

# SUPPLIER USER GUIDE FOR ARIBA

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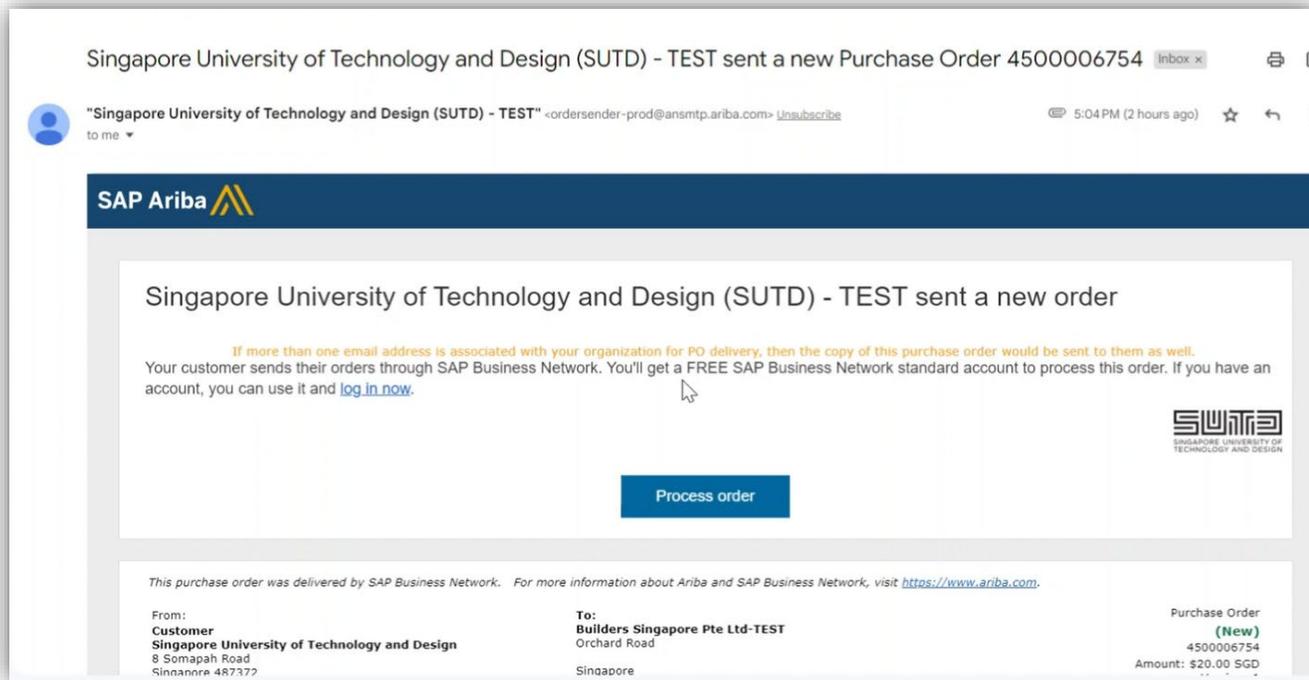
# 1. Acknowledgement of 1<sup>st</sup> PO

Via Interactive PO Email and Ariba Supplier Network Account

# Acknowledgement of 1st PO

Singapore University of Technology and Design (SUTD) - TEST sent a new Purchase Order 4500006754

1



1

- When SUTD send/issue the PO to Supplier; Supplier will receive an interactive PO notification via email.
  - The PO number will be displayed on the email subject.
  - To process the PO issued by SUTD, Supplier must open the PO via the email using their Ariba Supplier account.

**TRAILBLAZING A BETTER WORLD BY DESIGN.**



# Acknowledgement of 1st PO

Singapore University of Technology and Design (SUTD) - 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. Your customer sends their orders through SAP Business Network. You'll get a FREE SAP Business Network standard account to process this order. If you have an account, you can use it and [log in now](#).

[Process order](#)

This purchase order was delivered by SAP Business Network. For more information about Ariba and SAP Business Network, visit <https://www.ariba.com>.

From: **Customer**  
Singapore University of Technology and Design  
8 Somapah Road  
Singapore 487372  
Singapore

To: **Builders Singapore Pte Ltd-TEST**  
Orchard Road  
Singapore  
Phone:  
Fax:  
Email: [djwaribatesting@gmail.com](mailto:djwaribatesting@gmail.com)

Purchase Order  
(New)  
450006754  
Amount: \$20.00 SGD  
Version: 1

Payment Terms  
NET 30  
within 30 days Due net

Comments

2. All prices indicated in this Purchase Order (PO) are exclusive of GST. All invoices shall be billed to SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN and indicate the PO number. Payment shall be made via electronic mode.

- 2 Within this interactive PO email, it will contain the Company Name for which the PO was created for.
- Please pay close attention to this information as this is the basis as to the Ariba Supplier account that must process/open the order.
  - If the PO is issued for “Company ABC”, the company name of the Ariba Supplier account that must process/open the PO should also be “Company ABC”.
  - Processing the order by opening it with a Supplier account under a different entity/company name will cause the Purchase Order to be binded to the wrong Supplier account.

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From: Customer  
Singapore University of Technology and Design  
8 Somapah Road  
Singapore 487372  
Singapore

To: Builders Singapore Pte Ltd-TEST  
Orchard Road  
Singapore  
Phone:  
Fax:  
Email: [dlwaribatesting@gmail.com](mailto:dlwaribatesting@gmail.com)

Purchase Order  
(New)  
450006754  
Amount: \$20.00 SGD  
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2

If you have multiple Supplier Account with **different ANID** but all of them belonging to the **same Company Name**, please ensure to process the PO with the account that will be used to submit the invoice.

- Make sure that the Supplier Account that will be used to process the PO is active and valid.
- You can have different ANID to handle different customers for the same entity / Company Name but make sure that your colleagues are aware of this especially the person who will submit the invoices. Keep note of the login credentials and ANID of your Supplier Account that are used to transact with your customers.

**TRAILBLAZING A BETTER WORLD BY DESIGN.**



# Acknowledgement of 1st PO

Builders Singapore Pte Ltd  
Orchard Road  
123456  
Singapore  
Email: [dlwaribatesting@gmail.com](mailto:dlwaribatesting@gmail.com)

Ship All Items To  
**Singapore University of Technology and Design**  
8 Somapah Road  
Singapore 487372  
Singapore  
Ship To Code: 1100  
Phone: +65 ( ) 6303 6600

Bill To  
**Singapore University of Technology and Design**  
8 Somapah Road  
Singapore 487372  
Singapore

Deliver To  
Sashi, 64888888  
Block 888, #88-88 Changi South  
Avenue 1, Singapore 488888

**3a**

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal
10		Item Text:  PO Item 1	Material		10.000 (EA)	16 May 2023	\$2.00 SGD	\$20.00 SGD

Comments  
Non-Catalog PO Item

Other Information  
Classification Domain: ERPCommodityCode  
Classification Code: STATILIES

Order submitted on: Sunday 15 Oct 2023 12:00 PM GMT+08:00  
Received by SAP Business Network on: Sunday 15 Oct 2023 5:04 PM GMT+08:00  
This Purchase Order was sent by Singapore University of Technology and Design (SUTD), 7607-1103-00000001 and delivered by SAP Business Network.

Sub-total: \$ 20.00 SGD

**3a** Other information contained within this email will be the order details.

**3b** A pdf form/printout of the PO will also be attached in this email.

Please verify the information within this PO email before proceeding to process the PO.

**3b**

One attachment • Scanned by Gmail



4500006754.htm

**TRAILBLAZING A BETTER WORLD BY DESIGN.**



# Acknowledgement of 1st PO

SAP Ariba

Singapore University of Technology and Design (SUTD) - TEST sent a new order

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**4** Process order

This purchase order was delivered by SAP Business Network. For more information about Ariba and SAP Business Network, visit <https://www.ariba.com>.

From: Customer

**4** Click the “Process Order” button.

**5** You will be redirected to another page where you will be asked to input your Ariba Supplier account credential that will open/process the PO.

SUTD SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN

Connect with Singapore University of Technology and Design (SUTD) - TEST on SAP Business Network to collaborate.

**5** Create new account

or

Use existing account

Not sure whether your company already has an account?  
Search for your company

Benefits of a business relationship on SAP Business Network

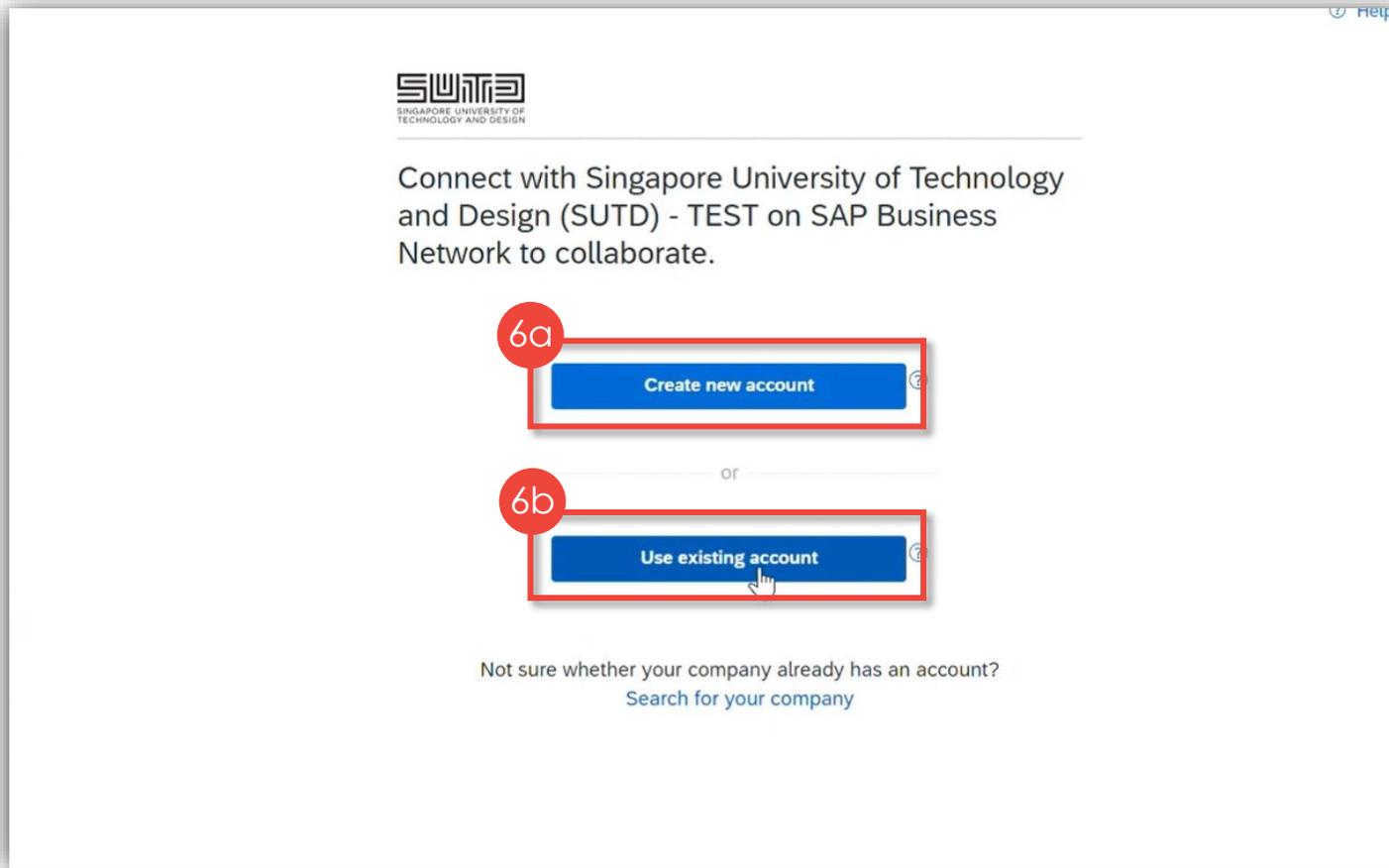
1. Digitalize your business  
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
2. Ensure resiliency and sustainability  
Boost customer satisfaction, simplify the sales cycle
3. Act with Intelligence  
Turn insights from SAP Business Network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

[Learn more](#)  
[About this invitation](#)

**TRAILBLAZING A BETTER WORLD BY DESIGN.**

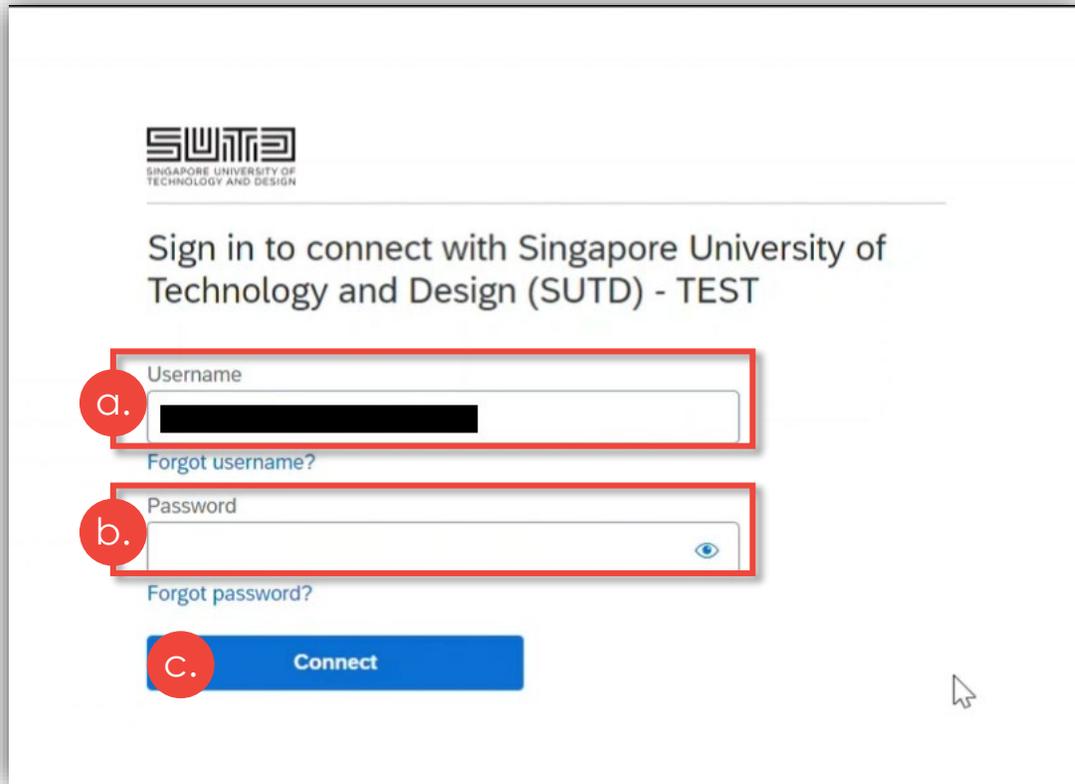


# Acknowledgement of 1st PO



- 6a If you do not have an existing Ariba Supplier account or want to sign up for a new Ariba Supplier account to transact with SUTD, please click the “Create new account” button.
- But SUTD required supplier to **complete** their supplier registration **via supplier questionnaires submission** before acknowledgment of 1<sup>st</sup> PO process started.
  - SUTD also required supplier to use the same Supplier Account (same ANID) for both supplier registration and processing of PO.
- 6b If you have an **existing** Ariba Supplier account, please click the “Use existing account” button. *Note: This is the recommended option.*

# Acknowledgement of 1st PO



The screenshot shows the login interface for the Singapore University of Technology and Design (SUTD) - TEST. At the top left is the SUTD logo. Below it, the text reads "Sign in to connect with Singapore University of Technology and Design (SUTD) - TEST". There are two input fields: "Username" and "Password". The "Username" field contains a blacked-out text and is annotated with a red circle containing the letter "a.". Below the "Username" field is a link "Forgot username?". The "Password" field is empty and annotated with a red circle containing the letter "b.". Below the "Password" field is a link "Forgot password?". At the bottom of the form is a blue button labeled "Connect", annotated with a red circle containing the letter "c.". A mouse cursor is visible at the bottom right of the form area.

- 7 Proceed to process the order by logging in to your existing Ariba Supplier account.
  - a. Input the username.
  - b. Input the password.
  - c. Click the "Connect" button to proceed.

# Acknowledgement of 1st PO

Purchase Order: 4500006754

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

**SWT@**  
SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN

From: Customer  
Singapore University of Technology and Design  
8 Somapah Road  
Singapore 487372  
Singapore

To: Builders Singapore Pte Ltd  
Orchard Road  
Singapore 238823  
Singapore  
Phone:  
Fax:  
Email: dlwaribatesting@gmail.com

Purchase Order (Received)  
4500006754  
Amount: \$20.00 SGD  
Version: 1

Track Order

Payment Terms **NET 30**  
within 30 days Due net

Comments

Routing Status: Acknowledged  
External Document Type: Purchase Order (PO)  
Related Documents: 8000001435

8 You will be taken to your PO details screen. Here, you can once again review the information contained within this PO. In this screen, you will also see the available transactions that can be done to the PO.

TRAILBLAZING A BETTER WORLD BY DESIGN.

