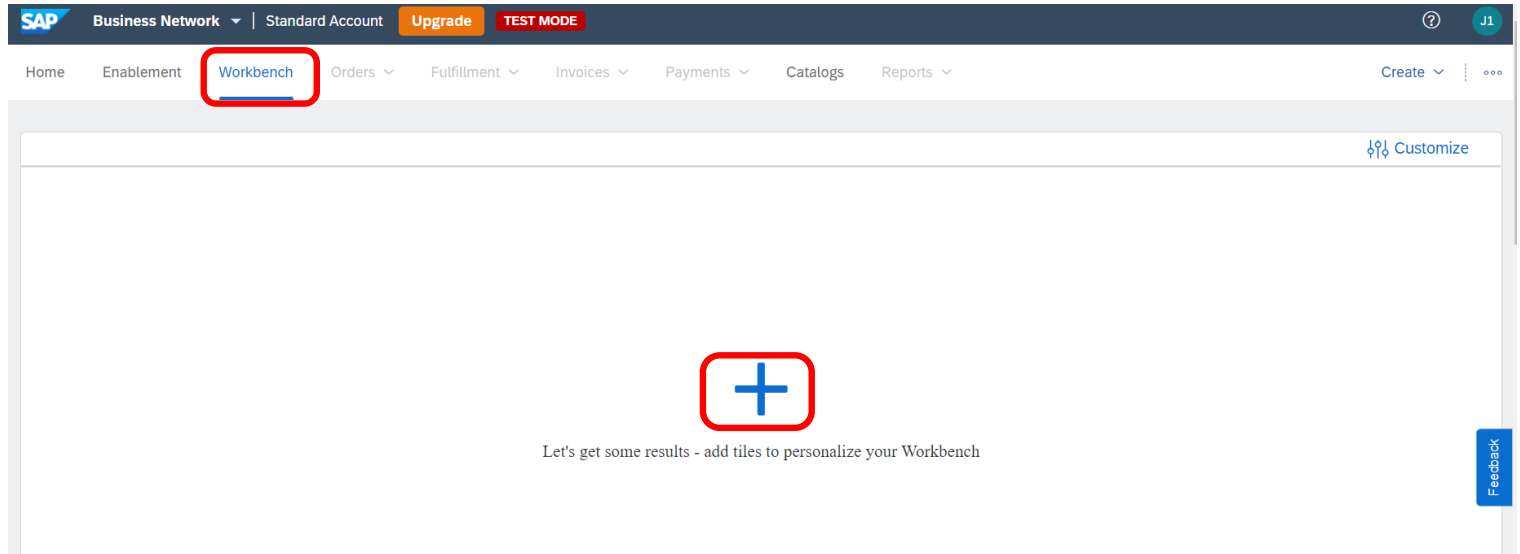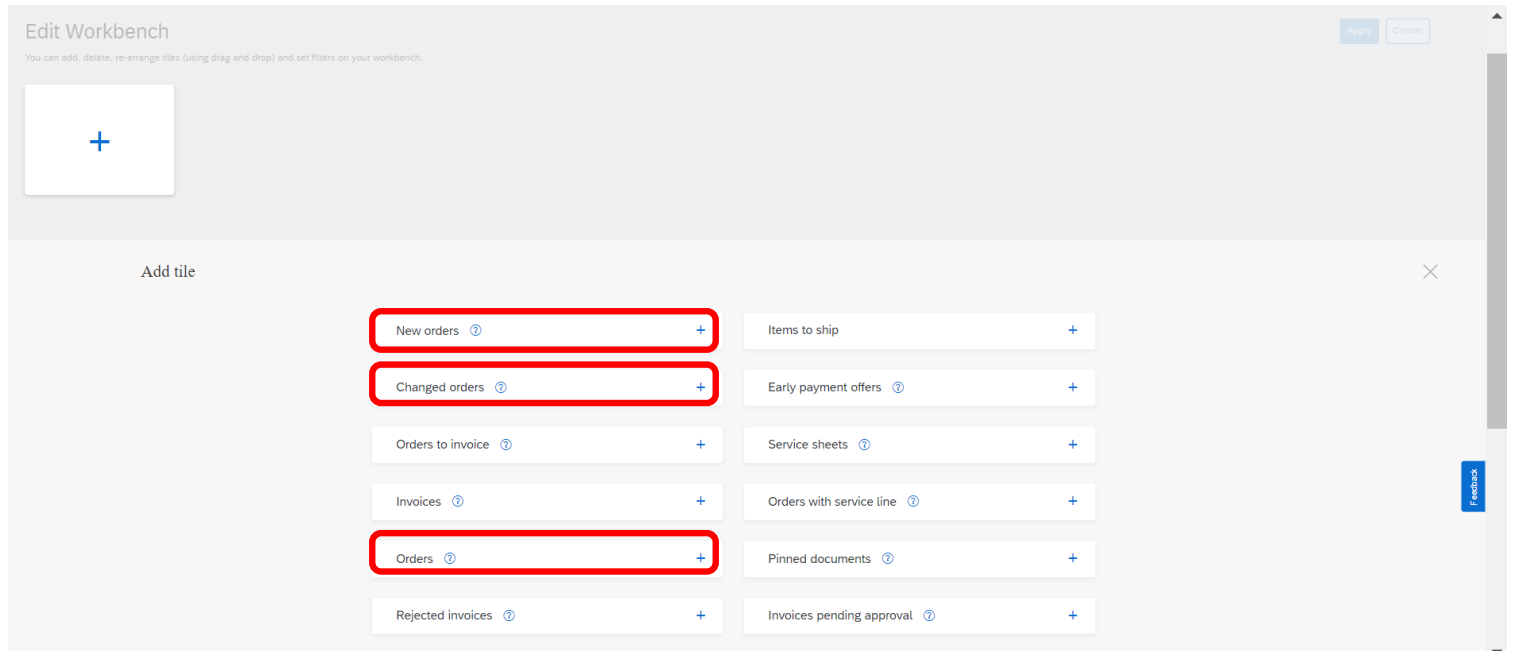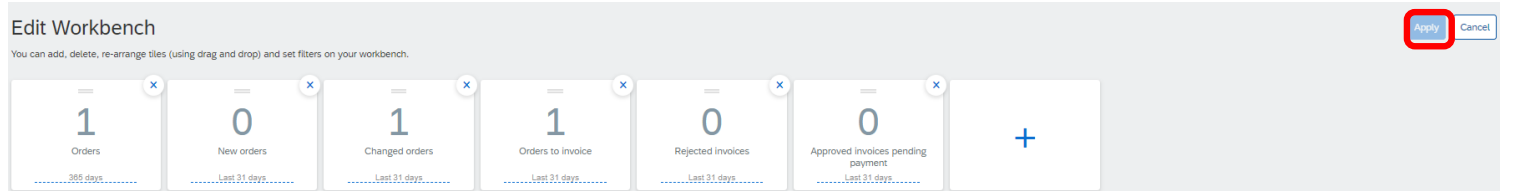# Vendor Guide to sight Singtel/NCS PO in Ariba Network

1) Upon login to Ariba Network account, click on 'Workbench' -> blue '+' sign.



2) Add the preferred tiles by clicking its '+' sign. The 3 tiles highlighted below are related to Purchase Order.



3) Click 'Apply' when done.

4) Click on 'Orders' and double click on the listed PO (Only for NCS Orders)



5) Vendor can retrieve a copy of NCS pdf PO under its 'Attachments' section.



Other Information
Company Code: 1010
Purchase Group: 001
Purchase Organization: 1010
View more »

Attachments
0010234055.pdf (application/pdf; charset=UTF-8)

## To view PO released >31 days ago

1) Click 'Order' -> 'Edit Filter' -> select 'Creation date' to be '365 days' -> click 'Apply'

2) Click 'Save filter' >> Suppliers are always advised to refer to the "Orders" tile to view all the PO's released by Singtel/NCS (**Please note:** below tiles are recommended for suppliers to enable under the Workbench tab, however, can be amended as per their requirement)



3) Overwrite to '365 days' and click 'Save'



4) You may repeat step 1 to 3 for the rest of the tiles



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