

# How to setup Supplier Portal



**NUS**  
National University  
of Singapore

National University of Singapore

# Overview of Supplier Portal

Type : Standard Account

Help

User Account

SAP Business Network Standard Account Get enterprise account TEST MODE

Home Enablement Opportunities Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages Create

Overview Getting started

Metric	Value	Time Period
New orders	58	Last 31 days
Items to confirm	19	Last 31 days
Items to ship	19	Last 31 days
Orders	103	Last 31 days
Orders to invoice	14	Last 31 days

More 4

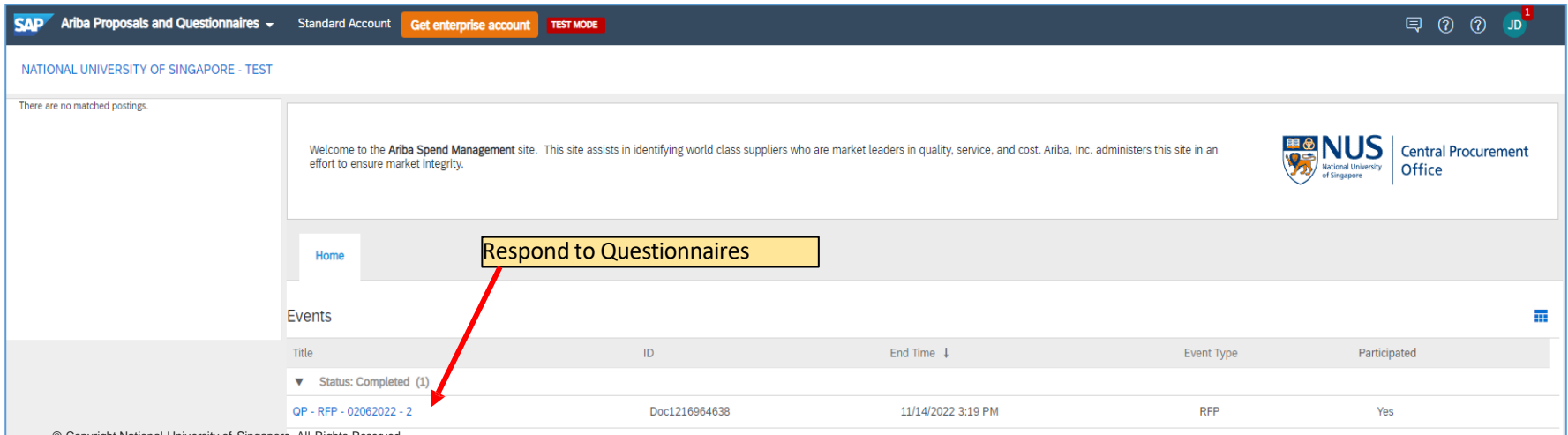
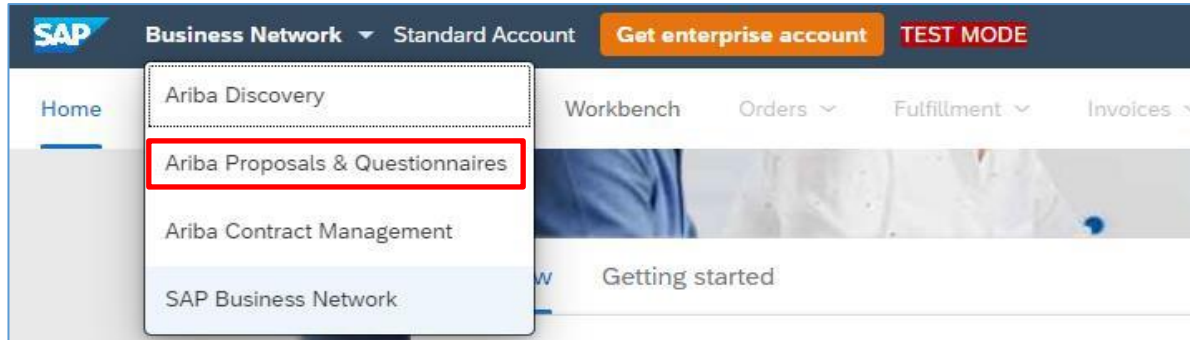
- ❖ **Home page:** display overview of supplier's account
- ❖ **Enablement tab:** shows any outstanding enablement tasks
- ❖ **Opportunities tab:** users can check collaboration request
- ❖ **Workbench tab:** main tab from where users can perform transactions or take actions on documents (e.g. PO)
- ❖ **Catalogs tab:** view or upload catalogs
- ❖ **Messages tab:** to view/send messages to buyers
- ❖ **Greyed out tabs (Orders/ Fulfillment/ Invoices/ Payments/ Reports):** these tabs are available for Enterprise account suppliers only.

**Important Note:** the available functions/tabs in Standard accounts are sufficient for suppliers to transact with buyers. Suppliers could upgrade account if it is suitable for their business needs, however, transacting with Enterprise account will incur additional fees payable by Suppliers to Ariba.

# Ariba Proposals & Questionnaires

# Ariba Proposals & Questionnaires under Business Network

Supplier can switch between Business Network portal to Ariba Proposals & Questionnaire portal (or other portals) by using the drop down menu below



# Enablement Screen

# Enablement Screen

**Enablement** tab will display all assigned enablement tasks of suppliers and their status. These tasks serve as a guideline for suppliers to properly complete account configuration and ready to transact with customers.

Home **Enablement** Workbench Orders ▾ Fulfillment ▾ Invoices ▾ Payments ▾ Catalogs Reports ▾ Messages Create ▾ ⋮

## Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to complete a task. You can also reopen tasks that are manually closed, if the subsequent task is not yet completed. It is recommended to enter a comment when reopening a task.

Activities and Tasks for Customer Corp. [View Profile](#)

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
▶ Account	10 Sep 2021	4	0	0
▶ Purchase Order	10 Sep 2021	1	0	0
▼ Invoice	15 Oct 2021	4	1	0

This activity tracks all invoice related tasks. You may have already completed some of these tasks in an earlier activity.

Status	Task Name	Description	Action
Completed	Configure Invoice Routing and Notifications	Configure your invoice routing method with your customers. You can choose different routing options for electronic invoices including online entry and you can enter additional information about your company's invoice process. Also configure email addresses to receive notifications when invoices are rejected or undeliverable.	<a href="#">Review</a>
Pending	Ready to Send Invoices	Confirm that you are ready to send invoices through Ariba Network based on the type of integration you have selected. If you use the Online routing method, you should ensure that you define a process in your accounting system to identify the invoices submitted through Ariba Network. Ariba Network can aggregate your invoices at regular intervals in a zip file. Specify whether you want to aggregate your invoices every two weeks or every month (Go to Manage Profile > Electronic Invoice Routing). If you want to test your invoice routing configuration, follow the instructions on the supplier information portal (see link on top of your task list) on how to create a test account and check the document flow.	<a href="#">Complete Task</a>
Not Started	Buying Organization is Ready to Receive Invoices	Your customer has confirmed that they have configured their system to receive your invoices in electronic format through Ariba Network. This task can be either closed manually by the user or is automatically closed by the system when an invoice is sent.	<a href="#">Buyer Task</a>
Not Started	Invoice Sent	You have sent your customer at least one electronic invoice through Ariba Network.	<a href="#">View Invoice</a>

top

Click on the interactive links to complete any pending tasks or review details of relevant tasks

# Opportunities Screen

# Opportunities Screen

**Opportunities** tab display all collaboration requests between supplier and customer including details and status. Any Purchase Order linked to collaboration request is also shown here.

Home Enablement **Opportunities** ▾ Workbench Orders ▾ Fulfillment ▾ Invoices ▾ Payments ▾ Catalogs More ▾ Create ▾ ⋮

## Collaboration Requests

▸ Search Filters

### Collaboration Requests ☰

<input type="checkbox"/>	Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assigned To
<input type="checkbox"/>	PR1262-R30	Demo for Collab Req_01092022_01	National University of Singapore - TEST	1 Sep 2022 12:45:01 PM		\$804,500.00 SGD	Proposal Accepted and Request Closed	
<input type="checkbox"/>	PR1238-R29	Test for Collab Req_Amount Warning	National University of Singapore - TEST	25 Aug 2022 6:16:03 PM		\$800,000.00 SGD	Proposal Accepted by Buyer	
<input type="checkbox"/>	PR1227-R28	Demo for Collab Req_24082022_03_Policy Check_160K_02	National University of Singapore - TEST	24 Aug 2022 12:16:25 PM		\$800,000.00 SGD	Proposal Accepted by Buyer	
<input type="checkbox"/>	PR1226-R27	Demo for Collab Req_24082022_03_Policy Check_160K	National University of Singapore - TEST	24 Aug 2022 12:07:08 PM		\$800,000.00 SGD	Proposal Accepted by Buyer	
<input type="checkbox"/>	PR1225-R26	Demo for Collab Req_24082022_03_Policy Check	National University of Singapore - TEST	24 Aug 2022 12:01:59 PM		\$5,000.00 SGD	Proposal Accepted by Buyer	
<input type="checkbox"/>	PR1222-R25	Copy of Demo for Collab Req_24082022	National University of Singapore - TEST	24 Aug 2022 11:00:19 AM		\$220.00 SGD	Proposal Accepted by Buyer	
<input type="checkbox"/>	PR1221-R24	Demo for Collab Req_24082022	National University of Singapore - TEST	24 Aug 2022 10:44:47 AM	<a href="#">800000109</a>	\$204.21 SGD	Proposal Accepted by Buyer	



# Work Bench Screen

# Workbench Screen

Suppliers come to Workbench to access purchase orders and perform **Order confirmation, Advance Shipping notice and flip purchase orders to Invoices**. They can also view status of **Good Receipt**.

The screenshot displays the SAP Business Network Workbench interface. At the top, there is a navigation bar with the SAP logo, 'Business Network', and 'Enterprise Account'. Below this is a menu with options like Home, Enablement, Opportunities, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A 'Create' button is visible on the right. The main content area features a 'Workbench' section with a 'Customize' button. Below this is a dashboard with seven tiles showing key metrics: 3 Changed orders, 28 Orders to Invoice, 8 Rejected Invoices, 19 New orders, 30 Orders, 11 Invoices, and 0 Items to confirm. A table titled 'Changed orders (3)' is shown below the dashboard, with columns for Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. The table lists three orders: PO31, PO51, and PO55, all from Ariba Inc - Excellence Programs, with amounts of \$300.00 USD, \$50.00 USD, and \$50.00 USD respectively, and a status of 'Changed'.

Customize Workbench Tiles

Workbench

3 Changed orders

28 Orders to Invoice

8 Rejected Invoices

19 New orders

30 Orders

11 Invoices

0 Items to confirm

Changed orders (3)

Order Number

Customer

Amount

Date

Order Status

Amount Invoiced

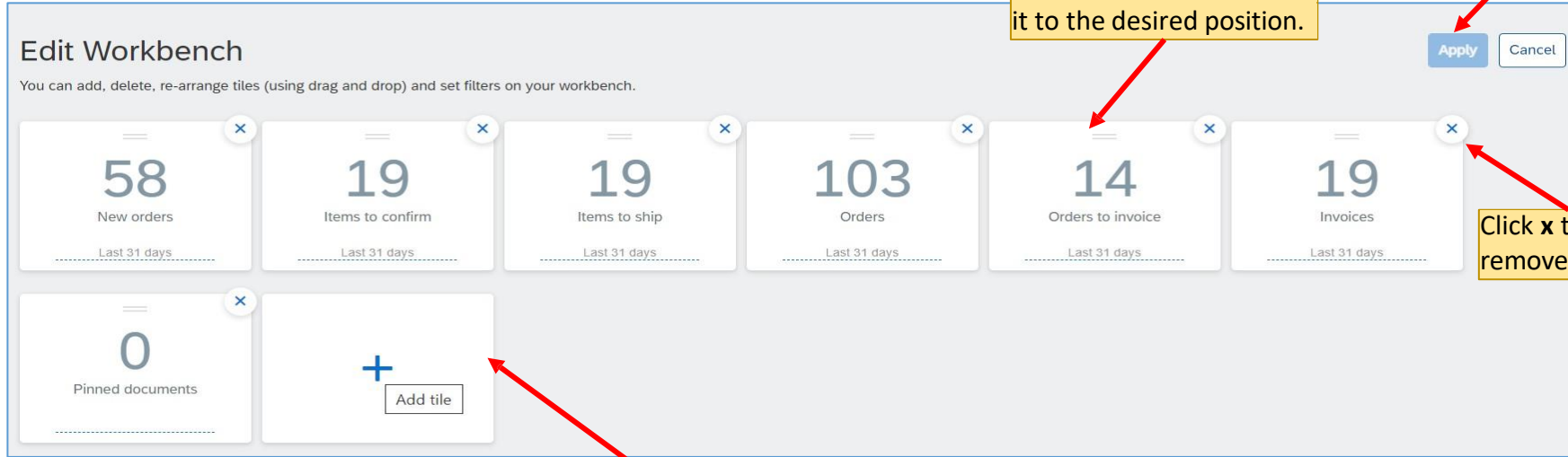
Actions

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
PO31	Ariba Inc - Excellence Programs	\$300.00 USD	Mar 5, 2021	Changed		...
PO51	Ariba Inc - Excellence Programs	\$50.00 USD	Mar 5, 2021	Changed		...
PO55	Ariba Inc - Excellence Programs	\$50.00 USD	Mar 5, 2021	Changed		...

# Customize Workbench Tiles



Click Customize and you will be brought to the Edit Workbench Page



Click on any tile and drag it to the desired position.

Click **Apply** to save changes

Click **x** to remove a tile

Click **+** to add new Tile and select one that meet your needs

# Adding a new Tile

**Edit Workbench** Apply Cancel

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

The screenshot shows the 'Edit Workbench' interface. At the top, there are buttons for 'Apply' and 'Cancel'. Below the title, a message states: 'You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.' The main area contains several tiles, each with a title, a large number, and a subtitle. The tiles are: 'New orders' (58), 'Items to confirm' (19), 'Items to ship' (19), 'Orders' (103), 'Orders to invoice' (14), and 'Invoices' (19). Each tile has a 'Last 31 days' filter. Below these is a 'Pinned documents' tile (0) and an 'Add tile' button. A red arrow points from the 'Add tile' button to a yellow callout box. Another red arrow points from the 'Add tile' panel to the 'New orders' tile in the panel. The 'Add tile' panel is titled 'Add tile' and contains a list of 14 items, each with a '+' icon on the right. A yellow callout box at the top of the panel says 'Click + sign to add new tile' with a red arrow pointing to the '+' icon of the 'New orders' item.

Tile Title	Value	Filter
New orders	58	Last 31 days
Items to confirm	19	Last 31 days
Items to ship	19	Last 31 days
Orders	103	Last 31 days
Orders to invoice	14	Last 31 days
Invoices	19	Last 31 days
Pinned documents	0	

**Click + sign to add new tile**

**Click + to add new Tile and select one that meet your needs**

**Add tile**

New orders ?	+	Overdue invoices - Approved	+
Changed orders ?	+	Service sheets ?	+
Orders to invoice ?	+	Orders with service line ?	+
Invoices ?	+	Pinned documents ?	+
Orders ?	+	Invoices pending approval ?	+
Rejected invoices ?	+	Approved invoices pending payment ?	+
Remittances ?	+	Paid invoices	+
Scheduled payments ?	+	Draft invoices	+

# Customize Widgets on Home Screen

The “My widgets” section under Home page allow users to have dashboard view of supplier’s account and documents in Activity feed

**Customize My Widgets**

**Click Save when done**

**In Customize my widgets page, all available widgets will be displayed on the screen**

- Drag and drop the widget tiles to change their positions
- Click – to remove widget tile(s)

**Customize my widgets**  
Add, remove, and rearrange widgets to personalize your home page.

Save Cancel

Purchase orders Last 3 months

Invoice aging

Activity feed All View all

\$615K SGD

\$18.4K SGD

Order received Nov 18, 2022 | 10:13 AM | National University of Singa... 8000000387 \$100.00 SGD

Order received Nov 18, 2022 | 12:51 AM | National University of Singa...

\$617K SGD

\$18.4K SGD

Order received Nov 21, 2022 | 02:41 PM | National University of Singa... 8000000406 \$1,000.00 SGD

Order received Nov 21, 2022 | 02:40 PM | National University of Singa... 8000000405 \$100.00 SGD

Order received Nov 21, 2022 | 02:41 PM | National University of Singa... 8000000404 \$100.00 SGD

Order received Nov 21, 2022 | 12:59 PM | National University of Singa...

Download app

Company profile

My leads

On-time payment rate Last 12 months

We are now mobile.

35% Completed

You have no open leads matching your company profile. [View all leads](#)

0%

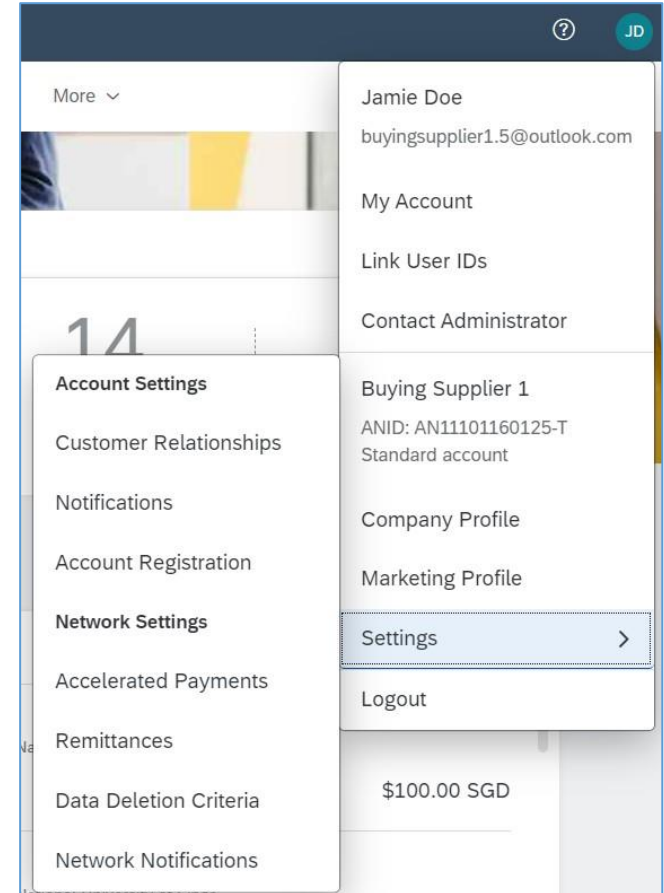
# User Account Menu

# User Account Menu

The Administrator can create additional users within the supplier portal.

If the user is not an administrator, the User Account Menu will not show some advanced settings such as Application Subscriptions, Electronic Order Routing, Electronic Invoice Routing, Audit Logs.

Normal User view



# User Account Menu

In **Home** page, user can click their name initials at top right corner to open a dropdown menu with various settings options.

Account administrator view

The screenshot shows a user account menu for an administrator. The menu is open, displaying various settings and account information. The user's name 'John Doe' and email 'buyingsupplier1@outlook.com' are visible at the top. The menu items include 'My Account', 'Link User IDs', 'Contact Administrator', 'Buying Supplier 1' (with ANID: AN11101160125-T and Standard account type), 'Company Profile', 'Marketing Profile', 'Settings', and 'Logout'. The 'Settings' item is highlighted with a blue bar and a right-pointing arrow. The 'Buying Supplier 1' item is highlighted with a red box. The 'Application Subscriptions', 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Audit Logs' items are also highlighted with red boxes. A red box is also present in the top left corner of the menu area.

Company's name and the company's ANID (Ariba Network ID)  
Account type (Standard or Enterprise account)

Some account information/ settings/configuration are only viewable and accessible by the account administrator



# Contact Administrator under User Account Menu

Click on **Contact Administrator** to view the administrator's contact details as shown below.

## Contact Your Account Administrator

The account administrator role is assigned to the individual at your organization who is responsible for setting configuration options, managing customer relationships, subscribing to services, and maintaining the account over time. The account administrator also serves as your primary point of contact if you need help resetting your password, changing your permissions, or if you have any other questions or problems.

### Account Administrator Information

Name: John Doe  
Email Address: [nus.supplier.10@outlook.com](mailto:nus.supplier.10@outlook.com)  
Office Phone: +65 (081) 123456789  
Fax:

Done

# Company Profile under User Account Menu

Click on **Company Profile** to view and update various fields of your company profile. There are multiple tabs where you can update accordingly as shown below.

The screenshot displays the 'Company Profile' form in SAP Ariba, divided into two main sections: 'Overview' and 'Product and Service Categories, Ship-to or Service Locations, and Industries'. The 'Overview' section contains fields for Company Name, Other names, Networkid, Short Description, Website, Public Profile, and Privacy Statement. The 'Product and Service Categories' section includes a text input for categories, an 'Add' button, and a 'Browse' button. Below this are sections for 'Ship-to or Service Locations' and 'Industries', each with an input field and an 'Add' button. The 'Company Keywords' section has an input field and an 'Add' button. On the right side, there is a 'Public Profile Completeness' section showing a progress bar at 30% and a list of fields to be completed: Short Description, Website, Annual Revenue, Certifications, D-U-N-S Number, Business Type, Industries, Company Description, and Company Logo. Below this is a 'Share Your Public Profile' section with a link to get an Ariba badge and a 'Find us on Ariba Network' button. Annotations with red arrows point to the 'Company Name' field, the 'Browse' button, and the 'Industries' section.

**Company Profile** [Save] [Close]

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

\* Indicates a required field

Overview

Company Name:\*

Other names, if any:

Networkid: AN11101160125-T ⓘ

Short Description:  ⓘ Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN11101160125-T> | [Customize URL](#)

Privacy Statement:

Address

Address 1:\*

**Product and Service Categories, Ship-to or Service Locations, and Industries**

**Product and Service Categories\***

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

[Add] -or- [Browse]

Notebook computers x Desktop computers x Computer speakers x Computer firmware x Computer faceplates x Computer cradles x

**Ship-to or Service Locations\***

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse and select "Global." For example: a services company might only serve the US, but a goods manufacturer may ship globally.

[Add] -or- [Browse]

Global x

**Industries**

Select the industries your company serves.

..... [Add]

**Company Keywords**

Enter the keywords to make your company more discoverable.

[Add]

[Save] [Close]

**Please fill in your company's information.**

**Please add Product and Service Categories**

**Do fill in other information if necessary**

# Customer Relationships under Settings

Click **Customer Relationships** to setup and display all customers who have established a trading relationship with your company's AN ID

Account Settings Close

Customer Relationships Notifications Account Registration API management

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests  Manually review all relationship requests

Update

Current (1) Pending (0) Rejected (0)

Current Customers

Filter

Customers

Enter customer name or Network ID +

Apply Reset

Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
<input type="checkbox"/> National University of Singapore - TEST	AN11054531993-T	Trading	18 Jul 2022	<span>Supplier Information Portal</span>	Default	Actions <span>▼</span>

Reject

Close

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You can update your preference for Trading Relationship Requests (TRR) here :

- Default setting: **Automatically accept all relationship requests**. Once new TRR from Customers are sent to your ANID, it will be accepted automatically and the relationship will be displayed under “Current”
- If you change it to “**Manually review all relationship requests**”, new TRRs will be parked under “**Pending**” until you manually check and accept them
- **Recommendation : Keep at Default**

**Current:** Customers whom you have existing trading relationship with them

**Pending:** Customers whose trading relationship request is still pending for your review and acceptance manually

**Rejected:** Customers whose trading relationship request were rejected by you

Customer website

# Application Subscription under Settings (Administrator only)

Account Administrator can update your company's Account Application Subscription via "Application Subscription" tab under "Account Settings". Please check with your IT department before configuring.

Account Settings Save Close

[Customer Relationships](#) [Users](#) [Notifications](#) [Application Subscriptions](#) [Account Registration](#) [API management](#)

## Enable Applications

Choose and enable applications that you can later assign to users by going to the user management sections. Users can then choose which applications they want to subscribe to. You can also disable applications at any time.

Name ↑	Service ID	Status	Service Destination URL
<input type="radio"/> CIG	https://iplkga23bc54d1.hana.ondemand.com/integration-portal/	Enabled	https://iplkga23bc54d1.hana.ondemand.com/integration-portal/
<input type="radio"/> CIG	https://integration.ariba.com/	Enabled	https://integration.ariba.com/
<input type="radio"/> CIG US SSO	https://integration-us.ariba.com/	Enabled	https://integration-us.ariba.com/
<input type="radio"/> SAP Business Networks Chatbot	https://eu2.hana.ondemand.com/hqe1mk02gz	Enabled	https://authn.eu2.hana.ondemand.com/saml2/sp/acs/hqe1mk02gz/hqe1mk02gz

Subscribe Unsubscribe

# Electronic Order Routing under Network Settings (Administrator only)

Electronic order routing setting is used by Account Administrator to update the email address for receiving customers' new Purchase Orders. Please ensure your Account Administrator updates all respective teams/personnel's email addresses here.

Network Settings Save Close

Electronic Order Routing **Electronic Invoice Routing** Accelerated Payments Settlement Data Deletion Criteria

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: nus.supplier.10@outlook.com,chihiro.takimoto@sap.c <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". <input checked="" type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ▲ Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ▲ Attachments will be included in the order.

You can enter up to 5 email addresses to receive PO, please separate the email addresses by comma (,) without space.

If you log in for the first time, this field will be under "Online", please change it to "Email"

Please check these options

Do not change these so as to ensure all settings are the same.

# Electronic Invoice Routing under Network Settings (Administrator only)

**Electronic invoice routing** setting is used by Account Administrator to update the email address to receive notifications related to invoices. Please ensure your Account Administrator includes all respective teams/personnel's email addresses here.

Network Settings Save Close

Electronic Order Routing [Electronic Invoice Routing](#) Accelerated Payments Settlement Data Deletion Criteria

### Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice	<input checked="" type="checkbox"/> Send a notification when invoices are received or updated.	* nus.supplier.10@outlook.com,minh.nh:
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* nus.supplier.10@outlook.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* nus.supplier.10@outlook.com,minh.nh:
Invoice Created Automatically from Receipts	<input checked="" type="checkbox"/> Send a notification when an invoice is automatically created from a goods receipt.	* nus.supplier.10@outlook.com
Invoice Created Automatically from Service Sheets	<input type="checkbox"/> Send a notification when an invoice is automatically created from a service sheet.	* nus.supplier.10@outlook.com

**Please ensure these options are checked**

You can enter **up to 3 email addresses** to receive invoices, please separate email addresses by comma (,) without space

# Remittance under Network Settings

Remittance setting is used to setup email address to receive notifications related to payment remittance.

**\*\* For NUS, Payment Remittance is sent by the Bank based on remittance email addresses maintained at Supplier Lifecycle and Performance (SLP).**

Network Settings Save Close

[Accelerated Payments](#) [Settlement](#) [Data Deletion Criteria](#)

\* Indicates a required field

[Set up early payments auto-acceptance rule](#)

EFT/Check Remittances

Address ↑	City	State	Country/Region	Default
<input type="radio"/> EFT1	SG		Singapore	Yes

↳ Edit Delete Create

Notifications

Type	Send notifications when...	To email addresses (one required)
Payment Profile	<input type="checkbox"/> Send a notification when remittance addresses and payment profiles are changed.	<input type="text" value="nus.supplier.10@outlook.com"/>
Payment Remittance	<input type="checkbox"/> Send a notification when payment remittances are undeliverable or their statuses changed.	<input type="text" value="nus.supplier.10@outlook.com"/>
Payment Remittance for Virtual Card	<input checked="" type="checkbox"/> Send a notification when payment remittances or payment plans are received.	<input type="text" value="nus.supplier.10@outlook.com"/>
Payment Remittance Status Updates	<input type="checkbox"/> Send a notification when payment remittances with virtual card are received.	<input type="text" value="nus.supplier.10@outlook.com"/>
	<input checked="" type="checkbox"/> Send a notification only when a payment remittance status changes to paid.	<input type="text" value="nus.supplier.10@outlook.com"/>
	<input checked="" type="checkbox"/> Send a notification only when a payment remittance status changes to failed.	<input type="text" value="nus.supplier.10@outlook.com"/>

Choose existing remittance address and click **"Edit"** if you need to update.

Click **"Create"** to add new remittance address.

This will be displayed on your company's invoice

Please check/uncheck the options suitable to your needs to receive the appropriate notification so you can take actions promptly. You can enter **up to 3 email addresses** to receive PO. Separate email addresses by comma (,) without space

# Data Deletion Criteria under Network Settings

Account administrator or normal user can configure data deletion criteria to ensure documents are retained on your Ariba Network account in accordance to your legal requirement. The longest retention period is 999 months (~83 years), however, we would recommend you to keep not more than 100 months (~8.3 years).

Network Settings Save Close

[Accelerated Payments](#) [Settlement](#) [Data Deletion Criteria](#)

By requesting recurring or one-time deletion, your transactions that meet the criteria will be permanently deleted from our system on the scheduled date. [Learn more](#)

**Recurring deletion**  
Perform deletion automatically on first day of every month.

Request

**One time deletion**  
Perform a non recurring deletion, which is queued for processing as soon as possible.

Request

Archived deleted transactions

### Request recurring deletion

Delete transactions older than  months.

If you would like to request less than 18 months, please log a [service request](#).

Submit Cancel

Click on Request and enter the period of time by months according to your legal requirement and click **Submit**



# Network Notifications under Network Settings

**Network Notifications** setting is used to setup email address to receive notifications regarding multiple types of documents. This can be set by both account administrator and normal users.

Ship Notice		
Type	Send notifications when...	To email addresses (one required)
Ship Notice Failure	<input checked="" type="checkbox"/> Send a notification when ship notices are undeliverable.	* nus.supplier.10@outlook.com
Ship Notice Declined	<input checked="" type="checkbox"/> Send notification when a Declined Document status update request is received.	* nus.supplier.10@outlook.com
Ship Notice Accepted with Changes	<input type="checkbox"/> Send notification when an Accepted with Changes Document status update request is received.	* nus.supplier.10@outlook.com

Receipt		
Type	Send notifications when...	To email addresses (one required)
Receipt	<input checked="" type="checkbox"/> Send a notification when a new receipt is received.	* nus.supplier.10@outlook.com,minh.nha.h

Please check/uncheck the options according to your needs to receive appropriate notification for issues rectification

You can enter up to 3 email addresses, please separate email addresses by comma (,) without space

Please check this option to receive notification on Goods / Services Receipt

**THANK YOU**