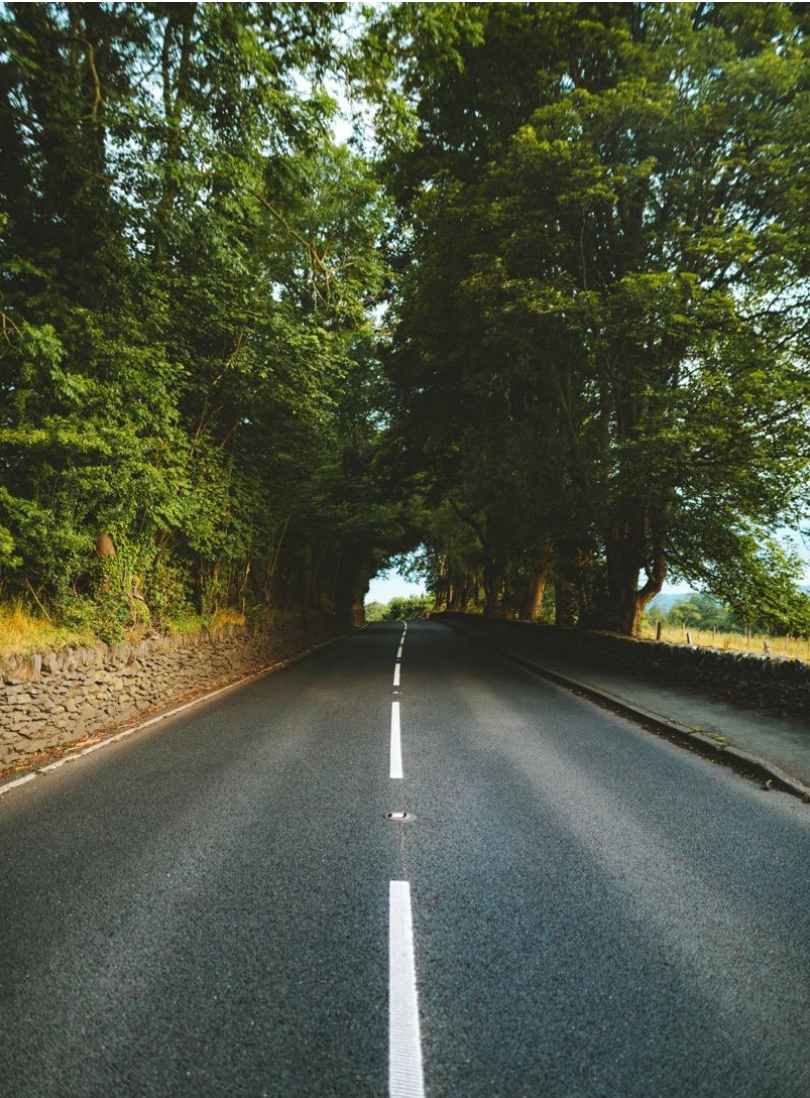# National University of Singapore

Supplier Summit

No dial-in required – Audio is available through your computer speakers or headphones.

SAP Business Network offers two supplier account types

As suppliers have different business needs, providing different account types adds more flexibility and ease of use.

Standard Account

For core documents and basic supplier needs. Free to use.

Enterprise Account

Supports advanced supplier needs. Fees are based on usage and volume.

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.
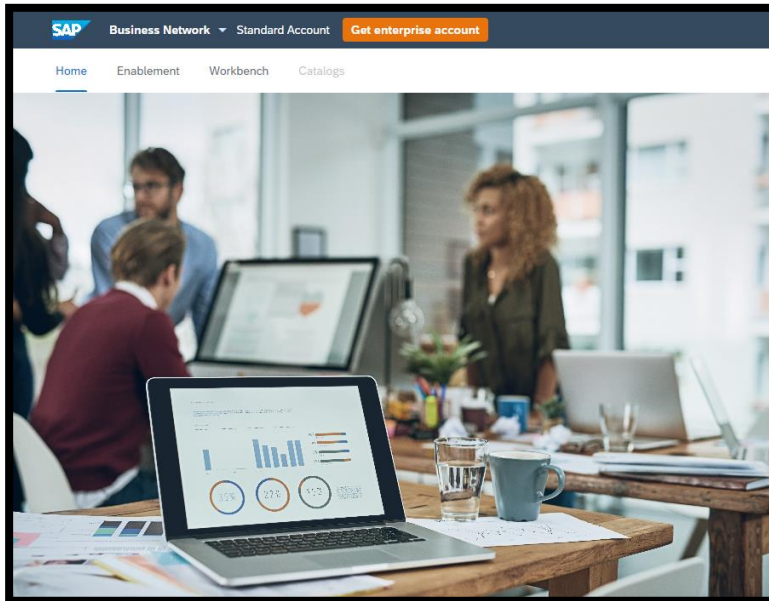
FREE FOR ANY SUPPLIER

- No document related fees or transaction limits

- Receive & respond to POs with Order Confirmations, Ship Notices, Service Sheets or Invoices, check status updates, manage catalogs

- Access other SAP Business Network solutions like Discovery* on one single account

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
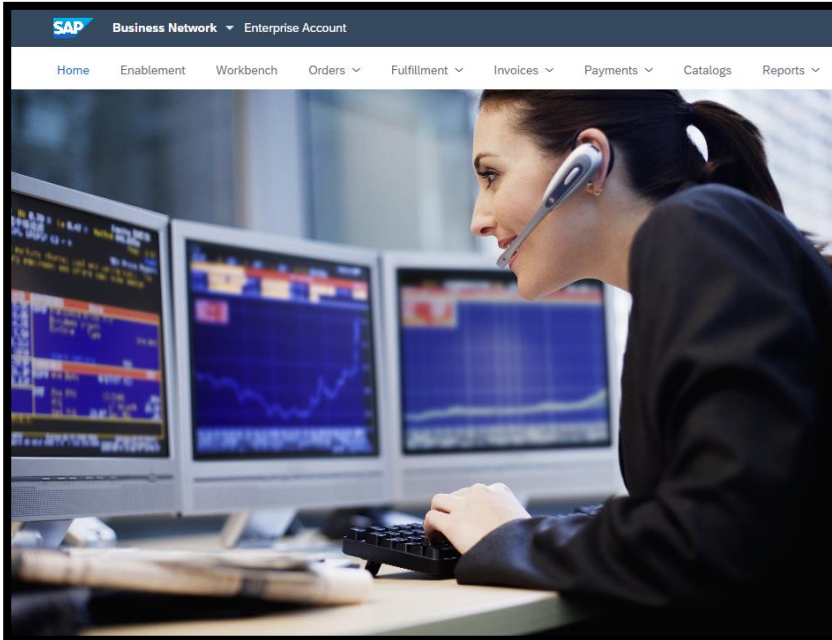
*Although the standard account is free, using additional advanced capabilities and other solutions may incur fees

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	IDEAL FOR
• Automate specific processes with machine-to-machine integration • Priority support, enablement, and educational training courses • Archive invoices • Sales and transaction reporting • Lead generation capabilities	• 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 such as payment capability

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
Ariba 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	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. Click here for more information. **NO** fees will apply for NUS responses	✓ Fees may apply to respond to leads. Click here for more information. **NO** fees will apply for NUS responses
Fees	FREE	Fees may apply, See complete details.

Support Resources

For Standard <u>and</u> Enterprise Accounts

Online Support

- **Supplier Information Portal**
  Tailored for your customers program and includes functional guides, technical specifications, and support resources

- **Help Center**
  Conduct keyword searches directly in your account to find detailed documentation

- **SAP Business Network Training**
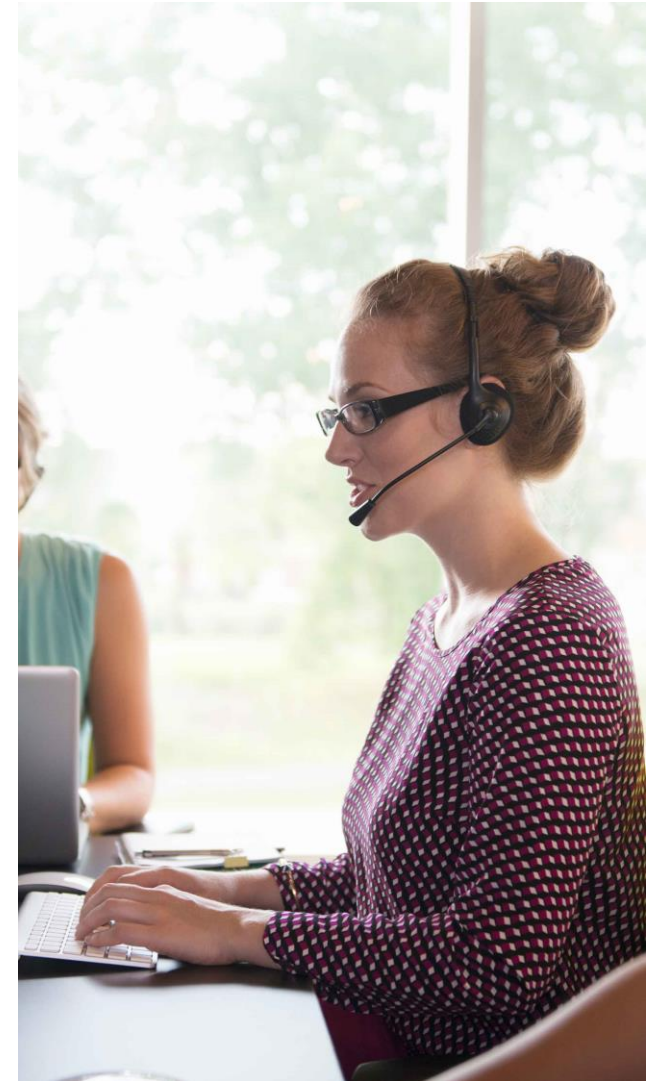 How to configure and use your Account – <u>Click here</u>

Exclusive support for Enterprise Accounts

Enablement Help Desk

- TRR acceptance & account creation

- Account configuration assistance

- Assistance creating first document

Customer Support

- User and admin role changes and password resets

- <u>Contact customer support</u>

SAP Business Network 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
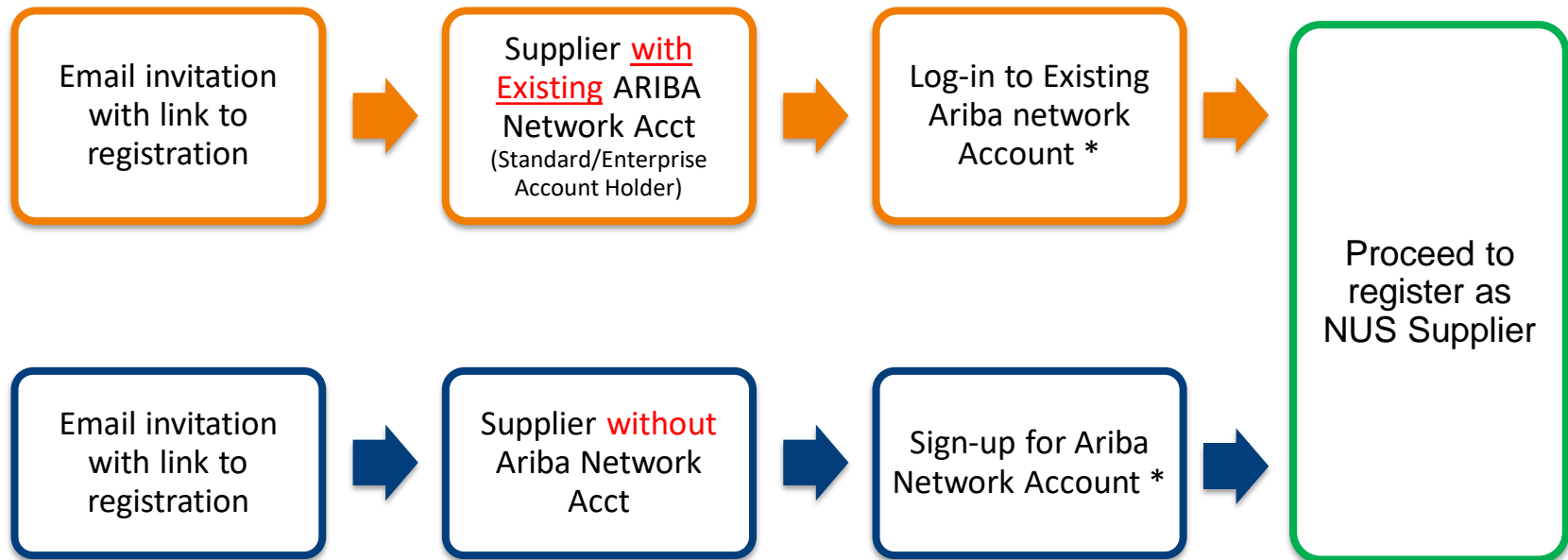
NUS
Supplier Registration Guide
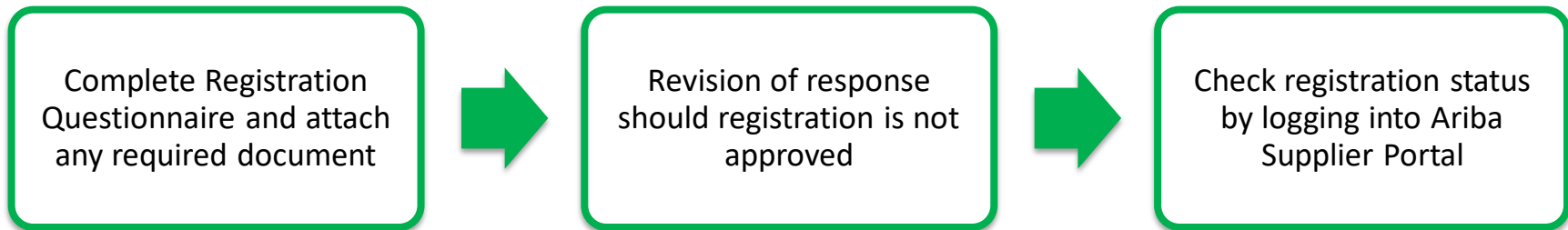
September 2022

Existing Supplier Registration – Step 1

For Supplier Type: Organisation (including Sole Proprietor)

Email invitation with link to registration → Supplier **with Existing** ARIBA Network Acct (Standard/Enterprise Account Holder) → Log-in to Existing Ariba network Account * →

Email invitation with link to registration → Supplier **without** Ariba Network Acct → Sign-up for Ariba Network Account * →

Proceed to register as NUS Supplier

- Charges apply for Enterprise Account. Supplier is encouraged to apply for Standard Account during Registration

SUPPLIER REGISTRATION GUIDE FOR SAP ARIBA

Existing Supplier Registration – Step 2

For Supplier Type: Organisation (including Sole Proprietor)

Complete Registration Questionnaire and attach any required document

➡

Revision of response should registration is not approved

➡

Check registration status by logging into Ariba Supplier Portal

- Supplier needs a Standard Ariba Account and with that ANID number to register as a supplier with NUS.

Supplier Registration Process

Invitation to Register for Ariba Network (an) Account

For All Suppliers

INVITATION TO NUS – SAP ARIBA REGISTRATION

Dear Valued NUS Supplier,

This letter is to inform you that we are ready to start supplier registration. Please note that the adoption of the Ariba Network is ... y for suppliers to do business with NUS. Please g... to supplier.ariba.com : **1a**

1. Login in to your existing account or
2. Register for an **Account**

All suppliers will receive an Email from CPOsuppliers@nus.edu.sg and we encouraged those:-

- with Ariba Network account to access Ariba Network and verify the data maintained is accurate and current; and

- without Ariba Network account to sign up for a Standard Account.

Ariba Network can be accessed by clicking on 1a.
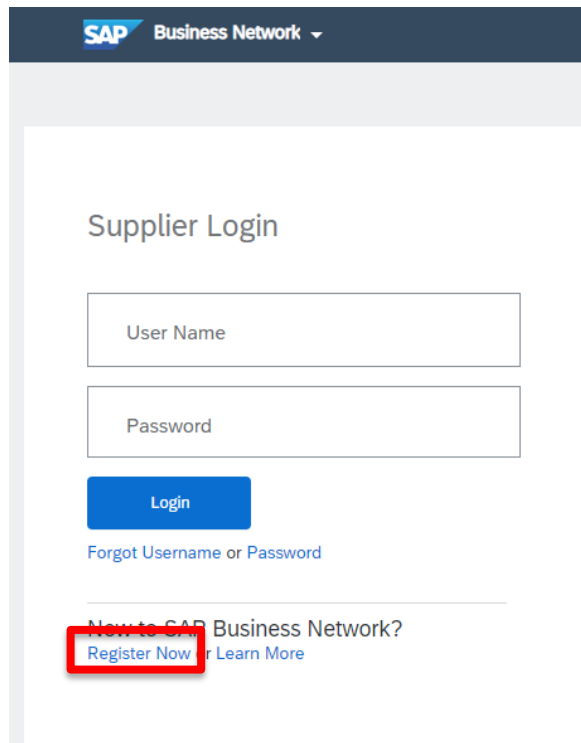
SUPPLIER REGISTRATION GUIDE FOR SAP ARIBA

Supplier Registration Process

For Supplier without an Ariba Network Account

Invitation to Register for Ariba Network (an) Account

For Supplier new to Ariba

For new supplier who does not have an Ariba account, click "Register now"

Invitation to Register for Ariba Network (an) Account

For Supplier new to Ariba (cont'd)

Fill up all the required information to create your AN account.

There are three (3) sections:

i.   Company Information

ii.   Administrator Account Information

iii. Terms of Use and Ariba Privacy Statement

Fields marked with asterisk * are mandatory

Invitation to Register for Ariba Network (an) Account

For Supplier new to Ariba (cont'd)

Company information ⓘ

Company (legal) name *

| Enter company legal name |

Country/Region *

| United States [USA] ˅ |

Address line 1 *

Address line 2

Address line 3

City *

State *

| Choose a state ˅ |

Zip *

i. Company Information

- Complete your Company Name, Address, Region, etc.

Invitation to Register for Ariba Network (an) Account

NUS National University of Singapore

Central Procurement Office

For Supplier new to Ariba (cont'd)

Administrator account information ⓘ

First name *

Last name *

Email *

☑ Use my email as my username
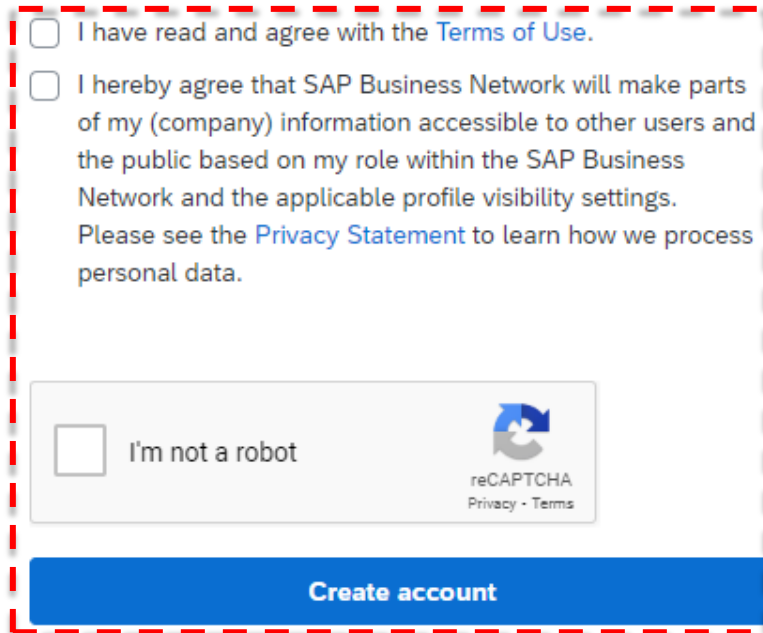
Password *

Repeat password *

Business role *

Choose your primary business role ▼ ⓘ

ii. Administrator Account Information

- Fill in Administrator Account Information

Recommend to use a Company Email address like Info@abc.com or sales@ABC.com for example instead of individual named email as staff email might be invalid due to staff movement.

Invitation to Register for Ariba Network (an) Account

For Supplier new to Ariba (cont'd)

- 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.
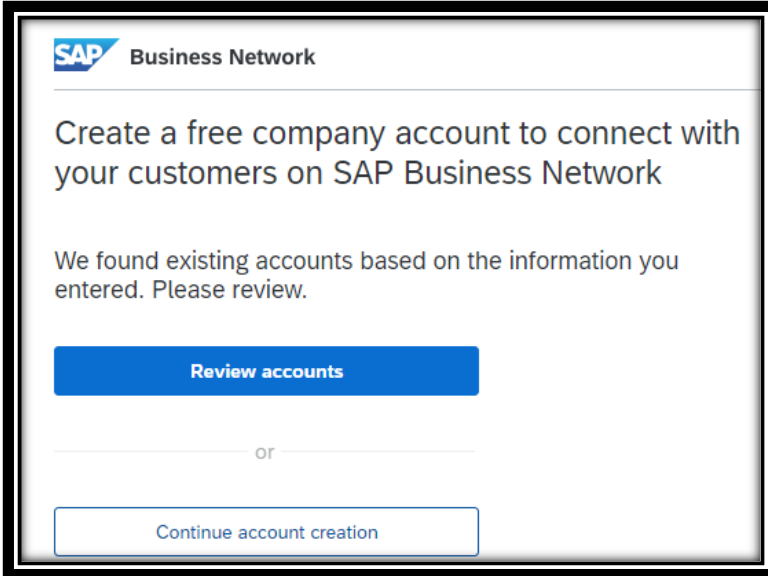
I'm not a robot — reCAPTCHA Privacy - Terms

Create account

iii. Terms of Use and Ariba Privacy Statement
- Review and Acknowledged the Terms of Use and SAP Privacy Statement;

- Click "Create account" when complete.

Invitation to Register for Ariba Network (an) Account
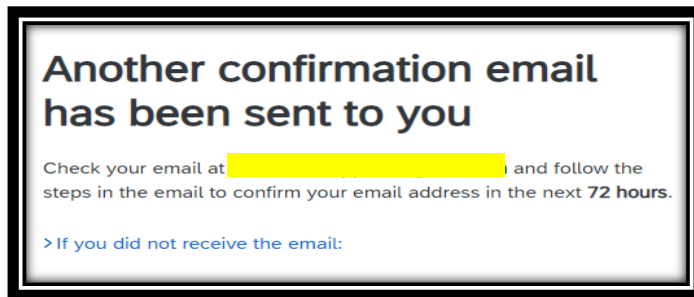
For Supplier new to Ariba (cont'd)

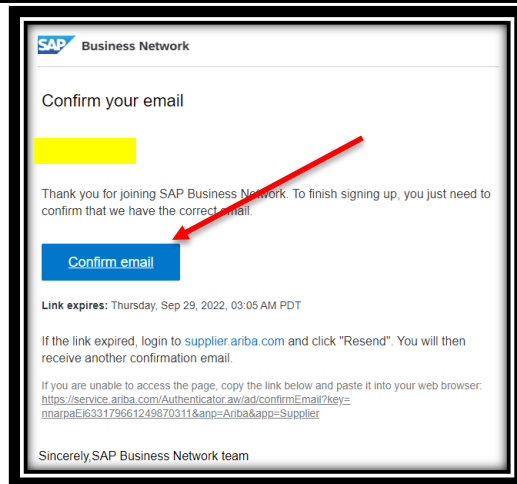Click on "Review Accounts" to ensure no duplicate AN accounts are created for your company.

Note: Supplier shall not have duplicate accounts within Ariba, when transacting with NUS.

Invitation to Register for Ariba Network (an) Account

For Supplier new to Ariba (cont'd)

A confirmation email from **Ariba administrator** will be sent to the registered email.

Please follow steps to verify the email address.

Invitation to Register for Ariba Network (an) Account

For Supplier new to Ariba (cont'd)

Once email has been verified, additional information about your business nature will be asked.

Product and services Categories refer to the product(s) or service(s) your company provides to customer.

Ship-to or Service Location refer to countries/regions your business extends to.

SUPPLIER REGISTRATION GUIDE FOR SAP ARIBA

Invitation to Register for Ariba Network (an) Account

For Supplier new to Ariba (cont'd)

SAP Business Network

Welcome to SAP Business Network

Please find your account information below.

Your account:
Company name:
Username:
Business Network ID:
Administrator email:

Successful created Ariba Network account will receive a welcome email from Ariba Administrator

Business Network ID is the ANID number that you will need for NUS supplier registration and other NUS transaction.

Record down these information and use these for all NUS transaction.

SUPPLIER REGISTRATION GUIDE FOR SAP ARIBA

NUS Supplier Registration Process

Invitation to Register as NUS Supplier

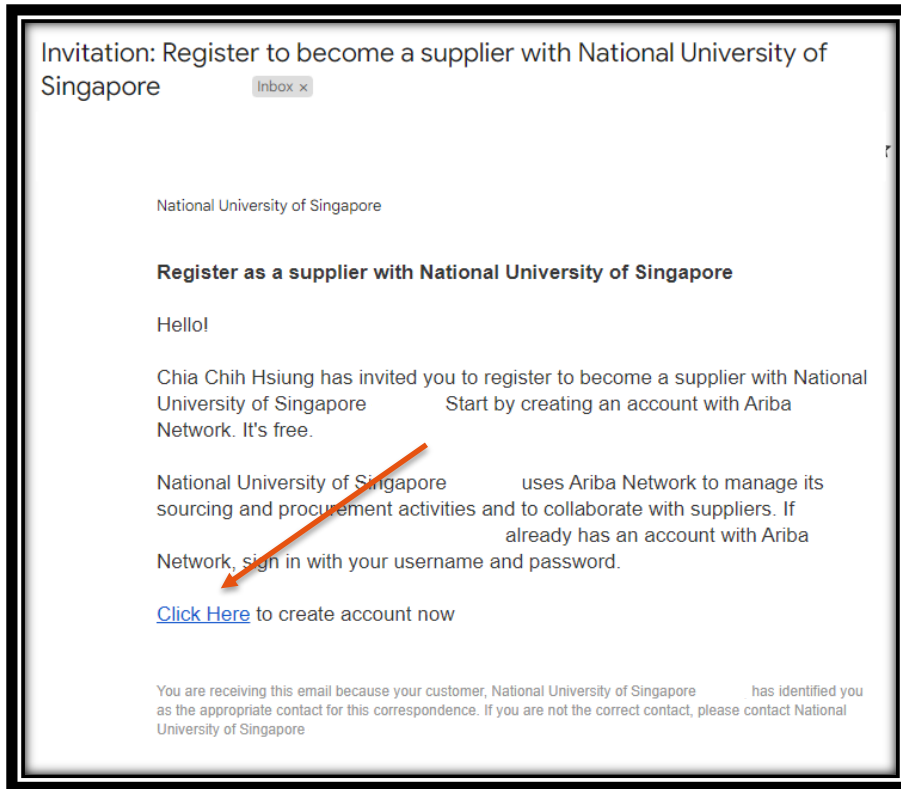# Invitation to Register as a NUS Supplier

The following documents are required during the Supplier Registration. You should have them before starting the registration.

1. Company Certificate of Incorporation

2. Supporting document(s) for the bank details
   - A copy of bank letterhead with wire instructions or
   - A copy of cancelled/voided cheque or
   - A copy of bank statement clearly showing the bank logo, beneficiary name and bank account number without the transaction details

   Note: Invoice or bank detail on company letter head is not acceptable

Invitation to Register as a NUS Supplier

For all Supplier with Ariba Account

Invitation from Ariba Administrator to register as NUS Supplier will be sent to the email address per NUS record.
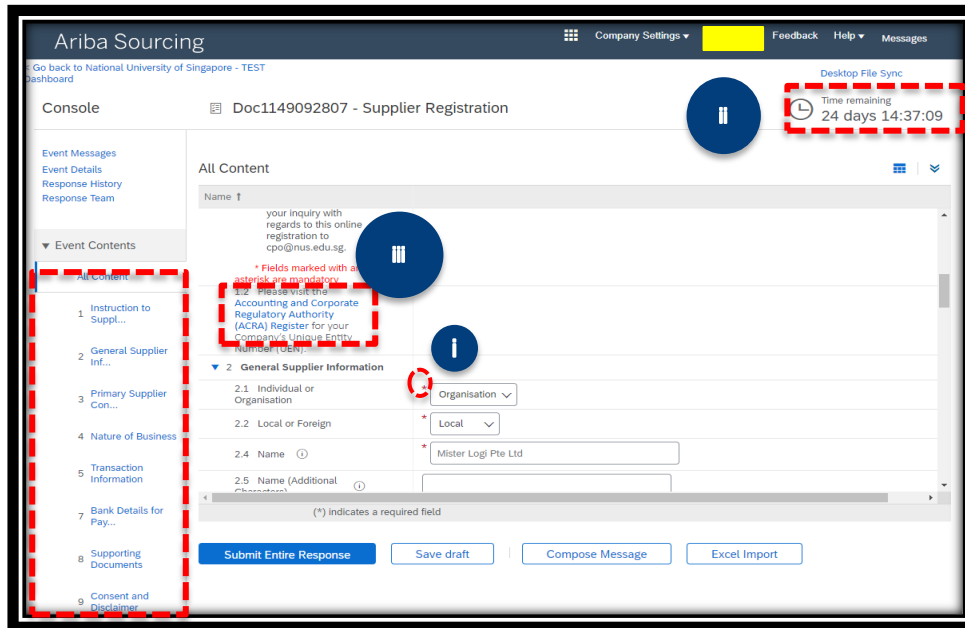
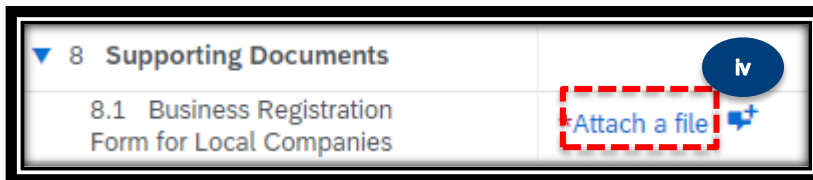Click on "Click Here" to log-in or sign-up for Ariba Network account.

Invitation to Register as a NUS Supplier

NUS Supplier Registration Questionnaire

All suppliers must complete the NUS Supplier Registration Questionnaire.
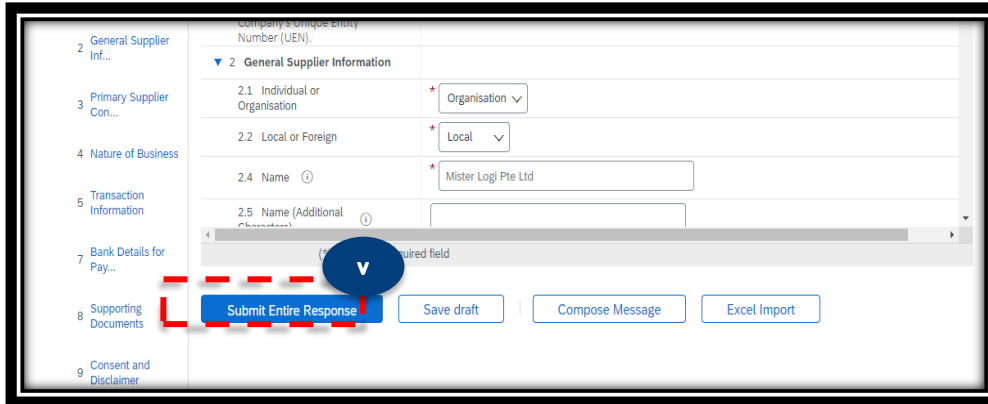
i. Fill in mandatory fields (marked by red asterisk *)

ii. Complete and submit the Questionnaire before countdown end.

iii. For Singapore supplier, use UEN # while oversea use………

iv. Attach files, (i.e. supporting documents such as Business Registration Certificate), and the like.

Guide to Questionnaire can be found at slide 24- 26

SUPPLIER REGISTRATION GUIDE FOR SAP ARIBA
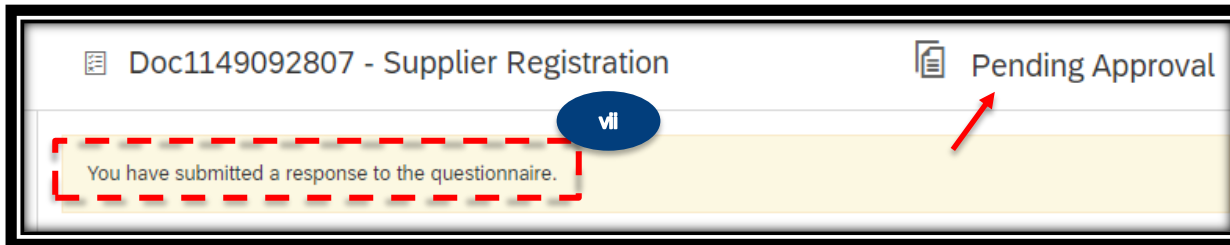
Invitation to Register as a NUS Supplier
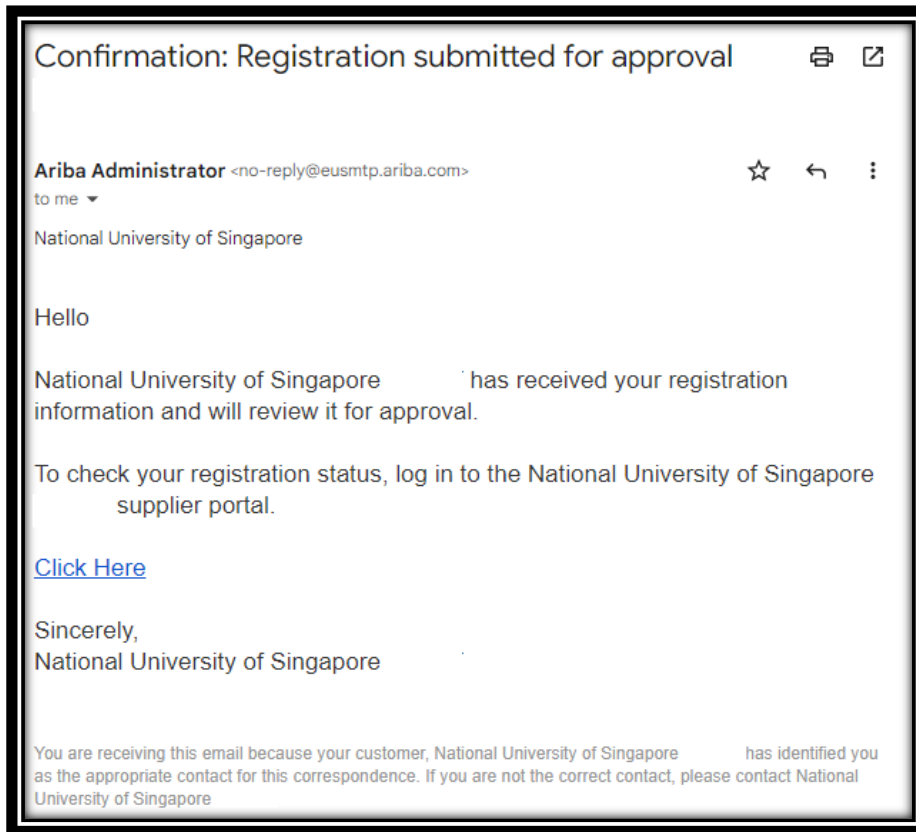
NUS Supplier Registration Questionnaire

v. Once all the data is complete, Click "Submit Entire Response" to submit.

vi. Message appears that response has been submitted. Status will turn to "Pending Approval".

Doc1149092807 - Supplier Registration   Pending Approval

You have submitted a response to the questionnaire.

Invitation to Register as a NUS Supplier

NUS Supplier Registration Questionnaire

Confirmation: Registration submitted for approval

Ariba Administrator <no-reply@eusmtp.ariba.com>
to me

National University of Singapore

Hello

National University of Singapore   has received your registration information and will review it for approval.

To check your registration status, log in to the National University of Singapore   supplier portal.

Click Here

Sincerely,
National University of Singapore

You are receiving this email because your customer, National University of Singapore   has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact National University of Singapore

Once the registration questionnaire is successfully submitted, confirmation email from **Ariba Administrator** will be sent to your registered email address.

Reminder to All Suppliers

- Standard Ariba Network Account are **free and recommended** by NUS.

- Always use the **same ANID** for all NUS transactions

THANK YOU