



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:

Registration through Ariba Discovery – 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 [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.

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Refine your results

Description:

Document No:

Category:

Publish date:
From 
To 

Close date:
From 
To 

Status 
☐ All
☒ Open

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”** button.

< Lead Details

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Respond

Save Lead

Not Interested

Lead Detail

Q&A

NTU Test Posting 300

Nanyang Technological University

Procurement Customer

Oct 16, 2025

ID: 5598477

Sourcing

Doc1381042524

Lead Type

Request for Information (RFI)

Opportunity Amount

500.00 USD

Contract Length

-

Respond By

Oct 27, 2025, 11:59 PM GMT+08:00

Decision Deadline

-

Humanitarian Aid

-

Sector

Public

Visibility

Public

Responding to a business opportunity Posting on Ariba Discovery

Once you have clicked on “Respond” you will be prompted to log into Ariba Network

4. In order to register for a free account, please click on “**Register/Login**” button in the pop-up window.

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.

The screenshot displays the SAP Business Network interface for Ariba Discovery. At the top, the 'SAP Business Network' header is visible. Below it, the 'Lead Details' section is active, with tabs for 'Lead Detail' and 'Q&A'. On the right, there are buttons for 'Respond', 'Save Lead', and 'Not Interested'. The main content area shows a lead titled 'Provision of 1 unit of Slide Scanner with Option to purchase 3 years Post warranty PM, to be exercised on an annual basis' from 'Nanyang Technological University'. The lead details include: Lead Type: Request for Information (RFI), Opportunity Amount: 500.00, Contract Length: -, Respond By: Oct 25, 2025, 11:59 PM GMT+08:00, and Visibility: Public. A pop-up window titled 'Information' is centered on the screen, containing the text: 'Register or login to your account before using Discovery Search Leads. Once logged in, all features such as Respond, Save, and Check Lead Details are activated.' The pop-up has a 'Register/Login' button (highlighted with a red box) and a 'Cancel' button. A yellow square with the number '4' is placed to the right of the pop-up.

Registering Through Discovery

5. Once you have been redirected to the Login/Register page, click on “**Register as Supplier**” button.

SAP Business Network Discovery

SAP Business Network Discovery Log In

Trading Partners: Use your SAP Business Network user ID and password

Enter Username

Enter Password

Log In

[Forgot Username](#)
[Forgot Password](#)

Ariba Discovery is now SAP Business Network Discovery

New features and functionalities have been added and old functionalities have been replaced.

[Learn More](#) [Explore Leads](#)

New user? Register here for FREE!

Join the network of companies that already depend on SAP Business Network to help establish new business relationships!

Register as a **Supplier** and enjoy these privileges:

- ▶ **Search and automatically receive** new business opportunities
- ▶ **Gain visibility** to new potential customers and markets worldwide
- ▶ **Build your reputation** among a community of leading purchasing organizations

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Register as Supplier

Registering Through Discovery

6. After click on "Register as Supplier" you will have to fill in your company particulars/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**" button.

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Register

Company information

Company Name:*

TestSupplier

Country:*

Singapore [SGP]

▼

Address:*

2, Johnson Av

Line 2

Line 3

Line 4

City:*

Singapore

Postal Code:*

324444

State:

* Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

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Register

Cancel

Ariba Network
light account is Free

Already have an account?
[Login](#)

 **Strengthen relationships**

Collaborate with your customer on the same secure network.

 **Connect faster**

Exchange documents electronically and streamline communications.

 **Reach more customers worldwide**

Sign up with Ariba Discovery and increase sales leads.

[Learn more](#)

Registering Through Discovery

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**” button.

Ariba Discovery

Company Settings ▾

First User

Help Center >>

Confirm Your Email Address

ACTION REQUIRED

Check your email inbox for a message from Ariba. Click the link in the activation email sent to cyrilray@gmail.com.

If you do not receive an activation email:

• Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.

• Click Resend to have another activation email sent to you.

Resend

• If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

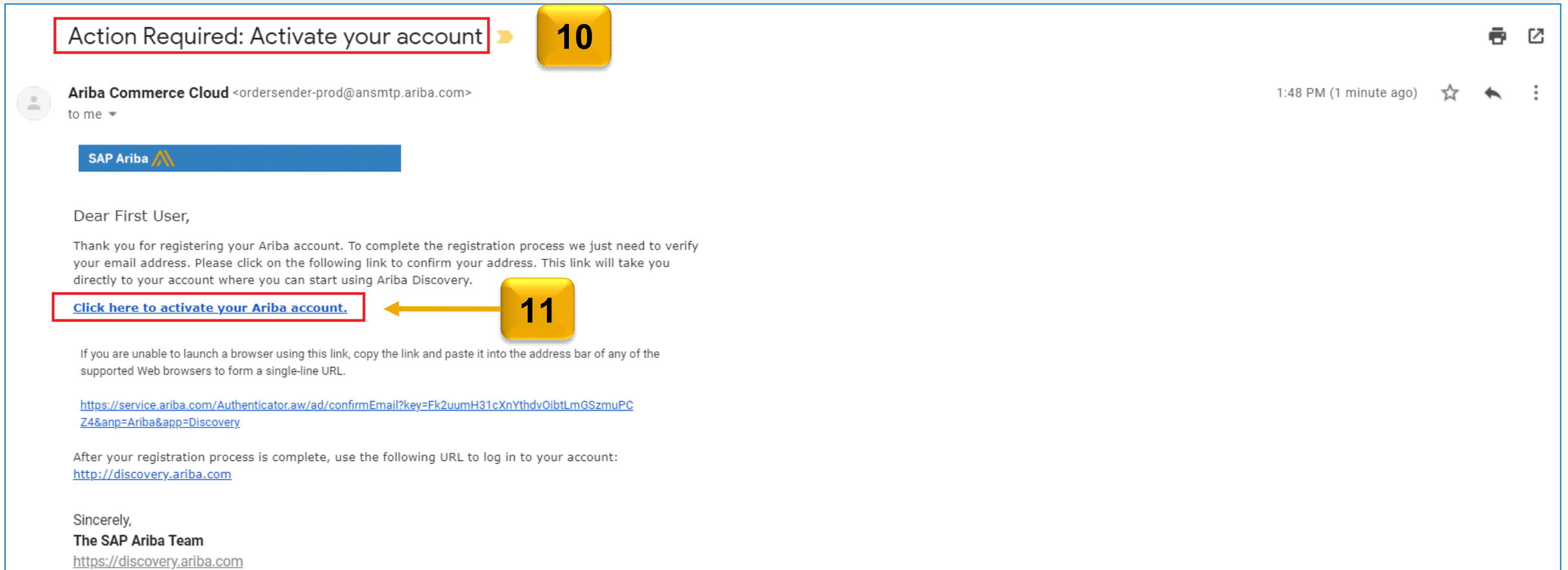
cyrilray@gmail.com

Send

Registering Through Discovery

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



Registering Through Discovery

12. Once you have clicked on the link the email, you will be 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.

✓ Your Ariba username **FirstUser@ts.com** has been activated.

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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

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Registering Through Discovery

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 'NetworkID', 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**" button.

Company Profile

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Save

Close

Basic (3)

Business (2)

Marketing (3)

Contacts

Certifications (1)

Additional Documents

* Indicates a required field

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Overview

Company Name: *

Other names, if any:

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NetworkId: AN01413776935 ⓘ

Short Description:
Characters left: 100 ⓘ

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01413776935> | Customize URL

Privacy Statement: ▾

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

[Click here to get your Ariba badge.](#)