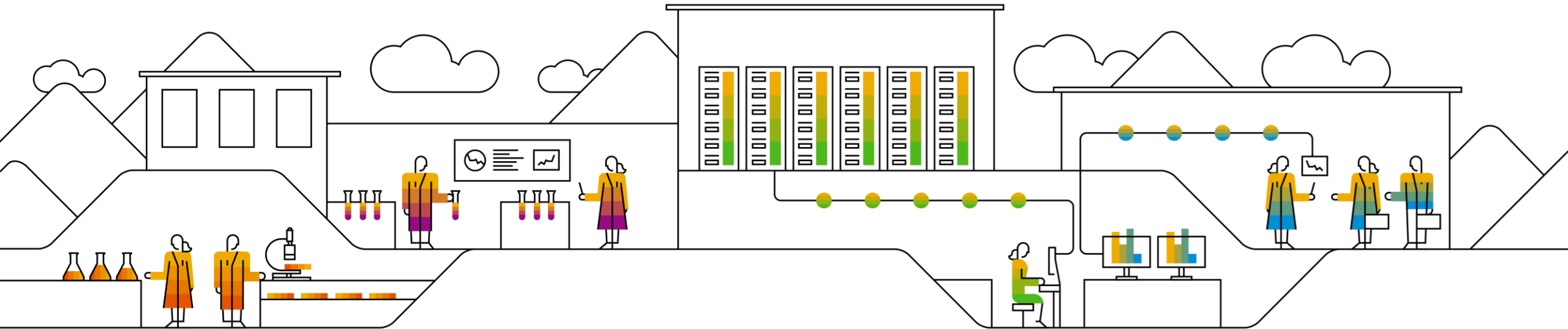


Ariba Network Standard Account **Supplier Registration**



Standard Account Registration

How to register for an Ariba Standard Account, use either one of 2 options:

(Option 1) Using the **first Purchase Order** sent by NTU:

1. Open the PO interactive email that contains the purchase order sent by NTU. The purchase order details will be displayed in the body of the email. Review the details of the purchase order.
2. Click the **Process order** button. It will direct to a page asking to login with existing Ariba account or create new account.
3. Click on **Create new account** button.

(Option 2) Go to [Ariba supplier login page](#) and click on **“Register Now”** button.

Nanyang Technological University - TEST sent a new Purchase Order 9100008788

"Nanyang Technological University - TEST" <order.sender@prod@anntp.ariba.com>
to: me, ntdummy@ntu.edu.sg

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. If 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:

1. Request notifications so that you will be notified when Goods Receipt has been performed.
2. GST legal profile.

4. **User guides** for the above can be found at: <https://www1.ntu.edu.sg/suppliers/guides.asp>

5. For delivery of goods, please follow **"Ship All Items To"** address instead of "Bill To"

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 639813
Singapore

To: NTU Dummy Light Account - TEST
50 Nanyang Avenue
Singapore 639798
Singapore
Phone: [REDACTED]
Fax: [REDACTED]
Email: [REDACTED]@ntu.edu.sg

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

Connect with Nanyang Technological University 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

Supplier sign-in

Username

Next

Forgot username

New to SAP Business Network?
Register Now or Learn more

Standard Account Sign Up

1. On the **Registration** page, please key in the **company information** details for the mandatory fields labeled with an asterisk (*).
2. In the **Administrator account information** section, enter the details in all the mandatory fields marked with an asterisk (*).
3. Select the **Terms of Use and SAP Ariba Privacy Statement** check-box at the bottom of the page.
4. Click the **Create account** button.

Company information ? **1**

DUNS number ?
[Don't know your DUNS number?](#)

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

Address line 4

City *

Postal code *

State

Administrator account information ? **2**

First name * Last name *

Email *


Use my email as my username

Password * Repeat password *

Business role *

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. **3**

I'm not a robot  **4**

Create account

Standard Account Sign Up

5. If you see the page below, click on "Continue account creation" button. A message will inform you to check on your email address inbox for account confirmation.
6. The account confirmation email will be sent to your registered email address as receipt.

SAP Business Network

Create a free company account to connect with your customers on SAP Business Network

We found existing accounts based on the information you entered. Please review.

[Review accounts](#)

or

[Continue account creation](#)

5

SAP Business Network

Dear [redacted]

Please find your account information below.

Your account:

Company name: [redacted]
Username: [redacted]
Business Network ID: [redacted]
Administrator email: [redacted]

Sign in and Explore:

6

Increase your visibility
Your account requires no additional resources. Simply complete your profile.

Respond to Purchase orders
Manage e-mail notifications of purchase orders.

Send Order Confirmations and Invoices
View and maintain your orders and invoices.

Contract Collaborations
Manage terms and conditions with your customers in legally binding agreements.

[Sign in](#)

Standard Account Login

To sign in to your newly created Ariba account:

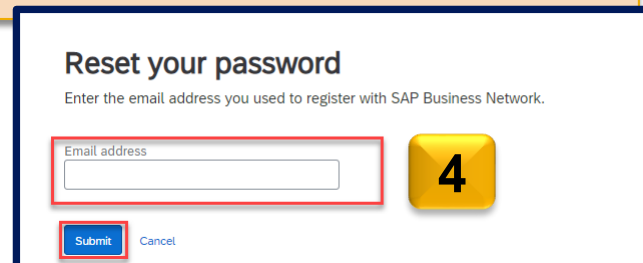
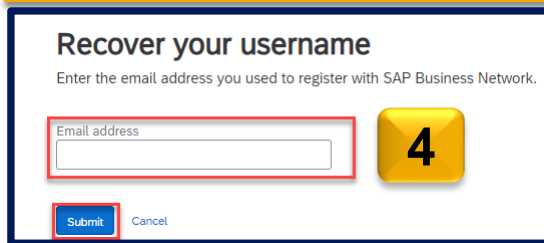
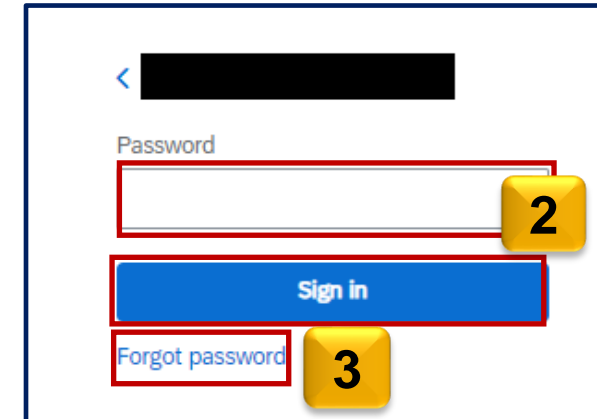
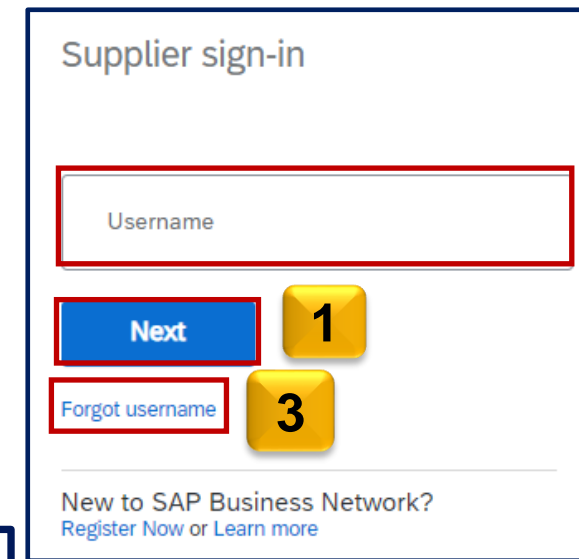
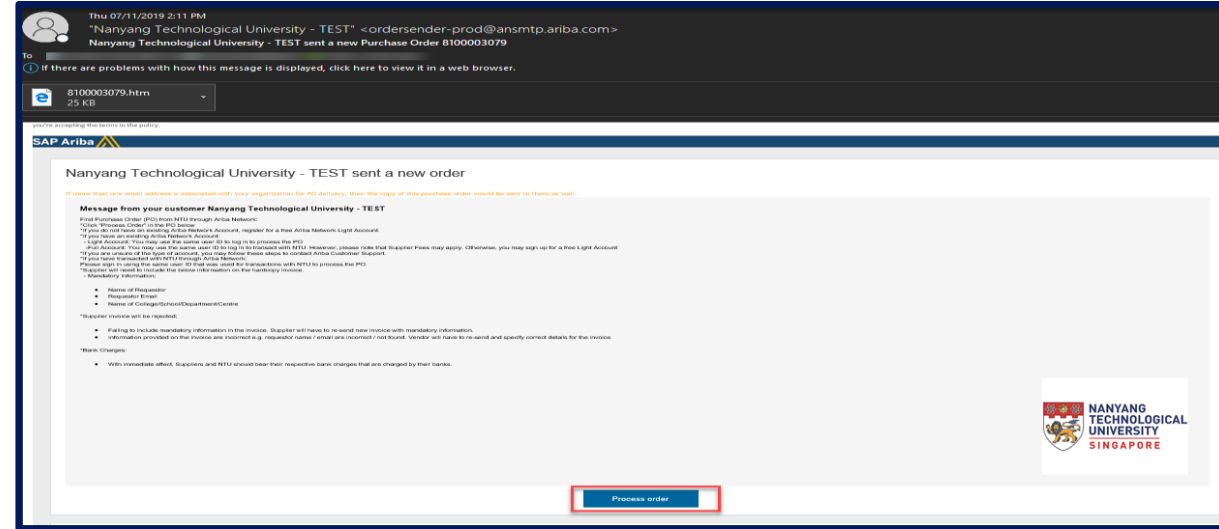
Either:

a. Click the **Process Order** button in the PO email you received and login to your account.

Or

b. Go to the [Ariba supplier login page](#) to login to your account.

1. Enter your **User Name** and click the Next button.
2. Enter your **Password** in the respective field and click Sign in.
3. If you have forgotten your password/username, click the **Forgot Username** or **Password** button.
4. You will be able to retrieve your username or reset your password by entering your registered email address and click Submit. An email with the instructions will be sent to you.



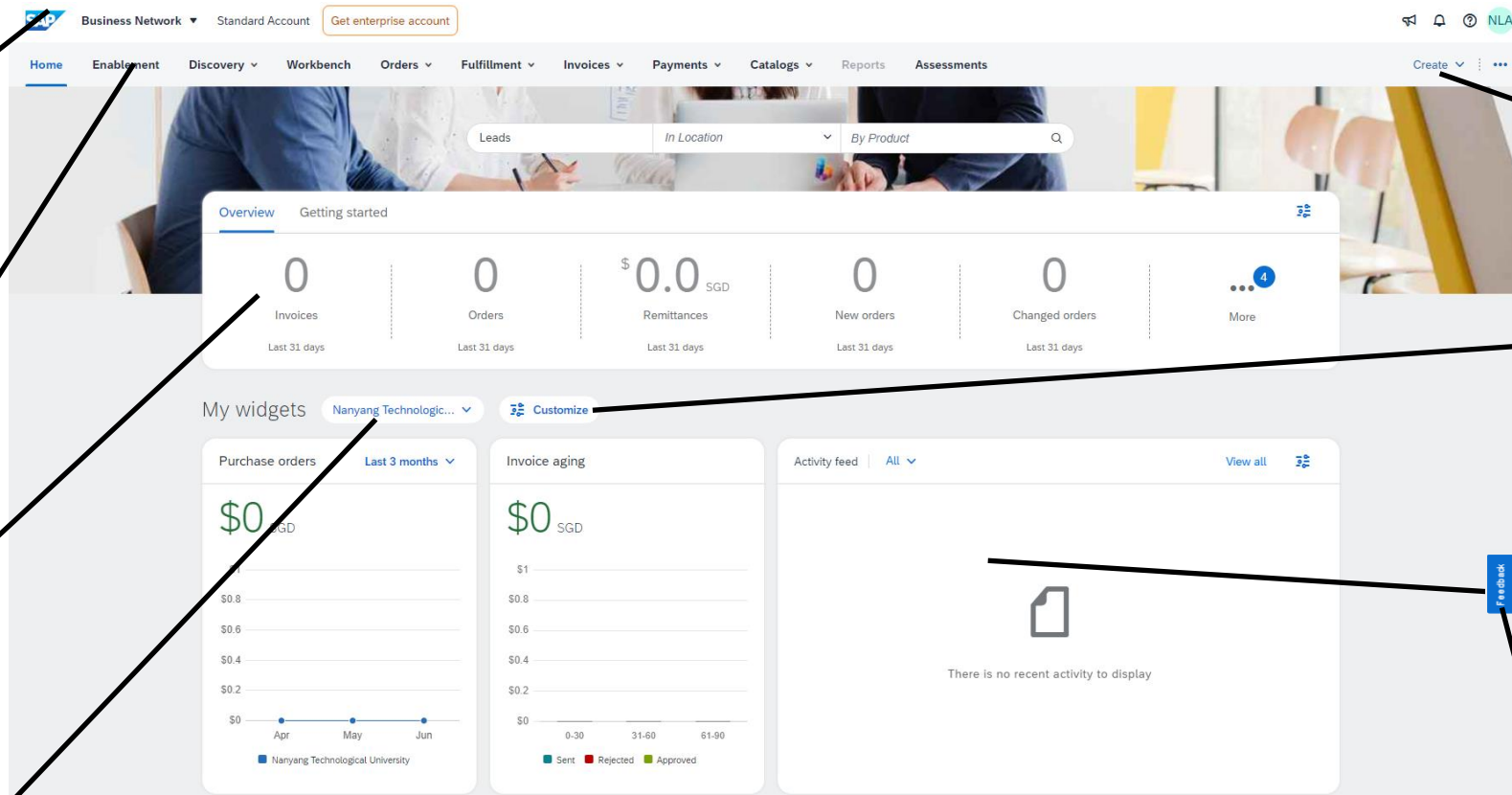
Supplier Homepage

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
Create: Non-PO invoice and Contract Invoice

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

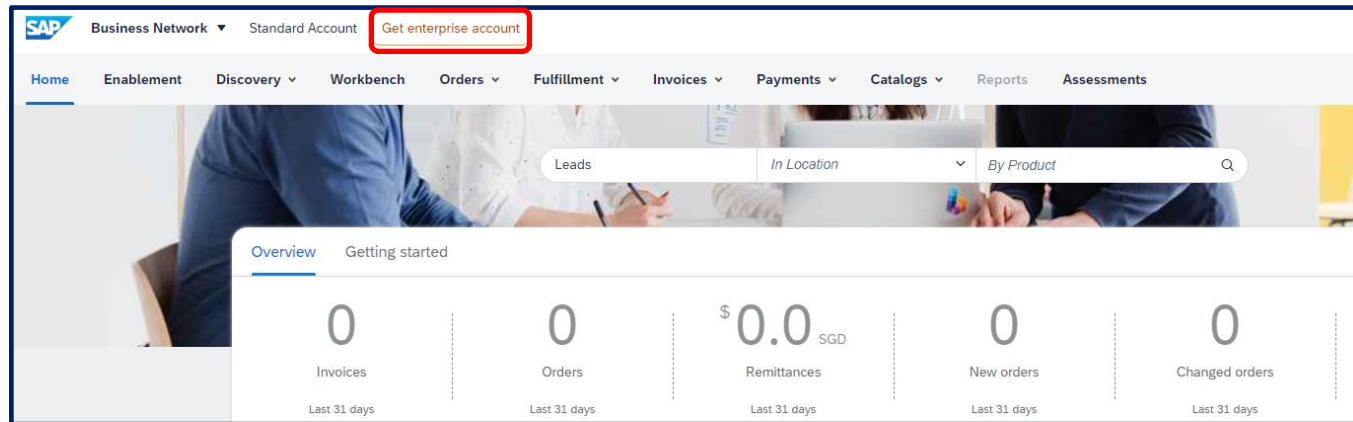
Feedback
Share feedback with Ariba

Standard Account and Enterprise Account

Standard Account features are sufficient for your daily transactions with your customers in SAP Ariba.

If you would like to use the full potential that Ariba can offer, Enterprise Account may be suitable for your needs. Please be aware that Enterprise Account is chargeable based on usage and subscription.

For comparison between Standard and Enterprise Account features, please refer to this chart [here](#). For Enterprise Account fee model, please refer [here](#).

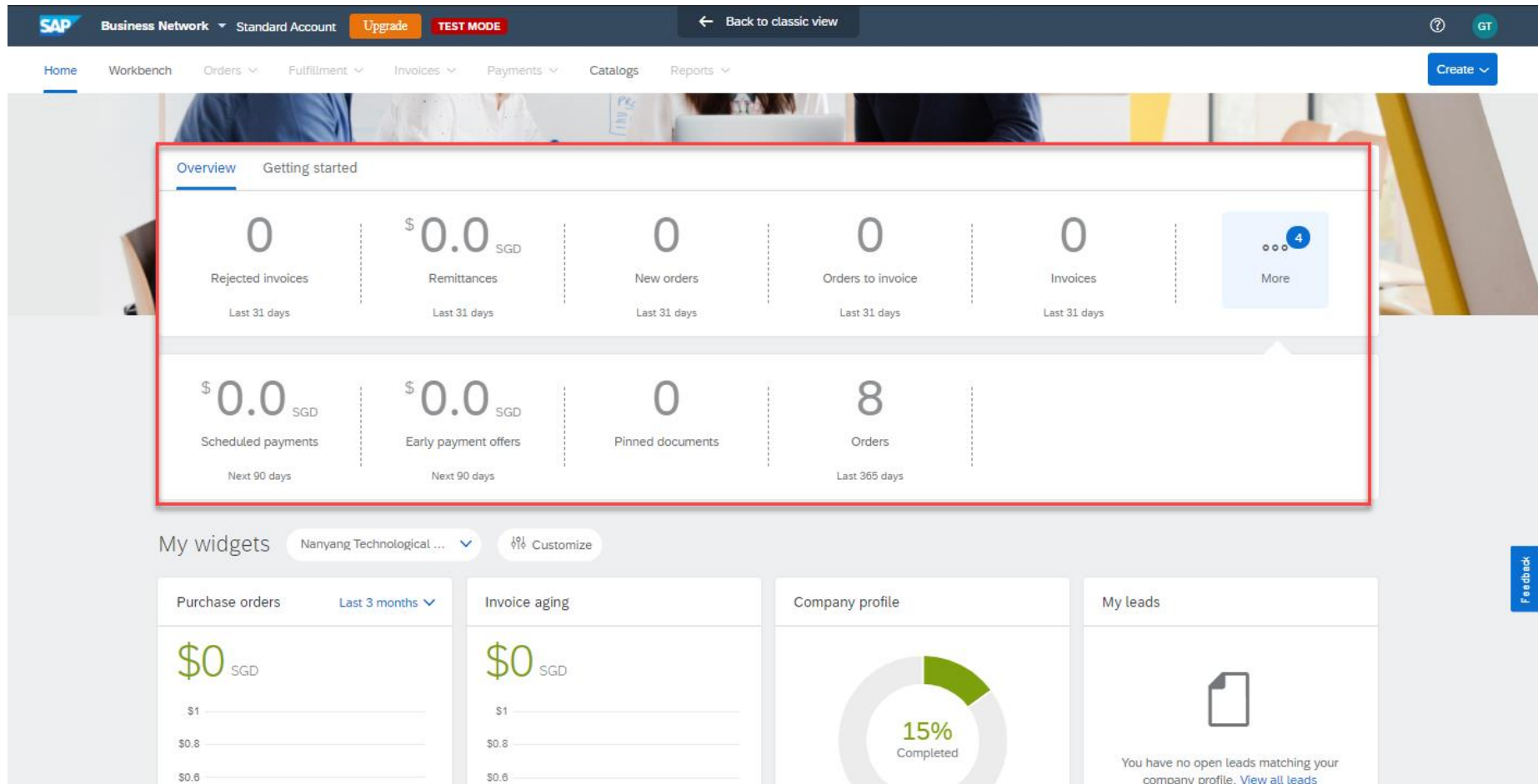


Note: Enterprise Account has chargeable fees based on usage. For more information, please refer to account fee model [here](#).

Upgrade today to unlock your full potential on SAP Business Network.

| | Standard account Your account | Enterprise account (Upgrade) |
|---|----------------------------------|---|
| | Free | Fees may apply Upgrade |
| Network Basics | | |
| Send and receive documents on the network with unlimited customer relationships, including POs and invoices | ✓ | ✓ |
| Access to web platform and supplier mobile app | ✓ | ✓ |
| Attract customers with your profile and review, search, and respond to new leads for free | ✓ | ✓ |
| Advanced trading partner insights with all KPIs and benchmarks | Limited KPIs | ✓ |
| Support Services | | |
| 24/5 support via chat and phone; onboarding guidance | | ✓ |

Overview Tile



The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with 'SAP Business Network', 'Standard Account', 'Upgrade', 'TEST MODE', and 'Back to classic view'. Below this is a menu with 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A 'Create' button is visible on the right. The main content area features an 'Overview' tile bar highlighted with a red border. This bar contains eight tiles: 'Rejected invoices' (0, Last 31 days), 'Remittances' (\$0.0 SGD, Last 31 days), 'New orders' (0, Last 31 days), 'Orders to invoice' (0, Last 31 days), 'Invoices' (0, Last 31 days), 'More' (4), 'Scheduled payments' (\$0.0 SGD, Next 90 days), 'Early payment offers' (\$0.0 SGD, Next 90 days), and 'Orders' (8, Last 365 days). Below the tile bar is a 'My widgets' section with a dropdown menu set to 'Nanyang Technological ...' and a 'Customize' button. The widgets include 'Purchase orders' (Last 3 months), 'Invoice aging', 'Company profile' (15% Completed), and 'My leads' (You have no open leads matching your company profile. View all leads).



Overview Tile Bar

The overview tile bar will show a list of your preferred tiles. Each tile shows you a count or value of your relevant documents. You can configure your tiles in the workbench.

Account Settings

The screenshot displays the SAP Business Network interface for a 'Standard Account'. The top navigation bar includes 'SAP Business Network', 'Standard Account', 'Upgrade', 'TEST MODE', and a 'Back to classic view' link. A user profile icon with initials 'GT' is in the top right corner. Below the navigation bar, there are tabs for 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The main content area features a 'Getting started' section with five key metrics: Rejected invoices (0), Remittances (\$0.0 SGD), New orders (0), Orders to invoice (0), and Invoice (0), all for the last 31 days. Below this is a 'My widgets' section with three widgets: 'Purchase orders' (Last 3 months), 'Invoice aging', and 'Company profile'. The 'Company profile' widget shows a 15% completion rate. A settings menu is open on the right side, listing various settings categories. The 'Settings' option is highlighted with a red box.

ACCOUNT SETTINGS

- Customer Relationships
- Users
- Notifications
- Application Subscriptions
- Account Registration

NETWORK SETTINGS

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Data Deletion Criteria Rule
- Data Deletion Criteria
- Network Notifications
- Audit Logs

Settings

Settings

The icon with your user initials is where you can find user settings, company settings, network and account settings.