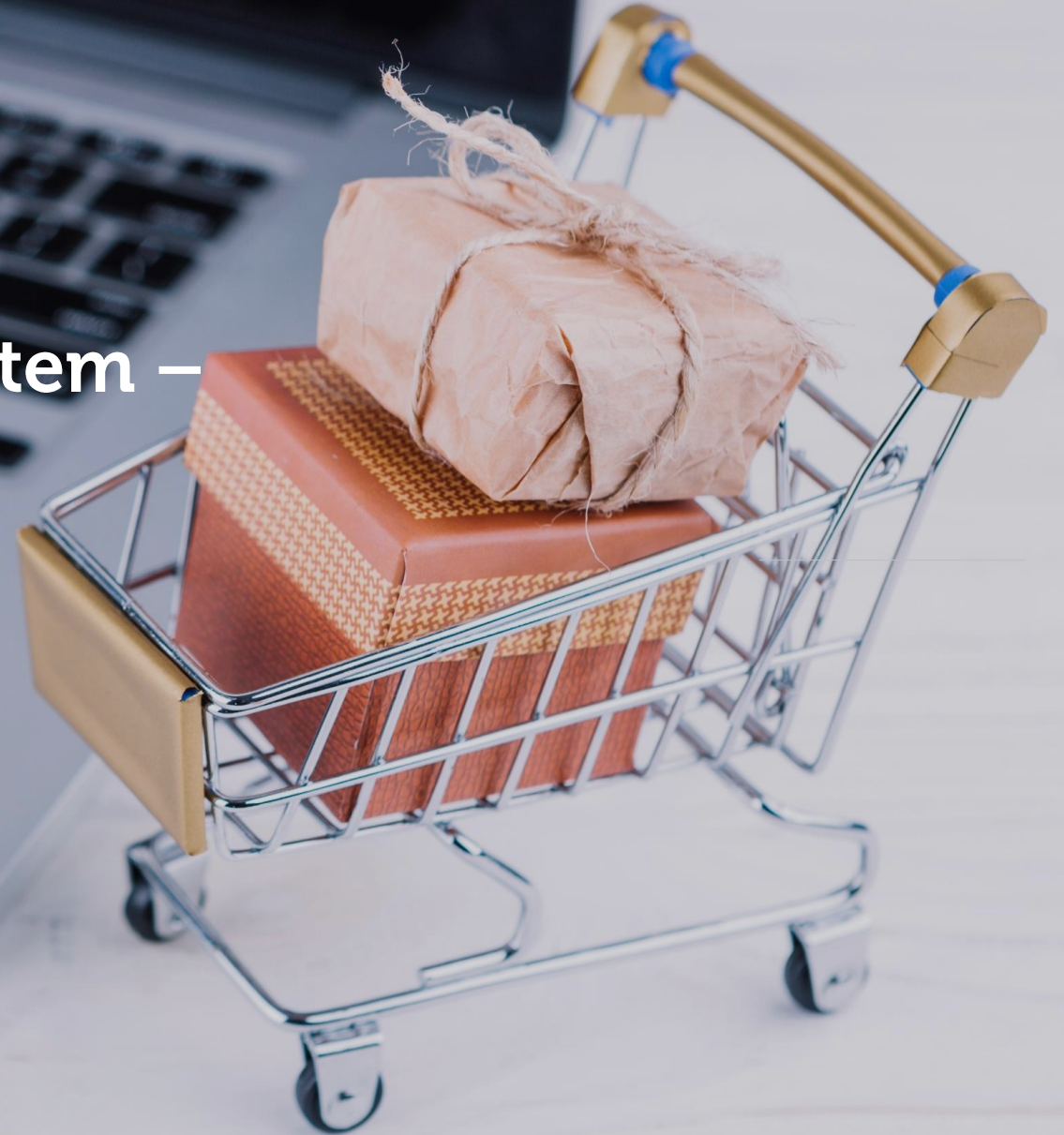# Singtel Group Procurement System –

GP AcuBuy Quick Guide

For Suppliers

Procure-to-Pay (P2P)
- Purchase Orders
- Goods Receipts/Service Entry
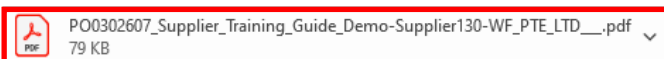
V1.0

Singtel

Contents

AcuBuy

Click to return to the content page

Browse Purchase Orders (PO)

📄 PO0302607_Supplier_Training_Guide_Demo-Supplier130-WF_PTE_LTD___.pdf
79 KB **1**

Dear wf130 wf130 ,

Please be informed that the following document has been successfully created and approved.

Please log into AcuBuy to view the PO details.

PO HEADER INFORMATION -

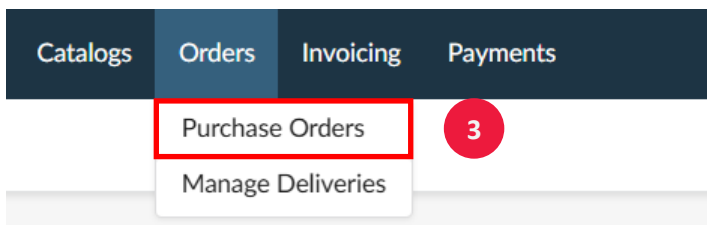|	
Acubuy Purchase Order Number	PO0302607
PO Revision Version	0
AcuBuy Purchase Requisition Number	PR0305088
SAP Purchase Order Number	7000010336
SAP Purchase Requisition Number	
Entity	SINGTEL
Company Code Name	Singapore Telecommunications Limited
Vendor Name	Supplier130-WF PTE LTD
Vendor Code	23132814
Creator Name	BU10 Phase_2
Creator Email	Phase2_UAT_BU_10@UAT.com
Requestor Name	BU10 Phase_2
Requestor Email	Phase2_UAT_BU_10@UAT.com
PO Document Value	5,000.00
PO Document Currency	SGD
PO Value in SGD	5,000.00
PO Creation Date	7/7/2025
PO Description	Supplier Training Guide Demo-Supplier130-WF PTE LTD
Click here to view Approval History & Attachment	https://apac.ivalua.app/buyer/singtel/rctevol6/45izq/page.aspx/en/ord/order_manage/302607 **2**

1 You will receive a purchase order copy in PDF format attached to the email

2 You can also access the purchase order by clicking the link in the email you received

3

Browse Purchase Orders (PO)

Click to return to the content page

3 After logging in to AcuBuy, hover over the 'Orders' tab and select 'Purchase Orders' from the drop-down menu

A AcuBuy PO#: Purchase order number generated via AcuBuy

B APEX PO#: Purchase order number generated via SAP

C Name: Title of the purchase order

D Requester: Name of the individual who requested the purchase order

E Status: Current status of the purchase order

F Currency: Currency used in the transaction

G Ordered: Total value of the purchase order, excluding tax

H PO: Downloadable PDF version of the purchase order

Catalogs | Orders | Invoicing | Payments

Purchase Orders **3**
Manage Deliveries

Purchase Orders

Search

Keywords

Search | Reset

Filters Status : Cancelled Ordered

Acubuy PO#	APEX PO #	Name	Requester	Status	Currency	Ordered ⓘ	PO
PO0302609	7000010337	SO for Demo - SIM-Supplier130-WF PTE LTD	Pattekar Sanket	Ordered	SGD	9,500.00	📄
PO0302607	7000010336	Supplier Training Guide Demo-Supplier130-WF PTE LTD	Phase_2 BU10	Ordered	SGD	5,000.00	📄
PO0302600	6000009482	ADV-Supplier130-WF PTE LTD	Panchbhai Amol	Ordered	SGD	10,000.00	📄
PO0302594-1	6000009478	Demo amendment 1-Supplier130-WF PTE LTD	uat_user01 uat_user01	Ordered	SGD	10,000.00	📄
PO0302596-1	6000009480	Amendment request 04/07/2025 PO0302596-Supplier130-WF PTE LTD	uat_user01 uat_user01	Ordered	SGD	30,000.00	📄
PO0302592	6000009476	test PO based - AD3-Supplier130-WF PTE LTD	uat_user01 uat_user01	Ordered	SGD	42,000.00	📄
PO0302591	6000009475	test PO based - AD4-Supplier130-WF PTE LTD	uat_user01 uat_user01	Ordered	SGD	18,000.00	📄
PO0302578	6000009470	demo-Supplier130-WF PTE LTD	Koh LipPing	Ordered	SGD	90.00	📄
PO0302577	6000009469	testing-Supplier130-WF PTE LTD	Koh LipPing	Ordered	SGD	30.00	📄
PO0302575-1	6000009465	Amendment request 1/7/2025 PO0302575-Supplier130-WF PTE LTD	Phase_2 BU4	Ordered	SGD	12.00	📄
PO0302572	6000009464	demo-Supplier130-WF PTE LTD	uat_user01 uat_user01	Ordered	SGD	14,000.00	📄

4

Browse Purchase Orders (PO)

5 Enter a keyword, then click on 'Search' to find the purchase order

Keywords allowed:
- AcuBuy PO#
- APEX PO#
- Name

6 Click on the pencil icon to view the purchase order details

A Purchase Order: Displays comprehensive details of the purchase order

B Deliveries: Displays goods receipts or service entry sheets created against this purchase order

C Invoices: Displays invoices created against this purchase order

Browse Goods Receipts or Service Entry Sheets

Dear wf130 wf130,

Please be informed that the following document has been successfully created.

RECEIPT HEADER INFORMATION

SAP Goods Receipt Number	5604752755
Document Type	Receipt
AcuBuy Purchase Order Number	PO0302596-1
AcuBuy Purchase Requisition Number	PR0305057
AcuBuy Goods Receipt Number	GRS0267669
SAP Purchase Order	6000009480
Entity	Singtel
Company Code Name	Singapore Telecommunications Limited
Vendor Name	Supplier130-WF PTE LTD
Vendor Code	23132814
Creator Name	uat_user01 uat_user01
Creator Email	s-projectrubysituat-bu1@singtel.com
Requestor Name	uat_user01 uat_user01
Requestor Email	s-projectrubysituat-bu1@singtel.com
GRS Value	30,000.00
GRS Currency	SGD
GRS Creation Date	7/6/2025
GRS Description	Delivery of 06/07/2025
Comments	
Click here to access GRS/SE	https://apac.ivalua.app/buyer/singtel/rctevol6/45izq/page.aspx/en/ord/delivery_manage/267669

1 You can access the goods receipts or service entry sheets by clicking the link in the email you received

Browse Goods Receipts or Service Entry Sheets

AcuBuy
Click to return to the content page

Catalogs | Orders | Invoicing | Payments

Purchase Orders
Manage Deliveries **2**

Manage Deliveries

Keywords | Order | Contract | Type | Search | Reset

Filters Status : Accepted

Delivery#	Company	Type	APEX SES Number	APEX Material Document #	Delivery Reference ID #	Name	APEX PO #	AcuBuy PO#	PO Name	Posting Date	Ordered	Received	Invoiced	Status
SE0267679	Singapore Telecommunications Limited	Receipt	1007555295	5604752776	7000010337	Delivery of 8. 7. 2025	7000010337	PO0302609	• SO for Demo - SIM-Supplier130-WF PTE LTD	8/7/2025	9,500.00 SGD	2,200.00 SGD		Ⓢ Accepted
SE0267678	Singapore Telecommunications Limited	Receipt	1007555293	5604752775	7000010337	Delivery of 8. 7. 2025	7000010337	PO0302609	• SO for Demo - SIM-Supplier130-WF PTE LTD	8/7/2025	9,500.00 SGD	2,000.00 SGD		Ⓢ Accepted
GRS0267674	Singapore Telecommunications Limited	Receipt		5604752766	DN- PO0302578	Delivery of 7/7/2025	6000009470	PO0302578	• demo-Supplier130-WF PTE LTD	7/7/2025	90.00 SGD	60.00 SGD		Ⓢ Accepted
RET0267670	Singapore Telecommunications Limited	Return		5604752756	reverse demo 1	Return of the 06/07/2025	6000009480	PO0302596-1	• Amendment request 04/07/2025 PO0302596-Supplier130-WF PTE LTD	6/7/2025	30,000.00 SGD	-30,000.00 SGD		Ⓢ Accepted
GRS0267669	Singapore Telecommunications Limited	Receipt		5604752755	demo 1	Delivery of 06/07/2025	6000009480	PO0302596-1	• Amendment request 04/07/2025 PO0302596-Supplier130-WF PTE LTD	6/7/2025	30,000.00 SGD	30,000.00 SGD		Ⓢ Accepted

2 After logging in to AcuBuy, hover over the 'Orders' tab and select 'Manage Deliveries' from the drop-down menu

A Delivery#: GRS/SES number generated via AcuBuy

B Company: Company from which the GRS/SES is created

C Type: Indicates whether the entry is a receipt or return

D APEX SES Number / APEX Material Document#: GRS/SES number generated via SAP

E Delivery Reference ID#: Reference ID entered by Singtel Group users during GRS/SES creation

F Name: Title of the GRS/SES

G Posting Date: Date the GRS/SES is posted by Singtel Group users

H Received: Total value of the GRS/SES, excluding tax

I Invoiced: Total value of the invoice, excluding tax

J Status: Current status of the GRS/SES

7

Browse Goods Receipts or Service Entry Sheets

AcuBuy

Click to return to the content page

Manage Deliveries

Search

Keywords	Order	Contract	Type		
	▾	▾	▾	🔍 Search	Reset

③

Filters   Status :   Accepted

	Delivery#	Company	Type ⇅	APEX SES Number ⇅	APEX Material Document # ⇅	Delivery Reference ID # ⇅	Name ⇅	APEX PO #	AcuBuy PO#
✏️	SE0267679	Singapore Telecommunications Limited	Receipt	1007555295	5604752776	7000010337	Delivery of 8. 7. 2025	7000010337	PO0302609

④

Goods Receipt / Advanced Shipping Notice : SE0267679 - Delivery of 8. 7. 2025

« 🚚 Delivery

Name
Delivery of 8. 7. 2025

Delivery Note
7000010337

APEX Material Document #
5604752776

Document Date
8/7/2025

Link Order - Delivery
PO0302609 - SO for Demo - SIM-Supplier130-WF PTE LTD

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③ Enter a keyword or select a value using 'Order' / 'Type' filter, then click on 'Search' to find the purchase order

Keywords allowed:
- Delivery#
- APEX Material Document#
- Delivery Reference ID#
- Name

④ Click on the pencil icon to view the goods receipt / service entry sheet details

Note: Prefixes in the delivery number indicate the document type as followed.

- GRS - Goods receipt
- SE - Service entry sheet
- RET - Cancellation of goods receipt / service entry sheet

List of Support Options

You can find more information on AcuBuy from the **support options** below or contact the **Supplier Enablement** if you encounter any technical issues!

**Quick Guides &
Training Materials**

For more information on AcuBuy, check out the **Supplier Portal**

Support for Suppliers

For queries, reach out to the **Supplier Enablement** (s-supplierenablement@singtel.com) for assistance.

AcuBuy

Click to return to the content page

Frequently Asked Questions

1. Is there any cost to using AcuBuy?

Answer: There is no cost associated with using AcuBuy. It is completely free of charge, with no hidden fees.

2. Do I still need to use Ariba to transact with Singtel/NCS?

Answer: No, Singtel and NCS has implemented the Procure-To-Pay (P2P) in July 2025 (Phase 2A) and all procurement activities are now conducted in AcuBuy.

3. Do I need to register for an AcuBuy account immediately?

Answer: You will need to register an account to submit bids, receive orders and submit invoices through AcuBuy. Registration is also required for any changes to your company profile or bank information.

4. Who can I contact if I need help in registering an account in AcuBuy?

Answer: You can refer to our training guide available on the Supplier Portal. If you need further assistance, please email s-supplierenablement@singtel.com.

5. What if my company prefers not to use the customer's IT platform for transactions?

Answer: Singtel and NCS strongly encourage all suppliers to onboard AcuBuy for transactions. Using a single platform provides many benefits, including streamlined management of company profiles, bank information, bid submissions, purchase order processing, and invoicing. For clarification, please email s-supplierenablement@singtel.com.

AcuBuy

Frequently Asked Questions

6. What is AcuBuy and why has Singtel/NCS switched to this platform?

Answer: Singtel and NCS have transitioned to a unified Singtel Group eProcurement platform, AcuBuy designed to streamline collaboration and supplier management. Through this platform, suppliers can manage accounts, participate in sourcing activities, ensure contract compliance, receive orders, submit invoices, and track performance. This shift will deliver enhanced benefits to suppliers and users across Singtel, NCS and Optus in future phases.

7. What will this impact my company?

Answer: Your company will need to register an AcuBuy account to submit bids, receive orders and submit invoices. Registration is also required if there are any changes to your company profile or bank information.

Thank you!