

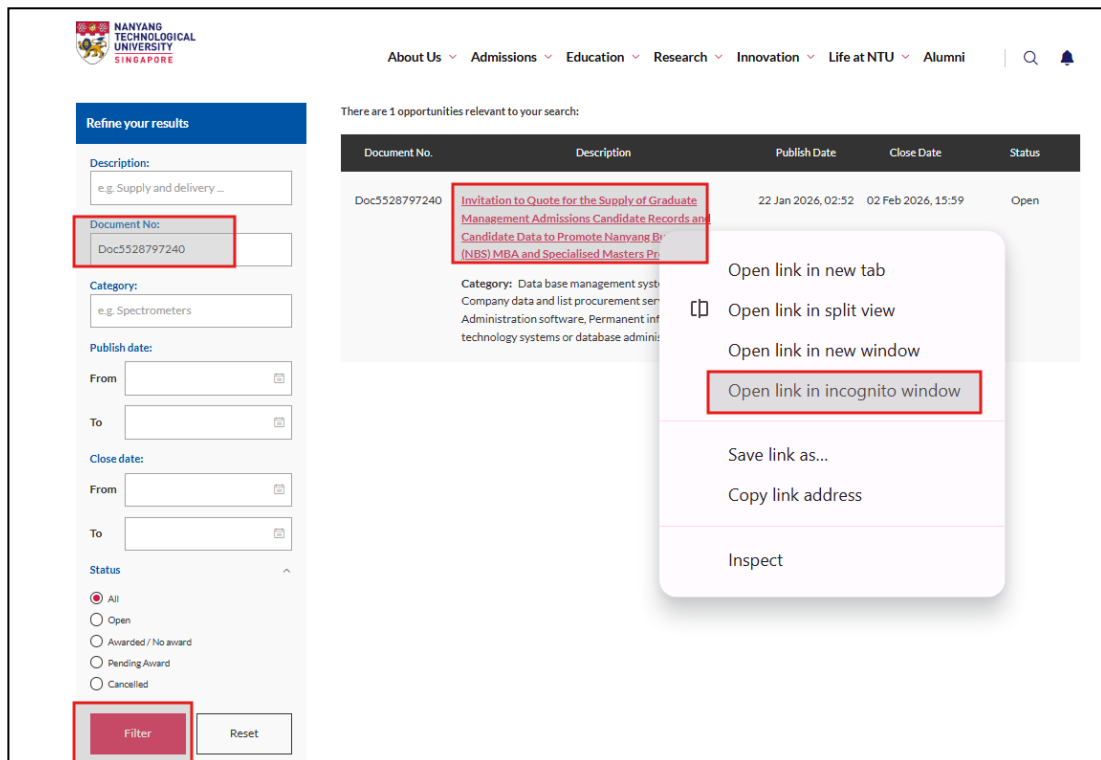
QUESTIONNAIRE SUBMISSION

Dear Supplier,

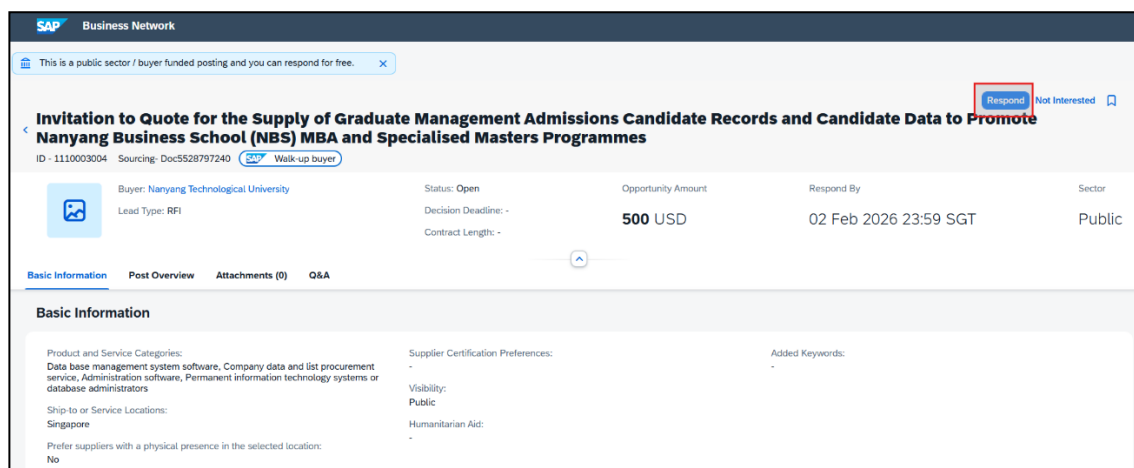
Before participating in your first NTU bid, you are required to complete a one-time questionnaire by providing the requested information.

Please refer to the steps below for detailed instructions on how to complete and submit the questionnaire for approval.

1. Go to the [NTU Supplier Portal](#).
2. Enter “DocXXXXXXXXXX” in the **Document No.** field and click “Filter”, if you have the event ID. Otherwise, you may access any published event with the status “Open.”
3. Right-click on the event link under “Description” and open it in an incognito window.

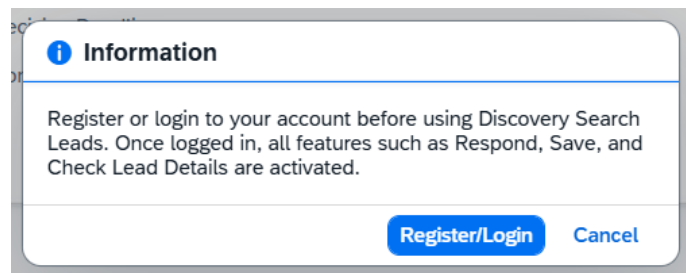


4. Click the “Respond” button.

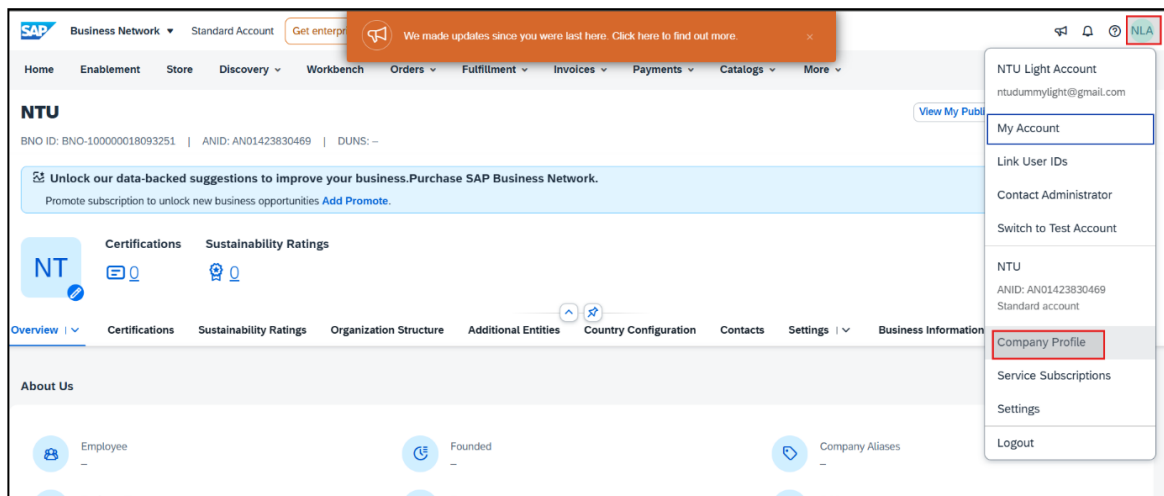


QUESTIONNAIRE SUBMISSION

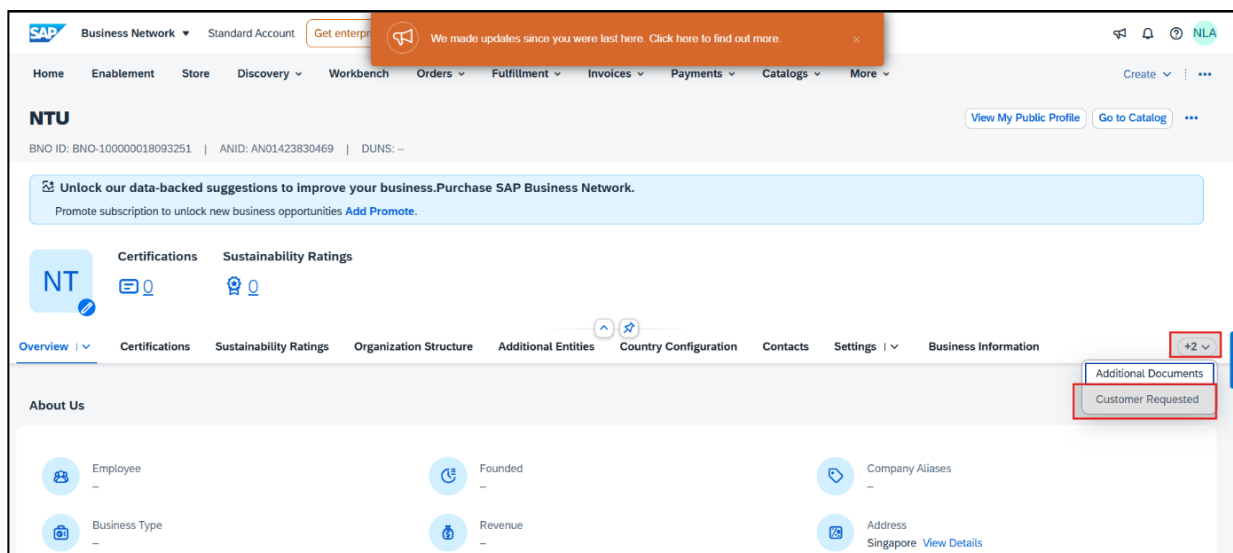
5. Log in to or register your **Ariba account**.



6. After logging in, click on [user initials] to open the dropdown menu and select **“Company Profile”**.

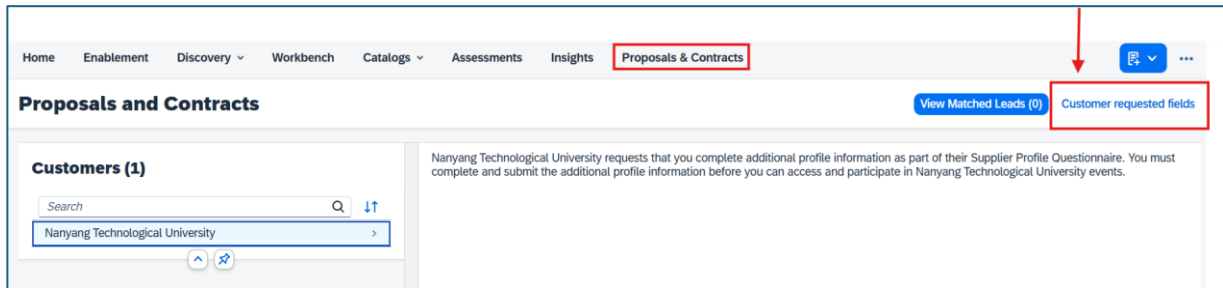


7. Next to the **“Business Information”**, click the **“+2”** icon and select **“Customer Requested”**.

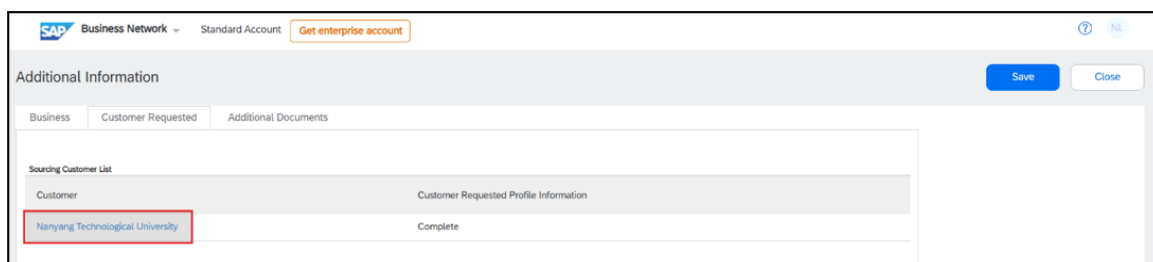


QUESTIONNAIRE SUBMISSION

Alternatively, if your interface appears slightly different from the screen above, please navigate to **“Proposals & Contracts” > “Customer Requested fields”**.



- Click on **“Nanyang Technological University”**, regardless of the **“Complete”** status.



- Complete the questionnaire and upload an **English version of your business registration document** that **matches exactly your profile name** under **Section 4.3.6** for verification.
- Finally, **Submit** the questionnaire for our review and approval.

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 NTU Light Account at 16/07/2020 16:34

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? * Overseas ▼

4.3.5 Is your company registered in your country? * Yes ▼

4.3.6 Please kindly upload your business registration certificate * Attach a file

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

Discard Draft Save as Draft Submit