

# SingHealth eProcurement System



## Complete Supplier Guide Ver3.2



SingHealth Academic Healthcare Cluster

PATIENTS. AT THE HE<sup>RT</sup> OF ALL WE DO.®

Partner in  
Academic Medicine



Singapore  
General Hospital



KK Women's and  
Children's Hospital



National Cancer  
Centre Singapore



National Dental  
Centre Singapore



National Heart  
Centre Singapore



National  
Neuroscience Institute



Singapore National  
Eye Centre



Polyclinics  
SingHealth



Bright Vision  
Hospital

Sengkang  
Health

DUKE<sup>NUS</sup>  
GRADUATE MEDICAL SCHOOL SINGAPORE

# Changes to Expect : For Suppliers

- Participate in SingHealth sourcing events on Ariba Network connected to SingHealth eProcurement System
- Search for sourcing events on Ariba Discovery website
  - Follow instructions on our postings to express your interest to participate. Expressing interest other than channels instructed per our posting, such as Ariba Discovery Q&A may result in not receiving access to event in time for submission.
- Registration on Ariba Network
  - Use generic email address for registration. Same email address should be provided to SingHealth when you express your interest to participate. For first time participation, communication providing access to event will be send to this email address after expressing interest to participate.

# Changes to Expect : For Suppliers

- Login to Ariba Network to access sourcing event
  - Expect min one working day (Singapore time) to receive access after expressing interest to participate. You will be directed to Ariba Sourcing website after login. Contact SingHealth procurement staff if access has yet been provided.
- Proposal or quotation has to be submitted online
  - Submit by clicking “Submit Entire Response” from Event Contents on Ariba Sourcing. Submission through other channels, such as Ariba Discovery or Event Messages may result in disqualification.

# SingHealth eProcurement System

**Supplier Registration on  
Ariba Network**



# Registration on Ariba Network

Search Ariba Network Supplier on internet or click <http://supplier.ariba.com/>



## Supplier Login

User Name

Password

Login

Having trouble? Click "Register"

New to Ariba?

[Register Now](#) or [Learn More](#)

## Suppliers #MakeProcurementAwesome



By helping your customers make procurement awesome, you transform your business from another vendor to a strategic partner. Share your story today!

[Learn More](#)

# Registration on Ariba Network

- *Enter Basic Company Information*

**ARIBA | NETWORK**

## Enter Your Ariba Commerce Cloud Information

1 Enter basic company information

\* Indicates a required field

**Company Name \***

**Country \*** United States [USA]

**Address \***

**City \***

**State \*** Alabama

**Zip \***

**Product and Service Categories \***

**Ship-to or Service Locations \***   [or browse](#)

**Tax ID \***  Enter your nine-digit Company Tax ID number.

**Dun & Bradstreet \***  Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

1. See section on "Commodity Selection"

2. See section on "Ship-to Location Selection"

# Registration on Ariba Network

- *Enter User Account Information*

## 2 Enter user account information

\* Indicates a required field

**Name \***  First Name  Last Name [Ariba Privacy Statement](#)

**Email \***

☒ Use my email as my username

**Username \***

**Password \***  Enter Password  Repeat Password

**Secret Question \***  In what city was your mother born?   
 Your Answer  Repeat Your Answer

**Language**  English

The language used when Ariba sends you configurable notifications. This is different than your web browser's language setting, which controls the user interface and actions you initiate there. If you are the account administrator, then the preferred language setting also controls the section headings and field labels on purchase orders.

By clicking the Continue button you expressly agree and understand that your data entered into this system may be transferred outside the European Union or other countries as described in the [Ariba Privacy Statement](#). You have the right to access and modify your personal data from within the application or by contacting Ariba, Inc., as set forth in such policy.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, click [here](#) to learn more.

☐ I have read and agree to the [Terms of Use](#) and [Ariba Privacy Statement](#)

**Continue** **Cancel**

**1. Check this box. Email entered here will be used as Username and for notification emails – company generic email e.g. sales@abc.com**

**2. Click "Continue"**

**Carefully read the Terms & Conditions**

# Registration on Ariba Network

- *Activation of Profile (Visibility to buyers) on Ariba Network*
  - *Acceptance of Terms & Conditions*

 A R I B A | NETWORK

Action Required: Check your email inbox for a message from Ariba

 Click the link in the activation email sent to [qychua@sg.ibm.com](mailto:qychua@sg.ibm.com).

---

**If you do not receive an activation email:**

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.
- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

# Registration on Ariba Network

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- *Activation of Profile (Visibility to buyers) on Ariba Network*
  - *Verification email link*



Dear IBM TEST Supplier 03,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Discovery.

[Click here to activate your Ariba account.](https://service.sales.ariba.com/Authenticator.aw/ad/confirmEmail?key=0p1tFYmI53aa6d201251760420&anp=Ariba&app=Discovery)

Click this link to activate

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.

<https://service.sales.ariba.com/Authenticator.aw/ad/confirmEmail?key=0p1tFYmI53aa6d201251760420&anp=Ariba&app=Discovery>

After your registration process is complete, use the following URL to log in to your account:  
<http://discovery.ariba.com>

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

# Registration on Ariba Network - Profile Completion

## Welcome to Ariba

Thank you for confirming your registration on Ariba. As a seller on the Ariba Commerce Cloud, you have all of the tools you need to configure your account to attract buying organizations to your products or services and to transact with them in the way that best suits your organization. When you configure your company profile, it is important that you provide extensive information about your company from your address to your business policies, to better help buying organizations find your company.



Your email address **qychua@sg.ibm.com** has been verified.

Your Ariba username **IBMTTESTSUP03@supliertest03.com** has been activated.

### Complete Your Company Profile Now

Completeness:



- Add company contacts to ensure your trading partners can contact you.
- Add marketing and financial details to help new trading partners find you.
- View additional company profile recommendations in the completeness meter.

### Why is your company profile important?

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automatically match your capabilities with new opportunities.

**Complete company profile**

[Complete my Company Profile later](#)

[Go to my Company Profile](#)

# Registration on Ariba Network - Company Profile

## Company Profile

Save

Close

Basic (3)

Business (2)

Marketing (3)

Contacts

Certifications (1)

Additional Documents

\* Indicates a required field

### Overview

Company Name: \* IBM TEST supplier 04

Other names, if any:

NetworkId: AN02000227023 

Short Description:

Characters left: 100

Website:

Public Profile: <https://service.sales.ariba.com/Discovery.aw/ad/profile?key=AN02000227023> | [Customize URL](#)

### Public Profile Completeness

35%

-  Short Description
-  Website
-  Annual Revenue
-  Certifications
-  D-U-N-S Number
-  Business Type
-  Industries
-  Company Description
-  Company Logo

### Share Your Public Profile

[Click here](#) to get your Ariba badge.



[View Public Profile](#)

[Profile Visibility Settings](#)

### Address

# Registration on Ariba Network - Company Profile

---

## Address

Address 1: \*

Address 2:

Address 3:

Address 4:

City: \*

Postal Code: \*

State:

Country: \*  ▼

Official Address

# Registration on Ariba Network - Commodity Selection

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

### Product and Service Categories \*

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

Enter Product and Service Categories  -or-

Antianginal drugs x

Click "Browse"

### Ship-to or Service Locations \*

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

Enter Ship-to or Service Location  -or-

Global x

### Industries

Select the industries your company serves.

# Registration on Ariba Network - Commodity Selection

The screenshot shows the Ariba Network Commodity Selection interface. It includes a 'Search' tab, a keyword entry field, a 'Select a Result' section with an 'Add' button, a 'My Selections' section with a 'Remove' button, and 'Cancel' and 'OK' buttons at the bottom right. Red boxes and yellow callouts with numbers 1 through 5 provide step-by-step instructions for the process.

Search Browse

Enter a keyword or search phrase and click Search. Click the product and service category you want to add and click Add. Click OK to save your changes.

Enter a Keyword:

Select a Result:

My Selections:  
You have selected: 0

1. Enter a keyword to search

2. Results will appear here to

3. Click add

4. Results selected will appear here

5. Click OK

# Registration on Ariba Network - Commodity Selection

## Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click Add. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

**Browse Product and Service Categories**

|                                     |                                       |                             |          |
|-------------------------------------|---------------------------------------|-----------------------------|----------|
| Chemicals                           | Agents Affecting Water & Electrolytes | Amebicides and Trichomonas  | No items |
| Construction & Engineering          | Alternative & Holistic Medicine       | Antiprotozoals              |          |
| Culinary Equipment, Food & Beverage | Anti-Infective Drugs                  | Anthelmintics and other ant |          |
| Education, Organizations & Clubs    | Antineoplastic Agents                 | Antibiotics                 | Add      |
| Electronics & Electrical Components | Autonomic Nervous System Drugs        | Antifungal drugs            | Add      |
| Energy, Drilling & Mining           | Clinical Nutrition                    | Antimalarial drugs          | Add      |
| Facilities & Maintenance            |                                       | Antiseptics                 | Add      |
| Industrial Equipment                |                                       |                             |          |

Didn't find what you were looking for? Try Search »

**My Selections:**  
You have selected: 1

Antianginal drugs (View)

Cancel OK

2. Click Add

1. Select relevant categories

3. Selections will appear here

4. Click OK

# Registration on Ariba Network - Ship-to Location Selection

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

### Product and Service Categories \*

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

-or- [Browse](#)

Antianginal drugs x

### Ship-to or Service Locations \*

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

-or- [Browse](#)

Click "Browse"

Global x

### Industries

Select the industries your company serves.

# Registration on Ariba Network - Ship-to Location Selection

- *Business opportunities matching to ship-to/service locations*
- *Select “Global” if your company has global capabilities*

## Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

The screenshot shows the 'Ship-to or Service Location Selection' interface. At the top, there are two radio buttons: 'Global' (unselected) and 'Select Ship-to or Service Locations' (selected). Below this, a text prompt says 'Click the country you want to add and click Add. States or provinces are displayed after you click a country'. The interface is divided into two main columns. The left column lists regions: Southern Asia, Southeast Asia (highlighted in yellow), Eastern Asia, Central Asia, West Asia (Middle East), North Asia, Oceania/Australasia, and Northern Africa. The right column lists countries: Lao People's Democratic Republic, Malaysia, and Philippines. Each country has an 'Add' button next to it. A yellow callout '1. Click “add” to the country' points to the 'Add' button for Malaysia, which is also enclosed in a red box. A second yellow callout '2. Country selected will appear here' points to the 'My Selections:' section at the bottom, which currently shows 'You have selected: 0' and 'No items'. A red box highlights this section. A third yellow callout '3. Click OK' points to the 'OK' button at the bottom right, which is also enclosed in a red box. The 'Cancel' button is located next to it.

# SingHealth eProcurement System

**Search Sourcing Events  
on Ariba Discovery**



# Viewing "Leads" on Ariba Discovery



## Supplier Login

User Name

Password

Login

Login with User Name  
and Password

Having trouble logging in?

New to Ariba?

[Register Now](#) or [Learn More](#)

## Suppliers #MakeProcurementAwesome



By helping your customers make procurement awesome, you transform your business from another vendor to a strategic partner. Share your story today!

[Learn More](#)



# Viewing "Leads" on Ariba Discovery

Ariba Network

HOME

CATALOGS

1



Company Settings ▾



SHQ Supplier ▾

<< Help Center

2

LEADS

PROPOSALS

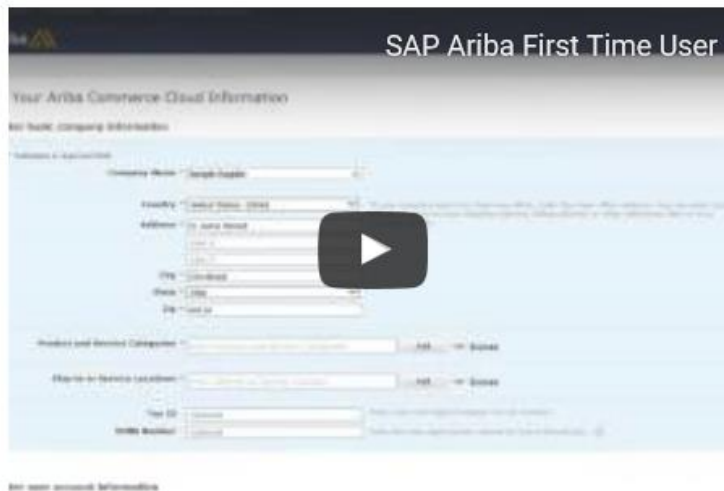
CONTRACTS



Refresh

## Getting Started with Ariba

- 1 Get to Know Ariba
- 2 Review Ariba Fee Structure
- 3 Confirm Billing Contact
- 4 Add Users to Your Account



Ariba Network for Suppliers: Introduction: Your customer h...  
4:31 min



Ariba Network for Suppliers: First-Time User Overview: Thi...  
5:11 min



Ariba Supplier mobile app Overview  
2:41 min



Ariba Discovery: The premier service for matching business b...  
2:07 min

Search...

Do I contact when I have

Why can't I fi my account?

How do I tell paid?

What should been rejected

Where do I fi contact inform

Do I contact A when I have a

# Viewing "Leads" on Ariba Discovery

Ariba Discovery

Company Settings ▾ SHQ Supplier ▾

I'M BUYING I'M SELLING

Home Leads Messages

Matched Leads  
All Leads

"Matched Leads" are event postings having Product & Service Category matches your company profile.

"All Leads" are event postings including those without any match

My Leads

Sort by: Date - Most Recent ▾

| Posting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Ending                                           | Opportunity Amount  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------|
|  <b>RFI</b> <b>SHP_PQM1704018_SUPPLY AND DELIVERY OF DERMAL THERMOMETER FOR PODIATRY SERVICES</b><br>Singapore Health Services Pte Ltd<br> Surface thermometers, Electronic medical thermometers, Fiberoptic medical thermometers<br> Singapore<br>Match Confidence: 10.89 | 6 days left<br>(New, Closing Soon)<br>8 May 2017 | \$1000 to \$10K USD |

All Leads

Looking for more business opportunities?

View All Leads

My Rating and References

References: 0

# Viewing "Leads" on Ariba Discovery

The screenshot displays the Ariba Discovery interface. At the top, the header includes the 'Ariba Discovery' logo, a grid icon, 'Company Settings' with a dropdown arrow, and a user profile icon labeled 'SHQ Supplier'. Below the header, there are two tabs: 'I'M BUYING' and 'I'M SELLING', with the latter being selected. A navigation bar contains links for 'Home', 'Leads', 'Messages', 'Profile', 'Reports', 'Subscriptions', and 'About'. The main content area is titled 'RFI/RFQ Matches (614)'. It features a search bar with 'SingHealth' entered, a 'Find' button, and a link to 'Advanced Search'. A yellow text box is overlaid on the page with the text: 'After selecting "All Leads", Find with keyword "SingHealth" to see all our postings'. Below the search bar, the page is divided into two columns. The left column, titled 'Refine Match Criteria', includes sections for 'Posting type' (with 'Request for Information' at 610 and 'Request for Quotation' at 4) and 'Date Published' (with 'Last 14 days' at 30, 'Last 7 days' at 15, 'Last month' at 60, and 'Over 1 month ago' at 554). The right column, titled 'Search Results for SingHealth 1 - 10 of 614', shows a 'Sort by: Relevance' dropdown and a pagination control. The first result is a star-marked RFI for 'SHHQ\_Q17009SPB\_PR116138\_Provision of ISO Integrated Management System Consultancy Services for SingHealth', with an estimated value of 'Less than \$1000 USD (Est.)'. It is posted by 'Singapore Health Services Pte Ltd' on 25 Apr 2017 and closes on 5 May 2017 at 11:59 PM SGT. The product and service categories listed are 'Food additive or quality standards services, Environmental standards, Environmental quality control services, Occupational health or safety services, Quality assurance services'. The ship-to or service location is 'Singapore'.

Ariba Discovery

Company Settings ▾ SHQ Supplier ▾

I'M BUYING I'M SELLING

Home Leads Messages Profile Reports Subscriptions About

RFI/RFQ Matches (614)

SingHealth Find Advanced Search »

After selecting "All Leads", Find with keyword "SingHealth" to see all our postings

All results

Refine Match Criteria

**Posting type**

Request for Information (610)  
Request for Quotation (4)

**Date Published**

Last 14 days (30)  
Last 7 days (15)  
Last month (60)  
Over 1 month ago (554)

Search Results for SingHealth 1 - 10 of 614 Sort by: Relevance ▾

< 1 2 3 ... >

★ RFI - SHHQ\_Q17009SPB\_PR116138\_Provision of ISO Integrated Management System Consultancy Services for SingHealth Less than \$1000 USD (Est.)

Singapore Health Services Pte Ltd Posted: 25 Apr 2017 Closes: 5 May 2017 11:59 PM SGT

Product and Service Categories: Food additive or quality standards services, Environmental standards, Environmental quality control services, Occupational health or safety services, Quality assurance services

Ship-to or Service Locations: Singapore

## Search Event Postings on Discovery

For Non-SingHealth Customer :

Click “Respond to Posting” to view/respond to the event. This may incur some charges in using Ariba Discovery.

IBM Supplier1  
AN02000199777, Standard

Open  
0 Q&A

Partner Group  
Created on: 30 Jun 2014  
Response Deadline: 10 Jul 2014 12:29 PM IST

Respond to Posting | Added to Watchlist | Not Interested | Share: f t in e

Project Amount: **Less than \$1000 USD**  
Response Deadline: 10 Jul 2014 12:29 PM IST  
(Buyers can close postings early)  
Posting ID: 28256(28256)  
Posting Type: Request for Information  
Public Posting: <https://service.sales.ariba.com/Discovery.aw/ad/viewRFX?id=28256>  
Company Public Profile: <https://service.sales.ariba.com/Discovery.aw/ad/profile?key=AN02000008221>

Product and Service Categories  
• Load centers  
• Audio switchers

Ship-to or Service Locations  
• Germany

Posting Summary  
test

- For SingHealth, follow instruction on posting summary to inform procurement staff expressing interest to participate in the open event.

# Search Event Postings on Discovery

## Buyer

**Company:** Ariba Discovery Buyer

## Supplier Profile

**Company:** IBM Sher 01 ([view profile](#))

**Name:** Sher test

**Email:** qychua@sg.ibm.com

**Phone:** Country Area Number Extension  
SGP 65  +65

☒ Include phone number with my response.

## Details

Enter your response and then click Review and Submit. An asterisk indicates a required field. You can return to this page to make changes before you submit your response.

\* Response:

 **B** *I* U       

# SingHealth eProcurement System

**Participate Sourcing Event –  
Submitting Primary Offer**



# Communicating event access to new participant

**From:** Kenny Chong Han Sian <s4system-prod+singhealthcluster.Doc845801339@ansmtp.ariba.com>  
**Date:** Wednesday, 5 October 2016 at 12:08 PM  
**To:** Sales and Marketing <sales@xxx.com>  
**Subject:** SingHealth eProcurement System has invited you to participate in an event: SHHQ\_GPMR01516-Warehouse Management System (WMS)



Welcome, Somanath Mungarwadi.

SingHealth eProcurement System has registered you on their Ariba Spend Management site and invited you to participate in the following event: SHHQ\_GPMR01516-Warehouse Management System (WMS). The event starts on Tuesday, October 4, 2016 at 5:24 PM, Singapore Time and ends on Tuesday, October 25, 2016 at 3:00 PM, Singapore Time.

[Click Here](#) to access this event. You should have a registered account on Ariba Network to access this sourcing event. If you do not have, register yourself at [supplier.ariba.com](http://supplier.ariba.com)

NOTE: This link is only valid for 30 days.

If you have questions about this event, contact Kenny Chong Han Sian via telephone at or via e-mail at [kenny.chong.h.s@singhealth.com.sg](mailto:kenny.chong.h.s@singhealth.com.sg).

If you need any IT / technical assistance, please contact Ariba Customer Support at 1800 311 4600 if calling from Singapore.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before

New participant must click hyperlink on invitation email to access sourcing event

# Welcome Page after clicking hyperlink on invitation email

## Ariba Sourcing

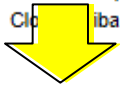
Welcome, dummysupplier

Have a question? [Click here](#) to see a Quick Start guide.

Welcome to the Ariba Commerce Cloud. SingHealth eProcurement System - TEST has invited you to a sourcing event. Please complete registration for your account on the Ariba Commerce Cloud

Click “here” to login with your Ariba account

Please complete your Ariba Commerce Cloud user account registration by clicking Continue. Note: If you click Continue and you already have an existing user account on the Ariba Commerce Cloud, Ariba Discovery or Ariba Network you will be creating a duplicate user account.



[Click here](#) if you already have an Ariba Commerce Cloud , Ariba Discovery or Ariba Network account

Continue

Click “Continue” if you have yet registered an Ariba account. Refer to Section on Registration on Ariba Network

### About Ariba Commerce Cloud

The Ariba Commerce Cloud is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

# Login page for new participant



### Enter Your Account Information

\* Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username:\*

Password:\*

[Forgot Username](#)

[Forgot Password](#)

Continue

Cancel

# Inviting a returned participant

From: Eleana Lim <s4system-prod+singhealthcluster.Doc722175597@ansmtg.ariba.com>  
To: SingHealth GPO (SHHQ)  
Cc:  
Subject: SingHealth eProcurement System has invited you to participate in an event: SHHQ\_GPMR04315\_Local Courier Service.



SingHealth eProcurement System has invited you to participate in the following event:  
SHHQ\_GPMR04315\_Local Courier Service. The event is set to begin on Friday, April 8, 2016 at 3:39 PM, Singapore Time.

[Click Here](#) to access this event. You should have a registered account on Ariba Network to access this sourcing event. If you do not have, register yourself at [supplier.ariba.com](http://supplier.ariba.com)

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Network before you can indicate that you do not want to respond to this event.

If you have questions about this event, contact Eleana Lim via telephone at or via e-mail at [eleana.lim.q.h@singhealth.com.sg](mailto:eleana.lim.q.h@singhealth.com.sg).

If you need any IT / technical assistance, please contact Ariba Customer Support at 1800 311 4600 if calling from Singapore. For other countries, please go to Help on Ariba Network  
We look forward to working with you!

Thank You,

SingHealth eProcurement System

P.S.: Use the following username to log in to SingHealth eProcurement System events: [gpo@singhealth.com.sg](mailto:gpo@singhealth.com.sg). If you have forgotten your username or password and are unable to log in, [Click Here](#). NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

Returned participant  
can check email what  
username to login  
with

# Login Page for returned participant



## Supplier Login

Login

[Forgot Username or Password](#)

Need help? See [Quick Start](#)

## Join us March 20-22 at SAP Live



Your customers, partners, and you are more connected than ever. Please join us for the best networking and technology strategies that can help you win in this rapidly changing environment.

[Learn More](#)

# Viewing Proposals

Ariba Network

HOME

CATALOGS

1



Company Settings ▾



SHQ Supplier ▾

<< Help Center

2

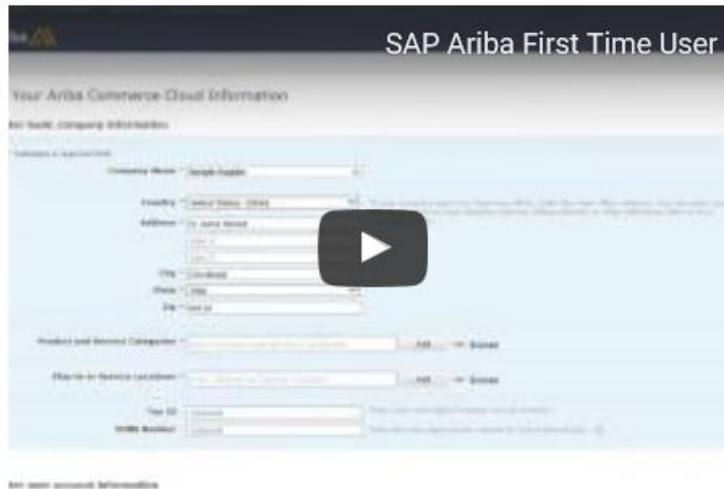
PROPOSALS

CONTRACTS



## Getting Started with Ariba

- 1 Get to Know Ariba
- 2 Review Ariba Fee Structure
- 3 Confirm Billing Contact
- 4 Add Users to Your Account



Ariba Network for Suppliers: Introduction: Your customer h...  
4:31 min



Ariba Network for Suppliers: First-Time User Overview: Thi...  
5:11 min



Ariba Supplier mobile app Overview  
2:41 min



Ariba Discovery: The premier service for matching business b...  
2:07 min

Search...

Do I contact when I have

FAQ Why can't I fi my account?

FAQ How do I tell paid?

FAQ What should been rejected

FAQ Where do I fi contact inform

Do I contact A when I have a

# Selecting event to respond

Ariba Sourcing



Company Settings ▾



SHQ Supplier ▾

◀ Help Center

SINGHEALTH EPROCUREMENT SYSTEM

SingHealth eProcurement System Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

Welcome to the SingHealth eProcurement System site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



## Events

| Title                                                                                                                                     | ID            | End Time ↓        | Event Type |
|-------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|------------|
| Completed (996)                                                                                                                           |               |                   |            |
| In Progress (112)                                                                                                                         |               |                   |            |
| SKH_MMD_RFP_17_0081_QNR Supply And Delivery Of Orthopaedic and Neurology Instruments For New Sengkang Hospital - Part 2 of 2              | Doc988045208  | 5/26/2017 3:00 PM | RFP        |
| SKH_MMD_RFP_17_0081_QNR Supply And Delivery Of Orthopaedic and Neurology Instruments For New Sengkang Hospital - Part 1 of 2              | Doc975124745  | 5/26/2017 3:00 PM | RFP        |
| SHHQ_GPMR00117_ECG Devices for SKH                                                                                                        | Doc993821054  | 5/19/2017 3:00 PM | RFP        |
| SKH_MMD_RFP_17_0089_QNK Supply, Delivery, Installation, Testing and Commissioning of Clinical Narcotics Cabinet for New Sengkang Hospital | Doc978697893  | 5/19/2017 3:00 PM | RFP        |
| SGH_MMD_Q_17_016_GMA_Supply, Delivery and Commissioning of Ceiling Mounted Examination Light                                              | Doc1003396945 | 5/12/2017 5:00 PM | RFP        |
| SHHQ_GRFI00117_Setting up of Total Laboratory Automation for SGH                                                                          | Doc986915053  | 5/12/2017 3:00 PM | RFI        |
| SKH_MMD_RFP_17_0101_QNZ_SUPPLY, DELIVERY, TESTING AND COMMISSIONING OF AGV                                                                | Doc986406650  | 5/12/2017 3:00 PM | RFP        |

Select the event to respond

Public Profile Completeness

35%

Enter a short description to reach 45% >

425 leads match your company profile

[View Matched Leads](#)

# Review Agreement and Prerequisites

Ariba Sourcing

Test Mode

Company Settings

dummy supplier

Help Center >>

Go back to SingHealth eProcurement System - TEST Dashboard

Desktop File Sync

Event Details

Doc951570939 - SGH\_ITQ\_Supplier\_Demo\_23Nov2016

Time remaining  
33 days 08:17:33

Event Messages

Download Tutorials

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the buyer to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Review Prerequisites

Decline to Respond

Print Event Information

Event Overview and Timing Rules

Owner: Alvin Ng Kar Koi

Event Type: RFP

Publish time: 2/21/2017 9:56 AM

Due date: 5/31/2017 6:00 PM

Currency: Singapore Dollar

Commodity: Medical Equipment & Accessories & Supplies 42

Review Agreement  
and Prerequisites

# Review and Accept Agreement

Prerequisites

Doc951570939 - SGH\_ITQ\_Supplier\_Demo\_23Nov2016

- ▼ Checklist
1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them. In some cases, your responses to the prerequisites require buyer review before you can continue with the event or submit a response.

Would you like to accept the Bidder Agreement?

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

[View Bidder Agreement](#)

Select “I accept the terms”  
after View Bidder Agreement

|                                                                                                  |             |
|--------------------------------------------------------------------------------------------------|-------------|
| Primary                                                                                          |             |
| Prerequisites                                                                                    |             |
| Name ↑                                                                                           |             |
| ▼ 1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX                                              |             |
| 1.1 Please upload signed (Non Disclosure Agreement) NDA and return original copy to SingHealth 📄 | References📄 |
| *Attach a file 📎                                                                                 |             |

# Responding to Prerequisites

Primary

Prerequisites

Respond to any prerequisite questions and click OK below

Name ↑

▼ 1 SGH\_MMD\_Q\_XX\_XXX\_XXX\_Supply and Delivery of XXX

1.1 Please upload signed (Non Disclosure Agreement) NDA and return original copy to SingHealth [References](#)

\*Attach a file

▼ 2 COMPLIANCE TO CONDITIONS OF CONTRACT

2.2 Compliance to Standard Terms and Conditions 

Less... -

Please indicate clearly below your compliance to each clause of the Conditions of Contract. Where you are not in agreement, you should give your counter-proposal in the "Remarks" Column or in a separate sheet to be attached to this form. Where you fail to indicate compliance against any clause, it shall be deemed that you comply and the offer shall be evaluated accordingly.

3 Requirement and Specification

4 Price Summary 

Less... -

(\*) indicates a required field

OK

Cancel

# Submit Agreement and Prerequisite Response

Primary

Prerequisites

Name ↑

▼ 1 SGH\_MMD\_Q\_XX\_XXX\_XXX\_Supply and

1.1 Please upload signed (Non Disclosure

▼ 2 COMPLIANCE TO CONDITIONS OF CONT

2.2 Compliance to Standard Terms and

Please indicate clearly below your comp  
"Remarks" Column or in a separate shee  
offer shall be evaluated accordingly.

3 Requirement and Specification

4 Price Summary

(\*) indicates a required field

Click OK to submit agreement and prerequisite response

✓ Submit this agreement?  
Click OK to submit.

OK Cancel

OK Cancel

# Selecting Lots manually

[Go back to SingHealth eProcurement System - TEST Dashboard](#)

Desktop File Sync

Select Lots

Doc951570939 - SGH\_ITQ\_Supplier\_Demo\_23Nov2016

Cancel

## ▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots

[Select Using Excel](#)

## Lots Available for Bidding

| <input type="checkbox"/>            | Name                                                                                                   |
|-------------------------------------|--------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | 4.1 Scissor Universal<br>- single use<br>- comes with plastic handle<br>- blunt tip<br>- length: 180mm |
| <input type="checkbox"/>            | 4.2 Scissor Dressing<br>- single use<br>- straight, sharp/blunt tip<br>- length: 145mm                 |

1. Check the boxes for which you want to bid for

Submit Selected Lots

2. Submit Selected Lots

## Selecting Lots manually

Select Lots

Select Using Excel

### Lots Available for Bidding

☐

Name

☒

#### 4.1 Scissor Universal

- single use
- comes with plastic h
- blunt tip
- length: 180mm

☐

#### 4.2 Scissor Dressing

- single use
- straight, sharp/blunt
- length: 145mm



Submit Selected Lots

Take note of the number of lots or items you have selected



### Warning: You have not selected all lots

You have selected to participate in only 1 of the 2 available lots.

*Note: You can return and select additional lots at a later time.*

Use Selected Lots

Cancel

Click Use Selected Lots

# Selecting Lots using Excel

Select LotsDoc951570939 - SGH\_ITQ\_Supplier\_Demo\_23Nov2016Cancel

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots

Select Using Excel

1. Go to Select Using Excel tab

You are invited to participate in 2 lot(s), and have already signed up for 1 of them. You can change the list of lots you are signed up for. To do so, follow the instructions below.

**Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet.  
Skip this step if you wish to import a pre-existing response. For more information, see the "Download Original Excel Bid Sheets".

Download Content

Download Attachments

2. Click Download Content

**Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

**Step 3.** Locate the saved Excel file on your computer using the Browse button.

Browse...

**Step 4.** Click **Upload** to import the contents of the Excel file to your event.  
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

# Selecting Lots using Excel

|     | A                                                                                            | B                 | C                                           | D                    | E           | F                   | G          | H                 | I                | J               | K       | L        | M                  | N                      | O                      | P           |
|-----|----------------------------------------------------------------------------------------------|-------------------|---------------------------------------------|----------------------|-------------|---------------------|------------|-------------------|------------------|-----------------|---------|----------|--------------------|------------------------|------------------------|-------------|
|     | Number                                                                                       | Name              | Description                                 | Table Section Column | Alternative | Bundle or Tier Name | Tier Range | Intend To Respond | Currency         | Unit of Measure | * Price | Quantity | * Brand / CAT. No. | * Warranty/Shel # Life | * Manufacturer/ Origin | * Pack Size |
| 1   |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 2   | Help And Options. Click on the + sign on the left for more information to fill out the cells |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 4.1 |                                                                                              | Scissor Universal | - single use<br>- comes with plastic handle |                      |             |                     |            | Yes               | Singapore Dollar | each            | 1       | 100      | abc                | 12                     | xyz                    | 10          |
| 5   |                                                                                              |                   |                                             |                      |             |                     |            | No                | Singapore Dollar | each            |         | 200      |                    |                        |                        |             |
| 4.2 |                                                                                              | Scissor Dressing  |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 6   |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 7   |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 8   |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 9   |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 10  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 11  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 12  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 13  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 14  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 15  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 16  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 17  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 18  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 19  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 20  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 21  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 22  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 23  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 24  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 25  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 26  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 27  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 28  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 29  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |
| 30  |                                                                                              |                   |                                             |                      |             |                     |            |                   |                  |                 |         |          |                    |                        |                        |             |

1. Go to Price Summary worksheet

2. Change No to Yes under Intend to Respond column for which you want to bid for

3. Enter response in all yellow boxes in all worksheets and save file to own computer

3 Requirement and Specification 4 Price Summary 5 Important Note

# Selecting Lots using Excel

Select LotsDoc951570939 - SGH\_ITQ\_Supplier\_Demo\_23Nov2016Cancel

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots

Select Using Excel

You are invited to participate in 2 lot(s), and have already signed up for 1 of them. You can change the list of lots you are signed up for. To do so, follow the instructions below.

**Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet.  
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

Download Attachments

**Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet.

**Step 3.** Locate the saved Excel file on your computer using the Browse button.

Browse...

**Step 4.** Click **Upload** to import the contents of the Excel file to your event.  
Note: values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

1. Browse your saved Excel file

2. Upload Excel file

# Selecting Lots using Excel

Select Lots

Select Using Excel

You are invited to participate in 2 lot(s), and have already signed up for 1 of them. You can change the list of lots you are signed up for. To do so, follow the instructions below.

- Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start a new selection, click "Download Attachments".

Download Content

Download Attachments

Take note of the number of lots or items you have selected

- Step 2.** Declare your intention to respond to the lots you have selected.

- Step 3.** Locate the saved Excel file on your computer. Note: Values in the Excel file must be in the following format:

D:\Users\spankk\Desktop\Co

- Step 4.** Click Upload to import the contents of the Excel file into the system. Note: Values in the Excel file must be in the following format:

Upload

✓ Upload completed successfully

You are invited to participate in 2 lot(s), and have selected 1 of them.

Note: You can return and select additional lots at a later time.

Use Selected Lots

Cancel

Click Use Selected Lots

# Submitting Primary Offer

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

▼ Event Contents

All Content

1 SGH\_MMD\_Q\_XX\_XXX\_XXX...

2 COMPLIANCE TO CONDIT...

3 Requirement and Spec...

4 Price Summary

5 Important Note

Primary

All Content

| Name ↑                                                                                                 | Price                           | Quantity | Extended Price |
|--------------------------------------------------------------------------------------------------------|---------------------------------|----------|----------------|
| 4.1 Scissor Universal<br>- single use<br>- comes with plastic handle<br>- blunt tip<br>- length: 180mm | Less...<br>\$1.00000 SGD<br>abc | 100 each |                |

(\*) indicates a required field

Submit Entire Response

Update Totals

Reload Last Bid

Save

Compose Message

Excel Import

1. Enter response if it is not done during Select Lots using Excel

2. After enter all response click Submit Entire Response

## Submitting Primary Offer

Select Lots

Submit Response

Event Contents

All Content

SGH\_MMD\_Q\_XX\_XXX\_XXX...

COMPLIANCE TO CONDIT...

Requirement and Spec...

Price Summary

Important Note

There is 1 problem that requires completion or correction in order to complete your request.

System will stop submission if there are missing response.  
Complete all responses and click "Submit Entire Response" again

2.2.35 Gifts, Inducements, and Rewards

Comply

2.2.36 Health Science Authority (HSA) Regulatory Requirements

\* Comply

2.2.37 Tripartite Guidelines on Fair Employment Practices

\* Comply

2.2.38 Health Science Authority (HSA) Regulatory Requirements

\* Comply

You need to provide an answer to Question 3.1, 'Please attach product catalogue'.

\*Attach a file

3 Requirement and Specification

3.1 Requirement and Specification

4 Price Summary

More... +

4.1 Scissor Universal

Less... -

- single use  
- comes with plastic handle  
- blunt tip

\$1.00000 SGD 100 each \$100.00 SGD

(\*) indicates a required field

Submit Entire Response

Update Totals

Reload Last Bid

Save

Compose Message

Excel Import

# Submitting Primary Offer

Ariba Sourcing

Test Mode

Company Settings

dummy supplier

Help Center

Go back to SingHealth eProcurement System - TEST Dashboard

Desktop File Sync

Console

Doc951570939 - SGH\_ITQ\_Supplier\_Demo\_23Nov2016

Time remaining 33 days 01:43:53

Event Messages

Response History

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

Your response to the prerequisites has been submitted.

Primary

Click OK

All Content

Name ↑

Price

Quantity

Extended Price

HSA Registration Classification: \*

A

5 Important Note

Submit this response?

Click OK to submit.

OK

Cancel

# Submitting Primary Offer

Ariba Sourcing

Test Mode

Company Settings

dummy supplier

Help Center

Go back to SingHealth eProcurement System - TEST Dashboard

Console

Doc951570939 - SGH\_ITQ\_Supplier\_Demo\_2

Event Messages  
Response History

Checklist

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

Revise/Alternative Response

Comment indicates successful submission with "Revise/Alternative Response" button appearing

Both Event Messages and Response History can also see whether submission is successful

4. Submit Response

Event Contents

All Content

| Name ↑                                                  | Price  | Quantity | Extended Price |
|---------------------------------------------------------|--------|----------|----------------|
| 2.2.4 Liquidated Damages                                | Comply |          |                |
| 2.2.5 Quality and Standards                             | Comply |          |                |
| 2.2.6 Environment Requirements                          | Comply |          |                |
| 2.2.7 Inspection of Products if required by the Company | Comply |          |                |

# Check submission status via Event Messages

Ariba Sourcing

Test Mode

Company Settings

dummy supplier

Help Center

Go back to SingHealth eProcurement System - TEST Dashboard

Desktop File Sync

Event Messages - SGH\_ITQ\_Supplier\_Demo\_23Nov2016

Back to Console

To view message, click on subject of message

Time remaining  
1 day 23:52:55

Messages

|                       | Id          | Reply Sent     | Sent Date ↓         | From                                  | Contact Name     | To               | Subject                                            |
|-----------------------|-------------|----------------|---------------------|---------------------------------------|------------------|------------------|----------------------------------------------------|
| <input type="radio"/> | MSG41263615 | Not Applicable | 04/28/2017 04:18 PM | test.shs.supplier33                   | dummy supplier   | Alvin Ng Kar Koi | Response (ID=ID698976982) in event SGH_ITQ_Sup     |
| <input type="radio"/> | MSG41255795 | Not Applicable | 04/28/2017 10:38 AM | SingHealth eProcurement System - TEST | Alvin Ng Kar Koi | dummy supplier   | Response of prerequisite 1.1 submitted by test.shs |

View Message

Message detail should show response has been submitted

Id: MSG41263615

From: test.shs.supplier33 (dummy supplier)

Sent: 04/28/2017 04:18 PM

To: Project Team; SingHealth eProcurement System - TEST(Alvin Ng Kar Koi)

Subject: Response (ID=ID698976982) in event SGH\_ITQ\_Supplier\_Demo\_23Nov2016 has been submitted.

Event Doc951570939 SGH\_ITQ\_Supplier\_Demo\_23Nov2016: Response (ID=ID698976982) has been submitted by participant dummy supplier.

# Check submission status via Response History

Ariba Sourcing

Test Mode

Company Settings ▾

dummy supplier

Help Center >>

Go back to SingHealth eProcurement System - TEST Dashboard

Desktop File Sync

Response History - SGH\_ITQ\_Supplier\_Demo\_23Nov2016

Done

Click on the Name of a response to see details, including the lots and information submitted.

Status must show Accepted

| Reference Number | Submitted For  | Submitted By   | Status   | Submission Time        | Time Created ↓         |
|------------------|----------------|----------------|----------|------------------------|------------------------|
| ID698976982      | dummy supplier | dummy supplier | Accepted | 04/28/2017 04:18:17 PM | 04/28/2017 04:18:17 PM |
| ID698895107      | dummy supplier | dummy supplier | Replaced | 04/28/2017 10:38:11 AM | 04/28/2017 10:38:11 AM |

Click on Reference Number to view submission detail

# Check submission status via Response History

Response Details - SGH\_ITQ\_Supplier\_Demo\_23Nov2016

Done

Review the details of your response. When links display for lots or line items, click the links to display the associated bidding rules.

Reference Number:  
Submitted For:  
Submitted By:  
Submission Time:  
Status:

ID698976982  
test.shs.supplier33 (dummy supplier)  
test.shs.supplier33 (dummy supplier)  
4/28/2017 4:18 PM  
Accepted

Primary

| Name ↑                                                                        |  | Price     | Quantity | Extended Price                      |
|-------------------------------------------------------------------------------|--|-----------|----------|-------------------------------------|
| ▼ 4 Price Summary                                                             |  | More... + |          | \$100.00 SGD                        |
| 4.1 Scissor Universal                                                         |  | Less... - |          | \$1.00000 SGD 100 each \$100.00 SGD |
| - single use<br>- comes with plastic handle<br>- blunt tip<br>- length: 180mm |  |           |          |                                     |
| Brand / CAT. No.:                                                             |  | abc       |          |                                     |
| Warranty Shelf Life:                                                          |  | 12        |          |                                     |

# Responding using Excel

3. Select Lots

4. Submit Response

▼ Event Contents

All Content

1 SGH\_MMD\_Q\_XX\_XXX\_XXX...

2 COMPLIANCE TO CONDIT...

3 Requirement and Spec...

4 Price Summary

5 Important Note

1.4 Salesperson's name & designation

1.5 Tel, HP and Fax number

1.6 Email Address

(\*) indicates a required field

Submit Entire Response

Update Totals

Reload Last Bid

Save

Compose Message

Excel Import

Click on “Excel Import”

You can manually enter response or use Excel. Use this method only after you have selected lots

# Responding using Excel

Ariba Sourcing

Test Mode

Company Settings ▾

dummy supplier

Help Center >>

Go back to SingHealth eProcurement System - TEST Dashboard

Desktop File Sync

Import Response from Excel

Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1.

Click "Download Content" to download the Excel template. Skip this step if you wish to import a previously saved response. Click "Download Original Excel Bid Sheets" to download Original Excel Bid Sheets.

Download Content

Download Original Excel Bid Sheets

Step 2.

Declare your intention to respond and upload the Excel file to your computer.

Step 3.

Locate the saved Excel file on your computer using the Browse button.

Browse...

Step 4.

Click **Upload** to import the contents of the Excel file to your event.  
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

Click on "Download Content" to download the Excel template

# Responding using Excel

|     | A                                                                                            | B                 | C                                                                             | D                    | E           | F                   | G          | H                | I               | J       | K        | L                  | M                     | N                      | O           | P                                 |
|-----|----------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------|----------------------|-------------|---------------------|------------|------------------|-----------------|---------|----------|--------------------|-----------------------|------------------------|-------------|-----------------------------------|
| 1   | Number                                                                                       | Name              | Description                                                                   | Table Section Column | Alternative | Bundle or Tier Name | Tier Range | Currency         | Unit of Measure | * Price | Quantity | * Brand / CAT. No. | * Warranty/Shell Life | * Manufacturer/ Origin | * Pack Size | * HSA Registration Classification |
| 2   | Help And Options. Click on the + sign on the left for more information to fill out the cells |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 4.1 |                                                                                              | Scissor Universal | - single use<br>- comes with plastic handle<br>- blunt tip<br>- length: 180mm |                      |             |                     |            | Singapore Dollar | each            | 1       | 100      | abc                | 12                    | xyz                    | 10          | A                                 |
| 5   |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 6   |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 7   |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 8   |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 9   |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 10  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 11  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 12  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 13  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 14  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 15  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 16  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 17  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 18  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 19  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 20  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 21  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 22  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 23  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 24  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 25  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 26  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 27  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 28  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 29  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 30  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 31  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 32  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |
| 33  |                                                                                              |                   |                                                                               |                      |             |                     |            |                  |                 |         |          |                    |                       |                        |             |                                   |

Enter response in all yellow boxes in all worksheets and save template to own computer

# Responding using Excel

Ariba Sourcing

Test Mode

Company Settings ▾

dummy supplier

Help Center >>

Go back to SingHealth eProcurement System - TEST Dashboard

Desktop File Sync

Import Response from Excel

Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1.

Click "Download Content" to download and review your event in an Excel Spreadsheet.  
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content

Download Attachments

Step 2.

Declare your intention to respond and enter your response in the Excel spreadsheet

Step 3.

Locate the saved Excel file on your computer using the Browse button

Browse...

Step 4.

Click **Upload** to import the contents of the Excel file to your event.  
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

1. Click on "Browse" to select completed Excel Template

2. Click "Upload"

53

 SingHealth

Defining Tomorrow's Medicine

## Respond using Excel

Doc951570939 - SGH\_ITQ\_Supplier\_Demo\_23Nov2016

Primary

All Content

Name ↑

1.3 Validity Period

1.4 Salesperson's name & designation

Price

Quantity

OK

✓ Import Successful

Your response has been imported successfully.  
Click the **Submit Entire Response** button, as soon as it appears on the page.

A pop up will tell you that the Excel Import is successful

# Respond using Excel

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

▼ Event Contents

All Content

1 SGH\_MMD\_Q\_XX\_XXX\_XXX...

2 COMPLIANCE TO CONDIT...

3 Requirement and Spec...

4 Price Summary

5 Important Note

Primary

All Content

| Name ↑                                                                                                 | Price                                        | Quantity | Extended Price |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------|----------|----------------|
| 4.1 Scissor Universal<br>- single use<br>- comes with plastic handle<br>- blunt tip<br>- length: 180mm | Less... <input type="text"/> * \$1.00000 SGD | 100 each |                |
| Brand / CAT. No.: <input type="text"/>                                                                 |                                              |          |                |

(\*) indicates a required field

Submit Entire Response

Update Totals

Reload Last Bid

Save

Compose Message

Excel Import

Alternative ▼

The event will be updated with response entered in Excel template. Click “Submit Entire Response” to complete submission.

# SingHealth eProcurement System

**Participating Event –  
Revising Primary Offer**



# Revising Primary offer

Ariba Sourcing

Test Mode

Company Settings

dummy supplier

Help Center >>

Go back to SingHealth eProcurement System - TEST Dashboard

Desktop File Sync

Console

Doc951570939 - SGH\_ITQ\_Supplier\_Demo\_23Nov2016

Time remaining

2 days 00:12:09

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

▼ Event Contents

All Content

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

Revise/Alternative Response

Primary

Click “Revise/Alternative Response”

All Content

| Name ↑                                                  | Price  | Quantity | Extended Price |
|---------------------------------------------------------|--------|----------|----------------|
| 2.2.4 Liquidated Damages                                | Comply |          |                |
| 2.2.5 Quality and Standards                             | Comply |          |                |
| 2.2.6 Environment Requirements                          | Comply |          |                |
| 2.2.7 Inspection of Products if required by the Company | Comply |          |                |

# SingHealth eProcurement System

**Participating Event –  
Submit alternative offers**



# Creating Alternative Offer

Ariba Sourcing

Test Mode

Company Settings

dummy supplier

Help Center >>

Go back to SingHealth eProcurement System - TEST Dashboard

Desktop File Sync

Console

Doc951570939 - SGH\_ITQ\_Supplier\_Demo\_23Nov2016

Time remaining  
2 days 00:12:09

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

▼ Event Contents

All Content

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

Revise/Alternative Response

Primary

All Content

| Name ↑                                                  | Quantity | Extended Price |
|---------------------------------------------------------|----------|----------------|
| 2.2.4 Liquidated Damages                                | Comply   |                |
| 2.2.5 Quality and Standards                             | Comply   |                |
| 2.2.6 Environment Requirements                          | Comply   |                |
| 2.2.7 Inspection of Products if required by the Company | Comply   |                |

Click on “Revise/Alternative Response” to add “Alternatives”

# Creating Alternative Offer

Doc415416592 - chking

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

Primary

All Content

Name ↑

with Price, quantity, new term and update

2 Product B

No default terms

3 Product C

Special quantity: 2 each

New price: \$1.02 SGD

More... \$1.03 SGD

Price

Quantity

50 each

Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK

Cancel

Click on OK

# Creating Alternative (Pricing) Offer

Console

Doc415416592 - chking

Time remaining 4 days 22:59:52

Primary

All Content

| Name ↑      |           | Price        | Quantity   | Extended Price |
|-------------|-----------|--------------|------------|----------------|
| 1 Product A | More... ⊕ | * \$1.01 SGD | * 100 each | \$50.00 SGD    |
| 2 Product B | More... ⊕ |              |            |                |
| 3 Product C | More... ⊕ | * \$1.03 SGD |            |                |
| 4 Product D | More... ⊕ | * \$1.04 SGD |            |                |
| 5 Product D | More... ⊕ |              | 100 each   |                |

\* indicates required field

Submit Entire Response Update Totals Reload Last Bid Save Compose Message Excel Import Alternative ▼

- Create
  - Pricing Alternative
  - Bundle Alternative
  - Tier Alternative
- Delete
  - Alternative

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1. Click on “Alternative”

2. Click on “Pricing Alternative”

## Creating Alternative (Pricing) Offer

16592 - chking

**Select Alternative Items**

Enter a name for the alternative

Alternative Name

**Items**

| <input type="checkbox"/>            | Name        |
|-------------------------------------|-------------|
| <input type="checkbox"/>            | 1 Product A |
| <input type="checkbox"/>            | 2 Product B |
| <input checked="" type="checkbox"/> | 3 Product C |
| <input checked="" type="checkbox"/> | 4 Product D |
| <input type="checkbox"/>            | 5 Product D |

OK Cancel

SGD  
SGD  
SGD  
Alternative ▾

2. Select items to include in the Alternative

1. Type in the name of the Alternative

3. Click "OK"

# Creating Alternative (Pricing) Offer

RFP Doc415416592 - chking

## 1. Input Alternative Price

Primary **Alt 1 - C & D**

**All Content**

| Name ↑                                              | Price                                           |
|-----------------------------------------------------|-------------------------------------------------|
| <b>3 Product C</b><br>Price only and formula edited | Less... <input type="text" value="* 2.03"/> SGD |
|                                                     | Special quantity: <input type="text"/> each     |
| <b>4 Product D</b>                                  | More... <input type="text" value="* 2.04"/> SGD |

\* indicates required field

Pricing ▼ Sync Primary Bid

**Submit Entire Response** Update Totals Reload Last Bid Save | Compose Message Excel Import | Alternative ▼

## 2. Submit Entire Response

## Creating Alternative (Pricing) Offer

Primary **Alt 1 - C & D**

**Content**

Item Name ↑

**3 Product C**  
Price only and formula edited

**4 Product D**  
*indicates required field*

Pricing ▾ Sync Primary Bid

Submit Entire Response Update Totals Reload Last Bid Save | Compose Message Excel Import | Alternative ▾

✓ **Submit this response?**

Click OK to submit.

**OK** Cancel

Quantity Ext

Spec each

SGD

SGD

# Creating Alternative (Pricing) Offer

Response submitted successfully

 Doc415416592 - chking

Time r

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

Revise/Alternative Response

To add more alternative response click on “Revise/Alternative Response”

Primary

Alt 1 - C & D

To add more alternative response click on “Revise/Alternative Response”

All Content

| Name ↑                                                                                                                                                                 | Price             | Quantity |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|
| <div>3 Product C</div> <div>Less... </div> <div>Price only and formula edited</div> | \$2.03 SGD        |          |
|                                                                                                                                                                        | Special quantity: |          |
| <div>4 Product D</div> <div>More... </div>                                          | \$2.04 SGD        |          |

Compose Message

# Creating Alternative (Bundle) Offer

Console

Doc415416592 - chking

Time remaining 4 days 22:52:22

Primary **Alt 1 - C & D**

**All Content**

| Name ↑                       | Price        | Quantity | Extended Price |
|------------------------------|--------------|----------|----------------|
| <b>3 Product C</b> More... ⊕ | * \$2.03 SGD |          |                |
| <b>4 Product D</b> More... ⊕ | * \$2.04 SGD |          |                |

\* indicates required field

Pricing ▾ Sync Primary Bid

Submit Entire Response Update Totals Reload Last Bid Save | Compose Message Excel Import | **Alternative ▾**

1. Click on "Alternative"

2. Click on "Pricing Alternative"

- Create
- Pricing Alternative
- Bundle Alternative
- Tier Alternative
- Delete
- Alternative

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# Creating Alternative (Bundle) Offer

Procurement System - TEST Dashboard

Doc415416592 - chking

Primary **Alt 1 - C & D**

All Content

2. Select items to include in the Alternative

1. Type in the name of the Alternative & the Bundle Name

Alternative Name : Alt 2 (bundle) A & C

Bundle Name : Bund AC

Items

| <input type="checkbox"/>            | Name        |
|-------------------------------------|-------------|
| <input checked="" type="checkbox"/> | 1 Product A |
| <input type="checkbox"/>            | 2 Product B |
| <input checked="" type="checkbox"/> | 3 Product C |
| <input type="checkbox"/>            | 4 Product D |
| <input type="checkbox"/>            | 5 Product D |

3. Click "OK"

SGD

SGD

Alternative ▾

Submit Entire Response Update Totals

# Creating Alternative (Bundle) Offer

Console

Event Messages  
Response History

▼ Checklist

- ✓ 1. Review Event Details
- ✓ 2. Review and Accept Prerequisites
- ✓ 3. Select Lots
- ✓ 4. Submit Response

▼ Event Contents

All Content

Doc415416592 - chking

Time remaining 4 days 22:50:41

Primary Alt 1 - C & D Alt 2 (bundle) A & C

All Content

| Name ↑                                                                | Price      | Quantity   | Extended Price |
|-----------------------------------------------------------------------|------------|------------|----------------|
| ▼ 6 Bund AC                                                           |            |            |                |
| 1 Product A                                                           | * 0.51 SGD | * 100 each | \$50.00 SGD    |
| with Price, quantity, new term and updated formula for extended price |            |            |                |
| Special quantity:                                                     | 100        | each       |                |
| 3 Product C                                                           | * 0.53 SGD |            |                |

\* indicates required field

Bundle ▼ Sync Primary Bid

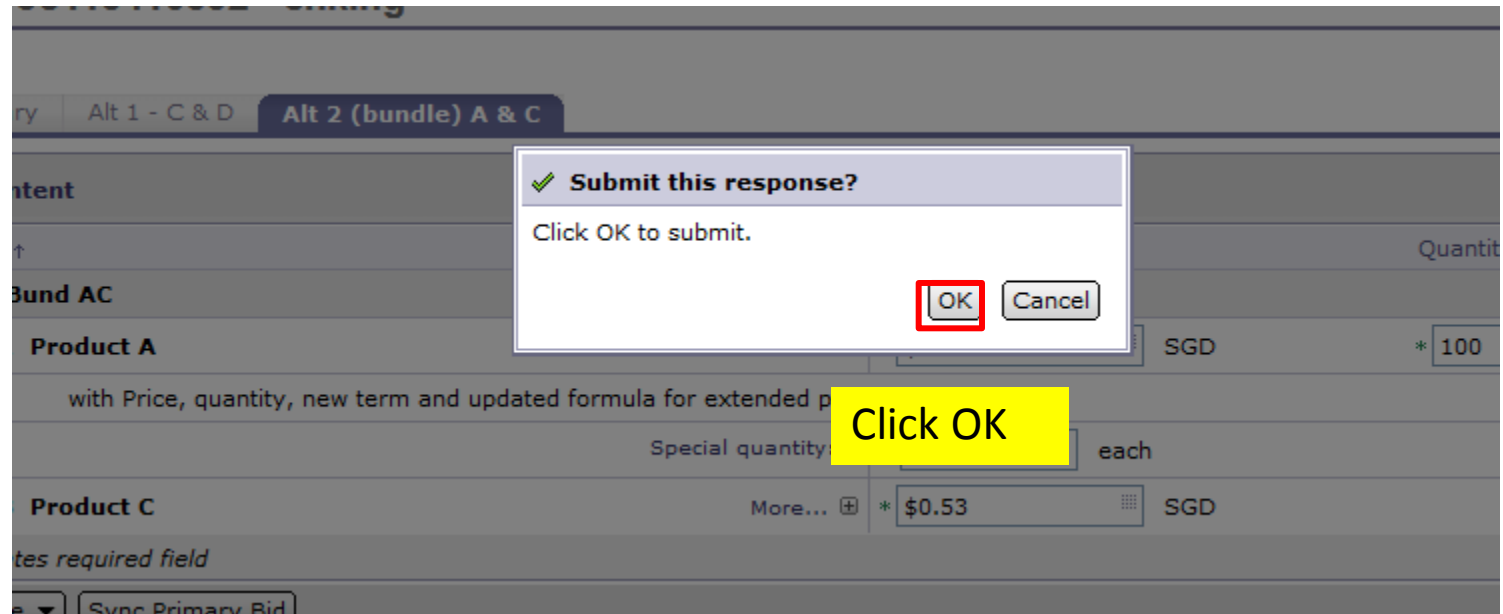
Submit Entire Response Update Totals Reload Last Bid Save Compose Message Excel Import Alternative ▼

1. Input details

2. Submit Entire Response

## Creating Alternative (Bundle) Offer

---



# Creating Alternative (Bundle) Offer

Doc415416592 - chking

Response submitted successfully

Time remaining

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

Revise/Alternative Response

Primary Alt 1 - C & D Alt 2 (bundle) A & C

All Content

Item Name ↑ Price Quantity Extended Price

▼ 6 Bund AC \$100.00

1 Product A Less... \$0.51 SGD 100 each \$100.51

with Price, quantity, new term and updated formula for extended price

Special quantity: 100 each

3 Product C More... \$0.53 SGD

Compose Message

To add more alternative response click on “Revise/Alternative Response”

# Creating Alternative (Tier) Offer

415416592 - chking

Time remaining 4 days

Alt 1 - C & D Alt 2 (bundle) A & C

|           |  | Price                  | Quantity   | Extended P |
|-----------|--|------------------------|------------|------------|
| Product A |  | More... ⊕ * \$0.51 SGD | * 100 each | \$100.00 S |
| Product C |  | More... ⊕ * \$0.53 SGD |            |            |

required field

Sync Primary Bid

Retrieve Response Update Totals Reload Last Bid Save Compose Message Excel Import

Alternative ▾

- Create
  - Pricing Alternative
  - Bundle Alternative
  - Tier Alternative
- Delete
  - Alternative

1.

Click on  
“Alternative”

2. Click on “Tier  
Alternative”

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# Creating Alternative (Tier) Offer

**Edit Tier**

Enter a name for the alternative:  ... in the tier structure, and enter ...

Alternative Name:

**Items**

| <input type="checkbox"/>            | Name        | Quantity |
|-------------------------------------|-------------|----------|
| <input type="checkbox"/>            | 1 Product A | 100 each |
| <input type="checkbox"/>            | 2 Product B |          |
| <input checked="" type="checkbox"/> | 3 Product C |          |
| <input type="checkbox"/>            | 4 Product D |          |
| <input type="checkbox"/>            | 5 Product D | 100 each |

**Tier Names**

Tier Name:

| Min Quantity | Max Quantity |
|--------------|--------------|
| No items     |              |

**2. Choose item to include in alternative**

**3. Click "Add" to add Tiers**

# Creating Alternative (Tier) Offer

Edit Tier

Enter a name for the alternative and for the tier structure, select the items you want to include in the tier structure, and enter ...

Alternative Name: Alt 3

Items

| <input type="checkbox"/>            | Name        | Quantity |
|-------------------------------------|-------------|----------|
| <input type="checkbox"/>            | 1 Product A | 100 each |
| <input type="checkbox"/>            | 2 Product B |          |
| <input checked="" type="checkbox"/> | 3 Product C |          |
| <input type="checkbox"/>            | 4 Product D |          |
| <input type="checkbox"/>            | 5 Product D | 100 each |

Tier Name: Tier 3-1 C

Tiers

|                       | Min Quantity | Max Quantity |
|-----------------------|--------------|--------------|
| <input type="radio"/> | 0            | 10           |
| <input type="radio"/> | 11           | 50           |
| <input type="radio"/> | 51           | 1000         |

Delete | Add

1. Enter the tier quantity

2. Click Apply

Apply

Cancel

# Creating Alternative (Tier) Offer



Doc415416592 - chking

Time r

Primary

Alt 1 - C & D

Alt 2 (bundle) A & C

Alt 3

1. Enter details  
for the tiers

All Content

| Name ↑                |           | Price      | Quantity |
|-----------------------|-----------|------------|----------|
| ▼ 6 Tier 3-1 C        |           |            |          |
| 3 [0~10] Product C    | More... ⊕ | \$1.03 SGD |          |
| 3 [11~50] Product C   | More... ⊕ | 0.93 SGD   |          |
| 3 [51~1000] Product C | More... ⊕ | 0.53 SGD   |          |

\* indicates required field

Tier ▼ Sync Primary Bid

Submit Entire Response

Update Totals

Reload Last Bid

Save

Compose Message

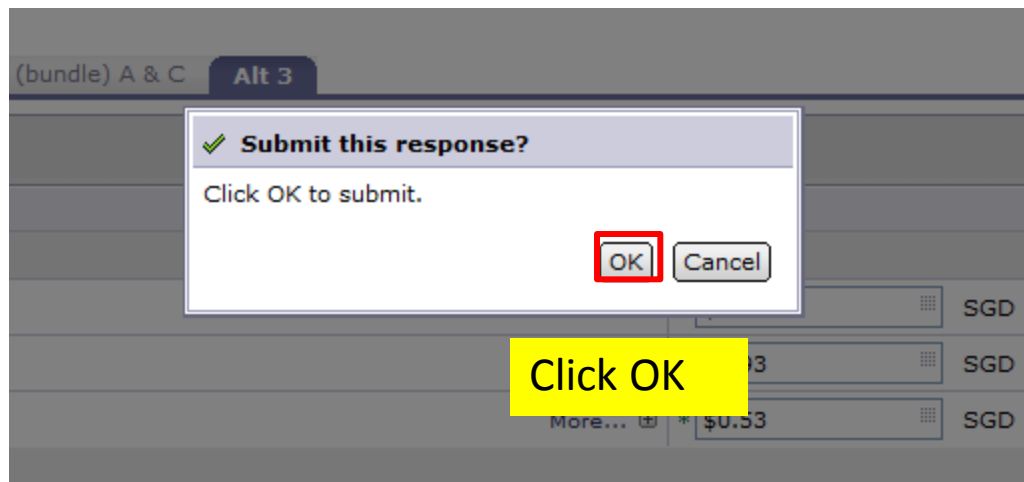
Excel Import

Alternative ▼

2. Click "Submit  
Entire Response"

## Creating Alternative (Tier) Offer

---



# Creating Alternative (Tier) Offer

 **Doc415416592 - chking**

Response submitted successfully

Time remaining

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

Revise/Alternative Response

Primary Alt 1 - C & D Alt 2 (bundle) A & C **Alt 3**

**All Content**

| Name ↑                |           | Price      | Quantity |
|-----------------------|-----------|------------|----------|
| ▼ 6 Tier 3-1 C        |           |            |          |
| 3 [0~10] Product C    | More... ⊕ | \$1.03 SGD |          |
| 3 [11~50] Product C   | More... ⊕ | \$0.93 SGD |          |
| 3 [51~1000] Product C | More... ⊕ | \$0.53 SGD |          |

Compose Message

# SingHealth eProcurement System

## Clarifications of Event via Event Messages



# Event Messages

Ariba Sourcing

Test Mode

Company Settings

dummy supplier

Help Center >>

Go back to SingHealth eProcurement System - TEST Dashboard

Desktop File Sync

Console

Doc951570939 - SGH\_ITQ\_Supplier\_Demo\_23Nov2016

Time remaining  
1 day 22:30:27

Event Messages

Response History

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

Event Contents

1.6 Email Address

1.7 Description

Extended Price

Buyers may communicate with you online. You can view their messages from Event Messages. E.g. of such communication is Corrigendum

**Do not send soft copy proposal via Event Messages. It may result in disqualification**

# Event Messages

## Event Messages - Sher - Test sourcing event for Pens and Tables

Done

Click on Message of Interest

Pending Selection

| Id          | Reply Sent     | Sent Date ↓         | From                                                  | Contact Name                    | To                                        | Subject                                                                                           |
|-------------|----------------|---------------------|-------------------------------------------------------|---------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------|
| MSG19950272 | No             | 09/30/2014 04:54 PM | <a href="#">SingHealth eProcurement System - TEST</a> | <a href="#">Ravi Prabhu</a>     | <a href="#">Sherlyn Com Sys</a>           | <a href="#">Doc399850901 - Sher - Test sourcing event for Pens and Tables</a>                     |
| MSG19950102 | No             | 09/30/2014 04:47 PM | <a href="#">SingHealth eProcurement System - TEST</a> | <a href="#">Ravi Prabhu</a>     | <a href="#">Sherlyn Com Sys</a>           | <a href="#">Event Sher - Test sourcing event for Pens and Tables</a>                              |
| MSG19949993 | Not Applicable | 09/30/2014 04:42 PM | <a href="#">01 COMPUTER SYSTEM PTE LTD</a>            | <a href="#">Sherlyn Com Sys</a> | <a href="#">Ravi Prabhu</a>               | <a href="#">Response (ID=ID361711715) in event Sher - Test sourcing event for Pens and Tables</a> |
| MSG19949835 | No             | 09/30/2014 04:35 PM | <a href="#">SingHealth eProcurement System - TEST</a> | <a href="#">Ravi Prabhu</a>     | <a href="#">Sherlyn Com Sys</a>           | <a href="#">Doc399850901 - Sher - Test sourcing event for Pens and Tables</a>                     |
| MSG19949833 | No             | 09/30/2014 04:34 PM | <a href="#">SingHealth eProcurement System - TEST</a> | <a href="#">Ravi Prabhu</a>     | <a href="#">Participants (0) Team (0)</a> | <a href="#">Event Sher - Test sourcing event for Pens and Tables</a>                              |
| MSG19949822 | No             | 09/30/2014 04:34 PM | <a href="#">SingHealth eProcurement System - TEST</a> | <a href="#">Ravi Prabhu</a>     | <a href="#">Participants (0) Team (0)</a> | <a href="#">Event Sher - Test sourcing event for Pens and Tables</a>                              |
| MSG19886751 | No             | 09/26/2014 03:52 PM | <a href="#">SingHealth eProcurement System - TEST</a> | <a href="#">Ravi Prabhu</a>     | <a href="#">Participants (0) Team (0)</a> | <a href="#">Event Sher - Test sourcing event for Pens and Tables</a>                              |

# Event Messages

[Go back to SingHealth eProcurement System - TEST Dashboard](#)

Desktop

Click on Reply

## View Message

Done

Reply

**Id:** MSG19950272

**From:** [SingHealth eProcurement System - TEST](#) (Ravi Prabhu)

**Sent:** 09/30/2014 04:54 PM

**To:** Project Team; [01 COMPUTER SYSTEM PTE LTD](#) (Sherlyn Com Sys)

**Subject:** Doc399850901 - Sher - Test sourcing event for Pens and Tables

Please provide clarification to line item 1 - brand name?

Done

Reply

# Event Messages

## Respond to Message

From: [01 COMPUTER SYSTEM PTE LTD](#) (Sherlyn Com Sys)

To: Project Team; [SingHealth eProcurement System - TEST](#) (Ravi Prabhu)

Subject: RE: Doc399850901 - Sher - Test sourcing event for Pens and Tables

Attachments: [Attach a file](#)

1b. You can also add attachments here

Brand name is Brand123

Id: MSG19950272

Sent: 09/30/2014 04:54 PM

Subject: Doc399850901 - Sher - Test sourcing event for Pens and Tables

Please provide clarification to line item 1 - brand name?

1a. Type  
response here

2. Click on  
Send

### Event Messages - Sher - Test sourcing event for Pens and Tables

Done

[illegible]

RE: Doc399850901 - Sher - Test sourcing eve

# Event Messages

ARIBA | SOURCING

TEST MODE

Sher Com Sys - Test...  
AN01014991079-T

Go back to SingHealth eProcurement System - TEST Dashboard

Desktop File Sync | Notifications | Print

**View Message** Done Reply

**Id:** MSG19950272.1  
**From:** 01 COMPUTER SYSTEM PTE LTD (Sherlyn Com Sys) Sent: 09/30/2014 05:05 PM  
**To:** Project Team; SingHealth eProcurement System - TEST (Ravi Prabhu)  
**Subject:** RE: Doc399850901 - Sher - Test sourcing event for Pens and Tables

Brand name is Brand123

Id: MSG19950272  
Sent: 09/30/2014 04:54 PM  
Subject: Doc399850901 - Sher - Test sourcing event for Pens and Tables

Please provide clarification to line item 1 - brand name?

Done Reply

Reply to the Buyer is shown here

# SingHealth eProcurement System

## Ariba Product Catalogs



SingHealth Academic Healthcare Cluster

PATIENTS. AT THE HE<sup>RT</sup> OF ALL WE DO.®

Partner in  
Academic Medicine



Singapore  
General Hospital



KK Women's and  
Children's Hospital



National Cancer  
Centre Singapore



National Dental  
Centre Singapore



National Heart  
Centre Singapore



National  
Neuroscience Institute



Singapore National  
Eye Centre



Polyclinics  
SingHealth



Bright Vision  
Hospital

Sengkang  
Health

DUKE NUS  
GRADUATE MEDICAL SCHOOL SINGAPORE

## Ariba Product Catalog

---

- A Catalog can be defined generally as collection of items that is organized for the purpose of easy retrieval of items.
- Structuring of catalogs allows grouping of items of same type together into categories and sub categories. Hence creating a hierarchy.
- Free text search allows users to search for any words that may be contained in a catalog item description.

# Catalogs

---

## Catalog

Organized items

Retrieval mechanisms

Categorized UI presentation

“Processed” data

- Catalogs enable organizations that use procurement systems such as Ariba Buyer to view product and service offerings and buy items from suppliers.
- Once the data is uploaded, it is visible to users in an organized fashion called a catalog.
- Users can then choose items and add them to purchase requisitions.

# Ariba Catalog



## Garlic Bread

Supplier: [IBM Supplier 3](#)

Supplier Part #: 13

Available in: 1 Day(s)

Contract:

Tony & Alba's Special Garlic Bread : Freshly crushed garlic, squeezed tomatoes, basil and parsley brushed with olive oil

\$2.25 USD / each

Qty: 1

Add to Cart

Add to Favorites



## Foccacia Bread

Supplier: [IBM Supplier 3](#)

Supplier Part #: 15

Available in: 1 Day(s)

\$1.00 USD / each

Qty: 1

Add to Cart

Add to Favorites

# SingHealth eProcurement

## UNSPSC & Commodity Code Structure



SingHealth Academic Healthcare Cluster

PATIENTS. AT THE HE<sup>RT</sup> OF ALL WE DO.®

Partner in  
Academic Medicine



Singapore  
General Hospital



KK Women's and  
Children's Hospital



National Cancer  
Centre Singapore



National Dental  
Centre Singapore



National Heart  
Centre Singapore



National  
Neuroscience Institute



Singapore National  
Eye Centre



Polyclinics  
SingHealth



Bright Vision  
Hospital

Sengkang  
Health

DUKE NUS  
GRADUATE MEDICAL SCHOOL SINGAPORE

# UNSPSC



UNSPSC codes  
SHS is using

- <http://www.unspsc.org/>
- United Nations Standard Products and Services Code®
- Hierarchical convention used to classify all products and services.
- Single global classification system.
- Most efficient, accurate and flexible classification system available -
  - Company-wide visibility of spend analysis.
  - Cost-effective procurement optimization
  - UNSPSC provides the products with a number

## Benefits of Coding Products and Services

---

- Fast, Simple and Accurate classification of goods and services.
- Single coding convention that all companies could use.
- When you maintain the details of the products or services in Ariba Discovery:
  - Ariba will match based on the classification code and show you related postings under Matched Leads online.
  - Customers searching for suppliers based on category of goods / services will be able to find you and reach out to you.

# UNSPSC Hierarchical Classification

---

- The UNSPSC is a hierarchical classification with 4 levels. These levels allow analysis by drilling down or rolling up to analyze expenditures.
- Each level in the hierarchy has its own unique number. All UNSPSC entities are identified with an 8-digit structured numeric code which both indicates its location in the taxonomy and uniquely classifies it.
- Some custom commodity codes with 10 digits are created to meet SingHealth requirement.

1. Segment (Category)

The logical aggregation of families for analytical purposes.

2. Family (Group)

A commonly recognized group of inter-related commodity categories.

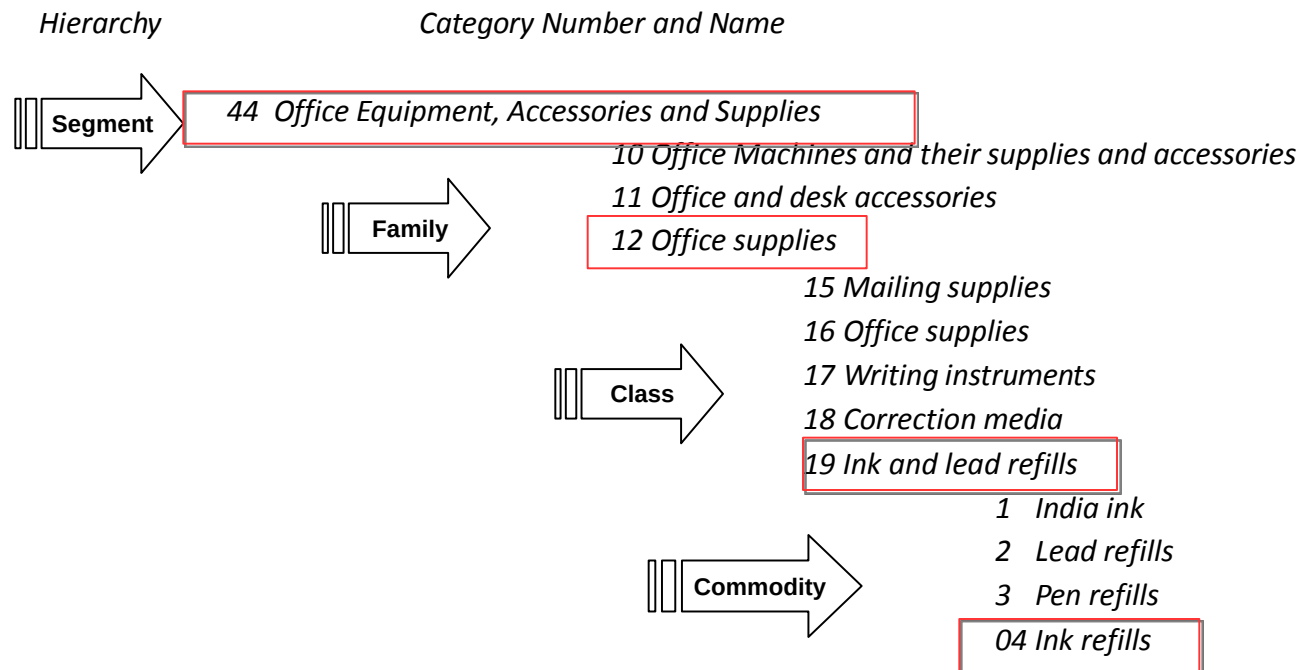
3. Class (Cluster)

A group of commodities sharing common characteristics.

4. Commodity (Material Group)

A group of substitutable products or services.

# UNSPSC Example – Ink Refills



**“Ink refills” = UNSPSC classification 44-12-19-04**

# SingHealth eProcurement System

**Loading catalogs on Ariba  
Network**



# Loading catalogs on AN (Suppliers)

[GO TO MY:](#) [LEADS](#) [PROPOSALS](#) [CONTRACTS](#) [ORDERS & INVOICES](#)

 **ARIBA** | NETWORK

**Enter Login Credentials**



**Ariba Login**

[Forgot Username](#)  
[Forgot Password](#)

**Join Ariba Network!**

Register your company on Ariba Network, the leading supplier network business across industries, products, and services.

[Register as a New Supplier >>](#)

**Introduction to Ariba Network**

*Connecting buyers and suppliers for successful business collaboration*



Ariba Network gives companies a comprehensive, shared business solution that automates and streamlines multiple business processes, from trading partner discovery to transaction management to financial settlement. [Read more >>](#)

**What's New**

**A virtual co-worker to make your Ariba a**



Check out these fun characters in an image you relate to Marsha Sam who's trying to adventures lie ahead solutions to get their have a laugh and share

Ariba's New Graphic Serials

# Loading catalogs on AN (Suppliers)

**GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES**

**ARIBA NETWORK**

IBM Supplier 1 Feedback Help Logout

IBM Supplier1  
AN02000199777, Basic Package

Home Inbox Outbox **Catalogs** [Click on "Catalogs"](#) Refresh Content

**Profile Completeness**  
100%  
Click here to learn about Advantage!

**Quick Links**  
View: Last 24 hours

**Purchase Orders**  
New (0)  
Changed (0)  
Failed (0)  
Partially Confirmed (0)  
Partially Shipped (0)  
Partially Invoiced (0)  
Inquiries (0)

**Invoices**

**Search**

**Purchase Orders**  
Order Confirmations  
Ship Notices  
Invoices  
Payments  
More...

Customer:   
Order Number:   
Date Range: Last 14 days  
☐ Exact Match **Search**

**Alerts and Messages** 7 Items  
Looking for ways to better manage your business growth, risk, and visibility? click [here](#) to take advantage of special offers from our business information partners.  
[Find out](#) if your existing customers are accepting relationship requests from suppliers on Ariba Network.  
Signup For Data Retention. To ensure your data is retained beyond 18 months, [subscribe](#) to the Data

**Purchase Order Status** Customers: 1 of 1 View: Last 24 hours

| Customer    | New | Changed | Confirmed | Shipped | Invoiced | In Progress | Failed |
|-------------|-----|---------|-----------|---------|----------|-------------|--------|
| IBM Partner | 0   | 0       | 0         | 0       | 0        | 0           | 0      |

Last Refresh: 13 Jun 2014 1:51:23 PM

**Invoice Status** Customers: 1 of 1 View: Last 24 hours

| Customer    | Sent | Approved | Paid | Rejected | Failed |
|-------------|------|----------|------|----------|--------|
| IBM Partner | 0    | 0        | 0    | 0        | 0      |

Last Refresh: 13 Jun 2014 1:51:23 PM

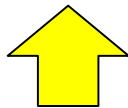
Landing page upon login

# Loading catalogs on AN (Suppliers)

## Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, which ...

| Catalogs                                                                                                                                                             |                                                                                     |              |                                          |                           |                                                                 |        |            |                |                |                          |                          |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------|------------------------------------------|---------------------------|-----------------------------------------------------------------|--------|------------|----------------|----------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------|
|                                                                                                                                                                      | Customer Name                                                                       | Catalog Name | Version                                  | File Name                 | Type                                                            | Size   | Visibility | Created By     | Date Created ↑ | Status                   | Date Status Received     |                                                                                     |
|                                                                                     |    | IBM Partner  | <a href="#">Test Juice catalog</a>       | 1                         | CIF30template_Changed all and thumbnails.xls                    | CIF3.0 | 1 KB       | Private        | IBM Supplier 1 | 28 May 2014              | Validated by Customer    | 28 May 2014                                                                         |
|                                                                                     |    | IBM Partner  | <a href="#">Test catalog</a>             | 1                         | CIF30template_Changed supplier ID product.xls                   | CIF3.0 | 2 KB       | Private        | IBM Supplier 1 | 30 May 2014              | Validated by Customer    | 30 May 2014                                                                         |
|                                                                                     |    | IBM Partner  | <a href="#">Peach Juice test catalog</a> | 1                         | CIF30template_Peach Juice - Date is before today (MMDDYYYY).xls | CIF3.0 | 831 B      | Private        | IBM Supplier 1 | 30 May 2014              | Activated                | 11 Jun 2014                                                                         |
|                                                                                     |    | IBM Partner  | <a href="#">Frozen Juices - Test</a>     | 1                         | example_cif30.cif                                               | CIF3.0 | 515 B      | Private        | IBM Supplier 1 | 30 May 2014              | Validated by Customer    | 30 May 2014                                                                         |
|                                                                                     | IBM Partner                                                                         | test pen     | 1                                        | Copy of CIF30template.xls | CIF3.0                                                          | 2 KB   | Private    | IBM Supplier 1 | 4 Jun 2014     | Pending Buyer Validation |                          |                                                                                     |
|                                                                                     | IBM Partner                                                                         | test pen     | 2                                        | Copy of CIF30template.xls | CIF3.0                                                          | 2 KB   | Private    | IBM Supplier 1 | 4 Jun 2014     | Pending Buyer Validation |                          |                                                                                     |
|                                                                                     | IBM Partner                                                                         | test pen     | 3                                        | Copy of CIF30template.xls | CIF3.0                                                          | 2 KB   | Private    | IBM Supplier 1 | 4 Jun 2014     | Validated by Customer    | 6 Jun 2014               |                                                                                     |
|                                                                                     |    | None         | <a href="#">Pens-test</a>                | 1                         | Copy of CIF30template.xls                                       | CIF3.0 | 2 KB       | Public         | IBM Supplier 1 | 4 Jun 2014               | Published                |                                                                                     |
|                                                                                     |    | IBM Partner  | <a href="#">test pen</a>                 | 4                         | Copy of CIF30template-test-1.xls                                | CIF3.0 | 2 KB       | Private        | IBM Supplier 1 | 6 Jun 2014               | Validated by Customer    | 6 Jun 2014                                                                          |
|                                                                                   |  | IBM Partner  | <a href="#">Bread</a>                    | 1                         | CIF30template_bread.xls                                         | CIF3.0 | 848 B      | Private        | IBM Supplier 1 | 11 Jun 2014              | Pending Buyer Validation | 11 Jun 2014                                                                         |
| L <div><div><div>View/Edit</div><div>Test</div><div>Delete ▾</div></div><div><div>Create Standard</div><div>Create Punchout Only</div><div>Refresh</div></div></div> |                                                                                     |              |                                          |                           |                                                                 |        |            |                |                |                          |                          |                                                                                     |



Click on "Create Standard"

# Loading catalogs on AN (Suppliers) – 1. Details

## Create a New Catalog

1 Details

2 Subscriptions

3 Content

Enter a catalog name and descriptive text. Customers can search using this information. Add commodity codes to your catalog.

\* indicates required field

Catalog Name:

Created By: IBM Supplier 1

Date Created: Friday 13 Jun 2014 10:43 PM GMT+08:00

Description:

The maximum number of characters allowed is 1000, including spaces.

Description

☐ Fresh bread [50181901]

Delete Add

1. Catalog Name:  
Supplier name\_Sourcing Event  
ID\_overall description of items  
Eg. IBM\_GPMRyymmxxx\_tables  
Max: 500 characters

2. Description to  
have the category of  
items in catalog

3. Commodity  
chosen in previous  
page will appear  
here

4. Click  
Next

Next Exit

Next Exit

# Loading catalogs on AN (Suppliers) – 1. Details

Home Inbox Outbox Catalogs Enablement Tasks Reports

## Product and Service Category Selection

**Search** Browse

Enter a keyword or search phrase and click Search. Click the product and service category you want to add and click Add. Click OK to save your changes.

Enter a Keyword:

Select a Result:

My Selections:  
You have selected: 0

Cancel OK

1. Enter a keyword to search

2. Results will appear here to choose from

3. Select the result and click add

4. Results selected will appear here

5. Click OK

## Loading catalogs on AN (Suppliers) – 2. Subscriptions

ARIBA NETWORK

IBM Supplier1  
AN02000199777, Basic Package

Create a New Catalog

- 1 Details
- 2 Subscriptions
- 3 Content

Add customers and set the catalog visibility for customers. Click the customer's name to view validation rules on your customer's site.

You can receive status updates on catalogs, including catalog errors from your customer through email. To receive emails, click [Manage Profile](#) and enter the email address in the Email notification section.

Visibility: ☒ Private ☐ Public

1. Select the catalog visibility

| Customers                            | Catalog Validation Rules | Validation Status for Version 1 |
|--------------------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> Customers ↑ |                          |                                 |
| <input type="checkbox"/> IBM Partner | <a href="#">View</a>     | Pending Validation              |

2. If visibility "Private" is chosen, the customer which the catalog is published to, must be chosen. Customer has to be chosen to be SingHealth.

3. Click Next

# Loading catalogs on AN (Suppliers) – 3. Content

ARIBA NETWORK

IBM Supplier1  
AN02000199777, Basic Package

Create a New Catalog

1 Details  
2 Subscriptions  
3 Content

Choose the catalog file for upload. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). To download the Excel catalog template, click **Help** at the top of the page.

**Upload Your Catalog**

**1. Choose catalog file to upload**

Browse... No file selected  
After you click Validate and Publish, the catalog is finished uploading. Large catalogs can take several minutes to upload.

**2. Click "Validate and Publish"**

Validate and Publish

Manage content for your catalog

Template File

[CIF 3.0 Catalog Excel Template](#)

CIF and CXML Example Files

[CIF 2.1 Catalog Example](#)  
[CIF 3.0 Catalog Example](#)  
[CIF 3.0 Services Example](#)  
[CXML Example](#)

**Notes:**

1. The maximum recommended upload file size is 10MB. Your browser might time out for larger files. The maximum size of catalogs in Excel format, either compressed with a zip utility or uncompressed, is 1MB.
2. Use a zip utility to compress any catalog file in CIF or cXML format larger than 10MB before uploading it. Zipped files must have a .ZIP file extension. To download a free trial version of WinZip, go to <http://www.winzip.com>.
3. For Japanese catalogs, Shift\_JIS encoding does not include some extended Japanese characters. To make the greatest number of types of characters available, use UTF-8 or MS932 encoding.

Previous Exit

Please get the template catalog file from SingHealth GPO website:

<http://www.singhealth.com.sg/aboutsinghealth/groupprocurement/businesswithgpo/eprocurement/pages/home.aspx>

# Loading catalogs on AN (Suppliers)

## Catalogs

Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, which ...

| Catalogs                                                                                                                                                               |               |                                          |         |                                                                 |        |       |            |                |                |                          |                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------|---------|-----------------------------------------------------------------|--------|-------|------------|----------------|----------------|--------------------------|----------------------|
|                                                                                                                                                                        | Customer Name | Catalog Name                             | Version | File Name                                                       | Type   | Size  | Visibility | Created By     | Date Created ↑ | Status                   | Date Status Received |
|                                                                                                                                                                        | IBM Partner   | <a href="#">Test Juice catalog</a>       | 1       | CIF30template_Changed all and thumbnails.xls                    | CIF3.0 | 1 KB  | Private    | IBM Supplier 1 | 28 May 2014    | Validated by Customer    | 28 May 2014          |
|                                                                                                                                                                        | IBM Partner   | <a href="#">Test catalog</a>             | 1       | CIF30template_Changed supplier ID product.xls                   | CIF3.0 | 2 KB  | Private    | IBM Supplier 1 | 30 May 2014    | Validated by Customer    | 30 May 2014          |
|                                                                                                                                                                        | IBM Partner   | <a href="#">Peach Juice test catalog</a> | 1       | CIF30template_Peach Juice - Date is before today (MMDDYYYY).xls | CIF3.0 | 831 B | Private    | IBM Supplier 1 | 30 May 2014    | Activated                | 11 Jun 2014          |
|                                                                                                                                                                        | IBM Partner   | <a href="#">Frozen Juices - Test</a>     | 1       | example_cif30.cif                                               | CIF3.0 | 515 B | Private    | IBM Supplier 1 | 30 May 2014    | Validated by Customer    | 30 May 2014          |
|                                                                                                                                                                        | IBM Partner   | test pen                                 | 1       | Copy of CIF30template.xls                                       | CIF3.0 | 2 KB  | Private    | IBM Supplier 1 | 4 Jun 2014     | Pending Buyer Validation |                      |
|                                                                                                                                                                        | IBM Partner   | test pen                                 | 2       | Copy of CIF30template.xls                                       | CIF3.0 | 2 KB  | Private    | IBM Supplier 1 | 4 Jun 2014     | Pending Buyer Validation |                      |
|                                                                                                                                                                        | IBM Partner   | test pen                                 | 3       | Copy of CIF30template.xls                                       | CIF3.0 | 2 KB  | Private    | IBM Supplier 1 | 4 Jun 2014     | Validated by Customer    | 6 Jun 2014           |
|                                                                                                                                                                        | None          | <a href="#">Pens-test</a>                | 1       | Copy of CIF30template.xls                                       | CIF3.0 | 2 KB  | Public     | IBM Supplier 1 | 4 Jun 2014     | Published                |                      |
|                                                                                                                                                                        | IBM Partner   | <a href="#">test pen</a>                 | 4       | Copy of CIF30template-test-1.xls                                | CIF3.0 | 2 KB  | Private    | IBM Supplier 1 | 6 Jun 2014     | Validated by Customer    | 6 Jun 2014           |
|                                                                                                                                                                        | IBM Partner   | <a href="#">Bread</a>                    | 1       | CIF30template_bread.xls                                         | CIF3.0 | 848 B | Private    | IBM Supplier 1 | 11 Jun 2014    | Pending Buyer Validation | 11 Jun 2014          |
| L <a href="#">View/Edit</a> <a href="#">Test</a> <a href="#">Delete</a>   <a href="#">Create Standard</a> <a href="#">Create Punchout Only</a> <a href="#">Refresh</a> |               |                                          |         |                                                                 |        |       |            |                |                |                          |                      |

# Loading catalogs for Line Items with FOC Items

---

If you have any Line Items where you provide FOC items (example Buy 10 and get 1 free), then you will to create 2 line items in the catalog.

- Line 1 with the actual price
- Line 2 with price as Zero – This is for the FOC Item
  - Update the description that the item is applicable only with offer - Example: IV Set-(applicable with only IV set Promo offer).
  - Update the same Supplier Part Number as Item 1 and maintain a different Supplier Auxiliary Part ID.

# SingHealth eProcurement System

## Catalog Format



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Partner in  
Academic Medicine



Singapore  
General Hospital



KK Women's and  
Children's Hospital



National Cancer  
Centre Singapore



National Dental  
Centre Singapore



National Heart  
Centre Singapore



National  
Neuroscience Institute



Singapore National  
Eye Centre



Polyclinics  
SingHealth



Bright Vision  
Hospital

Sengkang  
Health





Catalog Template

## Content File Formats - CIF

|                    |                           |                     |                                                |           |            |                 |
|--------------------|---------------------------|---------------------|------------------------------------------------|-----------|------------|-----------------|
| <b>CIF_I_V3.0</b>  |                           |                     |                                                |           |            |                 |
| CHARSET:           | UTF-8                     |                     |                                                |           |            |                 |
| LOADMODE:          | F                         |                     |                                                |           |            |                 |
| CODEFORMAT:        | CUSTOM                    |                     |                                                |           |            |                 |
| CURRENCY:          | USD                       |                     |                                                |           |            |                 |
| SUPPLIERID_DOMAIN: | NetworkID                 |                     |                                                |           |            |                 |
| ITEMCOUNT:         | 5                         |                     |                                                |           |            |                 |
| TIMESTAMP:         | 03/07/2014                |                     |                                                |           |            |                 |
| UNUOM:             | TRUE                      |                     |                                                |           |            |                 |
| COMMENTS:          | Any comments can go here. |                     |                                                |           |            |                 |
| <b>FIELDNAMES:</b> |                           | <b>Manufacturer</b> |                                                |           |            |                 |
| Supplier ID        | Supplier Part ID          | Part ID             | Item Description                               | SPSC Code | Unit Price | Unit of Measure |
| DATA               |                           |                     |                                                |           |            |                 |
| AN09067477712      | 2772882                   | TTSIBM412CID        | 4-Line System Phone with Headset and Caller ID | 43191504  | 45.24      | EA              |
| AN09067477712      | 2772967                   | IDG076450049X       | Excel 97 for Dummies Quick Reference Book      | 55101509  | 19.99      | EA              |
| AN09067477712      | 2772276                   | IDG076458722        | Blue Ballpoint Pens, Disposable                | 44121704  | 5.45       | DZN             |
| AN09067477712      | 2772981                   | IDG076450052X       | Manilla Folders, Tabbed 3 Position             | 44122011  | 19.99      | GRO             |
| AN09067477712      | 2772985                   | IDG07645762         | Stapler, Swingline 405, Black                  | 44121615  | 4.95       | EA              |
| ENDOFDATA          |                           |                     |                                                |           |            |                 |
|                    |                           |                     |                                                |           |            |                 |
|                    |                           |                     |                                                |           |            |                 |

Please note: SPSC Code here has to be of the ones provided by the Buyer.

## Catalog Template: Fieldnames

| <u>Fieldname</u>                              | <u>Description</u>                                                                                                                            | <u>Example</u>              |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Supplier ID *</b>                          | Unique Name given to Supplier in backend (this is the Supplier Ariba Network ID)                                                              | ANxxxxxxxx                  |
| <b>Supplier Part ID*</b> (max length-20 char) | For stock items, this information will be provided by SingHealth Buyers/<br>For non-stock items, this is the part Identifier used by Supplier | SUX-600                     |
| Manufacturer Part ID                          | Part Identifier used by manufacturer                                                                                                          | 286-33                      |
| <b>Item Description *</b>                     | Description of Product or Service                                                                                                             | Staper, Swingline405, Black |
| <b>SPSC Code *</b>                            | Product Commodity Code (provided by the SingHealth Buyers)                                                                                    | 44121615                    |
| <b>Unit Price *</b>                           | Price per Item                                                                                                                                | 4.95                        |
| <b>Unit Of Measure *</b>                      | Code that specifies how items are packaged                                                                                                    | EA (each)                   |
| <b>Lead Time - ETA</b>                        | No of business days between order receiving and delivery to customer                                                                          | 10                          |

\*-Mandatory Fields

## Catalog Template: Fieldnames

| <u>Field Name</u>                         | <u>Description</u>                                                                      | <u>Example</u>                                                    |
|-------------------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>Manufacturer Name</b>                  | Name of product's manufacturer                                                          | Swingline                                                         |
| <b>Supplier URL</b>                       | Web address of the supplier's data sheet                                                | <a href="http://www.popular.com.sg">http://www.popular.com.sg</a> |
| <b>Manufacturer URL</b>                   | Web address of the manufacturer's data sheet.                                           | <a href="http://www.swingline.com/">http://www.swingline.com/</a> |
| <b>Market Price</b>                       | List price or suggested retail price                                                    | 5.45                                                              |
| <b>Supplier Part Auxiliary ID</b>         | Part of the unique ID for an item, when combined with Supplier ID and Supplier Part ID. | X1                                                                |
| <b>Language</b>                           | Code for the Language                                                                   | en_US                                                             |
| <b>Currency *</b>                         | ISO Currency code                                                                       | USD                                                               |
| <b>Short name *-</b> (max length-50 char) | Brief Description of Item                                                               | Standard Stapler                                                  |

\*-Mandatory Fields

## Catalog Template: Fieldnames

| <u>Field Name</u>          | <u>Description</u>                                                                                                                                                                                                                                                                   | <u>Example</u>    |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Thumb Nail, Image</b>   | Optional if you wish to upload item/category images. Input URL                                                                                                                                                                                                                       | Thumb Nail, Image |
| <b>Price Unit Quantity</b> | Quantity corresponding to the unit price of the item specified by supplier                                                                                                                                                                                                           | 10                |
| <b>Price Unit</b>          | Unit of Measure for Unit Price                                                                                                                                                                                                                                                       | EA                |
| <b>Unit Conversion</b>     | Ratio to convert ordered unit to price unit<br>Formula: Subtotal = Quantity * (Unit Conversion/Price Unit Quantity) * Unit Price.<br>Eg. Price unit quantity =10<br>Unit Conversion = 1/10<br>Quantity = 100<br>Unit Price = 5.2<br>Then sub total = $100 * (1/10 * 10) * 5.2 = 520$ | 0.1               |

## Catalog Template: Fieldnames

---

| <b><u>Field Name</u></b>               | <b><u>Description</u></b>                                                              | <b><u>Example</u></b> |
|----------------------------------------|----------------------------------------------------------------------------------------|-----------------------|
| <b>Price Unit Quantity Description</b> | Additional information on the unit conversion calculation                              | Price for 1 stapler   |
| <b>isPartial</b>                       | For partial catalog usage                                                              | True                  |
| <b>isStockitem</b>                     | For stock items, this information will be provided by SingHealth Buyers - True.        | True                  |
| <b>Effective Date</b>                  | Catalog effective from date. Contract start date with the actual supplier.<br>dd/mm/yy | 21/05/2014            |
| <b>Expiration Date</b>                 | Date when catalog expires. Example 3 months from date of contract expiry.<br>dd/mm/yy  | 20/08/2015            |

# SingHealth eProcurement System



## Partial Catalogs



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Partner in  
Academic Medicine



Singapore  
General Hospital



KK Women's and  
Children's Hospital



National Cancer  
Centre Singapore



National Dental  
Centre Singapore



National Heart  
Centre Singapore



National  
Neuroscience Institute



Singapore National  
Eye Centre



Polyclinics  
SingHealth



Bright Vision  
Hospital

Sengkang  
Health

DUKE NUS  
GRADUATE MEDICAL SCHOOL SINGAPORE

## Partial Items

---

- Partial items could be items where the price is varying
- User required to fill in required details before item can be added to their shopping cart.
- Partial items loaded through the same mechanism as standard catalog items.
- Partial items are especially useful in ordering services or customizable products where not all the information about an item is known, and the user must provide this information.
  - ❖ For example, a facilities manager orders janitorial services that could have a specific duration, price, set of cleaning instructions and so on. They can use the catalog search capability to find the partial item (“Janitorial Services”) in the catalog, and then fill in the required fields (monthly duration, price per month, specific buildings to be cleaned, specific cleaning instructions, etc.). They have converted this partial item into a fully-specified catalog item that can now be added to their shopping cart.

## Partial Items – Benefits

---

- Supplier can create a partial catalog without entering some details (example where there is a varying price).
- Lesser maintenance of catalogs in instances where the price change frequently.
- Leverages “preferred” supplier(s) when supplier not specified for an item.

**The SingHealth buyers/category leads will inform you when a partial catalog has to be created.**

# SingHealth eProcurement

## Purchase Order Communication Methods



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Partner in  
Academic Medicine



Singapore  
General Hospital



KK Women's and  
Children's Hospital



National Cancer  
Centre Singapore



National Dental  
Centre Singapore



National Heart  
Centre Singapore



National  
Neuroscience Institute



Singapore National  
Eye Centre



Polyclinics  
SingHealth



Bright Vision  
Hospital

Sengkang  
Health



## Purchase Order Communication Methods

---

- Supplier will receive a system-generated Purchase Order in Ariba Network or the Buyer will print the PO from SAP, attach the delivery schedule (if any) and send it to the suppliers via fax/email/mail
- Future state: e-PO from SAP

# SingHealth eProcurement

**Invoicing, Delivery Note,  
Goods Receipt**



## Invoicing, Delivery Note, Goods Receipt, Payment

---

- NO Change to all 4 processes
- Please continue to do it the way you have been following.

## Key points to remember

---

- Please provide your generic business email address to in order to contact you in time in the event of :
  - ❖ Sending Event Notifications.
  - ❖ Sending POs.
  - ❖ Changes/cancellation of Purchase Orders.
- Catalogs are to be uploaded in ASN (Ariba Supplier Network).
- No change to invoicing, delivery note, goods receipt, and payment.
- For Functional / application related queries, please contact Ariba Network Help Desk 1800-311-4600 if calling from Singapore. In case number is inactivated, please find latest update at the top right corner of Supplier.ariba.com (Help→ Support Center→ Get Help by Phone [https://uex.ariba.com/support-center/phone-list?a\\_lang=en](https://uex.ariba.com/support-center/phone-list?a_lang=en))
- For Procurement specific queries, please reach out to [gpo@singhealth.com.sg](mailto:gpo@singhealth.com.sg)
- Training Deck :  
<https://www.singhealth.com.sg/AboutSingHealth/GroupProcurement/BusinesswithGPO/eProcurement/Pages/Home.aspx>

## Questions...?

---

- Q and A

## Next Actions

---

- ASN ID
- Generic Email Address – Please inform [gpo@singhealth.com.sg](mailto:gpo@singhealth.com.sg) of any changes in the generic email address
- Venue for Hands-On Session on 9 or 10Jun :  
Connexion One, Tower 3  
Motivation Room,  
SingHealth Academy,  
168 Jalan Bukit Merah #06-07, S(150168)



---

## Backup Slides

## In-scope Institutions

---

| Institution | Institution Name                   |
|-------------|------------------------------------|
| SHHQ        | SingHealth Corporate Office        |
| SGH         | Singapore General Hospital         |
| KKH         | KK Women's and Children's Hospital |
| NHC         | National Heart Centre              |
| NCC         | National Cancer Centre             |
| NDC         | National Dental Centre             |
| SNEC        | Singapore National Eye Centre      |
| SHP         | SingHealth Polyclinics             |
| SKH         | Seng Kang Hospital                 |

Includes group purchases on behalf of other clusters  
Any sourcing event launched by SingHealth institutions

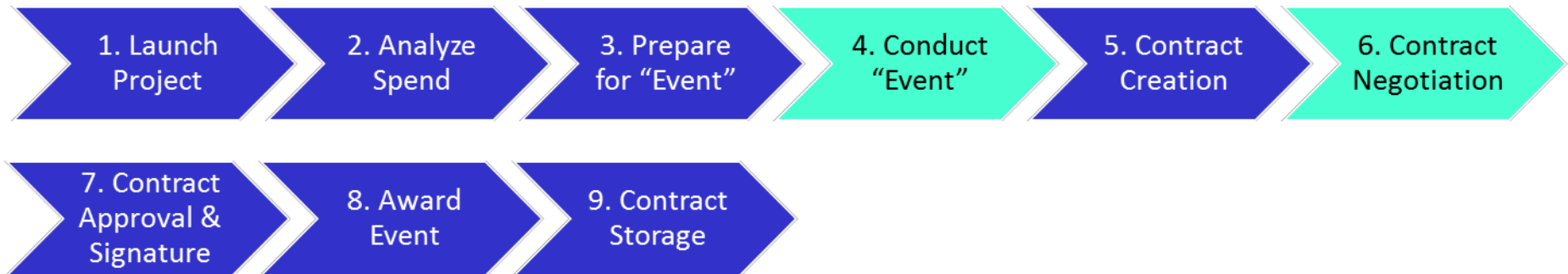
## Agenda Items

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- In-Scope Institutions
- Ariba Introduction – End-To-End Purchase Process
- Benefits Offered to Suppliers
- As-Is vs. To-Be Process
- Ariba Network/ Discovery Registration
- Responding to Ariba Discovery Postings & Closed Events
- Ariba Product Catalogs
- UNSPSC & Commodity Code Structure
- Catalog Format
- Partial Catalogs
- Order Receiving Methods
- Key Points to Remember

## End to End Sourcing to Contract Process

Event Types: RFI, RFP, ITQ, Tender



 Applicable to suppliers

## End to End Procurement (Request to Pay) Process

### Role #1: Purchase through Catalog



### Role #2: Purchase through Non Catalog



**Note – Order Routing Method**

(a) PO received via ASN

(b) PO received via (email/fax/mail)

 Applicable to suppliers

# Ariba Buyer: Benefits offered to Suppliers

Ariba Network | Ariba Discovery | Ariba Exchange

Home Sellers Postings Messages Ratings References Customers About

**Open** - Matching in Progress

0 Views 0 Seller Responses 0 Q&A

**eRFP Document**  
This posting is for test purposes only

**Custom 1 Integrated**

Posted on: 3 Jun 2013  
Response Deadline: 3 Jun 2013 11:59 PM GMT-06:00

Hide Details | Manage Posting | Share: [Facebook] [Twitter] [LinkedIn] [Email]

Project Amount: **\$100K to \$500K USD** (Bid amount required)  
Contract Length: 12 months  
Response Deadline: 3 Jun 2013 11:59 PM GMT-06:00  
Award Date: 30 Jun 2013  
Posting ID: 20484(Doc29497346)  
Suppliers Invited: 0  
Posting Type: Request for Quotation  
Privacy: Participating supplier list hidden  
Public Posting: <https://service.sales.ariba.com/Discovery.aw/ad/viewRFX?id=20484>  
Company Public Profile: <https://service.sales.ariba.com/Discovery.aw/ad/profile?key=AN02000005578>

| Commodities                  | Locations Needed | Preference for Sellers                                                                                                                                                                                                                      |
|------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Angioplasty balloon catheter | Singapore        | \$100K to \$1M USD in Annual Revenue<br>101 - 500 Employees<br>15 Years in business<br>Industries - Pharmaceuticals, Healthcare<br>Business Types - Distributor/Wholesaler, Sales Agent/Manufacturer's Representative, Value Added Reseller |

**Posting Summary**  
This is a eRFP sourcing for PTCA Balloon Catheter requirements across all Singhealth entities

[Catheter Balloon Open eRFP Brief 2013-14](#)  
[Catheter Bal...ef 2013.pdf](#)

**Seller Responses**  
Review responses to your posting from Discovery sellers below and either import them or save them for the future. [Learn More](#)

Currently no responses

**Disclaimer**  
By contacting any of the suppliers listed in this communication, you agree to the following: (1) Ariba does not personally endorse any of the suppliers listed.

[Terms of Use](#) [Security Disclosures](#) [Privacy Statement](#) [Participant Terms](#)

POWERED BY Ariba

Postings

Search Results 1 - 6 of 6 Sort by: Best Match

|                                                                            |                                    |
|----------------------------------------------------------------------------|------------------------------------|
| ★ <a href="#">RFI - Looking for Emergency Backup Generators</a>            | <b>\$50K to \$100K USD</b> (Est.)  |
| Custom 1 Integrated Posted: 31 May 2013 Closes: 30 Jun 2013 10:59 PM PDT   |                                    |
| Commodities: Gas generators                                                |                                    |
| Locations: Singapore                                                       |                                    |
| ★ <a href="#">RFI - I'm looking for Building construction management</a>   | <b>\$50K to \$100K USD</b> (Est.)  |
| Custom 1 Integrated Posted: 31 May 2013 Closes: 30 Jun 2013 10:59 PM PDT   |                                    |
| Commodities: Building construction management                              |                                    |
| Locations: Singapore                                                       |                                    |
| ★ <a href="#">RFI - I'm looking for Cleaning &amp; Janitorial Services</a> | <b>\$100K to \$500K USD</b> (Est.) |
| Custom 1 Integrated Posted: 31 May 2013 Closes: 30 Jun 2013 10:59 PM PDT   |                                    |
| Commodities: Building cleaning services                                    |                                    |
| Locations: Singapore                                                       |                                    |
| ★ <a href="#">RFI - Public Tender for Cleanroom Apparels</a>               | <b>\$10K to \$50K USD</b> (Est.)   |
| Custom 1 Integrated Posted: 31 May 2013 Closes: 30 Jun 2013 10:59 PM PDT   |                                    |
| Commodities: Cleanroom apparel                                             |                                    |
| Locations: Singapore                                                       |                                    |
| ★ <a href="#">RFI - Laboratory Scrubbers for KKH Expansion 2013-14</a>     | <b>\$50K to \$100K USD</b> (Est.)  |
| Custom 1 Integrated Posted: 31 May 2013 Closes: 30 Jun 2013 10:59 PM PDT   |                                    |
| Commodities: Laboratory scrubbers                                          |                                    |
| Locations: Singapore                                                       |                                    |
| ★ <a href="#">RFI - I'm looking for chemicals</a>                          | <b>\$50K to \$100K USD</b> (Est.)  |
| Custom 1 Integrated Posted: 7 Oct 2012 Closed                              |                                    |
| Commodities: Boiler feed chemicals                                         |                                    |
| Locations: United States                                                   |                                    |

Suppliers : In ONE common website

- Locate sourcing events
- Upload and respond to sourcing events
- Access to sourcing events, upon registration through ASN

# SingHealth eProcurement System



**To-Be vs. As-Is**



**SingHealth Academic Healthcare Cluster**



Singapore General Hospital



KK Women's and Children's Hospital



National Cancer Centre Singapore



National Dental Centre Singapore



National Heart Centre Singapore



National Neuroscience Institute



Singapore National Eye Centre



Polyclinics SingHealth



Bright Vision Hospital

Sengkang Health

**PATIENTS. AT THE HEART OF ALL WE DO.®**

Partner in Academic Medicine



# To Be vs. As-Is - Sourcing to Contract

|                                       | <i>Event details posting</i>                                                                                            | <i>Event package</i>                                                                                                                                                   | <i>Supplier Workshop</i>                                                                                                                | <i>Suppliers responding to events</i>                                                                                                                                                                                                                                             |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Current Process: (W/out Ariba)</i> | <ul style="list-style-type: none"> <li>• The suppliers are getting event details from the SingHealth website</li> </ul> | <ul style="list-style-type: none"> <li>• Supplier will contact the category lead</li> <li>• Category lead will arrange for hard copy pickup</li> </ul>                 | <ul style="list-style-type: none"> <li>• Suppliers are invited for a workshop to clarify details of the event (if required).</li> </ul> | <ul style="list-style-type: none"> <li>• Suppliers need to drop the hard copy of the response at SingHealth location.</li> <li>• Clocking of submission time.</li> </ul>                                                                                                          |
| <i>To be Process: (With Ariba)</i>    | <ul style="list-style-type: none"> <li>• Event details will be created in Ariba / posted in Ariba Discovery.</li> </ul> | <ul style="list-style-type: none"> <li>• Supplier will contact the category lead</li> <li>• Supplier will be notified to access the event package in Ariba.</li> </ul> | <ul style="list-style-type: none"> <li>• This process will still continue.</li> </ul>                                                   | <ul style="list-style-type: none"> <li>• Suppliers will provide a response to the events in Ariba / Ariba Discovery.</li> <li>• Supplementary / additional hardcopy to be submitted on a need basis only.</li> <li>• Submission deadline will be based on system time.</li> </ul> |

## To Be vs. As-Is - Sourcing to Contract

|                                                               | <b><i>Notification of selection</i></b>                                                                                                                                                    | <b><i>Contract Negotiation</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Current Process:</i></b><br><b><i>(W/out Ariba)</i></b> | <ul style="list-style-type: none"> <li>Supplier is informed of selection. The details of the event and the supplier selection will be posted in the SingHealth website/logbook.</li> </ul> | <ul style="list-style-type: none"> <li>Contract negotiation is via email / meetings.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><i>To be Process:</i></b><br><b><i>(With Ariba)</i></b>    | <ul style="list-style-type: none"> <li>Notification will be sent to the awarded suppliers from Ariba.</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>Contract negotiation can still be done via emails / meetings.</li> <li>Alternatively, buyer can upload a draft copy and invite the supplier for negotiation in Ariba. The supplier will receive an email notification with the agreement draft attached. The suppliers can make any updates and reply to the Buyer. The Buyer can then upload the version into Ariba and initiate another round of negotiation (if required). This ensures a complete audit trail of all changes in Ariba.</li> </ul> |

Buyer can be contacted for any issues related to Change/Cancel PO's.

# To Be vs. As-Is - Requisition to Order

|                                           | <i>I need to buy something or get an estimate</i>                                                                                                                                                       | <i>I need to place an order with chosen supplier</i>                                                                                                                                                                                                                                                                       | <i>Supplier delivers what I order</i>                                                                                                     |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Current Process:<br/>(W/out Ariba)</i> | <ul style="list-style-type: none"> <li>Requester raises electronic/paper request to buyer.</li> <li>Buyer proceeds with the sourcing event on the e-Tender website, if there is no contract.</li> </ul> | <ul style="list-style-type: none"> <li>Create a blanket PO for complete contract period and include the delivery schedule</li> <li>Create a blanket PO for the complete contract period and users/buyers call the suppliers as and when delivery is required</li> <li>Create a PO each time items are required.</li> </ul> | <ul style="list-style-type: none"> <li>Supplier delivers goods or performs service as per the Order / call / delivery schedule</li> </ul> |
| <i>To be Process:<br/>(With Ariba)</i>    | <ul style="list-style-type: none"> <li>Requester raises a request in Ariba, and it is routed to the buyer.</li> <li>Buyer creates a sourcing event in Ariba.</li> </ul>                                 | <ul style="list-style-type: none"> <li>Create a blanket PO for complete contract period and include the delivery schedule in Ariba. The delivery schedule will be sent as an attachment to the PO.</li> <li>Create a PO each time items are required.</li> </ul>                                                           | <ul style="list-style-type: none"> <li>Supplier delivers goods or performs service as per the order / delivery schedule.</li> </ul>       |

## To Be vs. As-Is – Requisition to Order

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|                                       | <i>Method of placing and receipt of order</i>                                                                                                                                                                                                                                               |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Current Process: (W/out Ariba)</i> | <ul style="list-style-type: none"><li>Suppliers would receive phone/email notification of order by Requestor/ receive order by mail/ Fax</li></ul>                                                                                                                                          |
| <i>To be Process: (With Ariba)</i>    | <ul style="list-style-type: none"><li>Supplier will receive a system-generated Purchase Order in Ariba Network or the Buyer will print the PO from SAP, attach the delivery schedule (if any) and send it to the suppliers via fax/email/mail</li><li>Future state: e-PO from SAP</li></ul> |

## Key points to remember

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- There should be a PO based on which you are going to deliver the goods.
- There will be no change in the invoicing, goods receipt & payment process.

## Ariba Network – Access to SingHealth Events

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Standard Subscription is free.

- This will allow you to utilize Ariba Network to engage with SingHealth, such as responding to sourcing events, receive notification and Catalogue Management.
- For other value-added functionality and paid services from Ariba, please refer to Ariba Network “Service Subscriptions” page.