

Nanyang Technological University(NTU)

The Benefits of Collaborative Business Commerce with NTU



A flock of birds is flying in a V-formation across a vast, blue-toned mountain range. The mountains are layered and hazy, creating a sense of depth. The sky is a clear, light blue. A thin horizontal line is visible near the top of the image. The overall mood is serene and expansive.

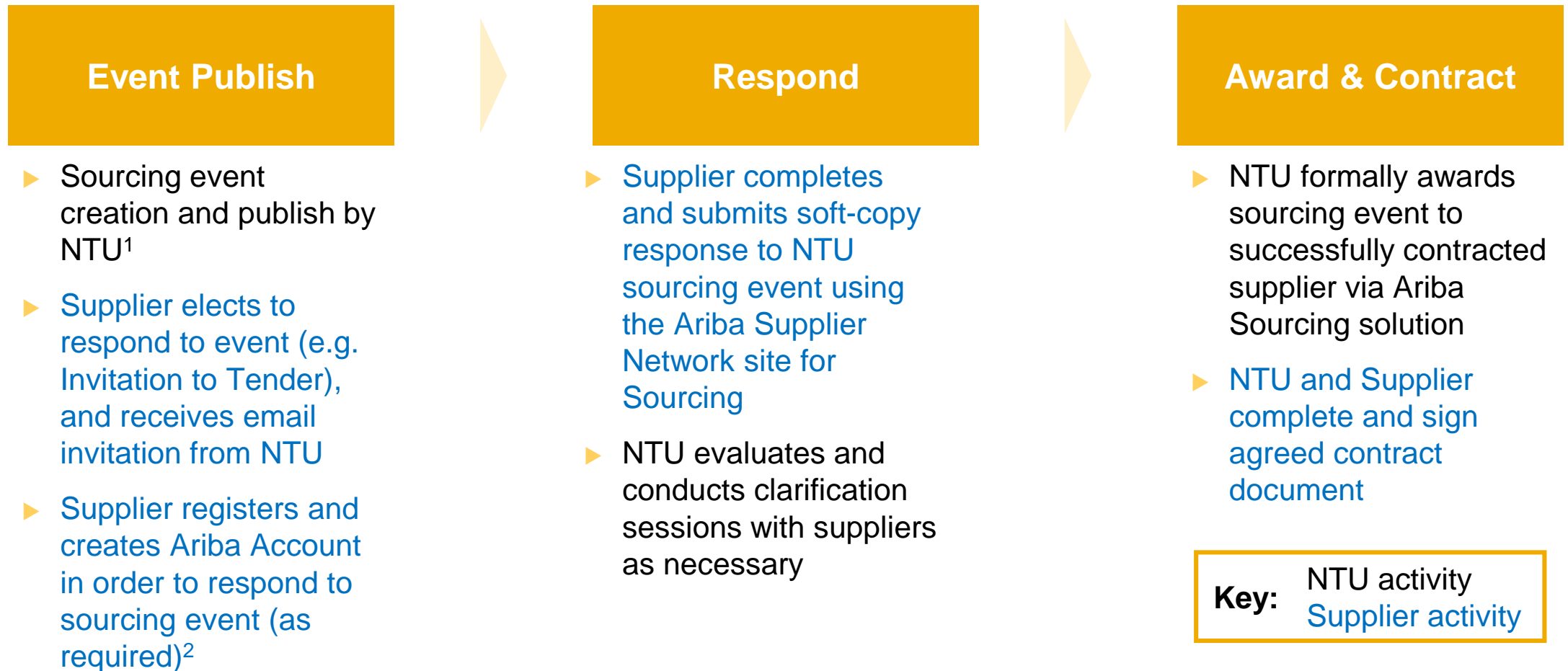
NTU Strategy and Initiatives

NTU's Transformation to SAP Ariba

NTU is embarking on a journey to transition from the GeBiz Sourcing solution to the end-to-end SAP Ariba e-Procurement platform

Comparison between Current and Future Key Supplier Tasks		
Task	'As-is' State	'To-be' State
Viewing and response for open sourcing events	View and participate via GeBiz website	View and <u>request to participate</u> via NTU Procurement website and SAP Ariba
Receiving purchase orders	Received via email / hardcopy	Received via email and / or SAP Ariba Supplier Inbox (to be discussed herein)
Sending invoices	Send invoices by hardcopy	Generate and send e-invoices using Ariba website solution
Contract creation and signing	Receive Letter of Award upon award via GeBiz or registered post.	Receive and sign contract document via email

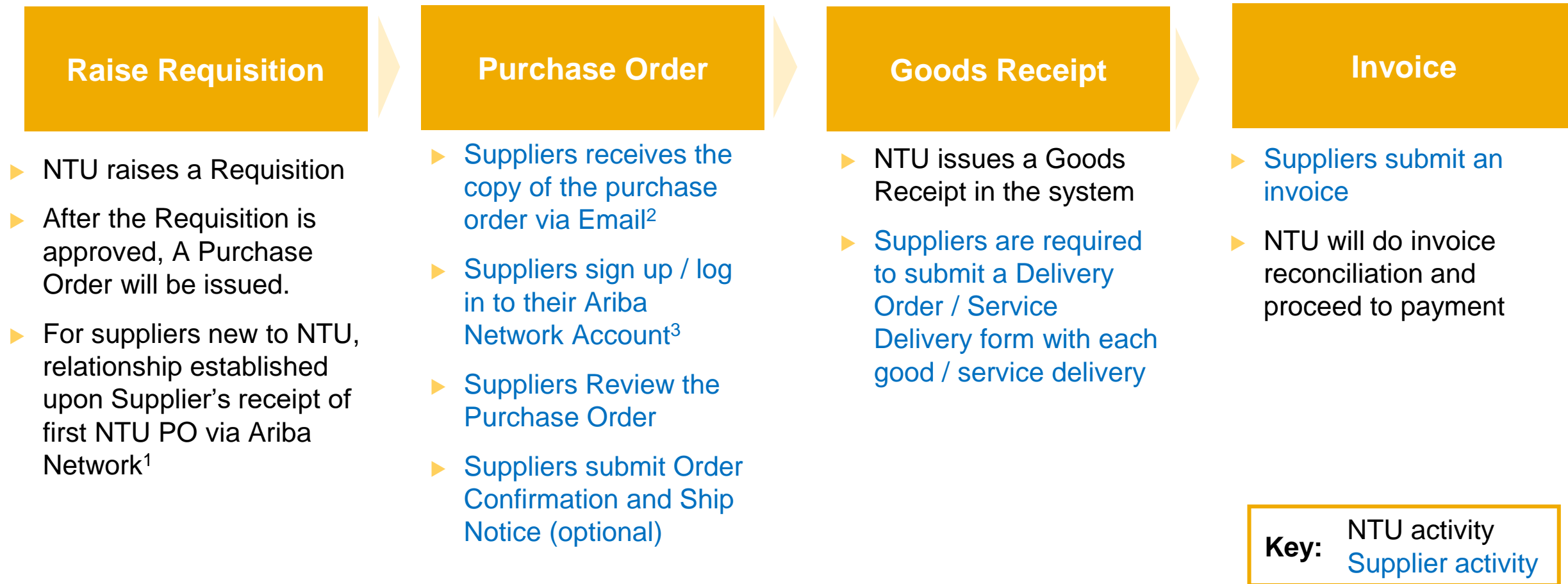
Sourcing Process for Suppliers



¹ Open tender event details will be posted on a public NTU web page for viewing; closed tender participants will be invited via email

² Suppliers may use pre-existing login credentials created for the Ariba Supplier Network site for PO & Invoicing and / or Ariba Discovery

Procure to Pay (P2P) Cycle



¹ Applicable to Light Account Suppliers

² Full Account Suppliers will receive the copy of the PO in their Ariba Network Account to process as well

³ Suppliers may use pre-existing login credentials created for the Ariba Supplier Network site for PO & Invoicing and / or Ariba Discovery/ or Ariba Discovery.

A flock of birds is flying in a V-formation across a vast, blue-toned mountain range. The mountains are layered and hazy, creating a sense of depth. The sky is a clear, light blue. The overall mood is serene and expansive.

Light Account Registration

Alternative Points of Supplier Registration

Light Accounts

(Completion of any of the below three options will suffice)

Walk-up Registration

- ▶ Suppliers may opt to self-register for a Full or Light Account at any time by visiting [Ariba registration website](#).

Sourcing Invite

- ▶ Upon being invited to partake in a Sourcing event, the Supplier will be invited to create a Full or Light Account in order to respond to a tender via Ariba

Receipt of First PO

- ▶ Upon receiving their first PO, the Supplier will be invited to create a Full or Light Account

Full Account only

Trading Relationship Request (TRR)

Trading Relationship Request (TRR) is an Email invite triggered by Ariba on behalf of NTU to establish a relationship with the supplier for a Full Account

What will I do when I receive the first Light Account Purchase Order from NTU?

Subject: Capital Equipment sent a new order PO 2017-03030Tby4OSID01 through Ariba Network
Date: Friday, March 24, 2017 at 5:57 AM
From: Ariba Network
To: Supplier

You can reply to this message. Your reply will be routed via the Ariba Network to your trading partner and linked to the corresponding document. Your reply (and name) will be processed by SAP Ariba in accordance with the SAP Ariba Collaboration Messaging Policy at <http://service.ariba.com/collaboration>. Please acknowledge that those terms apply.

SAP Ariba

Capital Equipment sent a new order

Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network, light account. If you don't already have an account, you can use it and [log in now](#).

[Process order](#)

Capital Equipment
Schulstrasse 4
32547 Oyenhausen
Munich
Germany
hmiller@capitalequipment.com

CA Designers
3800 Industrial Circle
West Lafayette
Indiana
United States
sales@cadesigners.com

PO#: TST-1254507090
(New)
Amount: \$ 23,532.00 USD

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 light account is **Free**

[Learn more](#)

Ariba Network

[Help Center](#)

Log In

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. [Less](#) 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.

You must be an Account Administrator on your company's Ariba Network account to transfer documents into the account.

Enter the username and password of your supplier account.

Username:

Password:

[OK](#)

[Data Policy](#) [Security Disclosure](#) [Terms of Use](#)

© 1996-2017 Ariba, Inc. All rights reserved.

How can I process orders and submit invoices using Light Account?

Subject: Action Required: ABC Buyer sent a new Purchase Order POWTST-1234567890
Date: Friday, November 4, 2016 at 5:57 AM
From: Ariba Network
To: Supplier

You can reply to this message. Your reply will be routed via the Ariba Network to your trading partner and linked to the corresponding document. Your contact information for this message (email and name) will be processed by SAP Ariba in accordance with the SAP Ariba Collaboration Messaging Policy at <http://service.ariba.com/collaborationpolicy/>. By submitting your message, you acknowledge that those terms apply.



Hello <Supplier Name>.

Your customer <Buyer Name> sent you a purchase order through Ariba Network. If you don't have an Ariba Network account, click [Process order](#) in this email to get a free light account and process the order on the network. Or, if you have an account, [log in now](#).

The Ariba Network Team
<http://www.ariba.com>

[Customer-specific content will go here]

ABC Buyer
13252 South 74037
Jenks, OK 04642-000
United States

Process order

From	To	Purchase Order
ABC Buyer 13252 South 74037, Jenks, OK 04642-000 United States Phone: Fax: Email: buyer@abc.com	ACME Supplier El Paso - DA4-2xx Test PO, TN 99999-9999 United States Phone: Fax:	PO#: TST-1234567890 (New) Amount: \$ 23,532.00 USD

Supplier Login

Your company Supplierlac1 Ta1 is already registered.
If you don't have a user account, [request one now](#).

Login


[Having trouble logging in?](#)

Ariba Network Light account-access more features [Learn more](#) Company Settings Paul Smith Help Center

Purchase Order: POT4323ID09_noSoldTo

[Create order confirmation](#) [Create ship notice](#) [Create invoice](#) [Print](#) [Download PDF](#) [Download CSV](#) [Resend](#)

Order Details | Order History



From: Accounts Payable
BuyerABC (Bill To)
DA4-2xx Test Environment
El Paso - DA4-2xx Test PO, TN 99999-9999
United States

To: Schrader
Street, 33
Supplier Main address Line 2
M/H 1Y4 Muenchen
DEU
Germany
Phone: +1 (123) 213423423
Fax:
Email: oschrader@ariba.com

Purchase Order (New)
POT4323ID09_noSoldTo
Amount: \$10.00 USD

Payment Terms ⓘ
0.5% 10 NET 30 Routing Status: Sent

Comments
Terms and Conditions: <http://www.BuyerA-clark.com/termConditions.cfm>

Other Information
xxx
Website: Terms and Conditions
freightTerms: Collect
deliveryTerms: Shipping Point
specialAnnouncements: specialAnnouncements
Customer VAT/Tax ID: BuyVATid_12345
[View less](#) >

Ship All Items To

BuyerABC (ShipTo)
13252 South Yale Plcae
Jenks, OK 74037
United States
Ship To Code: 1027SPR1

Bill To

Accounts Payable
BuyerABC (Bill To)
DA4-2xx Test Environment
El Paso - DA4-2xx Test PO, TN 99999-9999
United States

Deliver To

Jenks Manufacturing Mill

Line Items Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	Shipping	
1		Material	1 (EA)	9 Dec 2016	\$5.00 USD	\$5.00 USD	\$0.00 USD	Details
	BEARING, FLANGE, Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque molestie metus id varius rhoncus. Cras pretium, dolor sit amet finibus fringilla, arcu sapien semper sem, ut accumsan ex enim ac tellus.							
2	SuppPartID002	Service	1 (AU)		\$2.50 USD	\$2.50 USD		Details
	310-P1 RITS 11276 Available Req #							

Order submitted on: Friday 9 Dec 2016 12:10 PM GMT-08:00
Received by Ariba Network on: Friday 9 Dec 2016 10:54 AM GMT-08:00
This Purchase Order was sent by Buyer ABC AN01000033364 and delivered by Ariba Network.

[Create order confirmation](#) [Create ship notice](#) [Create invoice](#) [Print](#) [Download PDF](#) [Download CSV](#) [Resend](#)

[Home](#)

SAP Ariba
Paul Smith (psmith) last visited 12/27/2016 11:45 PM | Supplier Organization | AN100001064
[Data Policy](#) [Security Disclosure](#) [Terms of Use](#)

©1996-2016 SAP Ariba, Inc. All rights reserved.

Account Interface(Light Account)

Inbox(to see Purchase Orders) and Outbox(To see Invoices) is grayed out for Light Account suppliers. To access, click Learn more to Upgrade to Full Account

Account Interface(Light Account)

Ariba Network Upgrade from light account [Learn More](#)

Company Settings | Olaf Schrader | Help Center

HOME | INBOX | OUTBOX | CATALOGS | ENABLEMENT TASKS | REPORTS | CSV Documents | Create

Purchase Order by Amount Last 12 months

Y-axis: \$0 to \$50
X-axis: Apr 2016 to Mar 2017

Buyer 1

Orders, Invoices and Payments All Customers | Last 14 days

1 New Purchases Orders | 1 Orders to Confirm | 0 Orders that Need Attention | 2 Orders to Invoice | More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
2017-03-29Tby1OSID01	Buyer 1	Partially Invoiced	20.00 EUR	29 Mar 2017	15.00 EUR	Select
2017-03-23Tby1OSID01	Buyer 1	Confirmed	20.00 EUR	23 Mar 2017	0.00 EUR	Select

Send me a copy to take action

Light Account Suppliers can only view the last 50 transactions in their account

If suppliers cannot find the Email to process the document, go to the account and click on "send a copy to take action"

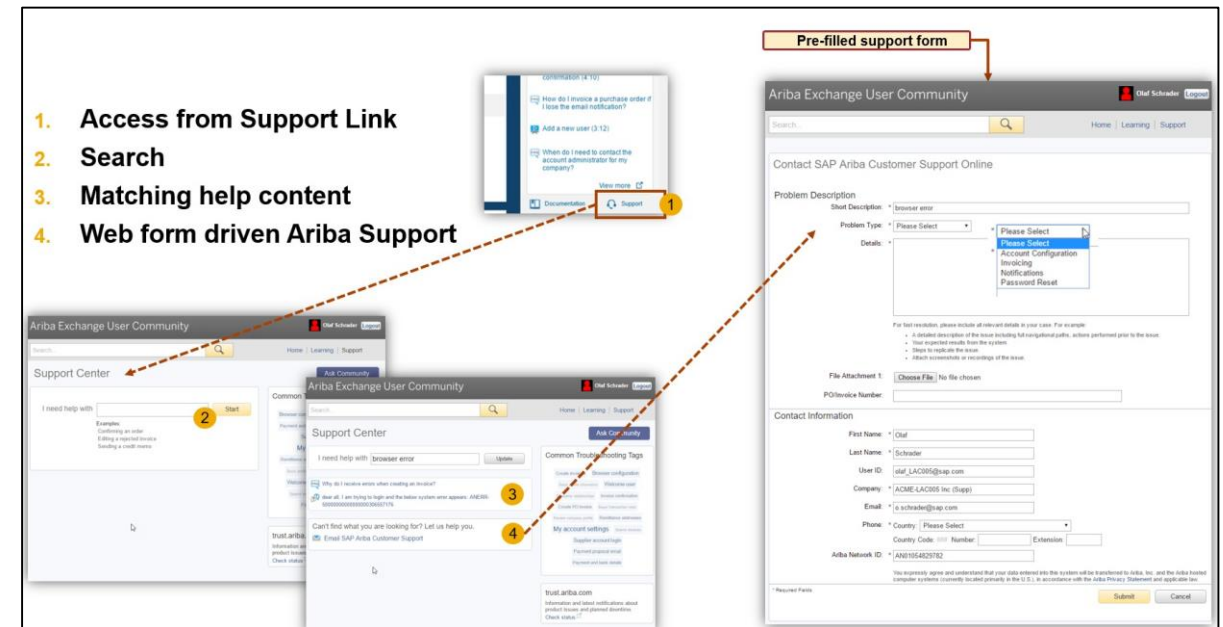
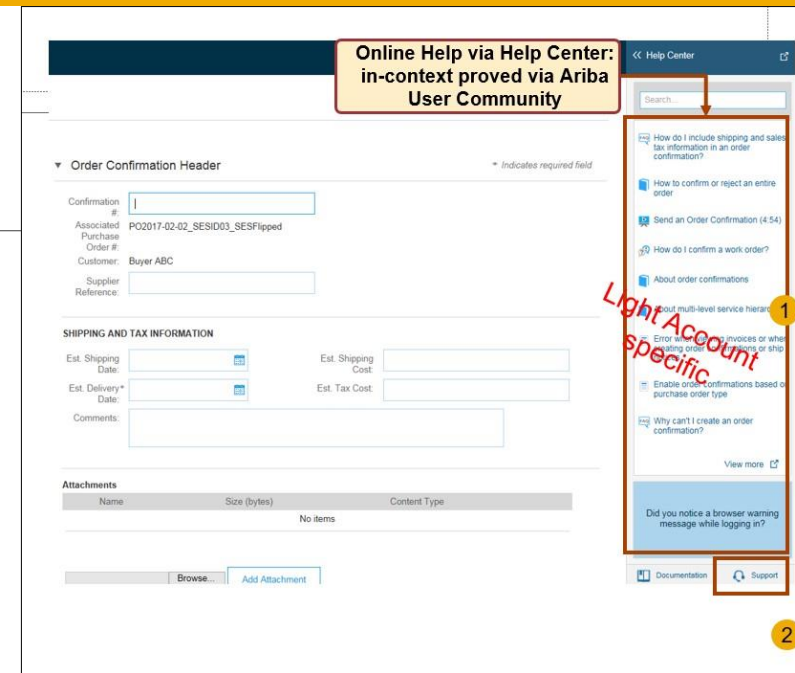
A flock of birds is flying in a V-formation across a vast, blue-toned mountain range. The mountains are layered and hazy, creating a sense of depth. The sky is a clear, light blue. The birds are dark silhouettes against the lighter sky. A white rectangular box is centered over the middle of the image, containing the text 'Customer Support'.

Customer Support

Ariba Customer Support

Technical Concerns

- Portal related technical issues(eg. website down)
 - Password reset
 - Upgrade to Full Account
- How can suppliers access?*
- Online Help
 - Web form driven Ariba Support





Clarifications on Ariba Network?

apacsupplierenablement@sap.com

Business-related questions?

procurement@ntu.edu.sg

Check out our website and our YouTube channel for more information!

<http://www.ariba.com/suppliers/ariba-network-for-suppliers>

<https://www.youtube.com/user/AribaSpendManager/videos>

Thank you

SAP Ariba 

 SAP[®]