Questionnaire Submission

Before gaining access to any bids, it is crucial to complete a one-time questionnaire by providing specific information.

This step is necessary if you are using Ariba to participate in NTU sourcing events or tenders for the first time.
Searching for Business Opportunity

1. From **NTU Supplier Portal**, you can search for sourcing projects based on descriptions, document numbers, categories, and/or publish/close dates.

2. Please click on the sourcing event description in the displayed results to access the Ariba Discovery event page for more details and to participate.
3. To register your interest in participating in this tender, click the “Respond to Posting” button.
4. On the login screen,

- If you have not yet registered an account, please click on "Register Now!" to register/sign up. Once this is done, please retrace your steps and log in to your account from the event "Respond to Posting" button.
- If you already have an account, log in.
5. After logging in to your Ariba account, you will be redirected to the leads page. Click on "Business Network Discovery" at the top left corner to view the dropdown menu.

6. Select “Ariba Proposals and Questionnaires” to proceed.
There are two (2) alternatives to access the questionnaire.

Scenario (A): If you see the following page upon access, click on the "View customer requested fields" link. On the Company Profile page, navigate to the "Customer Requested" tab. Proceed to page 8. >
Ariba Proposals And Questionnaires

Scenario (B): If you encounter this page, navigate to the upper-right corner of the application and select [user initials] to open the dropdown menu. Select “Company Profile” and go to “Business Information”. On the “Additional Information” page, navigate to the “Customer Requested” tab. Proceed to page 8.
Ariba Proposals And Questionnaires

8. Upon reaching the "Customer Requested" tab, please select the "Nanyang Technological University" to complete the 'Supplier Profile Questionnaire' (disregard the [Complete] status on the Customer Requested Profile Information).
Ariba Proposals And Questionnaires

9. Please complete the questionnaires for all inquiries marked with an asterisk (*) and attach supporting documents for verification on point 4.3.4.

10. Please click "Submit" once you have completed the questionnaires.

Consider these tips before completing the questionnaire.
If your company is located outside of Singapore, please specify "Overseas" in section 4.3.2 of the questionnaire. Also, indicate "Yes" in section 4.3.5 and provide your company's Business Registration Certificate in section 4.3.6 for verification.

It is crucial to ensure that the name on your Ariba Network profile matches the Business Registration Certificate/License provided.

We can only authenticate and acknowledge supporting documents submitted in the English language.

The approval process generally takes 1 to 2 working days before you can participate in the tender.

Approved users will receive a confirmation notification to proceed with bid response.
11. After clicking "Submit," you will see a timestamp indicating when your changes were updated, ensuring that your latest details are reflected.

12. Once done, you can exit the questionnaire by clicking on the "x" in the top right corner.
Your profile has now been sent to Nanyang Technological University to approve your account for bidding sourcing events/tenders. Upon approval you will be notified and can start participating in tenders.
Thank You.