Questionnaire submission

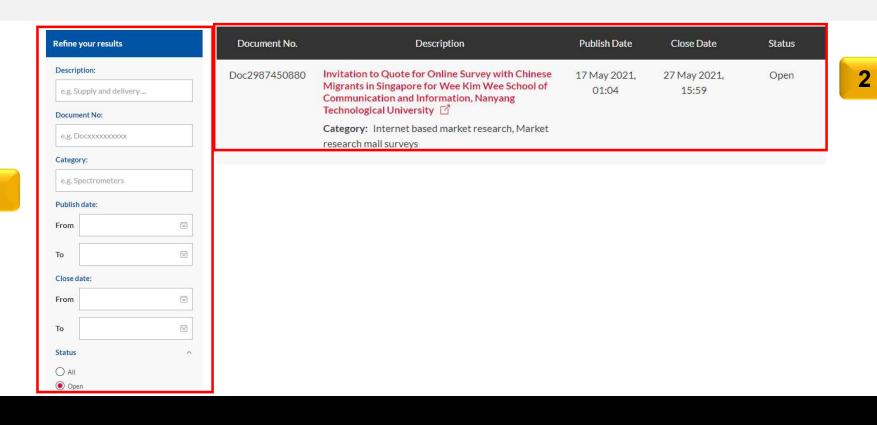*Note: This action is required if you are new (1st timer) to NTU Ariba sourcing.*

Searching for business opportunity on NTU Procurement Website

1. From our NTU supplier portal, you may search our business opportunities based on Descriptions, Document No., Categories and/or Publish/Close dates.

2. Your search results will appear here. If you wish to participate, click on the description for more details.

1

Refine your results

Description:

e.g. Supply and delivery ...

Document No:

e.g. Docxxxxxxxxxx

Category:

e.g. Spectrometers

Publish date:

From

To

Close date:

From

To

Status ⌃

○ All
● Open

2

Document No.	Description	Publish Date	Close Date	Status
Doc2987450880	**Invitation to Quote for Online Survey with Chinese Migrants in Singapore for Wee Kim Wee School of Communication and Information, Nanyang Technological University** ⧉ Category: Internet based market research, Market research mail surveys	17 May 2021, 01:04	27 May 2021, 15:59	Open

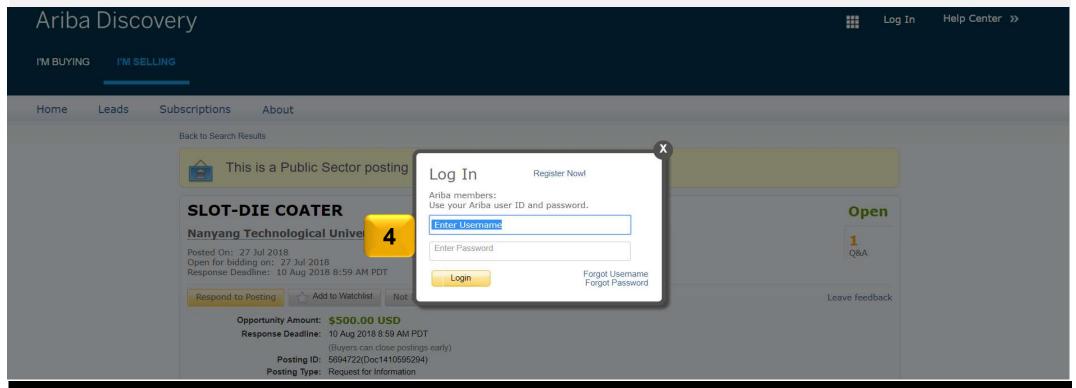# Responding to a business opportunity Posting on Ariba Discovery

Once you click the link on the NTU website you will be redirected to the Ariba Discovery posting

3. To register your interest to participate in this tender, click 'Respond to Posting'.

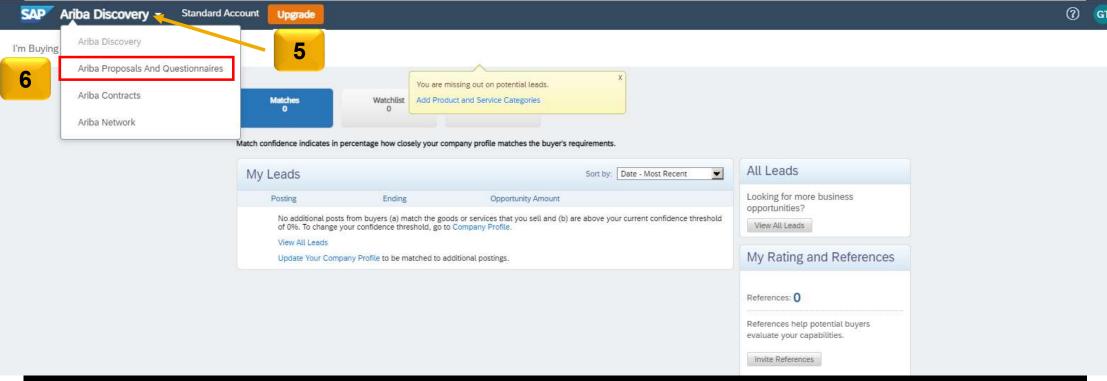*Note: By clicking on 'Respond to Posting', it will triggers the questionnaire*

Registering Through Discovery

4. If you are an **already registered supplier in Ariba Network**, on the pop up screen, enter you Ariba Network login details

Note: If you are a **new supplier to Ariba Network**, you may refer to the account registration guide

Registering Through Discovery

5. Once you've login to your Ariba account, you will be redirected to the leads page. Click on "Ariba Discovery" to view the dropdown menu.
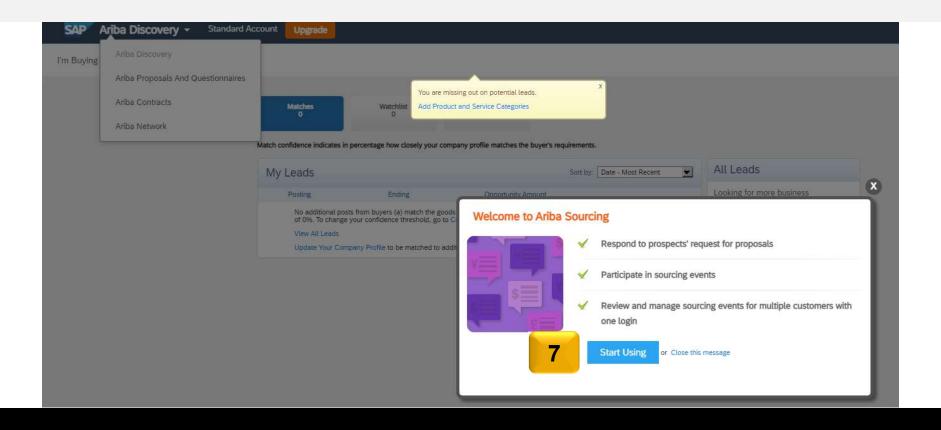
Note: This is a natural response from Ariba, if your questionnaire has not yet been complete.

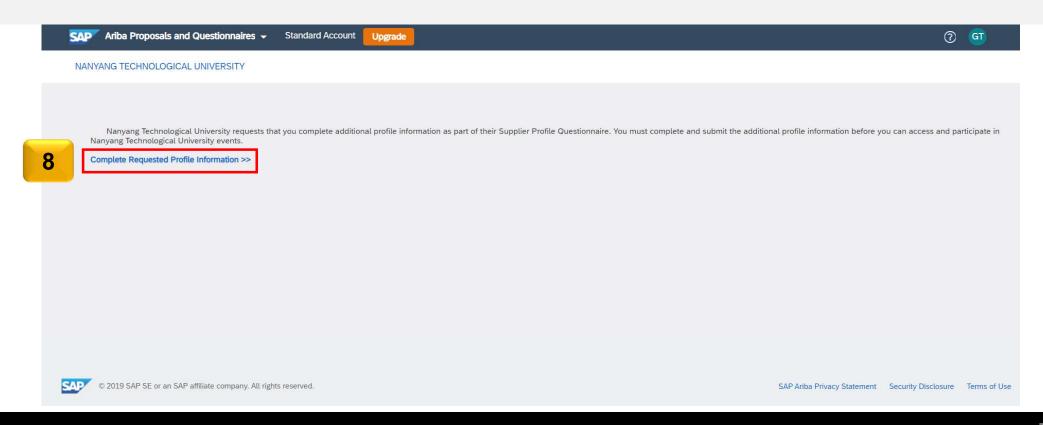6. Under the dropdown menu, click on *'Ariba Proposals and Questionnaires'.*

Registering Through Discovery

7. A pop up will appear with the title *'Welcome to Ariba Sourcing'*, click on *'Start Using'* to continue.

   Refer to point 9 if you do not see this pop up.

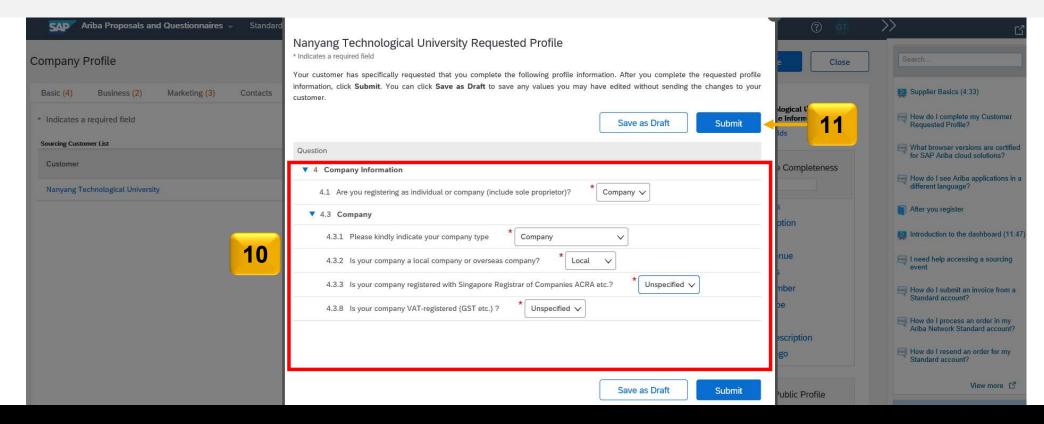# Registering Through Discovery

8. After clicking on *'Start Using'* you will be redirected to the below page. Click on *'Complete Required Profile Information'* to continue.
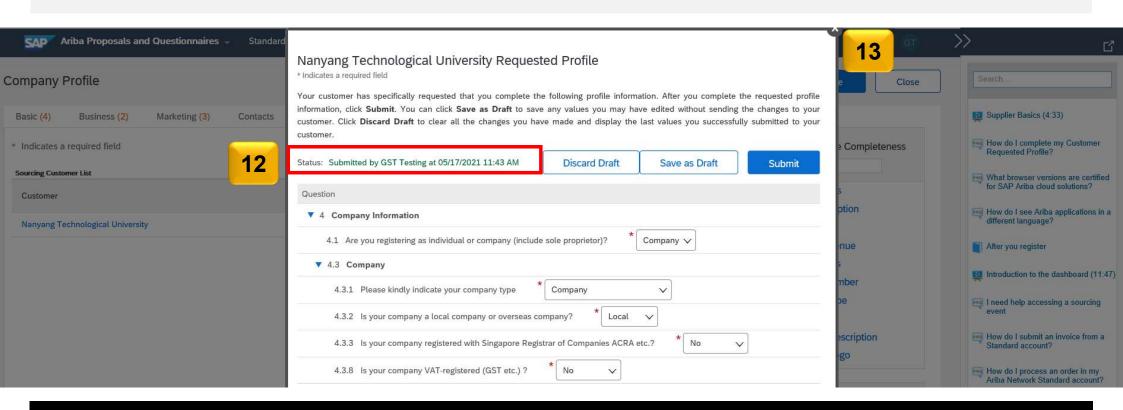
Registering Through Discovery

9. If instead of the pop up, you are navigated to below screen, follow the instructions on the left panel where you click on *"Enter Now>"* to complete the questionnaire.
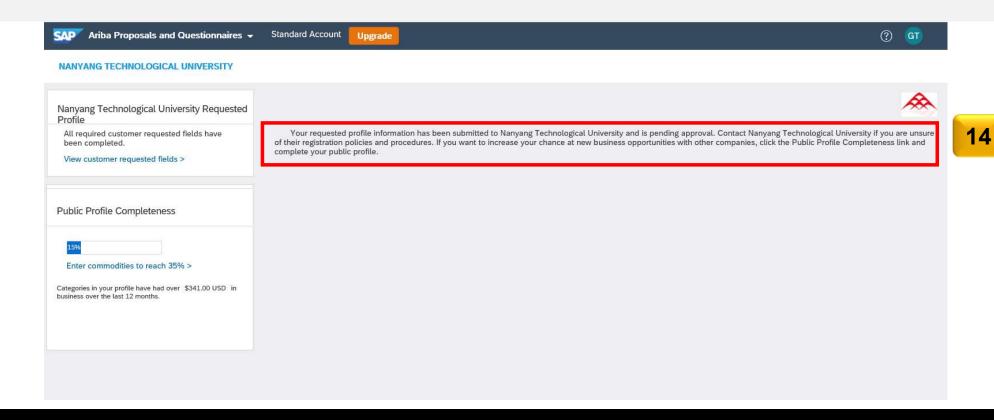
Registering Through Discovery

10. Once you have been redirected, fill in the *'Questionnaire'* that will pop up.

11. Click on *'Submit'* once done

Registering Through Discovery

12. Once you have clicked on *'Submit'*, you will see a timestamp of when your changes were updated so you can be sure, that your latest details are reflected

13. Once done, click on the *'X'* in the top right corner to exit the questionnaire

Registering Through Discovery

14. Your profile has now been sent to Nanyang Technological University to approve. Upon approval you will be notified, and can start participating in Tenders.

Points to Take Note

❖ Once you have completed the previous steps, you will have to wait for NTU to approve your profile before you can participate in the tender. This can take between **1 working day.**

❖ Once NTU have approved your profile which you will receive a confirmation email, you may proceed to register in your interest.