



Singtel Group Procurement System – AcuBuy Quick Guide

**For Suppliers
(Sourcing Guide)**

V1.0

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Accessing Sourcing Event

Accessing Sourcing Event from email

Dear Demo Supplier,

You have been invited to bid in the following event:

- RFX name: Demo Sourcing
- RFX id:
- Sourcing Project ID: BPM000536
- Round #: 1
- Start date: 1/4/2024 12:00:00 AM UTC +8
- End date: 5/4/2024 12:00:00 AM UTC +8
- **1** Supplier name: Demo Supplier

Please [click here](#) to access the event and use the user name populate invited supplier name to login.

If you have forgotten your password, you may click on the "Lost your password" button in the AcuBuy page and you will receive an email with instructions to reset your password.

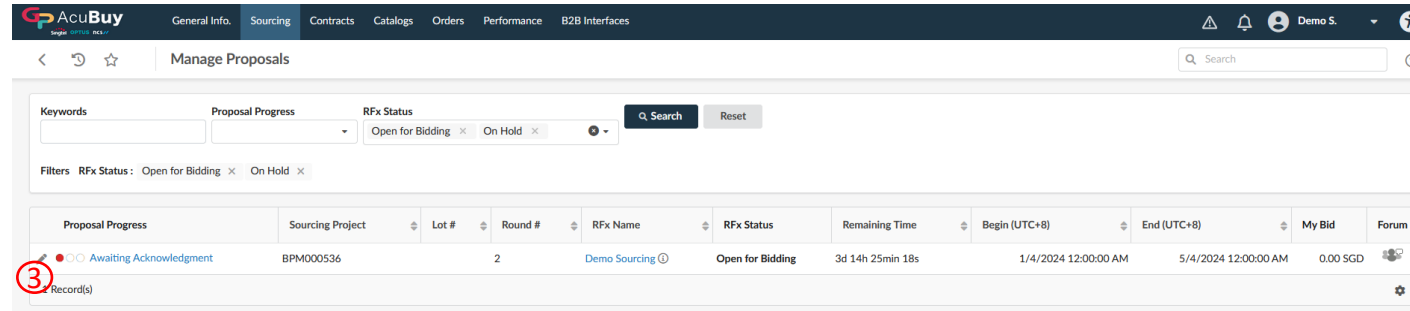
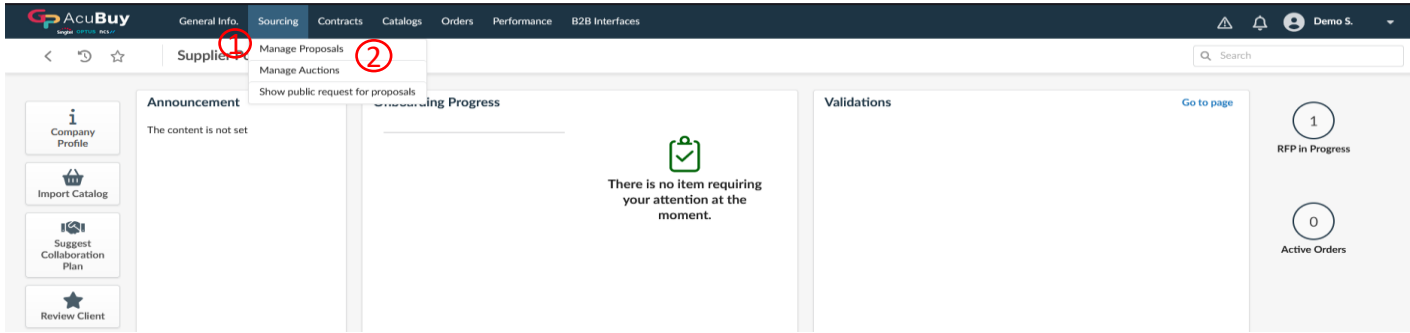
We are looking forward to hearing from you,

Regards,
Singtel Group Corporate Procurement

This is an automatically generated e-mail, please do not reply.
Click [here](#) to manage your notifications settings.

1. You will receive an e-mail invitation to participate in an event, see example above. Click on the 'Click here' hyperlink to access the event

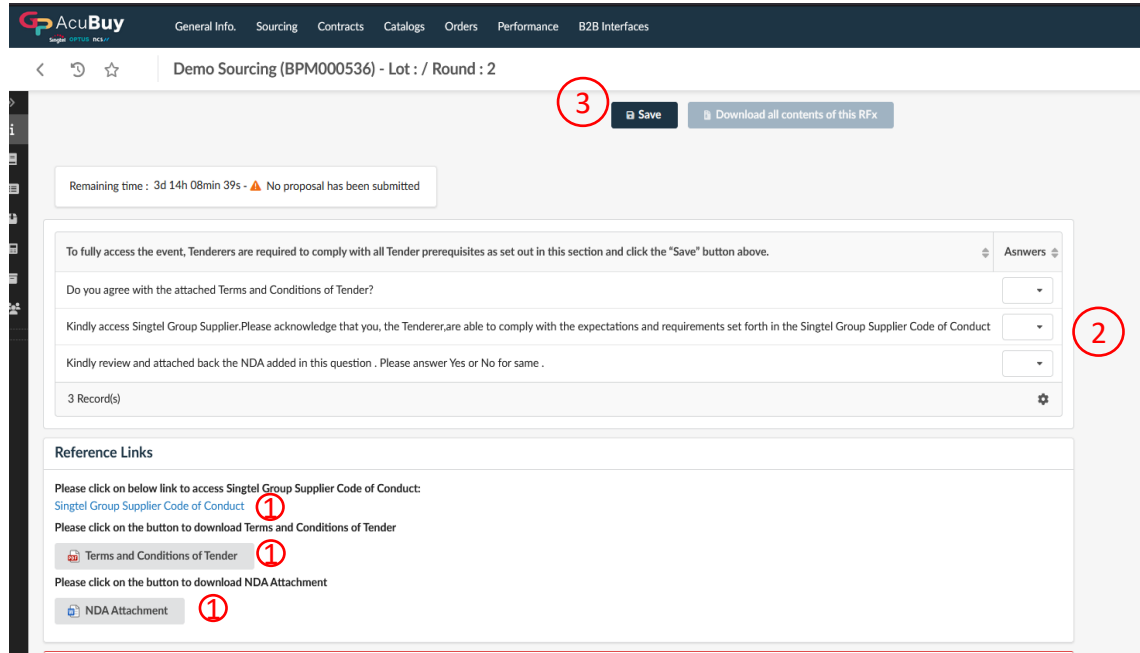
Accessing Sourcing Event login page



1. When you have logged in to AcuBuy, click on “Sourcing” tab.
2. Click on Manage Proposals
3. Find the RFX Name mentioned in the email and click on the pencil icon to access the event

Review Prerequisites

Review Prerequisites



The screenshot shows the Singtel Group Sourcing portal interface. At the top, there is a navigation bar with the Singtel logo and menu items: General Info, Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. Below the navigation bar, the page title is "Demo Sourcing (BPM000536) - Lot : / Round : 2".

Key elements in the interface are highlighted with red circles and numbers:

- 3**: A red circle around the "Save" button at the top right of the main content area.
- 2**: A red circle around the dropdown menu for the question "Kindly access Singtel Group Supplier. Please acknowledge that you, the Tenderer, are able to comply with the expectations and requirements set forth in the Singtel Group Supplier Code of Conduct".
- 1**: Three red circles around the following links and buttons in the "Reference Links" section:
 - The hyperlink "Singtel Group Supplier Code of Conduct".
 - The button "Terms and Conditions of Tender".
 - The button "NDA Attachment".

The main content area includes a "Remaining time" notification, a "Save" button, a "Download all contents of this RFX" button, and a list of prerequisite questions with dropdown menus for answers. The "Reference Links" section provides instructions and links to review the Singtel Group Supplier Code of Conduct, Terms and Conditions of Tender, and NDA Attachment.


1. Click on the hyperlink to review Singtel Group's Supplier Code of Conduct. Download and review the Terms and Conditions of Tender and NDA.
2. Upon review, provide your responses to the prerequisite questions.
3. Click on 'Save'.

*Note: if you disagree to any of the questions, you will not be able to access the sourcing event content




Review Prerequisites


< ⌂ ☆ Demo Sourcing (BPM000536) - Lot : / Round : 2

[Save](#) [Download all contents of this RFx](#)

Remaining time : 3d 14h 00min 31s -  No proposal has been submitted

To fully access the event, Tenderers are required to comply with all Tender prerequisites as set out in this section and click the "Save" button above.

Questions	Answers
Do you agree with the attached Terms and Conditions of Tender?	Yes 
Kindly access Singtel Group Supplier.Please acknowledge that you, the Tenderer,are able to comply with the expectations and requirements set forth in the Singtel Group Supplier Code of Conduct	Yes 
Kindly review and attached back the NDA added in this question . Please answer Yes or No for same .	Yes 

3 Record(s) 

Reference Links

Please click on below link to access Singtel Group Supplier Code of Conduct:
[Singtel Group Supplier Code of Conduct](#)

Please click on the button to download Terms and Conditions of Tender

[Terms and Conditions of Tender](#)

Please click on the button to download NDA Attachment

[NDA Attachment](#)

Acknowledgement

To answer to this RFx, please acknowledge.

[I acknowledge receipt of this RFx](#) 4



Receipt acknowledged on 1/4/2024 10:00:15 AM (UTC+8)

To answer to this RFx, please confirm that you intend to bid.

WILL BID: our intent is to respond to this RFx. 5

NO BID: we will not be able to respond to this RFx.

[Submit](#)

4. Click on acknowledge once you have provided the answers to the prerequisite questions.
5. Indicate your intention to bid for the sourcing event.

Submitting bids

Review Sourcing Event details

AcuBuy
General Info. Sourcing Contracts Catalogs Orders Performance B2B Interfaces

Demo Sourcing (BPM000536) - Lot : / Round : 2

Save Download all contents of this RFX Validate & Submit Proposal Cancel Proposal

Remaining time : 3d 13h 54min 53s - No proposal has been submitted

RFX General Information

Code: BPM000536
RFX Name: Demo Sourcing
Lot #:
Round #: 2
Begin: 1/4/2024 12:00:00 AM (UTC+8)
End: 5/4/2024 12:00:00 AM (UTC+8)
Summary
Tender Information
Process
Tender Description
Acknowledgement: 1/4/2024 10:00:15 AM (UTC+8)

RFX Documents : Please click on the title hyperlink to read the respective instructions for each documents

Title	Att.
Whistleblower hotline Service	
Scope & Specifications	
Singtel Conditions of Contract	
Training Guide	
Singtel Group Instructions to Tenderers	
Instructions to Tenderers	
NDA	
terms and condition	

8 Record(s)

RFX Links

[View Questionnaire](#)
[View Quotation Form](#)

RFX Commercial Documents

Title

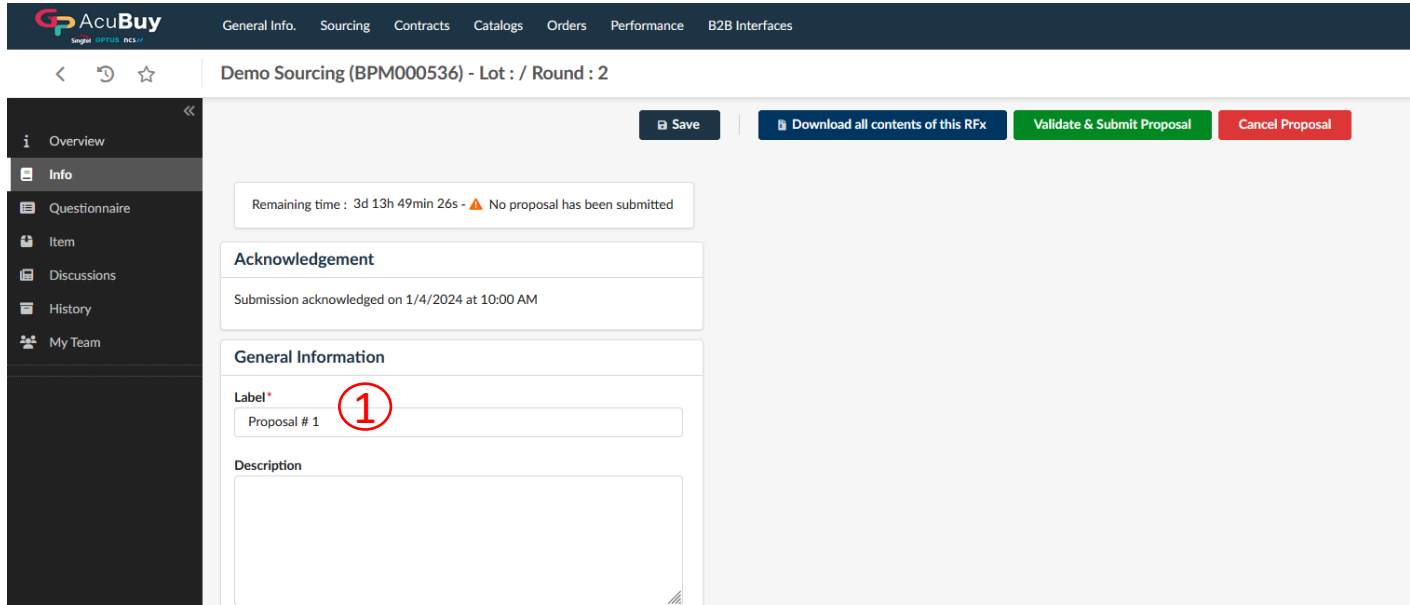
Title: Instructions to Tenderers en

Summary

For all correspondence regarding this tender, you are required to use the Compose Message function in AcuBuy. This is to ensure prompt handling and it is also an audit requirement. Correspondence conducted outside of AcuBuy may jeopardise the Tenderer's chances if those information exchanged are rendered void. For all correspondence regarding this tender, you are required to use the Compose Message function in AcuBuy. This is to ensure prompt handling and it is also an audit requirement. Correspondence conducted outside of AcuBuy may jeopardise the Tenderer's chances if those information exchanged are rendered void.

- In the Overview tab, please review the sourcing event details such as:
1. General Information on start & end date, Tender Information and Description
 2. RFX Documents - click each hyperlink to read the respective instructions for each document

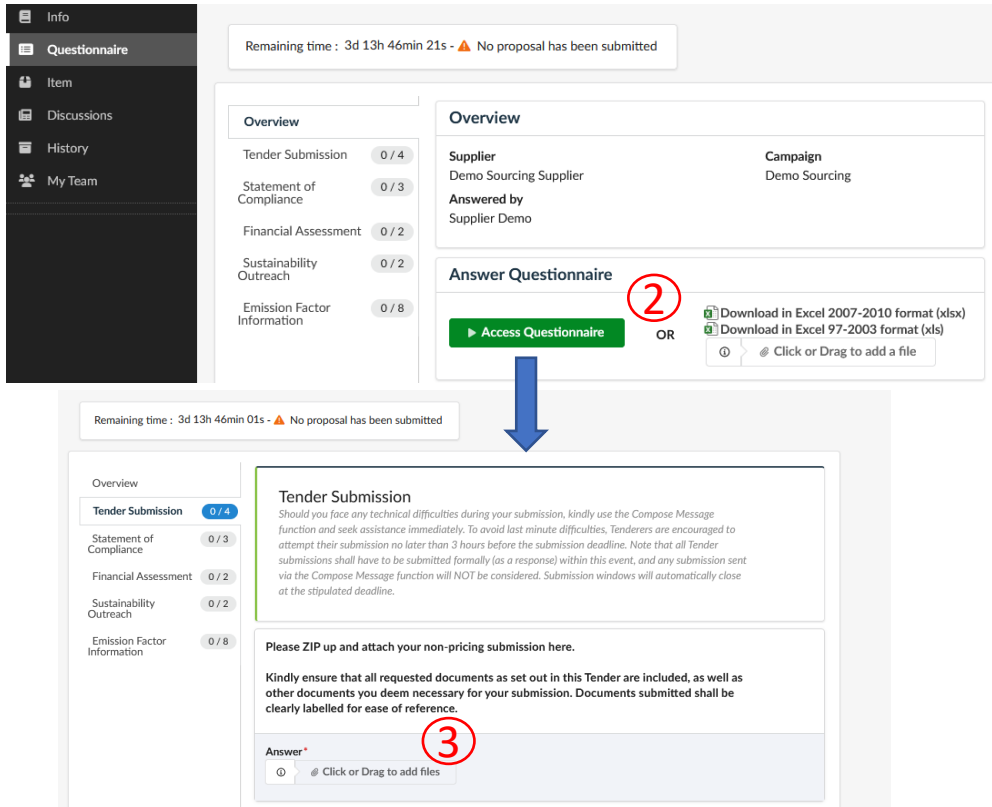
Submitting bid



The screenshot shows the AcubiBuy web application interface for submitting a bid. The top navigation bar includes the AcubiBuy logo and menu items: General Info, Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. The main header displays "Demo Sourcing (BPM000536) - Lot : / Round : 2". On the left, a sidebar menu lists: Overview, Info, Questionnaire, Item, Discussions, History, and My Team. The main content area features a "Save" button, a "Download all contents of this RFx" button, a "Validate & Submit Proposal" button, and a "Cancel Proposal" button. A status message indicates "Remaining time : 3d 13h 49min 26s - No proposal has been submitted". Below this, the "Acknowledgement" section shows "Submission acknowledged on 1/4/2024 at 10:00 AM". The "General Information" section contains a "Label*" field with "Proposal # 1" and a red circled "1" next to it, and a "Description" field below it.

1. Navigate to the “Info” tab. Provide a name for your proposal.

Submitting bid



The screenshot shows a web interface for submitting a bid. On the left is a dark sidebar with navigation options: Info, Questionnaire (selected), Item, Discussions, History, and My Team. The main content area has a top status bar: "Remaining time : 3d 13h 46min 21s - No proposal has been submitted". Below this is an "Overview" section with a table of progress: Tender Submission (0/4), Statement of Compliance (0/3), Financial Assessment (0/2), Sustainability Outreach (0/2), and Emission Factor Information (0/8). The "Answer Questionnaire" section contains a green "Access Questionnaire" button (circled with a red '2'), a file upload area with "Download in Excel 2007-2010 format (xlsx)" and "Download in Excel 97-2003 format (xls)" options, and a "Click or Drag to add a file" prompt. A blue arrow points from the "Access Questionnaire" button to the "Tender Submission" section below. This section has a title "Tender Submission" and a paragraph of instructions. Below the instructions is a text area for the answer (circled with a red '3') and a file upload area with "Click or Drag to add files" prompt. The "Tender Submission" section also has a progress indicator of 0/4.

2. Navigate to the “Questionnaire” tab. Click “Access Questionnaire”.

3. Answer all questions in the questionnaire. Questions denoted with an asterisks (*) are mandatory. You will have to answer all mandatory questions to submit the bid.

Submitting bid

< ↻ ☆ Demo Sourcing (BPM000536) - Lot : / Round : 2 🔍 Search

Save Validate & Submit Proposal Cancel Proposal Other Actions

Remaining time : 3d 09h 30min 28s - ⚠️ Current proposal has not been submitted

Export / Import

[Download in Excel 2007-2010 format \(xlsx\)](#) Drop here your quotation form (in Excel format)
[Download in Excel 97-2003 format \(xls\)](#) Click or Drag to add a file

Currency* **4** Total
SGD Total per currency
AUD
EUR
GBP
USD

Show unanswered items only 🔍 Search Reset

Supplier Response

0 Selected

	Label	Qty	Order	Code	Unit	Type	Price	Total	Decline
	Item 1			I1_1		Required Item	5		No

1 Record(s)

If the Sourcing event requires a bid value, there will at least be 1 item in the 'Item' tab.


4. For certain events, you will be allowed to bid in foreign currency. Select the desired currency from the "Currency" dropdown.


5. Enter the amount in the "Price" column.

Submitting bid

Demo Sourcing (BPM000536) - Lot : / Round : 2

Save | Download all contents of this RFx | **Validate & Submit Proposal** | Cancel Proposal


Remaining time : 3d 13h 36min 45s -  No proposal has been submitted



Demo Sourcing (BPM000536) - Lot : / Round : 2

Save | Download all contents of this RFx | **Validate & Submit Proposal** | Cancel Proposal

✓ Data has been saved

Remaining time : 3d 13h 36min 17s -  No proposal has been submitted

Export / Import


Download in Excel 2007-2010 format
Download in Excel 97-2003 format

Currency*
SGD

Keywords

Do you really want to submit your proposal?

Once an offer is submitted, it cannot be modified. You will only be able to create a new one.

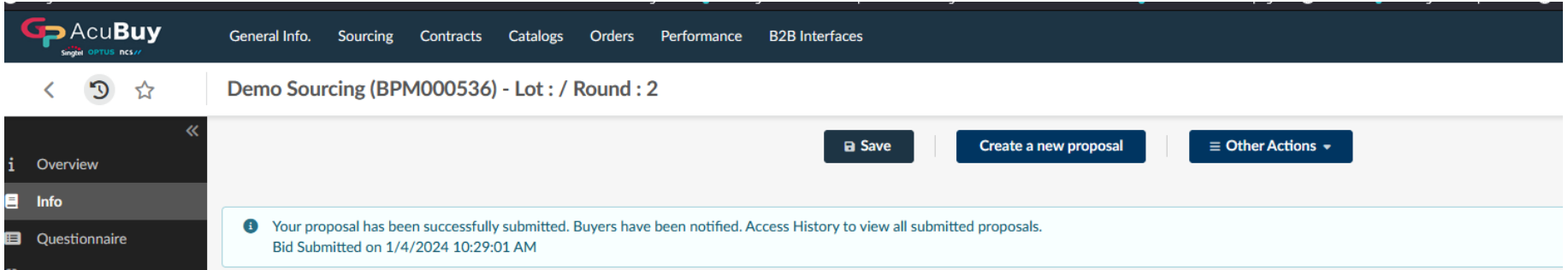
-  items have been filled.
- 9 / 19 questions have been filled.
- 7 document(s) have been attached to the proposal. (Questionnaires)
- Total number of attached documents: 7

Cancel | **Submit my proposal**

5. Once all mandatory information has been filled, click on “Validate & Submit Proposal”
6. Review the summary and click “Submit my proposal”

Submitting bid

 Return to
table of
contents

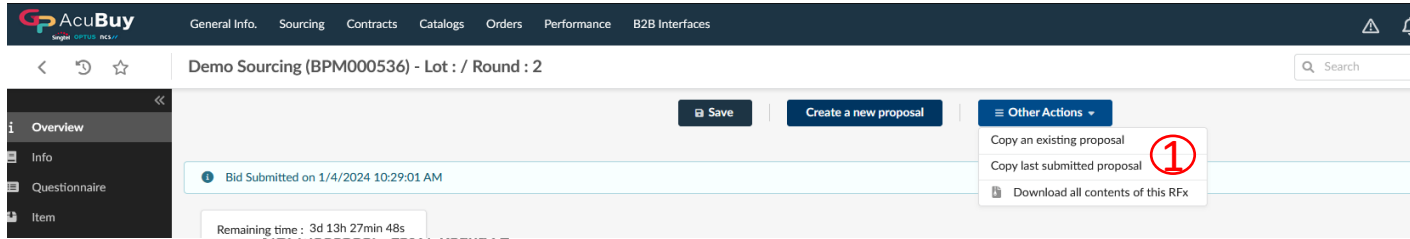


The screenshot displays the AcuBuy web application interface. At the top, the AcuBuy logo is on the left, and a navigation menu includes 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Performance', and 'B2B Interfaces'. Below the navigation, the page title is 'Demo Sourcing (BPM000536) - Lot : / Round : 2'. A sidebar on the left contains 'Overview', 'Info', and 'Questionnaire'. The main content area features three buttons: 'Save', 'Create a new proposal', and 'Other Actions'. A light blue notification box at the bottom of the main area contains the following text: 'Your proposal has been successfully submitted. Buyers have been notified. Access History to view all submitted proposals. Bid Submitted on 1/4/2024 10:29:01 AM'.

Upon submission, there will be an alert confirming that you have submitted the proposal successfully.

Amending bid

Amending bid



AcuBuy
General Info. Sourcing Contracts Catalogs Orders Performance B2B Interfaces

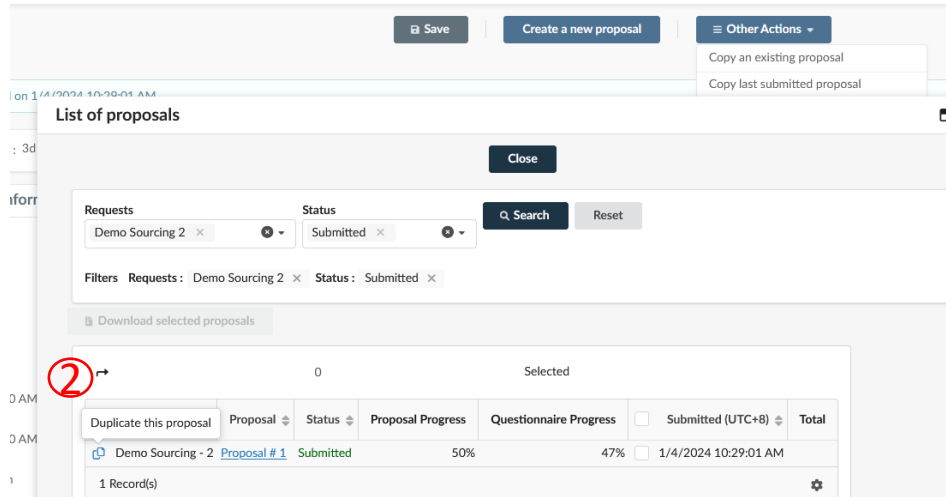
Demo Sourcing (BPM000536) - Lot : / Round : 2

Save Create a new proposal Other Actions

- Copy an existing proposal **1**
- Copy last submitted proposal
- Download all contents of this RFx

Bid Submitted on 1/4/2024 10:29:01 AM

Remaining time : 3d 13h 27min 48s



Save Create a new proposal Other Actions

List of proposals


Close

Requests: Demo Sourcing 2 Status: Submitted Search Reset

Filters Requests: Demo Sourcing 2 Status: Submitted

Download selected proposals

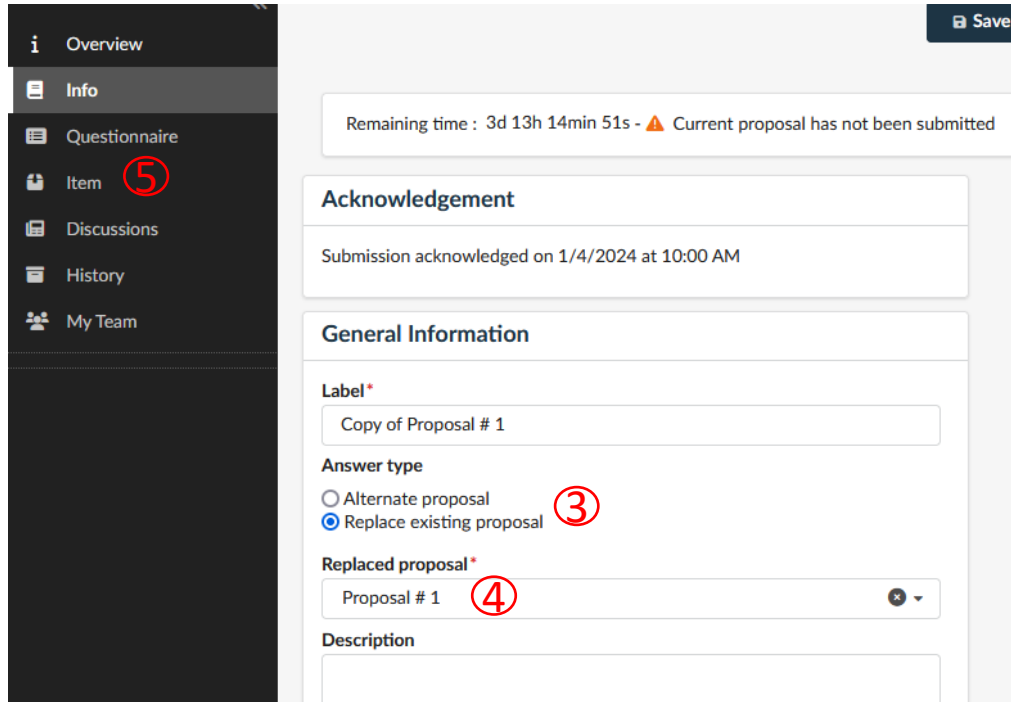
0 Selected

Duplicate this proposal	Proposal	Status	Proposal Progress	Questionnaire Progress	Submitted (UTC+8)	Total
	Demo Sourcing - 2	Proposal # 1	Submitted	50%	47%	1/4/2024 10:29:01 AM

1 Record(s)

1. In the Sourcing event, click on “Other Actions” > “Copy an existing proposal”.
 2. On the desired proposal name, click on the “Duplicate this proposal” icon.
- *Note: you can only amend your bid during the publication period of the sourcing event

Amending bid



Save

Remaining time : 3d 13h 14min 51s - ⚠️ Current proposal has not been submitted

Acknowledgement

Submission acknowledged on 1/4/2024 at 10:00 AM

General Information

Label*

Copy of Proposal # 1

Answer type

Alternate proposal

Replace existing proposal ③

Replaced proposal*

Proposal # 1 ④

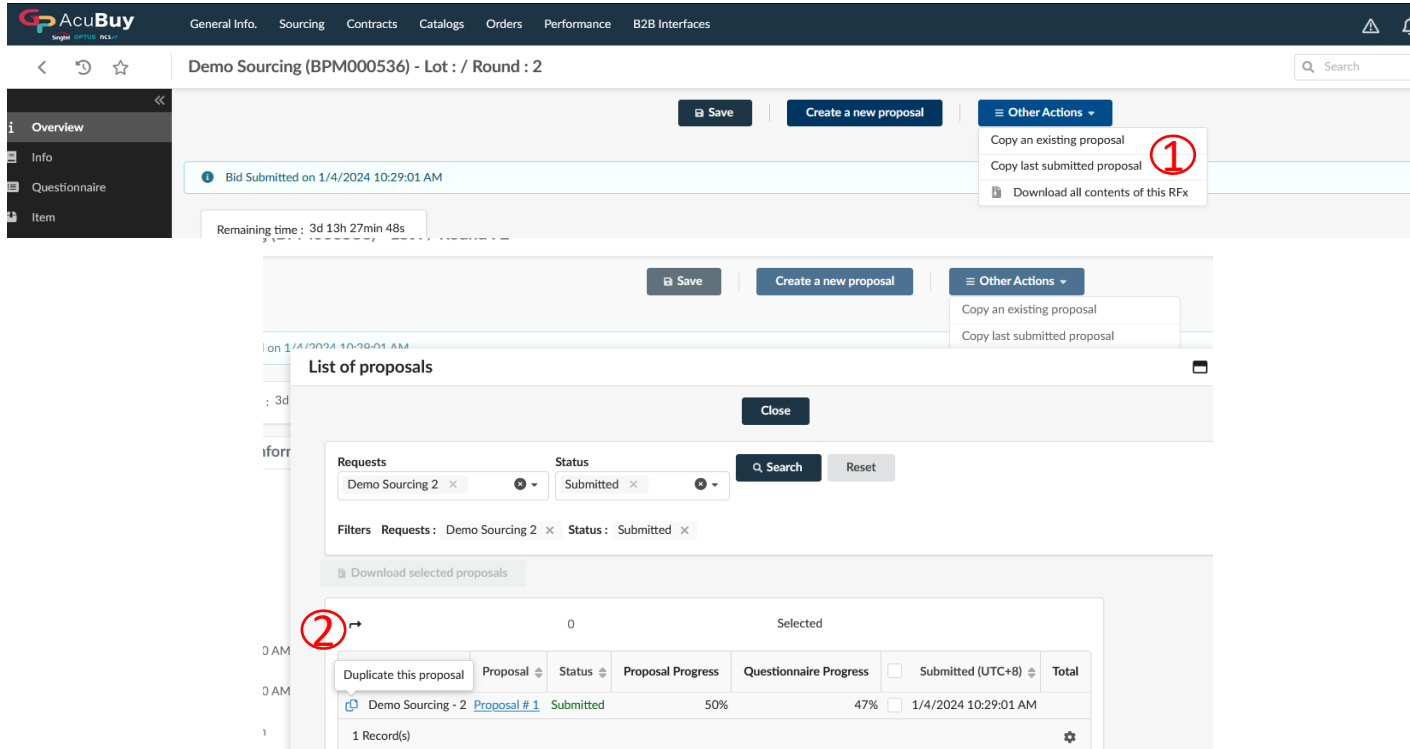
Description

3. In the 'Info' tab, click select the "Replace existing proposal"
4. Indicate which proposal this new proposal should replace.
5. Navigate to "Questionnaire" tab and/or "Item" tab to update the necessary details.

Submit the proposal again once amendment completed.

Submitting alternate bid

Submitting alternate bid – based on previously submitted proposal



The screenshot shows the Acuby Sourcing event interface. The top navigation bar includes 'General Info', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Performance', and 'B2B Interfaces'. The main header displays 'Demo Sourcing (BPM000536) - Lot : / Round : 2'. A sidebar on the left contains 'Overview', 'Info', 'Questionnaire', and 'Item'. The main content area shows a 'Bid Submitted on 1/4/2024 10:29:01 AM' notification and a 'Remaining time : 3d 13h 27min 48s' timer. A 'Save' button, a 'Create a new proposal' button, and an 'Other Actions' dropdown menu are visible. The 'Other Actions' menu is open, showing options: 'Copy an existing proposal' (circled in red with a '1'), 'Copy last submitted proposal', and 'Download all contents of this RFx'. Below this, a 'List of proposals' table is shown with filters for 'Requests: Demo Sourcing 2' and 'Status: Submitted'. The table has a 'Download selected proposals' button and a 'Selected' count of 0. The table header includes 'Duplicate this proposal', 'Proposal', 'Status', 'Proposal Progress', 'Questionnaire Progress', 'Submitted (UTC+8)', and 'Total'. The table body contains one record: 'Demo Sourcing - 2 Proposal # 1 Submitted 50% 47% 1/4/2024 10:29:01 AM'. A 'Duplicate this proposal' icon (circled in red with a '2') is highlighted in the first column of the table.

1. In the Sourcing event, click on “Other Actions” > “Copy an existing proposal”.
2. On the desired proposal name, click on the “Duplicate this proposal” icon.

Submitting alternate bid

← ↻ ☆ Demo Sourcing (BPM000536) - Lot : / Round : 2

Save Validate & Submit P

Remaining time : 3d 13h 11min 03s - ⚠ Current proposal has not been submitted

Acknowledgement

Submission acknowledged on 1/4/2024 at 10:00 AM

General Information

Label*

Copy of Proposal # 1 ④

Answer type

Alternate proposal ③
 Replace existing proposal

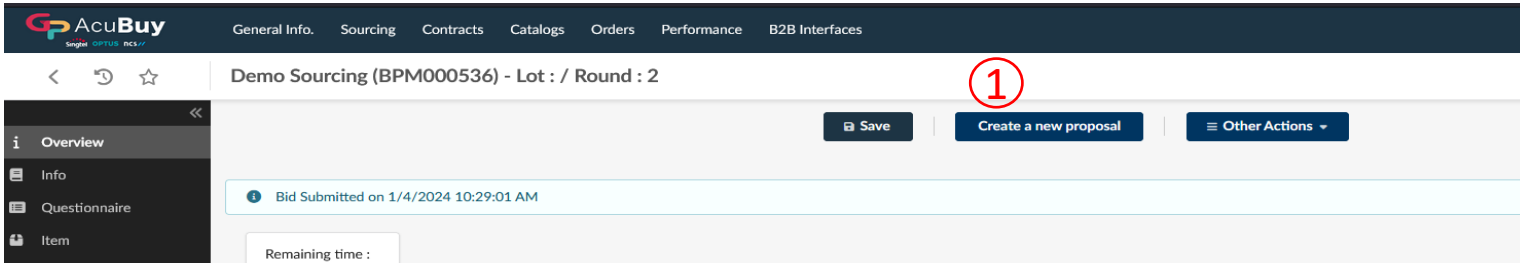
Replaced proposal

Description

3. In the 'Info' tab, click select the "Alternate proposal"
4. Amend the alternate proposal name as required
5. Navigate to "Questionnaire" tab and/or "Item" tab to update the necessary details.

Submit the proposal once amendment completed.

Submitting alternate bid - new



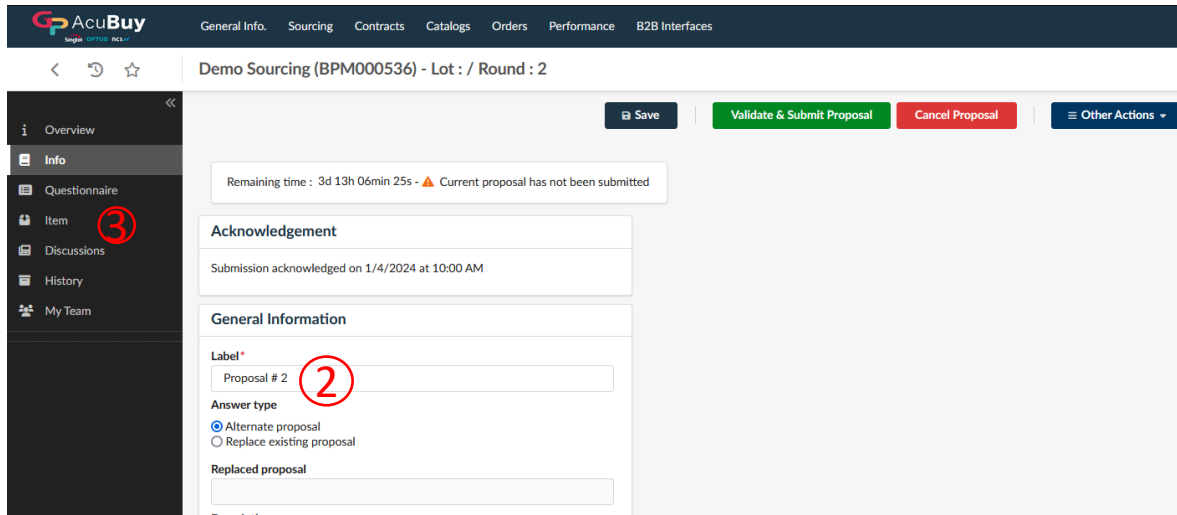
AcuBuy
General Info. Sourcing Contracts Catalogs Orders Performance B2B Interfaces

< ↻ ☆ Demo Sourcing (BPM000536) - Lot : / Round : 2

Save Create a new proposal Other Actions

📌 Bid Submitted on 1/4/2024 10:29:01 AM

Remaining time :



AcuBuy
General Info. Sourcing Contracts Catalogs Orders Performance B2B Interfaces

< ↻ ☆ Demo Sourcing (BPM000536) - Lot : / Round : 2

Save Validate & Submit Proposal Cancel Proposal Other Actions

Remaining time : 3d 13h 06min 25s - Current proposal has not been submitted

Acknowledgement

Submission acknowledged on 1/4/2024 at 10:00 AM

General Information

Label*
Proposal # 2

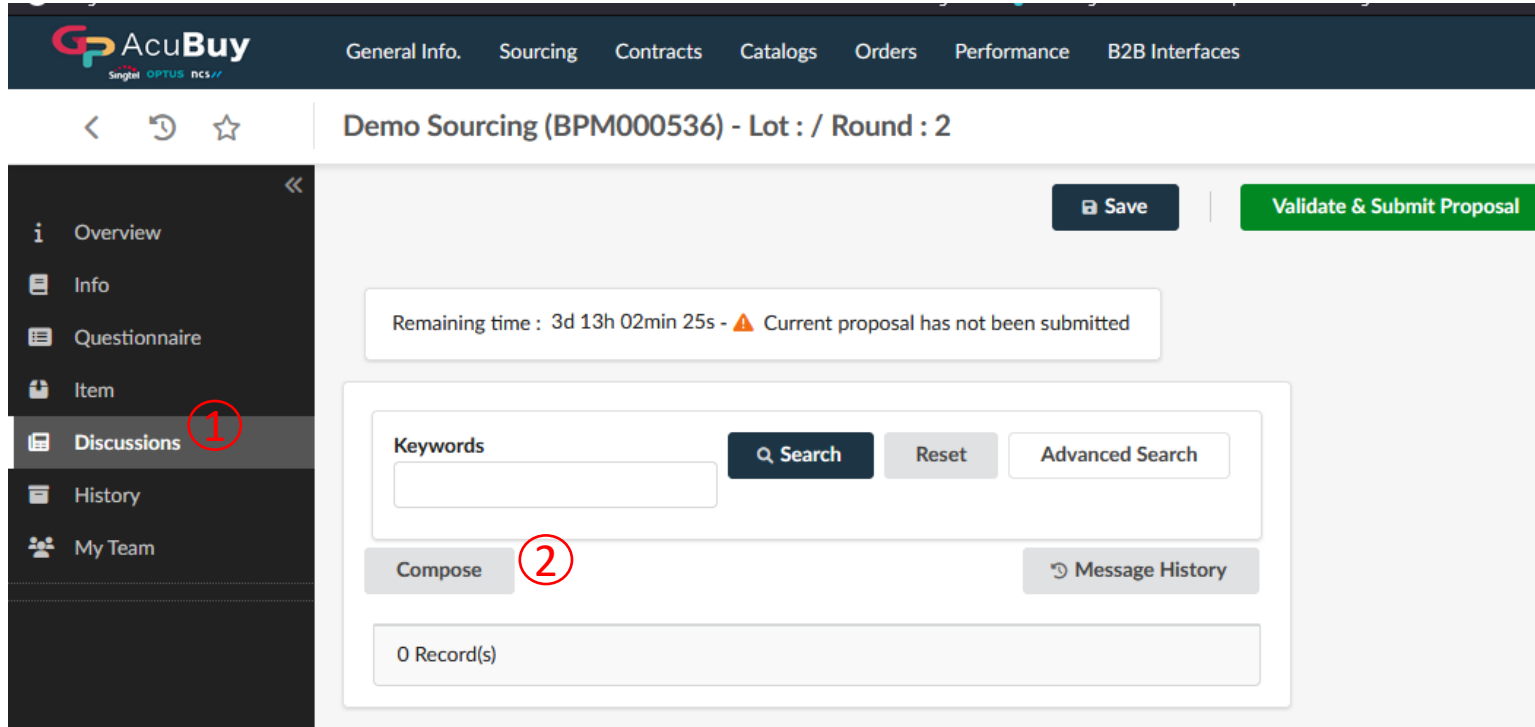
Answer type
 Alternate proposal
 Replace existing proposal

Replaced proposal

1. Click on “Create a new proposal”
2. Amend the alternate proposal name as required
3. Fill in the details in “Questionnaire” and “Item” tabs and submit the proposal.

Event messaging

Composing new message



The screenshot shows the AcuBuy web application interface. At the top, there is a dark blue navigation bar with the AcuBuy logo (Singtel, OPTUS, NCS) and several menu items: General Info., Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. Below this is a breadcrumb trail: Demo Sourcing (BPM000536) - Lot : / Round : 2. On the left side, there is a dark sidebar with a list of menu items: Overview, Info, Questionnaire, Item, Discussions (marked with a red circle and the number 1), History, and My Team. The main content area has a top right with two buttons: Save and Validate & Submit Proposal. Below these is a warning box: Remaining time : 3d 13h 02min 25s - ⚠ Current proposal has not been submitted. The central part of the interface contains a search bar with the label 'Keywords', a search button, a Reset button, and an Advanced Search button. Below the search bar is a 'Compose' button (marked with a red circle and the number 2) and a 'Message History' button. At the bottom, there is a box indicating '0 Record(s)'.

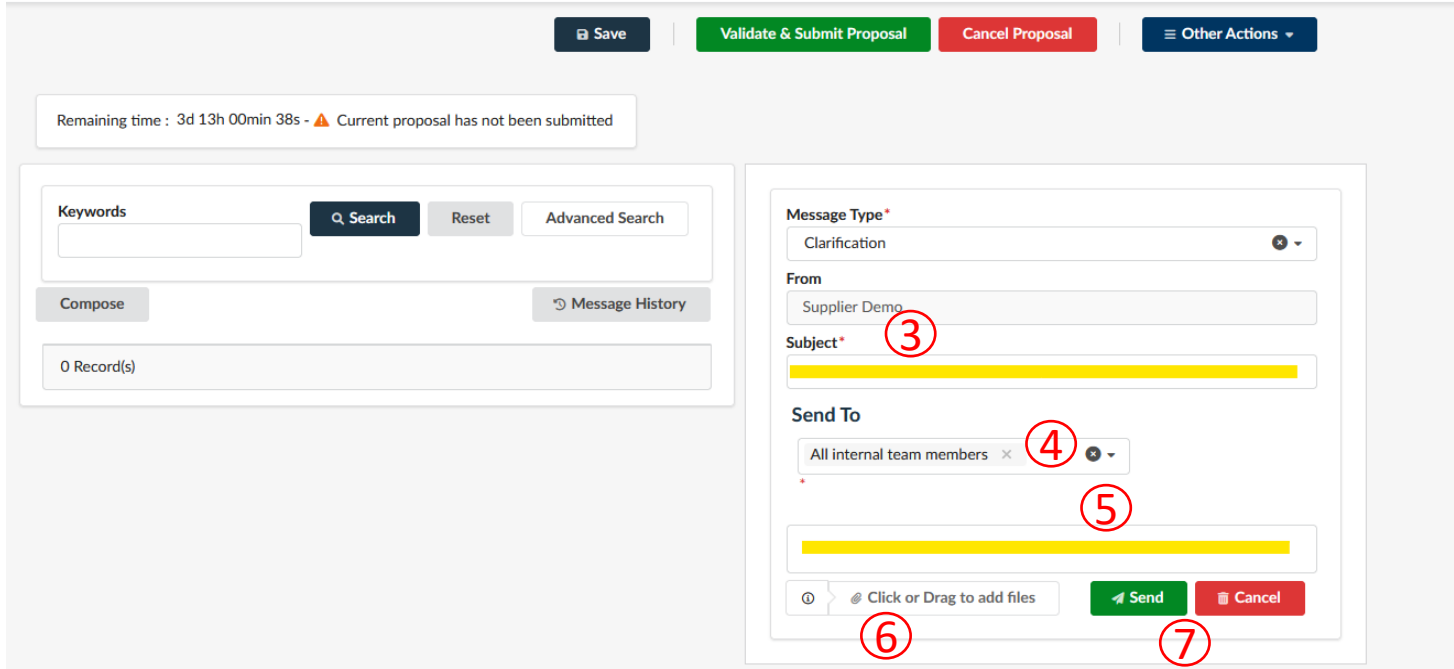
1. Navigate to “Discussions” tab

2. Click on “Compose”

*Note: This messaging function is for any queries pertaining to the sourcing event during or after the publication period. Please do not use this to contact Singtel personnel to check on other matters.

Composing new message

Demo Sourcing (BPM000536) - Lot : / Round : 2



The screenshot shows a web interface for composing a message. At the top, there are buttons for 'Save', 'Validate & Submit Proposal', 'Cancel Proposal', and 'Other Actions'. Below this is a status bar indicating 'Remaining time : 3d 13h 00min 38s' and a warning 'Current proposal has not been submitted'. The main area is divided into two panels. The left panel contains a search bar with 'Keywords', a 'Search' button, and a 'Reset' button. Below the search bar are 'Compose' and 'Message History' buttons, and a section showing '0 Record(s)'. The right panel is the message composition form. It has a 'Message Type*' dropdown set to 'Clarification'. The 'From' field is 'Supplier Demo'. The 'Subject*' field is highlighted in yellow and has a red circle with the number '3' next to it. The 'Send To' field is set to 'All internal team members' and has a red circle with the number '4' next to it. Below the 'Send To' field is another yellow-highlighted area with a red circle and the number '5' next to it. At the bottom of the form, there is a 'Click or Drag to add files' button with a red circle and the number '6' next to it, and 'Send' and 'Cancel' buttons with a red circle and the number '7' next to the 'Send' button.

3. Give the message a subject
4. Select your message recipient(s), to send a message to Singtel Group team, select “All internal team members”
5. Type your message
6. Attach any documents if required
7. Click on “Send”

Replying to message

< ↻ ☆ Demo Sourcing (BPM000536) - Lot : / Round : 2


Save Validate & Submit Proposal Cancel Proposal Other Actions

Remaining time : 3d 12h 55min 04s - ⚠ Current proposal has not been submitted

Keywords Search Reset Advanced Search

Compose Message History

Subject	Messages	Last update (UTC+8)	Original sender	Last sender
Demo message from Singtel	0 / 1	1/4/2024 11:04:10 AM	TM_001 .	TM_001 .

1 Record(s) 

1. Click on the subject to access the message

Replying to message

Please click on 'Save' before moving to the next tab.

Keywords

Display
All

Subject	Messages	Last update (UTC+8)	Original sender	Last sender
Demo message from Singtel	0 / 1	1/4/2024 11:04:10 AM	TM_001 .	TM_001 .

1 Record(s)

Demo message from Singtel Clarification

. TM_001 1/4/2024 11:04:10 AM

3


2

Send To

Recipients
All selected bidders

Dear Supplier,
xxxxxxxxxx

Regards,
Singtel Group

2. Review the message
3. If necessary, click on the  to reply to Singtel.

Replying to message

Demo Sourcing (BPM000536) - Lot : / Round : 2

Search

Save Validate & Submit Proposal Cancel Proposal Other Actions

Remaining time : 3d 12h 44min 26s - Current proposal has not been submitted

Keywords Search Reset Advanced Search

Compose Message History

Subject	Messages	Last update (UTC+8)	Original sender	Last sender
Demo message from Singtel	0 / 1	1/4/2024 11:04:10 AM	TM_001 .	TM_001 .
1 Record(s)				

Demo message from Singtel Clarification

From: Supplier Demo

Send To: All internal team members

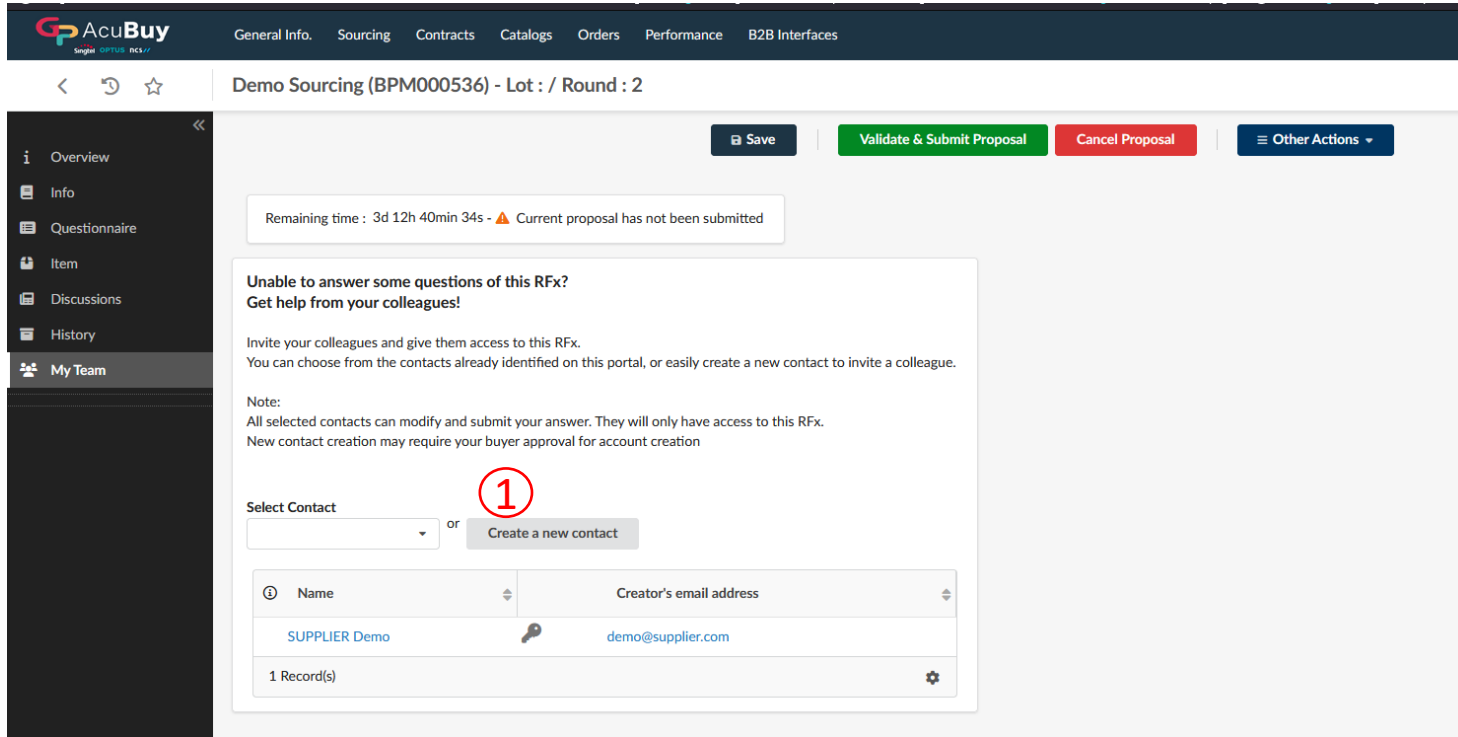
Click or Drag to add files

Send Cancel

- 4. Select "All internal team members" in the "Send To" section.
- 5. Type your reply.
- 6. Attach any documents if necessary
- 7. Click on "Send"

Adding team members

Adding team member – New Contact



AcuBuy
Single OFFER PCS

General Info. Sourcing Contracts Catalogs Orders Performance B2B Interfaces

< ↻ ☆ Demo Sourcing (BPM000536) - Lot : / Round : 2

Save Validate & Submit Proposal Cancel Proposal Other Actions

Remaining time : 3d 12h 40min 34s - Current proposal has not been submitted

**Unable to answer some questions of this RFx?
Get help from your colleagues!**

Invite your colleagues and give them access to this RFx.
You can choose from the contacts already identified on this portal, or easily create a new contact to invite a colleague.

Note:
All selected contacts can modify and submit your answer. They will only have access to this RFx.
New contact creation may require your buyer approval for account creation

Select Contact or Create a new contact

Name	Creator's email address
SUPPLIER Demo	demo@supplier.com

1 Record(s)

1. Navigate to “My Team” > click on “Create a new contact”

*Note: This function is for supplier to add and create user account for their Peers/Colleagues to assist them on submitting response to the sourcing event. Please do not invite personnel from a different company.

Adding team member – New contact

Supplier Contact Management



3

Save

Save & Close

Close

Login Information

Identity

2

Title

First Name*

Last Name*

Supplier contact email address*

Position ⓘ

Internal Identifier

List of languages


Phone

Phone

Cell Phone

Photo



 Add a picture

2. Enter all mandatory details denoted with an asterisk (*)
3. Click on 'Save'

Adding team member – New contact

Select Contact or

Name	Creator's email address
SUPPLIER Demo	demo@supplier.com
SUPPLIER 2 Demo (No login)	demo2@supplier.com
2 Record(s)	

4



Invitation to log in 5

Invite a contact

First Name
Demo SUPPLIER 2

Creator's email address
demo2@supplier.com

Profile code*
 Supplier

Subject
Access to Ivalua Buyer

Notification body
DearDemo Supplier 2,
You have just been given access to the Ivalua application for supplier Demo Sourcing Supplier with the following user ID: demo2@supplier.com.
You must create your password by accessing the following page: [Set password](#).
You will then be allowed to log in to Ivalua: [Login](#).

- 4. Click on the “key” icon
- 5. Click on “Send message” to generate a login for the new contact
- 6. Once the new contact has created a login, the new contact can access the Sourcing Event.

Adding team member – Existing contact

AcuBuy
General Info. Sourcing Contracts Catalogs Orders Performance B2B Interfaces

Demo Sourcing (BPM000536) - Lot : / Round : 2

Save Validate & Submit Proposal

Remaining time : 3d 12h 29min 19s - ⚠️ Current proposal has not been submitted

Unable to answer some questions of this RFx?
Get help from your colleagues!

Invite your colleagues and give them access to this RFx.
You can choose from the contacts already identified on this portal, or easily create a new contact to invite a colleague.

Note:
All selected contacts can modify and submit your answer. They will only have access to this RFx.
New contact creation may require your buyer approval for account creation

Select Contact

Supplier 2 Demo

Name	Creator's email address
SUPPLIER Demo	demo@supplier.com

1 Record(s)

Demo Sourcing (BPM000536) - Lot : / Round : 2

Save Validate & Submit Proposal Cancel Proposal

Contact SUPPLIER 2 Demo has been added to this process.

Remaining time : 3d 12h 28min 53s - ⚠️ Current proposal has not been submitted

Unable to answer some questions of this RFx?
Get help from your colleagues!

Invite your colleagues and give them access to this RFx.
You can choose from the contacts already identified on this portal, or easily create a new contact to invite a colleague.

Note:
All selected contacts can modify and submit your answer. They will only have access to this RFx.
New contact creation may require your buyer approval for account creation

Select Contact

Name	Creator's email address
SUPPLIER Demo	demo@supplier.com
SUPPLIER 2 Demo	demo2@supplier.com

2 Record(s)

1. Under “Select Contact”, select the existing contact
2. Once the contact has been added, click on “Save”



Thank you!



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