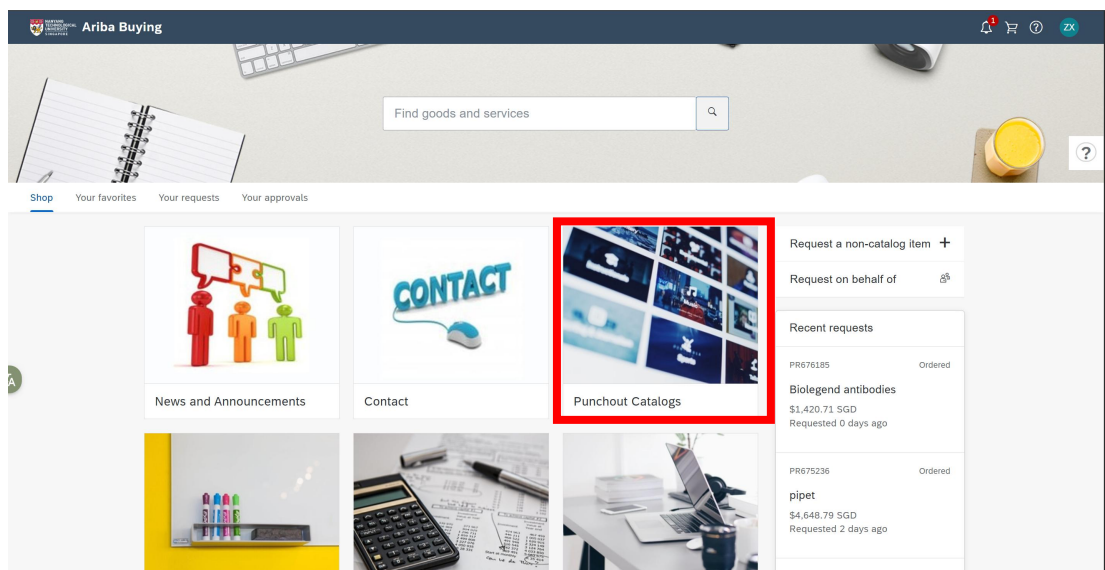
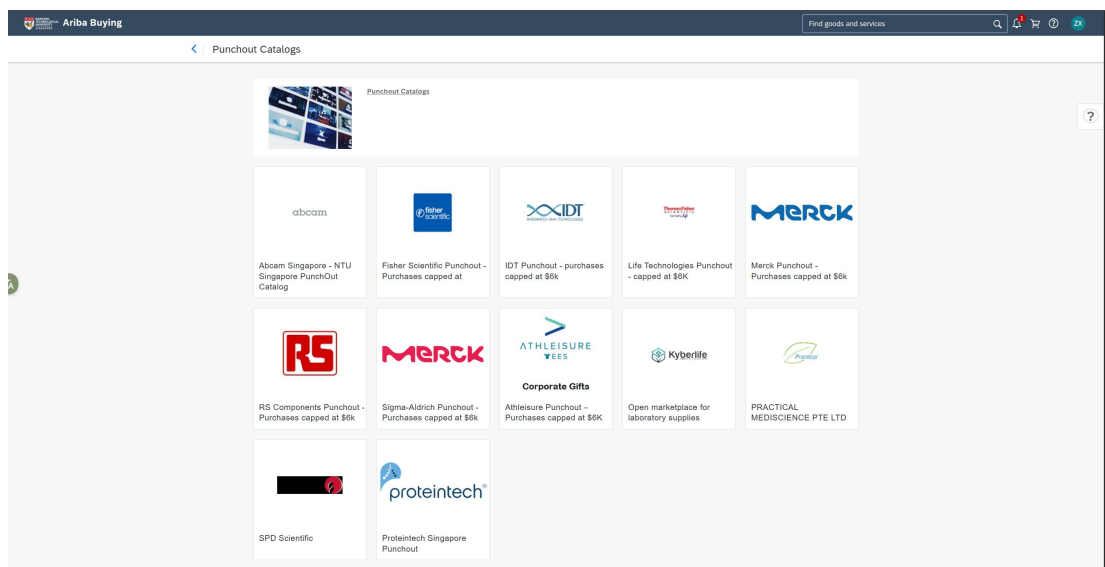


1. For Punchout Catalogs



A. Choose vendors:



B. Choose items in their website

C. Checkout:

Manage details

The changes that you make here apply to every item in the shopping cart. Please note that when changing the value of a field, the change is automatically saved.

Accounting

Bill To

NTU (Nanyang Technological University)

NTU Shared Services Singapore, Singapore 639815 Singapore

Account Assignment * ⓘ

P (Project)

Warning: Click "Update Tax" / "Validate" if changes are made to Account Assignment field (Cost centre/WBS).

GL Account

0075100010 (Teaching materials/Lab and...)

Project/WBS

03INS002449C220OOE02 (Richard She-...)

Fund

Internal Order

(no value)

Funds Center

Changing accounting details for specific item(s)?

Done

Manage details

Warning: Click "Update Tax" / "Validate" if changes are made to Account Assignment field (Cost centre/WBS).

Project/WBS

03INS002449C220OOE02 (Richard She...▼

Fund

Designated Fund

Functional Area

School of Biological Scie

Type of Asset ⓘ

Not Applicable ▼

GL Account

0075100010 (Teaching materials/Lab and...▼

Internal Order

(no value) ▼

Funds Center

SBS-NTU-Fd Non-SUG

Grant

NON_GRANT

Changing accounting details for specific item(s)?

Done

Item title: * Submit Save and

/ PR664881-V2

Purchase Justifications: Please enter any justifications relating to your purchase in the 'Reason For Purchase' field below, as required.

Ship to Manage locations SBS-B1n-01 (Store), 60 Nanyang Drive Singapore, Singapore 637551 Singapore	Charge to Manage details (Warning: Click "Update Tax" / "Validate" if changes are made to Account Assignment field (Cost centre/WBS).)	Total cost \$3,995.18 SGD Net amount \$3,665.29 SGD Taxes + \$329.89 SGD
---	--	--

Expected Delivery Date ⓘ

Purchasing Unit
 C220

Company Code

Please add attachment for longer justification
 Not specified

Requisition Type

Controlled Item
☐ Yes ☒ No

DOA Approver ⓘ

Receiver Name / Contact No *

On Behalf Of

Reason for Purchase

ERP Reference ID
 1000328190

Alert
[Ariba/VITAL Charges may apply for this purchase, Please click here for more details.](#)

Advance Payment
☐ Yes ☒ No

Trade-in/Withholding tax

[Hide additional details](#)

Each order should be below \$6,000 (if it's over, ask Richard She)

2. For non-catalog item

Ariba Buying Find goods and services ?

[Shop](#) [Your favorites](#) [Your requests](#) [Your approvals](#)

News and Announcements

Contact

Punchout Catalogs

Request a non-catalog item +

Request on behalf of

Recent requests

PR676185	Ordered
Biologend antibodies	
\$1,420.71 SGD	Requested 0 days ago
PR675236	Ordered
pipet	
\$4,648.79 SGD	Requested 2 days ago

A. Ask a quotation from the company you want to buy.

B. Click Request a non-catalog item and finish the form

Product name *

Category * **Usually choose 4112**

Description *

Quantity * Unit of measure * Unit price * Total amount ⓘ

- + each SGD Not specified

Supplier

Select a category to view company recommended suppliers **View all suppliers**

Suppliers are the companies you want to buy from

C. After filling form, check out.

Ariba Buying

Requisition title: test Total Cost \$1.00 SGD Submit Save and exit

Checkout / PR676189

Comments

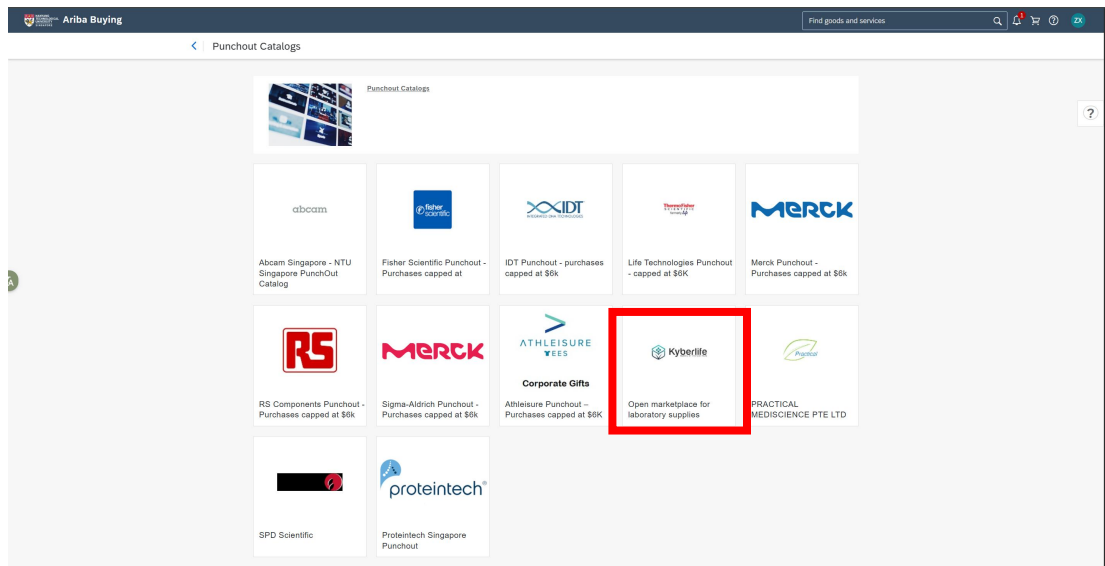
Attachments

Approval Flow

Request NTU_COS_Procurement_... NTU_COS_Procurement_... Approved

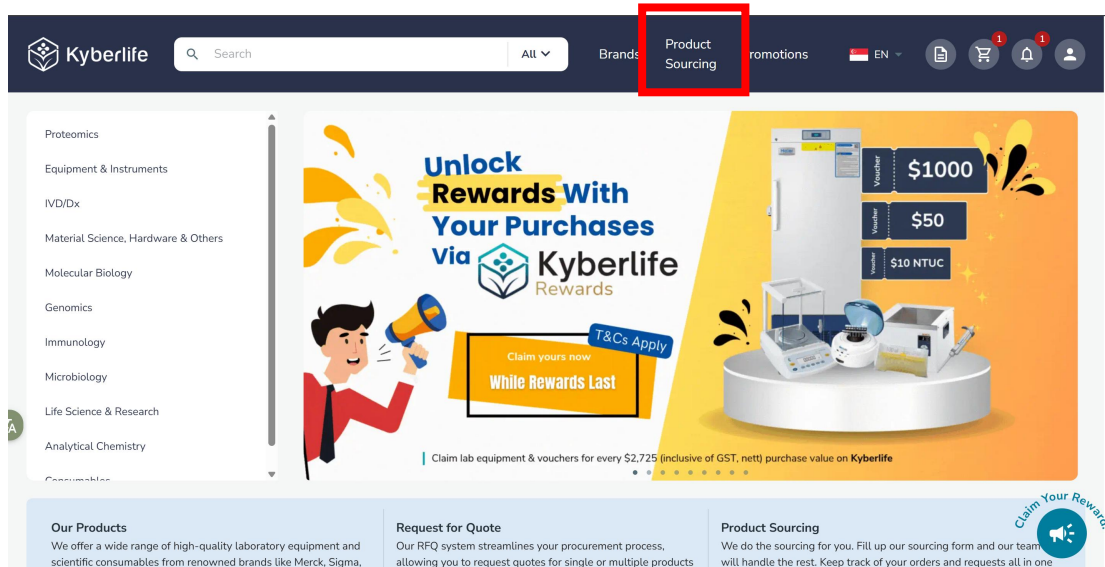
Attach the quotation ask from the vendor here

3. Buying from kyberlife



Kyberlife can help researchers and labs find products, compare suppliers, and obtain quotations.

A. Product Sourcing



B. Filling out the request form

Sourcing Request

Fill in the data for your request and we'll try our best to deliver!

Single Product

Multiple Products

Product Information

Tip: Start typing to see if this product is already available on our platform. Click on any result to view the existing product instead of submitting a sourcing request.

Product Name *	Preferred Brand *
Catalogue Number(SKU/CAS) (Preferred)	Quantity * — 1 +
Warranty Years * — 0 +	Sourcing Type * Product

☐ Open to quotation from alternative brands
☐ Requires Installation
☐ Requires supporting documents to prove authorized distributor / seller

Sales person email: kimmyeng@kyberlife.com

C. After they find the items for us, you will receive a email. Then go to kyberlife—View Bid Details—Accept/Reject

Kyberlife

Search

All

Brands

Product Sourcing

Promotions

EN

1

XUETING, ZHAO

Orders

RFQs

Bids / RFQs

Quotations

Invoices

Messages

Favorites

Settings

Returns / Refunds

Bids / RFQs

Bids / RFQs

Quotations

Invoices

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RFQ-4278	Sourcing Request	In Progress	17 Oct 2025
Permanent Cryo Laser Labels, US Letter – 1.26" x 0.87" #CL-9 Quantity: 3 Awaiting Kyberlife to source the products for you. If no products are available, Kyberlife will contact you directly.			
RFQ-4031	Sourcing Request	Invoice Received	16 Oct 2025
RFQ-4242	Sourcing Request	Quotation Accepted	15 Oct 2025
RFQ-4241	Sourcing Request	In Progress	14 Oct 2025
RFQ-4188	Sourcing Request	Quotation Accepted	14 Oct 2025
RFQ-4095	Sourcing Request	Quotation Accepted	13 Oct 2025
RFQ-4148	Sourcing Request	Invoice Received	07 Oct 2025

D. After you accept, they will give you a quotation about that item and you will be noticed via email. Then go to Kyberlife—Quotations—Accept—Add to SAP Ariba—Check out as usual.

Kyberlife

Search

All

Brands

Product Sourcing

Promotions

EN

1

XUETING, ZHAO

Orders

RFQs

Bids / RFQs

Quotations

Invoices

Messages

Favorites

Settings

Returns / Refunds

Quotations

Bids / RFQs

Quotations

Invoices

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RFQ-4031	Invoice Received	16 Oct 2025
Quotation #QTN-2892	Accepted	View
RFQ-4242	Quotation Accepted	15 Oct 2025
RFQ-4188	Quotation Accepted	14 Oct 2025
RFQ-4095	Quotation Accepted	13 Oct 2025
RFQ-4148	Invoice Received	07 Oct 2025
RFQ-3866	Invoice Received	07 Oct 2025
RFQ-4024	Invoice Received	24 Sep 2025