



## Questionnaire submission

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

# 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

Description

**Document No.**  **Category**

**Publish Date**  ~  **Close Date**  ~

[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	<a href="#">Click to access Discovery posting</a>

# 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](#) [✉](#) 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

**Postings 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 website 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' selected. A secondary navigation bar contains 'Home', 'Leads', 'Subscriptions', and 'About'. The main content area shows a job posting for 'SLOT-DIE COATER' by 'Nanyang Technological University'. A yellow callout box with the number '4' is positioned over the job title. A 'Log In' pop-up window is overlaid on the page, featuring a 'Register Now!' link, a text prompt 'Ariba members: Use your 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 job posting details include: 'Posted On: 27 Jul 2018', 'Open for bidding on: 27 Jul 2018', 'Response Deadline: 10 Aug 2018 8:59 AM PDT', 'Opportunity Amount: \$500.00 USD', and 'Posting Type: Request for Information'.

# Registering Through Discovery

5. Once you've login to your Ariba account, you will be redirected to the leads page. Click on the menu tab (shaped like 9 stacked cubes) 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 'Proposals'.

The screenshot displays the Ariba Discovery user interface. At the top left, the logo "Ariba Discovery" is visible. Below it are two buttons: "I'M BUYING" and "I'M SELLING". A dark blue navigation bar contains a grid icon (labeled with a yellow box "5" and an arrow) and links for "Company Settings", "First User", and "Help Center". A dropdown menu is open from the grid icon, showing "Go To My" with a sub-menu containing "PROPOSALS" (labeled with a yellow box "6"), "CONTRACTS", and "ORDERS & INVOICES". Below the navigation bar is a horizontal menu with "Home", "Sellers", "Postings", "Messages", "Ratings", "References", "Customers", and "About". The main content area features three buttons: "Matches 0", "Watchlist 0", and "Responses 0". A note states: "Match confidence indicates in percentage how closely your company profile matches the buyer's requirements." Below this is a "My Leads" section with a "Sort by: Date - Most Recent" dropdown and a message: "There are no postings that match your company profile." To the right is an "All Leads" section with the text "Looking for more business opportunities?" and a "View All Leads" button. At the bottom right is a "My Rating and References" section.

# 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.*

The screenshot displays the Ariba Discovery web application interface. At the top, the header includes 'Ariba Discovery' and navigation links for 'Company Settings', 'First User', and 'Help Center'. Below the header, there are tabs for 'I'M BUYING' and 'I'M SELLING'. The main navigation menu includes 'Home', 'Sellers', 'Postings', 'Messages', 'Ratings', 'References', 'Customers', and 'About'. A 'Matches' section is visible, showing 'Matches 0' and a note that 'Match confidence indicates in percentage'. A 'My Leads' section below it states 'There are no postings that match your c...'. A prominent white pop-up window titled 'Welcome to Ariba Sourcing' is overlaid on the page. It features a list of three tasks, each with a green checkmark: 'Respond to prospects' request for proposals', 'Participate in sourcing events', and 'Review and manage sourcing events for multiple customers with one login'. A yellow box with the number '7' is located at the bottom left of the pop-up, and a blue 'Start Using' button is highlighted with a red box at the bottom right. A 'Close this message' link is also visible.

# 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.

Ariba Sourcing

NANYANG TECHNOLOGICAL UNIVERSITY



Company Settings ▾

First User ▾

Help Center >>



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 Sourcing** Company Settings Rachel Piak Help Center

**NANYANG TECHNOLOGICAL UNIVERSITY**

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.

**Nanyang Technological University Requested Profile**  
Your customer has requested that you complete 1 additional profile fields.  
**9** Enter Now >

**Public Profile Completeness**  
16%  
Enter commodities to reach 35% >  
**11734 leads match your company profile**  
View Matched Leads

**Events**

Title	ID	End Time ↓	Event Type
▶ Status: Completed (7)			
▶ Status: Open (2)			
▶ Status: Pending Selection (170)			

**Tasks**

Name	Status	Due Date	Completion Date	Alert
No items				



# Registering Through Discovery

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

Ariba Sourcing

Company Profile

Basic (3) Business (2) Marketing (3) Contact

\* Indicates a required field

Sourcing Customer List

Customer

Nanyang Technological University

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

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.? \* Yes

4.3.4 Please kindly upload ACRA company's business profile as supporting document. \*Attach a file

4.3.7 Please kindly indicate your business registration no. \* 22222222

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

Save as Draft Submit

Company Settings First User Help Center Logout

Save Close

Nanyang Technological University Profile Information

Public Profile Completeness 35%

Short Description Website Annual Revenue Certifications D-U-N-S Number Business Type Industries Company Description Company Logo

Share Your Public Profile

10

11

# 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

The screenshot displays the Ariba Sourcing interface. On the left, the 'Company Profile' section is visible, with a yellow callout '12' pointing to the 'Submit' button. The main content area shows a 'Nanyang Technological University Requested Profile' form. The form is titled 'Nanyang Technological University Requested Profile' and includes a status message: 'Status: Submitted by First User at 08/04/2018 01:34 AM'. Below this, a green success message states: 'You have successfully submitted changes to your customer.' The form contains several questions, including '4.1 Are you registering as individual or company (include sole proprietor)?' with a dropdown menu set to 'Company', and '4.3 Company' with sub-questions '4.3.1 Please kindly indicate your company type' (dropdown set to 'Company'), '4.3.2 Is your company a local company or overseas company?' (dropdown set to 'Local'), and '4.3.3 Is your company registered with Singapore Registrar of Companies ACRA etc.?' (dropdown set to 'Yes'). A yellow callout '13' points to the 'X' icon in the top right corner of the form. The right side of the interface shows a 'Public Profile Completeness' section with a 35% progress bar and various profile details.

# 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 Sourcing** Company Settings ▼ First User ▼ Help Center >>

**NANYANG TECHNOLOGICAL UNIVERSITY**

**14**

**Nanyang Technological University Requested Profile**

All required customer requested fields have been completed.

[View customer requested fields >](#)

**Public Profile Completeness**

35%

[Enter a short description to reach 45% >](#)

There are no matched postings.

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.

## 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 an confirmation email, you may proceed to register in your interest.