

RESORTS WORLD AT SENTOSA PTE LTD

SUPPLIER ONBOARDING GUIDE



Welcome Message

As part of our Digital Procurement transformation journey, RWS implemented *Ariba S2P Source to Pay system* in Apr 2019 to improve operational efficiency and effectiveness by fundamentally changing the way Proposals, Purchase Orders and Invoices are exchanged with our suppliers.

Existing suppliers, as well as new suppliers who wish to establish a business relationship with RWS are required to adopt the Ariba Network for their business transactions with us by registering for an account (Standard / Enterprise) in the Ariba Network.

This document serves as a Supplier Onboarding Guide and contains detail step by step instruction on how to transact with us.

RWS would like for each of their valued suppliers to be a part of this important initiative to realize the benefits of increased efficiency by transacting electronically. We thank you in advance for your support of this change.

Vice President, Procurement

RWS would like for each of our suppliers to transact electronically via the network in order to bring maximum efficiencies to our mutual Source to Pay process as follows:

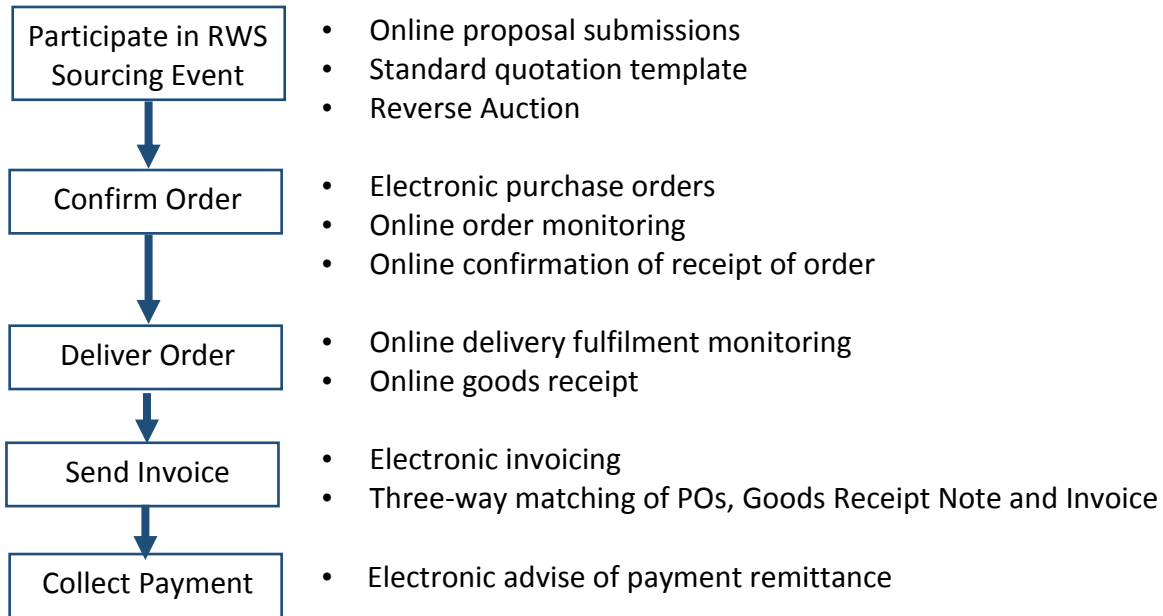


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Part 1

e-Sourcing

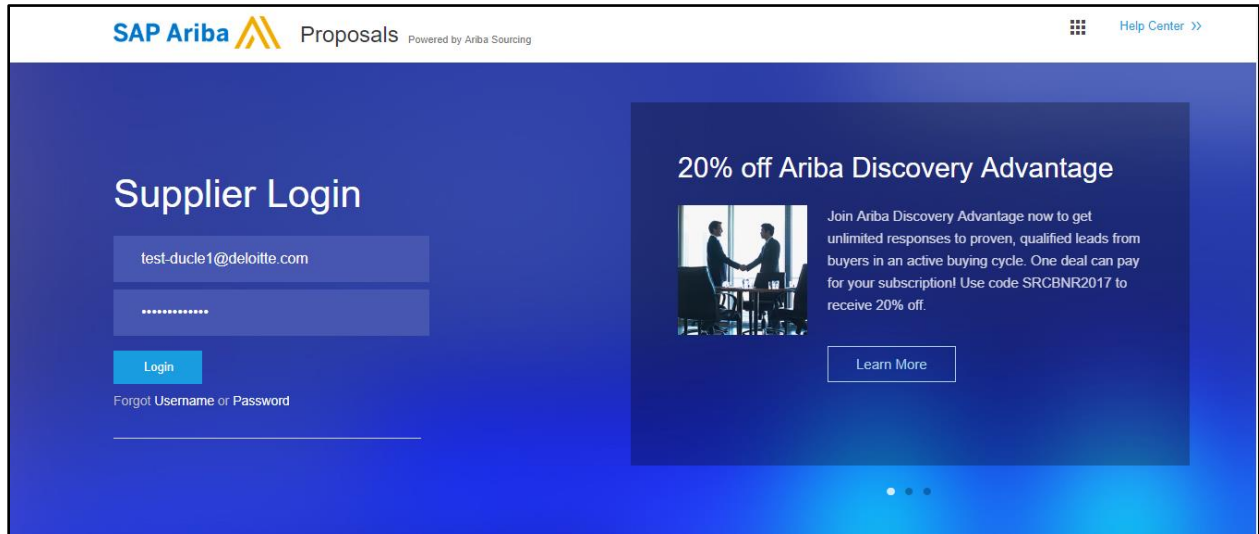
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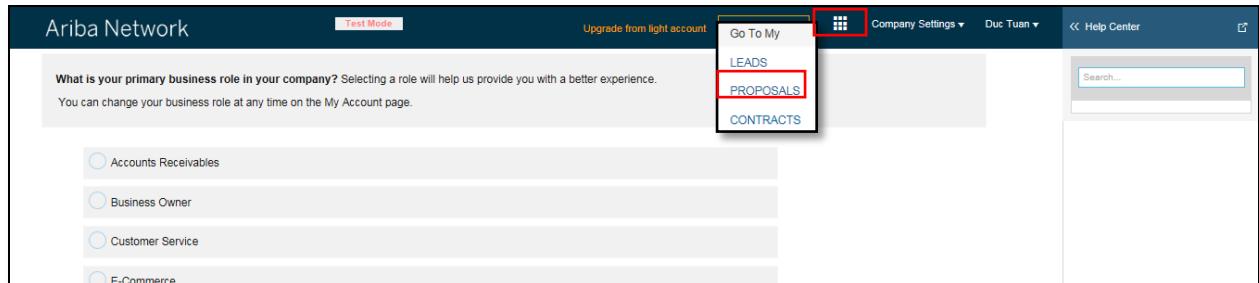
1. How to Participate in a Request for Information (RFI) Event

URL: <https://supplier.ariba.com>

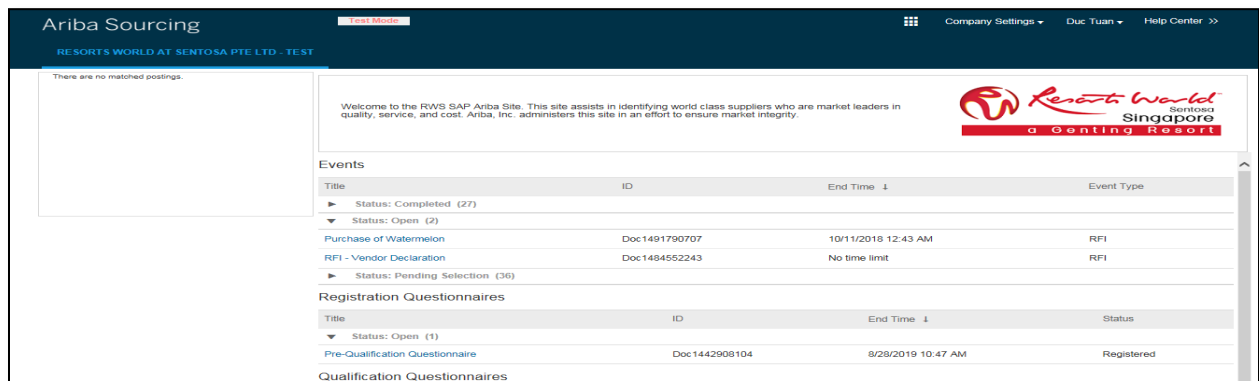
Login screen:



After logging in, participant navigates to the Grid Icon at the top and click on “Proposals”.

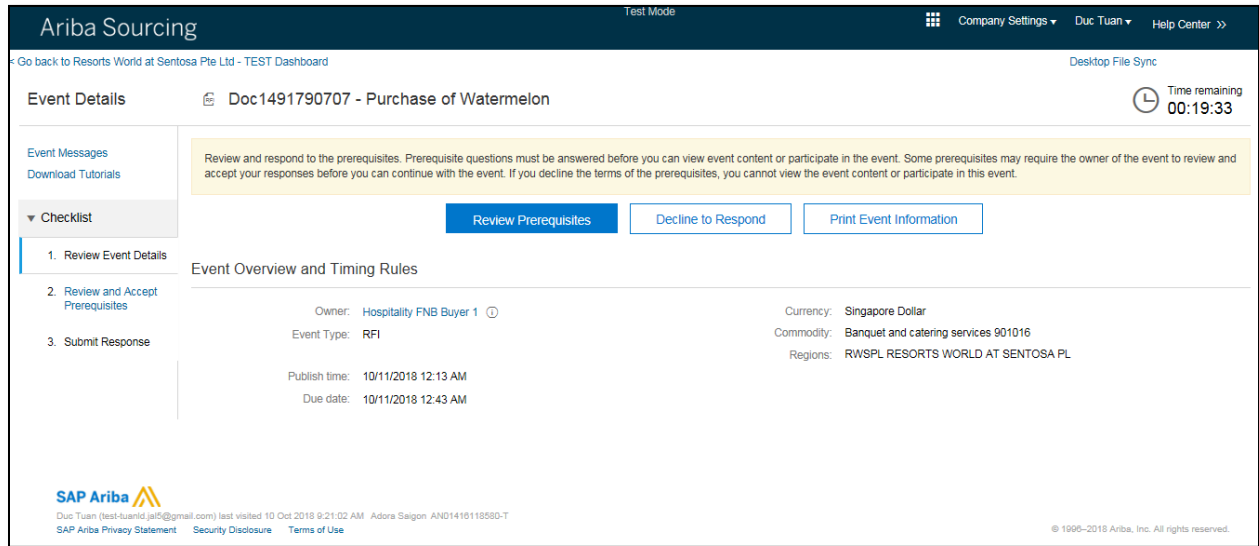


Event is visible with Status: Open/Preview, select the RFI event.



Participant will be able to view summary of event i.e. Terms and condition and event overview.

Click on “Review Prerequisite”.



Ariba Sourcing | Test Mode | Company Settings | Duc Tuan | Help Center >>

Go back to Resorts World at Sentosa Pte Ltd - TEST Dashboard | Desktop File Sync

Event Details | Doc1491790707 - Purchase of Watermelon | Time remaining 00:19:33

Event Messages | Download Tutorials

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

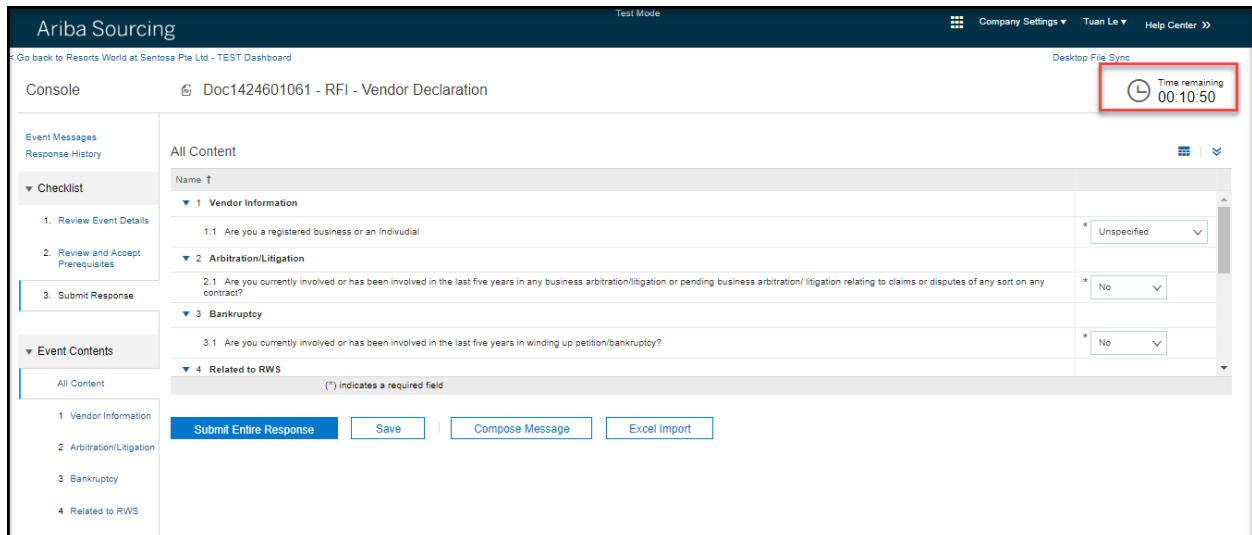
Checklist

- Review Event Details
- Review and Accept Prerequisites
- Submit Response

Event Overview and Timing Rules

Owner: Hospitality FNB Buyer 1 ⓘ | Currency: Singapore Dollar
 Event Type: RFI | Commodity: Banquet and catering services 901016
 Publish time: 10/11/2018 12:13 AM | Regions: RWSPL RESORTS WORLD AT SENTOSA PL
 Due date: 10/11/2018 12:43 AM

SAP Ariba | Duc Tuan (tsk-tsuan.jg@r@gmail.com) last visited 10 Oct 2018 9:21:02 AM Adora Saigon AN01416118550-T
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Ariba Sourcing | Test Mode | Company Settings | Tuan Le | Help Center >>

Go back to Resorts World at Sentosa Pte Ltd - TEST Dashboard | Desktop File Sync

Console | Doc1424601061 - RFI - Vendor Declaration | Time remaining 00:10:50

Event Messages | Response History

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Submit Response

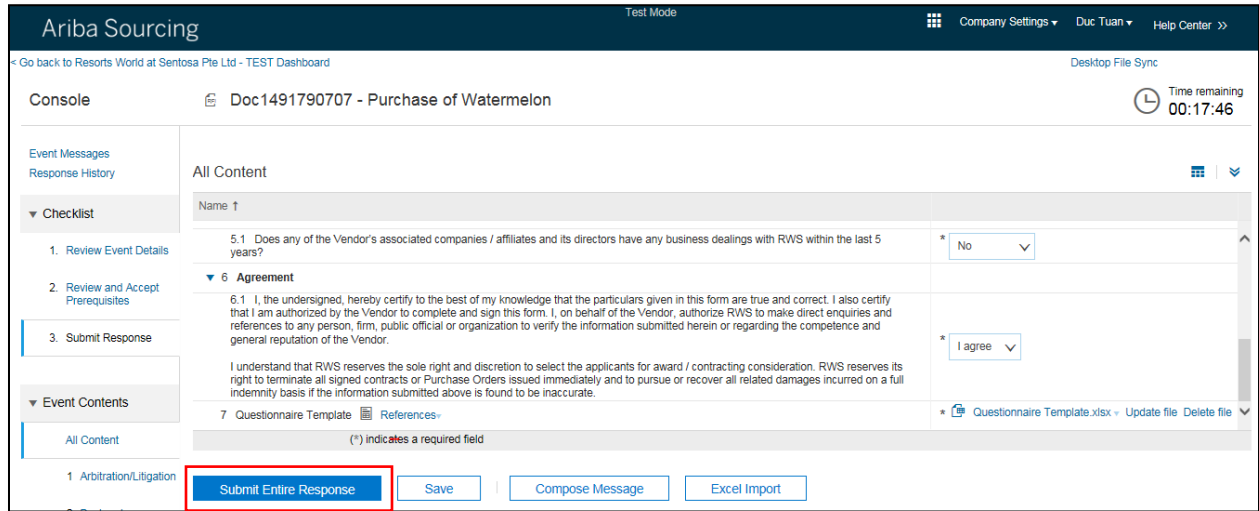
Event Contents

All Content

Name	
▼ 1 Vendor Information	
1.1 Are you a registered business or an Individual	Unspecified
▼ 2 Arbitration/Litigation	
2.1 Are you currently involved or has been involved in the last five years in any business arbitration/litigation or pending business arbitration/ litigation relating to claims or disputes of any sort on any contract?	No
▼ 3 Bankruptcy	
3.1 Are you currently involved or has been involved in the last five years in winding up petition/bankruptcy?	No
▼ 4 Related to RWS	

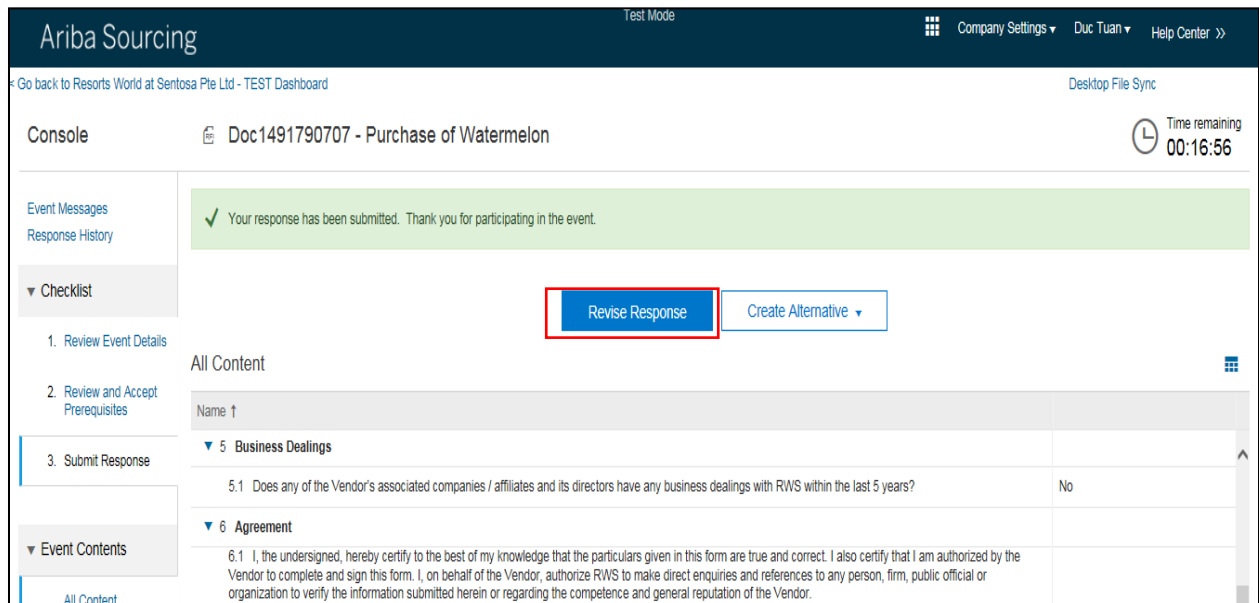
(*) indicates a required field

Supplier fills up responses and click on “Submit Entire Response”.



The screenshot shows the Ariba Sourcing interface for a procurement event titled "Doc1491790707 - Purchase of Watermelon". The interface includes a navigation sidebar on the left with a "Checklist" section containing steps: "1. Review Event Details", "2. Review and Accept Prerequisites", and "3. Submit Response". The main content area displays a questionnaire with several questions, including "5.1 Does any of the Vendor's associated companies / affiliates and its directors have any business dealings with RWS within the last 5 years?" (answered "No") and "6 Agreement" (answered "I agree"). At the bottom of the form, a red box highlights the "Submit Entire Response" button, along with "Save", "Compose Message", and "Excel Import" buttons.

Supplier can make multiple revisions to their response any time before event closes.

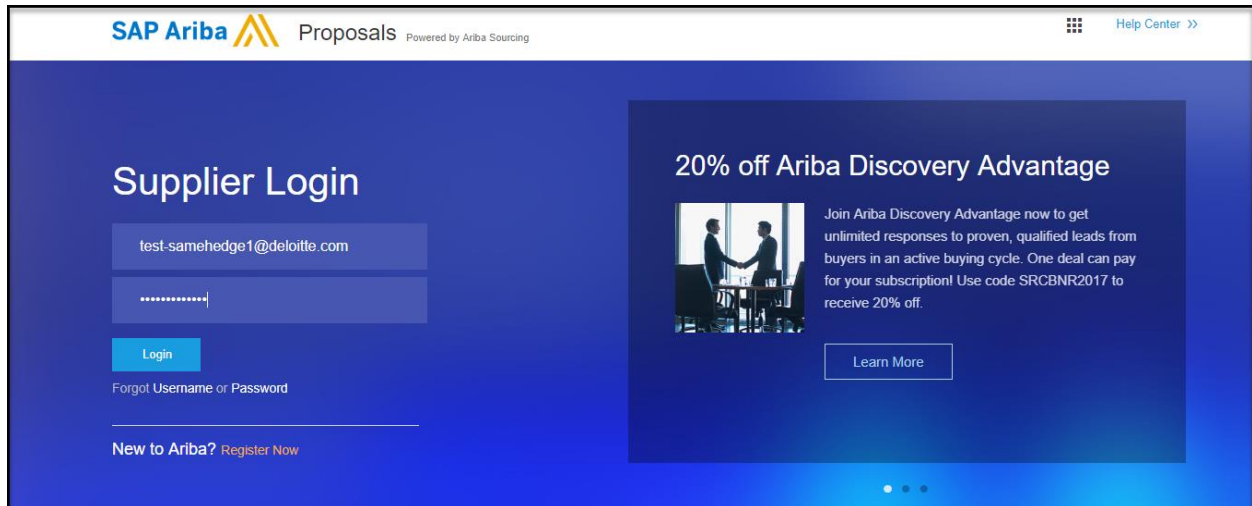


The screenshot shows the Ariba Sourcing interface after the response has been submitted. A green confirmation message at the top states: "Your response has been submitted. Thank you for participating in the event." Below this message, a red box highlights the "Revise Response" button, with a "Create Alternative" button next to it. The "Checklist" on the left now shows "3. Submit Response" as the active step. The main content area displays the questionnaire content, including question "5 Business Dealings" (answered "No") and question "6 Agreement".

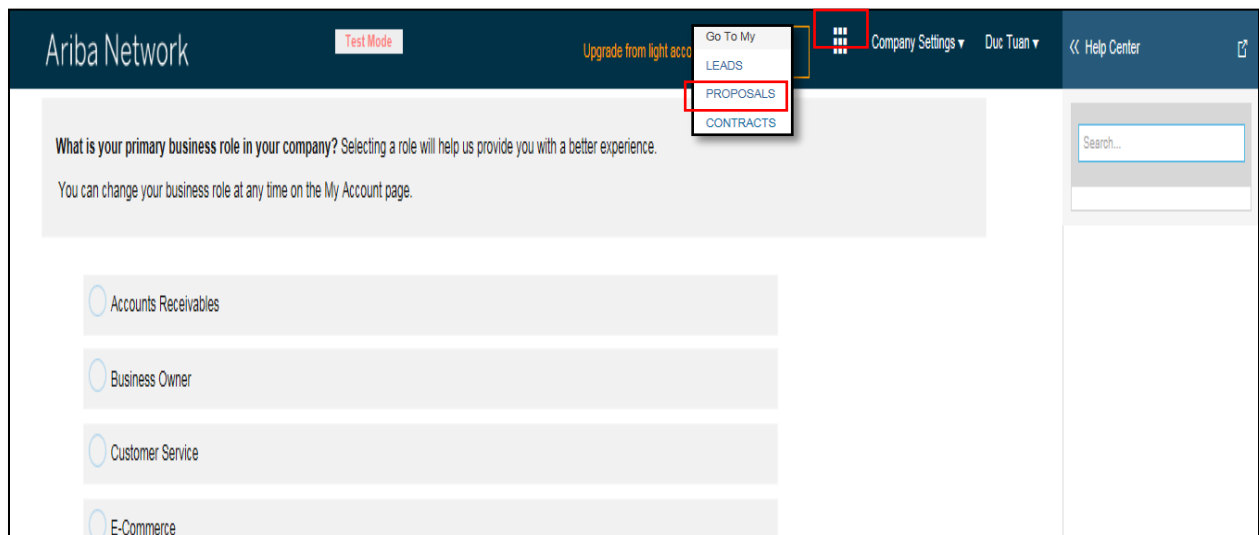
2. How to Participate in a Request for Proposal (RFP) / Request for Quotation (RFQ) Event

URL: <https://supplier.ariba.com>

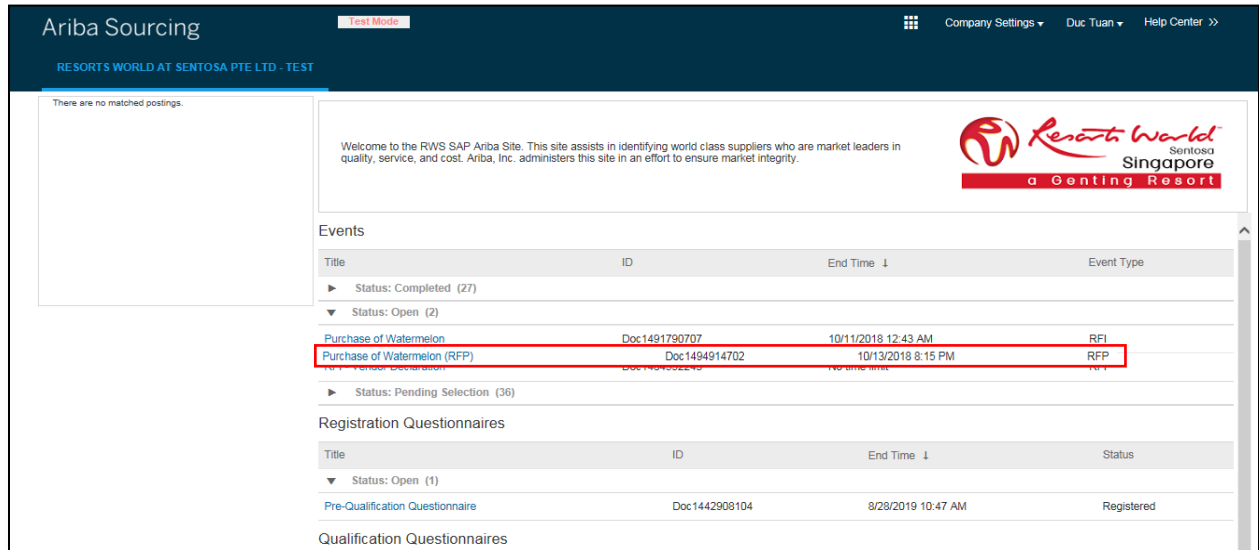
Login screen:



After logging in, participant navigates to the Grid Icon at the top and click on “Proposals”.



Event is visible with Status: Open/Preview, select the RFP event.



The screenshot shows the Ariba Sourcing interface. At the top, it says 'Ariba Sourcing' and 'Test Mode'. Below that, there's a navigation bar with 'Company Settings', 'Duc Tuan', and 'Help Center'. The main content area is titled 'RESORTS WORLD AT SENTOSA PTE LTD - TEST'. It contains a message: 'There are no matched postings.' and a welcome message: 'Welcome to the RWS SAP Ariba 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.' Below this is a section for 'Events' with a table:

Title	ID	End Time ↓	Event Type
▶ Status: Completed (27)			
▼ Status: Open (2)			
Purchase of Watermelon	Doc1491790707	10/11/2018 12:43 AM	RFI
Purchase of Watermelon (RFP)	Doc1494914702	10/13/2018 8:15 PM	RFP
▶ Status: Pending Selection (36)			

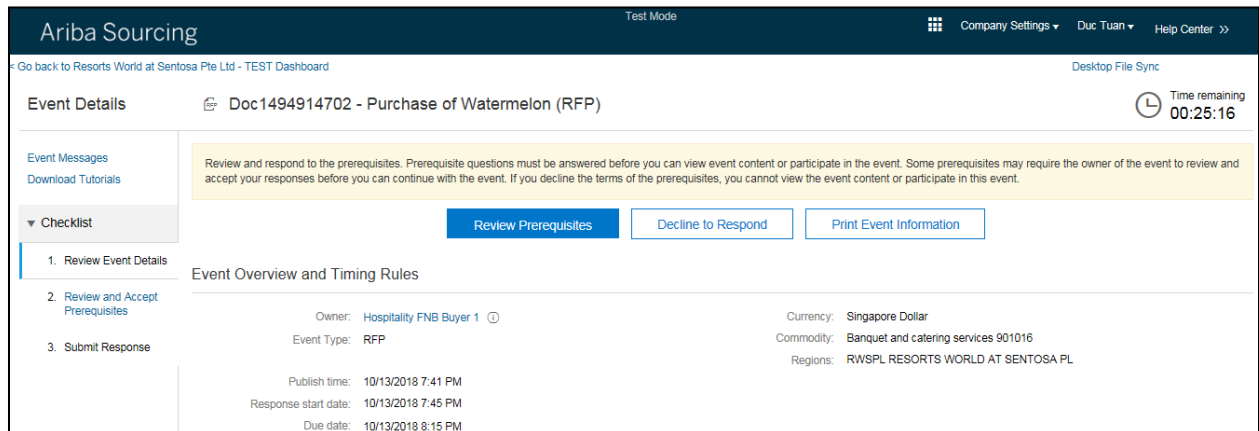
Below the events table is a section for 'Registration Questionnaires' with a table:

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Pre-Qualification Questionnaire	Doc1442908104	8/28/2019 10:47 AM	Registered

At the bottom, there is a section for 'Qualification Questionnaires'.

Participant will be able to view summary of event i.e. Terms and condition and event overview.

Click on "Review Prerequisite".



The screenshot shows the 'Event Details' page for 'Doc1494914702 - Purchase of Watermelon (RFP)'. At the top, it says 'Ariba Sourcing' and 'Test Mode'. Below that, there's a navigation bar with 'Company Settings', 'Duc Tuan', and 'Help Center'. The main content area is titled 'Event Details' and shows the event title 'Doc1494914702 - Purchase of Watermelon (RFP)'. There is a 'Time remaining' indicator showing '00:25:16'. Below this is a message: 'Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.' Below the message are three buttons: 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. Below the buttons is a section for 'Event Overview and Timing Rules' with the following information:

Owner:	Hospitality FNB Buyer 1	Currency:	Singapore Dollar
Event Type:	RFP	Commodity:	Banquet and catering services 901016
Publish time:	10/13/2018 7:41 PM	Regions:	RWSPL RESORTS WORLD AT SENTOSA PL
Response start date:	10/13/2018 7:45 PM		
Due date:	10/13/2018 8:15 PM		

Accept the terms of this agreement and click on “OK”.

material or information that violates any written law, any applicable intellectual property, proprietary, privacy or publicity rights.

Confidentiality

23. You undertake, and shall ensure that your partners, directors, agents, employees, representatives, sub-contractors, sub-vendors and/or servants undertake:

(a) to treat as confidential, all information (including without limitation the Contents) which comes into your or their possession pursuant to or as a result of accessing this Web Site and/or participating in this e-bidding (the “RWS Confidential Information”);

(b) to only make copies of the RWS Confidential Information to the extent strictly necessary for the purpose of participating in this e-bidding;

(c) not to, directly or indirectly, disclose any or all of the RWS Confidential Information to any third-party;

(d) not to utilize or in any other manner whatsoever, either wholly or partly, use directly or indirectly the RWS Confidential Information for purposes other than the purpose of this e-bidding;

24. Without the prior written approval of RWS, you will not discuss your participation in this e-bidding with any branch of the media (including, without limitation, the posting of any information thereof on the internet) or with any third party nor will they furnish the RWS Confidential Information or any confidential information relating to RWS to any media entity (including, without limitation, the posting of any information thereof on the internet) or third party.

25. The disclosure of the RWS Confidential Information does not confer upon you any rights (including, without limitation, ownership and intellectual property licences) to the RWS Confidential Information.

Acceptance of Quotation

26. RWS shall be under no obligation to accept the lowest or any quotation. RWS shall not enter into any correspondence regarding the reasons for non-acceptance of a quotation, or RWS’ decision in respect of all matters of award, disqualification, reverse auction or bid and/or in the event of any Web Site or event malfunction or failure.

27. RWS reserves the right of accepting such portion of each quotation as RWS may decide.

28. RWS will issue a letter of appointment or a purchase order (whichever applicable) accepting the quotation or part of the quotation of a successful bidder. The issuance of the letter of appointment or purchase order shall create a binding contract between RWS and the bidder. The letter of appointment or purchase order will either be handed to or posted to the successful bidder’s address as given in its quotation and such handing or posting shall be deemed good service of such notice to the bidder. The awarding will not be posted on the Web Site.

29. RWS reserves all rights to modify / cancel any invitation to bid at our own discretion, even after a bid has been submitted.

30. RWS reserves the sole right and discretion to select the applicants for award / contracting consideration.

..

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK Cancel

Click on “Select Lots” to select the lot/line item that the participant will be bidding.

Ariba Sourcing Test Mode Company Settings Duc Tuan Help Center

Go back to Resorts World at Sentosa Pte Ltd - TEST Dashboard Desktop File Sync

Event Details Doc1494914702 - Purchase of Watermelon (RFP) Time remaining for lot 7.1 00:10:43

Download Content Review Prerequisites **Select Lots** Print Event Information

Event Messages Download Tutorials

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots**
- Submit Bids

Event Contents

All Content

- PO Terms and Conditions

PO Terms and Conditions (Section 1 of 7) Next

Name	
1 PO Terms and Conditions	
1.1 Please check and read through the Standard Product PO Terms & Conditions	RWS_Product_PO_TnCs.pdf
1.2 Please check and read through the Standard Service PO Terms & Conditions	RWS_Service_PO_TnCs.pdf
1.3 Do you agree with our PO Terms and Conditions ?	

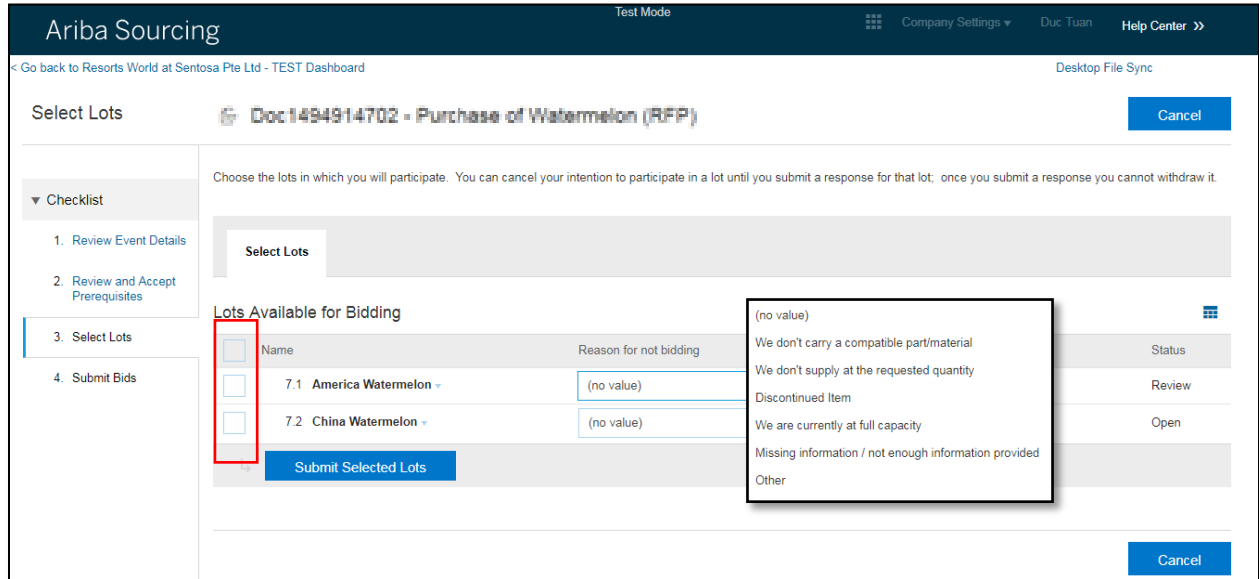
Next Section: Standard T&C

Event Overview and Timing Rules

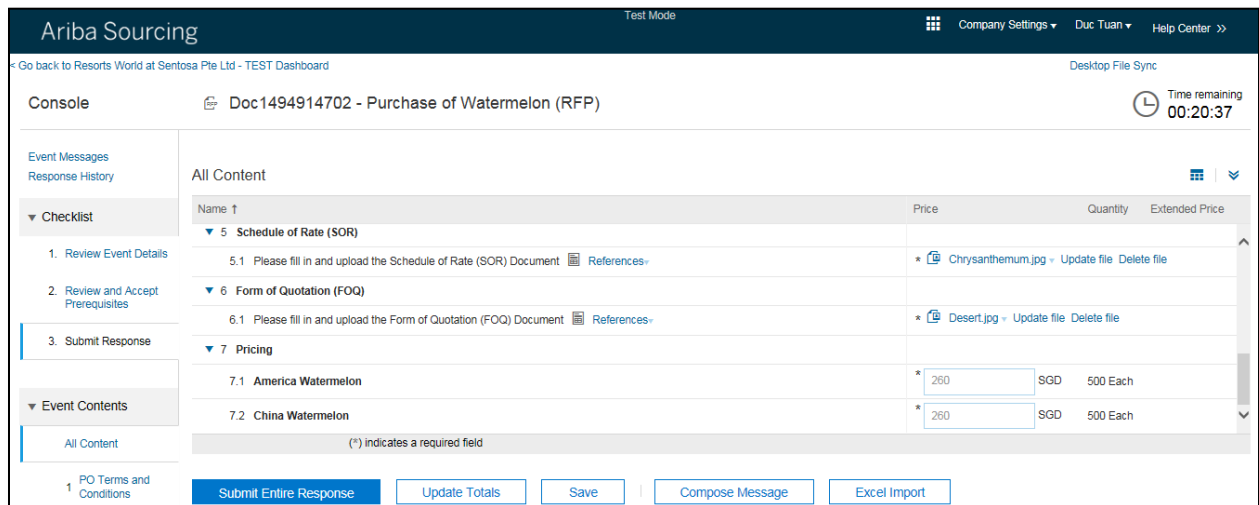
Owner: Hospitality FNB Buyer 1	Currency: Singapore Dollar
Event Type: Auction	Commodity: Banquet and catering services 901016
Publish time: 10/13/2018 11:35 PM	Regions: RWSPL RESORTS WORLD AT SENTOSA PL
Bidding start time: 10/13/2018 11:35 PM	

Select the participating lots and click on “Submit Selected Lots”.

Note: A reason will have to be provided if the participant decides not to bid for any lot/line by leaving the checkboxes unchecked, else he/she will not be able to proceed.



Participant fills up responses and click on “Submit Entire Response”.



Participant can make multiple revisions to their response any time before event closes.

Ariba Sourcing Test Mode Company Settings Duc Tuan Help Center >>

Go back to Resorts World at Sentosa Pte Ltd - TEST Dashboard Desktop File Sync

Console Doc1494914702 - Purchase of Watermelon (RFP) Time remaining 00:19:48

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

Revise Response
Create Alternative ▾

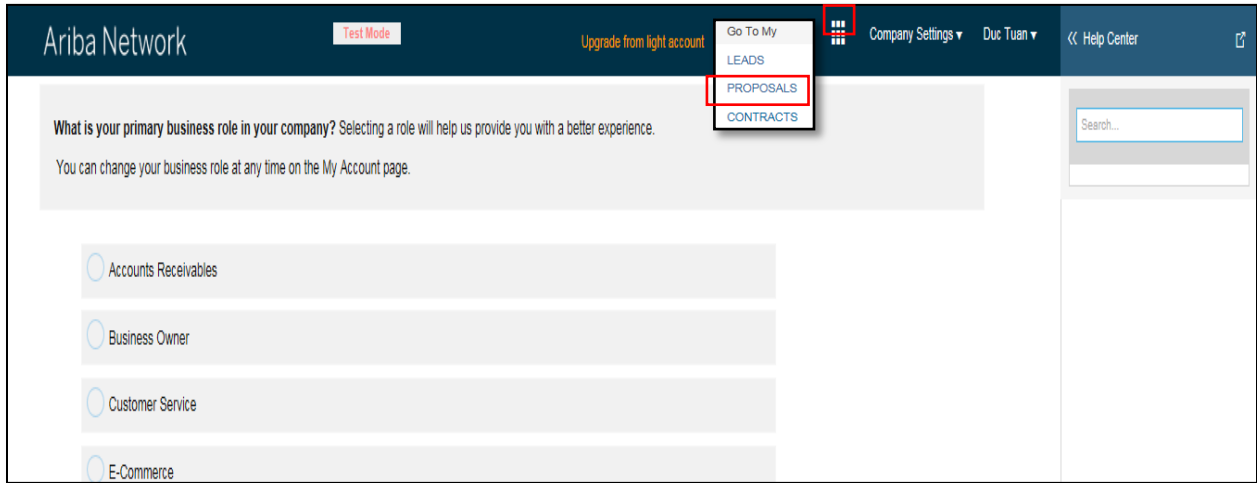
All Content

Name ↑	Price	Quantity	Extended Price
<div style="background-color: #f2f2f2; padding: 2px;"> ▼ 5 Schedule of Rate (SOR) </div>			
5.1 Please fill in and upload the Schedule of Rate (SOR) Document References		Chrysanthemum.jpg	
<div style="background-color: #f2f2f2; padding: 2px;"> ▼ 6 Form of Quotation (FOQ) </div>			
6.1 Please fill in and upload the Form of Quotation (FOQ) Document References		Desert.jpg	
<div style="background-color: #f2f2f2; padding: 2px;"> ▼ 7 Pricing </div>			
7.1 America Watermelon	\$260.0000 SGD	500 Each	\$130,000.00 SGD
7.2 China Watermelon	\$260.0000 SGD	500 Each	\$130,000.00 SGD

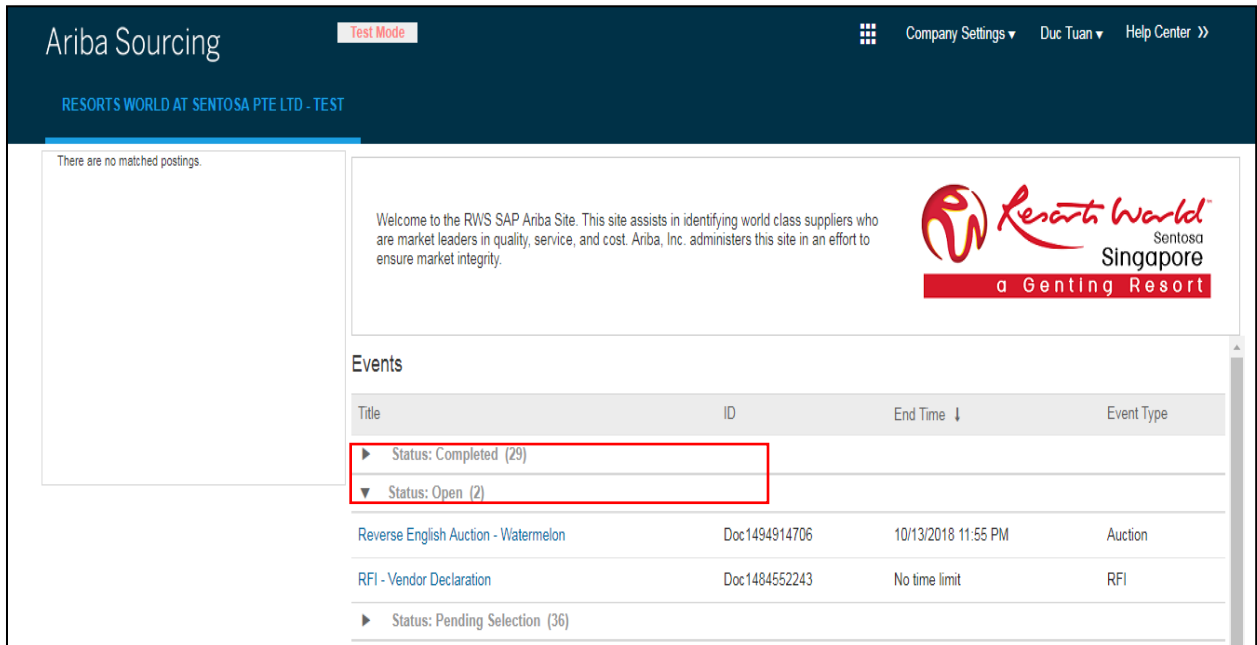
3. How to Participate in a English Reverse Auction Event

URL: <https://supplier.ariba.com>

After logging in, participant navigates to the Grid Icon at the top and click on “Proposals”.

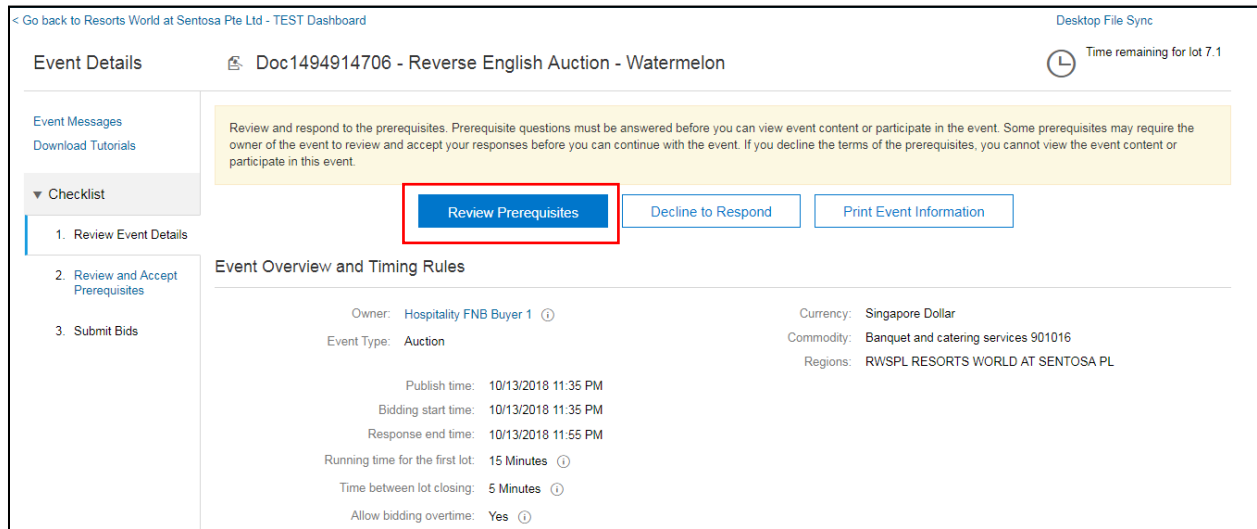


Event is visible with Status: Open/Preview, select the Reverse Auction event.



Participant will be able to view summary of event i.e. Terms and condition and event overview.

Click on “Review Prerequisite”.



Event Details Doc1494914706 - Reverse English Auction - Watermelon

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

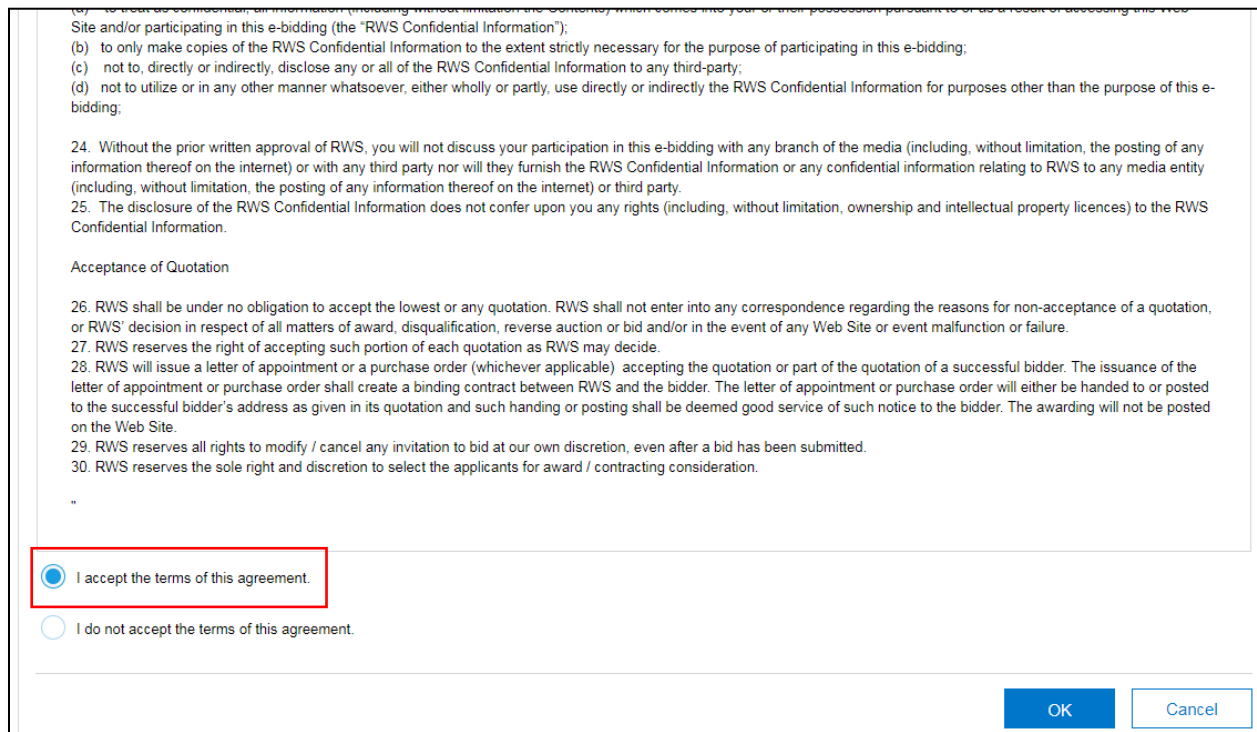
Review Prerequisites Decline to Respond Print Event Information

Event Overview and Timing Rules

Owner: Hospitality FNB Buyer 1
 Event Type: Auction
 Currency: Singapore Dollar
 Commodity: Banquet and catering services 901016
 Regions: RWSPL RESORTS WORLD AT SENTOSA PL

Publish time: 10/13/2018 11:35 PM
 Bidding start time: 10/13/2018 11:35 PM
 Response end time: 10/13/2018 11:55 PM
 Running time for the first lot: 15 Minutes
 Time between lot closing: 5 Minutes
 Allow bidding overtime: Yes

Accept the terms of this agreement and click on “OK”.



(c) to test or conduct, or information (including without limitation the contents) which comes into your or their possession pursuant to or as a result of accessing this Web Site and/or participating in this e-bidding (the “RWS Confidential Information”);

(b) to only make copies of the RWS Confidential Information to the extent strictly necessary for the purpose of participating in this e-bidding;

(c) not to, directly or indirectly, disclose any or all of the RWS Confidential Information to any third-party;

(d) not to utilize or in any other manner whatsoever, either wholly or partly, use directly or indirectly the RWS Confidential Information for purposes other than the purpose of this e-bidding;

24. Without the prior written approval of RWS, you will not discuss your participation in this e-bidding with any branch of the media (including, without limitation, the posting of any information thereof on the internet) or with any third party nor will they furnish the RWS Confidential Information or any confidential information relating to RWS to any media entity (including, without limitation, the posting of any information thereof on the internet) or third party.

25. The disclosure of the RWS Confidential Information does not confer upon you any rights (including, without limitation, ownership and intellectual property licences) to the RWS Confidential Information.

Acceptance of Quotation

26. RWS shall be under no obligation to accept the lowest or any quotation. RWS shall not enter into any correspondence regarding the reasons for non-acceptance of a quotation, or RWS' decision in respect of all matters of award, disqualification, reverse auction or bid and/or in the event of any Web Site or event malfunction or failure.

27. RWS reserves the right of accepting such portion of each quotation as RWS may decide.

28. RWS will issue a letter of appointment or a purchase order (whichever applicable) accepting the quotation or part of the quotation of a successful bidder. The issuance of the letter of appointment or purchase order shall create a binding contract between RWS and the bidder. The letter of appointment or purchase order will either be handed to or posted to the successful bidder's address as given in its quotation and such handing or posting shall be deemed good service of such notice to the bidder. The awarding will not be posted on the Web Site.

29. RWS reserves all rights to modify / cancel any invitation to bid at our own discretion, even after a bid has been submitted.

30. RWS reserves the sole right and discretion to select the applicants for award / contracting consideration.

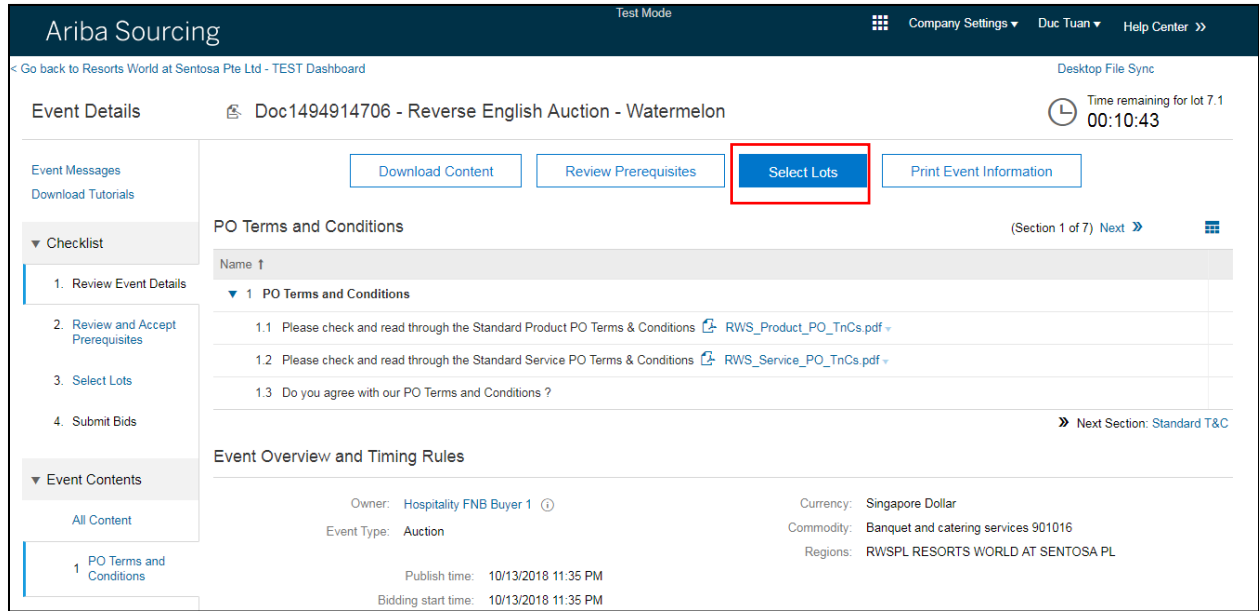
“

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK Cancel

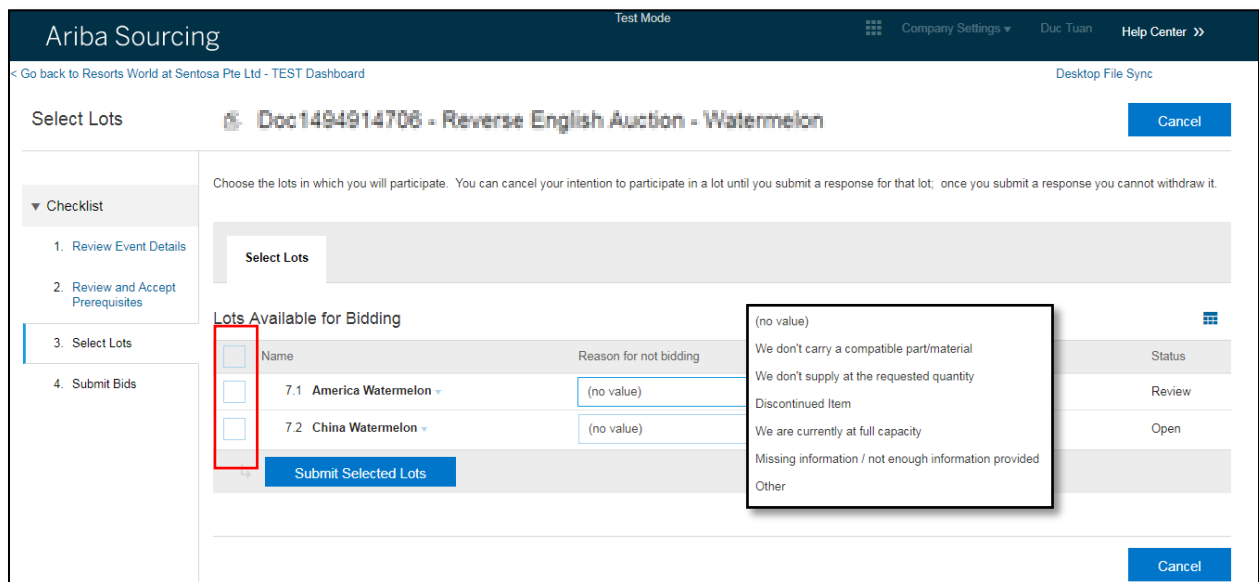
Click on “Select Lots” to select the lot/line item that the participant will be participating in.



The screenshot shows the 'Event Details' page in Ariba Sourcing. The event is 'Doc1494914706 - Reverse English Auction - Watermelon'. The 'Select Lots' button is highlighted with a red box. The page includes a checklist on the left with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Bids. The main content area shows 'PO Terms and Conditions' with three items: 1.1 Please check and read through the Standard Product PO Terms & Conditions, 1.2 Please check and read through the Standard Service PO Terms & Conditions, and 1.3 Do you agree with our PO Terms and Conditions?. Below this is the 'Event Overview and Timing Rules' section, which includes details like Owner: Hospitality FNB Buyer 1, Event Type: Auction, Currency: Singapore Dollar, and Publish time: 10/13/2018 11:35 PM.

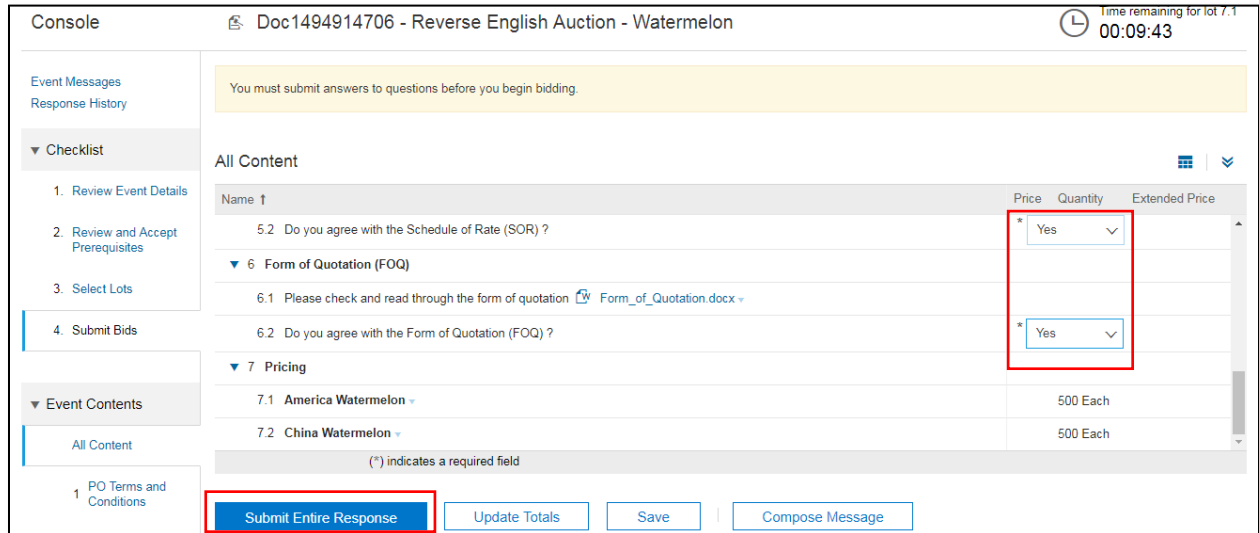
Select the participating lots and click on “Submit Selected Lots”.

Note: A reason will have to be provided if the participant decides not to bid for any lot/line by leaving the checkboxes unchecked, else he/she will not be able to proceed.



The screenshot shows the 'Select Lots' page in Ariba Sourcing. The event is 'Doc1494914706 - Reverse English Auction - Watermelon'. The page includes a checklist on the left with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Bids. The main content area shows 'Lots Available for Bidding' with two items: 7.1 America Watermelon and 7.2 China Watermelon. The 'Submit Selected Lots' button is highlighted with a red box. A dropdown menu is open, showing reasons for not bidding: (no value), We don't carry a compatible part/material, We don't supply at the requested quantity, Discontinued Item, We are currently at full capacity, Missing information / not enough information provided, and Other.

Participants will have to fill up their responses for the mandatory questions before they can proceed with the auction. Click on “Submit Entire Response”.



Console Doc1494914706 - Reverse English Auction - Watermelon Time remaining for lot 7.1 00:09:43

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Bids

▼ Event Contents

All Content

1 PO Terms and Conditions

You must submit answers to questions before you begin bidding.

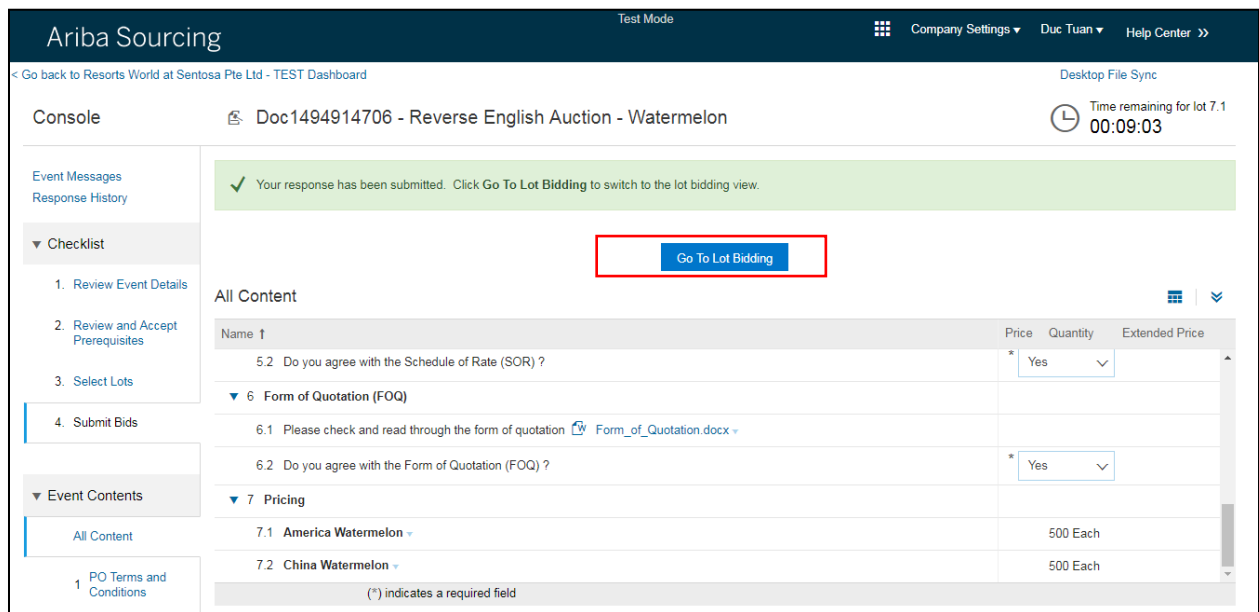
All Content

Name ↑	Price	Quantity	Extended Price
5.2 Do you agree with the Schedule of Rate (SOR) ?	*	Yes	▼
▼ 6 Form of Quotation (FOQ)			
6.1 Please check and read through the form of quotation Form_of_Quotation.docx			
6.2 Do you agree with the Form of Quotation (FOQ) ?	*	Yes	▼
▼ 7 Pricing			
7.1 America Watermelon		500 Each	
7.2 China Watermelon		500 Each	

(*) indicates a required field

Submit Entire Response Update Totals Save Compose Message

Click on “Go To Lot Bidding”.



Ariba Sourcing Test Mode Company Settings Duc Tuan Help Center

Go back to Resorts World at Sentosa Pte Ltd - TEST Dashboard Desktop File Sync

Console Doc1494914706 - Reverse English Auction - Watermelon Time remaining for lot 7.1 00:09:03

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Bids

▼ Event Contents

All Content

1 PO Terms and Conditions

✓ Your response has been submitted. Click Go To Lot Bidding to switch to the lot bidding view.

Go To Lot Bidding

All Content

Name ↑	Price	Quantity	Extended Price
5.2 Do you agree with the Schedule of Rate (SOR) ?	*	Yes	▼
▼ 6 Form of Quotation (FOQ)			
6.1 Please check and read through the form of quotation Form_of_Quotation.docx			
6.2 Do you agree with the Form of Quotation (FOQ) ?	*	Yes	▼
▼ 7 Pricing			
7.1 America Watermelon		500 Each	
7.2 China Watermelon		500 Each	

(*) indicates a required field

Participant may proceed with the auction to submit their price bid.

Click on the small arrow button to view the Bidding Rules for this lot. Ceiling value refers to the initial starting price pre-determined by buyer (based on last submission price). Participant will not be able to bid anything above this value.

Doc1494914706 - Reverse English Auction - Watermelon Time remaining for lot 7.1
00:08:23

Ceiling Value: \$260.0000 SGD Bid decrement (%): 1% (\$2.6000 SGD)

Name ↑	Price	Quantity	Extended Price
7.1 America Watermelon ▾	* <input type="text"/> SGD	500 Each	

Decrement bid by % (*) indicates a required field

|

Bidding Rules - 7.1 America Watermelon

Participant-Specific Initial Value: **Yes**
Participant-specific initial values have been specified for this lot.

Bid decrement (%): **1%**
The minimum percentage a participant must lower his or her previous bid.

Protect the lead bid with front buffer of: **1%**
The front buffer limit creates an area ahead of the lead bid where the system does not allow competing participants to bid. In order to move into the lead, a competing participant must bid at least this percentage ahead of the leading bid.

Protect the lead bid with back buffer of: **1%**
The back buffer limit ensures that a competitor remains behind the leading bidder by the percentage specified.

Can participants submit tie bids: **No tie bids**
Tie bids are bids that have the same rank. If ties are not allowed, the system will prevent a participant from submitting a bid with the same rank as another participant. If a tied bid rank is specified, such as 3, tied bids are not allowed for first, second and third place.

Ceiling Value: **\$260.0000 SGD**

Participant will be aware of their current bid ranking.

Doc1494914706 - Reverse English Auction - Watermelon Time remaining for lot 7.1
00:02:18

✓ Your response has been submitted.

My Bid Rank : 1 Ceiling Value: \$260.0000 SGD Bid decrement (%): 1% (\$1.9522 SGD)

Name ↑	Price	Quantity	Extended Price
7.1 America Watermelon ▾	* \$195.2103 SGD (1) 🏆	500 Each	\$97,605.15 SGD

Decrement bid by % (*) indicates a required field

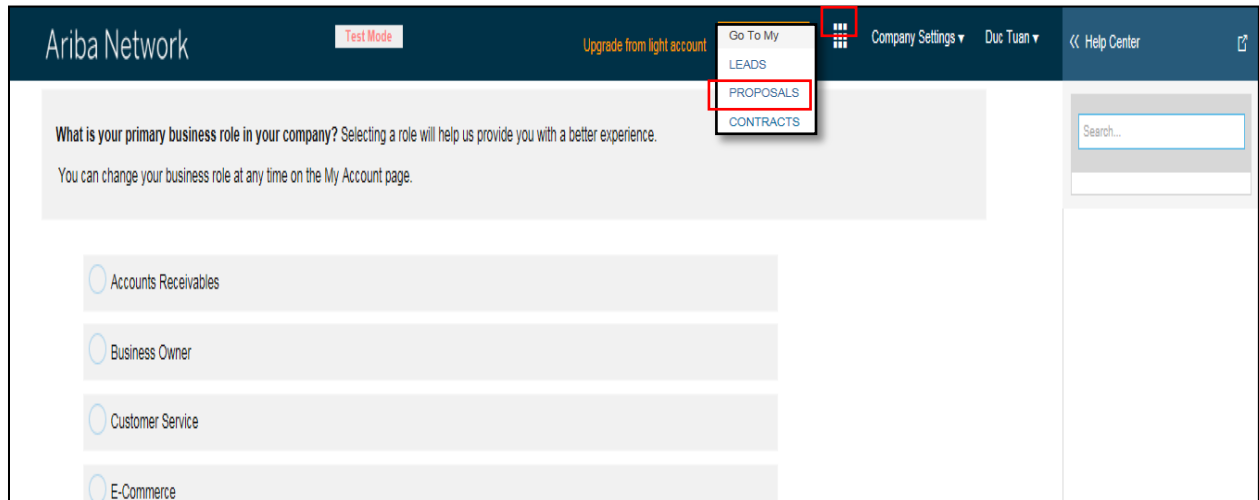
|

Auction ends when the countdown timer ends.

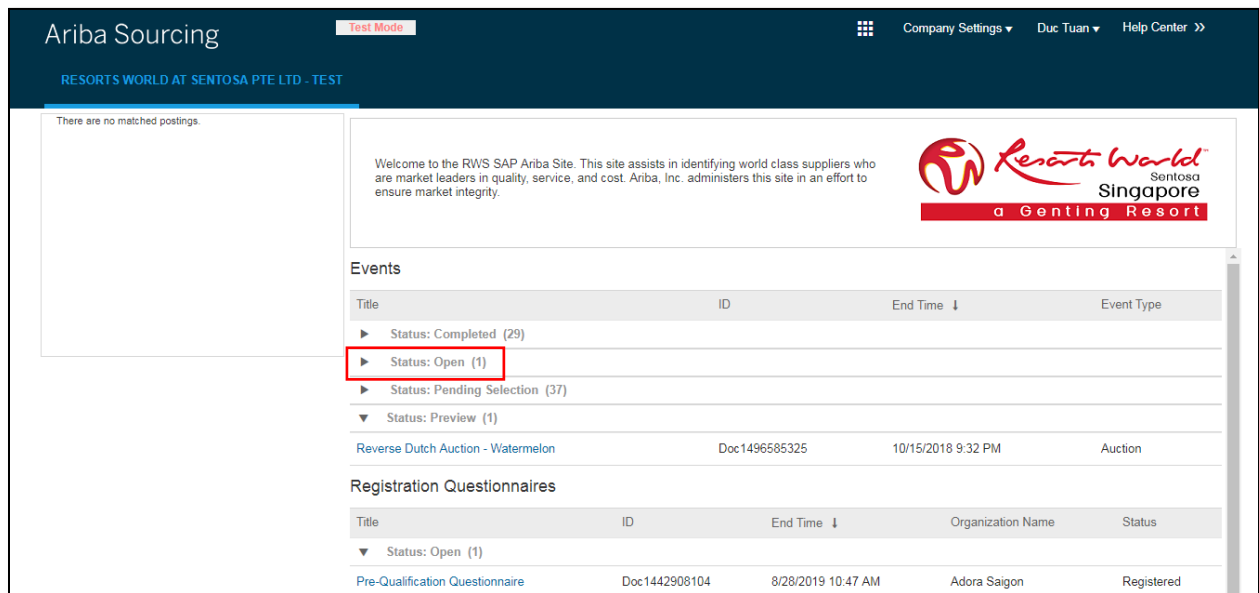
4. How to Participate in a Dutch Reverse Auction Event

URL: <https://supplier.ariba.com>

After logging in, participant navigates to the **Grid Icon** at the top and click on “Proposals”.

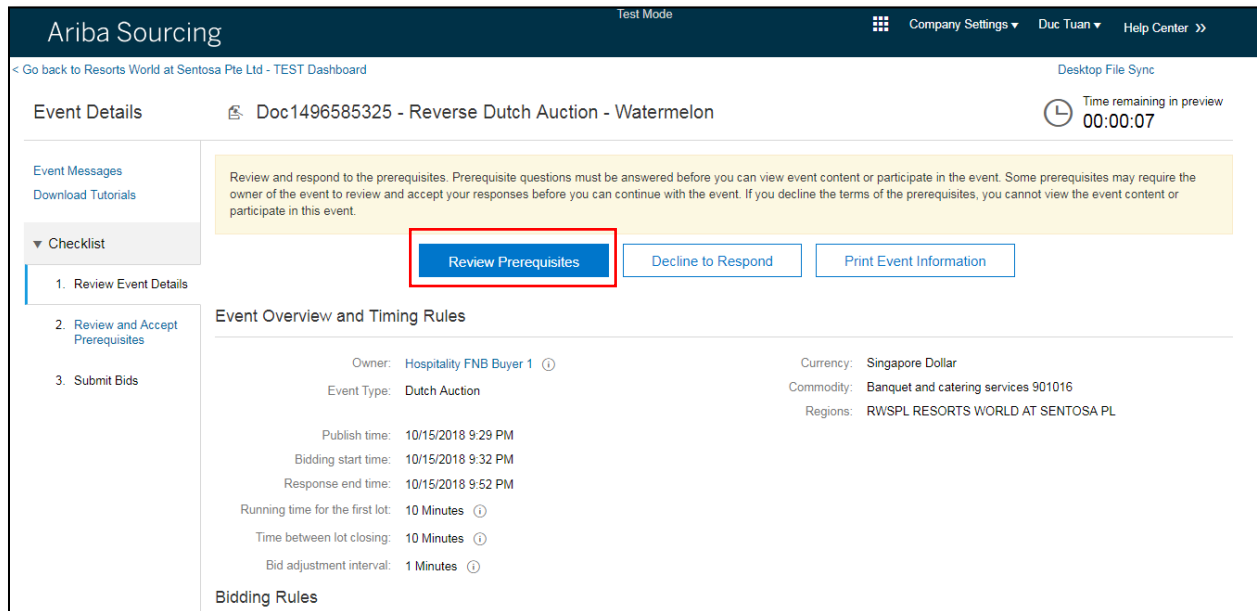


Event is visible with Status: Open/Preview, select the Reverse Auction event.



Participant will be able to view summary of event i.e. terms and condition and event overview.

Click on “Review Prerequisite”.

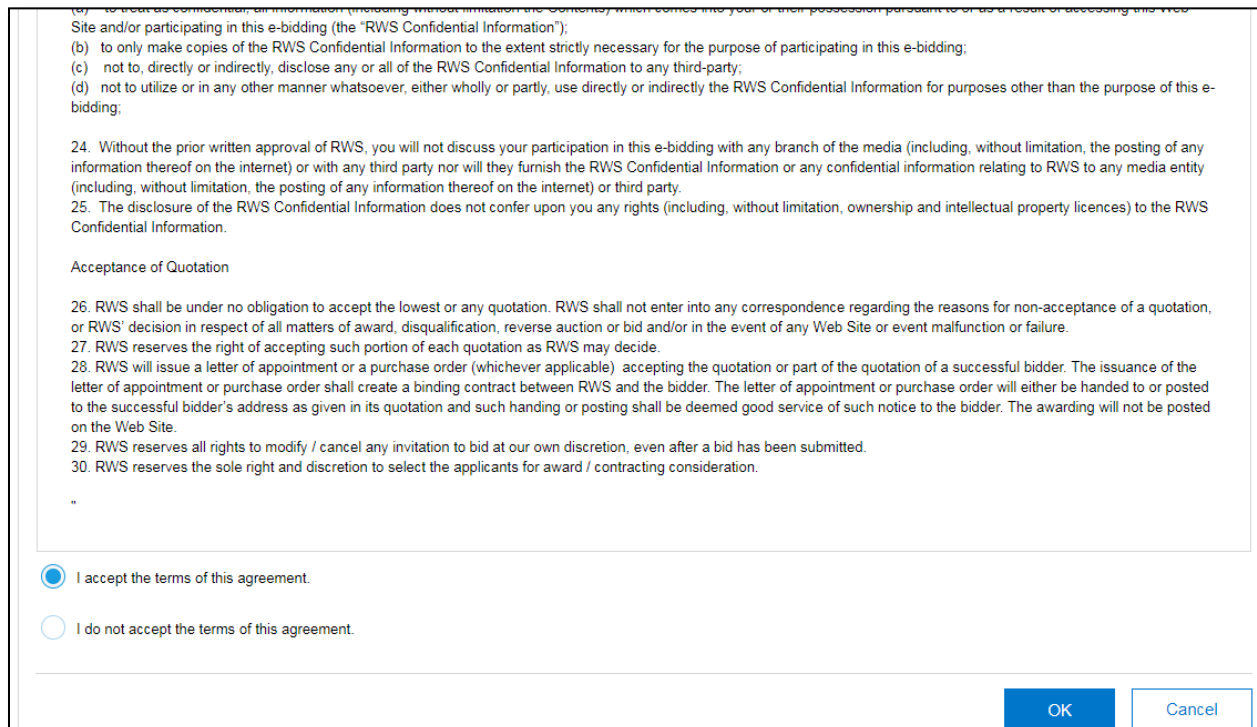


The screenshot shows the Ariba Sourcing interface. At the top, it says 'Ariba Sourcing' and 'Test Mode'. Below that, there are navigation links for 'Company Settings', 'Duc Tuan', and 'Help Center'. The main header area includes 'Event Details' and 'Doc1496585325 - Reverse Dutch Auction - Watermelon'. A 'Time remaining in preview' indicator shows '00:00:07'. On the left, there is a 'Checklist' with three items: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Bids'. The 'Review Prerequisites' button is highlighted with a red box. Below the checklist, there is an 'Event Overview and Timing Rules' section with the following details:

- Owner: Hospitality FNB Buyer 1
- Event Type: Dutch Auction
- Currency: Singapore Dollar
- Commodity: Banquet and catering services 901016
- Regions: RWSPL RESORTS WORLD AT SENTOSA PL
- Publish time: 10/15/2018 9:29 PM
- Bidding start time: 10/15/2018 9:32 PM
- Response end time: 10/15/2018 9:52 PM
- Running time for the first lot: 10 Minutes
- Time between lot closing: 10 Minutes
- Bid adjustment interval: 1 Minutes

At the bottom of this section, there is a 'Bidding Rules' section.

Accept the terms of this agreement and click on “OK”.



The screenshot shows a legal agreement dialog box. It contains the following text:

(b) to act as controller, all information (including without limitation the contents) which comes into your or their possession pursuant to or as a result of accessing this Web Site and/or participating in this e-bidding (the “RWS Confidential Information”);

(b) to only make copies of the RWS Confidential Information to the extent strictly necessary for the purpose of participating in this e-bidding;

(c) not to, directly or indirectly, disclose any or all of the RWS Confidential Information to any third-party;

(d) not to utilize or in any other manner whatsoever, either wholly or partly, use directly or indirectly the RWS Confidential Information for purposes other than the purpose of this e-bidding;

24. Without the prior written approval of RWS, you will not discuss your participation in this e-bidding with any branch of the media (including, without limitation, the posting of any information thereof on the internet) or with any third party nor will they furnish the RWS Confidential Information or any confidential information relating to RWS to any media entity (including, without limitation, the posting of any information thereof on the internet) or third party.

25. The disclosure of the RWS Confidential Information does not confer upon you any rights (including, without limitation, ownership and intellectual property licences) to the RWS Confidential Information.

Acceptance of Quotation

26. RWS shall be under no obligation to accept the lowest or any quotation. RWS shall not enter into any correspondence regarding the reasons for non-acceptance of a quotation, or RWS' decision in respect of all matters of award, disqualification, reverse auction or bid and/or in the event of any Web Site or event malfunction or failure.

27. RWS reserves the right of accepting such portion of each quotation as RWS may decide.

28. RWS will issue a letter of appointment or a purchase order (whichever applicable) accepting the quotation or part of the quotation of a successful bidder. The issuance of the letter of appointment or purchase order shall create a binding contract between RWS and the bidder. The letter of appointment or purchase order will either be handed to or posted to the successful bidder's address as given in its quotation and such handing or posting shall be deemed good service of such notice to the bidder. The awarding will not be posted on the Web Site.

29. RWS reserves all rights to modify / cancel any invitation to bid at our own discretion, even after a bid has been submitted.

30. RWS reserves the sole right and discretion to select the applicants for award / contracting consideration.

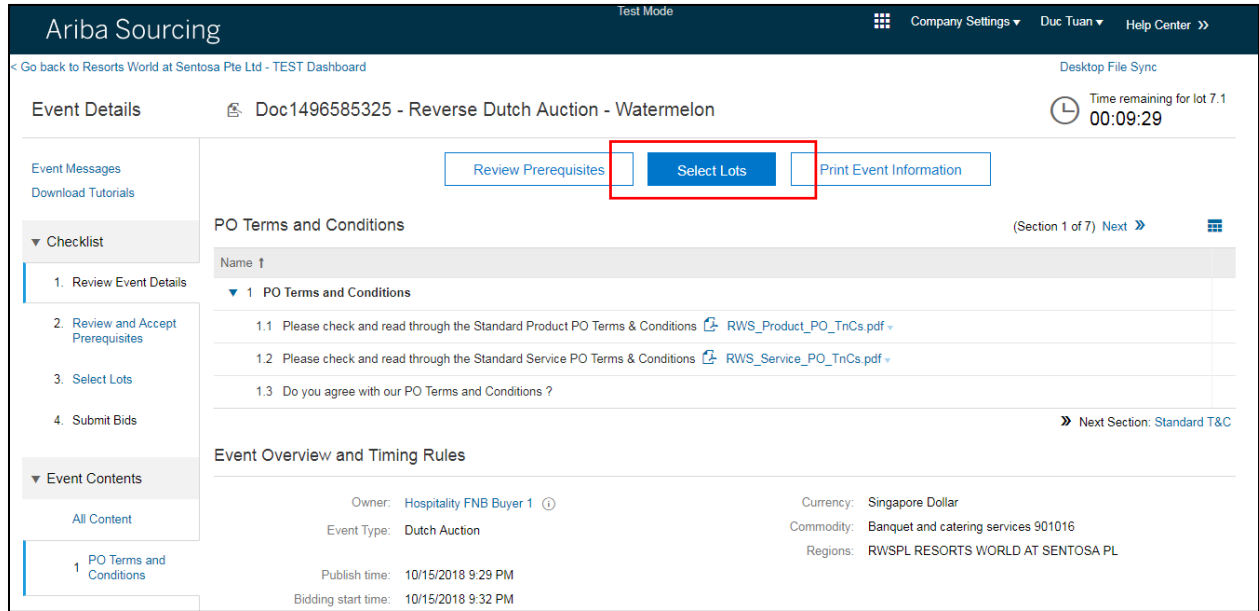
..

At the bottom, there are two radio buttons:

- I accept the terms of this agreement.
- I do not accept the terms of this agreement.

At the bottom right, there are two buttons: 'OK' and 'Cancel'.

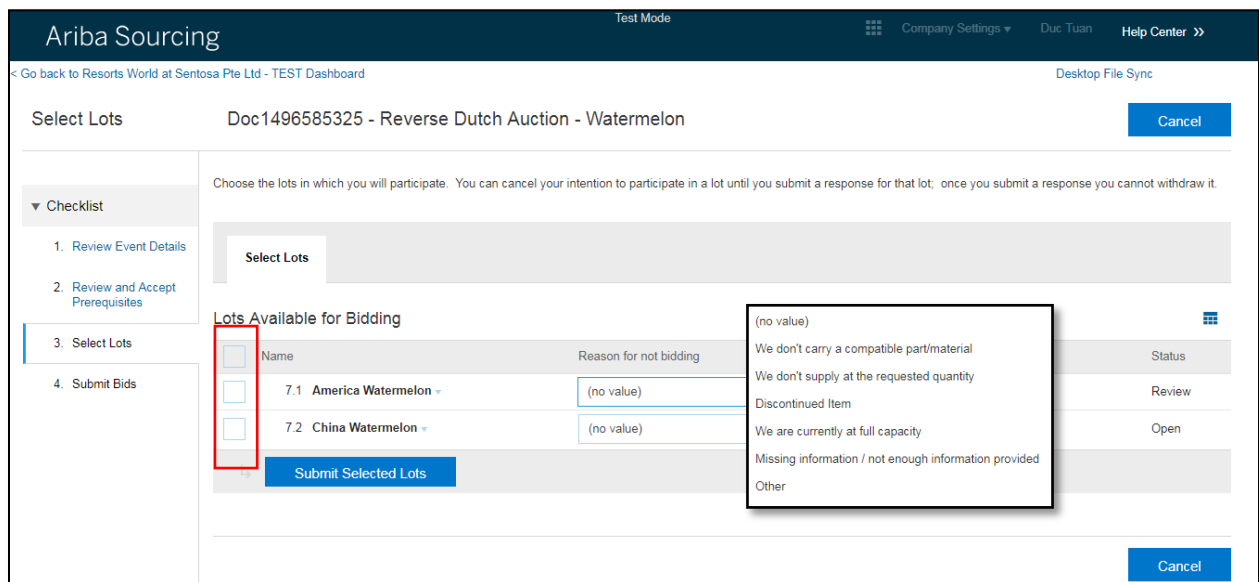
Click on “Select Lots” to select the lot/line item that the participant will be bidding.



The screenshot shows the 'Event Details' page in Ariba Sourcing. The event is 'Doc1496585325 - Reverse Dutch Auction - Watermelon'. A red box highlights the 'Select Lots' button in the top navigation bar. The left sidebar contains a checklist with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Bids. The main content area shows 'PO Terms and Conditions' with three items: 1.1 Standard Product PO Terms & Conditions, 1.2 Standard Service PO Terms & Conditions, and 1.3 Agreement with PO Terms and Conditions. Below this is the 'Event Overview and Timing Rules' section, including owner, event type, currency, commodity, and regions.

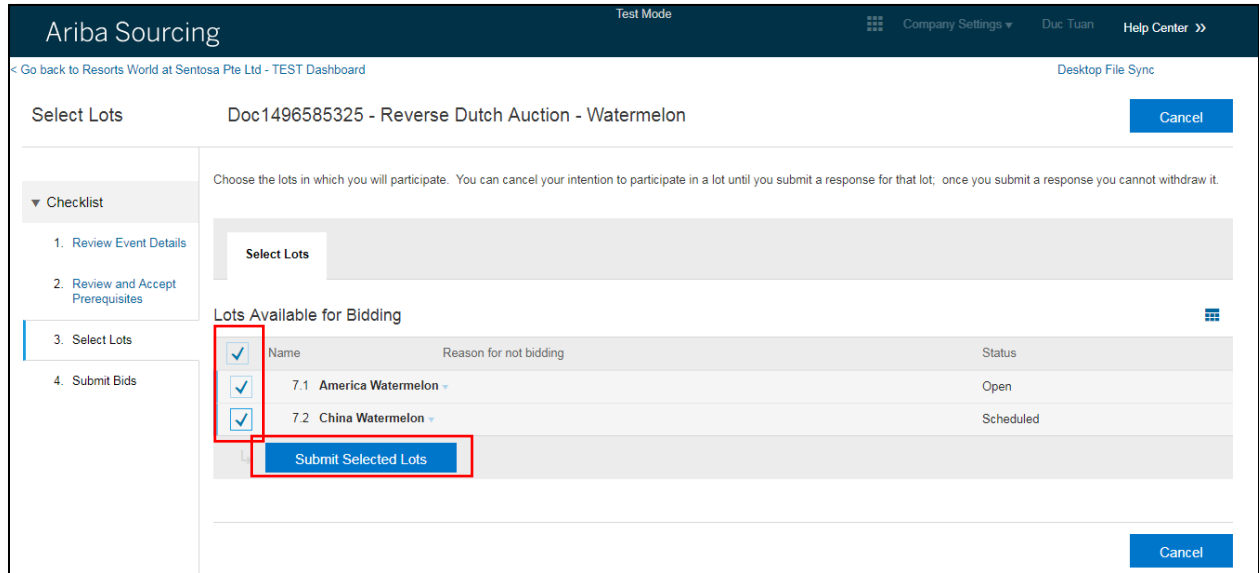
Check on the boxes for the lots/line that that the participant will be participating in.

Note: A reason will have to be provided if the participant decides not to bid for any lot/line by leaving the checkboxes unchecked, else he/she will not be able to proceed.



The screenshot shows the 'Select Lots' page. A red box highlights the checkboxes for two lots: 7.1 America Watermelon and 7.2 China Watermelon. A dropdown menu is open, showing reasons for not bidding: (no value), We don't carry a compatible part/material, We don't supply at the requested quantity, Discontinued Item, We are currently at full capacity, Missing information / not enough information provided, and Other. The 'Submit Selected Lots' button is visible at the bottom.

Select the participating lots and click on “Submit Selected Lots”.



Ariba Sourcing Test Mode Company Settings Duc Tuan Help Center >>

Go back to Resorts World at Sentosa Pte Ltd - TEST Dashboard Desktop File Sync

Select Lots Doc1496585325 - Reverse Dutch Auction - Watermelon 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.

Checklist

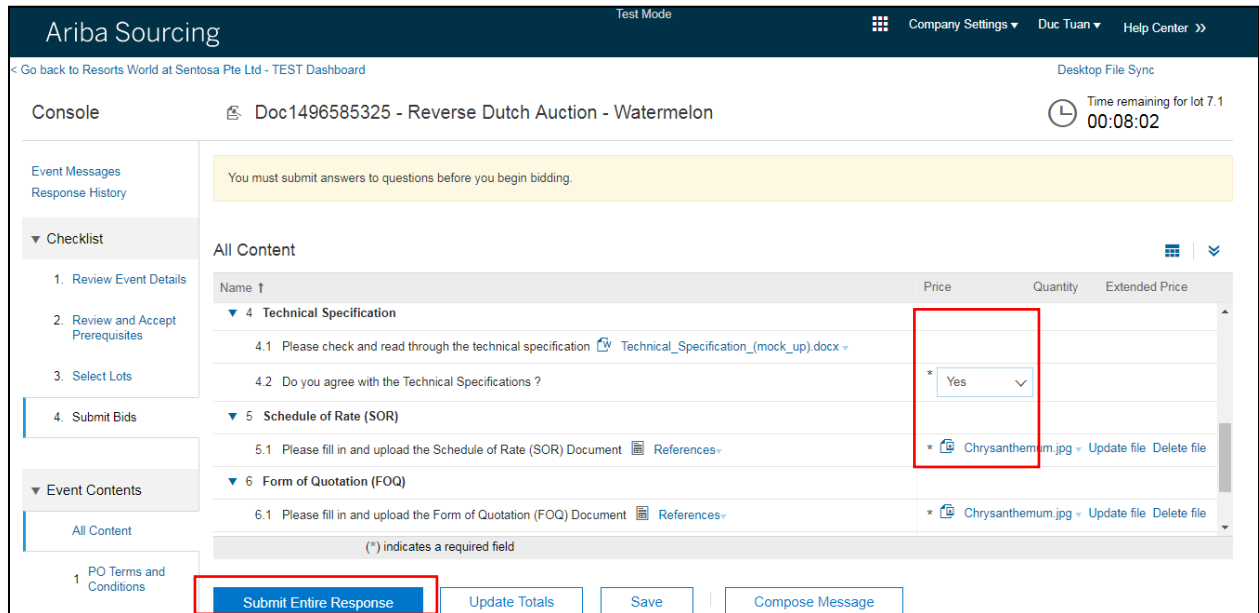
- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Bids

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name	Reason for not bidding	Status
<input checked="" type="checkbox"/>	7.1 America Watermelon		Open
<input checked="" type="checkbox"/>	7.2 China Watermelon		Scheduled

Submit Selected Lots Cancel

Participants will have to fill up their responses for the technical questions before they can proceed with the auction. Click on “Submit Entire Response”.



Ariba Sourcing Test Mode Company Settings Duc Tuan Help Center >>

Go back to Resorts World at Sentosa Pte Ltd - TEST Dashboard Desktop File Sync

Console Doc1496585325 - Reverse Dutch Auction - Watermelon Time remaining for lot 7.1 00:08:02

Event Messages Response History

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots
- Submit Bids

Event Contents

All Content

You must submit answers to questions before you begin bidding.

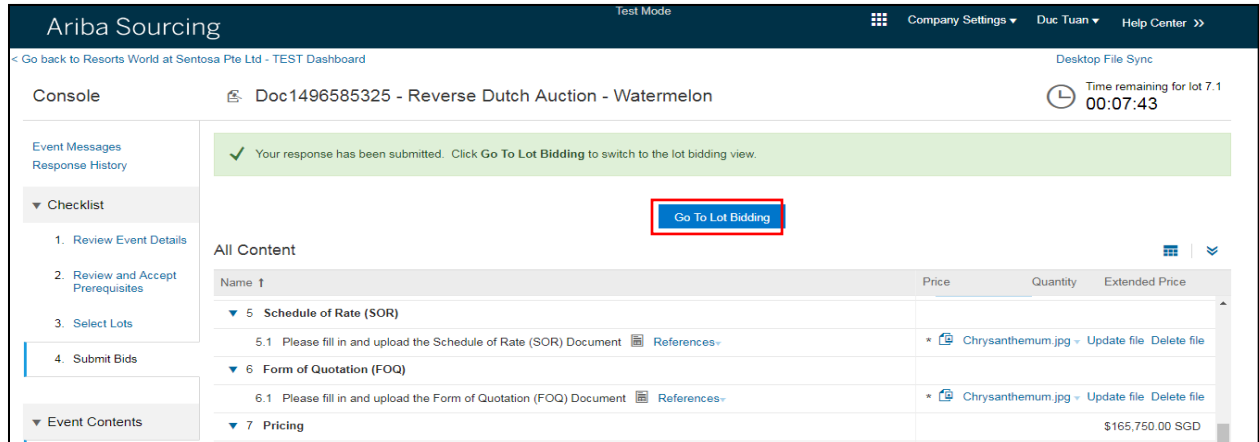
All Content

Name ↑	Price	Quantity	Extended Price
4 Technical Specification			
4.1 Please check and read through the technical specification Technical_Specification_(mock_up).docx			
4.2 Do you agree with the Technical Specifications?			Yes
5 Schedule of Rate (SOR)			
5.1 Please fill in and upload the Schedule of Rate (SOR) Document References			Chrysanthemum.jpg Update file Delete file
6 Form of Quotation (FOQ)			
6.1 Please fill in and upload the Form of Quotation (FOQ) Document References			Chrysanthemum.jpg Update file Delete file

(*) indicates a required field

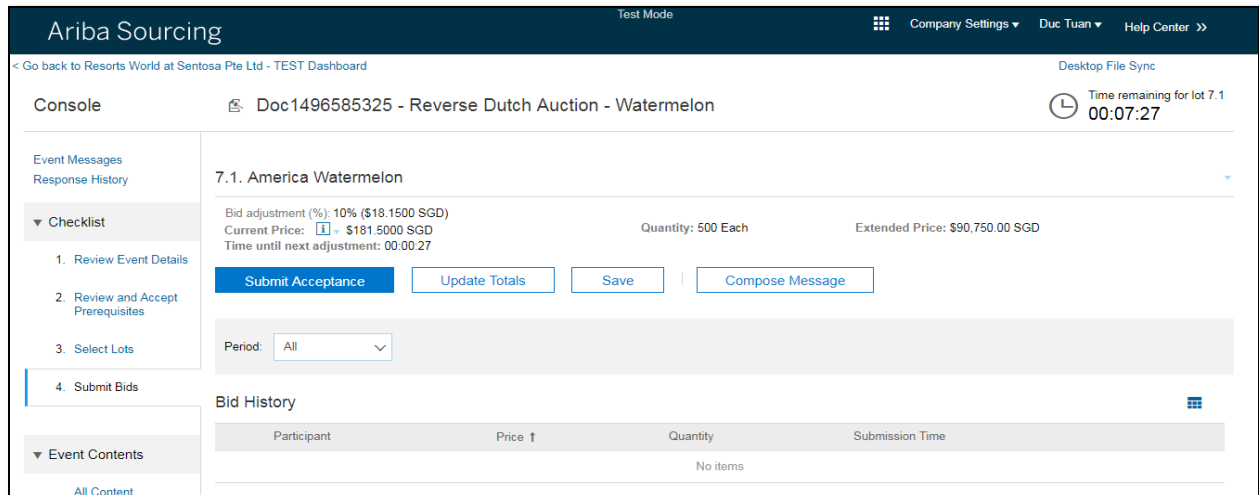
Submit Entire Response Update Totals Save Compose Message

Click on “Go To Lot Bidding”.



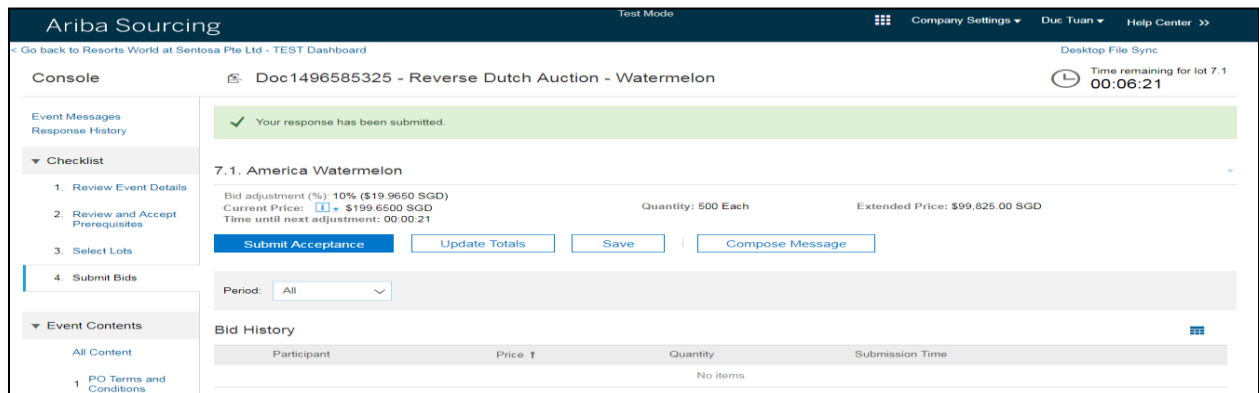
The screenshot shows the Ariba Sourcing interface for a Reverse Dutch Auction. The main content area displays a message: "Your response has been submitted. Click Go To Lot Bidding to switch to the lot bidding view." Below this message, a blue button labeled "Go To Lot Bidding" is highlighted with a red rectangular box. The interface also shows a checklist on the left and a table of event contents below.

Participant may now proceed with the auction.



The screenshot shows the Ariba Sourcing interface for lot 7.1, "America Watermelon". The interface displays the following details: Bid adjustment (10% at \$18,150.00 SGD), Current Price (\$181,500.00 SGD), Quantity (500 Each), and Extended Price (\$90,750.00 SGD). Below these details are buttons for "Submit Acceptance", "Update Totals", "Save", and "Compose Message". A "Bid History" table is shown below, which is currently empty with the text "No items".

Auction ends when one bidder submit his/her bid acceptance or when the bid reaches the ceiling price with no bid acceptance from any bidder.

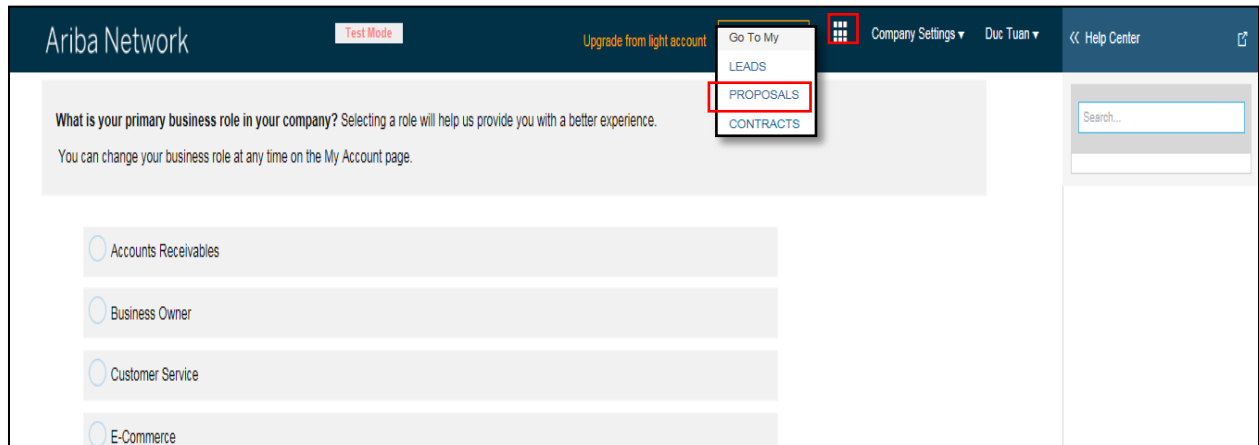


The screenshot shows the Ariba Sourcing interface for lot 7.1, "America Watermelon". The interface displays the following details: Bid adjustment (10% at \$19,965.00 SGD), Current Price (\$199,650.00 SGD), Quantity (500 Each), and Extended Price (\$99,825.00 SGD). Below these details are buttons for "Submit Acceptance", "Update Totals", "Save", and "Compose Message". A "Bid History" table is shown below, which is currently empty with the text "No items".

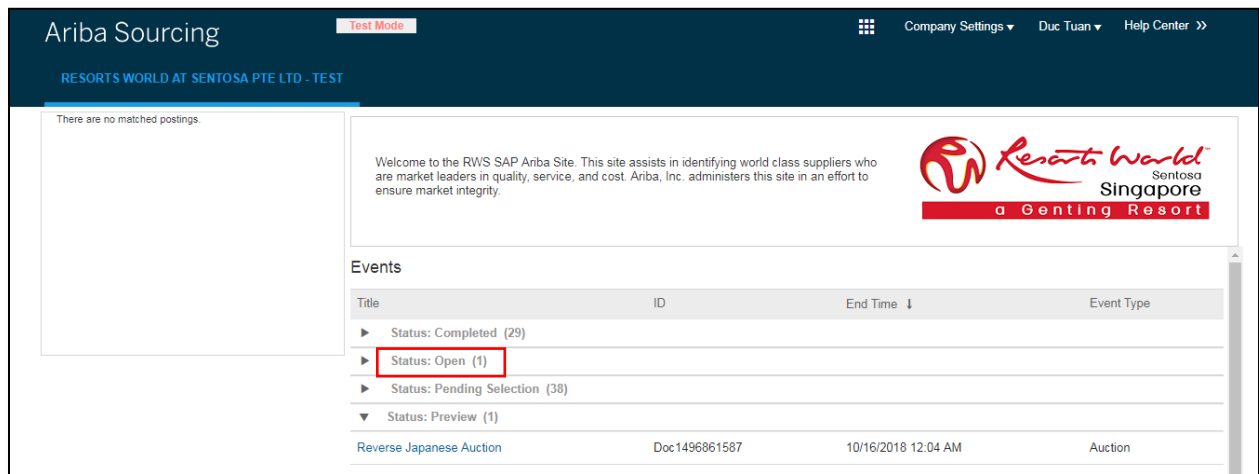
5. How to Participate in a Japanese Reverse Auction Event

URL: <https://supplier.ariba.com>

After logging in, participant navigates to the Grid Icon at the top and click on “Proposals”.

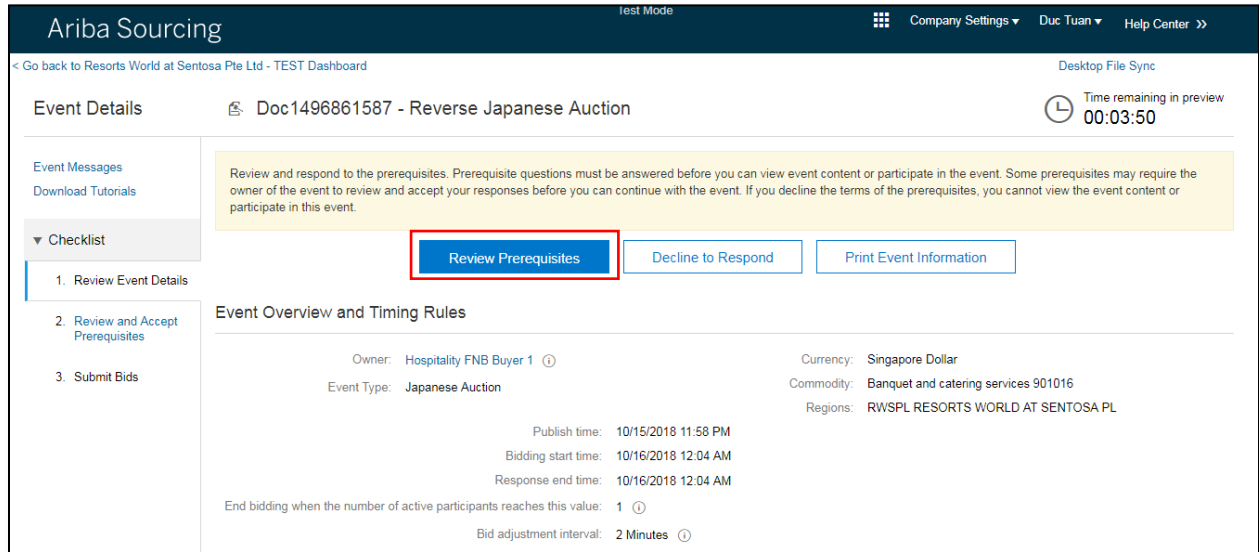


Event is visible with Status: Open/Preview, click on the Reverse Auction event.



Participant will be able to view summary of event i.e. terms and condition and event overview.

Click on “Review Prerequisite”.



Ariba Sourcing | Test Mode | Company Settings | Duc Tuan | Help Center

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Event Details | Doc1496861587 - Reverse Japanese Auction | Time remaining in preview: 00:03:50

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Checklist

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

Event Overview and Timing Rules

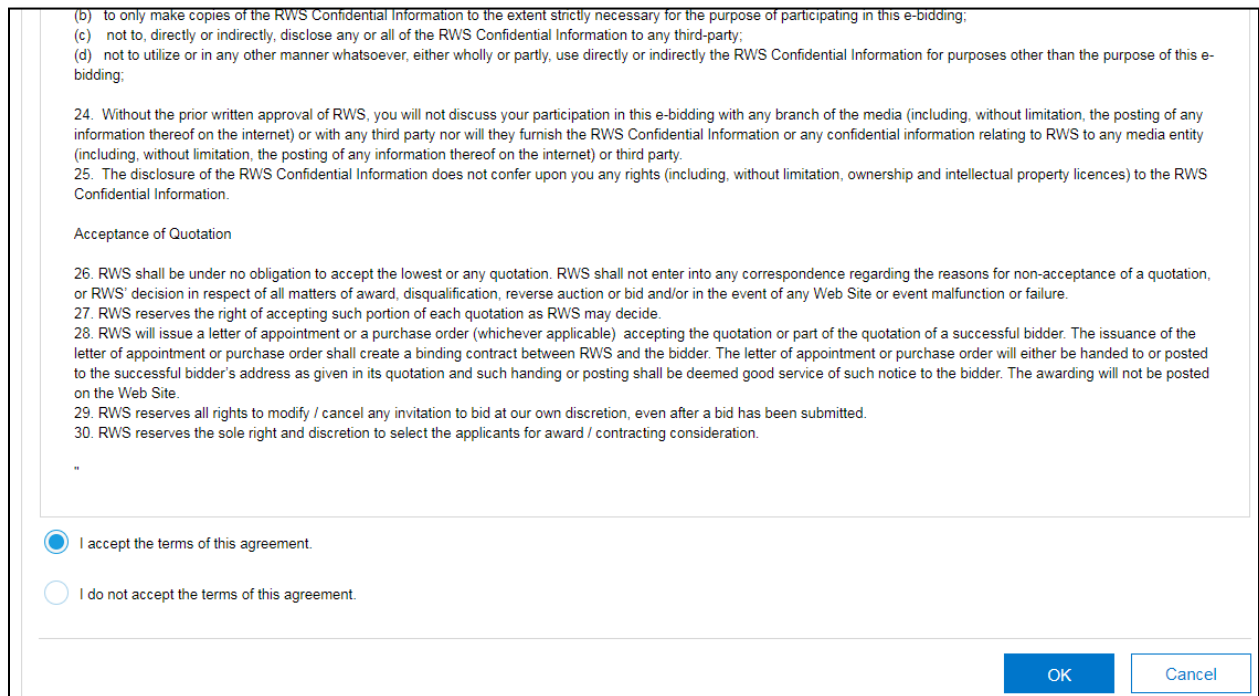
Owner: Hospitality FNB Buyer 1 | Currency: Singapore Dollar
 Event Type: Japanese Auction | Commodity: Banquet and catering services 901016
 Regions: RWSPL RESORTS WORLD AT SENTOSA PL

Publish time: 10/15/2018 11:58 PM
 Bidding start time: 10/16/2018 12:04 AM
 Response end time: 10/16/2018 12:04 AM

End bidding when the number of active participants reaches this value: 1
 Bid adjustment interval: 2 Minutes

Buttons: Review Prerequisites (highlighted), Decline to Respond, Print Event Information

Accept the terms of this agreement and click on “OK”.



(b) to only make copies of the RWS Confidential Information to the extent strictly necessary for the purpose of participating in this e-bidding;

(c) not to, directly or indirectly, disclose any or all of the RWS Confidential Information to any third-party;

(d) not to utilize or in any other manner whatsoever, either wholly or partly, use directly or indirectly the RWS Confidential Information for purposes other than the purpose of this e-bidding;

24. Without the prior written approval of RWS, you will not discuss your participation in this e-bidding with any branch of the media (including, without limitation, the posting of any information thereof on the internet) or with any third party nor will they furnish the RWS Confidential Information or any confidential information relating to RWS to any media entity (including, without limitation, the posting of any information thereof on the internet) or third party.

25. The disclosure of the RWS Confidential Information does not confer upon you any rights (including, without limitation, ownership and intellectual property licences) to the RWS Confidential Information.

Acceptance of Quotation

26. RWS shall be under no obligation to accept the lowest or any quotation. RWS shall not enter into any correspondence regarding the reasons for non-acceptance of a quotation, or RWS' decision in respect of all matters of award, disqualification, reverse auction or bid and/or in the event of any Web Site or event malfunction or failure.

27. RWS reserves the right of accepting such portion of each quotation as RWS may decide.

28. RWS will issue a letter of appointment or a purchase order (whichever applicable) accepting the quotation or part of the quotation of a successful bidder. The issuance of the letter of appointment or purchase order shall create a binding contract between RWS and the bidder. The letter of appointment or purchase order will either be handed to or posted to the successful bidder's address as given in its quotation and such handing or posting shall be deemed good service of such notice to the bidder. The awarding will not be posted on the Web Site.

29. RWS reserves all rights to modify / cancel any invitation to bid at our own discretion, even after a bid has been submitted.

30. RWS reserves the sole right and discretion to select the applicants for award / contracting consideration.

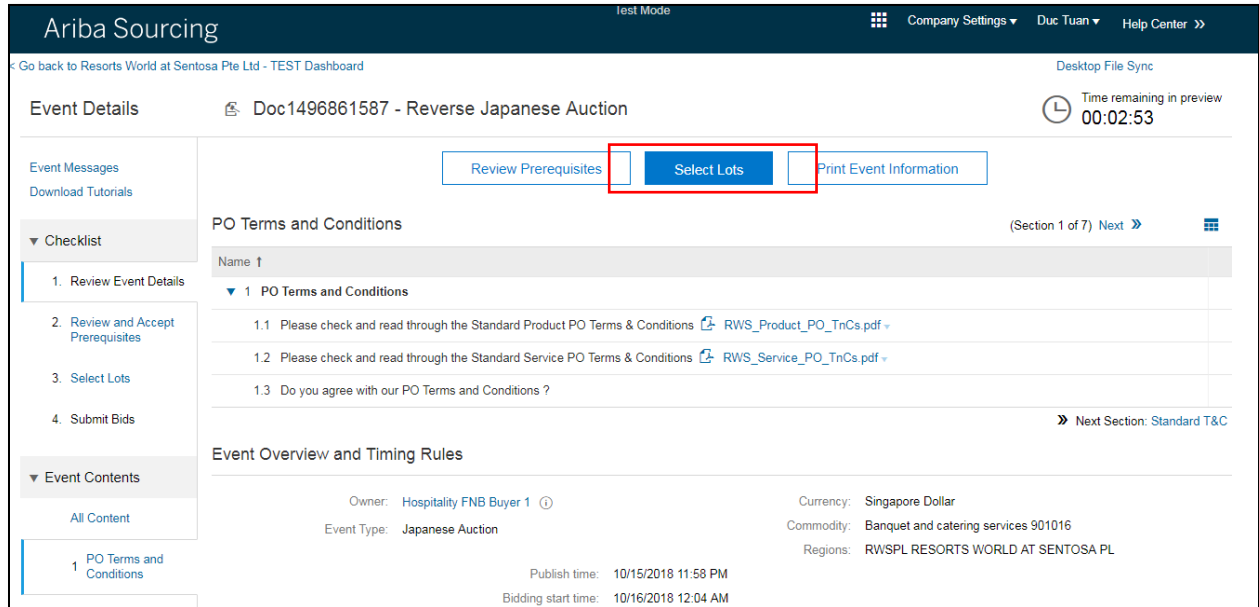
"

I accept the terms of this agreement.

I do not accept the terms of this agreement.

Buttons: OK, Cancel

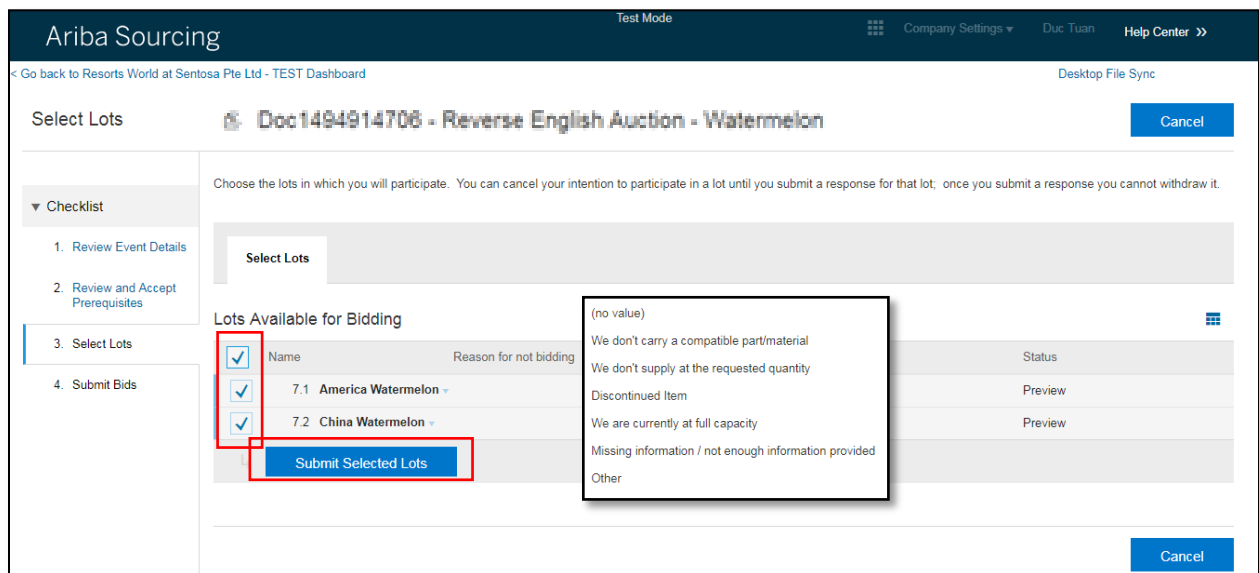
Click on “Select Lots” to select the lot/line item that the participant will be bidding.



The screenshot shows the 'Event Details' page for Doc1496861587 - Reverse Japanese Auction. The 'Select Lots' button is highlighted with a red box. The page includes a checklist on the left with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Bids. The main content area shows 'PO Terms and Conditions' with three items to review, each with a checkbox and a PDF link. Below this is the 'Event Overview and Timing Rules' section, which includes details like Owner (Hospitality FNB Buyer 1), Currency (Singapore Dollar), Commodity (Banquet and catering services 901016), and Regions (RWSPL RESORTS WORLD AT SENTOSA PL).

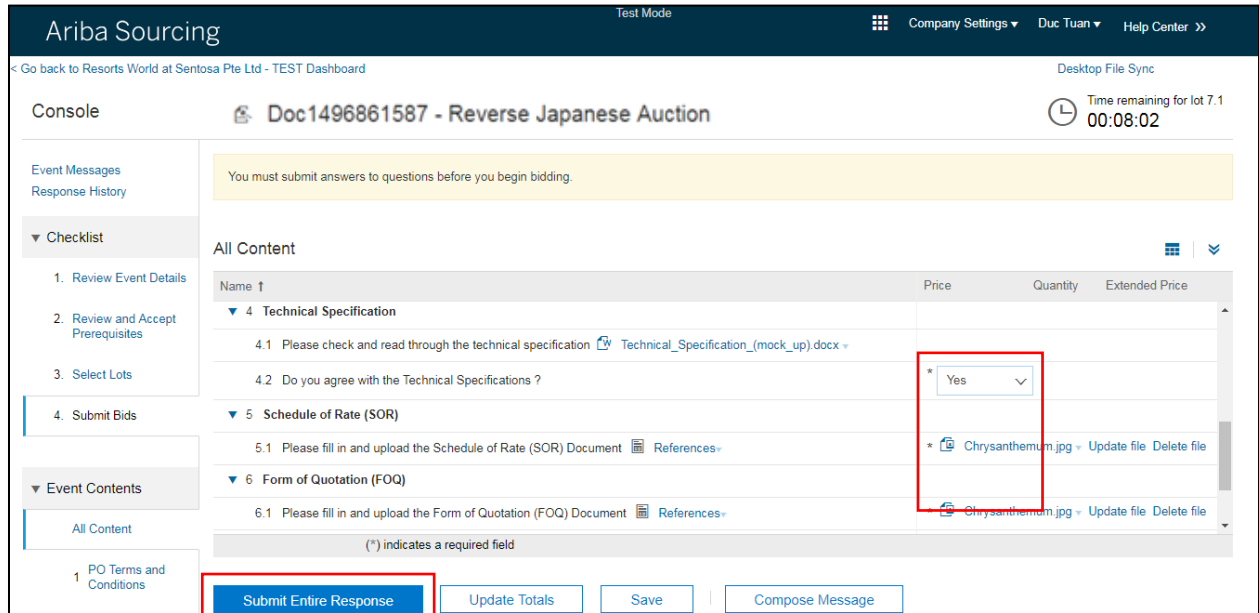
Participant will have to provide reason for not bidding on any specific lot.

Note: A reason will have to be provided if the participant decides not to bid for any lot/line by leaving the checkboxes unchecked, else he/she will not be able to proceed.



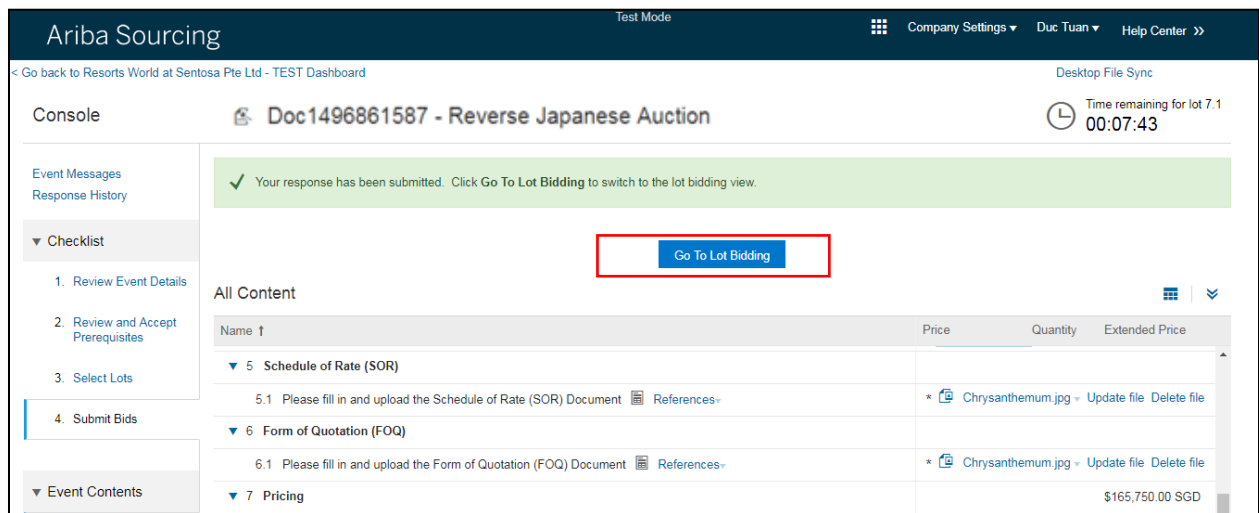
The screenshot shows the 'Select Lots' page for Doc1494914706 - Reverse English Auction - Watermelon. The 'Submit Selected Lots' button is highlighted with a red box. A dropdown menu is open, showing a list of reasons for not bidding, such as '(no value)', 'We don't carry a compatible part/material', 'We don't supply at the requested quantity', 'Discontinued Item', 'We are currently at full capacity', 'Missing information / not enough information provided', and 'Other'. The 'Lots Available for Bidding' table shows two items: 7.1 America Watermelon and 7.2 China Watermelon, both with checked checkboxes. The 'Reason for not bidding' column is empty for both items.

Participants will have to fill up their responses for the technical questions before they can proceed with the auction. Click on “Submit Entire Response”.



The screenshot shows the Ariba Sourcing interface for a 'Reverse Japanese Auction'. The main content area displays a list of technical specifications and documents. A red box highlights the 'Submit Entire Response' button at the bottom of the page. Other buttons visible include 'Update Totals', 'Save', and 'Compose Message'. A message at the top states: 'You must submit answers to questions before you begin bidding.'

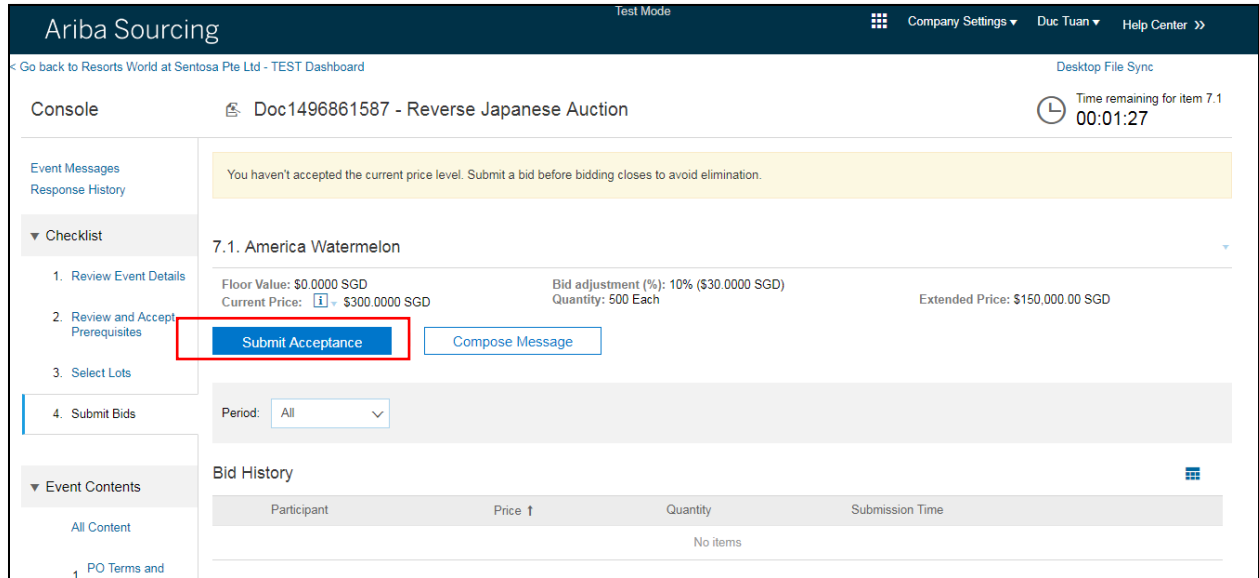
Click on “Go To Lot Bidding”.



The screenshot shows the Ariba Sourcing interface after the response has been submitted. A green message at the top states: 'Your response has been submitted. Click Go To Lot Bidding to switch to the lot bidding view.' A red box highlights the 'Go To Lot Bidding' button. The main content area now shows a 'Pricing' section with a total value of \$165,750.00 SGD.

Participant may now proceed with the auction.

Click on “Submit Acceptance” to accept bid based on current price.



Ariba Sourcing Test Mode Company Settings Duc Tuan Help Center

Go back to Resorts World at Sentosa Pte Ltd - TEST Dashboard Desktop File Sync

Console Doc1496861587 - Reverse Japanese Auction Time remaining for item 7.1: 00:01:27

Event Messages Response History

You haven't accepted the current price level. Submit a bid before bidding closes to avoid elimination.

7.1. America Watermelon

Floor Value: \$0.0000 SGD Bid adjustment (%): 10% (\$30.0000 SGD)
 Current Price: \$300.0000 SGD Quantity: 500 Each Extended Price: \$150,000.00 SGD

1. Review Event Details
 2. Review and Accept Prerequisites **Submit Acceptance** Compose Message
 3. Select Lots
 4. Submit Bids

Period: All

Event Contents

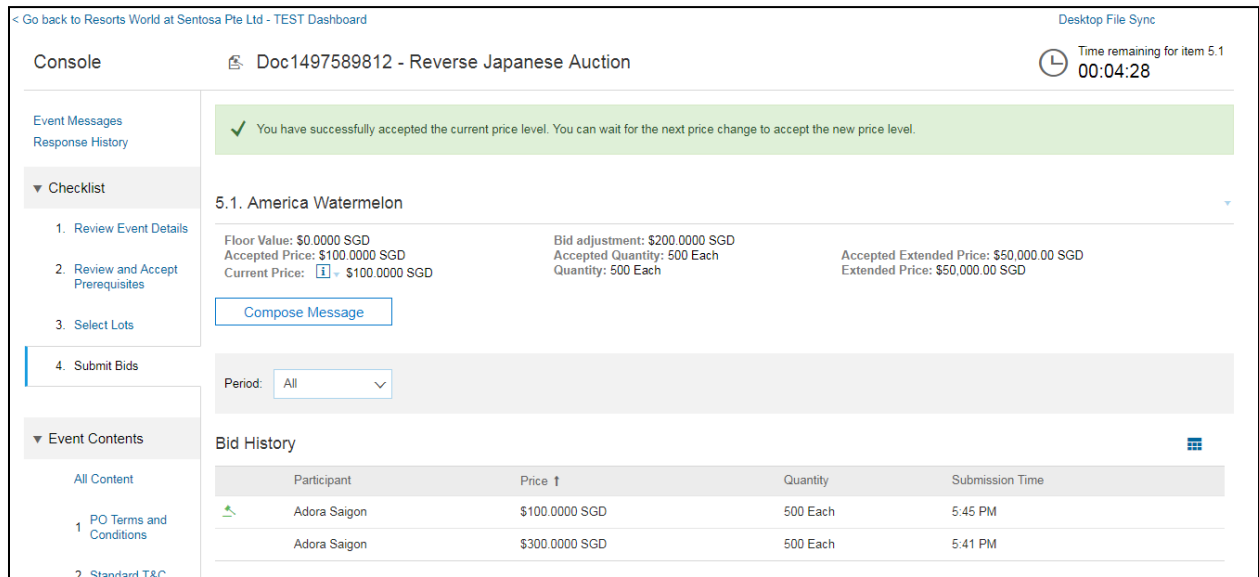
All Content

PO Terms and Conditions

Bid History

Participant	Price ↑	Quantity	Submission Time
No items			

Auction ends when a bid interval conclude with no bid acceptance from any bidders.



Ariba Sourcing Test Mode Company Settings Duc Tuan Help Center

Go back to Resorts World at Sentosa Pte Ltd - TEST Dashboard Desktop File Sync

Console Doc1497589812 - Reverse Japanese Auction Time remaining for item 5.1: 00:04:28

Event Messages Response History

✓ You have successfully accepted the current price level. You can wait for the next price change to accept the new price level.

5.1. America Watermelon

Floor Value: \$0.0000 SGD Bid adjustment: \$200.0000 SGD
 Accepted Price: \$100.0000 SGD Accepted Quantity: 500 Each Accepted Extended Price: \$50,000.00 SGD
 Current Price: \$100.0000 SGD Quantity: 500 Each Extended Price: \$50,000.00 SGD

1. Review Event Details
 2. Review and Accept Prerequisites Compose Message
 3. Select Lots
 4. Submit Bids

Period: All

Event Contents

All Content

PO Terms and Conditions

Standard T&C

Bid History

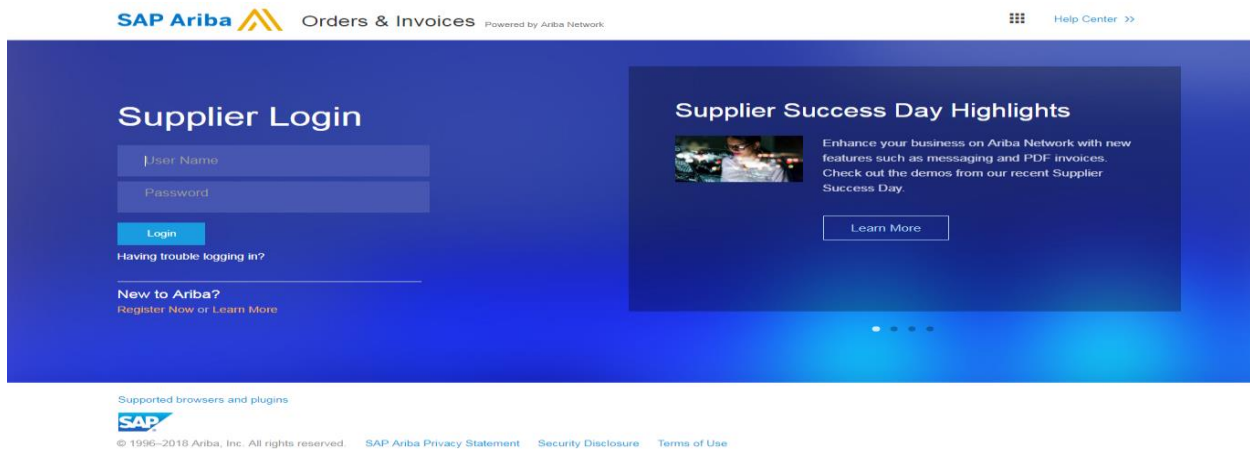
Participant	Price ↑	Quantity	Submission Time
Adora Saigon	\$100.0000 SGD	500 Each	5:45 PM
Adora Saigon	\$300.0000 SGD	500 Each	5:41 PM

6. How to Participate in a Collaboration Request

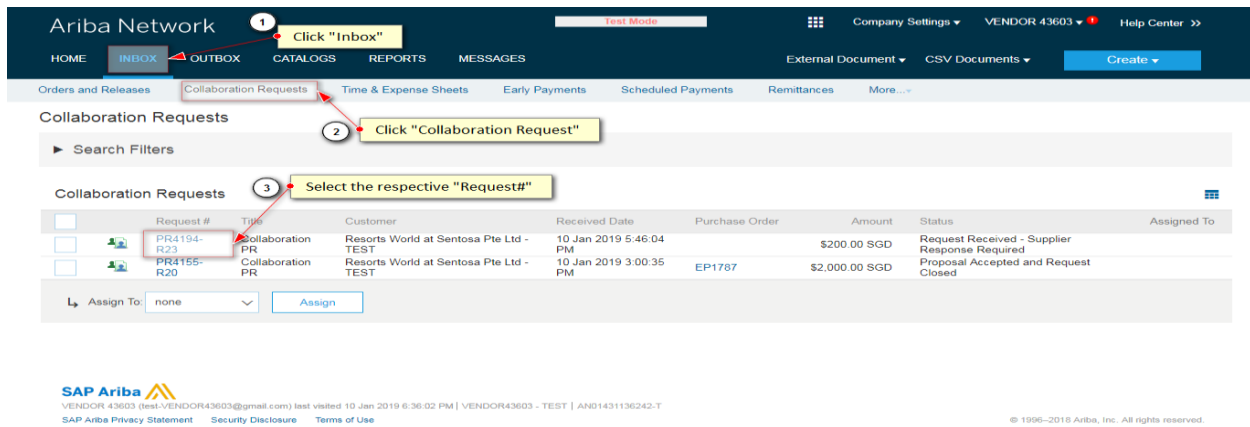
A Collaboration Request is the document by which RWS works with you as a Supplier to find, evaluate and obtain goods and/or services. During the collaboration process, RWS sends information about collaboration requests to Supplier online Inbox on the Ariba Network. The Quick Links panel on your Home Dashboard indicates you have received a new collaboration request. In your online Inbox, you can view collaboration requests, assign collaboration requests and search for specific collaboration requests.

Supplier log-in to submit quote:

<https://service.ariba.com/Supplier.aw/125003089/aw?awh=r&awssk=yyAY0hte&dard=1>

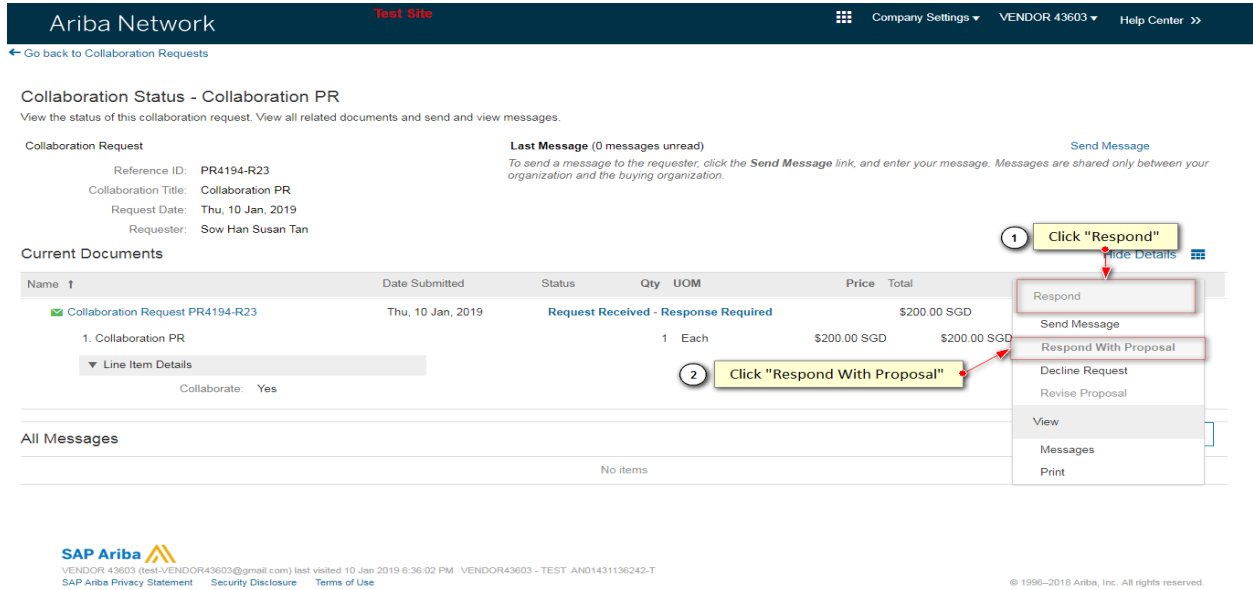


From the Home page, click on “Inbox” and you can see under the Collaboration Requests to view the collaboration requests needing your attention.



Respond with Proposal

To respond with a proposal, simply click on “Respond” and select “Respond with Proposal”.



Ariba Network Test Site Company Settings VENDOR 43603 Help Center >>

← Go back to Collaboration Requests

Collaboration Status - Collaboration PR
View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request Reference ID: PR4194-R23
Collaboration Title: Collaboration PR
Request Date: Thu, 10 Jan, 2019
Requester: Sow Han Susan Tan

Last Message (0 messages unread) Send Message
To send a message to the requester, click the **Send Message** link, and enter your message. Messages are shared only between your organization and the buying organization.

Current Documents

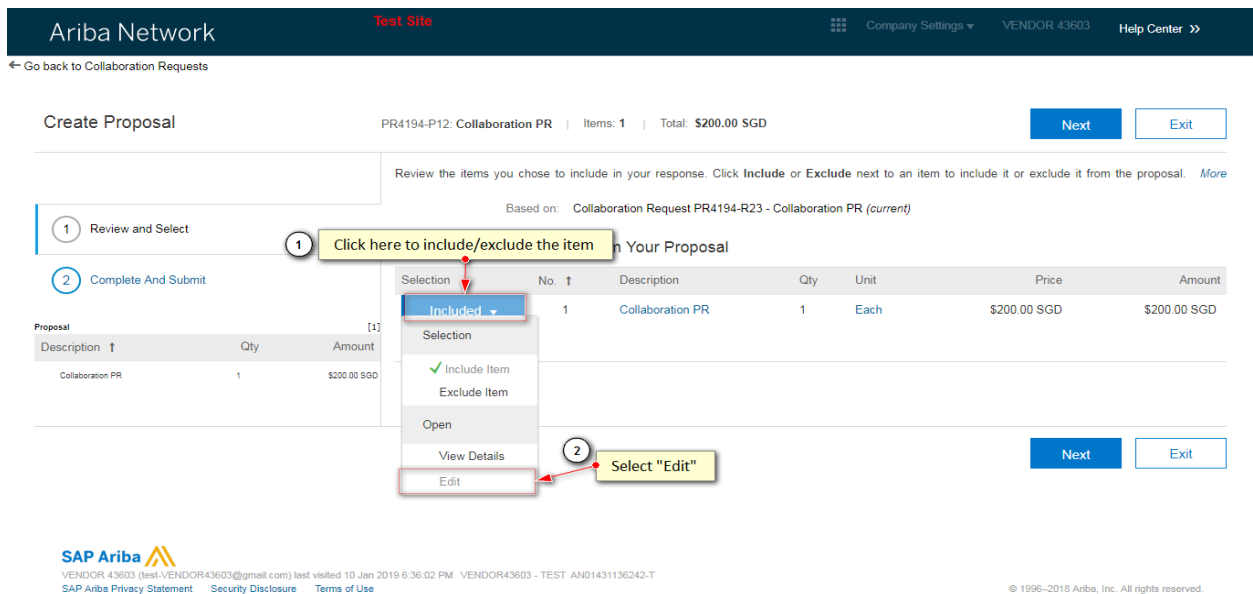
Name	Date Submitted	Status	Qty	UOM	Price	Total
Collaboration Request PR4194-R23	Thu, 10 Jan, 2019	Request Received - Response Required			\$200.00 SGD	
1. Collaboration PR			1	Each	\$200.00 SGD	\$200.00 SGD

Line Item Details: Collaborate: Yes

All Messages: No items

SAP Ariba VENDOR 43603 (test-VENDOR43603@gmail.com) last visited 10 Jan 2019 6:36:02 PM VENDOR43603 - TEST AND1431136242-T
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Under Selection, select “Include/Exclude Item”, select “Edit” and click on “Next”.



Ariba Network Test Site Company Settings VENDOR 43603 Help Center >>

← Go back to Collaboration Requests

Create Proposal PR4194-P12: Collaboration PR | Items: 1 | Total: \$200.00 SGD Next Exit

Review the items you chose to include in your response. Click **Include** or **Exclude** next to an item to include it or exclude it from the proposal. More

Based on: Collaboration Request PR4194-R23 - Collaboration PR (current)

1 Review and Select 1 Click here to include/exclude the item Your Proposal

Description	Qty	Amount
Collaboration PR	1	\$200.00 SGD

Selection No. 1 Description Qty Unit Price Amount

Included	1	Collaboration PR	1	Each	\$200.00 SGD	\$200.00 SGD
----------	---	------------------	---	------	--------------	--------------

2 Select "Edit" Next Exit

SAP Ariba VENDOR 43603 (test-VENDOR43603@gmail.com) last visited 10 Jan 2019 6:36:02 PM VENDOR43603 - TEST AND1431136242-T
SAP Ariba Privacy Statement Security Disclosure Terms of Use © 1996–2016 Ariba, Inc. All rights reserved.

Enter or update the fields accordingly. To proceed, click “OK” to save.

Ariba Network Test Site Company Settings ▾ VENDOR 43603 Help Center >>

← Go back to Collaboration Requests

Create Proposal PR4194-P12: Collaboration PR | Items: 1 | Total: \$200.00 SGD OK Cancel

This is a summary of the item you selected. Change any editable field, and save your changes.

Line Item Details

No.: 1

Full Description: 1 Edit description (when required)

Supplier Part Number:

Supplier Auxiliary Part ID:

Qty:

UOM: Each

Additional Pricing Details ⓘ 2 Click here to view more details.

Amount: \$200.00 SGD

Price: ⓘ 3 Update price

Comments - by Line Item

4 Click here to add comment (when required)

Attachments - by Line Item

5 Click here to add attachment

6 Click here to save.

OK Cancel

At the summary page, review details entered. You may enter message or attach attachments if required. Once details have been verified, click “Submit” to send proposal.

1 Review summary.

PR4194-P12: Collaboration PR | Items: 1 | Total: \$180.00 SGD

Finish modifying the details of this proposal. To edit an item, click its check box, then click Edit.

Title: Collaboration PR
Based on: Collaboration Request PR4194-R23 - Collaboration PR (current)
My Labels: Apply Label...

2 Add message here (when required).

Message:

Attachments:

3 Add attachment here (when required).

Attachments - Entire Proposal:

4 Click here to complete submission.

Submit

Proposal is successfully submitted.

Collaboration Status - Collaboration PR

View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request Last Message (0 messages unread) [Send Message](#)

Reference ID: PR4194-R23
Collaboration Title: Collaboration PR
Request Date: Thu, 10 Jan, 2019
Requester: Sow Han Susan Tan

Current Documents [Hide Details](#)

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Proposal PR4194-P12	Fri, 11 Jan, 2019	Proposal Sent - Waiting For Response				\$180.00 SGD	Respond
1 Collaboration PR							
Line Item Details							
Collaborate: Yes							

All Messages [Send Message](#)

No items

Respond with Proposal - Edit

In the event that you want to make changes to the proposal that you have submitted, go to “Inbox”, under “Collaboration Requests”, click on the Request that you want to amend.

Note:

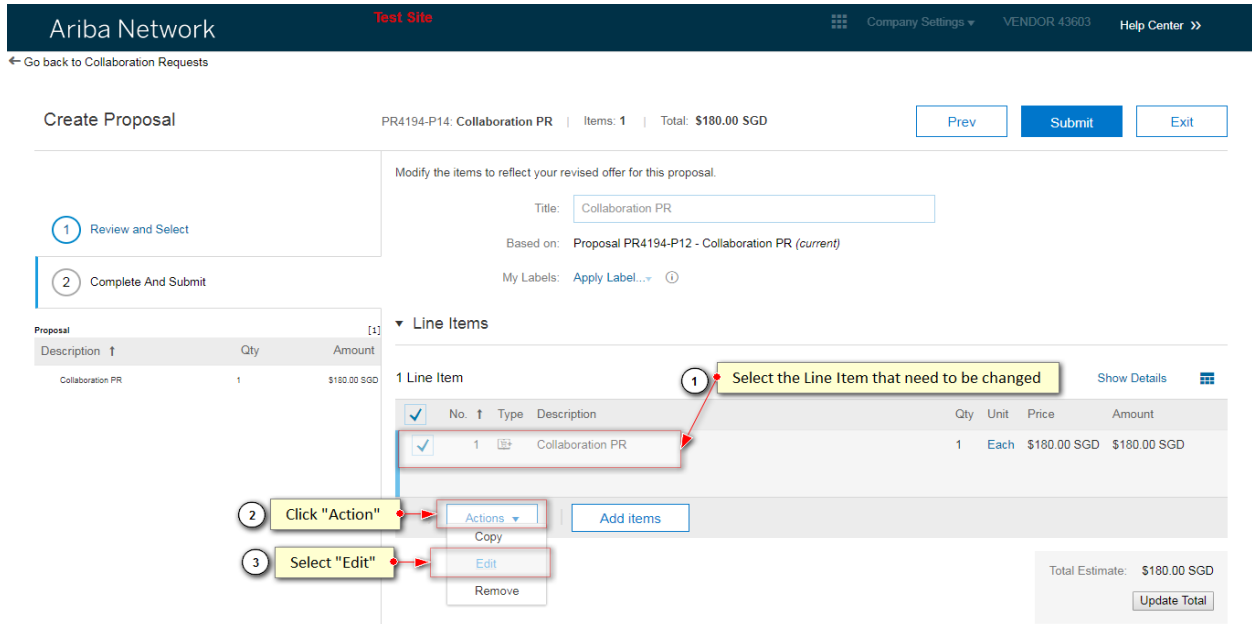
A proposal can be revised only if RWS has not accepted the collaboration request.

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. A callout box labeled '1' points to the 'INBOX' tab with the text 'Click "Inbox"'. Below the navigation bar, there are tabs for 'Orders and Releases', 'Collaboration Requests', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', and 'More...'. A callout box labeled '2' points to the 'Collaboration Requests' tab with the text 'Click "Collaboration Requests"'. The main content area displays a table of Collaboration Requests. A callout box labeled '3' points to the 'Status' column of a request, which is 'Awaiting Response from Buyer', with the text 'Status changed to "Awaiting Response from Buyer"'. Below the table, there is an 'Assign To' dropdown menu set to 'none' and an 'Assign' button. A callout box labeled '4' points to the 'Request #' column of the same request with the text 'Click the respective "Request#"'. At the bottom, there is a footer with 'SAP Ariba' logo and contact information.

At the Collaboration PR page, click “Respond” and select “Revise proposal”.

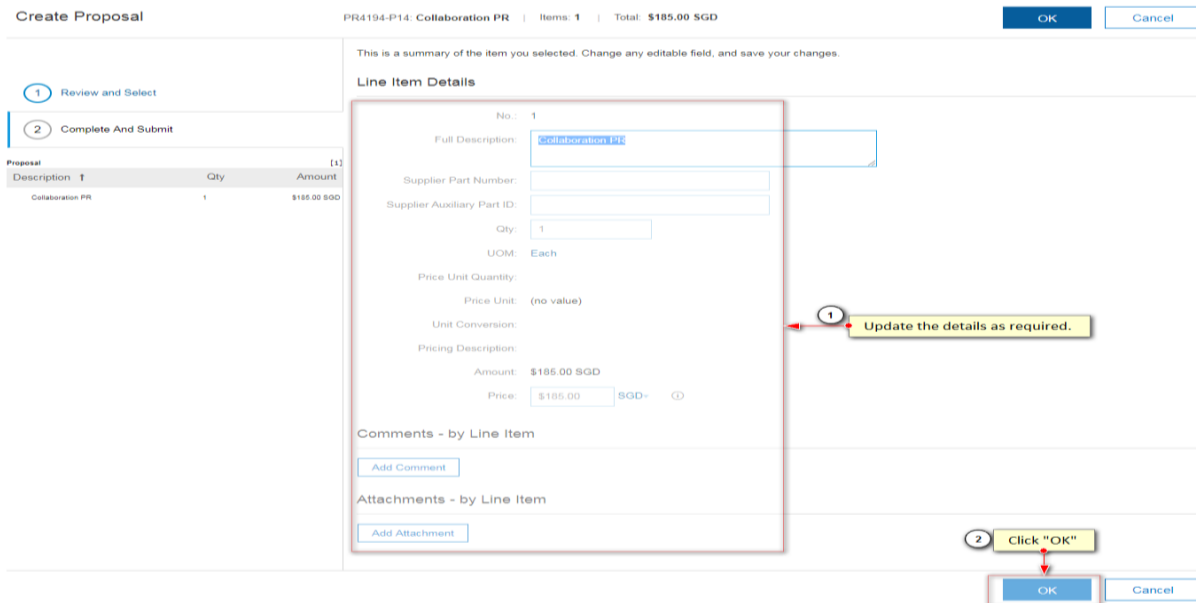
The screenshot shows the 'Collaboration Status - Collaboration PR' page. The top navigation bar includes 'Ariba Network', 'Test Site', 'Company Settings', 'VENDOR 43603', and 'Help Center'. Below the navigation bar, there is a 'Go back to Collaboration Requests' link. The main content area displays the 'Collaboration Request' details, including Reference ID (PR4194-R23), Collaboration Title (Collaboration PR), Request Date (Thu, 10 Jan, 2019), and Requester (Sow Han Susan Tan). A 'Last Message (0 messages unread)' section is visible. Below this, there is a 'Current Documents' table. A callout box labeled '1' points to the 'Respond' button in the top right corner with the text 'Click "Respond"'. A callout box labeled '2' points to the 'Revise Proposal' option in the dropdown menu that appears after clicking 'Respond' with the text 'Select "Revise Proposal"'. The 'Current Documents' table has columns: Name, Date Submitted, Status, Qty, UOM, Price, and Total. The first row is 'Proposal PR4194-P12' with a status of 'Proposal Sent - Waiting For Response' and a total price of '\$180.00 SGD'. Below the table, there is an 'All Messages' section with 'No items'. At the bottom, there is a footer with 'SAP Ariba' logo and contact information.

Select on the line item that needs to be changed, click on “Action” and select “Edit”.



The screenshot shows the 'Create Proposal' interface for proposal PR4194-P14. The 'Line Items' section contains one item: 'Collaboration PR' with a quantity of 1 and an amount of \$180.00 SGD. A callout box labeled '1' points to the selected line item with the text 'Select the Line Item that need to be changed'. Another callout box labeled '2' points to the 'Actions' dropdown menu, and a third callout box labeled '3' points to the 'Edit' option within that menu. The 'Total Estimate' is shown as \$180.00 SGD.

Make the required changes and click on “Ok” after changes are done. Add messages or attachments if applicable. Click “Submit” to complete the resubmission.



The screenshot shows the 'Line Item Details' form for the selected 'Collaboration PR' item. The form includes fields for 'Full Description', 'Supplier Part Number', 'Supplier Auxiliary Part ID', 'Qty' (set to 1), 'UOM' (set to Each), 'Price Unit Quantity', 'Price Unit' (no value), 'Unit Conversion', and 'Pricing Description' (Amount: \$185.00 SGD, Price: \$185.00 SGD). A callout box labeled '1' points to the 'Price Unit' field with the text 'Update the details as required.'. At the bottom right, a callout box labeled '2' points to the 'OK' button with the text 'Click "OK"'. The 'OK' and 'Cancel' buttons are visible at the bottom of the form.

Respond with Proposal – Withdraw

After a proposal has been submitted to RWS, it can be withdrawn by you.

Click “Withdraw Request” from the Respond Menu.

Enter a withdraw reason and comments. Click “OK”.

Ariba Network
Vendor 94 ▾ Help Center >>

Test Site
You submitted Proposal PR8773-P76 - ITEM 1 to Resorts World at Sentosa Pte Ltd-Child1 - TEST

[Go back to Collaboration Requests](#)

Collaboration Status - ITEM 1

View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request

Reference ID: PR8773-R154

Collaboration Title: ITEM 1

Request Date: Fri, 5 Apr, 2019

Requester: LAURA


Last Message (0 messages unread)

[Send Message](#)

To send a message to the requester, click the [Send Message](#) link, and enter your message. Messages are shared only between your organization and the buying organization.

Current Documents [Hide Details](#)

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Proposal PR8773-P76	Fri, 5 Apr, 2019	Proposal Sent - Waiting For Response			\$220.00	SGD	Respond ▾
1. ITEM 1			1	Each	\$220.00	SGD	\$220.00 SGD
<div style="background-color: #f2f2f2; padding: 5px;"> <p>▼ Line Item Details</p> <p>Collaborate: Yes</p> </div>							
<p>All Messages</p> <p style="text-align: center;">No items</p>							



Vendor 94 (test-VENDOR94@gmail.com) last visited 5 Apr 2019 5:15:14 AM VENDOR94 - 0000000038 - TEST AN01434028686-T
SAP Ariba Privacy Statement Security Disclosure Terms of Use

© 1995-2013 Ariba, Inc. All rights reserved.

Respond with Proposal – Decline

To decline a proposal, click on “Respond” and select “Decline Request”.

Enter a decline reason and a comment. Click “OK”.

Ariba Network
Company Settings ▾ Vendor 94 ▾ Help Center >>

[← Go back to Collaboration Requests](#)

Collaboration Status - ITEM 1

View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request

Reference ID: PR8773-R154

Collaboration Title: ITEM 1

Request Date: Fri, 5 Apr, 2019

Requester: LAURA

Last Message (0 messages unread)

[Send Message](#)

To send a message to the requester, click the [Send Message](#) link, and enter your message. Messages are shared only between your organization and the buying organization.

Current Documents [Hide Details](#)

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total	Actions
✔ Collaboration Request PR8773-R154 1. ITEM 1 ▾ Line Item Details Collaborate: Yes	Fri, 5 Apr, 2019	Request Received - Response Required	1	Each	\$250.00 SGD	\$250.00 SGD	<div style="border: 1px solid #ccc; padding: 5px;"> Respond ▾ Respond Send Message Respond With Proposal Decline Request Revise Proposal View Messages Print </div>

All Messages

No items

Transaction Status

Status	Description
Request Received – Supplier Response Required	A new Collaboration request is in your Inbox. The Buyer is awaiting your response.
Awaiting Response from Buyer	The Buyer is reviewing the proposal submitted.
Proposal Accepted By Buyer	The Buyer has accepted all line items on the proposal submitted. Note: Proposal Accepted may require additional approval within the buying organization. This indicates an intent to pursue the proposal, but is not finalized.
Proposal Rejected By Buyer	The Buyer has rejected the entire proposal submitted. The supplier may choose to resubmit a revised proposal until the request has been closed.
Proposal Withdrawn By Supplier	You have decided to withdraw a proposal which you had submitted. You declined to submit a proposal to the Buyer's request.
Request Declined By Supplier	You declined to submit a proposal to the Buyer's request.
Request Canceled By Buyer	The Buyer has decided to cancel the request. No further action is allowed.
Request Closed	The request has been closed through the Buyer's selection of an alternative proposal. No further action is allowed.
Proposal Accepted and Request Closed	The Buyer has accepted your proposal and therefore closed the request. No further action is allowed.

Part 2

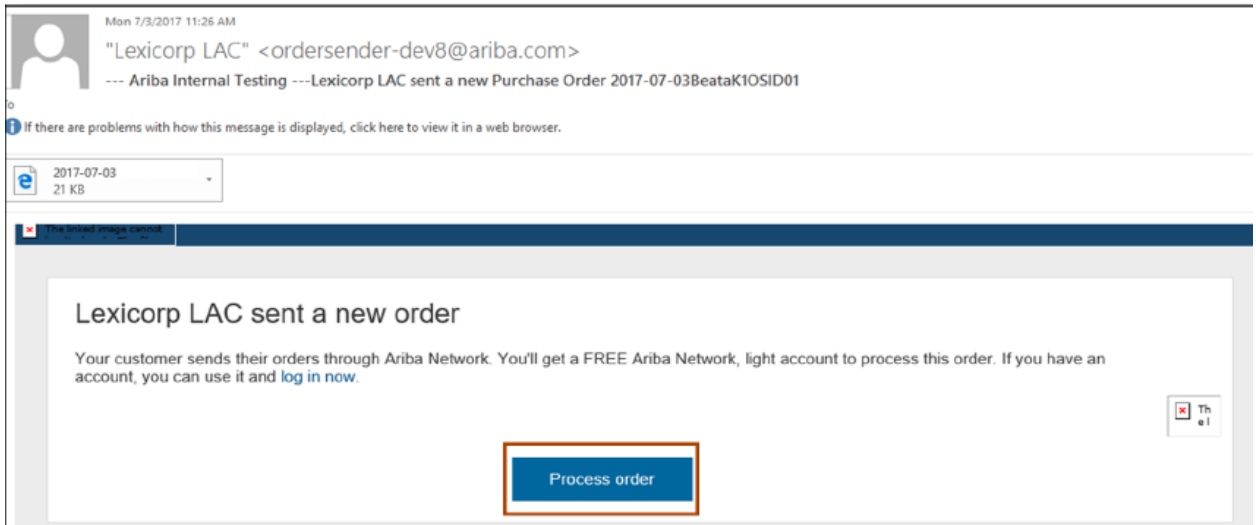
Order Confirmation

Order Confirmation

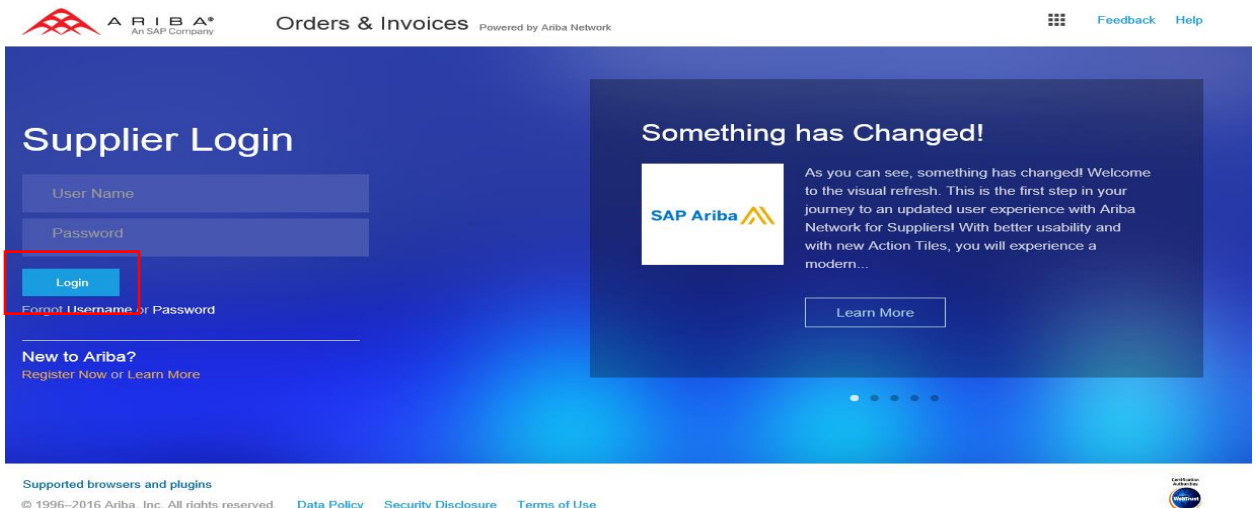
This functionality allows Suppliers to perform order confirmation through the network on all orders from RWS. Overseas Suppliers are highly encouraged to send order confirmation for orders received.

(STANDARD Account Log-In)

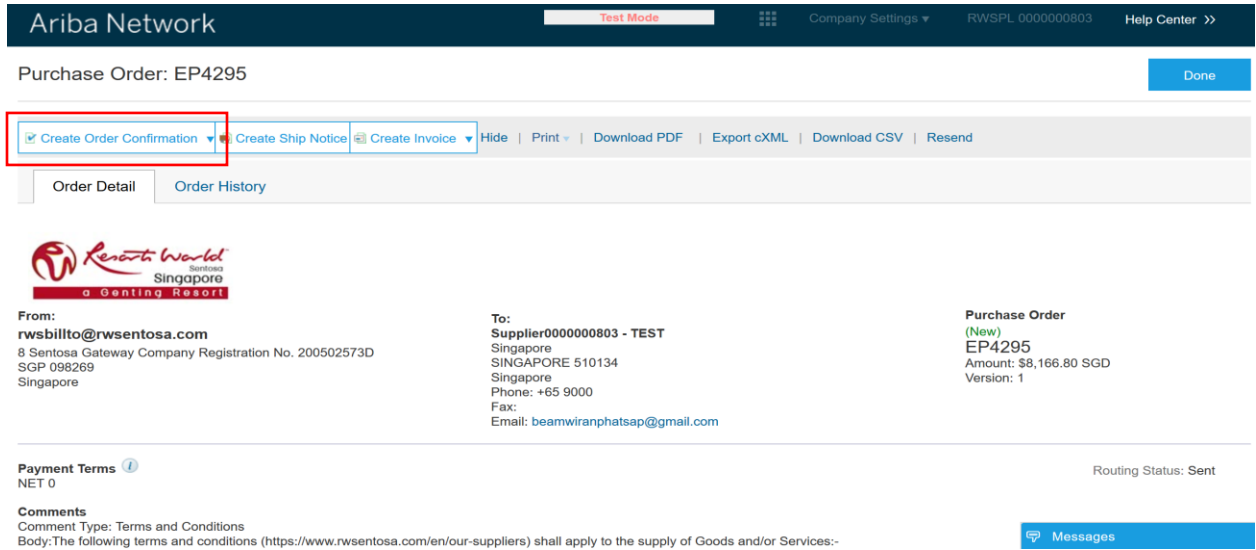
1. Receive PO via email.
2. Click on “Process Order” button.



3. You will be directed to the Ariba Supplier login page. Enter your existing username and password and click “Login”.



- You will be directed to the Ariba Network, where you can view your Purchase Order.
- Click on “Create Order Confirmation”.



Ariba Network Test Mode

Purchase Order: EP4295 Done

Create Order Confirmation Create Ship Notice Create Invoice Hide | Print + | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History

Resorts World Sentosa Singapore a Genting Resort

From:
rwsbillto@rwsentosa.com
8 Sentosa Gateway Company Registration No. 200502573D
SGP 098269
Singapore

To:
Supplier000000803 - TEST
Singapore
SINGAPORE 510134
Singapore
Phone: +65 9000
Fax:
Email: beamwiranphatsap@gmail.com

Purchase Order (New)
EP4295
Amount: \$8,166.80 SGD
Version: 1

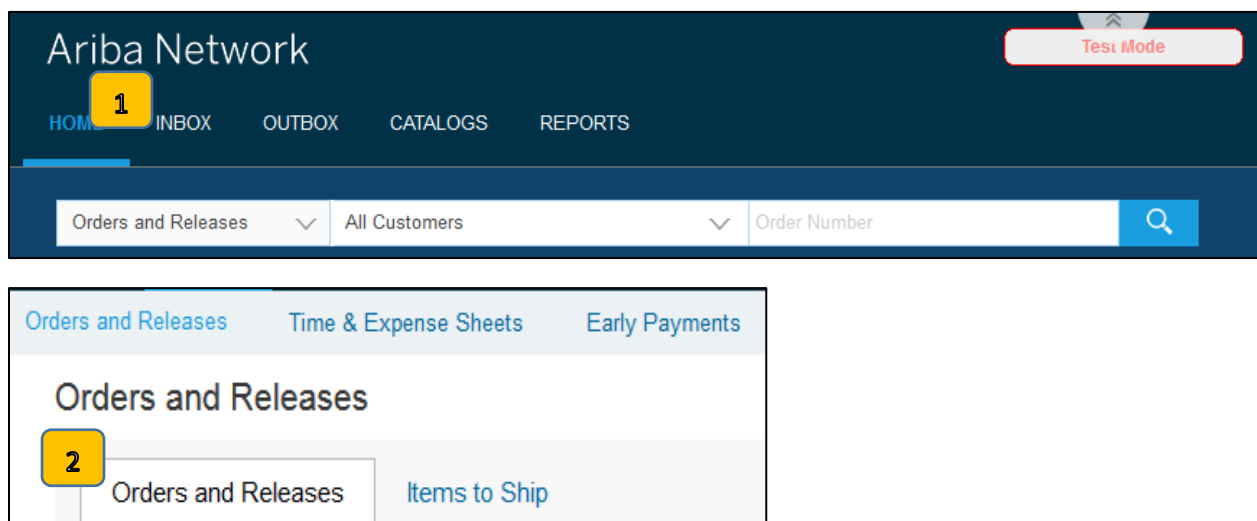
Payment Terms Routing Status: Sent
NET 0

Comments
Comment Type: Terms and Conditions
Body: The following terms and conditions (https://www.rwsentosa.com/en/our-suppliers) shall apply to the supply of Goods and/or Services:-

[Messages](#)

(ENTERPRISE Account Log-In)

- Click the “Inbox” tab to manage your Purchase Orders. Inbox is presented as a list of the Purchase Orders received by Customer.
- Click “Orders and Releases” to view the purchase order details.
- Search filters allow you to search using multiple criteria.



Ariba Network Test Mode

HOME **1** INBOX OUTBOX CATALOGS REPORTS

Orders and Releases

Orders and Releases | Time & Expense Sheets | Early Payments

Orders and Releases

2

Orders and Releases (8)

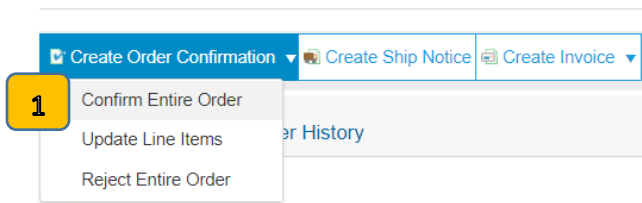
Type ↑	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	EP4260	1	Resorts World at Sentosa Pte Ltd - TEST		RWS Corp Office SGP Singapore	Not Specified	\$8,166.80 SGD	2 Apr 2019	New	Invoice	\$0.00 SGD	Original	Actions ▾
Order	EP4272	1	Resorts World at Sentosa Pte Ltd - TEST		RWS Corp Office SGP Singapore	Not Specified	\$8,166.80 SGD	2 Apr 2019	New	Invoice	\$0.00 SGD	Original	Actions ▾
Order	EP4269	1	Resorts World at Sentosa Pte Ltd - TEST		RWS GC Office Singapore	Not Specified	\$3,000.00 SGD	2 Apr 2019	New	Invoice	\$0.00 SGD	Original	Actions ▾
Order	EP4262	1	Resorts World at Sentosa Pte Ltd - TEST		RWS GC Office Singapore	Not Specified	\$3,000.00 SGD	2 Apr 2019	New	Invoice	\$0.00 SGD	Original	Actions ▾
Order	EP4257	1	Resorts World at Sentosa Pte Ltd - TEST		RWS GC Office Singapore	Not Specified	\$3,000.00 SGD	2 Apr 2019	New	Invoice	\$0.00 SGD	Original	Actions ▾
Order	EP4256	1	Resorts World at Sentosa Pte Ltd - TEST		RWS GC Office Singapore	Not Specified	\$3,000.00 SGD	2 Apr 2019	New	Invoice	\$0.00 SGD	Original	Actions ▾
Order	EP4237	1	Resorts World at Sentosa Pte Ltd - TEST		RWS GC Office Singapore	Not Specified	\$3,000.00 SGD	2 Apr 2019	New	Invoice	\$0.00 SGD	Original	Actions ▾
Order	EP4092	1	Resorts World at Sentosa Pte Ltd - TEST		RWS Corp Office SGP Singapore	Not Specified	\$103,623.90 AUD	25 Mar 2019	Partially Invoiced	Invoice	\$207.24 AUD	Original	Actions ▾

Step-By-Step

Order Confirmation using “Confirm Entire Order”

1. Select “Confirm Entire Order”.

Purchase Order: EP4260



2. Enter “Confirmation Number” which is any number you use to identify the order confirmation.
3. It is mandatory to enter the Est. Shipping Date it is applied for all line items.
4. When you confirm entire order, you will not be able to edit the line item details like Quantity. All the line items and quantities will be selected by default.
5. Click “Next” when finished. Review the order confirmation. Click “Submit”.

- 1 Confirm Entire Order
- 2 Review Order Confirmation

▼ Order Confirmation Header

2 Confirmation #:

Associated Purchase Order #: C50813-R2

Customer: SAP Ariba Education P2P

Supplier Reference:

SHIPPING AND TAX INFORMATION

3 Est. Shipping Date:

Est. Delivery Date:

4 Line Items

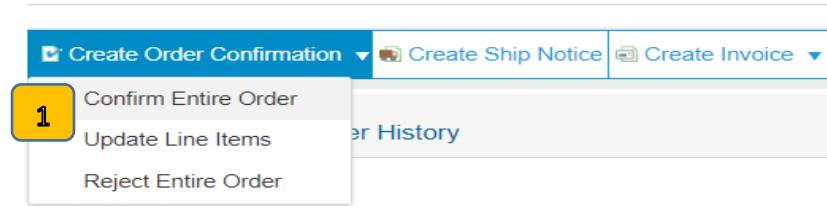
Line #	Part # / Description	Item Category	Qty (Unit)	Need By
1	arb5500		1 (EA)	25 Aug 2016
	Laptop			
Current Order Status: 1 Confirmed (Estimated Shipment Date: 22 Aug 2016)				

Note:
 Once the order confirmation is submitted, the **Order Status** will display as **“Confirmed”**.
 When viewing documents online, links to all related documents are displayed.
 Click **“Done”** to return to the Inbox.

Order Confirmation by using “Update Line Items”

1. Select “Update Line Items”, to set the status of each line item. (*Scenario : Partial Confirm & Back order*)

Purchase Order: EP4260



2. Scroll down to view the line items and choose among possible values:

- Confirm – You received the PO and will send the ordered items.
- Backorder – Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.

3. Update the Estimated Shipping and delivery dates for the orders confirmed.

Line Items

Line #	Part # / Description	Item Category	Qty (Unit)	Unit Price	Subtotal
1	RAY41400		8 (EA)		\$1.56 USD

Watch/Calculator Batteries - 1.5 Silver

Current Order Status

8 Unconfirmed

2 Confirm: Backorder: Reject: [Details](#) ⓘ

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
1	Not Available Test	1	EA			\$29.10 USD	\$29.10 USD

New Order Status: 1 Confirmed

Est. Shipping Date: <input type="text"/>	Est. Shipping Cost: <input type="text"/>
Est. Delivery Date: <input type="text"/>	Est. Tax Cost: <input type="text"/>
Unit Price: \$29.10 USD	
Supplier Part: <input type="text"/>	
Batch ID: <input type="text"/>	
Comments: <input type="text"/>	
Description: Test	
Subtotal: ⓘ \$29.10 USD	

Note:
Whenever a line item details are changed, comments should be included as to what the issues are.

Attachments

Attachments can be added for supporting documentation during Order Confirmation. The total size of each file cannot exceed 10 MB.

1. Select "Choose file..." find your document on your desktop.
2. Next select "Add Attachment".

Attachments		
Name	Size (bytes)	Content Type
No items		

No file chosen

Part 3

e-Invoice

e-Invoice

A simple process enabled by Ariba Network that allows Supplier to convert a purchase order into an invoice and transmit that invoice to RWS electronically.

Invoicing Procedure for GST Suppliers

If you are a GST Supplier in Singapore, you will have to update your profile on Ariba Network specifying your Tax ID information

1. Company setting>>>Company profile>>>Basic Tab>>> Tax Information

Ariba Network
Test Mode
Company Settings
RWSPL 000000803

Company Profile
Save Close

Basic (3)

Business (2)

Marketing (3)

Contacts

Certifications (1)

Additional Documents

Address

Address 1: *

Address 2:

Address 3:

Address 4:

City: *

Postal Code: *

State:

Country: *

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
No items						

Create

Configure Supplier Addresses Served by This Account
Save Close

* Indicates a required field

Address Name

Address Name: *

Address ID:

VAT ID:

Tax ID:

Address

Singapore
SINGAPORE 510134
Singapore

Set Up Legal Profile

Select this box to provide additional corporate entity and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider. Check the 'Status' on the Company Profile page for updates to your registration status.

Financial Information

Are You GST Registered? * Yes No

GST ID:

Address

Address 1:*

Address 2:

Address 3:

Address 4:

City:*

Postal Code:*

State:

Country:*

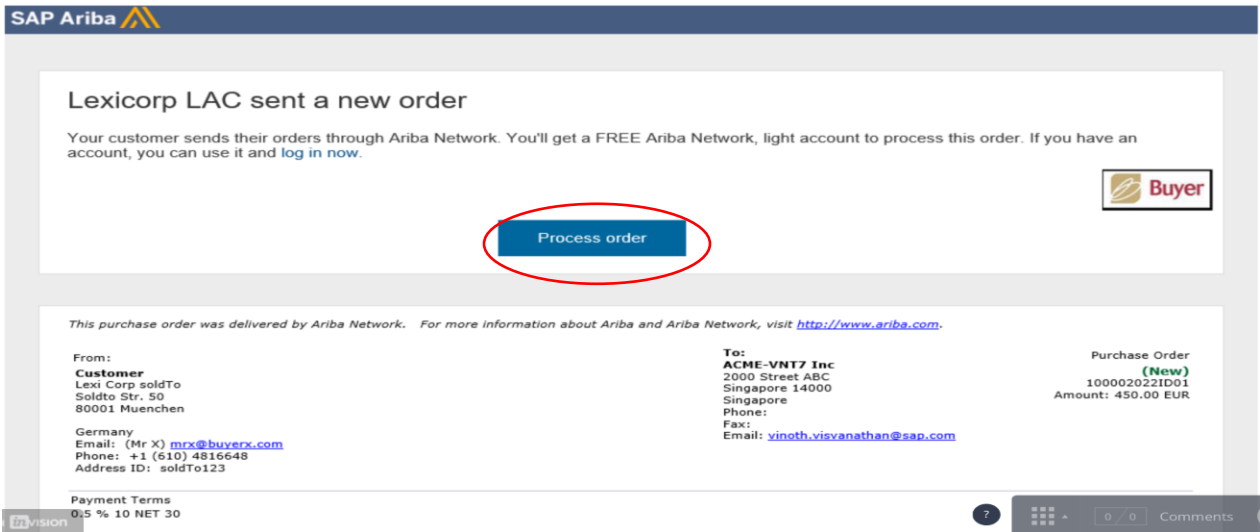
Completed

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
<input checked="" type="radio"/> Singapore			Tax12345	Singapore	SINGAPORE Singapore	Accepted

(STANDARD Account Log-In)


1. Receive PO via email.
2. Click on "Process Order" button.



SAP Ariba

Lexicorp LAC sent a new order










Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network, light account to process this order. If you have an account, you can use it and [log in now](#).



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

<p>From: Customer Lexi Corp soldTo Soldto Str. 50 80001 Muenchen Germany Email: (Mr X) mrx@buyerx.com Phone: +1 (610) 4816648 Address ID: soldTo123</p>	<p>To: ACME-VNT7 Inc 2000 Street ABC Singapore 14000 Singapore Phone: Fax: Email: yinoth.visvanathan@sap.com</p>	<p>Purchase Order (New) 100002022ID01 Amount: 450.00 EUR</p>
---	---	--

Payment Terms
0.5 % 10 NET 30

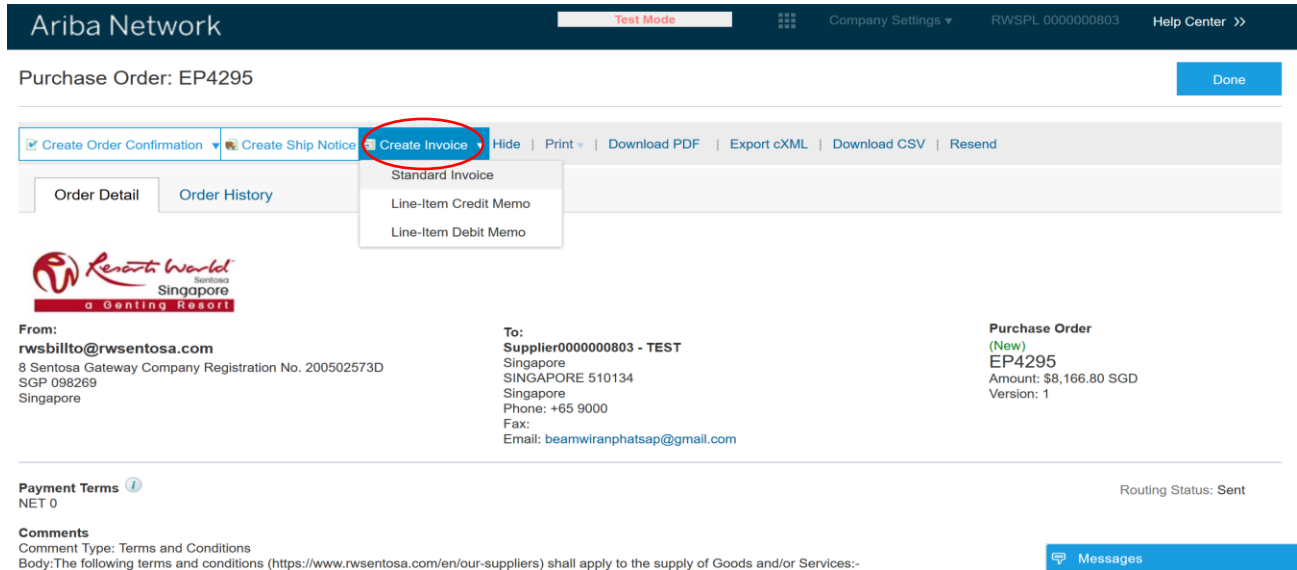
         0 / 0 Comments



3. You will be directed to the Ariba Supplier login page. Enter your existing username and password and click "Login".

4. You will be directed to the Ariba Network, where you can view your Purchase Order.

- Click on “Create Invoice” and create “Standard Invoice”.



Ariba Network Test Mode Company Settings RWSPL 0000000803 Help Center >>

Purchase Order: EP4295 Done

Create Order Confirmation
 Create Ship Notice
 Create Invoice
 Hide
 Print
 Download PDF
 Export cXML
 Download CSV
 Resend

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

From:
rwsbillto@rwsentosa.com
8 Sentosa Gateway Company Registration No. 200502573D
SGP 098269
Singapore

To:
Supplier0000000803 - TEST
Singapore
SINGAPORE 510134
Singapore
Phone: +65 9000
Fax:
Email: beamwiranphatsap@gmail.com

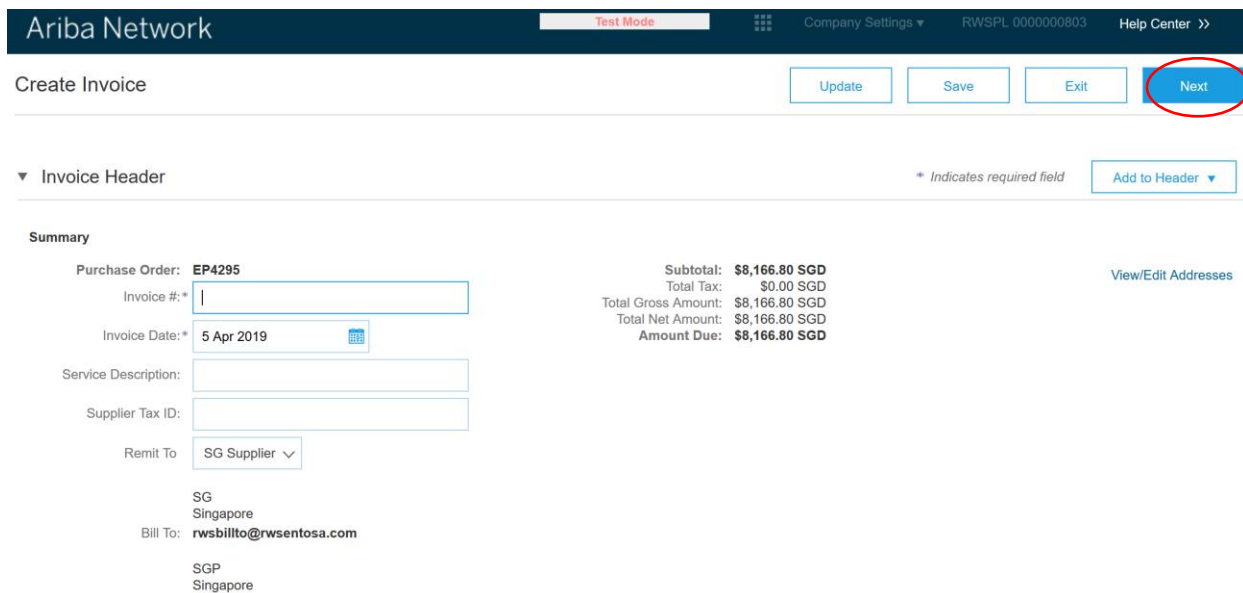
Purchase Order
(New)
EP4295
Amount: \$8,166.80 SGD
Version: 1

Payment Terms ?
NET 0 Routing Status: Sent

Comments
Comment Type: Terms and Conditions
Body: The following terms and conditions (https://www.rwsentosa.com/en/our-suppliers) shall apply to the supply of Goods and/or Services:- Messages

- Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable. If the Supplier is a GST-Supplier, the Supplier VAT/Tax ID needs to be populated. The “Accept” field must be ticked.

- Click on “Next”.



Ariba Network Test Mode Company Settings RWSPL 0000000803 Help Center >>

Create Invoice Update Save Exit

▼ Invoice Header * Indicates required field

Summary

<p>Purchase Order: EP4295</p> <p>Invoice #:* <input type="text"/></p> <p>Invoice Date:* 5 Apr 2019 <input type="text"/></p> <p>Service Description: <input type="text"/></p> <p>Supplier Tax ID: <input type="text"/></p> <p>Remit To: SG Supplier <input type="text"/></p> <p>SG Singapore Bill To: rwsbillto@rwsentosa.com SGP Singapore</p>	<p>Subtotal: \$8,166.80 SGD</p> <p>Total Tax: \$0.00 SGD</p> <p>Total Gross Amount: \$8,166.80 SGD</p> <p>Total Net Amount: \$8,166.80 SGD</p> <p>Amount Due: \$8,166.80 SGD</p> <p style="text-align: right;">View/Edit Addresses</p>
---	--

- Review your invoice for accuracy on the Review page. If no changes are needed, click “Submit” to send the invoice to RWS.

Ariba Network Test Mode Company Settings RWSPL 000000803 Help Center >>

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Singapore. The document's destination country is: Singapore. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

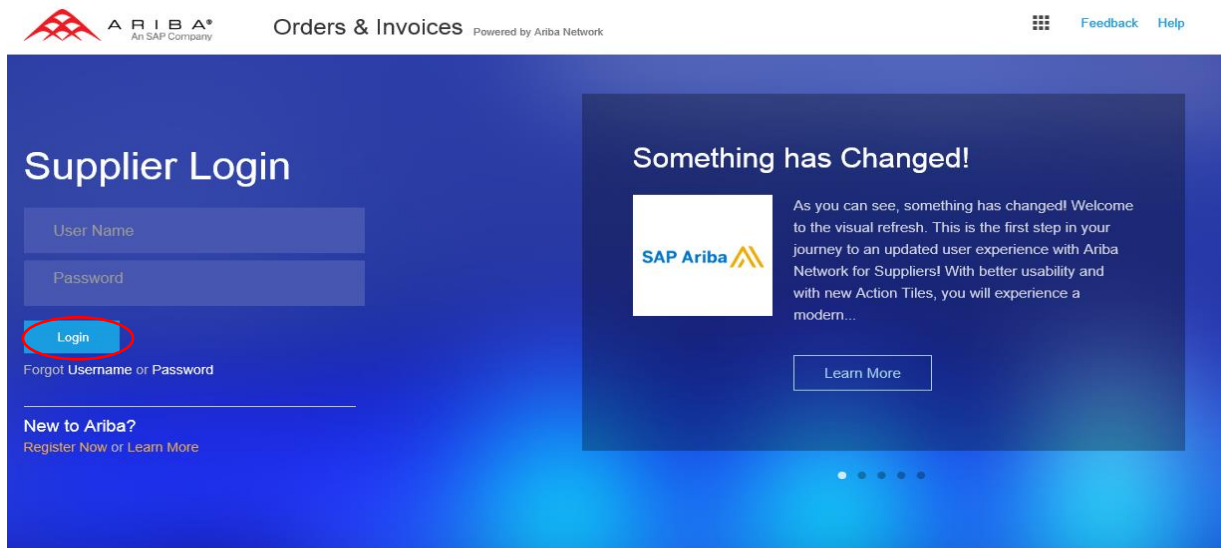
Tax Invoice

Invoice Number: 12344656 Invoice Date: Friday 5 Apr 2019 11:03 AM GMT+07:00 Original Purchase Order: EP4295	Total Amount Payable excluding GST: \$8,166.80 SGD GST Payable (@ 7%): \$571.68 SGD Total Amount Payable including GST: \$8,738.48 SGD
---	--

REMIT TO:	BILL TO:	SUPPLIER:
Supplier000000803 - TEST Postal Address: SG Supplier ABC Remittance address SG 1000 Singapore Remit To ID: 1000001	rwsbillto@rwsentosa.com Postal Address (default): 8 Sentosa Gateway Company Registration No. 200502573D SGP 098269 Singapore Address ID: RWSARIBA	Singapore Postal Address: Singapore SINGAPORE 510134 Singapore GST ID: GST12989000

(ENTERPRISE Account Log-In)

- Go to supplier.ariba.com and enter your username & password then click “Log in”.




2. Click the “Inbox” tab to view your Purchase Orders.

Ariba Network Test Mode

HOME **INBOX** OUTBOX CATALOGS REPORTS

Orders and Releases Collaboration Requests Time & Expense Sheets Early Payments Scheduled Payments Remittances More...

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (100+)

Type	Order Number	Collaboration Request	Amount	Date ↓	Order Status
Order	BP054		\$100.00 USD	20 Nov 2017	New
Order	M410000409		\$1,500.00 USD	30 Oct 2017	Invoiced
Order	M410000404		\$100.00 USD	27 Oct 2017	New
Order	M410000405		\$2,000.00 USD	27 Oct 2017	New
Order	M410000403	PR2242-R49	\$60.00 USD	27 Oct 2017	New


3. Click on the Order number to view the Purchase Order details.

Ariba Network Test Mode Company Settings RWSPL 000000803 Help Center >>

Purchase Order: EP4295 Done

Create Order Confirmation Create Ship Notice Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail Order History



From:
rwsbillto@rwsentosa.com
 8 Sentosa Gateway Company Registration No. 200502573D
 SGP 098269
 Singapore

To:
Supplier000000803 - TEST
 Singapore
 SINGAPORE 510134
 Singapore
 Phone: +65 9000
 Fax:
 Email: beamwiranphatsap@gmail.com

Purchase Order
 (New)
EP4295
 Amount: \$8,166.80 SGD
 Version: 1

Payment Terms Routing Status: Sent
 NET 0

Comments
 Comment Type: Terms and Conditions
 Body: The following terms and conditions (https://www.rwsentosa.com/en/our-suppliers) shall apply to the supply of Goods and/or Services:-

[Messages](#)



4. Click on “Create Invoice” and create “Standard Invoice”.

Ariba Network Test Mode Company Settings RWSPL 000000803 Help Center >>

Purchase Order: EP4295 Done

Create Order Confirmation Create Ship Notice **Create Invoice** Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail Order History

Standard Invoice
 Line-Item Credit Memo
 Line-Item Debit Memo

Resorts World Sentosa Singapore
a Genting Resort

From:
rwsbillto@rwsentosa.com
8 Sentosa Gateway Company Registration No. 200502573D
SGP 098269
Singapore

To:
Supplier000000803 - TEST
Singapore
SINGAPORE 510134
Singapore
Phone: +65 9000
Fax:
Email: beamwiranphatsap@gmail.com

Purchase Order (New)
EP4295
Amount: \$8,166.80 SGD
Version: 1

Payment Terms i
NET 0 Routing Status: Sent

Comments
Comment Type: Terms and Conditions
Body: The following terms and conditions (https://www.rwsentosa.com/en/our-suppliers) shall apply to the supply of Goods and/or Services:- Messages

5. Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable. If the Supplier is a GST-Supplier, the Supplier VAT/Tax ID needs to be populated. The “Accept” field must be ticked.

6. Click on “Next”.

Ariba Network Test Mode Company Settings RWSPL 000000803 Help Center >>

Create Invoice Update Save Exit Next

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: EP4295	Subtotal: \$8,166.80 SGD	View/Edit Addresses
Invoice #: *	Total Tax: \$0.00 SGD	
Invoice Date: * 5 Apr 2019	Total Gross Amount: \$8,166.80 SGD	
Service Description:	Total Net Amount: \$8,166.80 SGD	
Supplier Tax ID:	Amount Due: \$8,166.80 SGD	
Remit To: SG Supplier		
Bill To: rwsbillto@rwsentosa.com		
SGP Singapore		

- Review your invoice for accuracy on the Review page. If no changes are needed, click “Submit” to send the invoice to RWS.

Ariba Network Test Mode Company Settings ▾ RWSPL 0000000803 Help Center >>

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Singapore. The document's destination country is: Singapore. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Tax Invoice

Invoice Number: 12344656
 Invoice Date: Friday 5 Apr 2019 11:03 AM GMT+07:00
 Original Purchase Order: EP4295

Total Amount Payable excluding GST: **\$8,166.80 SGD**
 GST Payable (@ 7%): \$571.68 SGD
 Total Amount Payable including GST: **\$8,738.48 SGD**

REMIT TO:	BILL TO:	SUPPLIER:
Supplier0000000803 - TEST	rwsbillto@rwsentosa.com	Singapore
Postal Address: SG Supplier ABC Remittance address SG 1000 Singapore Remit To ID: 1000001	Postal Address (default): 8 Sentosa Gateway Company Registration No. 200502573D SGP 098269 Singapore Address ID: RWSARIBA	Postal Address: Singapore SINGAPORE 510134 Singapore GST ID: GST12989000

Transaction Status:-

Routing Status (Status of the invoice transmission to RWS via the Ariba Network.)	
Obsolete	After you cancel an invoice or edit and resubmit an invoice, the original invoice moves to “Obsolete” status to indicate that you don't need to take any further action on the original invoice. Once an invoice has this routing status, you can't make any changes to it.
Failed	Ariba Network could not send the document to the customer's system. You can edit and resubmit a failed invoice.
Queued	Ariba Network is in the process of sending the invoice to the RWS system.
Sent	Ariba Network has sent the invoice to the RWS system, but RWS has not yet acknowledged that they received the invoice.
Acknowledged	RWS system has acknowledged the receipt of the invoice.

Invoice Status (Status of RWS's action on the Invoice)	
Sent	RWS has received the invoice but has not approved or rejected it.
Approved	If the invoice doesn't have any errors, RWS approves the invoice for payment, which changes the invoice status to "Approved".
Paid	RWS has indicated that the invoice is paid or in the process of being paid.
Rejected	The invoice failed validation on Ariba Network, or RWS rejected the invoice in their invoice processing system. You can edit and resubmit a rejected invoice.
Cancelled	You canceled the invoice and can't make any further changes to it.

Part 4

Contract Invoicing

Contract Invoicing

Introduction:-

Contract invoices are created in the Ariba Network against Contract orders.

Contracted services are typically where the supplier is performing recurring tasks as defined in a master agreement, where agreed pricing terms and rates exist and invoices are submitted at regular intervals (i.e. monthly).

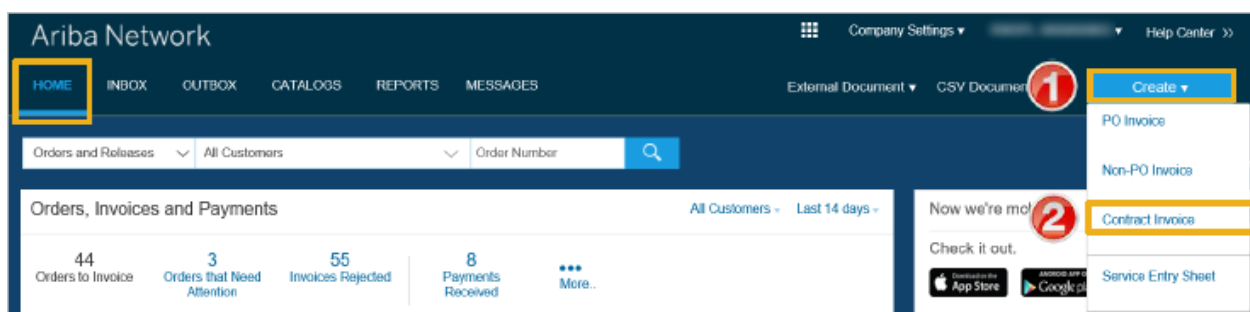
When a Contract Order is published the supplier will be advised by Resorts World at Sentosa Pte Ltd what the Contract Order number is which will look like C12345.

Please also note the following when creating invoices:

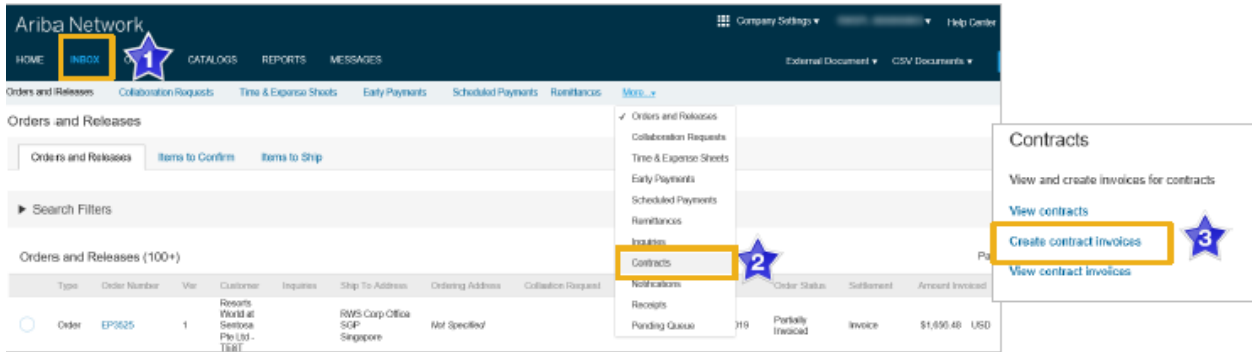
- The tax rate and category must be selected for each invoice.
- Taxes can be added at the header level or at line level.
- Partial invoicing is allowed.

There are TWO ways to begin a Contract invoice:-

1. From the Homepage selection:
 1. Click on "Create".
 2. Select "Contract Invoice".

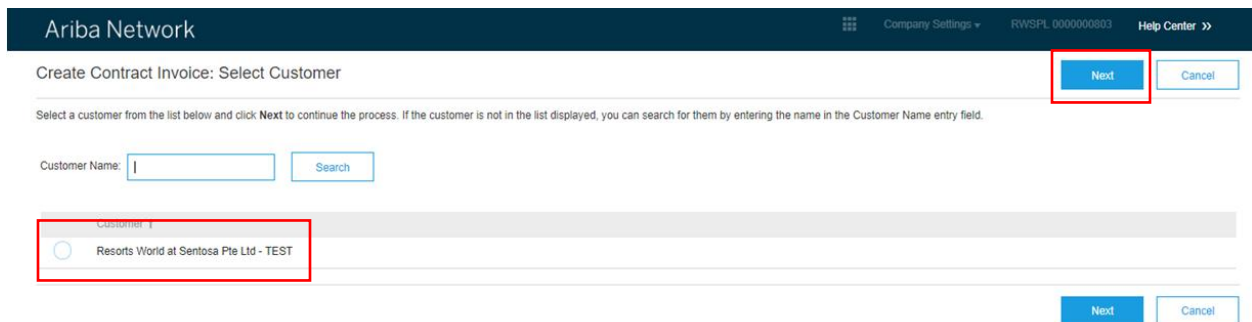


2. From the Inbox:
 1. Click on "Inbox".
 2. Select "Contracts".
 3. Select "Create Contract Invoices".



Customer Contract Selection:-

- Screen displays "Create Contract Invoice: Select Customer".
 - Select "Customer" – [Resorts World at Sentosa Pte Ltd]
 - Click "Next".
- Screen displays "Create Contract Invoice: Select Customer Contract Site".
 - Select the "Business Unit Address".
 - Click "Next".
- Screen displays "Create Contract Invoice: Select Contract".
 - Click on "Select" to choose the Contract.



Ariba Network Company Settings ▾ RWSPL 000000003 Help Center >>

Contract Invoice: Select Customer Contract Site **Next** Cancel Previous

Select which Business Unit Address you want to access and click **Next** to continue the process.

Business Unit Address 1	Contact
<input type="radio"/> child1	Chia Hong Chuan

Next Cancel Previous

Ariba Network Test Site Company Settings ▾ RWSPL 000000003 Help Center >>

Create Contract Invoice: Select Contract Prev **Next** Cancel

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

Contract: * (no value) **[select]**

Invoice #: *

Invoice Date: *

Sold To Email:

Payment Terms: (no value) [select]

Ship From: JEFFREY LEOW: Ship To: (no value) ▾

Prev **Next** Cancel

- Screen displays “Choose Value for Contract”.
 - Click “Select” for the required contract.
- Screen returns to “Create Contract Invoice: Select Contract”.
 - The Contract Number is displayed.
 - Enter the Invoice Number.
 - Enter the Invoice Date.

Choose Value for Contract

ID ▾ | | Search

ID	Title	Effective Date	Expiration Date	Status	
C522	GST Local Corrected FINAL	Wed, 13 Mar, 2019	Fri, 13 Mar, 2020	Open	Select
C520	Contract Invoicing Training	Mon, 25 Mar, 2019	Wed, 24 Mar, 2021	Open	Select
C508	Contract Complane Work Instructions	Tue, 26 Mar, 2019	Thu, 25 Mar, 2021	Open	Select
C505	Contract Request for Training 1	Mon, 25 Mar, 2019	Wed, 24 Mar, 2021	Open	Select
C501	Contract Request for Training	Mon, 25 Mar, 2019	Wed, 24 Mar, 2021	Open	Select
C493	Test Contract Request Milestone TAX INV	Sun, 10 Mar, 2019	Thu, 12 Mar, 2020	Open	Select
C484	GST Foreign Correct	Wed, 13 Mar, 2019	Fri, 13 Mar, 2020	Open	Select
C483-V2	GST Local	Wed, 13 Mar, 2019	Fri, 13 Mar, 2020	Open	Select
C475	Test Contract Request Milestone TAX INV	Sun, 10 Mar, 2019	Thu, 12 Mar, 2020	Open	Select
C462	Self Create Contract Invoicing_GST_Multiple_SGD 128 (2)	Mon, 11 Feb, 2019	Mon, 10 Feb, 2020	Open	Select

Done

- Screen returns to “Create Contract Invoice: Select Contract”.
 - Click “Next”.

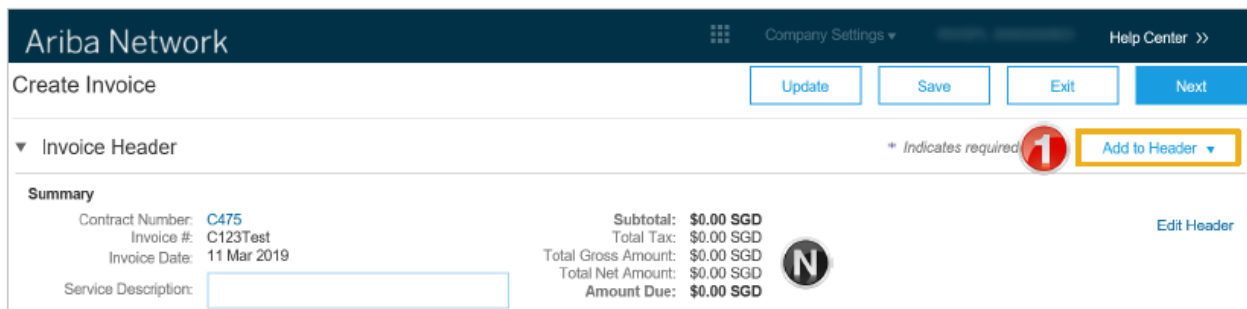
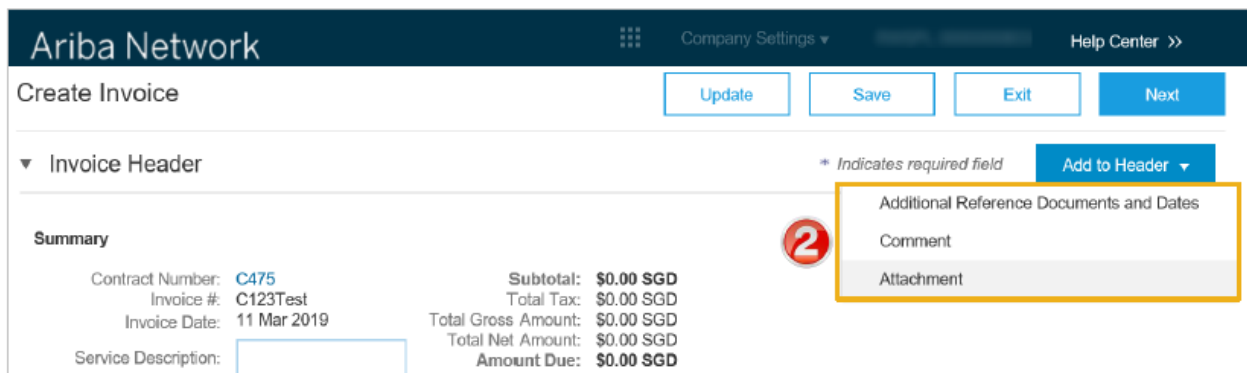
Header level:-

The information entered into the previous screen is auto-populated.

Note: The value of the Contract Invoice is zero, this is due to the items of the contract are yet to be added.

1. Click on “Add to Header” to add additional information.
2. Select the applicable action; if required:

Scroll down to Line Items; go to “Add Line Items”.

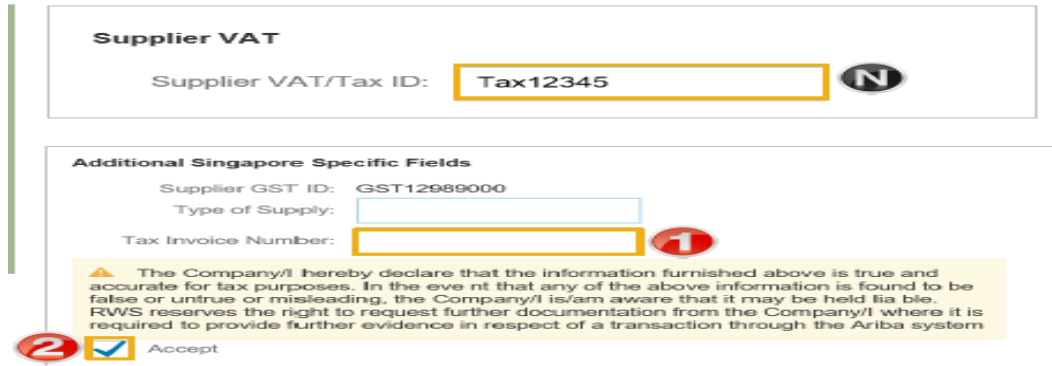
Tax:-

Scroll down to Supplier VAT.

Note: Supplier VAT/Tax ID will be auto-populated if supplier has completed tax id in their company profile. If not: then enter the Supplier VAT/Tax ID.

Scroll down to “Additional Singapore Specific Fields.”

1. Enter the Tax Invoice Number.
2. Select the check box that says “Accept”.



The screenshot shows a form with two main sections. The first section is titled "Supplier VAT" and contains a field for "Supplier VAT/Tax ID:" with the value "Tax12345" and a "N" icon. The second section is titled "Additional Singapore Specific Fields" and contains fields for "Supplier GST ID:" (GST12989000), "Type of Supply:" (empty), and "Tax Invoice Number:" (empty). Below these fields is a yellow warning box with a triangle icon and text: "The Company/I hereby declare that the information furnished above is true and accurate for tax purposes. In the event that any of the above information is found to be false or untrue or misleading, the Company/I is/am aware that it may be held liable. RWS reserves the right to request further documentation from the Company/I where it is required to provide further evidence in respect of a transaction through the Ariba system". At the bottom left of the form, there is a red circle with the number "2" and a checked checkbox labeled "Accept".

Add Line Items:-

- Scroll Down to Line Items.
 1. Click “Add Items”.
- Screen displays “Create Contract Invoice: Add Contract Item”.
- All items that are part of the Contract will be displayed.
 2. Enter the Quantity based on the unit of measure.
 3. Click “Add Item”.
- Repeat Step 2 and 3 until all required items are added.
 4. Click “Done”.

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: 0% GST / GST Zero Rated Discount Add to Included Lines

<input type="checkbox"/>	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected												

↳ Line Item Actions Add Items 1

Company Settings Help Center >>

Ariba Network

Create Contract Invoice: Add Contract Item Done Cancel

4

Contract: C475

Browse By Category: Raw Materials >

All Categories Search by part #, supplier name, or keyword

4 item(s) found View: Sort by: Relevance

Add Item Compare Items

Enter a description for this milestone item.

Supplier: VENDOR824
Supplier Part # C475-1_MilestoneItem
Available in: 0 Day(s)

\$5,660,000 USD / Each

City: Add Item

2 3

- Click on the check box for Tax Category.
 5. Select the applicable tax value from the drop down list.
 6. Click “Add to Included Lines”.

- A tax section will open for each item.
 7. Confirm or change the tax Category on each item.
 8. Click “Next”.

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

5 Tax Category: **7% GST / GST 7%** Shipping Documents Special Handling Discount **7** [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	MATERIAL	C475-1_MilestoneItem	Enter a description for this milestone item.		1	EA	\$5,660.00 USD	\$5,660.00 USD

8 Tax Category: **7% GST / GST 7%** Taxable Amount: **\$5,660.00 USD** Rate %: 7 Tax Amount: **\$396.20 USD** GST Type: Select

Shipping From: JEFFREY LEOW: SINGAPORE Singapore Ship To: web@resorts.com SGP Singapore Deliver To: web@resorts.com Singapore

Shipping Cost Shipping Amount: **\$0.00 SGD** Shipping Date:

9 [Line Item Actions](#) [Add Items](#) [Change Items](#) [Update](#) [Save](#) [Exit](#) [Next](#)

Finalising a Contract Invoice:-

- Review the Contract Invoice and;
 1. Click "Submit".
 2. Click on "Exit".

Ariba Network Company Settings ▾ Help Center >>

Create Invoice [Previous](#) [Save](#) [Submit](#) [Exit](#)

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Singapore. The document's destination country is: Singapore. **1**

If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Tax Invoice

Invoice Number: C123Test	Total Amount Payable excluding GST: \$5,660.00 USD \$7,754.20 SGD
Invoice Date: Monday 11 Mar 2019 6:46 AM GMT-07:00	GST Payable (@ 7%): \$396.20 USD \$542.79 SGD
Contract Number: C475	Total Shipping: \$0.00 SGD
	Total Amount Payable including GST: \$6,056.20 USD \$8,296.99 SGD

Ariba Network Company Settings ▾ Help Center >>

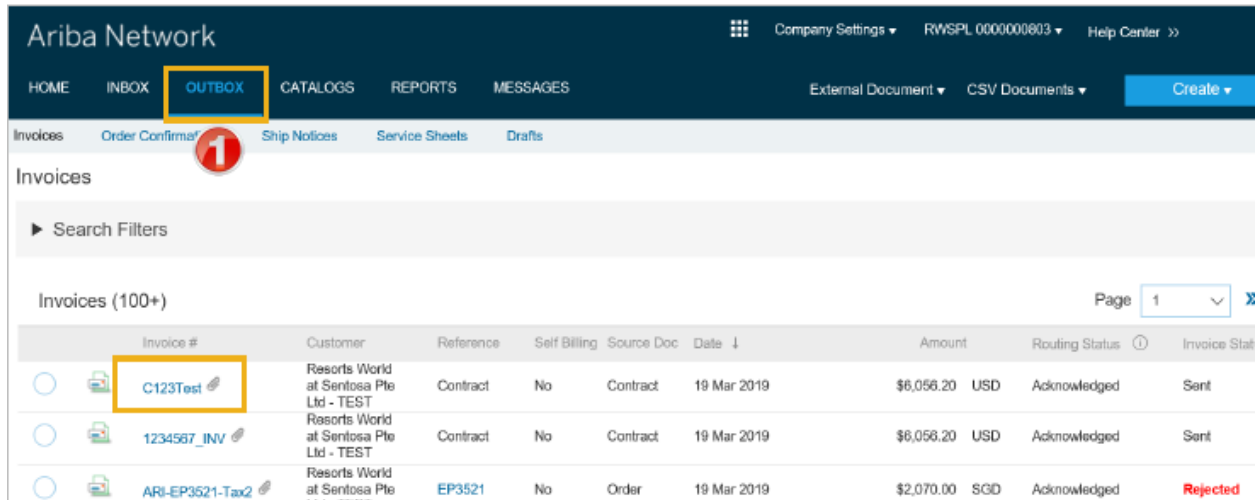
Invoice C123Test has been submitted.

- 2** [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

Locating a submitted Contract Invoice:-

- Screen displays the Homepage. To view the submitted Contract Invoice.
 1. Click "Outbox".

- You can review the submitted Contract invoice under Invoice No.



Ariba Network Company Settings ▾ RWSPL 0000000803 ▾ Help Center >>

HOME INBOX **OUTBOX** CATALOGS REPORTS MESSAGES External Document ▾ CSV Documents ▾ Create ▾

Invoices Order Confirmations Ship Notices Service Sheets Drafts

Invoices

▶ Search Filters

Invoices (100+) Page 1 ▾

Invoice #	Customer	Reference	Self Billing	Source Doc	Date ↓	Amount	Routing Status ⓘ	Invoice Stat
C123Test	Resorts World at Sentosa Pte Ltd - TEST	Contract	No	Contract	19 Mar 2019	\$6,056.20 USD	Acknowledged	Sent
1234567_INV	Resorts World at Sentosa Pte Ltd - TEST	Contract	No	Contract	19 Mar 2019	\$6,056.20 USD	Acknowledged	Sent
ARI-EP3521-Tax2	Resorts World at Sentosa Pte Ltd - TEST	EP3521	No	Order	19 Mar 2019	\$2,070.00 SGD	Acknowledged	Rejected

Part 5

Standard vs Enterprise Account Overview

Standard Account vs Enterprise Account Overview

There are 2 types of Ariba Network accounts for Suppliers:

Standard	Full
Ability to transact with RWS and collaborate on all basic document types; Orders, Order Confirmations and Invoices	Supplier funded subscription which is subject to fees
Receive Invoice Status notifications in real-time and view scheduled payment dates	Provide the ability for Suppliers to manage their own Catalogues
Access is always initiated via an Interactive Email attached to the Order	Invoices are archived online for the life of the account
Access can be provided to multiple users in the Supplier Organisation	Dedicated live-chat, phone and email support included from SAP Ariba
Mobile enabled and it's free	Enables back-end Integration with a Supplier ERP System
	Enhanced reporting capabilities

Supplier Help Resources

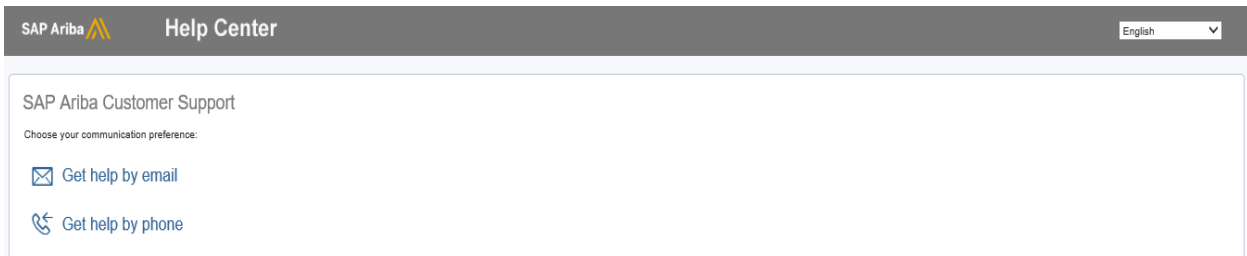
The following are the different mode of resources available:

Online Help:

- [Standard Account](#)
- [Ariba Exchange User Community](#)

SAP Ariba Customer Support

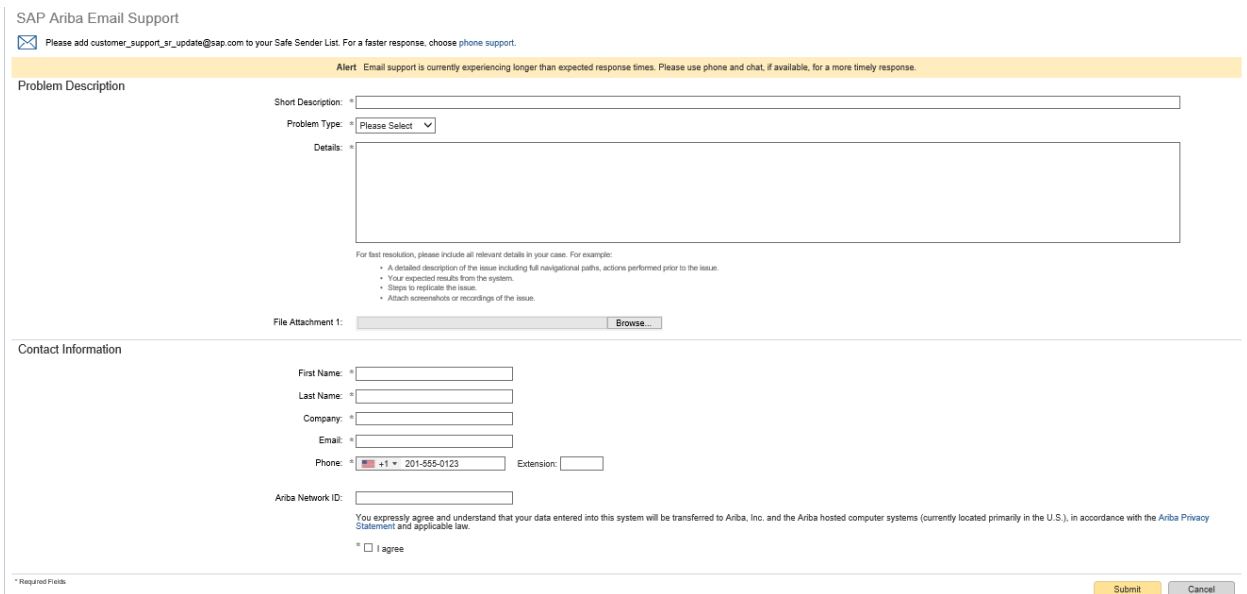
- Click [here](#) for Ariba registration and technical support assistance
 - o Choose your communication preference
 - Get help by email
 - Get help by phone



The screenshot shows the SAP Ariba Help Center header with the SAP Ariba logo and 'Help Center' text. A language dropdown menu is set to 'English'. Below the header, the page title is 'SAP Ariba Customer Support'. Underneath, it says 'Choose your communication preference:' and provides two options: 'Get help by email' (with an envelope icon) and 'Get help by phone' (with a telephone handset icon).

Get help by email

Supplier to fill the required information in the webform, please expect the Ariba Customer Service Support Team to revert back to your within 24 hours.




The screenshot shows the 'SAP Ariba Email Support' webform. At the top, there is a note: 'Please add customer_support_tr_update@sap.com to your Safe Sender List. For a faster response, choose phone support.' Below this is an alert banner: 'Alert: Email support is currently experiencing longer than expected response times. Please use phone and chat, if available, for a more timely response.' The form is divided into two main sections: 'Problem Description' and 'Contact Information'.
 In the 'Problem Description' section, there are fields for 'Short Description', 'Problem Type' (a dropdown menu), and 'Details' (a large text area). Below the 'Details' field, there is a list of instructions for providing a detailed description of the issue, including: 'A detailed description of the issue including full navigational paths, actions performed prior to the issue.', 'Your expected results from the system.', 'Steps to replicate the issue.', and 'Attach screenshots or recordings of the issue.' There is also a 'File Attachment 1' field with a 'Browse...' button.
 In the 'Contact Information' section, there are fields for 'First Name', 'Last Name', 'Company', 'Email', 'Phone' (with a country code dropdown and an extension field), and 'Ariba Network ID'. At the bottom of this section, there is a checkbox for 'I agree' and a small disclaimer: 'You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the Ariba Privacy Statement and applicable law.' At the very bottom of the form, there are 'Submit' and 'Cancel' buttons.

Get help by Phone Support:

Supplier to fill the required information in the webform, please expect the Ariba Customer Service Support Team to revert back to you within 5-10 minutes.

SAP Ariba Phone Support

 Provide the following information, and the next available specialist will call you.

Problem Description

Short Description: *

Contact Information

First Name: *

Last Name: *

Company: *

Email: *

Phone: * Extension:

Confirm Number: *

My phone number is correct.

Do not record this phone call.

Ariba Network ID:

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the [Ariba Privacy Statement](#) and applicable law.

I agree

* Required Fields

Thank you

We look forward to your support in RWS' Digital Procurement Journey