PROJECT RUBICON
USER GUIDE: PROCUREMENT
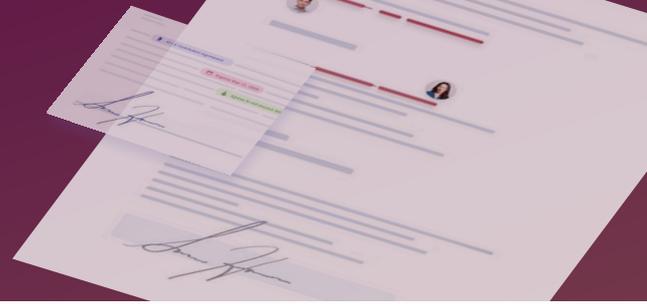
Suppliers

Version 1.0

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User Guide

Introduction

RubiCon

Welcome to RubiCon - Singtel's new e-signing platform.

Developed between Lexagle and Singtel, RubiCon streamlines Singtel's procurement contract processes by facilitating contract management and integrating with AcuBuy, Singtel's procurement platform.

You can expect to see RubiCon when engaging with Singtel in procurement contracting workflows.

AcuBuy
Sourcing Event, Bidding

RubiCon
Signing

This guide will walk you through the process of engaging with RubiCon when contracting with Singtel.

Contact Us

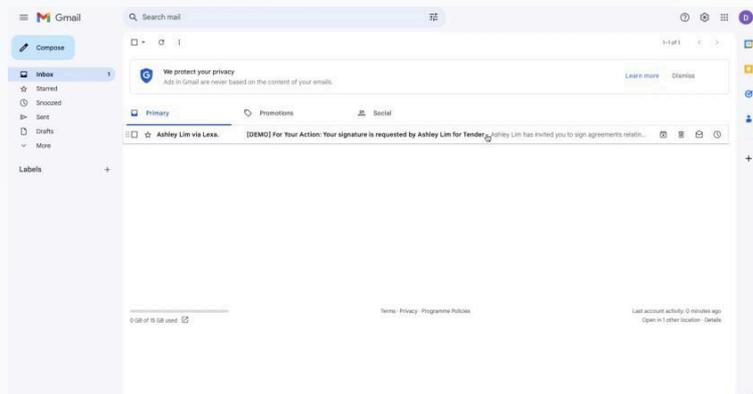For any queries and/or issues, reach us at ml-rubicon_support@singtel.com.
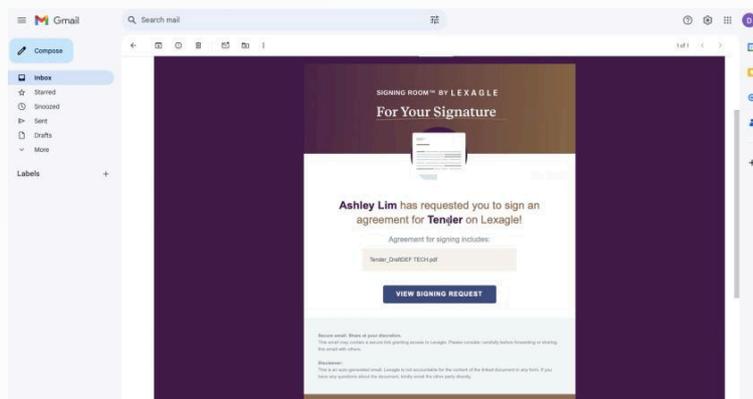
Signing
Email Notifications

Steps

1 Once Singtel has sent the completed agreement out for signing using RubiCon, you will receive an **email** notifying you to sign.
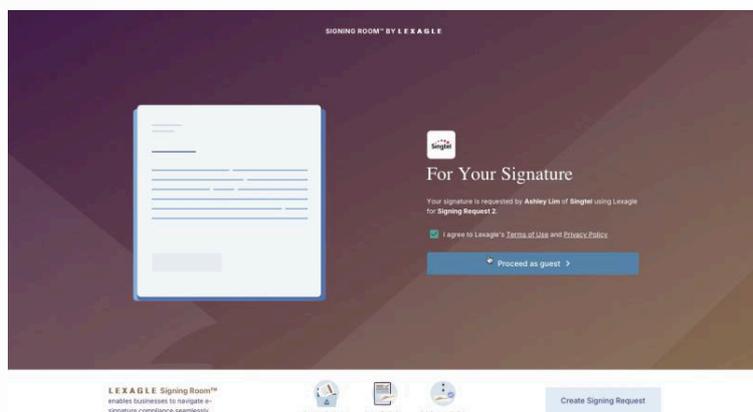

2 Click on "**View Signing Request**" to access the signing request.

3 Select "**Proceed as Guest**" in order to commence signing securely on RubiCon.

You will be prompted to complete two-factor authentication (2FA) for validation of identity.
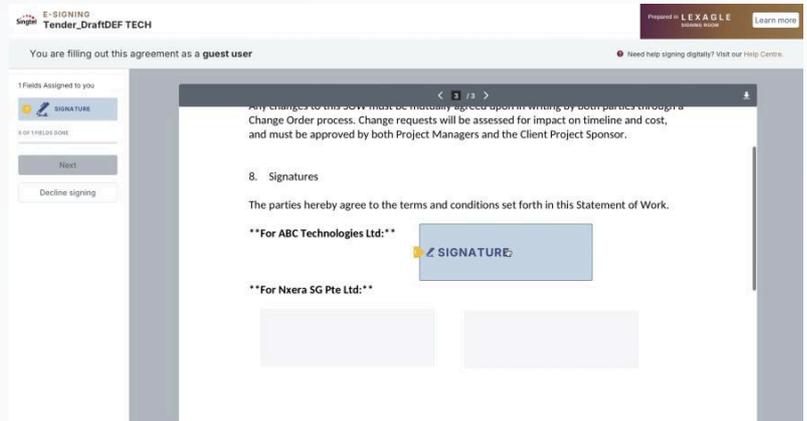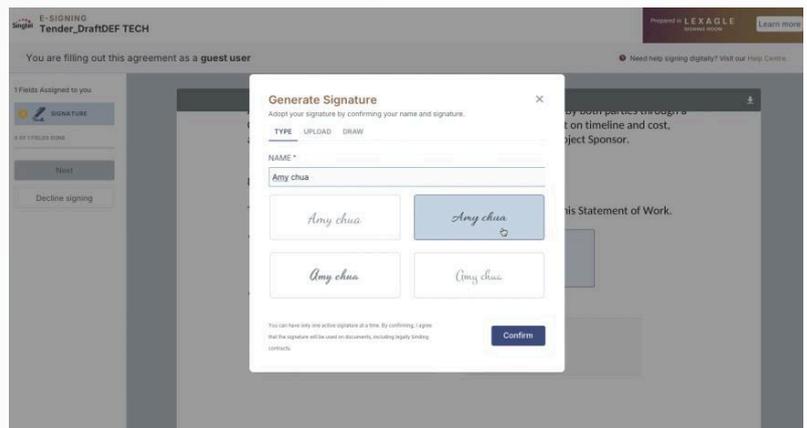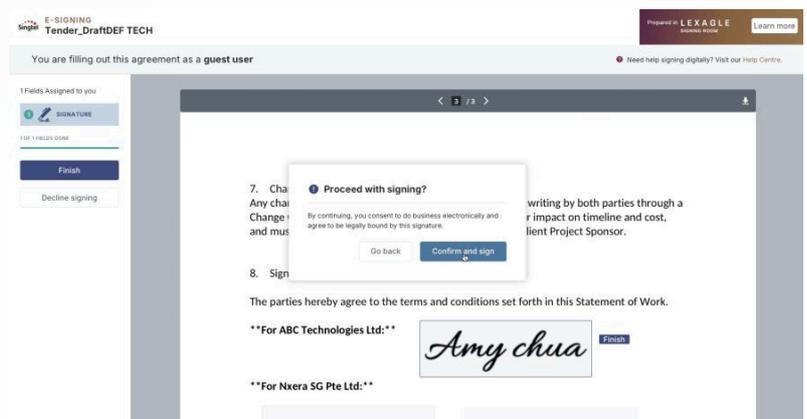
Signing

E-Signing

Steps

1   Click on the field block labelled "Signature".

2   Generate your signature for use by typing in your name and selecting a font. Alternatively, you can upload or draw your signature.

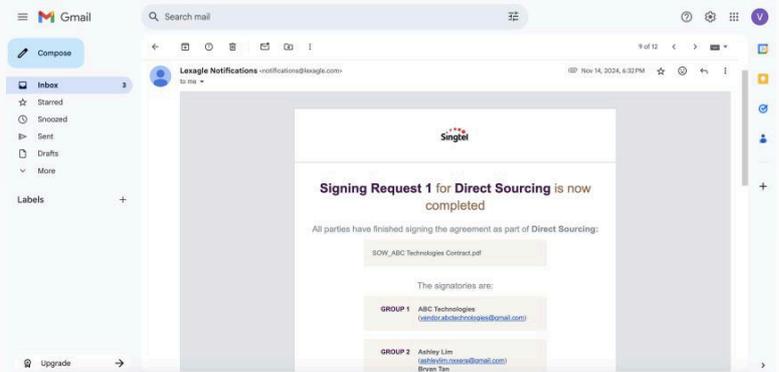**3**   Select "**Confirm and sign**" to successfully sign the contract and revert it back to Singtel.
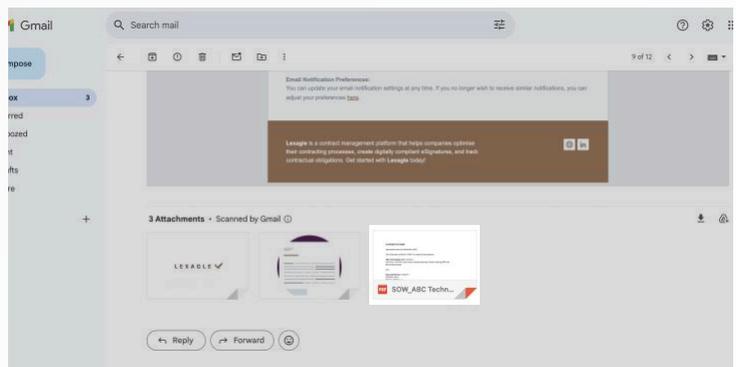
Signing

E-Signing

Steps

1 After completing of signing, you will receive an email from **Lexagle**, notifying you that all parties have signed.
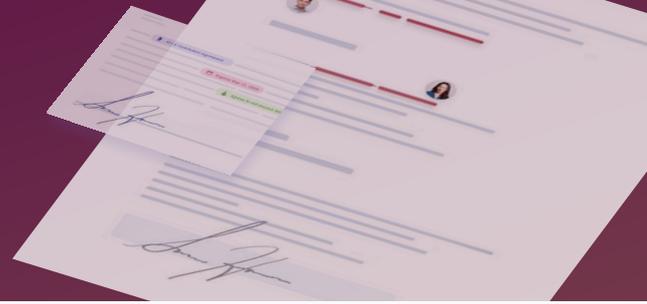

2 The signed contract will be attached to the email, as well as Certificate(s) of Signing, if enabled by Singtel.

Signing is now completed! No further action is required on your end on RubiCon.

FAQs

Do I need to create a RubiCon Account?

No. Upon successful contract negotiation and award, you will receive an email from us to "View Signing Request" on RubiCon. After verification of your identity by Two-Factor Authentication (2FA), you may commence and complete signing of the contract on our RubiCon webpage.

Is my signature on RubiCon valid and binding?

Yes! On RubiCon, we use advanced encryption to verify the identity of the signatory — ensuring the security of signed documents and the protection of sensitive information. For instance, we have enabled Two-Factor Authentication (2FA), which requires you to be authenticated by your registered phone number.

Do I have to do anything on RubiCon after signing?

No. You will not be required to take any action other than signing on the RubiCon platform! You will no longer need to check RubiCon emails or access the platform for future updates.

What if I cannot sign on RubiCon?

If there are any issues with signing on RubiCon, you can troubleshoot by letting the Singtel point of contact know, or reaching out to us at **ml-rubicon@singtel.com**.

Thank you!