SAP Ariba △

Guide for suppliers: How to check / accept NUS Relationship in SAP Business Network Supplier portal

NUS National University of Singapore

THE BEST RUN **SAP**

How to accept the trading relationship request from NUS

A trading relationship invitation begins with an email sent by NUS.

This email is an invitation to connect with a NUS **enabling you to start receiving orders and / or submitting invoices** on the SAP Business Network.

Only the account administrator can click to **use an existing account** when establishing a trading relationship.

It is important to **use the same ANID you registered with NUS via questionnaire (SLP) to accept Trading Relationship Request (TRR)**

How to accept the trading relationship request from NUS

You will receive an email like below from ordersender-prod@ansmtp.ariba.com. Click **"Get started"** before link expiry date.

National University of Singapore - TEST would like to connect with you on SAP Business Network

National University of Singapore - TEST <ordersender-prod@ansmtp.ariba.com>
To

(i) If there are problems with how this message is displayed, click here to view it in a web browser.

NUS
National University
of Singapore

Connect with National University of Singapore - TEST to collaborate on SAP Business Network!

To Test Test at ⋮ PTE LTD,

National University of Singapore - TEST, would like to invite you to connect with us on SAP Business Network.

Click Get started to connect.

Get started (1)

Link expires: Saturday, Mar 11, 2023, 12:00AM PST

About this invitation

From:	To:
National University of Singapore - TEST	Test Test
2 Engineering Drive 4	PTE LTD
Singapore 117584	
Singapore	400199
	Singapore
@nus.edu.sg	+65 88888888
	@sap.com

Learn more:

- Visit the Supplier Information Portal for instructions provided by National University of Singapore - TEST.
- About SAP Business Network

How to accept the trading relationship request from NUS

The invitation link then prompts you to either "**Use existing account**" or "**Create new account".**

Select "**Use existing account**" to **log in with the same credentials of the ANID you used to register with NUS via registration questionnaire previously**. Please **do not use a different ANID**.
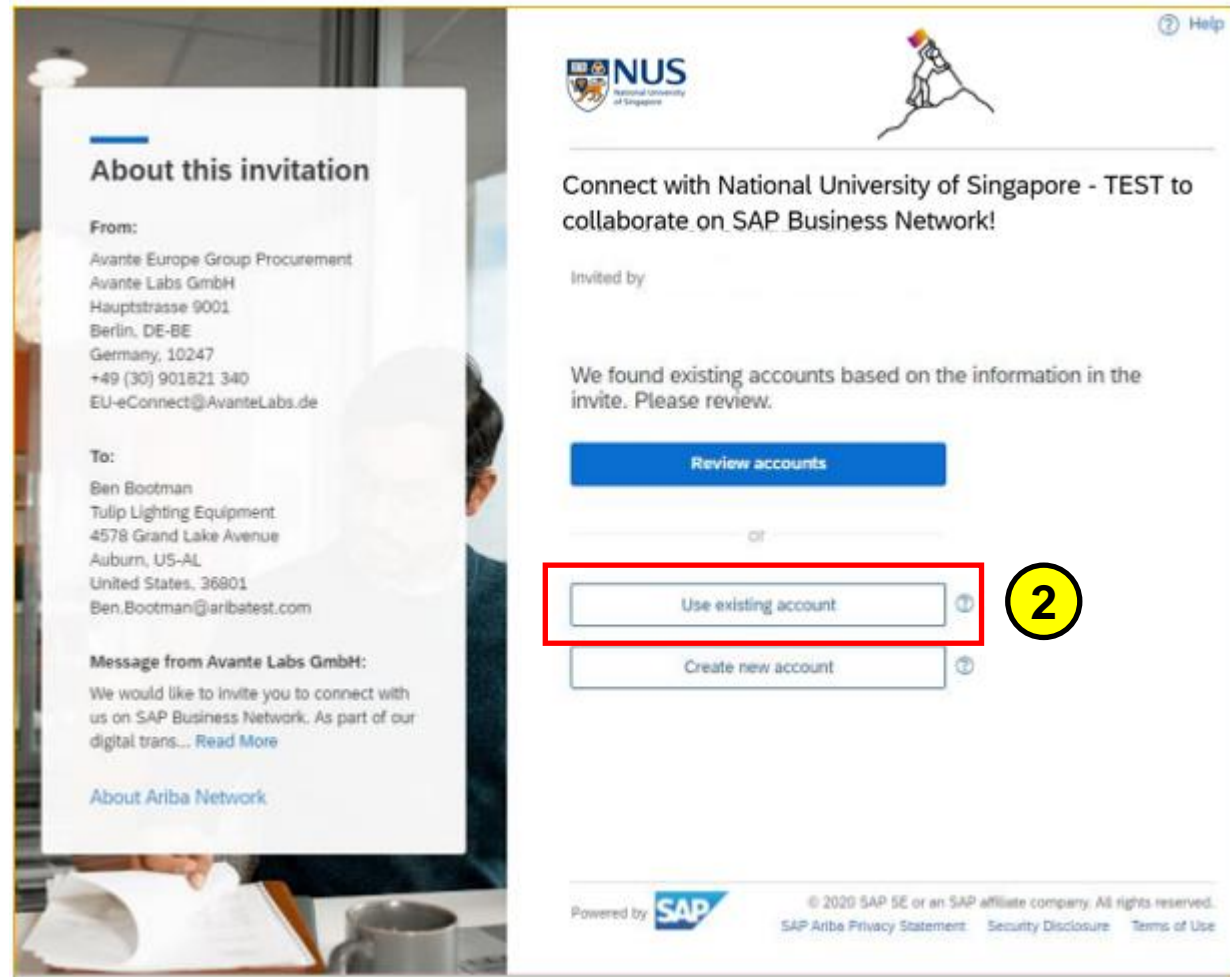
If unsure, check internally and/or

with NUS team via cposuppliers@nus.edu.sg

Important note:

By the time you receive a TRR from NUS, your company should already registered with NUS as a supplier.

Use back the same ANID registered to log in, do not create a new account at this stage.

How to <u>check</u> Customer Relationship

Once log in, in the upper-right corner of the application, click **[user initials]** > **Settings** and select **Customer Relationships**.
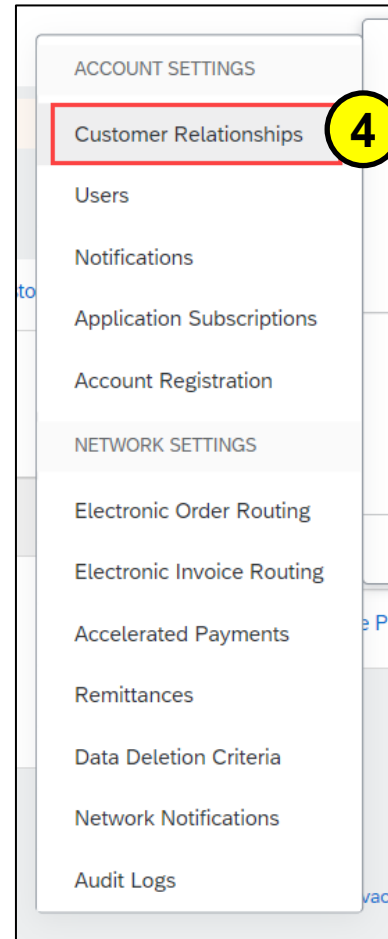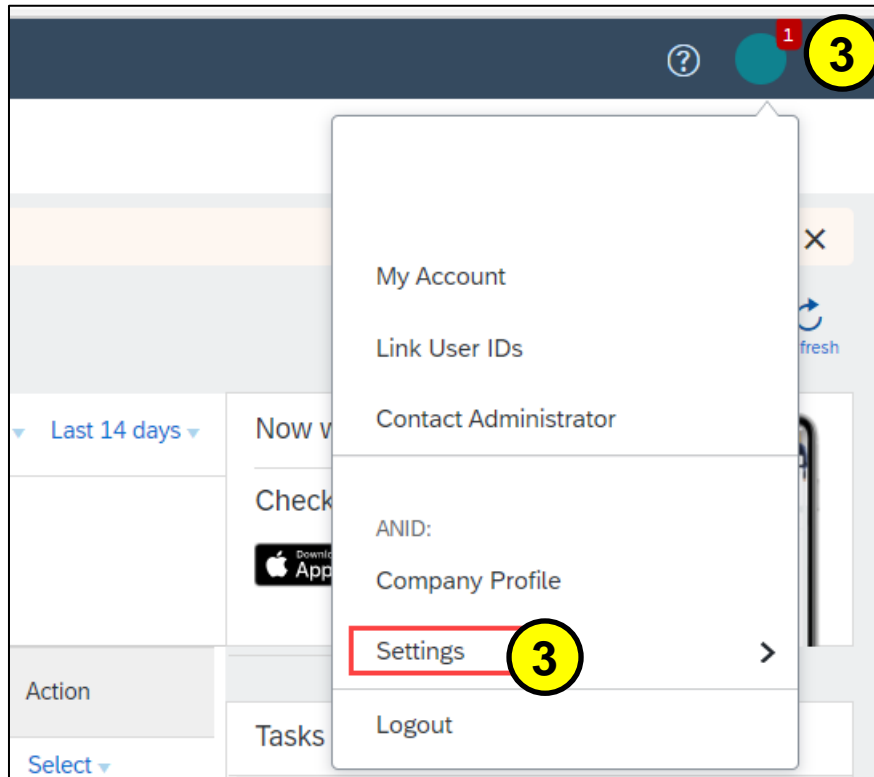
How to **check** Customer Relationship

View your **Current** relationships under each corresponding heading.

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)

5

Current Customers

Filter

Customers

| Enter customer name or Network ID | + |

Apply   Reset

If you see **NUS** as customer under **Current ,** that means a trading relationship has been established and you will be able to transact with NUS in Ariba Network.
No further action is required until you receive first PO from NUS in your email.
Note: when receiving the first PO later, log in using this **same account**.

☐	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
☐	National University of Singapore - TEST	AN11054531993-T	Trading	18 Jul 2022		Default	Actions ▾

↳   Reject

How to accept <u>Pending</u> Customer Relationship

In the Account Settings, under the "Current Relationships" tab, you will see "National University of Singapore" as Pending Customers. Please check the box and click " **Approve"**.
Once approved, NUS will appear under your **"Current"** customer relationships.

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Thank you.

Contact information:

SAP