

ALPS

Supplier Training v8.0

Public



Training Menu

Select by clicking on the links:

- [Sourcing Scenarios Overview](#)
- [Requirements for Suppliers](#)
- [Supplier Registration on SAP Business Network](#)
- [Search Events posted on SAP Business Network Discovery](#)
- [Participate Sourcing Event – Submitting Primary Offer](#)
- [Email Notification](#)
- [Responding Using Excel](#)
- [Check Submission Status](#)
- [Participating Event – Revise / Alternative offers](#)
- [Clarifications of Event via Event Messages](#)
- [Ariba Contract User Guide](#)
- [Contract Scenarios Overview](#)
- [Counter Proposal](#)
- [Contract Signature](#)
- [What is SAP Business Network Discovery?](#)
- [What is Supplier Mobile app?](#)
- [Video Demo E-Procurement](#)
- [Contact and Support](#)
- [Frequently Asked Questions](#)
- [SAP Business Network Account Type](#)
 - ❑ [Standard Account](#)
 - ❑ [Enterprise Account](#)
 - ❑ [Account Capabilities and Comparison](#)
 - ❑ [Fee Schedule for Enterprise Account](#)
 - ❑ [SAP Business Network Fee Schedule – Video Presentation](#)
- [ALPS Project Scope](#)
- [Standard Account Supplier Registration](#)
 - ❑ [Register for Standard Account](#)
 - ❑ [Review Account](#)
 - ❑ [Use Existing Account](#)
 - ❑ [Create New Account](#)
- [Supplier Log In](#)
 - ❑ [Forgot User Name](#)
 - ❑ [Reset your Password](#)
- [Account Overview](#)
- [Account Configuration](#)
 - ❑ [Complete your Profile](#)
 - ❑ [Electronic Order Routing and Notification](#)
- [Creating and Maintaining Sub-User](#)
- [Purchase Order Management](#)
 - ❑ [Responding to a PO using the interactive email](#)
 - ❑ [View Purchase Orders](#)
 - [View Purchase Order – Header Level](#)
 - [View Purchase Order – Line Item Level](#)
 - ❑ [Order History](#)
 - ❑ [Create PDF of the Purchase Order](#)
- [Upgrade Standard Account To Enterprise Account](#)
- [Downgrade Enterprise Account to Standard Account](#)
- [Help Center and Support](#)



Upstream Process Overview

Sourcing Scenarios Overview

Scenario 1: Closed Event (with NO existing Ariba Acc)

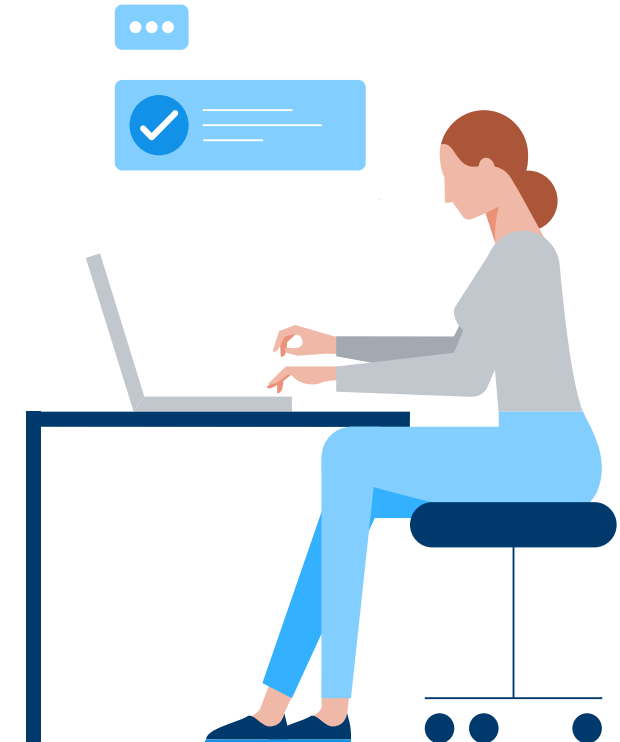
- 1a [Receive email notification](#)
- 1b [Create new Ariba account](#)
- 1c [Check for duplicate accounts](#)
- 1d [Submit initial response and full response](#)

Scenario 2: Closed Event (with existing Ariba Acc)

- 2a [Receive email notification](#)
- 2b [Log-in to Ariba Network Account](#)
- 2c [Submit full response/Submit initial response if there is access gate and full response](#)

Scenario 3: Open Event

- 3a [Suppliers to log-in Ariba Network Account](#)
- 3b [Search for published events and respond](#)
- 3c [Submit initial response and full response](#)





Requirements for Suppliers

Applicable to all scenarios – read this first

Requirements for Suppliers

- Participate in ALPS sourcing events on Ariba Network connected to ALPS eProcurement System
- Search for sourcing events on SAP Business Network Discovery website
 - Follow instructions on our postings to express your interest to participate. Expressing interest not according to instructions may result in not receiving access to event in time for submission.
 - If instruction needs you to click “Respond to Posting”, you will gain access to event immediately after login
- Registration on Ariba Network
 - Use generic email address for registration. If instructions on our postings required you to email ALPS to express interest to participate, same email address should be provided. For first time participation, communication providing access to event will be send to this email address after expressing interest to participate.
 - Generic email address mailbox has to be accessed by whoever in your company who needs to submit proposals to ALPS

Requirements for Suppliers

- Login to Ariba Network to access sourcing event not through “Respond to Posting”
 - Expect minimum one working day (Singapore time) to receive access after expressing interest to participate. You will be directed to Ariba Sourcing website after login. Contact ALPS procurement staff if access has not provided.
- Proposal or quotation has to be submitted online
 - Submit by clicking “Submit Entire Response” from Event Contents on Ariba Sourcing. Submission through any other channels may result in disqualification.



Supplier Registration on Ariba Network

Registration on Ariba Network

To participate in ALPS Sourcing events, you will need to register as a supplier with ALPS on Ariba Network.

- ① If you do not have an existing Ariba Account, click on the “Sign up” button
- ② If you have an existing Ariba Account, click on the “Log in” button

**Note: Even without a notification email, you can go to <http://supplier.ariba.com> and click the “Register Now” button.*

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

SAP Ariba Proposals and Questionn...

Welcome, JiaweiLim

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Integrated Health Information Systems Pte. Ltd. - TEST** on SAP Ariba.

Integrated Health Information Systems Pte. Ltd. - TEST uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by Integrated Health Information Systems Pte. Ltd. - TEST.

[Sign up](#) ①

Already have an account? [Log in](#) ②

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

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New Account Set-up

3 If you do not have an existing Ariba Account and have clicked on the “Sign up” button, you would be redirected to this page to fill in your details.

SAP Ariba Proposals and Questionnaires

Create account

Create account and continueCancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Integrated Health Information Systems Pte. Ltd. - TEST.

Company information

Company Name:

Test Ariba Supplier Pte

Country/Region:

United States [USA]

Address:

Line 1

Line 2

Line 3

City:

State:

Alabama [US-AL]

Zip:

* Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

Name:

JiaweiLimLast Name

Email:

Jiawei.Lim@ibm.com

Use my email as my username

Username:

test-Jiawei.Lim@ibm.com

Password:

Enter Password

Repeat Password

Language:

English

Email orders to:

Jiawei.Lim@ibm.com

* Indicates a required field

SAP Business Network Privacy Statement

Must be in email format(e.g.john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web browser.

Customer may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business

Product and Service Categories:

Enter Product and Service Categories

Add

-or- Browse

Ship-to or Service Locations:

Enter Ship-to or Service Location

Add

-or- Browse

Tax ID:

Optional

Enter your nine-digit Company Tax ID number.

DUNS Number:

Optional

Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "1" in test account.

☐ I have read and agree to the Terms of Use

☐ I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Create account and continueCancel

SAP

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SAP Business Network Privacy StatementSecurity DisclosureTerms of Use

Account Registration – Profile Completion

④ On the registration page:

- i. **Company Information:** Fill in your company info. The “Company Name” field would be prefilled, please update the “Country/Region”, “Address”, “City”, “State”, and “Zip” fields.

**Note: For the “Address” field, please ensure that the address lines are complete*

- ii. **User Account Information:** Fill in your user account information. “First Name”, “Last Name”, “Email”, “Username”, “Language”, “Email Orders to” would be prefilled, please check to ensure they are correct. Choose a password and fill the “password” field.

**Note: Passwords must contain a minimum of 8 characters, including upper- and lower-case letters, numbers, digits, special characters, and must NOT be consecutive (e.g., Abc-0123)*

Company information

Company Name: *

Test Ariba Supplier Pte

Country/Region: *

United States [USA]

Address: *

Line 1

Line 2

Line 3

City: *

State: *

Alabama [US-AL]

Zip: *

* Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

Name: *

JiaweiLim

Last Name

Email: *

Jiawei.Lim@ibm.com

☐ Use my email as my username

Username: *

test-Jiawei.Lim@ibm.com

Password: *

Enter Password

Repeat Password

Language:

English

Email orders to: *

Jiawei.Lim@ibm.com

* Indicates a required field

[SAP Business Network Privacy Statement](#)

Must be in email format(e.g john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

11

Account Registration – Profile Completion

④ On the registration page:

- iii. **Tell us more about your business:** Click on “Add” or “Browse” to provide the “Product and Service Categories” and the “Ship-to or Service Locations” of your company

Enter address here, you can change this anytime.

Tell us more about your business 

Product and Service Categories: * -or-

Ship-to or Service Locations: * -or-

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. 

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

☐ I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

Continued on next slide

Account Registration – Commodity Selection

④ On the registration page:

- iii. **Tell us more about your business - Product and Service Category selection:** After clicking on browse, you may narrow your search by category to find the product. Once you have found the product, click on the “+” icon to add it to your selection

Product and Service Category Selection

Search

Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories Didn't find what you were looking for? [Try Search »](#)

Agricultural & Fishing Machinery > Agricultural & Fishing Services > Apparel, Luggage & Personal Care > Chemicals > Cleaning Supplies > Computer Hardware, Software & Telecom >	>	No items	>	No items	>	No items
--	---	----------	---	----------	---	----------

Agricultural & Fishing Services > Apparel, Luggage & Personal Care > Chemicals > Cleaning Supplies > Computer Hardware, Software & Telecom > Construction & Maintenance Services >	>	Anticancer drugs > Anti-Infective Drugs > Antineoplastic Agents > Autonomic Nervous System Drugs > Cardiovascular Drugs > Central Nervous System Drugs > Drugs Affecting the Eye >	>	Antiarrhythmic agents > Antihyperlipidemic and hypocholesterolemic agents > Antihypertensive drugs > Antihypotensive drugs > Cardiac agents >	>	Prazosin > Quinapril > Quinapril hydrochloride > Ramipril > Rauwolfia serpentina > Reserpine > Telmisartan >
---	---	--	---	---	---	--

My Selections (0)

No items

Remove

Cancel

OK

Account Registration – Commodity Selection

④ On the registration page:

- iii. **Tell us more about your business - Product and Service Category selection:** Alternatively, you may click on the “search” tab and input your search in the keyword search bar. Once you have a result returned, mark the check box and click on “Add”

Product and Service Category Selection

Search

Browse

Enter a keyword or search phrase and click Search. Click the product and service category you want to add and click Add. Click OK to save your changes.

Keyword:

insulin

Search

[Browse the Categories »](#)

(e.g., Cleaning Services, Cardboard, 15121502, etc.)

Search Results



Drugs & Pharmaceuticals > Hormones & Hormone Antagonists > Antidiabetic agents and hyperglycemic agents > **Insulin**

Add

My Selections (1)



Reserpine [\(View\)](#)

Remove

Cancel

OK

Account Registration – Commodity Selection

④ On the registration page:

- iii. **Tell us more about your business - Product and Service Category selection:** Once you have selected all the products and services, mark the check boxes in the “My Selections” section and click on the “OK” button to proceed

Product and Service Category Selection

Enter a keyword or search phrase and click Search. Click the product and service category you want to add and click Add. Click OK to save your changes.

Keyword: [Browse the Categories »](#)
(e.g., Cleaning Services, Cardboard, 15121502, etc.)

Search Results

☐ Drugs & Pharmaceuticals > Hormones & Hormone Antagonists > Antidiabetic agents and hyperglycemic agents > **Insulin**

My Selections (2)

☒	Reserpine (View)
☒	Insulin (View)

Account Registration - Ship-to Location Selection

4 On the registration page:

- iii. **Tell us more about your business - Ship-to or Service Locations:** After clicking on browse, you may narrow your search by region to find the country. Once you have found the country, click on the “+” icon to add it to your selection. Once the country has been added, please click on the “OK” button to proceed

Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

- ☐ Global
☒ Select Ship-to or Service Locations

Click a country/region to add and click the + icon. States or provinces are displayed after you click a country/region. Click OK to save your changes.

North America >	Lao People's Democratic Republic > +	No items
Central America >	Malaysia > +	
South America >	Philippines > +	
The Caribbean >	Singapore > ✓	
Northern Europe >	Thailand > +	
Western Europe >	Viet Nam > +	
Eastern Europe >	All of the above > +	
Central Europe >		

My Selections (1)

📍 Singapore	Remove
-------------	--------

Cancel

OK

Account Registration

④ On the registration page:

- iii. **Tell us more about your business:** After providing the “Product and Service Categories” and the “Ship-to or Service Locations” of your company
- iv. Read the Terms of Use and SAP Business Network Privacy Statement and mark the check boxes
- v. Once all required fields have been filled up, please click on “create account and continue”

Tell us more about your business iii

Product and Service Categories: * Add -or- Browse

Reserpine x Insulin x

Ship-to or Service Locations: * Add -or- Browse

Singapore x

Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. i

☒ I have read and agree to the [Terms of Use](#) iv

☒ I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

v Create account and continue Cancel

Review of Existing Accounts

④ On the registration page:

- vi. After clicking on “Create Account and Continue”, you would receive a prompt to review existing accounts. Check for duplicates, if there are none, then proceed

① Potential existing accounts ⑥

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

Review accounts

Skip review

Verification Email

- 5 After successful account creation, you would receive a welcome email from Ariba.

From: Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
Sent: Monday, 20 March 2023 4:23 pm
To: Jiawei Lim
Subject: [EXTERNAL] Welcome to the Ariba Commerce Cloud

Follow Up Flag: Follow up
Flag Status: Flagged

This Message Is From an External Sender

This message came from outside your organization.



Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Test Ariba Supplier Pte is now complete.

Your organization's account ID: **AN11173470304-T**

Your username: **test-Jiawei.Lim@ibm.com**

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)



3a 3b 3c

Search Sourcing Events on SAP Business Network Discovery

Search Events posted on SAP Business Network Discovery

Suppliers' Ariba login link:
<http://supplier.ariba.com>

- 1 Fill in your username and click the “Next” button.



Supplier sign-in

Username

Next

[Forgot username](#)

- 2 On the next page, enter your password and click the “Sign In” button.

[<](#)

Password

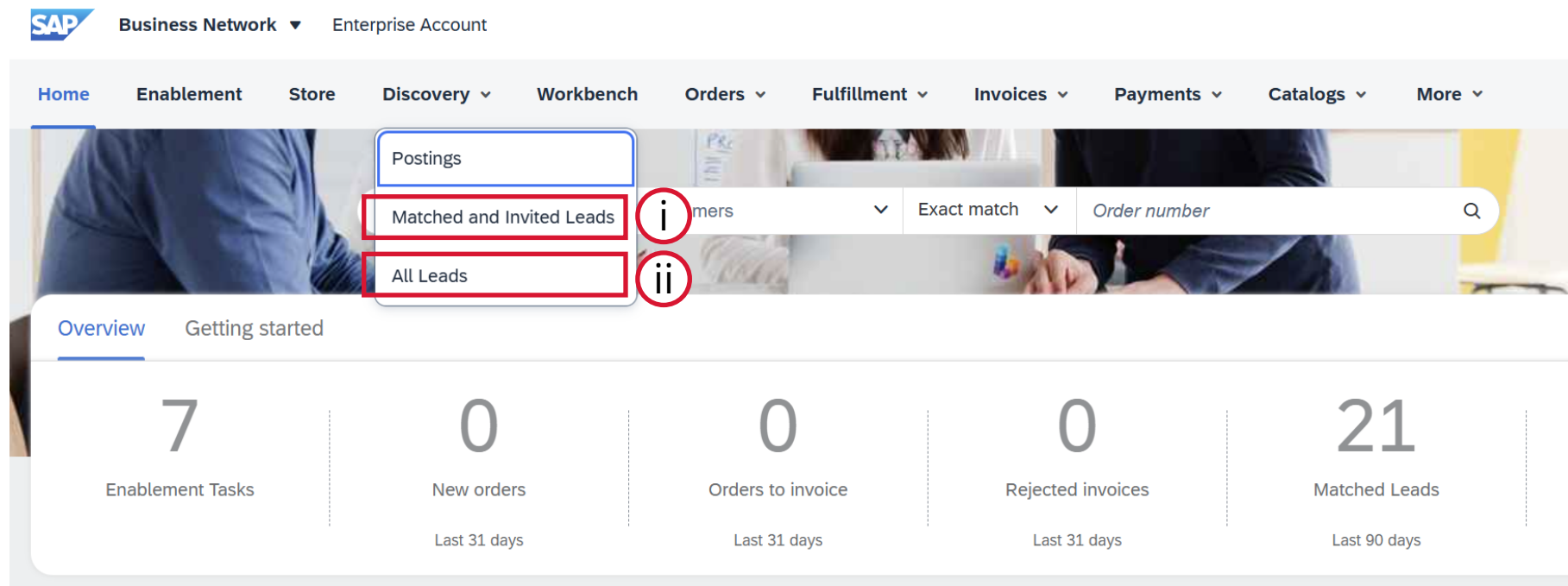
Sign in

[Forgot password](#)

Search Events posted on SAP Business Network Discovery

- ② On the SAP Business Network Discovery landing page, open the Discovery dropdown menu.
 - i. “Matched and Invited Leads” displays event postings with Product & Service Categories that match your company profile, as well as event postings to which you have been invited.
 - ii. “All Leads” displays all event postings, including those without any match.

**Note: “Ariba Discovery” is now “SAP Business Network Discovery”*



Search Events posted on SAP Business Network Discovery

- 3 If you select “Matched and Invited Leads”, the Leads page will open.
 - i. Select the type of leads.
 - ii. Filter the leads if required.
 - iii. Click “View Lead” in the Actions column to view the lead details.

**Note: “Ariba Discovery” is now “SAP Business Network Discovery”*

SAP Business Network Enterprise Account

Home Enablement Store **Discovery** Workbench Orders Fulfillment Invoices Payments Catalogs Reports More

Create ...

Leads

2
Invited Leads
Last 90 days

9
Matched Leads
Last 90 days

6
Saved Leads
Last 90 days

16
Responded Leads
Last 90 days

17
Won Leads
Last 90 days

Matched Leads (9)

[Edit filter](#) | [Last 365 days](#) [Open](#)

Title Type input

Lead ID Type selection

Type All

Customers Type input

☒ Partial match ☐ Exact match

[Show more](#)

[Apply](#) [Reset](#)

Save	Source	Type	Lead ID	Title	Max Opportunity Amount	Response Deadline	Customer Name	Actions
	Discovery	RFI	23132344	CS_DISC_DEMO_01	\$500 USD	May 30, 2025	Ariba S...	View Lead View Response Edit Response
	Discovery	RFI	23115194	SHHQ_MMD_Q25006SPB_R253423_Provision of Event Management Services for Year End Party 2025	\$10 USD	May 24, 2025	Ariba S...	...
	Discovery	RFI	23115189	SHHQ_MMD_Q25006SPB_R253423_Provision of Event Management Services for Year End Party 2025	\$10 USD	May 24, 2025	Ariba S...	...

Search Events posted on SAP Business Network Discovery

- 4 If you select “All Leads”, perform the following actions:
- Type “ALPS” in the search bar and click the “Find” button to view relevant postings.
 - Filter the lead results if required.
 - Click the “Lead Name” to view the lead details.

**Note: “Ariba Discovery” is now “SAP Business Network Discovery”*

The screenshot displays the SAP Business Network Discovery interface. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, a secondary navigation bar lists various modules: Home, Enablement, Store, Discovery (selected), Workbench, Orders, Fulfillment, Invoices, and More. On the right side of the navigation bar are icons for search, notifications, help, and a user profile.

The main content area is divided into two sections. On the left is a 'Filters' sidebar, and on the right is the search results area. The search bar at the top of the results area contains the text 'ALPS' and a magnifying glass icon. Below the search bar, the results are sorted by 'Response Deadline Soon'.

The 'Filters' sidebar on the left includes two sections: 'Lead Type' and 'Budget'. Under 'Lead Type', there is a checkbox for 'RFI - Request for Information' with a count of '(175)'. Under 'Budget', there is a dropdown menu for 'Minimum Amount (USD)' with 'All' selected and a count of '(175)'.

The search results area shows '175 results for "ALPS"'. The first result is a 'V3_TTSH_ITQ_R200859 - Provision of Milestone Server Licenses Re...' from 'ALPS Pte. Ltd. · ID: 22969299'. It is categorized as 'RFI' (Request for Information) and has a value of '999 USD'. The result also shows a 'Product and Service Categories' section with 'Security cameras, Motion detectors, Video conferencing software, Video conferencing software maintenance' and a 'Ship-to or Service Locations' section with 'Singapore'. The result is dated 'Apr 4, 2025, 11:34:16 AM' and has a deadline of 'Apr 15, 2025, 03:00:00 PM'.

Search Events posted on SAP Business Network Discovery

- 5 Follow the instructions in the posting summary to express your interest in participating.
 - i. Click “Respond” only if the instructions specifically indicate to do so.
 - ii. Click “Save Lead” to add the posting to your list of saved leads.

*Note:

1. Please direct all Business-Related Questions to ALPS Procurement Staff who publish sourcing events, instead of the ALPS Operations Team.
2. Please do not send proposals via the SAP Business Network Discovery Q&A feature.

The screenshot displays the SAP Business Network Discovery interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Store', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'More'. The 'Lead Details' section is active, showing a lead titled 'Demo_1.46' from 'Ariba Support' (Procurement Customer) dated 'Mar 24, 2025' with ID '22887445' and document 'Doc73395114'. The lead type is 'Request for Information (RFI)' with an opportunity amount of '100.00 USD'. The contract length is '-', and the response deadline is 'May 31, 2025, 11:30 PM GMT+08:00'. The sector is 'Public' and visibility is 'Public'. The 'Respond' and 'Save Lead' buttons are highlighted with red boxes and circled with red 'i' and 'ii' respectively, corresponding to the instructions in the text above.

Search Events posted on SAP Business Network Discovery

6 Navigate to the Q&A tab to ask questions related to the posting.

**Note: “Ariba Discovery” is now “SAP Business Network Discovery”*

 Business Network ▾ Enterprise Account

Home

Enablement

Store

Discovery ▾

Workbench

Orders ▾

Fulfillment ▾

Invoices ▾

Payments ▾

Catalogs ▾

Reports ▾

More ▾

 FL

Create ▾ ⋮ ⋮

< Lead Details

Respond

Unsave Lead

Not Interested



Lead Detail

Q&A 6

 Please refrain from sharing any sensitive information, as the buyer has the option to make the communication thread public.

▾ Ariba Support

FL

Enter your question



FL

FL: Can you please clarify the policies to adhere for this requirements stated?

May 14, 2025, 10:13:29 AM

26

Search Events posted on SAP Business Network Discovery

- 7 If you click “Save Lead”, you will be able to access the list of saved lead by opening the Discovery dropdown and selecting “Matched and Invited Leads”. Click the “Saved Leads” tab to view the list.

**Note: “Ariba Discovery” is now “SAP Business Network Discovery”*

The screenshot displays the SAP Business Network Discovery interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Store', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'More'. The 'Discovery' dropdown menu is open, showing options: 'Postings', 'Matched and Invited Leads' (highlighted with a red box), and 'All Leads'. Below the navigation bar, the 'Leads' section is visible. It features five cards: 'Invited Leads' (2), 'Matched Leads' (9), 'Saved Leads' (7), 'Responded Leads' (16), and 'Won Leads' (17). The 'Saved Leads' card is highlighted with a blue bar. Below the cards, the 'Saved Leads (7)' section is shown. It includes a filter bar with 'Edit filter' and 'Last 90 days'. Below the filter bar, there are four columns: 'Title' (Type input), 'Lead ID' (Type selection), 'Product ID (Catalog Lead)' (Type selection), and 'Type' (All). The 'Lead ID' and 'Product ID' columns have radio buttons for 'Partial match' and 'Exact match'. The 'Type' column has a dropdown menu. At the bottom, there are 'Show more', 'Apply', and 'Reset' buttons.

Search Events posted on SAP Business Network Discovery

8 Clicking “Respond” will automatically take you to the Sourcing page. Follow the remaining instructions in the “Sourcing” tutorials to complete your submission.

Ariba Discovery

Company Settings F L Feedback Help

[Go back to Leads](#) [Desktop File Sync](#)

Event Details

Doc73395114 - Demo_1.46

Time remaining
16 days 13:06:30

Event Messages
Download Tutorials

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content

Review Prerequisites

Decline to Respond

Print Event Information

All Content

Name	Price	Quantity	Extended Price
1 1		1 each	

Event Overview and Timing Rules

Owner: auuser

Currency: US Dollar

Event Type: RFP

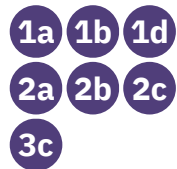
Publish time: 3/23/2025 11:52 PM

Due date: 5/30/2025 8:30 AM

SAP Ariba

F L (support@selisidecig.com) last visited 13 May 2025 7:21:44 PM Alternate Number Five, Inc. AN01579318085
SAP Business Network Privacy Statement Security Disclosure Terms of Use

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Participate Sourcing Event – Submitting Primary Offer

Email Notification – Suppliers Participating in Sourcing Event for first time

- ① Once ALPS has initiated a sourcing event, you would receive an email from SAP Ariba.
- ② Upon receiving the email notification, click on the hyperlink in the email. For Supplier participating for the first time you **MUST** click on the hyperlink

**Note: You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.*

- ③ If you do NOT wish to participate in the event, click on the second hyperlink in the email.

**Note: You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.*

From: ① Shahrax Khan <s4system-prod3+alps-T.Doc647421775@ansmtp.ariba.com>
Sent: Monday, 20 March 2023 4:07 pm
To: Jiawei Lim
Subject: [EXTERNAL] ALPS eProcurement-P-TEST has invited you to participate in an event: Test Sourcing Supplier side Project.

Follow Up Flag: Follow up
Flag Status: Flagged

This Message Is From an External Sender

This message came from outside your organization.

SAP Ariba 

Welcome, JiaweiLim.

ALPS eProcurement-P-TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: Test Sourcing Supplier side Project. The event starts on Monday, 20 March 2023 at 13:35, India Standard Time and ends on Monday, 20 March 2023 at 14:05, India Standard Time.

- ② [Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact Shahrax Khan via telephone at or via e-mail at Shahrax.Khan@ibm.com.

- ③ If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

We look forward to working with you!

Thank You,

ALPS eProcurement-P-TEST

ALPS eProcurement-P-TEST sourcing site, Event Doc647421775: Test Sourcing Supplier side Project, Realm: alps-T, Message ID: MSG72006900, [Click Here](#)

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Email Notification – For Returning Participants

- ① Once ALPS has initiated a sourcing event, you would receive an email from SAP Ariba.
- ② Upon receiving the email notification, click on the hyperlink in the email. Returning participants can use the username provided in this section to login.

**Note: You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.*

- ③ If you do NOT wish to participate in the event, click on the second hyperlink in the email.

**Note: You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.*

This Message Is From an External Sender

This message came from outside your organization.

Report Suspicious

Ariba Logo

- ① ALPS eProcurement-P-TEST has invited you to participate in the following event: Copy of PR to SP Project – RFP Round 2. The event is set to begin on Tuesday, July 4, 2023 at 3:17 PM, India Standard Time.

- ② Use the following username to log in to ALPS eProcurement-P-TEST events: test-vijay.rajan@in.ibm.com.
[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

- ③ If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Vijay Rajan via telephone at or via e-mail at vijay.rajan@in.ibm.com.

We look forward to working with you!

Thank You,

ALPS eProcurement-P-TEST

ALPS eProcurement-P-TEST sourcing site, Event Doc741553666: Copy of PR to SP Project – RFP Round 2, Realm: alps-T, Message ID: MSG85806132, [Click Here](#)

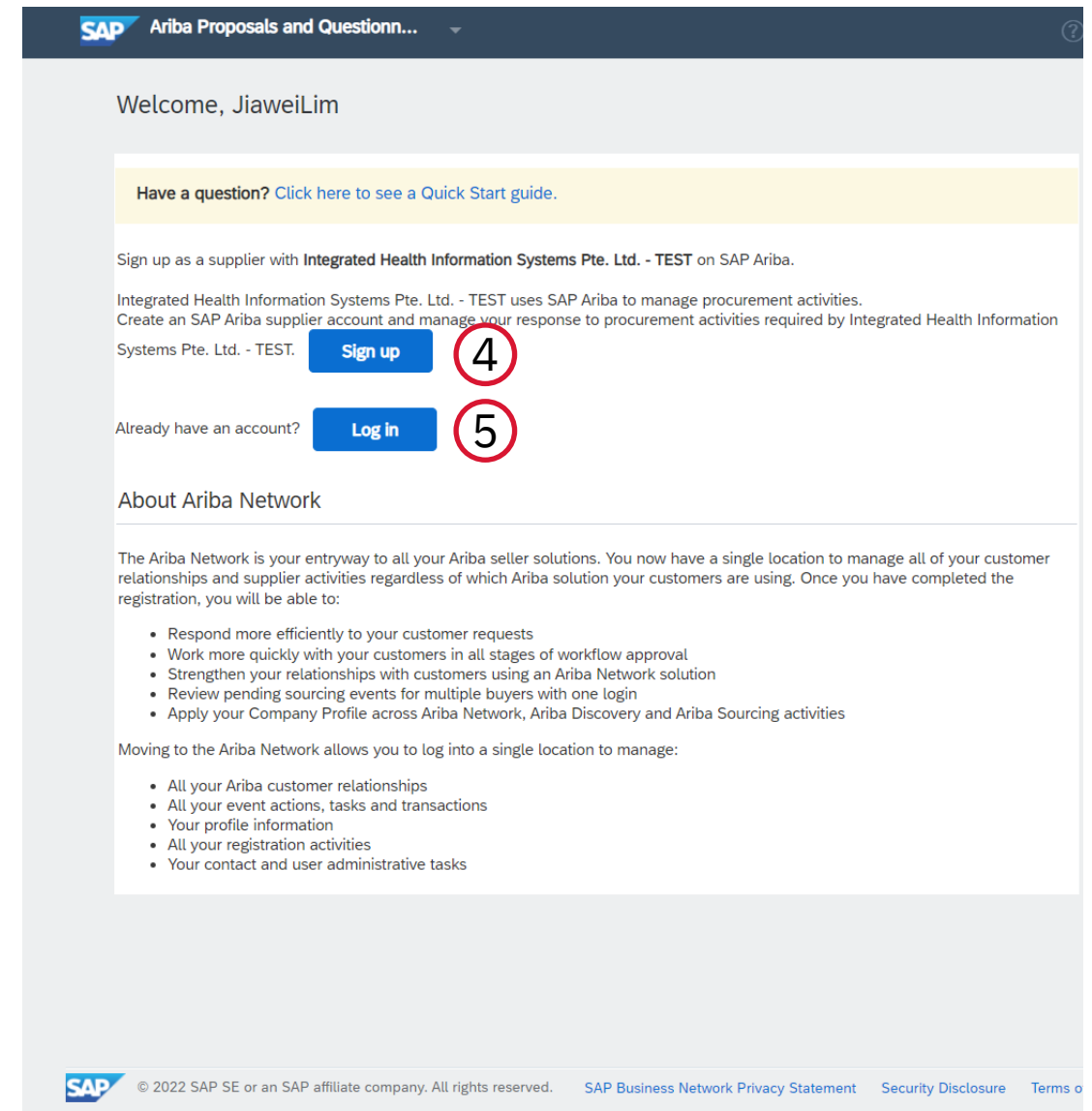
Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Event Participation

If you decide to participate in the event, the hyperlink will redirect you to this page where you can either register or log in.

- ④ If you do not have an existing Ariba Account, please click on the “Sign up” button (**Note: Refer to Account Registration Section*)
- ⑤ If you have an existing Ariba Account, please click on the “Log in” button



Existing Account Log-in

- 6 Please fill in your login credentials and click on the “Login” button

Suppliers' Ariba login link:
<http://supplier.ariba.com>



Supplier Login

abcd1234@supplier.com

.....

Login

[Forgot Username or Password](#)

Select Event to respond

- 7a To access Sourcing events, select Ariba Proposals and Questionnaires.
- 7b Select ALPS eProcurement to view ALPS Sourcing Events with different statuses.

7a

SAP Ariba Proposals and Questionnaires Enterprise Account

ALPS EPROCUREMENT-P MORE...

ALPS eProcurement-P Req

SingHealth eProcurement System

Nanyang Technological University

7b

✓ ALPS eProcurement-P

All required customer request fields have been completed.

View customer requested fields >

Public Profile Completeness

95%

Enter your DUNS number to reach 100% >

17 leads match your company profile

View Matched Leads

Home

ALPS Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

ALPS Synergies in Healthcare Supply Chain

Events

Title	ID	End Time	Event Type	Participated
▼ Status: Open (2)				
NHCS_MMD_HP2023028_HM2_Supply and Delivery of Medical Consumables, Disposable Scrub Suits for a Period of 3 Years with an Option to Extend for Another 3 Years	Doc810815396	9/26/2023 3:00 PM	RFP	No
Negotiation_ALPS_GPMR07422_Supply of Wipes	Doc812518829	9/15/2023 3:00 PM	RFP	No

Select Event to respond

7c If you already have an account, after successful login:

Scroll down to the open events section and select event to respond

Guided sourcing project v12	Doc655631319	3/29/2023 2:06 PM	RFP	Yes
Test Sourcing Event_VR 6	Doc655442117	3/29/2023 11:53 AM	RFP	Yes
▼ Status: Open (9)				
V8_BiddingAlternate	Doc678455646	5/9/2023 5:17 AM	RFP	No
V7_Alternate Bidding	Doc677542905	5/8/2023 11:30 AM	RFP	No
V6_Alternate pricing	Doc677542900	5/8/2023 11:16 AM	RFP	No
V3_Large capacity	Doc673881552	5/4/2023 7:26 AM	RFP	No
v2_Alternate response	Doc673733054	5/3/2023 8:09 AM	RFP	No
RFP Templates	Doc671663747	5/1/2023 12:47 PM	RFP	No
Test Supplier Reponse Demo_27 Apr	Doc680965310	4/28/2023 7:50 PM	RFP	Yes
Guided sourcing project v11	Doc655500087	4/28/2023 12:57 PM	RFP	No
Initial RFI 4-3	Doc655200697	Not Available	RFI	Yes
▼ Status: Pending Selection (5)				
RFP Templates	Doc678445282	4/25/2023 9:02 AM	RFP	Yes

Review and Accept Prerequisites

8 On the Review and Accept Prerequisites page :

- i. Read the Bidder Agreement and toggle check mark to “I accept the terms of the agreement”
- ii. On section 1, Check Reference section to download document (e.g., NDA format)

**Note: If this project requires prerequisites to be approved by Sourcing Project Owner:*

- *Supplier need to submit NDA.*
- *If Sourcing Project Owner accepts it then Supplier can access the event content.*
- *If Sourcing Project Owner denies it then Supplier need to resubmit the response.*
- *NDA is just one example of a prerequisite*

Doc680965310 - Test Supplier Reponse Demo_27 Apr

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them. In some cases, your responses to the prerequisites require buyer review before you can continue with the event or submit a response.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

☒ I accept the terms of this agreement. i

☐ I do not accept the terms of this agreement.

Primary

Prerequisites

Name ↑	
SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX	
1.1 Please download (Non Disclosure Agreement) NDA, sign and upload signed copy here. Post original signed hardcopy	ii References *Attach a file
2 COMPLIANCE TO CONDITIONS OF CONTRACT	
2.2 Compliance to Standard Terms and Conditions	
3 Price Summary	
4 Important Note	

(*) indicates a required field

OK Cancel

Accessing Sourcing Events

After successfully creating your account or logging in, you would be brought to the Ariba Sourcing landing page to review the sourcing event.

9 **Review Event Details:**

- i. Review the event details.
- ii. Click on “Review Prerequisites” to proceed

Event Details

Doc680965310 - Test Supplier Reponse Demo_27 Apr

Time remaining
23:56:21

Event Messages

Download Tutorials

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

1 SGH_MMD_Q_XX_XXX_XXX_...

2 COMPLIANCE TO CONDIT...

3 Price Summary

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Download Content

Review Prerequisites

Decline to Respond

Print Event Information

Primary

SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX

(Section 1 of 4) Next

Name ↑

▼ 1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX

1.1 Please download (Non Disclosure Agreement) NDA, sign and upload signed copy here. Post original signed hardcopy

References

1.2 Validity Period (Min 120 days from closing date)

1.3 Salesperson's name & designation

1.4 Tel, HP and Fax number

1.5 Email Address

Responding to Prerequisites

9 Within the Scroll Down:

- iii. Click on “References” to download document if required
- iv. Upload document by clicking “Attach a file” when response requires a document. **Note: Multiple files can be zipped and uploaded as one document*
- v. Click Comments icon to add remarks if any
- vi. Click on “OK” to proceed
- vii. After clicking on “OK”, another pop-up would appear to confirm submission of agreement. Click on “OK” to proceed

Primary

Prerequisites

Name ↑

1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX

1.1 Please download (Non Disclosure Agreement) NDA, sign and upload signed copy here. Post original signed hardcopy

References

2 COMPLIANCE TO CONDITIONS OF CONTRACT

2.2 Compliance to Standard Terms and Conditions

3 Price Summary

4 Important Note

(*) indicates a required field

vi

OK

Cancel

Submit this agreement?

Click OK to submit.

vii

OK

Cancel

Select Lot/Line Items

10 Select Lot/Line Items:

- i. Mark the check box beside the line item under the Lots Available for Bidding section you want to bid for.
- ii. Once your selection is complete, click on “Confirm Selected Lots/Line Items” to proceed.

Select LotsDoc680965310 - Test Supplier Reponse Demo_27 AprCancel

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots/Line Items

Select Using Excel

Lots Available for Bidding

☐

Name

☒

3.1 Scissor Universal

- single use

- comes with plastic handle

- blunt tip

- length: 180mm

☐

3.2 Scissor Dressing

- single use

- straight, sharp/blunt tip

- length: 145mm

Confirm Selected Lots/Line Items

39

Select Lot/Line Items

- 10 If lot selection is incomplete (i.e., 1 of 2 items selected), you will get a warning message:
- ! **Take note of the number of lots or items you have selected*
- iii. Click on “Use Selected Lots” to proceed

 Warning: You have not selected all lots

You have selected to participate in only 1 of the 2 available lots !

Note: You can return and select additional lots at a later time.

 Use Selected Lots

Cancel

Select Lot/Line Items

11 Select Lot/Line Items Using Excel:

- i. Alternatively, you may select lots using Excel. Click on the “Select Using Excel” Tab.
- ii. Click on the “Download Content” button to download the Excel template.

Select LotsDoc680965310 - Test Supplier Reponse Demo_27 AprCancel

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots/Line Items

Select Using Excel

i

You have been invited to 2 lot(s). To sign up to participate in some or all of these lots, follow the instructions below.

Step 1.

Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

ii

Download Content

Download Attachments

Step 2.

Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3.

Locate the saved Excel file on your computer using the Browse button.

Choose File

No file chosen

Or drop file here

Step 4.

Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

41

** Columns which are marked with '*' must be updated with relevant value.*

11 Within the Excel:

- iii. Go to Price Summary worksheet
- iv. Change “No” to “Yes” under Intend to Respond column for which you want to bid for
- v. Enter response in all yellow boxes in all worksheets and save file to own computer

42

Select Lot/Line Items

**Fill the details in all Tabs of Excel.*

11

Within the Excel:

- vi. Update the details which are highlighted.
- vii. Check comments which have specific response format allowed by Buyer. Click on the comment to see the response format.

	A	B	C	D	E	F
	Number	Name	Alternative	Bundle or Tier Name	Tier Range	Answer
1						
2	Help And Options. Click on the + sign on the left for more information to fill out the cells					
5	2.1	Manufacturer/Origin				
	2.2	Project Duration				
6		(6 months)				
	2.3	Tender Validity period				
7		(min 12 months from closing date)				
	2.4	Salesperson's Name & Designation				
8						
	2.5	Tel, HP, Fax number and Email Address				
9						
	2.6	Professional Engineer (Civil)'s name, registration number, Company name and address				
10						
	2.7	Name, Registration no of PE (Electrical)				
11						
	2.8	Name, Registration no of PE (Mechanical)				
12						
	2.9	Name, Registration no of PE (WSHO)				
13						
	2.10	Workplace Safety and Health Officer's name, registration number, Company name and address				
14						
	2.11	The rates tendered shall include the following services/ items: Preliminaries Insurances Professional Engineer (Civil)'s, PE(Elect), PE(Mech)'s endorsement and oversight of any design, construction and installation of ALL permanent works and temporary				

Intend To Respond Instructions | Submit Response Instructions | 1 Prerequisites | 2 RFP

Answer Type: Text (single line limited)
Acceptable Values: Any Value

Select Lot/Line Items

**Fill the details in all Tabs of Excel.*

11

Within the Excel:

- viii. Check all the tabs available in the excel download and update all the details
- ix. Thereafter, save the file to your local computer

	A	B	C	D	E	F	G	H	I	J
1	Number	Name	Alternative	Bundle or Tier Name	Tier Range	Description	Currency	Unit of Measure	* Price	Quantity
2	Help And Options. Click on the + sign on the left for more information to fill out the cells									
5	4.1	Laptop					SGD	Piece		2
6	4.2	Desktop					SGD	Piece		3
7	4.3	Router					SGD	Piece		5
8	4.4	Mouse					SGD	Piece		6
9										
10										
11										
12										
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30										
31										
32										
33										

Submit Response Instructions

1 Prerequisites

2 RFP

4 Pricing

Other Content

+

viii

Select Lot/Line Items

11 Uploading Excel:

- X. Upload the updated Excel file by clicking on the “Choose File” button.
- Xi. Click on the “Upload” button to proceed

Select Lots

Doc680965310 - Test Supplier Reponse Demo_27 Apr

Cancel

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots/Line Items

Select Using Excel

You have been invited to 2 lot(s). To sign up to participate in some or all of these lots, follow the instructions below.

Step 1.

Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

Download Attachments

Step 2.

Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3.

Locate the saved Excel file on your computer using the Browse button.

X

Choose File

No file chosen

Or drop file here

Step 4.

Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Xi

Upload

45

Select Lot/Line Items

11 Confirmation of Upload and Import:

- Xii. A pop-up would appear notifying that you have successfully completed your upload. Take note of the number of lots or items you have selected. Click on “Use Selected Lots” to Proceed.
- xiii. Another pop-up will then appear notifying you of your successful import. Click “OK” to proceed.

✓ Upload completed successfully

You are invited to participate in 2 lot(s), and have selected 1 of them.

Note: You can return and select additional lots at a later time.

Xii

Use Selected Lots

Cancel

✓ Import Successful

Your response has been imported successfully.
Click the **Submit Entire Response** button, as soon as it appears on the page.

Xiii

OK

Submit Response

12 Submit Response:

- i. Scroll down in the “All Content” section and fill in the required details. You will only need to enter response one by one if you are not entering them via “Select lots using Excel”.

Console

Event Messages

Response History

Saved to this PC

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

1 SGH_MMD_Q_XX_XXX_XXX...

2 COMPLIANCE TO CONDT...

3 Price Summary

Doc680965310 - Test Supplier Reponse Demo_27 Apr

Time remaining 22:18:32

Your response to the prerequisites has been submitted.

Primary

All Content

Name ↑	Price	Quantity	Extended Price	Linked Item ID
1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX				
1.1 Please download (Non Disclosure Agreement) NDA, sign and upload signed copy here. Post original signed hardcopy				NDA - Copy (3).docx
1.2 Validity Period (Min 120 days from closing date)				110
1.3 Salesperson's name & designation				Sale person name

Continued on next slide

Submitting Response

13 Submit Response:

- i. Scroll down in the “All Content” section and fill in the required details

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

Saved to this PC

2 COMPLIANCE TO CONDI...

3 Price Summary

4 Important Note

Name 1

Price

Quantity

Extended Price

Linked Item ID

1.5 Email Address

1.6 Remarks:
(1) SGH reserves the right, unless the supplier expresses to the contrary in his quotation, of accepting such portion of each quotation as SGH may decide.
(2) All Terms and Conditions as per our Standard Conditions for the supply of Products and Services shall apply to this Invitation to Quote.
(3) The ITQ Proposal shall be submitted through Singhealth Ariba e-procurement System no later than the stipulated date and time. Hard copy submission through other channels will not be accepted.
(4) Offers received after the stipulated date and time will not be considered.

1.7 Shipment TAT (Days)

▼ 2 COMPLIANCE TO CONDITIONS OF CONTRACT

2.1 Please refer to the attached Standard Conditions for the Supply of Products and Services

▼ 2.2 Compliance to Standard Terms and Conditions

2.2.1 Definitions

2.2.2 Entire Agreement

2.2.3 Delivery

HSA Registration Classification:

3.2 Scissor Dressing

Less...

300

XYZ123446

3 Year

jack@xyz.com

45

Comply

Comply

Comply

A

\$9.00000

SGD

200 each

300

XYZ123446

3 Year

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

Alternative

Continued on next slide

Submitting Response – Selecting Lots not required

Event Messages

Response History

Download Tutorials

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Download Content

Review Prerequisites

Compose Response

Print Event Information

Primary

Click *Compose Response* if *Select Lots* is unavailable. If both *Select Lots* and *Compose Response* are not available, proceed to enter responses

All Content

Name ↑

Price

Quantity

Extended Price

1 1. ITQ Invitation

Less... -

Vendors are invited to quote for the supply and install of a lead lined stainless steel cabinet in Ward 72 Dirty Utility Room, SGH.

The ITQ will close on 8 Sep 2017, 1700 hours (Singapore Time).

Submitting Response – Important points to note for lot pricing

3.2 Scissor Dressing

Less...

!\$9.00000SGD!200 each!

- single use
- straight, sharp/blunt tip
- length: 145mm

Enter response here if it is not done before during “Select Lots using Excel”

Linked item id: 300

*XYZ123446

Brand / CAT. No.:

*3 Year

Check Currency e.g. SGD. This means price has to be in SGD

Check Quantity and UOM e.g. Each. Price is for each unit. E.g. \$9 is for each unit
Extended Price above will show total amount = Price * Quantity after clicking “Update Totals”
e.g. \$9 * 200 = \$1800

(*) indicates a required field

Submit Entire Response

!Update Totals

Save draft

Compose Message

Excel Import

Alternative

14 Warning Messages:

! System will stop submission if there are missing response. Complete all responses and click “Submit Entire Response” again

51

Submit Response

15 In the Scroll Down:

- i. Fill the required details and responses
- ii. Once all details have been filled up, click on the “Submit Entire Response” button
- iii. A confirmation pop up would appear, click on “OK” to submit your response

Manufacturer/Origin:

*

India

i

Pack Size:

*

20

HSA Registration Classification:

*

A

4 Important Note

(*) indicates a required field

ii

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

Alternative ▾

✓ Submit this response?

Click OK to submit.

iii

OK

Cancel

Submit Response

15 Once Response has been submitted:

- iv. Comment indicates successful submission with “Revise/Alternative Response” button appearing below
- v. If there is any need to edit your response, click the “Revise/Alternative Response” button.
- vi. Both Event Messages and Response History will also reflect whether submission is successful.

**Note: Response History will reflect accuracy and completeness of submission*

Event Messages
Response History

vi

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

1 SGH_MMD_Q_XX_XXX_XXX...

2 COMPLIANCE TO CONDIT...

3 Price Summary

4 Important Note

✓ Your response has been submitted. Thank you for participating in the event.

iv

V

Revise/Alternative Response

Primary

All Content

Name ↑	Price	Quantity	Extended Price	Linked Item ID
2.2.27 Language	Comply			
2.2.28 Reliance Clause	Comply			
2.2.29 Insolvency	Comply			
2.2.30 Notices	Comply			
2.2.31 Reasonableness	Comply			
2.2.32 Waiver	Comply			
2.2.33 Severance	Comply			

Compose Message

Completed Sourcing Event

15 Submit Response:

vii. After successful submission of your response to the sourcing event, your participation will be reflected as “Yes” in the Participated column in the Events Section.

**Note: As the event has not been closed and no awards have been issued yet, the status will reflect as “Open”*

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
Guided sourcing project v12	Doc655631319	3/29/2023 2:06 PM	RFP	Yes
Test Sourcing Event_VR 6	Doc655442117	3/29/2023 11:53 AM	RFP	Yes
▼ Status: Open (9)				
V8_BiddingAlternate	Doc678455646	5/9/2023 5:17 AM	RFP	No
V7_Alternate Bidding	Doc677542905	5/8/2023 11:30 AM	RFP	No
V6_Alternate pricing	Doc677542900	5/8/2023 11:16 AM	RFP	No
V3_Large capacity	Doc673881552	5/4/2023 7:26 AM	RFP	No
v2_Alternate response	Doc673733054	5/3/2023 8:09 AM	RFP	No
RFP Templates	Doc671663747	5/1/2023 12:47 PM	RFP	No
Test Supplier Reponse Demo_27 Apr	Doc680965310	4/28/2023 7:50 PM	RFP	Yes

vii

Responding Using Excel

16 You can manually enter response as shown in previous steps or alternatively, use Excel:

- i. Click on “Excel Import”
- *Note: Use this method only after you have selected lots.*

Doc680965310 - Test Supplier Response Demo_27 Apr

Time remaining
20:37:45

Primary

All Content

Name ↑	Price	Quantity	Extended Price	Linked Item ID
SGH requires its vendors to adopt appropriate controls and safe work measures to reduce and prevent accidents and injuries to vendors' personnel, SGH personnel, patients and visitors to SGH premises, and to prevent damage to SGH's property. Vendors are contractually obligated to meet all applicable workplace safety laws, regulations and codes with respect to the products or services that they supply to SGH. Negligence on the part of the Vendor's personnel or violations of SGH's policies or requirements as set out in the relevant contractual documents may give rise to termination.				

(*) indicates a required field

Submit Entire Response

Update Totals

Reload Last Bid

Save draft

Compose Message

Excel Import

i

Alternative ▾

Responding Using Excel

16 To download the Excel template:

- ii. Click on “Download Content”

Import Response from Excel Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1.

Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

Download Attachments

Step 2.

Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3.

Locate the saved Excel file on your computer using the Browse button.

ii

Choose File

No file chosen

Or drop file here

Step 4.

Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

Done

Responding Using Excel

16 In the Excel template:

iii. Enter response in all yellow boxes in all worksheets and save template to own computer

	A	B	C	D	E	F	G	H	I	J	K	L
	Number	Name	Alternative	Bundle or Tier Name	Tier Range	Description	Currency	Unit of Measure	LinkedItemid	* Price	Quantity	Linked Item ID
1												
2	Help And Options. Click on the + sign on the left for more information to fill out the cells											
3	3.1	Scissor Universal				- single use - comes with plastic handle - blunt tip - length: 180mm	SGD	each	20	18	100	
5	3.2	Scissor Dressing				- single use - straight, sharp/blunt tip - length: 145mm	SGD	each	300	10	200	
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												

iii

Responding Using Excel

16 To upload the Excel template:

- iv. Click on “Choose File” to select completed Excel Template
- v. Click “Upload”

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

Download Attachments

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

iv

Choose FileNo file chosen

Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

v

Upload

Responding Using Excel

16 After uploading your Excel:

- vi. A pop up will tell you that the Excel Import is successful. Click on “OK” to proceed
- vii. The event will be updated with response entered in Excel template. Click “Submit Entire Response” to complete submission.

 **Import Successful**

Your response has been imported successfully.
Click the **Submit Entire Response** button, as soon as it appears on the page.

vi

OK

Doc680965310 - Test Supplier Response Demo_27 AprTime remaining 20:11:31

Primary

All Content

Name ↑	Price	Quantity	Extended Price	Linked Item ID
Warranty/Shelf Life:				
Manufacturer/Origin:	* India			
	* 10			

(*) indicates a required field

vii

Submit Entire Response

Update Totals

Reload Last Bid

Save draft

Compose Message

Excel Import

Check submission status via Response History

17 Response History:

- i. Click on latest Reference Number to view submission detail in Response History
- ii. Status must show Accepted

**Note: Submission time must show final bid submitted date and time*

Ariba Sourcing

< Go back to ALPS eProcurement-P-TEST Dashboard

Desktop File Sync

Response History - Test Supplier Reponse Demo_27 Apr

Done

Click on the Name of a response to see details, including the lots and information submitted.

More

Reference Number	Submitted For	Submitted By	Status	Submission Time	Time Created ↓
ID400169492	Vijay Rajan	Vijay Rajan	Accepted	04/27/2023 08:56:09 PM	04/27/2023 08:56:09 PM
ID400169451	Vijay Rajan	Vijay Rajan	Replaced	04/27/2023 08:47:31 PM	04/27/2023 08:47:32 PM

Vijay Rajan (test-vijay.rajan@in.ibm.com) last visited 27 Apr 2023 11:39:15 AM Test eGlobal Supplier Pte AN11170403246-T

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SAP Business Network Privacy Statement

Security Disclosure

Terms of Use

Done

Check submission status via Response History

17 Response History:

**Note: Check entries are accurate and complete. Submission is deemed unsuccessful if this is unavailable*

Ariba Sourcing

< Go back to ALPS eProcurement-P-TEST Dashboard

Desktop File Sync

Response Details - Test Supplier Reponse Demo_27 Apr

Done

Review the details of your response. When links display for lots or line items, click the links to display the associated bidding rules.

Reference Number:
Submitted For:
Submitted By:
Submission Time:
Status:

ID400169492
Test eGlobal Supplier Pte (Vijay Rajan)
Test eGlobal Supplier Pte (Vijay Rajan)
4/27/2023 8:56 PM
Accepted

!

Primary

Name ↑	Price	Quantity	Extended Price	Linked Item ID
1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX				
1.1 Please download (Non Disclosure Agreement) NDA, sign and upload signed copy here. Post original signed hardcopy References				NDA - Copy (3)(1).docx
1.2 Validity Period (Min 120 days from closing date)		Test		
1.3 Salesperson's name & designation		Test		
1.4 Tel, HP and Fax number		test		
1.5 Email Address		Test		

61

Check submission status via Response History

17 Response History:

**Note: Check entries are accurate and complete. Submission is deemed unsuccessful if this is unavailable*

Event Messages

Response History

Download Tutorials

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

1 Introduction

2 Commercial Terms

3 Pricing

Download Content

Review Prerequisites

Print Event Information

Review Bidding

View Awards

Download Award Summary Report

Pricing

(Section 3 of 3) << Prev.

Name ↑	Price	Quantity	Extended Price
3.1.1 Company Name	21ST CENTURY HEALTHCARE PTE LTD A POSITIVE		
3.1.2 Company Contact Name	21ST CENTURY		
3.1.3 Contact Phone Number	21212121		
3.1.4 Contact Email	-		
3.1.5 Do you currently do business with	Yes		
▼ 3.2 Sample Pricing content			\$29,000.00 SGD
3.2.1 Covid Therapeutics ▼	\$290.00 SGD	100 Piece	\$29,000.00 SGD

Event Overview and Timing Rules

Owner: Lee Yap Huat ⓘ

Currency: Singapore Dollar

Event Type: RFP

Commodity: Cen Nervous Sts Drug 590117

Publish time: 6/22/2023 1:08 PM

Regions: TTSH Tan Tock Seng Hospital

Due date: 6/22/2023 2:15 PM

Check submission status via Event Messages

18 Once Response has been submitted:

Both Event Messages and Response History will reflect whether submission is successful.

**Note: Response History will reflect accuracy and completeness of submission*

Ariba Sourcing

Company Settings

Vijay Rajan

Feedback

Help

Messages

< Go back to ALPS eProcurement-P-TEST Dashboard

Desktop File Sync

Console

Doc680965310 - Test Supplier Reponse Demo_27 Apr

Time remaining
22:40:09

Event Messages

Response History

Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

Event Contents

All Content

1 SGH_MMD_Q_XX_XXX_XXX...

2 COMPLIANCE TO CONDIT...

You have submitted a response for this event. Thank you for participating.

Revise/Alternative Response

Primary

All Content

Name	Price	Quantity	Extended Price	Linked Item ID
1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX				
1.1 Please download (Non Disclosure Agreement) NDA, sign and upload signed copy here. Post original signed hardcopy				NDA - Copy (3)(1).docx
1.2 Validity Period (Min 120 days from closing date)		Test		
1.3 Salesperson's name & designation		Test		
1.4 Tel, HP and Fax number		test		
1.5 Email Address		Test		
1.6				

Check submission status via Event Messages

19 Event Messages:

- i. To view message, click on subject of message
- *Note: Message detail should show response has been submitted
- *Note: Please do not to send proposals via Event Message

Ariba Sourcing

Company Settings

Vijay Rajan

Feedback

Help

Messages

Go back to ALPS eProcurement-P-TEST Dashboard

Desktop File Sync

Event Messages - Test Supplier Reponse Demo_27 Apr

Back to Console

Time remaining
22:39:17

Messages

!

	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
☐	MSG76321112	Not Applicable	04/27/2023 08:56 PM	Test eGlobal Supplier Pte	Vijay Rajan	Participants (0) Team (2)	Response (ID=ID400169492) in event Test Supplier Reponse Demo_27 Apr has been submitted.
☐	MSG76406208	No	04/27/2023 08:49 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	Comment entered in event Test Supplier Reponse Demo_27 Apr.
☐	MSG76406204	Not Applicable	04/27/2023 08:49 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	Response of prerequisite 1.1 submitted by Test eGlobal Supplier Pte (Vijay Rajan) has been accepted.
☐	MSG76406203	Not Applicable	04/27/2023 08:47 PM	Test eGlobal Supplier Pte	Vijay Rajan	Participants (0) Team (2)	Test eGlobal Supplier Pte (Vijay Rajan) has responded prerequisite 1.1.
☐	MSG76321110	Not Applicable	04/27/2023 08:47 PM	Test eGlobal Supplier Pte	Vijay Rajan	Participants (0) Team (2)	Response (ID=ID400169451) in event Test Supplier Reponse Demo_27 Apr has been submitted.
☐	MSG76406189	Not Applicable	04/27/2023 07:50 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	ALPS eProcurement-P-TEST has invited you to participate in an event: Test Supplier Reponse...

View

Reply

Compose Message

Download all attachments

Back to Console

Vijay Rajan (test-vijay.rajan@in.ibm.com) last visited 27 Apr 2023 8:27:25 AM Test eGlobal Supplier Pte AN11170403246-T

Print Event Information

- 20 To print Event Information:**
- i. Click on Review Event Details
 - ii. Click on Print Event Information to download entire response in Word doc

Ariba Sourcing

Company Settings Vijay Rajan Feedback Help Messages

< Go back to ALPS eProcurement-P-TEST Dashboard Desktop File Sync

Event Details

Doc680965310 - Test Supplier Reponse Demo_27 Apr

Time remaining 19:07:35

Event Messages

Response History

Download Tutorials

Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

Event Contents

All Content

1 SGH_MMD_Q_XX_XXX_XXX_...

Download Content

Review Prerequisites

Select Lots

Print Event Information

Download Bid Change Report

Primary

SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX

(Section 1 of 4) Next

Name	
1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX	
1.1 Please download (Non Disclosure Agreement) NDA, sign and upload signed copy here. Post original signed hardcopy	NDA - Copy (3)(1).docx
1.2 Validity Period (Min 120 days from closing date)	Test
1.3 Salesperson's name & designation	Test
1.4 Tel, HP and Fax number	test
1.5 Email Address	Test

Next Section: COMPLIANCE TO CONDIT...

Successful Award

21 If your bid has been successfully chosen by ALPS and have won an award, you may* receive an email from Ariba notifying you of your successful award.

[EXTERNAL] 1 lot(s) from Event Test Supplier Reponse Demo_27 Apr have been awarded.



Vijay Rajan <s4system-prod3+alps-T.Doc680965310@ansmtp.ariba.com>
To Vijay Rajan

Reply

Reply All

Forward

...

Retention Policy IBM Inbox (Never) Expires Never Fri 4/28/2023 12:52 AM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This Message Is From an External Sender
This message came from outside your organization.



Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.

You have been awarded business for 1 lots from the ALPS eProcurement-P-TEST event Doc680965310 Test Supplier Reponse Demo_27 Apr.

The following is a summary of the first 10 lots.

3.1 Scissor Universal

To complete the transaction, please contact Vijay Rajan at or via e-mail at vijay.rajan@in.ibm.com.

For details about this event, please visit the ALPS eProcurement-P-TEST Ariba site [Click Here](#).

Thank You,

ALPS eProcurement-P-TEST

*ALPS may not always notify award via Ariba

- Ariba Proposals and Questionnaires

Enterprise Account
TEST MODE

ALPS EPROCUREMENT-P-TEST

ALPS eProcurement-P-TEST Requested Profile

All required customer requested fields have been completed.
View customer requested fields >

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Completed (3)				
Test Supplier Reponse Demo_27 Apr	Doc680965310	4/28/2023 12:49 AM	RFP	Yes
Guided sourcing project v12	Doc655631319	3/29/2023 2:06 PM	RFP	Yes
Test Sourcing Event_VR 6	Doc655442117	3/29/2023 11:53 AM	RFP	Yes
▼ Status: Open (8)				
V8_BiddingAlternate	Doc678455646	5/9/2023 5:17 AM	RFP	No
V7_Alternate Bidding	Doc677542905	5/8/2023 11:30 AM	RFP	No
V6_Alternate pricing	Doc677542900	5/8/2023 11:16 AM	RFP	No



1d
2c
3c

Participating Event –
Revise / Alternative offers

Submitting revised/alternative offers

- 1 Once response has been submitted, you can click on Revise/Alternative Response button to revise your response or submit an alternative response.

Console

Doc680965310 - Test Supplier Reponse Demo_27 Apr

Time remaining
20:00:33

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

1 SGH_MMD_Q_XX_XXX_XXX...

You have submitted a response for this event. Thank you for participating.

i

Revise/Alternative Response

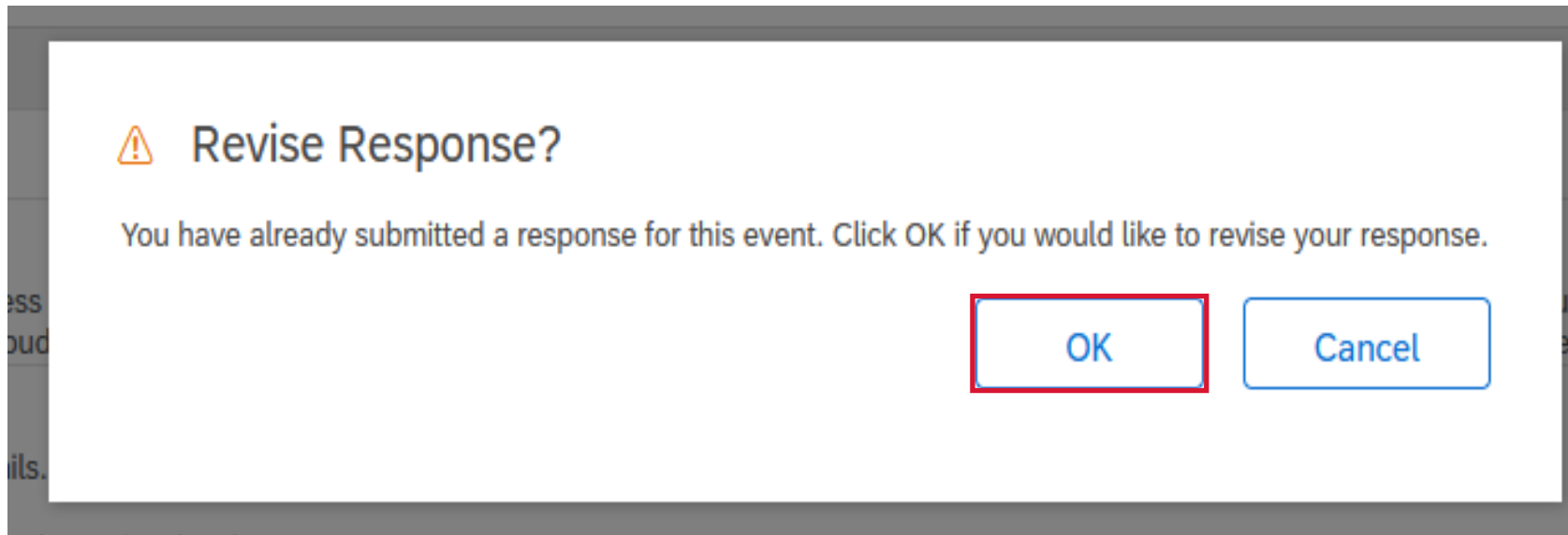
Primary

All Content

Name ↑	Price	Quantity	Extended Price	Linked Item ID
4.1 Workplace Safety SGH is committed to protecting the safety, health and welfare of its patients, employees, customers, contractors and visitors. We consider that it is the responsibility of our vendors to comply at all times with all our policies and procedures while supplying services or products to SGH at the SGH Campus or at any other SGH site. This includes any specific safety and delivery requirements that are applicable to the supply of the service or product. Vendors must, for example, ensure that their personnel refrain from stacking goods which will exceed the shoulder height of the delivery personnel in the course of delivery products to SGH. In addition, some of our sites may also have specific processes in place that relate to the design or layout of such site, which must be followed. Please see attached Annex A for the illustration on the correct procedure. SGH also requires its vendors to adopt appropriate controls and safe work measures to reduce and prevent accidents and injuries to vendors' personnel, SGH personnel, patients and visitors to SGH premises, and to prevent damage to SGH's property.				

Submitting revised/alternative offers

- 2 Click 'OK' for dialogue box to confirm your response



Submitting revised/alternative offers

3 Click on 'Alternative' button to begin populating revised/alternative offer

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

1 SGH_MMD_Q_XX_XXX_XXX...

2 COMPLIANCE TO CONDIT...

3 Price Summary

4 Important Note

All Content

Name ↑	Price	Quantity	Extended Price
4.1 Workplace Safety SGH is committed to protecting the safety, health and welfare of its patients, employees, customers, contractors and visitors. We consider that it is the responsibility of our vendors to comply at all times with all our policies and procedures while supplying services or products to SGH at the SGH Campus or at any other SGH site. This includes any specific safety and delivery requirements that are applicable to the supply of the service or product. Vendors must, for example, ensure that their personnel refrain from stacking goods which will exceed the shoulder height of the delivery personnel in the course of delivery products to SGH. In addition, some of our sites may also have specific processes in place that relate to the design or layout of such site, which must be followed. Please see attached Annex A for the illustration on the correct procedure. SGH also requires its vendors to adopt appropriate controls and safe work measures to reduce and prevent accidents and injuries to vendors' personnel, SGH personnel, patients and visitors to SGH premises, and to prevent damage to SGH's property. Vendors are contractually obligated to meet all applicable workplace safety laws, regulations and codes with respect to the products or services that they supply to SGH. Negligence on the part of the Vendor's personnel or violations of SGH's policies or requirements as set out in the relevant contractual documents may give rise to termination.			

(*) indicates a required field

Submit Entire Response

Update Totals

Reload Last Bid

Save draft

Compose Message

Excel Import

Alternative ▼

Submitting revised/alternative offers

4 Using the dropdown menu, select your required alternative type.

3. [Select Lots/Line Items](#)

4. [Submit Response](#)

▼ [Event Contents](#)

[All Content](#)

1 [SGH_MMD_Q_XX_XXX_XXX...](#)

2 [COMPLIANCE TO CONDIT...](#)

3 [Price Summary](#)

4 [Important Note](#)

SGH is committed to protecting the safety, health and welfare of its patients, employees, customers, contractors and visitors. We consider that it is the responsibility of our vendors to comply at all times with all our policies and procedures while supplying services or products to SGH at the SGH Campus or at any other SGH site. This includes any specific safety and delivery requirements that are applicable to the supply of the service or product. Vendors must, for example, ensure that their personnel refrain from stacking goods which will exceed the shoulder height of the delivery personnel in the course of delivery products to SGH. In addition, some of our sites may also have specific processes in place that relate to the design or layout of such site, which must be followed. Please see attached Annex A for the illustration on the correct procedure.

SGH also requires its vendors to adopt appropriate controls and safe work measures to reduce and prevent accidents and injuries to vendors' personnel, SGH personnel, patients and visitors to SGH premises, and to prevent damage to SGH's property. Vendors are contractually obligated to meet all applicable workplace safety laws, regulations and codes with respect to the products or services that they supply to SGH.

Negligence on the part of the Vendor's personnel or violations of SGH's policies or requirements as set out in the relevant contractual documents may give rise to termination.

(*) indicates a required field

Create

Pricing Alternative

Bundle Alternative

Tier Alternative

Delete

Alternative

Response

Update Totals

Reload Last Bid

Save draft

Compose Message

Excel Import



Vijay Rajan (vijay.rajan) last visit 27/4/2023 17:25 | A

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Submitting revised/alternative offers

5 Input title and selected item for revised/alternative offer

Select Alternative Items

Enter a name for the alternative response, select the items you want to include, and click OK to add the items to the alternative response. An Alternative Pricing quote allows for pricing based on differing term responses.

Alternative Name :

Items 

☐

Name

1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX

▼

2 COMPLIANCE TO CONDITIONS OF CONTRACT

2.2 Compliance to Standard Terms and Conditions

▼

3 Price Summary

☒

3.1 Scissor Universal

☐3.2 Scissor Dressing

4 Important Note

OK

Cancel

Submitting revised/alternative offers

- 6 Input revised/alternative price based on your offer
 - i. Update your offer pricing alternate
 - ii. Your terms on which this price is being offered

Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

1 SGH_MMD_Q_XX_XXX_XXX...

2 COMPLIANCE TO CONDIT...

3 Price Summary

4 Important Note

PrimaryPricing alternative 1

All Content

Name ↑	Price	Quantity	Extended Price	Linked Item ID
▼ 1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX				
▼ 2 COMPLIANCE TO CONDITIONS OF CONTRACT				
▼ 2.2 Compliance to Standard Terms and Conditions				
▼ 3 Price Summary				
3.1 Scissor Universal	Less... \$8.00000 SGD	100 each	\$1,800.00 SGD	
- single use - comes with plastic handle - blunt tip				

(*) indicates a required field

Pricing ▼Sync Primary Bid

Submit Entire ResponseAlternative ▼Update TotalsReload Last BidSave draftCompose MessageExcel Import

PrimaryPricing alternative 1

All Content

Name ↑	Price	Quantity	Extended Price	Linked Item ID
Warranty/Sheff Life:	2 year			
Manufacturers/Origin:	India			

(*) indicates a required field

Pricing ▼Sync Primary Bid

Submit Entire ResponseAlternative ▼Update TotalsReload Last BidSave draftCompose MessageExcel Import

Submitting revised/alternative offers

7 Click on 'Submit Entire Response' to submit revised/alternative offer

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

1 SGH_MMD_Q_XX_XXX_XXX...

2 COMPLIANCE TO CONDIT...

3 Price Summary

4 Important Note

Primary

Pricing alternative 1

All Content

Name ↑	Price	Quantity	Extended Price	Linked Item ID
	Pack Size: *	10		
	HSA Registration Classification: *	A		
▼ 4 Important Note				

(*) indicates a required field

Pricing ▼

Sync Primary Bid

Submit Entire Response

Update Totals

Reload Last Bid

Save draft

Compose Message

Excel Import

Alternative ▼

Submitting revised/alternative offers

8 Ensure that you received notification that revised response has been submitted

Console

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

1 SGH_MMD_Q_XX_XXX_XXX...

2 COMPLIANCE TO CONDIT...

Doc680965310 - Test Supplier Reponse Demo_27 Apr

Time remaining 19:17:18

✓ Your revised response has been submitted. Thank you for participating in the event.

Primary

Pricing alternative 1

All Content

Name ↑	Price	Quantity	Extended Price	Linked Item ID
LinkedItemId:	20			
Brand / CAT. No.:	XYZ1233			
Warranty/Shelf Life:	2 year			
Manufacturer/Origin:	India			
Pack Size:	10			
HSA Registration Classification:	A			

▼ 4 Important Note

Submitting revised/alternative offers

9 Click on Response history

Console

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

1 SGH_MMD_Q_XX_XXX_XXX...

2 COMPLIANCE TO CONDIT...

Doc680965310 - Test Supplier Reponse Demo_27 Apr

Time remaining

19:17:18

✓ Your revised response has been submitted. Thank you for participating in the event.

Primary

Pricing alternative 1

All Content

Name ↑	Price	Quantity	Extended Price	Linked Item ID
LinkedItemId:	20			
Brand / CAT. No.:	XYZ1233			
Warranty/Shelf Life:	2 year			
Manufacturer/Origin:	India			
Pack Size:	10			
HSA Registration Classification:	A			
▼ 4 Important Note				

77

Submitting revised/alternative offers

- 10
- i. Click on latest references number to view submission details in response history.
 - ii. Status must show “accepted”
 - iii. Click “Done”

Ariba Sourcing

< Go back to ALPS eProcurement-P-TEST Dashboard

Desktop File Sync

Response History - SourcingAlternative04

Done

Click on the Name of a response to see details, including the lots and information submitted.

More

Reference Number	Submitted For	Submitted By	Status	Submission Time	Time Created ↓
ID440826724	Singapore medical Supplier	Singapore medical Supplier	Accepted	07/04/2023 05:06:02 PM	07/04/2023 05:06:03 PM
ID440826712	Singapore medical Supplier	Singapore medical Supplier	Replaced	07/04/2023 04:07:15 PM	07/04/2023 04:07:16 PM
ID440826711	Singapore medical Supplier	Singapore medical Supplier	Replaced	07/04/2023 04:04:08 PM	07/04/2023 04:04:09 PM
ID440826710	Singapore medical Supplier	Singapore medical Supplier	Replaced	07/04/2023 04:00:02 PM	07/04/2023 04:00:04 PM

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Submitting revised/alternative offers

- 11
- i. Click on alternative name tab to check alternative response, click primary tab to check primary response” details
 - ii. Check response is accurate and complete

Doc741346141 - SourcingAlternative04

Time remaining
00:31:28

You have submitted a response for this event. Thank you for participating.

Revise/Alternative Response

Primary

MaxMiniQnt

TierAlterNative

i

All Content

Name ↑	Price	Quantity	Extended Price
▼ 10 TierAlterNative_MiniMaxQnt			
9 [10~50] 590103LineItem	Less... - \$100.00 SGD	10 Piece	\$1,000.00 SGD
590103LineItem			
LinkedItemId:		590103LineItem	
▼ 1 Introduction			
▼ 2 Event Information			
▶ 3 RFP Package			

Compose Message



1d
2c
3c

Clarifications of Event via Event Messages

Event messages

① Buyers may communicate with you online. You can view their messages from Event Messages. (E.g. buyer asking to update validity period)

**Note: Please do not to send proposals via Event Message*

< Go back to ALPS eProcurement-P-TEST Dashboard

Desktop File Sync

Console

Doc680965310 - Test Supplier Reponse Demo_27 Apr

Time remaining 19:59:21

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

1 SGH_MMD_Q_XX_XXX_XXX...

2 COMPLIANCE TO CONDIT...

You have submitted a response for this event. Thank you for participating.

Revise/Alternative Response

Primary

All Content

Name ↑	Price	Quantity	Extended Price	Linked Item ID
▼ 1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX				
1.1 Please download (Non Disclosure Agreement) NDA, sign and upload signed copy here. Post original signed hardcopy				NDA - Copy (3)(1).docx
1.2 Validity Period (Min 120 days from closing date)	Test			
1.3 Salesperson's name & designation	Test			
1.4 Tel, HP and Fax number	test			
1.5 Email Address	Test			

Event messages

- 2 To view or reply messages, first click on message of interest
Click on Subject line to reply or view the message

[< Go back to ALPS eProcurement-P-TEST Dashboard](#)

Desktop File Sync

Event Messages - Test Supplier Reponse Demo_27 Apr

Back to Console

Time remaining
19:56:34

Messages

	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
☐	MSG76406302	No	04/27/2023 11:46 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	Comment entered in event Test Supplier Reponse Demo_27 Apr.
☐	MSG76321112	Not Applicable	04/27/2023 08:56 PM	Test eGlobal Supplier Pte	Vijay Rajan	Participants (0) Team (2)	Response (ID=ID400169492) in event Test Supplier Reponse Demo_27 Apr has been submitted.
☐	MSG76406208	No	04/27/2023 08:49 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	Comment entered in event Test Supplier Reponse Demo_27 Apr.
☐	MSG76406204	Not Applicable	04/27/2023 08:49 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	Response of prerequisite 1.1 submitted by Test eGlobal Supplier Pte (Vijay Rajan) has been accepted.
☐	MSG76406203	Not Applicable	04/27/2023 08:47 PM	Test eGlobal Supplier Pte	Vijay Rajan	Participants (0) Team (2)	Test eGlobal Supplier Pte (Vijay Rajan) has responded prerequisite 1.1.
☐	MSG76321110	Not Applicable	04/27/2023 08:47 PM	Test eGlobal Supplier Pte	Vijay Rajan	Participants (0) Team (2)	Response (ID=ID400169451) in event Test Supplier Reponse Demo_27 Apr has been submitted.
☐	MSG76406189	Not Applicable	04/27/2023 07:50 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	ALPS eProcurement-P-TEST has invited you to participate in an event: Test Supplier Reponse...

View

Reply

Compose Message

Download all attachments

Back to Console

Event messages

3 After clicking on the message of interest:
Click on “reply”

< Go back to ALPS eProcurement-P-TEST Dashboard

Desktop File Sync

View Message

DoneReply

Id: MSG76406302

From: ALPS eProcurement-P-TEST (Vijay Rajan)

Sent: 04/27/2023 11:46 PM

To: Test eGlobal Supplier Pte(Vijay Rajan)

Subject: Comment entered in event Test Supplier Reponse Demo_27 Apr.

The following comment has been submitted:

1.2 - Validity Period (Min 120 days from closing date): Please update a valid validity period

For details about this event, please visit the ALPS eProcurement-P-TEST Ariba site <http://alps-T.supplier3.ariba.com/ad/webjumper?itemID=NZ6uAPjsxc2ebH&awcharset=UTF-8>.

Thank You,

ALPS eProcurement-P-TEST

DoneReply

Vijay Rajan (test-vijay.rajan@in.ibm.com) last visited 27 Apr 2023 11:20:05 AM Test eGlobal Supplier Pte AN11170403246-T

83

Event messages

- 4 In the “Respond to Message” page, you can
 - i. Type responses
 - ii. Add attachments
 - iii. After you have completed filling up the response, click on “Send”

[< Go back to ALPS eProcurement-P-TEST Dashboard](#)

Desktop File Sync

iii

Send

Cancel

Respond to Message

From: Test eGlobal Supplier Pte (Vijay Rajan)

To: ALPS eProcurement-P-TEST(Vijay Rajan)

Subject: RE: Comment entered in event Test Supplier Reponse Demo_27 Apr.

Attachments:

Validity period.docx Delete

Attach another file

i

B

I

U

— size —

— font —

I have updated Valid validity period in required section

Id: MSG76406302

Sent: 04/27/2023 11:46 PM

Subject: Comment entered in event Test Supplier Reponse Demo_27 Apr.

The following comment has been submitted:

1.2 - Validity Period (Min 120 days from closing date): Please update a valid validity period

For details about this event, please visit the ALPS eProcurement-P-TEST Ariba site <http://alps-T.supplier3.ariba.com/ad/webjumper?ItemID=NZ6uAPjsxc2ebH&awcharset=UTF-8>.

Thank You,

ALPS eProcurement-P-TEST

Event messages

5 Once you have sent, reply to the buyer can be seen in main page

Event Messages - Test Supplier Reponse Demo_27 Apr

Back to Console

Time remaining
19:44:38

Messages

	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
	MSG76406302.1	No	04/28/2023 12:06 AM	Test eGlobal Supplier Pte	Vijay Rajan	Vijay Rajan	RE: Comment entered in event Test Supplier Reponse Demo_27 Apr.
	MSG76406302	Yes	04/27/2023 11:46 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	Comment entered in event Test Supplier Reponse Demo_27 Apr.
	MSG76321112	Not Applicable	04/27/2023 08:56 PM	Test eGlobal Supplier Pte	Vijay Rajan	Participants (0) Team (2)	Response (ID=ID400169492) in event Test Supplier Reponse Demo_27 Apr has been submitted.
	MSG76406208	No	04/27/2023 08:49 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	Comment entered in event Test Supplier Reponse Demo_27 Apr.
	MSG76406204	Not Applicable	04/27/2023 08:49 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	Response of prerequisite 1.1 submitted by Test eGlobal Supplier Pte (Vijay Rajan) has been accepted.
	MSG76406203	Not Applicable	04/27/2023 08:47 PM	Test eGlobal Supplier Pte	Vijay Rajan	Participants (0) Team (2)	Test eGlobal Supplier Pte (Vijay Rajan) has responded prerequisite 1.1.
	MSG76321110	Not Applicable	04/27/2023 08:47 PM	Test eGlobal Supplier Pte	Vijay Rajan	Participants (0) Team (2)	Response (ID=ID400169451) in event Test Supplier Reponse Demo_27 Apr has been submitted.
	MSG76406189	Not Applicable	04/27/2023 07:50 PM	ALPS eProcurement-P-TEST	Vijay Rajan	Vijay Rajan	ALPS eProcurement-P-TEST has invited you to participate in an event: Test Supplier Reponse...

View

Reply

Compose Message

Download all attachments

Event messages

6 Click on the link to view the reply contents

[< Go back to ALPS eProcurement-P-TEST Dashboard](#)

Desktop File Sync

View Message

Done

Reply

Id: MSG76406302.1

From: [Test eGlobal Supplier Pte \(Vijay Rajan\)](#)

Sent: 04/28/2023 12:06 AM

To: [ALPS eProcurement-P-TEST\(Vijay Rajan\)](#)

Subject: RE: Comment entered in event Test Supplier Reponse Demo_27 Apr.

Attachment:  [Validity period.docx](#)

I have updated Valid validity period in required section

Id: MSG76406302
Sent: 04/27/2023 11:46 PM
Subject: Comment entered in event Test Supplier Reponse Demo_27 Apr.

The following comment has been submitted:

1.2 - Validity Period (Min 120 days from closing date): Please update a valid validity period

For details about this event, please visit the ALPS eProcurement-P-TEST Ariba site <http://alps-T.supplier3.ariba.com/ad/webjumper?itemID=NZ6uAPjsxc2ebH&awcharset=UTF-8>.

Thank You,



4a 4b 4c 4d 4e
5a 5b 5c 5d

Contract User Guide

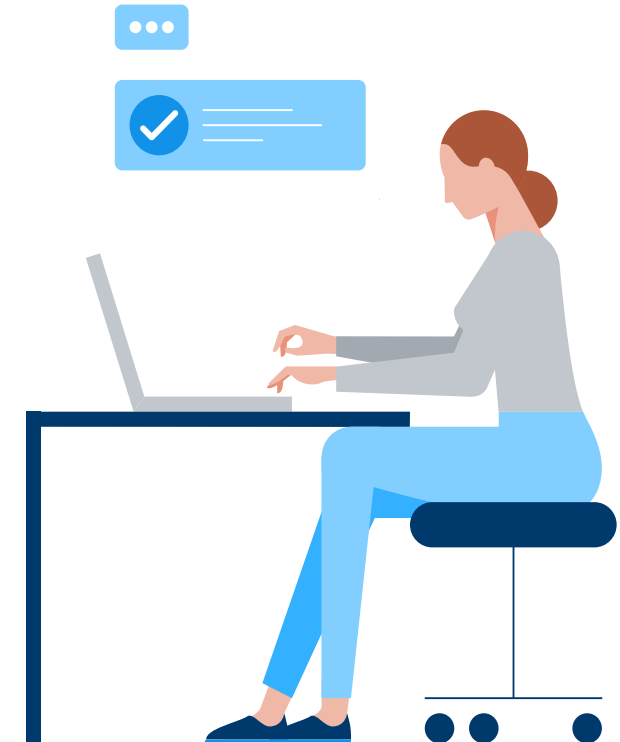
Contract Scenarios Overview

Scenario 4: New Contract or Existing Contract Amendments

- 4a [Receive email notification](#)
- 4b [Log into Ariba with credentials](#)
- 4c [Access negotiation task](#)
- 4d [Review contract](#)
- 4e [Accept or provide counter proposal](#)

Scenario 5: Signature Task

- 5a [Receive email notification](#)
- 5b [Log into Ariba with credentials](#)
- 5c [Access signature review task](#)
- 5d [Provide signature](#)



Contract Email Notification

- ① Once ALPS has awarded your bid and sent out the contract, the negotiation process may be initiated, and you would receive an email from s4approval-prod3+alps-T@ansmtp.riba.com with the contract attached. Download/read the contract.
- ② Click on the Hyperlink in the email to proceed

[EXTERNAL] CW2762 - Test Supplier side view of Contract Works

ER Email Review <s4approval-prod3+alps-T@ansmtp.riba.com> ①
To Jiawei Lim Mon 4

Follow up. Start by Monday, 20 March 2023. Due by Monday, 20 March 2023.
If there are problems with how this message is displayed, click here to view it in a web browser.

 Main Agreement_S2C S2.docx 26 KB

SAP Ariba

CW2762 - Test Supplier side view of Contract Workspace: Negotiation for External - Contract Documents

Task title: Negotiation for External - Contract Documents

Task description:

The following notes might also be helpful to you:
OK

This email is being sent to you because you are a reviewer of a document that has been submitted for review.

This email originated from the Ariba system used by ALPS eProcurement-P-TEST and was originally sent to: Jiawei.Lim@ibm.com

System Reference: [Click Here](#) to access the system. ②

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Logging in to Ariba Contracts

- ③ Fill in your login credentials and click on the “Login” button.

Suppliers' Ariba login link:
<http://supplier.ariba.com>



Supplier Login

abcd1234@supplier.com

.....

Login

[Forgot Username or Password](#)

Transitioning to Ariba Contracts

- 4 Alternatively, if you are already logged into Ariba, click on the top left-hand corner of the screen and then click on the “Ariba Contracts” dropdown.

The screenshot displays the SAP Ariba Spend Management interface. At the top left, the SAP logo is visible. A dropdown menu is open, showing options: Ariba Discovery, Ariba Proposals And Questionnaires, Ariba Contracts (highlighted with a red box), and SAP Business Network. The top right of the interface shows a 'Standard Account' status, a 'Get enterprise account' button, and a 'TEST MODE' indicator. Below the dropdown, a welcome message states: 'Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.' The main content area is divided into two sections: 'Public Profile Completeness' on the left, which shows a progress bar at 35% and a prompt to 'Enter a short description to reach 45% >', and 'Events' on the right, which lists a completed event titled 'Test Sourcing Supplier side Project' with ID Doc647421775, scheduled for 3/20/2023 at 4:34 PM. Below the events section is a 'Tasks' section with a search bar and a table header including Name, Status, Due Date, Completion Date, and Alert.

Ariba Contracts

After logging in/ transitioning to Ariba contracts, you would see all your contracts in the Tasks Section.

⑤ Click on your awarded contract to access it

The screenshot displays the SAP Ariba Contracts user interface. At the top, the header bar includes the SAP logo, 'Ariba Contracts' with a dropdown arrow, 'Standard Account', a 'Get enterprise account' button, a 'TEST MODE' button, and user icons for chat, help, and a user profile labeled 'JL'.

Below the header, the breadcrumb 'ALPS EPROCUREMENT-P-TEST' is visible. The main content area is divided into two columns. The left column contains two sections: 'ALPS eProcurement-P-TEST Requested Profile' with a message about completed customer requested fields and a link to 'View customer requested fields >', and 'Public Profile Completeness' showing a 35% progress bar and a prompt to 'Enter a short description to reach 45% >'. The right column features a 'Home' button, a 'Tasks' section with a 'Search' dropdown, and a table of tasks.

Name	Status	Due Date	Completion Date	Alert
▼ Project: Test Supplier side view of Contract Workspace (1)				
Negotiation for External - Contract Documents	In Progress	3/20/2023		

Ariba Contracts

After clicking on the task:

6 If you had not downloaded the contract from email, you may download it by clicking on the contract in the External – Contract Documents (Read Only) Section.

On this page, you would also see the option to:

7a Create Counter Proposal

7b Accept the proposal

Ariba Contract Management

< Go back to ALPS eProcurement-P-TEST Dashboard

Company Settings ▾

Jiawei Lim

Help ▾

Messages

Desktop File Sync

Exit

Negotiation Task

This task has been submitted for negotiation and is now in progress. You can add comments on the **Task History** tab. Notification of new comments is [More](#)

Test Supplier side view of Contract Work... / [Negotiation for External - Contract Docu...](#)

TSK647664579 Negotiation for External - Contract Documents Round 1: Awaiting Response(s) ⓘ

Shahraz Khan
OK

☐ External - Contract Documents (Read Only)

Main Agreement_S2C S2 ▾

Action

Download

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

Create Counter Proposal 7a

Accept Proposal 7b

Properties

Task History

Threaded

Owner

Shahraz Khan ▾

OK

Date

03/20/2023 04:44 PM

Exit

Jiawei Lim (test-Jiawei.Lim@ibm.com) last visited 20 Mar 2023 1:46:43 AM Test Ariba Supplier Pte AN11173470304-T

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SAP Business Network Privacy Statement

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Counter Proposal

8 If you clicked on the “Create Counter Proposal” button:

- i. Enter a comment message, and if necessary, set the Access Control for the comment
- ii. Upload the revised contract document under the Attach Revised Document Section by clicking on “Choose File”
- iii. Add any additional supporting documents in the Additional Attachments Section by clicking on the “Add Attachment” button

Ariba Contract Management

[Go back to ALPS eProcurement-P-TEST Dashboard](#)

Desktop File Sync

Counter Proposal

OKCancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your [More](#)

Message:

Countered

Access Control:

(No additional restrictions)

Document

Attach Revised Document

External - Contract Documents

Main Agreement_S2C S2

Choose File

No file chosen

Or drop file here

Additional Attachments

No items

Delete

Add attachment

OKCancel

Jiawei Lim (test-Jiawei.Lim@ibm.com) last visited 20 Mar 2023 1:46:43 AM Test Ariba Supplier Pte AN11173470304-T

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Counter Proposal

8 If you clicked on the “Create Counter Proposal” button:

- iv. After uploading all additional documents, mark the check box beside the file
- v. Ensure that the attached revised contract is correct, click on “Delete Attachment” and reupload a new file if you need to make further amendments
- vi. Click on the “OK” button to proceed

Ariba Contract Management

< Go back to ALPS eProcurement-P-TEST Dashboard

Desktop File Sync

Counter Proposal

OKCancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your

More

Message:

BBIU

— size —

— font —

Countered

Access Control:

(No additional restrictions)

Document

Attach Revised Document

External - Contract Documents

Main Agreement_S2C S2

Main Agreement_S2C S2.docx

Delete Attachment

Additional Attachments

✓

vendor master.pdf

iv

DeleteAdd attachment

vi

OKCancel

Jiawei Lim (test-Jiawei.Lim@ibm.com) last visited 20 Mar 2023 1:46:43 AM Test Ariba Supplier Pte AN11173470304-T

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Terms of Use

Counter Proposal

9 After successfully submitting your counter proposal, you will see on the Ariba Contracts landing page that the status of the contract is “in progress”.

SAP

Ariba Contracts

Standard Account

Get enterprise account

TEST MODE

JL

ALPS EPROCUREMENT-P-TEST

ALPS eProcurement-P-TEST Requested Profile

All required customer requested fields have been completed.

View customer requested fields >

Public Profile Completeness

35%

Enter a short description to reach 45% >

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Tasks

Search

Name	Status	Due Date	Completion Date	Alert
▼ Project: Test Supplier side view of Contract Workspace (1)				
Negotiation for External - Contract Documents	In Progress	3/20/2023		

96

Proposal Acceptance

10 If you decide to accept the proposal, click on the “Accept Proposal” button

Ariba Contract Management

Company Settings

Jiawei Lim

Help

Messages

< Go back to ALPS eProcurement-P-TEST Dashboard

Desktop File Sync

Negotiation Task

Exit

This task has been submitted for negotiation and is now in progress. You can add comments on the **Task History** tab. Notification of new comments is [More](#)

Test Supplier side view of Contract Work... / [Negotiation for External - Contract Docu...](#)

TSK647664579 Negotiation for External - Contract Documents

Round 1: Awaiting Response(s)

Shahraz Khan

OK

External - Contract Documents (Read Only)

Main Agreement_S2C S2

Action

Download

One or more documents have been submitted for your review. You have the following options:

View the documents on the left.

To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

Create Counter Proposal

Accept Proposal

Properties

Task History

Threaded

Owner

Shahraz Khan

OK

Date

03/20/2023 04:44 PM

Exit

Jiawei Lim (test-Jiawei.Lim@ibm.com) last visited 20 Mar 2023 1:46:43 AM Test Ariba Supplier Pte AN11173470304-T

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Terms of Use

Proposal Acceptance

- 11 If you clicked on the “Accept Proposal” button:
- i. Enter a comment message, and if necessary, set the Access Control for the comment
 - ii. Add any additional supporting documents in the Additional Attachments Section by clicking on the “Add Attachment” button.
 - iii. Click on the “OK” button to proceed

Ariba Contract Management

< Go back to ALPS eProcurement-P-TEST Dashboard

Desktop File Sync

Proposal Accepted

OKCancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your [More](#)

Message:

B

I

U

— size —

— font —

Proposal Accepted

i

Access Control:

(No additional restrictions)

i

Additional Attachments

No items

Delete

Add attachment

ii

iii

OK

Cancel

Jiawei Lim (test-Jiawei.Lim@ibm.com) last visited 20 Mar 2023 1:52:04 AM Test Ariba Supplier Pte AN11173470304-T

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98

Proposal Acceptance

12 After successfully submitting your proposal acceptance, you will see on the Ariba Contracts landing page that there will be no items remaining.

SAP

Ariba Contracts

Standard Account

Get enterprise account

TEST MODE

JL

ALPS EPROCUREMENT-P-TEST

ALPS eProcurement-P-TEST Requested Profile

All required customer requested fields have been completed.

View customer requested fields >

Public Profile Completeness

35%

Enter a short description to reach 45% >

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

Complete Review Notification/Signature Task

13 Once ALPS has accepted the proposal acceptance, you would receive a contract review notification email from s4approval-prod3+alps-t@ansmtp.ariba.com

14 Click on the Hyperlink in the email to proceed

**Note: In addition to the complete review email, you may also receive a second email from ALPS' e-signature provider requesting your signature*

[EXTERNAL] CW2762 - Test Supplier side view of Contract Workspa.



Email Review <s4approval-prod3+alps-T@ansmtp.ar

To Jiawei Lim



13

Mon 5:00 p

i Follow up. Start by Tuesday, 21 March 2023. Due by Tuesday, 21 March 2023.
If there are problems with how this message is displayed, click here to view it in a web browser.



Main Agreement_S2C S2.docx
26 KB

SAP Ariba

CW2762 - Test Supplier side view of Contract Workspace: Signed Contract by Supplier

Task title: Signed Contract by Supplier

Task description:

Action: Complete Review - [Click Here](#)

This email is being sent to you because you are a reviewer of a document that has been submitted for review.

This email originated from the Ariba system used by ALPS eProcurement-P-TEST and was originally sent to: Jiawei.Lim@ibm.com

System Reference: [Click Here](#) to the system.

14

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Logging in to Complete Review

- 15 Fill in your login credentials and click on the “Login” button.

Suppliers' Ariba login link:
<http://supplier.ariba.com>



Supplier Login

abcd1234@supplier.com

.....

Login

[Forgot Username or Password](#)

Complete Review Notification/Signature Task

16 After successfully logging in to Ariba Contracts, you will see a new task with a status of “In Review” on the Ariba Contracts landing page in the Task Section. Click on the task to complete the reviewing process.

SAP

Ariba Contracts

Standard Account

Get enterprise account

TEST MODE

JL

ALPS EPROCUREMENT-P-TEST

ALPS eProcurement-P-TEST Requested Profile

All required customer requested fields have been completed.

View customer requested fields >

Public Profile Completeness

35%

Enter a short description to reach 45% >

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Tasks

Search

Name	Status	Due Date	Completion Date	Alert
▼ Project: Test Supplier side view of Contract Workspace (1)				
Signed Contract by Supplier	In Review	3/20/2023		

102

Complete Review Notification/Signature Task

17 After clicking into the task, click on the “Complete Review” button to proceed.

Ariba Contract Management

< Go back to ALPS eProcurement-P-TEST Dashboard

Company Settings ▾ Jiawei Lim Help ▾ Messages Desktop File Sync

Review Task

Exit

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you [More](#)

Test Supplier side view of Contract Work... / [Signed Contract by Supplier](#)

TSK647667388 Signed Contract by Supplier

Round 1: Awaiting Response(s) ⓘ

Shahraz Khan
OK

☐ External - Signed Contract (Read Only)

 [Main Agreement_S2C S2](#) ▾

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

Complete Review ⓘ

Complete Review Notification/Signature Task

- 18 After clicking into the “Complete Review” button:
 - i. Enter a comment message, and if necessary, set the Access Control for the comment
 - ii. Upload the signed contract in the Attach Revised Document Section by clicking on “Choose File”
 - iii. Attach any supporting documents under the Additional Attachments Section by clicking on “Add Attachment”
 - iv. Click on “OK” to proceed

Ariba Contract Management

< Go back to ALPS eProcurement-P-TEST Dashboard

Company Settings ▾ Jiawei Lim Help ▾ Messages

Desktop File Sync

Reviewed

OK Cancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your [More](#)

Message:

Reviewed

Access Control: (No additional restrictions) ▾

Document Attach Revised Document

External - Signed Contract

Main Agreement_S2C S2

Choose File No file chosen Or drop file here

Additional Attachments

No items

Delete Add attachment

OK Cancel

Jiawei Lim (test-Jiawei.Lim@ibm.com) last visited 20 Mar 2023 1:55:52 AM Test Ariba Supplier Pte AN11173470304-T
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Complete Review Notification/Signature Task

19 After clicking the “OK” button, your task would be cleared, and no items would be reflected on the Ariba Contracts landing page.

SAP

Ariba Contracts

Standard Account

Get enterprise account

TEST MODE

?

?

JL

ALPS EPROCUREMENT-P-TEST

ALPS eProcurement-P-TEST Requested Profile

All required customer requested fields have been completed.

View customer requested fields >

Public Profile Completeness

35%

Enter a short description to reach 45% >

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

SAP Business Network Discovery

Receive qualified leads

A quick 5 minute registration will activate qualified leads sent right to your inbox

Save time

Get in front of buyers when they are actively looking for new suppliers

Sell effectively

Take advantage of the SAP Business Network community to get in front of buyers you're not already working with

Win new business

Tap into \$5 billion of new opportunities posted annually

Increase interactivity

Communicate with buyers and prospects in real time



STAY UP-TO-DATE

Supplier mobile app

SAP Business Network Supplier mobile app helps suppliers take their business on-the-go. Regardless of the account type, suppliers can stay connected with their customers on their iPhone or Android devices.

Key mobile app features

- Get real-time notifications
- Create documents on-the-go
- Find documents fast
- Improve invoice visibility

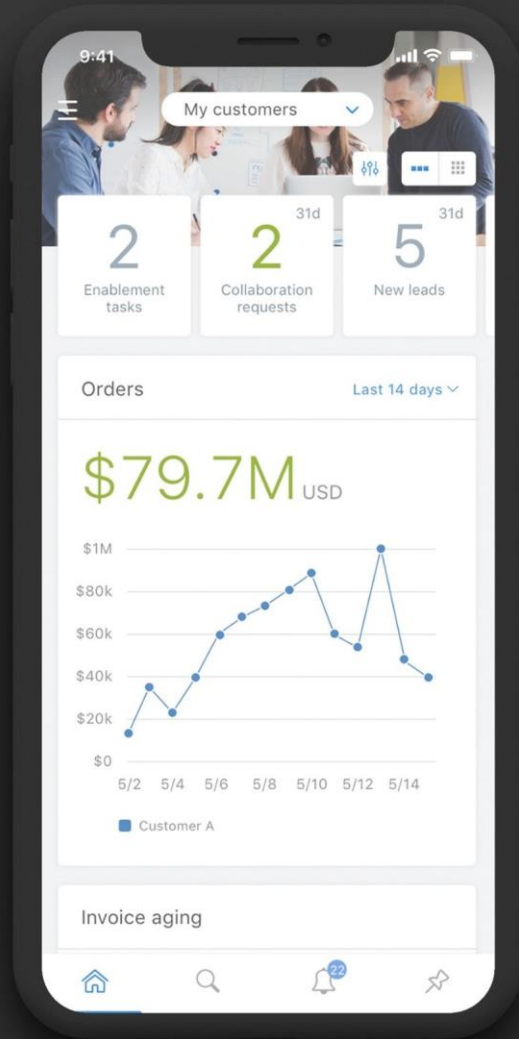
With quick and easy biometric login and availability in over 24 languages, the mobile app is the best way to be more responsive and better informed.

[LEARN MORE](#)

App Store



Google Play





Contact & Support

Business Related Questions

- Contact ALPS procurement staff who publish the sourcing events

SAP Business Network Related Questions

- Help Center – access via account or [click here](#)
- [Standard Account Specific Documentation](#)
- [SAP Business Network Supplier Training Page](#)



Frequently Asked Questions

Account Related FAQs

Issue:

What are the common issues when registering an account?

Answer:

The following list describes common registration issues and how to resolve them:

- Duplicate username: You can access your existing account or create a new user account with a unique username by deselecting the Use my email as my username box under the Email field. Your username does not need to match your email address.
- Duplicate D-U-N-S (Data Universal Numbering System) number: You can leave the DUNS Number field empty during registration or contact the administrator of the account that already uses the same number. You can also add your D-U-N-S number on the Marketing tab of your Company Profile after registration.
- Account already merged when registering with an existing account: This occurs when you try to link to a sourcing buyer with an account that is already used on the buyer's site. You can contact your buyer to find the linked account and deactivate any duplicate account(s). Alternatively, you can create a new account.
- Different username and password expected when registering with an existing account: This occurs when you try to link to a sourcing buyer with an account that is different from the accounts used by others in your company. You can try to find the existing account by contacting your colleagues and/or the buyer. Alternatively, you can create a new account.
- Duplicate Account Warning: "We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.": An account very similar to other ones that were created in the past is being created. Ariba shows this warning message to try to prevent users from creating duplicate accounts.
- Error: "There has been an issue connecting to the Sourcing Server. Please try to connect to the service later.": If you experience this error repeatedly, there is a conflict between information in the registered account and in the sourcing buyer's site. Your buyer might have some of your account information stored in a different account. Contact Ariba Customer Support to review the possible conflicts.

Account Related FAQs

Issue:

When trying to register for SAP Ariba Sourcing and access a sourcing event, the system displays the following error:

"The username and password entered has already merged to another Ariba Sourcing user account"

Resolution:

Depending on how you would like to proceed, there are two solutions to this issue:

1. Create an alternate username by clicking Sign Up in the event invitation. Your new username will need to be different than any existing registered username. If not, you will receive a user already exists error message. Keep in mind that if you choose this solution, you will have two separate accounts.
2. If you don't want to create a new account, contact your buyer and have them invite your existing account.

Issue:

I receive the error message below when trying to register a new user account.

"Error: User already exists. Please enter a different username"

Resolution:

Business Network requires that all usernames be formatted like an email address, but they do not have to be a valid email address. For example, if your username of example@ariba.com was not accepted, you can try using example1@ariba.com.

Question:

Can my company have multiple accounts?

Answer:

Your company can have multiple Ariba accounts, depending on your business needs. For example, if your company has several locations around the world, you might want a separate account for each region. Most companies choose to have one account with multiple customer relationships, which provides a centralized location to maintain their company profile information and all of their customer relationships.

Other FAQs

Question:

How do I access a sourcing event?

Answer:

You can access a sourcing event to which you have been invited in two different ways:

- By registering via the invitation email that the buyer sends
- By going to the Ariba Proposals & Questionnaires page (log into your account and click the app dropdown menu in the upper-left corner of the application and select Ariba Proposals & Questionnaires)

If the event you are looking for is not listed on the Ariba Proposals & Questionnaires page, please see [Why can't I find an event?](#) for troubleshooting steps. Keep in mind that to participate in a sourcing event, you must be invited by a buyer. If you have not been invited, please reach out to the buyer to request an invitation.

Question:

Why can't I find an event?

Answer:

There are a number of reasons you may not be seeing a sourcing event your company was invited to. Below are various scenarios that may apply:

1. Did you receive an event invitation in your email inbox?
2. Did you log in to the correct account?
3. Do you have permissions to see the page?
4. Is your user activated? Is your profile approved?
5. Are you on the SAP Ariba Sourcing solution?
6. Is the event in Open status?
7. Did you complete the Customer Requested Profile?
8. Are you locked out of the event?
9. Are you directed to a blank page when you click on an event within your account?

Other FAQs

Question:

I am not receiving any email notifications even though I am expecting them.

Answer:

It could be that the email notifications have gone to your spam or junk folder or that your company IT blocks Ariba.com

Thank you.





SAP Business Network Account Type

What is an SAP Business Network, Standard Account?

- Basic Account that gives you access to SAP Business Network
- Receive interactive email purchase orders
- Send electronic documents through SAP Business Network
- **No fees**
- Intended for low volume suppliers





TRANSACTION WITH EASE AND WITHOUT FEES

Standard Account

Designed to make transactions simple, suppliers can stay on top of buyer needs even with limited eCommerce experience.

Standard account is ideal for reviewing and sending documents, publishing electronic catalogs, and more.

FREE FOR ANY SUPPLIER

- No document related fees or transaction limits
- Receive & respond to POs with electronic documents (e.g. Order Confirmations, Ship Notices, Service Sheets or Invoices)
- Check document status updates
- Manage catalogs

CENTRALIZED ACCESS

- Online portal and supplier mobile app to access all relevant information & documents
- Receive real-time notifications from buyers via email and mobile app push notifications
- Access other SAP Business Network solutions like Discovery* on one single account



GROW AND AUTOMATE YOUR BUSINESS

Enterprise Account

For suppliers with more advanced needs, an enterprise account may be a better fit.

Enterprise accounts are paid accounts based on usage.

ADVANCED CAPABILITIES

- Automate specific processes with machine-to-machine integration
- Priority support, enablement, and educational training courses
- Archive invoices
- Sales and transaction reporting
- Lead generation capabilities

IDEAL FOR

- Suppliers who are more experienced with eCommerce
- Are looking to grow or strengthen their business on SAP Business Network
- Have buyer specific needs that are not supported by standard account

Account Capabilities Comparison

Features	Standard Account	Enterprise Account
Access	Email notifications/workbench	Online dashboard/workbench
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✓ Self-service only	✓
Document status	Email notifications/workbench	• Workbench with easy access from any browser • Topical tabs
Legal Archive	Email notification and online download	• Long-term archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Support	Online Help Center • Documentation • Training videos • User recommendations or tips	• 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	✓	✓
Discovery	✓ Fees may apply to respond to leads. Click here for more information. *Note : Discovery : Public Sector Postings will be free to respond	✓ Fees may apply to respond to leads. Click here for more information. *Note: Discovery : Public Sector Postings will be free to respond
Fees	FREE	Fees may apply, See complete details .

Fee Schedule for Enterprise Accounts

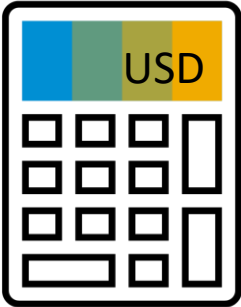
FREE for all suppliers to join and begin transacting

Two components of the fee schedule:

Transaction Fees + Subscription Fees

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

Supplier Fee Schedule – USD



Transaction fees (billed quarterly)

Less than 5 documents* OR less than USD 50,000	FREE usage
More than 4 documents* AND more than USD 50,000 *only POs, invoices, service entry sheets, and service entry sheet responses in at least one customer relationship annually	0.155% of transacted volume for relationships <u>without</u> Service Entry Sheets
	0.35% of transacted volume for relationships <u>with</u> Service Entry Sheets
	Capped at USD 20,000 per customer relationship



Subscription fees (billed annually)

Annual Document Count across <u>all</u> customer relationships	Subscription level	Annual Fee
Up to 4 documents	Premium	USD 0
5 to 24 documents or < USD 250,000	Bronze	USD 50
25 to 99 documents and > USD 250,000	Silver	USD 750
100 to 499 documents and > USD 250,000	Gold	USD 2,250
500 and more documents and > USD 250,000	Platinum	USD 5,500

SAP Business Network Fee Schedule – Video Presentation

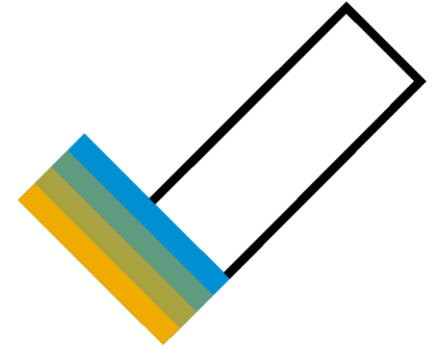


[Fees in USD](#)

SAP Business Network Project Scope

In Scope for ALPS with the SAP Business Network:

- Purchase Orders



Out of Scope for ALPS with the SAP Business Network:

- Invoices

Note: Invoice submission for ALPS will remain the same





Standard Account **Supplier Registration**

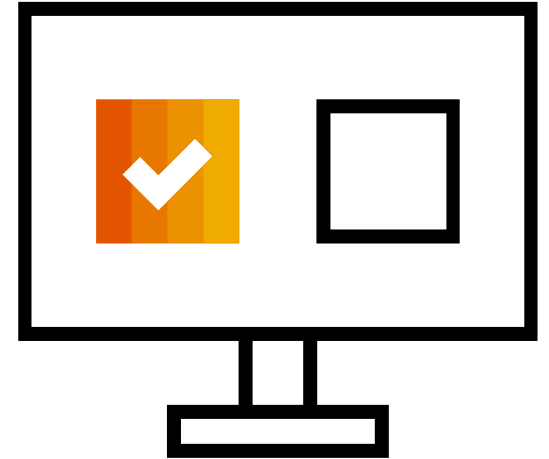
Register For A Standard Account



Receive Interactive Email PO



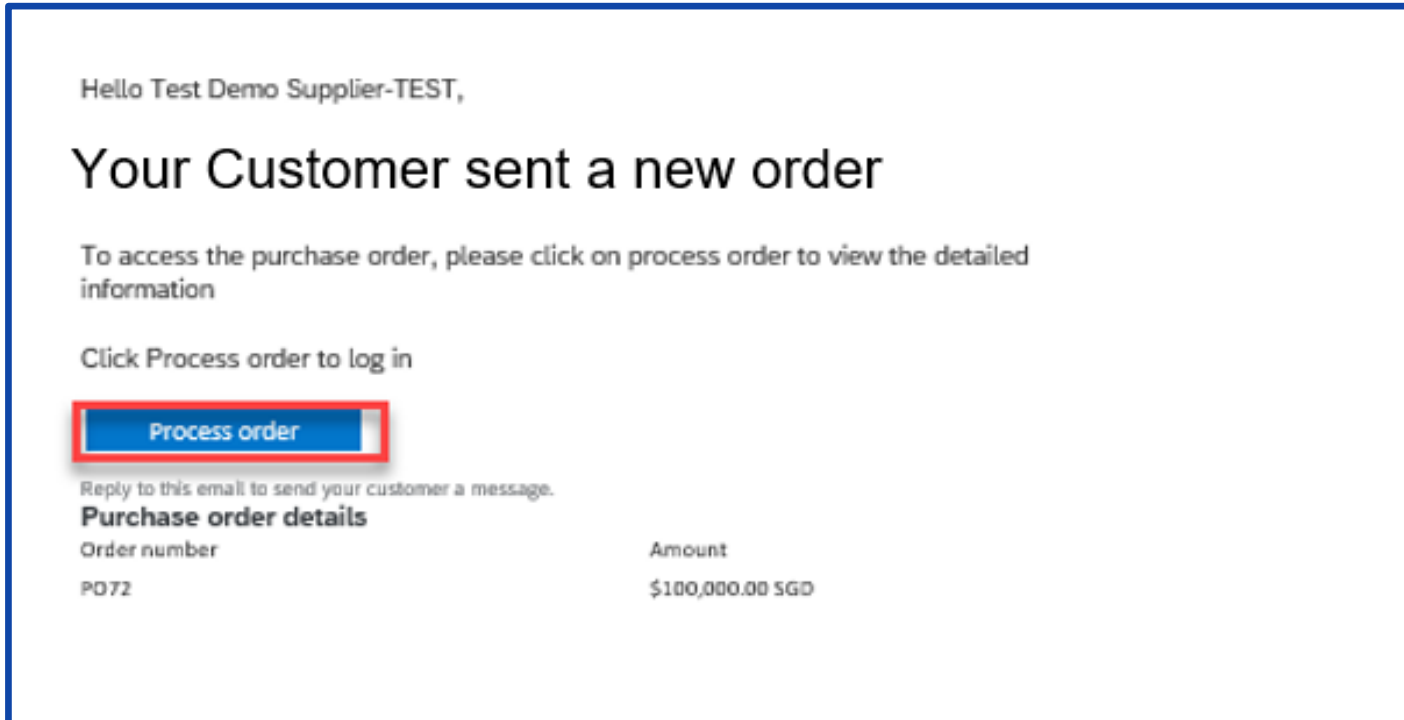
Click The Process Order Button



Sign Up Or Login

Register For A Standard Account

Receive Interactive Email Order From Customer



IMPORTANT:

Before You Click The **Process Order** Button For The First Time:

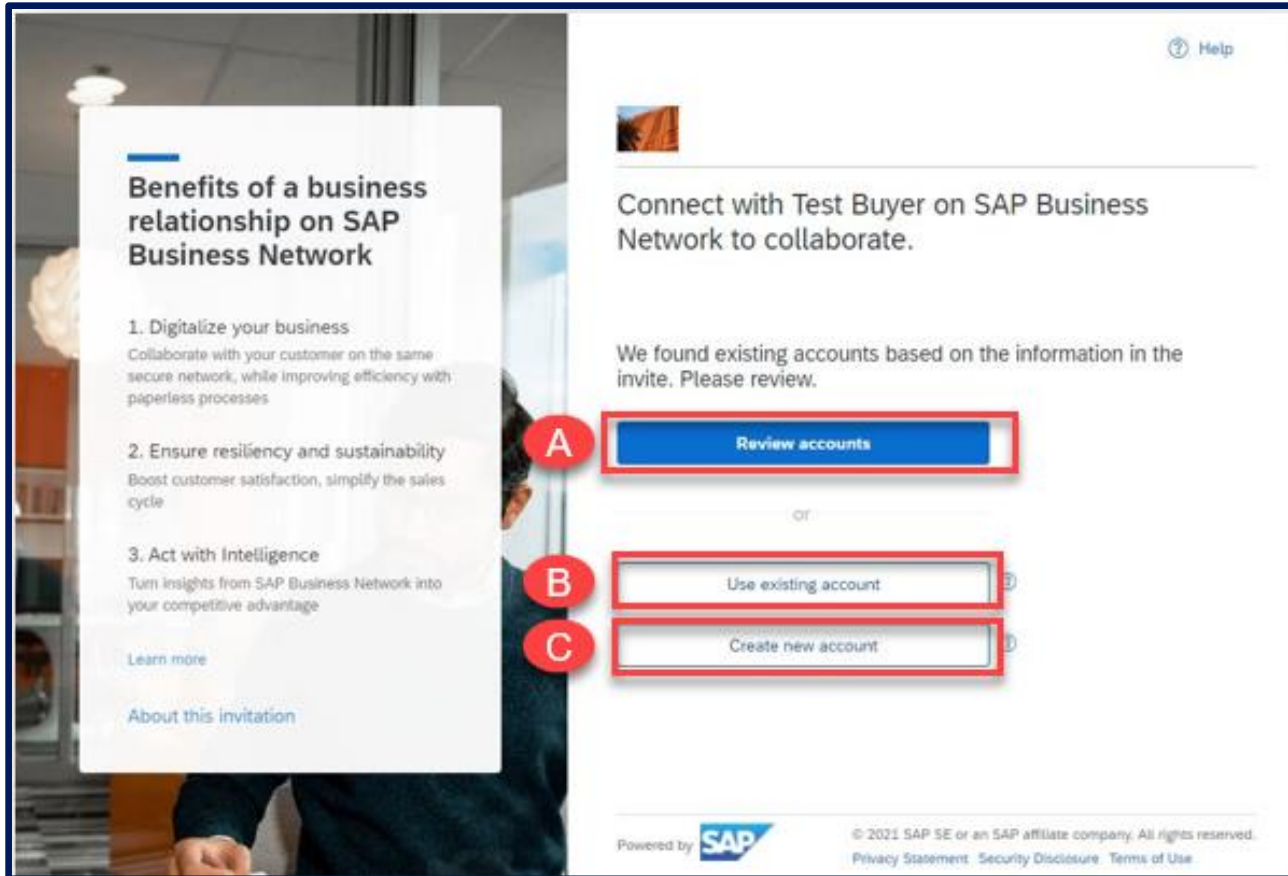
1. Align Internally
2. Designate / Know Administrator

To Get Started:

Click The **Process Order** Button In The PO Interactive Email

Register For A Standard Account

Review Accounts, Connect or Sign Up



Landing Page

This page invites you to review accounts that might be already existing for your company. You can also connect to an existing account you have access to, or decide to create a new account.

- A. Click **Review accounts** if you want to check for an existing account for your company
- B. Use your existing Standard or Enterprise Account by clicking on **Use existing account**
- C. Select the **Create new account** option to create a new Standard account

Note : If you have an existing Enterprise account but do not want to pay Supplier Fees, we recommend you to create a new Standard account.

A. Review Accounts

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](#)

Connect with Test Buyer on SAP Business Network to collaborate.

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

A [Review accounts](#)

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

Search Criteria [Edit](#)

Company Name
KIT TEST 02

E-mail address

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 ?
★ DBS Test01	Yes	Germany			Use this account
★ Test supplier SMO 01	Yes	Czech Republic			Use this account
★ Beata Test01	Yes	Czech Republic			Use this account
★ BK_Vendor02	Yes	Spain	Barcelona		Use this account
★ Kortus Ltd	Yes	Czech Republic	Hlavní Město Praha		Use this account

Review Matched Accounts

A. Click **Review accounts** if you want to check for an existing account for your company

If the system identifies that your company may already have an account, click on *Review accounts* and browse through the proposed list. If you find any match, click on *Use this account*.

B. Use Existing Account

The screenshot displays the SAP Ariba interface. On the left, a sidebar titled 'Benefits of a business relationship on SAP Business Network' lists three points: 1. Digitalize your business, 2. Ensure resiliency and sustainability, and 3. Act with Intelligence. The main content area shows a section for connecting with a Test Buyer on SAP Business Network. It includes a 'Review accounts' button and a 'Use existing account' button, which is highlighted with a red box and a red arrow pointing to the login form below. The login form has fields for 'Username' and 'Password', both highlighted with red boxes. A red circle with the number '1' is next to the Username field, and a red circle with the number '2' is next to the Password field. Below the login form is an 'OK' button, also highlighted with a red box. The SAP Ariba logo is visible in the center of the page.

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](#)

Connect with Test Buyer on SAP Business Network to collaborate.

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

[Review accounts](#)

or

[Use existing account](#)

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.

1 Username:

Password:

[OK](#) 2

Connect to your Existing Account

If you know you have an existing account that you would like to use, click on **Use existing account**.

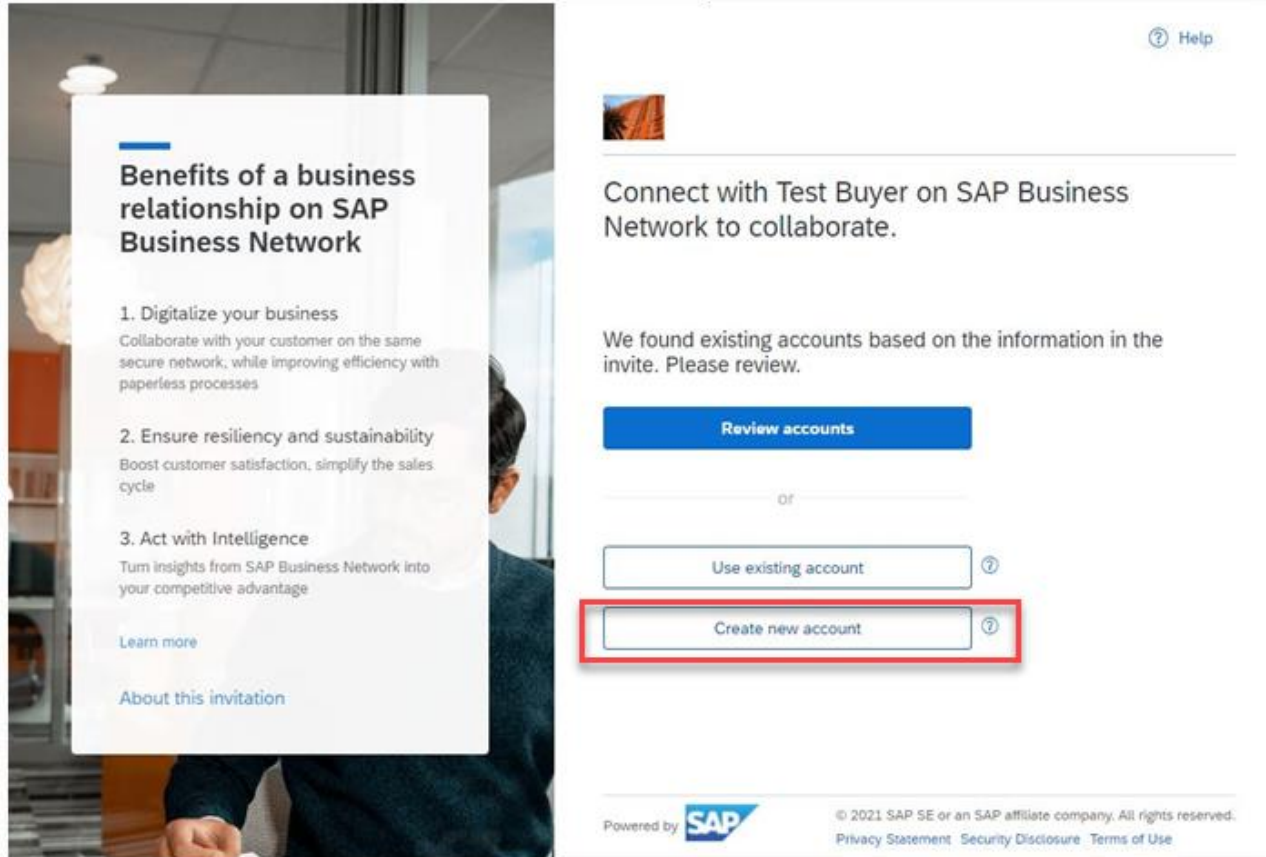
1. Enter your username and Password
2. Click OK

Notes:

- You must have Administrator rights to perform this operation.
- Please be aware that using Existing Enterprise Account may incur fees.
- 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.

C. Create new account

Create new account



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](#)

Connect with Test Buyer on SAP Business Network to collaborate.

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

[Review accounts](#)

or

[Use existing account](#) ⓘ

[Create new account](#) ⓘ

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If you need to create a new account, click on *Create new account*

Register For A Standard Account

Configure Account, Accept Terms of Use, And Register

What to expect when you create an account:

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.

1. Review your Company Information

Create an account to connect and collaborate with Test Buyer on SAP Business Network

Company information

Company legal name *

Test supplier

Country/Region *

Spain [ESP]

Address line 1 *

Plaza Catalunya

Address line 2

Postal code *

08003

City *

Barcelona

State *

Choose a state

2. Enter your Administrator Account Information

Administrator account information

First name *

Last name *

Email *

lucie.mortelmans@sap.com

☒ Use my email as my username

3. Accept Terms of Use and Privacy Statement

☐ I have read and agree with the Terms of Use.

☐ I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

Business role *

Choose your primary

Create account

1. Review your **Company Information**
2. Enter your **Administrator Account Information**
3. Accept **Terms of Use** and **Privacy Statement** click on **Create account**

Register For A Standard Account

Transact With Your Customer

The screenshot shows the SAP Business Network interface. At the top, there are two buttons: 'Create Order Confirmation' and 'Create Ship Notice', both highlighted with red boxes. Below these buttons are tabs for 'Order Detail' and 'Order History'. The main content area is divided into two columns. The left column contains 'From: Customer Energie' and 'Address ID: PO3'. The right column contains 'To:'. Below this, there is a 'Comments' section with the text 'Header level comments like Terms and Conditions etc.'. The 'Contact Information' section is divided into 'Requisitioner Address' and 'Supplier Address'. The requisitioner address is 'New Street, London, L12345, United Kingdom, Email: requisitioner@test.com, Address ID: 10000199'. The supplier address is 'New Street, London, LN155PP, United Kingdom, Address ID: SUP00'.

Requisitioner Address	Supplier Address
New Street	New Street
London	London
L12345	LN155PP
United Kingdom	United Kingdom
Email: requisitioner@test.com	Address ID: SUP00
Address ID: 10000199	

- Click On **Create Order Confirmation, Create Ship Notice**, To Get Started
- If You Need Assistance, Please Refer To The Articles In The **Help Center** (Right-Hand Side)

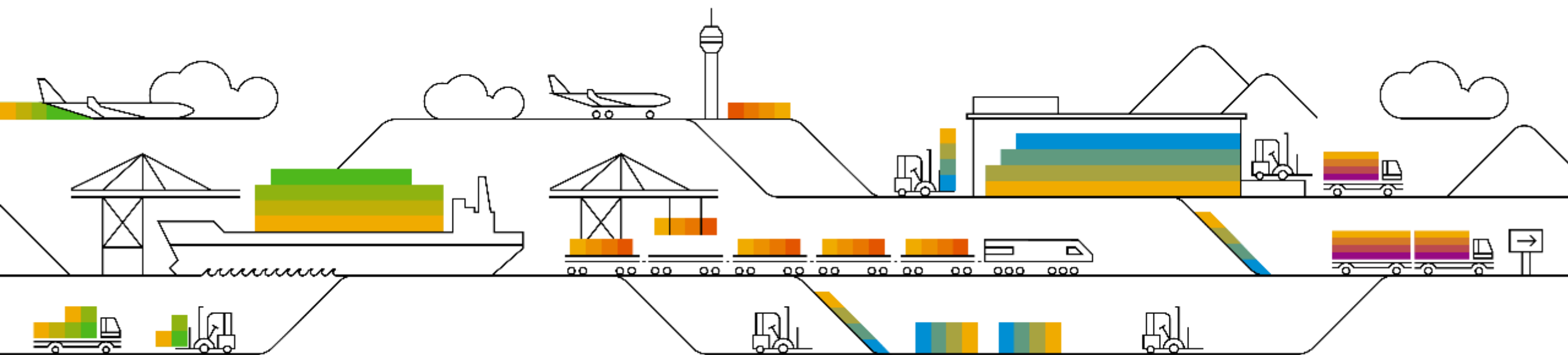
Process The First PO

Supplier Portal Workbench

The screenshot displays the SAP Business Network Supplier Portal interface. The top navigation bar includes links for Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. The 'Workbench' link is highlighted with a red box. Below the navigation bar, there are several widgets: 'Overview' showing 3 changed orders, 'Purchase orders' showing a total of \$793 USD, and a 'Workbench' section with a table of changed orders. A red box highlights the 'Workbench' section, and a red arrow points from the 'Workbench' link in the navigation bar to this section.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
PO31	Ariba Inc - Excellence Programs	\$300.00 USD	Mar 5, 2021	Changed		...
PO51	Ariba Inc - Excellence Programs	\$50.00 USD	Mar 5, 2021	Changed		...

Access all your received and sent documents in your SAP Business Network **Workbench**.



Supplier Log In

Supplier Login

supplier.ariba.com is the URL to access your Business Network Account.

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?

[Register Now](#) or [Learn More](#)

Network Engagement and Adoption Team Webinars



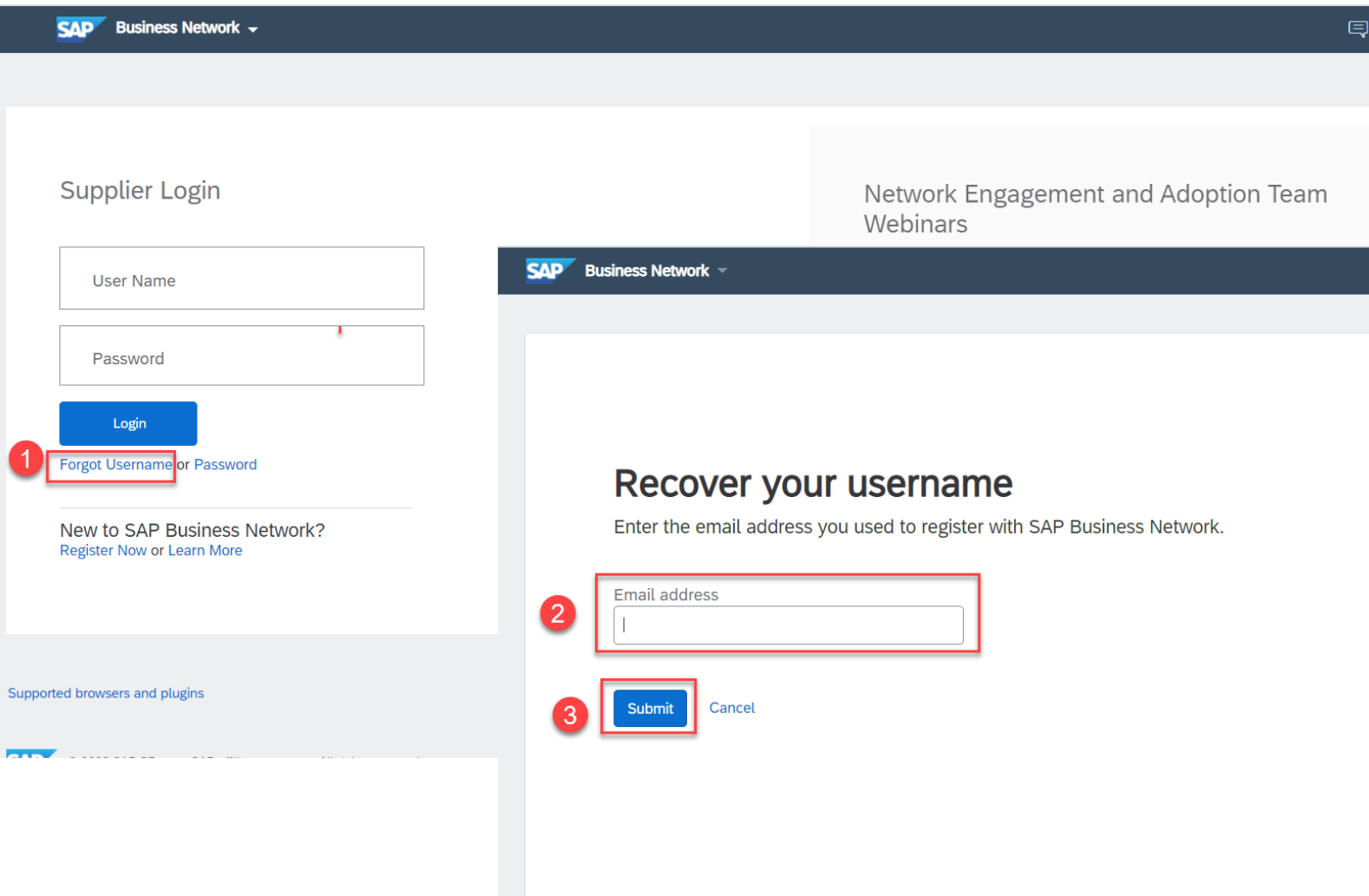
Join us on the Network Engagement and Adoption Team dedicated webinars and learn how to get the most of your SAP Business Network experience with a live questions and answers session. Select your region.

Enter the login details in the respective fields and click the **Login** button.

Note: User Name is in email address format

[Supported browsers and plugins](#)

Forgot User Name



SAP Business Network

Supplier Login

User Name

Password

Login

1 [Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

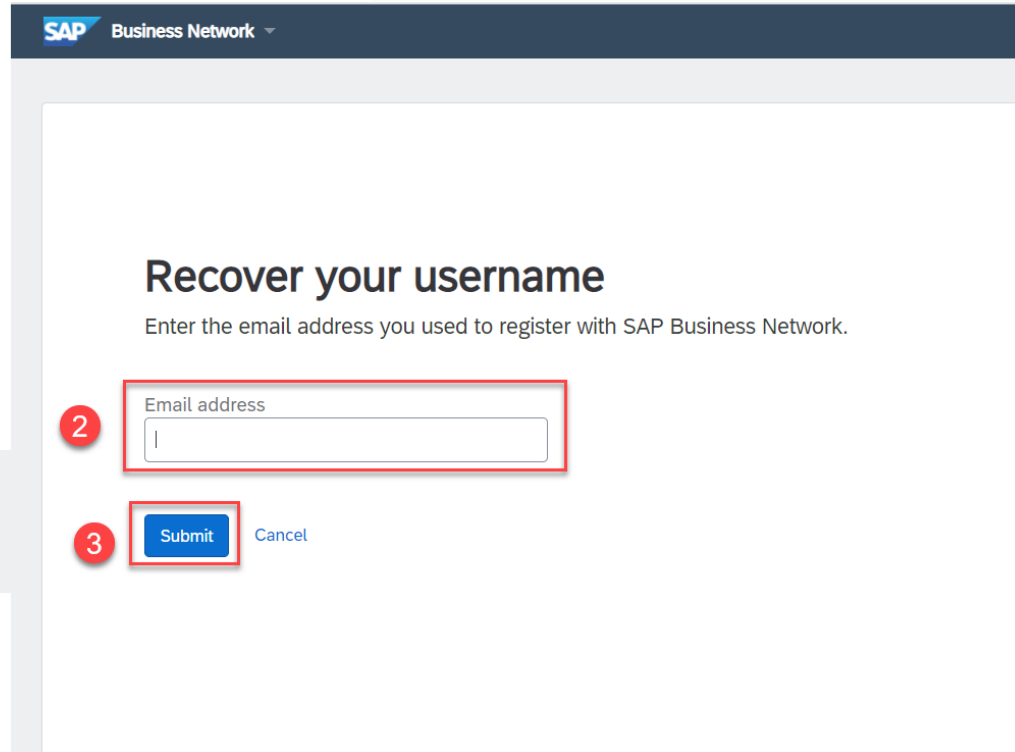
Supported browsers and plugins

Network Engagement and Adoption Team Webinars

How to recover Username

1. If you forgot your Username click **Forgot Username link**.
2. Enter the **email address** you used to register with the Business Network
3. **Submit**

You will then receive an email notification on the email you registered with the Business Network regarding your Username.



SAP Business Network

Recover your username

Enter the email address you used to register with SAP Business Network.

2

3

Reset your Password

Supplier Login

User Name

Password

Login

1 Forgot Username or Password

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

[Supported browsers and plugins](#)

Reset your password

Enter the email address you used to register with SAP Business Network.

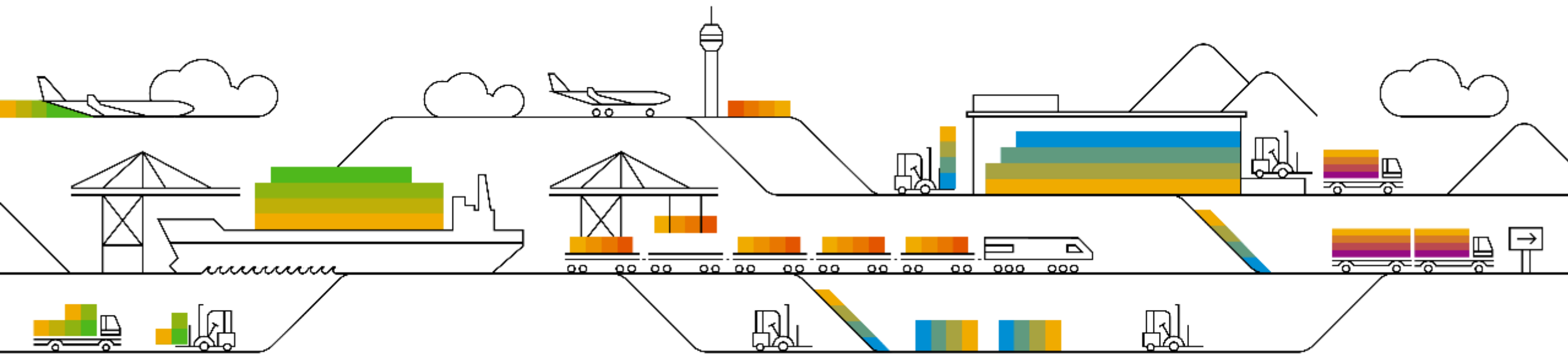
2 Email address

3 Submit Cancel

How to reset your Password

1. If you forgot your Password click **Password** link.
2. Enter the **email address** you used to register with the Business Network
3. **Submit**

You will then receive an email notification on the email you registered with the Business Network regarding your Password Reset request.



Account Overview

Supplier Homepage

The portal home page includes a new shell bar, menu bar, search bar, configurable tile overview bar, getting started, configurable 'My widgets' section with customer chooser.

Uniform shell bar

New settings and help icon, uniform within SAP, and solution name changed to SAP Business Network

New Menu bar

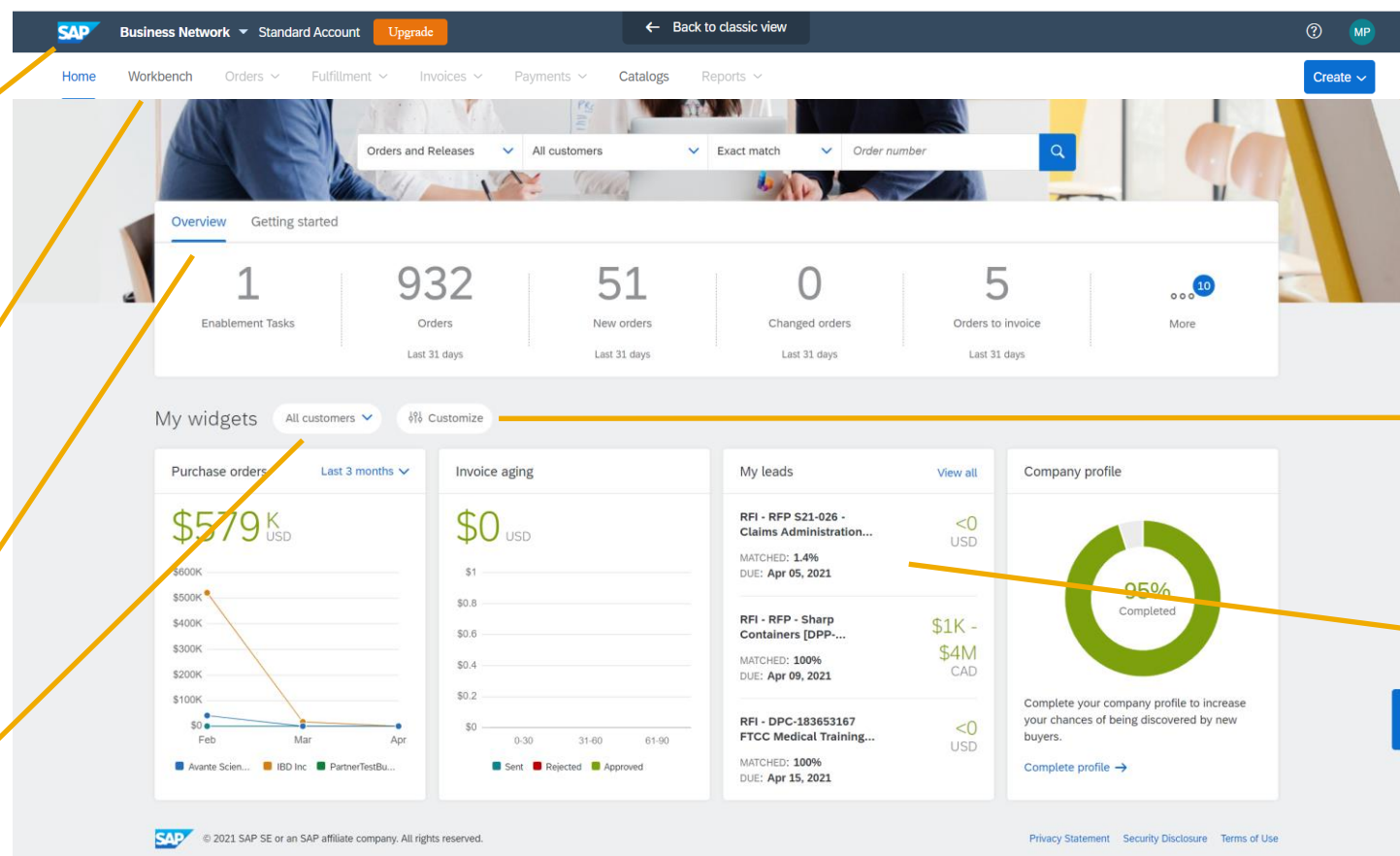
Removed inbox/outbox, moved menu items under Orders, Invoice and Fulfillment, added new workbench.

Tile bar, Getting started

Displays user preferred Tiles, lists Getting started tasks.

Customer chooser

Displays widget information based on selected customers.



New Create / More button

Create: PO Invoice, Non-PO invoices, Contract Invoice, Service Entry Sheet. More: Trac, Upload/Download

Customize (My Widgets)

User can configure which widgets to display and where, selecting from a constantly growing list.

Widgets

Show network status, trends, events, opportunities, insights

Feedback

Share feedback with Ariba

For the detailed information about the portal, please visit [SAP Business Network New Supplier Portal and Workbench Guide](#).

Workbench

The new workbench introduces highly configurable tiles and worklists, supported with guided actions. Users can configure which tiles they want to see, in what order, name the tile, configure what documents to display in the worklist, and configure the layout of the worklist .. Optimized to the way the user wants to work.

Workbench

Access to up-to 25 user configurable workbench tiles

Tile

Displays document metric, title, customizable sub-title, and table based on filter criteria and table settings

Edit filter

Allows user to configure what is displayed in the table by editing filter criteria for the tile and apply

Save filter

Allows user to save the filter criteria for the tile, and (re)name its sub-title

Ship To Address	Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
Acme, Sunnyvale, CA, United States	DO2020111520185334	PartnerTestBuyer	\$1,609.00 USD	Nov 15, 2020	New		...
Acme, Sunnyvale, CA, United States	DO2020111517165354	PartnerTestBuyer	\$1,576.00 USD	Nov 15, 2020	New		...
Acme, Sunnyvale, CA, United States	DO202011151714320	PartnerTestBuyer	\$1,772.00 USD	Nov 15, 2020	New		...
Acme, Sunnyvale, CA, United States	DO202011151713291	PartnerTestBuyer	\$1,789.00 USD	Nov 15, 2020	New		...

Customize

Allows user to configure which tiles to display, in what order, and (re)name its sub-titles.

Table Settings

Allows user to configure how the data is displayed in the table by selecting columns, groupings, date formats.

Export

Exports the table (as displayed) as an XLS file

Documents

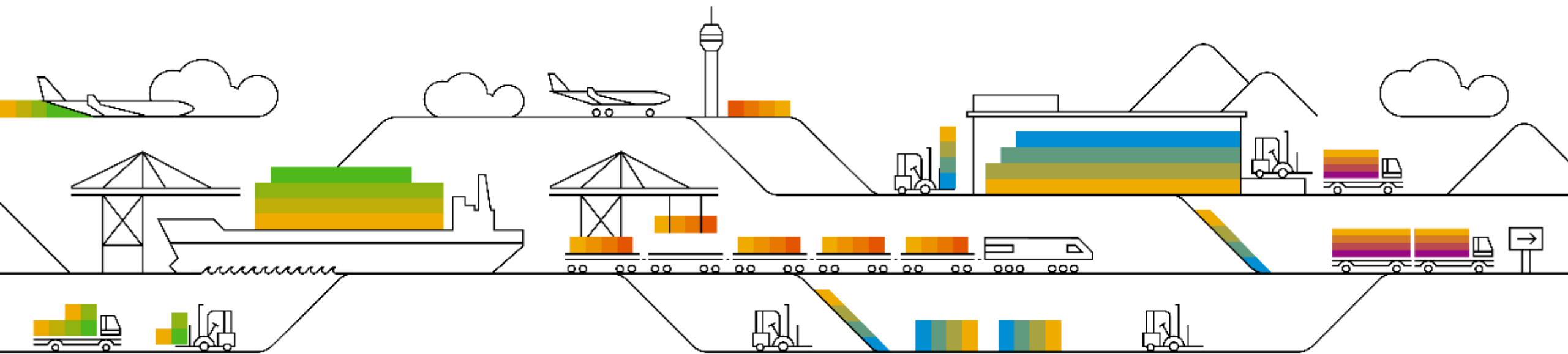
Links directly to the transaction document itself

Column sorting

Sorts the column numerically or chronologically

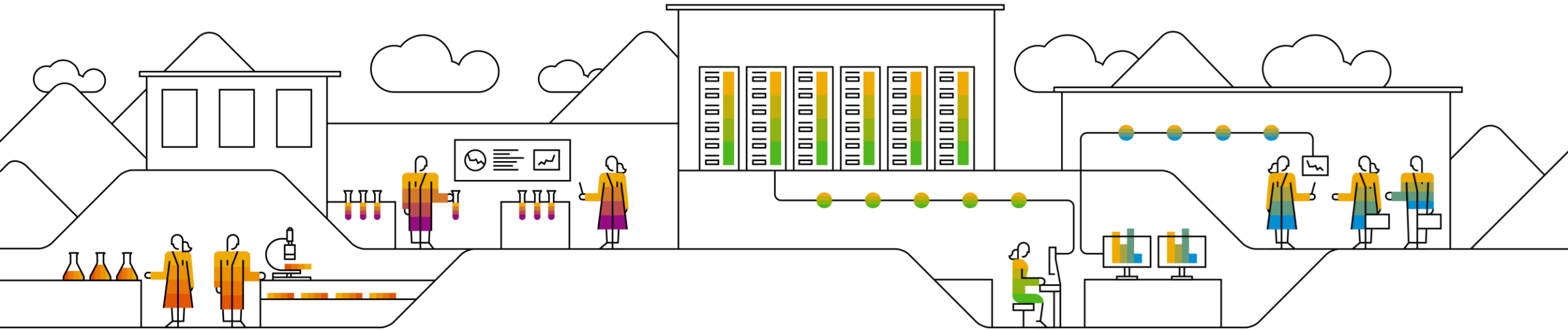
Actions

Guides the user to available actions for the document



Account Configuration

Complete your Profile



Company Profile

Note : The more complete a profile, the higher the likelihood of increasing business with existing and prospective customer

The screenshot displays the SAP Business Network user interface. At the top, the header includes the SAP logo, 'Business Network', 'Standard Account', and a 'Get enterprise account' button. A user profile icon with initials 'YC' and a red notification badge with the number '1' is in the top right corner. The main navigation bar contains links for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. The 'Overview' tab is selected, showing a dashboard with metrics for 'Orders to invoice', 'Orders', and 'Rejected invoices', all with values of 0 for the last 31 days. A blue callout box with a black border contains the following instructions:

1. Click **Account Settings** (Your Initials)
2. Select **Company Profile**

A red line connects the second step of the callout to the 'Company Profile' option in the account settings dropdown menu on the right. The dropdown menu includes options: My Account, Link User IDs, Contact Administrator, Test Demo Supplier-TEST (ANID: AN11170952748-T, Standard account), **Company Profile** (highlighted with a red border), Marketing Profile, Settings, and Logout. Below the dashboard, there is a 'My widgets' section with a dropdown for 'ALPS Pte. Ltd. - TEST' and a 'Customize' button. An 'Activity feed' section shows a notification 'Order received'.

Company Profile

Note : As you complete the company profile, Public Profile Completeness will increase



Business Network

Standard Account

[Get enterprise account](#)



YC

Company Profile

Basic (4)

Business (2)

Marketing (3)

Contacts

Certifications (1)

Additional Documents

* Indicates a required field

Overview

Company Name: *

Other names, if any:

NetworkId: AN11170952748-T ⓘ

Short Description:

Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN11170952748-T>

Privacy Statement: ⓘ

Address

Address 1: *

1

1. Complete all suggested fields within the tabs to best represent your company.
2. Click **Save**

2

Save

Close

Public Profile Completeness

15%

[Commodities](#)

[Short Description](#)

[Website](#)

[Annual Revenue](#)

[Certifications](#)

[D-U-N-S Number](#)

[Business Type](#)

[Industries](#)

[Company Description](#)

[Company Logo](#)

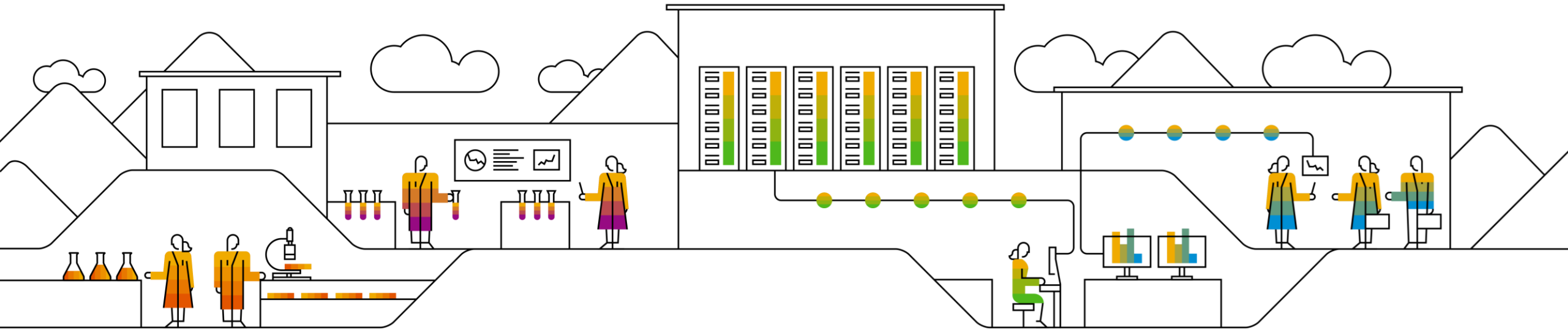
Share Your Public Profile

[Click here](#) to get your Ariba badge.

Find us on Ariba Network



Electronic Order Routing and Notification



Electronic Order Routing

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

The screenshot displays the SAP Business Network interface for a 'Standard Account'. The top navigation bar includes the SAP logo, 'Business Network', 'Standard Account', and a 'Get enterprise account' button. A red circle with the number '1' highlights the user profile icon 'YC' in the top right corner. Below the navigation bar, a horizontal menu lists various sections: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. The main content area shows a dashboard with two large zero-count cards for 'Orders to invoice' and 'Orders' over the last 31 days. A blue box with a list of three steps is overlaid on the dashboard: 1. Click **Account Setting** (Your Initials), 2. Select **Settings**, and 3. Click **Electronic Order Routing**. To the right, a dropdown menu is open, showing options like 'My Account', 'Link User IDs', 'Contact Administrator', 'Test Demo Supplier-TEST', 'Company Profile', 'Marketing Profile', 'Settings' (highlighted with a red box and a red circle with the number '2'), and 'Logout'. Below 'Settings', a sub-menu is visible with 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', 'Network Settings', 'Electronic Order Routing' (highlighted with a red box and a red circle with the number '3'), and 'Electronic Invoice Routing'. The bottom section of the page shows 'My widgets' for 'ALPS Pte. Ltd. - TEST', including an 'Activity feed' with an 'Order received' notification and a 'Purchase orders' widget showing a total of \$892K SGD.

1 Click **Account Setting** (Your Initials)

2 Select **Settings**

3 Click **Electronic Order Routing**

Electronic Order Routing

SAP Business Network

Standard Account

Get enterprise account

?

YC

Network Settings

Save

Close

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Settlement

Data Deletion Criteria

* Indicates a required field

External System Integration

[Configure cXML \(native\) 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	Email	▼

On the **Network Settings** page, scroll down to the **New Orders** section. Select the **Email** option under the **Catalog Orders without Attachments** drop-down.

Electronic Order Routing

SAP Business Network

Standard Account

Get enterprise account

?

YC

Network Settings

Save

Close

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Settlement

Data Deletion Criteria

* Indicates a required field

External System Integration

Configure cXML (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	Email	Email address: saparibatest001@gmail.com ☐ Attach cXML document in the email message ☐ Include document in the email message ☐ 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". ☐ Attach PDF document in the email message

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



Electronic Order Routing

Network Settings

Save

Close

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

* Indicates a required field

External System Integration

[Configure cXML \(native\) 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

Docu

Catalo

Tick the following to receive the purchase order notification in your email :

1. **Include document in the email message**
2. **Attach PDF Document in the email message**

Options

Email address:



☐ Attach cXML document in the email message

☒ Include document in the email message

☐ 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".

☒ Attach PDF document in the email message

Electronic Order Routing

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: saparibatest001@gmail.com ☐ Attach cXML document in the email message ☒ Include document in the email message ☐ 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". ☒ Attach PDF document in the email message

Document Type	Routing Method	Options
Catalog Orders with Attachments	Same as new catalog orders without attachments	
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	

Select **Same as catalog orders without attachment** for other document types to automatically have the settings duplicated, or set the rest according to preference.

Notifications

On the same screen, you also have the opportunity to configure email notifications.

The screenshot shows a web interface for configuring email notifications. At the top left, a tab labeled 'Notifications' is highlighted with a red box and a red circle containing the number 1. Below this is a table with three columns: 'Type', 'Send notifications when...', and 'To email addresses (one required)'. Under the 'Type' column, 'Order' is selected. In the 'Send notifications when...' column, the first option 'Send a notification when orders are undeliverable.' is checked with a blue tick box, highlighted by a red box and a red circle containing the number 2. The other three options are unchecked. In the 'To email addresses' column, the email address 'saparibatest001@gmail.com' is entered in a text box, highlighted by a red box and a red circle containing the number 3.

Type	Send notifications when...	To email addresses (one required)
Order	☒ Send a notification when orders are undeliverable.	* saparibatest001@gmail.com
	☐ Send a notification when a new collaboration request against an existing order is received.	
	☐ Send notification for new purchase orders to suppliers.	
	☐ Send notification to suppliers when purchase orders are changed.	
	☐ Send a notification when orders are on hold due to non-payment of fee.	

How to configure email notification

1. Scroll down to the **Notification** section of the screen
2. Under Order Type click the tick box that states **Send notification when orders are undeliverable**
3. Populate the **email address** section field.

Electronic Order Routing



Business Network

Standard Account

[Get enterprise account](#)



YC

Network Settings

Save

Close

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Settlement

Data Deletion Criteria

* Indicates a required field

External System Integration

[Configure cXML \(native\) 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

Email



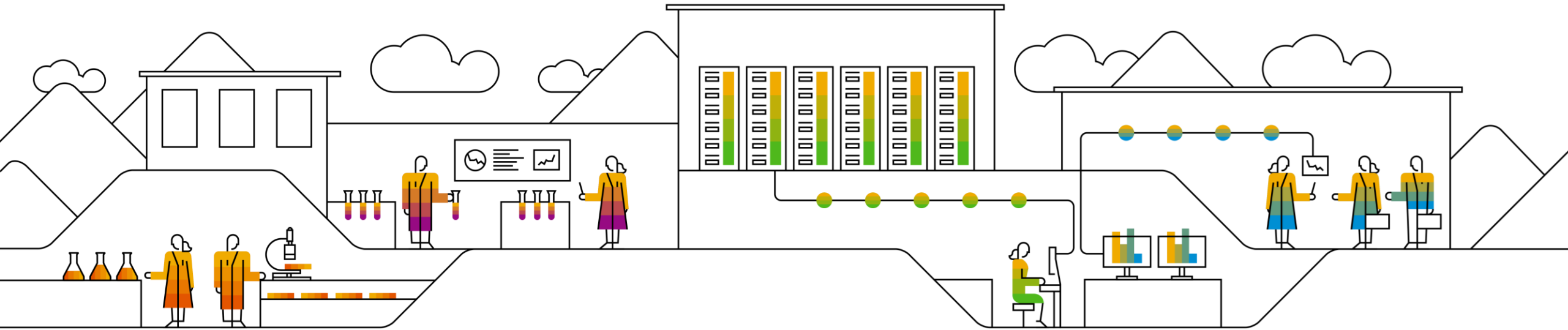
Email address:



- ☐ Attach cXML document in the email message
- ☒ Include document in the email message
- ☐ 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".
- ☒ Attach PDF document in the email message

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

Creating and Maintaining Sub-users



Administrators and Users



Administrator

- There could only be one administrator per account
- Automatically linked to the username and login entered during registration
- Responsible for account configuration and management
- Primary point of contact for users with questions or problems.
- Creates users and assigns roles/permissions

User

- Can have different roles, which correspond to the user's actual job responsibilities
- Responsible for updating personal user information



Sub-User Creation

The screenshot displays the SAP Business Network interface. At the top right, a user profile icon with initials 'YC' is highlighted with a red circle and the number '1'. A dropdown menu is open, showing 'Settings' highlighted with a red circle and the number '2'. Within the 'Settings' dropdown, the 'Users' option is highlighted with a red circle and the number '3'. A blue callout box with a black border contains the text: 'The **Users** option will help to create up to 250 users with the required access right based on their roles'. The background shows the 'Overview' section with a balance of \$0.0 SGD and an activity feed entry for 'Order received' on Mar 13, 2023.

The **Users option will help to create up to 250 users with the required access right based on their roles**

How to create Sub-User

1. Click on your **initials** on the top right corner (**Account Settings**)
2. Click **Settings**
3. Click **Users**.

Sub-User Creation

SAP Business Network Standard Account Get enterprise account

Account Settings

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

Save Close

Customer RelationshipsUsersNotificationsApplication SubscriptionsAccount RegistrationSelf Management

Manage RolesManage UsersManage User AuthenticationRevoked Users

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

ApplyReset

+

Role Name	Users Assigned	Actions
Administrator	Yuri Test	

Public

Sub-User Creation – Create Role

Note : A role is simply a group of permission which provides access to a specific features of SAP Business Network.

SAP Business Network Standard Account Get enterprise account

Account Settings

Customer RelationshipsUsersNotificationsApplication SubscriptionsAccount RegistrationAPI management

Manage RolesManage UsersManage User AuthenticationRevoked UsersMore...

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

ApplyReset

Role Name	Users Assigned
Administrator	TEST TEST

Under **Manage Roles** tab click the **Create Role** Button (+)



Sub-User Creation – Create Role

Notes :

- Account Administrator can create up to 10 Role.
- Before creating your first role, you might want to review the list of permissions. This list is useful for planning your approach to roles. Some companies create broadly defined roles that include all or most of the available permissions, while others create specialized roles that include narrow sets of permissions. By planning your approach to roles, you can prevent confusion for your account users and maximize the efficiency of your team after roles are in place

SAP Business Network Standard Account Get enterprise account

Create Role

Name:*

Description:

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

☐	Permission	Description
☐	API Development Access	Access to API development using
☐	Archive Access	View and search archived items
☐	Catalog Account Executive	Access to manage price file upload
☐	Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
☐	Catalog Management	Set up and manage catalog-related activities
☐	Cloud Integration Gateway Access	View and search projects on the Cloud Integration Gateway
☐	Cloud Integration Gateway Configuration	Create, modify, and maintain projects on the Cloud Integration Gateway
☐	Company Data Deletion Configuration	Access to company data config
☐	Company Information	Review and update company profile information

Save

Cancel

Page 1

How to create Role

1. Enter a distinctive **Name** for the role and optionally, you can enter a description to record your intentions for this role

2. Click a check box next to the permission and you can add have one or more permissions for the new role. Each role must have at least one permission.

3. Click **Save**

2

Sub-User Creation – Create Role



Business Network

Standard Account

[Get enterprise account](#)



YC

Account Settings

Save

Close

[Customer Relationships](#)

[Users](#)

[Notifications](#)

[Application Subscriptions](#)

[Account Registration](#)

[API management](#)

Manage Roles

[Manage Users](#)

[Manage User Authentication](#)

[Revoked Users](#)

[More...](#)

Roles (2)

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

Under the Role Name section,
created role is now visible

Role Name

Actions

Administrator

Yuri chavez



Account Receivable



Sub-User Creation – Create User

Account Settings

Save

Close

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles

Manage Users

Manage User Authentication

Revoked Users

More...

Users (1)

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

Filter

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

Username

Apply

Reset

☐	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	All Access	Actions
☐	testalps_y	@sap.com	saparibamail@gmail.com		No					
	Add to Contact List Remove from Contact List									

After creating the role, Add users

1. Click the **Manage Users** tab
2. **Create User** button

Sub-User Creation – Create User

Note : Usernames are case-insensitive and must have the form of an email address. Usernames can include any Latin character and the underscore (_) and period (.) punctuation marks.

SAP Business Network Standard Account [Get enterprise account](#)

Create User

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.

1

3 [Done](#) [Cancel](#)

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:

Role Assignment

Name	Description
☒ Account Receivable	

2

Customer Assignment

Assign to Customer: ☒ All Customers ☐ Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

How to create a Sub-User

1. On the **Create User** page enter the new user information. Fields marked with an asterisk are mandatory.
2. Select the **Role Assignment**
3. Click **Done**

An email notification will be received by the recently created that contains Username and temporary password.

Modify User



Business Network

Standard Account

[Get enterprise account](#)



YC

Account Settings

4

Save

Close

Customer Relationships

Users

Notifications

Account Settings

Manage Roles

Manage Users

1

Modify User

1. Click **Manage Users**
2. Scroll down to the **Users section** and **tick the box** beside the user you would like to edit or modify
3. Click **Actions link** for the selected user and select from the drop down.
 - **Edit** to modify role assignment or reset password
 - **Delete** to delete user
 - **Make administrator** to transfer the administrator role.**Other Options:**
 - Add to Contact List
 - Remove to Contact List
4. Click **Save**.

Users (2)

☐ Enable assignment of orders to users with limited access to Ariba

Filter

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

Username



Enter username

Apply

Reset



Username

Email Address

First Name

Last Name

Ariba Discovery Contact

Role Assigned

Authorization Profiles Assigned

Customer Assigned

AN Access

Actions

2



testsuppliersaalps@gmail.com

ALPS SUPPLIER

SA

No

Account Receivable

All(1)

Yes

3

Actions

Edit

Delete

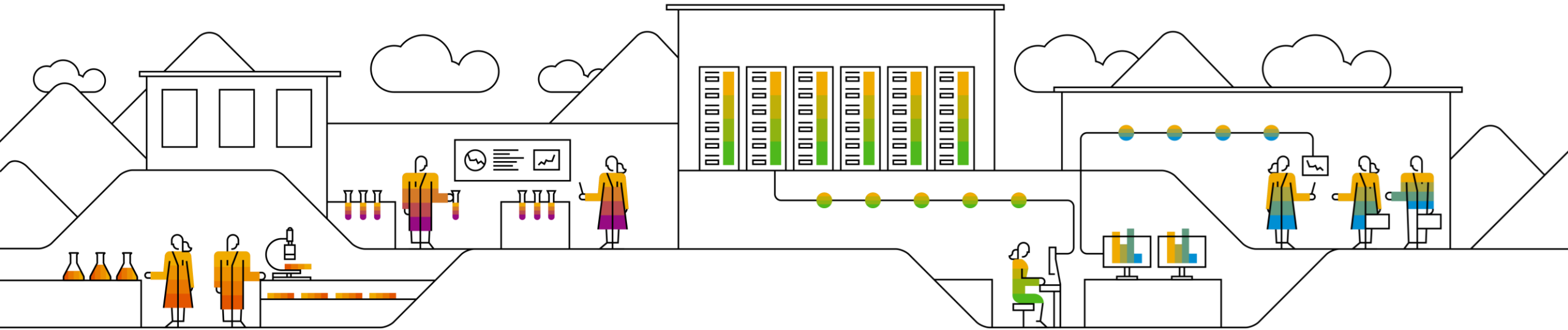
Make Administrator

Add to Contact List

Remove from Contact List

Other Options

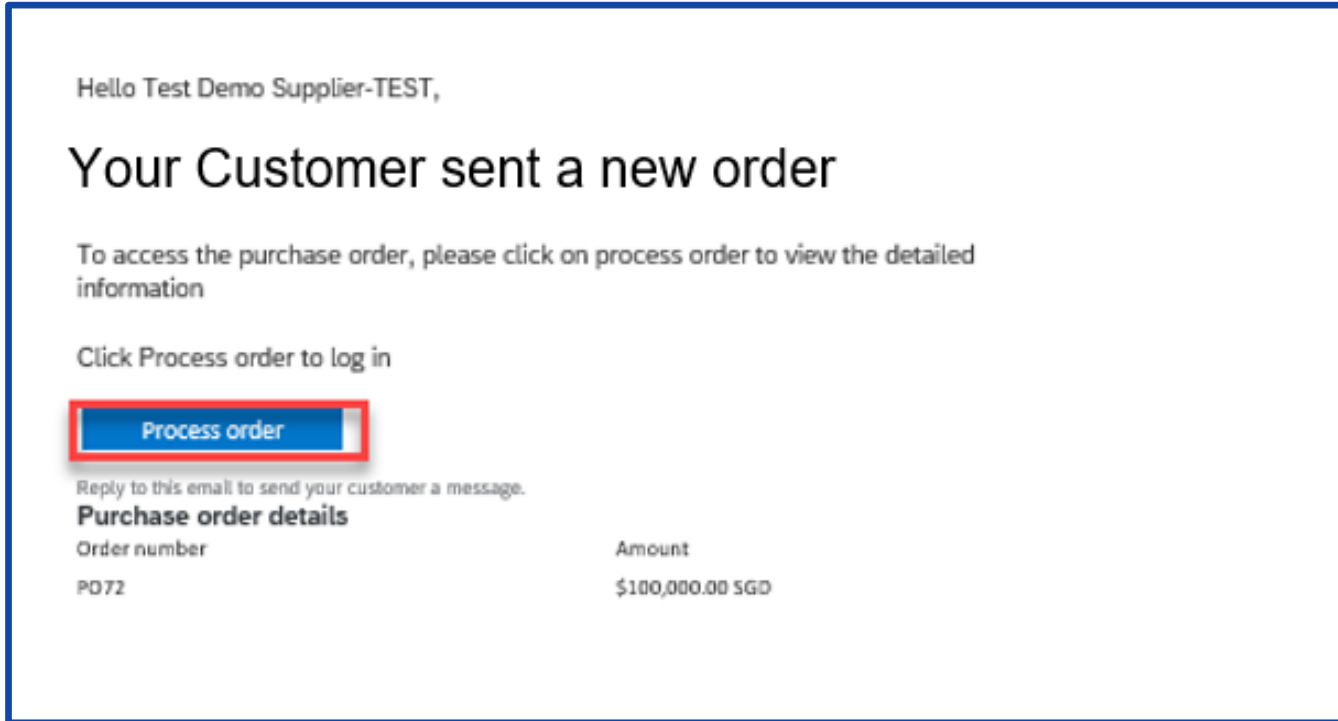
Purchase Order Management



Purchase Order Management

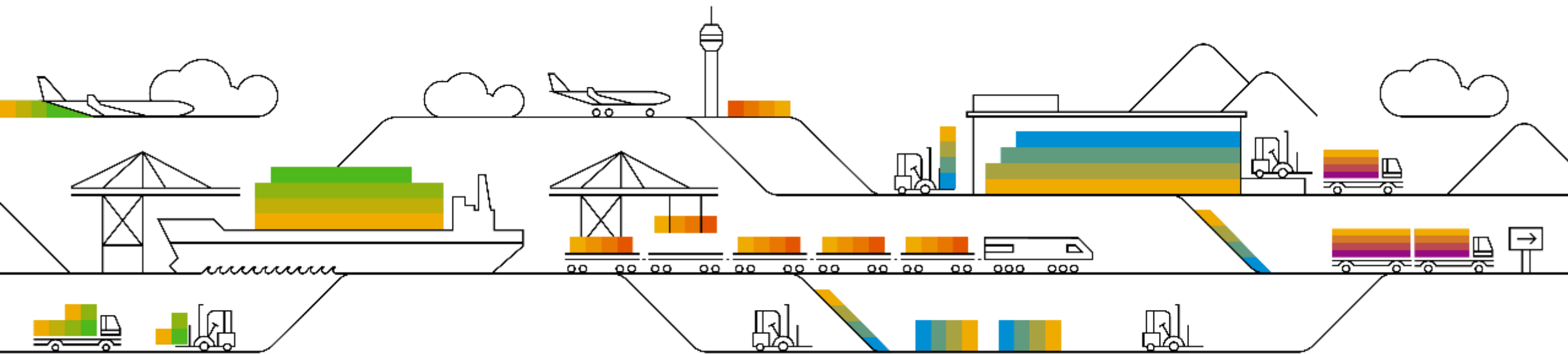
- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed upon prices for products or services the seller will provide to the buyer.
- A PO can be of different types, typically either for Material/Goods or for Services. The subsequent responses depend on the PO type and on the requirements from your customer.
- A single PO can contain lines of multiple types (e.g. one line for Goods and one for Services)

Responding to a PO using the interactive email



If you are using a **Standard Account**, you will also receive the Purchase Order via interactive email. You can then respond to the PO by clicking on the *Process Order* button. Then log in to your Business Network account. When connecting for the first time you might be prompted to check for duplicate accounts prior to creating a new one.

Further dedicated instructions on **Standard Account** are available on [this page](#) and in [video format](#).



View Purchase Orders

View Purchase Orders

SAP

Business Network

Standard Account

Get enterprise account

?

YC

Home

Enablement

Workbench

Orders

Fulfillment

Invoices

Payments

Catalogs

Reports

Assessments

Create

Overview

Getting started

0

Orders to invoice

Last 31 days

0

Orders

Last 31 days

0

Rejected invoices

Last 31 days

\$0.0

Remittances

Last 31 days

\$0.0

Early payment offers

Next 90 days

4

More

Home Page > Workbench tab> New Orders/Orders tile> Order Number link

PO72

\$100,000.00 SGD

PO71

\$100,000.00 SGD

Order received

Mar 13, 2023 | 05:15 PM | Integrated Health Informati...

PO71

\$100,000.00 SGD

\$1M

\$800K

\$600K

\$400K

\$1

\$0.8

\$0.6

\$0.4

Public

Feedback

View Purchase Orders

 Business Network

Standard Account

Get enterprise account

?

YC

HomeEnablementWorkbenchOrdersFulfillmentInvoicesPaymentsCatalogsReportsAssessmentsCreate

Workbench

Customize

0

Orders to invoice

Last 31 days

9

Orders

Save filter

0

Rejected invoices

Last 31 days

\$ 0.0

Remittances

Last 31 days

\$ 0.0

Early payment offers

Next 90 days

\$ 0.0

Scheduled payments

Next 90 days

0

Invoices

Last 31 days

Orders (9)

Edit filter

Save filter

Last 365 days

Resend Failed Orders

Order Number	Customer	Amount Invoiced	Actions
PO72	Integrated Health Information Systems Pte. Ltd. - TEST		
PO71	Integrated Health Information Systems Pte. Ltd. - TEST	\$100,000.00 SGD	Mar 13, 2023New
PO70	Integrated Health Information Systems Pte. Ltd. - TEST	\$100,000.00 SGD	Mar 13, 2023New

Click the **Order Number** link to open the purchase order.

View Purchase Order – Header Level

Purchase Order Header displays

1. Purchase Order Number
2. Order History
3. Purchase Order Status
(Status will change as the order is actioned.)
4. Comments from the Buyer
5. Other information
6. Ship To, Bill To and Deliver To details
7. Routing Status
8. Done, to return the Workbench

SAP Business Network Standard Account [Get enterprise account](#)

Purchase Order: PO72 **1**

8 [Done](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

[Order Detail](#) [Order History](#) **2**

From:
Customer
Energie
Address ID: PO3

To:
Testtest - TEST
Langwasserstrasse
90001 Nurnberg
Germany
Phone:
Fax:
Email:

3 **Purchase Order**
(New)
PO72
Amount: \$100,000.00 SGD
Version: 1
[Track Order](#)

4 **Comments**
Comment Type: Terms and Conditions
Body: All purchases made by Ariba are subject to Ariba's Terms and Conditions of Purchase in effect at the date this purchase order ("Order") is issued to you, which can be found at the following uniform resource
[View more »](#)

7 **Routing Status: Sent**

5 **Other Information**
Company Code
Purchasing Unit Name

6

Ship All Items To
Bill To
Deliver To
Test PO email

Line items section describes the item the ordered items. Each line displays the description, type, quantity and pricing of the items your Buyer wants to Purchase.

The Purchase Order can be of different types: Material PO, Service PO or Blanket PO.

- 9. Click Show Item Details to further see the line item level details.
- 10. Click Done to return to the Workbench

Reviewing a Purchase Order

- Each Purchase Order needs to reviewed to :
- Identify the items requested
 - Determine whether the items are in stock
 - Validate the information contained within the PO
 - Review the shipping details
 - Ensure that the details of the orders are correct
 - Check fields required by the business and any comments.

View Purchase Order – Line Item Level

Line Items

9

Show Item Details

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
1		Not Available	Material		10 (EA)	31 Mar 2023	\$10,000.00 SGD	\$100,000.00 SGD	Details
Enter a description for this item.									

Order submitted on: Monday 13 Mar 2023 5:15 PM GMT+08:00
Received by Ariba Network on: Monday 13 Mar 2023 5:15 PM GMT+08:00
This Purchase Order was sent by Integrated Health Information Systems Pte. Ltd. - TEST AN11162582182-T and delivered by Ariba Network.

Sub-total: \$100,000.00 SGD

Create Order Confirmation ▼

Create Ship Notice

Create Invoice ▼

↓

📄

...

10

Done

Status

10 Unconfirmed

Other Information

Req. Line No.: 1
Requester: ALPS_TestUser1
PR No.: PR223
Classification Domain: unspsc
Classification Code: 32

Incoterms Information

Incoterm Code:
Incoterm Location:



Order History



Business Network

Standard Account

Get enterprise account



YC

Purchase Order: PO72

Done

Order Detail

Order History

Purchase Order: PO72
Order Status: New
Submitted On: 13 Mar 2023 5:26:19 PM GMT+08:00

From Customer:
Routing Status: Sent

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropagationProcessor-109565033	13 Mar 2023 5:26:21 PM
	Email order was sent to y	ANPODispatcher-109574009	13 Mar 2023 5:26:24 PM
	Email order was sent to saparibatest005@gmail.com.	ANPODispatcher-109574009	13 Mar 2023 5:26:25 PM
Sent	Email order was sent to saparibatest005@gmail.com.	OrderDispatcher - Email	13 Mar 2023 5:26:25 PM

Line Items

Line #	No. Schedule Lines	Part # / Description	Qty (Unit)	Need By	Price	Subtotal
1		Not Available	10 (EA)	31 Mar 2023	\$10,000.00 SGD	\$100,000.00 SGD
Enter a description for this item.						
Status						
10 Unconfirmed						

Use Order History to identify

- Who created a document
- What occurred on the document
- The date and time stamps of various processes that have affected a document
- Line item level information

View Purchase Orders – Create PDF of the Purchase Order



Business Network

Standard Account

Get enterprise account



YC

Purchase Order: PO72

Done

Create Order Confirmation ▼

Create Ship Notice

Create Invoice ▼



Download PDF

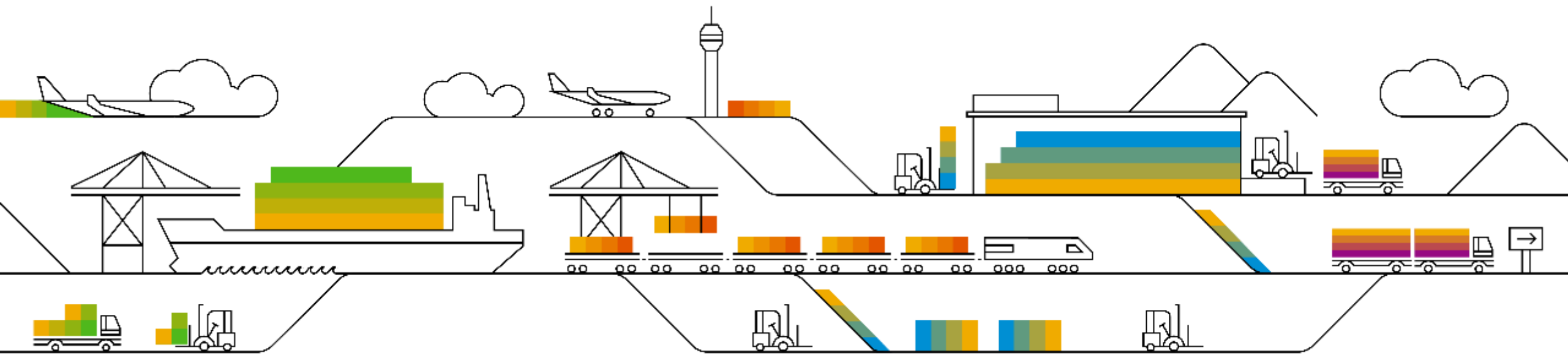
Download CSV

Order Detail

Order History

Click the **Download icon** and select **Download PDF**

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.



Upgrade Standard Account To Enterprise Account

Upgrade Standard Account to Enterprise Account

supplier.ariba.com is the URL to access your Business Network account.

Supplier Login

User Name

Password

Login

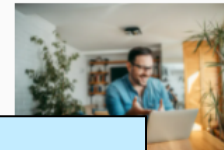
[Forgot Username or Password](#)

New to SAP Business Network?

[Register Now](#) or [Learn More](#)

Enter the login details in the respective fields and click the **Login** button.

Keep your business growing and on track



SAP Supplier Financing can address your working capital needs. With up to 100% invoice payment upon approval, it simplifies the borrowing process. Available now on your supplier portal and for companies based in the USA.

[Supported browsers and plugins](#)

Upgrade Standard Account to Enterprise Account

SAP

Business Network

Standard Account

Get enterprise account

?

YC

Home

Enablement

Workbench

Orders

Fulfillment

Invoices

Payments

Catalogs

Reports

Assessments

Create

Overview

Getting started

0

Orders to invoice

Last 31 days

0

Orders

Last 31 days

0

Rejected invoices

Last 31 days

\$ 0.0

Remittances

Last 31 days

\$ 0.0

Early payment offers

Next 90 days

4

More

My widgets

Integrated Health Inform...

Customize

Activity feed

All

View all

Order received

Mar 13, 2023 | 05:26 PM | Integrated Health Informati...

PO72

\$100,000.00 SGD

Order received

Mar 13, 2023 | 05:15 PM | Integrated Health Informati...

PO71

\$100,000.00 SGD

Purchase orders

Last 3 months

\$904^K SGD

\$1M

\$800K

\$600K

\$400K

Invoice aging

\$0 SGD

\$1

\$0.8

\$0.6

\$0.4

Standard Account
[Get enterprise account](#)

?
YC

Close

Upgrade to realize the full value of Ariba Network!

	STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT
FULFILLMENT		Upgrade 2
Orders and invoices	- Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices - Check invoice status and create non-PO invoices, if supported by your customer	- Skip the emails. Get and manage orders and invoices all on Ariba Network. - Use CSV uploads to manage large documents.
Catalogs	Publish catalogs that detail your products and services *	Publish catalogs that detail your products and services
Integration		Integrate with your backend systems through CXML or EDI
Legal Archive		Access to long-term invoice archiving (regional restrictions apply)
Reporting		Get reports to track transactions and sales activities
Support	Help Center	Help Center, phone, chat, and web form
Fees	Free	Based on usage

1

Review the Fees

Upgrade Standard Account to Enterprise Account

The **Confirm upgrade** pop-up window is displayed. Select the **Upgrade this Ariba Network, standard account to enterprise account** check box.

Confirm upgrade

☐ Upgrade this Ariba Network standard account to an enterprise account; [fees may apply](#).

By checking the box, and selecting **Upgrade**, you are confirming, on behalf of your organization, the upgrade of this Ariba Network supplier account ([Test Demo Supplier-TEST, A](#)) from a standard account to an enterprise account according to the [Terms of Use \(Suppliers\)](#). **Note that fees may apply to transactions after the upgrade.** You won't be able to change this account to a standard account after this upgrade.

[Cancel](#) [Upgrade](#)

Legal Archive

Reporting

Support

Fees

Help Center

Free

archiving (regional restrictions apply)

✓ Get reports to track transactions and sales activities

✓ Help Center, phone, chat, and web form

Based on usage

Upgrade Standard Account to Enterprise Account

The screenshot shows the SAP Ariba Network interface. At the top, the header includes the SAP logo, 'Standard Account', and a 'Get enterprise account' button. A 'Close' button is in the top right. The main heading is 'Upgrade to realize the full value of Ariba Network!'. Below this, two columns compare 'STANDARD ACCOUNT' (labeled 'Your current account') and 'ENTERPRISE ACCOUNT'. The 'ENTERPRISE ACCOUNT' column has a blue 'Upgrade' button. A modal dialog titled 'Confirm upgrade' is centered, containing a checked checkbox with the text 'Upgrade this Ariba Network standard account to an enterprise account; fees may apply.' Below the checkbox, a paragraph explains the upgrade process and mentions 'Test Demo Supplier-TEST, A...' and 'Terms of Use (Suppliers)'. At the bottom of the dialog are 'Cancel' and 'Upgrade' buttons. A red rectangle highlights the 'Upgrade' button, with a line pointing to a light blue callout box that says 'Click the Upgrade button.' The background shows a sidebar with icons for 'FULFILLMENT', 'Legal Archive', 'Reporting', 'Support', and 'Fees', and a table with columns for 'Free' and 'Based on usage'.

Standard Account Get enterprise account

Close

Upgrade to realize the full value of Ariba Network!

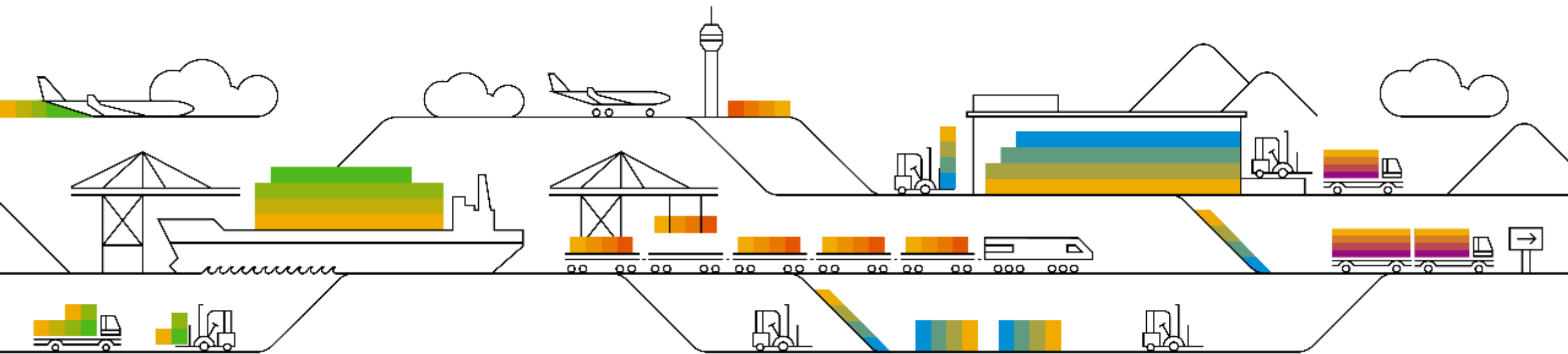
	STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT Upgrade
FULFILLMENT		
Legal Archive		
Reporting		
Support		
Fees	Free	Based on usage

☒ Upgrade this Ariba Network standard account to an enterprise account; fees may apply.

By checking the box, and selecting **Upgrade**, you are confirming, on behalf of your organization, the upgrade of this Ariba Network supplier account (Test Demo Supplier-TEST, A...) from a standard account to an enterprise account according to the [Terms of Use \(Suppliers\)](#). Note that fees may apply to transactions after the upgrade. You won't be able to change this account to a standard account after this upgrade.

Cancel Upgrade

Click the **Upgrade** button.



Downgrade Enterprise Account to Standard Account

Supplier Self-service: Convert Enterprise account to Standard account

There is now a feature for suppliers to **proactively** take the **first step** to convert supplier's Enterprise account to Standard account from within supplier's Business Network portal.

Important Note: whether self-conversion is successful depends on the **eligibility check** (refer to next slides).

If supplier **do not** pass eligibility check for account conversion, supplier is required to perform necessary action (e.g. clear outstanding bills) or raise downgrade ticket via Ariba Support before their Enterprise account can be downgraded

Helpful link: [How to raise ticket for downgrading account type for Supplier \(ariba.com\)](https://ariba.com/help/How-to-raise-ticket-for-downgrading-account-type-for-Supplier)

Next slides show step by step guide how supplier can use “**Convert to Standard account**” function

Supplier Self-service: Convert Enterprise account to Standard account

Supplier Account Administrator will be able to view this feature.

1. Click user initial at the top right corner of the screen
2. Click **“Convert to Standard account”**

Enablement Tasks

Orders to invoice

Last 31 days

Orders

Last 31 days

Rejected invoices

Last 31 days

Remittances

Last 31 days

My widgets



Customize

Activity feed | All

View all



Purchase orders

Last 3 months

\$0 SGD

\$1

\$0.8

Invoice aging

\$0 SGD

\$1

\$0.8

1

YC

2

Convert to Standard account

My Account

Link User IDs

Contact Administrator

Switch to Test Account

Premium Package

Company Profile

Marketing Profile

Service Subscriptions

Settings



Logout

Feedback

Supplier Self-service: Convert Enterprise account to Standard

3. Click **“Check eligibility now”** to run a system check. Supplier need to meet all eligibility criteria in order to convert

You can convert your Enterprise account to a free Standard account. However, in doing so you no longer have access to advanced capabilities such as full external integrations, supply chain collaboration features, and priority customer support. See also [What is the difference between Enterprise and Standard accounts?](#)

Account change eligibility check

- You must meet ALL the eligibility criteria below to convert to a standard account.
- All criteria that pass the eligibility check will have a green checkmark (✓) under "Status".

3 [Check eligibility now](#)

Criteria	Status	Action
Subscription fees You must not have any outstanding fees.	✓	None needed
External integration You must remove external integration configured as well as Profile URL in cXML setup.	✓	None needed
SAP Supply Chain Collaboration Your SAP Supply Chain Collaboration relationship status must be disabled.	✓	None needed
Document archiving You must not have any Long-term document archiving configured or you will lose access to the archive.	✓	None needed
Invoice archiving You must not have any Invoice Archiving configured or you will lose access to the archive.	✓	None needed
Enablement tasks You must not have an pending enablement task related to Supply Chain Financing.	✓	None needed

Read and review carefully the criteria listed in this page, **take necessary actions to ensure you meet all eligibility criteria to downgrade.**

Supplier Self-service: Convert Enterprise account to Standard account

- If supplier is **not eligible**, the status will show a **red "X"** and will provide next actions supplier needs to take to become eligible.
- Once supplier corrects each failed criteria, they can click "Re-check eligibility" to go through the checks again until all criteria is satisfied.
- Links under Actions will direct the supplier to the appropriate page to make corrections.
- **Error will appear at the top of the page if the supplier is a Multi-Org Account and direct the supplier to contact Support (support.ariba.com/item/view/192530)**

Account change eligibility check

- You must meet ALL the eligibility criteria below to convert to a standard account.
- All criteria that pass the eligibility check will have a green checkmark (✓) under "Status".

[Re-check eligibility](#) [Stay with Enterprise account](#)

⊗ You need to review and take appropriate action to resolve the criteria listed below marked with a red (X) under "Status".

Criteria	Status	Action
Subscription fees You must not have any outstanding fees	✓	None needed
External integration You must remove external integration configured as well as Profile URL in cXML setup	✗	Remove cXML setting (Profile URL) and external integration configured
SAP Supply Chain Collaboration Your SAP Supply Chain Collaboration relationship status must be disabled.	✗	Contact your buyers to disable your supply chain collaboration relationship: < buyer_contacts.csv > 
Document archiving You must not have any Long-term document archiving configured or you will lose access to the archive.	✗	Disable long term document archival settings
Invoice archiving You must not have any Invoice Archiving configured or you will lose access to the archive.	✗	Disable invoice archival settings

Only shows SCC buyers

< Convert to Standard account

⊗ Your account is part of a multi-organizational billing structure and can't be converted to a standard account. For further assistance please [contact SAP Ariba Network Operations](#).

You can convert your Enterprise account to a free Standard account. However, in doing so you no longer have access to advanced capabilities su

Supplier Self-service feature: Convert Enterprise account to

4. If supplier meet all eligibility criteria, there will be **"Convert now"** button on screen.

NOTE: Converting to Standard account means you will use Standard account to transact with **ALL** your existing customer relationships connected to the same SAP Ariba Network account.

Upon converting to Standard account, you will continue using the same Ariba Network account with the same ANID and still able to search for previous documents history.

However, **you will no longer have access to functionalities such as** reporting, long-term documents archiving, integration and white-glove Ariba support (1:1 call/email/chat).

Convert to Standard account

You can convert your Enterprise account to a free Standard account. However, in doing so you no longer have access to advanced capabilities such as full external integrations, supply chain collaboration features, and priority customer support. See also [What is the difference between Enterprise and Standard accounts?](#)

Account change eligibility check

- You must meet ALL the eligibility criteria below to convert to a standard account.
- All criteria that pass the eligibility check will have a green checkmark (✓) under "Status".

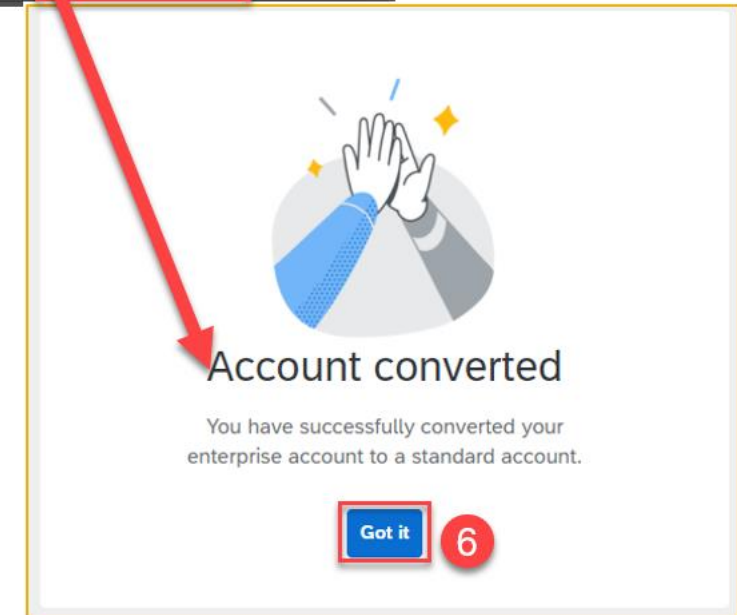
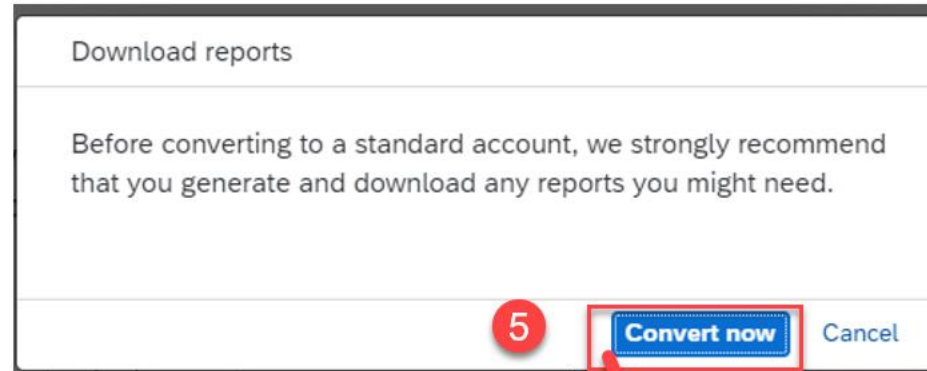
Convert now

4

Supplier Self-service feature: Convert Enterprise account to Standard account

5. Read carefully the pop-up notice, download reports if needed before clicking "**Convert now**" again to convert your account from Enterprise to Standard account. A pop-up notice will display once your account is successfully converted.
6. Click "**Got it**" to go back to Home page

Helpful link: [Creating a Report Template | SAP Help Portal](#)



Supplier Self-service feature: Convert Enterprise account to Standard

7. After conversion, your account type would be Standard account. Start working on your documents from Workbench.

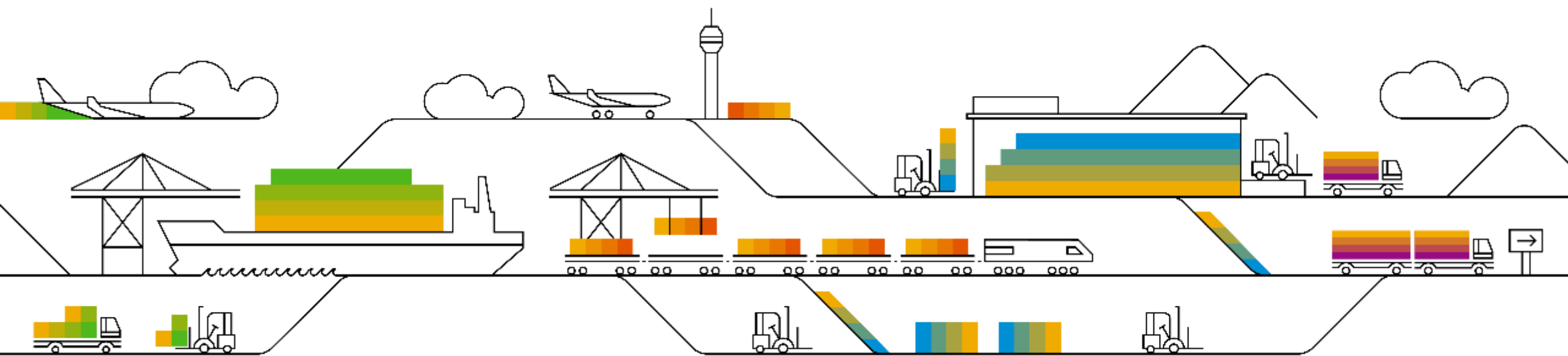
Only upgrade to Enterprise account if necessary and already discussed with your organization.

Important note: Enterprise account usage is subjected to fees, payable by supplier

The screenshot displays the SAP Business Network Standard Account interface. The top navigation bar includes the SAP logo, 'Business Network', and 'Standard Account' with a 'Get enterprise account' button. Below this, the 'Workbench' tab is selected, showing a dashboard with various metrics: Orders to invoice (0), Orders (0), Rejected invoices (0), Remittances (\$0.0 SGD), and Early payment offers (\$0.0 SGD). A green callout box points to the 'Orders', 'Invoices', and 'Payments' dropdown menus, stating: 'NOTE : These menus will be greyed out once you convert to Standard Account'. The bottom section shows 'My widgets' with 'Integrated Health Inform...' and a 'Customize' button.

Helpful links to help you get familiar and efficiently transact as a Standard account supplier

- [SAP Business Network - Supplier InfoPack for Standard Account \(ariba.com\)](#)
- [Welcome to your SAP Business Network Standard Account \(ariba.com\)](#)
- Standard account How-to video tutorials playlist: [Kaltura Embed Player iFrame](#)



Help Center and Support

Help Center

Click the **Help Center** icon to expand the **Help Center**.



Business Network ▾ Standard Account

Get enterprise account

Home Enablement Discovery ▾ Workbench Orders ▾ Fulfillment ▾ Invoices ▾ Payments ▾ Catalogs Reports ▾



YC

Overview Getting started

0

Orders to invoice

Last 31 days

0

Orders

Last 31 days

0

Rejected invoices

Last 31 days

\$ 0.0 SGD

Remittances

Last 31 days

\$ 0.0 SGD

Early payment offers

Next 90 days

4

More

My widgets

ALPS Pte. Ltd. - TEST ▾

Customize

Activity feed | All ▾

View all



Order received

Mar 13, 2023 | 05:26 PM | Integrated Health Informati...

PO72

\$100,000.00 SGD



Order received

Mar 13, 2023 | 05:15 PM | Integrated Health Informati...

PO71

\$100,000.00 SGD



Order received

Purchase orders

Last 3 months ▾

\$0 SGD

\$1

\$0.8

\$0.6

\$0.4

Invoice aging

\$0 SGD

\$1

\$0.8

\$0.6

\$0.4

Feedback

Help Center

SAP

Business Network

Standard Account

Get enterprise account

?

Home

Enablement

Discovery

Workbench

Orders

Fulfillment

Invoices

Payments

Catalogs

More

Create

Overview

Getting started

0

Orders to invoice

Last 31 days

0

Orders

Last 31 days

0

Rejected invoices

Last 31 days

\$0.0

Remittances

Last 31 days

\$0.0

Early payment offers

Next 90 days

4

More

My widgets

Activity feed

Order received

Mar 13, 2023 | 05:15 PM | Integrated Health Informati...

PO71

\$100,000.00 SGD

Order received

Mar 13, 2023 | 05:15 PM | Integrated Health Informati...

PO72

\$100,000.00 SGD

Help Topics

Search Help Topics

Documentation

Support

What is SAP Business Netw...

Finding orders, invoices, an...

Common browser issues

How do I create an invoice?

On-time payment rate widget

Paid invoices widget

Purchase orders widget

My leads widget

Download app widget

Invoice Aging widget

Company profile widget

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.

Contact Support

The screenshot shows the SAP Business Network interface. At the top, there's a navigation bar with 'SAP Business Network', 'Standard Account', and a button to 'Get enterprise account'. Below this is a 'Home' section with tabs for 'Overview' and 'Getting started'. The 'Overview' tab is active, showing a dashboard with various metrics: 'Orders to invoice' (0, Last 31 days), 'Orders' (0, Last 31 days), 'Rejected invoices' (0, Last 31 days), 'Remittances' (0.0 SGD, Last 31 days), 'Early payment offers' (0.0 SGD, Next 90 days), and a 'More' button. Below the dashboard is a 'My widgets' section with a dropdown for 'ALPS Pte. Ltd. - TEST' and a 'Customize' button. The widgets include an 'Activity feed' with two 'Order received' entries, a 'Purchase orders' widget showing '\$0 SGD', and an 'Invoice aging' widget showing '\$0 SGD'. On the right side, there is a 'Help Topics' sidebar with a search bar and a list of topics. The 'Support' button is highlighted with a red box.

The **Support link will again take you to the **Ariba Exchange User Community** page where you can contact the Ariba Help Support desk.**

Help Topics

- Search Help Topics
- Documentation
- Support**
- What is SAP Business Netw...
- Finding orders, invoices, an...
- Common browser issues
- How do I create an invoice?
- On-time payment rate widget
- Paid invoices widget
- Purchase orders widget
- My leads widget
- Download app widget
- Invoice Aging widget

Contact Support

Contact Support Team

1. Click **Contact us**
2. **Enter the topic of your query.**
After searching, click on the topic based on our recommendation under Choose from the options to continue section.
3. If you still need assistance, click **Something else** at the bottom of the page.
4. A bar on the bottom of the screen will appear **Can't find what you're looking for?** Click **Create a Case**

Note: Fill out the form with as much details as possible and click **One last Step** in the bottom right. Select your contact method and click **Submit**.

The screenshot shows the SAP Help Center 'Contact us' page. It includes a 'Help Topics' sidebar on the left with a search bar and buttons for 'Documentation' and 'Support'. The main content area has a navigation bar with 'Home', 'Learning', and 'Contact us' (highlighted with a red box and a red circle with the number 1). Below the navigation bar, there is a section titled '1. Start here to find your answer.' with a search input field labeled 'How can we help you?' (highlighted with a red box and a red circle with the number 2). Further down, there is a section titled '3. Choose from the options below to continue.' with the question 'What do you need help with?'. Below this question are five buttons: 'Unpaid invoice', 'Subscription invoice from SAP Ariba', 'Early payments', 'AribaPay', and 'Payment sent to wrong bank account'. The 'Something else' button is highlighted with a red box and a red circle with the number 3. At the bottom of the page, there is a bar with the text 'Can't find what you're looking for?' and a 'Create a Case' button (highlighted with a red box and a red circle with the number 4).

Contact Support

Contact Support Team

5. Fill out the form with as much details as possible.
6. Click **One last Step** in the bottom right.

Note: Select your **contact method** and click **Submit**.

 Help Center Contact us

[Home](#) [Learning](#) [Contact us](#)

Requested language of support: English [Change?](#)
Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service.

1. Tell us what you need help with.

Subject:

Full description: *
3000 characters remaining

Attachment: 

Top Recommendations:

[How do I register a new account?](#)

[How do I contact SAP Business Network Customer Support as a supplier?](#)

2. Please review your contact information for correctness:

First name: *

Last name: *

Username:

Company: *

Email: *

Phone: * 

Extension:

Confirm phone: *

☐ My phone number is correct.

Ariba Network ID:

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the [SAP Ariba Privacy Statement](#) and applicable law.

☐ I agree

5

6

One last step

Public

Video Demonstration E- Procurement

Video Demonstration E- Procurement

Connect with your Customer

[Connect with your customer on SAP Business Network](#) –

Register an account via the first Purchase Order

Account Overview and Administration

[Email notifications for Purchase Orders](#)–

Configure email notification in your account

[Account Overview](#) –

Use and customize your account

[User Creation](#) –

Create and administrate account users

[Get Enterprise Account](#) –

Review why and how to upgrade your account

[Convert Enterprise Account to Standard Account](#)–

Review the Pros and Cons of converting to Standard account

[Help Center](#) –

Public
Utilize the Help Center