RESORTS WORLD™ SENTOSA

General Dashboard & SA Registration

Oct 2024

Standard Account Dashboard Overview

Standard Account Features

- Dashboard view is restricted for Standard Account users. *(Greyed out tabs, sections or selections indicate that you are not able to access.)*
  - You can add up to 250 users to your AN account.
  - Inbox, Outbox, Catalogs & Reports tabs are greyed out.
  - Able to view up to last 200 documents.
  - If you are unable to find the initial PO email to process, click the "Select" drop-drown menu in the "Orders, Invoices and Payments" section on the Home page upon finding the required PO. Select the "Send me a copy to take action" option. An email copy of the order will be sent to you.

Standard Account (SA)

- You may customize the options to view on the dashboard. (Maximum up to 4 tiles per dashboard.)
- Click on "More" to view more options and click on "Manage Default Tiles" to select.

Standard Account (SA) : Collaboration

- The Sourcing Buyer needs to invite you to collaborate before you are able to view the "Collaboration Requests".
- To locate the "Collaboration Requests", click on "More" to view more options.

Standard Account (SA) : Trends

- Supplier is able to view the trends of:-
  - Purchase Order by Volume,
  - Purchase Order by Amount,
  - Outstanding Invoices.
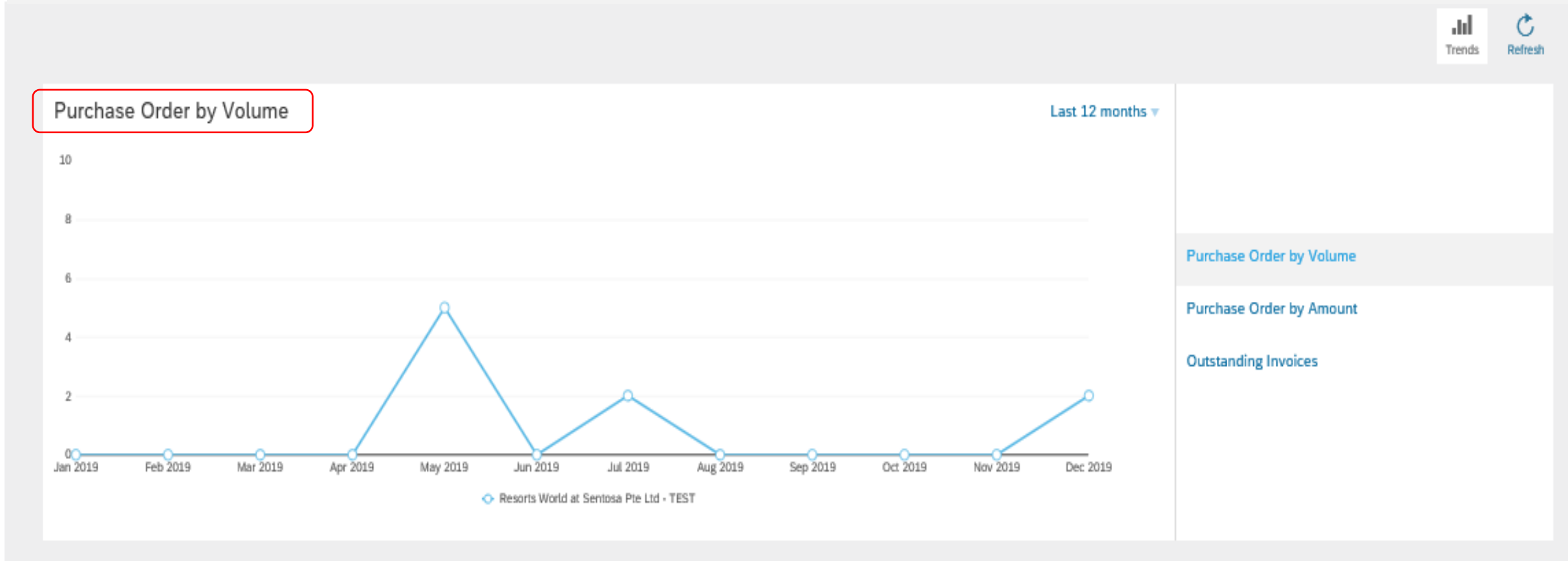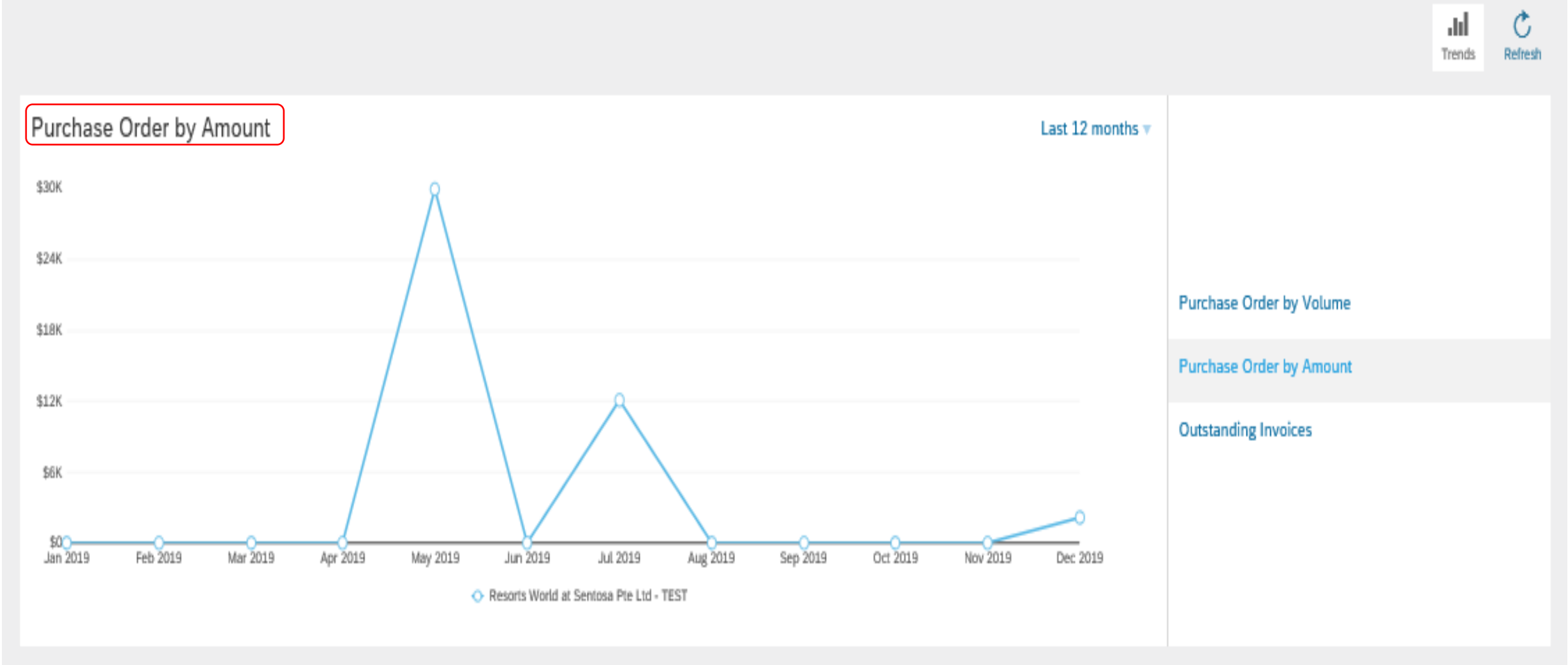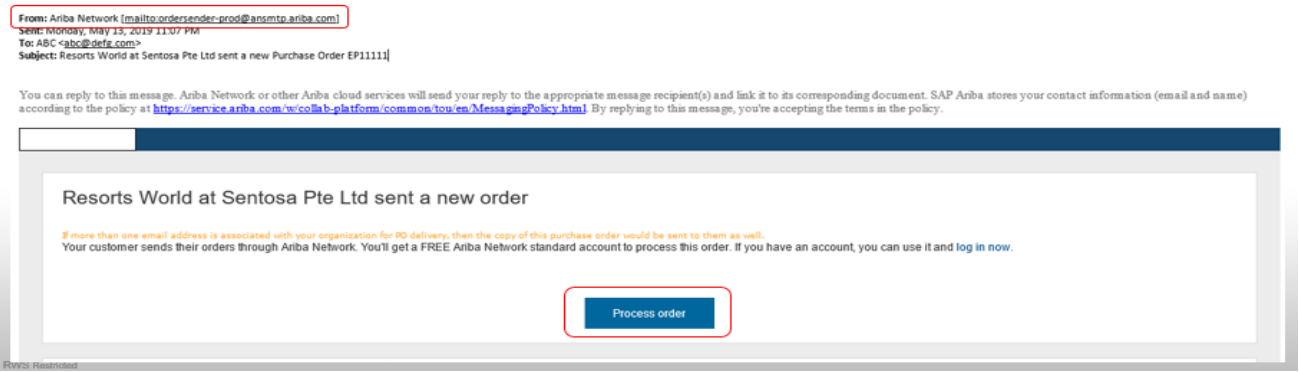
Standard Account (SA) : Trends

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8

Standard Account Registration

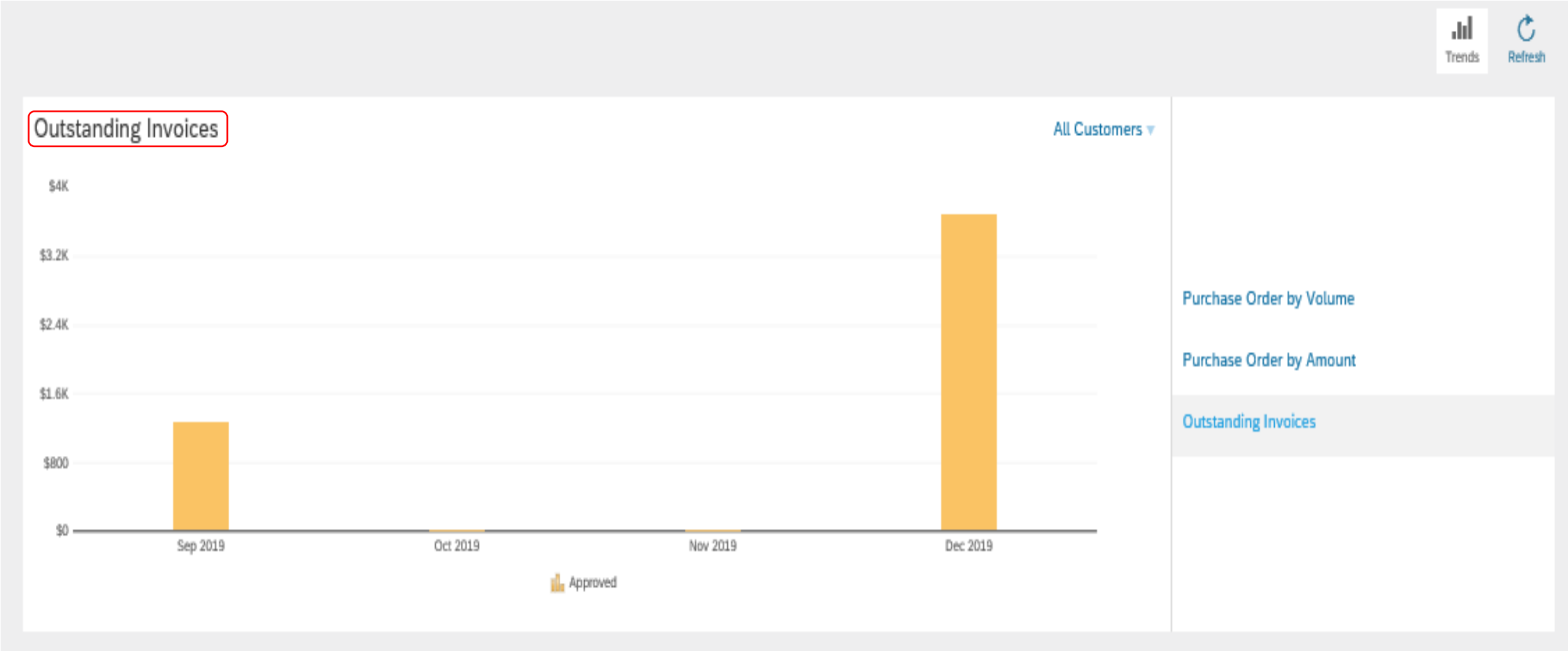RESORTS WORLD™ SENTOSA **PRIVATE & CONFIDENTIAL** All information herewith is privileged/ confidential and subjected to reviews and should not be disclosed out of the intended distribution list.

9

Standard Account (SA)

Process	How does it look like?
Interactive PO received containing first order from RWS.	
Click the "Process Order" button in the interactive email.	
Click on "Sign up" to create a new Standard Account. • The registration page will be displayed. Click on "Log in" if you have an existing Standard Account. • The Ariba Network Login page will be displayed.	

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10

Standard Account (SA)

Process	How does it look like?
For new account, complete your Company Information. Enter your user information.	
Select the "Terms of Use" check-box and click on "Register". Provide your Ariba Network (AN) ID to RWS Procurement System Support Team. Email: ProcurementSystemSupport@RWSentosa.com	