

Ariba Network Invoice Guide





Introduction

The purpose of this document is to provide suppliers step by step instructions, procedures and notes needed to navigate smoothly on the Ariba Network while transacting with Top Glove.

Guide Key





| | |
|---|---|
|  | <ul style="list-style-type: none">This indicates an Instructional steps |
|  | <ul style="list-style-type: none">An additional step is indicated by |
|  | <ul style="list-style-type: none">Note: Functionality specific notes |
|  | <ul style="list-style-type: none">Information: other useful information |



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|--|--|



Invoice

- All orders received by Top Glove via the Ariba Network require an invoice to be created via the Ariba Network.
- The Invoice# refers to your internal invoice number
- Partial invoicing is allowed

Invoicing - General Information

The **Orders and Releases** tab displays a summary of all the purchase orders sent by Top Glove.

Note (N): The columns can be sorted in alphabetical (A-Z or Z-A) or numerical (0–9 or 9–0) order by clicking the column name

| HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS MESSAGES | | | | | | | | | | |
|--|--------------|-----|-------------------------------------|----------------|-------------|--------------|-----------------|----------|---------|--|
| External Document CSV Documents Create | | | | | | | | | | |
| Orders and Releases Collaboration Requests Time & Expense Sheets Early Payments Scheduled Payments Remittances More... | | | | | | | | | | |
| Orders and Releases | | | | | | | | | | |
| Orders and Releases | | | | | | | | | | |
| Search Filter | | | | | | | | | | |
| Orders and Releases (100+) | | | | | | | | | | |
| Page 1 | | | | | | | | | | |
| Type | Order Number | Ver | Customer | Amount | Date | Order Status | Amount Invoiced | Revision | Actions | |
| Order | 3501000072 | | Top Glove Group of Companies - TEST | RM3,000.00 MYR | 18 Sep 2019 | Confirmed | RM0.00 MYR | Original | Actions | |
| Order | 3434000020 | 1 | Top Glove Group of Companies - TEST | RM2,679.00 MYR | 18 Sep 2019 | Shipped | RM0.00 MYR | Original | Actions | |
| Order | 3434000019 | 1 | Top Glove Group of Companies - TEST | RM5,212.00 MYR | 18 Sep 2019 | New | RM0.00 MYR | Original | Actions | |
| Order | 3404000094 | 1 | Top Glove Group of Companies - TEST | RM380.00 MYR | 20 Sep 2019 | Received | RM0.00 MYR | Original | Actions | |

The **Ver.** Is the version number of the order. 1 = the original order, 2 = changed order and so on

The **Amount Invoiced** is the total amount invoiced to date

N

The **Order Number** is the buyer's Purchase Order Number

The **Order Status** is the current status of the order, e.g. New, Confirmed, Invoiced

The **Actions** drop-down list allows document creation without opening the order

Begin the Invoice

1. Click the **Inbox** tab on the **Home** page.

➤ The screen displays **Orders and Releases**.

2. Click the desired **Order Number**.

Note: PO can only be invoiced if they are in **Received** status

➤ The screen displays **Purchase Order** details.

3. Click **Create Invoice**.

4. Select **Standard Invoice** from the drop-down list.

HOMEINBOXCATALOGSENABLEMENT TASKSREPORTSMESSAGES

External Document CSV DocumentsCreate

Orders and ReleasesCollaboration RequestsTime & Expense SheetsEarly PaymentsScheduled PaymentsRemittancesMore...

Orders and Releases

Orders and ReleasesItems to ConfirmItems to Ship

Search Filters

Orders and Releases (100+)

Page 1

| Type | Order Number ↓ | Ver | Customer | Amount | Date | Order Status | Amount Invoiced | Revision | Actions |
|-------|----------------|-----|-------------------------------------|----------------|-------------|--------------|-----------------|----------|---------|
| Order | 3434000019 | 1 | Top Glove Group of Companies - TEST | RM5,212.00 MYR | 18 Sep 2019 | New | RM0.00 MYR | Original | Actions |
| Order | 3404000094 | 1 | Top Glove Group of Companies - TEST | RM380.00 MYR | 20 Sep 2019 | Received | RM0.00 MYR | Original | Actions |

Purchase Order: 3404000094Done

Create Order ConfirmationCreate Ship NoticeCreate InvoiceHidePrintDownload PDF

Order DetailOrder History

Standard InvoiceLine-Item Credit MemoLine-Item Debit Memo

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A member of Top Glove Corporation Bhd, a Public Listed Company on Bursa Malaysia & Singapore Exchange.

From:

GMP MEDICARE SDN BHD (F29)

LOT 4985, JLN DAHLIA/ KU8,

KAWASAN PERINDUSTRIAN MERU TIMUR,

41050 KLANG.

To:

GARUDAMAS CHEMICALS SDN

143A JALAN SRI IMPIAN 1

50088 JOHOR BAHRU

JOHOR BAHRU

Purchase Order

(Received)

3404000094

Amount: RM380.00 MYR

Version: 1

Standard Invoice – Header Level

1. Enter the **Invoice #**.
2. The current date is auto populated to the **Invoice Date**. Edit it to the desired date.
- The screen displays **View/Edit Addresses** pop-up window.
3. Scroll down to **Shipping** and select the **Header level shipping** radio button.

Note: Click **View/Edit Addresses**.

Ariba Network

Company Settings ▼ Test Supplier 4 Con... Help Center >>

Create Invoice

Update Save Exit Next

▼ Invoice Header * Indicates required field [Add to Header ▼](#)

Summary

Purchase Order: 3404000094

Invoice #: * XXX123INV

Invoice Date: * 20 Sep 2019

Service Description:

Supplier Tax ID:

Remit To: GARUDAMAS CHEMICALS SDN BHD

Subtotal: RM400.00 MYR

Total Tax: RM0.00 MYR

Gross Amount: RM400.00 MYR

Total Allowances: RM20.00 MYR

Total Net Amount: RM380.00 MYR

Amount Due: RM380.00 MYR

N

[View/Edit Addresses](#)

Shipping

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: GARUDAMAS CHEMICALS SDN BHD

Ship To: GMP MEDICARE SDN KLANG,

[View/Edit Addresses](#)

Standard Invoice – Adding attachments to Invoice

- Scroll down to **Supplier Vat** section.
4. Ensure **Supplier VAT/Tax ID** is entered.
- Note:** It is mandatory to add attachment while creating an invoice for Top Glove.
5. Click **Add to Header** .
6. Select **Attachment** from the drop-down list.
7. Click **Choose File** and select the desired file from the computer.
8. Click **Add Attachment** to add the file to this document.

Supplier VAT

Supplier VAT/Tax ID: TAXID123

Add to Header

Shipping Cost

Shipping Documents

Special Handling

Additional Reference Documents and Dates

Comment

Attachment

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Shipping Documents

Special Handling

Discount

Add to Included Lines

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|----------|---------------|-------------|-----------------|----------|------|-------------|--------------|
| 1 | <input checked="" type="checkbox"/> | MATERIAL | Not Available | T_Add_Itan | | 20 | EA | RM20.00 MYR | RM400.00 MYR |

*Attachments

The total size of all attachments cannot exceed 10MB

Choose File

No file chosen

Add Attachment

Add to Header

Standard Invoice – Line Level

Scroll down to the **Line Items** section.

Note: To add **Shipping Documents**, **Special Handling** or **Discount**, select the desired box and click **Add to Included Lines** if required.
Repeat the below steps for all line items.

- 1. Select the **Include** toggle button of each line item to be included. Unselect it to exclude/delete a line item.
- 2. Confirm or enter the appropriate **Quantity**.
- 3. Click **Update**.
- 4. Click **Next**.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

N

Insert Line Item Options

☐ Tax Category:

☐ Shipping Documents

☐ Special Handling

☐ Discount

Add to Included Lines

| <input type="checkbox"/> | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|--------------------------|-----|-------------------------------------|----------|---------------|-------------|-----------------|----------|------|-------------|--------------|
| <input type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | MATERIAL | Not Available | T_Add_Itean | | 20 | EA | RM20.00 MYR | RM400.00 MYR |

Tax

1

Category: *

Sales Tax

Location:

P - Non Taxable Goods & Services Purchases 0%

Regime:

Taxable Amount: RM380.00 MYR

Rate(%): 0

Tax Amount: RM0.00 MYR

Allowances and Charges

Service Code: *

Discount

Start Date:

Allowance:

Amount

RM20.00 M

Description:

Discount

End Date:

Add Tax

Line Item Actions

Delete

3

Update

Save

Exit

4

Next

Finalise Standard Invoice

- The screen displays **Create Invoice**.
1. Review the Invoice. Click **Submit**. If there are any changes to be made, click **Previous** to go back to the previous screen.
 2. Click **Exit**.
 - The Screen displays **Purchase Order** page is displayed and Order Status has changed to **Partially Invoiced/ invoiced**.
 3. Click **Done**.
 - The screen displays **Orders and Releases**.
- Note:** The status of this PO has now changed to **Invoiced**.

Create Invoice

PreviousSaveSubmitExit

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:Malaysia. The document's destination country is:Malaysia.

Standard Invoice / Tax Invoice

Invoice Number: XXX123INV
Invoice Date: Friday 20 Sep 2019 12:00 PM GMT+05:30
Original Purchase Order: 3404000094

Subtotal:RM400.00 MYR
Total Tax:RM0.00 MYR
Total Gross Amount:RM400.00 MYR

Invoice XXX123INV has been submitted.

Print a copy of the invoice.

Exit invoice creation.

Purchase Order: 3404000094

Done

Create Order ConfirmationCreate Ship NoticeCreate InvoiceHidePrintDownload PDFDownload CSVResend

Order DetailOrder History

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From:

GMP MEDICARE SDN BHD (F29)
LOT 4985, JLN DAHLIA/ KU8,
KAWASAN PERINDUSTRIAN MERU TIMUR,
41050 KLANG,
SELANGOR

To:

GARUDAMAS CHEMICALS SDN BHD
143A JALAN SRI IMPIAN 1
50088 JOHOR BAHRU
JOHOR BAHRU
Malaysia

Purchase Order
(Invoiced)
3404000094
Amount: RM380.00 MYR
Version: 1



Invoice Status

- The status of the Invoice will change as it progresses through Top Glove approval process
- There are 4 Invoice Statuses:
 - **Sent** – The invoice has been submitted to Top Glove
 - **Approved** – Top Glove has reviewed the Invoice and it has been approved for payment
 - **Paid** – The invoice has been paid
 - **Rejected** – The invoice has been rejected. The reason for rejection can be viewed within the invoice
 - **Canceled** – The invoice has been cancelled by Top Glove

Locating the Invoice Status

1. Click the **Outbox** tab on the **Home** page.

➤ The screen displays **Invoices**.

2. **Invoice Status** named column displays the status of the invoices. The different statuses are:

- **Sent**
- **Approved**
- **Paid**
- **Rejected**
- **Canceled**

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX' (highlighted with a red circle and the number 1), 'CATALOGS', 'ENABLEMENT TASKS', 'REPORTS', and 'MESSAGES'. Below this, there are tabs for 'Invoices', 'Order Confirmation', 'Ship Notices', 'Service Sheets', and 'Drafts'. The 'Invoices' tab is active, and a red circle with the number 2 highlights the 'Invoice Status' column in the table below. The table lists several invoices with their respective statuses: 'Sent', 'Approved', and 'Approved'.

| Invoice # | Customer | Origin | Self Billing | Source Doc | Date ↓ | Amount | Routing Status | Invoice Status |
|----------------|-------------------------------------|----------|--------------|------------|-------------|----------------|----------------|----------------|
| XXX123INV | Top Glove Group of Companies - TEST | Supplier | No | Order | 23 Sep 2019 | RM380.00 MYR | Acknowledged | Sent |
| INV1213 | Top Glove Group of Companies - TEST | Customer | No | Contract | 23 Sep 2019 | RM100.00 MYR | Sent | Sent |
| INV3114000666 | Top Glove Group of Companies - TEST | Supplier | No | Order | 23 Sep 2019 | RM320.00 MYR | Acknowledged | Approved |
| INV3111186737 | Top Glove Group of Companies - TEST | Supplier | No | Order | 23 Sep 2019 | RM1,560.00 MYR | Acknowledged | Sent |
| INV23114000658 | Top Glove Group of Companies - TEST | Supplier | No | Order | 23 Sep 2019 | RM400.00 MYR | Acknowledged | Approved |
| CN3114000658 | Top Glove Group of Companies - TEST | Supplier | No | Order | 23 Sep 2019 | RM-225.00 MYR | Acknowledged | Approved |

Routing Status

The routing status identifies the journey of documents (order confirmation, ship notices & invoices) through the Ariba Network between Top Glove and the Supplier.

| Status Level | Definition |
|--------------|--|
| Accepted | Ariba accepted the purchase order from your customer or from the catalog tester |
| Order Queued | Ariba Queued the purchase order from cXML processing |
| Sent | Ariba successfully converted the purchase order from cXML to EDI |
| Acknowledged | Ariba received a positive functional acknowledgment from you |
| Failed | Ariba could not route the purchase order and it lists the reason for the failure. The supplier needs to resend the purchase order after correcting the issue. Contact Help Centre for further assistance |

Order Status Descriptions

| Status Level | Definition |
|---------------------|--|
| New | Initial state. This is a new purchase order |
| Changed | Existing purchase order has been Canceled or replaced (obsoleted) by this subsequent (changed) purchase order |
| Confirmed | All sub-quantities are confirmed |
| Failed | Ariba experienced a problem routing the order to the supplier. Suppliers can resend failed orders |
| Shipped | Final state. All sub quantities are shipped. A line item or sub-quantity that is shipped cannot be updated again |
| Invoiced | All ordered quantities have been invoiced |
| Partially Confirmed | Some of the ordered quantities have been confirmed |
| Partially Shipped | Some of the ordered quantities have been shipped |
| Partially Invoiced | Some of the ordered quantities have been invoiced |
| Partially Rejected | Some or the ordered quantities have been rejected |
| Obsoleted | Purchase order that has been replaced by a subsequent (changed) order |
| Returned | When a goods on a Purchase Order are returned from Top Glove |
| Rejected | A Purchase Order Confirmation that has been Rejected by Top Glove |



Partial Invoicing

- Multiple partial invoices can be created for a purchase order.
- Invoices status will remain as **Partially Invoiced** until all items on the original purchase order have been invoiced.

Locating and Opening a Partial Invoice

1. Click the **Inbox** tab on the **Home** page.
2. Select the **Order Number** with a **Partially Invoiced** status.

➤ The screen displays **Invoice** details.

Note: Click the **Order Status** column name to sort the invoices based on its status.

HOME

INBOX

C1

CATALOGS

ENABLEMENT TASKS

REPORTS

MESSAGES

External Document

CSV Documents

Create

Orders and Releases

Collaboration Requests

Time & Expense Sheets

Early Payments

Scheduled Payments

Remittances

More...

Orders and Releases

Orders and Releases

Items to Confirm

Items to Ship

Search Filters

Orders and Releases (8)

N

| Type | Order Number | Ver | Customer | Amount | Date | Order Status | Amount Invoiced | Revision | Actions | |
|-----------------------|--------------|------------|----------|-------------------------------------|--------------------|--------------|--------------------|----------------|----------|---------|
| <input type="radio"/> | Order | 3404000059 | 2 | Top Glove Group of Companies - TEST | RM5,985.00 MYR | 4 Sep 2019 | Partially Invoiced | RM4,452.84 MYR | Original | Actions |
| <input type="radio"/> | Order | 3264000053 | 1 | Top Glove Group of Companies - TEST | \$2,900.00 USD | 3 Sep 2019 | Partially Invoiced | \$29.00 USD | Original | Actions |
| <input type="radio"/> | Order | 3264000050 | 1 | Top Glove Group of Companies - TEST | RM2,900,000.00 MYR | 29 Aug 2019 | Partially Invoiced | RM29.00 MYR | Original | Actions |

Completing a Partial Invoice

- The screen displays the **Purchase Order**.
- 1. Click **Create Invoice**.
- 2. Select **Standard Invoice** from the drop-down list.
- The screen displays **Create Invoice**.

Note: All the **Related Documents** to the Purchase Order can be viewed in this page.

Purchase Order: 3404000059

Done

Create Order Confirmation

Create Ship Notice

Create Invoice

Print

Download PDF

Resend

Order Detail

Order History

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

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A member of Top Glove Corporation Bhd, a Public Listed Company on Bursa Malaysia & Singapore Exchange.

From:

GMP MEDICARE SDN BHD (F25)

LOT /PT64593, JALAN DAHLIA,

KAWASAN PERINDUSTRIAN MERU TIMUR,

41050 KLANG,

SELANGOR

Malaysia

Phone: +60 (3) 33921992

Fax: +60 (3) 33928410

To:

GARUDAMAS CHEMICALS SDN BHD

143A JALAN SRI IMPIAN 1

50088 JOHOR BAHRU

JOHOR BAHRU

Malaysia

Phone: +60 (3) 12121211

Fax:

Email: aribatesttgsupplier4@gmail.com

Purchase Order

(Partially Invoiced)

3404000059

Amount: RM5,985.00 MYR

Version: 1

Payment Terms

NET 0

Comments

Comment Type: Terms and Conditions

Body: The company, Top Glove (TG), will not be liable for any accidents arising from work done by any external contractors and/or suppliers

N

Routing Status: Acknowledged

Related Documents:

MYIV773

IV599

RC1470

More(8) »

Completing a Partial Invoice – Header Level

- 1. Enter the **Invoice #**.
- 2. The current date is auto populated to the **Invoice Date**. Edit it to the desired date.
- The screen displays **View/Edit Addresses** pop-up window.
- 3. Scroll down to **Shipping** and select the **Header level shipping** radio button.

Note: Click **View/Edit Addresses**.

Create Invoice

UpdateSaveExitNext

▼ Invoice Header

* Indicates required fieldAdd to Header ▼

Summary

Purchase Order: 3404000059

Invoice #: * 059INVPART2

Invoice Date: * 20 Sep 2019

Service Description:

Supplier Tax ID:

Remit To: GARUDAMAS CHEMICALS SDN BHD

JOHOR BAHRU
JOHOR BAHRU
Malaysia

Bill To: GMP MEDICARE SDN BHD (F25)

KLANG,
SELANGOR
Malaysia

Subtotal: RM239.40 MYR

Total Tax: RM0.00 MYR

Gross Amount: RM239.40 MYR

Total Net Amount: RM239.40 MYR

Amount Due: RM239.40 MYR

View/Edit Addresses

Shipping

☒ Header level shipping ⓘ

☐ Line level shipping ⓘ

Ship From: GARUDAMAS CHEMICALS SDN BHD

Ship To: GMP MEDICARE SDN BHD (F25)
KLANG,

N

View/Edit Addresses

Completing a Partial Invoice – Line Level

Scroll down to **Line items** section.

1. Select the **Include** toggle button of each line item to be included. Unselect it to exclude/delete a line item.
2. Only outstanding totals will be displayed in **Quantity**.
3. Click **Next**.
 - The screen displays **Create Invoice**.
4. Review the Invoice and click **Submit**.
5. Click **Exit**.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

| <input type="checkbox"/> | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|--------------------------|-----|-------------------------------------|----------|----------|---------------------|-----------------|----------|------|-------------|--------------|
| <input type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | MATERIAL | 30000040 | VEE BELT(B:15MM)114 | | 20 | PC | RM11.97 MYR | RM239.40 MYR |

Tax 1

Category: * Sales Tax

Location: P - Non Taxable Goods & Services Purchases 0%

Regime:

Taxable Amount: RM239.40 MYR
Rate(%): 0
Tax Amount: RM0.00 MYR

[Line Item Actions](#) [Delete](#)

[Update](#) [Save](#) [Exit](#) [Next](#) 3

Create Invoice

[Previous](#) [Save](#) [Submit](#) [Exit](#)

Confirm and submit this will country is:India. The document's destination country is:India. If you want your invoices in thive old invoices once you subscribe to the living service.

Standard Invoice

4

Invoice 059INVPART2 has been submitted.

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

5



Edit and Re-Submit Invoices

- Invoices gets rejected due to: (refer to the image below to view an example)
 - Missing information - for example, a required attachment is missing.
 - Incorrect information – for example, Wrong GST % selection in the tax section.
 - Extra information in the invoice – for example, shipping charges added to the invoice but do not reflect in the order confirmation.

Detail

Scheduled Payments

History

Rejected Invoice:

Reasons:

R1: PO Price Mismatch

Comment: R1: PO Price Mismatch (Wei Chien Yap, 2019-09-18T19:56:05-07:00)

Edit & Resubmit

Edit and Resubmitting Invoices

Invoices that are rejected by Top Glove is displayed as **Rejected**.

1. Click the **Outbox** tab on the **Home** page.
2. Click the **Invoice #** with **Rejected** status.

➤ The screen displays the **Invoice**.

Note: Read the reason for the Rejection. This will help you to rectify the document.

3. Click **Edit & Resubmit**.

HOMEINBOXOUTBOXCATALOGSENABLEMENT TASKSREPORTSMESSAGESExternal Document CSV DocumentsCreate

InvoicesOrder ConfirmationsShip NoticesService SheetsDrafts

Invoices

Search Filters

Invoices (100+)Page 2

| | Invoice # | Customer | Origin | Self Billing | Source Doc | Date ↓ | Amount | Routing Status | Invoice Status |
|--|---------------|-------------------------------------|----------|--------------|------------|-------------|------------------|----------------|----------------|
| | INV3401022046 | Top Glove Group of Companies - TEST | Supplier | No | Order | 19 Sep 2019 | RM1,170.00 MYR | Acknowledged | Sent |
| | 31140006881 | Top Glove Group of Companies - TEST | Supplier | No | Order | 19 Sep 2019 | RM2,454.00 MYR | Acknowledged | Approved |
| | INV3374000054 | Top Glove Group of Companies - TEST | Supplier | No | Order | 19 Sep 2019 | RM175.00 MYR | Acknowledged | Rejected |
| | INV3371005066 | Top Glove Group of Companies - TEST | Supplier | No | Order | 19 Sep 2019 | RM230,000.00 MYR | Acknowledged | Sent |

Invoice: INV3374000054Done

EditCreate Line-Item Credit MemoCopy This InvoicePrintDownload PDFExport cXML

DetailScheduled PaymentsHistory

N

Rejected Invoice:
Reasons:
R1: PO Price Mismatch
Comment: R1: PO Price Mismatch (Wei Chien Yap, 2019-09-18T19:56:05-07:00)

Edit & Resubmit

Edit and Resubmit and Invoice cont.

- The screen displays **Edit Invoice**. Review **Edit Invoice** page and correct the identified errors.
- Note:** The Invoice number, purchase order number and other information is auto-populated
4. Click **Next**.
 - The screen displays **Edit Invoice**.
 5. Review the invoice and click **Submit**.
 6. Click **Done**.

Edit Invoice

Update

Exit

Next

Invoice Header

* Indicates required field

Add to Header

Summary

N

Invoice #:* 0054INVPART1

Invoice Date:* 16 Jul 2018

Supplier Tax ID:*

Subtotal: RM175.00 MYR

Total Tax: RM0.00 MYR

Total Gross Amount: RM175.00 MYR

Total Net Amount: RM175.00 MYR

Amount Due: RM175.00 MYR

View/Edit Addresses

Edit Invoice

Previous

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 country is: Australia. 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 invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

Invoice #: 10054INVPART1

Invoice Date: Monday 24 Jul 2017 12:00 PM GMT+10:00

Original Purchase Order: 4501475005

Subtotal: RM175.00 MYR

Total Tax: RM0.00 MYR

Total Gross Amount: RM175.00 MYR

Total Net Amount: RM175.00 MYR

Amount Due: RM175.00 MYR

Invoice: 0054INVPART1

6

Done

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF

Export cXML

Detail

Scheduled Payments

History

Canceled Invoice:

Only failed or rejected invoices can be edited

Standard Invoice / Tax Invoice



Support

| Support Type | Description |
|--|--|
| Help Centre For all your support needs Note: Support Centre Options are based on your account type and all options may not be available | Types of Support available: <ol style="list-style-type: none">1. User Community2. Ask questions or view documentation3. Email/Live Chat4. Request a call back |
| Supplier Information Portal (Location of Training Guide/s and Video/s) | On the Home screen <ol style="list-style-type: none">1. Click on Company Settings2. Click on Customer Relationships3. Click on Supplier Information Portal |
| Ariba Network Training Request | E: suppliertraining.apac@sap.com |