

Nanyang Technological University(NTU)

Buying and Invoicing

Standard Account Suppliers



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



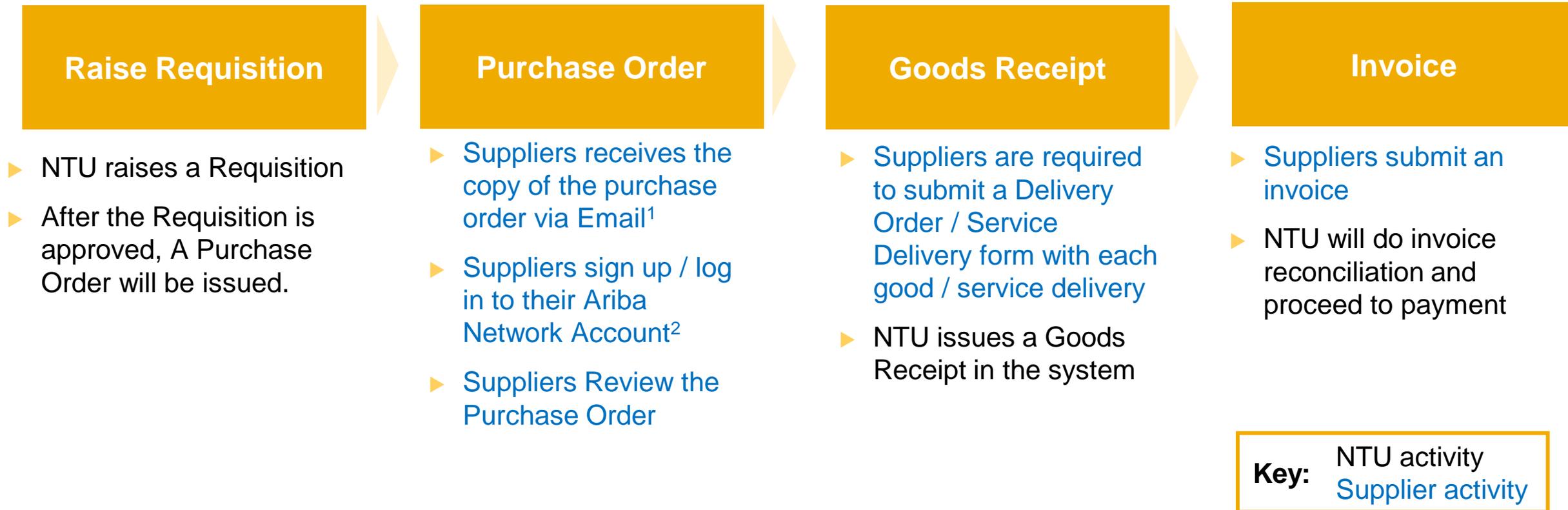
Introduction

- ❖ 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



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

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.

Supplier Login

User Name

Password

Login

Forgot Username or Password

New to SAP Business Network?
Register Now or Learn More

Workbench

0 New orders
Last 31 days

1 Orders
Last 31 days

2

\$ 0.0 SGD Remittances
Last 31 days

\$ 0.0 SGD Early payment offers
Next 90 days

\$ 0.0 SGD Scheduled payments
Next 90 days

0 Orders to invoice
Last 31 days

0 Invoices
Last 31 days

0 Pinned documents

Orders (1)

▼ Edit filter

Customers

Order numbers

Creation date

Order status

Company codes

Purchasing organizations

Customer locations

Order type

Routing status

Min amount

Max amount

Currency

Apply

Reset

Cancel

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
9100008237	Nanyang Technological University - TEST	\$10.00 SGD	Apr 7, 2021	Changed		Send me a copy to take... Confirm order order

Send me a copy to take action

Email the document to **ntugsttest@gmail.com**

You can change this email address below.

[My Account](#)

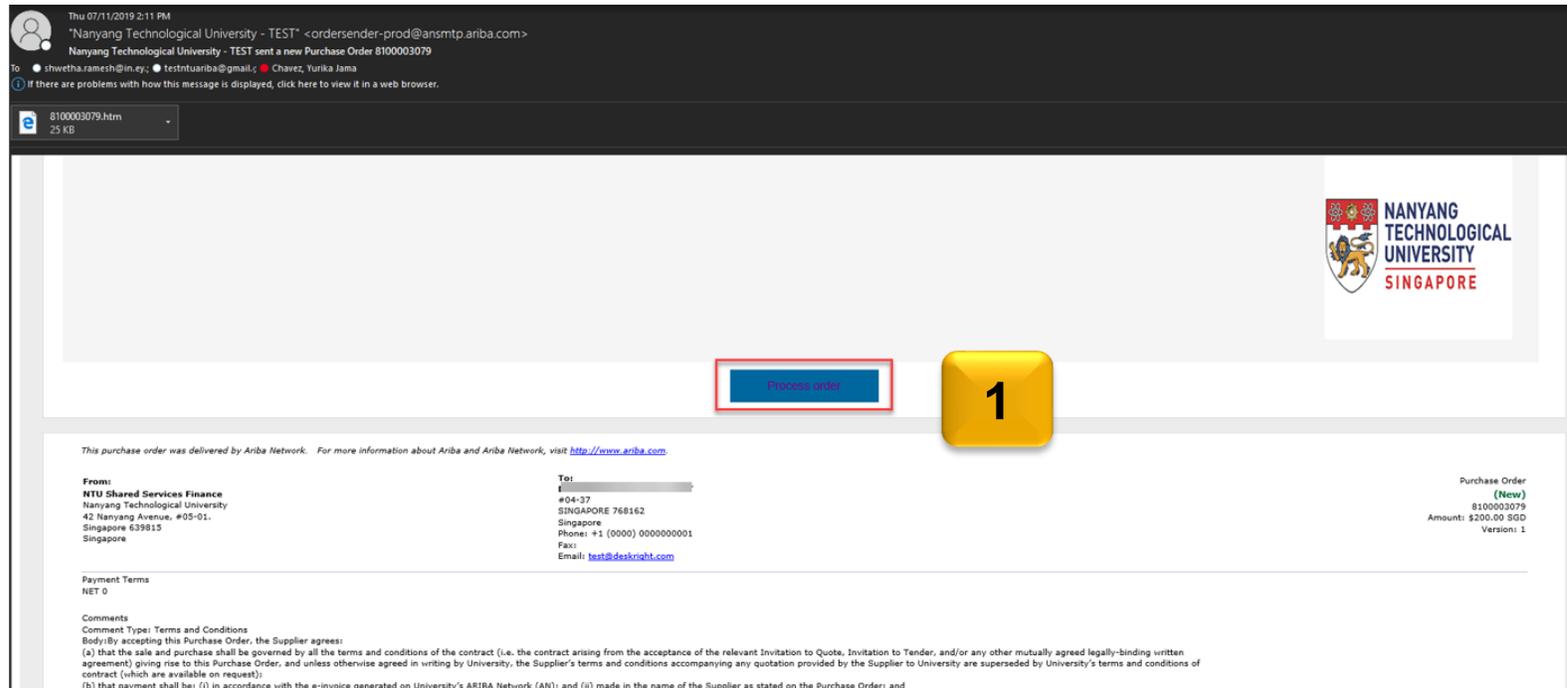
7

Send

Cancel

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.



View Purchase Orders Details – Header Level

The Purchase Order Header displays the :

1. Purchase Order Number
2. Order History
3. Purchase Order Status (Status will change as the order is actioned. E.g. Once an invoice is created the Order Status will say Invoiced).
4. Comments from the Buyer
5. Contract # or other Information
6. Ship to, Bill to and Deliver To details.
7. Routing Status

The screenshot shows the SAP Business Network interface for a Purchase Order. The header information is as follows:

- 1** Purchase Order: 9100008376
- 2** Order History (tab selected)
- 3** Purchase Order (New) 9100008376, Amount: \$10.00 SGD, Version: 1
- 4** Comments: Comment Type: Terms and Conditions. Body: By accepting this Purchase Order, the Supplier agrees: (a) that the sale and purchase shall be governed by the conditions of the contract (i.e. the contract arising from the acceptance of t ... View more >
- 5** Other information: Company Code: NTU, Purchasing Unit Name: C140
- 6** Ship to, Bill to, and Deliver To details:
- 7** Routing Status: Sent

Ship All Items To	Bill To	Deliver To
Nanyang Technological University NTU Shared Services Student Services Centre Level 5, 42 Nanyang Avenue Singapore 639815 Singapore Ship To Code: NTU Email: CHERPHANG@NTU.EDU.SG	Nanyang Technological University NTU Shared Services Student Services Centre Level 5, 42 Nanyang Avenue Singapore 639815 Singapore	test Nanyang Technological University

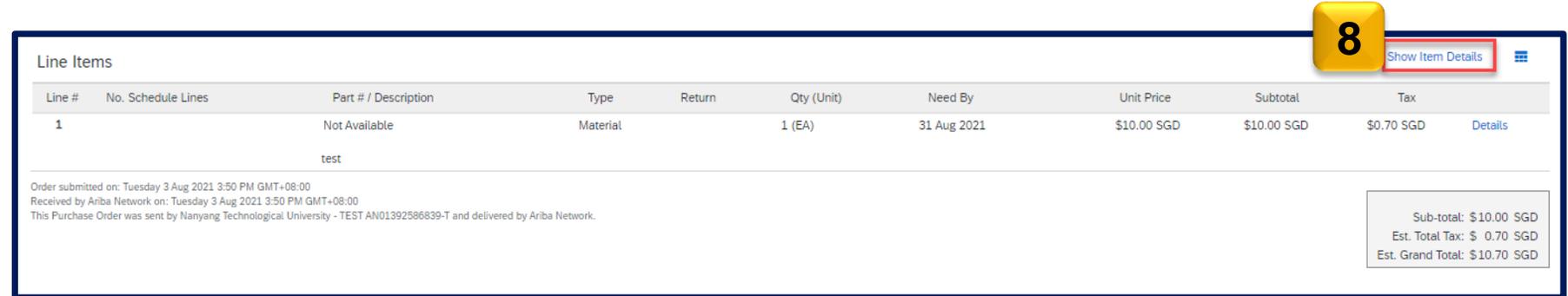
View Purchase Orders Details – Line Level

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.



Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1		Not Available	Material		1 (EA)	31 Aug 2021	\$10.00 SGD	\$10.00 SGD	\$0.70 SGD	Details

Order submitted on: Tuesday 3 Aug 2021 3:50 PM GMT+08:00
Received by Ariba Network on: Tuesday 3 Aug 2021 3:50 PM GMT+08:00
This Purchase Order was sent by Nanyang Technological University - TEST AN01392586839-T and delivered by Ariba Network.

Sub-total: \$10.00 SGD
Est. Total Tax: \$ 0.70 SGD
Est. Grand Total: \$10.70 SGD

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 Order: 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: Nanyang Technological University - TEST
Routing Status: Sent

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 nttestinguat@gmail.com.	OrderDispatcher - Email	3 Aug 2021 3:50:40 PM
	Email order was sent to nttestinguat@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	Tax
1		Not Available	1 (EA)	31 Aug 2021	\$10.00 SGD	\$10.00 SGD	\$0.70 SGD

test

Status
1 Unconfirmed

Sub-total: \$10.00 SGD
Est. Total Tax: \$ 0.70 SGD
Est. Grand Total: \$10.70 SGD

Thank you.