



Quick Start Guide for A*STAR Suppliers



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Looking for Ariba Business Network Support?

What is Ariba Business Network?



The **SAP Ariba Business Network** is a global platform that will allow you to connect with buyers worldwide, streamlining procurement processes. Through the Ariba Business Network, you can gain a centralised 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 Ariba 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.

Linking your Ariba Business Network Account with A*STAR

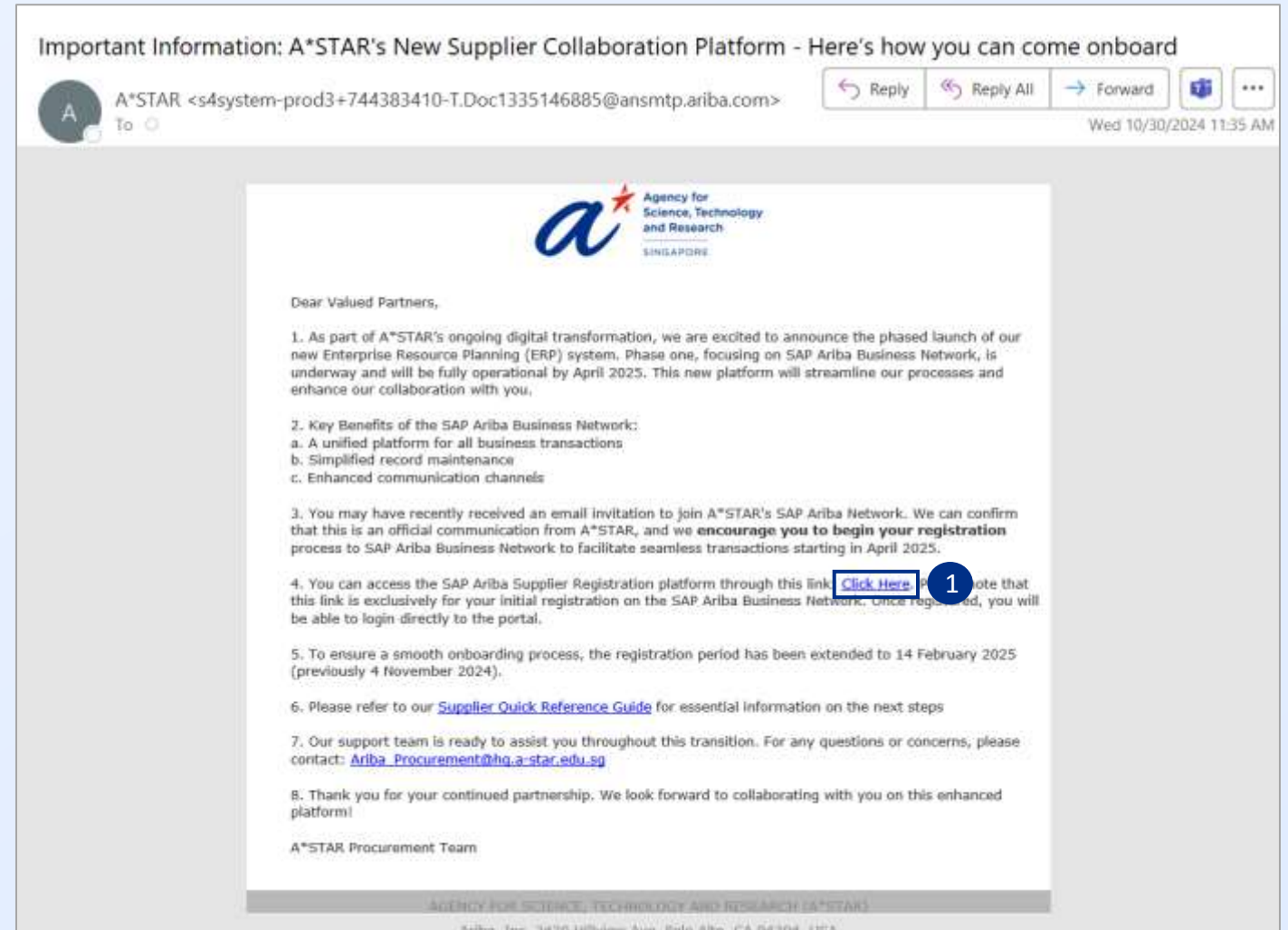


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Linking your Ariba Business Network Account with A*STAR

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

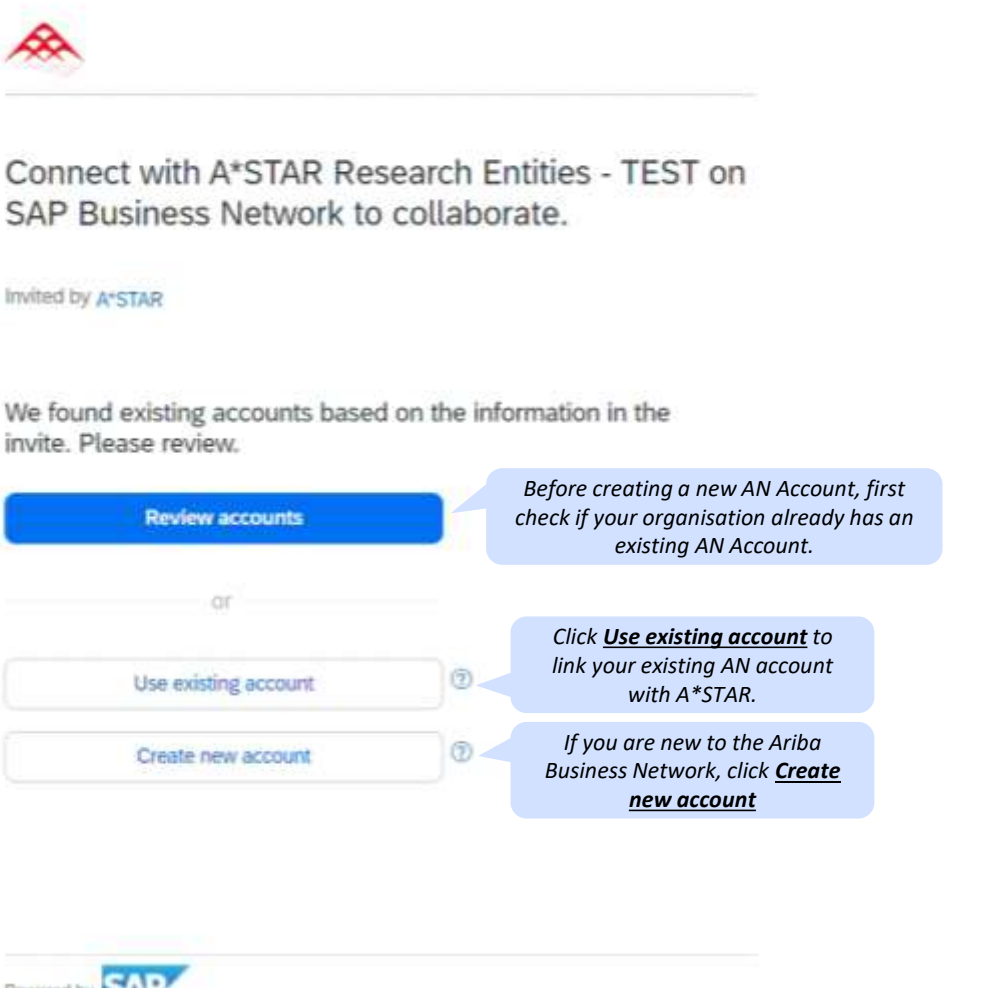
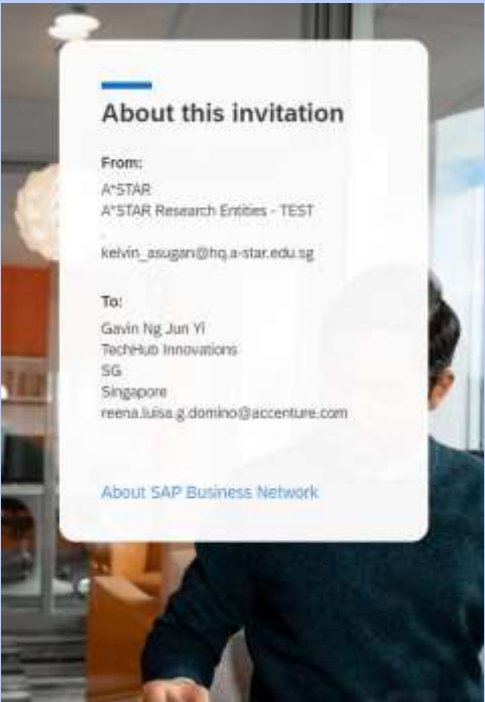
- Clicking the link should direct you to the Ariba Network. After signing up or logging in to the Ariba Network through the link, you will be able to access the event.
- If you encounter any issues accessing the Ariba Network through the link, **ensure that you are logged out of any Ariba website on 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.



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Linking your Ariba Business Network Account with A*STAR

2. On the Ariba Business Network login page, you can click **About this invitation** to view the Administrator of the A*STAR AN Account.



Linking your Ariba Business Network Account with A*STAR

REVIEW ACCOUNTS

- 3. The identified potential existing Ariba Business Network accounts will be based on the **Company Name, Email Address, Email Domain**, etc.
- 4. Click **Contact Administrator** to send a message to the Administrator of the Ariba Business Network account. This will allow the Administrator to add the new contact as a 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
TechHub Innovations	reena.luisa.g.domino@accenture.com

3

Search results (20)

★ Means you are a user of this account

Bold font: Matched values

Company name	Email domain matched	Country	State	DUNS number	Action
Accenture	Yes	Estados Unidos	TX	607826062	4 Contact administrator
Duck Creek Technologies LLC	Yes	Estados Unidos	SC		Contact administrator

Contact administrator

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

Your name *

Gavin Ng Jun Yi

Your company name *

TechHub Innovations

Your email *

reena.luisa.g.domino@accenture...

Your phone number

Enter your 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.

Send

Cancel

After clicking on **Contact Administrator**, the Ariba Business Network will generate a default message that can be sent to the Administrator. The window will be auto-populated based on the information entered in the Supplier Request.

As the Ariba Business Network Administrator, refer to the **'Add a New Supplier Contact'** process to add a new user.

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Linking your Ariba Business Network Account with A*STAR

USE EXISTING ACCOUNT

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

Invited by A*STAR

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#)

[Create new account](#)

5

Sign in to connect with A*STAR Research Entities - TEST

Username *

[Forgot username?](#)

Password *

[Forgot password?](#)

[Connect](#)

6

5. Select **Use existing account**.

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

Click 'Forgot Username?' or 'Forgot Password?' if you have forgotten your username or password.



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 Ariba Business Network account.

Linking your Ariba Business Network Account with A*STAR


CREATE NEW ACCOUNT

7. Populate the required fields under **Company information** and **Administrator account information**.

Some fields are auto-populated based on the information entered in the Supplier Request.

Fields marked with an asterisk () are required.*

7



Create an account to connect and collaborate with A*STAR Research Entities - TEST on SAP Business Network

Company information ⓘ

DUNS number:

[Don't know your DUNS number?](#)

Company (legal) name *

Country/Region *

8. Assign the account **Username** and **Password**.

9. Review and agree to the **Terms of Use** and **Privacy Statement** of Ariba Business Network and pass the CAPTCHA.

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.

10. Click **Create account**.

8

Username uses different domain, make sure it is right


9

☒ 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


WORMHOLE Privacy - Terms

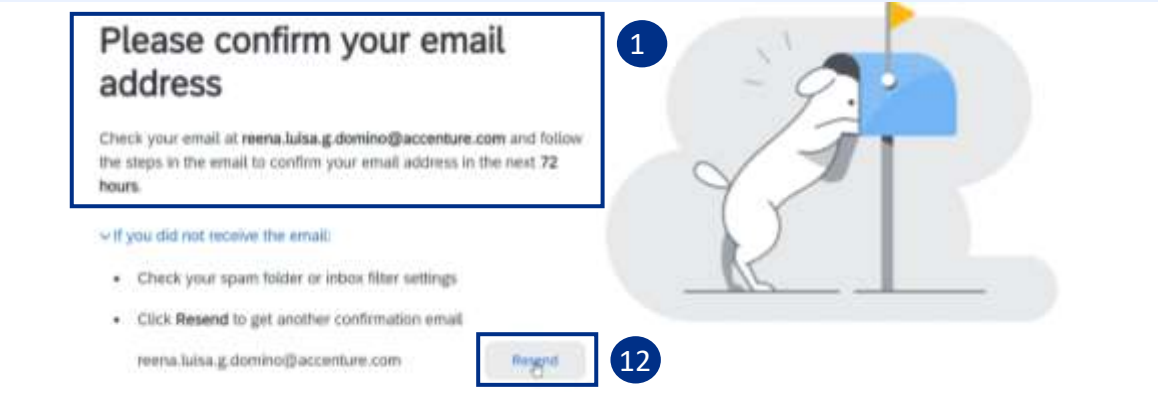
10

Linking your Ariba Business Network Account with A*STAR

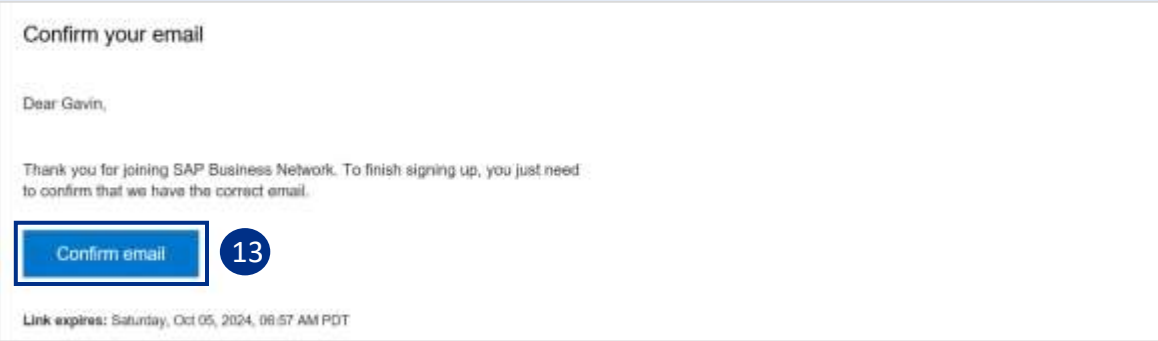
Are you new to the Ariba Business Network?

11. Wait for the confirmation email from Ariba Business Network.

12. If you did not receive the confirmation email, click **Resend**.



13. In the confirmation email from Ariba Business Network, click **Confirm email**.



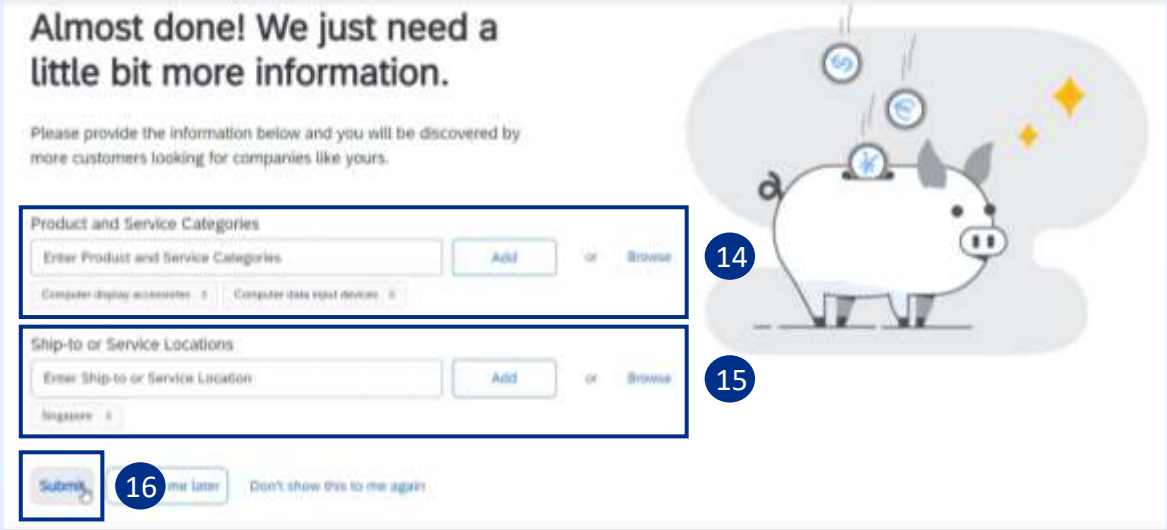
14. Select all the **Product and Service Categories** that you can supply, ensuring that you accurately reflect the goods and services you offer. This will allow potential clients across the Ariba Business Network to discover and engage with your products and services.

Click **Browse** to view all available options.

15. 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.

16. Click **Submit**.



Populating the 'Supplier Registration Form'



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Supplier Registration Overview (1/3)



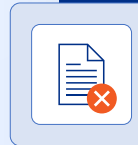
Supplier Registration Form – A comprehensive set of questions designed to collect essential information from you, including Company Details, Company Contact Information, Supplier Payment Details, Bank Information, and more. This form helps establish your supplier profile and ensures that all necessary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

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



If you are **registered** in Vendors@Gov

The supplier data fields managed and captured in Vendors@Gov will not appear in the Supplier Registration Form. These fields must be updated directly in Vendors@Gov. Any supplier data needed by A*STAR that is not captured in Vendors@Gov must be maintained through the Ariba Business Network.



If you state that you **are not a registered** Vendors@Gov supplier

You will select your current nature of business engagement with A*STAR—whether you are a 'Sourcing Supplier' or a 'Payment Recipient Supplier'—which will determine the supplier data fields available on the 'Supplier Registration Form'.



Note: Vendors@Gov is a Singapore government initiative designed to facilitate and streamline the procurement process for businesses that supply goods and services to the government.

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Supplier Registration Overview (2/3)

If you are not a Vendors@Gov supplier, the content of the 'Supplier Registration Form' will vary based on the nature of business engagement with A*STAR that you select.



Select Sourcing Supplier

If you are registering with A*STAR exclusively to participate in bidding for sourcing events, seeking opportunities to compete for contracts, and become a supplier through a competitive bidding process.



Select Payment Recipient Supplier

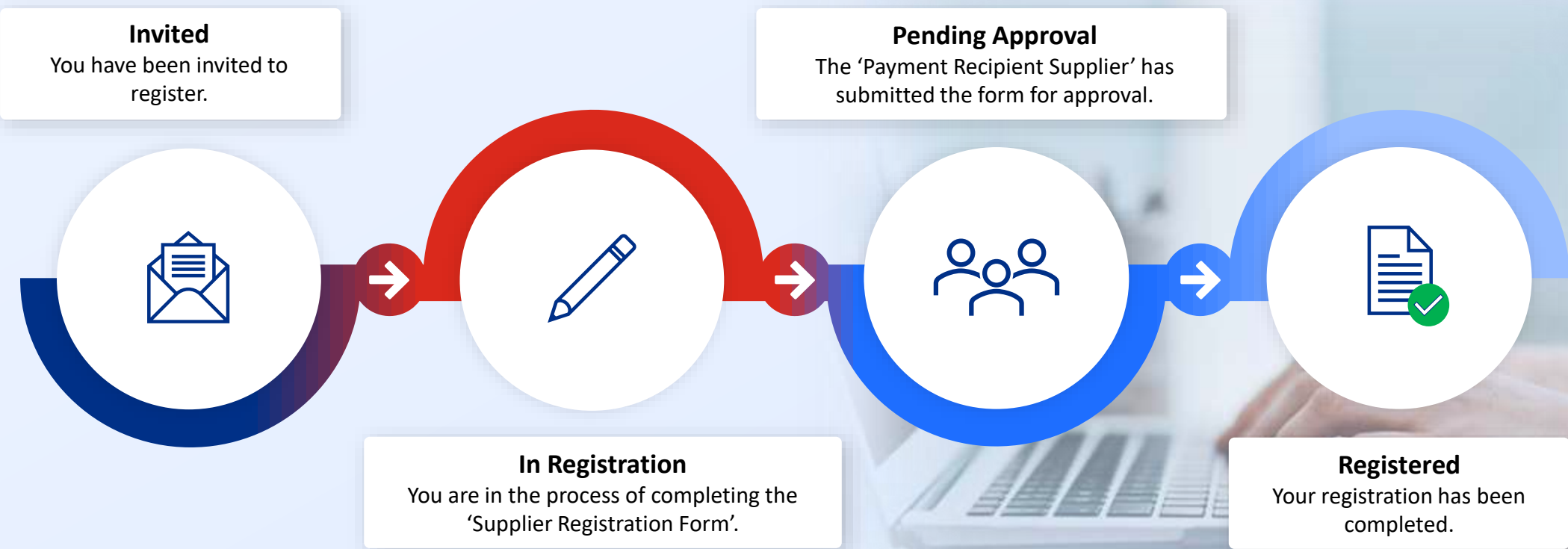
If you have been awarded a contract through a sourcing event or have received a Purchase Order (PO) or Invoice and you are now set up to receive payments from A*STAR for the goods or services you will be providing.



Note: If you select 'Payment Recipient Supplier,' you will be required to provide your bank information, finance contact, and other necessary attachments. Your registration form will then undergo an approval process with the A*STAR Finance AP Team.

Supplier Registration Overview (3/3)

Once you have submitted the 'Supplier Registration Form', below are the various **statuses** in the Supplier Registration process:



Populating the 'Supplier Registration Form'

Ariba Sourcing

[Click to access the Ariba Business Network settings.](#)

Company Settings ▾

Gavin Ng Jun Yi ▾

Feedback

Help ▾

< Go back to A*STAR Dashboard

[Click to go to the Ariba Business Network dashboard](#)

Desktop File Sync

Console

Doc1299356769 - Supplier Registration Form

The 'Supplier Registration Form' will remain open for responses for **14 calendar days** from the date the invitation is received from A*STAR.

Time remaining 13 days 23:38:35

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 General Information

2 Company Details

3 Company Contact

5 Supplier Declaration

All Content

Name 1

▼ 1 General Information

1.2 Please select the goods and/or services that the company can provide or supply (select all that apply)

▼ 2 Company Details

2.1 Company Registered Name

2.3 Select the Type of Licence

2.4 Is the company...

*(select a value) [select]

TechHub Innovations

Unspecified

Note: The required fields in the 'Supplier Registration Form' will vary based on your type of licence, your registration status with Vendors@Gov, and your current or new transactions with A*STAR.

[Click the section titles to navigate through the different sections of the form](#)

[Click **Save Draft** to save the form's content. This will set the registration status to 'In Registration'.](#)

[Click **Compose Message** to contact the A*STAR Procurement and Finance Team.](#)

[Click to submit the form.](#)

Submit Entire Response

Save draft

Compose Message

Excel Import

[To complete the form offline, click **Excel Import** and download the template.](#)

Fields marked with an asterisk (*) are required.

Populating the 'Supplier Registration Form'



Existing A*STAR Supplier



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Populating the 'Supplier Registration Form'

Registered Vendors@Gov Suppliers

1. 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 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:

- ✓ **Company Registered Name**
- ✓ **Type of Licence**
- ✓ **AGD ID**
- ✓ **Sales Contact Email Address**

Additionally, for any required supplier data that A*STAR was unable to migrate, please manually enter the necessary information in the appropriate fields. Providing accurate and comprehensive data will help to facilitate a smooth onboarding experience and ensure that all records in SAP Ariba are complete. Specially the following:

- ✓ **The Goods and Services you provide**

2. Click **Submit Entire Response**

Doc1331811141 - Supplier Registration Form

Time remaining 13 days 23:29:35

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

2.2 Please select the goods and/or services that the company can provide or supply (select all that apply)

3 Company Details

3.1 Company Registered Name

3.2 Company Trading Name

3.3 Select the Type of Licence

3.4 Is 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

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

(*) indicates a required field

Submit Entire Response 2 Save draft Compose Message Excel Import

Populating the 'Supplier Registration Form'

Non-Vendors@Gov Suppliers

1. As a non-Vendors@Gov supplier, ASTAR has successfully migrated your latest supplier data from the ASTAR system to SAP Ariba. To ensure accuracy and completeness, please take a moment to review the data that has been transferred in the 'Supplier Registration Form'.

Additionally, for any required supplier data that A*STAR was unable to migrate, please manually enter the necessary information in the appropriate fields. Providing accurate and comprehensive data will help to facilitate a smooth onboarding experience and ensure that all records in SAP Ariba are complete. Specially the following:

- ✓ The Goods and Services you provide
- ✓ The reason why you are unable to register with Vendors@Gov
- ✓ Any supporting licence and bank account details documents

2. Click **Submit Entire Response**

Console

Doc1331811141 - Supplier Registration Form

Time remaining 13 days 23:06:15

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

2 General Information

3 Company Details

4 Company Contact

5 Supplier Payment and...

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.

2.2 Please select the goods and/or services that the company can provide or supply (select all that apply)

3.1 Company Registered Name

3.2 Company Trading Name

3.3 Select the Type of Licence

3.4 Is 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](#)

3.7 Reason for inability to register with Vendors@Gov

You are strongly encouraged to register with Vendors@Gov, as it is a standard requirement for those who wish to engage in procurement activities with many government agencies in Singapore, including A*STAR. The purpose of registering with Vendors@Gov is to ensure that suppliers meet certain standards and are eligible to participate in government tenders and contracts.

3.7.1 Please provide a reason why you are unable to register with Vendors@Gov

3.8 Select your Type of Registration

(*) indicates a required field

Payment Recipient Supplier

2 Submit Entire Response

Save draft

Compose Message

Excel Import

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New A*STAR Supplier



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Populating the 'Supplier Registration Form'

1. Please select the types of A*STAR-relevant goods /services that your organisation provides.
2. This will be auto-populated based on the information entered in the Supplier Request. Update this as necessary.
 - This field only accepts characters that can be entered using a QWERTY keyboard. If the entered information is invalid, the error message **'Please enter the company name as per the licence in English'** will be displayed.

Doc1299356769 - Supplier Registration Form

Time remaining
13 days 23:36:22

All Content

Name 1

1 General Information

1.2 Please select the goods and/or services that the company can provide or supply (select all that apply)

1 Consultancy - IT, IT Audio Visual Equipment, IT Computer Connectivity Expenses [select]

2 Company Details

2.1 Company Registered Name

2.2 Company Trading Name

2.3 Select the Type of Licence

Unspecified

3. Populated if applicable. This field only accepts characters that can be entered using a QWERTY keyboard. If the entered information is invalid, the error message **'Please enter the company trading name as per the licence in English'** will be displayed.

All Content

Name 1

2 Company Details

2.1 Company Registered Name

2.2 Company Trading Name

2.3 Select the Type of Licence

Unspecified

Unspecified

Accounting and Corporate Regulatory Authority (ACRA)

National Registration Identity Card (NRIC)

Foreign Identification Number (FIN)

Foreign Business Registration Number

(*) indicates a required field

Submit Entire Response

Save draft

4. 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 Number** if you are a Company based outside of Singapore.

Populating the ‘Supplier Registration Form’

Companies or Individuals Licenced by ACRA or NRIC

Registered Vendors@Gov Suppliers

5. You are only required to enter your AGD ID, sales contact email, and the Material Groups you supply to submit the ‘Supplier Registration Form’. Once you have submitted the form, you will be a **‘Registered’** supplier in A*STAR’s Ariba system.

Non-Vendors@Gov Suppliers

6. If you indicate that you are a Singaporean Company or Individual but are not registered with Vendors@Gov, the form will still require you to enter the AGD ID.

- ✓ As a Singapore Company or Individual, 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 organisation be registered by A*STAR on your behalf.

Populating the ‘Supplier Registration Form’

Foreign Companies or Individuals

Registered Vendors@Gov Suppliers

7. You are only required to enter your AGD ID, sales contact email, and the Material Groups you supply to submit the ‘Supplier Registration Form’. Once you have submitted the form, you will be a **‘Registered’** supplier in A*STAR’s Ariba system.

All Content

Name 1

1 General Information

1.2 Please select the goods and/or services that the company can provide or supply (select all that apply)

2 Company Details

2.1 Company Registered Name

2.2 Company Trading Name

2.3 Select the Type of Licence

2.4 Is 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 <https://www.vendors.gov.sg/>

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

3 Company Contact

3.1 Sales Contact

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

3.1.1 Sales Contact Email Address

(*) indicates a required field

7

*(select a value) | select |

* White Plains

* Foreign Business Registration Number

* Yes

*

*

Non-Vendors@Gov Suppliers

8. If you are a Foreign Company or Individual but are not registered with Vendors@Gov, the form will require you to provide a reason for why you are unable to register with Vendors@Gov and will also prompt you to provide additional details about your organisation.

All Content

Name 1

1 General Information

1.2 Please select the goods and/or services that the company can provide or supply (select all that apply)

2 Company Details

2.1 Company Registered Name

2.2 Company Trading Name

2.3 Select the Type of Licence

2.4 Is 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 <https://www.vendors.gov.sg/>

2.7 Reason for inability to register with Vendors@Gov

You are strongly encouraged to register with Vendors@Gov, as it is a standard requirement for those who wish to engage in procurement activities with many government agencies in Singapore, including A*STAR. The purpose of registering with Vendors@Gov is to ensure that suppliers meet certain standards and are eligible to participate in government tenders and contracts.

2.7.1 Please provide a reason why you are unable to register with Vendors@Gov.

8

*(select a value) | select |

* White Plains

* Foreign Business Registration Number

* No

* Unable to register due to internal compliance restrictions and system compatibility issues.

Populating the ‘Supplier Registration Form’

Foreign Companies or Individuals

Non-Vendors@Gov Suppliers

9. If you do not have any new or existing POs or invoices issued by A*STAR, select ‘Sourcing Supplier’ here and you will be identified as a **‘Sourcing Supplier’**; otherwise, select ‘Payment Recipient Supplier’ and you will be identified as a **‘Payment Recipient Supplier’** in A*STAR’s Ariba system.
- ✓ By selecting ‘Payment Recipient Suppliers’, you are required to provide your bank information and finance contact email.

The screenshot shows the 'Supplier Registration Form' with the 'Sourcing Supplier' option selected. A callout box explains that all A*STAR Ariba suppliers are identified as Sourcing Suppliers and have the ability to participate in bidding for sourcing events, seek opportunities to compete for contracts, and become approved vendors through a competitive bidding process. It also states that 'Payment Recipient Supplier' is only for suppliers who have been awarded a contract through a sourcing event, received a Purchase Order (PO) or an invoice, and are now set up to receive payments for goods or services provided.



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

Sourcing Supplier

The screenshot shows the 'Company Details' section of the form. Fields include Country/Region (no value), Street, House Number, Street 2, Street 3, District, Postal Code, City (SG), Country/Region (Singapore (SG)), and State/Province/Region (no value). There are also fields for Office Telephone Number, Office Mobile Number, and Company Email Address.

10. Complete the remaining fields in the ‘Company Details’ section as per the field names and instructions indicated by the ⓘ icon.

Populating the ‘Supplier Registration Form’

Foreign Companies or Individuals

Non-Vendors@Gov Suppliers

In addition to the required fields in the ‘Sourcing Supplier’ process...

13. ‘Payment Recipient Suppliers’ are required to enter any PO ID or Invoice ID issued to them by A*STAR. This ensures that only the intended suppliers are correctly tagged as ‘Payment Recipient Suppliers’.

The screenshot shows the 'All Content' section of the form. Under '3.8 Select your Type of Registration with A*STAR', the 'Payment Recipient Supplier' dropdown is selected. Below it, field '3.9 Enter the Purchase Order (PO) ID or Invoice ID' is highlighted with a blue box and a circled '13'. A red asterisk indicates it is a required field.

14. Enter a finance contact email.

The screenshot shows the '3.2 Finance Contact' section. A note states: 'Note: The Finance Contact is the person within your organisation dealing with Client Accounts Receivable and may be responsible for receiving notifications such as a remittance advice.' Below this, field '3.2.3 Finance Contact Email Address' is highlighted with a blue box and a circled '14'. A red asterisk indicates it is a required field.

15. To enter your bank account information, click the **Add Bank Account Details (0)**.

The screenshot shows the '4 Supplier Payment and Bank Information' section. Under '4.1 Bank Account Details', the 'Add Bank Account Details (0)' button is highlighted with a blue box and a circled '15'. A note below states: 'This is for A*STAR to issue payments to the company via bank transfer into a designated bank account.'

16. Click ‘Add Bank Account Details’

The screenshot shows the 'Bank Account Details (0)' section. The 'Add Bank Account Details' button is highlighted with a blue box and a circled '16'. A note at the top states: 'Clicking Save will only save your Registration Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.'

Payment Recipient Supplier

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Populating the ‘Supplier Registration Form’

Foreign Companies or Individuals

Non-Vendors@Gov Suppliers

17. Fill in the Bank Account Details as instructed on the page.

- The fields for bank type, bank name, branch, street, city, state, and postal code are optional.

The screenshot shows the 'Bank Account Details (1)' form. A blue box labeled '17' and 'Required' highlights the following fields: Bank Type (No Choice), Country/Region (Singapore), Bank Name, Bank Branch, Street, City, State/Province/Region, Postal Code, and Account Holder Name. A note above the fields states: 'The Bank Account Holder Name should match the Company Name or Individual Name. This will be subject to internal review and approval by A*STAR. Otherwise, the approval of your registration may be delayed. Please ignore the Bank Type field, as it is optional and has no impact. Please note that the SWIFT Code is expected to be 8-11 characters long.' A button 'Add an additional Bank Account Details' is at the bottom.

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

The screenshot shows the 'Bank Account Details' form. A blue box labeled '18' and 'Required' highlights the following fields: Postal Code, Account Holder Name, Bank Key/ABA Routing Number, Account Number, and SWIFT Code. A button 'Add an additional Bank Account Details' is at the bottom. A second blue box labeled '19' and 'Required' highlights the 'Bank Control Key' dropdown menu, which has options: No Choice, Corresponding [AC], Main [AM], and PayNow [AP].

19. Select the appropriate ‘Bank Key’ corresponding to the bank account being entered:

- Select **Main [AM]** if the bank account is a primary account.
- Select **Corresponding [AC]** if the bank account is an intermediary account.
- Select **PayNow [AP]** if the bank account is issued by the PayNow service.

Payment Recipient Supplier

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Populating the ‘Supplier Registration Form’

Foreign Companies or Individuals

Non-Vendors@Gov Suppliers

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

21. Click ‘Add Additional Bank Account Details’ to include more bank information.

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

Payment Recipient Supplier

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Populating the ‘Supplier Registration Form’

Foreign Companies or Individuals

Non-Vendors@Gov Suppliers

23. Complete the remaining fields in the ‘Supplier Payment and Bank Information’ section as per the field names and instructions indicated by the ⓘ icon.

All Content

Name *

Note: The Finance Contact is the person within your organisation dealing with Client Accounts Receivable and may be responsible for receiving notifications such as a n

3.2.1 Finance Contact Email Address * finance@mail.com

4 Supplier Payment and Bank Information

4.1 Bank Account Details Add Bank Account Details (1) Less

This is for A*STAR to issue payments to the company via bank transfer into a designated bank account

4.4 Other Payment Instructions ⓘ

4.5 Select the company's primary business currency * SGD

4.6 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

The fields may vary for companies and individuals.

24. Once all the necessary fields are populated in the form, click **Submit Entire Response** to submit it.

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

Submit Entire Response 24 Save draft Compose Message Excel Import

25. 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.

✓ Your response has been submitted. Thank you for participating in the event. 25

Revise Response ⓘ

All Content

Name *

1 General Information

Payment Recipient Supplier

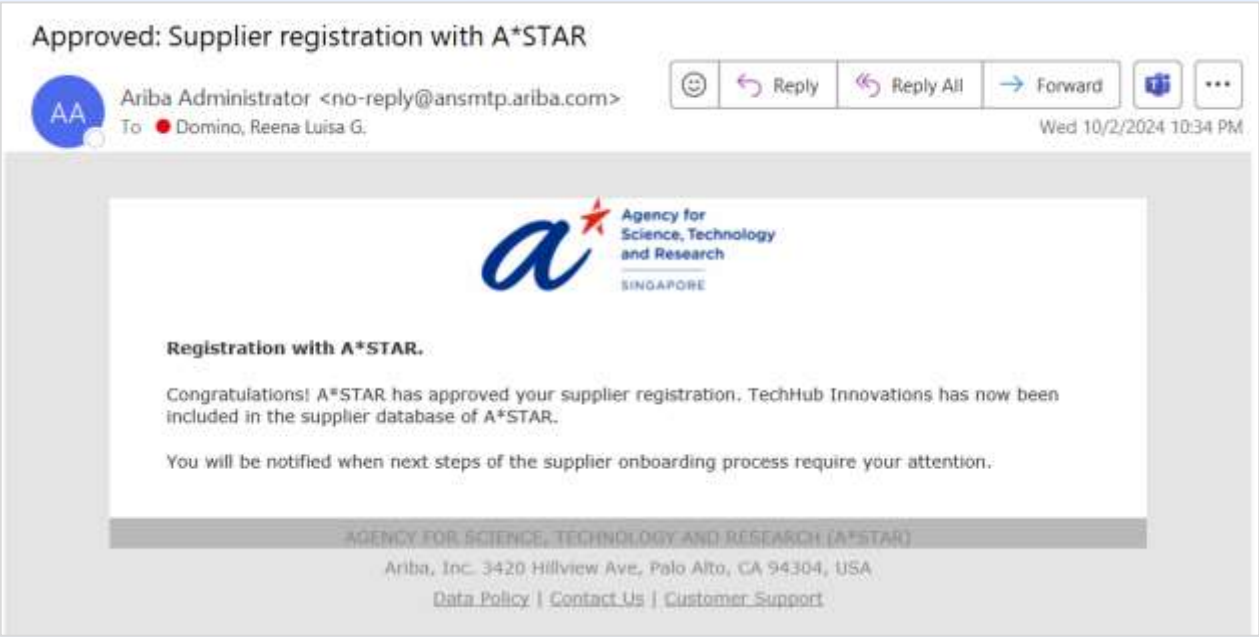
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Populating the ‘Supplier Registration Form’

Foreign Companies or Individuals

Non-Vendors@Gov Suppliers

26. Once the ‘Supplier Registration Form’ has been approved by the A*STAR Finance AP Team, you will receive the email notification below from Ariba.



Payment Recipient Supplier

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Populating the ‘Supplier Registration Form’

Ariba Sourcing

< Go back to A*STAR Dashboard

27

Console

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

2 General Information

3 Company Details

You have submitted a response for this event. Thank you for participating.

29

Revise Response

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

27. As instructed in the ‘Supplier Registration Form’, to monitor the status of the form, click the [< Go back to A*STAR Dashboard](#) link to go to the Ariba Business Network Dashboard.

28. In the ‘Registration Questionnaire’ table for the ‘Supplier Registration Form,’ the current status of the form will be displayed.

Refer here for the [various statuses in the Supplier Registration process](#).

29. Click **Revise Response** if your organization has any updates to the current content of the ‘Supplier Registration Form.’



Note: Initially registered ‘Sourcing Suppliers’ must update your registration type to ‘Payment Recipient Supplier’ once you have been awarded in an A*STAR Sourcing Event or have been issued a PO or an Invoice.

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)			
Supplier Registration Form	Doc1320057972	11/11/6107 1:01 AM	Registered

28

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How to Communicate with A*STAR

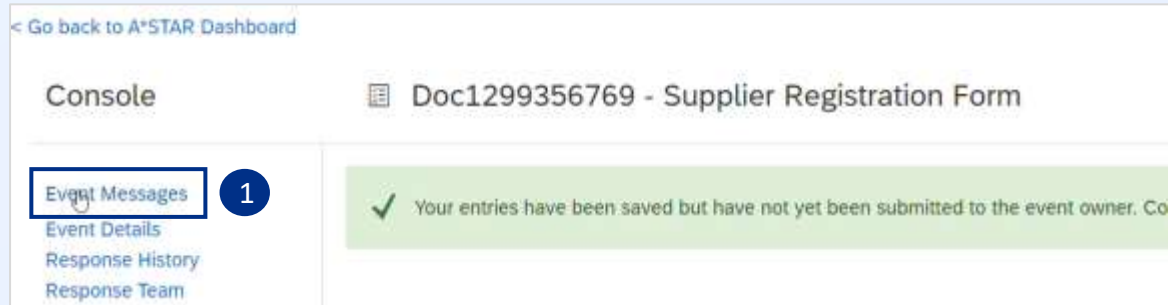


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How to Communicate with A*STAR

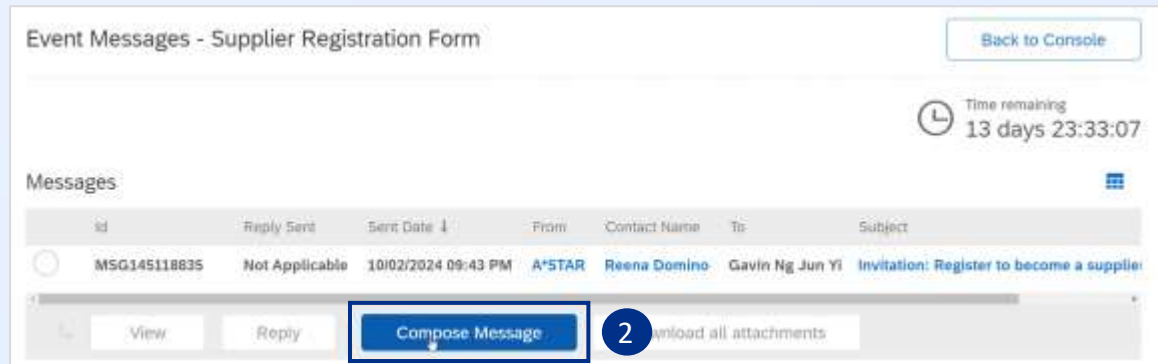
1. You may communicate directly with A*STAR through the 'Supplier Registration Form'.

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.



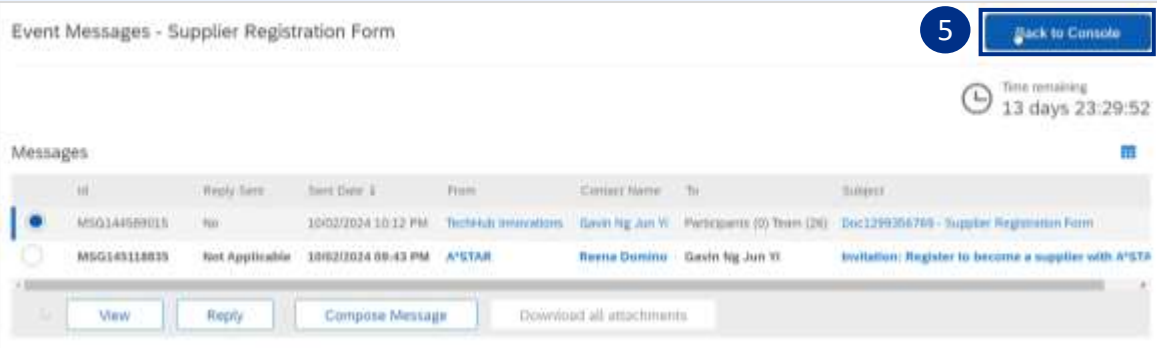
3. Complete the necessary fields:

- ✓ **To:** By default, the message will be sent to all A*STAR Procurement and Finance AP Team stakeholders via email and through the Ariba 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.

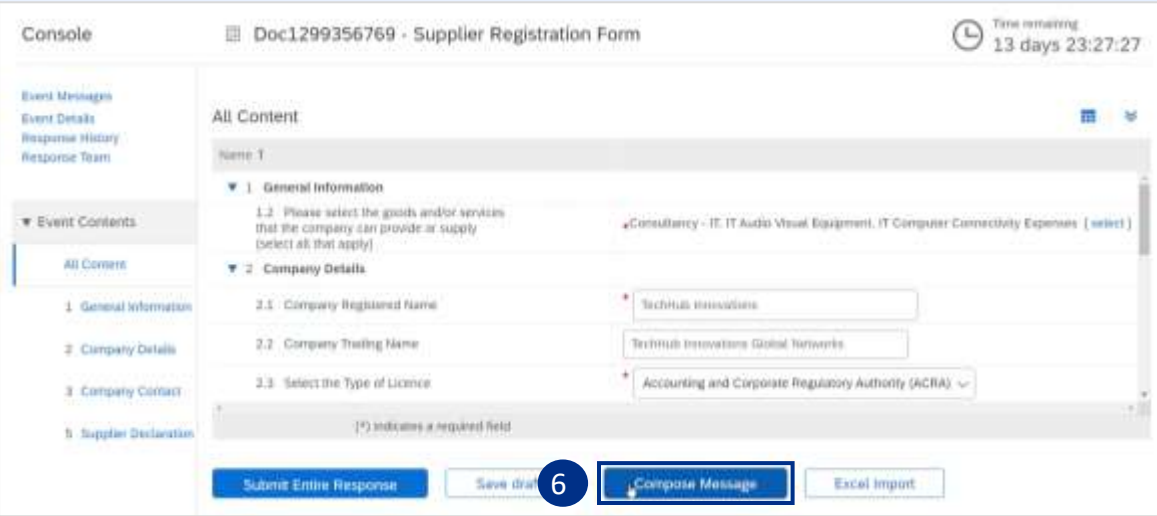
4. Click **Send**.

How to Communicate with A*STAR

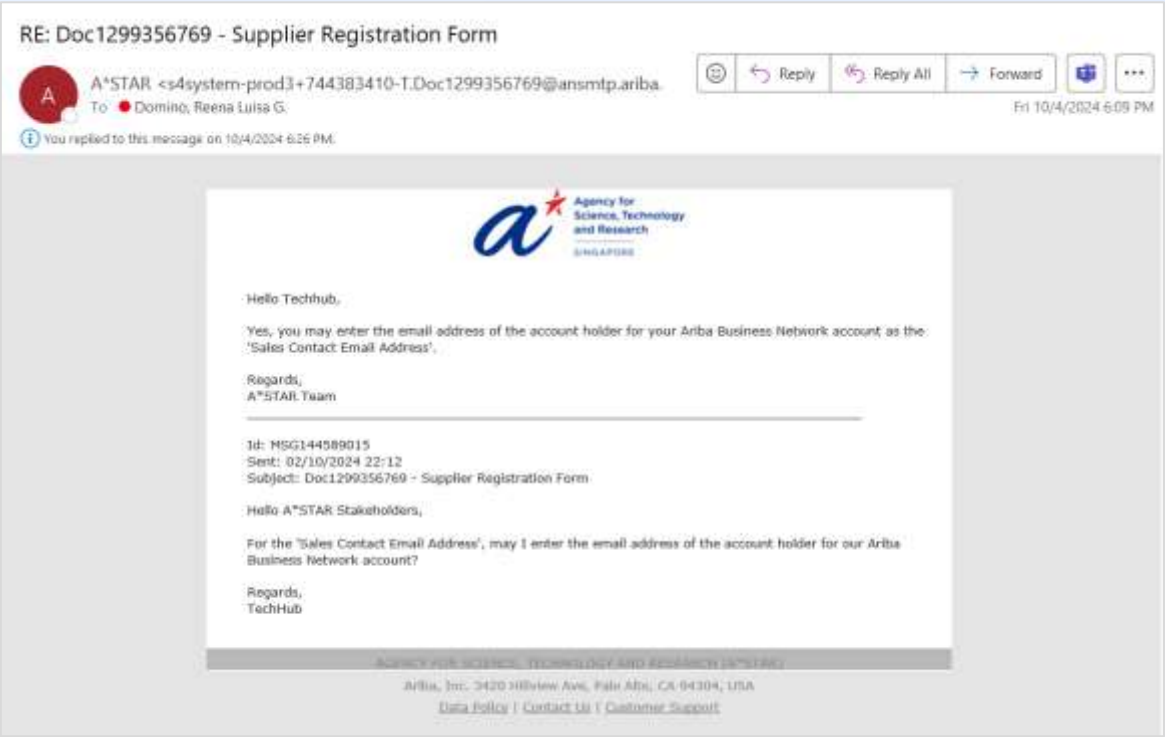
5. Click **Back to Console** to return to the 'Supplier Registration Form'.



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



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



Appendix



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How to add a New Supplier Contact



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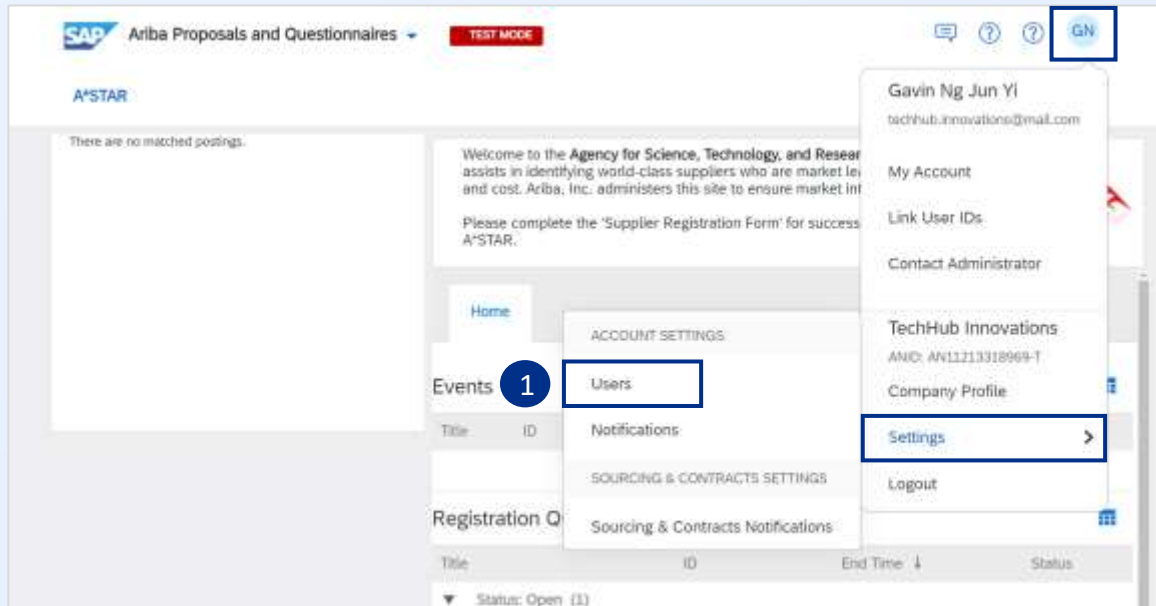
How to add a New Supplier Contact

The primary contact and suppliers assigned a role with the User Administration permission can set up login credentials and assign permissions to access an Ariba Business Network account.

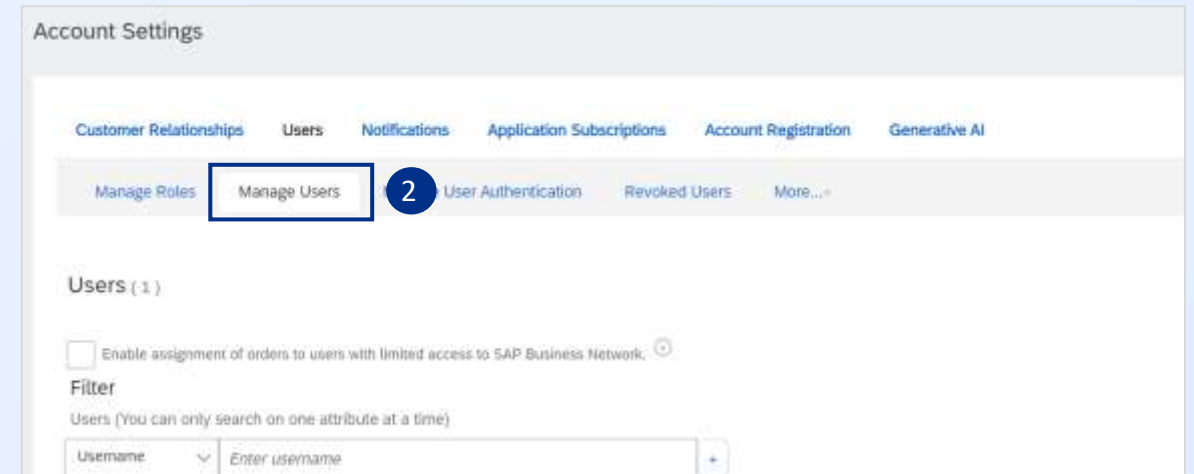
RESTRICTION

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

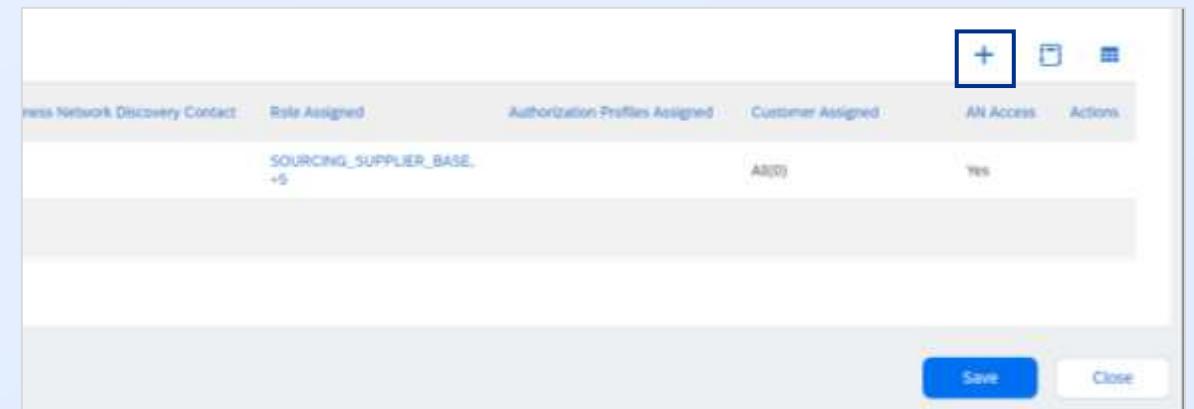
1. Click the User Icon > Settings > **Users**.



2. Click **Manage Users**.



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



How to add a New Supplier Contact

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

Create User

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

4

Username: * louis.tan@techhub.com ⓘ

Email Address: * [Redacted]

First Name: * Louis

Last Name: * Tan

☐ Do not allow the user to resend invoices to the buyer's account. ⓘ

☒ This user is the SAP Business Network Discovery Contact ⓘ

☐ Limited access ⓘ

Office Phone: Country: USA 1 Area: Number: [Redacted]

5. Select a Role Assignment.

6. Click Done.

Role Assignment

Name	Description
<input checked="" type="checkbox"/> Proposals and Contracts Access	

5

Customer Assignment

Assign to Customer: ☒ All Customers ☐ Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the Privacy Statement, the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

6 Done Cancel

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

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact
<input type="checkbox"/>	techhub.innovations@mail.com	[Redacted]	Gavin	Ng Jun Yi	No
<input type="checkbox"/>	louis.tan@techhub.com	[Redacted]	Louis	Tan	Yes
<div><div></div>Add to Contact List</div> <div><div></div>Remove from Contact List</div>					

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

Attention: User Account information changes detected

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To: Domino, Reena Lutha G.

Reply Reply All Forward

Fri 10/4/2024 7:52 PM

Business Network

User account information changed

Dear Gavin Ng Jun Yi,

An update was just made to the user account details for a user in the SAP Business Network account that you administer. If you did not request this update, contact SAP Business Network Support immediately.

Sincerely,
SAP Business Network team

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How to navigate through the AN Dashboard



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How to navigate through the AN Dashboard

After successfully logging into the Ariba Business Network, the Ariba Business Network Dashboard will be displayed. The **Ariba Proposals and Questionnaires** Dashboard provides a streamlined interface for suppliers and procurement teams to manage, review, and respond to proposals and questionnaires within the Ariba Business Network.

1. Go to the **AGENCY FOR SCIENCE, TECHNOLOGY AND RESEARCH (A*STAR)/ A*STAR** Tab.
2. The Ariba Business Network Welcome Banner provides a brief description of the portal and outlines the various statuses of the 'Supplier Registration Form'.
3. To complete the 'Supplier Registration Form', go to the 'Registration Questionnaires' section.
4. Click the 'Supplier Registration Form'.
5. Aligned with the 'Supplier Registration Form', it displays when the form will be closed for responses
6. And your current registration status with A*STAR.

The screenshot shows the 'Ariba Proposals and Questionnaires' dashboard. At the top, there's a header with the SAP logo, the title 'Ariba Proposals and Questionnaires', a 'TEST MODE' button, and a feedback icon with the text 'Click this icon to provide feedback to SAP on your experience with the Ariba Business Network.' Below the header, there's a tab labeled 'A*STAR' (callout 1). The main content area has a welcome banner (callout 2) with the text: '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.' Below the banner, there's a 'Home' button and an 'Events' section with a table. The 'Events' table has columns: Title, ID, End Time, Event Type, and Participated. It shows 'No items'. Below the 'Events' section, there's a 'Registration Questionnaires' section (callout 3) with a table. The table has columns: Title, ID, End Time, and Status. It shows 'Status: Open (1)'. Below the 'Registration Questionnaires' section, there's a 'Supplier Registration Form' button (callout 4). The button shows 'Doc1343305078' (callout 5), '2/14/2025 9:59 PM' (callout 5), and 'Invited' (callout 6).

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Looking for Ariba Business Network Support?



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Looking for Ariba Business Network Support?

If you need further support or are encountering any technical issues in the Ariba 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.

The screenshot displays the SAP Ariba Business Network interface. At the top, the header includes the SAP logo, 'Ariba Proposals and Questionnaires', and a 'TEST MODE' button. In the top right corner, there is a chat icon, a help icon (a question mark inside a circle, labeled with a blue circle '1'), and a 'GN' button. Below the header, the 'Help Center Home' section is visible. It features a navigation bar with 'Home', 'Learning', and 'Contact us' (labeled with a blue circle '3'). A search bar is prominently displayed with the text 'How can we help you?' and a search icon (labeled with a blue circle '2'). Below the search bar, there is a suggestion: 'Try "cancel order", "email notifications", "user authorization"'. Further down, there is a section titled 'Topics we recommend for you' with a link 'How do I access and change the former administrator's account?'. On the right side of the interface, there is a sidebar with a search bar, a 'Status' filter, and a 'Registered' filter.



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).