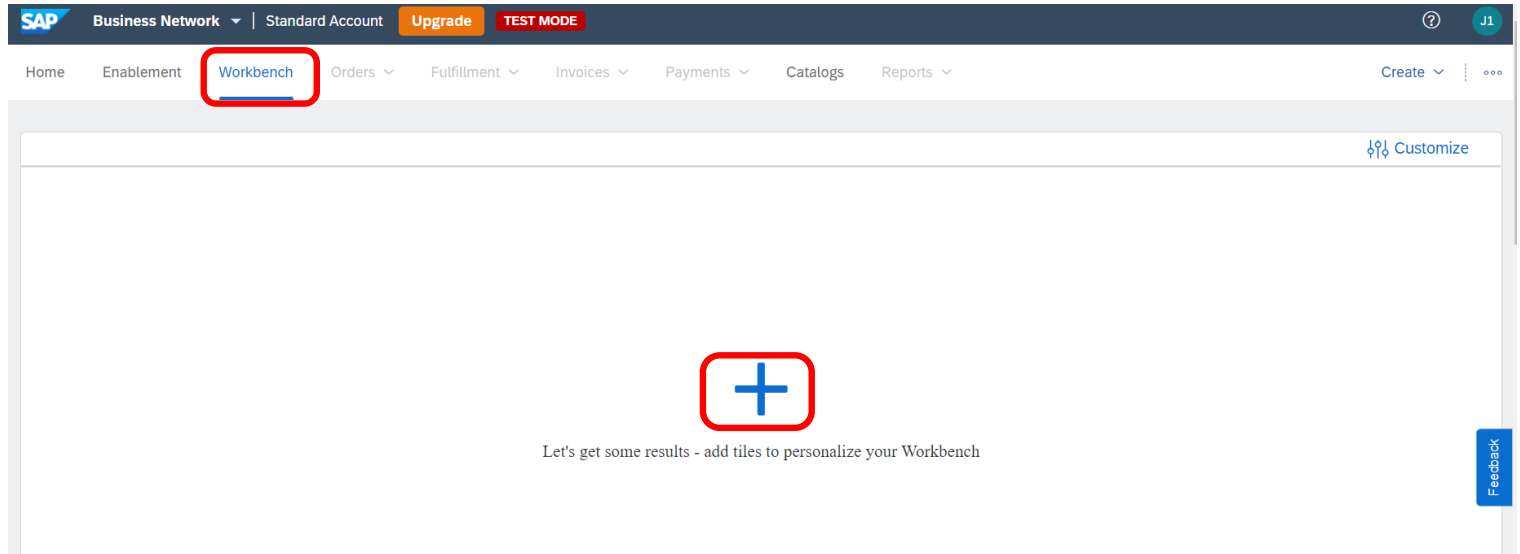
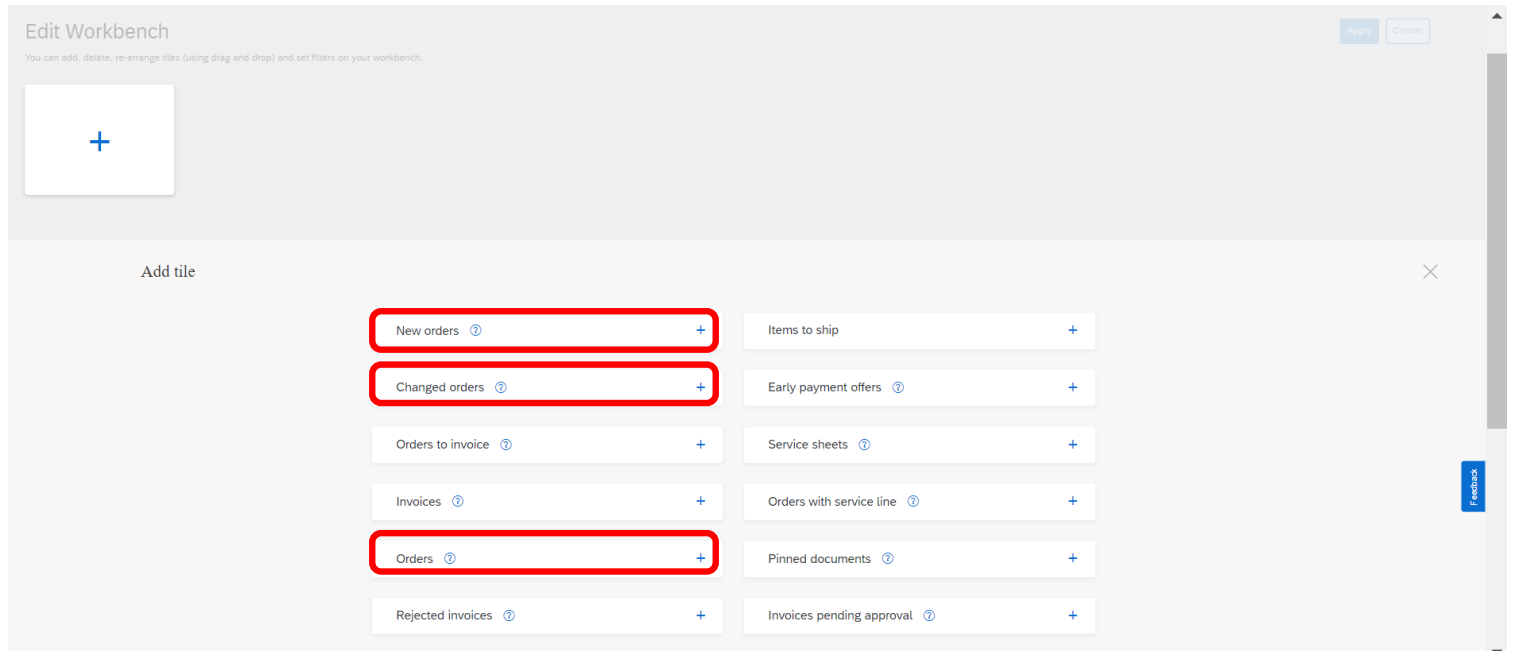


Vendor Guide to sight Singtel/NCS PO in Ariba Network

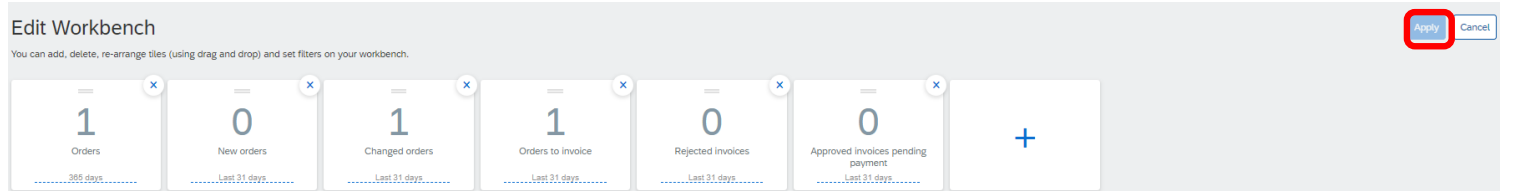
1) Upon login to Ariba Network account, click on 'Workbench' -> blue '+' sign.



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)

The screenshot shows the 'Workbench' interface with a navigation bar at the top. The 'Orders' tab is highlighted with a red circle and contains a '1' and a 'Save filter' button. Other tabs include 'New orders', 'Changed orders', 'Orders to invoice', 'Rejected invoices', and 'Approved invoices pending payment', each with a '0' and 'Last 31 days' label. Below the navigation bar, there are links for 'Orders (1)', 'Edit filter', 'Save filter', and 'Last 31 days'. A table below displays one order entry with the following data:

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
0010234002	Singtel Group (Singtel, Optus and NCS) - TEST	\$250.00 SGD	Mar 21, 2022	Changed		...

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'

The screenshot shows the 'Workbench' interface with the 'Orders' tab selected. The 'Edit filter' dialog box is open, and the 'Creation date' dropdown is set to 'Last 365 days'. The 'Apply' button is highlighted with a red circle. The dialog box contains the following fields:

- Customers: Select or type selections
- Order numbers: Type selection
- Creation date: Last 365 days
- Order status: Include
- Company codes: Select or type selections
- Purchasing organizations: Select or type selections
- Customer locations: Type selection
- Order type: All
- Routing status: All
- Min amount:
- Max amount:
- Currency: SGD
- Show hidden orders only

Buttons: Apply, Reset, Cancel

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)

Workbench

71 Orders Save filter	0 New orders Last 31 days	1 Changed orders Last 31 days	1 Orders to invoice Last 31 days	0 Rejected invoices Last 31 days	0 Approved invoices pending payment Last 31 days
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Orders (71)
> Edit filter **Save filter** Last 365 days

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

Save filter

Before you save this filter, we recommend that you add a description for easy identification.

71
Orders
365 days

Save Cancel

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

Workbench

71 Orders 365 days	0 New orders Last 31 days	1 Changed orders Last 31 days	1 Orders to invoice Last 31 days	0 Rejected invoices Last 31 days	0 Approved invoices pending payment Last 31 days
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*****END OF PROCESS*****