

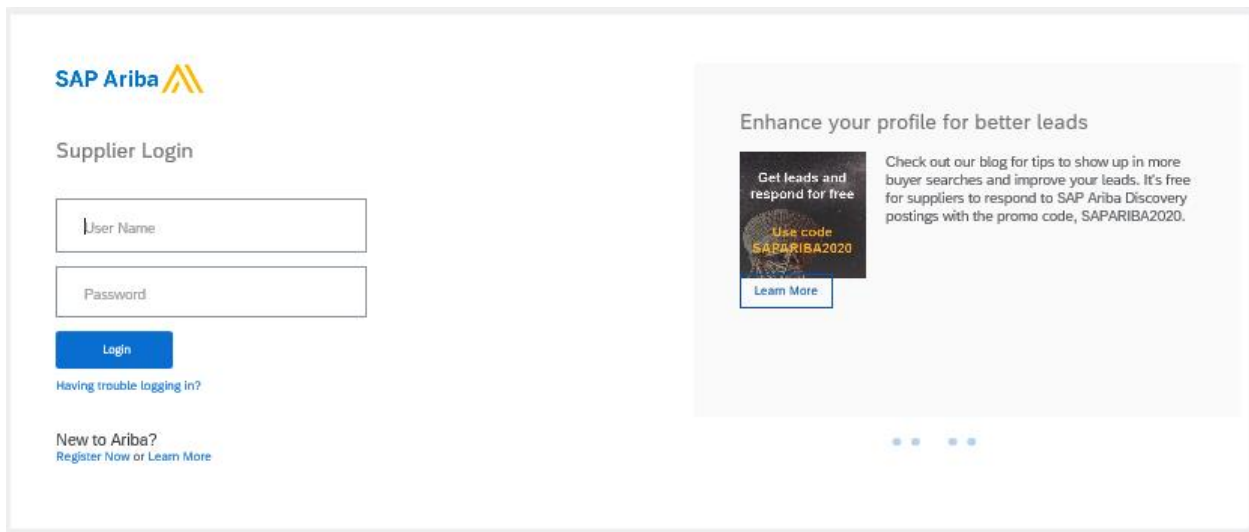
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1. How to Participate in a Collaboration Request

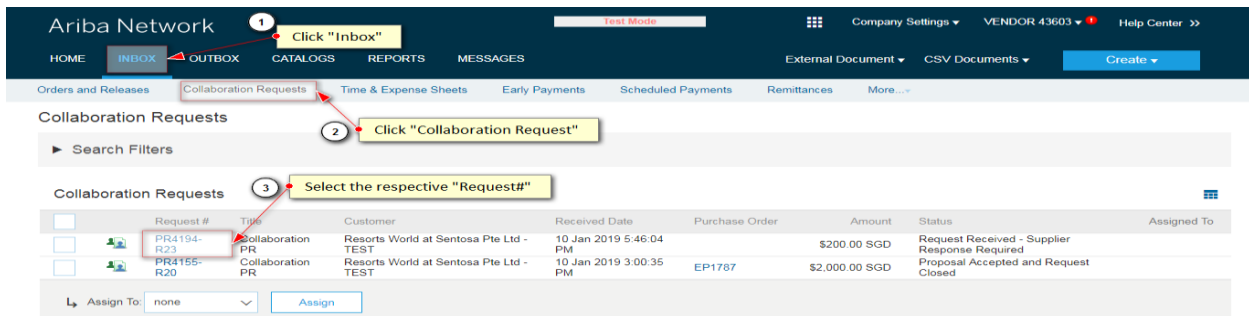
A Collaboration Request is the document by which RWS works with you as a Supplier to find, evaluate and obtain goods and/or services. During the collaboration process, RWS sends information about collaboration requests to Supplier online Inbox on the Ariba Network. The Quick Links panel on your Home Dashboard indicates you have received a new collaboration request. In your online Inbox, you can view collaboration requests, assign collaboration requests and search for specific collaboration requests.

Supplier log-in to submit quote:

<https://service.ariba.com/Supplier.aw/125003089/aw?awh=r&awssk=yyAY0hte&dard=1>



From the Home page, click on “Inbox” and you can see under the Collaboration Requests to view the collaboration requests needing your attention.



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Respond with Proposal

To respond with a proposal, simply click on “Respond” and select “Respond with Proposal”.

The screenshot shows the Ariba Network interface for a Collaboration Request. The header includes 'Ariba Network', 'Test Site', 'Company Settings', 'VENDOR 43603', and 'Help Center'. Below the header, there is a navigation link 'Go back to Collaboration Requests'. The main content area is titled 'Collaboration Status - Collaboration PR' and includes a 'Send Message' link. The 'Collaboration Request' details are: Reference ID: PR4194-R23, Collaboration Title: Collaboration PR, Request Date: Thu, 10 Jan, 2019, and Requester: Sow Han Susan Tan. The 'Current Documents' table shows one item: 'Collaboration Request PR4194-R23' with a status of 'Request Received - Response Required' and a total value of \$200.00 SGD. A dropdown menu is open over the 'Collaboration Request PR' row, showing options: 'Respond', 'Send Message', 'Respond With Proposal', 'Decline Request', 'Revise Proposal', 'View', 'Messages', and 'Print'. Red callouts with numbers 1 and 2 point to the 'Respond' and 'Respond With Proposal' options respectively. The 'All Messages' section below is empty.

SAP Ariba
VENDOR: 43603 (test-VENDOR43603@gmail.com) last visited 10 Jan 2019 6:36:02 PM VENDOR43603 - TEST AND1431136242-T
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Under Selection, select “Include/Exclude Item”, select “Edit” and click on “Next”.

The screenshot shows the 'Create Proposal' screen in Ariba Network. The header includes 'Ariba Network', 'Test Site', 'Company Settings', 'VENDOR 43603', and 'Help Center'. Below the header, there is a navigation link 'Go back to Collaboration Requests'. The main content area is titled 'Create Proposal' and includes a 'Next' and 'Exit' button. The 'Review and Select' step is active, showing a table of items to be included in the proposal. The table has columns: Selection, No. ↑, Description, Qty, Unit, Price, and Amount. One item is listed: 'Collaboration PR' with a quantity of 1 and a price of \$200.00 SGD. A dropdown menu is open over the 'Selection' column, showing options: 'Included', 'Include Item', 'Exclude Item', 'Open', 'View Details', and 'Edit'. Red callouts with numbers 1 and 2 point to the 'Included' and 'Edit' options respectively. The 'Complete And Submit' step is also visible.

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Enter or update the fields accordingly. To proceed, click “OK” to save.

Ariba Network Test Site Company Settings VENDOR 43603 Help Center

← Go back to Collaboration Requests

Create Proposal

PR4194-P12: Collaboration PR | Items: 1 | Total: \$200.00 SGD OK Cancel

This is a summary of the item you selected. Change any editable field, and save your changes.

Line Item Details

No.: 1

Full Description: 1 Edit description (when required)

Supplier Part Number:

Supplier Auxiliary Part ID:

Qty:

UOM: Each

Additional Pricing Details ⓘ 2 Click here to view more details.

Amount: \$200.00 SGD

Price: ⓘ 3 Update price

Comments - by Line Item

4 Click here to add comment (when required)

Attachments - by Line Item

5 Click here to add attachment

6 Click here to save.

OK Cancel



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At the summary page, review details entered. You may enter message or attach attachments if required. Once details have been verified, click “Submit” to send proposal.

Review summary.

PR4194-P12: Collaboration PR | Items: 1 | Total: \$180.00 SGD

Finish modifying the details of this proposal. To edit an item, click its check box, then click Edit.

Title: Collaboration PR
Based on: Collaboration Request PR4194-R23 - Collaboration PR (current)
My Labels: Apply Label...

No.	Type	Description	Qty	Unit	Price	Amount
1		Collaboration PR	1	Each	\$180.00 SGD	\$180.00 SGD

Total Estimate: \$180.00 SGD

Submit Message

Message:

Attachments:

Attachments - Entire Proposal

Submit

Proposal is successfully submitted.

Collaboration Status - Collaboration PR

View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request Reference ID: PR4194-R23
Collaboration Title: Collaboration PR
Request Date: Thu, 10 Jan, 2019
Requester: Sow Han Susan Tan

Last Message (0 messages unread) [Send Message](#)
To send a message to the requester, click the **Send Message** link, and enter your message. Messages are shared only between your organization and the buying organization.

Current Documents

Name	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Proposal PR4194-P12	Fri, 11 Jan, 2019	Proposal Sent - Waiting For Response				\$180.00 SGD	Respond
1 Collaboration PR 1 Collaboration PR 1 Each \$180.00 SGD \$180.00 SGD Collaborate: Yes							

All Messages

No items

Respond with Proposal - Edit

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In the event that you want to make changes to the proposal that you have submitted, go to “Inbox”, under “Collaboration Requests”, click on the Request that you want to amend.

Note:

A proposal can be revised only if RWS has not accepted the collaboration request.

1 Click "Inbox"

2 Click "Collaboration Requests"

3 Status changed to "Awaiting Response from Buyer".

4 Click the respective "Request#"

Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assigned To
PR4194-R22	Collaboration PR	Resorts World at Sentosa Pte Ltd - TEST	11 Jan 2019 4:20:03 PM		\$200.00 SGD	Awaiting Response from Buyer	

At the Collaboration PR page, click “Respond” and select “Revise proposal”.

1 Click "Respond"

2 Select "Revise Proposal"

Name	Date Submitted	Status	Qty	UOM	Price	Total
Proposal PR4194-P12	Fri, 11 Jan, 2019	Proposal Sent - Waiting For Response			\$180.00 SGD	\$180.00 SGD
1. Collaboration PR			1	Each	\$180.00 SGD	\$180.00 SGD

Select on the line item that needs to be changed, click on “Action” and select “Edit”.

← Go back to Collaboration Requests

Create Proposal

PR4194-P14: Collaboration PR | Items: 1 | Total: \$180.00 SGD

Prev Submit Exit

Modify the items to reflect your revised offer for this proposal.

Title: Collaboration PR

Based on: Proposal PR4194-P12 - Collaboration PR (current)

My Labels: Apply Label... ▾ ⓘ

1 Review and Select

2 Complete And Submit

Proposal [1]			
Description ↑	Qty	Amount	
Collaboration PR	1	\$180.00 SGD	

▼ Line Items

1 Line Item

No. ↑	Type	Description	Qty	Unit	Price	Amount
1		Collaboration PR	1	Each	\$180.00 SGD	\$180.00 SGD

2 Click "Action" → Actions ▾ Add items

3 Select "Edit" → Edit Remove

Total Estimate: \$180.00 SGD

Update Total

Make the required changes and click on “Ok” after changes are done. Add messages or attachments if applicable. Click “Submit” to complete the resubmission.

Create Proposal PR4194-P14: Collaboration PR | Items: 1 | Total: \$185.00 SGD OK Cancel

This is a summary of the item you selected. Change any editable field, and save your changes.

Line Item Details

No.: 1

Full Description:

Supplier Part Number:

Supplier Auxiliary Part ID:

Qty:

UOM: Each

Price Unit Quantity:

Price Unit: (no value)

Unit Conversion:

Pricing Description:

Amount: \$185.00 SGD

Price: SGD= ⓘ

1 Update the details as required.

Comments - by Line Item

Attachments - by Line Item

2 Click "OK" → OK Cancel

Respond with Proposal – Withdraw

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After a proposal has been submitted to RWS, it can be withdrawn by you.

Click “Withdraw Request” from the Respond Menu.

Enter a withdraw reason and comments. Click “OK”.

The screenshot displays the Ariba Network interface for a collaboration request. At the top, a notification banner states: "You submitted Proposal PR8773-P76 - ITEM 1 to Resorts World at Sentosa Pte Ltd-Child1 - TEST". Below this, the page title is "Collaboration Status - ITEM 1".

The main content area is divided into two sections:

- Collaboration Request:** Reference ID: PR8773-R154, Collaboration Title: ITEM 1, Request Date: Fri, 5 Apr, 2019, Requester: LAURA.
- Last Message (0 messages unread):** A link to "Send Message" is provided. A note states: "To send a message to the requester, click the Send Message link, and enter your message. Messages are shared only between your organization and the buying organization."

Below these sections is the "Current Documents" table:

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total	Actions
Proposal PR8773-P76	Fri, 5 Apr, 2019	Proposal Sent - Waiting For Response			\$220.00 SGD		Respond ↓
1. ITEM 1			1	Each	\$220.00 SGD	\$220.00 SGD	Respond Send Message Withdraw Proposal Decline Request Revise Proposal View Messages Print Create Alternative Proposal

Under the "Line Item Details" for ITEM 1, the "Collaborate" status is set to "Yes".

At the bottom of the page, there is a footer with the SAP Ariba logo and copyright information: "© 1999-2018 Ariba, Inc. All rights reserved."

Respond with Proposal – Decline

To decline a proposal, click on “Respond” and select “Decline Request”.

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Enter a decline reason and a comment. Click “OK”.

Ariba Network Company Settings Vendor 34 Help Center >>

[Go back to Collaboration Requests](#)

Collaboration Status - ITEM 1

View the status of this collaboration request. View all related documents and send and view messages.

Collaboration Request

Reference ID: PR8773-R154

Collaboration Title: ITEM 1

Request Date: Fri, 5 Apr, 2019

Requester: LAURA

Last Message (0 messages unread) [Send Message](#)

To send a message to the requester, click the *Send Message* link, and enter your message. Messages are shared only between your organization and the buying organization.

Current Documents [Hide Details](#)

Name ↑	Date Submitted	Status	Qty	UOM	Price	Total	Actions
<input checked="" type="checkbox"/> Collaboration Request PR8773-R154 1. ITEM 1 ▾ Line Item Details Collaborate: Yes	Fri, 5 Apr, 2019	Request Received - Response Required	1	Each	\$250.00 SGD	\$250.00 SGD	Respond ▾ Respond Send Message Respond With Proposal Decline Request Revise Proposal View Messages Print

All Messages

No items

Transaction Status

Status	Description
Request Received – Supplier Response Required	A new Collaboration request is in your Inbox. The Buyer is awaiting your response.

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Awaiting Response from Buyer	The Buyer is reviewing the proposal submitted.
Proposal Accepted By Buyer	The Buyer has accepted all line items on the proposal submitted. Note: Proposal Accepted may require additional approval within the buying organization. This indicates an intent to pursue the proposal, but is not finalized.
Proposal Rejected By Buyer	The Buyer has rejected the entire proposal submitted. The supplier may choose to resubmit a revised proposal until the request has been closed.
Proposal Withdrawn By Supplier	You have decided to withdraw a proposal which you had submitted. You declined to submit a proposal to the Buyer's request.
Request Declined By Supplier	You declined to submit a proposal to the Buyer's request.
Request Canceled By Buyer	The Buyer has decided to cancel the request. No further action is allowed.
Request Closed	The request has been closed through the Buyer's selection of an alternative proposal. No further action is allowed.
Proposal Accepted and Request Closed	The Buyer has accepted your proposal and therefore closed the request. No further action is allowed.