Nanyang Technological University(NTU)

Buying and Invoicing

Standard Account Suppliers

SAP Ariba





This User Guide is created for Standard Account Suppliers trading with NTU using Business Network

It contains key steps for transacting purchase orders with NTU through the Business Network



Purchase Order



Introduction

- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from PO.
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities and agreed prices for products or services the seller will provide to the buyer.
- Receiving an Order from your buyer constitute an offer to buy products or services
- Fields with * are a mandatory and value are required to be entered.

Procure to Pay (P2P) Cycle

Raise Requisition

Purchase Order

- NTU raises a Requisition
- After the Requisition is approved, A Purchase Order will be issued.

- Suppliers receives the copy of the purchase order via Email¹
- Suppliers sign up / log in to their Ariba Network Account²
- Suppliers Review the Purchase Order

Goods Receipt

- Suppliers are required to submit a Delivery Order / Service
 Delivery form with each good / service delivery
- NTU issues a Goods Receipt in the system

Invoice

- Suppliers submit an invoice
- NTU will do invoice reconciliation and proceed to payment



¹ Enterprise Account Suppliers will receive the copy of the PO in their Ariba Network Account to process as well

² Suppliers may use pre-existing login credentials created for the Ariba Supplier Network site for PO & Invoicing(Standard Account) and / or Ariba Discovery/ or Ariba Sourcing.

For suppliers new to NTU, relationship established upon Supplier's receipt of first NTU PO via Ariba Network

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How to Retrieve the Purchase Order using Business Network

- 1. Log in to your Business Network Account.
- 2. Click Workbench. Select Orders tile from the Workbench.
- 3. Click **Edit Filter**. Make necessary filtering for you to view the PO that you need to action.
- 4. Click **Apply**. Result will display at the lower part.
- 5. Click the ... (More) under Actions. Select Send me a copy to take action on.
- 6. Click **Send**. You will be receiving the copy of the PO on your email address.

Business Network - Standard Acco	int Upgende TEST MODE ← Back to classic view	o 💿 🔺
Home Workbench Orders - Fulfilb	nert v Involces v Payments v Catalogs Reports v	Create ~
Workbench	grade your account to take antrage of advanced features	နံဂိုန် Customize
New orders Last 31 days	1 Orders 2 5 0.0 SGD 5 0.0 SGD 0 0 0 2 Let 13 days Femiltances Early payment offers 5 5 0.0 0 0 Printed documents 3 Let 13 days Next 50 days Next 50 days Let 13 days Let 13 days Let 13 days Invoices 1	
Orders (1) Catoriners Select or type selections	Older numbers Creation date Older status Company codes Purchasing organizations Type selection Lass 305 days Include Select or type Select or type selections Select or type selections O Partial match C Exact match	1
Customer locations Type selection	Order type Rouding status Min amount Currency All All SSD ~ Show Nidden orders only Snow Nidden orders only	
	4	Reset Cancel
Order Number	Customer Amount Date J Order Status Amount Inv	voiced Actions
9100008237	Nanyang Technological University - TEST 510.00 SGD Apr 7, 2021 Changed 6 Send me a copy to task	





View Purchase Orders via Interactive Email

1. As a Standard Account supplier, you can only monitor the PO status by accessing the email. You can click the **Process order** button and login to your account to view the details of the PO and its status.

Thu 07/11/2019 2:11 PM "Nanyang Technological University - TEST" <ordersender-prod@ansmtp.ariba.com> Nanyang Technological University - TEST sent a new Purchase Order 8100003079 To • shwetha.sameth@in.ey; • testntuariba@gmail.; • Chavez, Yurika Jama () If there are problems with how this message is displayed, click here to view it in a web browser.</ordersender-prod@ansmtp.ariba.com>			
25 KB			
			NANYANG TECHNOLOGICAL UNIVERSITY SINGAPORE
	Process order	1	
This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network From: NTU Shared Services Finance Nanyang Technological University 42 Itanyang Avenue, #05-01. 63 Itanyang Avenue, #05-01. 83 Itanyang Avenue, #05-01. 83 Itanyang Avenue, #05-01.	, will <u>http://www.artika.com</u> . Te: 004-37 SINGAPORE 768162 Singapore Phone: +1 (0000) 000000001 Fax: Email: testdeskright.com		Purchase Order (New) 80000079 Amount: \$200.00 3GD Versions 1
Payment Terms NET 0 Commants Commants Types Terms and Conditions Bodyrithy accepting this Purchase Order, the Supplier agrees: (a) that the sale and purchase shall be governed by all the terms and conditions of the contract (i.e. the c agreement) giving rise to this Purchase Order, and unless otherwise agreed in writing by University, the Si contract (which are available on request); (b) that payment shall be (i) in accordiance with the «invoice generated on University's ARIBA Network (i	ntract arising from the acceptance of the relevant Invitation to Quote, Invitation to Tender, pplier's terms and conditions accompanying any quotation provided by the Supplier to Unive NJ) and (ii) made in the name of the Supplier as stated on the Purchase Order; and	and/or any other mutually agreed legally-binding written rsity are superseded by University's terms and conditions of	

View Purchase Orders Details – Header Level

count TEST MODE displays the : Purchase Order: 9100008376 Purchase Order Number Create Ship Notice Create Order Confirmation Order History 2 Order Detail Order History Purchase Order Status (Status NANYANG will change as the order is **TECHNOLOGICAL** * UNIVERSITY actioned. E.g. Once an invoice SINGAPORE is created the Order Status will say Invoiced). From Nanyang Technological University NTU Testing - TEST 50 Nanyang Avenue NTU Shared Services Singapore 639798 Student Services Centre Level 5, 42 Nanyang Avenue Singapore Comments from the Buyer Singapore 639815 Phone: Singapore Eax: Email: ntutestinguat@gmail.com Contract # or other Payment Terms 🕖 NET 30 Information Comments 4 comment Type: Terms and Conditions Body:By accepting this Purchase Order, the Supplier agrees nditions of the contract (i.e. the contract arising from the acceptance of t ... View more a) that the sale and purchase shall be governed by 5 6. Ship to, Bill to and Deliver To Company Code: NTU Purchasing Unit Name: C140 details. Ship All Items To Bill To Nanyang Technological University Nanyang Technological University NTU Shared Services NTU Shared Services Routing Status Student Services Centre Level 5, 42 Nanyang Avenue Student Services Centre Level 5, 42 Nanyang Avenue Singapore 639815 Singapore 639815 Singapore Ship To Code: NTU Singapore



The Purchase Order Header

2.

3.

4.

5.

7.

View Purchase Orders Details – Line Level

- 8. Click Show Item Details to see further Line Level details.
 Reviewing a Purchase Order
 Each Purchase Order that comes into the system should be reviewed to:
- Identify the items requested
- Determine whether the items are in stock
- Validate the information contained within the PO.
- Review shipping address
- Ensure that the details in the order are correct
- Check fields required by the business and any Comments.

ne # No. Schedu	ule Lines	Part # / Description	Туре	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
L		Not Available	Material		1 (EA)	31 Aug 2021	\$10.00 SGD	\$10.00 SGD	\$0.70 SGD	Detail
		test								

Order History

Use Order History to identify:

- Who created a document
- What occurred with the document
- The date and time stamps of the various processes that have affected a document
- Line item level information

Purchase Ord	der: 9100008376					Done
Order Detail	Order History					
Purchase Order: 9100008376 Order Status: New Submitted On: 3 Aug 2021 3:50:28 PM GMT+08:00			From Customer: Nanyan Routing Status: Sent	g Technological University - TEST		
History						
Status	Comments		Changed By		Date and Time	
	The order was queued.		PropogationProcessor-125010029		3 Aug 2021 3:50:37 PM	
Sent	Email order was sent to ntutestinguat@gmail.com.		OrderDispatcher - Email		3 Aug 2021 3:50:40 PM	
	Email order was sent to ntutestinguat@gmail.com.		ANPODispatcher-124998015		3 Aug 2021 3:50:40 PM	
Line Items						
Line # No.	. Schedule Lines Part # / Description	Qty (Unit)	Need By	Price	Subtotal	Тах
1	Not Available	1 (EA)	31 Aug 2021	\$10.00 SGD	\$10.00 SGD	\$0.70 SGD
Statur	test					
1 Ur	s nconfirmed					
					Sub-	total: \$10.00 SGD
					Est. Total Est. Grand	l Tax: \$ 0.70 SGD Total: \$10.70 SGD



Thank you.





