



## Submit Response

*Note: You will only be able to submit response after you have completed the questionnaire or by invitation only.*

# Before You Begin...

## Things to keep in mind..

- ❖ **NOTE:** There are 2 ways to be directed to the posting details page.
  - ❖ 1. By email invitation (Limited tender).

You will need to click on “Click Here to access event” and login to your Ariba account
  - ❖ 2. By Ariba discovery posting, where you need to click on “Respond to posting”

You will only be able to view the posting details after questionnaire has been approved by NTU
- ❖ Once a bid has been submitted, it can **NOT** be removed, only amended.
- ❖ If you intend to **withdraw** your submission, you may request via **email to the contact person** captured on the published tender.

# Responding to an Event

You have arrived at the event posting on the sourcing portal.

1. Click on "Download Content" to download the posting content.

Note: If CD is provided, you may skip this portion.

Ariba Discovery



Company Settings ▾

NTU Light Account ▾

Help Center >>

< Go back to Leads

Desktop File Sync

Event Details

Doc2984674798 - Supply, deliver, install and commissioning o...

Time remaining  
8 days 08:34:26

You must decide whether or not you intend to participate in this event.

Download Content

Intend to Participate

Decline to Participate

Print Event Information

Primary

1

All Content

Name ↑	Quantity	Price	Extended Price
1 Invitation Letter	Less... -		
Nanyang Technological University invites you to quote for the items specified herein this invitation.			
Please contact the following persons for any query in regards to this Invitation:-			
i. Lim Swee Kuan E-Mail: sweekuan.lim@ntu.edu.sg Telephone : (65) 6790-5311			

Event Messages

Download Tutorials

▼ Checklist

1. Review Event Details

2. Select Lots

3. Submit Response

▼ Event Contents

All Content

1 Invitation Letter

# Responding to an Event

You will be redirected to the download page.

2. Click on "Download Content" to download the entire attachment.

Note: You may download the files selectively by clicking on "Download Attachments".

3. After you have downloaded the attachment, click on "Done".

## Export Content to Excel

Done

**Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet.

Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

2

Download Content

Download Attachments

**Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

3

Done

# Responding to an Event

In order to view the whole event:

4. Click on 'Intend to Participate' to continue.
5. If you want to decline you can click on 'Decline to Participate'.

**NOTE:** Should you change your mind, provided its within the publication period, you may still participate by returning to the event page and click 'Intend to Respond'.

You must decide whether or not you intend to participate in this event.

Download Content

Intend to Participate

Decline to Participate

Print Event Information

Primary

4

5

## All Content

Name ↑	Quantity	Price	Extended Price
1 Invitation Letter	Less... -		
Nanyang Technological University invites you to quote for the items specified herein this invitation. Please contact the following persons for any query in regards to this Invitation:- i. Lim Swee Kuan E-Mail: <a href="mailto:sweekuan.lim@ntu.edu.sg">sweekuan.lim@ntu.edu.sg</a> Telephone : (65) 6790-5311			

# Responding to an Event

You will now arrive at the "Select Lots" page.

6. First select the currency you would want to bid in. You may submit bid for different currencies for different lot by checking the box for [use different currencies for different lots]. **Note:** Once selected, currency cannot be amended.
7. Select the Lots you intend to bid for.
8. Click "Submit Selected Lots" to proceed.

Ariba Discovery Company Settings ▾ NTU Light Account Help Center >>

< Go back to Leads Desktop File Sync

Select Lots Doc2984674798 - Supply, deliver, install and commissioning of 1 unit of Grinding Mill to School of Civil and Environmental Engineering (CEE) Geotechnics Lab, Nanyang Technological University [Cancel](#)

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. [More](#)

Event Bidding Currency

Select event bidding currency: Select Currency... ▾ **6**

Use a different currency for different lots

[Select Lots](#) [Select Using Excel](#)

Lots Available for Bidding ⌵

<input type="checkbox"/>	Name
<input type="checkbox"/>	4.1 Grinding Mill <b>7</b>
<input type="checkbox"/>	4.2 Grinding Media (High density... Cylinders/Balls)

[Confirm Selected Lots](#) **8**

# Responding to an Event

Once you've arrived at the 'Submit Bids' page, follow the steps below.

9. Accept NTU's 'Terms and Conditions' before submitting any bids.

10. Go through all relevant information and attach all necessary documents as specified under "Requirement Specifications and Evaluation Criteria".

< Go back to Nanyang Technological University Dashboard Desktop File Sync

Console Doc1360157511 - NTU Test Posting 118 Time remaining  
4 days 10:09:16

Event Messages  
Response History

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

▼ Event Contents

- All Content
- 1 Invitation
- 2 NTU Terms and Condit...
- 3 Requirement Specific...

Primary

All Content

Name ↑	Quantity	Price	Extended Price
▶ 1 Invitation			
▶ 2 NTU Terms and Conditions			
▶ 3 Requirement Specifications and Evaluation criteria			
▶ 4 Pricing Schedule			
5 Please complete the Form of Tender and Particulars of Contractors. <a href="#">References</a>			*Attach a file
6 Please submit your proposal, brochures or any other additional information and supporting documents here.			Attach a file

(\*) indicates a required field


[Submit Entire Response](#) [Update Totals](#) [Save](#) [Compose Message](#) [Excel Import](#)

# Responding to an Event

You will need to expand the pricing schedule section to view all the bidding line items and follow the steps below:

- 11. Enter your bid for each line item in the box provided. You may choose to provide alternative bids for individual line items (Refer to next page for more information on alternative pricing)
- 12. Next attach the "Form of Tender and Particulars of Contractors". The form template is provided under the "References" icon (highlighted in a yellow box below).

The screenshot shows a web interface for responding to an event. On the left, there is a sidebar with a 'Checklist' and 'Event Contents' sections. The 'Checklist' includes '1. Review Event Details', '2. Select Lots', and '3. Submit Response'. The 'Event Contents' section is expanded to show 'All Content', '1 Invitation', '2 NTU Terms and Condit...', '3 Requirement Specific...', and '4 Pricing Schedule'. The main area displays a table with columns for 'Name', 'Quantity', 'Price', and 'Extended Price'. The table contains several rows, including '1 Invitation', '2 NTU Terms and Conditions', '3 Requirement Specifications and Evaluation criteria', and '4 Pricing Schedule'. Under '4 Pricing Schedule', there is a row for '4.1 item 1' with a quantity of '1 each' and a price field marked with an asterisk. Below this, there are two rows of text: '5 Please complete the Form of Tender and Particulars of Contractors.' with a 'References' icon highlighted in a yellow box, and '6 Please submit your proposal, brochures or any other additional information and supporting documents here.' with an 'Attach a file' button. A yellow box with the number '11' points to the price field, and another yellow box with the number '12' points to the 'Attach a file' button. At the bottom, there are buttons for 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'.

Name ↑	Quantity	Price	Extended Price
▶ 1 Invitation			
▶ 2 NTU Terms and Conditions			
▶ 3 Requirement Specifications and Evaluation criteria			
▼ 4 Pricing Schedule			
4.1 item 1	1 each	*	
5 Please complete the Form of Tender and Particulars of Contractors. 			
6 Please submit your proposal, brochures or any other additional information and supporting documents here.			



# Responding to an Event

13. You may also submit your proposal, brochures and any additional supporting documents relevant to your bids.

Note: The total upload size is 100MB. The valid file types are: txt, xls, xlsx, doc, htm, html, pdf, ppt, jpeg, jpg, bmp, gif, rtf, ps, csv, docx, png, pptx, ppsx, dotx, potx, sldx, xlsx.

*If you have multiple files, please zip them together and attached as one.*

The screenshot shows a web interface for responding to an event. On the left is a navigation menu with sections: 'Event Messages', 'Response History', 'Checklist', and 'Event Contents'. The 'Checklist' section includes: 1. Review Event Details, 2. Select Lots, and 3. Submit Response. The 'Event Contents' section includes: All Content, 1 Invitation, 2 NTU Terms and Conditions, 3 Requirement Specifications and Evaluation criteria, and 4 Pricing Schedule. The main area displays 'All Content' with a table:

Name ↑	Quantity	Price	Extended Price
▶ 1 Invitation			
▶ 2 NTU Terms and Conditions			
▶ 3 Requirement Specifications and Evaluation criteria			
▼ 4 Pricing Schedule			
4.1 item 1	1 each	* <input type="text"/> SGD	
5 Please complete the Form of Tender and Particulars of Contractors. <a href="#">References</a>		*Attach a file	
6 Please submit your proposal, brochures or any other additional information and supporting documents here.		Attach a file	

Below the table, a note states: (\*) indicates a required field. At the bottom are buttons: Submit Entire Response, Update Totals, Save, Compose Message, and Excel Import. A yellow callout box with the number '13' points to the 'Attach a file' button in row 6.

# Submitting Response

14. Once you have inputted the bids and attached all necessary files, you may click 'Submit Entire Response'

NOTE:

- ❖ Once a bid has been submitted it can **NOT** be removed, only amended.
- ❖ If you intend to **withdraw** your submission, you may request via **email to the contact person** captured on the published tender.

The screenshot displays a web interface for submitting a tender response. On the left, there is a navigation menu with sections for 'Event Messages', 'Response History', 'Checklist', and 'Event Contents'. The 'Checklist' section includes steps: '1. Review Event Details', '2. Select Lots', and '3. Submit Response'. The 'Event Contents' section lists: 'All Content', '1 Invitation', '2 NTU Terms and Conditions', '3 Requirement Specifications and Evaluation criteria', and '4 Pricing Schedule'. The main area shows a 'Primary' tab and an 'All Content' table. The table has columns for 'Name', 'Quantity', 'Price', and 'Extended Price'. It lists several items, including '1 Invitation', '2 NTU Terms and Conditions', '3 Requirement Specifications and Evaluation criteria', and '4 Pricing Schedule'. Under '4 Pricing Schedule', there is a row for '4.1 item 1' with a quantity of '1 each' and a price field marked with an asterisk, followed by 'SGD'. Below this, there are two rows with instructions and 'Attach a file' buttons. A yellow box with the number '14' is overlaid on the bottom left. At the bottom, there are buttons for 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'.

Name ↑	Quantity	Price	Extended Price
▶ 1 Invitation			
▶ 2 NTU Terms and Conditions			
▶ 3 Requirement Specifications and Evaluation criteria			
▼ 4 Pricing Schedule			
4.1 item 1	1 each	* <input type="text"/> SGD	
5 Please complete the Form of Tender and Particulars of Contractors. <a href="#">References</a>		*Attach a file	
6 Please submit your proposal, brochures or any other additional information and supporting documents here.		Attach a file	

(\*) indicates a required field

**14**

Submit Entire Response | Update Totals | Save | Compose Message | Excel Import

# Submitting Response

15. After you have submitted your response, there will be a green notice that indicates the successful attempt of submission.

Note: NTU will not be able to know whether have you submitted the response until the events closed. Also, there won't be any email notification sent to you to inform the successful submission.

[Go back to Nanyang Technological University - TEST Dashboard](#)

[Desktop File Sync](#)

Console

Doc1697154711 - Demo

Time remaining  
10 days 11:48:57

Event Messages  
Response History

15

✓ Your response has been submitted. Thank you for participating in the event.

Revise Response

Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

Event Contents

All Content

1 Invitation Letter

2 NTU Terms and Condit...

Primary

All Content

Name ↑	Price	Quantity	Extended Price
6 Please indicate delivery terms:	LOC - Local Delivery		
▼ 7 Quotation Validity			
7.1 The Offer shall be valid for SIXTY (60) Days from the closing date of this quotation.			
7.2 At the University request, the Contractor agree to extend the validity of this offer for one or more periods not exceeding in total of 60 days.			
8 For submissions with more than 1 proposal, you are required to complete additional compliance form for every additional proposal. <a href="#">References</a>			