Requirements 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 not according to instructions may result in not receiving access to event in time for submission.
  – If instruction needs you to click “Respond to Posting”, you will gain access to event immediately after login
Requirements for Suppliers

• Registration on Ariba Network
  – Use generic email address for registration. If instructions on our postings required you to email SingHealth to express interest to participate, same email address should be provided. For first time participation, communication providing access to event will be send to this email address after expressing interest to participate.
  – Generic email address mailbox has to be accessed by whoever in your company who needs to submit proposals to SingHealth
Requirements for Suppliers

• Login to Ariba Network to access sourcing event not thru “Respond to Posting”
  – 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 not provided.

• Proposal or quotation has to be submitted online
  – Submit by clicking “Submit Entire Response” from Event Contents on Ariba Sourcing. Submission through any other channels 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/]
Registration on Ariba Network

- **Enter Basic Company Information**

  1. See section on "Commodity Selection"

  2. See section on "Ship-to Location Selection"
Registration on Ariba Network

• Enter User Account Information

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

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

Click the link in the activation email sent to 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.

qychua@sg.ibm.com  Send
Registration on Ariba Network

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

---

Click this link to activate

Click here to activate your Ariba account.

https://service.sales.ariba.com/Authenticator.aw/ad/confirmEmail?key=0p1fYml53aa6d201251760420&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 qychun@sg.ibm.com has been verified.
- Your Ariba username IBMTESTSUP03@supplierstest03.com has been activated.

Complete Your Company Profile Now

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

<table>
<thead>
<tr>
<th>Basic (3)</th>
<th>Business (2)</th>
<th>Marketing (3)</th>
<th>Contacts</th>
<th>Certifications (1)</th>
<th>Additional Documents</th>
</tr>
</thead>
</table>

* 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**
- Short Description: 35%
- 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
Registration on Ariba Network - Company Profile

Official Address

Address

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 1</td>
<td>Singapore</td>
</tr>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>Address 3</td>
<td></td>
</tr>
<tr>
<td>Address 4</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Singapore</td>
</tr>
<tr>
<td>Postal Code</td>
<td>150168</td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>Singapore [SGP]</td>
</tr>
</tbody>
</table>
Registration on Ariba Network - Commodity Selection

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
- Add
- * Browse

Antianginal drugs

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
- Add
- or Browse

Global

Industries
Select the industries your company serves.

- Add

Click “Browse”
Registration on Ariba Network - Commodity Selection

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

1. Select relevant categories

2. Click Add

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.

Enter Product and Service Categories

- Add
- or Browse

Antianginal drugs

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

- Add
- or Browse

Global

Click “Browse”

Industries
Select the industries your company serves.

- Add
Registration on Ariba Network - Ship-to Location Selection

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

1. Click “add” to the country
2. Country selected will appear here
3. Click OK
SingHealth eProcurement System

Search Sourcing Events on Ariba Discovery
Search Events posted on Ariba Discovery

Supplier Login

User Name

Password

Login

Having trouble logging in?

Login with User Name and Password

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
Search Events posted on Ariba Discovery

Ariba Network

Ariba Discovery

Ariba Sourcing

Ariba Contract Management

Review Subscription Pricing

Collaborate with your customers over the Ariba Network for low or no cost until you reach activity thresholds that deliver even greater business value. Learn More.

Network Transaction Service
Bronze
Silver
Gold
Platinum

Review Subscription

https://service.ariba.com/Discovery.aw/ad/aodSsoLogin
Search Events posted on Ariba Discovery

Ariba Discovery Log In

1. Enter Username
2. Enter Password

Forgot Username
Forgot Password

Ariba Network members: Use your Ariba Network user ID and password.

New user? Register here for FREE!

Join the network of companies that already depend on Ariba to help establish new business relationships!

Register as a Buyer and enjoy these privileges:
- Automated distribution of your Discovery Posting to qualified suppliers

Register as a Supplier and enjoy these privileges:
- Search and automatically receive new business opportunities
Search Events posted on Ariba Discovery

To see all event postings including those without any match, click “I’m Selling”

“Matches” shows event postings having Product & Service Category matches your company profile.
“Matched Leads” are event postings having Product & Service Category matches your company profile.

“All Leads” are event postings including those without any match.
After selecting “All Leads”, Find with keyword “SingHealth” to see all our postings.
Search Events posted on Ariba Discovery

Follow instruction on posting summary to express your interest to participate. Click “Respond to Posting” only if instruction said so.
SingHealth eProcurement System

Participate Sourcing Event – Submitting Primary Offer
Accessing Event thru “Respond to Posting”

Click “Respond to Posting” if instruction on posting summary said so
Accessing Event thru “Respond to Posting”

You have to login if you have not done so
Accessing Event thru “Respond to Posting”

After login, you can see event in Ariba Discovery

Event Overview and Timing Rules

Owner: Alvin Ng Kar Koi
Event Type: RFP
Publish time: 8/21/2018 11:40 PM
Due date: 8/30/2018 8:45 AM

Currency: Singapore Dollar
Commodity: Medical Equipment and Accessories and Supplies 42
Regions: SHHQ SingHealth HQ
New participant **must** click hyperlink on invitation email to access sourcing event.

If can’t locate email, check spam or junk folder and IT not blocking Ariba.com
Welcome Page after clicking hyperlink on invitation email

Click “Log in” if you have already registered. Otherwise click “Sign up” and follow the steps in the above slides ‘Registration on Ariba Network’. 
Login page for new participant

Enter Your Account Information

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
Accessing Event for returned participant not thru “Respond to Posting”

From: Eleana Lim <s4system-prod+singhealthcluster.Doc722175597@anssmtp.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

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.

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. 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.
Login Page for returned participant

Supplier Login

Login
Forgot Username or Password

Need help? See Quick Start
**Viewing Proposals**

1. **Ariba Network**
   - Ariba Discovery
   - Ariba Sourcing
   - Ariba Contract Management

2. **Review Subscription Pricing**
   - Network Transaction Service
   - Bronze
   - Silver
   - Gold
   - Platinum

Collaborate with your customers over the Ariba Network for low or no cost until you reach activity thresholds that deliver even greater business value. Learn More.
Viewing Proposals

SAP Ariba

Supplier Login

Username:

Password:

Login

Forgot Username or Password

Supplier updates: October

Introducing Supplier updates for the latest Ariba resources. See Learn More
Selecting event to respond

<table>
<thead>
<tr>
<th>Title</th>
<th>ID</th>
<th>End Time</th>
<th>Event Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sengkong Hospital - Part 1 of 2</td>
<td>Doc975128745</td>
<td>5/26/2017 3:00 PM</td>
<td>RFP</td>
</tr>
<tr>
<td>SHHQ_GPMR00117_ECG Devices for SKH</td>
<td>Doc97697893</td>
<td>5/19/2017 3:00 PM</td>
<td>RFP</td>
</tr>
<tr>
<td>SKH_MMD_RFP_17_0089_QKN Supply, Delivery, Installation, Testing and Commissioning of Clinical Narcotics Cabinet for New Sengkong Hospital</td>
<td>Doc589348803</td>
<td>5/12/2017 3:00 PM</td>
<td>RFP</td>
</tr>
<tr>
<td>SGH_MMD_QM_16_GMA_Supply, Delivery and Commissioning of Ceiling Mounted Examination Light</td>
<td>Doc523432650</td>
<td>5/12/2017 3:00 PM</td>
<td>RFP</td>
</tr>
<tr>
<td>SHHQ_GRF100117_Setting up of Total Laboratory Automation for SGH</td>
<td>Doc523432650</td>
<td>5/12/2017 3:00 PM</td>
<td>RFP</td>
</tr>
</tbody>
</table>

Select the event to respond
Review Agreement and Prerequisites
Review and Accept Agreement

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Doc951570939 - SGH_ITQ_Supplier_Demo_23Nov2016</th>
</tr>
</thead>
</table>

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

Select “I accept the terms” after View Bidder Agreement.
Responding to Prerequisites

**Respond to any prerequisite questions and click “OK” below**

<table>
<thead>
<tr>
<th>Name</th>
<th>1 SGH_MMD_Q_XX_XXX_XXX_Supply and Delivery of XXX</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Please upload signed (Non Disclosure Agreement) NDA and return original copy to SingHealth</td>
</tr>
</tbody>
</table>

**Click “References” to download document if required**

**Click Comments icon to add remarks if any**

**Upload document by clicking “Attach a file” when response requires a document. Multiple files have to be zipped and upload as one document**
Submit Agreement and Prerequisite Response

Click Ok to submit agreement and prerequisite response
Selecting Lots manually

Click Select Lots as highlighted or under Checklist 3
Selecting Lots manually

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

2. Submit Selected Lots
Selecting Lots manually

Lots Available for Bidding

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
</table>
| 4.1 Scissor Universal | - single use  
                     - comes with plastic handle  
                     - blunt tip  
                     - length: 180mm |          |
| 4.2 Scissor Dressing    | - single use  
                     - straight, sharp/blunt  
                     - length: 145mm         |          |

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

<table>
<thead>
<tr>
<th>Warning: You have not selected all lots</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have selected to participate in only 1 of the 2 available lots</td>
</tr>
<tr>
<td>Note: You can return and select additional lots at a later time.</td>
</tr>
</tbody>
</table>

Click Use SelectedLots
Selecting Lots using Excel

1. Go to Select Using Excel tab
2. Click Download Content

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 Excel file. Excel file name: "Original Excel Bid Shoots".

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.

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.
Selecting Lots using Excel

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
Selecting Lots using Excel

1. Browse your saved Excel file

2. Upload Excel file
Selecting Lots using Excel

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 document, click here.

Step 2. Declare your intention to respond to an event. If you sign up for the event, you will receive an email notification. If you wish to sign up for the event, click here.

Step 3. Locate the saved Excel file on your computer. You can find the saved file by clicking here.

Step 4. Click Upload to import the contents of the Excel file. Note: Values in the Excel file will be overwritten.

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

Click Use Selected Lots.

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.
Selecting Lots not required

Click Compose Response if Select Lots is unavailable. If both Select Lots and Compose Response are not available, proceed to enter responses.
Submitting Primary Offer

Check Currency e.g. SGD. This means price has to be in SGD.

Check Quantity and UOM e.g. 100 each. This means Price is for each unit.

Extended Price above will show total amount = Price * Quantity after clicking “Update Totals”.

Enter response here if it is not done thru “Select Lots using Excel”.

Submit Entire Response

Update Totals

Reload Last Bld

Save
Submitting Primary Offer

Click Table Section icon if see “Click to respond” to enter more details.

After enter all response, click "Submit Entire Response"
Submitting Primary Offer

System will stop submission if there are missing response. Complete all responses and click “Submit Entire Response” again.
Submitting Primary Offer

Click OK
Submitting Primary Offer

Both Event Messages and Response History can also see whether submission is successful. Response History can see accuracy and completeness of submission.
Check submission status via Event Messages

To view message, click on subject of message

Message detail should show response has been submitted
Check submission status via Response History

Response History - SGH_ITQ_Supplier_Demo_23Nov2016

Status must show Accepted

Click on Reference Number to view submission detail
Check submission status via Response History

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Price</th>
<th>Quantity</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Price Summary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1 Scissor Universal</td>
<td>More...</td>
<td>$100.00 SGD</td>
<td>$100.00 SGD</td>
</tr>
<tr>
<td>- single use</td>
<td>Less...</td>
<td>$1.00000 SGD</td>
<td>100 each $100.00 SGD</td>
</tr>
<tr>
<td>- comes with plastic handle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- blunt tip</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- length: 180mm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check response is complete and accurate.
Print Event Information

1. Click on Review Event Details

2. Click on Print Event Information to download entire response in Word doc
Responding using Excel

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

Step 1. Click "Download Content" to download the Excel template. Skip this step if you wish to import a pre-existing Excel file.

Step 2. Declare your intention to respond and, if necessary, download the Excel file to your computer.

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

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.
Responding using Excel

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Description</th>
<th>Bundle or Tier Name</th>
<th>Tier Range</th>
<th>Currency</th>
<th>Unit of Measure</th>
<th><strong>Price</strong></th>
<th>Quantity</th>
<th><strong>Brand / CAT. No.</strong></th>
<th>Warranty/Shelf Life</th>
<th><strong>Pack Size</strong></th>
<th>HSLA Registry Classified</th>
</tr>
</thead>
</table>
| 4.1    | Scissor Universal | - single use  
- comes with plastic handle  
- blunt tip  
- length: 180mm | each | Singapore Dollar | each | 1 | 100 | abc | 12 | xyz | 10 | A |

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

1. Click on “Browse” to select completed Excel Template

2. Click “Upload”
Respond using Excel

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

Console

Event Messages
Response History

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

Click “Revise Response”

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

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

Click “OK”
Revising Primary offer

1. Replace existing response with new response

2. Click “Submit Entire Response”
Revising Primary offer

2. Click “OK”
SingHealth eProcurement System

Participating Event – Submit alternative offers
Creating Alternative Offer

- Click on “Create Alternative”
- Select “Pricing Alternative” for standard offer
- Select “Bundle Alternative” for package price
- Select “Tier Alternative” for tier pricing
Creating Alternative Offer

1. Type in the name of the Alternative e.g. Option A

2. Select items to include in the Alternative. Only items with primary response submitted can be selected

3. Click “OK”
Creating Alternative Offer

1. Primary response is copied over. Change it accordingly
2. Submit Entire Response

Alternative is shown as a new tab next to Primary
Creating Alternative Offer

Click "OK"
Creating Alternative Offer

Response History can check whether alternative submission is successful.

To add more alternative, click “Revise Response” and repeat the same steps as above.
Check submission status via Response History

Click on latest Reference Number to view submission detail in Response History.

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Submitted For</th>
<th>Submitted By</th>
<th>Status</th>
<th>Submission Time</th>
<th>Time Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID1020227302</td>
<td>Testing Supplier33</td>
<td>Testing Supplier33</td>
<td>Accepted</td>
<td>12/02/2019 09:57:54</td>
<td>12/02/2019 09:57:55</td>
</tr>
</tbody>
</table>

Status must show Accepted.

Submission time must show final bid submitted date and time.
Check submission status via Response History

Click Primary tab to check primary response and click on alternative name tab to check alternative response.

Check entries are accurate and complete. Submission is deemed unsuccessful if this is unavailable.
Event Messages

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

<table>
<thead>
<tr>
<th>Id</th>
<th>Reply Sent</th>
<th>Sent Date</th>
<th>From</th>
<th>Contact Name</th>
<th>To</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSG19950272</td>
<td>No</td>
<td>09/30/2014 04:54 PM</td>
<td>SingHealth eProcurement System - TEST</td>
<td>Ravi Prabhuv</td>
<td>Sherlyn Com Sys</td>
<td>Event Sher - Test sourcing event for Pens and Tables</td>
</tr>
<tr>
<td>MSG19950102</td>
<td>No</td>
<td>09/30/2014 04:47 PM</td>
<td>SingHealth eProcurement System - TEST</td>
<td>Ravi Prabhuv</td>
<td>Sherlyn Com Sys</td>
<td>Event Sher - Test sourcing event for Pens and Tables</td>
</tr>
<tr>
<td>MSG19949993</td>
<td>Not Applicable</td>
<td>09/30/2014 04:42 PM</td>
<td>01 COMPUTER SYSTEM PTE LTD</td>
<td>Sherlyn Com Sys</td>
<td>Ravi Prabhuv</td>
<td>Response (ID=ID361711715) in event Sher - Test sourcing event for Pens and Tables</td>
</tr>
<tr>
<td>MSG19949535</td>
<td>No</td>
<td>09/30/2014 04:35 PM</td>
<td>SingHealth eProcurement System - TEST</td>
<td>Ravi Prabhuv</td>
<td>Sherlyn Com Sys</td>
<td>Doc399850901 - Sher - Test sourcing event for Pens and Tables</td>
</tr>
<tr>
<td>MSG19949833</td>
<td>No</td>
<td>09/30/2014 04:34 PM</td>
<td>SingHealth eProcurement System - TEST</td>
<td>Ravi Prabhuv</td>
<td>Participants (0) Team (0)</td>
<td>Event Sher - Test sourcing event for Pens and Tables</td>
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<td>MSG19949822</td>
<td>No</td>
<td>09/30/2014 04:34 PM</td>
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<td>Participants (0) Team (0)</td>
<td>Event Sher - Test sourcing event for Pens and Tables</td>
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<td>MSG19948751</td>
<td>No</td>
<td>09/26/2014 03:52 PM</td>
<td>SingHealth eProcurement System - TEST</td>
<td>Ravi Prabhuv</td>
<td>Participants (0) Team (0)</td>
<td>Event Sher - Test sourcing event for Pens and Tables</td>
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</table>

*Click on Message of Interest*
Event Messages

View Message

Id: MSG19950272
From: SingHealth eProcurement System - TEST (Ravi Prabhyn)
To: Project Team: DL COMPUTER SYSTEM PTE LTD (Sharyn Com Sys)
Subject: Doc399550900 - Sher - Test sourcing event for Pens and Tables

Please provide clarification to line item 1 - brand name?

Click on Reply
Event Messages

1a. Type response here

1b. You can also add attachments here

2. Click on Send
### Event Messages

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

<table>
<thead>
<tr>
<th>Id</th>
<th>Reply Sent</th>
<th>Date</th>
<th>From</th>
<th>Contact Name</th>
<th>To</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSG19950272.1</td>
<td>No</td>
<td>09/30/2014 05:05 PM</td>
<td>01 COMPUTER SYSTEM PTE LTD</td>
<td>Sherlyn Com Sys</td>
<td>Ravi Prabhu</td>
<td>RE: Doc39950901 - Sher - Test sourcing event for Pens and Tables</td>
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<tr>
<td>MSG19950272</td>
<td>Yes</td>
<td>09/30/2014 04:54 PM</td>
<td>SingHealth eProcurement System - TEST</td>
<td>Ravi Prabhu</td>
<td>Sherlyn Com Sys</td>
<td>Doc39950901 - Sher - Test sourcing event for Pens and Tables</td>
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<td>MSG19950102</td>
<td>No</td>
<td>09/30/2014 04:47 PM</td>
<td>SingHealth eProcurement System - TEST</td>
<td>Ravi Prabhu</td>
<td>Sherlyn Com Sys</td>
<td>Event Sher - Test sourcing event for Pens and Tables</td>
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<tr>
<td>MSG19949993</td>
<td>Not Applicable</td>
<td>09/30/2014 04:42 PM</td>
<td>01 COMPUTER SYSTEM PTE LTD</td>
<td>Sherlyn Com Sys</td>
<td>Ravi Prabhu</td>
<td>Response (ID=ID361711715) in event Sher - Test sourcing event for Pens and Tables</td>
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*Reply to the Buyer is shown here*
Event Messages

Reply to the Buyer is shown here
SingHealth eProcurement

Product and Service Categories
Product and Service Categories

- Ariba follows UNSPSC (United Nations Standard Products and Services Code®) standard
  - [http://www.unspsc.org/](http://www.unspsc.org/)
- 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

Hierarchy | Category Number and Name
--- | ---
Segment | 44 Office Equipment, Accessories and Supplies
Family | 10 Office Machines and their supplies and accessories
 | 11 Office and desk accessories
 | 12 Office supplies
Class | 15 Mailing supplies
 | 16 Office supplies
 | 17 Writing instruments
 | 18 Correction media
 | 19 Ink and lead refills
Commodity | 1 India ink
 | 2 Lead refills
 | 3 Pen refills
 | 04 Ink refills

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

Please contact Ariba Help Desk 1800-311-4600 if further assistance is required. Alternatively find the helpdesk online. Click Help → In Help Center scroll down to click Support → In Support Center briefly describe issue and click Start → Select “Get help by live chat” or “Get help by Phone”