Welcome!

Congratulations on joining Ariba® Network as a supplier. You're now part of a global network of 4 million companies. Leading businesses like yours have leveraged their Ariba Network Enterprise Accounts to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

Your supplier account has been designed to make transacting with your customers as easy as possible. To get started and trained on how to use your Ariba® Network account with Singtel, please follow the steps below:
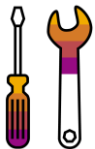
1

Visit our Supplier Training page

Learn how to set up and operate your supplier account on our detailed Supplier Training Page. If the above hyperlink doesn't work, copy-paste the following link in your browser instead:
https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/

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Review the specifics of transacting with Singtel

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer. This document will help you navigate through the detailed content of our Supplier Training Page.

We wish you a lot of success using Ariba® Network!

Singtel   **ncs//**   **THE BEST RUN SAP**

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SCOPE OF SINGTEL 'S PROJECT

This section specifies which documents will be transacted through Ariba Network. Some of them will be mandatory, others will simply be available and considered optional.

Supported Documents On this Ariba Network relationship	Not Supported Documents On this Ariba Network relationship

• **Purchase Orders (PO)**
PO's sent from your customer through Ariba Network to your company
  o **Goods**
  o **Services**
 	
• **Purchase Order Confirmations** (OC) - **optional**
Confirmation of your company's ability to provide the goods/services on the PO. Applies against a whole PO or line items.
 	
• **Ship Notices (ASN) – optional**
Advice to your customer on what has been shipped and delivery date.
 	
• **Service Sheets (SES)**
Pre invoice validation/approval of services and service delivery times.
 	
• **Invoices**
Your company's tax invoice for goods/services delivered.
  o **PO Invoices**
  o **Non-PO Invoices** (PO not received through AN)
  o **Service Invoices**
  o **Contract Invoices**
 	
• **Credit Invoices/Credit Memos**
Item level credits; price/quantity adjustments
	• **Invoicing for Purchasing Cards (P-Cards)**
	An invoice for an order placed using a purchasing card
	
	• **Remittance Advice**
	Is an informational document advising which Invoices have been paid and the amounts to your company which can be used for reconciliation purposes.
	
	• **Schedule Payments**
	Displays payment information for specific invoices

SETTING UP YOUR ACCOUNT

This section covers what needs to be set up in your Ariba Network account as minimum requirements in order to successfully transact.

Please make sure you complete at least the following chapters of the *Account* Administration section on the Supplier Training Page.
- Complete your Company Profile
- Complete your Enablement Tasks
- Configure your Email Notifications
- Configure Electronic Order Routing method and Notifications
- Configure Electronic Invoice Notifications, including Tax Details
- Set up a test account (**only** if you are publishing an electronic catalog or starting an integration project)

TRANSACTING ON ARIBA NETWORK

This section mentions the specifics of transacting with Singtel on Ariba Network once your account has been set up. You'll find detailed instructions in the Transacting section of the **Supplier Training Page**.

PURCHASE ORDERS

- Check all PO details prior to confirming
- If a PO change is required, reject the PO with Order Confirmation and your customer may provide a "changed PO" or a new corrected PO.
- Line Items will indicate PO type 'Material' or 'Service'

PO CONFIRMATIONS - optional

- If PO Order Confirmation is provided, you're required to provide an estimated shipping date on order confirmations.
- Suppliers only have two options for Order Confirmations, "Confirm Entire Order" and "Reject Entire Order."

SHIP NOTICES - optional

- If a Ship Notice is provided, you are required to provide an actual or estimated shipping date on ship notices.

SERVICE SHEETS

- Service entry sheets will be automatically created and located in both the related documents section of a PO and in your workbench.

INVOICES

- The invoice process will not be available until Singtel/NCS provides a Goods Receipt Notice. This will be found within the related documents section of your POs when available.
- Tax information can be entered at either the header or line level.
- Suppliers are required to provide their Tax ID on invoices.
- Partial Invoicing is accepted.
- Non-PO and Contract Invoicing is available. – found under the create drop down in Ariba
  - Non-PO and Contract Invoices do not have POs, therefore Supplier will need to "add to Line-Items"

CREDIT MEMOS

- Credits need to be submitted from the original invoice sent
- Credits can be created for the entire invoice or specific line items

HELP & SUPPORT

- **Help Centre** is located within your account and used to access documentation, FAQs, live support or raise a Service Request if you need Customer Support to contact you.
- Learn how to set up and operate your supplier account
- on our detailed **Supplier Training Page**
- For general support information go to **SAP Help Portal**

For assistance regarding business processes, please contact Singtel's project team at the following email address s-supplierenablement@singtel.com or contact NCS's project team with the following email purchasing@ncs.com.sg.

www.sap.com/contactsap

SAP Ariba

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