



# Supplier Registration User Guide



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# GETTING STARTED

# Introducing SAP Business Network



# What is SAP Business Network?



The **SAP Business Network** is a global platform that will allow you to connect with buyers worldwide, streamlining procurement processes. Through the SAP Business Network, you can gain a centralized space to manage transactions, collaborate with buyers, and broaden your business reach with access to tools for handling purchase orders, submitting invoices, participating in sourcing events, and managing contracts—all while connecting with millions of potential customers across the network.

## What can you do on the SAP Business Network with A\*STAR?

**01**

Complete a streamlined registration process, providing business and compliance information directly within the network.

**02**

Engage in sourcing opportunities such as Sourcing Events to expand your partnership with A\*STAR.

**03**

Access, review, and store contracts. You can collaborate on contracts with A\*STAR and ensure compliance with key agreements.

# Supplier Registration Overview



# Supplier Registration Overview (1/3)



**Supplier Registration Form** – A comprehensive set of questions designed to collect essential information from you, including Company Details, Company Contact Information and more. This form helps establish your supplier profile and ensures that all necessary details are captured for registration and onboarding purposes.

**Supplier Payment and Bank Information** – *Comprises* a set of questions designed to collect essential information from you, including Supplier Payment Details, Bank Information, and more.

*Applicable after Apr 2026*

The content of the 'Supplier Registration Form' will vary depending on whether you are registered in **Vendors@Gov**.



If you are a new **Singapore registered company** or **individual supplying goods and services** to A\*STAR or **you are already an existing supplier** in Vendors@Gov

The supplier data fields managed and captured in Vendors@Gov will not appear in the Supplier Registration Form. Those fields must be updated directly in Vendors@Gov. You will need to enter further details in the Supplier Registration Form for fields that is not captured in Vendors@Gov.



If you are a new foreign (outside Singapore) registered company or individual supplying goods and services or not already an existing supplier in Vendors@Gov

You will be required to enter further details in the Supplier Registration Form and to complete the Supplier Payment and Bank Information once you have secured a business engagement with A\*STAR.



**Note:** Vendors@Gov is a secured one-stop portal managed by Accountant-General's Department (AGD) for Government vendors to submit electronic invoices (e-invoices) when transacting with the Government & Statutory Boards. All Government suppliers can submit e-invoices to Government agencies for payment via this central Internet portal. These e-invoices will then be electronically routed to the respective Government agencies for processing and payment. Vendors@Gov is accessible via URL <https://www.vendors.gov.sg>

# Supplier Registration Overview (2/3)

These are the types of licenses, the content of the 'Supplier Registration Form' will vary based on the nature of business engagement with A\*STAR that you select

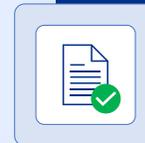


Select **Accounting and Corporate Regulatory Authority (ACRA)** if you are a Company based in Singapore.

Select **National Registration Identity Card (NRIC)** if you are an Individual based in Singapore.



Select **Foreign Identification Number (FIN)** if you are an Individual based outside of Singapore.



Select **Foreign Business Registration Number (BRN)** if you are a Company based outside of Singapore.

# Supplier Registration Overview (3/3)

These are the steps to complete the supplier registration process:

*Applicable after Apr 2026*

## Step 1

### Invited

You have been invited to register.



## Step 2

### Register for Ariba Account

SAP Business Network account is required complete the registration form

### Login with an Existing Ariba Account

Login via an existing SAP Business Network



## Step 3

### Complete Supplier Registration Form

You are in the process of completing the 'Supplier Registration Form'.



## Step 4

### Registered (Completed Supplier Registration Form)

Your supplier details updated



### Applicable only for Non-Vendors@Gov Suppliers

Once notified, you may now complete the 'Supplier Payment and Bank Information Form'.



### Registered (Completed Supplier Payment and Bank Information Form)

Once approved by A\*STAR, your Bank Account Details will be updated



**Note:** All four steps must be completed to successfully complete the supplier onboarding process.

# Login within existing account to link with A\*STAR



# Login within existing account

**1. In the supplier onboarding email, click the link to access the SAP Business Network.**

- **Clicking the link should direct you to the Ariba Network.** After signing up or logging in to the Ariba Network through the link, you will be able to access the questionnaires.
- If you encounter any issues accessing the Ariba Network through the link, **ensure that you are logged out of any Ariba website on the same browser beforehand.** If the issue persists, try copying the URL and pasting it into your browser's address bar.
- Please note that **the invitation link can only be used once.** Once you have signed up or logged in to the Ariba Network through the URL, you must access the event by logging in via <https://supplier.ariba.com/> using the same credentials initially used.
- Alternatively, you may request A\*STAR to send you a re-invitation.

Email will be applicable from Oct 25 – Apr 26.

Important Information: A\*STAR's New Supplier Collaboration Platform - Here's how you can come onboard

A\*STAR <s4system-prod3+744383410-T.Doc1335146885@ansmtp.ariba.com>  
To ○

Wed 10/30/2024 11:35 AM

 Agency for Science, Technology and Research SINGAPORE

Dear Valued Partners,

1. As part of A\*STAR's ongoing digital transformation, we are excited to announce the phased launch of our new Enterprise Resource Planning (ERP) system. Phase one, focusing on SAP Ariba Business Network, is underway and will be fully operational by April 2025. This new platform will streamline our processes and enhance our collaboration with you.
2. Key Benefits of the SAP Ariba Business Network:
  - a. A unified platform for all business transactions
  - b. Simplified record maintenance
  - c. Enhanced communication channels
3. You may have recently received an email invitation to join A\*STAR's SAP Ariba Network. We can confirm that this is an official communication from A\*STAR, and we **encourage you to begin your registration process** to SAP Ariba Business Network to facilitate seamless transactions starting in April 2025.
4. You can access the SAP Ariba Supplier Registration platform through **1** [Click Here](#). Please note that this link is exclusively for your initial registration on the SAP Ariba Business Network. Once registered, you will be able to login directly to the portal.
5. To ensure a smooth onboarding process, the registration period has been extended to 14 February 2025 (previously 4 November 2024).
6. Please refer to our [Supplier Quick Reference Guide](#) for essential information on the next steps
7. Our support team is ready to assist you throughout this transition. For any questions or concerns, please contact: [Ariba\\_Procurement@hq.a-star.edu.sg](mailto:Ariba_Procurement@hq.a-star.edu.sg)
8. Thank you for your continued partnership. We look forward to collaborating with you on this enhanced platform!

A\*STAR Procurement Team

AGENCY FOR SCIENCE, TECHNOLOGY AND RESEARCH (A\*STAR)  
Ariba, Inc. 3420 Hillview Ave. Palo Alto, CA 94304, USA

# Login within existing account

## 2. On the SAP Business Network login page, you will have the option to

- **Review Account**

a) To check if your company has an existing SBN Account, so that you can request your company's Administrator to add you.

b) Alternatively, if you require A\*STAR to link to a different Ariba Business Network under your Company, please contact A\*STAR at [Ariba\\_Procurement@hq.a-star.edu.sg](mailto:Ariba_Procurement@hq.a-star.edu.sg).

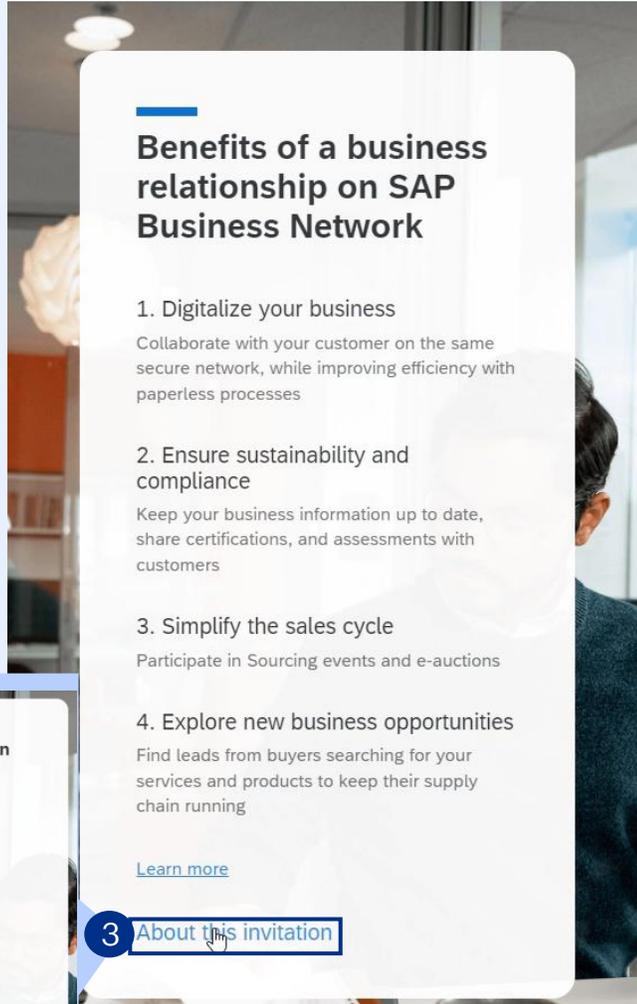
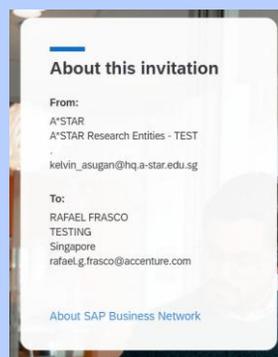
- **Use Existing Account**

If you have an existing SBN Account

- **Create New Account**

If you don't have an existing SBN Account

## 3. Additionally, you can click on About this invitation to view the Sender and Receiver of the Invitation Email.



3 About this invitation



Connect with A\*STAR Research Entities - TEST on SAP Business Network to collaborate.

Invited by A\*STAR

Create new account

If you are new to the SAP Business Network, click **Create new account**

OR

Use existing account

Click **Use existing account** to link your existing SBN account with A\*STAR.

Not sure whether your company already has a

2 Search for your company

Before creating a new SBN Account, first check if your organisation already has an existing SBN Account.

# Login within existing account

4. If you have an existing SBN Account, Click on **“Use Existing Account”**

5. **Enter your Username** and **Password** and click **Connect**.

**Example:** Username:John.Doe@companyname.gov.sg



**Note:** Some organisations may have multiple Ariba Network accounts; ensure that you log in using the correct user account linked to your organisation’s existing SAP Business Network account. If not, refer to the steps to [Check for Existing Account](#)

**Once you have logged in...**

**As an Existing Supplier you can**

- [Verify Supplier Information \(Vendors@Gov\)](#)
- [Verify Supplier Information \(Non-Vendors@Gov\)](#)

**As a New Supplier**

- [Complete Supplier Registration Form](#)

# Check for Existing Account with SAP Business Network

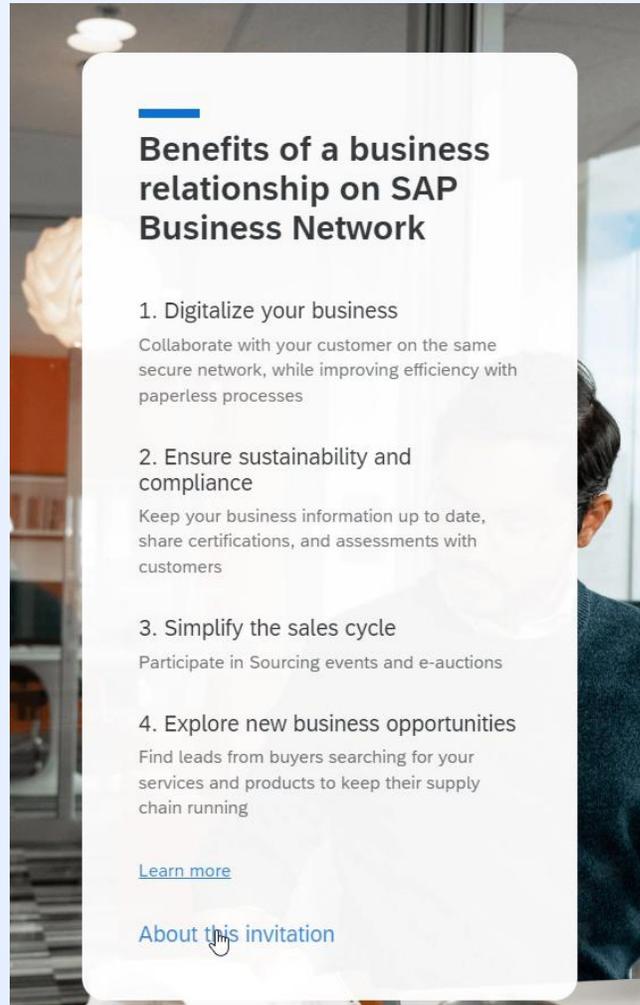


# Check for Existing Account

Leverage the **Review Account** function to check **whether your company already has an existing SBN account**.

If one exists, you can **request your Company Administrator** to add you under your organisation's email domain within SAP Business Network.

**1. Click on "Review Accounts"**

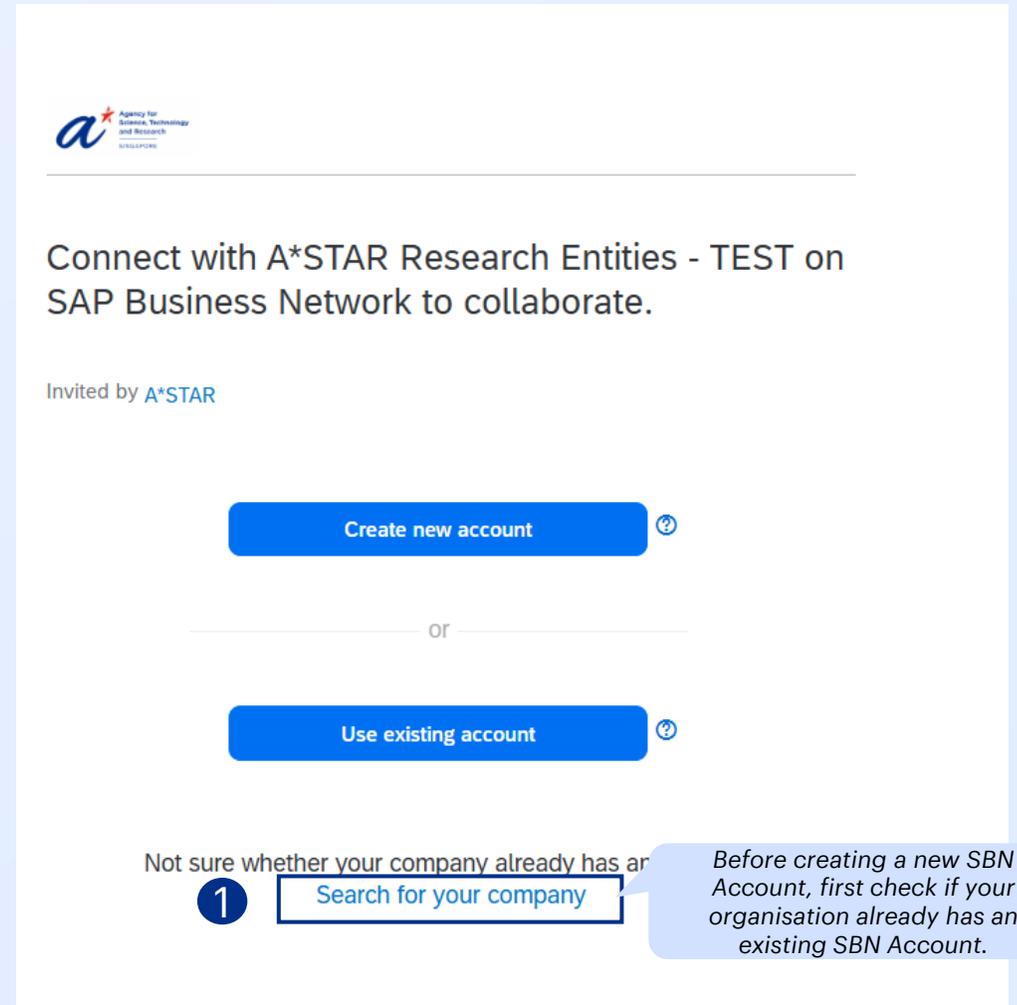


**Benefits of a business relationship on SAP Business Network**

- 1. Digitalize your business**  
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure sustainability and compliance**  
Keep your business information up to date, share certifications, and assessments with customers
- 3. Simplify the sales cycle**  
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities**  
Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)

[About this invitation](#)



**Agency for Science, Technology and Research SINGAPORE**

Connect with A\*STAR Research Entities - TEST on SAP Business Network to collaborate.

Invited by A\*STAR

[Create new account](#)

or

[Use existing account](#)

Not sure whether your company already has an account? [Search for your company](#)

Before creating a new SBN Account, first check if your organisation already has an existing SBN Account.

# Check for Existing Account

- 2. If your company already has an existing SBN account, it will be reflected here. Accounts will be based on the **Company Name, Email Address, Email Domain**, etc.
- 3. Click **Contact Administrator** to send a message to your Company's Administrator of the SAP Business Network account. This will allow the Administrator **to add you** under **your organisation's company's name or email domain within** Ariba's Business Network.

- 4. The sections under **Contact Administrator** will be auto-populated and Click **Send**. Proceed to login once your company administrator has created your account. You should then receive an **email from SAP Business Network (SBN) confirming that you have been added under your organisation's name or email domain** within Ariba's Business Network.



If you hold the "SAP Business Network Administrator" role in your company, refer to the **'Manage Users'** process to add a new user.

< Back

### Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Search Criteria [Edit](#)

Company Name	E-mail address
TESTING	rafael.g.frasco@accenture.com

**Top recommendations (3)**

**Testing** Best Match  
AN01474126909

**Match Criteria**

Email domain	⊗
PAK	⊗
Sindh	⊗
DUNS number	⊗

[Contact administrator](#)

**Accenture**  
AN01000348642

**Match Criteria**

Email domain	✔
USA	⊗
TX	⊗
DUNS number	⊗

[Contact administrator](#)

**Duck Creek Technologies LLC**  
AN01046061647

**Match Criteria**

Email domain	✔
USA	⊗
SC	⊗
DUNS number	⊗

[Contact administrator](#)

**Other existing accounts (17)**

Company name	ANID	Email domain matched	Country	State	DUNS number	Action
PROQUIRE, LLC	AN01014810389	Yes	USA	IL	Missing	<a href="#">Contact administrator</a>

### Contact administrator

To obtain a user account, please provide the requested information below:

Your name \*

Your company name \*

Your email \*

Your phone number

Your message \*

Hello,

I recently attempted to create an account on Ariba Network. During the account creation process, SAP Ariba returned your account as a match.

Please contact me to determine if I should use this account.

Thank you.

I'm not a robot

**4** [Send](#) [Cancel](#)

Confirmation Message once "Send" button has been clicked

Message sent. Please wait for the administrator to contact you with the next steps.

Your account has not been created, If you are in a time sensitive event, [Create new account](#)

# Create Account with SAP Business Network

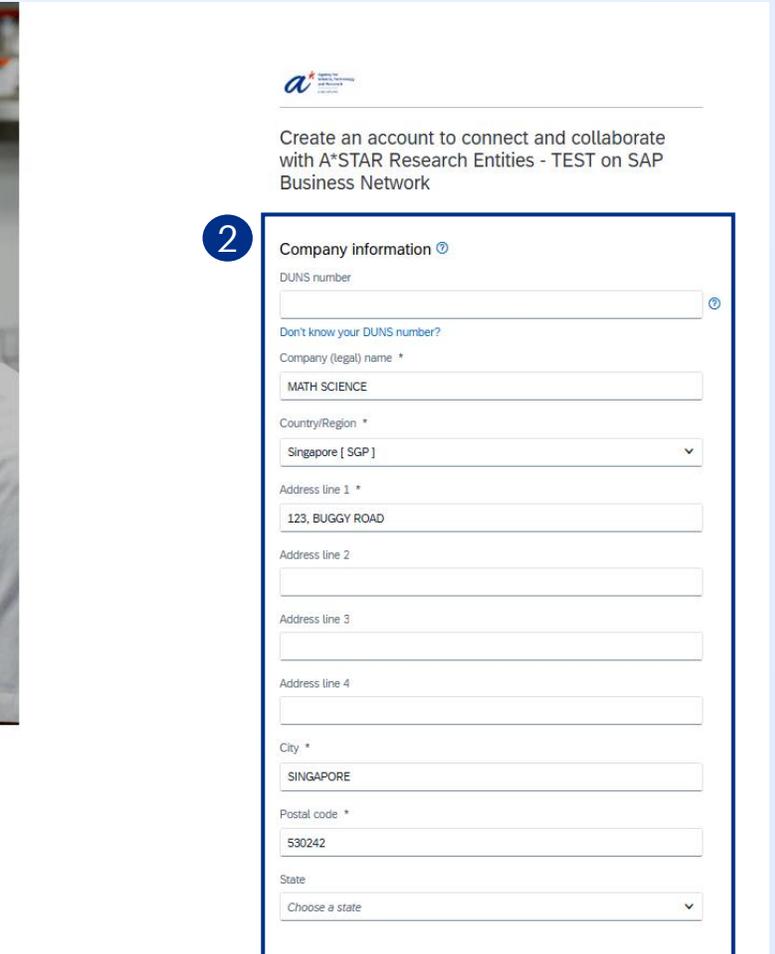
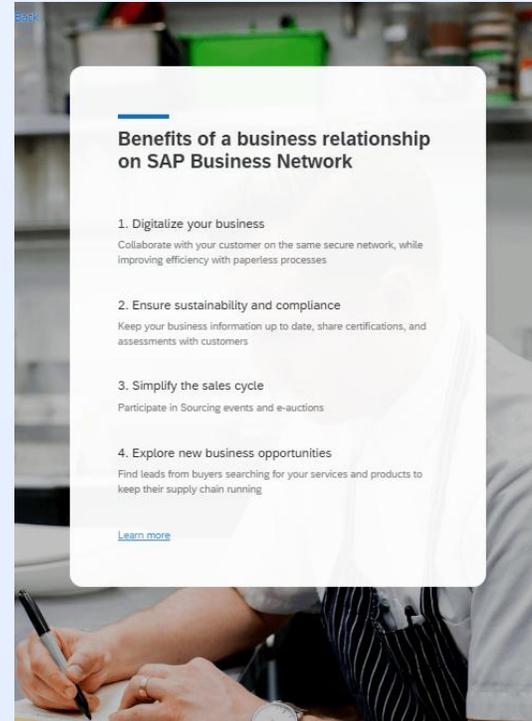
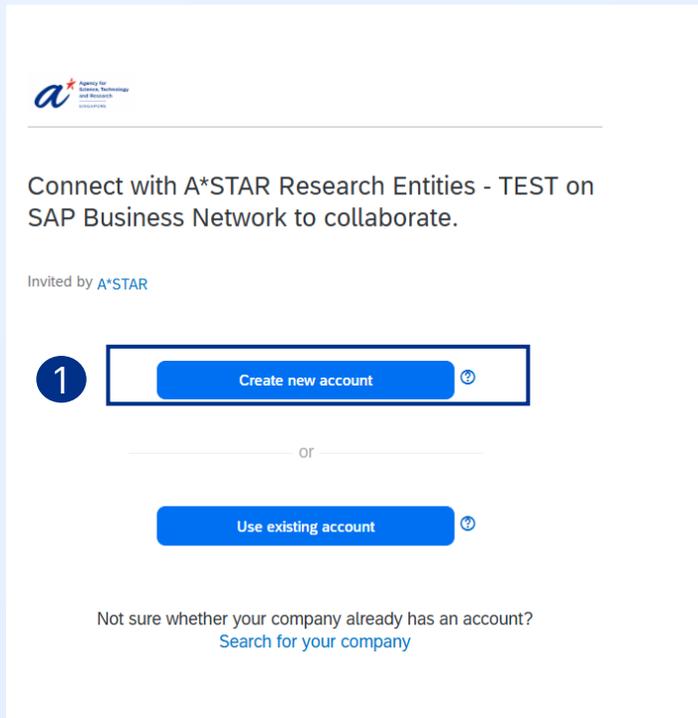


# Create Account with Ariba BN

If you do not have an existing SAP Business Network Account, you can proceed to create a new account

1. Click on create new account.
2. Populate the required fields under Company information. Some fields are auto-populated based on information available within A\*STAR.

Fields marked with an asterisk (\*) are required.



# Create Account with Ariba BN

3. Populate the required fields under **Administrator account information**. Assign the account **Username** and **Password**.
4. Review and agree to the **Terms of Use** and **Privacy Statement** of SAP Business Network and pass the CAPTCHA.
5. Click **Create account**.

*Fields marked with an asterisk (\*) are required.*



**Important:** If you experience difficulties with the CAPTCHA, please raise a ticket with SAP for assistance. Refer to the [‘Support Details’](#) section for guidance on submitting a ticket.

## Administrator account information

First name \*  Last name \*

Email \*

Use my email as my username

3 Password \*  Repeat password \*

4  I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot 

5

# Create Account with Ariba BN

- 6. Wait for the confirmation email** from SAP Business Network. Once received, **click Confirm email**.
- 7. You will be directed to SBN, Select all the Product and Service Categories** that you can supply, ensuring that you accurately reflect the goods and services you offer. This will allow potential clients across the SAP Business Network to discover and engage with your products and services.  
*Click **Browse** to view all available options.*
- 8. Select all the Ship-to or Service Locations** that you can supply to, ensuring that you accurately represent the country/ies you can deliver to.  
*Click **Browse** to view all available options.*
- 9. Click Submit.**



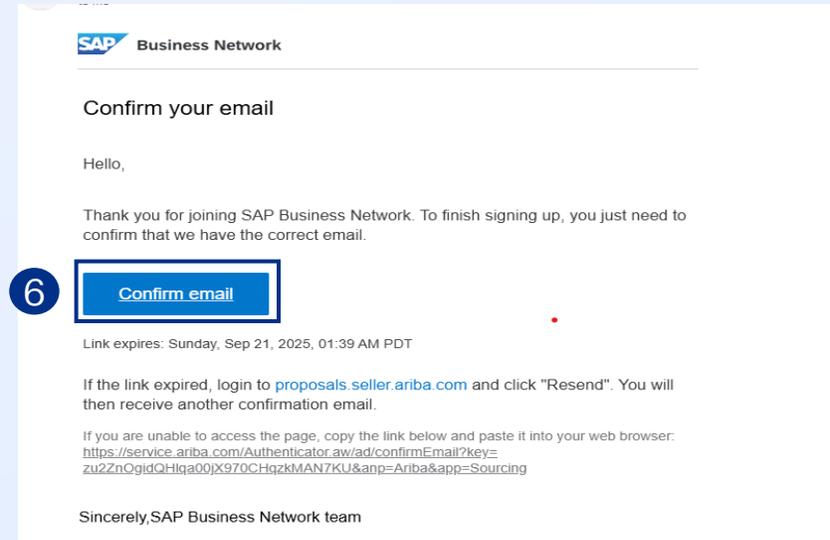
**Once you have received your account, you may log in...**

**As an Existing Supplier you can**

- [Verify Supplier Information \(Vendors@Gov\)](#)
- [Verify Supplier Information \(Non-Vendors@Gov\)](#)

**As a New Supplier**

- [Complete Supplier Registration Form](#)



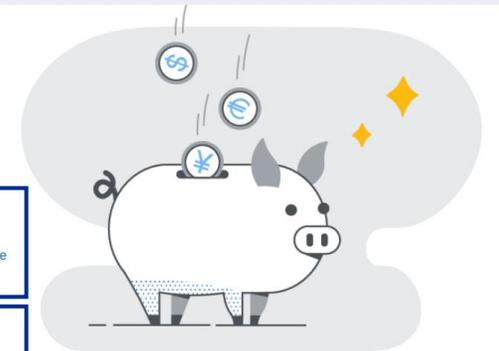
**Almost done! We just need a little bit more information.**

Please provide the information below and you will be discovered by more customers looking for companies like yours.

**7** Product and Service Categories  
Enter Product and Service Categories   -or-   
Computer display accessories. X Computer data input devices. X

**8** Ship-to or Service Locations  
Enter Ship-to or Service Location   -or-   
Singapore. X

**9**    Don't show this to me again



# Verify Supplier Registration Form For Existing Vendors@Gov Suppliers



# VENDORS@GOV

## Verify Supplier Registration Form

1. In the 'Registration Questionnaire' click the 'Supplier Registration Form'.

Welcome to the **Agency for Science, Technology, and Research (A\*STAR)**. This site assists in identifying world-class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site to ensure market integrity.

If you are not yet an Ariba-registered supplier with A\*STAR, kindly select the 'Supplier Registration Form' within the 'Registration Questionnaires' table, and proceed to complete and submit the form. Upon submission, please review the following statuses to ascertain any further actions required from you.

**Pending Approval** - This status indicates that your registration is under review by A\*STAR. No further action is required from your side at this stage.

**Registered** - This status confirms that your registration with A\*STAR has been successful.

**Registration Denied** - This status indicates that your registration has been rejected.

**Public Profile Completeness**

35%

Enter a short description to reach 45% >

There are no matched postings.

**Registration Questionnaires**

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
01 Supplier Registration Form	Doc1724223602	10/2/2025 3:59 PM	Invited

**Qualification Questionnaires**

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

**Questionnaires**

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

**Certificates**

# VENDORS@GOV

## Verify Supplier Registration Form

A\*STAR has successfully migrated your latest supplier data from the A\*STAR system to SAP Ariba. To ensure accuracy and completeness, please take a moment to review the pre-populated data that has been transferred in the '**Supplier Registration Form.**' This review step is essential to confirm that all core details are correct and up to date, as they will serve as the basis for future transactions and communications. Specifically, the following:

- 1. The Goods and Services you provide**
- Select dropdown to review A\*STAR's **Code of Conduct**
- Once all details have been verified, click the **Submit Entire Response** button.

Please update /verify the information that has been populated in the Supplier Registration form. Provide/verify all the data with mandatory sign \*.

Ariba Sourcing

< Go back to A\*STAR Dashboard Desktop File Sync Help

Console Doc1715772644 - Supplier Registration Form Time remaining 3 days 19:07:57

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 2 General Information
- 3 Company Details
- 4 Company Contact
- 5 Code of Conduct

All Content

Name ↑

1 Please complete the 'Supplier Registration Form' to ensure a successful registration with A\*STAR. After submitting the form, click the < Go back to A\*STAR Dashboard link to go to the Ariba Business Network dashboard to monitor the status of your registration.

2.1 Please select the goods and/or services your company offers by identifying the commodity category that best aligns with your products and/or services (select all that apply).

2.1 \* (select a value) [ select ]

3 Company Details

3.1 Company Registered Name FULLNAME\_1 FULLNAME\_1375 \*

3.2 Select the Type of Licence ACRA/ NRIC

3.3 Unique Entity Number/ Business Registration Number \* 649214469Y

3.5 Has the company or individual registered with Vendors@Gov, a secured one-stop portal for A\*STAR vendors to submit e-Invoices, check payment status, and update particulars? For further details about the portal, please refer to www.vendors.gov.sg Yes

3.6 Accountant-General's Department (AGD) Vendor ID 649214469Y

4 Company Contact

4.1 Sales Contact Less...

Note: The Sales Contact is the key person dealing with A\*STAR.

4.1.1 Sales Contact Email Address \* nfzorfp@xyz.com; xjetyveqhp@xyz.com

5 Code of Conduct

5.1 Please click here to review A\*STAR's Code of Conduct.

After reading through the Code of Conduct, please confirm that you:

(a) Warrant that you are duly authorised to accept the terms of the Code of Conduct on behalf of the company.

(b) Acknowledge, accept, and agree to comply with the terms of the Code of Conduct on behalf of the company.

(\*) indicates a required field

3 Submit Entire Response Save draft Compose Message Excel Import

2 \* Unspecified

# Verify Supplier Registration Form For Existing Non-Vendors@Gov Suppliers



# NON VENDORS@GOV Verify Supplier Registration Form

1. In the 'Registration Questionnaire' click the '**Supplier Registration Form**'.

**SAP** Ariba Proposals and Questionnaires ▾ Standard Account [Get enterprise account](#) **TEST MODE** 🗨️ ? ? ? TC

**A\*STAR**

**A\*STAR Requested Profile**

All required customer requested fields have been completed.

[View customer requested fields >](#)

**Public Profile Completeness**

35%

[Enter a short description to reach 45% >](#)

There are no matched postings.

Welcome to the **Agency for Science, Technology, and Research (A\*STAR)**. This site assists in identifying world-class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site to ensure market integrity.

If you are not yet an Ariba-registered supplier with A\*STAR, kindly select the 'Supplier Registration Form' within the 'Registration Questionnaires' table, and proceed to complete and submit the form. Upon submission, please review the following statuses to ascertain any further actions required from you.

**Pending Approval** - This status indicates that your registration is under review by A\*STAR. No further action is required from your side at this stage.

**Registered** - This status confirms that your registration with A\*STAR has been successful.

**Registration Denied** - This status indicates that your registration has been rejected.



**Home**

### Events

Title	ID	End Time ↓	Event Type	Participated
No items				

### Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
01 Supplier Registration Form	Doc1724223602	10/2/2025 3:59 PM	Invited

### Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

### Certificates

# NON VENDORS@GOV Verify Supplier Registration Form

**If you are not registered with Vendors@Gov, a different form will be issued.**

- 1. Under Company Details, in the Company Registered Name field** will be pre-populated with information from A\*STAR. Update if necessary. Note: Only QWERTY keyboard characters are accepted. If invalid, the error 'Please enter the company name as per the licence in English' will appear.
- 2. Under Company Details, in the Type of License field,** select the correct licence based on your registration.
  - Select **Accounting and Corporate Regulatory Authority (ACRA)** if you are a Company based in Singapore.
  - Select **National Registration Identity Card (NRIC)** if you are an Individual based in Singapore.
  - Select **Foreign Identification Number (FIN)** if you are an Individual based outside of Singapore.
  - Select **Foreign Business Registration Number (BRN)** if you are a Company based outside of Singapore.

- 3. In Unique Entity Number, Enter your Unique Entity Number (UEN) or Business Registration Number (BRN) exactly as shown on your Business Registration Document to ensure accurate record matching. If you are an existing supplier with a new company and different UEN/BRN, you must register as a new supplier in Ariba.**

Supplier Registration Form for Non Vendors@Gov

3 Company Details

3.1 Company Registered Name ⓘ **1** \* WELLSPRING PUBLIC HEALTH AGENCY

3.2 Select the Type of Licence ⓘ **2** \* BRN - Foreign Business Registration Number

3.3 Unique Entity Number/ Business Registration Number ⓘ **3** \*

3.5 Has the company or individual registered with Vendors@Gov, a secured one-stop portal for A\*STAR vendors to submit e-Invoices, check payment status, and update particulars? For further details about the portal, please refer to [www.vendors.gov.sg](http://www.vendors.gov.sg) \* No

3.8 Upload a copy of the Business Registration Document (BRD) (in non-editable PDF format), indicating the Company Name and Registration Number. ⓘ \*Attach a file

3.9 Registered Business Address

\*Show More

Street: ⓘ House Number: ⓘ

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

Postal Code: ⓘ City: ⓘ

\* Unspecified

\* Unspecified

\* ACRA/ NRIC

\* FIN - Foreign Identification Number

\* BRN - Foreign Business Registration Number

# NON VENDORS@GOV Verify Supplier Registration Form

4. As a Non Vendors@Gov Supplier, this field will be indicated as "No"
5. Upload your Business Registration Document (BRD) in PDF format showing your company name and registration number.
6. Complete the remaining fields in the 'Company Details' section as per the field names and instructions indicated by the ⓘ icon.
7. Click Submit Entire Response, Once all the necessary fields are populated in the form.



**Note:** Click the ⓘ icon, if available, to learn more about the purpose of the field and the expected information required.

Supplier Registration Form for Non Vendors@Gov

3 Company Details	
3.1 Company Registered Name ⓘ	* WELLSRING PUBLIC HEALTH AGENCY
3.2 Select the Type of Licence ⓘ	* BRN - Foreign Business Registration Number ▾
3.3 Unique Entity Number/ Business Registration Number ⓘ	*
4 3.5 Has the company or individual registered with Vendors@Gov, a secured one-stop portal for A*STAR vendors to submit e-Invoices, check payment status, and update particulars? For further details about the portal, please refer to <a href="http://www.vendors.gov.sg">www.vendors.gov.sg</a>	* No ▾
5 3.8 Upload a copy of the Business Registration Document (BRD) (in non-editable PDF format), indicating the Company Name and Registration Number. ⓘ	* Attach a file
6 3.9 Registered Business Address	* Show More Street: <input type="text"/> ⓘ House Number: <input type="text"/> ⓘ Street 2: <input type="text"/> ⓘ Street 3: <input type="text"/> ⓘ District: <input type="text"/> ⓘ Postal Code: <input type="text"/> ⓘ City: <input type="text"/> ⓘ

Supplier Registration Form, Submission Button

7

[Submit Entire Response](#) [Reload Last Bid](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

# Complete Supplier Registration Form For New Suppliers



# Complete Supplier Registration Form

## New Suppliers will need to populate the Supplier Registration Form

1. Upon login, suppliers will be redirected to the Ariba Proposals and **Questionnaires landing page**. Click on the **Supplier Registration Form**.

Home

### Events

Title	ID	End Time ↓	Event Type	Participated
No items				

### Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
01 Supplier Registration Form	Doc1724223602	10/2/2025 3:59 PM	Invited

### Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

### Certificates

# Complete Supplier Registration Form

**2. Under General Information,** Select the types of goods or services your organisation provides.

**3. Under Company Details,** in the **Company Registered Name field** will be pre-populated with information from A\*STAR.

**4. Under Company Details,** in the **Type of License field,** select the correct licence based on your registration.

- Select **Accounting and Corporate Regulatory Authority (ACRA)** if you are a Company based in Singapore.
- Select **National Registration Identity Card (NRIC)** if you are an Individual based in Singapore.
- Select **Foreign Identification Number (FIN)** if you are an Individual based outside of Singapore.
- Select **Foreign Business Registration Number (BRN)** if you are a Company based outside of Singapore.

## Supplier Registration Form for New Suppliers

Console Doc1724223602 - 01 Supplier Registration Form Time remaining 13 days 22:41:03

All Content

Name ↑

1 Please complete the 'Supplier Registration Form' to ensure a successful registration with A\*STAR. After submitting the form, click the < Go back to A\*STAR Dashboard link to go to the Ariba Business Network dashboard to monitor the status of your registration.

2 General Information

2.1 Please select the goods and/or services your company offers by identifying the commodity category that best aligns with your products and/or services (select all that apply).

3 Company Details

3.1 Company Registered Name ⓘ

3.2 Select the Type of Licence ⓘ

3.3 Unique Entity Number/ Business Registration Number ⓘ

3.5 Has the company or individual registered with Vendors@Gov, a secured one-stop portal for A\*STAR vendors to submit e-invoices, check payment status, and update particulars? For further details about the portal, please refer to www.vendors.gov.sg

4 Company Contact

4 Company Contact

4.1 Sales Contact Less... -

Note: The Sales Contact is the key person dealing with A\*STAR.

4.1.1 Sales Contact Email Address \*

5 Code of Conduct

5.1 Code of Conduct

Please click here to review A\*STAR's Code of Conduct.

After reading through the Code of Conduct, please confirm that you:  
(a) Warrant that you are duly authorised to accept the terms of the Code of Conduct on behalf of the company.  
(b) Acknowledge, accept, and agree to comply with the terms of the Code of Conduct on behalf of the company.

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

### Type of License

\* Unspecified

\* Unspecified

\* ACRA/ NRIC

\* FIN - Foreign Identification Number

\* BRN - Foreign Business Registration Number

# Complete Supplier Registration Form

**5. In Unique Entity Number**, Enter your Unique Entity Number (UEN) or Business Registration Number (BRN) exactly as shown on your Business Registration Document to ensure accurate record matching. If you are an existing supplier with a new company and different UEN/BRN, you must register as a new supplier in Ariba.

**6. If you are a Vendors@Gov Supplier**, this field to be indicated as "Yes". **As a Vendors@Gov Supplier**, you only need to provide your **AGD ID** and sales contact email. Click on the "**Submit Entire Response**" to submit the form, you will be a 'Registered' supplier in A\*STAR's Ariba system.



If your License is selected as "NRIC/ACRA", you are encouraged to register with Vendors@Gov first and then return to the form to enter your AGD ID once you have obtained it from Vendors@Gov.

If, for any reason, you are unable to register with Vendors@Gov, please reach out to A\*STAR, as stated in the self-help link, and request that your organization be registered by A\*STAR on your behalf

## Supplier Registration Form for New Suppliers

Console Doc1724223602 - 01 Supplier Registration Form Time remaining 13 days 22:06:13

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

2 General Information

3 Company Details

4 Company Contact

5 Code of Conduct

All Content

1 Please complete the 'Supplier Registration Form' to ensure a successful registration with A\*STAR. After submitting the form, click the < Go back to A\*STAR Dashboard link to go to the Ariba Business Network dashboard to monitor the status of your registration.

2.1 Please select the goods and/or services your company offers by identifying the commodity category that best aligns with your products and/or services (select all that apply).

2.2 Corporate Gifts and Awards [select]

3.1 Company Registered Name

MATH SCIENCE

3.2 Select the Type of Licence

ACRA/ NRIC

3.3 Unique Entity Number/ Business Registration Number

7788119900

3.4 Has the company or individual registered with Vendors@Gov, a secured one-stop portal for A\*STAR vendors to submit e-Invoices, check payment status, and update particulars? For further details about the portal, please refer to www.vendors.gov.sg

Yes

3.5 Accountant-General's Department (AGD) Vendor ID

4 Company Contact

4.1 Sales Contact

Note: The Sales Contact is the key person dealing with A\*STAR.

4.1.1 Sales Contact Email Address

5 Code of Conduct

5.1 Please click here to review A\*STAR's Code of Conduct.

After reading through the Code of Conduct, please confirm that you:

(a) Warrant that you are duly authorised to accept the terms of the Code of Conduct on behalf of the company.  
(b) Acknowledge, accept, and agree to comply with the terms of the Code of Conduct on behalf of the company.

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

# Complete Supplier Registration Form

**7. As a Non Vendors@Gov Supplier**, this field will be indicated as "No"

**8. You only to provide your Business Address, Sales contact email and Finance contact email.**

**9. Click Submit Entire Response**, Once all the necessary fields are populated in the form.



**If your License is selected as "BRN", you are required to upload your Business Registration Document (BRD) in PDF format showing your company name and registration number.**

The screenshot shows the 'All Content' page of the A\*STAR Supplier Registration Form. The form is divided into several sections:

- 1. General Information:** Includes a note about completing the form and a dropdown for 'Corporate Gifts and Awards'.
- 2. Company Details:** Contains fields for 'Company Registered Name' (filled with 'MATH SCIENCE'), 'Select the Type of Licence' (filled with 'RN - Foreign Identification Number'), and 'Unique Entity Number/ Business Registration Number' (filled with '7788119900').
- 3. Registered Business Address:** A section for providing the company's address, with fields for Street, Street 2, Street 3, District, Postal Code, City, Country/Region (filled with 'Singapore (SG)'), and State/Province/Region (filled with '(no value)').
- 4. Company Contact:** Includes sub-sections for 'Sales Contact' and 'Finance Contact', each with a note and an email address field.
- 5. Code of Conduct:** Includes a link to review the Code of Conduct and a confirmation section.

Numbered callouts on the form:

- 7:** Points to the 'No' dropdown in the 'Has the company or individual registered with Vendors@Gov...' field.
- 8:** Points to the 'Registered Business Address' section.
- 9:** Points to the 'Submit Entire Response' button at the bottom.

At the bottom of the form, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

Available in April 2026

# Comple Payment and Bank Information



# Update Payment and Bank Information

Available in April 2026

**For Non Vendors@Gov, you will need to complete your Payment and Bank information.**

**For Vendor@Gov, Payment and Bank information should be maintained via Vendors@Gov portal.**

1. To start this process, click



**Note:** For suppliers who have not registered and submitted the Supplier Registration Form, they won't be able to see this form.

## Ariba Proposals and Questionnaires Screen

**A\*STAR Requested Profile**

All required customer requested fields have been completed.  
View customer requested fields >

**Public Profile Completeness**

15%  
Enter commodities to reach 35% >

There are no matched postings.

**Registration Questionnaires**

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
01 Supplier Registration Form	Doc1719363923	10/5/6108 2:02 PM	Registered
▼ Status: Completed (1)			
02 Supplier Payment and Bank Information Form	Doc1719363936	9/19/2025 12:31 PM	Registered

# Update Payment and Bank Information

Available in April 2026

2. Click the **Add Bank Account Details** button.

Supplier Payment and Bank Information (All Content Screen)

The screenshot displays the Ariba Sourcing interface for updating payment and bank information. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Monica Lee', 'Feedback', 'Help', and 'Messages'. A sidebar on the left shows navigation options like 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. The main content area is titled 'All Content' and lists several items. Item 5, 'Supplier Payment and Bank Information', is expanded to show section 5.1, 'Bank Account Details'. A blue circle with the number '2' highlights the 'Add Bank Account Details (1) Less...' button. The form includes fields for key codes, document uploads, and a declaration.

3 To view your bank details, go to Q5.1 and click 'View Bank Account Details'. After verifying your bank details, click 'Done' and click '<Go back to A\*STAR Dashboard' at the top left corner to close the form. Please **DO NOT** click 'Revise Response' **UNLESS** you intend to make changes. If you need to make changes, click 'Submit Entire Response' after completion.

4 Enter the Key Code received from A\*STAR in the email with the subject "[FOR YOUR ACTION]: A\*STAR - Bank Account Details Required for Payment of your Purchase Order(s)"

5 Supplier Payment and Bank Information

5.1 Bank Account Details

This is for A\*STAR to make payment to your company via bank transfer into your designated bank account.

5.2 Please select the type of bank supporting document you can provide

5.3 Upload a copy of a Bank Letter (In non-editable PDF format) showing the complete full bank details including the beneficiary name, account number, SWIFT code, and other payment instruction with the bank name/logo.

If you are unable to provide this, please provide the below information instead.

5.5 Other Payment Instructions

5.6 Bank Account Declaration

Please confirm that you understand and agree with the following statement:  
(a) I hereby authorise A\*STAR to credit payments due to me to the above account; **AND**  
(b) I declare that the information provided above is accurate. In the event that a payment is revoked by the bank due to incorrect information provided, A\*STAR reserves the right to forfeit the payment and require the payee to cover any bank charges incurred.

(\*) indicates a required field

Buttons: Submit Entire Response, Reload Last Bid, Save draft, Compose Message, Excel Import

# Update Payment and Bank Information

Available in April 2026

3. Continue filling in the **Bank Account Details** as instructed on the page.

4. Select the appropriate **'Bank Key'** corresponding to the bank account being entered:

- Select **Intermediary/ Corresponding [AC]** if the bank account is an intermediary account.
- Select **Main [AM]** if the bank account is a primary account.

5. If the entered bank account is a **Corresponding [AC]** or intermediary bank account, please enter its associated **'Main Bank Account'** in this field.

6. Click **'Add Additional Bank Account Details'** to include more bank information.

7. Once all your bank account details have been entered, click **Save**.

Add Bank Account Details Screen

The screenshot shows the 'Add Bank Account Details' screen in the Ariba Sourcing system. The page title is 'Ariba Sourcing' and the breadcrumb is '< Go back to A\*STAR Dashboard'. The page includes a 'Desktop File Sync' button and 'Save' and 'Cancel' buttons. A yellow banner states: 'Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.' The main content area is titled 'Bank Account Details (1)' and contains a table with one entry: 'Bank Account Details #1'. Below the table, there are instructions: 'The Bank Account Holder Name should match the Company Name or Individual Name. A\*STAR will review and approve this. If it doesn't match, your registration approval may be delayed. Please note: 1. Bank Type - No selection is required. This field will be defaulted as 'No Choice'. 2. Account Holder Name - This should be the same as your Company Registered Name. If it doesn't match, your registration approval may be delayed. 3. Bank Key/ABA Routing Number - If you have both an ABA Routing Number and a SWIFT Code, please enter your SWIFT Code in the Bank Key/ABA Routing Number field. SWIFT code must be 8 or 11 characters long. 4. Please ensure you have provided the following mandatory fields: Bank Name, Country/Region, and Bank Key/ABA Routing Number. 5. For Intermediary/ Corresponding Bank Account Details, if you do not have an Account Holder Name, please enter the Account Holder Name of your Main Bank Account. If you do not have an Account Number, please enter '0'.'

Callout 3 points to the 'Bank Type' dropdown menu, which is currently set to 'No Choice'. Callout 4 points to the 'Bank Control Key' dropdown menu, which is currently set to 'Intermediary/ Correspondent [AC]'. Callout 5 points to the 'Account Number' field, which contains '1234567890'. Callout 6 points to the 'Add an additional Bank Account Details' button at the bottom of the table. Callout 7 points to the 'Save' button at the top right of the page.

# Update Payment and Bank Information

Available in April 2026

Upon clicking Save. You will be redirected back to the **“Supplier Payment and Bank Information (All Content Screen)”**. Here you can

8. Select the type of bank supporting document you can provide .

- Option 1: Select the **“A copy of the bank letter (1 document)”**

- Option 2: Select the **“A snapshot of the bank statement + A company letter (2 documents)”**

9. Complete the remaining fields in the ‘Supplier Payment and Bank Information’ and click **“Submit Entire Response”**

Supplier Payment and Bank Information (All Content Screen)

Ariba Sourcing

< Go back to A\*STAR Dashboard

Desktop File Sync

Console

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

5 Supplier Payment and Bank Information

All Content

3 To view your bank details, go to Q5.1 and click 'View Bank Account Details'. After verifying your bank details, click 'Done' and click '<Go back to A\*STAR Dashboard' at the top left corner to close the form. Please **DO NOT** click 'Revise Response' **UNLESS** you intend to make changes. If you need to make changes, click 'Submit Entire Response' after completion.

4 Enter the Key Code received from A\*STAR in the email with the subject "[FOR YOUR ACTION]: A\*STAR - Bank Account Details Required for Payment of your Purchase Order(s)"

\* ASTAR1NnOV8T1oN

▼ 5 Supplier Payment and Bank Information

5.1 Bank Account Details [Add Bank Account Details \(1\) Less...](#)

This is for A\*STAR to make payment to your company via bank transfer into your designated bank account.

5.2 Please select the type of bank supporting document you can provide

8 \* A copy of the bank letter (1 document)

5.3 Upload a copy of a Bank Letter (in non-editable PDF format) showing the complete full bank details including the beneficiary name, account number, SWIFT code, and other payment instruction with the bank name/logo.

\* roles\_with\_workflow6.png Update file Delete file

If you are unable to provide this, please provide the below information instead.

5.5 Other Payment Instructions ⓘ

5.6 Bank Account Declaration

Please confirm that you understand and agree with the following statement:  
(a) I hereby authorise A\*STAR to credit payments due to me to the above account: **AND**  
(b) I declare that the information provided above is accurate. In the event that a payment is revoked by the bank due to incorrect information provided, A\*STAR reserves the right to forfeit the payment and require the payee to cover any bank charges incurred.

\* Yes

(\*) indicates a required field

9 Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

# Update Payment and Bank Information

Available in April 2026

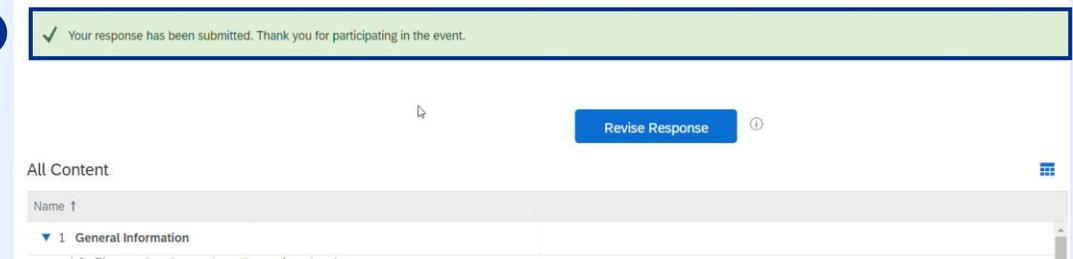
**10.** Once the form is submitted, the message below will be displayed. After submission, the form will be in **'Pending Approval'** status and will undergo an approval process with the A\*STAR Finance AP team.



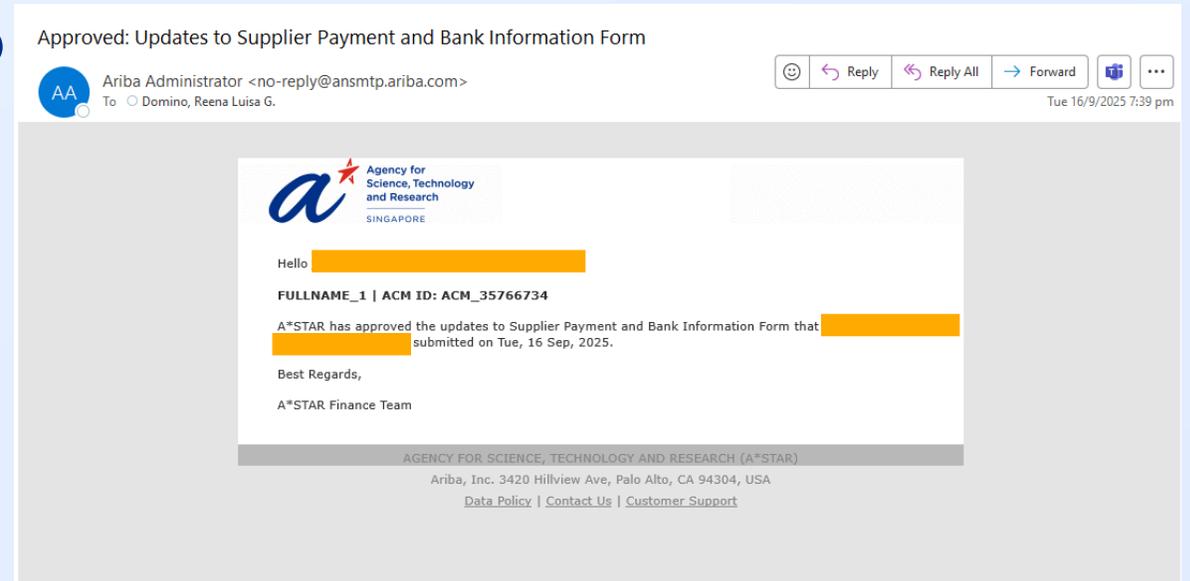
**Note:** To make revisions you can click **Revise Response** if your organization has any updates to the current content of the 'Supplier Payment and Bank Information Form.'

**11.** Once the **'Supplier Payment and Bank Information'** has been approved by the A\*STAR Finance AP Team, you will receive the email notification below from Ariba.

10



11



# Monitoring Payment and Bank Information

Available in April 2026

**12.** To monitor the status of the form, go to Ariba Proposals and Questionnaires Screen

In the 'Registration Questionnaire' table for the 'Supplier Payment and Bank Information Form,' the **current status** of the form will be displayed.

## Ariba Proposals and Questionnaires Screen

Welcome to the **Agency for Science, Technology, and Research (A\*STAR)**. This site assists in identifying world-class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site to ensure market integrity.

If you are not yet an Ariba-registered supplier with A\*STAR, kindly select the 'Supplier Registration Form' within the 'Registration Questionnaires' table, and proceed to complete and submit the form. Upon submission, please review the following statuses to ascertain any further actions required from you.

**Pending Approval** - This status indicates that your registration is under review by A\*STAR. No further action is required from your side at this stage.

**Registered** - This status confirms that your registration with A\*STAR has been successful.

**Registration Denied** - This status indicates that your registration has been rejected.



Agency for Science, Technology and Research SINGAPORE

[Home](#)

### Events

Title	ID	End Time ↓	Event Type	Participated
No items				

### Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (2)			
Supplier Payment and Bank Information Form	Doc1719363936	10/8/6108 9:12 PM	Registered
Supplier Registration Form	Doc1719363923	10/5/6108 2:02 PM	Registered

### Qualification Questionnaires

12

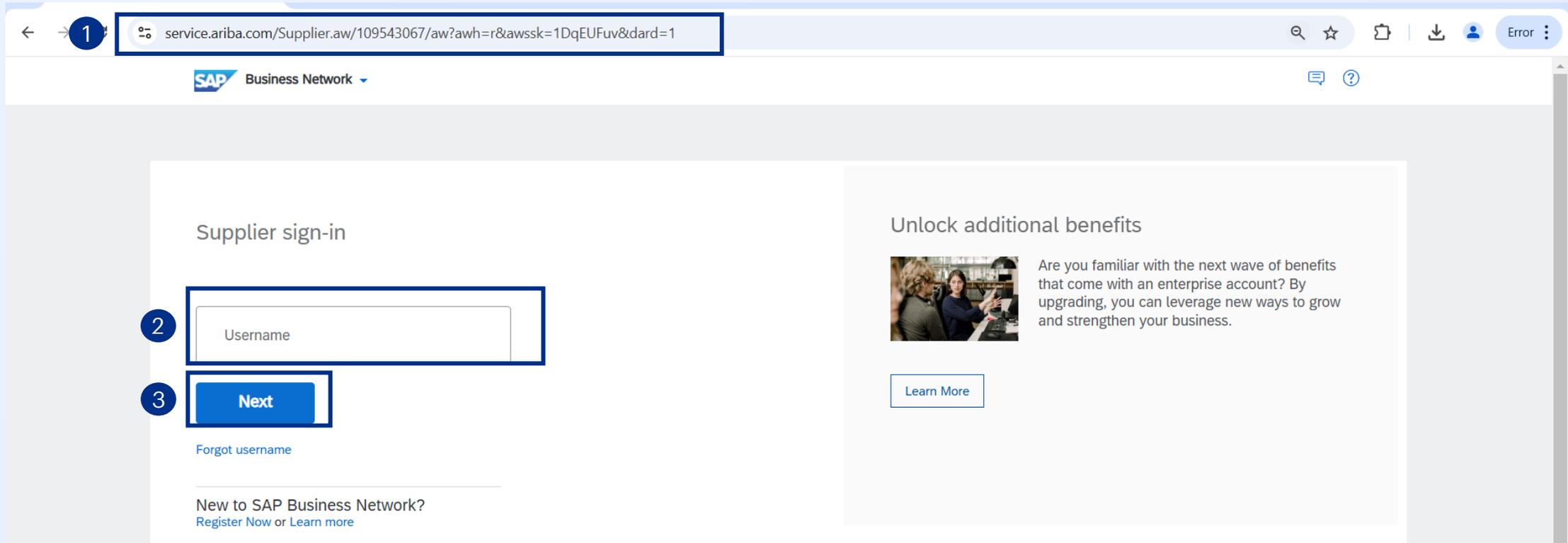
# Navigating SAP Business Network



# NAVIGATING SAP BUSINESS NETWORK Login

Once you have set up your account, the following will be the login process

1. Open your web browser and navigate to the SAP Business Network login page: <https://supplier.ariba.com/>.
2. Enter the **User Name** under the same SBN ID used to register with A\*STAR.
3. Then, click **Next**.



# NAVIGATING SAP BUSINESS NETWORK

## Login

4. Enter your **Password**.
5. Click **Sign in** to access your account in SAP Business Network.

SAP Business Network

Account sign in

< fullname\_1@ariba.com

Password

4

5 Sign in

[Forgot password](#)

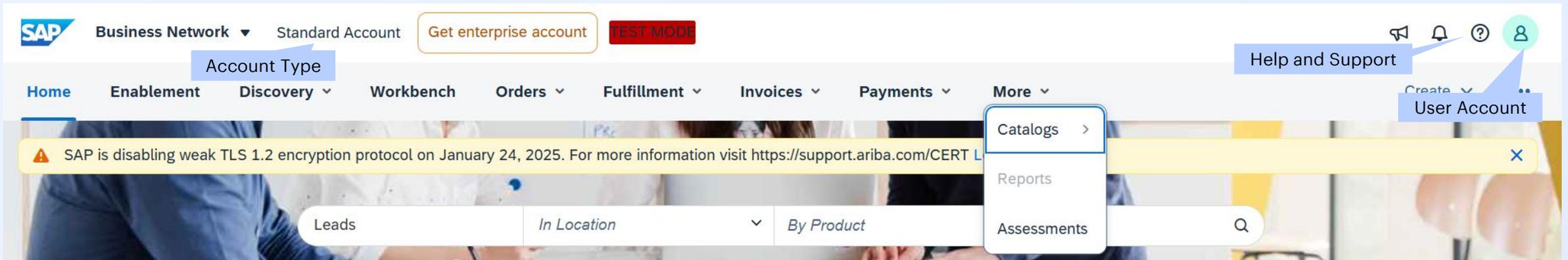
New to SAP Business Network?  
[Learn more](#)



If you've forgotten your password, click on "**Forgot password**" below the login fields. Follow the on-screen instructions to reset your password.

# NAVIGATING SAP BUSINESS NETWORK Dashboard

Upon Successful login, you will see the SBN Dashboard where you can access multiple activities.



**Home:** Provides a snapshot of key information, including pending tasks, messages, and announcements.

**Enablement:** Dedicated to managing trading relationships with buyers.

**Discovery:** Serves as a marketplace for suppliers to find and bid on new business opportunities.

**Workbench:** A customizable workspace where you can track and manage transactions with buyers.

**Orders:** Provides a centralized location to manage all purchase orders (POs) from buyers.

**Fulfillment:** Used to track and manage the delivery of goods or services to buyers.

**Invoices:** Centralized location for creating, submitting, and managing invoices.

**Payments:** Provides visibility into the financial aspects of your transactions.

**Catalogs:** Allows suppliers to manage and share their product or service offerings with buyers.

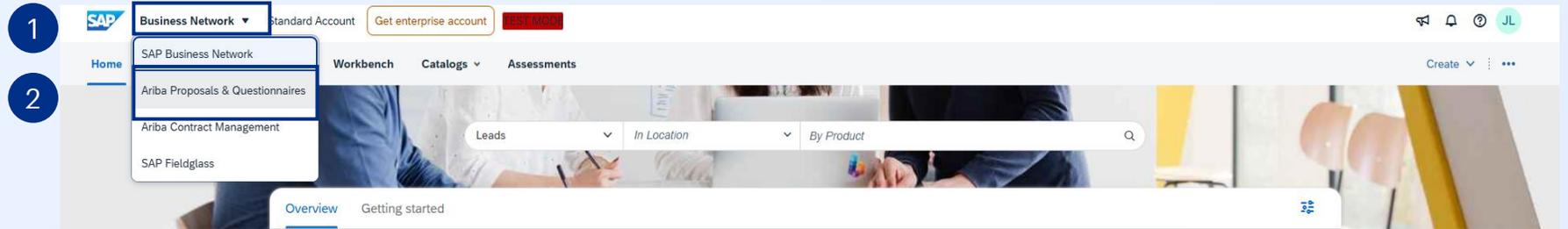
**Assessments:** Facilitates supplier evaluations and feedback from buyers.

 Standard accounts offer sufficient features for suppliers to transact with buyers. Upgrades should only be made if needed for business purposes. Enterprise accounts may incur Ariba fees, payable by suppliers.

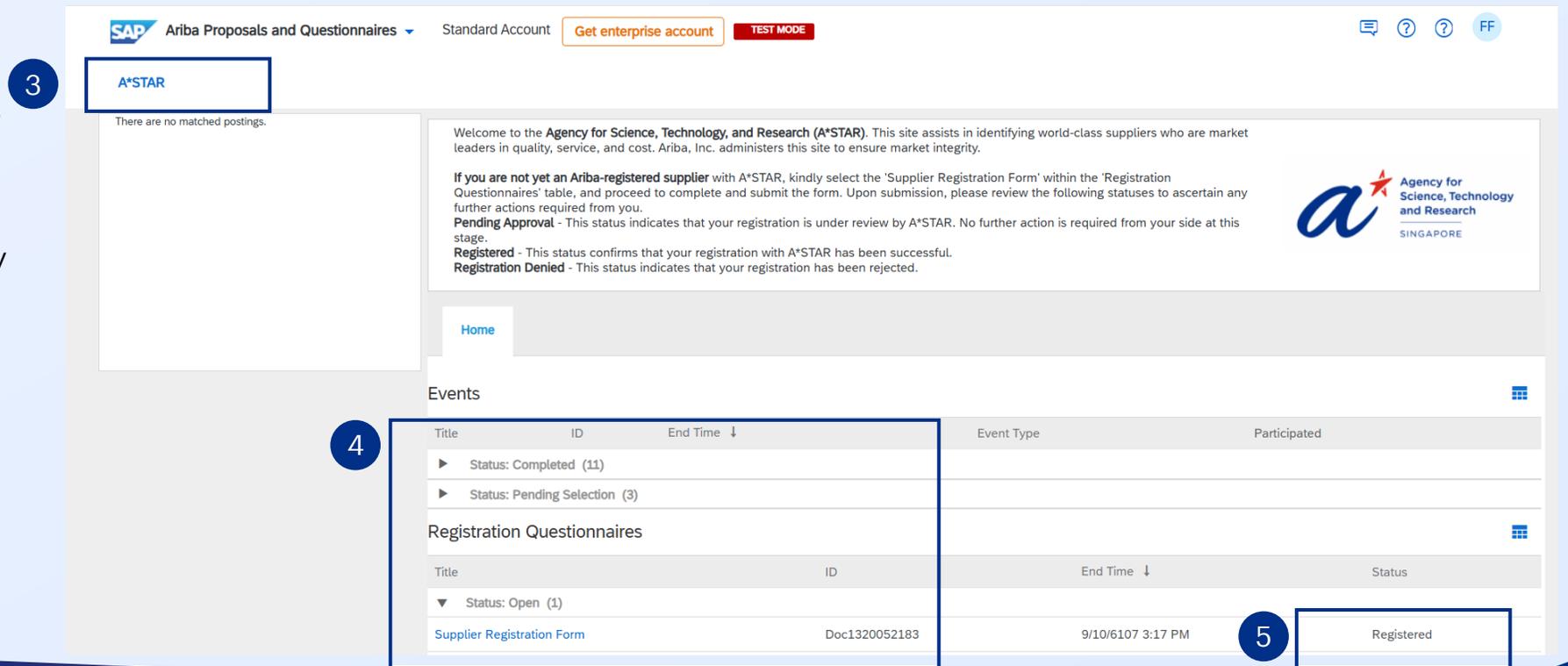
# NAVIGATING SAP BUSINESS NETWORK Forms & Sourcing

You can respond to any pending Sourcing Events and/or supplier's forms assigned to you by A\*STAR.

1. Once you have logged into **SAP Business Network**. Click on **Business Network**.
2. Select **Ariba Proposals & Questionnaires**. The corresponding dashboard will be displayed.
3. Select **A\*STAR** (if you are linked to multiple Ariba systems).
4. Respond to any pending **Sourcing Events and/or Registration Questionnaires** assigned to you by A\*STAR.
5. You can view the **status** of the events or the forms.



Supplier Profile Page



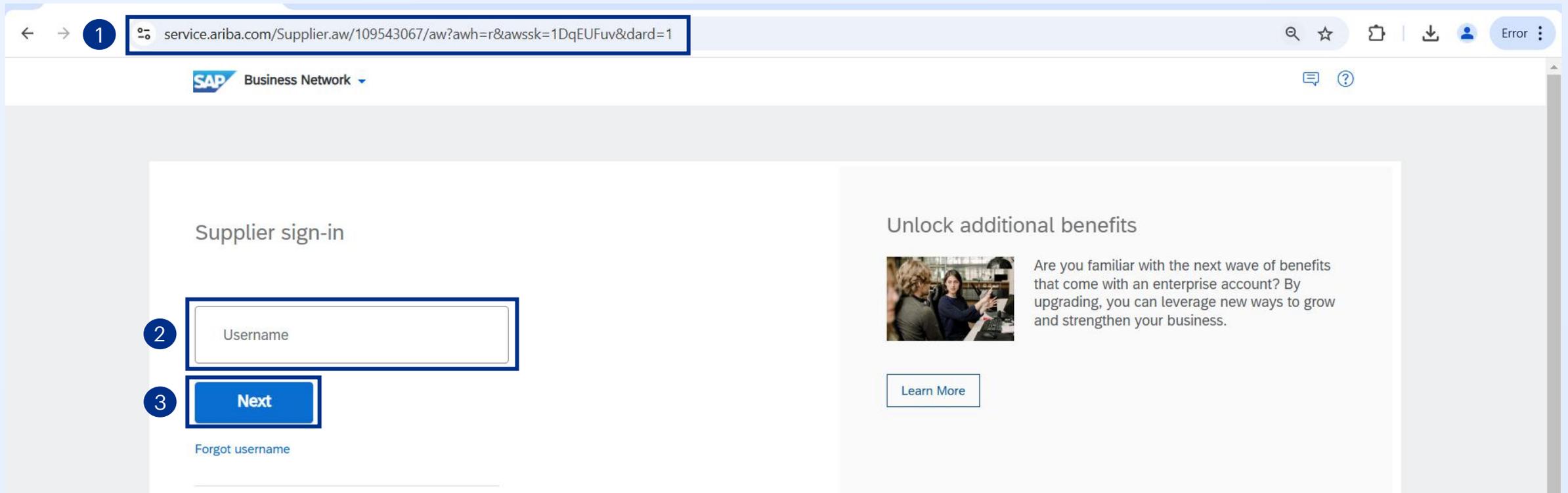
# Unlock SAP Business Network Account



# Unlock SBN Account

To unlock your SAP Business Network account, you will have to reset your password:

1. Open your web browser and navigate to the SAP Business Network login page: <https://supplier.ariba.com/>
2. Enter the **User Name** under the same SBN ID used to register with A\*STAR.
3. Then, click **Next**.



# Unlock SBN Account

4. Click **Sign in** to display the lock error.
5. In the 'Your account is locked' error message, click **Click here**.

The screenshot shows the SAP Business Network account sign-in page. On the left, the SAP Business Network logo and 'Account sign in' text are visible. On the right, the login form includes a back arrow and the email address 'fullname\_2@mail.com'. A red error message box states 'Your account is locked to unlock your account.' with a 'Click here' link highlighted by a blue box and a circled '5'. Below this is a 'Password' field. A blue 'Sign in' button is highlighted by a blue box and a circled '4'. Below the button are links for 'Forgot password', 'New to SAP Business Network?', and 'Learn more'.



Your account could be locked due to several failed login attempts, or because you are following an incorrect or expired link to log in to Ariba Proposals and Questionnaires

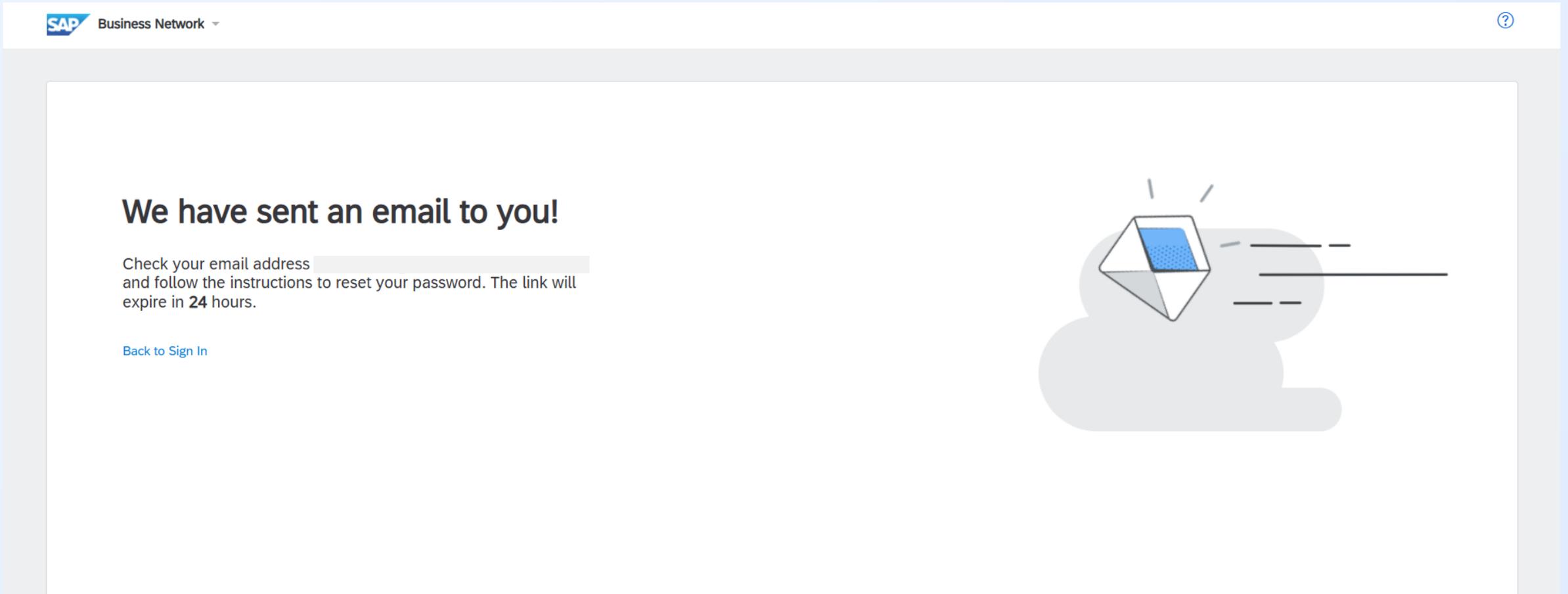
# Unlock SBN Account

6. Enter the email address that is registered to the account in the **Email address** field and click **Submit**.

The screenshot shows the SAP Business Network interface for resetting a password. At the top left, the SAP logo and 'Business Network' are visible. A question mark icon is in the top right. The main content area has the heading 'Reset your password' and the instruction 'Enter the email address you used to register with SAP Business Network.' Below this is a form with a blue border. The form contains a label 'Email address' above a text input field. At the bottom of the form are two buttons: 'Submit' (in blue) and 'Cancel'. To the right of the form is a large illustration of a hand holding a magnifying glass over a cloud, with yellow sparkles.

# Unlock SBN Account

7. SAP Business Network will send an email notification that contains instructions on how to reset your password to the email address you used to register your SAP Business Network account.



# Unlock SBN Account

8. Click the ► icon or the previously entered **username** in the 'Reset your SAP Business Network password' email.

Reset your SAP Business Network password

 SAP Business Network <ordersender-prod@ansmtp.ariba.com>  
To  Domino, Reena Luisa G.

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



Reset your password

Dear SAP Business Network user,

You have multiple accounts associated with your email address. Choose the account you want to reset the password for:

**fullname\_2@mail.com** 

**8**

Note: The link will expire in **24 hours**  
If an error occurred when trying to reset this user's password using the email address provided, reset this user's password using this user ID.

  Reply  Reply All  Forward  

Sun 1/12/2025 10:50 PM

# Unlock SBN Account

9. Enter your new password in the **New password** field. Ensure that the password meets the required security criteria.
10. confirm it by entering it again in the **Confirm your password** field.
11. Once confirmed, click **Submit** to save your new password and unlock your account.

The screenshot shows the 'Reset your password' form in the SAP Business Network interface. The form includes a 'Username' field with the value 'fullname\_2@mail.com'. Below it are two password fields: 'New password' and 'Confirm your password', both containing masked characters. A 'Submit' button is highlighted with a blue box, and a 'Cancel' button is also visible. To the right of the password fields is a list of password requirements. On the far right of the form area is a large graphic of a hand holding a padlock icon.

**Reset your password**

Username  
fullname\_2@mail.com

9 New password

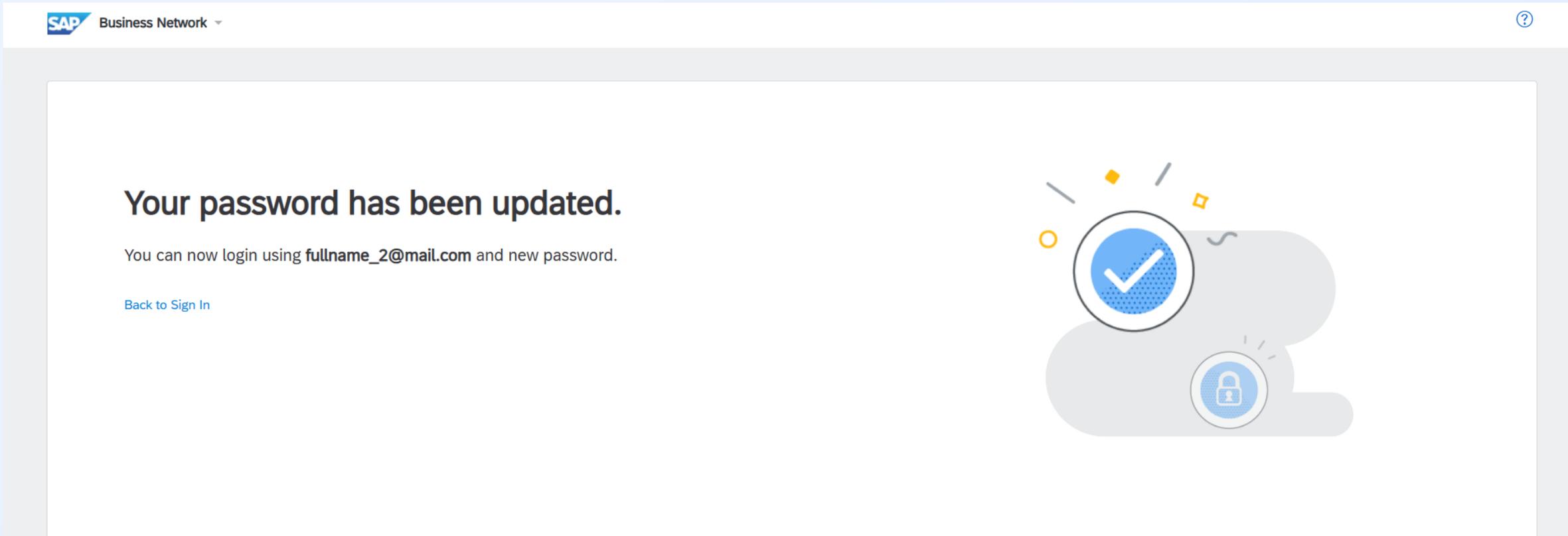
10 Confirm your password

11 **Submit** Cancel

- ✓ Must be between 8 and 32 characters.
- ✓ Must contain at least 1 lowercase letter(s), 1 uppercase letter(s), 1 numeric character(s), and 1 special character(s). The special characters permitted are !#\$%&'()\*+,-./:;<=>?@^\_`{|}~\''[]
- ✓ Cannot contain the username
- ✓ Repetitive characters and numbers in sequence are discouraged
- ✓ Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a-z, and some special characters)

# Unlock SBN Account

12. Once you have successfully reset your password, the following message will be displayed.



If you would like to unlock your account without having to reset your password, please [contact SAP Ariba Customer Support](#).

# Update Company Email Address For Non-Vendors@Gov Suppliers



# Update Company Email Address

1. Open your web browser and navigate to the SAP Business Network login page: <https://service.ariba.com/Sourcing.aw/>.
2. Enter the **User Name** and **Password**.
3. Next, click on **Login**.

The screenshot shows the SAP Ariba Supplier Login page. The browser address bar is highlighted with a blue box and a circled '1'. The 'User Name' and 'Password' input fields are highlighted with a blue box and a circled '2'. The 'Login' button is highlighted with a blue box and a circled '3'. Below the 'Login' button is a link that says 'Forgot Username or Password'. To the right of the login form is a promotional banner titled 'Unlock additional benefits' with a 'Learn More' button. A lightbulb icon is positioned to the left of a text box at the bottom right of the page.

Unlock additional benefits

Are you familiar with the next wave of benefits that come with an enterprise account? By upgrading, you can leverage new ways to grow and strengthen your business.

Learn More

If you've forgotten your password, click on "**Forgot Username or Password**" below the login fields. Follow the on-screen instructions to retrieve your username or reset your password.

# Update Company Email Address

4. In the **Ariba Proposals and Questionnaires** dashboard, ensure you are on the **A\*STAR** tab.
5. Click the **Account Settings** icon in the upper-right corner of the page.
6. Select **My Account**.

The screenshot shows the Ariba Proposals and Questionnaires dashboard. At the top, there is a navigation bar with the SAP logo, the text 'Ariba Proposals and Questionnaires', and a dropdown menu. Below this, there are buttons for 'Standard Account', 'Get enterprise account', and 'TEST MODE'. On the right side of the navigation bar, there are icons for chat, help, a notification bell with the number '5', and a user profile icon with the initials 'FF'. A blue box with the number '4' highlights the 'A\*STAR' tab in the left sidebar. The main content area is divided into several sections. The top section contains a welcome message for the 'Agency for Science, Technology, and Research (A\*STAR)'. Below this is a 'Home' button. The 'Events' section contains a table with columns for Title, ID, End Time, Event Type, and Participated. The 'Registration Questionnaires' section contains a table with columns for Title, ID, End Time, and Status. On the right side of the dashboard, a blue box with the number '6' highlights the 'My Account' option in the user profile dropdown menu. The dropdown menu also includes options for 'Fullname Fullname', 'Link User IDs', 'Contact Administrator', 'Fullname\_1', 'Settings', and 'Logout'.

There are no matched postings.

Welcome to the **Agency for Science, Technology, and Research (A\*STAR)**. This site assists in identifying world-class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site to ensure market integrity.

If you are not yet an Ariba-registered supplier with A\*STAR, kindly select the 'Supplier Registration Form' within the 'Registration Questionnaires' table, and proceed to complete and submit the form. Upon submission, please review the following statuses to ascertain any further actions required from you.

**Pending Approval** - This status indicates that your registration is under review by A\*STAR. No further action is required from your side at this stage.

**Registered** - This status confirms that your registration with A\*STAR has been successful.

**Registration Denied** - This status indicates that your registration has been rejected.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (13)				
▶ Status: Pending Selection (3)				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			

Fullname Fullname  
fullname\_1@ariba.com

6 My Account

Link User IDs

Contact Administrator

Fullname\_1  
ANID: AN11210107674-T

Company Profile

Settings >

Logout

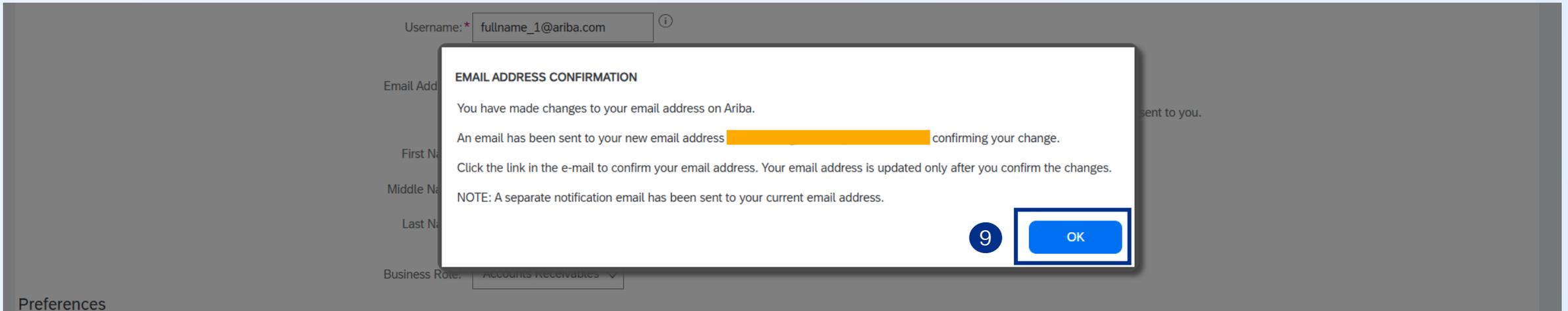
# Update Company Email Address

7. On the **My Account** page, update your company's email address.
8. After making the changes, click **Save**.

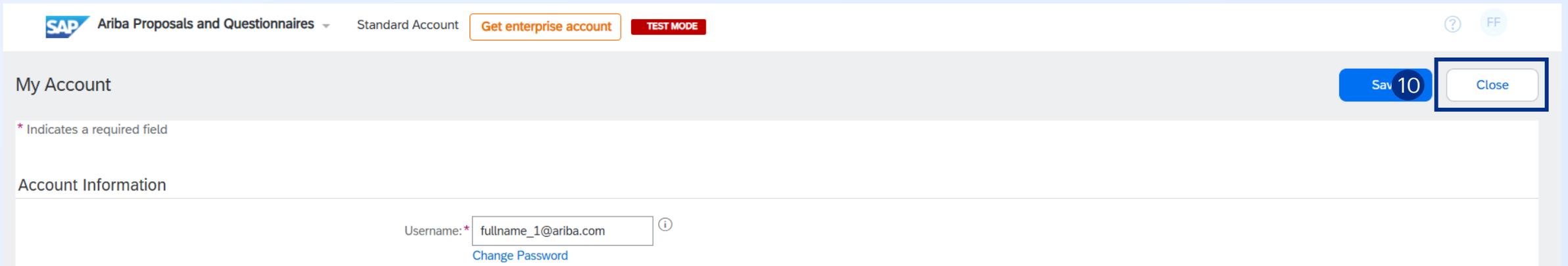
The screenshot shows the SAP 'My Account' page. At the top, there is a navigation bar with the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this is the 'My Account' header with a 'Save' button (circled 8) and a 'Close' button. The main content area is titled 'Account Information' and contains several form fields. The 'Email Address' field is highlighted with a blue box and a circled '7'. Other fields include 'Username' (filled with 'fullname\_1@ariba.com'), 'First Name' (filled with 'Fullname'), 'Middle Name', 'Last Name' (filled with 'Fullname'), and 'Business Role' (set to 'Accounts Receivables'). There are also 'Preferred Language' (set to 'English') and 'Preferred Timezone' (set to 'Singapore') fields in the 'Preferences' section. A legend indicates that an asterisk (\*) denotes a required field.

# Update Company Email Address

9. On the **Email Address Confirmation** pop-up message, click **OK**.



10. On the **My Account** page, click **Close**.



# Update Company Email Address

11. The newly set email address will receive a confirmation email from SAP Business Network. In the email, click the provided link to confirm the update.

Confirmation of Your Updated Email Address

 Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>  
To [Redacted]

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

 Mon 1/21/2025 11:06 P

---

**SAP Ariba** 

Dear [Redacted]

The email address associated with your Ariba account has been recently changed or is unconfirmed.

Please click the following link to confirm your email address.

**11** <https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=5g80u3wanFjiUN8tg85zk9rzAm0sV1bz&anp=Ariba&app=Sourcing>

**Important: The link will expire in 72 hours.**

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

Please note that the email address will be updated only after you have confirmed your changes.

Sincerely,  
**The SAP Ariba Team**  
<https://seller.ariba.com>

# Update Company Email Address

**12.** Once the *newly* set email address clicks the link and confirms the update, the following confirmation message will be displayed on the web browser.

The screenshot displays the SAP Ariba Proposals and Questionnaires interface. At the top left, the SAP logo is followed by the text "Ariba Proposals and Questionnaires" and a dropdown arrow. A question mark icon is located in the top right corner. The main content area features a light blue box with the title "Email Address Confirmation". To the left of this box is a blue circle containing the number "12". Inside the box, the text reads: "Thank you for confirming your new email address on SAP Business Network. Your email address [redacted] is now updated." The redacted email address is shown as a solid orange rectangle. At the bottom left of the page, the SAP logo is followed by the copyright notice: "© 2022 SAP SE or an SAP affiliate company. All rights reserved." At the bottom right, there are three links: "Privacy Statement", "Security Disclosure", and "Terms of Use".

# Update Company Email Address

**13.** The *previous* email address will receive the following email notification, indicating that the email address in your SAP Business Network account has been updated.

Your email address on Ariba Commerce Cloud

 Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>  
To: [redacted].

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

---

**SAP Ariba** 

Dear Ariba User,

This email confirms that email on your SAP Business Network account has changed to:  
[redacted].

If you did not request this change or believe that you have received this email in error, please contact Ariba Customer Support immediately.

Sincerely,  
**The SAP Ariba Team**

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA  
[SAP Business Network Privacy Statement](#) | [Ariba Data Policy](#) | [Ariba Help and Support](#)  
If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

Available in April 2026

# Update Supplier Details or Payment and Bank Information



# Update Supplier Details or Payment and Bank Information

1. Open your web browser and navigate to the SAP Business Network login page: <https://service.ariba.com/Sourcing.aw/>.
2. Enter the **User Name** and **Password**.
3. Next, click on **Login**.

The screenshot shows a web browser window with the URL [service.ariba.com/Sourcing.aw/109521003/aw?awh=r&awssk=J22Klunz&dard=1](https://service.ariba.com/Sourcing.aw/109521003/aw?awh=r&awssk=J22Klunz&dard=1). The page header includes the SAP logo and "Ariba Proposals and Questionnaires". The main content area features the "SAP Ariba" logo and "Supplier Login" heading. There are three numbered callouts: 1 points to the browser address bar, 2 points to the "User Name" and "Password" input fields, and 3 points to the "Login" button. Below the login fields is a link for "Forgot Username or Password". To the right, there is a promotional banner titled "Unlock additional benefits" with a "Learn More" button. A lightbulb icon is positioned above a text box that provides instructions for users who have forgotten their login credentials.

1

2

3

Unlock additional benefits

Are you familiar with the next wave of benefits that come with an enterprise account? By upgrading, you can leverage new ways to grow and strengthen your business.

Learn More

If you've forgotten your password, click on "**Forgot Username or Password**" below the login fields. Follow the on-screen instructions to retrieve your username or reset your password.

# Update Supplier Details or Payment and Bank Information

- 4. In the **Ariba Proposals and Questionnaires** dashboard, ensure you are on the **A\*STAR** tab.
- 5. Go to the **Registration Questionnaire** section and click the form require updating, **Supplier Registration Form or Supplier Payment and Bank Information**.

4 A\*STAR Requested Profile

All required customer requested fields have been completed.

View customer requested fields >

Public Profile Completeness

15%

Enter commodities to reach 35% >

There are no matched postings.

Welcome to the **Agency for Science, Technology, and Research (A\*STAR)**. This site assists in identifying world-class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site to ensure market integrity.

If you are not yet an **Ariba-registered supplier** with A\*STAR, kindly select the 'Supplier Registration Form' within the 'Registration Questionnaires' table, and proceed to complete and submit the form. Upon submission, please review the following statuses to ascertain any further actions required from you.

**Pending Approval** - This status indicates that your registration is under review by A\*STAR. No further action is required from your side at this stage.

**Registered** - This status confirms that your registration with A\*STAR has been successful.

**Registration Denied** - This status indicates that your registration has been rejected.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (2)			
Supplier Payment and Bank Information	Doc1713974860	9/24/2025 3:26 PM	Invited
Supplier Registration Form	Doc1713974842	9/24/2025 3:26 PM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

5

# Update Supplier Details or Payment and Bank Information

6. Click **Revise Response** to update then update the necessary fields.

The screenshot shows the Ariba Sourcing interface. At the top, there is a navigation bar with 'Ariba Sourcing' on the left and 'Company Settings', 'Fullname Fullname', 'Feedback', 'Help', and 'Messages' on the right. Below the navigation bar, there is a breadcrumb trail '< Go back to A\*STAR Dashboard' and a 'Desktop File Sync' link. The main content area is titled 'Console' and contains a yellow notification box with the text 'You have submitted a response for this event. Thank you for participating.' Below the notification box, there is a 'Revise Response' button highlighted with a blue box and a circled '6'. To the left of the button is a sidebar with 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. Below the sidebar, there is a 'Event Contents' section with a dropdown arrow and 'All Content' listed below it.

7. Click **OK** to confirm.

The screenshot shows a dialog box titled 'Revise Response?' with a warning icon. The text inside the dialog box reads: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' Below the text are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a blue box and a circled '7'. The background of the screenshot is dimmed, showing the same interface as the previous screenshot, with the 'Revise Response' button visible in the top right corner.

# Update Supplier Details or Payment and Bank Information

8. Once all the necessary updates have been made in the form, click **Submit Entire Response** to submit it.

The screenshot shows the Ariba Sourcing interface. At the top, the 'Ariba Sourcing' logo is on the left, and navigation links for 'Company Settings', 'Fullname Fullname', 'Feedback', 'Help', and 'Messages' are on the right. Below the header, there's a breadcrumb '< Go back to A\*STAR Dashboard' and a 'Desktop File Sync' link. The main content area is titled 'All Content' and contains a form for 'Supplier Payment and Bank Information'. The form has sections for '5.1 Bank Account Details' (with an 'Add Bank Account Details (1) Less...' button) and '5.4 Other Payment Instructions' (with an information icon). A note states: 'This is for A\*STAR to issue payments to the company via bank transfer into a designated bank account.' At the bottom of the form, a legend indicates '(\*) indicates a required field'. On the left sidebar, under 'Event Contents', 'All Content' is selected. At the bottom of the page, a row of buttons includes 'Submit Entire Response' (highlighted with a blue border and a circled '8'), 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'.

# Set Up a GST Profile



# Set Up a GST Profile



Regulatory profiles are accounts configured by suppliers to comply with tax regulations set by the authorities in Singapore, specifically for electronic invoicing processes. These profiles store critical information required for generating legally compliant invoices.

In Singapore, the **Set Up Legal Profile** option is mandatory for suppliers and must be configured by the account administrator. This step ensures adherence to local tax and e-invoicing standards.

The **Set Up Legal Profile** checkbox becomes visible in the SAP Business Network only when Singapore is selected as the supplier's country during account setup. This ensures that the profile aligns with Singapore's regulatory requirements.



Configuring the legal profile is *crucial* because it enables your invoices to be issued as valid **Tax Invoices**, which are necessary for tax reporting and compliance. Failure to set up this profile may lead to rejection of invoices or delays in payment processing.

Additionally, suppliers are encouraged to review and update their regulatory profiles regularly to ensure accuracy, especially when there are changes in tax legislation or company details.

# Set Up a GST Profile

1. Click the **User Account** icon.
2. Click **Company Profile**.

The screenshot displays the SAP Business Network interface. At the top left, the SAP logo is followed by 'Business Network' and 'Standard Account'. A 'Get enterprise account' button and a 'TEST MODE' indicator are also visible. On the right side of the header, there are icons for a search, a notification bell with a '1' badge, and a user profile icon with a '1' badge. Below the header is a navigation bar with tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, and More. A yellow warning banner is present, stating: 'SAP is disabling weak TLS 1.2 encryption protocol on January 24, 2025. For more information visit https://support.ariba.com/CERT Learn More'. Below the banner is a search bar with filters for 'Leads', 'In Location', and 'By Product'. The main content area shows a 'Getting started' section with a '5' badge, containing five cards: 'Orders', 'Orders to invoice', 'Invoices', 'Items to confirm', and 'Items to ship', each with a '0' and 'Last 31 days' text. On the right, a user account dropdown menu is open, showing the user's name 'Fullname 2 Fullname 2', email 'fullname\_2@mail.com', and a list of options: 'My Account', 'Link User IDs', 'Contact Administrator', 'Fullname\_1' (with ANID: AN11210107674-T and Standard account), 'Company Profile' (highlighted with a '2' badge), 'Settings', and 'Logout'. A blue 'ack' button is at the bottom right.

# Set Up a GST Profile

3. In the Company Profile, click **Additional Addresses**.
4. Click **Create** (or *Edit* if an entry already exists) to configure additional supplier addresses.

Your company organization structure is now visible on public profile. Review and update profile visibility settings [here](#).

**Fullname**  
ANID: AN11210

Additional Information

Additional Addresses | Business | Customer Requested | Additional Documents

Employees  
Business T  
Legal Form

### Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
No items						

**4** Create

\*\* This column displays your registration status with Ariba's accredited service provider.

**3** Additional Addresses

# Set Up a GST Profile

## Configure Supplier Addresses Served by This Account

Save

Close

\* Indicates a required field

### Address Name

5  ⓘ

Address ID:

VAT ID:

Tax ID:

5. Enter the **Address Name**.

6. Enter the **Address**. Complete all required fields marked with (\*).

7. Then, tick the **Set Up Legal Profile** checkbox.

### Address

6

Address 1: \*

Address 2:

Address 3:

Address 4:

City: \*

Postal Code: \*

State:

Country/Region: \*

7  Set Up Legal Profile

Check this box to provide additional corporate entity and taxation information for each qualified address. SAP Business Network may send the information you provide here to an accredited service provider. Check the 'Status' on the Company Profile page for updates to your registration status.

# Set Up a GST Profile

- 8. In the **Financial Information** section, choose your response to the question **Are You GST Registered?**
- 9. If you are GST Registered, enter your GST number in the **GST ID** field must be filled in.
- 10. To save your updates, click **Save**.

Tax ID:

Address

12345 Maple Lane  
12345 Maple Lane  
Singapore 123456  
Singapore

**7**  **Set Up Legal Profile**

Check this box to provide additional corporate entity and taxation information for each qualified address. SAP Business Network may send the information you provide here to an accredited service provider. Check the 'Status' on the Company Profile page for updates to your registration status.

Financial Information

**8** Are You GST Registered? \*  Yes  No

**9** GST ID:

**10**

# Set Up a GST Profile

- 11. To complete this process, the **Legal Profile Status\*\*** must be set to **Accepted**.
- 12. To save your updates, click **Save**.
- 13. Once the Save button is clicked, the message "**Your profile has been successfully updated**" will be displayed.
- 14. Click **Close** to exit the page.

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with 'SAP Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. On the right, there are buttons for 'Save' (12) and 'Close' (14). A green success message (13) states 'Your profile has been successfully updated.' Below this is a table titled 'Additional Company Addresses' with columns: Address Name, Address ID, VAT ID, Tax ID, Address, Country/Region, and Legal Profile Status\*\*. The table contains one row with 'Fullname\_1' as the address name and 'Accepted' as the legal profile status (11). Below the table are 'Edit', 'Delete', and 'Create' buttons. A footnote at the bottom states: '\*\* This column displays your registration status with Ariba's accredited service provider.'

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
Fullname_1				12345 Maple Lane 12345 Maple Lane	Singapore Singapore	Accepted

# Transfer Administrator Role



# How to Transfer the Administrator Role

Log in as the **Administrator** of your company's SAP Business Network account.

1. Click the user icon in the upper-right corner.
2. Click **Settings**.
3. Under **Account Settings**, select **Users**.



It is advisable for the administrator to transfer the Admin role to the designated successor ahead of time to prevent any interruptions in customer-related activities.

The screenshot displays the SAP Business Network user interface. At the top right, a user profile icon with the initials 'FF' is highlighted with a blue circle and the number '1'. A dropdown menu is open, showing options like 'Fullname Fullname', 'My Account', and 'Settings'. The 'Settings' option is highlighted with a blue circle and the number '2'. A secondary dropdown menu is open under 'Settings', with the 'Users' option highlighted by a blue circle and the number '3'. The main dashboard area shows a search bar and several metrics cards for 'Open postings', 'Matched Leads', 'Invited Leads', and 'Enablement Tasks'. A yellow warning banner at the top states: 'SAP is disabling weak TLS 1.2 encryption protocol on January 24, 2025. For more information visit https://support.ariba.com/CERT Learn More'. The bottom of the page features a 'My widgets' section with a dropdown menu and a 'Customize' button.

# How to Transfer the Administrator Role

- 4. To transfer the Administrator Role in SAP Business Network, on the **Account Settings** page, click **Manage Users**.
- 5. Tick the **checkbox** next to the username of the user to whom you wish to transfer the Administrator Role.
- 6. Click **Actions** and select **Make Administrator**

Account Settings Save Close

Customer Relationships Users Notifications Application Subscriptions Account Registration API management Generative AI

Manage **4** Manage Users Manage User Authentication Revoked Users More...

Users ( 2 )

Enable assignment of orders to users with limited access to SAP Business Network. ⓘ

Filter

Users (You can only search on one attribute at a time)

Username  +

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<b>5</b> <input checked="" type="checkbox"/>	fullname_2@mail.com		Fullname 2	Fullname 2	No	Sample		A*STAR Research Entities - TEST	<b>6</b>	<b>Actions</b> <input type="text" value="v"/> Edit Delete Make Administrator
<input type="checkbox"/>	fullname_1@ariba.com		Fullname	Fullname	No	SOURCING_SUPPLIER_BASE, +5		All(1)	Yes	

# How to Transfer the Administrator Role

Once a new Administrator is assigned, the current Administrator must ensure that they are assigned at least one role before logging out of their Administrator account.

- 7. Select your new role by checking the checkbox next to it.
- 8. Then, click **Assign** to confirm the role assignment.

SAP Business Network Standard Account Get enterprise account TEST MODE

### Assign a Role

Select a new role for your account.

Name	Description
<input checked="" type="checkbox"/> Sample	

8 Assign Cancel

- 9. After clicking Assign, a warning message will be displayed. Once you click **OK**, you will be removed from the Administrator role and logged out of the SAP Business Network.

SAP Business Network Standard Account Get enterprise account TEST MODE

### Assign a New Administrator

WARNING: You are about to transfer your administrator role to Fullname 2 Fullname 2. After you assign the administrator role to another user, you will be logged out of your account.

9 OK Cancel

# How to Transfer the Administrator Role

10. The new administrator will receive an email notification once the administrator role has been transferred to them.

You Are Now an Ariba Network Account Administrator.

 Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>  
To [redacted]

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



You Are Now an Ariba Network Account Administrator.

Dear Fullname 2 Fullname 2,

This notification contains important information about your test SAP Business Network account (ANID: AN11210107674-T).

Fullname Fullname has transferred your company's SAP Business Network administrator role to you.

### WHAT THIS MEANS

You are now your company's SAP Business Network account administrator. The Administrator role should be 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 Administrator also serves as the primary point of contact for users with questions or problems.

For further assistance, contact **SAP Business Network Support**:  
[https://connect.ariba.com/techsupport\\_contacting.htm?Network](https://connect.ariba.com/techsupport_contacting.htm?Network)

[View our privacy policy](#)

  Reply  Reply All  Forward  

Sun 1/12/2025 11:43 PM

# Manage Users in SAP Business Network



# How to add a New User to an existing SAP Business Network Account

The primary contact and suppliers with User Administration rights can generate login credentials and manage access permissions for an SAP Business Network account.

## RESTRICTION

- You can create no more than 2,000 users.
- You can create only one user for each employee who performs tasks on Ariba Network.

### 1. Click the User Icon > Settings > Users.

The screenshot shows the SAP Business Network user management interface. At the top, there's a navigation bar with 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this, the user profile for 'Jeremy Lim' is displayed, including his email 'jeremy.lim@wellspringpha.gov.sg' and various account settings. A dropdown menu is open, showing options like 'My Account', 'Link User IDs', 'Contact Administrator', 'WELLSPRING PUBLIC HE...', 'Company Profile', and 'Settings'. A blue circle with the number '1' highlights the 'Users' option in the dropdown menu.

### 2. Click **Manage Users**.

The screenshot shows the 'Account Settings' page. The 'Manage Users' tab is selected and highlighted with a blue box. A blue circle with the number '2' is placed over the 'Manage Users' tab. Below the tabs, there's a 'Users (1)' section with a checkbox to 'Enable assignment of orders to users with limited access to SAP Business Network.' and a 'Filter' section with a search box for 'Username'.

### 3. Scroll to the right side of the user table and click the **Create User +** icon.

The screenshot shows a table of users. The table has columns for 'Role Assigned', 'Authorization Profiles Assigned', 'Customer Assigned', 'AN Access', and 'Actions'. The first row shows 'SOURCING\_SUPPLIER\_MASTERACCOUNT, +5' with 'All(0)' under 'Customer Assigned' and 'Yes' under 'AN Access'. A blue circle with the number '3' highlights the '+ Create User' icon in the 'Actions' column.

# How to add a New User to an existing SAP Business Network Account

4. On the 'Create User' page, enter the details of the user.

5. Select a **Role Assignment**.

6. Click **Done**.

7. On the 'Manage Users' page, the new supplier contact will be displayed.

8. Whenever a new user is added to the Administrator's SAP Business Network account, the Administrator will receive the following email notification.

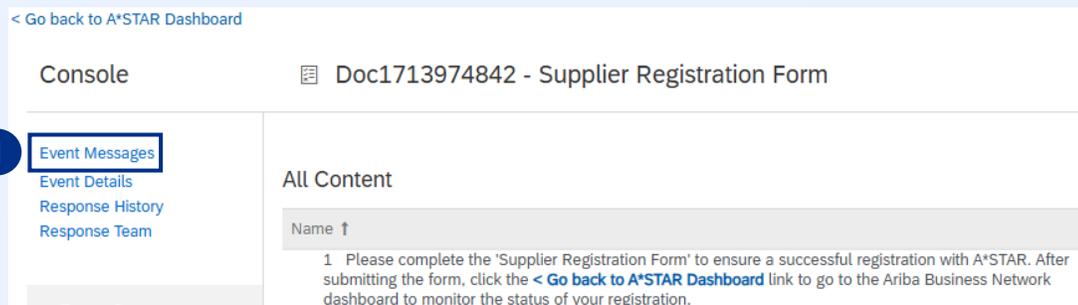
# Corresponding with A\*STAR



# How to Communicate with A\*STAR

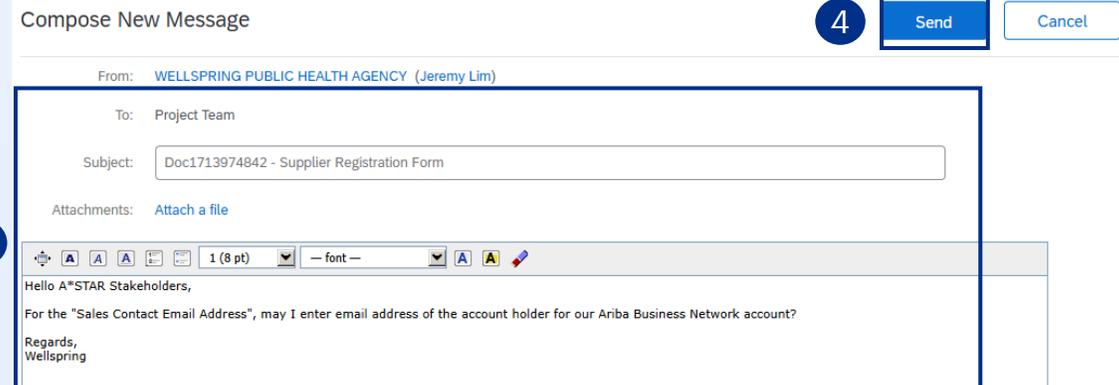
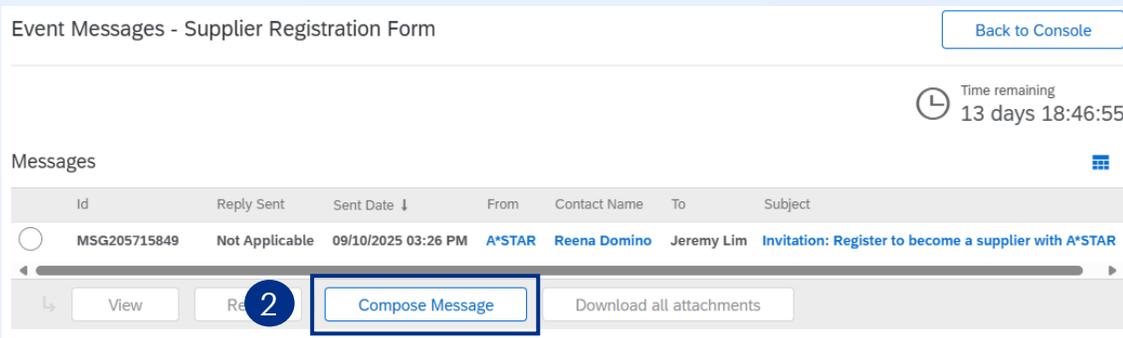
1. You may communicate directly with A\*STAR through the 'Supplier Registration Form'.

On the left pane of the page, under 'Console', click **Event Messages**.



2. This page displays all system-generated messages related to the supplier registration process, as well as communications exchanged with A\*STAR.

Click **Compose Message** to write a new message to A\*STAR.



3. Complete the necessary fields:

- **To:** By default, the message will be sent to all A\*STAR Procurement and Finance AP Team stakeholders via email and through the SAP Business Network system.
- **Subject:** Update the subject as needed. By default, it will be pre-populated with the 'Supplier Registration Form' Ariba auto-generated ID and form title.
- **Message Body:** Enter your message to A\*STAR.

4. Click **Send**.

# How to Communicate with A\*STAR

5. Click **Back to Console** to return to the 'Supplier Registration Form'.

Event Messages - Supplier Registration Form 5 [Back to Console](#)

Time remaining  
13 days 18:41:52

Messages

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
MSG205795849	No	09/10/2025 08:44 PM	WELLSPRING PUBLIC HEALTH AGENCY	Jeremy Lim	Participants (0) Team (3)	Doc17139
MSG205715849	Not Applicable	09/10/2025 03:26 PM	A*STAR	Reena Domino	Jeremy Lim	Invitation:

[View](#) [Reply](#) [Compose Message](#) [Download all attachments](#)

6. Alternatively, you can click **Compose Message** on the Supplier Registration Form page to easily send a message to A\*STAR.

All Content

Name ↑

1 Please complete the 'Supplier Registration Form' to ensure a successful registration with A\*STAR. After submitting the form, click the [< Go back to A\\*STAR Dashboard](#) link to go to the Ariba Business Network dashboard to monitor the status of your registration.

2 General Information

2.1 Please select the goods and/or services your company offers by identifying the commodity category that best aligns with your products and/or services (select all that apply).

3 Company Details

3.1 Company Registered Name

(\*) indicates a required field

[Submit Entire Response](#) [Save draft](#) 6 [Compose Message](#) [Excel Import](#)

7. Once A\*STAR has responded to your message, you will receive an email notification in the format shown below.

RE: Doc1299356769 - Supplier Registration Form

A\*STAR <s4system-prod3+744383410-T.Doc1299356769@ansmtp.ariba.>  
To: Domino, Reena Luisa G.

[Reply](#) [Reply All](#) [Forward](#) [Share](#) [More](#)

Fri 10/4/2024 6:09 PM

You replied to this message on 10/4/2024 6:26 PM.

 Agency for Science, Technology and Research SINGAPORE

Hello Techhub,

Yes, you may enter the email address of the account holder for your Ariba Business Network account as the 'Sales Contact Email Address'.

Regards,  
A\*STAR Team

Id: MSG144589015  
Sent: 02/10/2024 22:12  
Subject: Doc1299356769 - Supplier Registration Form

Hello A\*STAR Stakeholders,

For the 'Sales Contact Email Address', may I enter the email address of the account holder for our Ariba Business Network account?

Regards,  
TechHub

AGENCY FOR SCIENCE, TECHNOLOGY AND RESEARCH (A\*STAR)  
Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA  
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

# Get SAP Business Network Support



# Looking for SAP Business Network Support?

If you need further support or are encountering any technical issues in the SAP Business Network, you can follow these steps to access the Help section and find additional assistance:

1. Click for the **Help** option in the top-right corner of the dashboard.

2. In the Help Center, you can type keywords related to your issue in the search bar. Browse through the articles, guides, and FAQs that appear in the search results to see if your issue has been addressed.

3. If you are unable to resolve the issue using the resources provided, scroll down to the **Contact Us** section. Here, you can either start a live chat with a support representative or click "Create a Case" to report your issue directly to the SAP Support Team.

Agency for Science, Technology and Research SINGAPORE

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
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**Note:** When submitting a support ticket, ensure that you include all relevant details, such as error messages, steps to reproduce the issue, and screenshots (if applicable).

# Frequently Asked Questions



## **1. Why do I need to register my organization and complete the onboarding process on SAP Business Network?**

As part of A\*STAR's ongoing digital transformation, A\*STAR is transitioning to SAP Ariba to enhance and streamline procurement processes, and enable better collaboration with suppliers. As a supplier working with A\*STAR, you will need to transact with A\*STAR through SAP Business Network to receive Purchase Orders (POs), submit invoices, and track payments.

We encourage you begin your registration process to facilitate seamless transactions starting in April 2026.

## **2. Will I still need to use ePRS or will all supplier-related activities take place on SAP Business Network?**

From Oct 2025 to Jan 2026, suppliers will be informed to register in waves. You may continue using ePRS until March 2026. From April 2026, all supplier-related activities will take place on SAP Ariba.

## 1. If I have already registered on Vendors@Gov portal as a supplier, do I need to complete registration on SAP Business Network?

Suppliers who have registered on Vendors@Gov portal should still register on SAP Business Network. Supplier information on SAP Business Network will be used for sourcing events and receiving PO details from A\*STAR.

## 2. How do I register for an SAP Business Network account?

You will receive an email inviting you to register for an SAP Business Network Account. Please click on the hyperlink in the email to register.

## 3. What information do I need to register?

To register, you will need to enter the following information: Company Registered Name, First and Last Name (Supplier Contact Person), Email Address.

## 4. How do I link my SAP Business Network Account with A\*STAR?

Please refer to the step-by-step guide [here](#).

## 5. Can I use an existing SAP Business Network account with other clients?

Yes, you may link an existing SAP Business Network account which is being used for other client profiles. Please follow your internal organization policies for SAP Business Network account usage and maintenance (if any).

## 6. If I previously created an account on SAP Business Network, do I need to update or revalidate any information?

If you have an existing SAP Business Network account, you do not need to create a new account. Simply link your existing account to your A\*STAR profile.

**7. I'm not the right representative to register my organization as a supplier. Can you send the registration invite to someone else?**

Yes, Ariba can support various contact persons to be maintained for your Company.

**8. How do I transfer the Administrator role?**

Please refer to the step-by-step guide [here](#).

**9. How do I unlock my SAP Business Network account?**

Please refer to the step-by-step guide [here](#).

**10. How do I manage users in my Supplier Portal?**

Please refer to the step-by-step guide [here](#).

## 1. When should we stop using the current system?

Once you have received the supplier onboarding email, you may use SAP Business Network to register your organization as a supplier for A\*STAR. From now until March 2026, please continue using ePRS to process POs or invoices. Any changes and new ways of working will be communicated to you prior to the go-live of the new system in April 2026.

## 2. Will there be a new Supplier Portal link after go-live?

The link to SAP Business Network will remain the same.

## 3. Will I receive training or support for onboarding?

Yes, we have prepared comprehensive materials to support you through the supplier onboarding and registration process. Please refer to the step-by-step guide [here](#).

## 4. Who can I reach out to for additional support?

For technical issues, navigate to the Help Centre to search for materials and guides, or click on 'Contact Us' to report your issue directly to the SAP Support Team. Refer [here](#). For business-related queries, reach out to the A\*STAR Supplier Support Team at [Ariba\\_Procurement@a-star.edu.sg](mailto:Ariba_Procurement@a-star.edu.sg).

## 5. Where can I find additional SAP materials?

For additional materials on SAP, refer [here](#).

# End

