

1. 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

| | Enhance your profile for better leads |
|---|---|
| Supplier Login User Name Password | Get leads and respond for free Use code SABARIBA2020 Learn More |
| Login Having trouble logging in? | |
| New to Ariba? | |

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

| Ariba Network 🛛 👤 👌 | ck "Inbox" | Test Mode | | Company S | ettings → VENDOR 43603 → 1 | Help Center >> |
|--|--|---------------------------|-----------------|--------------------|--|------------------------------|
| | OGS REPORTS MESSAGES | | | xternal Document 🗸 | CSV Documents 🗸 | Create 🗸 |
| Orders and Releases Collaboration Requests | Time & Expense Sheets Early | Payments Scheduled | l Payments Remi | ttances More | | |
| Collaboration Requests | Click "Collaboration Ro | quest" | | | | |
| Search Filters | | quest | | | | |
| Collaboration Requests | select the respective "Request#" | | | | | - |
| Request # Title | Customer | Received Date | Purchase Order | Amount | Status | Assigned To |
| PR4194- R23 PR | Resorts World at Sentosa Pte Ltd - TEST | 10 Jan 2019 5:46:04 PM | | \$200.00 SGD | Request Received - Supplier Response Required | |
| R20 PR4155- Collaboration | Resorts World at Sentosa Pte Ltd - TEST | 10 Jan 2019 3:00:35 PM | EP1787 | \$2,000.00 SGD | Proposal Accepted and Request Closed | |
| L, Assign To: none 🗸 🗛 | ssign | | | | | |
| | | | | | | |
| | | | | | | |
| SAP Ariba 📈 | | | | | | |
| VENDOR 43603 (test-VENDOR43603@gmail.com) las SAP Ariba Privacy Statement Security Disclosure | visited 10 Jan 2019 6:36:02 PM VENDOR43603 Terms of Use | - TEST AN01431136242-T | | | © 1996–2018 Ariba | a, Inc. All rights reserved. |



Respond with Proposal

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

| Ariba Network | Test Site | | Company Settings 🗸 VI | ENDOR 43603 ▼ Help Center >> |
|--|---|---|---|---|
| ← Go back to Collaboration Requests | | | | |
| Collaboration Status - Collaboration View the status of this collaboration request. View all r | PR elated 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 Tar Current Documents | 1 | Last Message (0 messages unread) To send a message to the roquester, click the Send M organization and the buying organization. | Message link, and enter your message. Me | Send Message essages are shared only between your 1 Click "Respond" inde Details |
| Name † | Date Submitted | Status Qty UOM | Price Total | Respond |
| Collaboration Request PR4194-R23 Collaboration PR Line Item Details Collaborate: Yes | Thu, 10 Jan, 2019 | Request Received - Response Required 1 Each 2 Click "Re | s200.00 SGD s200.00 SGD s200.00 SGE espond With Proposal" | Send Message Respond With Proposal Decline Request Revise Proposal |
| All Messages | | | | View Messages |
| | | No items | | Print |
| SAP Ariba X VENDOR 43803 (jest-VENDOR43803(gemail.com) les SAP Ariba Privacy Statement Security Disclosure | t visited 10 Jan 2019 6:36:02 PM VENDOR Terms of Use | 43603 - TEST AN01431136242-T | | © 1996–2018 Ariba, Inc. All rights reserved. |

Under Selection, select "Include/Exclude Item", select "Edit" and click on "Next".

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|---|---------------------------------|--|--------------------------------|----------|---------|----------------------------|-------------------|----------|-------------------------------|--------------------------|---------------------------|
| Go back to Collaboration Requests | | | | | | | | | | | |
| Create Proposal | | Ρ | R4194-P12: Collaborat | ion PR | It | ems: 1 Total: \$200.0 | 0 SGD | | | Next | Exit |
| | | | Review the items you | chose | to incl | ude in your response. Clic | k Include or Ex | clude r | next to an item to inclu | ide it or exclude it fro | m the proposal. More |
| | | | В | ased or | : Co | llaboration Request PR4194 | 4-R23 - Collabora | ation PR | R (current) | | |
| 1 Review and Select | | 1 Click her | re to include/exclu | ide the | e iten | n Your Proposal ر | | | | | |
| 2 Complete And Submit | | | Selection | No | 1 | Description | Qty | ι | Jnit | Price | Amount |
| Proposal | Otv | [1] | Included Selection | | 1 | Collaboration PR | 1 | E | Each | \$200.00 SGD | \$200.00 SGD |
| Collaboration PR | 1 | \$200.00 SGD | ✓ Include Item Exclude Item | | | | | | | | |
| | | | Open | | | | | | | | |
| | | | View Details Edit | | 2 | Select "Edit" | | | | Next | Exit |
| SAP Ariba 🛝 | | | | | | | | | | | |
| VENDOR 43603 (test-VENDOR4 SAP Ariba Privacy Statement | 3603@gmail.c Security Discle | om) last visited 10 Jan 20 osure Terms of Use | 19 6:36:02 PM VENDOR43 | 603 - TE | ST AND | 1431136242-T | | | | © 1996–2018 Ariba, | Inc. All rights reserved. |



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

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|-----------------------------------|----------------|----------------------------------|--|
| 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 yo | ou selected. Change any editable field, and save your changes. |
| 1 Review and Select | | Line Item Details | |
| 2 Complete And Submit | | No.: Full Description: | 1 Collaboration PR |
| Proposal | [1] | | Edit description (when required) |
| Description 1 | Qty Amount | Supplier Part Number: | |
| Collaboration PR | 1 \$200.00 SGD | Supplier Auxiliary Part ID: | |
| | | Qty: | 1 |
| | | UOM: | Each |
| | | | Additional Pricing Details 0 Click here to view more details. |
| | | Amount: | \$200.00 SGD |
| | | Price: | S200.00 SGDr O Update price |
| | | Comments - by Line Iter | em |
| | | Add Comment | Click here to add comment (when required) |
| | | Attachments - by Line It | tem |
| | | | (5) |
| | | Add Attachment | Click here to add attachment 6 Click here to save. |
| | | | |
| | | | OK Cancel |
| | | | |
| | | | |

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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.

| Ariba Network | Te | st 8He | Company Sett | ings 👻 🛛 VE | NDOR 43603 | telp Center >> |
|--|---|---|--|--------------------|--------------------------------------|---------------------------------|
| o back to Collaboration Requests | F | R4194-P12: Collaboration PR Items: 1 Total: | 1 Review summary. | Prev | Submit | Exit |
| Review and Select Oraplete And Submit | (1) Otra (10) | Finish modifying the details of this proposal. To edit an ite Title: Collaboration PR Based on: Collaboration Request I My Labels: Apply Label ① | m, click its check box, then click Edit. | | | |
| Construction PR | 1 \$180.00 SOO | 1 Line Item Image: Second state of the second s | | Qty Unit 1 Each | Show Price Ar \$180.00 SGD \$1 | Details mount 60.00 SGD |
| | | Add mes Submit Message Message Attachments Add | sage here (when required). | | | Update Total |
| | | Attachments - Entire Proposal | chment here (when required). | Prev | Submit | Exit |
| SAP Ariba XX VENDOR 43603 (Inst-VENDOR436034 SAP Andbe Privacy Statement Secur | (2gmail.com) last visited 10 Jan 20 rity Disclosure — Terms of Use | 9.6.36.02 PM VENDOR45603 - TEST AND1431136242-T | | Click here | to complete sul | bmission. |

Proposal is successfully submitted.

| Ariba Netwo | Test Site | DD 4404 D42 | hearting DD to Departs Wee | Hand Constants - Dis Link Child - | Company Settings - | VENDOR 48603 - | Help Center »> |
|--|--------------------------|--------------------|-----------------------------|---------------------------------------|-----------------------|------------------------|-------------------|
| Go back to Collaboration Reque | rou submitted Proposal I | PR4194-P12 - Colla | Iboration PR to Resorts wor | id at Sentosa Pte Ltd-Child I - | IESI | ~ | |
| | | | | | | | |
| Collaboration Status - Collaboration | PR | | | | | | |
| View the status of this collaboration request. View all re | lated documents and send | and view messages | 3. | | | | |
| Collaboration Request | | Last Mes | sage (0 messages unread) | | | Send Me | ssage |
| Reference ID: PR4194-R23 | | To send a | message to the requester, o | click the Send Message link, a | nd enter your message | e. Messages are shared | only between your |
| Collaboration Title: Collaboration PR | | orgunzau | on and the buying organizat | | | | |
| Request Date: Thu, 10 Jan, 2019 | | | | | | | |
| Requester: Sow Han Susan Tan | | | | | | | |
| Current Documents | | | | | | Hid | le Details |
| Name † | Date Submitted | Status | Qty UOM | Price Total | A | Actions | |
| ™ Proposal PR4194-P12 | Fri, 11 Jan, 2019 | Proposal Sent | t - Waiting For Response | \$18 | 0.00 SGD | Respond - |] |
| 1. Collaboration PR | | | 1 Each | \$180.00 SGD | \$180.00 SGD | | - |
| ▼ Line Item Details | | | | | | | |
| Collaborate: Yes | | | | | | | |
| | | | | | | | |
| All Messages | | | | | | Sen | d Message |
| | | | No items | | | | |
| | | | | | | | |

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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.

| Ariba Network | 1 • Click | <"Inbox" | Test Mode | Cor | npany Settings v | RWSPL 000000803 🗸 ᠑ | Help Center » |
|---|---------------------|---|---------------------------------|----------------|-----------------------------|---------------------------------|----------------------|
| | X CATALOGS | REPORTS MESSAGES | | External D | ocument v CSV | Documents v Cr | eate - |
| Orders and Releases Collabora | tion Requests | Time & Expense Sheets Early Paymer | nts Scheduled Payments | Remittances | More | | |
| Collaboration Requests | | 2 Click "Collaboration Reques | sts" | | | | |
| Search Filters | | | | | | | |
| | | | | 3 | Status change | d to "Awaiting Response | from Buyer". |
| Collaboration Requests | | | | | | Ú. | |
| Request # | Title | Customer | Received Date | Purchase Order | Amount | Status | Assigned To |
| PR4194- R22 | Collaboration PR | Resorts World at Sentosa Pte Ltd - TEST | 11 Jan 2019 4:20:03 PM | | \$200.00 SGD | Awaiting Response from Buyer | |
| L, Assign To: none | ~ As | ssign | | | | | |
| Click the respective "Re | equest#" | | | | | | |
| SAP Ariba Ariba RWSPL 000000803 (test-RWSPL000 SAP Ariba Privacy Statement Secur | 0000803@RWSPL.CO | M) last visited 11 Jan 2019 12:17:57 AM Supplier00 is of Use | 00000803 - TEST AN01425015596 | -T | | © 1996–2018 Ariba, Inc. | All rights reserved. |

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

| Ar | iba Netwo | rk | | | | | Company Settings 🗸 | VENDOR 43603 - | Help Center » |
|------------|--|---|--------------------------------|--------------------|---|--------------------------|--------------------|-------------------------|---------------|
| Go back to | o Collaboration Reque | ests | | | | | | | |
| Collabo | tatus of this collaborat | - Collaboration | PR related documents and se | nd and view messag | jes. | | | | |
| Collabora | tion Request | | | Last | Message (0 messages un | Send Message | | | |
| | Reference ID: Collaboration Title: Request Date: | PR4194-R23 Collaboration PR Thu, 10 Jan, 2019 | | To sen organi. | d a message to the reque zation and the buying org | e. Messages are shared o | only between your | | |
| Current | Requester: Documents | Sow Han Susan Tar | n | | | | | Respond Send Message | etails |
| Name 1 | | | Date Submitted | Status | Qty UOM | Price To | tal | Withdraw Proposal | |
| te Pr | oposal PR4194-P12 | | Fri, 11 Jan, 2019 | Proposal S | Sent - Waiting For Respon | ise | \$180.00 SGD | Decline Request | |
| | 1. Collaboration PR | | | | 1 Each | \$180.00 SGD | \$180.00 SG | Revise Proposal | |
| | ▼ Line Item Details | | | | | 3 Select "Revise Pr | Drangaal" | View | |
| | Co | ollaborate: Yes | | | | | oposal | Messages | |
| | | | | | | | | Print | |
| All Mes | sages | | | | | | | Create | essage |
| | | | | | No items | | | Alternative Proposal | |

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

| | Ariba Network | | T | est Site | | с | company Settings v | VENDOR 4 | 3603 Help C | enter » |
|------|--------------------------------|-----|----------------|--------------------------------------|--|-----------|-------------------------------|--------------|------------------|------------|
| ← Go | back to Collaboration Requests | | | | | | | | | |
| | Create Proposal | | | PR4194-P14: Collaboration PR | Items: 1 Total: \$180.00 SGD | | Prev | Si | ıbmit | Exit |
| | | | | Modify the items to reflect your re- | vised offer for this proposal. | | | | | |
| | \sim | | | Title: | Collaboration PR | | | | | |
| | 1 Review and Select | | | Based on: | Proposal PR4194-P12 - Collaboration PR (curr | rrent) | | | | |
| | 2 Complete And Submit | | | My Labels: | Apply Label | | | | | |
| Pr | oposal | | [1] | ▼ Line Items | | | | | | |
| [| Description 1 | Qty | Amount | | | | | | | |
| | Collaboration PR | 1 | \$180.00 SGD | 1 Line Item | Select the Lir | ne Item t | that need to be o | hanged | Show Deta | ils 🗰 |
| | | | | No. † Type Descrip | ption | | Qty | Unit Price | Amount | |
| | | | | ✓ 1 🕸 Collabo | oration PR | | 1 | Each \$180.0 | 0 SGD \$180.00 | SGD |
| | | | | | | | | | | |
| | | (2) | Click "Action" | Actions v | Add items | | | | | |
| | | | | Сору | Additions | | | | | |
| | | 3 | Select "Edit" | e Edit | | | | Tot | al Estimate: \$1 | 80.00 SGD |
| | | | | Remove | | | | | Up | date Total |
| | | | | | | | | | | |

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

| Create Proposal | | | PR4194-P14: Collaboration PR | Items: 1 Total: \$185.00 SGD | ок | Cancel | | | | | |
|---------------------------|-----|---------------|----------------------------------|---|---------------------------------|--------|--|--|--|--|--|
| | | | This is a summary of the item yo | u selected. Change any editable field, and save y | our changes. | | | | | | |
| 1 Review and Select | | | Line Item Details | Line Item Details | | | | | | | |
| 2 Complete And Subm | nit | | No.: Full Description: | | | | | | | | |
| | | | P dir Doscription. | | | | | | | | |
| Proposal Description 1 | Qty | (1) Amount | Supplier Part Number: | | | | | | | | |
| Collaboration PR | 1 | \$185.00 SGD | Supplier Auxiliary Part ID: | | | | | | | | |
| | | | Qty: | 1 | | | | | | | |
| | | | UOM: | Each | | | | | | | |
| | | | Price Unit Quantity: | | | | | | | | |
| | | | Price Unit: | (no value) | | | | | | | |
| | | | Unit Conversion: | | Update the details as required. | | | | | | |
| | | | Pricing Description: | | | _ | | | | | |
| | | | Amount: | \$185.00 SGD | | | | | | | |
| | | | Price: | \$185.00 SGD= ① | | | | | | | |
| | | | Comments - by Line Ite | m | | | | | | | |
| | | | Add Comment | | | | | | | | |
| | | | | em | | | | | | | |
| | | | Add Attachment | | 2 Click "ОК" | | | | | | |
| | | | | | | | | | | | |
| | | | | | ок | Cancel | | | | | |



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 | Test Site You submitter | 1 Proposal PR8773-P76 - ITEN | 1 to Resorts World at Ser | tosa Pte Ltd-Child1 - TEST | Company | Settings v Vendor 94 v | Help Center ≫ | | | |
|--|---|------------------------------|---------------------------|----------------------------|--------------|---|-------------------------|--|--|--|
| Go back to Collaboration Requests | | | | | | | | | | |
| Collaboration Status - ITEM 1 View the status of this collaboration request. Vi | iew all related documents and send and view mes | sages. | | | | | | | | |
| Collaboration Request | | Last Message (0 r | messages unread) | | | Send Messa | ge | | | |
| Reference ID: PR8773-R154 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. Collaboration Title: ITEM 1 Request Date: Fri, 5 Apr, 2019 Requester: LAURA | | | | | | | | | | |
| Current Documents | | | | | | H | lide Details | | | |
| Name ↑ | Date Submitted | Status | Qty UOM | Price Total | | Actions | | | | |
| to Proposal PR8773-P76 | Fri, 5 Apr, 2019 | Proposal Sent - Waiting F | For Response | \$220.00 | SGD | Respond 🗸 | | | | |
| 1. ITEM 1 | | | 1 Each | \$220.00 SGD | \$220.00 SGD | Respond | | | | |
| ▼ Line Item Details | | | | | | Send Message | | | | |
| Collaborate: Y | es | | | | | Withdraw Proposal | | | | |
| | | | | | | Decline Request | | | | |
| All Messages | | | | | | Revise Proposal | d Message | | | |
| | | | No items | | | View | | | | |
| | | | | | | Messages | | | | |
| | | | | | | Print | | | | |
| SAP Ariba 🛝 | | | | | | Create | | | | |
| Vendor 94 (test-VENDOR94@gmail.com) last vis SAP Ariba Privacy Statement Security Disclos | ited 5 Apr 2019 5:15:14 AM VENDOR94 - 0000000038 - 1 sure Terms of Use | EST AN01434026686-T | | | | Alternative Proposal © 1996–2018 Ariba, Ir | c. 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 Netwo | ork | τ α . | | | # | Company Setun | gs▼ vendor94▼ H | elp Center 📎 |
|--|--|----------------------------------|--|--|-------------------------------------|----------------------|---------------------------|--------------|
| Go back to Collaboration Requ | ests | | | | | | | |
| Collaboration Status View the status of this collabora | - ITEM 1 tion request. View all related documents and | send and view messages. | | | | | | |
| Collaboration Request | | Last Message (0 messages unread) | | | | Send Message | | |
| Reference ID: Collaboration Title: Request Date: Requester: | PR8773-R154 ITEM 1 Fri, 5 Apr, 2019 LAURA | | To send a message to the buying organization. | a requester, click the Send Messa j | ge link, and enter your message. Me | ssages are shared or | nly between your organiza | tion and the |
| Current Documents | | | | | | | Hide | e Details 🇰 |
| Name † | | Date Submitted | Status | Qty UOM | Price Total | ŀ | Actions | |
| Collaboration Request PR8773-R154 Fri, 5 Apr, 201 | | Fri, 5 Apr, 2019 | Request Receive | d - Response Required | \$250.00 | SGD | Respond 🗸 | |
| 1. ITEM 1 | | | | 1 Each | \$250.00 SGD | \$250.00 SGD | Respond | |
| ▼ Line Item Details | | | | | | Send Message | | |
| Collaborate: Yes | | | | | | Respond With Propo | osal | |
| | | | | | | | Decline Request | |
| All Messages | | | | | | | Revise Proposal | е |
| | | No items | | | | View | | |
| | | | | | | | Messages Print | |



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. | | | | |