



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.

Refine your results

Description:
e.g. Supply and delivery ...

Document No:
e.g. Docxxxxxxxx

Category:
e.g. Spectrometers

Publish date:
From
To

Close date:
From
To

Status
☐ All
☒ Open

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

2

1

Searching for business opportunity on NTU Procurement Website

1. From our NTU supplier portal (<http://www3.ntu.edu.sg/suppliers/>), 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 'Click to access Discovery Posting' for details.

1

Document No.

Document No.

Category

Category

Publish Date

mm/dd/yyyy ~ mm/dd/yyyy

Close Date

mm/dd/yyyy ~ mm/dd/yyyy

Search Business Opportunities

2

Open Closed

First Previous 1 2 3 4 Next Last

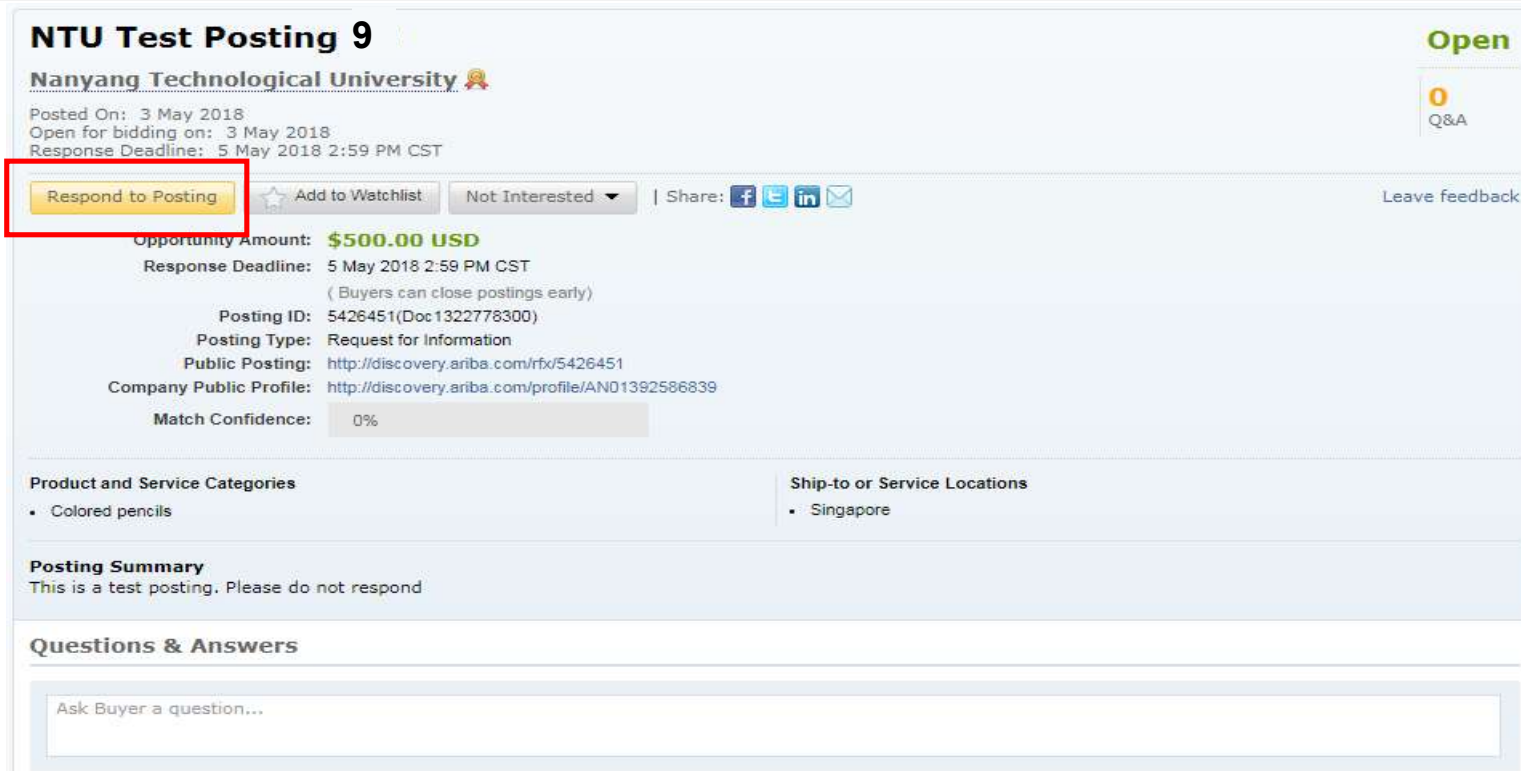
Document No. (Click for details)	Category	Posting Title	Publish Date	Close Date	Participation Details
Doc1363151338	Animal hair yarn	NTU Test Posting 285	11 Jun 2018 17:41	15 Jun 2018 23:59	Click to access Discovery posting ↗

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



NTU Test Posting 9 Open

Nanyang Technological University

Posted On: 3 May 2018
Open for bidding on: 3 May 2018
Response Deadline: 5 May 2018 2:59 PM CST

3 [Respond to Posting](#) [Add to Watchlist](#) [Not Interested](#) | Share: [f](#) [t](#) [in](#) [e](#) [Leave feedback](#)

Opportunity Amount: **\$500.00 USD**
Response Deadline: 5 May 2018 2:59 PM CST
(Buyers can close postings early)
Posting ID: 5426451(Doc1322778300)
Posting Type: Request for Information
Public Posting: <http://discovery.ariba.com/rfx/5426451>
Company Public Profile: <http://discovery.ariba.com/profile/AN01392586839>
Match Confidence: 0%

Product and Service Categories
• Colored pencils

Ship-to or Service Locations
• Singapore

Posting Summary
This is a test posting. Please do not respond

Questions & Answers
Ask Buyer a question...

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

The screenshot displays the Ariba Discovery web interface. At the top, the header includes the 'Ariba Discovery' logo, a grid icon, and links for 'Log In' and 'Help Center'. Below the header, navigation tabs for 'I'M BUYING' and 'I'M SELLING' are visible, with 'I'M SELLING' being the active tab. A secondary navigation bar contains links for 'Home', 'Leads', 'Subscriptions', and 'About'. The main content area shows a product listing for 'SLOT-DIE COATER' by 'Nanyang Technological University'. The listing includes details such as the posting date (27 Jul 2018), bidding start date (27 Jul 2018), response deadline (10 Aug 2018 8:59 AM PDT), and an opportunity amount of \$500.00 USD. A yellow callout box with the number '4' is positioned over the listing. A 'Log In' pop-up window is overlaid on the listing, featuring a 'Register Now!' link, a prompt to use Ariba user ID and password, input fields for 'Enter Username' and 'Enter Password', a 'Login' button, and links for 'Forgot Username' and 'Forgot Password'. The background listing also shows buttons for 'Respond to Posting', 'Add to Watchlist', and 'Not Interested', along with a 'Leave feedback' link.

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.

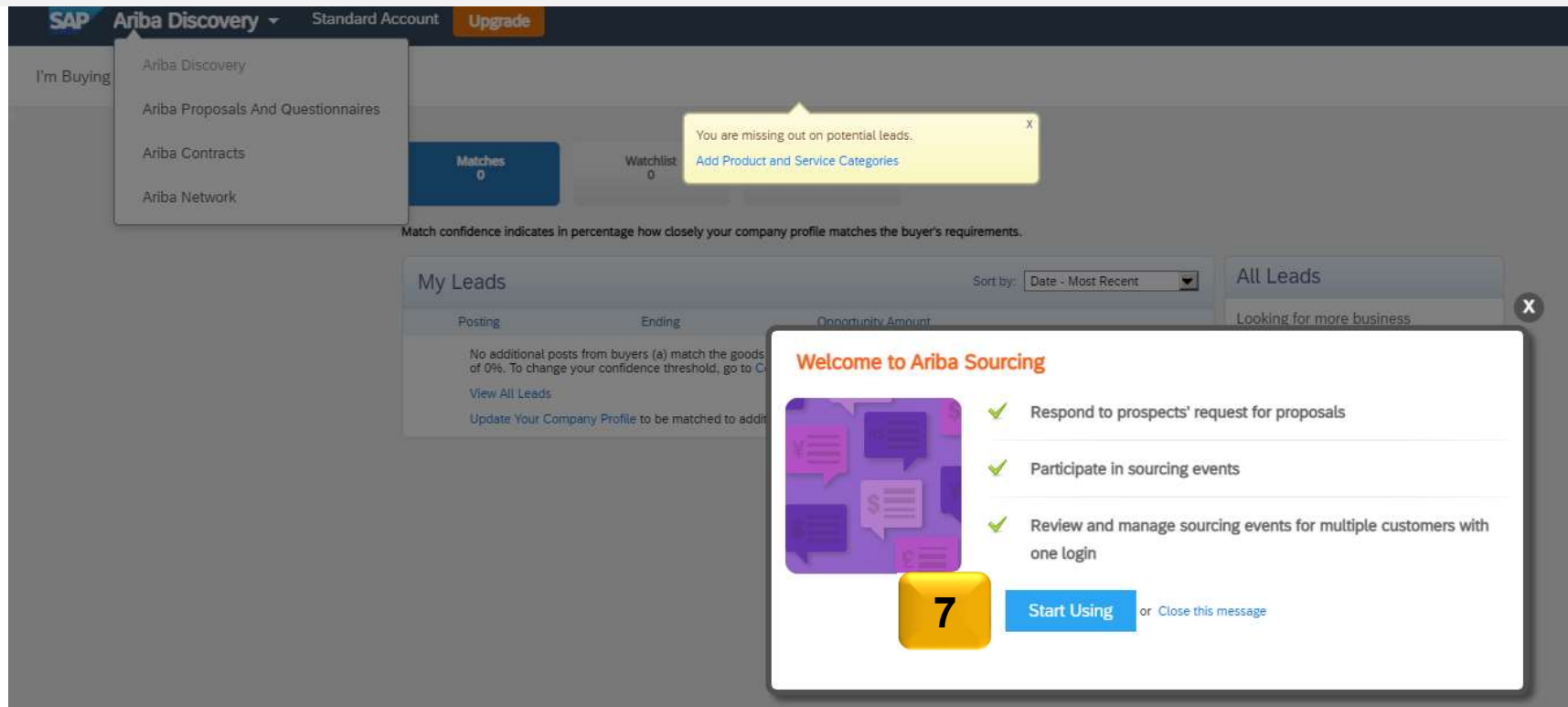
Note: This is a natural response from Ariba, if your questionnaire has not yet been complete.

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

The screenshot displays the SAP Ariba Discovery interface. At the top, the header includes the SAP logo, 'Ariba Discovery', 'Standard Account', and an 'Upgrade' button. A yellow callout box with the number '5' points to the 'Ariba Discovery' dropdown menu. The dropdown menu is open, showing options: 'Ariba Discovery', 'Ariba Proposals And Questionnaires' (highlighted with a red box and a yellow callout box with the number '6'), 'Ariba Contracts', and 'Ariba Network'. Below the header, there are sections for 'Matches 0' and 'Watchlist 0'. A yellow notification box states: 'You are missing out on potential leads. Add Product and Service Categories.' The main content area is divided into 'My Leads' and 'All Leads' sections. The 'My Leads' section shows a table with columns 'Posting', 'Ending', and 'Opportunity Amount', and a message: 'No additional posts from buyers (a) match the goods or services that you sell and (b) are above your current confidence threshold of 0%. To change your confidence threshold, go to [Company Profile](#). View All Leads Update Your Company Profile to be matched to additional postings.' The 'All Leads' section includes a button 'View All Leads'. The 'My Rating and References' section shows 'References: 0' and an 'Invite References' button.

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.

The screenshot shows the SAP Ariba interface. At the top, there is a dark blue header with the SAP logo, 'Ariba Proposals and Questionnaires' with a dropdown arrow, 'Standard Account', and an 'Upgrade' button. On the right side of the header are a help icon (?) and a 'GT' icon. Below the header, the text 'NANYANG TECHNOLOGICAL UNIVERSITY' is displayed. The main content area has a light blue background and contains a message from Nanyang Technological University requesting completion of a Supplier Profile Questionnaire. A yellow box with the number 8 highlights the link 'Complete Requested Profile Information >>'. At the bottom of the page, there is a footer with the SAP logo, copyright information, and links to 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

NANYANG TECHNOLOGICAL UNIVERSITY

Nanyang Technological University requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete and submit the additional profile information before you can access and participate in Nanyang Technological University events.

[Complete Requested Profile Information >>](#)

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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.

 Ariba Proposals and Questionnaires ▾ Standard Account **Upgrade** TEST MODE ? NL

NANYANG TECHNOLOGICAL UNIVERSITY - TEST

Nanyang Technological University - TEST
Requested Profile

Your customer has requested that you complete 1 additional profile fields.

Enter Now >

Public Profile Completeness

35%

Enter a short description to reach 45% >

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Registering Through Discovery

10. Once you have been redirected, fill in the 'Questionnaire' that will pop up.
11. Click on 'Submit' once done

Company Profile

Basic (4) Business (2) Marketing (3) Contacts

* Indicates a required field

Sourcing Customer List

Customer

Nanyang Technological University

10

Nanyang Technological University Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Save as Draft Submit

4 Company Information

4.1 Are you registering as individual or company (include sole proprietor)? * Company

4.3 Company

4.3.1 Please kindly indicate your company type * Company

4.3.2 Is your company a local company or overseas company? * Local

4.3.3 Is your company registered with Singapore Registrar of Companies ACRA etc.? * Unspecified

4.3.8 Is your company VAT-registered (GST etc.) ? * Unspecified

Save as Draft Submit

11

Supplier Basics (4:33)

How do I complete my Customer Requested Profile?

What browser versions are certified for SAP Ariba cloud solutions?

How do I see Ariba applications in a different language?

After you register

Introduction to the dashboard (11:47)

I need help accessing a sourcing event

How do I submit an invoice from a Standard account?

How do I process an order in my Ariba Network Standard account?

How do I resend an order for my Standard account?

View more

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

SAP Ariba Proposals and Questionnaires Standard

Company Profile

Basic (4) Business (2) Marketing (3) Contacts

* Indicates a required field

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Nanyang Technological University Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

Status: Submitted by GST Testing at 05/17/2021 11:43 AM

[Discard Draft](#) [Save as Draft](#) [Submit](#)

Question

▼ 4 Company Information

4.1 Are you registering as individual or company (include sole proprietor)? * Company ▼

▼ 4.3 Company

4.3.1 Please kindly indicate your company type * Company ▼

4.3.2 Is your company a local company or overseas company? * Local ▼

4.3.3 Is your company registered with Singapore Registrar of Companies ACRA etc.? * No ▼

4.3.8 Is your company VAT-registered (GST etc.)? * No ▼

13

Close

Search...

Supplier Basics (4:33)

How do I complete my Customer Requested Profile?

What browser versions are certified for SAP Ariba cloud solutions?

How do I see Ariba applications in a different language?

After you register

Introduction to the dashboard (11:47)

I need help accessing a sourcing event

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How do I process an order in my Ariba Network Standard account?

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.

 Ariba Proposals and Questionnaires ▾ Standard Account [Upgrade](#) [?](#) [GT](#)

NANYANG TECHNOLOGICAL UNIVERSITY

Nanyang Technological University Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

Public Profile Completeness

15%

[Enter commodities to reach 35% >](#)

Categories in your profile have had over \$341.00 USD in business over the last 12 months.



Your requested profile information has been submitted to Nanyang Technological University and is pending approval. Contact Nanyang Technological University if you are unsure of their registration policies and procedures. If you want to increase your chance at new business opportunities with other companies, click the Public Profile Completeness link and complete your public profile.

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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.