

Supplier Registration (For Sourcing)



Supplier Registration

In order to Participate in NTU business opportunities you will need to have a registered Ariba Account.

* NTU business opportunities includes ITQ and ITT which is referred to as [tender] in this guide *







Registration Routes

Exploring business opportunities in NTU through Ariba Discovery site

Registration Process:

<u>Registration through Ariba Discovery</u> – When accessing an open ITT/ITQ Sourcing event from NTU (through NTU website or directly through accessing Ariba discovery) and the supplier intends to participate in the event, then the supplier is prompted by Ariba discovery site to Register/login to the Ariba Discovery account or preferred existing Ariba Network account.

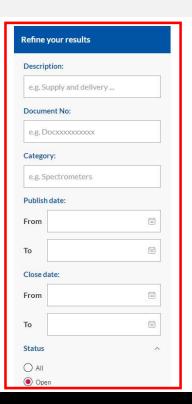
NOTE:

Suppliers can choose to use their administrator account to access Ariba Discovery site or can also choose to create additional users in the supplier accounts and give them relevant 'Ariba Discovery' roles for them to access and explore the discovery content



Searching for business opportunity on NTU Procurement Website

- 1. From our <u>NTU supplier portal</u>, 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.



2

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

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'.

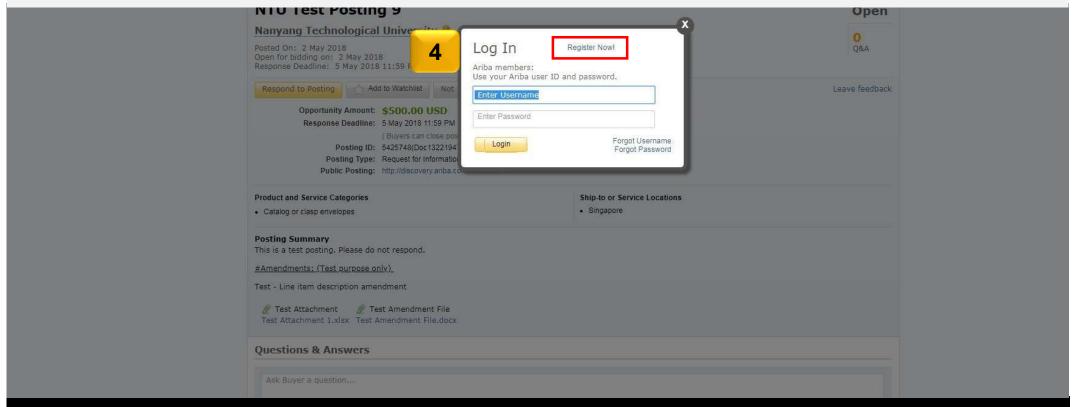


Responding to a business opportunity Posting on Ariba Discovery

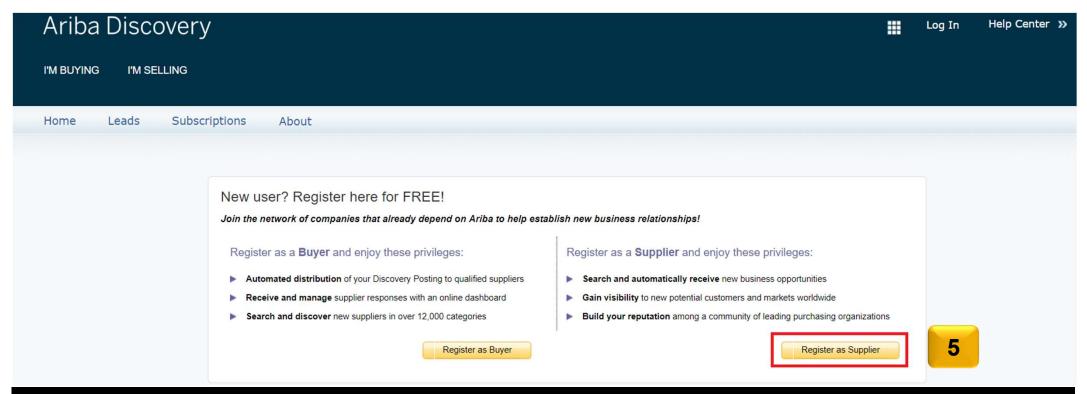
Once you have clicked on 'Respond to Posting' you will be prompted to log into Ariba Network

4. In order to register for a free account, please click on "Register Now!".

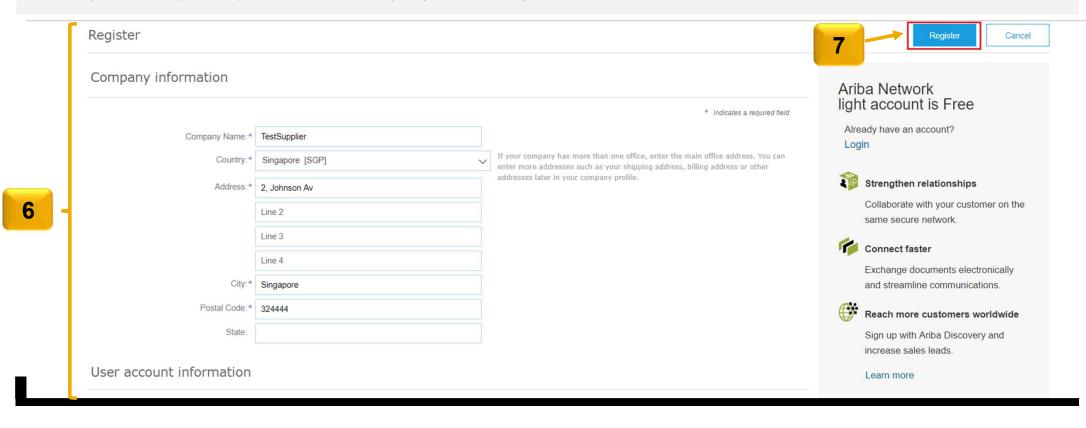
NOTE: Always login with your supplier organization's existing user IDs created to transact with NTU. Register for a new account only if your organization does not have any existing supplier accounts. Please contact your supplier organization's Ariba admin if you are unsure.



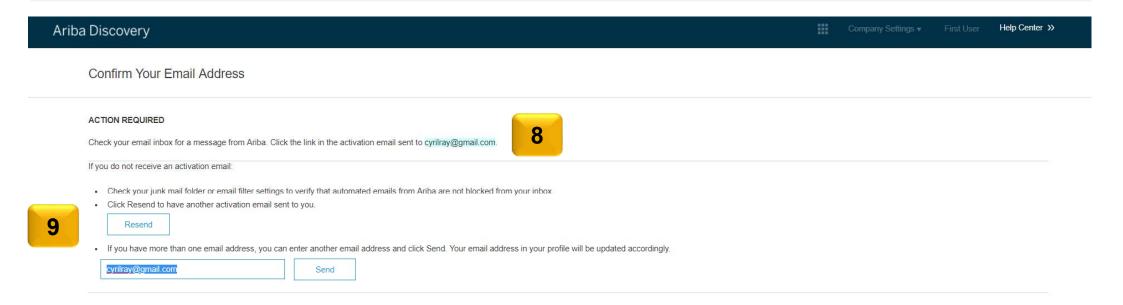
5. Once you have been redirected to the register page, click on 'Register as Supplier'



- 6. After click on 'Register as Supplier' you will have to fill in your particular business details. Fill in the sections called Company Information, User Account Information, Tell Us More About Your Business (to find the latter of these 2, scroll down the page of your web browser)
- 7. Once done, tick the terms & condition boxes at the end of the page, scroll up and click on 'Register'
- * Note that if you decided at this point to use an <u>existing</u> free standard Ariba network account instead of registering a new Discovery account, you may choose to do so by login on the right panel.

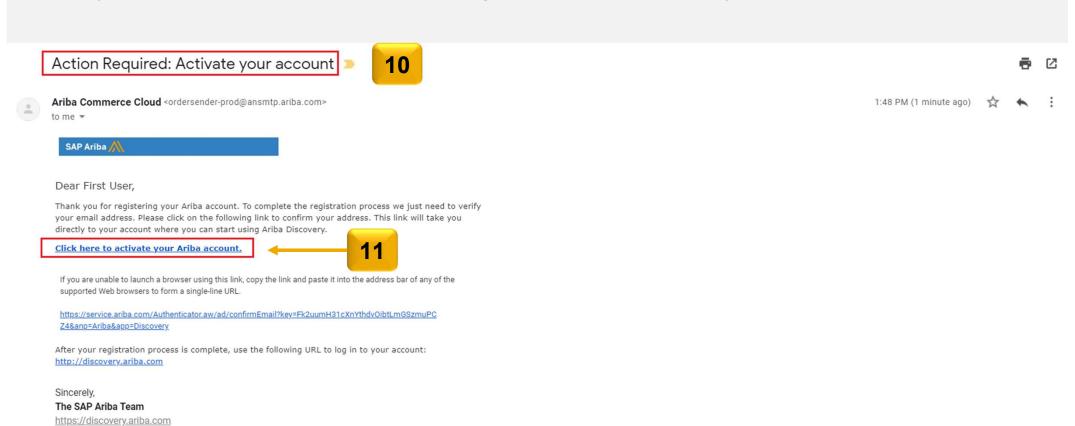


- 8. After registering your account, you will receive an email, to register email address, asking you to verify your email.
- 9. If within a certain amount of time you still have not received the email, click on 'Resend'



The confirmation email will look like the one shown in the screen shot.

- 10. If you are struggling to find the email in your inbox, try searching with this subject line
- 11. Once you have found the email, click on the following link to activate and confirm your email address



- 12. Once you have clicked on the link the email, you will directed to the below page, where you see your registered email address and username
- 13. Click on 'Go to my Company Profile' to proceed

Welcome to Ariba

Thank you for confirming your registration on Ariba. As a seller on the Ariba Commerce Cloud, you have all of the tools you need to configure your account to attract buying organizations to your products or services and to transact with them in the way that best suits your organization. When you configure your company profile, it is important that you provide extensive information about your company from your address to your business policies, to better help buying organizations find your company.

Your email address cyrilray@gmail.com has been verified.





Complete Your Company Profile Now

35%

- Add company contacts to ensure your trading partners can contact you.
- Add marketing and financial details to help new trading partners find you.
- · View additional company profile recommendations in the completeness meter.

Why is your company profile important?

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automatically match your capabilities with new opportunities.

Complete my Company Profile later

Go to my Company Profile

- 14. Once you have been redirected you will arrive on the below page, here you can fill on some of your 'Basic' Company Information, such as Website etc.
- 15. Import on to note on this page is the <u>'NetworkID'</u>, please take note of this number and keep it handy as this is the unique identifier for your organization for Ariba Sourcing
- 16. Once you are done, click on 'Save'.

