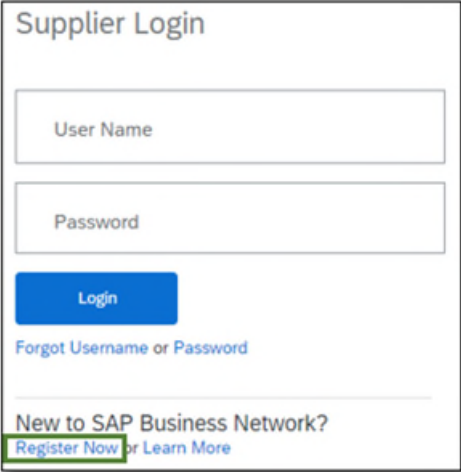

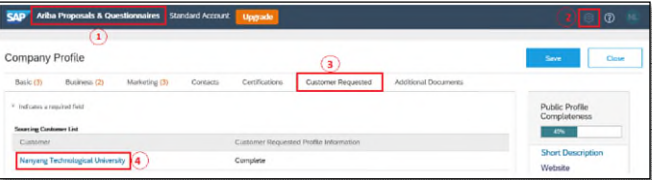
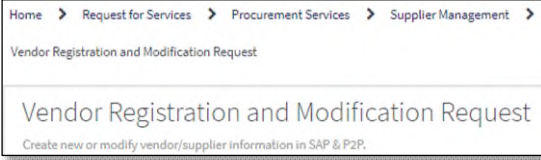
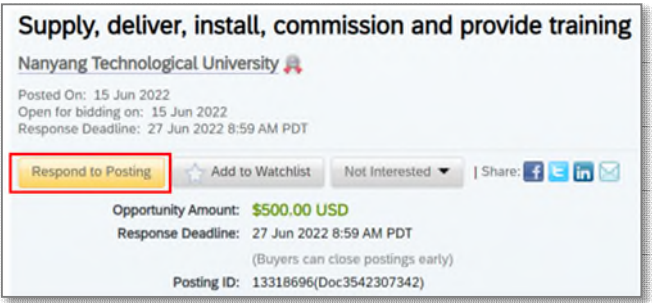


Types of vendor account

Description	Ariba Network Account	Sourcing Account	SAP Vendor Master Registration
	<p>AN11234567890</p> <p>ANID number is automatically assigns when vendor registers an Ariba account.</p>	<p>ACM_123456789</p> <p>ACM number is NOT visible to vendor, it is for NTU internal reference (Procurement team) only.</p>	<p>0030012345</p> <p>A unique vendor ID in SAP.</p>
<p>Purpose</p>	<p>For accessing PO and submitting E-Invoice.</p> <p>PO is sent to vendor’s designated email address provided during Vendor Master Registration in SAP.</p>	<p>For accessing all NTU sourcing events and bid submission.</p>	<p>For PO creation and payment processing.</p>
<p>Setup Process</p>	<p>Vendor self-register via Ariba Network Supplier</p>  <p>The screenshot shows a 'Supplier Login' form with fields for 'User Name' and 'Password', a 'Login' button, and a link for 'Forgot Username or Password'. Below the form, there is a section for 'New to SAP Business Network?' with a 'Register Now' button highlighted in green.</p>	<p>Vendor is to login to their company Ariba account via any of the active NTU sourcing events ‘Response to Posting’ button,</p> <ol style="list-style-type: none"> 1) Select “Ariba Proposals & Questionnaire” from the drop-down list at the top left corner. 2) Click , select “Company Profile”. 3) Click “Customer Requested” tab. 4) Click on “Nanyang Technological University” link to complete the ‘Supplier Profile Questionnaire’ (even though the status shows “complete”). 5) Submit questionnaire for NTU (Procurement) approval.  <p>The screenshot shows the 'Company Profile' page in Ariba. The 'Customer Requested' tab is selected and highlighted with a red box. The 'Nanyang Technological University' link is also highlighted with a red box. There are numbered callouts 1, 2, 3, and 4 pointing to specific elements on the page.</p>	<p>NTU staff member to submit ServiceNow request with the following required document:</p> <ol style="list-style-type: none"> a) Vendor’s Business Registration Certificate / License, b) Vendor’s Bank Statement or GIRO Form.  <p>The screenshot shows the 'Vendor Registration and Modification Request' page in SAP. It includes a breadcrumb trail: 'Home > Request for Services > Procurement Services > Supplier Management > Vendor Registration and Modification Request'. Below the breadcrumb, there is a section for 'Vendor Registration and Modification Request' with a sub-header 'Create new or modify vendor/supplier information in SAP & P2P'.</p> <p>More information and document samples are available at FAQ - Vendor Page</p>
<p>Additional information</p>	<p>Ariba Network Account type:</p> <ul style="list-style-type: none"> • Standard Account (Free of charge) • Enterprise Account (Chargeable by Ariba) <p>IMPORTANT: Vendor to check internally whether their company already has an Ariba® Network account, if so, to approach their Ariba® Network administrator to add more users for the access instead of registering new account.</p> <p><u>Trading relationship</u> is established between vendor’s Ariba account and NTU when vendor login through PO email that is sent to their designated email address. This is a once-off process triggered by vendor’s first PO.</p>	<p>‘Response to Posting’ button:</p>  <p>The screenshot shows a 'Supply, deliver, install, commission and provide training' posting from Nanyang Technological University. The 'Respond to Posting' button is highlighted with a red box. Other details include the opportunity amount of \$500.00 USD, the response deadline of 27 Jun 2022 8:59 AM PDT, and the posting ID: 13318696(Doc3542307342).</p>	