



SAP Ariba 

Singtel/ NCS Supplier Registration (Trading Relationship Acceptance) and Basic Account Configuration Guide

PUBLIC

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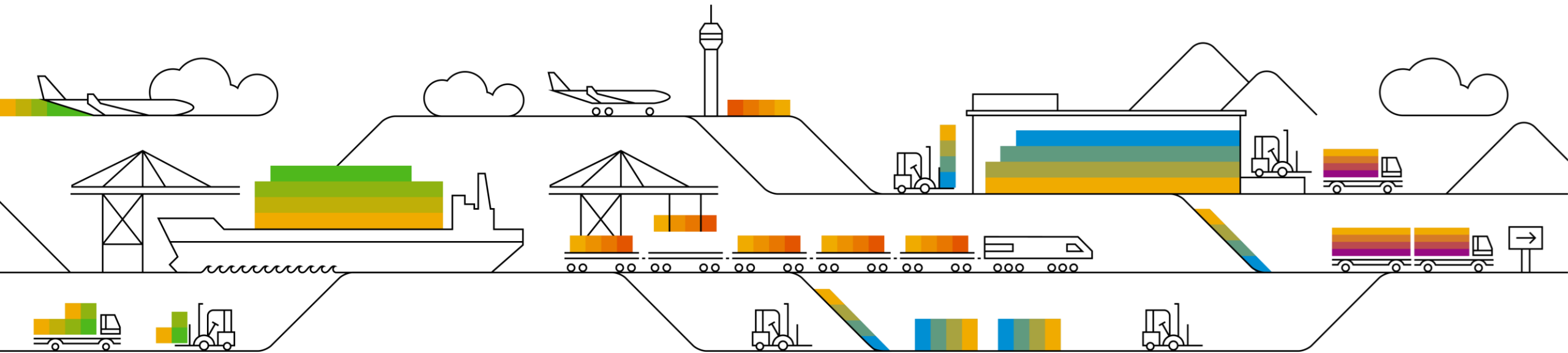
- ✓ [Accept Trading Relationship Request](#)
- ✓ [Register](#)

❖ [ACCOUNT CONFIGURATION](#)

- ✓ [Sub-User Creation](#)
- ✓ [Electronic Order Routing](#)
- ✓ [Electronic Invoice Routing](#)

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Click the links to go to the respective pages



REGISTRATION

Accept Trading Relationship Request

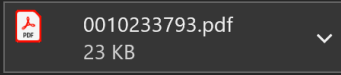
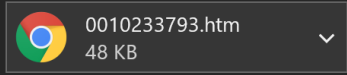
Singtel Group (Singtel, Optus and NCS) - TEST sent a new Purchase Order 0010233793



"Singtel Group (Singtel, Optus and NCS) - TEST" <ordersender-prod@ansmtp.ariba.com>

To [redacted]

If there are problems with how this message is displayed, click here to view it in a web browser.



Singtel Group (Singtel, Optus and NCS) - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer Singtel Group (Singtel, Optus and NCS) - TEST

Dear Valued Supplier,

To action our order, click the **Process Order** button below.

For any questions relating to this purchase order please contact the 'Requester' (see details in the 'Deliver To' box on the purchase order below). Alternatively, please contact our YesBuy supplier Support Team, Suppliers@optus.com.au.

Are you process an Ariba purchase order for the first time?

To create an Ariba Network login account click 'Process Order' and select the 'Request one now' link. Once setup you will be able to proceed. Click [here](#) for Optus Supplier Education Material portal.

Already have an Ariba Network login Account?

Please **SAVE** this email until you are ready to submit your invoice.

Once ready to submit your invoice, please select the Process Order button, login and select the 'Create Invoice' button, enter the relevant details and select 'Submit.'

Please Note: for purchase orders, OPTUS preference is to receive electronic invoices. You will not be charged for processing purchase orders and invoices via the Ariba Standard account.

Process order

You will receive a **Trading Relationship Request (TRR)** email from Singtel/NCS inviting you to register on the Ariba Network to transact with them.

Step Two - Sign Up For Standard Account

Select the **Sign up** option to create a new Standard Account
-OR- use your existing Standard Account by clicking on **Log in**

Join **your customer** on Ariba Network!

[Sign up](#)

Already have an account? [Log in](#)



Strengthen relationships

Collaborate with your customer on the same secure network.



Connect faster

Exchange documents electronically and streamline communications.



Reach more customers worldwide

Sign up with Ariba Discovery and increase sales leads.

Ariba Network Standard Account is **Free**

[Learn more](#)

[Next step](#)

Accept Trading Relationship Request

Benefits of a business relationship on SAP Business Network

1. Digitize your business

Collaborate with your customer on the same secure network, while improving efficiency with paperless processes

2. Ensure resiliency and sustainability

Boost customer satisfaction, simplify the sales cycle

3. Act with Intelligence

Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)

[About this invitation](#)

Connect with Singtel/NCS page will be displayed, if the system determines potential match of your company registered on the Ariba Network. Click the **Review accounts** button.

We found existing accounts based on the information in the invite. Please review.

Review accounts

or

Use existing account



Create new account



If there is no match Refer [Slide 9](#) to continue with the registration process.

Accept Trading Relationship Request

< Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

If the displayed company names are not a potential match, click the **Go back to previous page** icon to register as a new supplier.

Search results (20) | ★ Means you are a user of this account **Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action ?
★ [blurred]	Yes	Singapore	Singapore		Use this account
★ [blurred]	Yes	India	Karnataka		Use this account
★ [blurred]	Yes	India			
★ [blurred]	Yes	India			
★ [blurred]	Yes	Republic of Korea	Seoul		Use this account
★ [blurred]	Yes	India			Use this account

If the displayed company name is a potential match, click the **Use this account** button.

Accept Trading Relationship Request

[? Help](#)

Sign in to connect with **Singtel Group (Singtel, Optus and NCS)**

Username

[Forgot username?](#)

Password

[Forgot password?](#)

Connect

Enter the existing account's **Username** and **Password** and click the **Connect** button to complete the registration process.

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What to expect after you connect:

1. View your collaboration documents in one account

You can view and manage documents easily from your existing account

2. Leverage your existing account setup

Your existing setup like document routing or notification setup will be re-used to obtain accurate and timely information through automated self-service processes

3. Increase operational efficiency

By using the same account across your customers, you can optimize your backend processes, including investing into automated integration

[Learn more](#)

Accept Trading Relationship Request

The screenshot shows a user interface for accepting a trading relationship request. On the left, there is a white overlay box with the following content:

- Benefits of a business relationship on SAP Business Network**
- 1. Digitize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and sustainability**
Boost customer satisfaction, simplify the sales cycle
- 3. Act with Intelligence**
Turn insights from SAP Business Network into your competitive advantage
- [Learn more](#)
- [About this invitation](#)

The main interface on the right features the logos for Singtel, OPTUS, and ncs// at the top. Below the logos, the text reads: "Connect with **Singtel Group** to collaborate on SAP Business Network." A message states: "We found existing accounts based on the information in the invite. Please review." There are two main buttons: a blue "Review accounts" button and a white "Use existing account" button with a help icon. Below these is a red-bordered button labeled "Create new account" with a help icon. A callout box on the right side of the interface contains the text: "If you are a new user, click the **Create new account** button."

Register

The **Create an account** page is displayed. Enter details in the **Company information** section.

What to expect when you create an account:

1. Digitize your business

Collaborate with your customer on the same secure network, while improving efficiency with paperless processes

2. Ensure resiliency and sustainability

Boost customer satisfaction, simplify the sales cycle

3. Act with Intelligence

Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)



Create an account to connect and collaborate with **Singtel Group** on SAP Business Network

Company information ?

Company (legal) name *

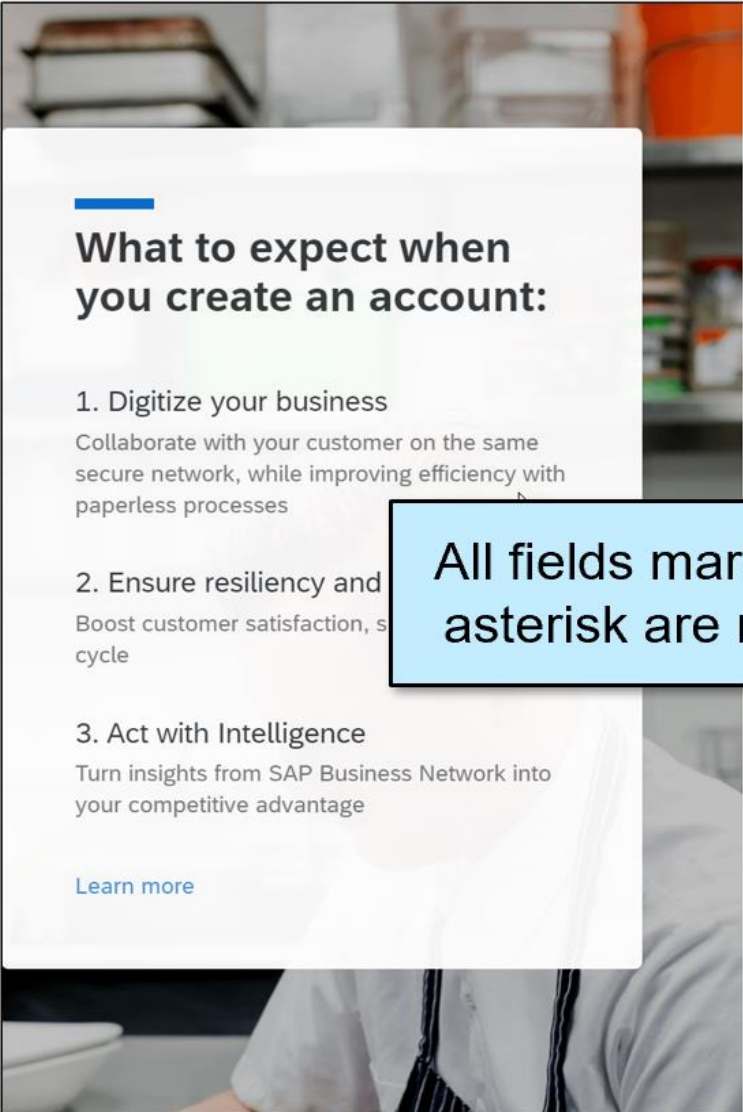
Country/Region *

Address line 1 *

Address line 2

City *

Register





What to expect when you create an account:

- 1. Digitize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and**
Boost customer satisfaction, s cycle
- 3. Act with Intelligence**
Turn insights from SAP Business Network into your competitive advantage


[Learn more](#)

All fields marked with an asterisk are mandatory.






Create an account to connect and collaborate with **Singtel Group** on SAP Business Network

Company information 

Company (legal) name *

Country/Region *
Indonesia [IDN] 

Address line 1 *

Address line 2

City *
BALIKPAPAN

Register

Enter details in the **Administrator account information** section.

Administrator account information [?](#)

First name * Last name *

Email *


Use my email as my username

Password * [?](#) Repeat password * [?](#)

Business role *
Choose your primary business role [?](#)

I have read and agree with the [Terms of Use](#)

Please read [Privacy Statement](#) to learn how we process personal data.

I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

[Create account](#)

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Register

Administrator account information ?

First name *

Last name *

Email *

Use my email as my username

Username *

Password *


Repeat password *

Business role *

Customer Service ?

I have read and agree with the [Terms of Use](#)

Please read [Privacy Statement](#) to learn how we process personal data.

I'm not a robot 
reCAPTCHA
Privacy - Terms

Create account

Click the **Terms of Use** and the **Ariba Privacy Statement** links to read the information before selecting the check box. Then, select the **I'm not a robot checkbox** to verify it's not a machine creating an account.

Register

Administrator account information [?](#)

First name *

Last name *

Email *

Use my email as my username

Username *

Password *


Repeat password *

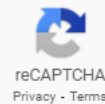
Business role *

Customer Service [?](#)

I have read and agree with the [Terms of Use](#)

Please read [Privacy Statement](#) to learn how we process personal data.

 I'm not a robot



Click the **Create account** button.

Create account

Register

[? Help](#)

What to expect when you create an account:

1. Digitize your business

Collaborate with your customer on the same secure network, while improving efficiency with paperless processes

2. Ensure resiliency and sustainability

Boost customer satisfaction, simplify the sales cycle

Create an account to connect and collaborate with **Singtel Group** on SAP Business Network

We found existing accounts based on the information you entered. Please review.

[Review accounts](#)

or

[Continue account creation](#)

Click the **Review accounts** button to review all existing potential accounts. Or click the **Continue account creation** button, to complete trading relationship acceptance.

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Register

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

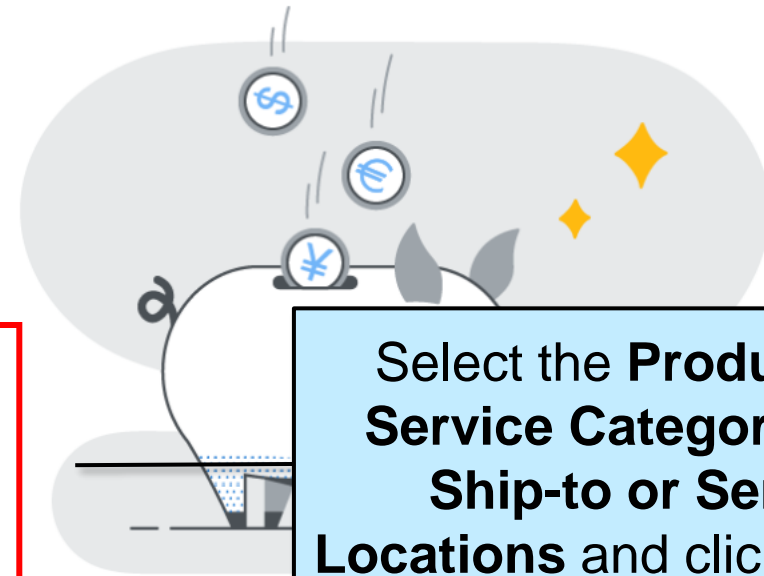
Product and Service Categories

or Browse

Ship-to or Service Locations

or Browse

[Don't show this to me again](#)



Select the **Product and Service Categories** and **Ship-to or Service Locations** and click **Submit**.

Register



Business Network ▾ Enterprise Account

← Back to classic view



MV

Home

Enablement

Workbench

Planning ▾

Orders ▾

Fulfillment ▾

Invoices ▾

Payments ▾

Catalogs

Reports ▾

More ▾

Create ▾



Orders and Releases ▾

Petrosea Tbk. ▾

Exact match ▾

Order number



Overview

Getting started ⁶

The Ariba Network Home page will be displayed.

1

Enablement Tasks

0

New orders

Last 31 days

0

Items to confirm

Last 31 days

0

Orders

Last 31 days

0

Orders to invoice

Last 31 days

000 ²

More

My widgets

Petrosea Tbk. ▾

Customize

Purchase orders

Last 3 months ▾

\$0 SGD

\$1

\$0.8

\$0.6

Invoice aging

\$0 SGD

\$1

\$0.8

\$0.6

Download app

We are now mobile.



Company profile

35%
Completed

Feedback

Sub-User Creation



Orders and Releases ▾ Petrosea Tbk. ▾ Exact match ▾ Order number 🔍

Overview Getting started ⁶

1

Enablement Tasks

The **Users** option will help you create up to 250 users with the required access rights based on their role.

- ACCOUNT SETTINGS
- Customer Relationships
- Users**

- Notifications
- Account Hierarchy
- Application Subscriptions
- Account Registration
- NETWORK SETTINGS
- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Data Deletion Criteria
- Network Notifications

- My Account
- Link User IDs
- Contact Administrator
- Switch to Test Account

- Test For Guides
- ANID: AN01698934149
- Premium Package
- Company Profile
- Service Subscriptions

- Settings** >
- Logout

My widgets Petrosea Tbk. ▾ ⚙️ Customize

Purchase orders Last 3 months ▾

\$0 SGD



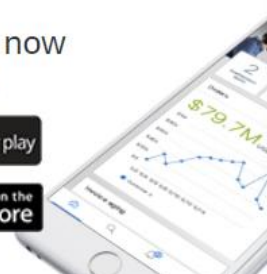
Invoice aging

\$0 SGD



Download app

We are now mobile.



Sub-User Creation



Account Settings

The **Account Settings** page is displayed. Before creating a user, you have to create a role and assign privileges accordingly.

Close

Customer Relationships

Manage Roles

Manage Users

Manage User Authentication

Roles (1)

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned

Apply

Reset



Role Name	Users Assigned	Actions
Administrator		

Search...

- Supplier Basics (4:33)
- How do I complete my Customer Requested Profile?
- What browser versions are certified for SAP Ariba cloud solutions?
- How do I see Ariba applications in a different language?
- Why am I on the Company Profile page?
- After you register
- Introduction to the dashboard (11:47)
- How do I change the company name on my account?
- I need help accessing a sourcing event

View more

Coming Soon: New portal for Enterprise accounts

Sub-User Creation

Account Settings

Save Close

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication

Under the **Manage Roles** tab, click the **Create Role** button.

role. The Administrator role can be viewed, but cannot be modified.

Select permission assigned

Apply Reset



Role Name	Users Assigned	Actions
Administrator		

Search...

- Supplier Basics (4:33)
- How do I complete my Customer Requested Profile?
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- I need help accessing a sourcing event

View more

Coming Soon: New portal for Enterprise accounts

Sub-User Creation

Create Role

Save

Cancel

* Indicates a required field

New Role Information

Name: *

Description:

On the **Create Role** page enter the name and description of the new role and assign the appropriate permissions.

Permissions

Each role must have at least one permission.

Page 1

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input type="checkbox"/> Child Account Access	Sign on to access a child account
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type

Search...

- Supplier Basics (4:33)
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 - I need help accessing a sourcing event
- [View more](#)

Coming Soon: New portal for Enterprise accounts

Sub-User Creation

Create Role

Save Cancel

Click the **Save** button to update the changes.

Search...

- Supplier Basics (4:33)
 - How do I complete my Customer Requested Profile?
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- [View more](#)

Coming Soon: New portal for Enterprise accounts

* Indicates a required field

New Role Information

Name: *

Description:

Permissions

Each role must have at least one permission.

Page 1 >>

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input checked="" type="checkbox"/> Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input type="checkbox"/> Child Account Access	Sign on to access a child account
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input checked="" type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input checked="" type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type

Sub-User Creation

Account Settings

Save Close

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration API management

Manage Roles **Manage Users** Manage User Authentication

After creating the role, click the **Manage Users** tab.

Roles (1)
Create and manage

Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned

Apply Reset

+ [Grid Icon]

Role Name	Users Assigned	Actions
Administrator		

Search...

- Supplier Basics (4:33)
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View more

Coming Soon: New portal for Enterprise accounts

Sub-User Creation

Account Settings

Save

Close

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration API management

Manage Roles

Manage Users

Manage User Authentication

Users (0)

Enable assignment of orders to users with limited access to Ariba Network. ?

Filter

Users (You can only search on one attribute at a time)

Username

Apply

Reset

Click the **Create User** button.



Username

Email Address

First Name

Last Name

Ariba Discovery Contact

Signed

Actions

No items

Sub-User Creation

Create User

Done

Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username: * ⓘ

Email Address: *

First Name: *

Last Name: *

On the **Create User** page enter the new user information. Fields marked with an asterisk are mandatory.

Do not allow the user to resend invoices to the buyer's account.

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country Area Number

USA 1

Role Assignment

Trainer Training

Test

Customer Assignment

Assign to Customer: All Customers

Search...

- Supplier Basics (4:33)
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 - Why am I on the Company Profile page?
 - After you register
 - Introduction to the dashboard (11:47)
 - How do I change the company name on my account?
 - I need help accessing a sourcing event
- [View more](#)

Coming Soon: New portal for Enterprise accounts

Sub-User Creation

Create User

Done Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username: * ⓘ

Email Address: *

First Name: *

Last Name: *

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country: Area: Number:

Then assign a role to the user by selecting the appropriate role checkbox and click **Done**.

Role Assignment

Name	Description
<input type="checkbox"/> Test	

Customer Assignment

Assign to Customer: All Customers

Search...

- Supplier Basics (4:33)
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- Why am I on the Company Profile page?
- ... dashboard (11:47)
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- I need help accessing a sourcing event
- View more
- Coming Soon: New portal for Enterprise accounts
- Documentation Support

Sub-User Creation

Create User

Done Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username: * ⓘ

Email Address: *

First Name: *

Last Name: *

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country: USA 1 Area: Number:

Then assign a role to the user by selecting the appropriate role checkbox and click **Done**.

Role Assignment

Name	Description
<input type="checkbox"/> Test	

Customer Assignment

Assign to Customer: All Customers

Search...

- Supplier Basics (4:33)
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- ... dashboard (11:47)
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Electronic Routing & Notifications

SECTION A

- CONFIGURING EMAIL NOTIFICATIONS FOR ORDERS AND INVOICING
- ELECTRONIC ORDER ROUTING (PO EMAIL NOTIFICATIONS)

SECTION B

- GENERAL NETWORK NOTIFICATION SETTINGS

Section A: Electronic Order Routing



Orders and Releases ▾ Petrosea Tbk. ▾ Exact match ▾ Order number



Overview Getting started ⁶

1

Enablement Tasks

0

New orders

Last 31 days

0

Items to confirm

Last 31 days

0

Orders

Last 31 days

My widgets Petrosea Tbk. ▾ Customize

Purchase order

\$0

\$1

\$0.8

\$0.6

\$0.6



ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Account Hierarchy

Application Subscriptions

Account Registration

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Data Deletion Criteria

Network Notifications

My Account

Link User IDs

Contact Administrator

Switch to Test Account

Test For Guides

ANID: AN01698934149
Premium Package

Company Profile

Service Subscriptions

Settings >

Logout

The **Electronic Order Routing** option will ensure you are notified via email as and when a new purchase order is sent by **Singtel/NCS**. You can view the purchase order in your email without having to login.

35%
Completed

Electronic Order Routing

Save

Close



Network Settings

On the **Network Settings** page, scroll down to the **New Orders** section.

Electronic Order Routing Electronic In

* Indicates a required field

External System Integration

[Configure cXML \(native\) integration](#)

[Configure Cloud Integration Gateway \(non-native integration\)](#)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Online	Save in my online inbox
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Online
Non-Catalog Orders without Attachments (i)	Same as new catalog orders without attachments	Current Routing method for new orders: Online

Search...

- How do I update where my purchase orders are sent?
- Electronic order routing
- How do I enable customer-specific purchase order routing?
- A purchase order fails with Error: "PO-9: Invalid cXML response"
- How do multiple people receive email notifications for new purchase orders?
- How can I have purchase orders sent by email?
- How to maintain extended profile information
- Error "PO-11: Cannot deliver order. Terminal error code for PO status: FE-28: Cannot deliver email: 550-

[View more](#)

Coming Soon: New portal for Enterprise accounts

Documentation Support

Electronic Order Routing

New Orders

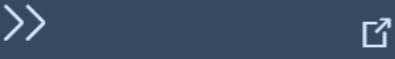
Document Type	Routing Method	Options
Catalog Orders without Attachments	Online	Save in my online inbox
Catalog Orders with Attachments	Online cXML	Current Routing method for new orders: Online
Non-Catalog Orders without Attachments	Email EDI	
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	

Select the **Email** option under the **Catalog Orders without Attachments** drop-down.

Change/Cancel Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Online
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Online
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Online
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Online

Other Document Types



Search...

- FAQ How do I update where my purchase orders are sent?
- Electronic order routing
- FAQ How do I enable customer-specific purchase order routing?
- A purchase order fails with Error: "PO-9: Invalid cXML response"
- FAQ How do multiple people receive email notifications for new purchase orders?
- FAQ How can I have purchase orders sent by email?
- How to maintain extended profile information
- Error "PO-11: Cannot deliver order. Terminal error code for PO status: FE-28: Cannot deliver email: 550-

[View more](#)

Coming Soon: New portal for Enterprise accounts

Electronic Order Routing

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: <input type="text"/> <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

You can enter up to 5 email addresses. You must separate each email address with a comma, without any spaces between them.

Change/Cancel Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email



Search...

FAQ How do I update where my purchase orders are sent?

Electronic order routing

FAQ How do I enable customer-specific purchase order routing?

A purchase order fails with Error: "PO-9: Invalid cXML response"

FAQ How do multiple people receive email notifications for new purchase orders?

FAQ How can I have purchase orders sent by email?

How to maintain extended profile information

Error "PO-11: Cannot deliver order. Terminal error code for PO status: FE-28: Cannot deliver email: 550-

View more

Coming Soon: New portal for Enterprise accounts

Documentation

Support

Electronic Order Routing

New Orders

Document Type	Routing Method	Options
Non-Catalog Orders without Attachments ⓘ	Same as new catalog orders without attachments ▾	Email address: <input type="text"/> ⓘ <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". <input type="checkbox"/> Attach PDF document in the email message Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders with Attachments ⓘ	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

Select the **Include document in the email message** check-box to receive the purchase order notification in your email.

Change/Cancel Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Email
Catalog Orders with Attachments	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments ⓘ	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Email



Search...

FAQ How do I update where my purchase orders are sent?

Electronic order routing

FAQ How do I enable customer-specific purchase order routing?

A purchase order fails with Error: "PO-9: Invalid cXML response"

FAQ How do multiple people receive email notifications for new purchase orders?

FAQ How can I have purchase orders sent by email?

How to maintain extended profile information

Error "PO-11: Cannot deliver order. Terminal error code for PO status: FE-28: Cannot deliver email: 550-

[View more](#) ⓘ

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Documentation Support

Document Type	Routing Method	Options
Blanket Purchase Orders	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Time Sheets	Email	Email address: <input type="text"/> <input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message
Order Status Request	Email	Email address: <input type="text"/> <input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message
Order Response Documents	Online	Return to this site to respond to POs
Payment Remittances	Email	Email address: <input type="text"/> <input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message
Payment Proposals	Online	Save in my online inbox
Document Status Update	Online	Save in my online inbox
Receipt	Email	Email address: <input type="text"/> <input type="checkbox"/> Attach cXML document in the email message

Enter the email address in the boxes to receive notifications on the document type

Electronic Order Routing

Save

Close

Click the **Save** button to update the changes.

Network Settings

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Settlement
- Data Dele

* Indicates a required field

External System Integration

- [Configure cXML \(native\) integration](#)
- [Configure Cloud Integration Gateway \(non-native integration\)](#)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
---------------	----------------	---------

Email address:

- Attach cXML document in the email message
- Include document in the email message

Catalog Orders without Attachments | Email

Search...

- FAQ How do I update where my purchase orders are sent?
- Electronic order routing
- FAQ How do I enable customer-specific purchase order routing?
- A purchase order fails with Error: "PO-9: Invalid cXML response"
- FAQ How do multiple people receive email notifications for new purchase orders?
- FAQ How can I have purchase orders sent by email?
- How to maintain extended profile information
- Error "PO-11: Cannot deliver order. Terminal error code for PO status: FE-28: Cannot deliver email: 550-

[View more](#)

Coming Soon: New portal for Enterprise accounts

Electronic Invoice Routing



Orders and Releases ▾ Petrosea Tbk. ▾ Exact match ▾ Order number

Overview Getting started ⁶

1

Enablement Tasks

0

New orders

Last 31 days

0

Items to confirm

Last 31 days

0

Orders

Last 31 days

My widgets

Petrosea Tbk. ▾

Customize

Purchase orders

\$0 SGD

\$1

\$0.8

\$0.6

\$0.6

The **Electronic Invoice Routing** option will ensure you are notified via email as and when the status of the invoice changes. You will also be notified when the invoice is undeliverable.

ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Account Hierarchy

Application Subscriptions

Account Registration

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Data Deletion Criteria

Network Notifications

My Account

Link User IDs

Contact Administrator

Switch to Test Account

Test For Guides

ANID: AN01698934149
Premium Package

Company Profile

Service Subscriptions

Settings >

Logout

35%

Completed

ELECTRONIC INVOICE ROUTING – INVOICE NOTIFICATION SETTINGS

Electronic Invoice Routing

Network Settings Save

Electronic Order Routing **Electronic Invoice Routing** Accelerated Payments Settlement Data Deletion Criteria

General Tax Invoicing and Archiving PDF Invoices

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice	<input checked="" type="checkbox"/> Send a notification when invoices are received or updated.	*
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	*
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	*
Invoice Created Automatically from Receipts	<input checked="" type="checkbox"/> Send a notification when an invoice is automatically created from a goods receipt.	*
Invoice Created Automatically from Service Sheets	<input type="checkbox"/> Send a notification when an invoice is automatically created from a service sheet.	*

Check the boxes for Invoice notifications and enter the corresponding email address

Electronic Invoice Routing

Network Settings

Save

Close



[Electronic Order Routing](#) [Electronic Invoice Routing](#) [Accelerated Payments](#) [Settlement](#) [Data Deletion Criteria](#)

General [Tax Invoicing and Archiving](#)

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online <input type="text"/>	Return to this site to create invoices
Customer Invoices	Online <input type="text"/>	Save in my online inbox

Notifications

Select the **Invoice Failure** and **Invoice Status Change** checkboxes.

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* <input type="text"/>
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* <input type="text"/>
Invoice Created Automatically	<input type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	* <input type="text"/>

Extended Profile Settings and Information

Search...

- EDI invoice (810) missing from my account
- What are the different ways to send invoices to my customer?
- How to configure long-term document archiving
- About archiving invoices
- How to upload a digital signature certificate for Mexican suppliers
- How to select a routing method for customer invoices
- How to select a routing method for invoices
- How do I create an invoice?
- How do I find my submitted invoice?

[View more](#)

Coming Soon: New portal for Enterprise accounts

[Documentation](#) [Support](#)

Electronic Invoice Routing

Network Settings

Save

Close

[Electronic Order Routing](#) [Electronic Invoice Routing](#) [Accelerated Payments](#) [Settlement](#) [Data Deletion Criteria](#)

General [Tax Invoicing and Archiving](#)

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online <input type="text"/>	Ret...
Customer Invoices	Online <input type="text"/>	Sav...

You can enter up to 3 email addresses, and you must separate each email address with a comma, without any spaces between them.

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* <input type="text"/>
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* <input type="text"/>
Invoice Created Automatically	<input type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	* <input type="text"/>

Extended Profile Settings and Information



Search...

- EDI invoice (810) missing from my account
- What are the different ways to send invoices to my customer?
- How to configure long-term document archiving

- Archiving invoices
- Upload a digital signature for Mexican suppliers
- Select a routing method for invoices
- Select a routing method for invoices
- How do I create an invoice?
- How do I find my submitted invoice?

Coming Soon: New portal for Enterprise accounts

Documentation Support

Electronic Invoice Routing

Network Settings

Save

Close

[Electronic Order Routing](#)

Electronic Invoice Routing

[Accelerated Payments](#)

[Settlement](#)

[Data D](#)

General

Tax Invoicing and Archiving

Click the **Save** button to update the changes.

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online <input type="text"/>	Return to this site to create invoices
Customer Invoices	Online <input type="text"/>	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* <input type="text"/>
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* <input type="text"/>
Invoice Created Automatically	<input type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	* <input type="text"/>

Extended Profile Settings and Information



Search...

- EDI invoice (810) missing from my account
- What are the different ways to send invoices to my customer?
- How to configure long-term document archiving
- About archiving invoices
- How to upload a digital signature certificate for Mexican suppliers
- How to select a routing method for customer invoices
- How to select a routing method for invoices
- How do I create an invoice?
- How do I find my submitted invoice?

[View more](#)

Coming Soon: New portal for Enterprise accounts

[Documentation](#) [Support](#)

Section B: General Network Notifications Settings

The screenshot displays the SAP Business Network interface. At the top, the SAP logo is followed by 'Business Network' and 'Enterprise Account'. A 'Back to classic view' button is visible. The main navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'More'. Below this, a search bar is populated with 'Orders and Releases', 'Petrosea Tbk.', 'Exact match', and 'Order number'. The main content area features a 'Getting started' section with four cards: 'Enablement Tasks' (1), 'New orders' (0), 'Items to confirm' (0), and 'Orders' (0). A 'My widgets' section is also present. On the right, a user profile menu is open, showing options like 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch to Test Account', 'Test For Guides', 'Company Profile', 'Service Subscriptions', 'Settings', and 'Logout'. The 'Settings' option is highlighted with a red box, and a sub-menu is open, with 'Network Notifications' also highlighted with a red box. A blue callout box at the bottom left contains the text: 'The **Network Notifications** option will help you setup multiple notifications as per requirement.'

The **Network Notifications** option will help you setup multiple notifications as per requirement.

Account Settings

Save

Close

- Customer Relationships
- Users
- Notifications
- Account Hierarchy
- Application Subscriptions
- Account Registration
- API management
- Account Subscription Log

- General
- Network
- Discovery
- Sourcing & Contracts

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Relationship

Type	Send notifications when...	To email addresses (one required)
Customer	<input checked="" type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	* <input type="text"/>
Customer Requirements Change	<input checked="" type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	* <input type="text"/>
Trading Relationship Requests	<input checked="" type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	* <input type="text"/>
Supplier Enablement Activity and Task Reminder	<input checked="" type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.	* <input type="text"/>

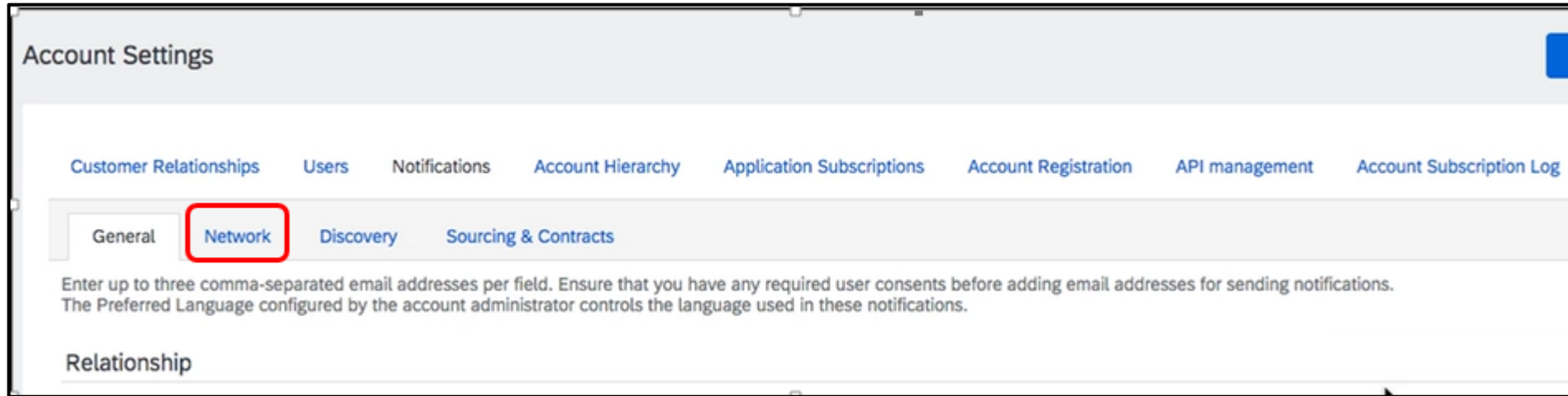
Check the boxes for the notification type and enter the relevant email address

Other Notifications

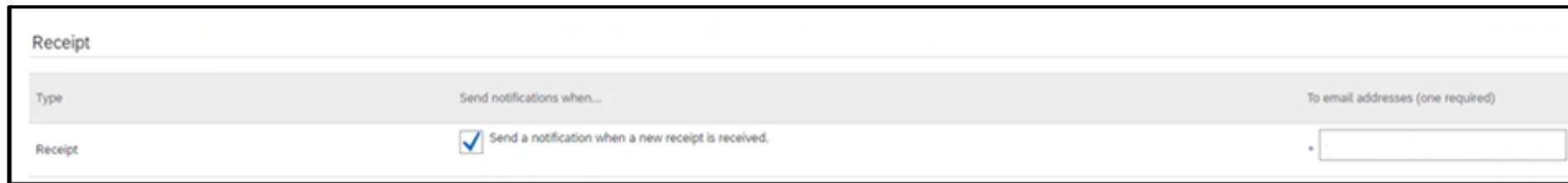
Network Service	<input checked="" type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	* <input type="text"/>
	<input checked="" type="checkbox"/> Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business.	* <input type="text"/>

ang, Tran Thi Mai - Account Manager, GSP
Certification Expiration Notifications

NETWORK TAB



Under the NETWORK tab, RECEIPT; Service SHEET and SETTLEMENT sections are to be updated with the respective email addresses



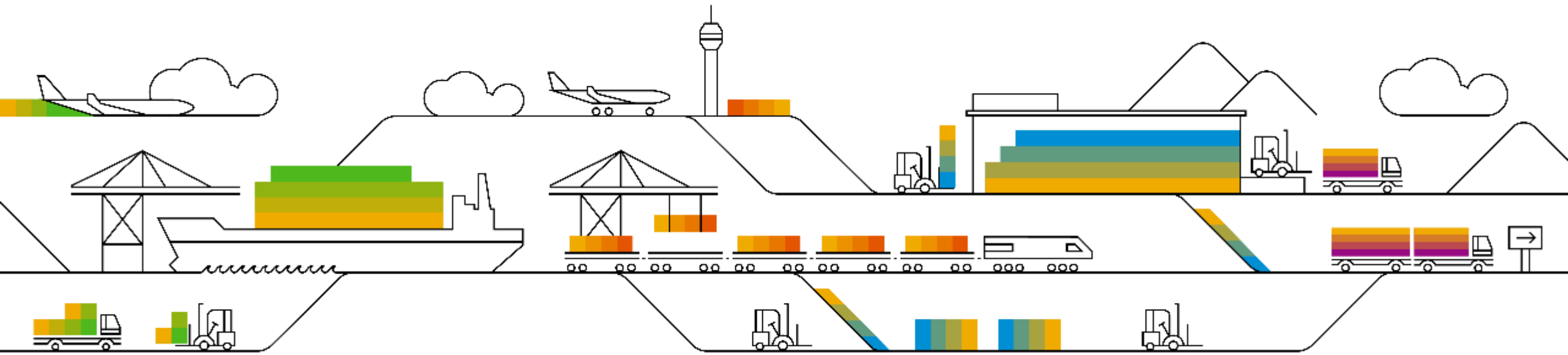
Service Sheet

Type	Send notifications when...	To email addresses (one required)
Service Sheet Failure	<input checked="" type="checkbox"/> Send a notification when service sheets are undeliverable, rejected, or declined.	• <input type="text"/>
	<input checked="" type="checkbox"/> Send a notification when service sheets are undeliverable, rejected, or declined to the user who created it.	
Service Sheet Status Change	<input checked="" type="checkbox"/> Send a notification when service sheet statuses change.	• <input type="text"/>
	<input checked="" type="checkbox"/> Send a notification when service sheet statuses change to the user who created it.	

Settlement

Type	Send notifications when...	To email addresses (one required)
Payment Profile	<input checked="" type="checkbox"/> Send a notification when remittance addresses and payment profiles are changed.	• <input type="text"/>
Payment Remittance	<input checked="" type="checkbox"/> Send a notification when payment remittances are undeliverable or their statuses changed.	• <input type="text"/>
	<input checked="" type="checkbox"/> Send a notification when payment remittances or payment plans are received.	
Payment Remittance for Virtual Card	<input type="checkbox"/> Send a notification when payment remittances with virtual card are received.	• <input type="text"/>
Payment Remittance Status Updates	<input checked="" type="checkbox"/> Send a notification only when a payment remittance status changes to paid.	• <input type="text"/>
	<input checked="" type="checkbox"/> Send a notification only when a payment remittance status changes to failed.	
Payment Receipt Confirmation Request Status Updates	<input type="checkbox"/> Send a notification when the status of the payment receipt is updated.	• <input type="text"/>
	<input type="checkbox"/> Send a notification only when the payment receipt is rejected by the buyer.	

NOTE: SAVE THE INFORMATION ENTERED IN THE RESPECTIVE TABS BEFORE SWITCHING BETWEEN THE TABS, i.e. enter the info in GENERAL tab >> click SAVE then switch to the NETWORK TAB to make any changes



ARIBA HELP CENTER

Ariba Help Center



Business Network ▾ Enterprise Account

← Back to classic view



MV

Home Enablement Workbench Planning ▾ Orders ▾ Fulfillment ▾ Invoices ▾ Payments ▾ Catalogs

To access the **Help Center** click the help icon.

Create ▾



Orders and Releases ▾ Petrosea Tbk. ▾ Exact match ▾ Order number



Overview Getting started ⁶

1

Enablement Tasks

0

New orders

Last 31 days

0

Items to confirm

Last 31 days

0

Orders

Last 31 days

0

Orders to invoice

Last 31 days

... ²

More

My widgets

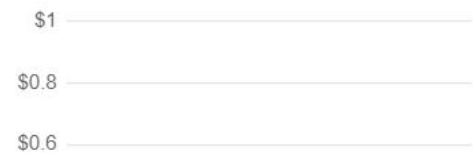
Petrosea Tbk. ▾

Customize

Purchase orders

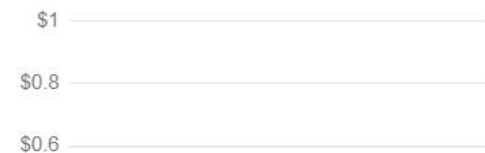
Last 3 months ▾

\$0 SGD



Invoice aging

\$0 SGD



Download app

We are now mobile.



Company profile



Ariba Help Center



Business Network ▾ Enterprise Account

← Back to classic view

Home Enablement Workbench Planning ▾ Orders ▾ Fulfillment ▾ Invoices ▾ Payments ▾ Catalogs More ▾

Orders and Releases ▾ Petrosea Tbk. ▾ Exact match ▾ Order number



Overview Getting started ⁶

1

Enablement Tasks

0

New orders

0

Items to confirm

0

Orders

0

Orders to invoice

The **Help Center** is available on every screen and displays all FAQs, videos and documents related to that screen and more. You can also type in your query in the **Search** field to get the required information.

My widgets Petrosea Tbk. ▾

Purchase orders Last 3 months

\$0 SGD



\$0 SGD



We are now mobile.



Help Topics

Search Help Topics

Documentation

Support

What's new in Enterprise ac...

What is SAP Business Netw...

Introducing the new SAP Busin...

Introducing the new help ce...

Finding orders, invoices, an...

Adding payment tiles (2:48)

Discovering new insights

Common browser issues

How do I create an invoice?

I need help accessing a sou...

Why has my invoice or servi...

When will my invoice be paid?

Ariba Help Center



Business Network ▾ Enterprise Account

← Back to classic view

Home Enablement Workbench

The **Support** link will again take you to the **Help Center Home** page where you can contact the Ariba Help Support desk via email or phone.

Overview Getting started ⁶

1

Enablement Tasks

0

New orders

Last 31 days

0

Items to confirm

Last 31 days

0

Orders

Last 31 days

0

Orders to invoice

Last 31 days

My widgets

Petrosea Tbk.

Customize

Purchase orders

Last 3 months ▾

\$0 SGD



Invoice aging

\$0 SGD



Download app

We are now mobile.



Company profile

Help Topics

Search Help Topics

Documentation

Support

What's new in Enterprise ac...

What is SAP Business Netw...

Introducing the new SAP Busin...

Introducing the new help ce...

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How do I create an invoice?

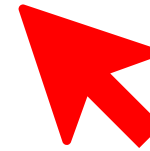
I need help accessing a sou...

Why has my invoice or servi...

When will my invoice be paid?

For more information, guide & training information, please visit Singtel Supplier Information Portal

[Singtel Supplier Information Portal](#)

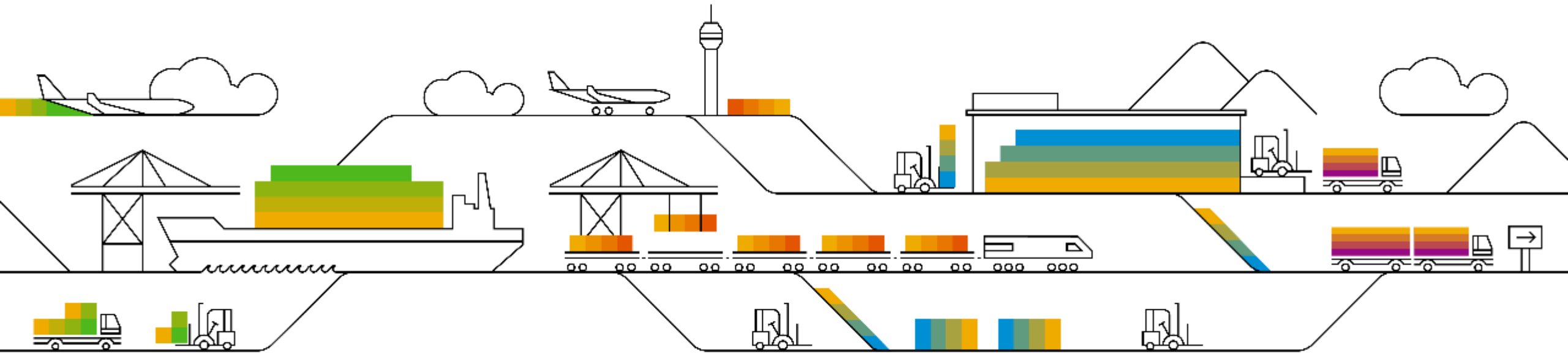


The screenshot shows the Singtel/NCS Supplier Information Portal. At the top left is the SAP Ariba logo. The main header features the Singtel and NCS logos on the left, a central blue banner with the text "Welcome to the Singtel / NCS Supplier Information Portal", and the SAP Ariba logo on the right. Below the header, a welcome message states: "Welcome to Singtel/NCS Supplier Information Portal. On this site you will find resources and information on Singtel/NCS adoption of Ariba Network as business transaction portal with suppliers, how you can register on Ariba Network and support/contact details. What information are you looking for?"

The main content area is divided into six columns:

- Singtel/ NCS Communications:** Includes links for Project Notification Letters (Standard and Enterprise Accounts), Ariba Network Supplier Training Invitations (Standard and Enterprise Accounts), and a "Go Live Notification to Suppliers" link.
- Introduction to the Ariba Network:** Features a video icon and a link to the "Ariba Network Resources Page".
- Singtel/ NCS Training Clips:** Lists training resources for Enterprise and Standard Accounts, including Functional Training, Supplier Basics, and Forgot Password clips.
- Additional Support Resources:** Includes a link to the "Singtel Support Page".
- Singtel Catalog:** Provides training material for the Supplier Managed Catalog, including CIF Catalog Training & Guide and Punch-Out Catalog Reference.
- Singtel/ NCS Training Guides:** Includes the "Ariba Network User Guide" and "Singtel Specific Ariba On Guide".

Thank You!



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