



## 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](#), 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. Docoooooooooooo

**Category:**  
e.g. Spectrometers

**Publish date:**  
From    
To  

**Close date:**  
From    
To  

**Status**   
 All  
 Open

Document No.	Description	Publish Date	Close Date	Status
Doc2987450880	<b>Invitation to Quote for Online Survey with Chinese Migrants in Singapore for Wee Kim Wee School of Communication and Information, Nanyang Technological University</b>  <b>Category:</b> Internet based market research, Market research mail surveys	17 May 2021, 01:04	27 May 2021, 15:59	Open

1

2

# 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

**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 interface. At the top, the navigation bar includes 'Ariba Discovery', 'Log In', and 'Help Center'. Below this, there are tabs for 'I'M BUYING' and 'I'M SELLING'. 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 ID: 5694722(Doc1410595294)'.

# 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 user interface. At the top, the navigation bar includes the SAP logo, 'Ariba Discovery', 'Standard Account', and an 'Upgrade' button. A dropdown menu is open under 'Ariba Discovery', with 'Ariba Proposals And Questionnaires' highlighted in red. A yellow callout box with the number '5' points to the 'Ariba Discovery' menu item. A yellow callout box with the number '6' points to the 'Ariba Proposals And Questionnaires' menu item. Below the navigation bar, there are buttons for 'Matches 0' and 'Watchlist 0'. A yellow notification box states: 'You are missing out on potential leads. Add Product and Service Categories.' Below this, a message reads: 'Match confidence indicates in percentage how closely your company profile matches the buyer's requirements.' The main content area is divided into two sections: 'My Leads' and 'All Leads'. The 'My Leads' section shows a table with columns for 'Posting', 'Ending', and 'Opportunity Amount'. Below the table, it states: '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 the text: 'Looking for more business opportunities? View All Leads' and 'My Rating and References' with 'References: 0' and 'Invite References'.

# 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 SAP Ariba Discovery user interface. At the top, the navigation bar includes 'SAP Ariba Discovery', 'Standard Account', and an 'Upgrade' button. A dropdown menu is open under 'I'm Buying', listing 'Ariba Discovery', 'Ariba Proposals And Questionnaires', 'Ariba Contracts', and 'Ariba Network'. A yellow notification box states, 'You are missing out on potential leads. Add Product and Service Categories'. Below this, a 'Matches' button shows '0' and a 'Watchlist' button shows '0'. A section titled 'My Leads' includes a 'Sort by: Date - Most Recent' dropdown and a 'View All Leads' link. A message indicates 'No additional posts from buyers (a) match the goods of 0%. To change your confidence threshold, go to C... Update Your Company Profile to be matched to addit...'. A 'Welcome to Ariba Sourcing' pop-up window is overlaid on the right, featuring a list of three tasks with green checkmarks: 'Respond to prospects' request for proposals', 'Participate in sourcing events', and 'Review and manage sourcing events for multiple customers with one login'. The pop-up includes a yellow box with the number '7', a 'Start Using' button, and a link to 'Close this message'.

# 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 registration interface. At the top, there is a dark blue navigation bar with the SAP logo, 'Ariba Proposals and Questionnaires' with a dropdown arrow, 'Standard Account', and an orange 'Upgrade' button. On the right side of the bar are a help icon (question mark) and a 'GT' icon. Below the navigation bar, the text 'NANYANG TECHNOLOGICAL UNIVERSITY' is displayed. The main content area has a light blue background and contains the following text: '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.' A yellow callout box with the number '8' is positioned to the left of a red-bordered button labeled 'Complete Requested Profile Information >>'. At the bottom left, there is a small SAP logo and the text '© 2019 SAP SE or an SAP affiliate company. All rights reserved.'. At the bottom right, there are three links: 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

# 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.

**SAP** 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 >

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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.

Public Profile Completeness

35%

Enter a short description to reach 45% >

There are no matched postings.



# Registering Through Discovery

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

The screenshot shows the SAP Ariba registration interface. On the left, a sidebar titled 'Company Profile' has tabs for 'Basic (4)', 'Business (2)', 'Marketing (3)', and 'Contacts'. A yellow box with the number '10' is overlaid on the 'Sourcing Customer List' section, which shows 'Nanyang Technological University' as the customer.

The main content area is titled 'Nanyang Technological University Requested Profile'. It includes instructions: '\* Indicates a required field' and '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.' There are 'Save as Draft' and 'Submit' buttons at the top right.

The 'Question' section is expanded to show '4 Company Information'. A red box highlights this section, which contains the following questions and answers:

- 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

At the bottom of the form, there are 'Save as Draft' and 'Submit' buttons. A yellow box with the number '11' is overlaid on the 'Submit' button. On the right side of the screen, there is a search bar and a list of help articles, including '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?', and 'How do I resend an order for my Standard account?'. A 'View more' link is at the bottom right.

# 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

### 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. 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

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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

How do I submit an invoice from a Standard account?

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.

SAP Ariba Proposals and Questionnaires Standard Account Upgrade

NANYANG TECHNOLOGICAL UNIVERSITY

Nanyang Technological University Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

Public Profile Completeness

19%

[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.