

Recommended TILES under WORKBENCH

Please enable the below tiles under the WORKBENCH, to set as default view (however, can be modified as per the supplier's requirement)

Click on the "Orders to Invoice" tile >> make sure tile is reflecting "LAST 365 DAYS" of data (Click Edit filter>> under customers = select =Singtel/ NCS Group >> under creation date = select "Last 365 days"; save filter)

For the PO/SO under this tile, the suppliers can submit the invoice to Singtel/NCS group depending on the type of PO/SO created

The screenshot shows a dashboard with several tiles: Orders (33), Orders to invoice (12), Invoices (37), Rejected invoices (3), Scheduled payments (\$0.0 SGD), and Remittances (\$0.0 SGD). The 'Orders to invoice' tile is highlighted with a red box and has a 'Save filter' button. Below the tiles, there is a section for 'Orders to invoice (12)' with filters for Customers, Order numbers, Creation date (Last 365 days), and Order status. A red arrow points to the 'Last 365 days' filter in the 'Creation date' section.

You can identify if a GR/SE has been created from the below steps:

PROCESS TO SUBMIT PO - INVOICE IN ARIBA

STEP 1

Suppliers can submit invoices for a Purchase Order (PO)/Service Order (SO) only when a Goods Receipt (GR)/Service Entry (SE) has been created by Singtel/NCS.

Identify type of order – SO (Service Order) or PO (Purchase Order)

SECTION A

SERVICE ENTRY SHEETS (SE)

To Identify a Service Entry (SE) created for a Service Order (SO)

- If the EXTERNAL DOCUMENT TYPE reflects SO, then this type of order is called a Service Order.
- An SE is created indicating that the Service is completed, and the supplier can invoice for the completed service.
- An SE number begins with 100XXXXX series and can be found under related documents, below the "EXTERNAL DOCUMENT TYPE" (to the right of the screen)

Purchase Order: 7101063164 Done

Order Detail | Order History

From: Customer
 Singapore Telecom
 31 Exeter Road
 Singapore 239732
 Phone:
 Fax:

Payment Terms ⓘ
 w/n 30d fm end of mth fm the inv rec date

Routing Status: Sent
 External Document Type: SO FOR ST (SO1)
 Related Documents: 1004944473

Comments

- Furthermore, for a SE 100XXXXX number, it must be approved internally by Singtel, upon approval will allow the supplier to submit an invoice. To check for approval, click on this number and you will notice the status as indicated below.
- If the SE created is approved, click on the "Create invoice" button, proceed to step 2
- **1 invoice to be submitted for 1 SE created by the Singtel/NCS user**

Service Sheet: 1004944473 Done

Detail | History

Service Sheet
 (Approved)
 1004944473

Subtotal: \$100.00 SGD

Subtotal: \$100.00 SGD

Note: if there are 2 SE 100XXXXXX series number created as indicated below, then you will have to create 1 invoice for first 100XXXXXX number, follow STEP 2, and then back to the PO, click the second 100XXXXXX to create another invoice.

A Service Sheet can also be in any other format and if this number is available under the related documents section >> proceed to create/submit the invoice

Purchase Order
 (→ Serviced)
 7101156547
 Amount:
 Version:
 Supplier:

Routing Status: Sent
 External Document Type: SO FOR ST (SO1)
 Related Documents: 1006018438
 1006018439
 1006018437
 More(14) >>

Now, proceed to STEP 2, if you are submitting an invoice for a PO

SECTION B

GOODS RECEIPT (GR)

TO IDENTIFY GOODS RECEIPT (GR) created for a PURCHASE ORDER (PO)

- If the EXTERNAL DOCUMENT TYPE reflects: NCS PO OR STANDARD PO for ST, then this type of order is called a Purchase Order.
- A GR is created indicating that the delivery of goods is completed, and the supplier can invoice for the delivered quantity.
- The GR number begins with 560XXXXX series and can be found below the "ROUTING STATUS" (to the right of the screen)



If it is 560XXXXXX number, there is no need to check for approval >> Suppliers can click "create invoice" >> Standard Invoice >> proceed to step 2



NOTE: If there are 2 Goods Receipt performed by the Singtel/ NCS user, (depending on the number of line items in the PO), when you click on "Create Invoice", the Ariba network will prompt you with the below screen >> first, select one of boxes >> click next proceed to **STEP 2** (in such instances, 2 invoices need to be submitted for 2 GR'S)

Select receipts to be invoiced Next Cancel

Receipt List

Receipt Number	Customer	Date	Routing Status
<input type="checkbox"/> 5604209068	Singtel Group (Singtel, Optus and NCS) - TEST	7 Aug 2023 4:51:22 PM	Sent
<input type="checkbox"/> 5604209069	Singtel Group (Singtel, Optus and NCS) - TEST	7 Aug 2023 5:14:17 PM	Sent

Next Cancel

Note: A Receipt can also be any in other format and if this number is available under the related documents section >> proceed to create/submit the invoice

STEP 2

When you click “Create Invoice” whether for a Service Entry (SE)/ Goods Receipt (GR), you will see the below page, and the fields that need to be populated are:

- a) Invoice number
- b) Tax Category = GST and Rate (%)
- c) Email Address (Singtel/NCS purchase requestor)
- d) Attachments/Comments (if any, this is not mandatory)

Note: you **cannot back date** the invoice submission, so select the date that you are submitting the invoice (and reach out to your Singtel/NCS contact to expedite the payment if it is delayed)

Create Invoice Update Save Exit Next

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 7101063164 Invoice #:* <input style="border: 1px solid red;" type="text"/> Invoice Date:* 12 Jan 2023 Service Description: <input type="text"/> Supplier Tax ID: <input type="text"/> Remit To: <input type="text"/> Singapore Singapore Bill To: Singapore Telecom Singapore Singapore	Subtotal: \$100.00 SGD Total Tax: \$0.00 SGD Amount Due: \$100.00 SGD View/Edit Addresses
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Step 3: Under the **TAX** section >> click on the drop down under “**CATEGORY**” >> select the appropriate “**TAX TYPE**” from the below table for the entity that you are billing to i.e., Company (SINGTEL/NCS entity)/Country you are submitting the invoice.

Type in the appropriate **Rate (%)**.

NOTE: If you are not liable for GST, please select the tax type from the below table, under rate%>>0 >> Exempt detail >> select Zero Rated

For example: If you are invoicing for Singapore Telecommunications/NCS Pte Ltd. and based outside Singapore, then:

Under Category = select GST; Rate % = 0; and Exempt detail = Zero rated

If you are invoicing to Sudong Sdn Bhd, then:

Under Category = select Sales; Enter the tax rate in Rate (%) field (enter 0, if Rate (%) is exempted)

If your organisation is exempted from GST:

1. select the tax category = GST;
2. Rate% = 0; and
3. GST type = Zero rated (if you are exempted from GST) as indicated below

Step 4: enter the email address of the “Singtel/NCS purchaser” in the box, as indicated below (PO creator)

Payment Term

Net Term(days): Discount or Penalty Term(days): ⓘ Percentage(%): [Add Discount/Penalty Term](#)

w/h 30d fm end of mth fm the inv rec date

Customer: **Singapore Telecom**

Singapore
Singapore

Email:

SINGAPORE
Singapore

Note: If you are submitting the invoice in a currency different to SGD, ensure the exchange rate has only 5 digits after decimal (the last number can be deleted, so it will allow smooth processing of invoice)

Tax Exchange Rate

Exchange Rate from*
Singapore Dollar to
Mauritius Rupee :

⚠ Supplier can overwrite the displayed exchange rate

No	Company Name	Country	Tax Type
1	NCS Pte. Ltd.	Singapore	GST
2	NCS Communications Engineering Pte. Ltd.	Singapore	GST
3	NCSI Holdings Pte Ltd	Singapore	GST
4	NCSI Solutions Pte. Ltd.	Singapore	GST
5	Computer Systems Holdings Pte. Ltd.	Singapore	GST
6	SCS Computer Systems Pte.Ltd.	Singapore	GST
7	SCS MNP Pte Ltd	Singapore	GST
8	NCSI (Malaysia) Sdn. Bhd.	Malaysia	Sales
9	NCSI HOLDINGS (MALAYSIA)	Malaysia	Sales
10	NCSI (Philippine) Inc	Philippines	VAT
11	SCS Info Tech Sdn Bhd	Brunei	No need to select tax
12	NCSI (Shanghai) Co., Ltd	China	VAT
13	NCSI (Chengdu) Co., Ltd	China	VAT
14	NCS Information Technology (Suzhou) Co.	China	VAT
15	NCSI (HK) Limited	Hong Kong	VAT
16	NCSI (Australia) Pty Ltd	Australia	GST
17	NCSI (Korea) Co Ltd	South Korea	VAT
18	NCSI TECHNOLOGIES (INDIA)	India	GST
19	NCSI Lanka Pvt Ltd	Sri Lanka	VAT
20	NCSI (ME) W.L.L.	Bahrain	VAT
21	NCSI (ME) BRANCH	AE, Dubai	VAT
22	Singtel Idea Factory Pte. Ltd.	Singapore	GST
23	Cross Border Payments Pte. Ltd.	Singapore	GST
24	Consumer Journeys Pte. Ltd.	Singapore	GST
25	Singtel Cyber Security (Singapore) Pte. Ltd.	Singapore	GST
26	DCKC Pte Ltd	Singapore	GST
27	DCT Pte Ltd	Singapore	GST
28	DCW Pte Ltd	Singapore	GST
29	DataSpark Pte. Ltd.	Singapore	GST
30	Group Enterprise Pte Ltd	Singapore	GST
31	Integrated Digital Mall Pte. Ltd.	Singapore	GST
32	Information Network Services Sdn Bhd	Malaysia	Sales
33	Singapore Telecom International Pte Ltd	Singapore	GST
34	Singapore Telecom Mobile Pte Ltd	Singapore	GST
35	Global Open Platform Pte Ltd	Singapore	GST
36	SingCash Pte. Ltd.	Singapore	GST
37	SingNet Pte Ltd	Singapore	GST
38	Singapore Telecommunications Limited Beijing Represe	China	VAT
39	Singtel (Europe) GmbH	Germany	VAT
40	ST Dynamo Holdings Pte Ltd	Singapore	GST
41	Singtel Digital Media Pte Ltd	Singapore	GST
42	ST Dynamo SG Pte Ltd	Singapore	GST
43	Singapore Telecommunications Limited	Singapore	GST
44	Singtel Global (India) Private Limited	India	GST
45	Singtel Global Pte Ltd	Mauritius	VAT
46	Singtel Group Treasury Pte. Ltd.	Singapore	GST
47	Singapore Telecommunications Limited Guangzhou Rep	China	VAT
48	Singapore Telecom HK Limited	Hong Kong	VAT
49	Singapore Telecom (India) Private Limited	India	GST
50	STI Solutions (Shanghai) Pte Ltd	China	VAT
51	Singtel Telecom Japan Co Ltd	Japan	VAT
52	Singapore Telecom Korea Limited	South Korea	VAT
53	Singtel Consultancy Pte Ltd	Singapore	GST
54	Singtel (Philippines), Inc	Philippines	VAT
55	Singapore Telecommunications Limited Shanghai Repre	China	VAT
56	Singtel Taiwan Limited	Taiwan	VAT
57	Singtel (Europe) Limited	United Kingdom	VAT
58	Singapore Telecom USA Inc	USA	VAT
59	ST-2 Satellite Ventures Pte Ltd	Singapore	GST
60	Sudong Sdn Bhd	Malaysia	Sales
61	Telecom Equipment Pte Ltd	Singapore	GST
62	Singtel Mobile Singapore Pte. Ltd.	Singapore	GST

Step 5 (OPTIONAL): This is not mandatory task by the suppliers, but if any attachment needs to be added to the header, suppliers can refer to the below screenshot.

Additional Singapore Specific Fields

Supplier GST ID:

Type of Supply:

Tax Invoice Number:

Sale made under Customer Accounting. Customer to account for GST Tax Amount:

IRN:

Please create 1 invoice for each good receipt or service entry document.

Add to Header ▾

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Comment
- Attachment** ←

Part #

Step 6: Click **“update”** at the top of the screen to validate for any errors >> Click **next** (if there are no errors or necessary corrections) >> Review if all the information entered is correct (Tax Type and GST Rate %) and then click **“SUBMIT”**

Print a copy of the invoice if required >> click **“EXIT”** INVOICE CREATION

*****END OF PROCESS*****