SATS Ltd.
Standard Account
Supplier Summit

PUBLIC

sats

THE BEST RUN **SAP**
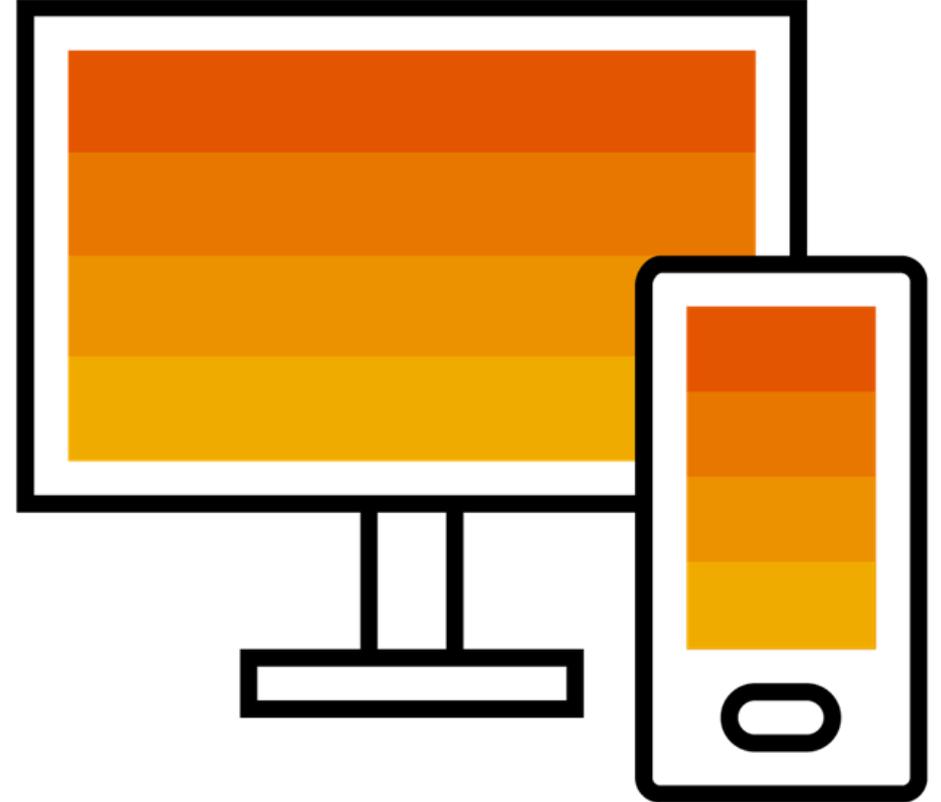
Agenda

❑ Speaker Introductions

❑ SATS Ltd. Initiative Overview

❑ Describe Ariba Network, Standard Account

❑ Enterprise Account & Optional Upgrade

❑ Account Configuration & Transacting Specifications
  ❑ How to Register
  ❑ Order Routing
  ❑ System Demonstration

❑ Support & Questions

Introductions

Alfred Aloysius

Head, Global Sourcing and Procurement
SATS Ltd.

Nadia Noor

Supplier Enablement Lead

Central Purchasing & Tenders Management

SATS Ltd.

Chaiyaprug Rattanaphithan (Home)

Enablement Team Member

SAP Ariba

Mona Joan Vardhan

Supplier Education Specialist

SAP Ariba

SATS Ltd. **Program Overview**

Alfred Aloysius

Head, Global Sourcing and Procurement
SATS Ltd.

Overview of the Initiative – Goals
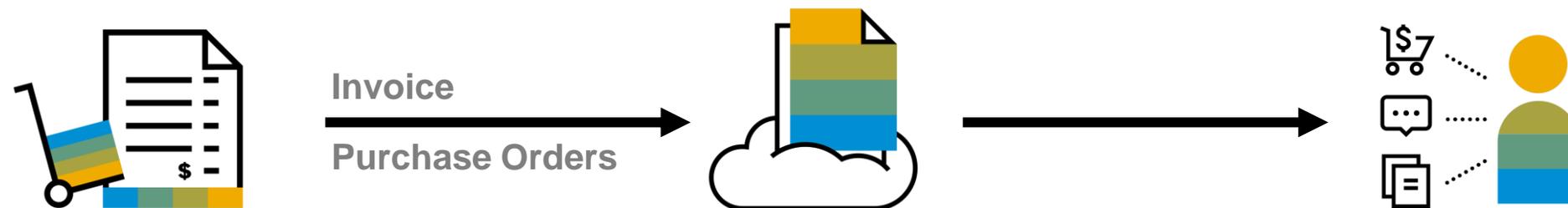
- To streamline SAT's Procurement and Accounts Payable processes

- To automate the transmission of **Purchase Orders** and **Invoices** to drive Suppliers' efficiency

- To transacts with SATS via SAP Ariba Network is **Free or Charge** for Standard Account
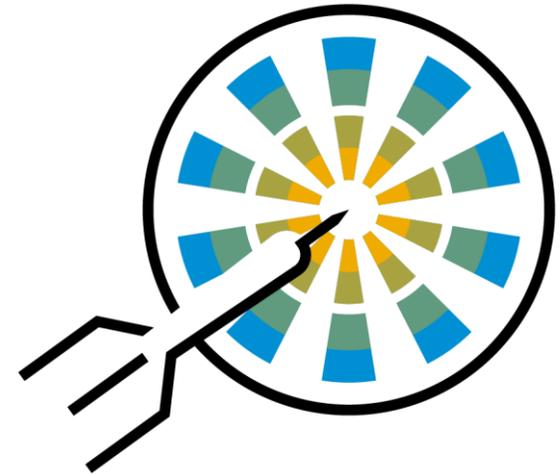
What does this mean for you ?

- All Purchase Orders and Invoices will be transmitted using the Ariba Network

Invoice

Purchase Orders

Conducting procurement with SATS will be largely via the Ariba platform.
This includes: All sourcing activities (RFQ/Tender/RFIs/E-Auctions)

← Upstream Process

Use of the Ariba Network to support
- Receive and acknowledge POs
- Confirm that Services are complete and goods have been delivered ← Downstream Process
- Submit and track the progress of your E-invoices

What are the next steps?

- Suppliers to participate in this initiative to strengthen our business relationship and allow for more robust collaboration and purchasing capabilities.
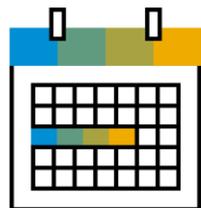
Timeline

- **April 2021** : Onboarding Begin
- **June 2021** : Functional Training
- **August 2021** : Tentative Go-live Target

Request support ?

SATS Supplier Support Options | SAP Ariba

Welcome to SATS Support Site. Please search below for the appropriate contact based on your type of question.

What are you looking for?

SATS Supplier Enablement Team

Send all business and process related questions to:

satsariba@sats.com.sg

SAP Ariba Supplier Enablement Team

Submit questions related to Ariba Network questions, registration steps, and onboarding at:

Only for Enterprise Supplier

Click here

Ariba Support

For other Ariba technical issues and bugs, please contact Ariba Customer Support.

Please review the guide here to learn more:

How to contact Ariba Support

Supplier Information Portal (SIP)
is available for all Suppliers to access

Why Ariba Network?

World's Largest Trading Community over $3 trillion

- ❏ Helps active Global 2000 buyers find your products and services.

- ❏ Best in class expertise, experience, and advice for B2B eCommerce and Integration
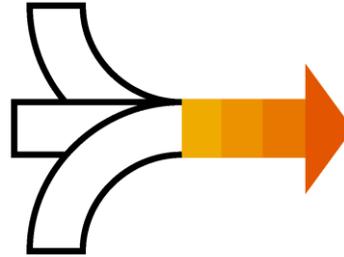
Single Point for Business Collaboration

- ❏ Manage leads, proposals, contracts, orders, invoices, and payments.

- ❏ Collaborate with multiple customers.

Works With How You Do Business

- ❏ Access a wide range of transaction options.

- ❏ Use many browsers, formats, languages, and currencies.

What is an Ariba Network, Standard Account?

❑ Basic Account that gives you access to Ariba Network

❑ Receive interactive email purchase orders

❑ Invoice through the Ariba network

❑ **No fees**

❑ Intended for low volume suppliers
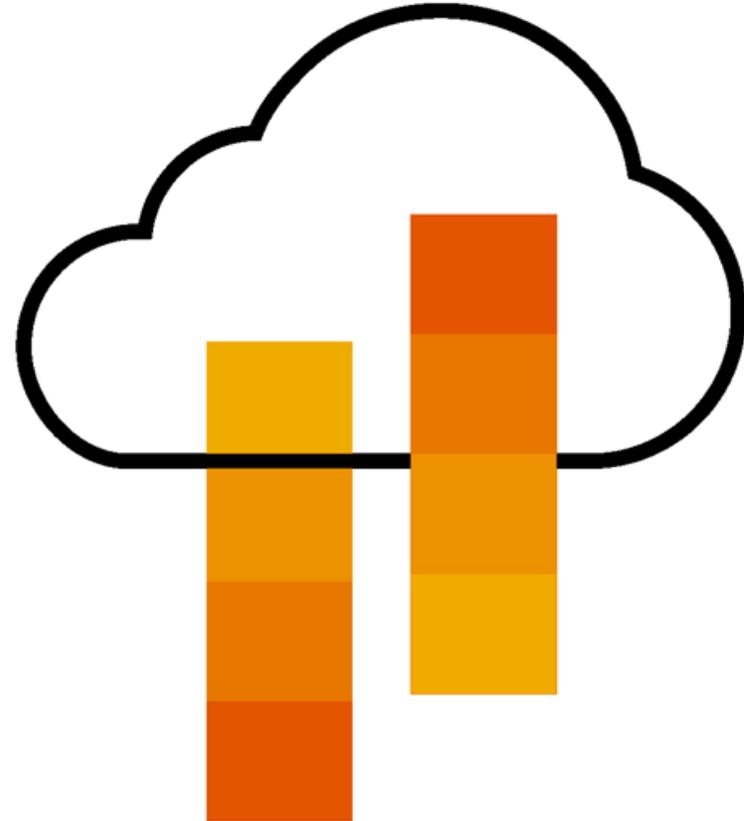
What You Get With Your Free Standard Account

Ariba Discovery
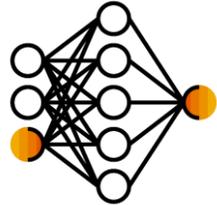
- ☐ Receive High Quality Matched Sales Leads
- ☐ Attract Potential Customers
- ☐ Get Invited to Sourcing Events

Collaboration & Document Exchange

- ☐ Free Access To SAP Ariba's Contract Management Module
- ☐ Respond To Emailed Orders And Check Invoice Status
- ☐ Send Invoice Notifications
- ☐ Catalog Set Up/Access (self-service)

Usage

- ☐ No Transaction Document Limitations
- ☐ Unlimited Ariba Network Relationships
- ☐ Online Support Via The Help Center

SAP Ariba Supplier Mobile App
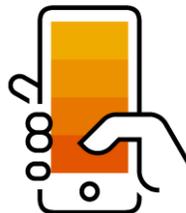
- ☐ Work On-The-Go
- ☐ Receive Real-Time Alerts
- ☐ Monitor Key Activities

What You Get With An Enterprise Account

Document Exchange

(Purchase Orders, Invoices

& More)

- Skip The Emails! Exchange/Manage Documents Directly On Your Ariba Network Account
- Use CSV Uploads To Manage Large Document Counts
- Access To Inbox/Outbox Functionality

Integration &

Electronic Catalogs

- Integrate Your Back-End System With Ariba Network Through cXML, EDI or CSV
- Create/Publish Electronic Catalogs To Enhance PO Accuracy
- Link Your Current E-Shop To Your Ariba Network Account

Legal Archiving &

Reporting

- Access Long-Term Invoice Archiving (Regional Restrictions May Apply)
- Track Transactions & Sales Activities With Full Access Reporting

SAP Ariba Support

- Access The Entire Documentation Database
- Contact The Help Center By Phone, Chat, Or Web Form

Standard Account Vs. Enterprise Account On Ariba Network

Features	Standard Account	Enterprise Account
Access	Through email notifications	Online dashboard
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✓ Self-service only	✓
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	• Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	• Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. Click here for more information.	✓ Fees may apply to respond to leads. Click here for more information.
Fees	FREE	Fees may apply, See complete details.

How To Upgrade from Standard Account **To Enterprise Account**

Ariba Network Fee Schedule Basics
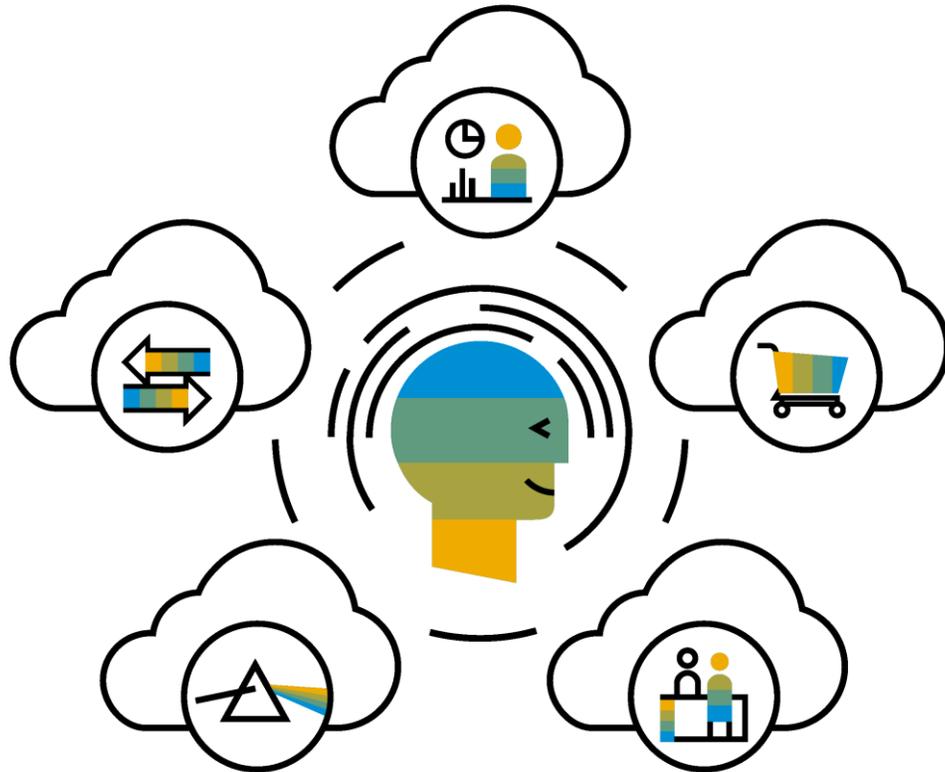
FREE for all suppliers to join and begin transacting

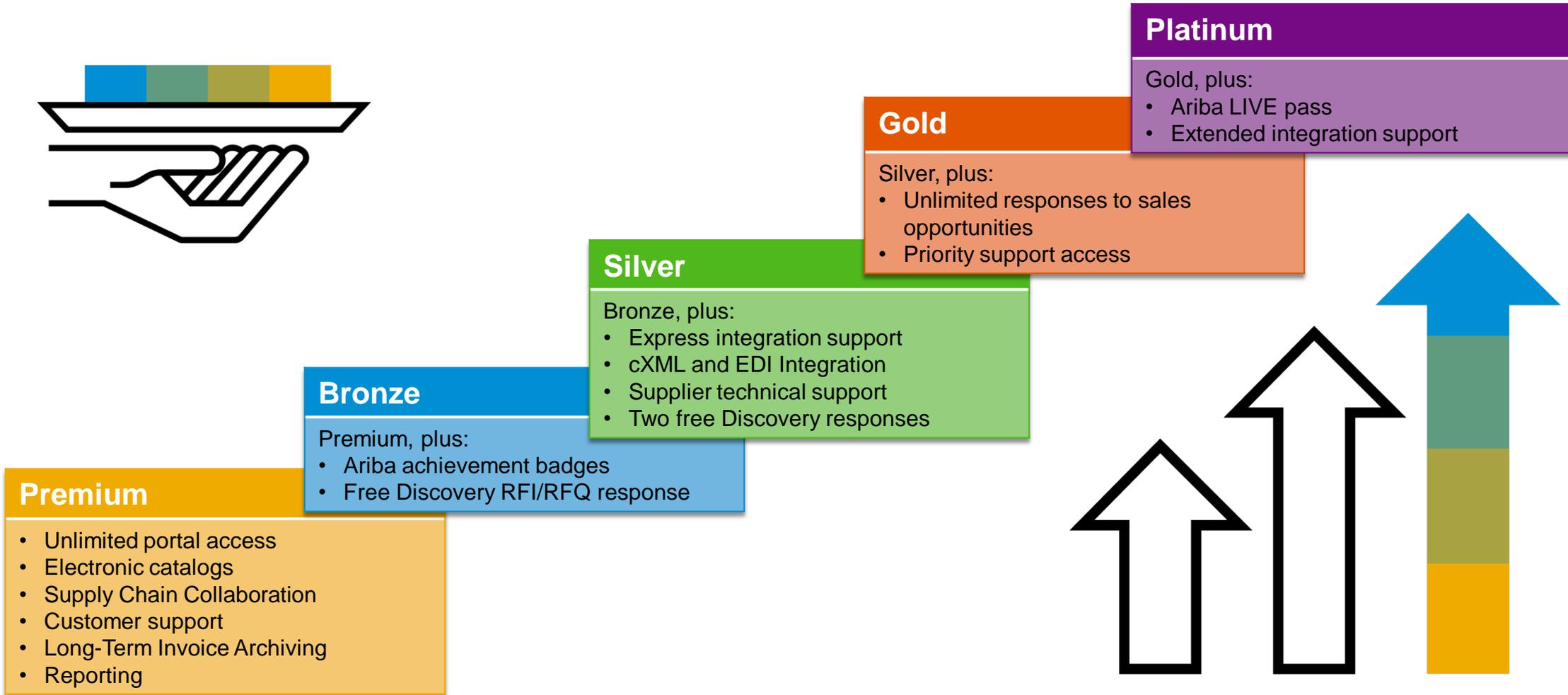Two components of the supplier fee schedule: Transaction Fees and Subscription Fees

Chargeable documents are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses

Chargeable suppliers transacting less than $250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

Subscription Levels

Platinum

Gold, plus:
- Ariba LIVE pass
- Extended integration support

Gold

Silver, plus:
- Unlimited responses to sales opportunities
- Priority support access

Silver

Bronze, plus:
- Express integration support
- cXML and EDI Integration
- Supplier technical support
- Two free Discovery responses

Bronze

Premium, plus:
- Ariba achievement badges
- Free Discovery RFI/RFQ response

Premium

- Unlimited portal access
- Electronic catalogs
- Supply Chain Collaboration
- Customer support
- Long-Term Invoice Archiving
- Reporting

Read more about subscription levels, calculate your fees & check out other currencies on our website
https://www.ariba.com/ariba-network/ariba-network-for-suppliers

Supplier Fee Schedule

Transaction Fees

Billed every quarter

Per-relationship fee cap: $20,000/year

Without Service Entry Sheets

0.155% of transaction volume

With Service Entry Sheets

0.35% of transaction volume

+

Subscription Fees

Billed once a year

Annual Document Count Across All Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	**Free**
5 to 24 documents	*Bronze	$50
25 to 99 documents **or** EDI/cXML usage	Silver	$750
100 to 499 documents	Gold	$2,250
500 and more documents	Platinum	$5,500

*Chargeable suppliers transacting less than $250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

Fee Threshold
$50,000 and 5 Documents

Suppliers who do not cross the Fee Threshold will not be charged fees

Calculating Supplier Fees

Transaction Fees
(0.155% or 0.00155 of Sales Volume)

Subscription Fees
(Annual Chargeable Doc Count)

Annual Fees

$59k x 0.155%= ~~$91.45~~
$0

+

4 documents
Premium Level | $0

=

$0

$400k x 0.155%= $620

+

499 documents
Gold Level | $2,250

=

$2,870

$200k x 0.155%= $310

+

700 documents
*Bronze Level | $50

=

$360

Use A Standard Account with SATS
From 1st Purchase Order

ordersender-prod@ansmtp.ariba.com

Receive Interactive Email PO

Click The Process Order Button
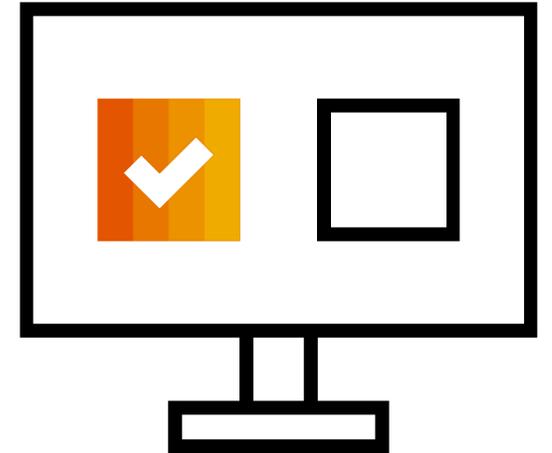
Login using existing

Ariba Network login credential

Before You Click "Process Order" For The First Time….

1.

Align Internally
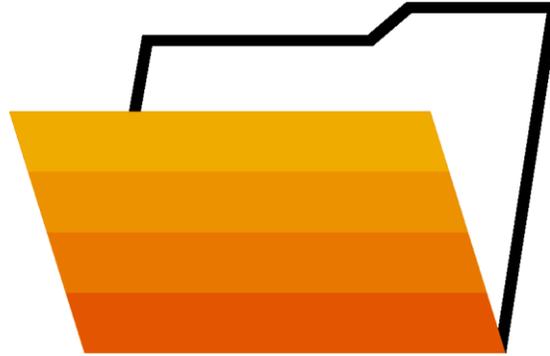
2.

Create An Email Folder
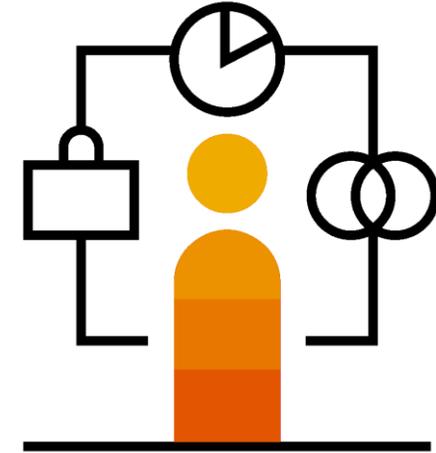
3.

Designate/Know Administrator

Step One – Receive Interactive Email Order From Customer

Click the Process Order button in the PO notification (interactive email)

Potential Existing Accounts

Step Two – Login to your Standard Account

Use your existing Standard Account login credentials after clicking Log in

Next step

Step Three – Configure Account, Accept Terms of Use, And Register

Please note that after your Standard Account is registered, future POs will be sent to your designated user account email

Next step

Step Four – Transact With Customer Using Standard Account

1 **Click on *Create Order Confirmation*, *Create Ship Notice,* or *Create Invoice* to get started**

2 **If you need assistance, please refer to the articles in the Help Center (right-hand side)**

Already Have An Enterprise Account?
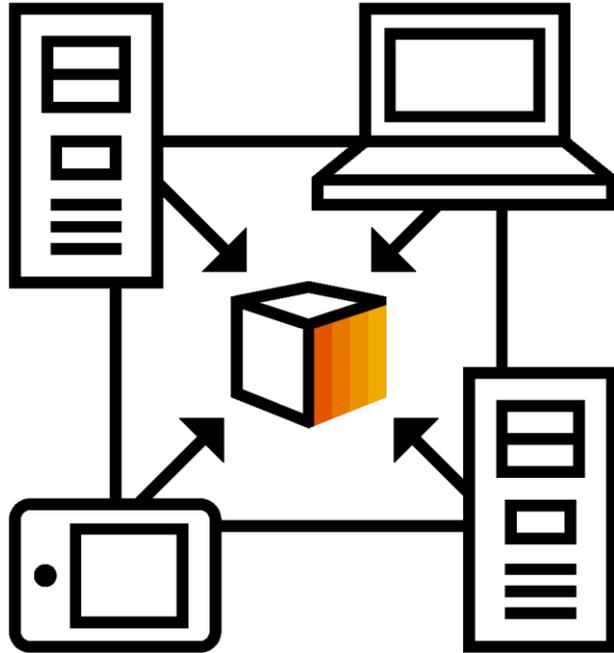
Manage Two Separate Accounts
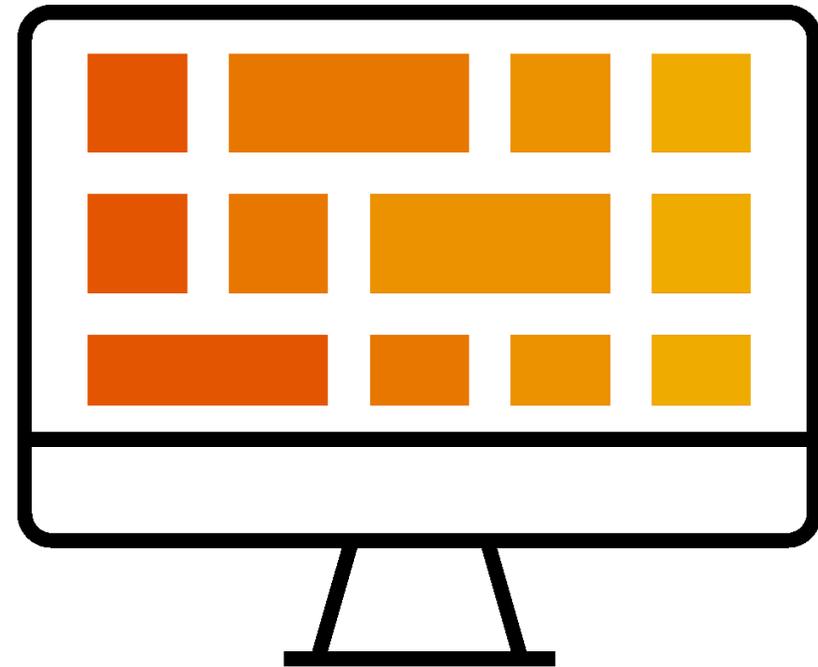
Add Standard Account Relationship

To Enterprise Account

(May Incur Fees!)

How To Merge Your Standard Account PO Into Your Existing Ariba Network Account

If more than one email address is associated with your organization for PO deli
be sent to them as well.
Your customer sent you this order through Ariba Network.

① Process order

ⓘ Potential existing accounts   X

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

② Review accounts

Join your customer on Ariba Network!

Sign up   Or   Search your company

③ Already have an account? Log in

SAP Ariba

View all your documents in one Ariba Network account

Ariba Network can transfer documents into your company's existing Ariba Network account. This allows you to view and manage documents easily from your existing account, without having to register a new Ariba Network account.
After you log in, your documents may be temporarily unavailable while the transfer process is completed.

Notes:
Fees may apply based on your account type. To see your account type, sign in and go to Company Settings.
You must be an Account Administrator on your company's Ariba Network account to transfer documents into the account.

To get started, log in to your existing supplier account.

Username: |
Password:

④ OK

Notes:

- PO email notifications will come from:

  ordersender-prod@ansmtp.ariba.com

- Please be aware that if the Standard Account is registered from the Standard Account PO invitation, then the PO can no longer be merged into an existing account.

SATS Ltd. Message

Ariba Project Notification Letter   SAP Ariba

Dear Valued SATS Supplier,

We are pleased to announce that SATS and its Group of Companies ("SATS") will be moving to a new e-procurement platform as part of our Supply Chain Digital Transformation Program. SATS is partnering with SAP Ariba® to fulfill our vision of digitizing our procurement processes to improve how we transact with our valued partners.

➢ What does this mean for you?

Conducting procurement with SATS will be largely via the Ariba platform. This includes:

- All sourcing activities (RFQ/Tender/RFIs/E-Auctions)
- Use of the Ariba Network to suppliers to
  - Receive and acknowledge POs
  - Confirm that Services are complete and goods have been delivered
  - Submit and track the progress of your E-invoices

The Ariba Network has many additional benefits including finding potential new business opportunities on the Ariba Network. You may wish to learn more through the SAP Ariba team.

➢ How much will this cost you?

Transacting with SATS through the Ariba Network is at NO COST when using the Standard Account. However, if you choose to upgrade into the Enterprise Account, there will be additional costs involved. Any potential fees may be offset by the many benefits of the Ariba Network mentioned prior.

satsariba@sats.com.sg

Supplier Registration

Suppliers that have already been invited to participate in Sourcing events

Step One: You will receive a Trading Relationship Request (TRR) email from the Ariba Network. Review the customer's profile and accept the TRR by clicking the link on the email.

SATS Ltd - TEST Has Requested a Relationship with You on the Ariba Network Inbox ×

network_accounts@ariba.com <ordersender-prod@ansmtp.ariba.com>   10:52 (0 minutes ago)
to me ▾

This notification contains important information about your test Ariba account (ANID: AN01662399502-T).

SATS Ltd - TEST has reviewed your company profile on Ariba Network and has requested a trading relationship with your company.

Please review the customer's profile and accept the trading relationship by accessing your Supplier account at https://service.ariba.com/Supplier.aw/ad/sp?anp=Ariba.

To accept the trading relationship request:
   1. Click your company name in the top right corner of any page to expand the Administration Navigator.
   2. Click Customer Relationships.
   3. Select SATS Ltd - TEST in the Pending section and click Accept.

If you are not authorized to accept trading relationship requests, please forward this notification to your Ariba Network account administrator.

Until you accept the trading relationship request, you will not be able to conduct business with SATS Ltd - TEST on the Ariba Network, and any purchase orders they submit to your company via the Ariba Network will be rejected.

For questions regarding your trading relationship, please contact SATS Ltd - TEST directly.

Sincerely,
The Ariba Team
https://www.ariba.com

Step Two: Once you click the link, login with your existing **Username** and **Password** that you created while registering for a sourcing event.

SAP Ariba /\\

Supplier Login

User Name

Password

Login

Forgot Username or Password

New to Ariba?
Register Now or Learn More

Changes to Ariba Network on May 21

Starting May 21st, Ariba Network will be part of SAP Business Network. You will see a new supplier portal and workbench. You'll also see SAP Business Network as the solution name on the login page and new portal pages.

Learn More

Step Three: Select the **Business Role** and click **Continue to the Ariba Network.** The **Ariba Network Home** page will be displayed by default.

Step Four: Click **Account Settings** icon **> Settings** menu **> Customer Relationships** option.

Step Five: On the Account Settings page, scroll down to the **Current Relationships** section. Click the **Pending** tab. You will see **SATS Ltd** as a **Pending Relationship Type.**

Step Six: Select **SATS Ltd** and click **Approve.**
Customer **SATS Ltd.** will now move from **Pending** to **Trading** relationship type.

Support Options For Assistance

- Help Center

- Ariba Network, Standard Account Support Page
  https://support.ariba.com/item/view/183459

- Weekly Webinars With Live Q&A

- Your Customer
  satsariba@sats.com.sg

New Supplier Experience: Supplier Portal Homepage & Workbench

New Supplier Portal Homepage

New Workbench

New Supplier Experience: Welcome Popup For Self-Enablement Page

https://my.ariba.com/2019-new-supplier-experience.html

Questions?

Thank you.

sats

THE BEST RUN SAP