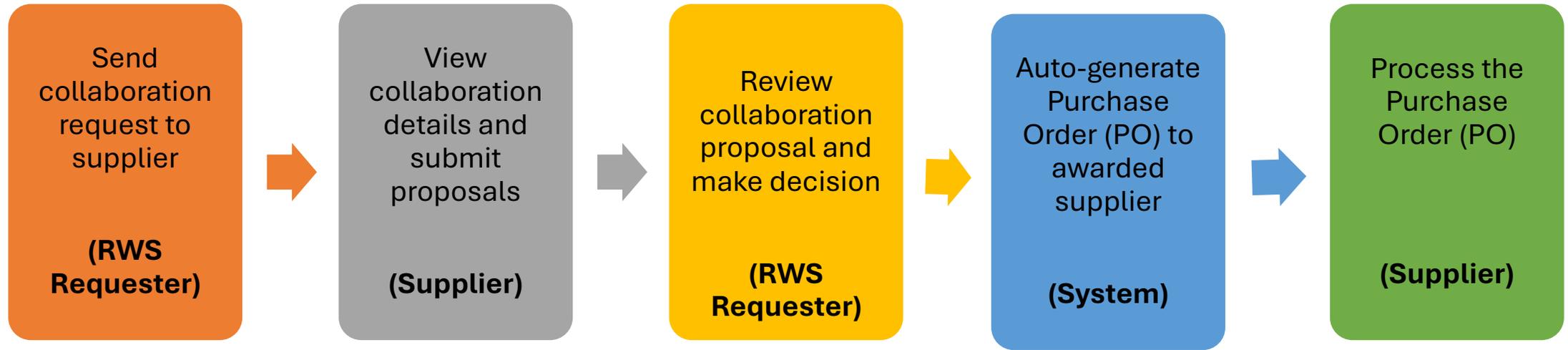E-invoice

SUPPLIERS

Agenda

- Overview of P2P Process

- **Collaboration Request**

- Order Confirmation

- E-Invoicing, Credit Memo and Payment Status

- Frequently Asked Questions (FAQs)

Collaboration Request

Send collaboration request to supplier

(RWS Requester)

View collaboration details and submit proposals

(Supplier)

Review collaboration proposal and make decision

(RWS Requester)

Auto-generate Purchase Order (PO) to awarded supplier

(System)

Process the Purchase Order (PO)

(Supplier)

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Collaboration Request Permissions

Below permissions are required for the users to view and administer collaboration request.

- ✓ Planning Collaboration Visibility

- ✓ Collaboration Request Administration

- ✓ Collaboration Request Access

Refer to Account Configuration guide for more details (pages 15-18).

Receiving Notifications for Collaboration Events

Collaboration request email notifications need to be set up to receive emails on collaboration requests.
- ➢ Click on "Account Settings" > "Electronic Order Routing".
- ➢ Under "Notifications", click the checkbox beside collaboration request, enter email addresses and click "Save".

Note: You can enter up to 5 email addresses separated by a comma.

Collaboration Request Demo

- This demo will show the step by step guide on how to submit proposal for collaboration requests.

- [Collaboration Request (Supplier)](#)

Agenda

- Overview of P2P Process

- Collaboration Request

- **Order Confirmation**

- E-Invoicing, Credit Memo and Payment Status

- Frequently Asked Questions (FAQs)

Order Confirmation

- Order confirmations indicate that Supplier has received the purchase order, acknowledge RWS PO Terms and Conditions and understood the purchase order, and is processing the order.

- Suppliers are **strongly encouraged** to send an order confirmation for each purchase order that they receive.

Purchase Order Permissions

Below permissions are required for Processing of Purchase Orders and Order Confirmation.

✓ Inbox and Order Access

✓ Outbox Access

Refer to Account Configuration guide for more details (pages 15-18).

Receiving Notifications for Purchase Orders

New Orders

Document Type	Routing Method	Options
		Email address: jonalyn.murillo@rwsentosa.com
Catalog Orders without Attachments	Email ▾	☐ Attach cXML document in the email message ☑ Include document in the email message ☐ Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". ☑ Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments ⓘ	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments ⓘ	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

Email notifications need to be set up to receive emails on RWS purchase orders.
- ➢ Click on :Account Settings" > "Electronic Order Routing".
- ➢ Under "New Orders", click the checkbox beside Catalog Orders with Attachment Document type, enter email addresses and click "Save".

Note: You can enter up to 5 email addresses separated by a comma.

Order Confirmation Demo

- This demo will show the step by step guide on how to perform order confirmation.

- [Order Confirmation Demo](#)

Agenda

- Overview of P2P Process

- Collaboration Request

- Order Confirmation

- **E-Invoicing, Credit Memo and Payment Status**

- Frequently Asked Questions (FAQs)

Ariba E-Invoicing

Contents

1. Account Types

2. E-invoicing

3. Credit Memo

4. Others

5. Transaction Status

Standard vs Enterprise Account

Standard Account	Enterprise Account
Non-Chargeable	Chargeable
View latest 200 documents in ARIBA Network	Unlimited PO and invoice view access
Retrieve PO via interactive emails	Retrieve POs via interactive emails or ARIBA Network

Retrieve PO (Standard Account)

Retrieve PO – via Email

1 Click on "Process Order" from the interactive email.

2 Click on "Create Invoice" and select "Standard Invoice".

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Retrieve PO – via Ariba Workbench

1 Log-in to your Ariba Network, go into your "Workbench".

2 Click on "Orders" tile.

3 Change the "Creation Date" to view POs that are created in the last 365 days.

Home   Opportunities ⌄   **Workbench**   Orders ⌄   Fulfillment ⌄   Invoices ⌄   Payments ⌄   Catalogs   Reports ⌄   **Create** ⌄   •••

①

Workbench   ⚙ Customize

0	0	0	$1 K SGD	$0.0 SGD	$0.0 SGD
Orders to invoice	Orders	Rejected invoices	Remittances	Early payment offers	Scheduled payments
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Next 90 days	Next 90 days

②

Orders to invoice (0)

⌄ Edit filter

③

Customers	Order numbers	Creation date	Order status
Select or type selections	Type selection	Last 365 days ⌄	Include ⌄ Select or type ...
	⦿ Partial match ◯ Exact match		

Company codes	Purchasing organizations	Customer locations	Order type
Select or type selections	Select or type selections	Type selection	All ⌄
			☐ Show hidden orders only

Retrieve PO – via Ariba Workbench

1 Once the POs are listed, scroll to the right click on "Actions".

2 Select "Standard Invoice".

Retrieve PO – Email Notification Receiver

1 To change / add email notification receiver, log-in to your Ariba Network & go to "Account Settings".

2 Choose "Settings".

3 Select "Notifications".

Retrieve PO – Email Notification Receiver

4 Click into the "Network" tab, go to the "Electronic Order Routing" section.

5 Under the 'Order" Type, change / add the email address in the textbox located on the right.

Account Settings

Save   Close

Customer Relationships **4** Users   Notifications   Application Subscriptions   Account Registration   API management

General   **Network**   Discovery   Sourcing & Contracts

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications.
The Preferred Language configured by the account administrator controls the language used in these notifications.

Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	☑ Send a notification when orders are undeliverable.	* jonalyn.murillo@rwsentosa.com **5**
	☑ Send a notification when a new collaboration request against an existing order is received.	
	☑ Send notification for new purchase orders to suppliers.	
	☑ Send notification to suppliers when purchase orders are changed.	
Purchase Order Inquiry	☑ Send a notification when purchase order inquiries are received.	* jonalyn.murillo@rwsentosa.com
	☑ Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	☐ Send a notification when time sheets are undeliverable.	* jonalyn.murillo@rwsentosa.com

Retrieve PO (Enterprise Account)

Retrieve PO – via Email

1 Click on "Process Order" from the interactive email.

2 Click on "Create Invoice" and select "Standard Invoice".

Retrieve PO – via Ariba Workbench

1 Log-in to your Ariba Network, go into your "Workbench".

2 Click on "Orders" tile.

3 Change the "Creation Date" to view POs that are created in the last 365 days.

Home   Opportunities ⌄   **Workbench**   Orders ⌄   Fulfillment ⌄   Invoices ⌄   Payments ⌄   Catalogs   Reports ⌄   **Create ⌄**   ...

①

Workbench   ⚙ Customize

0	0	0	$ 1 K SGD	$ 0.0 SGD	$ 0.0 SGD
Orders to invoice	Orders	Rejected invoices	Remittances	Early payment offers	Scheduled payments
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Next 90 days	Next 90 days

②

Orders to invoice (0)

⌄ Edit filter

③

Customers	Order numbers	Creation date	Order status
Select or type selections	Type selection	Last 365 days ⌄	Include ⌄ Select or type ...
	● Partial match ○ Exact match		

Company codes	Purchasing organizations	Customer locations	Order type
Select or type selections	Select or type selections	Type selection	All ⌄
			☐ Show hidden orders only

Retrieve PO – via Ariba Workbench

1 Once the POs are listed, scroll to the right, click on "Actions".

2 Select "Standard Invoice".

Retrieve PO – Email Notification Receiver

1 To change / add email notification receiver, log-in to your Ariba Network & go to "Account Settings".

2 Choose "Settings".

3 Select "Notifications".

Retrieve PO – Email Notification Receiver

4 Click into the "Network" tab, go to the "Electronic Order Routing" section.

5 Under the 'Order" Type, change / add the email address in the textbox located on the right.

E-Invoicing

E-Invoicing – Create Invoice Button Disabled

1 E-invoice cannot be submitted as the "Create Button" is greyed out.

2 Or you are prompted an error message saying "Resorts World at Sentosa Pte Ltd does not accept electronic invoices".

3 Please contact us, we will activate your account for e-invoicing.

E-Invoicing – GST Registered Supplier Setup

1 If you are a GST registered supplier, GST feature has to be enabled before any e-invoice submission. Go to "Company Settings", click on "Company Profile".

2 Under "Basic" tab, scroll down to "Additional Company Addresses", click "Create" to setup the legal profile.

E-Invoicing – GST Registered Supplier Setup

3a Fill up all the mandatory fields. Enter your company name under "Address Name" field.

4a Tick "Set Up Legal Profile", click on "Yes", input GST registration number (<u>omit any dashes</u>) and click on "Save".

5a The legal profile status will be "Accepted".

Address Name

3a

Address Name:* VENDOR43603 - TEST_PO

Provide a company or legal entity name along with any required legal form.

Address ID:

VAT ID:

Tax ID:

1

Address

Singapore
Singapore
Singapore 308215
Singapore

☑ Set Up Legal Profile
Check this box to provide additional corporate entity and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider.

Financial Information

Are You GST Registered?* ● Yes ○ No **4a**

GST ID: M200324617

Additional Company Addresses

	Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
○	VENDOR43603 - TEST_PO				Singapore Singapore	Singapore Singapore	Accepted

5a

↳ [Edit] [Delete] | [Create]

E-Invoicing – GST Registered Supplier Setup

6a In order for the Tax ID to auto populate on the invoice, go to "Business" tab.

7a Under "Tax Information", you will have to key in your GST registration number (omit any dashes) in both "Tax ID" and "Supplier GST Registration Number" fields.

8a Click "Save".

Company Profile **6a**   **8a** [Save] [Close]

Basic (3)   Business (2)   Marketing (3)   Contacts   Certifications (1)   Additional Documents

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

7a Tax ID: GST123456   ⓘ Do not enter dashes

State Tax ID: _____   Do not enter dashes

Regional Tax ID: _____   Do not enter dashes

Vat ID: _____

☐ VAT Registered

Supplier GST Registration Number: ⓘ   GST123456

E-Invoicing – Non-GST Registered Supplier Setup

3b Fill up all the mandatory fields. Enter your company name under "Address Name" field.

4b Tick "Set Up Legal Profile", click on "No" and click on "Save.

5b The legal profile status will be "Accepted".

Address Name

3b

Address Name:* VENDOR43603 – TEST_PO

Provide a company or legal entity name along with any required legal form.

Address ID:

VAT ID:

Tax ID:

Address

Singapore
Singapore
Singapore 308215
Singapore

☑ **Set Up Legal Profile**
Check this box to provide additional corporate entity and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider.

Financial Information

Are You GST Registered?* ○ Yes ● No   **4b**

GST ID:

Additional Company Addresses   **5b**

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
○ VENDOR43603 - TEST_PO				Singapore Singapore	Singapore Singapore	Accepted
↳ Edit	Delete		Create			

E-Invoicing – Non-GST Registered Supplier Setup

6b In order for the Tax ID to auto populate on the invoice, go to "Business" tab.

7b Under "Tax Information", you will have to key "Not Applicable" in both "Tax ID" and "Supplier GST Registration Number" fields.

8b Click "Save".

Company Profile **6b**

8b Save   Close

Basic (3)   Business (2)   Marketing (3)   Contacts   Certifications (1)   Additional Documents

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

7b Tax ID: Not Applicable   ⓘ Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID:

VAT Registered

Supplier GST Registration Number: ⓘ   Not Applicable

E-Invoicing

1 Follow slide 4 to retrieve the PO from email and click on the "Create Invoice" button and select "Standard Invoice".

2 Or refer to slide 4-5 to create invoice via your Ariba Workbench. From your PO, click on "Standard Invoice".

E-Invoicing

3 Invoice will be pre-populated with the PO data. Key in the invoice number under "Invoice #" field.

*Note: Invoice # cannot contain lower case letters or other special characters. **Do not reuse invoice number and avoid combining multiple invoice numbers.***

4 Key in the "Invoice Date" based on hardcopy invoice date.

Note: Invoice date determines payment date. It cannot be backdate more then 2 months.

5 Click on "Add to Header" to add comments and attachments if required. *(Refer to slides 19-20 for more information.)*

6 Scroll down to "Additional Singapore Specific Fields" and key in your tax invoice number (same input as step 3) and select "Accept".

Create Invoice | Update | Save | Exit | Next

▼ Invoice Header

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

Summary

Purchase Order: EP300047

3 Invoice #: * INV12345

Invoice Date: * 14 Jun 2021   **4**

Service Description:

Supplier Tax ID:

Remit To: VENDOR43603 - TEST_PO
Singapore
Singapore

Bill To: Resorts World At Sentosa Pte.
Singapore
Singapore

Additional Singapore Specific Fields   View/Edit Addresses

Supplier GST ID: M200324617

Type of Supply:

Tax Invoice Number: INV12345

6 ⚠ The Company/I hereby declare that the information furnished above is true and accurate for tax purposes. In the eve nt that any of the above information is found to be false or untrue or misleading, the Company/I is/am aware that it may be held lia ble. RWS reserves the right to request further documentation from the Company/I where it is required to provide further evidence in respect of a transaction through the Ariba system

☑ Accept

E-Invoicing

7 If you are billing for a BPO / partial billing for a service PO, choose the "Service Start Date" & "Service End Date" under the Additional Fields Section.

8 Select the correct PO purchasing entity under "Choose Address Customer".

9 Input the "Tax Exchange Rate" if you are a GST registered supplier billing in foreign currency.

NOTE: It is mandatory to input the rate to convert the foreign currency into Singapore currency for GST purposes.

10 Under additional fields section, **do not** tick this box "Information only. No action is required from the customer" as this meant no payment will be made.

Additional Fields

☐ Information Only. No action is required from the customer. **10**

Supplier Account ID #:	
Customer Reference:	
Supplier Reference:	
Payment Note:	

VENDOR43603 - TEST_PO ⌄

Supplier: **VENDOR43603 - TEST_PO**

Singapore
Singapore

Bill From: **VENDOR43603 - TEST_PO**

Singapore
Singapore

Service Start Date: [   ] 📅   **7**
Service End Date: [   ] 📅

Choose Address Customer: No value ⌄   **8**   View/Edit Addresses

Email: [   ]   View/Edit Addresses

Tax Exchange Rate

Exchange Rate from US* Dollar to Singapore Dollar : 1.3481   **9**

E-Invoicing: Adding Comments & Attachments

11 On the Create Invoice page, click on "Add to Header".

12 Select the option required:

- **Comment** - To add comments for this invoice.
- **Attachment** - To add supporting / additional documents. (DO/invoice/service report/contract)

Repeat this step if both options are required.

Create Invoice

Update | Save | Exit | Next

▼ Invoice Header

* *Indicates required field* | Add to Header ▾ **11**

Additional Reference Documents and Dates

12 Comment

Attachment

Summary

Purchase Order: EP300047

Invoice #: * INV12345

Invoice Date: * 14 Jun 2021

Service Description:

Supplier Tax ID:

Remit To: VENDOR43603 - TEST_PO

Singapore
Singapore

Bill To: Resorts World At Sentosa Pte.

Singapore
Singapore

Subtotal: $100.00 SGD
Total Tax: $0.00 SGD
Total Gross Amount: $100.00 SGD
Total Net Amount: $100.00 SGD
Amount Due: $100.00 SGD

E-Invoicing: Adding Comments & Attachments

13 Each option will be populated under the "Additional Fields" section.

Under the "Comments" section, the following should be indicated (applicable for partial billing invoices):

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

14 Under the "Attachments" section, click on "Choose File", select the file to be uploaded and click on "Add Attachment".

Comment

13 Comments:

Default Invoice Comment Text:

Attachments

The total size of all attachments cannot exceed 10MB

Choose File No file chosen   Add Attachment

14

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.

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

15a To add tax to a particular item line, check the item line on the left.

16a Click on "Line Item Actions" & select "Tax".

17a Select "Tax Category" depending on the tax treatment required for the goods / service provided. Choose "GST Type" if GST 9% is not chosen.

18a Check the selected item(s) and click delete to remove from the invoice. Amend quantity / subtotal accordingly if required.

19a Click on "Next".

Insert Line Item Options

☐ Tax Category: `7% GST / GST 7%` ▾   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   [Add to Included Lines]

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☑	2	⬤	MATERIAL	Not Available	Allen Key		**18a** 1	EA	$5.0000 SGD	$5.00 SGD

15a   Tax

Category: * `7% GST / GST 7%` ▾   **17a**

Location: [ ]
Description: GST 7%
Regime: [ ]

Taxes
7% GST / GST 7%
0% GST / GST Out Of Scope / Exempt
0% GST / GST Zero Rated

Taxable Amount: `$5.00 SGD`
Rate(%): 7
Tax Amount: $0.35 SGD
GST Type: `Select` ▾

Remove

↳ [Line Item Actions ▾] [Delete] → **18a**
    Edit
    Add
    Tax   **16a**
    Shipping Documents
    Special Handling
    Discount
    Comments

19a

[Update] [Save] [Exit] [Next]

Privacy Statement   Security Disclosure   Terms of Us

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

15b To add tax to a particular item line, check the item line on the left.

16b Click on "Line Item Actions" & select "Tax".

17b Select <u>GST Out Of Scope / Exempt</u> under "Tax Category" and choose the specific GST type.

18b Check the selected item(s) and click delete to remove from the invoice. Amend quantity / subtotal accordingly if required.

19b Click on "Next".

Insert Line Item Options

| | Tax Category: | 7% GST / GST 7% ⌄ | | Shipping Documents | | Special Handling | | Discount | | | Add to Included Lines |

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☑	2	⬤	MATERIAL	Not Available	Allen Key		**18b** 1	EA	$5.0000 SGD	$5.00 SGD

15b

Tax

Category: * 0% GST / GST Out Of Scope / Exempt ⌄ **17b**

Location:

Description: GST Out Of Scop

Regime:

Taxes

7% GST / GST 7%

0% GST / GST Out Of Scope / Exempt

0% GST / GST Zero Rated

Taxable Amount: $5.00 SGD

Rate(%): 7

Tax Amount: $0.35 SGD

GST Type: Out of scope Supplies ⌄

Select

Exempt Supplies

Zero Rated Supplies

Out of scope Supplies

Remove

⌐ Line Item Actions ⌄ | Delete → **16b**

Edit

Add

Tax → **16b**

Shipping Documents

Special Handling

Discount

Comments

19b

Update | Save | Exit | **Next**

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E-Invoicing

Credit Memo

Credit Memo

1   Go into the invoice which you want to submit a credit memo. Refer to slide 32 on the searching of invoices.

2   Once you are in the invoice, click on "Create Line-Item Credit Memo".

Note: A "Line-Item Credit Memo" can only be created for <u>approved</u> invoices.

Invoice: INV2045   **1**

[Done]   [Previous]

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

Detail   Scheduled Payments   History

Tax Invoice

Status
Invoice: Approved
Routing: Acknowledged
Invoice Number: INV2045
Invoice Date: Monday 21 Jun 2021 5:45 PM GMT+08:00
Original Purchase Order: EP300057
Submission Method: Online
Origin: Supplier
Source Document: Order

Total Amount Payable excluding GST: $95.00 SGD
GST Payable (@ 7%): $6.65 SGD
Total Amount Payable including GST: $101.65 SGD

Credit Memo

3 Credit Memo will be populated with invoice details. Depending on the way you are billing us, select "Quantity Adjustment" or "Price Adjustment.

Note: Quantity Adjustment allows amendments to the quantity whereas Price Adjustment allows amendments to the price.

4 Enter the credit memo number and credit memo date.

Create Line-Item Credit Note | Next | | Update | Save | Exit | **Next**

3

Credit Memo Type

- ⦿ Quantity Adjustment ⓘ   ○ Price Adjustment ⓘ

▼ **Invoice Header**   * Indicates required field   Add to Header ▾

Summary

Credit Memo #: *	[ ] View/Edit Addresses	Subtotal: $-95.00 SGD
Credit Memo Date: *	30 Jul 2021 📅	Total Tax: $-6.65 SGD

4

Subtotal: $-95.00 SGD
Total Tax: $-6.65 SGD
Total Gross Amount: $-101.65 SGD
Total Net Amount: $-101.65 SGD
Amount Due: $-101.65 SGD

Original Invoice No: INV2045
Original Invoice Date: 21 Jun 2021
Supplier Tax ID: GST123456
Remit To: VENDOR43603 - TEST_PO

Singapore
Singapore
Bill To: **Resorts World At Sentosa Pte.**

Singapore
Singapore

View/Edit Addresses

Comment

Reason for Credit Memo: * [   ]

Default Credit Memo Comment Text: [   ]

Credit Memo

5 Move to Additional Field section, enter the "Tax Exchange Rate" if you are a GST-registered company billing in foreign currency.

This is for the conversion of foreign currency into Singapore currency for GST purposes.

6 Scroll down to the comment section and indicate the "Reason for Credit Memo".

Additional Fields

Supplier Account ID #:	
Customer Reference:	
Supplier Reference:	
Payment Note:	

VENDOR43603 - TEST_PO

Supplier: **VENDOR43603 - TEST_PO**

Singapore
Singapore

Bill From: **VENDOR43603 - TEST_PO**

Singapore
Singapore

Tax Exchange Rate

Exchange Rate from US* Dollar to Singapore Dollar : 1.3493

5

Service Start Date:	
Service End Date:	

Choose Address: Resorts World At Sentosa Pte. Ltd.   View/Edit Addresses
Customer: **Resorts World At Sentosa Pte. Ltd.**

Singapore
Singapore

Email:

View/Edit Addresses

Comment

Reason for Credit Memo:*

6

Default Credit Memo Comment Text:

Credit Memo

If you wish to delete particular item line, go to Line Items section, check on the item on the left & click on "Delete".

8a If you have selected the Quantity Adjustment credit memo, enter the quantity that needs to be credited.

Note: Quantity has to be in negative value.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

	Tax Category:	7% GST / GST 7% ∨		Shipping Documents		Special Handling		Discount	Add to Included Lines

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☑	1	🟢	MATERIAL	Not Available	TEST ONLY		**8a** -3	KGM	$320.3140 USD	$-960.94 USD

7 Tax

Category:* GST ∨

Location:

Description: GST 7%

Regime:

Taxable Amount: $-960.94 USD
Rate(%): 7
Tax Amount: $-67.27 USD
GST Type: Select ∨

Remove

↳ Line Item Actions ▼   Delete

Credit Memo

If you have selected the Price Adjustment credit memo, enter the amount that needs to be credited under the "Decrease in Unit Price" field.

Note: Amount has to be in negative value.

9 Click on "Update" to update the total quantity and amount for the credit memo.

10 Click on "Next".

Line Items

1 Line Items, 1 included, 0 Previously Fully Invoiced

Insert Line Item Options

	Tax Category:	7% GST / GST 7%			Shipping Documents		Special Handling		Discount

8b   Add to Included Lines

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Decrease in Unit Price	Subtotal
	1	●	MATERIAL	Not Available	TEST ONLY		3	KGM	$320.3140 USD	$0 USD	$0.00 USD

Tax

Category: * GST

Location:

Description: GST 7%

Regime:

Taxable Amount: $0.00 USD

Rate(%): 7

Tax Amount: $-67.27 USD

GST Type: Select

Remove

Line Item Actions ▼   Delete

9

10

Update   Save   Exit   Next

Credit Memo

Review the invoice details. If all details are correct, click on "Submit".

Otherwise, click on "Previous" and edit the details accordingly.

Create Line-Item Credit Note   Exit   Previous   Submit   Save   Exit

11

Confirm and submit the line-item credit note. 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.

Line-Item Credit Note

(Original Invoice No: INV2045)

Credit Note Number:	Credit Memo #123
Credit Note Date:	Friday 30 Jul 2021 3:13 PM GMT+08:00
Original Invoice Number:	INV2045
Original Invoice Date:	Monday 21 Jun 2021 5:45 PM GMT+08:00
Original Purchase Order:	EP300057

Total Amount Payable excluding GST:	$-20.00 SGD
GST Payable (@ 7%):	$-1.40 SGD
Total Amount Payable including GST:	$-21.40 SGD

REMIT TO:	BILL TO:	SUPPLIER:
VENDOR43603 - TEST_PO	Resorts World At Sentosa Pte.	VENDOR43603 - TEST_PO
Postal Address: Singapore Singapore Singapore 349248 Singapore	Postal Address (Default): 8 Sentosa Gateway Singapore Singapore 098269 Singapore Address ID: RWSP	Postal Address: Singapore Singapore Singapore 308215 Singapore
Tax ID of Supplier: GST123456		GST ID: GST123456

Others

RESORTS WORLD™ SENTOSA **PRIVATE & CONFIDENTIAL** All information herewith is privileged/ confidential and subjected to reviews and should not be disclosed out of the intended distribution list.
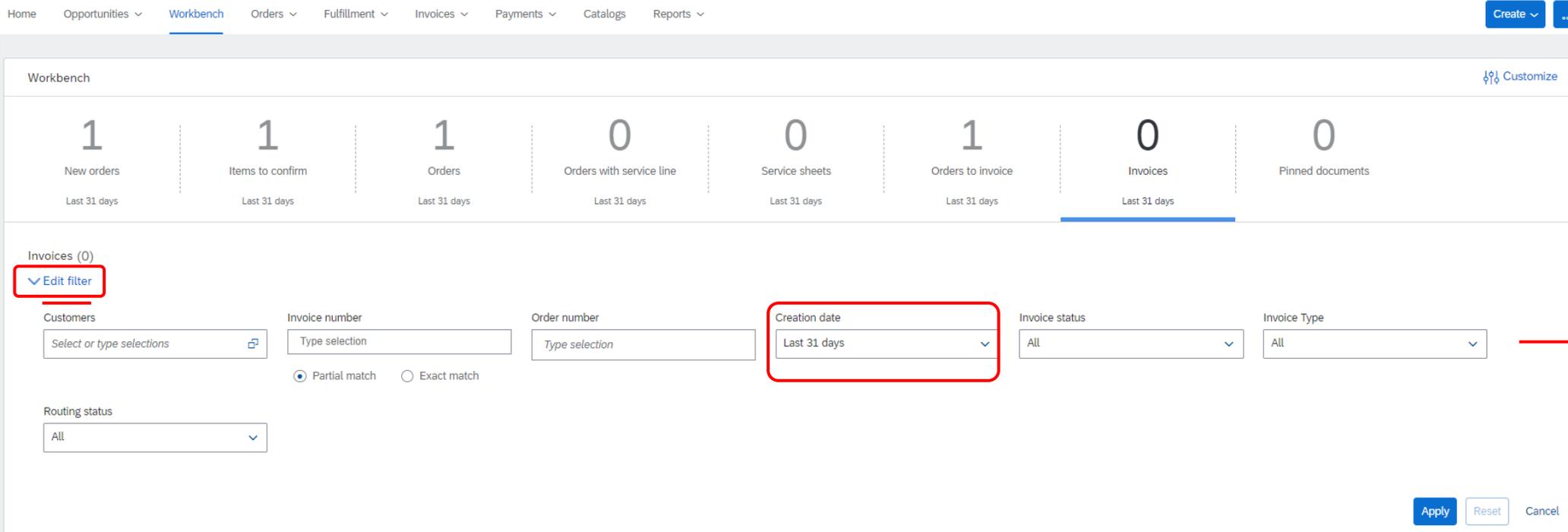
52

Searching for Invoices
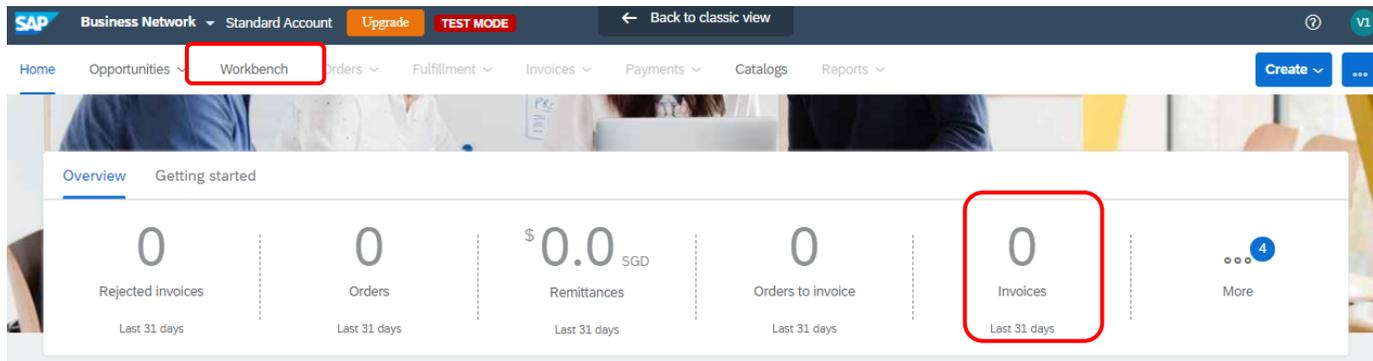
a) Via header bar (click on "Workbench")

b) Via overview bar (click on "Invoices" tile)

This will direct you to your workbench .↓

For a refined search, use the filter options by clicking on "Edit filter".

You may change the "Creation Date" to expand the search range.

Modifying Invoices

- Clicking on "Exit" during invoice creation prompts the user to "save, delete or continue" to work on the invoice.
- The user may save the invoice at any time during invoice creation and work on it later.
- To resume working on the invoice, click on the corresponding PO number under "Orders to Invoice" and select the draft invoice.

Invoice Creation

Orders to Invoice

Editing and Re-Submitting Invoices (Rejected Invoices)

- Invoices may be rejected by RWS due to missing information, incorrect information etc.
- The user may edit the affected invoice by accessing it via the email notification sent or via Ariba workbench by clicking on "Edit & Resubmit". You may refer to Slide 32 on the searching of invoices.
- Note that the reason for rejection will be displayed on the invoice page.

Cancelling Invoices

- Invoices can only be cancelled when the status is "Sent". Once an invoice has been "Approved", the invoice can no longer be cancelled.
- Click on "Cancel" to cancel the invoice. Once canceled, no amendments will be allowed.
- Cancelled invoice number cannot be reuse again for resubmission. You can add a dot or 'A' behind the invoice number.
- If you are unable to cancel an invoice, you may submit a Credit Memo.

Invoice: Test_commentInv12345   Done

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

Detail | Scheduled Payments | History

Tax Invoice

Status		
Invoice:	Sent	
Routing:	Acknowledged	
Invoice Number:	Test_commentInv12345	
Invoice Date:	Wednesday 28 Oct 2020 11:34 AM GMT+08:00	
Original Purchase Order:	EP4960	
Submission Method:	Online	
Origin:	Supplier	
Source Document:	Order	

Total Amount Payable excluding GST:	$1.00 SGD
GST Payable (@ 7%):	$0.07 SGD
Total Amount Payable including GST:	$1.07 SGD

Checking on Payment Dates

- Once the invoice has been paid, the status of the invoice will be updated. You can turn on payment remittance notification to get notified of the payment status via email.

- Log-in to your Ariba Network, go to "Company Settings", click on "Settings", select "Remittances", scroll down to "Notifications", tick on the box "Send a notification when payment remittances or payment plans are received". Enter the email address to receive the notifications and click "Save".

Checking on Payment Dates

- When payment is made, click on the link in the email to log-in to ARIBA to view/download the remittance details.

- You can also go to the invoice via your Ariba workbench, select the particular invoice and the status will be shown.

- Alternatively, you can always drop us an email at ap@RWSentosa.com to check on the payment status.

Downloading Invoices

- The user may save a copy of the invoice that was created by clicking on "Download PDF" within the invoice details page (access via "Invoices").

Invoice: EP300055-071021 | Done

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

Detail | Scheduled Payments | History

Tax Invoice

Status
Invoice: Sent
Routing: Acknowledged
Invoice Number: EP300055-071021
Invoice Date: Thursday 7 Oct 2021 11:43 PM GMT+08:00
Original Purchase Order: EP300055
Submission Method: Online
Origin: Supplier
Source Document: Order

Total Amount Payable excluding GST: $10.00 SGD
GST Payable (@ 7%): $0.70 SGD
Total Amount Payable including GST: $10.70 SGD

Tax invoice
- Created by GST registered suppliers and when the invoice item is charged 9% GST.

Invoice: INVEP300061 | Done

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

Detail | Scheduled Payments | History

Standard Invoice

Status
Invoice: Approved
Routing: Acknowledged
Invoice Number: INVEP300061
Invoice Date: Wednesday 1 Sep 2021 7:30 AM GMT-07:00
Original Purchase Order: EP300061
Submission Method: Paper Invoice
Origin: Supplier
Source Document: Order

Total Special Handling: $0.00 USD
Total Shipping: $0.00 USD
Total Charges: $0.00 USD
Total Discount Amount: $0.00 USD
Amount Payable: $342.73 USD

Standard invoice
- Created by non-GST registered / overseas suppliers.
- Created by GST registered suppliers without charging 9% GST.

Transaction Status

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.

Contact Us

- For any invoice related questions, please contact ap@rwsentosa.com.

Agenda

- Overview of P2P Process

- Collaboration Request

- Order Confirmation

- E-Invoicing, Credit Memo and Payment Status

- **Frequently Asked Questions (FAQs)**

Frequently Asked Questions (FAQs)

1. **Why can't I receive collaboration requests?**

   Ensure that:
   - You have active trading relationship with RWS.
   - Log-in with the correct ANID linked to RWS.
   - Has the required role to access and view collaboration request.
   - Your email address is added as recipient of collaboration request notification.

   Note: Refer to [Account Configuration](#) guide for more details (pages 15-18).

Frequently Asked Questions (FAQs)

2. **I can see the collaboration request but encounter "Punch In" error when trying to open it. How do I fix this error?**

    - Ensure to log-in to ANID linked to RWS and that you have the necessary permission to view and access collaboration request.

    - If error is still encountered, send email to ProcurementSystemSupport@RWSentosa.com providing the below for further assistance:
        - Screenshot of the error,
        - ANID and
        - Account type.

Frequently Asked Questions (FAQs)

3. **Why can't I find a purchase order?**

Ensure that:
- You have active trading relationship with RWS.
- Log-in with the correct ANID linked to RWS.
- Has the role to access and view purchase order.
- Your email address is added as recipient of collaboration request notification.

Note:-
- *For Standard account, you are only allowed to retrieve POs not more than 365 days.*
- *Keep all interactive email notifications to access and process older POs.*

Frequently Asked Questions (FAQs)

4. **My Purchase Order (PO) failed with the following error. How can I fix this?**

History		
Status	**Comments**	**Changed By**
	The document has been successfully validated by Ariba Network and started processing.	CommunityWeb-125007031
	The order was queued.	TXNDocBuyerApp-125038079
	PO-11: Cannot deliver order. Terminal error code for PO status: FE-30: Cannot deliver email: undeliverable ?	TXNDocBuyerApp-125040073
Failed	FE-30: Cannot deliver email: undeliverable	CXML StatusUpdateRequest

- This error is encountered when the purchase order couldn't be delivered to the email configured under your Electronic Order Routing.

- Ensure that all addresses configured under your Electronic Order Routing are correct and have active email inboxes. *Refer to Account Configuration guide for more details (pages 15-18).*

- Request your IT team to ensure that your email server is not blocking Ariba email domain.

Frequently Asked Questions (FAQs)

5.   **Why is my "Create Invoice" button disabled?**

- E-invoicing is not yet enabled for you. Send an email to ProcurementSystemSupport@RWSentosa.com to enable the feature for you.

- If your company is GST registered, complete legal profile set-up and send the screenshot for verification.
   Refer to [Account Configuration](#) guide for more details (pages 6-9).

- Ensure that you are invoicing from the PO latest version. Invoicing from an obsoleted PO is not possible.

Frequently Asked Questions (FAQs)

6. **Why can't I submit my invoice due to error? System is not pointing out the field that has the error.**

- This issue is encountered when you added a hypen (-) on your GST ID when completing your legal profile set-up.

- Remove the hypen to your GST ID by following the below steps and try to submit the invoice again.

    a.   Log-in to your Ariba Network account and click on "Account Settings", select "Company Profile"

    b.   Under "Additional Company Addresses", select the address and click "Edit".

    c.   Uncheck "Set up legal profile" box.

    d.   Check "Set up legal profile" box, key in the "GST ID" (without '-') and click "Save".

Frequently Asked Questions (FAQs)

7. **Why is my invoice showing as "Copy of Invoice - Not A Tax Invoice" even though my company is GST registered?**

- Your invoice will show incorrect tax format if your legal profile was not setup correctly.

- Ensure that your legal profile setup is completed and legal profile status is showing as "Accepted". *Refer to [Account Configuration](#) guide for more details (pages 6-9).*
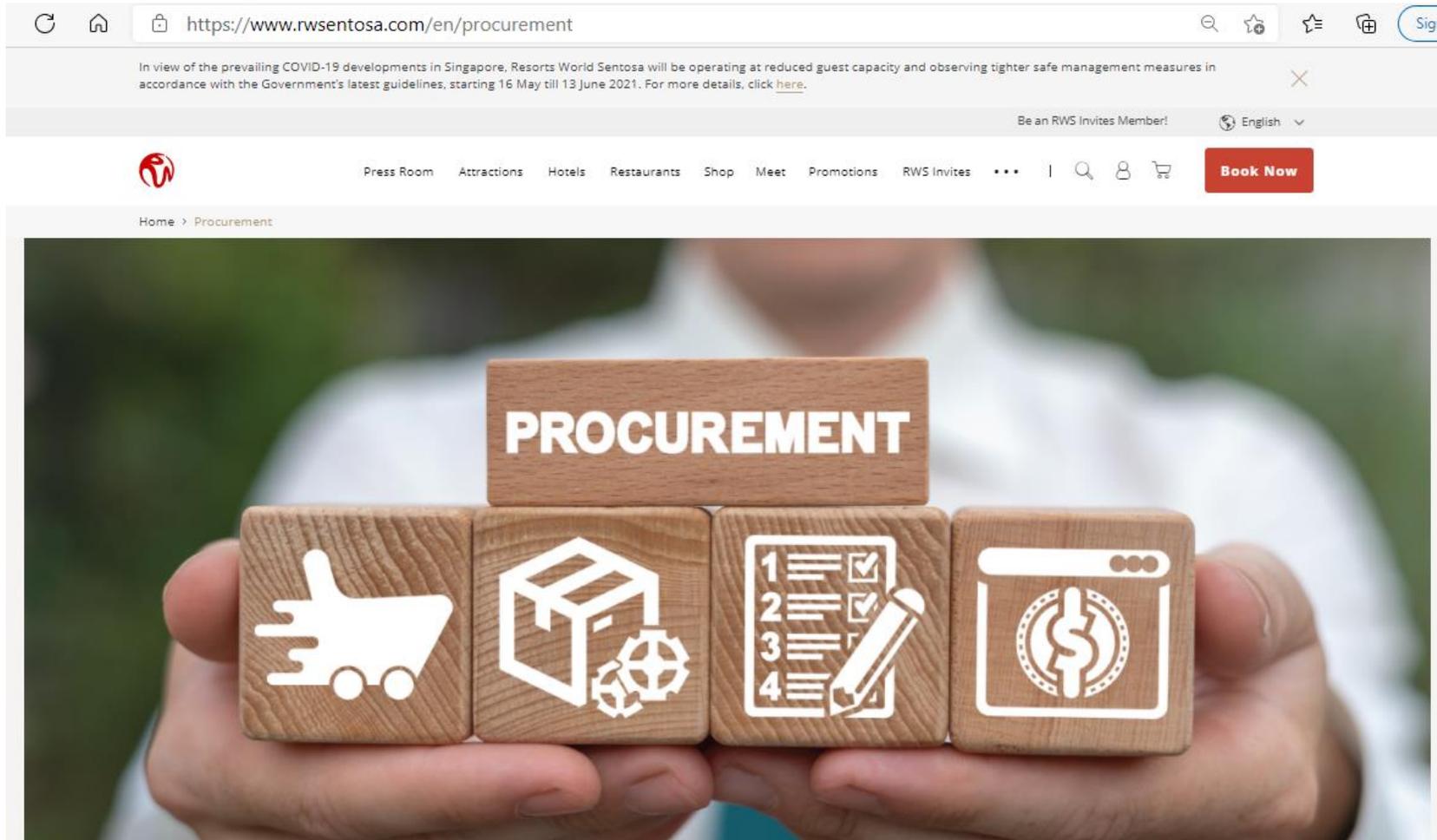
RWS Procurement Website

Link: https://www.rwsentosa.com/en/procurement

Be Our Supplier
Suppliers who wish to establish a business relationship with RWS must adopt the Ariba Network for their business transactions with RWS, and register for an account.
Find Out More

About Ariba
Benefits of using Ariba, Difference between Standard & Enterprise Account, Support Centre (FAQ, Helpdesk: SAP Ariba Customer Support, Helpdesk : RWS Supplier Support).
Find Out More

Ariba Training Materials
Resource centre and guide to setting up a new Ariba Network Account with Resorts World Sentosa.
Find Out More