

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



# 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](mailto: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](mailto:ordersender-prod@ansmtp.ariba.com)

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



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
<a href="mailto:@nus.edu.sg">@nus.edu.sg</a>	Singapore
	+65 88888888
	<a href="mailto:@sap.com">@sap.com</a>

### 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.

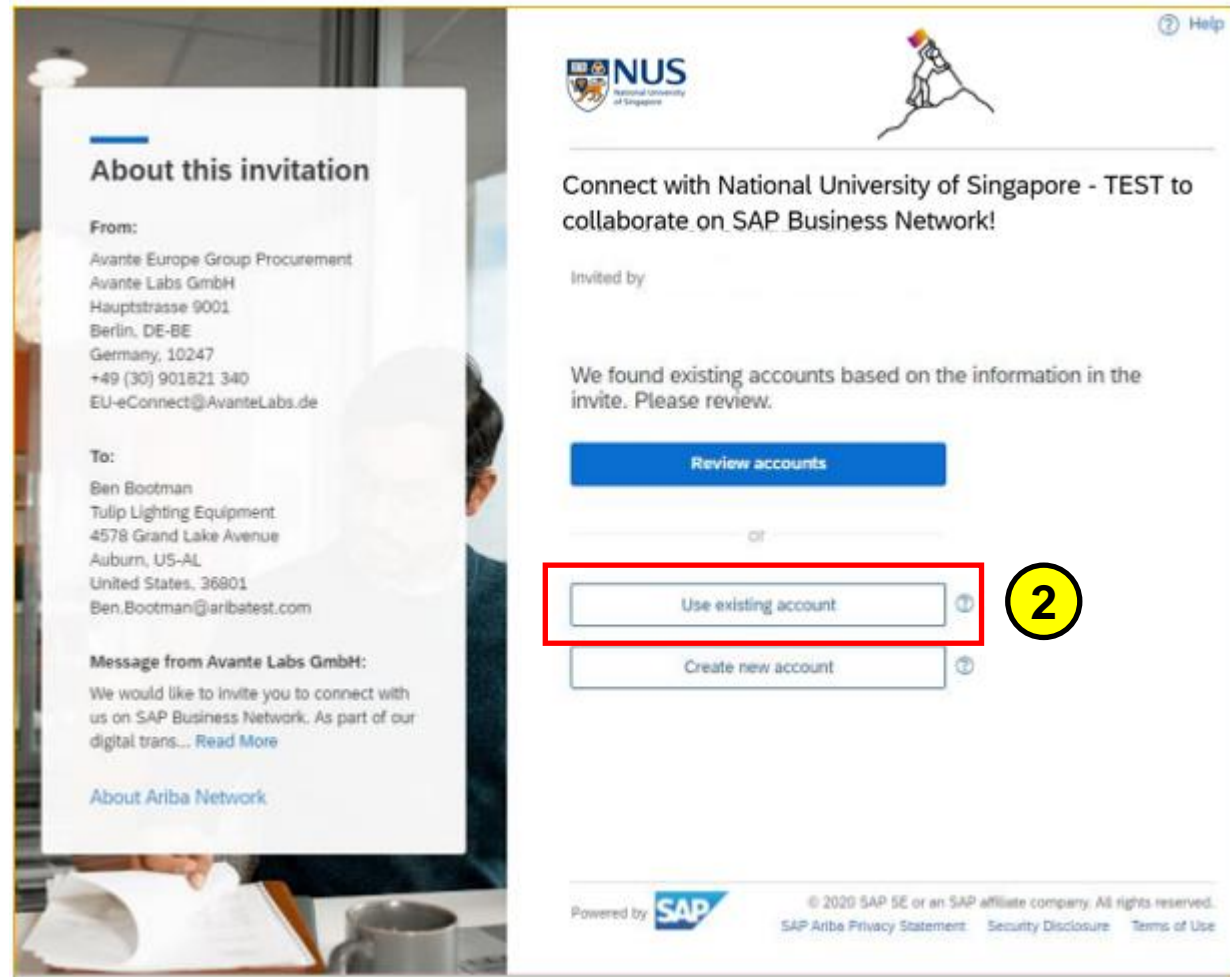
If unsure, check internally and/or

with NUS team via [cposuppliers@nus.edu.sg](mailto:cposuppliers@nus.edu.sg)

## Important note:

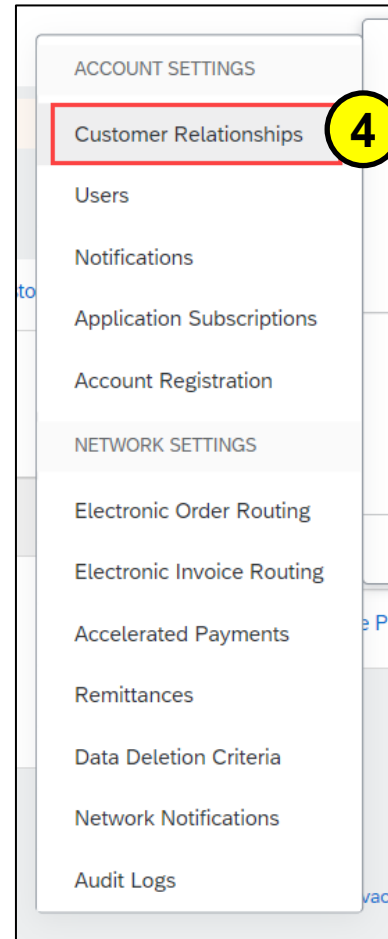
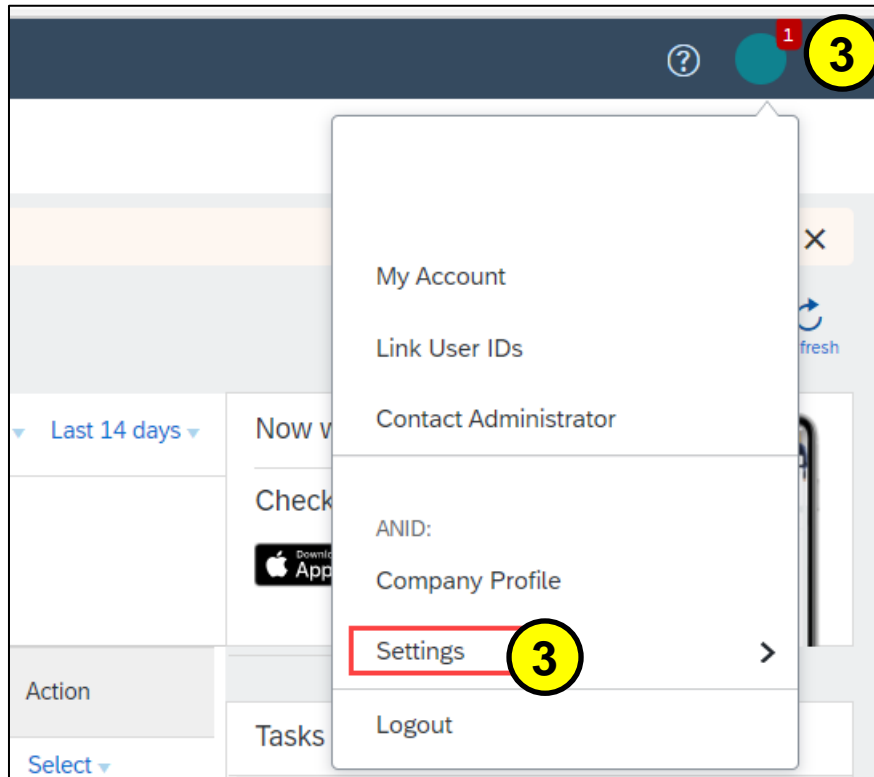
By the time you receive a TRR from NUS, your company should already registered with NUS as a supplier.

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



# How to check 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

Apply   Reset

<input type="checkbox"/>	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		Default	Actions ▾

↳   Reject

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**.

# How to accept Pending 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.

The screenshot displays the 'Account Settings' interface. At the top, there are navigation tabs: 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', and 'API management'. Below these, there are two sub-tabs: 'Current Relationships' and 'Potential Relationships'. A section titled 'I prefer to receive relationship requests as follows:' contains two radio button options: 'Automatically accept all relationship requests' and 'Manually review all relationship requests'. The 'Manually review all relationship requests' option is selected and highlighted with a red box. Below this is an 'Update' button. A yellow circle with the number '6' is positioned above the 'Pending (1)' link. Below the navigation tabs, there are three links: 'Current (0)', 'Pending (1)', and 'Rejected (0)'. The 'Pending (1)' link is highlighted with a red box. Below this is a section titled 'Pending Customers'. It contains a table with columns: 'Customer', 'Network ID', and 'Relationship Type'. The table has one row with the following data: 'National University of Singapore - TEST', 'AN11054531993-T', and 'Trading'. This row is highlighted with a red box. Below the table, there are two buttons: 'Approve' and 'Reject'. The 'Approve' button is highlighted with a red box. A yellow circle with the number '7' is positioned to the left of the 'Approve' button.

Account Settings

Customer Relationships Users Notifications Application Subscriptions 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 (0) Pending (1) Rejected (0)

Pending Customers

Customer	Network ID	Relationship Type
<input type="checkbox"/> National University of Singapore - TEST	AN11054531993-T	Trading

Approve Reject

# Thank you.

Contact information: