

Purchase Order

For both GST and Non-GST Suppliers

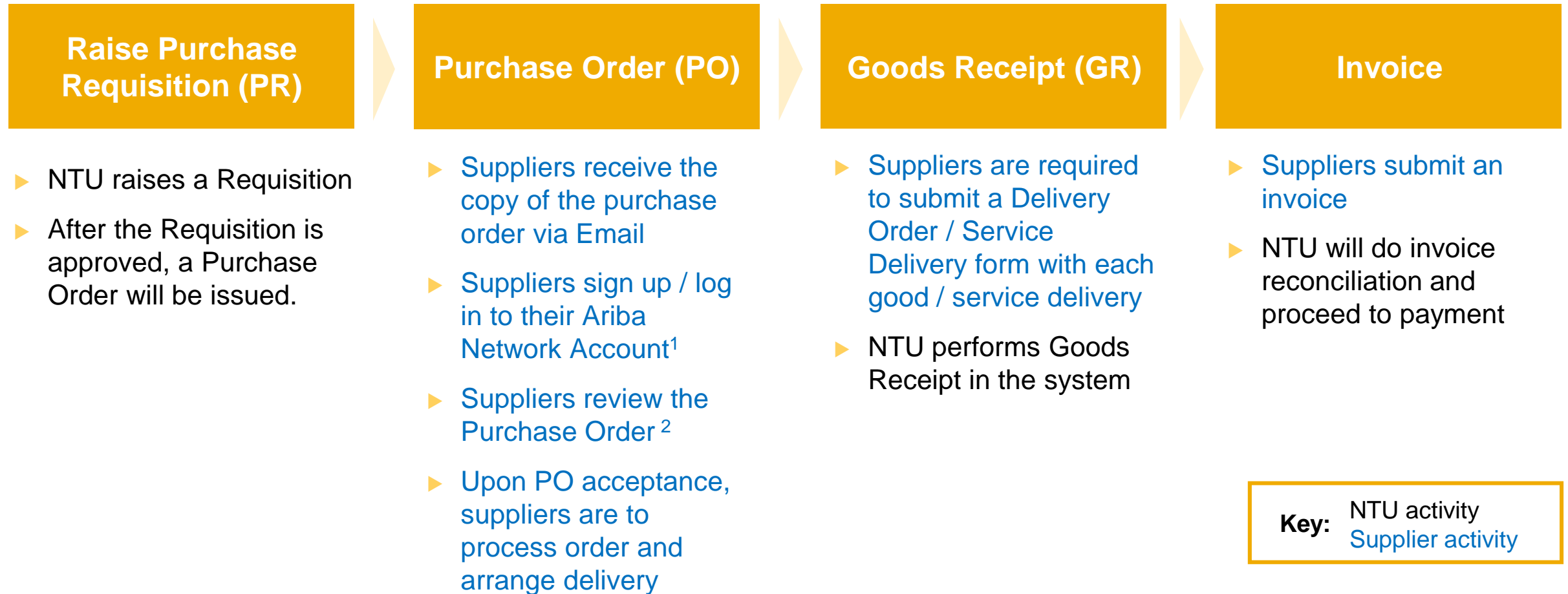
Contents

	Page
1. Introduction	3
2. Procure-to-Pay (P2P) Process	4
3. How to find and retrieve Purchase Order in Ariba	5
4. Order Status Descriptions	12

Introduction

- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from PO.
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities and agreed prices for products or services the seller will provide to the buyer.
- Receiving a PO from your buyer constitute an offer to buy products or services.
- NTU PO number format: 9100123456.

Procure-to-Pay (P2P) Process



¹ Suppliers may use pre-existing login credentials created for the Ariba Supplier Network site for PO & Invoicing (Standard Account) and / or Ariba Discovery/ or Ariba Sourcing.

For suppliers new to NTU, relationship established upon Supplier's receipt of first NTU PO via Ariba Network

² **Order Confirmation** and **Ship Notice** are not compulsory prior to E-Invoice submission. For order confirmation/acknowledgement, please email to the requester directly.

How to find and retrieve Purchase Order in Ariba

(A) By PO interactive email

From the PO interactive email that is sent to your designated email address for receiving PO, click on **Process order** button to proceed. Refer to example below.

Nanyang Technological University - TEST sent a new Purchase Order 9100008788

"Nanyang Technological University - TEST" <ordersender-prod@ansmtp.ariba.com> to me, ntudummyfull

PO email is sent from ordersender-prod@ansmtp.ariba.com

SAP Ariba

Nanyang Technological University - TEST sent a new order

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

Message from your customer Nanyang Technological University - TEST

IMPORTANT

1. 1st Purchase Order (PO) from NTU through Ariba Network:
Click "**Process Order**" below. When asked to login, please register for free Standard Ariba Network account if you do not have one.
* please note that for Enterprise Account, Supplier Fees may apply, charged by SAP Ariba.
2. Please ensure that your Ariba Network profile name matches the ACRA registration (for Singapore) / Business registration (for foreign).
3. To transact with NTU and receive payment promptly, please submit the invoice through Ariba when you receive notification that Goods Receiving (GR) has been performed.

When you login to Ariba, please setup:

- i. Receipt notifications so that you will be notified when Goods Receipt has been performed.
- ii. GST legal profile.

4. User guides for the above can be found at: <https://www3.ntu.edu.sg/suppliers/guides.asp>
5. For delivery of goods, please follow "Ship All Items To" address instead of 'Bill To'.

Process order

To access the Order: [Continue](#)

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

From: Nanyang Technological University NTU Shared Services Finance 42 Nanyang Avenue, #05-01 Singapore 639815 Singapore	To: NTU Dummy Light Account - TEST 50 Nanyang Avenue Singapore 639798 Singapore Phone: Fax: Email: [redacted]@gmail.com	Purchase Order (New) 9100008788 Amount: \$1,000.00 SGD Version: 1
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How to find and retrieve Purchase Order in Ariba

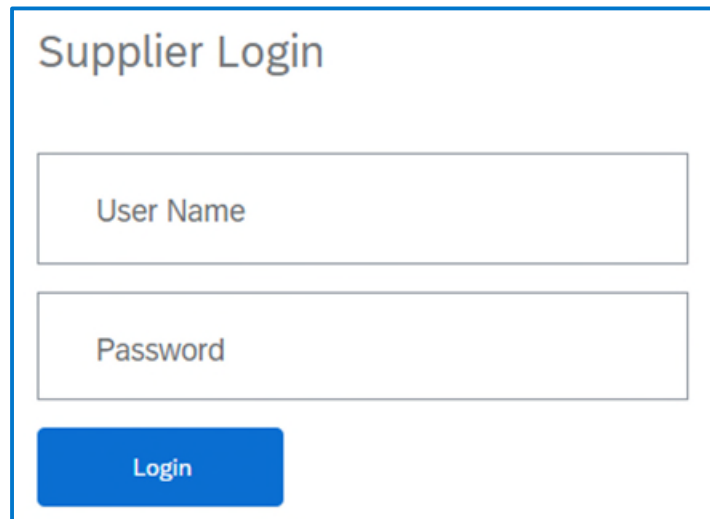
(A) By PO interactive email

- (i) After clicking the Process Order button, proceed to login to your Ariba account.
- (ii) If this is your first PO and you do not have any customer trading relationship with NTU, you will be asked to login to the Ariba account you wish to transact with. Click **Use existing account** and login to your account. Once you have logged in successfully, this account has established a trading relationship with NTU.

If you do not have an existing Ariba account to login, click **Create new account** to register an Ariba standard account, then return to the PO email and login again.

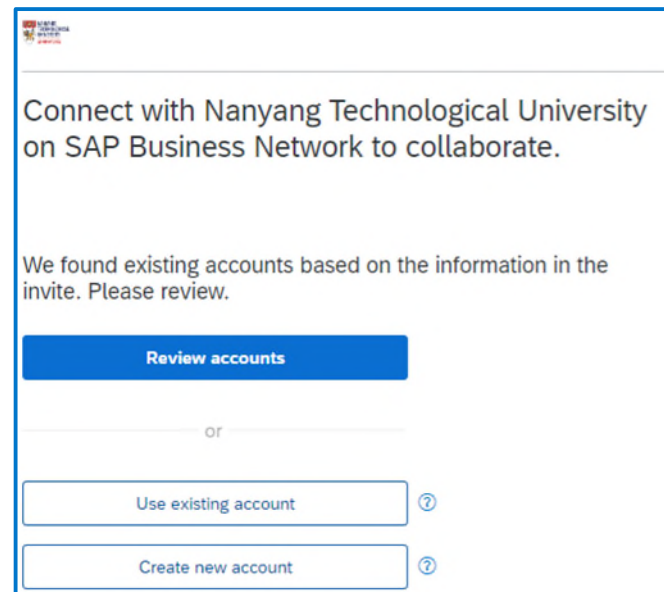
After you have logged in successfully, proceed to page 11.

(i) Login for existing Ariba account



The screenshot shows a 'Supplier Login' form. It has two input fields: 'User Name' and 'Password'. Below the fields is a blue 'Login' button.

(ii) Login for 1st timer with no customer trading relationship with NTU



The screenshot shows a screen with the Ariba logo at the top left. The main text reads: 'Connect with Nanyang Technological University on SAP Business Network to collaborate.' Below this, it says: 'We found existing accounts based on the information in the invite. Please review.' There is a blue 'Review accounts' button. Below that is the word 'or' with a horizontal line. At the bottom, there are two buttons: 'Use existing account' and 'Create new account', each with a question mark icon to its right.

How to find and retrieve Purchase Order in Ariba

(B) Search for PO number in Ariba account Workbench

NOTE: Only if your Ariba account has established a trading relationship with NTU.

To check on customer trading relationship, go to <https://supplier.ariba.com/> and login to your Ariba account:

- (i) Click on your account profile at the top right corner (green circle with your account initials),
- (ii) In the pop-up menu, select **Settings**,
- (iii) Under **Account Settings**, select **Customer Relationships**,
- (iv) Under **Customer Relationships**, click on **Current Relationships** tab,
- (v) Check the **Current** tab to ensure “Nanyang Technological University” appears under **Customer**, this means your account has an active trading relationship with NTU.

The screenshot shows the Ariba account settings interface. On the left, the 'Account Settings' menu is open, with 'Customer Relationships' highlighted. The 'Settings' option in the left sidebar is also highlighted. The main content area shows the 'Account Settings' page with the 'Current Relationships' tab selected. Below this, there are options for relationship preferences and a table of current customers. The table lists 'Nanyang Technological University' as a current customer with a trading relationship type, approved on 2 Nov 2018.

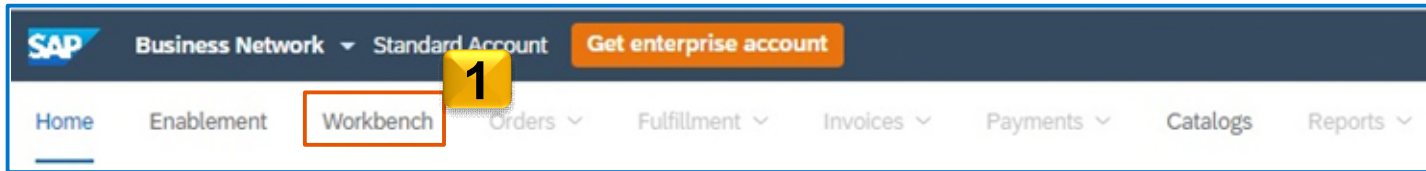
Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
<input type="checkbox"/> Nanyang Technological University	AN01392586839	Trading	2 Nov 2018	🔗	Default	Actions

How to find and retrieve Purchase Order in Ariba

(B) Search for PO number in Ariba account Workbench

Login to your Ariba account: <https://supplier.ariba.com/>

1. Click on **Workbench** tab,
2. Click on **Orders** tile,
3. Click on **Edit filter**,
4. Under **Customers** field, select “Nanyang Technological University”,
5. Under **Order numbers** field, enter the PO number and select **Exact match**,
6. Click **Apply** button.



Workbench Customize 11

2 New orders Last 31 days

2 2 Orders Last 31 days

0 Orders to invoice Last 31 days

0 Invoices Last 31 days

0 Pinned documents

Orders (2)

3 Edit filter

Customers: hological University - TEST x Sel... [x]

Order numbers: 9100008788 **5**

Partial match Exact match

4 ↑

Select “Nanyang Technological University”

6 Apply Reset Cancel

How to find and retrieve Purchase Order in Ariba

(B) Search for PO number in Ariba account Workbench

7. Under the search results, click on the PO number to access the order details.

Workbench

1 New orders Last 31 days	1 Orders Last 31 days Save filter	1 Orders to invoice Last 31 days	0 Invoices Last 31 days	0 Pinned documents
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Orders (1)

[> Edit filter](#) | [Save filter](#) |

Order Number	Customer	Amount	Date ↓	Order Status
9100008788 7	Nanyang Technological University - TEST	\$1,000.00 SGD	Sep 1, 2022	Received

How to find and retrieve Purchase Order in Ariba


PO page where you can view the order details, create and submit e-invoice.

User guide for “**E-invoicing for Purchase Order**” is available at the [NTU supplier portal](#).

Purchase Order: 9100008788 Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾ ↓ 🖨️ ⋮

Order Detail Order History



**NANYANG
TECHNOLOGICAL
UNIVERSITY**
SINGAPORE

From:
Nanyang Technological University
NTU Shared Services Finance
42 Nanyang Avenue, #05-01
Singapore 639815
Singapore

To:
NTU Dummy Light Account - TEST
50 Nanyang Avenue
Singapore 639798
Singapore
Phone:
Fax:
Email: ██████████

Purchase Order
(Received)
9100008788
Amount: \$1,000.00 SGD
Version: 1

[Track Order](#)

Payment Terms ⓘ
NET 30

Routing Status: Acknowledged
Related Documents: RC9035

Order Status Descriptions

Status	Description
New	Initial state. This is a new purchase order.
Changed	Existing purchase order has been canceled or replaced ("obsoleted") by this subsequent (changed) order.
Confirmed	All sub-quantities are confirmed.
Failed	Ariba SN experienced a problem routing the order to the supplier. Suppliers can resend failed orders.
Shipped	Final state. All sub-quantities are shipped. A line item or sub-quantity that is shipped cannot be updated again.
Invoiced	All ordered quantities have been invoiced.
Partially Shipped	Some of the ordered quantities have been shipped.
Partially Invoiced	Some of the ordered quantities have been invoiced.
Partially Rejected	Some of the ordered quantities have been rejected.
Obsoleted	Purchase order that has been replaced by a subsequent (changed) order.
Received	NTU has received all the items requested in the PO.
Partially Received	NTU has received some of the items requested in the PO.