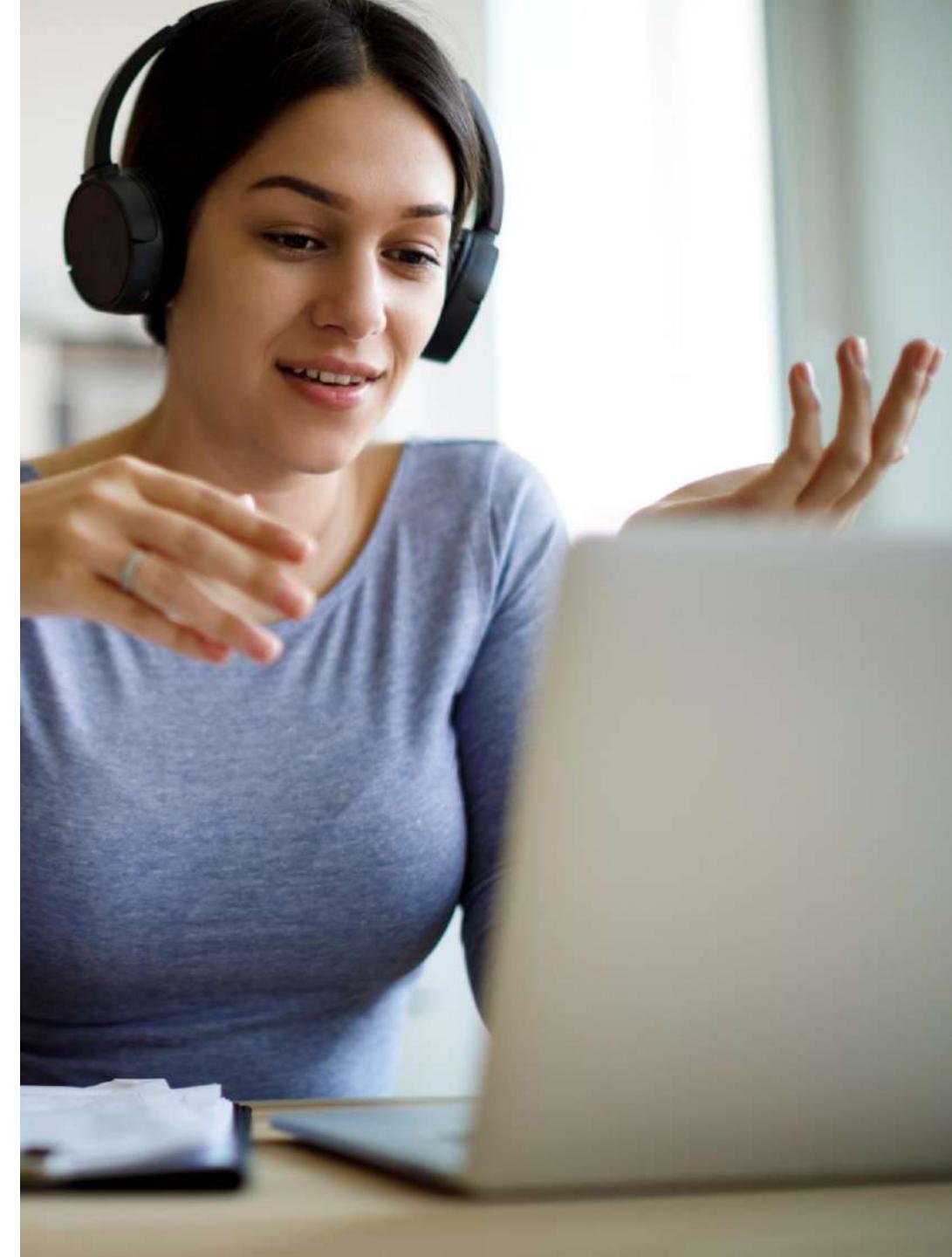


ALPS Supplier Training v7.1

Public



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The background of the slide features a dark blue and black abstract design. It includes several glowing, semi-transparent spheres in shades of red, orange, and yellow. A faint, glowing blue grid is visible in the lower-left quadrant. The top right corner is a solid red triangle.

Upstream Process Overview

Sourcing Scenarios Overview

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

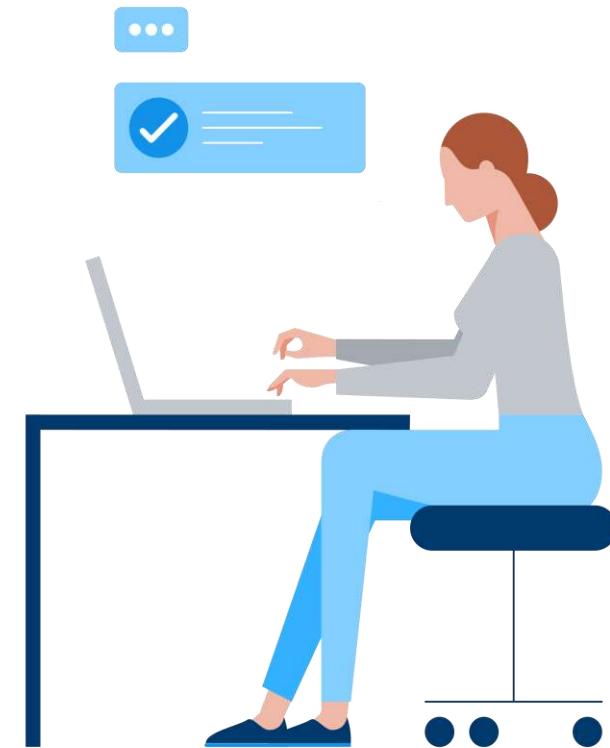
- 1a [Receive email notification](#)
- 1b [Create new Ariba account](#)
- 1c [Check for duplicate accounts](#)
- 1d [Submit initial response and full response](#)

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 Ariba 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.



- 1a
- 1b
- 1c
- 2a

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

The screenshot shows the SAP Ariba Proposals and Questions page. At the top, it says "Welcome, JiaweiLim". Below that, there's a yellow banner with the text "Have a question? Click here to see a Quick Start guide." In the center, it says "Sign up as a supplier with Integrated Health Information Systems Pte. Ltd. - TEST on SAP Ariba." It also mentions that "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." There are two blue buttons: "Sign up" (circled in red with number 1) and "Log in" (circled in red with number 2). Below these buttons, there's a section titled "About Ariba Network" which lists benefits like responding more efficiently to customer requests and working more quickly with customers. It also lists advantages of moving to the Ariba Network, such as managing all customer relationships from one location.

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.

Create account

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

Company information

* Indicates a required field

Company Name:

Country/Region:

Address:

City*:

State*:

Zip*:

User account information

* Indicates a required field

SAP Business Network Privacy Statement

Name*: Last Name

Email*:

Use my email as my username

Username*:

Password*: Enter Password

Repeat Password

Language:

Email, orders to*:

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 language. ⓘ
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 there. You can change this anytime. ⓘ

Tell us more about your business

Product and Service Categories*: Enter Product and Service Categories or

Ship-to or Service Locations*: Enter Ship-to or Service Location or

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 "TT" in front of account. ⓘ

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

I hereby agree that SAP Business Network will make parts of my company's 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.

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SAP Business Network Privacy Statement Security Disclosure Terms 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)*

The screenshot shows the Ariba Account Registration - Profile Completion page. It is divided into two main sections: "Company information" (labeled i) and "User account information" (labeled ii).

Company information (Section i):

- Company Name: * Test Ariba Supplier Pte
- Country/Region: * United States [USA]
- Address: * Line 1, Line 2, Line 3
- City: *
- State: * Alabama [US-AL]
- Zip: *

A note on the right side states: "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." A small note at the bottom right indicates: "* Indicates a required field".

User account information (Section ii):

- Name: * JiaweiLim | Last Name:
- Email: * Jiawei.Lim@ibm.com | Use my email as my username:
- Username: * test-Jiawei.Lim@ibm.com | Note: Must be in email format(e.g john@newco.com) [\(i\)](#)
- Password: * Enter Password | Note: Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. [\(i\)](#)
- Repeat Password:
- Language: English | Note: The language used when Ariba sends you configurable notifications. This is different than your web browser language. [\(i\)](#)
- Email orders to: * Jiawei.Lim@ibm.com | Note: 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. [\(i\)](#)

[SAP Business Network Privacy Statement](#)

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 your business info. You can change this anytime.

Tell us more about your business iii

Product and Service Categories: Add -or- Browse

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

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.

Create account and continue Cancel

Continued on next slide

Account Registration – Commodity Selection

- ④ On the registration page:

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

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

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

The screenshot shows a search interface for product and service categories. At the top, there are two tabs: "Search" (which is highlighted with a red box) and "Browse". Below the tabs is a search input field containing the keyword "insulin". To the right of the input field are a "Search" button and a link "Browse the Categories »". A note below the input field says: "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." The search results section displays a single result: "Drugs & Pharmaceuticals > Hormones & Hormone Antagonists > Antidiabetic agents and hyperglycemic agents > Insulin". This result has a checked checkbox to its left. Below the result is an "Add" button, which is also highlighted with a red box. At the bottom of the dialog, under "My Selections (1)", is a list item "Reserpine (View)" with an unchecked checkbox to its left. There are "Remove" and "OK" buttons at the very bottom.

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

(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

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:

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

Search Results

Drugs & Pharmaceuticals > Hormones & Hormone Antagonists > Antidiabetic agents and hypoglycemic agents > Insulin

My Selections (2)

<input checked="" type="checkbox"/>	Reserpine (View)
<input checked="" type="checkbox"/>	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 > <input type="button" value="+"/>
Central America >	Malaysia > <input type="button" value="+"/>
South America >	Philippines > <input type="button" value="+"/>
The Caribbean >	Singapore <input checked="" type="checkbox"/> <input type="button" value="+"/> >
Northern Europe >	Thailand > <input type="button" value="+"/>
Western Europe >	Viet Nam > <input type="button" value="+"/>
Eastern Europe >	All of the above <input type="button" value="+"/>
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 vi

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)

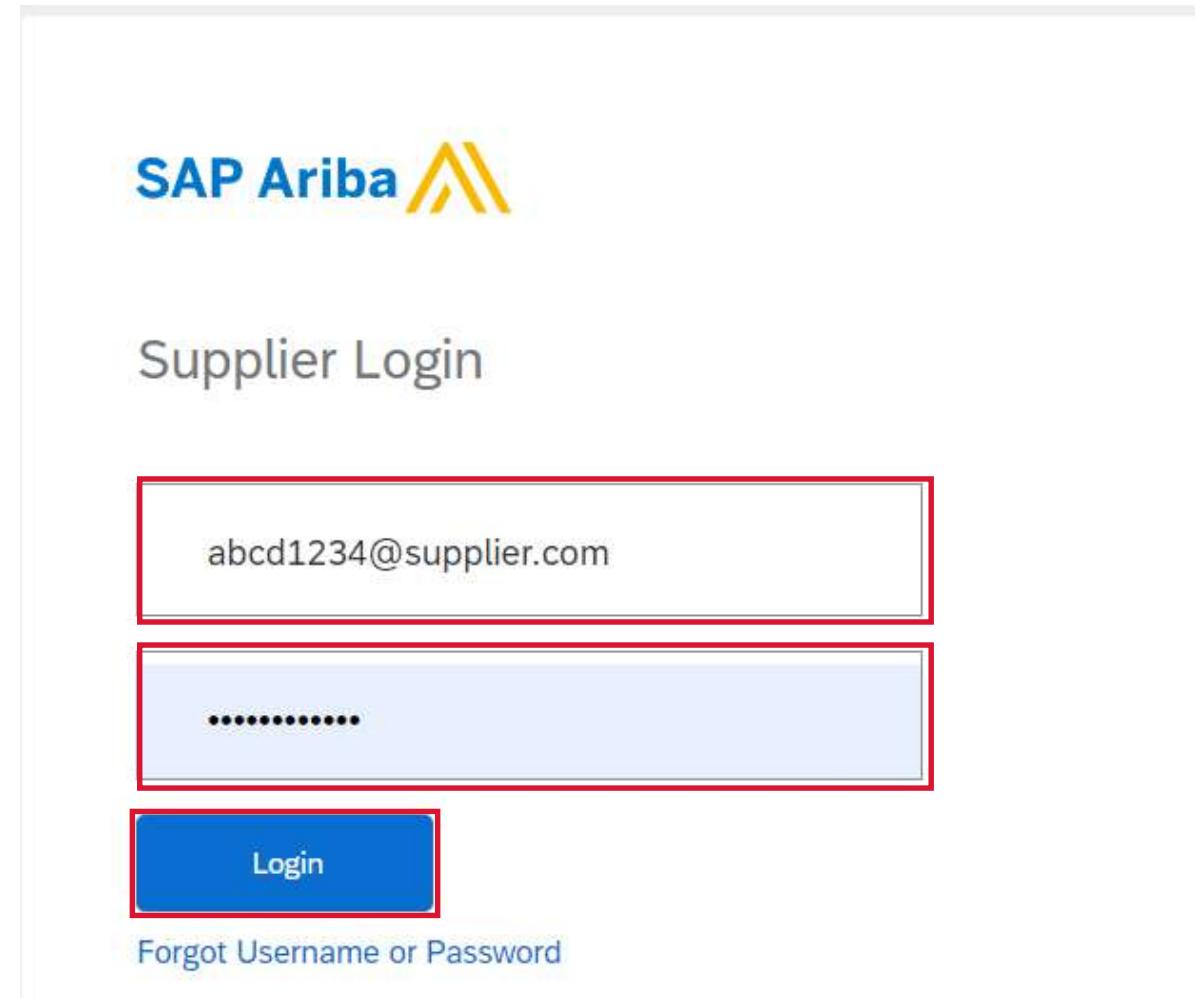
The background of the slide features a dark, abstract design with glowing, translucent spheres in shades of red, orange, and blue. These spheres are interconnected by thin, glowing lines, creating a network or data flow pattern that spans across the entire slide. A large, solid red triangle is positioned in the upper right corner.

3a 3b 3c

Search Sourcing Events on Ariba
Discovery

Search Events posted on Ariba Discovery

- 1 Fill in your login credentials and click on the "Login" button.

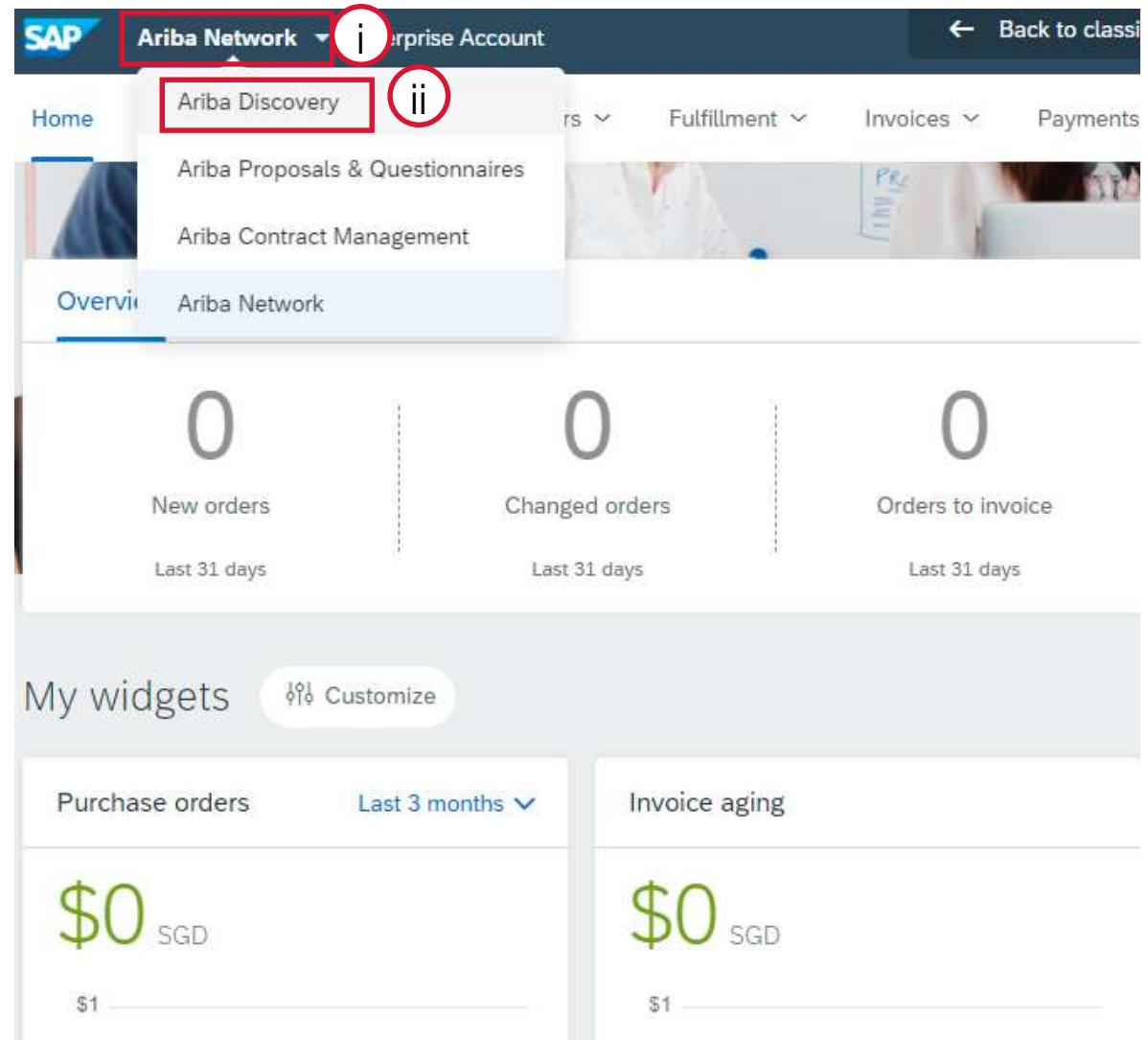


The image shows the SAP Ariba Supplier Login interface. At the top center is the SAP Ariba logo, which consists of the word "SAP Ariba" in blue and yellow, followed by a yellow stylized 'A' icon. Below the logo is the text "Supplier Login". There are two input fields: the first is filled with the email address "abcd1234@supplier.com", and the second is filled with a series of dots ".....". At the bottom is a blue "Login" button. Below the "Login" button is a link "Forgot Username or Password". The entire form is enclosed in a light gray box with a red border around the input fields and the "Login" button.

Search Events posted on Ariba Discovery

2 Once logged in:

- i. Click on the "Ariba Network" dropdown in the top left-hand corner of the screen
- ii. Then click on the "Ariba Discovery"



Search Events posted on Ariba Discovery

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



The screenshot shows the SAP Ariba Discovery homepage. At the top, there is a dark blue header bar with the SAP logo and the text "Ariba Discovery". Below the header, there are two navigation links: "I'm Buying" and "I'm Selling", each followed by a dropdown arrow. The main content area features a light gray background with a large, rounded rectangular form for logging in. The form has the title "Ariba Discovery Log In" at the top. It contains two input fields: one for "Enter Username" and one for "Enter Password", both outlined in red. Below the password field is a yellow "Log In" button. To the right of the log in form, there are two small links: "Forgot Username" and "Forgot Password".

Ariba Discovery Log In

Enter Username

Enter Password

Log In

Forgot Username
Forgot Password

Search Events posted on Ariba Discovery

- 4 On the Ariba Discovery landing page:

- i. "Matches" shows event postings having Product & Service Category matches your company profile.
- ii. To see all event postings including those without any match, click on "I'm Selling".

The screenshot shows the SAP Ariba Discovery landing page. At the top, there's a navigation bar with the SAP logo, 'Ariba Discovery', and 'Enterprise Account'. Below this, a dropdown menu says 'I'm Buying'. Two buttons are highlighted with red circles: 'I'm Selling' (button ii) and 'Matches 10' (button i). Below these are 'Watchlist 0' and 'Responses 1'. A note below says 'Match confidence indicates in percentage how closely your company profile matches the buyer's requirements.' The main section is titled 'My Leads' and shows a table with columns: Posting, Ending, and Opportunity Amount. One listing is visible: 'Proposed ACMV Services upgrading works in School of Physics and Mathematical Sciences at Nanyang Technological University' (Posting: RFI, Ending: 10 days left (New, Closing Soon), Opportunity Amount: \$500.00 USD). The listing includes details: 'Nanyang Technological University - New Prospect', 'Air conditioning or ventilating or refrigeration equipment manufacture services [73161517], Air conditioning installation or maintenance or repair services [72102305]', and 'Singapore'.

Posting	Ending	Opportunity Amount
RFI Proposed ACMV Services upgrading works in School of Physics and Mathematical Sciences at Nanyang Technological University Nanyang Technological University - New Prospect Air conditioning or ventilating or refrigeration equipment manufacture services [73161517], Air conditioning installation or maintenance or repair services [72102305]	10 days left (New, Closing Soon) 25 Nov 2019 11:59 PM SGT	\$500.00 USD

Search Events posted on Ariba Discovery

4 On the "I'm Selling" dropdown:

- iii. "Matched Leads" are event postings having Product & Service Category matches your company profile.
- iv. "All Leads" are event postings including those without any match

The screenshot shows the SAP Ariba Discovery interface. At the top, it says "SAP Ariba Discovery - Enterprise Account". Below that, there's a navigation bar with "I'm Buying" and other options like "Home", "Messages", "Edit Profile", "View Profile", "Ratings", "References", "Reports", "Subscriptions", "Customers", and "Learn More". To the right of the navigation bar, there are two buttons: "Watchlist 0" and "Responses 1". Below the navigation bar, there's a message: "Estimates in percentage how closely your company profile matches the buyer's requirements." Underneath this, there's a sorting dropdown labeled "Sort by: Date - Most Recent". The main area displays a list of event postings. One posting is highlighted in blue and has a red circle around it with the label 'iii'. This posting is for "Proposed ACMV Services upgrading works in School Physics and Mathematical Sciences at Nanyang Technological University" and is due "10 days left (New, Closing Soon)" on "25 Nov 2019 11:59 PM SGT". Another posting is partially visible below it. To the right of the list, there are columns for "Opportunity Amount" (\$500.00 USD) and "Last Update".

Search Events posted on Ariba Discovery

- 5 After selecting "All Leads", type "ALPS" in the search bar to see postings

The screenshot shows the Ariba Discovery web application. At the top, there's a dark header with the title 'Ariba Discovery' and navigation links for 'Company Settings' and 'SHQ Sup...'. Below the header, there are two buttons: 'I'M BUYING' and 'I'M SELLING', with 'I'M SELLING' being highlighted by a blue underline. The main menu includes 'Home', 'Leads' (which is selected and highlighted in blue), 'Messages', 'Profile', 'Reports', 'Subscriptions', and 'About'. The main content area has a heading 'RFI/RFQ Matches (614)'. Below this, there's a search bar with the text 'SingHealth' highlighted by a red rectangle, followed by a yellow 'Find' button and a link 'Advanced Search ». On the left, there's a sidebar titled 'Refine Match Criteria' with sections for 'Posting type' (Request for Information: 610, Request for Quotation: 4) and 'Date Published' (Last 14 days: 30, Last 7 days: 15, Last month: 60, Over 1 month ago: 554). The right side shows the search results for 'SingHealth' with 1 - 10 of 614 items. The first result is a star icon followed by the text 'RFI - SHHQ_Q17009SPB_PR116138_Provision of ISO Integrated Management System Consultancy Services for SingHealth' and 'Less than \$1000 USD (Est.)'. It also shows the posting details: 'Singapore Health Services Pte Ltd' posted on '25 Apr 2017' and closing on '5 May 2017 11:59 PM SGT'. The product and service categories listed are 'Food additive or quality standards services, Environmental standards, Environmental quality control services, Occupational health or safety services, Quality assurance services'. The location is listed as 'Ship-to or Service Locations: Singapore'. The results are sorted by 'Relevance'.

Search Events posted on Ariba Discovery

- 6** Follow instructions on posting summary to express your interest to participate.
Click "Respond to Posting" only if instruction says so

*Note: *Please direct all Business-Related Questions to ALPS Procurement Staff who publish sourcing events instead of ALPS Operations team*

*Note: *Please do not send proposals via Ariba Discovery Q&A*

Back to Search Results

This is a public sector / buyer funded posting and you can respond for free [\(i\)](#)

SHP_PQM2301004_Supply And Delivery Of Microscope For SingHealth Polyclinics_(Lab) [Open](#)

Singapore Health Services Pte Ltd

Posted On: 16 Mar 2023
Open for bidding on: 16 Mar 2023
Response Deadline: 23 Mar 2023 11:00 PM PDT

[Respond to Posting](#) [Add to Watchlist](#) [Not Interested](#) | Share: [f](#) [E](#) [l](#) [m](#) [e](#) [Leave feedback](#)

Opportunity Amount: **\$1000 to \$10K USD**
Response Deadline: 23 Mar 2023 11:00 PM PDT
(Buyers can close postings early)
Posting ID: 15717123(Doc3903861126)
Posting Type: Request for Information
Public Posting: <http://discovery.ariba.com/rfx/15717123>

Product and Service Categories	Ship-to or Service Locations	Preference for Sellers
<ul style="list-style-type: none"> Illuminators for microscopes Binocular light compound microscopes 	<ul style="list-style-type: none"> Singapore 	<ul style="list-style-type: none"> Location: Sellers with physical presence in locations specified

Posting Summary
Singapore Health Services Pte Ltd (SingHealth) is calling this INVITATION TO QUOTE (ITQ) through the contracting agent, ALPS Pte Ltd. The event opening by date 17.03.2023 and time at 2:00pm (Singapore Time) and closing date and time is 24.03.2023 at 2:00pm (Singapore Time).
For suppliers with interest to participate, please click "Respond to Posting" after event is opened and submit proposal before event is closed.
Note: We strongly recommend suppliers to register using company's generic email address. ANY person who needs to receive notification about this event MUST ACCESS TO THIS GENERIC ADDRESS MAILBOX.

Background of the ITQ
SingHealth is inviting suppliers to submit proposals for this new ITQ: SHP_PQM2301004_Supply And Delivery Of Microscope For SingHealth Polyclinics_(Lab).

Clarifications of ITQ
Suppliers are to send all clarifications to Buyers' business email (yeow.guoliang@alpshealthcare.com.sg And chan.chwee.ping@alpshealthcare.com.sg). Clarifications sent through other channels, such as Ariba Discovery Q&A or Event Messages, may result in suppliers not receiving response in time for submission of proposal before event closing date and time.

Submission of ITQ
All proposals must be submitted through Ariba Sourcing by clicking "Submit Entire Response". Any proposal submitted through other channels, such as Ariba Discovery Q&A or Event Messages, etc. may result in disqualification at the discretion of SingHealth. Training guide is available on SingHealth website <https://www.singhealth.com.sg/about-singhealth/procurement/pages/e-procurement-system.aspx>.

Search Events posted on Ariba Discovery

- 7** Clicking "Respond to Posting" automatically brings you to the Sourcing page. Follow rest of instructions as per the "Sourcing" tutorials to complete submission.

The screenshot shows the Ariba Sourcing interface. At the top, there's a navigation bar with links for Company Settings, Feedback, Help, and Messages. On the right side of the header, it shows "Desktop File Sync" and "Time remaining 00:11:40". The main content area has a title "Ariba Sourcing" and a sub-section "Event Details" for "Doc647421775 - Test Sourcing Supplier side Project". Below this, there's a "Checklist" section with numbered steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots/Line Items, and 4. Submit Response. There are also "Event Contents" and "All Content" sections. The "All Content" section lists various sections like "1 Introduction", "1.1 Company Information", and "1.2 How to respond to the RFP". The "Event Overview and Timing Rules" section provides details such as Owner: Shahroz Khan, Event Type: RFP, Publish date: 3/20/2023 4:04 PM, Response start date: 3/20/2023 4:05 PM, and Due date: 3/20/2023 4:35 PM. The "Project Owner Actions" section includes options for inviting suppliers, anonymizing them, and creating a response team. At the bottom, there are footer links for SAP Business Network Privacy Statement, Security Disclosure, and Terms of Use.



- 1a
- 1b
- 1d
- 2a
- 2b
- 2c
- 3c

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.*

1 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: Shahraz 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:
Flag Status:

Follow up
Flagged

This Message Is From an External Sender

This message came from outside your organization.



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 Shahraz Khan via telephone at _____ or via e-mail at Shahraz.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. 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.*

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

**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



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.

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

2 [Click Here](#) to access this event.

Take note: Returning participants to use this username to login
 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 [\(650\) 426-2200](#) 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](#)

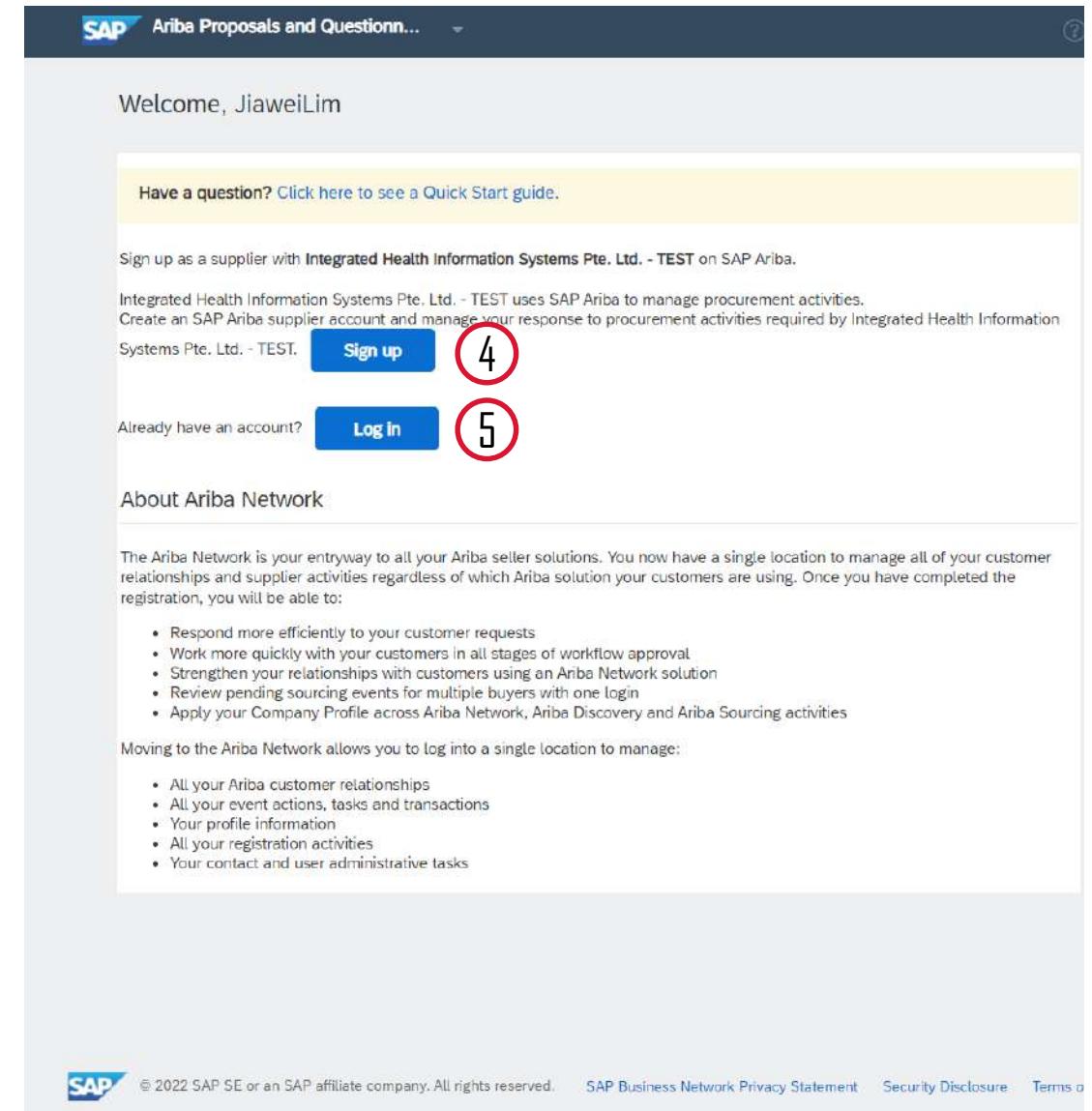
Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

[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.

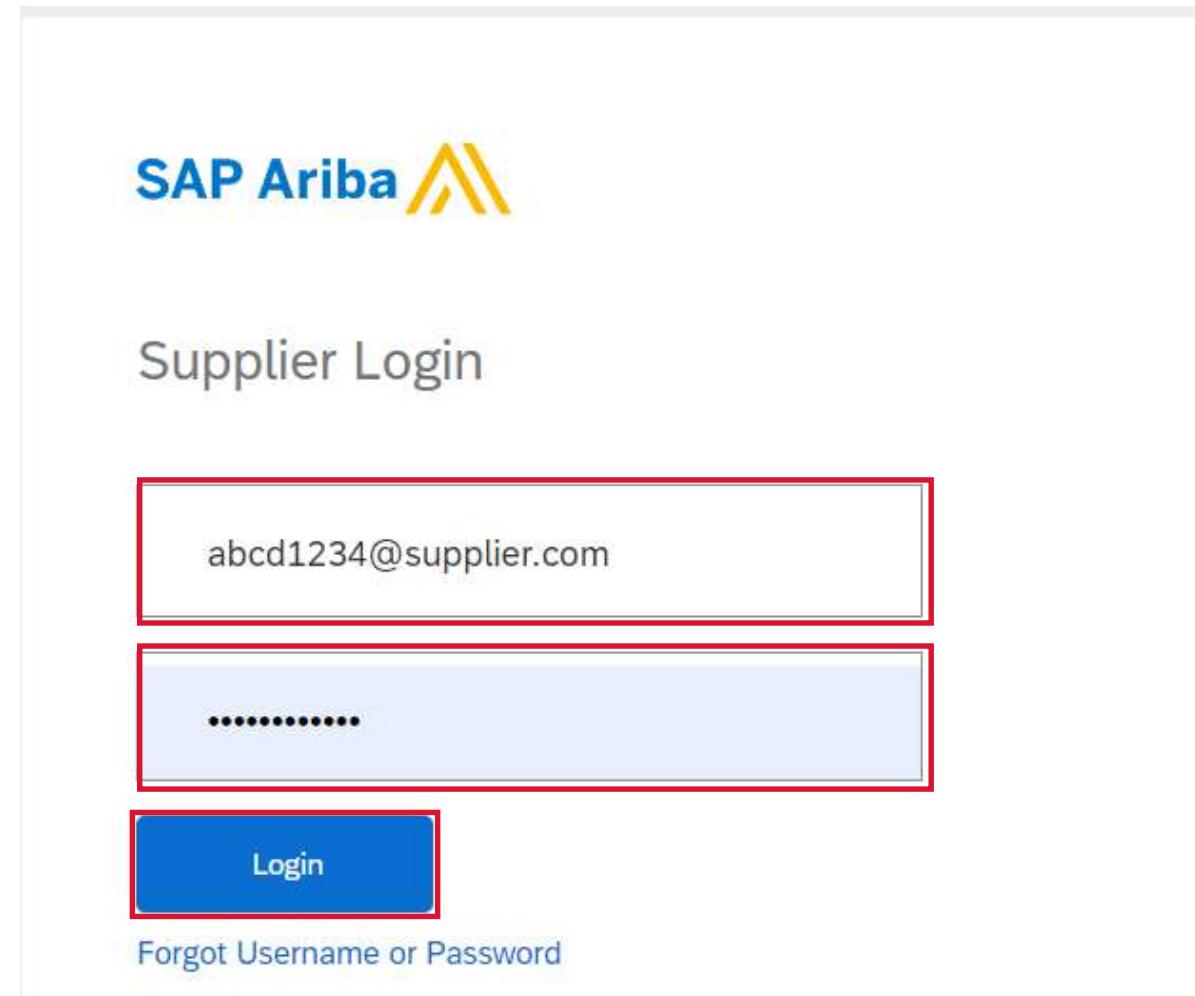
1. If you do not have an existing Ariba Account, please click on the "Sign up" button
(*Note: Refer to Account Registration Section)
 2. If you have an existing Ariba Account, please click on the "Log in" button
- 5**



The screenshot shows the SAP Ariba Proposals and Questions login page. At the top, it says "Welcome, JiaweiLim". Below that is a yellow banner with the text "Have a question? Click here to see a Quick Start guide." and a link. The main content area starts with "Sign up as a supplier with Integrated Health Information Systems Pte. Ltd. - TEST on SAP Ariba." It explains that Integrated Health Information Systems Pte. Ltd. - TEST uses SAP Ariba to manage procurement activities and creates an SAP Ariba supplier account. There are two blue buttons: "Sign up" (circled in red with number 4) and "Log in" (circled in red with number 5). Below these buttons is a section titled "About Ariba Network" which describes the benefits of using the network. At the bottom, there are links for SAP Business Network Privacy Statement, Security Disclosure, and Terms of Use.

Existing Account Log-in

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



The image shows the SAP Ariba Supplier Login interface. At the top center is the SAP Ariba logo, which consists of the word "SAP Ariba" in blue and yellow, followed by a yellow stylized 'A' icon. Below the logo is the text "Supplier Login". The interface features three input fields outlined in red. The first field contains the email address "abcd1234@supplier.com". The second field contains a password represented by nine dots ("....."). The third field is a blue "Login" button. At the bottom of the interface is a link "Forgot Username or Password".

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.

Review Event Details:

7

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

The screenshot shows the 'Event Details' page for a sourcing event titled 'Doc680965310 - Test Supplier Response Demo_27 Apr'. The page includes a 'Checklist' section with four items: 1. Review Event Details, 2. Review and Accept Prerequisites (which is circled in red), 3. Select Lots/Line Items, and 4. Submit Response. Below the checklist is an 'Event Contents' section with three items: 1. SGH_MMD_Q_XX_XXX_Supply and Delivery of XXX, 2. COMPLIANCE TO CONDIT..., and 3. Price Summary. At the top right, there are buttons for 'Download Content', 'Review Prerequisites' (circled in red), 'Decline to Respond', and 'Print Event Information'. A note above the buttons states: 'Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.' The 'Review Prerequisites' button is highlighted with a red circle. The entire screenshot is framed by a red border.

Select Event to respond

- 8 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)				
DEP Templates	Doc6784415282	4/25/2023 8:02 AM	DEP	Vec

Review and Accept Prerequisites

9 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 i, 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 ↑

SIGH_MMD_Q_XX_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 ii

1.2. 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

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

The screenshot shows a software interface for managing prerequisites. At the top, there's a tab labeled 'Primary'. Below it, a section titled 'Prerequisites' contains a list of items:

- 1 SGH_MMD_Q_XX_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] iii
- 2 COMPLIANCE TO CONDITIONS OF CONTRACT
 - 2.2 Compliance to Standard Terms and Conditions
 - 3 Price Summary
 - 4 Important Note

A note at the bottom indicates: "(*)" indicates a required field.

To the right of the main screen, there are several numbered circles (IV, V, VI, VII) corresponding to steps in the process. A red box highlights the 'References' link in item 1.1. Another red box highlights the 'Attach a file' button in the top right corner of the main screen. At the bottom right, there are 'OK' and 'Cancel' buttons, with 'OK' also highlighted by a red box.

vi **OK** **Cancel**

vii **OK** **Cancel**

Submit this agreement?
Click OK to submit.

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 Lots Doc680965310 - Test Supplier Response Demo_27 Apr Cancel

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
<input checked="" type="checkbox"/> 3.1 Scissor Universal - single use - comes with plastic handle - blunt tip - length: 180mm
<input type="checkbox"/> 3.2 Scissor Dressing - single use - straight, sharp/blunt tip - length: 145mm

i 3.1 Scissor Universal

ii [Confirm Selected Lots/Line Items](#)

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.

iii

Use Selected Lots

Cancel

Select Lot/Line Items

II 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 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

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.
 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

Select Lot/Line Items

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

Select Lot/Line Items

II Uploading Excel:

- vi. Upload the updated Excel file by clicking on the "Choose File" button.
- vii. 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

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.

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

vi

vii

Select Lot/Line Items

II Confirmation of Upload and Import:

- viii. 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.
- ix. 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.



✓ Import Successful

Your response has been imported successfully.

Click the **Submit Entire Response** button, as soon as it appears on the page.



Submit Response

12 Submit Response:

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

The screenshot shows the SAP Fiori interface for a procurement task. The top navigation bar includes 'Console', the document title 'Doc680965310 - Test Supplier Reponse Demo_27 Apr', and a timer 'Time remaining 22:18:32'. The left sidebar lists steps: 'Event Messages', 'Response History' (selected), 'Saved to this PC', 'Checklist', 'Review Event Details', 'Review and Accept Prerequisites', 'Select Lots/Line Items', 'Submit Response' (selected), and 'Event Contents' (with 'All Content' expanded). The main area displays the 'Primary' tab and the 'All Content' section. The 'All Content' section contains three items: 1. SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX, which includes sub-items 1.1 (Please download (Non Disclosure Agreement) NDA, sign and upload signed copy here. Post original signed hardcopy) and 1.2 (Validity Period (Min 120 days from closing date)); 2. COMPLIANCE TO CONDIT..; and 3. Price Summary. A large red box highlights the 'All Content' section. A large red arrow points from the bottom right towards the text 'Continued on next slide'.

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: Q_XX_XXX_XXX.xls

2. COMPLIANCE TO CONDITIONS OF CONTRACT

3. Price Summary

4. Important Note

1.5 Email Address: jack@xyz.com

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): 45

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

Compliance dropdowns: Comply, Comply, Comply

HSA Registration Classification: A

3.2 Scissor Dressing

Less... - \$0.00000 SGD

Quantity: 200 each

LinkedItemId: 300

Brand / CAT No.: XYZ123446

3-Year

(*) indicates a required field

Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import | Alternative

Continued on next slide

Submitting Response – Selecting Lots not required

Event Messages Download Content Review Prerequisites ! Compose Response Print Event Information

Response History Download Tutorials

Primary

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

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

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 ▾

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

Less... ! \$9.00000 SGD ! 200 each !

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

Brand / CAT. No.: * XYZ123446

3 Year

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import Alternative ▾

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

Submit Response

14 Warning Messages:

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

The screenshot shows a web-based form submission interface. At the top, a red banner displays the message: "There is 1 problem that requires completion or correction in order to complete your request." Below the banner, several input fields are highlighted with red borders and contain red exclamation points, indicating they are required fields that have not been completed. These fields include:

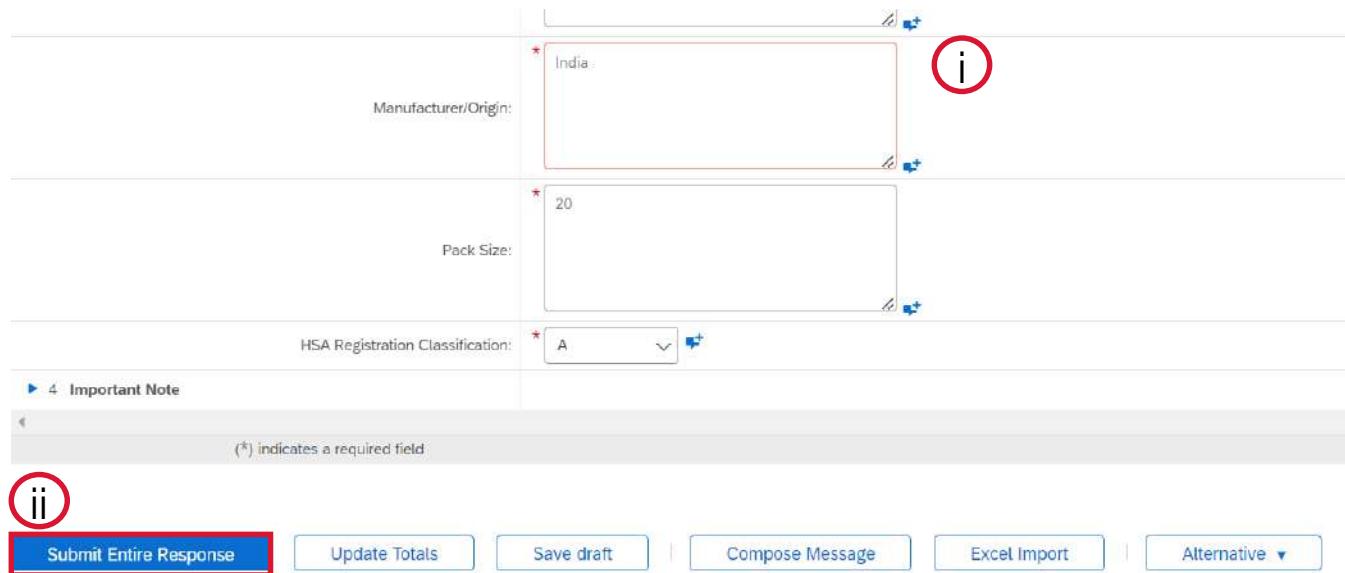
- A large rectangular text area labeled "Manufacturer/Origin:" with a red exclamation point.
- A rectangular text area labeled "Pack Size:" containing the value "20" with a red exclamation point.
- A dropdown menu labeled "HSA Registration Classification:" set to "A" with a red exclamation point.

At the bottom of the form, there is a note: "(*) indicates a required field." Below the form, a horizontal bar contains several buttons: "Submit Entire Response" (highlighted in blue), "Update Totals", "Save draft", "Compose Message", "Excel Import", and "Alternative".

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



The screenshot shows a form with three required fields:

- Manufacturer/Origin: India
- Pack Size: 20
- HSA Registration Classification: A

Below the form is a note: "► 4 Important Note" and a reminder: "(*) indicates a required field". At the bottom are several buttons: "Submit Entire Response" (highlighted with a red circle), "Update Totals", "Save draft", "Compose Message", "Excel Import", and "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*

The screenshot shows a software application interface for submitting a response. On the left, a vertical navigation menu lists steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots/Line Items, 4. Submit Response (which is selected and highlighted in blue). Below this is another section for Event Contents with items 1 through 4. Step 1 is highlighted in yellow and labeled 'SGH_MMD_Q_XX_XXX_XXX...'. Step 2 is labeled 'COMPLIANCE TO CONDIT...'. Step 3 is 'Price Summary'. Step 4 is 'Important Note'. At the bottom of this menu is a 'Compose Message' button. The main content area shows a success message: 'Your response has been submitted. Thank you for participating in the event.' A red circle with the letter 'iv' highlights this message. Below it is a 'Revise/Alternative Response' button, which is highlighted with a red circle and the letter 'v'. The main content area displays a table of items with columns: Name, Price, Quantity, Extended Price, and Linked Item ID. The items listed are: 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), and 2.2.33 Severance (Comply). At the bottom of the content area is a scroll bar.

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.

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

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 Reponse 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

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

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 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.

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.



Doc680965310 - Test Supplier Response Demo_27 Apr

Time 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

The screenshot shows a software interface for managing supplier responses. At the top, it displays the document title 'Doc680965310 - Test Supplier Response Demo_27 Apr' and a timer 'Time remaining: 20:11:31'. Below this, there's a 'Primary' tab and a 'All Content' section. In the 'All Content' section, there's a table with columns for Name, Price, Quantity, Extended Price, and Linked Item ID. The table contains three rows of data: 'Warranty/Shelf Life:', 'Manufacturer/Origin:', and a row with the value '10'. A note at the bottom left says '(*) indicates a required field'. At the bottom of the screen, there's a navigation bar with several buttons: 'Submit Entire Response' (which is highlighted with a red circle), 'Update Totals', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'.

Check submission status via Response History

⑯ 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

Company Settings ▾ Vijay Rajan Help ▾ Messages ▾

< 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

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

A screenshot of the Ariba Sourcing interface showing the 'Response Details' page for a test supplier response. The page title is 'Response Details - Test Supplier Reponse Demo_27 Apr'. The reference number is highlighted with a red box, showing ID400169492, submitted by Test eGlobal Supplier Pte (Vijay Rajan) on 4/27/2023 8:56 PM, and accepted status. A red exclamation mark icon is overlaid on the page. The table below lists various response items with their details.

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

Check submission status via Response History

17 Response History:

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

The screenshot shows a software interface for managing event responses. On the left, a sidebar lists navigation items like Event Messages, Response History, Download Tutorials, Checklist (with steps 1-4), and Event Contents (with steps 1-3). A red exclamation mark icon is placed over the 'Checklist' section. The main content area has tabs for Download Content, Review Prerequisites, Print Event Information, Review Bidding, View Awards, and Download Award Summary Report. The current view is 'Pricing'. It displays a table with columns: Name, Price, Quantity, and Extended Price. The table includes rows for Company Name, Company Contact Name, Contact Phone Number, Contact Email, and a section titled '3.2 Sample_Pricing content' which contains a row for 'Covid Therapeutics'. The '3.2 Sample_Pricing content' section is highlighted with a red box. At the bottom, there's an 'Event Overview and Timing Rules' section with details like Owner, Event Type, Publish time, Due date, Currency, Commodity, Regions, and more.

Name	Price	Quantity	Extended Price
3.1.1 Company Name	21ST CENTURY HEALTHCARE PTE LTD	1	\$29,000.00 SGD
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			
3.2.1 Covid Therapeutics	\$290.00 SGD	100 Piece	\$29,000.00 SGD

Event Overview and Timing Rules

Owner: Lee Yap Huat (i) Currency: Singapore Dollar
Event Type: RFP Commodity: Cen Nervous Sys 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*

The screenshot shows the Ariba Sourcing interface for a supplier response. The top navigation bar includes 'Company Settings', 'Vijay Rajan', 'Feedback', 'Help', and 'Messages'. The main title is 'Doc680965310 - Test Supplier Reponse Demo_27 Apr'. On the left, a sidebar lists steps: 'Event Messages' (highlighted with a red box), 'Response History', 'Checklist' (with a red exclamation mark icon), 'Review Event Details', 'Review and Accept Prerequisites', 'Select Lots/Line Items', 'Submit Response', and 'Event Contents'. The 'Event Contents' section shows 'All Content' with a table for item 1: SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX. The table columns are Name, Price, Quantity, Extended Price, and Linked Item ID. Row 1.1 contains instructions about NDA upload and a link to 'NDA - Copy (3)(1).docx'. Rows 1.2 through 1.5 are blank. A 'Revise/Alternative Response' button is located at the top right of the content area.

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*

The screenshot shows the Ariba Sourcing interface for managing event messages. At the top, there's a navigation bar with links for Company Settings, Vijay Rajan, Feedback, Help, and Messages. Below the navigation is a header for "Event Messages - Test Supplier Reponse Demo_27 Apr". On the right side of the header, there are buttons for "Back to Console" and a timer showing "Time remaining 22:39:17". The main content area is titled "Messages" and contains a table with columns for Id, Reply Sent, Sent Date, From, Contact Name, To, and Subject. One specific message in the table is highlighted with a red box around its subject line: "Response (ID=ID400169492) in event Test Supplier Reponse Demo_27 Apr has been submitted." An information icon (i) is also present next to this message. At the bottom of the table, there are buttons for View, Reply, Compose Message (which is highlighted in blue), and Download all attachments.

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...

Buttons at the bottom: View, Reply, Compose Message (highlighted), Download all attachments.

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

The screenshot shows the Ariba Sourcing interface for an event response. The top navigation bar includes links for Company Settings, Vijay Rajan, Feedback, Help, and Messages. Below the header, a banner displays the event details: Doc680965310 - Test Supplier Reponse Demo_27 Apr, with a time remaining of 19:07:35. The main content area shows a checklist on the left with items 1. Review Event Details (highlighted with a red box and circled 'i'), 2. Review and Accept Prerequisites, 3. Select Lots/Line Items, and 4. Submit Response. The right side shows the event content for SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX, including sections for Name, References, Validity Period, Salesperson's name & designation, Tel, HP and Fax number, and Email Address. The 'Print Event Information' button in the toolbar is highlighted with a red box and circled 'ii'.

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
Retention Policy: IBM Inbox (Never)

Expires: Never

(i) 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.
Ariba Logo

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

Reply Reply All Forward ...

Fri 4/28/2023 12:52 AM

Successful Award

- 22 On your landing page of Ariba Proposals and Questionnaires, the status would be updated to "Completed" now that an award has been issued.

The screenshot shows the Ariba Spend Management site interface. At the top, there is a header bar with the SAP logo, the title 'Ariba Proposals and Questionnaires', 'Enterprise Account', 'TEST MODE', and several navigation icons. Below the header, the page title is 'ALPS EPROCUREMENT-P-TEST'. On the left, there is a sidebar with a 'Requested Profile' section stating that all required fields are completed, and a link to view customer requested fields. The main content area is titled 'Events'. It displays a table with columns: Title, ID, End Time, Event Type, and Participated. There are two sections: 'Status: Completed (3)' and 'Status: Open (8)'. Under 'Status: Completed (3)', there is one entry: 'Test Supplier Reponse Demo_27 Apr' with ID Doc680965310, End Time 4/28/2023 12:49 AM, Event Type RFP, and Participated status 'Yes'. This row is highlighted with a red border. Under 'Status: Open (8)', there are three entries: '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), and three more entries under 'Status: Open (8)' which are partially visible.

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

- 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

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

Event Messages Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

Primary

i Revise/Alternative Response

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.				

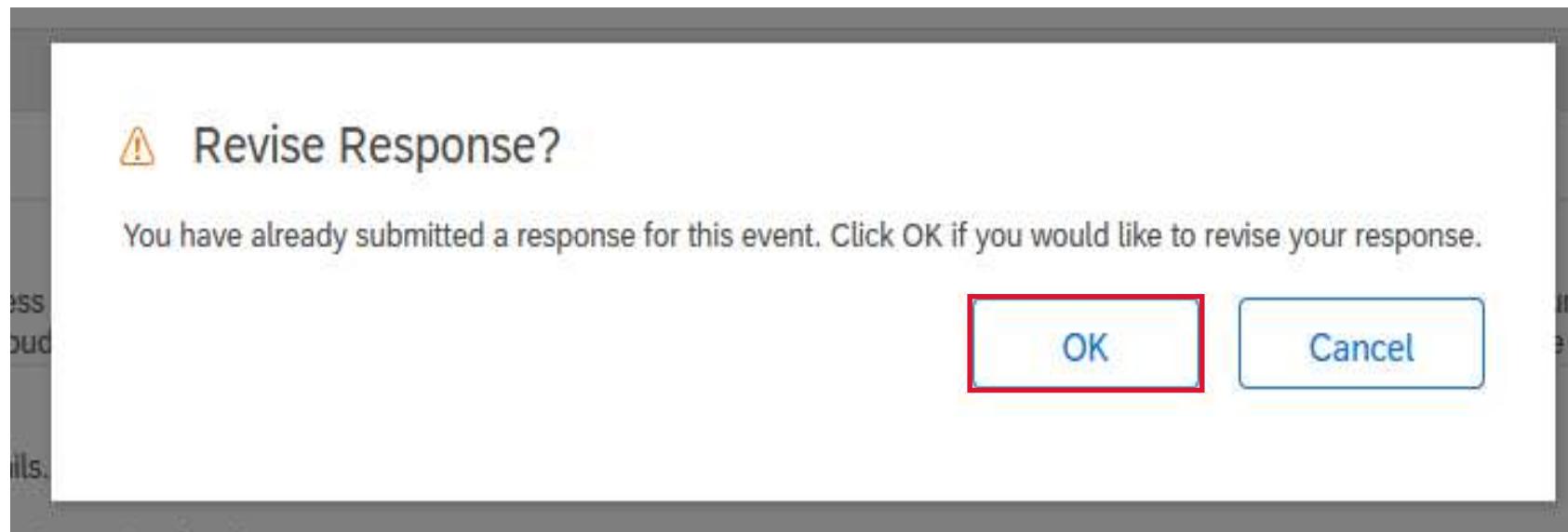
▼ Event Contents

All Content

1 SGH_MMD_Q_XX_XXX_XXX...

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

The screenshot shows a software application window for managing vendor responses. On the left, a vertical sidebar titled "CHECKLIST" lists four steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots/Line Items, and 4. Submit Response. Step 4 is currently selected. Below the checklist is a section titled "Event Contents" with a "All Content" link. The main content area displays a table with columns: Name, Price, Quantity, and Extended Price. A single row is visible, detailing "4.1 Workplace Safety" requirements. At the bottom of the main content area, a note states: "(*) indicates a required field". The bottom toolbar contains several buttons: "Submit Entire Response" (highlighted with a red box), "Update Totals", "Reload Last Bid", "Save draft", "Compose Message", and "Excel Import".

Submitting revised/alternative offers

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

The screenshot shows a web-based application for managing vendor responses. On the left, a sidebar lists steps: 3. Select Lots/Line Items, 4. Submit Response, Event Contents (expanded), All Content, 1 SGH_MMD_Q_XX_XXX_XXX..., 2 COMPLIANCE TO CONDIT..., 3 Price Summary, and 4 Important Note. The main content area displays vendor requirements for SGH, mentioning safety, health, and welfare obligations. Below this is a large text box containing detailed instructions about delivery procedures and safety measures. A note at the bottom of the text box states: "(* indicates a required field". At the bottom of the page, there is a red box highlighting a dropdown menu with options: Create, Response (highlighted in blue), Update Totals, Reload Last Bid, Save draft, Compose Message, and Excel Import. The dropdown menu also includes options for Pricing Alternative, Bundle Alternative, Tier Alternative, Delete, and Alternative. The SAP logo is in the bottom left corner, and the footer contains user information (Vijay Rajan) and a copyright notice.

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
Response
Update Totals
Reload Last Bid
Save draft
Compose Message
Excel Import

Pricing Alternative
Bundle Alternative
Tier Alternative
Delete
Alternative

SAP

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
- Update your offer pricing alternate
 - Your terms on which this price is being offered

The screenshots illustrate the process of submitting revised or alternative offers. The top screenshot shows the 'Pricing alternate 1' tab selected. A red box highlights the price field for item 3.1, 'Scissor Universal', which is currently set to '\$0.0000'. The bottom screenshot shows the 'Pricing alternate 1' tab selected. A red box highlights the 'Warranty/Shelf Life' field, which is currently set to '2 year'.

Name	Price	Quantity	Extended Price	Linked Item ID
SGH_MMD_Q_XX_XXX_Supply and Delivery of XXX	\$0.0000 SGD	100 each	\$1,800.00 SGD	

(*) indicates a required field

Pricing ▾ Sync Primary Bid

Submit Entire Response Update Totals Reload Last Bid Save draft Compose Message Excel Import

Alternative ▾

Name	Price	Quantity	Extended Price	Linked Item ID
SGH_MMD_Q_XX_XXX_Supply and Delivery of XXX	2 year	India		

(*) 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

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

Event Messages
Response History

Primary Pricing alternative 1

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

All Content

Name ↑	Price	Quantity	Extended Price	Linked Item ID
		10		

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 Doc680965310 - Test Supplier Reponse Demo_27 Apr Time remaining 19:17:18

Event Messages Response History

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

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

Pricing alterative 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			

Event Contents

All Content

1 SGH_MMD_Q_XX_XXX_XXX...

2 COMPLIANCE TO CONDIT...

4 Important Note

Submitting revised/alternative offers

9 Click on Response history

Console Doc680965310 - Test Supplier Reponse Demo_27 Apr L Time remaining 19:17:18

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

Response History (highlighted)

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response (highlighted)

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			

Event Contents

All Content

1 SGH_MMD_Q_XX_XXX_XXX...

2 COMPLIANCE TO CONDIT...

▼ 4 Important Note

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 Help

< 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

i ii iii Done

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Submitting revised/alternative offers

II

- 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 MaxMinQnt **TierAlternative** i

All Content

Name	Price	Quantity	Extended Price
9 [10~50] 590103LineItem	\$100.00 SGD	10 Piece	\$1,000.00 SGD

9 [10~50] 590103LineItem ii

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 send proposals via Event Message

< Go back to ALPS eProcurement-P-TEST Dashboard

Console Doc680965310 - Test Supplier Reponse Demo_27 Apr Desktop File Sync

Event Messages Response History

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

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				
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				

Event Contents

All Content

1 SGH_MMD_Q_XX_XXX_XXX...

2 COMPLIANCE TO CONDIT...

Time remaining 19:59:21

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 Re...

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

Done

Reply

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

Done

Reply

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

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 I have updated Valid validity period in required section

ii

iii

Send Cancel

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&aw charset=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=D400169492) 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=D400169451) 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,

The background of the slide features a dark, abstract design. It consists of a grid of glowing blue and white lines that curve and intersect, creating a sense of depth and motion. Interspersed among these lines are numerous small, glowing spheres in shades of orange, yellow, and green. In the upper right corner, there is a solid red diagonal band that extends from the top right towards the bottom left.

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

Contract User Guide

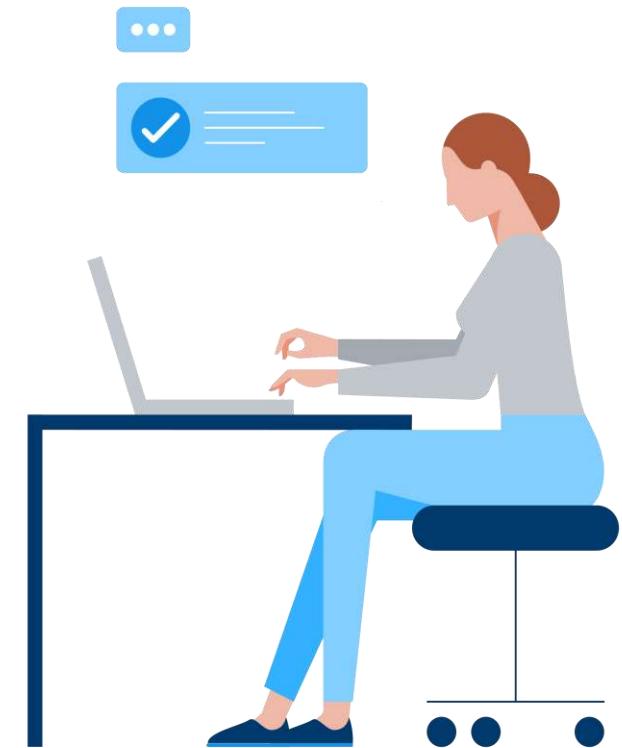
Contract Scenarios Overview

Scenario 4: New Contract or Existing Contract Amendments

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

Scenario 5: Signature Task

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

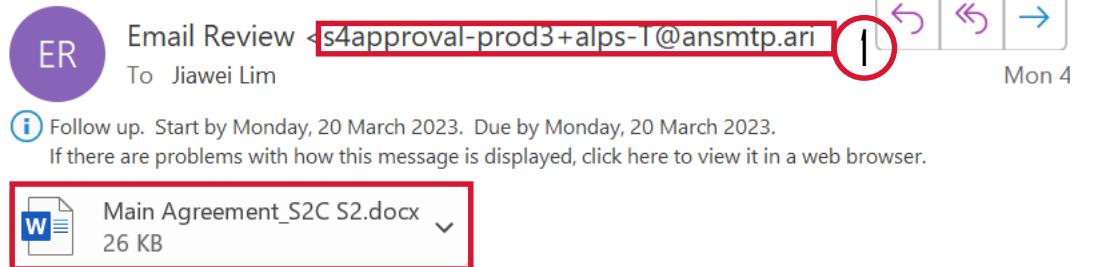


Contract Email Notification

1 Once ALPS has awarded your bid and sent out the contract, the negotiation process will be initiated, and you would receive an email from s4approval-prod3+alps-T@anssmtp.ariba.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



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.

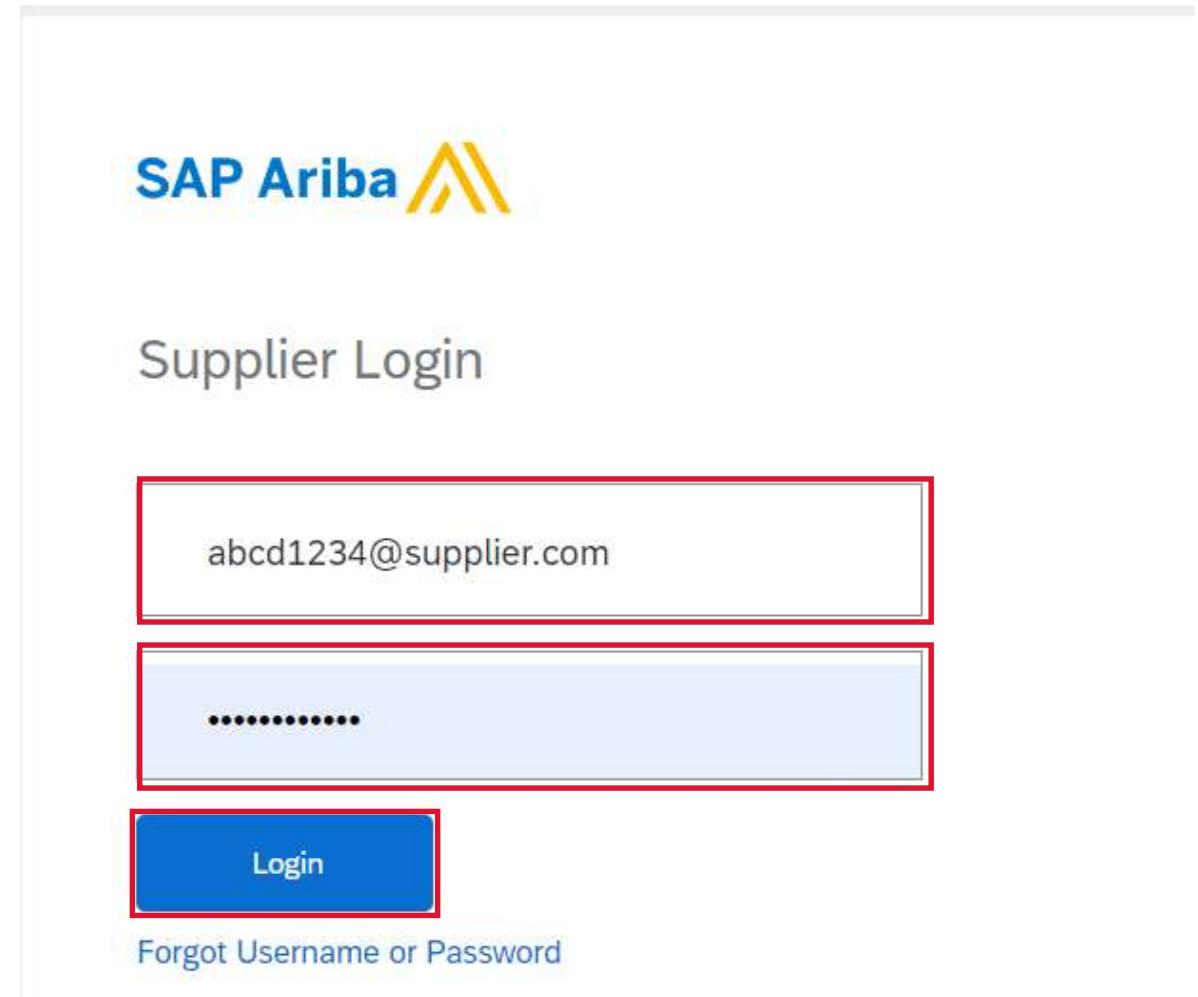
This email originated from the Ariba system used by ALPS eProcurement-P-TEST and was originally sent to: jiawei.Lim@ibm.com

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.



The image shows the SAP Ariba Supplier Login page. At the top is the SAP Ariba logo. Below it is the text "Supplier Login". There are two input fields: one for the username containing "abcd1234@supplier.com" and one for the password containing ".....". A blue "Login" button is at the bottom. A red box highlights the username input field, another red box highlights the password input field, and a third red box highlights the "Login" button.

SAP Ariba 

Supplier Login

abcd1234@supplier.com

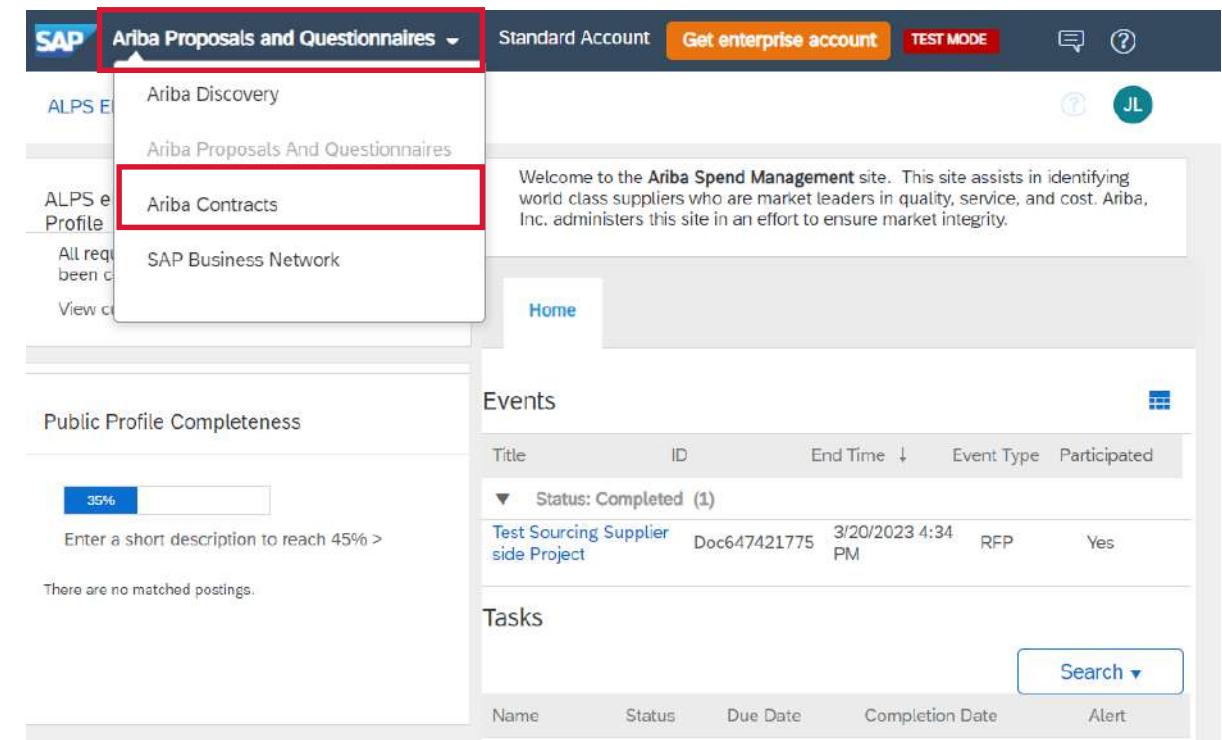
.....

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.



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 shows the SAP Ariba Contracts interface. At the top, there's a navigation bar with the SAP logo, 'Ariba Contracts' (with a dropdown arrow), 'Standard Account', 'Get enterprise account' (button), 'TEST MODE' (button), and user icons. Below the navigation is a header 'ALPS EPROCUREMENT-P-TEST'. The main content area has two main sections: 'ALPS eProcurement-P-TEST Requested Profile' (showing completion status and a link to view fields) and 'Public Profile Completeness' (showing a progress bar at 35% and a note to enter a short description). To the right, a 'Tasks' sidebar lists a single task: 'Project: Test Supplier side view of Contract Workspace (1)' with the sub-task 'Negotiation for External - Contract Documents'. This sub-task is highlighted with a red border. The 'Tasks' sidebar also includes a 'Search' dropdown and columns for Name, Status, Due Date, Completion Date, and Alert.

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

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

Date

03/20/2023 04:44 PM

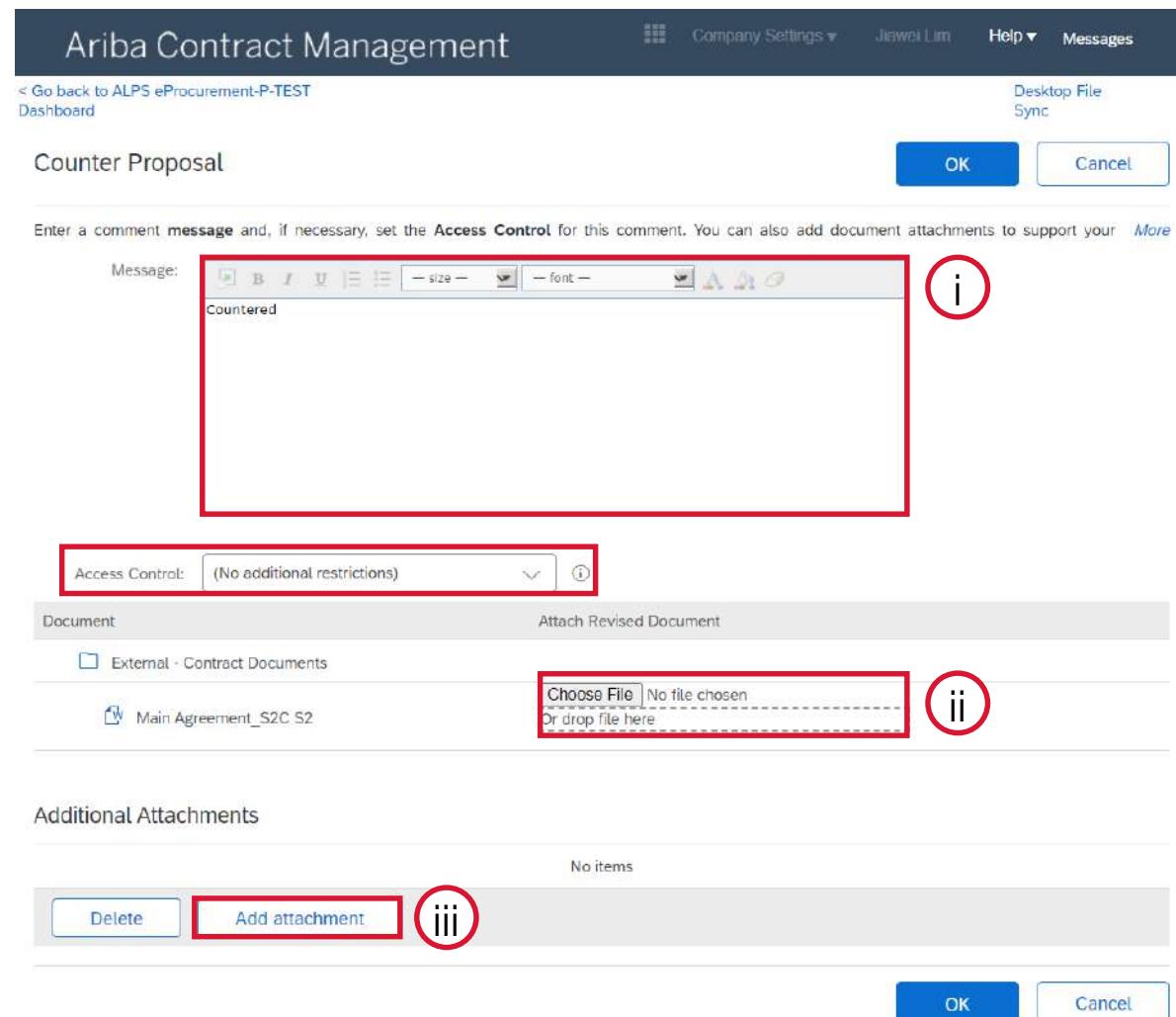
OK

Exit

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



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

Counter Proposal

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:

Message:

Access Control: (No additional restrictions)

Document Attachments

Main Agreement_S2C S2.docx Delete Attachment

Additional Attachments

vendor master.pdf

Delete Add attachment

OK Cancel

Counter Proposal

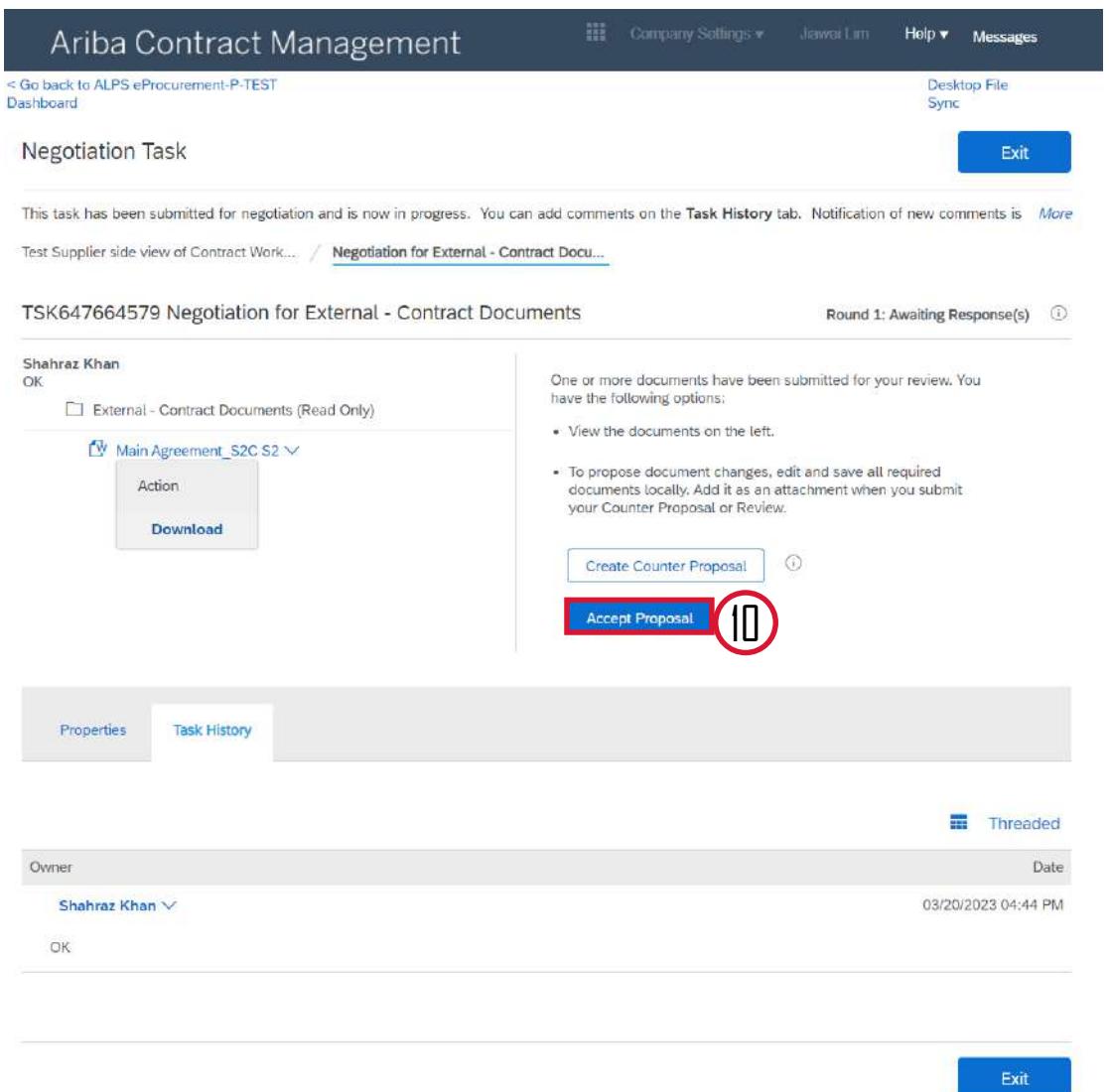
- 9 After successfully submitting your counter proposal, you will see on the Ariba Contracts landing page that the status of the contract is "in progress".

The screenshot shows the SAP Ariba Contracts landing page. At the top, there is a navigation bar with the SAP logo, 'Ariba Contracts', 'Standard Account', 'Get enterprise account', 'TEST MODE', and user icons. Below the navigation bar, the page title is 'ALPS EPROCUREMENT-P-TEST'. On the left, there is a sidebar titled 'ALPS eProcurement-P-TEST Requested Profile' which states 'All required customer requested fields have been completed.' and a link 'View customer requested fields >'. The main content area has a heading 'Public Profile Completeness' with a progress bar at 35% and a note 'Enter a short description to reach 45% >'. Below this, it says 'There are no matched postings.' On the right, there is a 'Tasks' section with a table. The table has columns: Name, Status, Due Date, Completion Date, and Alert. There is one row visible: 'Project: Test Supplier side view of Contract Workspace (1)' with 'Status' set to 'In Progress' (which is highlighted with a red box) and 'Due Date' set to '3/20/2023'.

Name	Status	Due Date	Completion Date	Alert
Negotiation for External - Contract Documents	In Progress	3/20/2023		

Proposal Acceptance

 If you decide to accept the proposal, click on the "Accept Proposal" button



Ariba Contract Management

Company Settings ▾ Jiwel Lim Help ▾ Messages 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 Date

Owner Shahraz Khan ⓘ 03/20/2023 04:44 PM

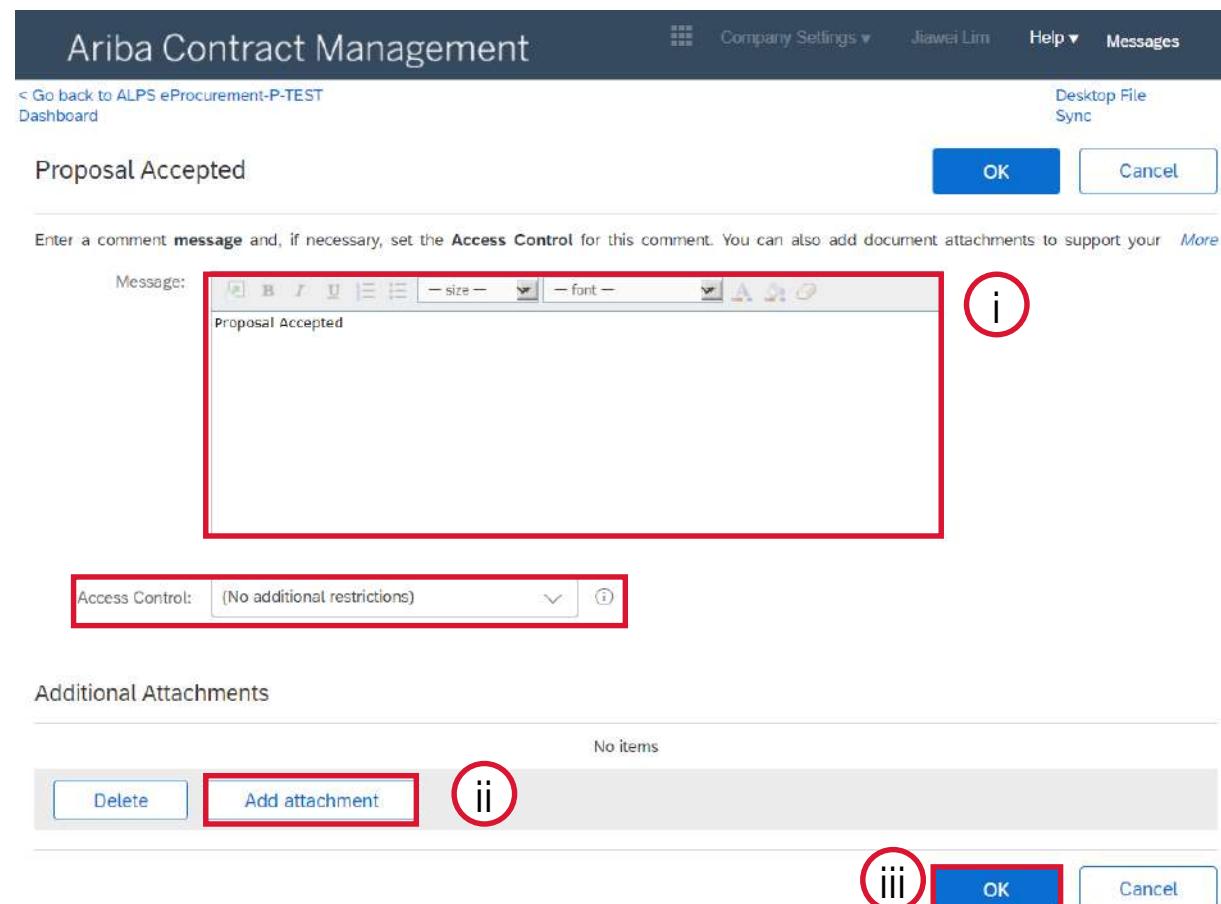
OK

Exit

Proposal Acceptance

II 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



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.

The screenshot shows the Ariba Contracts landing page for the 'ALPS EPROCUREMENT-P-TEST' account. At the top, there's a navigation bar with the SAP Ariba logo, account information ('Standard Account'), and links for 'Get enterprise account' and 'TEST MODE'. Below the header, a welcome message reads: '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.' On the left, a sidebar displays the 'ALPS eProcurement-P-TEST Requested Profile' with a note that all required fields have been completed, and a link to 'View customer requested fields'. In the center, under 'Public Profile Completeness', there's a progress bar at 35% and a placeholder text 'Enter a short description to reach 45% >'. At the bottom of this section, it says 'There are no matched postings.' On the right, a red-bordered box contains a 'Tasks' section with a table header for 'Name', 'Status', 'Due Date', 'Completion Date', and 'Alert'. The table body contains a single row with the message 'No items'.

Name	Status	Due Date	Completion Date	Alert
No items				

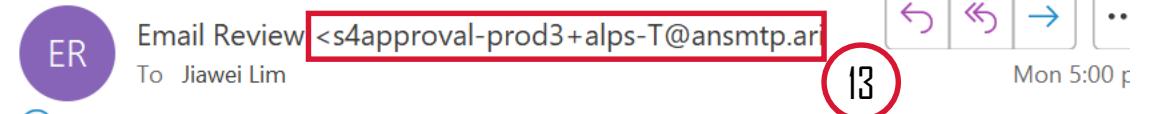
Complete Review Notification/Signature Task

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



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.



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](#)

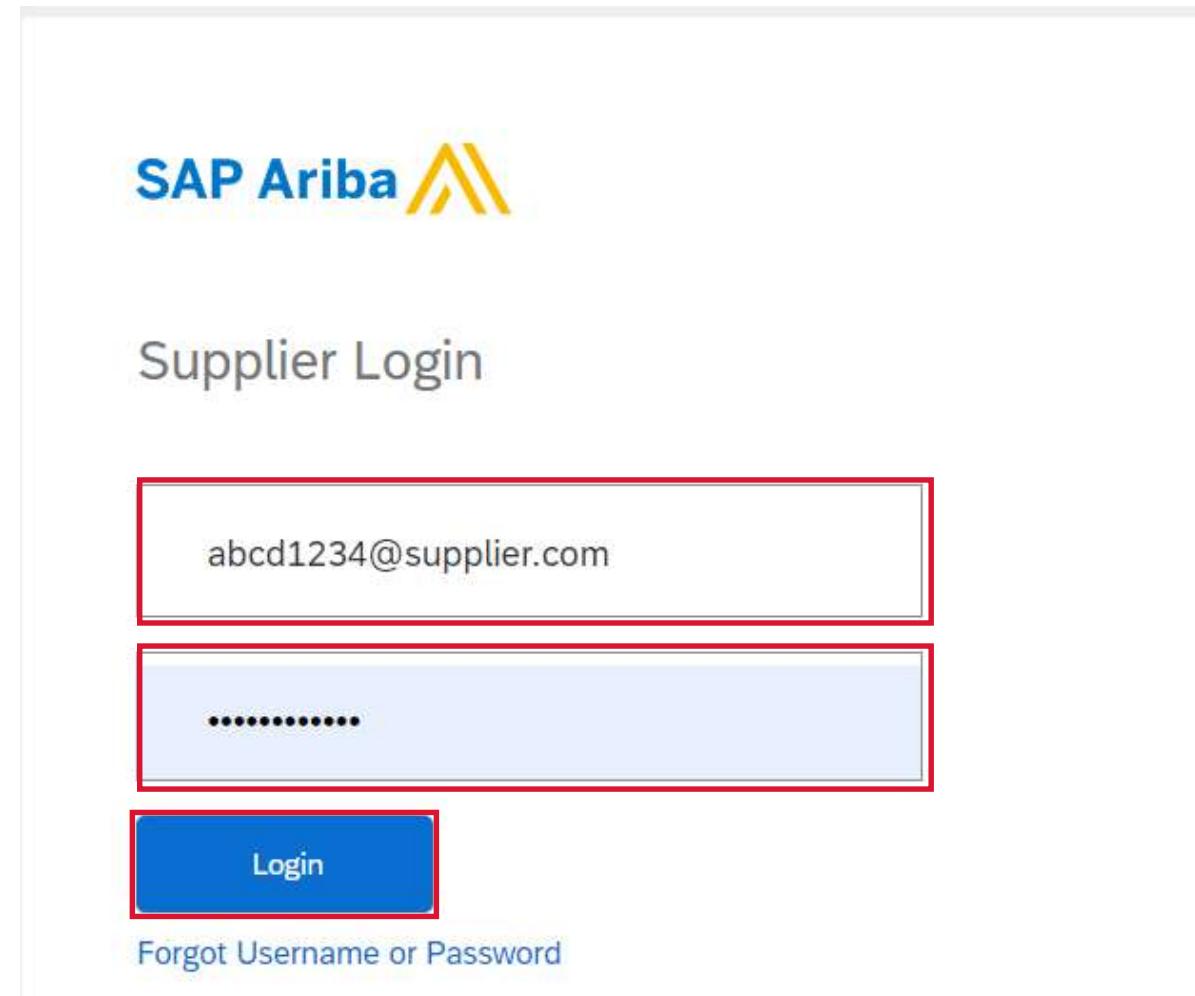
This email is being sent to you because you are a reviewer of a document that has been submitted for review.

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 log in to the system.

Logging in to Complete Review

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



The image shows the SAP Ariba Supplier Login interface. At the top center is the SAP Ariba logo, which consists of the word "SAP Ariba" in blue and yellow, followed by a yellow stylized 'A' icon. Below the logo is the text "Supplier Login". There are two input fields: the first is a white box with a red border containing the email address "abcd1234@supplier.com"; the second is a light gray box with a red border containing a series of dots ".....". Below these fields is a blue rectangular button with the word "Login" in white. At the bottom of the screen, there is a link "Forgot Username or Password" in blue text.

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.

The screenshot shows the Ariba Contracts landing page. At the top, there is a navigation bar with the SAP logo, 'Ariba Contracts' (with a dropdown arrow), 'Standard Account', 'Get enterprise account', and 'TEST MODE'. To the right of the navigation are icons for messaging, help, and user profile ('JL'). Below the navigation, the page title is 'ALPS EPROCUREMENT-P-TEST'. On the left, there is a sidebar with sections for 'ALPS eProcurement-P-TEST Requested Profile' (status: All required customer requested fields have been completed) and 'Public Profile Completeness' (status: 35%, with a progress bar and a note to enter a short description to reach 45%). The main content area is titled 'Tasks'. It contains a table with columns: Name, Status, Due Date, Completion Date, and Alert. One task is listed: 'Project: Test Supplier side view of Contract Workspace (1)' with status 'Signed Contract by Supplier' and 'In Review' checked. The 'In Review' checkbox is highlighted with a red rectangle. The 'Status' column also has a red rectangle around it. The 'Due Date' is '3/20/2023'.

Name	Status	Due Date	Completion Date	Alert
Project: Test Supplier side view of Contract Workspace (1)	Signed Contract by Supplier <input checked="" type="checkbox"/> In Review	3/20/2023		

Complete Review Notification/Signature Task

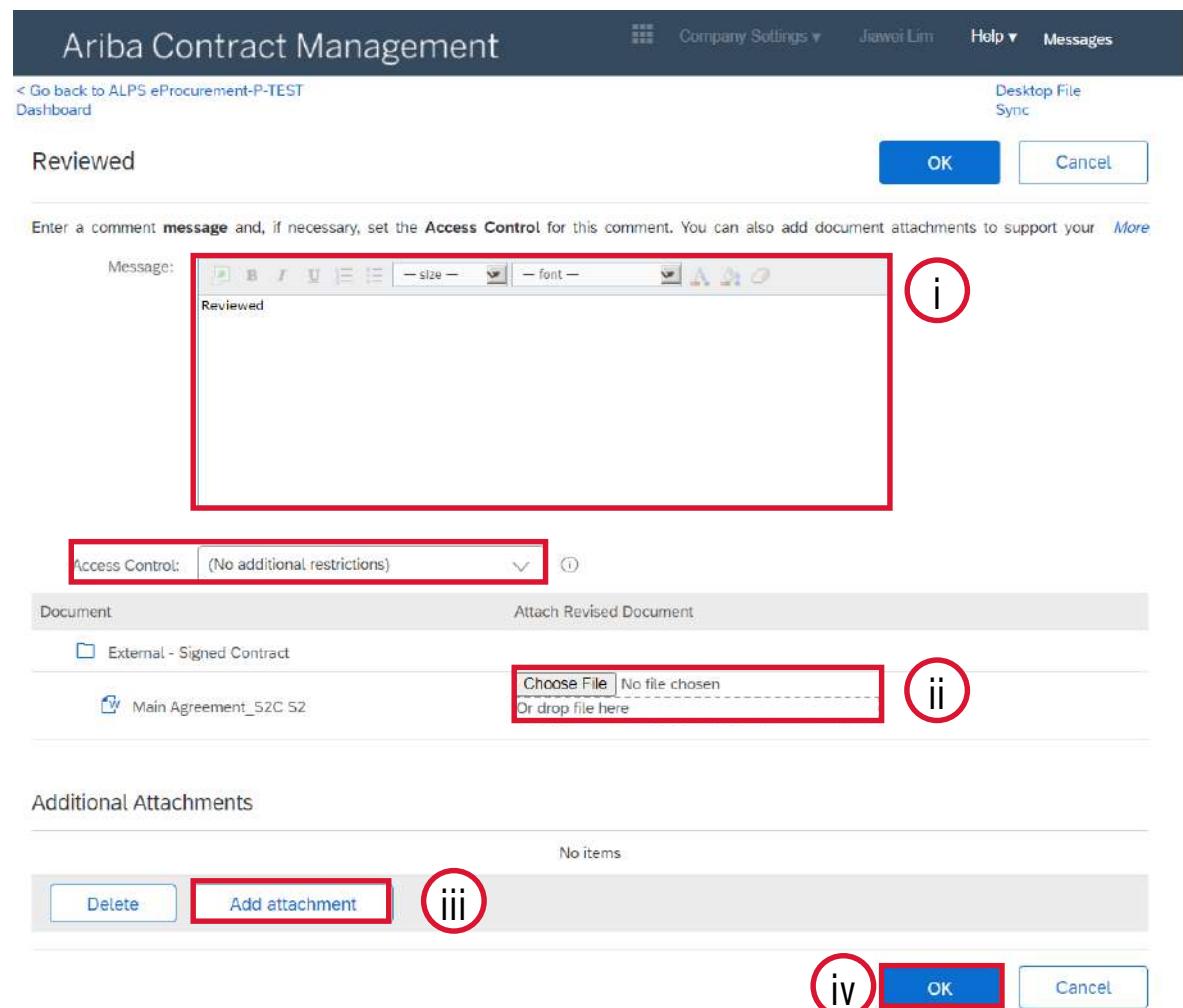
17 After clicking into the task, click on the "Complete Review" button to proceed.

The screenshot shows the Ariba Contract Management interface. At the top, there is a navigation bar with links for Company Settings, Jiawei Lim, Help, and Messages. Below the navigation bar, a banner says "Go back to ALPS eProcurement-P-TEST Dashboard". On the right side of the header, there are links for Desktop File Sync and an Exit button. The main content area is titled "Review Task". It displays a message: "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 can accept or reject the document." Below this message, it says "Test Supplier side view of Contract Work... / Signed Contract by Supplier". A document titled "TSK647667388 Signed Contract by Supplier" is listed. To the right of the document, it says "Round 1: Awaiting Response(s) (1)". Underneath the document, it shows the name "Shahraz Khan" and the status "OK". There is a link to "External - Signed Contract (Read Only)" and a file named "Main Agreement_S2C S2". To the right of the document list, there is a sidebar with instructions: "One or more documents have been submitted for your review. You have the following options:" followed by two bullet points: "View the documents on the left," and "To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review." At the bottom right of the sidebar, there is a red-bordered "Complete Review" button.

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



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.

The screenshot shows the Ariba Contracts landing page with a red box highlighting the 'Tasks' section. The page includes the SAP Ariba Contracts logo, standard account information, and a test mode indicator. The main content area displays sections for 'ALPS eProcurement-P-TEST Requested Profile' (status: All required customer requested fields have been completed) and 'Public Profile Completeness' (status: 35%, with a note to enter a short description to reach 45%). The 'Tasks' section is empty, showing a table header with columns: Name, Status, Due Date, Completion Date, and Alert, followed by the message 'No items'.

Name	Status	Due Date	Completion Date	Alert
No items				

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

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

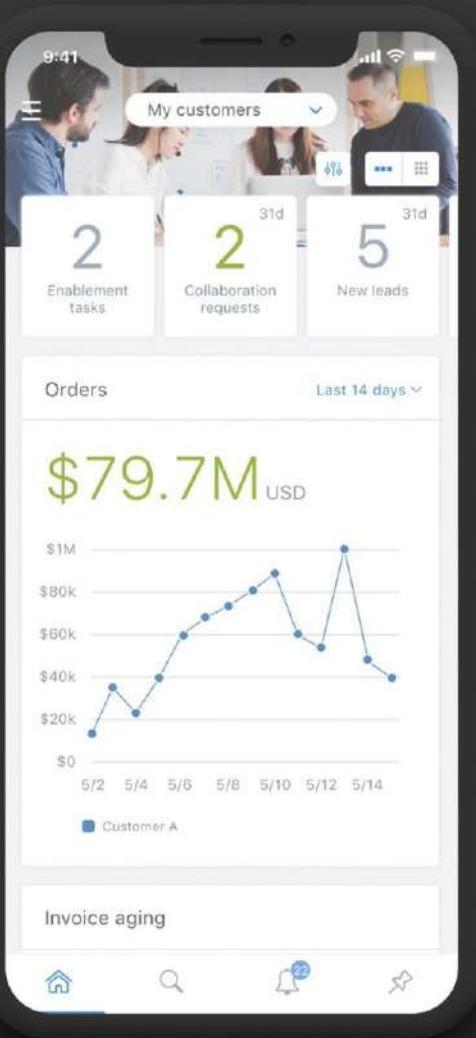
Win new business

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

App Store



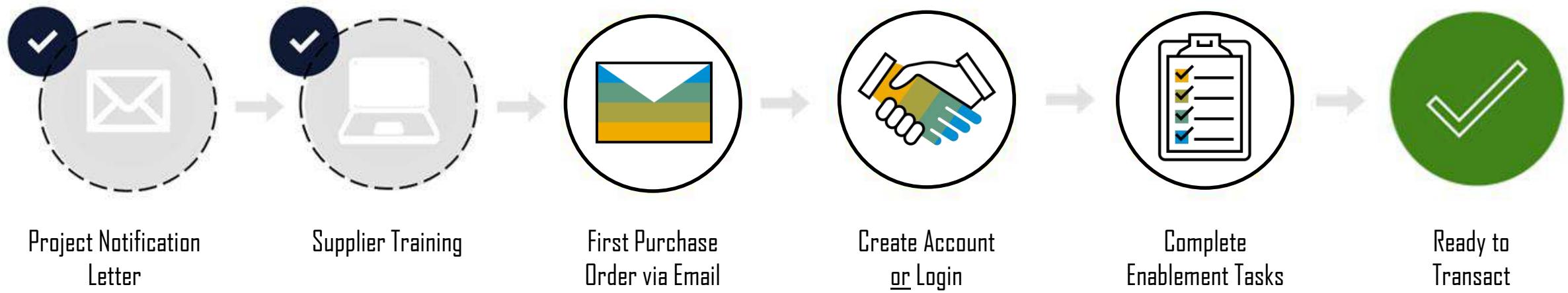
Google Play



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](#)

Next Steps



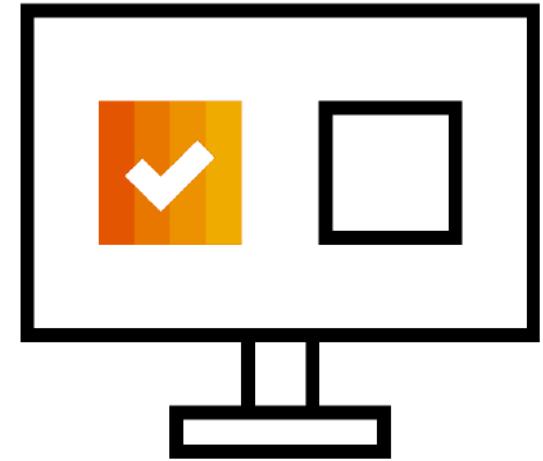
Register For A Standard Account



[Receive Interactive Email PO](#)



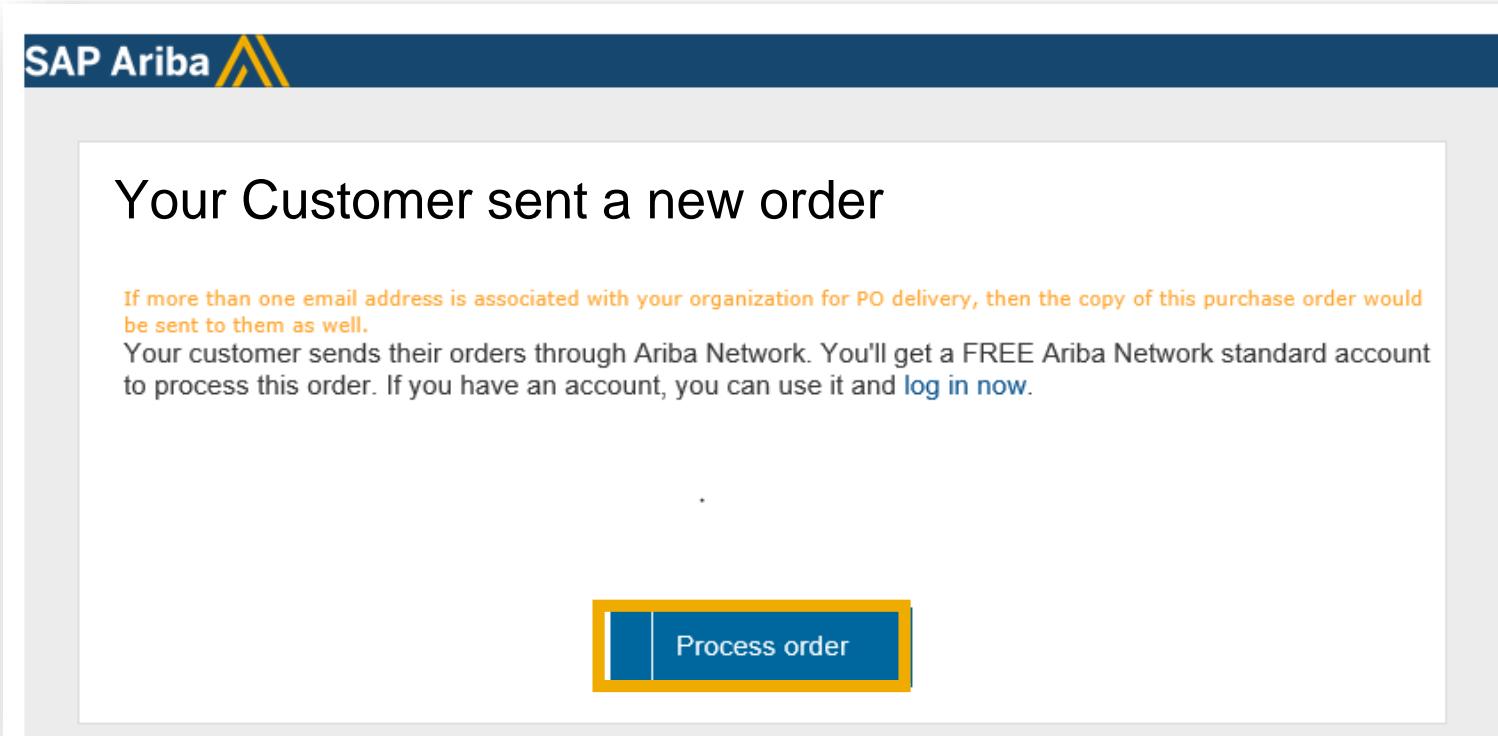
[Click The Process Order Button](#)



[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:

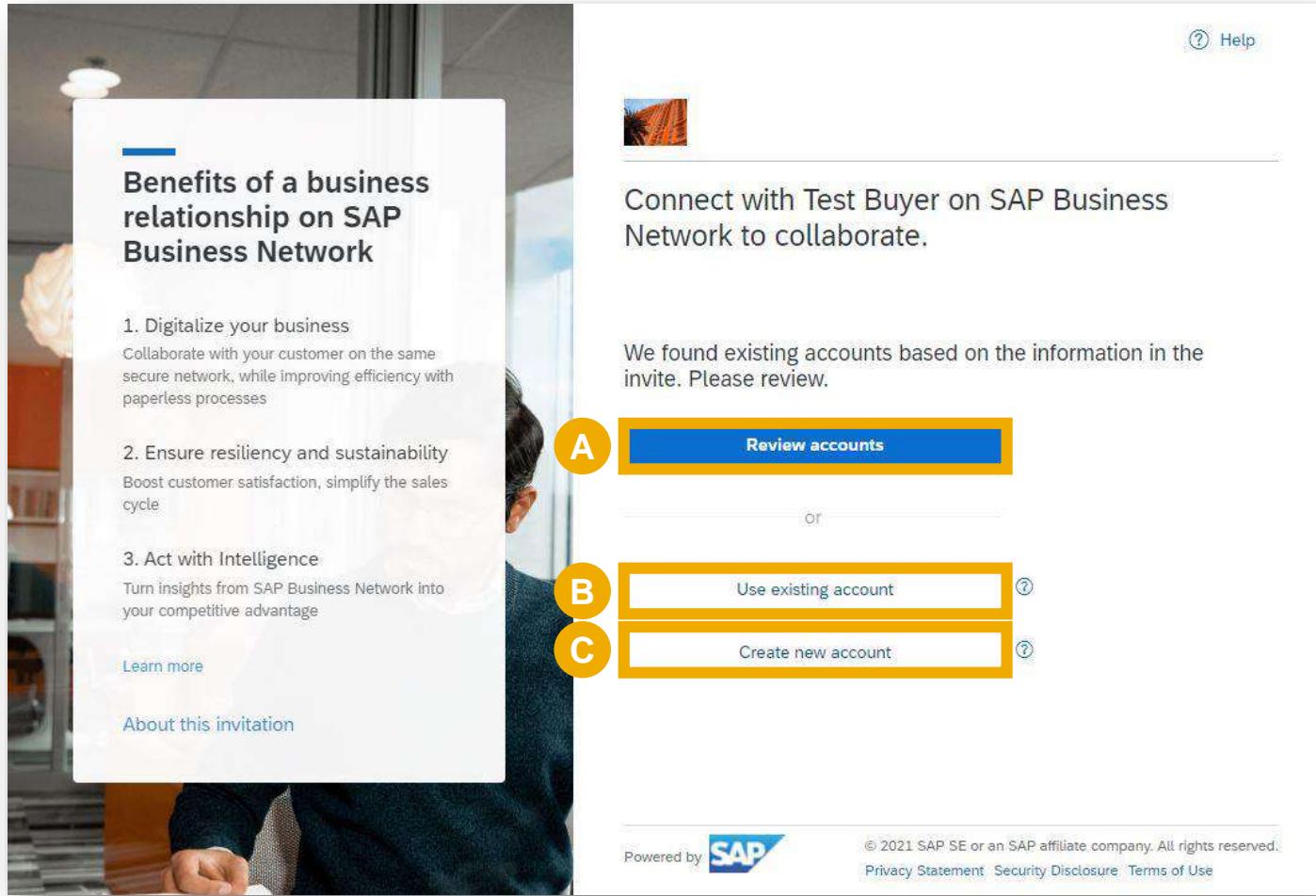
1. Align Internally
2. Designate / Know Administrator

To Get Started:

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

Register For A Standard Account

Review Accounts, Connect or Sign Up



- Click **Review accounts** if you want to check for an existing account for your company
- Use your existing Standard or Enterprise account by clicking on **Use existing account**
- 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.

Register For A Standard Account

Configure Account, Accept Terms of Use, And Register

The screenshot shows the SAP Business Network registration interface. On the left, there's a sidebar with a "What to expect when you create an account" section containing three numbered points: 1. Digitalize your business, 2. Ensure resiliency and sustainability, and 3. Act with Intelligence. Below this is a photo of a person in a kitchen. The main form area has two tabs: "Company information" (step 1) and "Administrator account information" (step 2). Step 1 is highlighted with a yellow circle and arrow. Step 2 is also highlighted with a yellow circle and arrow. Step 3 is indicated by a yellow circle on the "Create account" button. The "Administrator account information" tab contains fields for First name, Last name, Email, and a checked checkbox for "Use my email as my username". Below these are fields for Password, Business role, and two acceptance checkboxes. The first checkbox is "I have read and agree with the Terms of Use." and the second is "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." Both checkboxes have yellow arrows pointing to them from the step 3 callout.

What to expect when you create an account:

1. Digitalize your business
2. Ensure resiliency and sustainability
3. Act with Intelligence

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

Company information ①

Administrator account information ②

First name *

Last name *

Email *

lucie.mortelmans@sap.com

Use my email as my username

>Password *

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 ③

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

Process The First PO

Supplier Portal Workbench

The screenshot shows the SAP Business Network Workbench interface. The top navigation bar includes links for Home, Enablement, Workbench (which is highlighted with a yellow box), Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A 'TEST MODE' indicator is also present. Below the navigation is a search bar with fields for 'Orders and Releases', 'All customers', 'Exact match', and 'Order number'. The main content area features a large image of two people working at a desk. On the left, there's a sidebar titled 'My widgets' with a 'Purchase orders' section showing a chart for '\$793 USD' and a table for 'Changed orders' with three entries: PO31 and PO51.

Workbench View:

- Widgets Summary:** Shows 3 Changed orders, 28 Orders to invoice, 8 Rejected invoices, 19 New orders, 30 Orders, 11 Invoices, and 0 Items to confirm.
- Changed orders (3):**
 - Edit filter | Save filter | Last 90 days | Changed**
 - | 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 | | ... |
| PO65 | Ariba Inc - Excellence Programs | \$50.00 USD | Mar 5, 2021 | Changed | | ... |

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

Already have an Enterprise Account?



A. Manage two separate Accounts

Create a new Standard Account for this relationship once you receive the first PO

The relationship with your customer will remain free of charge.



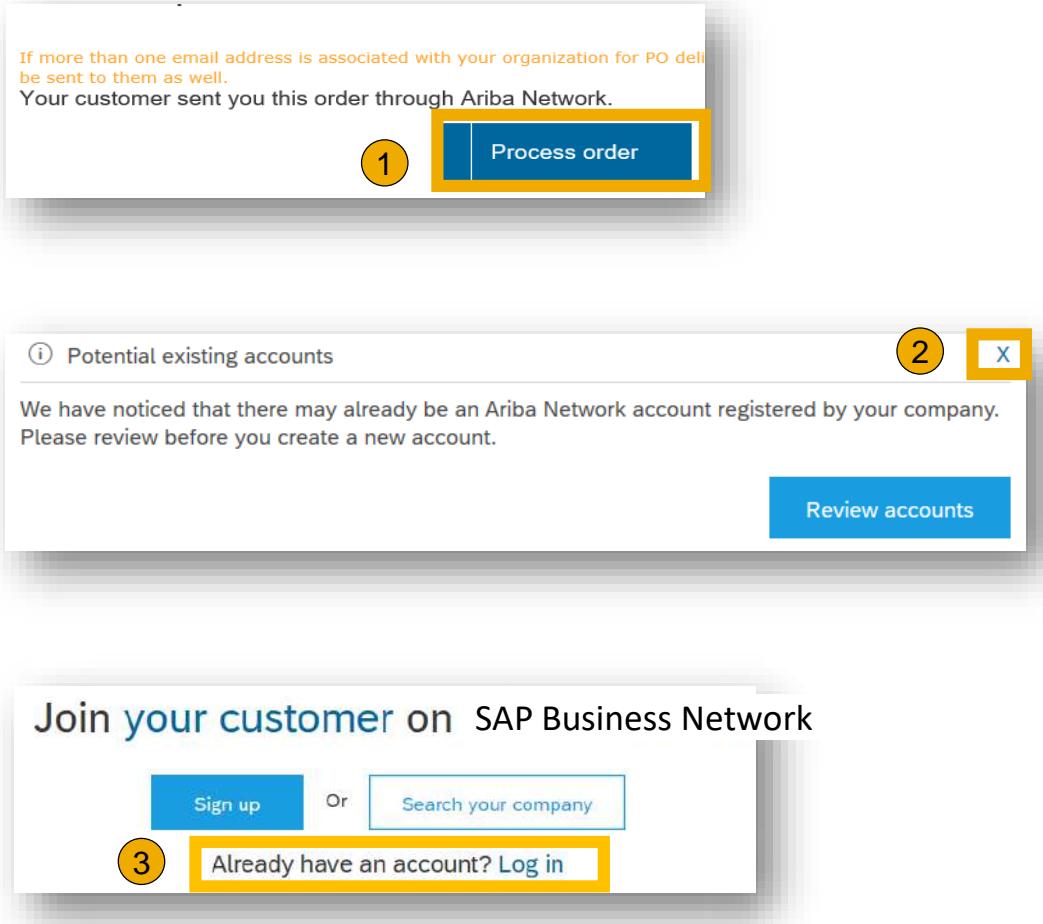
B. Add Customer to your Enterprise Account

Log in to your Enterprise Account once you receive the first PO of your customer

Adding the customer to your existing Enterprise Account may incur fees.



How To Merge Your Standard Account PO Into Your Existing SAP Business Network Account



SAP Ariba

View all your documents in one **SAP Business 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.

Username: ④

Password: OK

Notes:

- PO email notifications will come from:
ordersender-prod@ansmtp.ariba.com
- 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.



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

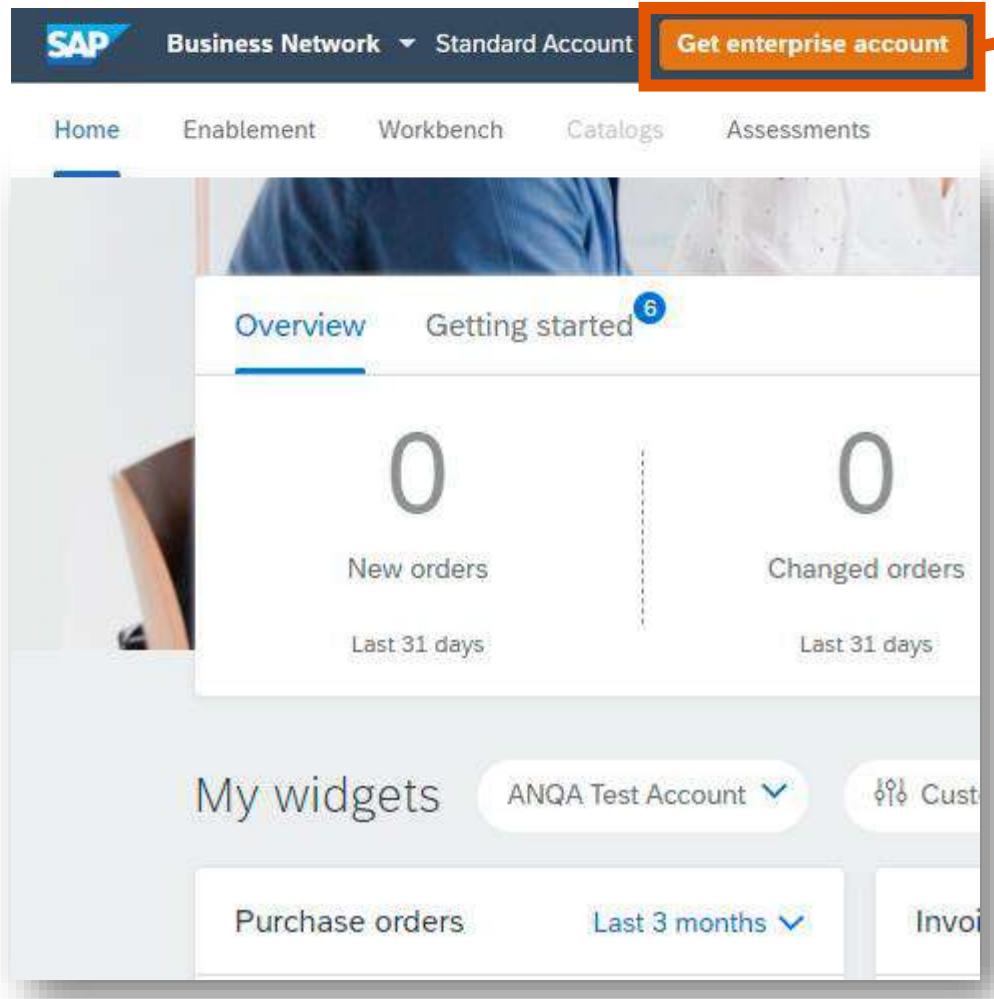
IDEAL FOR

- 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	<ul style="list-style-type: none"> Workbench with easy access from any browser Topical tabs
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> Long-term archiving for global compliance (Regional restrictions apply) Capability to mass download invoices for local archiving
Support	Online Help Center <ul style="list-style-type: none"> Documentation Training videos User recommendations or tips 	<ul style="list-style-type: none"> 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.

How to upgrade from Standard Account to Enterprise Account



The dashboard displays various metrics: 0 New orders (Last 31 days), 0 Changed orders (Last 31 days). It also features sections for 'My widgets' (ANQA Test Account), 'Purchase orders' (Last 3 months), and 'Invoi'.

Upgrade to realize the full value of SAP Business Network!

STANDARD ACCOUNT	ENTERPRISE ACCOUNT
Your current account	Upgrade
FULFILLMENT	
Orders and invoices	<ul style="list-style-type: none">✓ 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
Catalogs	<ul style="list-style-type: none">✓ Publish catalogs that detail your products and services *
Integration	
Legal Archive	
Reporting	
Support	Help Center
Fees	Free
SELLING	
Ariba Discovery	<ul style="list-style-type: none">✓ Join our business matchmaking service to get high quality sales leads. Fees may apply
Sourcing, Contract Management	<ul style="list-style-type: none">✓ Attract potential customers with your profile and get invited to auctions and other events.

*Standard account users will self-enable catalogs. Help center content and documentation is available for self-service.

By the way, you can use these with any account.

Learn more about all the features of SAP Business Network.



BASICS

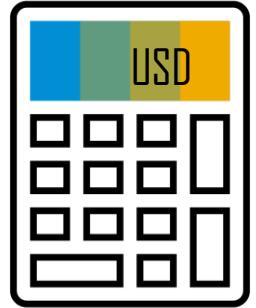
Fee Schedule for Enterprise Accounts

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	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

* only POs, invoices, service entry sheets, and service entry sheet responses in at least one customer relationship annually

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

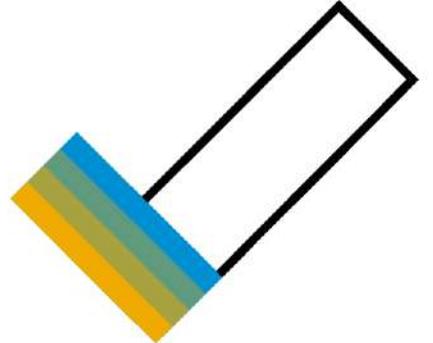


Fees in USD

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



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 -

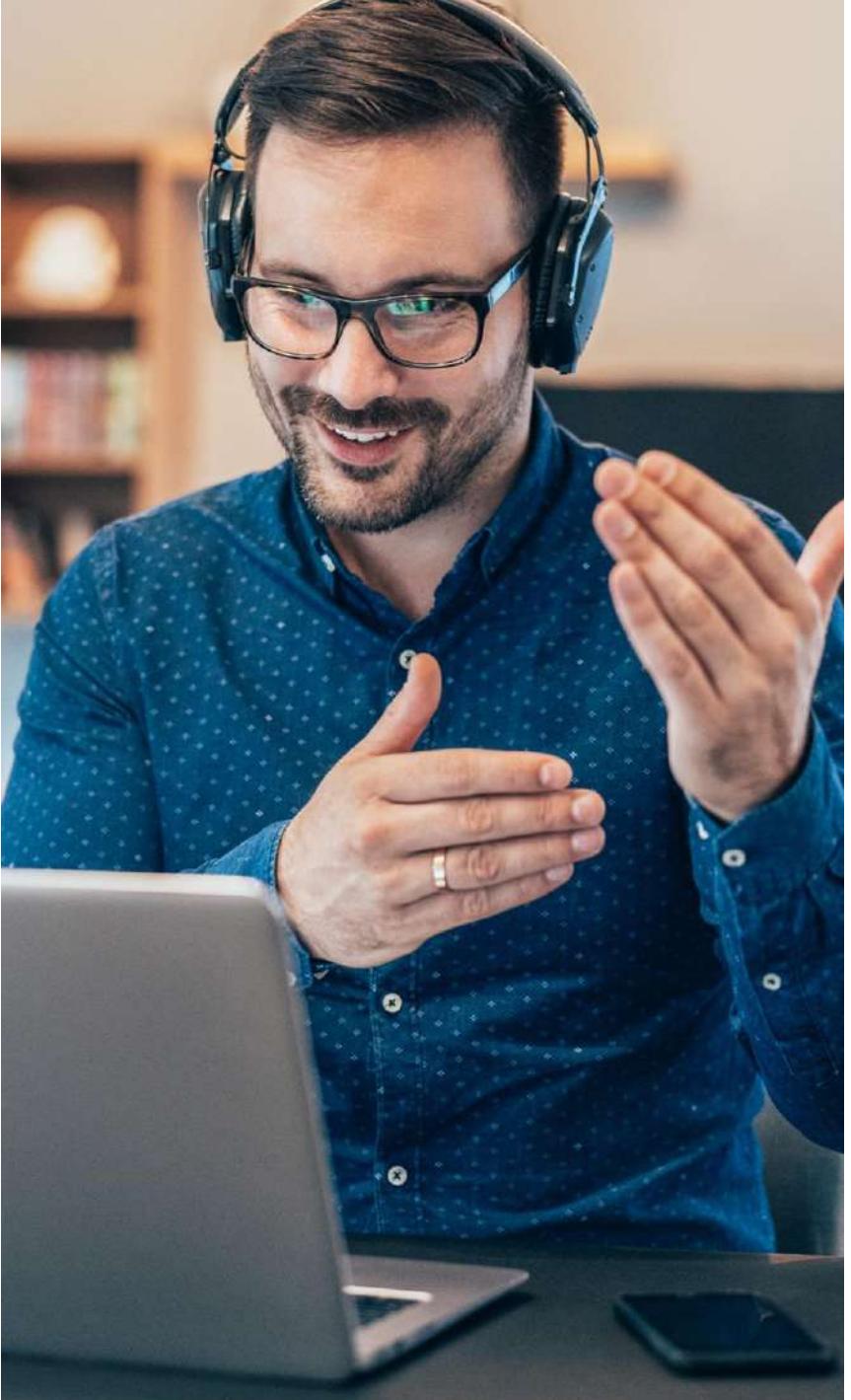
Review why and how to upgrade your account

Convert Enterprise Account to Standard Account-

Review the Pros and Cons of converting to Standard account

Help Center -

public
Utilize the Help Center



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](#)

Questions?

Please submit your questions via the Q&A widget.

Business Related Questions:

- Contact ALPS procurement staff who publish the sourcing events



The background features a dark blue space-like setting with numerous glowing, translucent spheres in shades of red, orange, and teal. A prominent red diagonal band runs from the top right towards the bottom left, partially obscuring the abstract pattern.

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?

Thank you.

