Dear Supplier,

As previously communicated, we are transitioning to the **Ariba Network** as the digital platform for Purchase Order and Invoice transaction with our suppliers. To make this as seamless as possible, SAP is providing an Ariba Network Functional Training e-learning video. This training will provide you with the information you will need on how to use Ariba Network to transact with Singtel/NCS.

If you have missed our previous communication on this transition to Ariba Network, please refer to this notification: Project Notification Letter

Purpose

After attending this training, you will know how to:
  ➢ Ariba Network account setup
  ➢ Navigate the Ariba Network.
  ➢ Receive Purchase Orders and submit e-Invoices
  ➢ Submit Order Confirmation (optional), Advance Shipment Notice (optional) and Credit Memo
  ➢ How to get support from SAP Ariba

Ariba Network Functional Training Details

Please click on the following link to view the Functional Training video:

Enterprise Account Functional Training Video

Who should attend this Training?

Any stakeholder in your organization who is responsible for managing PO and invoice transaction with Singtel or NCS should attend. This includes the Administrator of your Ariba Network account, PO routing/fulfillment users, invoice entry users, Accounts Receivable users, etc.

You are strongly encouraged to complete this training within the next 2 weeks in order to be ready to use Ariba Network to transact with Singtel/NCS.

After you have completed the training, if you have any questions on the Ariba Network functionalities, please do submit your questions through this SAP Ariba Supplier Enablement Question Form.

Supplier Information Portal

You can also find guidance via the resources and information provided on the Singtel/NCS Supplier Information Portal which includes Frequently Asked Questions that might help answer your questions about this transition.

When is Singtel/NCS going live with Ariba Network?

We are getting ready to start transitioning to Ariba Network in the next few weeks' time, possibly within February to March 2022 period. We will notify you on the go-live transition date soon.

We appreciate your valuable ongoing support to this important initiative.

Thank you,

Singtel & NCS Supplier Enablement Team