

AcuBuy Training

PO Invoice Creation for Suppliers



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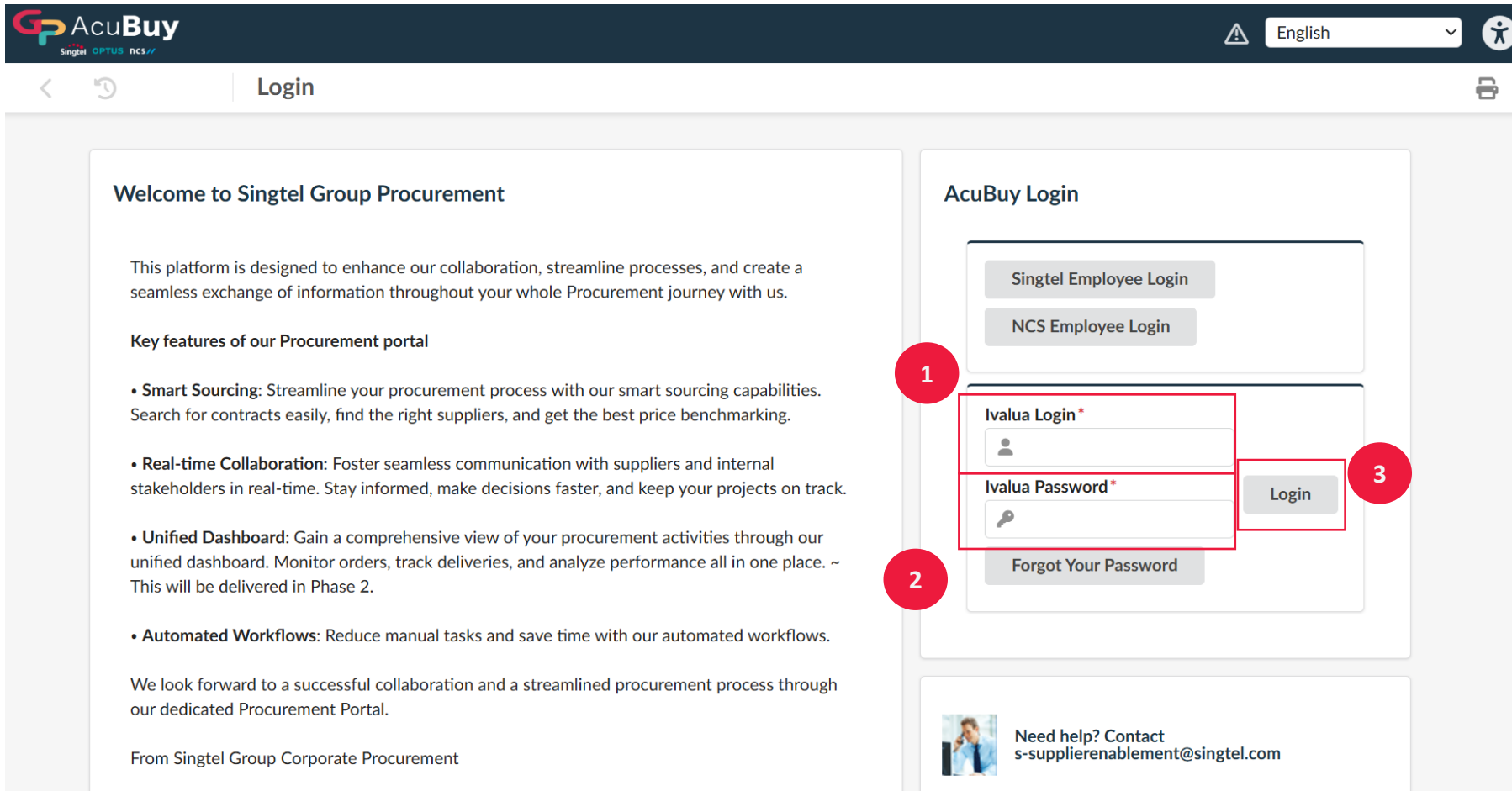


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01 Logging into AcuBuy

Logging into AcuBuy

Login Link: [AcuBuy Login](#)



The screenshot shows the AcuBuy login interface. On the left, there is a 'Welcome to Singtel Group Procurement' section with a description of the platform and its key features: Smart Sourcing, Real-time Collaboration, Unified Dashboard, and Automated Workflows. On the right, the 'AcuBuy Login' section contains a form with two buttons at the top: 'Singtel Employee Login' and 'NCS Employee Login'. Below these are two input fields: 'Ivalua Login *' (with a user icon) and 'Ivalua Password *' (with a key icon). A 'Login' button is positioned to the right of the password field. A 'Forgot Your Password' button is located below the password field. Three red circles with numbers 1, 2, and 3 are overlaid on the form: circle 1 points to the 'Ivalua Login' field, circle 2 points to the 'Ivalua Password' field, and circle 3 points to the 'Login' button.

Welcome to Singtel Group Procurement

This platform is designed to enhance our collaboration, streamline processes, and create a seamless exchange of information throughout your whole Procurement journey with us.

Key features of our Procurement portal

- **Smart Sourcing:** Streamline your procurement process with our smart sourcing capabilities. Search for contracts easily, find the right suppliers, and get the best price benchmarking.
- **Real-time Collaboration:** Foster seamless communication with suppliers and internal stakeholders in real-time. Stay informed, make decisions faster, and keep your projects on track.
- **Unified Dashboard:** Gain a comprehensive view of your procurement activities through our unified dashboard. Monitor orders, track deliveries, and analyze performance all in one place. ~ This will be delivered in Phase 2.
- **Automated Workflows:** Reduce manual tasks and save time with our automated workflows.

We look forward to a successful collaboration and a streamlined procurement process through our dedicated Procurement Portal.

From Singtel Group Corporate Procurement

AcuBuy Login

Singtel Employee Login

NCS Employee Login

1

Ivalua Login *


2

Ivalua Password *

3

Login

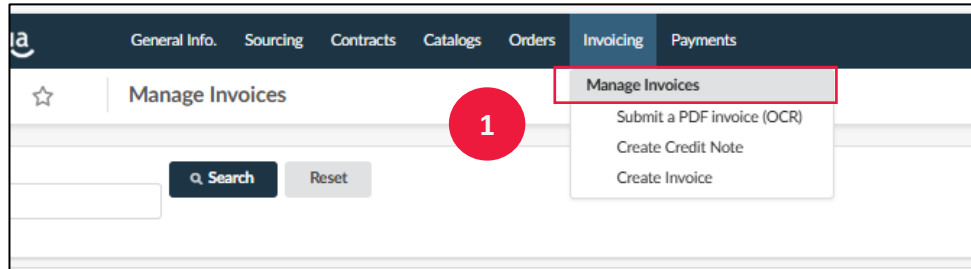
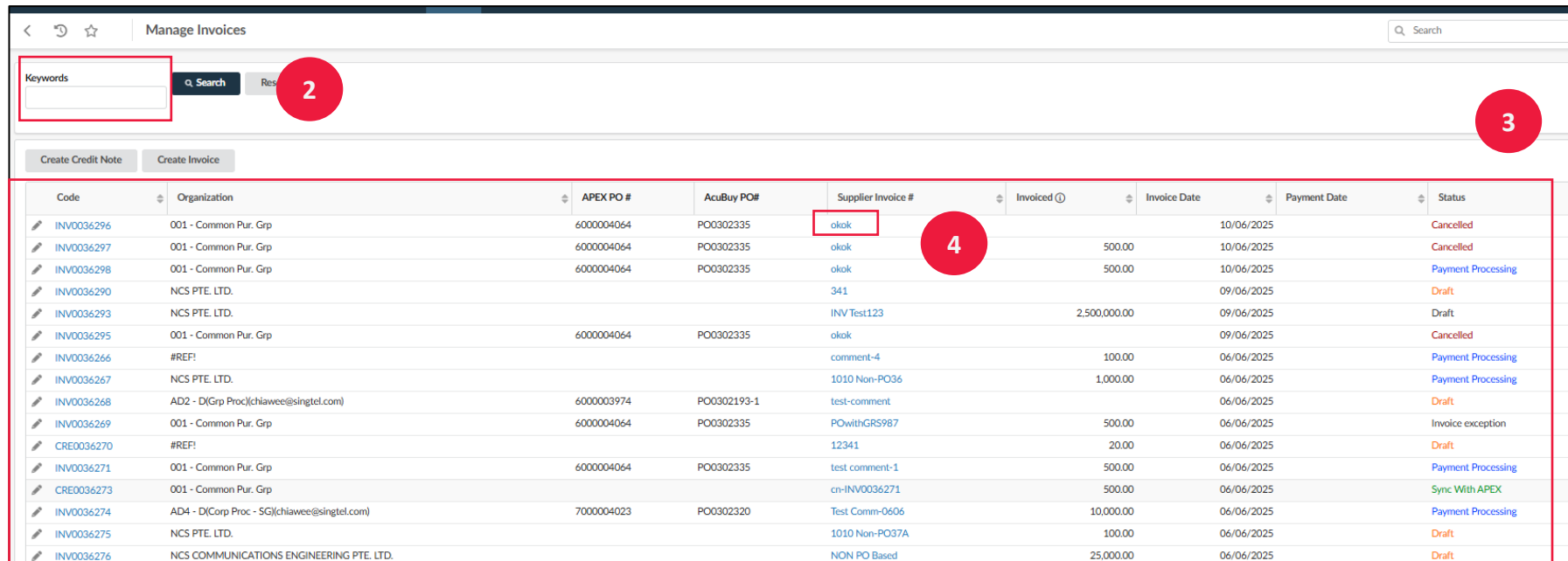
Forgot Your Password

 Need help? Contact s-supplierenablement@singtel.com

- 1 Key in the username into the 'Ivalua Login' field
- 2 Key in the password into the 'Ivalua Password' field
- 3 Click 'Login'

02 Browse and Search Invoices

Browse and Search Invoices

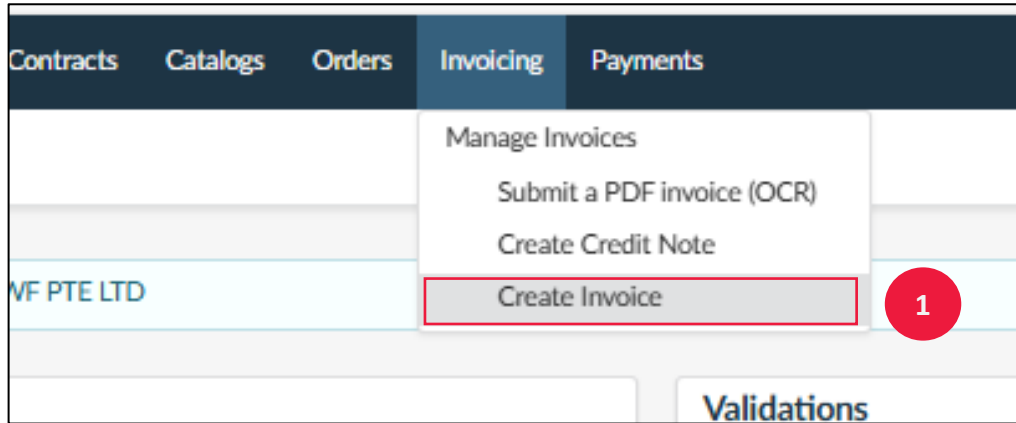
Code	Organization	APEX PO #	AcuBuy PO#	Supplier Invoice #	Invoiced ⓘ	Invoice Date	Payment Date	Status
INV0036296	001 - Common Pur. Grp	6000004064	PO0302335	okok		10/06/2025		Cancelled
INV0036297	001 - Common Pur. Grp	6000004064	PO0302335	okok	500.00	10/06/2025		Cancelled
INV0036298	001 - Common Pur. Grp	6000004064	PO0302335	okok	500.00	10/06/2025		Payment Processing
INV0036290	NCS PTE. LTD.			341		09/06/2025		Draft
INV0036293	NCS PTE. LTD.			INV Test123	2,500,000.00	09/06/2025		Draft
INV0036295	001 - Common Pur. Grp	6000004064	PO0302335	okok		09/06/2025		Cancelled
INV0036266	#REF!			comment-4	100.00	06/06/2025		Payment Processing
INV0036267	NCS PTE. LTD.			1010 Non-PO36	1,000.00	06/06/2025		Payment Processing
INV0036268	AD2 - D[Grp Proc](chiawee@singtel.com)	6000003974	PO0302193-1	test-comment		06/06/2025		Draft
INV0036269	001 - Common Pur. Grp	6000004064	PO0302335	POwithGRS987	500.00	06/06/2025		Invoice exception
CRE0036270	#REF!			12341	20.00	06/06/2025		Draft
INV0036271	001 - Common Pur. Grp	6000004064	PO0302335	test-comment-1	500.00	06/06/2025		Payment Processing
CRE0036273	001 - Common Pur. Grp			cr-INV0036271	500.00	06/06/2025		Sync With APEX
INV0036274	AD4 - D[Corp Proc - SG](chiawee@singtel.com)	7000004023	PO0302320	Test Comm-0606	10,000.00	06/06/2025		Payment Processing
INV0036275	NCS PTE. LTD.			1010 Non-PO37A	100.00	06/06/2025		Draft
INV0036276	NCS COMMUNICATIONS ENGINEERING PTE. LTD.			NON PO Based	25,000.00	06/06/2025		Draft

- 1 Under 'Invoicing' click 'Manage Invoices'
- 2 Input invoice number/credit notes number in the 'Keywords' field and click 'Search'
- 3 Information including PO number, invoice date, payment date and status of the document will be shown as the list displayed
- 4 Click on the 'Supplier Invoice #' to view the Header and Line information of that invoice

'Invoice Header' section contains critical information related to invoice such as Supplier & Buyer details, Invoice type, Invoice Date, Payment terms etc.

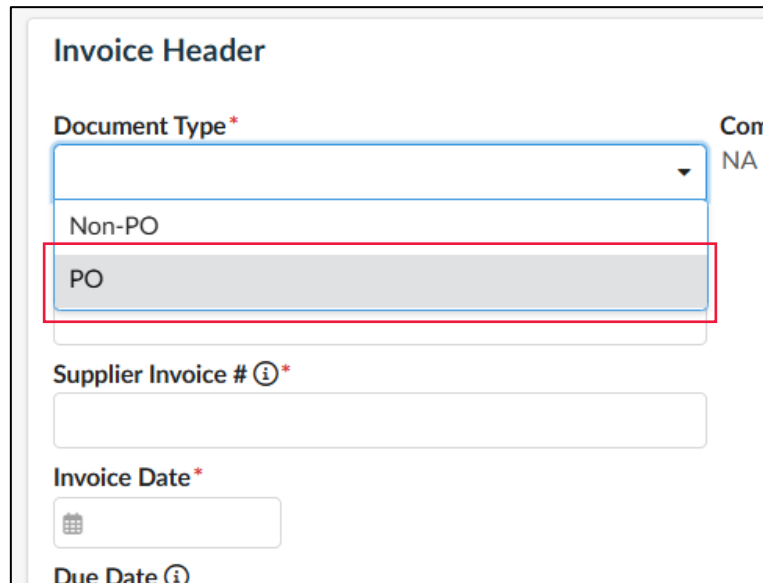
03 Creating Invoices

Creating Invoices



The screenshot shows the 'Invoicing' tab selected in a navigation bar. A dropdown menu is open, displaying the following options: 'Manage Invoices', 'Submit a PDF invoice (OCR)', 'Create Credit Note', and 'Create Invoice'. The 'Create Invoice' option is highlighted with a red box and a red circle with the number '1' next to it. Below the menu, a table with one row containing 'VF PTE LTD' is visible. At the bottom right, there is a 'Validations' button.

- 1 Under 'Invoicing' tab, click 'Create Invoice'
- 2 Under 'Invoice Header' section, select 'PO' as the 'Document Type'



The screenshot shows the 'Invoice Header' section of a form. The 'Document Type*' dropdown menu is open, showing 'Non-PO' and 'PO' options. The 'PO' option is highlighted with a red box and a red circle with the number '2' next to it. Below the dropdown, there are input fields for 'Supplier Invoice # (i)*', 'Invoice Date*' (with a calendar icon), and 'Due Date (i)'. The 'Com' and 'NA' labels are visible to the right of the dropdown menu.

Creating Invoices

Invoice Header

Document Type*
PO

Short Text ⓘ

Supplier Invoice # ⓘ* 3
1234

Invoice Date* 4
30/05/2025

Due Date ⓘ
30/06/2025

Payment Terms*
ZP30 - w/n 30d fm end of mth fm the inv rec date

Invoice Currency 5
GBP

AcuBuy Exchange Rate ⓘ*
1.72221

Tax Exchange Rate

Attached Files

6
Click or Drag to add files

Supplier Information

- 3 Key in the supplier invoice number under the 'Supplier Invoice #' field

Note : 'Supplier Invoice #' field can only take a maximum of 16 characters. Input of duplicate supplier invoice number is not permitted in AcuBuy.

- 4 Select the invoice date in the 'Invoice Date' field

Note : Invoice can only be backdated by a maximum of 7 days.

- 5 Select the 'Invoice Currency' from the dropdown list

- 6 Attach supporting document (if required)

Note: PO invoice will be generated by Acubuy upon submission.

Creating Invoices

Supplier Information 7

Order i* 8

GR/SES Number

Supplier i

Supplier130-WF PTE LTD - 23132814

Contact

Ship From

PAN Number

Vendor GST No

123456130Q

Payment Information

Banking Information*

(Validated) 35728945E-PAYNOWUEN PAYNOWUEN 9

Comments

- 7** Under 'Supplier Information' section, select the Purchase Order ("PO") number for the invoice in the 'Order' field

Note: Open PO (as of AcuBuy go-live) issued from 2018 is available in AcuBuy.

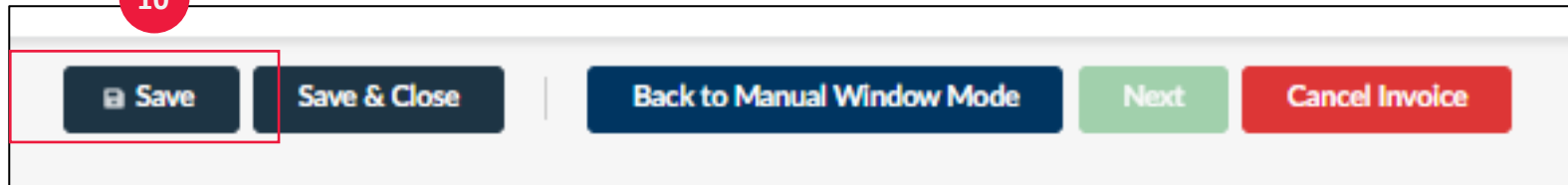
If PO number cannot be found in 'Order' field, please printscreen the error message and send to Singtel AP Escalations [g- singtelncsap_escalations@singtel.com](mailto:singtelncsap_escalations@singtel.com) and NCS AP Escalation [s- ncsap_escalations@singtel.com](mailto:ncsap_escalations@singtel.com) for Singtel PO and NCS PO respectively to be advised the next step.

- 8** If applicable, select the relevant GR/SES number in the 'GR/SES Number' input field

- 9** Under the 'Payment Information' section, select the appropriate payment details under the 'Banking Information' field for payment to be remitted to

Creating Invoices

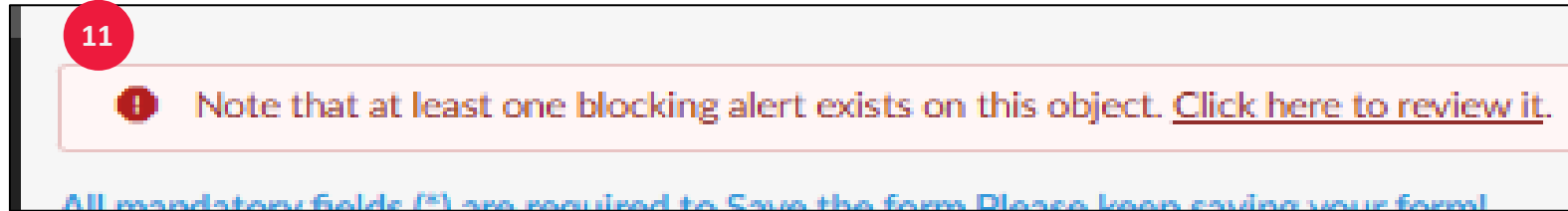
10



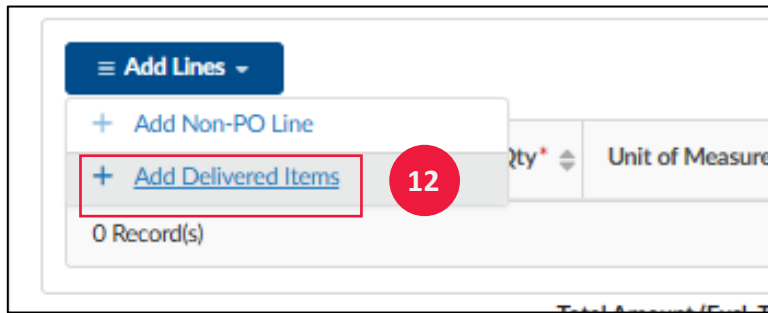
10 Click 'Save'

11 An error message like this may pop up in the top bar upon clicking 'Save' in Step 10. Please click on "Click here to review it" to review alert messages and make the necessary changes

11

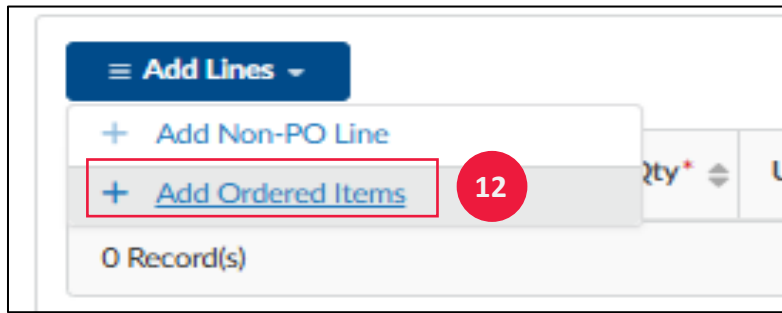


Creating Invoices



12

OR



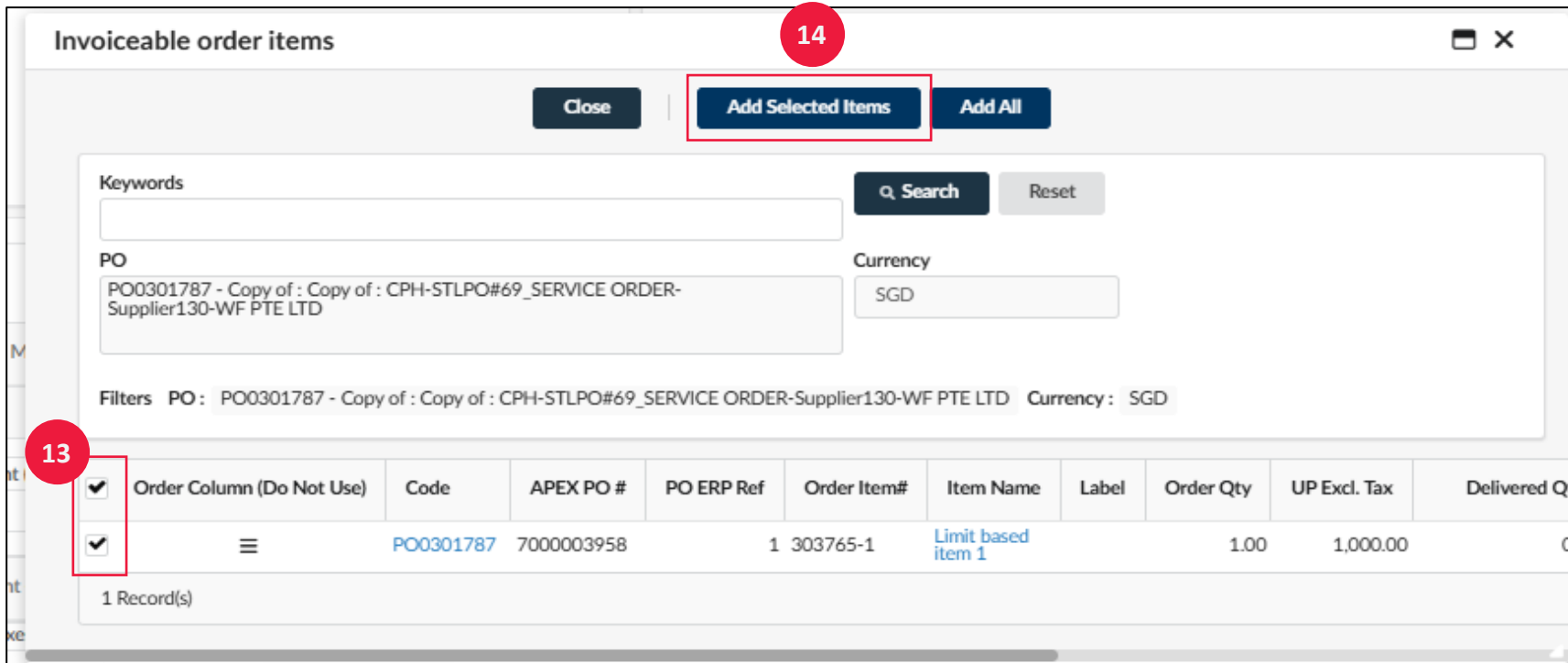
12

12 Click 'Add Lines'

If GR/SES number was indicated earlier, click 'Add Delivered Items'. Otherwise, click 'Add Ordered Items'

13 Select the line items by ticking the checkbox

14 Click 'Add Delivered Items'/'Add Selected Items'



14

13

Invoiceable order items

Close Add Selected Items Add All

Keywords

PO PO0301787 - Copy of : Copy of : CPH-STLPO#69_SERVICE ORDER-Supplier130-WF PTE LTD

Currency SGD

Filters PO : PO0301787 - Copy of : Copy of : CPH-STLPO#69_SERVICE ORDER-Supplier130-WF PTE LTD Currency : SGD

<input checked="" type="checkbox"/>	Order Column (Do Not Use)	Code	APEX PO #	PO ERP Ref	Order Item#	Item Name	Label	Order Qty	UP Excl. Tax	Delivered Q
<input checked="" type="checkbox"/>		PO0301787	7000003958	1	303765-1	Limit based item 1		1.00	1,000.00	

1 Record(s)

Creating Invoices

- 15 Click edit/pencil icon to edit the line item

Selected											
Delete Selected Items											
Apply Selected Taxes											
Add Lines											
Please update only the Quantity field. All other fields must remain unchanged to avoid delay in invoice processing.											
<input type="checkbox"/>	Item Description*	Qty*	Unit of Measure	Enable Price Per Unit	Gross Unit Price Excl. Tax*	Net Unit Price Excl. Tax	Amount (Excl. Tax)	Tax*	Amount (Incl. Tax)	Gap	Order#
<input type="checkbox"/>	Item2	1.00	ea.	<input type="checkbox"/>	5,000.00	4,750.00	4,750.00		4,750.00	0.00	PO0302209 - Bn. 29/05/2025 Supplier: 130- WP PTE LTD /2
304346-2											
1 Record(s)											

0	Selected	Delete Selected Items
	Item Description*	Qty*
<input type="checkbox"/>		
<input type="checkbox"/>	Limit based item 1	1.00

Edit Limit based item 1

Limit based item 1

1.00

1 Record(s)

Creating Invoices

*For Local Vendors transacting with Singapore entities

Edit invoice line

Save Save & Close Close

Item Detail

Item Label
Limit based item 1

PR/Order Item
Limit based item 1

☐ Prescribed Good Indicator

Cost Detail

Quantity* 1.00

Enable Price Per Unit ☐

Gross Unit Price Excl. Tax ①* 1,000.00

Amount (Excl. Tax) 1,000.00 SGD

Currency SGD

Tax*
Input GST - 9%
Input to Output Tax 8% (Customer Accounting)
Input to Output Tax 9% (Customer Accounting)
Input to Output Tax 7% (Customer Accounting)
GST not applicable (Input)
input GST 0% (zero rated)

Order UP

Net Unit Price Excl. Tax

- 16** Make any necessary changes to the 'Quantity' field
- 17** The selection of the tax code should be based on the GST status of the vendor and the nature of the purchase which can be determined via reference to Annex A. In this instance, the vendor is GST registered and **Input GST - 9%** should be indicated as the tax code

Note: More information on (a) Singapore GST in Annex A and (b) tax type of Singtel/NCS bill to entity in Annex B

- 18** Click 'Save & Close'

- 19** Check the total amount (Incl. & Excl. Tax) & Tax amount

Total Amount (Excl. Tax) 4,750.00 SGD

Total Amount (Excl. Tax) in SGD 4,750.00

Tax rate	Tax Amount	Taxable Amount	Tax Amount (SGD)
V9 Input GST - 9%	427.50	4,750.00	427.50

Total Taxes Amount 427.50

Total Taxes Amount in SGD 427.50

Total Amount (Incl. Tax) 5,177.50

Total Amount (Incl. Tax) in SGD 5,177.50

Creating Invoices

*For Foreign Vendors transacting with Singapore entities

Edit invoice line

18

Save Save & Close Cancel

Item Detail

Item Label
Cost center 2

PR/Order Item
Cost center 2

☐ Prescribed Good Indicator

Cost Detail

Quantity*
0.00 ea.

☐ Enable Price Per Unit

Gross Unit Price Excl. Tax ⓘ*
11.62

Amount (Excl. Tax)
0.00 GBP

Currency
GBP

Tax*
Input GST - out of scope × WHT 17% × |

16

17

Input to Output Tax 8% (Customer Accounting)
Input to Output Tax 9% (Customer Accounting)
Input to Output Tax 7% (Customer Accounting)
GST not applicable (Input)
input GST 0% (zero rated)

19

Total Amount (Excl. Tax)
12,435.00 SGD

Total Amount (Excl. Tax) in SGD
12,435.00

Tax rate	Tax Amount	Taxable Amount	Tax Amount (SGD)
VS Input GST - out of scope	0.00	12,435.00	0.00

Total Taxes Amount
0.00

Total Taxes Amount in SGD
0.00

Total Amount (Incl. Tax)
12,435.00

Total Amount (Incl. Tax) in SGD
12,435.00

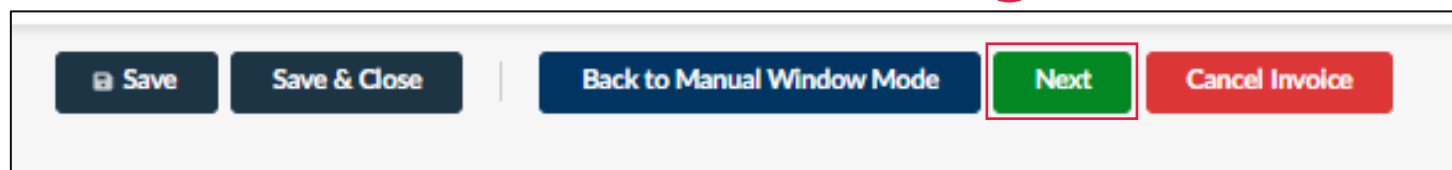
- 16 Make any necessary changes to the 'Quantity' field
- 17 The selection of the tax code should be based on the GST status of the vendor and the nature of the purchase which can be determined via reference to Annex A. In this instance, the vendor is not local and **Input GST – out of scope** and the **appropriate WHT tax code** e.g. WHT 17% should be indicated as the tax code

Note: More information on (a) Singapore GST in Annex A and (b) tax type of Singtel/NCS bill to entity in Annex B

- 18 Select 'Save & Close'
- 19 Check the total amount (Incl. & Excl. Tax) & Tax amount

Creating Invoices

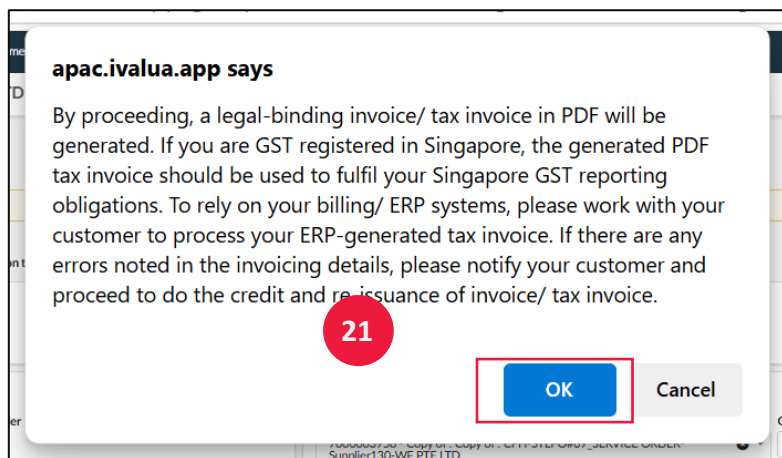
20



20

Check that all input fields are correctly filled. Upon clicking 'Next', the Legal Invoice will be generated. Once generated, changes cannot be made to the Legal Invoice

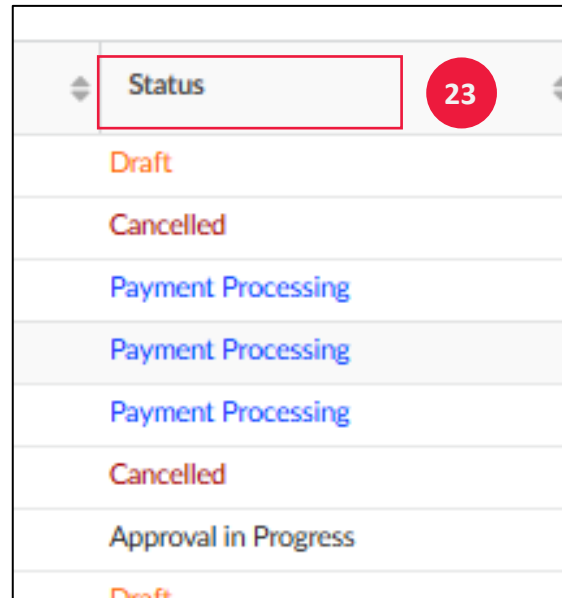
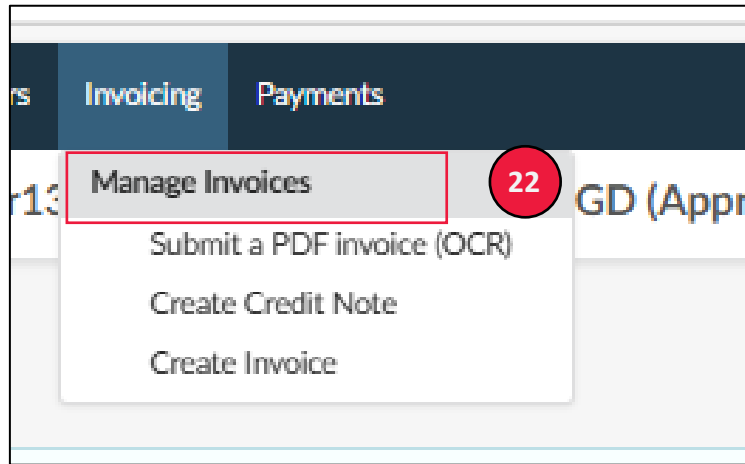
21



21

Upon clicking 'OK', the invoice would have been created successfully

Creating Invoices



22 To check the status of the invoice submitted, click 'Invoicing' > 'Manage Invoices'.

23 A list of Invoices will be displayed. Under 'Status' column:

- (a) 'Payment Processing': Invoice is ready to be paid
- (b) 'Approval in Progress': Invoice is submitted but pending goods receipt by PO creator/requestor
- (c) 'Invoice Exception': Invoice exception flagged (eg: tax issues) to PO requestor for further action

Annex A - Additional Information on Singapore Goods & Services Tax (GST)

Additional Information on Singapore GST

Applying the appropriate tax rates for transacting with Singtel/NCS Singapore entities

All expenses made by GST registered entities will need to post into any of the below 6 types of tax codes available in the system – please refer to table below for examples.

- All purchases with GST including imports -> use tax code “V7/ V8/ V9”¹
- [If applicable] Customer accounting -> use tax code “IP/ I8/ I9”¹
- Purchase with 0% GST -> use tax code “V0”
- Purchase from non-Singapore vendors/ suppliers -> use tax code “VS”
- Exempt purchase -> use tax code “VE”
- Non-purchases, Purchase from non-GST registered vendors, disallowed expenses from GST registered vendors -> use tax code “NT”

Tax code	Common purchases (the list is non-exhaustive)	Main requirement(s)	Additional requirement
V7/ V8/ V9	Consultancy services, rental of commercial space	Vendor is SG GST registered	
IP/ I8/ I9 (PG purchase only)	Purchase of Prescribed Goods (“PG”) such as off-the-shelf software, mobile phone where the value of such purchase exceeds SGD10,000.		
V0	IDD calls, roaming, air fares		N.A
VE	Charges charged for exchange of money/ money transfer, interchange fees from acquiring banks		N.A
VS	Any purchases from non-Singapore vendors/ suppliers and intra-GST Group purchases		
NT	Purchase of motor vehicle, lease or rental of motor cars, personal medical expenses and/ or personal insurance premium for non-JO staff, benefits provided to family members or relatives of your employees	1.SG vendor not registered for SG GST; 2.Vendor is SG GST registered and for disallowed expenses; or 3.Gift Rule not met; GST needs to be expensed off	
	Fees payable to relevant authorities such as Payment Services Act license charged by MAS, Stamp duty levied by IRAS; refundable deposit	N.A	
	Transfer or clearing of account balances, posting of payment e.g., donations, book entries e.g., accrual, reclass, write-off	N.A	

Note: ¹ Please select according to the GST rate shown on vendor's tax invoice

Annex B - Tax Types in Different Countries

Tax Types in Different Countries

Under Tax section, select the appropriate tax type from the below table for the **entity that you are billing to**. For example, if your organization is Malaysian incorporated company billing to NCS Pte Ltd and your company is not Singapore registered GST company, the drop down tax available for selection will be GST related and (not sales tax).

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	NCSI (Malaysia) Sdn. Bhd.	Malaysia	Sales
8	NCSI HOLDINGS (MALAYSIA)	Malaysia	Sales
9	NCSI (Philippine) Inc	Philippines	VAT
10	SCS Info Tech Sdn Bhd	Brunei	No need to select tax
11	NCSI (Shanghai) Co., Ltd	China	VAT
12	NCSI (Chengdu) Co., Ltd	China	VAT
13	NCS Information Technology (Suzhou) Co.	China	VAT
14	NCSI (HK) Limited	Hong Kong	VAT
15	NCSI TECHNOLOGIES (INDIA)	India	GST

Tax Types in Different Countries

No	Company Name	Country	Tax Type
16	NCSI (Australia) Pty Ltd	Australia	GST
17	Cross Border Payments Pte. Ltd.	Singapore	GST
18	Consumer Journeys Pte. Ltd.	Singapore	GST
19	DataSpark Pte. Ltd.	Singapore	GST
20	Group Enterprise Pte Ltd	Singapore	GST
21	Global Open Platform Pte Ltd	Singapore	GST
22	Global Rewards Platform Pte Ltd	Singapore	GST
23	Integrated Digital Mall Pte. Ltd.	Singapore	GST
24	Information Network Services Sdn Bhd	Malaysia	Sales
25	Nxera DCKC Pte Ltd	Singapore	GST
26	Nxera DCT Pte Ltd	Singapore	GST
27	Nxera DCW Pte Ltd	Singapore	GST
28	Nxera Holdings Pte Ltd	Singapore	GST
29	Nxera SG Pte Ltd	Singapore	GST
30	Singapore Telecom (India) Private Limited	India	GST
31	Singapore Telecom HK Limited	Hong Kong	VAT
32	Singapore Telecom International Pte Ltd	Singapore	GST
33	Singtel Telecom Japan Co Ltd	Japan	VAT
34	Singapore Telecom Korea Limited	South Korea	VAT
35	Singapore Telecom Mobile Pte Ltd	Singapore	GST

Tax Types in Different Countries


No	Company Name	Country	Tax Type
36	Singapore Telecom USA Inc	USA	VAT
37	Singapore Telecommunications Limited	Singapore	GST
38	Singapore Telecommunications Limited Beijing Rep	China	VAT
39	Singapore Telecommunications Limited Guangzhou Rep	China	VAT
40	Singapore Telecommunications Limited Shanghai Rep	China	VAT
41	SingCash Pte. Ltd.	Singapore	GST
42	SingNet Pte Ltd	Singapore	GST
43	Singtel (Europe) Limited	United Kingdom	VAT
44	Singtel (Philippines). Inc	Philippines	VAT
45	Singtel AI Infrastructure Pte. Ltd.	Singapore	GST
46	Singtel Consultancy Pte Ltd	Singapore	GST
47	Singtel Cyber Security (Singapore) Pte. Ltd.	Singapore	GST
48	Singtel Digital Media Pte Ltd	Singapore	GST
49	Singtel Europe GmbH	Germany	VAT
50	Singtel Global (India) Private Limited	India	GST
51	Singtel Group Treasury Pte. Ltd.	Singapore	GST
52	Singtel Idea Factory Pte. Ltd.	Singapore	GST
53	Singtel Mobile Singapore Pte. Ltd.	Singapore	GST
54	Singtel Paragon Pte. Ltd.	Singapore	GST
55	Singtel Taiwan Limited	Taiwan	VAT

Tax Types in Different Countries


No	Company Name	Country	Tax Type
56	ST-2 Satellite Ventures Pte Ltd	Singapore	GST
57	STI Solutions (Shanghai) Pte Ltd	China	VAT
58	Sudong Sdn Bhd	Malaysia	Sales
59	Telecom Equipment Pte Ltd	Singapore	GST


Annex C - Common Error Alerts

Common Error Alerts


1  Note that at least one blocking alert exists on this object. [Click here to review it.](#)

1 In the event that a “Note that at least one blocking alert exists on this object. Click here to review it.” alert appears at the top left of the screen, click on the ‘Click here to review it’ to be directed to the ‘Alerts’ bar to understand the nature of the error

2  Blocking errors on invoice lines

2 The  alerts are blocking errors which require users to resolve the issues flagged before invoice submission can be completed.

3  Invoice without Order

3 The  alerts are soft prompts to remind user to review if any action is required. If no change is required, user can submit the invoice.

Supplier Invoice # *

12345678123456789

Supplier Invoice # is not formatted correctly

4 The ‘Supplier Invoice #’ field are restricted to 16 characters. If the invoice number exceeds 16 characters, please simplify the invoice number.

Common Error Alerts

5



Data not saved

You cannot create this transection as a Duplicate transection: INV0031935 is found

5

Duplicate transactions are not allowed.
Please check if the invoice was submitted earlier.



Thank You!

