

RESORTS WORLD AT SENTOSA PTE LTD

SUPPLIER SELF- REGISTRATION GUIDE

RWS Restricted

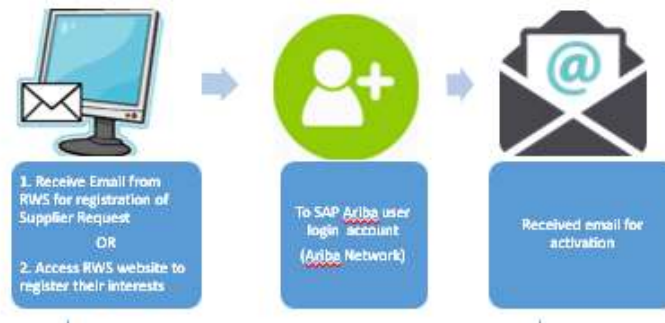
As part of business transformation and adoption of technology, RWS will be implementing a Source-To-Pay solution to simplify, automate and digitize the purchasing, ordering and invoicing activities.

As Supplier, you can look forward to a suite of benefits:-

- Sourcing collaboration
- End-to-end transparency allows access to the latest PO changes at any time - Sources of data entry errors and mismatches are eliminated.
- Better payment on time; payment status is always transparent - Mismatches between PO and invoice are avoided
- Accessible on mobile device via the SAP Ariba app
- Business growth opportunities via the SAP Ariba Network

Supplier is to register their interest in doing business with RWS by submitting a self-registration request through RWS website - "Our Suppliers" (<https://www.rwsentosa.com/en/our-suppliers>).

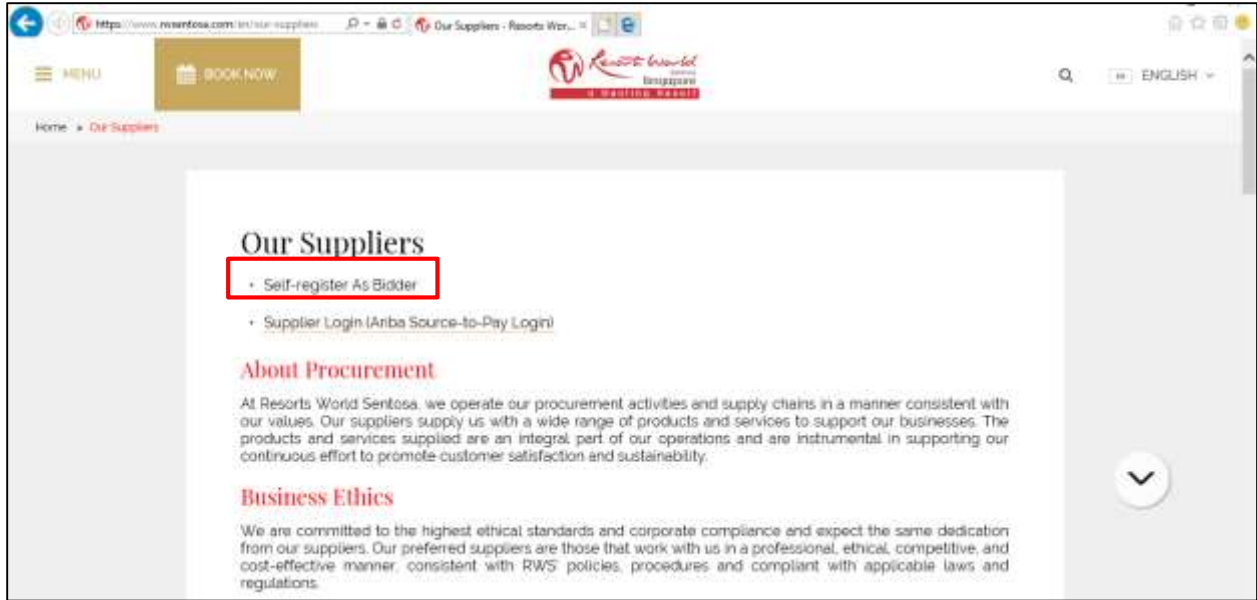
See process flow as shown below:



1.1. Supplier Self Registration Process

Step:	Instructions
1.	Supplier shall submit a self-registration request through RWS website - "Our Suppliers" (https://www.rwsentosa.com/en/our-suppliers). Click on the "Self-register As Bidder" hyperlink

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Step:	Instructions
2.	<p>Supplier shall register as “Registered Business” or “Individual”.</p> <p>Note:</p> <ul style="list-style-type: none">• User who enrolls the account will be holding the “Administrator Rights”. For more information on Administration Rights, please reference to• Session will time out if user remains idle for 10 minutes.

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1.1.1. As a “Registered Business”

Step:	Instructions
a.	Supplier to select “ Registered Business ”.
b.	Name (As per ACRA bizfile report or its foreign equivalent shall include name(s) of company director(s) in the vendor.)
c.	Unique Entity Number / Business Registration Number (Registration number issued by any government authority certifying the incorporation or existence of the company / business)
d.	Date of incorporation in DD/MM/YYYY format.
e.	Country of Registration.
f.	Supporting Documents for Registration as a Business.
g.	Supplier to key “ First Name ”.
h.	Supplier to key “ Last Name ”.
i.	Supplier to key a valid “ Email ”.

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1.1.2. As an "Individual"

https://s1.ariba.com/Sourcing/Main/aw/awh=r&awssk=fCYM368x&realm=RWSentosa&std=1

Supplier self-registration request form

Vendor Information

1.1 *Are you a registered business or an Individual
Individual

1.7 *Name (As per Identification Card / Passport)

1.8 *Date of Birth

1.9 *Country of Citizenship
SGP-Singapore

1.10 You have selected to register as an individual. Do not maintain your personal data into Ariba

1.11 *Supplier Contact First Name

1.12 *Supplier Contact Last Name

1.13 *Supplier Contact Email

Step:	Instructions
a.	Supplier to select "Individual" . Note: Do not maintain your personal data in Ariba.
	Name (As per identification card / Passport.)
b.	Date of Birth in DD/MM/YYYY format.
c.	Country of Citizenship.
d.	Supplier to key "First Name" .
e.	Supplier to key "Last Name" .
f.	Supplier to key a valid "Email" .

RWS SAP Ariba

https://s1.ariba.com/Sourcing/Main/aw/awh=r&awssk=fCYM368x&realm=RWSentosa&std=1

Arbitration/Litigation

2.1 *
Are you currently involved or have 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?
 Yes No

2.2 *Please provide a brief description of the nature of the dispute, the amount under dispute and the parties involved

2.3 *Attach any supporting Documents (e.g. Quotinet etc.)
Upload File

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Step:	Instructions
3.	Arbitration / Litigation. Supplier to select “Yes” or “No” accordingly. If “Yes” is selected, Supplier to specify under “ 2.2 Brief Description ” and attach “ Supporting Documents ” under 2.3.

Bankruptcy

3.1 *Are you currently involved or have been involved in the last five years in winding up petition/bankruptcy?
 Yes No

3.2 *Please provide a brief description

3.3 *Attach any supporting Documents

Step:	Instructions
4.	Bankruptcy. Supplier to select “Yes” or “No” accordingly. If “Yes” is selected, Supplier to specify under “ 3.2 Brief Description ” and attach “ Supporting Documents ” under 3.3.

Related to RWS

4.1 *Are you related to anyone working in Resorts World Sentosa or companies related to the Gerding Group? Include spouse/ domestic partner, children (including foster and step-children), parents, parents-in-law, grandparents, siblings, cousins, nieces, nephews, aunts and uncles
 Yes No

4.2 *Please select the number of relatives:

Relative 1 Information

4.3.1 *Full Name of Related Person(s)

4.3.2 *Relationship

4.3.3 *Name of Employer

4.3.4 *Position

Step:	Instructions
5.	Related to RWS. Supplier to select “Yes” or “No” accordingly. If “Yes” is selected, Supplier to select under “ 4.2 Number of relatives ” and key “ Relative Information ” under 4.3.1 to 4.3.4 accordingly.

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5.1 * Has there been any adverse news about the Vendor/Affiliates/Key management/Company Directors/Major Shareholders in the last five years?
 Yes No

5.2 *Please provide a brief description

5.3 *Attach any supporting Documents

Step:	Instructions
6.	<p>Adverse News refers to news that will have negative impact to the company/individuals, which may affect credibility, integrity and stability of our company. This includes but not limited to crime, fraud, corruption, safety violation, negative environmental & society violation/behavior.</p> <p>Supplier to select “Yes” or “No” accordingly.</p> <p>If “Yes” is selected, Supplier to specify under “5.2 Brief Description” and attach “Supporting Documents” under 5.3.</p>

6.1 * Does any of the Vendor's associated companies / affiliates and its directors have any business dealings with RWS within the last 5 years?
 Yes No

6.2 *Attach any supporting Documents

6.3 *Please select the number of associated companies
1

Company/Affiliate 1 Information

6.4.1 *Name

6.4.2 *Product and services supplied

6.4.3 *Relationship with the Vendor

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Company/Affiliate 1 Information

6.4.1 *Name

6.4.2 *Product and services supplied

6.4.3 *Relationship with the Vendor

6.4.4 *Reason for supplying above through associated company / affiliates / directors

Step:	Instructions
7.	<p>Related to RWS. Supplier to select “Yes” or “No” accordingly.</p> <p>If “Yes” is selected, Supplier to attach “Supporting Documents” under 6.2.</p> <p>Supplier to select “Number of Associated Company” under 6.3 and fill “Company/Affiliate information” under 6.4.1 to 6.4.4 accordingly.</p>

Agreement

7.1 *

I, the undersigned, hereby certify to the best of my knowledge that the particulars given in this form are true and correct. I also certify that I am authorized by the Vendor to complete and sign this form. I, on behalf of the Vendor, authorize RWS to make direct enquiries and references to any person, firm, public official or organization to verify the information submitted herein or regarding the competence and general reputation of the Vendor. I understand that RWS reserves the sole right and discretion to select the applicants for award / contracting consideration. RWS reserves its right to terminate all signed contracts or Purchase Orders issued immediately and to pursue or recover all related damages incurred on a full indemnity basis if the information submitted above is found to be inaccurate.

I agree

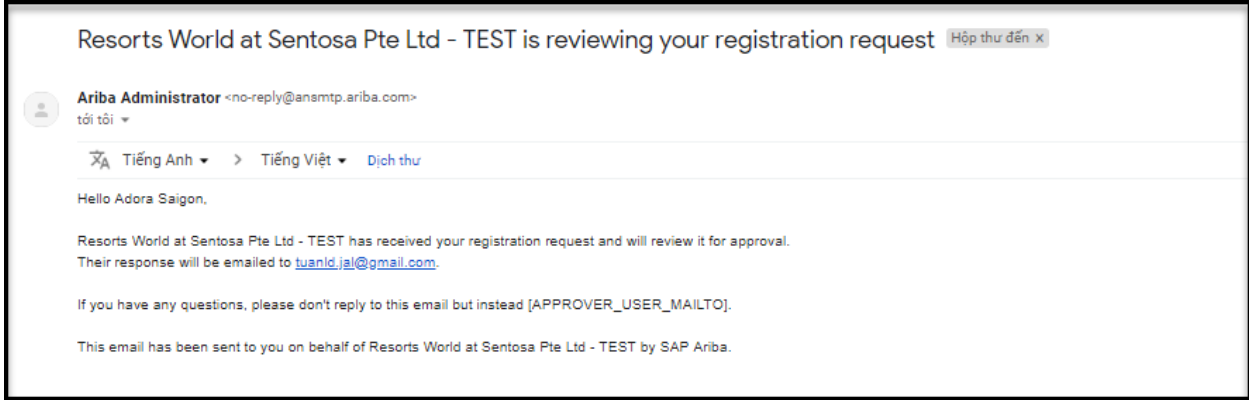
Your request for registration as a supplier with RWSentosa-T is complete.

The RWSentosa-T supplier management team will review your request details and make a decision on your request.

Decision will be sent to your email at tuacid.jai@gmail.com

Supplier Self Request Form	
Vendor Information	
Supplier Name	Adara Saigon
Unique Entity No/Business Registration No/Identification No	221377540
Supplier Contact First Name	Duc
Supplier Contact Last Name	Tuan
Supplier Contact Email	tuacid.jai@gmail.com

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Step:	Instructions
8.	Supplier to click “Submit” for processing of request. Supplier will receive an email notification on the submitted information.
	Request will be send to VAS Team via email notification for review and approval in accordance to Vendor Master Management SOP.

1.2. SAP-Ariba Network Registration

After self-registration has been approved by RWS, suppliers are required to be setup account in Ariba Network (Supplier login) before commencing the source-to-pay activities.

1.2.1. Ariba Commerce Cloud Account



Step:	Instructions
a.	Supplier will receive invitation from SAP-Ariba for registration.
	Supplier to click on “Click Here” to create account.
	Note:
	New User To create New Account
	Existing User To login using existing AN user access.

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Ariba Sourcing | Help Center

Welcome, Valerie Chang

Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Network. Resorts World at Sentosa Pte Ltd - TEST has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account. **Sign up**

Already have an account? **Log In**

About Ariba Network

The Ariba Network is your gateway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships

Search:

- The username and password you entered doesn't exist?
- Error: User already exists. Please enter a different username
- What are some common issues when registering an account?
- How do I participate in my buyer's event using an email invitation?
- Can my company have multiple accounts?
- Supplier Issues (4-10)
- How do I register a new account?
- What should I do if my invoice has been rejected?
- Training resources with live Q&A

Step:	Instructions
b.	<p>On the Ariba Sourcing page, Supplier to click on either of the following:</p> <p>New User To Click “Sign up” to create New Account.</p> <p>Existing User To Click “Log In” with your existing AN user access.</p>

1.2.2. Create a New Ariba Network Account

Register

Company information

* Indicates a required field

Company Name: *

Country: * United States [USA]

Address: *

Line 1

Line 2

Line 3

City: *

State: * Alabama

Zip: *

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

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User account information

** Indicates a required field*

SAP Ariba Privacy Statement

Name: *

Email: *

Use my email as my username

Username: *

Password: *

Language:

Email orders to: *

Must be in email format (e.g john@newco.com)

Must contain a minimum 8 characters including letters and numbers.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business ▼

Product and Service Categories: -or- [Browse](#)

Ship-to or Service Locations: -or- [Browse](#)

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet.

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Product and Service Category Selection

Search
Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories: Didn't find what you were looking for? Try Search »

Agricultural & Fishing Machinery >

Agricultural & Fishing Services >

Apparel, Luggage & Personal Care >

Chemicals >

Cleaning Supplies >

Computer Hardware, Software & Telecom >

Construction & Maintenance

Building Construction & Maintenance Services >

General Building Construction >

Maintenance Services >

Commercial or Industrial construction >

Infrastructure construction >

Residential construction >

Apartment construction >

Single family home construction ✓

My Selections (2)

Key board skills (View)

Single family home construction (View)

Remove

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.



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

I have read and agree to the [SAP Ariba Privacy Statement](#)

Register
Cancel

Step:	Instructions
a.	<p>Supplier to complete the fields in the Registration Page. There are 4 sections:</p> <div style="margin-left: 20px;"> <p> Company Information section.</p> <p>Name To fill up Name (As per ACRA bizfile report or its foreign equivalent shall include name(s) of company director(s) in the vendor.)</p> <p>Address To fill up Business Address.</p> </div> <div style="margin-left: 20px; margin-top: 10px;"> <p> User Account Information section.</p> <p>Name To key "First" & "Last Name".</p> <p>Email To key a valid email address.</p> <p>Username Can be identical with your email address and is case-sensitive.</p> </div>

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Use my email as my username:	The username will take the email address by default. If Supplier wants to change the username, uncheck the check box and input the required username.
Password	Must consist of at least 8 characters and contain letters and numbers (It is case-sensitive.)
Language	It will be defaulted as English.
Email order to	RWS may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.
 Tell us about your business section. Supplier needs to maintain their company product, service categories and ship-to or service locations details. The Supplier can add as many service categories from the standard Ariba list.	
Product and Service Categories:	Select from the list accordingly. Once you click on 'Browse', it will take you to the product category section which has a standard search criterion in Ariba.
Ship-to or Service Locations	Select the appropriate service category and to add in the service category, just click on the "Add" button as highlighted above. If the service category is not listed just click on the "Browse" option highlighted above.
 "Terms of Use" & "SAP Ariba Privacy Statement" section Supplier to read the Terms of Use and Ariba Privacy Statement at the bottom of the page. To accept them, click the checkbox . (Clicking the checkbox is mandatory. Click "Register" to activate your account via email.	
Note: Fields marked with an asterisk (*) are required and must be completed in order to create the account. If not completed, you will receive an error message.	

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Thu 27/09/2018 9:45 PM
Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
Welcome to the Ariba Commerce Cloud

To: Serene KUANG Tingting

i If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Enterprise Vault

Right-click here to download pictures. To help protect...

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Test Site Pte Ltd is now complete.

Your organization's account ID: **AN01419981280-T**

Your username: test-serene.kuang@rwsentosa.com

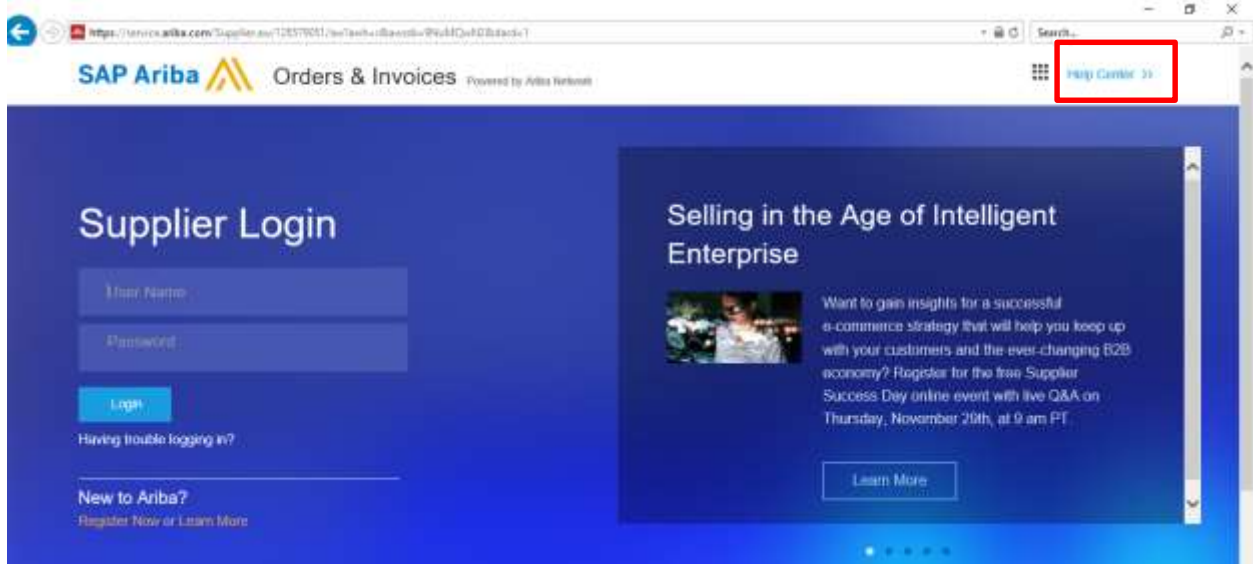
Step:	Instructions
b.	Once the registration has been completed, Supplier will receive email from Ariba Commerce Cloud with the Ariba Network ID & username.

1.3. Where do I get help?

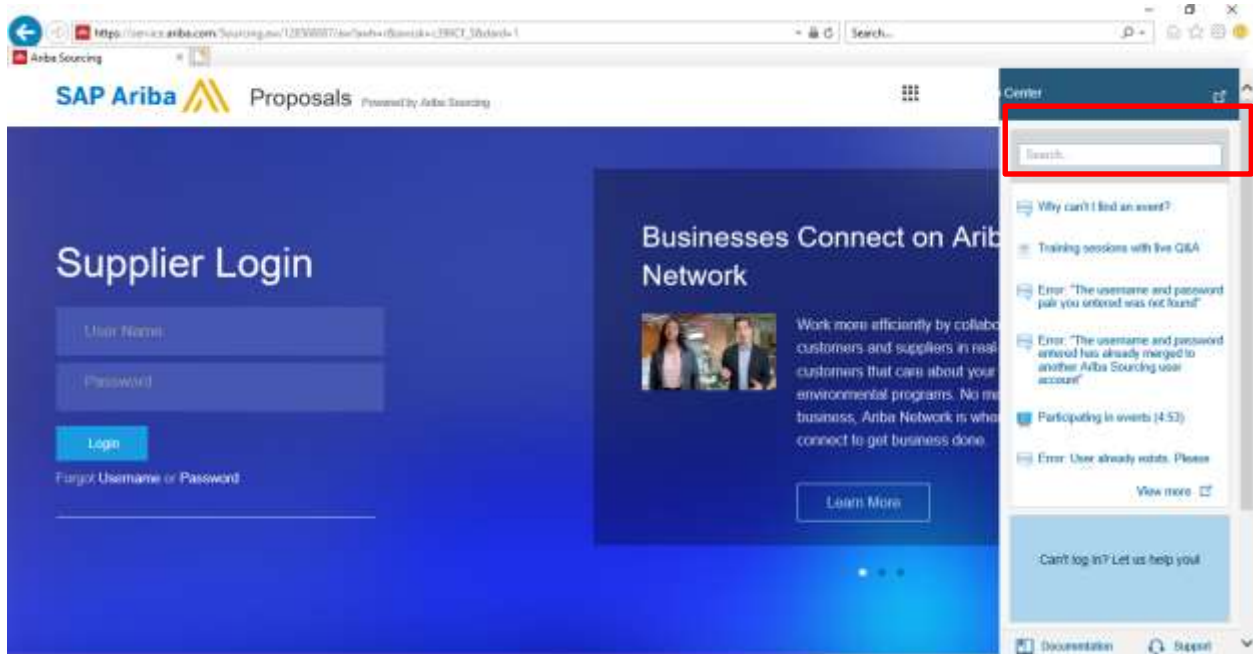
The following self-help support channels are available for our Suppliers:-

- **Ariba Network Overview**
For information on the benefits of signing up to the Ariba Network as a supplier, visit:-
<https://www.ariba.com/support/supplier-support>
- **Ariba® Network for Suppliers Administrator**
https://uex.ariba.com/sites/default/files/52186/imported_files/en_30a4af60f6d921d3e9894d214b404c247a5a1c1d_ANQuickStart_0.pdf
- **Ariba Help Center:**
https://uex.ariba.com/auc/support-center-search/customer%20care?a_lang=en

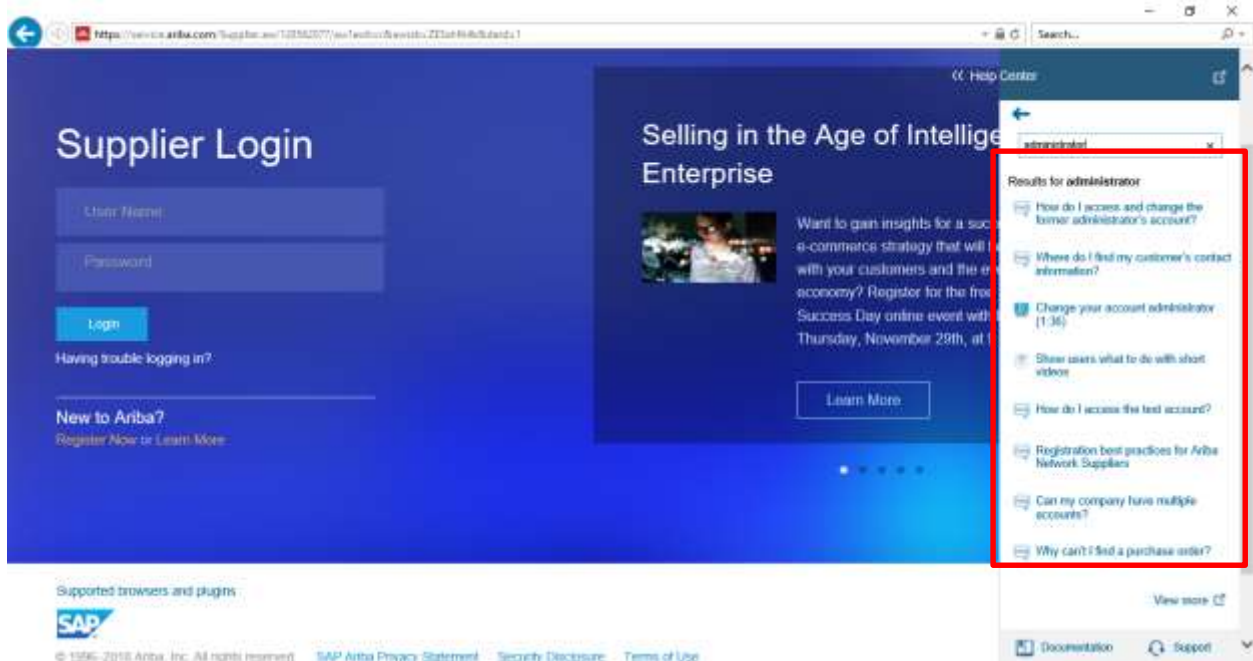
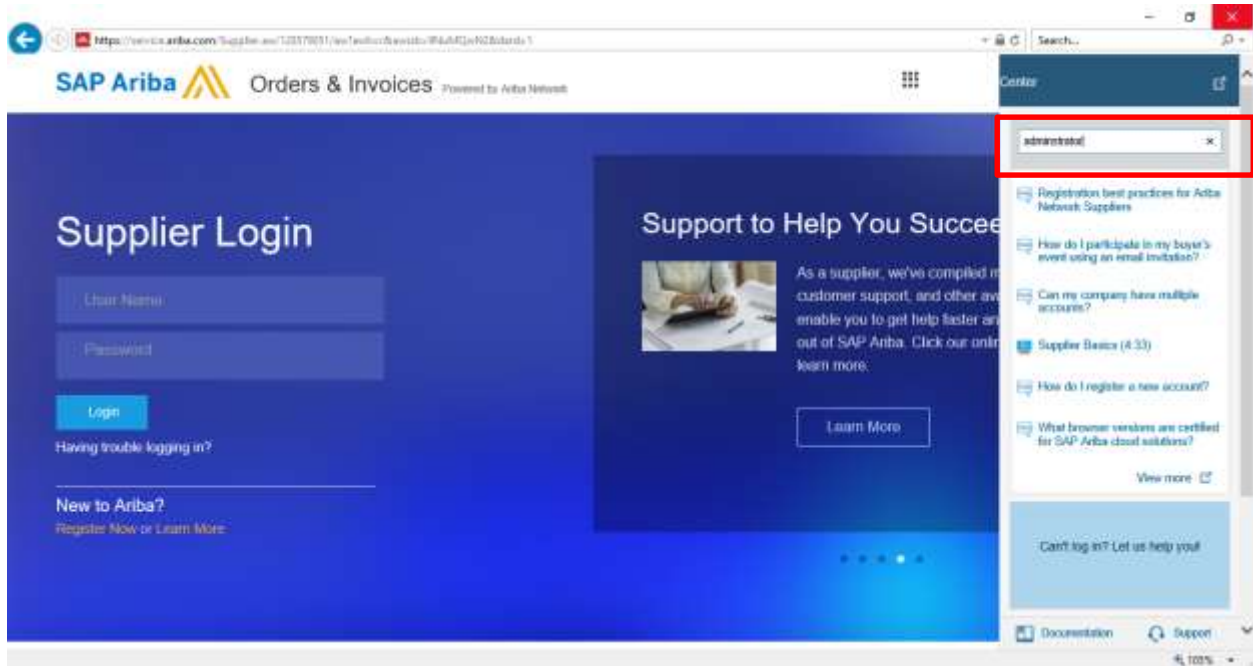
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Step:	Instructions
a.	Supplier to click on "Help Center"

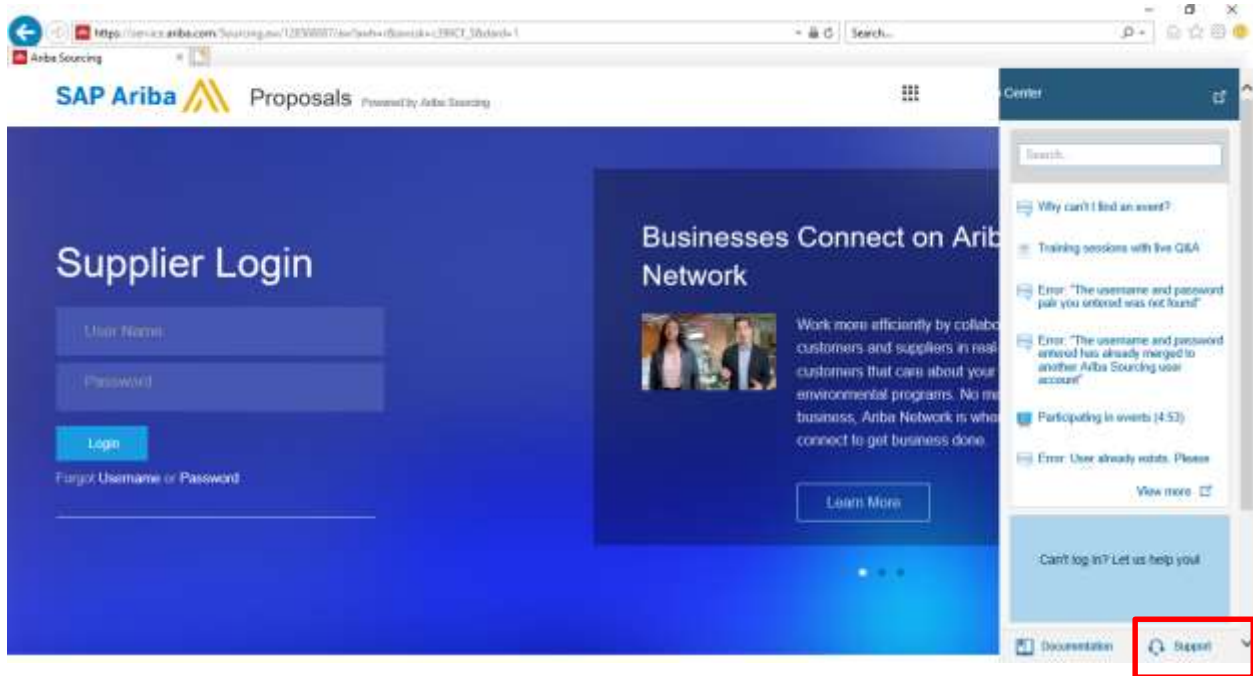


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Step:	Instructions
b.	Supplier can either type-in "key words" under search e.g. Administrator, then it will list down a list of related post. Click on the relevant hyperlink /post to read the content

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Step:	Instructions
c.	Alternatively, supplier can contact Ariba for assistance by clicking on “Support”

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The screenshot displays the Ariba Exchange User Community Support Center interface. At the top, there is a navigation bar with 'Home', 'Learning', and 'Support' links. Below this is a search bar containing the text 'customer care' and an 'Update' button. A section titled 'Support Center' contains a sub-section 'After you register'. Below that, a message reads 'Can't find what you are looking for? Let us help you.' followed by 'Choose your communication preference:'. Three options are listed: 'Get help by email', 'Get help by phone' (with an estimated wait time of 29 minutes for non-bidding calls), and 'Attend a live webinar'. To the right, there is a 'Common Troubleshooting Tags' section with various links like 'Company profile', 'My account settings', 'Browser configuration', etc. At the bottom right, there is a 'trust.ariba.com' section with information and latest notifications about product issues and planned downtime.

Step:	Instructions
d.	Supplier type in “Customer Care” under I need help with and click “Start”
e.	You may select your preferred communication mode: <ul style="list-style-type: none">- Get help by email- Get help by phone- Attend a live webinar