RESORTS WORLD™ SENTOSA

Account Configuration for EA

Oct 2024

Company Administrator & Its Role

- ❑ There can only be 1 Administrator per ANID.
- ❑ Automatically linked to the username and login entered during registration.
- ❑ Responsible for account set-up/ configuration/ management.
- ❑ Primary point of contact for users with questions or issues.
- ❑ Create users and assigns roles/permissions to users of the account.

Note:-

Company Administrator can assign another user as the Company Administrator.

Account Configuration

Step-By-Step Account Configuration

Below are the basic required settings in order to successfully receive requests from RWS.

Legal Profile & GST set-up → Notification setting for Collaboration Requests → Notification setting for Purchase Orders → Notification setting for Invoices → Roles & Users set-up

Enterprise Account (EA) : Settings Tabs

Account Settings

V4

VENDOR 43603
test-Vendor43603@gmail.com

- My Account
- Link User IDs
- Contact Administrator
- Switch Account

VENDOR43603 - TEST_PO
ANID: AN01431136242-T

- Company Profile
- Settings
- Logout

ACCOUNT SETTINGS

- Customer Relationships
- Users
- Notifications
- Application Subscriptions
- Account Registration

NETWORK SETTINGS

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Network Notifications
- Audit Logs

Document Tab

Documents | Create

UPLOAD

- Order Confirmation CSV
- Ship Notice CSV
- External Document

DOWNLOAD

- CSV Templates

Create Tab

Documents | Create

CREATE

- PO Invoice
- Non-PO Invoice
- Contract Invoice
- Service Entry Sheet
- Credit Memo
- Time & Expense Sheets
- Catalog

Legal & GST Set-Up

Legal Profile & GST Set-Up

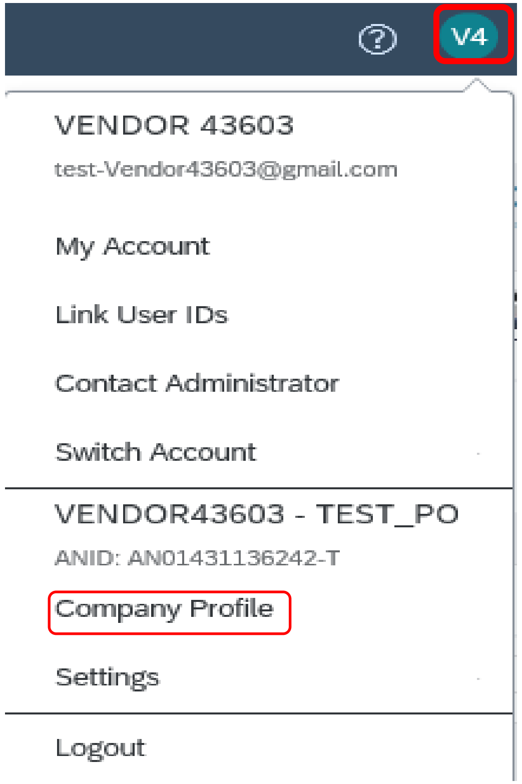
1 Go to “Account Settings” and click on “Company Profile”.

2 In order to enable the GST feature, click on “Basic” tab.

3 You should be able to see the “Legal Profile Status”.

4 Click on “Create” to set up the legal profile.

1



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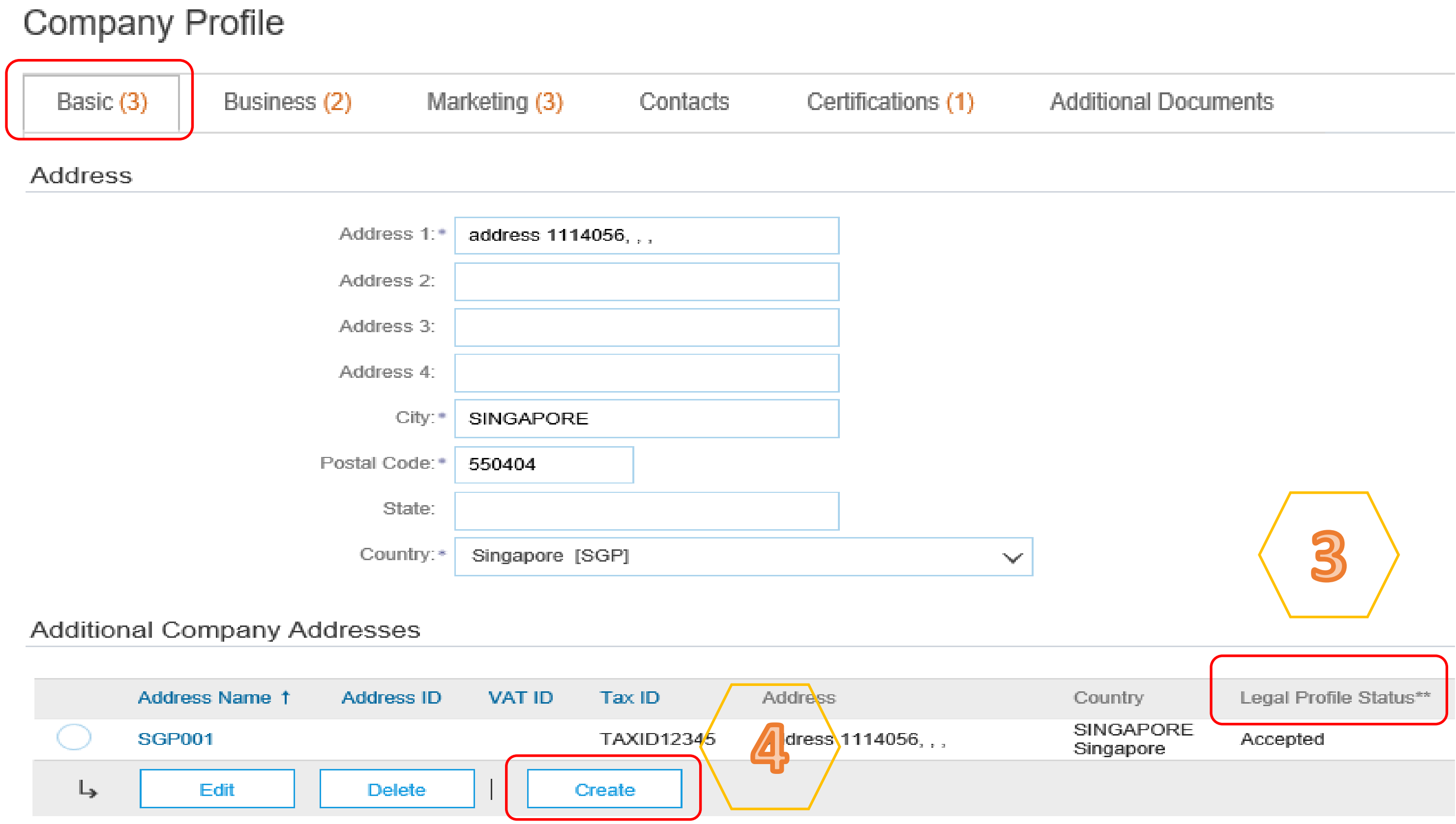


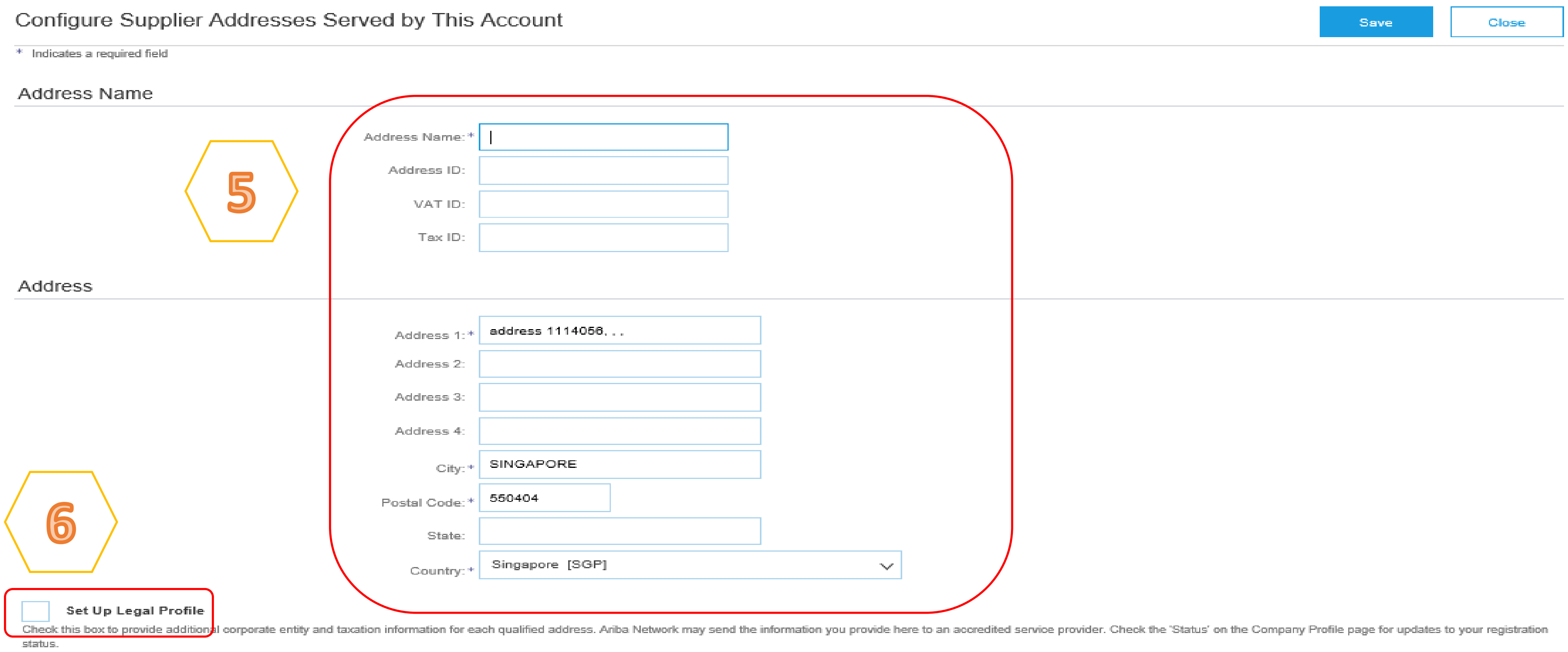
Legal Profile & GST Set-Up

5 You will be redirected to the Address page, kindly fill up the required field.

Note:

Required fields are those with asterisk.

6 Check the box for “Set Up Legal Profile”.

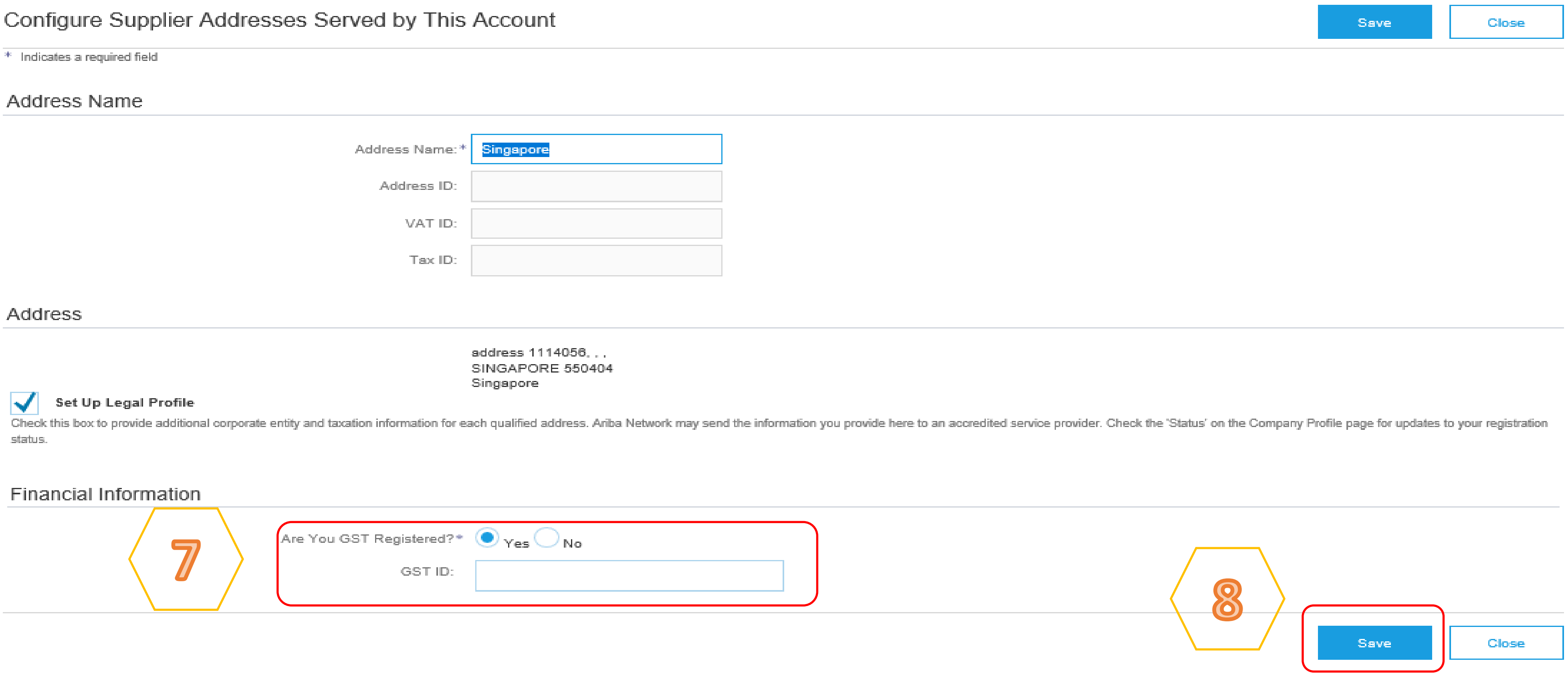


Legal Profile & GST Set-Up

7 Click on “Yes” for GST Registered, key in the GST Registered number without the ‘-‘ (only alphanumeric entry).

8 Once you have completed keying in the GST Registered number, click on “Save”.

For GST Registered Suppliers

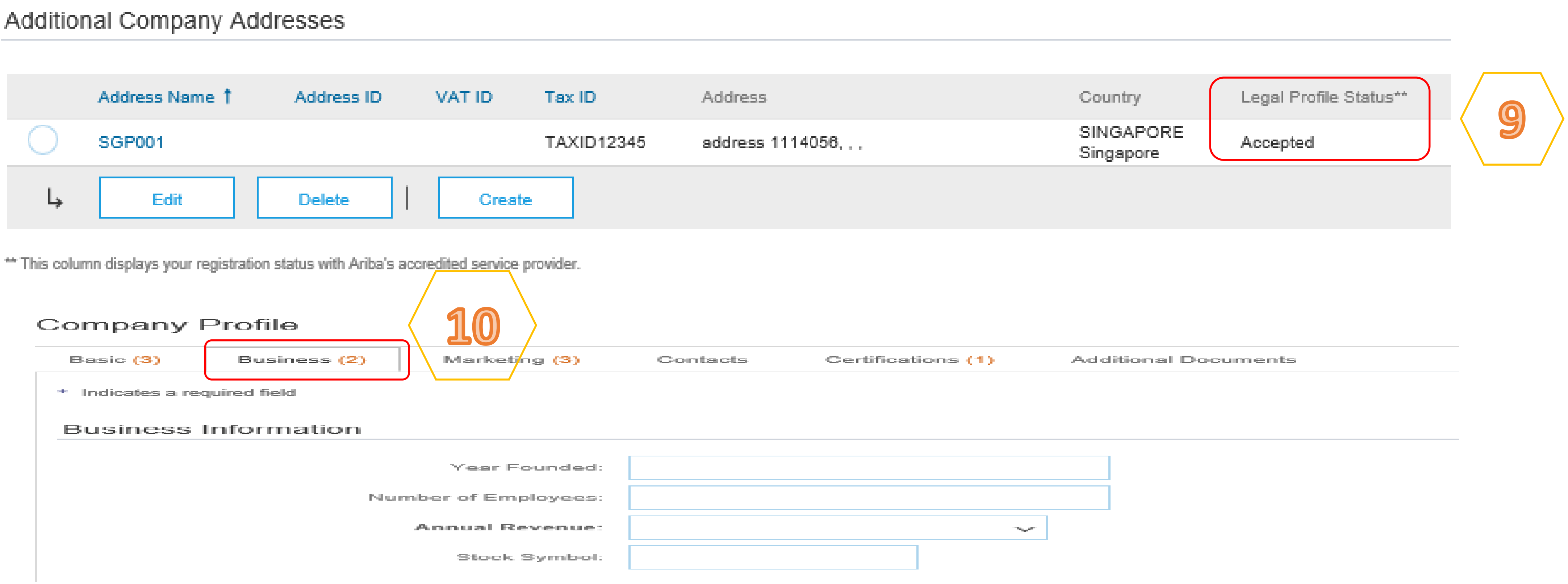


Legal Profile & GST Set-Up

For GST Registered Suppliers

9 Under the “Legal Profile Status’, the status should reflect as “Accepted”.

10 In order for GST Registration Number to auto populate on the invoice, click on “Business” tab.

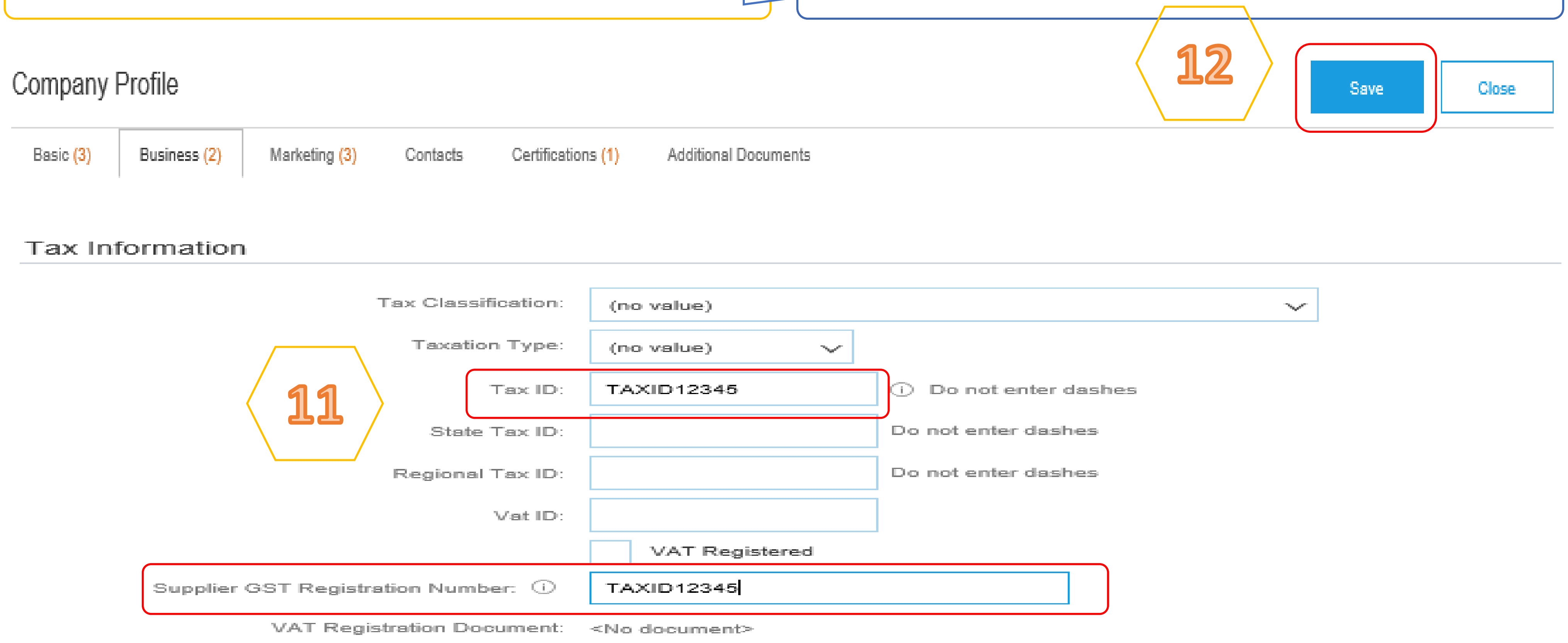


Legal Profile & GST Set-Up

For GST Registered Suppliers

11 If you are a GST Supplier in Singapore, under "Tax Information", you will have to key in your GST registration number in both "Tax ID" and "Supplier GST Registration Number" fields.

12 Click on "Save" after you had completed the tax information.



Legal Profile & GST Set-Up

For Non-GST Registered Suppliers

7 Click on “No” for Non-GST Registered. (Not required to input anything in the GST ID field.)

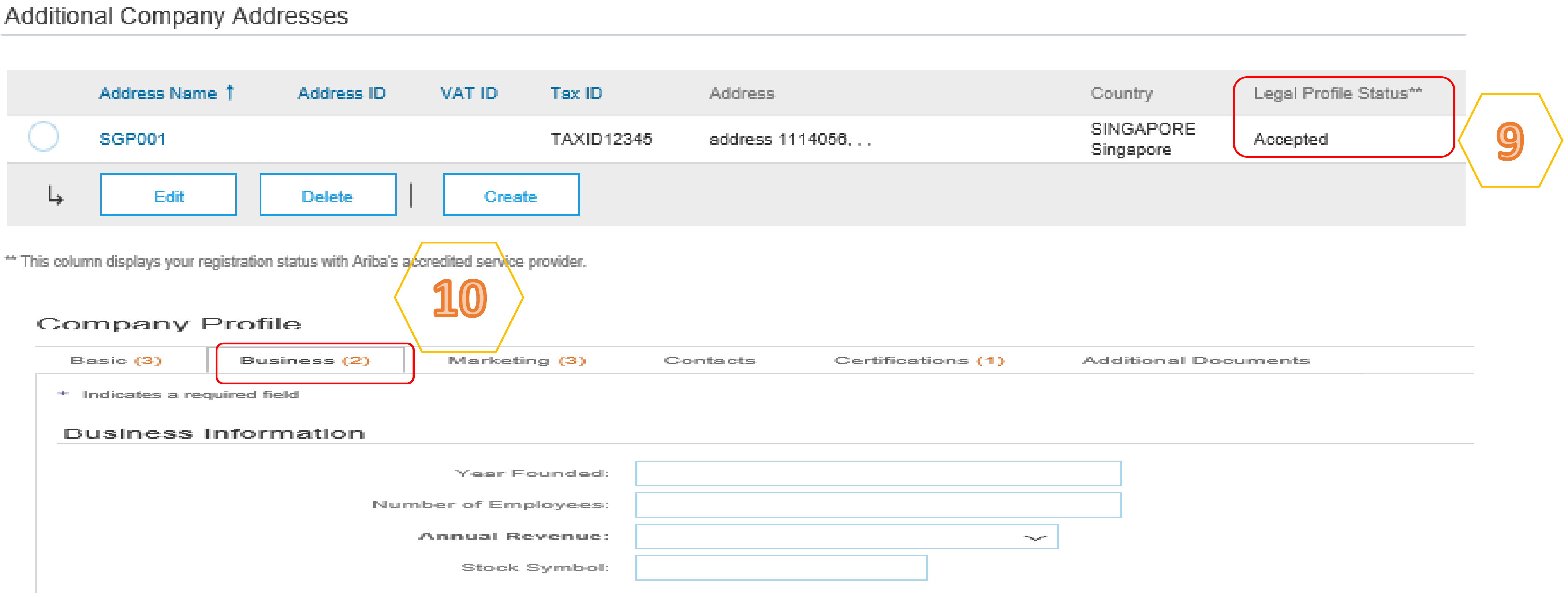
8 Click on “Save”.

Legal Profile & GST Set-Up

For Non-GST Registered Suppliers

9 Under the "Legal Profile Status', the status should reflect as "Accepted".

10 Click on "Business" tab to ensure correct tax information is auto populated on invoice.

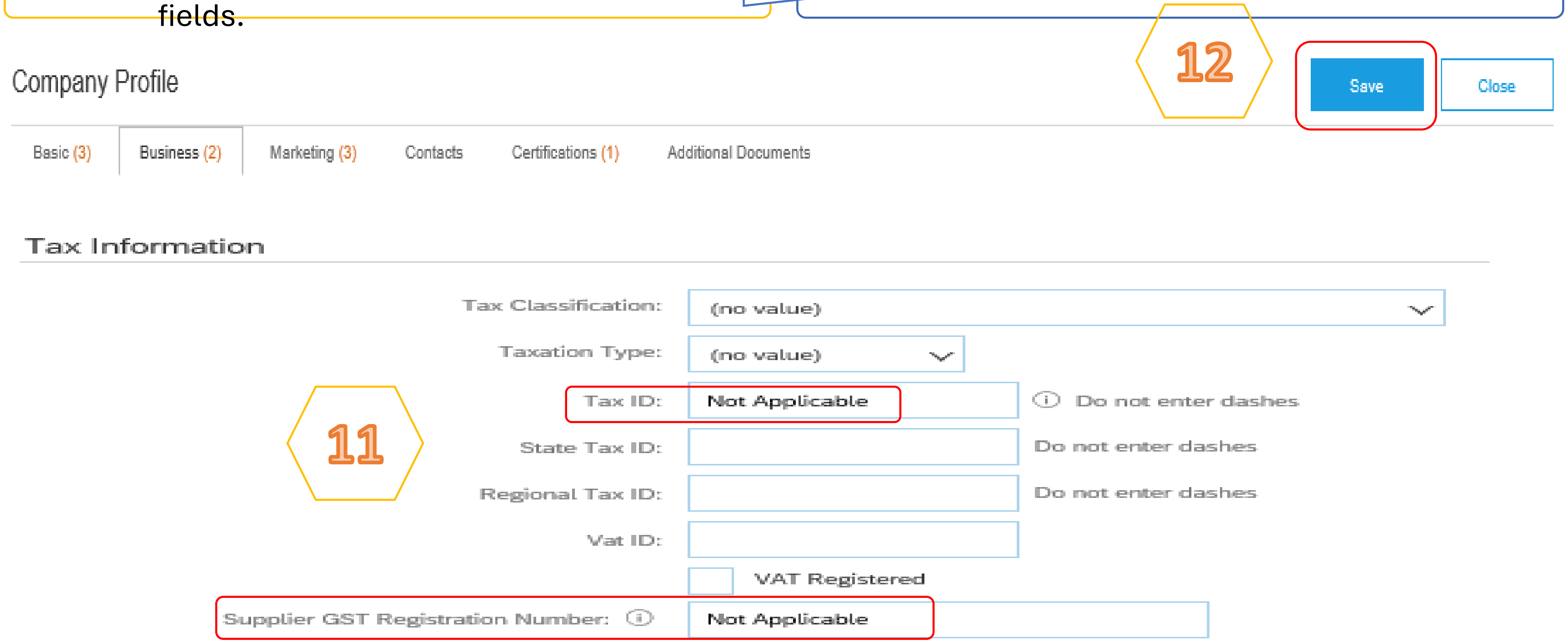


Legal Profile & GST Set-Up

For Non-GST Registered Suppliers

11 For Non-GST Supplier in Singapore, under “Tax ID” and “Supplier GST Registration Number” fields, you will have to input “Not Applicable” in both fields.

12 Click on “Save” after you had completed the tax information.



Notification – Purchase Order Routing

Notification – Purchase Order

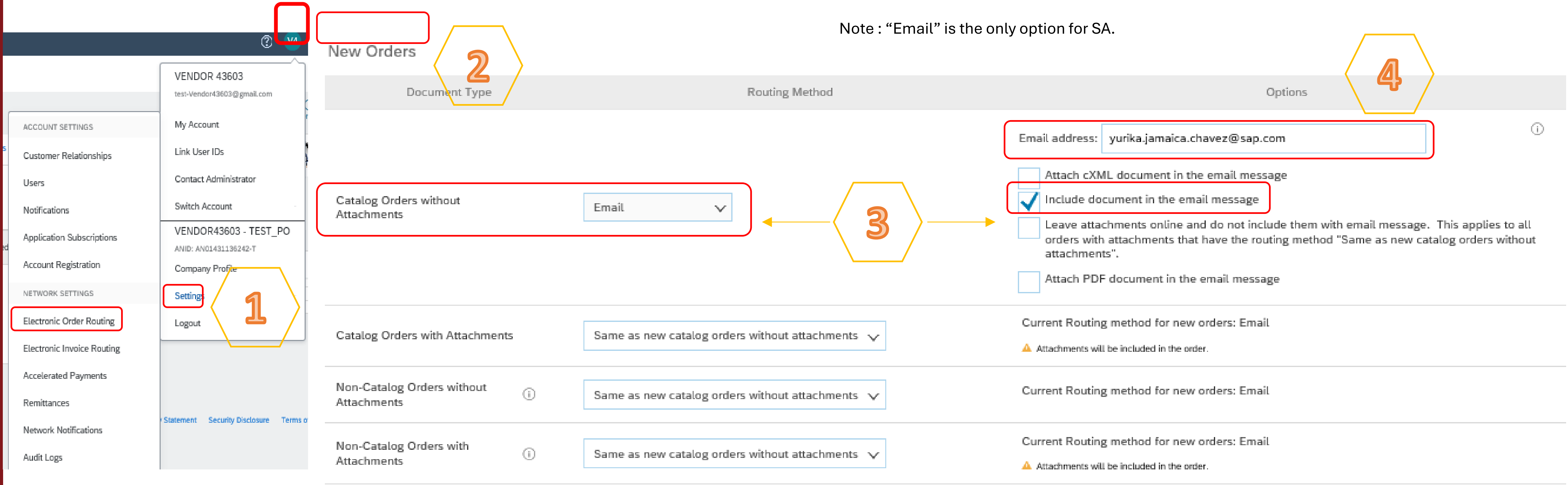
1. Go to “Account Settings”, click on “Settings” and select “Electronic Order Routing”.

2. Scroll down to “New Orders” section.

3. Select “email” under “Catalog Orders without Attachment” field. Check on “Include document in the email message”.

4. You can enter up to 3 emails per notification, separated by a comma.

Note : “Email” is the only option for SA.



Notification – Purchase Order

5 When “Email” is selected as the option, the rest of the fields relating to Purchase Orders will be defaulted according to this selection.

6 Specify a method and a user for sending Order Response Documents (e.g. Order Confirmation).

Change/Cancel Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email Attachments will be included in the order.

5

Other Document Types

Document Type	Routing Method	Options
Blanket Purchase Orders	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Time Sheets	Online	Save in my online inbox
Order Status Request	Online	Save in my online inbox
Order Response Documents	Online	Return to this site to respond to POs
Payment Remittances	Online	Save in my online inbox
Payment Proposals	Online	Save in my online inbox
Document Status Update	Online	Save in my online inbox
Receipt	Online	Save in my online inbox

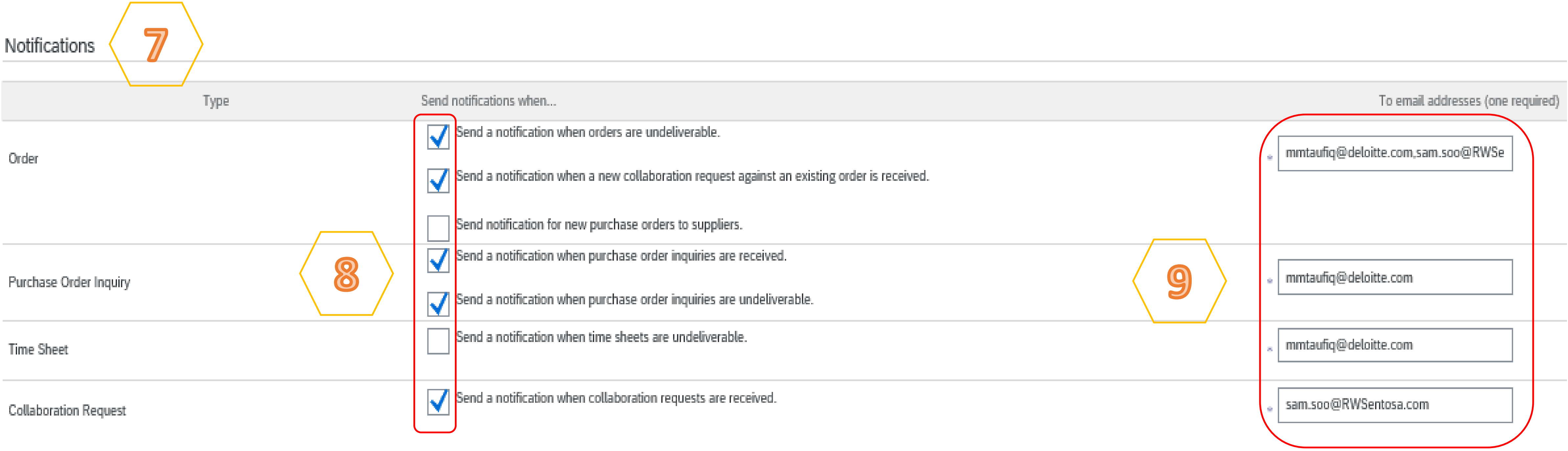
6

Notification – Purchase Order / Collaboration Request

7 Scroll down to “Notifications” section.

8 Check on “Order” and “Purchase Order Inquiry” and “Collaboration Request” to enable notification alerts relating to Purchase Orders and collaboration requests.

9 You can enter up to 3 emails per notification, separated by a comma.



Notification – Purchase Order Routing Method

Method	Description
Online (Default)	Orders are received within your AN account, but notifications are not sent out.
Email (Recommended)	Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
Fax	Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.
cXML/EDI	Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer.

Notification – Invoice Routing

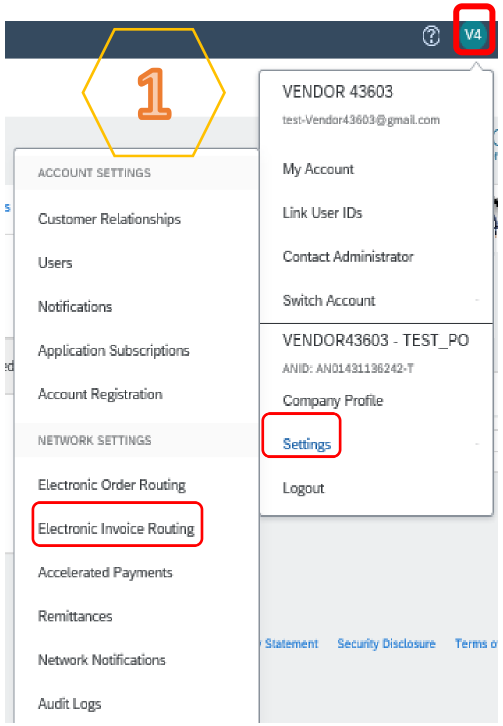
Notification – Invoice

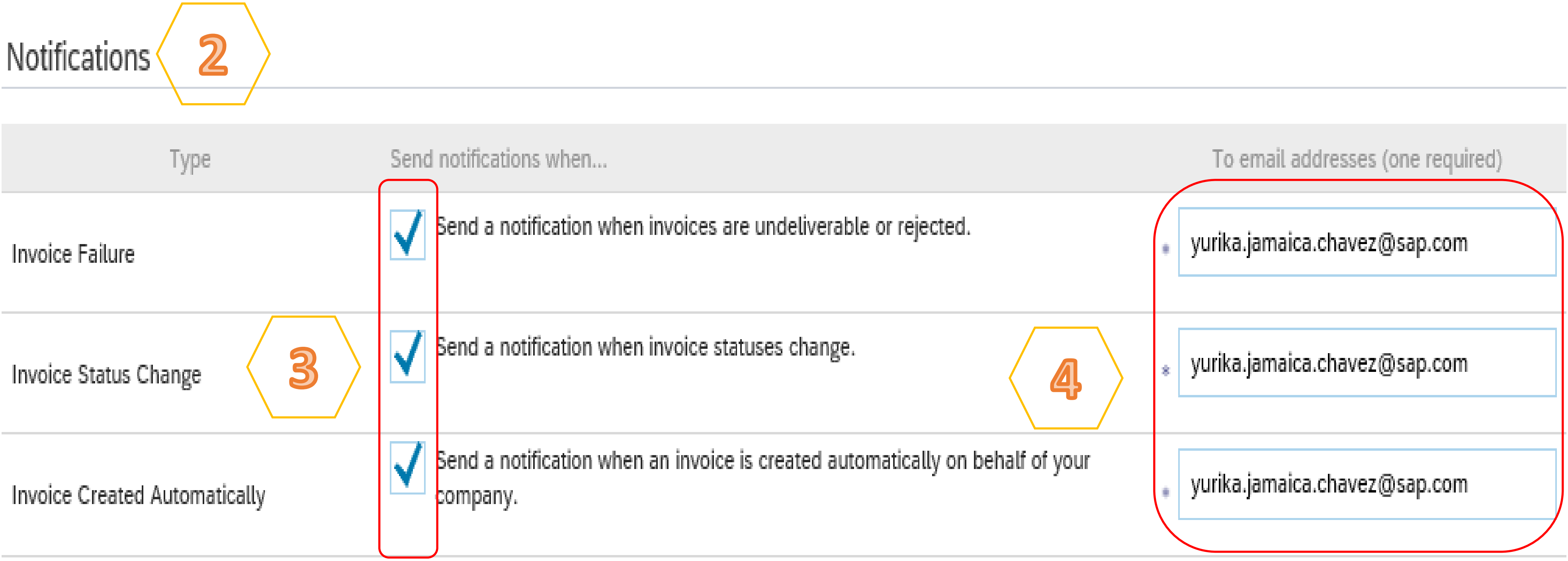
1 Go to “Account Settings”, click on “Settings” and select “Electronic Invoice Routing”.

2 Scroll down to “Notifications” section.

3 Check on “Invoice Failure”, “Invoice Status Change” and “Invoice Created Automatically”.

4 You can enter up to 3 emails per notification, separated by a comma.





Note : It is recommended to configure notifications to email (the same way as in Order Routing).

Users, Roles and Permissions

Users, Roles and Permissions

- Up to 250 users per existing AN account.
- Responsible for updating personal user information.
- Can have different roles/permissions, which correspond to the user's actual job responsibilities.
- Can access all or specific customers assigned by Company Administrator.

Permissions List

Permission	Description
API Development Access	Access to API development using the SAP Ariba developer portal.
Archive Access	View and search archived items
Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
Catalog Management	Set up and manage catalog-related activities
Cloud Integration Gateway Access	View and search projects on the Ariba Integration Gateway
Cloud Integration Gateway Configuration	Create, modify, and maintain projects on the Ariba Integration Gateway
Company Information	Review and update company profile information
Contact Administration	Maintain information for account contact personnel
Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
Customer Administration	Manage customer relationships
cXML Configuration	Configure account for cXML transactions
Folio Management	Create, activate and delete folio ranges used for tax invoicing.
Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
ID Registration Access	Register unique identifiers, like email domains
Inbox and Order Access	View and search documents in Inbox and take actions based on your role
Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
Invoice Report Administration	Access to Reporting, and Invoice Report type
Logistics Access	Perform Logistics actions with limited access to transactions information

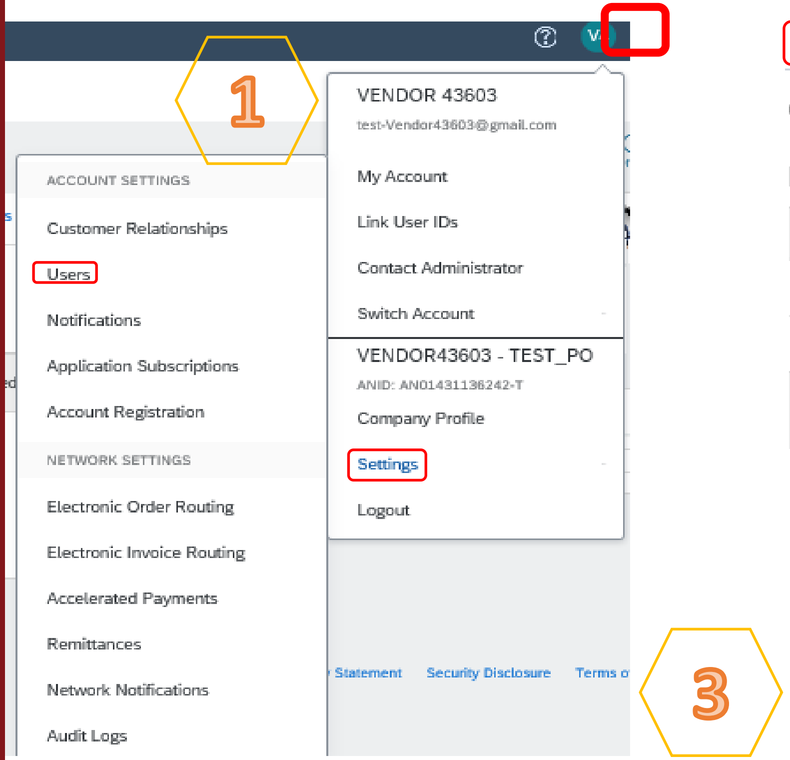
Permission	Description
Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
Outbox Access	View and search documents in Outbox and take actions based on your role
Payment Activities	Manage your payment activities
Payment Profile	Configure your payment profile
PCard Configuration and Notifications	Configure PCard account and maintain notification email addresses
Planning Collaboration Visibility	Access to planning collaboration visibility
Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
Quality Inspection Access	Access to view quality inspection documents
Quality Inspection Creation	Access to create quality inspection documents
Quality Notification Access	Access to view quality notification documents
Quality Notification Creation	Access to create quality notification documents
Quality Review Access	Access to view quality review documents
Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
Service Sheet Report Administration	Access to Reporting and Service Sheet Report types
Services Access	Perform Services actions with limited access to transactions information
Supplier Discount Management Program Administrator	Access to discount program offers and the definition of early payment requests
Tax Book Report Administration	Access to Reporting, and Tax Book Report type
Time Sheet Report Administration	Access to Reporting, and Time Sheet Report type
Timestamp verification	Verify timestamp token on invoices
Transaction Configuration	Configure account for electronic transactions

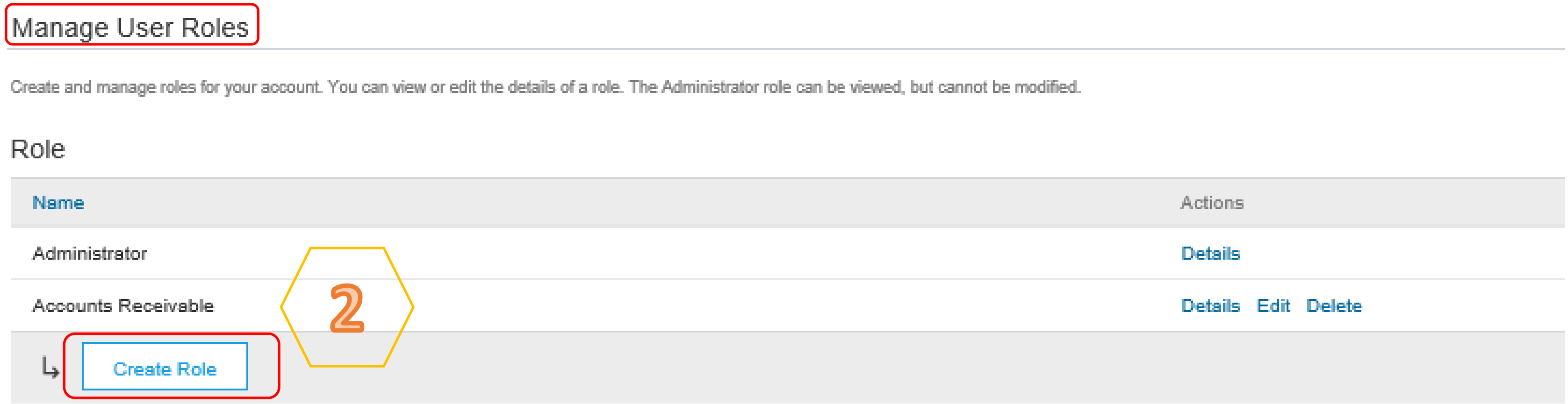
Assigning Roles

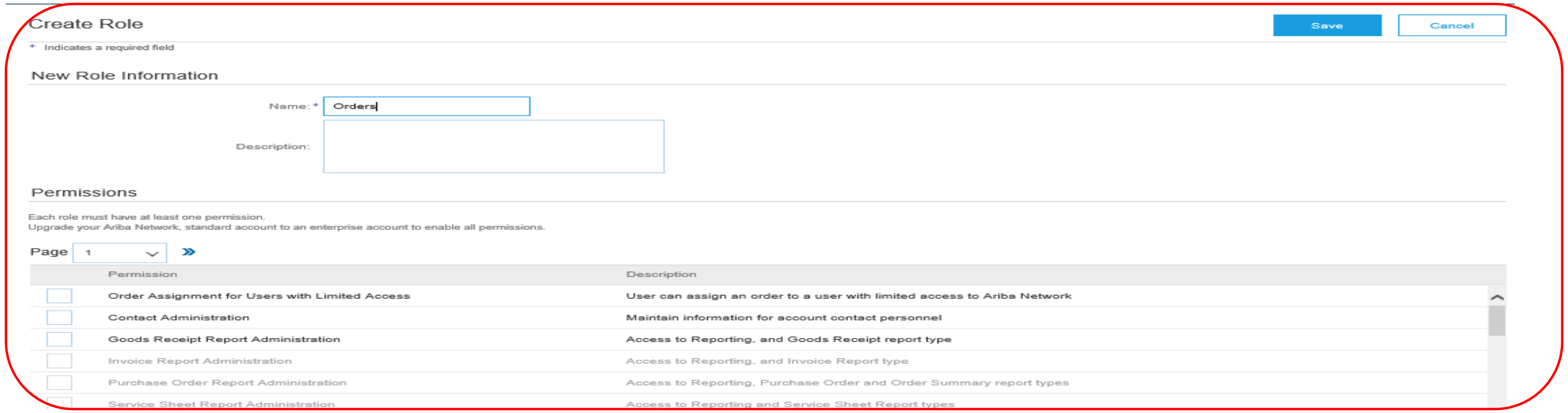
1 Go to “Account Settings”, click on “Settings” and select “Users”.

2 Under “Manage User Roles”, click on “Create Role”.

3 On the “Create Role” display screen, enter the name of the role you are creating. Select all the relevant permissions for the role and click on “Save”.







Recommended Role Creation

Role Name	**Sourcing Group**	View and administer sourcing requests
Permission	• Inbox and Order Access • Access Proposals and Contracts	
Role Name	**Purchasing Group**	Processing of Purchase Orders, Order Confirmation
Permission	• Inbox and Order Access • Outbox Access • Purchase Order Report Administration	
Role Name	**Collaboration Group**	View and administer collaboration requests
Permission	• Planning Collaboration Visibility • Collaboration Request Administration • Collaboration Request Access	

Recommended Role Creation

Role Name

Invoicing Group

Generate invoices and monitor payment activities

Permission

- Inbox and Order Access
- Outbox Access
- Contract Access
- Invoice Generation
- Payment Activities
- Invoice Report Administration

Role Name

Acting Administrator

Alternate Administrator to handle the account

Permission

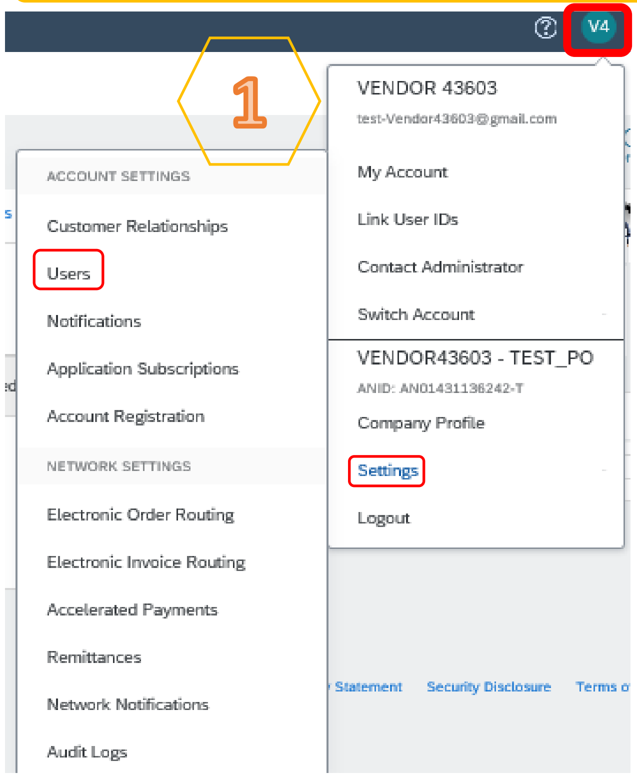
- Company Information
- Contact Administration
- Customer Administration
- Payment Profile
- Archive Access
- Order Assignment for Users with Limited Access

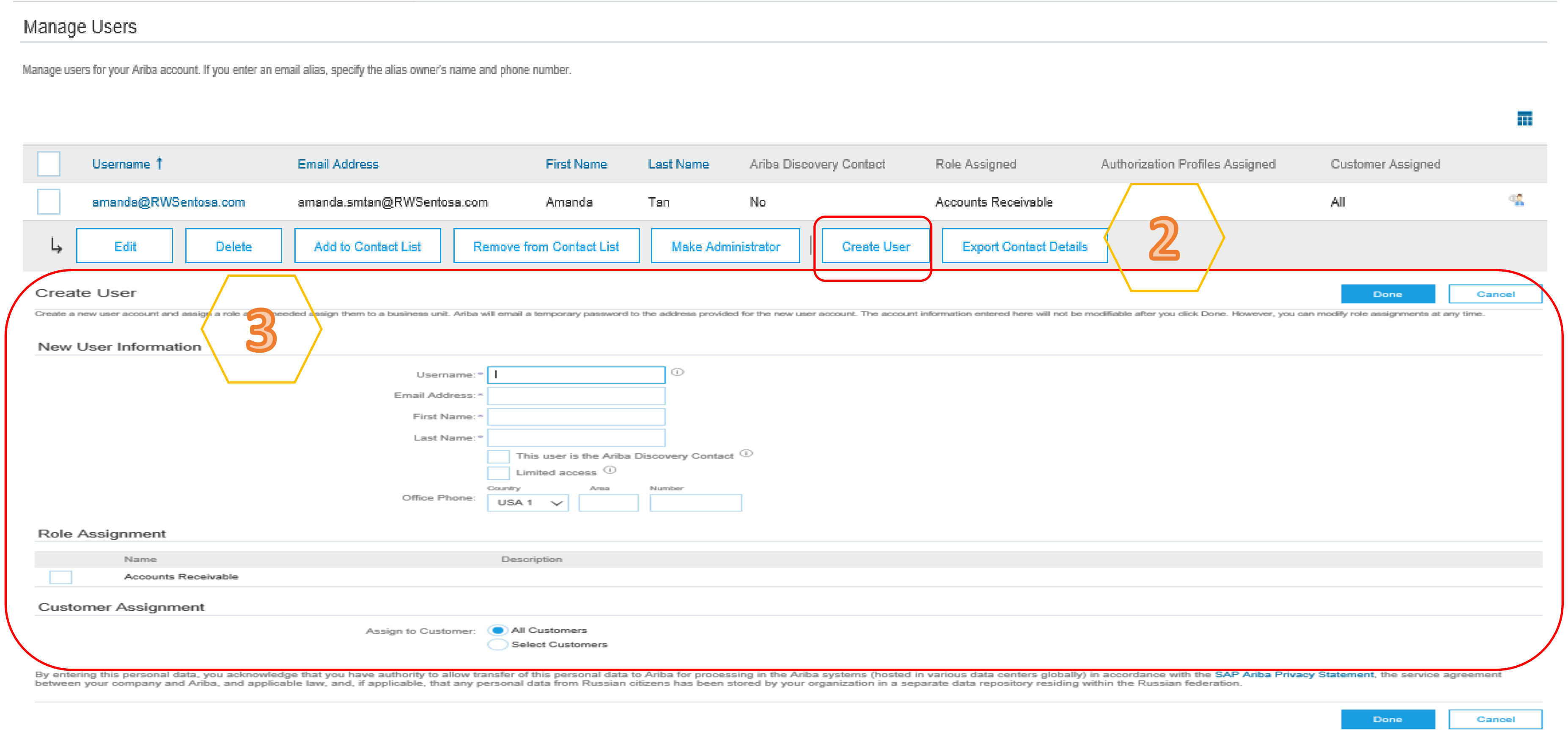
Creating Users

1 Go to "Account Settings", click on "Settings" and select "Users".

2 Under "Manage Users", click on "Create User".

3 On the "Create User" display screen, enter the user information and select the role for the user. Click on "Done".





Note:

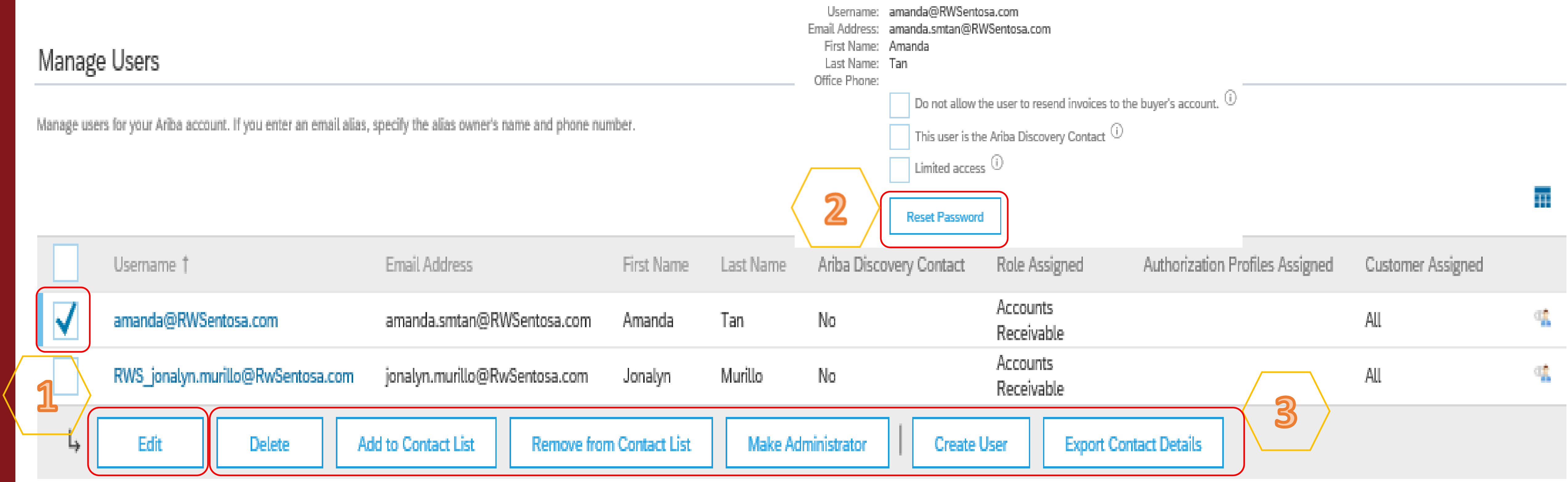
- For username, it has to be in email format.

Modify User Account

1 To reset a password for User, go to “Account Settings”, click on “Settings” and select “Users”. Select the user to modify and click on “Edit”.

2 Click on “Reset Password” to reset the password of the User.

3 Under “Manage Users”, there is also options to “Delete”, “Add to Contact List”, “Remove from Contact List”.



Changing Company Administrator

If the Company Administrator has **<u>left</u>** the company, Ariba Customer support is the only one who can switch an account over to a new ADMIN. When submitting a ticket put in all the information below.

- ANID of the account
- Previous Administrator's Full Name
- Previous Administrator's Email Address
- New Administrator's Full Name
- New Administrator's Email Address
- Did the Administrator leave the company?
- Do you have access to the previous Administrator's email address?
- Is your internal IT able to retrieve messages from the previous Administrator's email address?

If the Company Administrator is **<u>still</u>** with the company, and the role needs to be moved to someone else, follow these steps:

- The current Company Administrator must log-in to the Ariba Network.
- Go to "Account Settings" and click "Settings".
- Select "Users".
- Click on "Create User".
- Once the User is created, check the box to the left of their name, and click on "Make Administrator".