

Questionnaire Submission



Before gaining access to any bids, it is crucial to complete a one-time questionnaire by providing specific information.

This step is necessary if you are using Ariba to participate in NTU sourcing events or tenders for the first time.

Searching for Business Opportunity

1. From [NTU Supplier Portal](#), you can search for sourcing projects based on descriptions, document numbers, categories, and/or publish/close dates.
2. Please click on the sourcing event description in the displayed results to access the Ariba Discovery event page for more details and to participate.

1

Refine your results

Description:
e.g. Supply and delivery ...

Document No.:
e.g. Docxxxxxxxxxx

Category:
e.g. Spectrometers

Publish date:

From

To

Close date:

From

To

Status

All

Open

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


2

Respond to Posting

3. To register your interest in participating in this tender, click the “Respond to Posting” button.

3

NTU Test Posting 10

Nanyang Technological University 

Posted On: 3 May 2018
Open for bidding on: 3 May 2018
Response Deadline: 5 May 2018 2:59 PM CST

Open

0 Q&A

[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

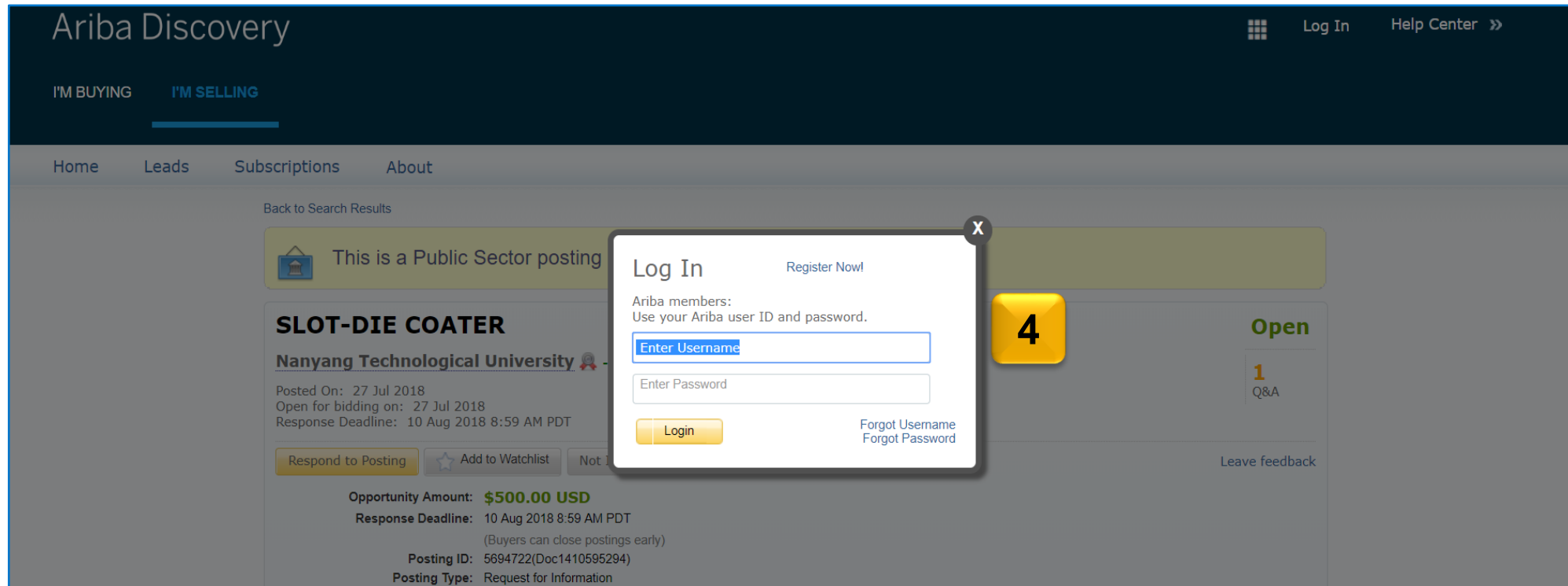
Questions & Answers

Ask Buyer a question...

Ariba Account Registration/Login

4. On the login screen,

- If you have not yet registered an account, please click on "**Register Now!**" to register/sign up. Once this is done, please retrace your steps and log in to your account from the event "**Respond to Posting**" button.
- If you already have an account, log in.



The screenshot displays the Ariba Discovery 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, there are navigation tabs for "I'M BUYING" and "I'M SELLING", and a secondary navigation bar with "Home", "Leads", "Subscriptions", and "About". The main content area shows a search result for a "Public Sector posting" titled "SLOT-DIE COATER" by "Nanyang Technological University". The posting details include the date posted (27 Jul 2018), the bidding start date (27 Jul 2018), and the response deadline (10 Aug 2018 8:59 AM PDT). A yellow "Respond to Posting" button is highlighted. A modal window titled "Log In" is overlaid on the page, featuring a "Register Now!" link, instructions for Ariba members, input fields for "Enter Username" and "Enter Password", a "Login" button, and links for "Forgot Username" and "Forgot Password". A yellow square with the number "4" is positioned to the right of the modal. The background posting page also shows a "1 Q&A" section and a "Leave feedback" link.

Ariba Proposals And Questionnaires

5. After logging in to your Ariba account, you will be redirected to the leads page. Click on "**Business Network Discovery**" at the top left corner to view the dropdown menu.
6. Select "**Ariba Proposals and Questionnaires**" to proceed.

The screenshot displays the SAP Business Network Discovery interface. At the top left, the SAP logo is visible next to the text "Business Network Discovery" with a dropdown arrow. A yellow callout box with the number "5" points to this header. Below the header, a dropdown menu is open, showing four options: "SAP Business Network Discovery", "Ariba Proposals And Questionnaires", "Ariba Contracts", and "SAP Business Network". A yellow callout box with the number "6" points to the "Ariba Proposals And Questionnaires" option. To the right of the header, the text "Account" is visible, followed by a notification: "changing to SAP Business Network Discovery. To learn more about the changes, [read this](#)". Below the notification, there are three buttons: "Matches 0", "Watchlist 0", and "Responses 0". A note below these buttons states: "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 has a "Sort by:" dropdown menu set to "Date - Most Recent" and displays the message "There are no postings that match your company profile." The "All Leads" section contains the text "Looking for more business opportunities?" and a "View All Leads" button.

Ariba Proposals And Questionnaires

7. There are two (2) alternatives to access the questionnaire..

Scenario (A): If you see the following page upon access, click on the "**View customer requested fields**" link.

On the **Company Profile** page, navigate to the "**Customer Requested**" tab. Proceed to page 8 >

7(A)

SAP Ariba Proposals and Questionnaires

NANYANG TECHNOLOGICAL UNIVERSITY MORE...▼

Nanyang Technological University Requested Profile

Your customer has requested that you complete 1 additional profile fields.
View customer requested fields >

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.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (95)				
▶ Status: Pending Selection (5)				

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				



SAP Ariba Proposals and Questionnaires

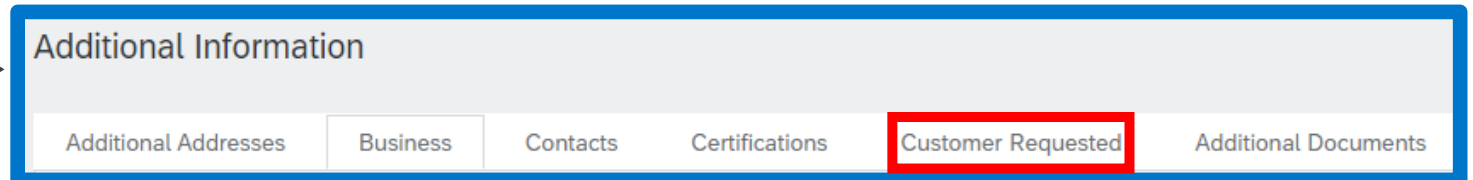
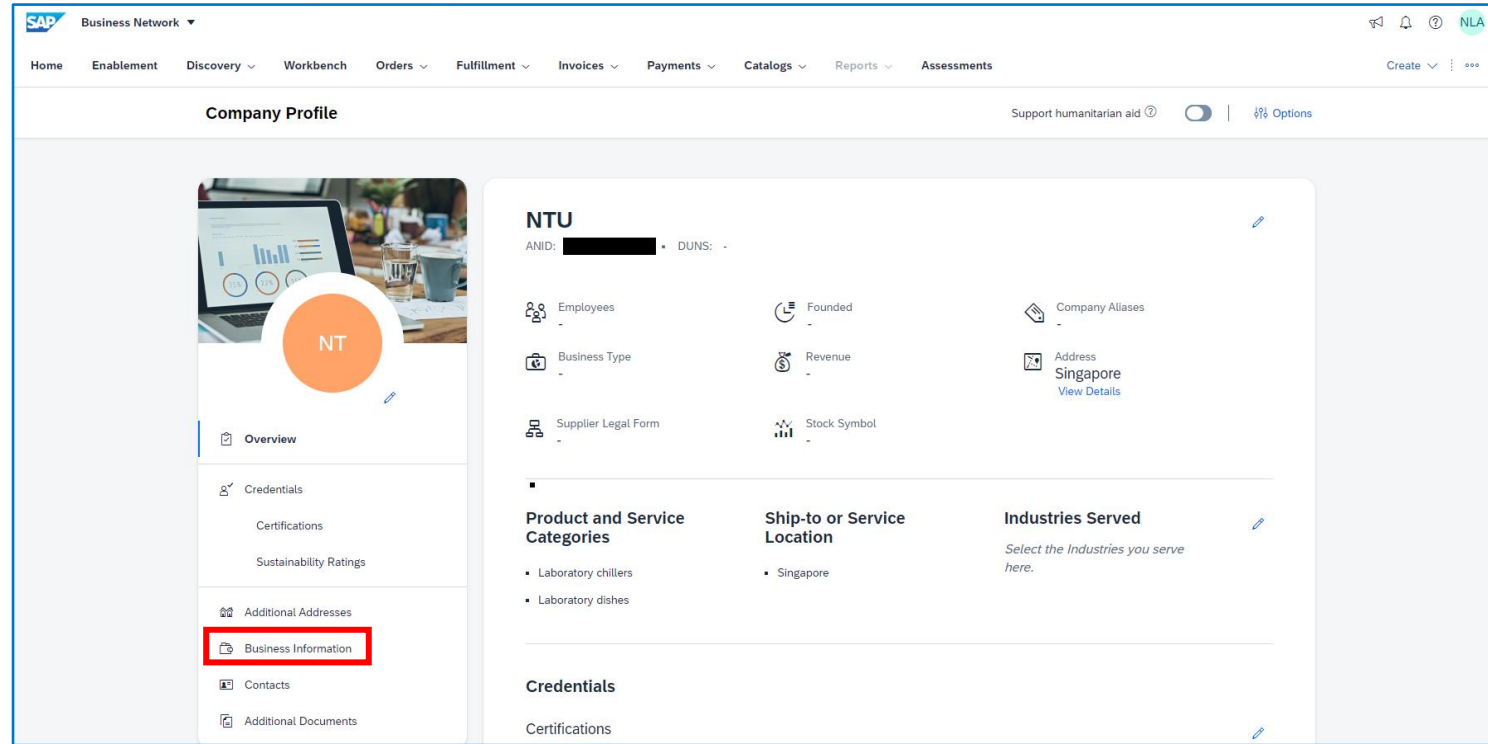
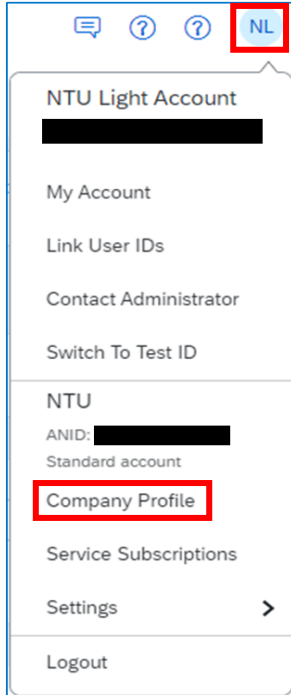
Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications **Customer Requested** Additional Documents

Ariba Proposals And Questionnaires

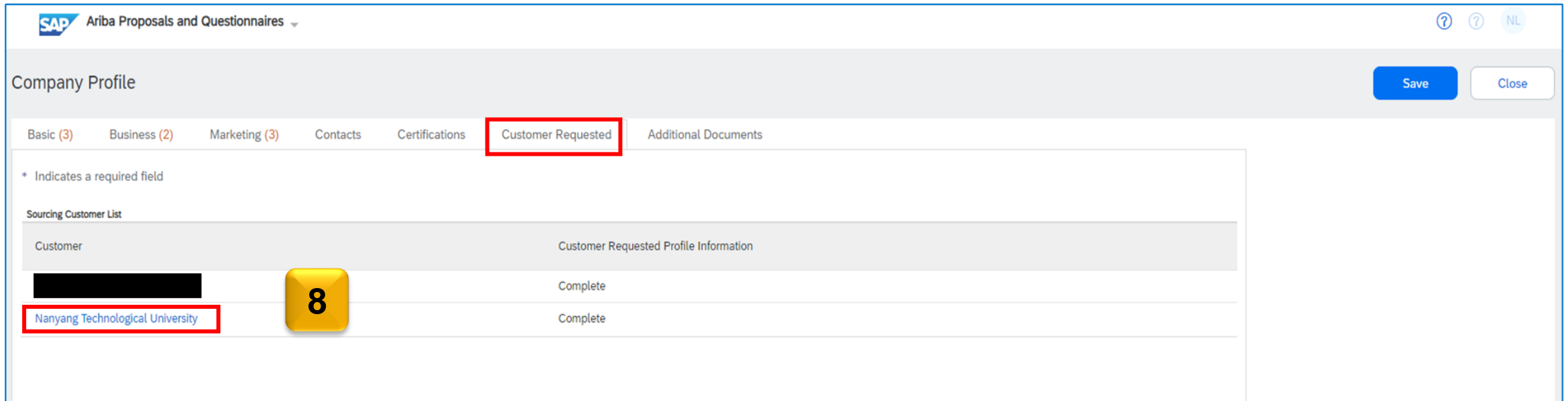
Scenario (B): If you encounter this page, navigate to the upper-right corner of the application and select [user initials] to open the dropdown menu. Select "Company Profile" and go to "Business Information". On the "Additional Information" page, navigate to the "Customer Requested" tab. Proceed to page 8 >

7(B)



Ariba Proposals And Questionnaires

8. Upon reaching the "Customer Requested" tab, please select the "Nanyang Technological University" to complete the 'Supplier Profile Questionnaire' (*disregard the [Complete] status on the Customer Requested Profile Information*).



The screenshot displays the SAP Ariba Proposals and Questionnaires interface. The page title is "Ariba Proposals and Questionnaires". The main heading is "Company Profile". There are two buttons in the top right: "Save" and "Close". The navigation tabs are: "Basic (3)", "Business (2)", "Marketing (3)", "Contacts", "Certifications", "Customer Requested" (highlighted with a red box), and "Additional Documents".

Below the tabs, there is a note: "* Indicates a required field".

The "Sourcing Customer List" section contains a table with the following data:

Customer	Customer Requested Profile Information
[Redacted]	Complete
Nanyang Technological University	Complete

A yellow callout box with the number "8" is positioned over the "Nanyang Technological University" row.

Ariba Proposals And Questionnaires

9. Please complete the questionnaires for all inquiries marked with an asterisk (*) and attach supporting documents for verification on point 4.3.4.
10. Please click "**Submit**" once you have completed the questionnaires.

Consider these tips before completing the questionnaire

SAP Ariba Proposals and Questionnaires Standard Account

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifi

* Indicates a required field

Sourcing Customer List

Customer

Nanyang Technological University

9

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.

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.? * 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. *

4.3.8 Is your company VAT-registered (GST etc.)? * Yes

4.3.9 Please kindly indicate VAT Registration No. (GST etc.) *

Discard Draft Save as Draft Submit

10



Important tips

- ❖ If your company is located outside of Singapore, please specify "Overseas" in section 4.3.2 of the questionnaire. Also, indicate "Yes" in section 4.3.5 and provide your company's Business Registration Certificate in section 4.3.6 for verification.
- ❖ It is crucial to ensure that the name on your Ariba Network profile matches the Business Registration Certificate/ License provided.
- ❖ We can only authenticate and acknowledge supporting documents submitted in the **English** language.
- ❖ The approval process generally takes 1 to 2 working days before you can participate in the tender.
- ❖ Approved users will receive a confirmation notification to proceed with bid response.

Ariba Proposals And Questionnaires

11. After clicking "**Submit**," you will see a timestamp indicating when your changes were updated, ensuring that your latest details are reflected.
12. Once done, you can exit the questionnaire by clicking on the "x" in the top right corner.

The screenshot displays the SAP Ariba Proposals and Questionnaires interface. The main window is titled "Nanyang Technological University Requested Profile". A red box highlights the status: "Status: Submitted by NTU Light Account at 07/16/2020 04:34 PM". A yellow callout "11" points to this status. Another yellow callout "12" points to a red "x" icon in the top right corner of the window. The interface includes a sidebar with "Company Profile" and "Sourcing Customer List", and a main form with sections for "Company Information" and "Company" details. The status bar at the bottom of the window contains "Discard Draft", "Save as Draft", and "Submit" buttons.

Ariba Proposals And Questionnaires

13. Your profile has now been sent to Nanyang Technological University to approve your account for bidding sourcing events/tenders. Upon approval you will be notified and can start participating in tenders.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The header includes the SAP logo and the text "Ariba Proposals and Questionnaires". The main content area is titled "NANYANG TECHNOLOGICAL UNIVERSITY". On the left, there are two panels: "Nanyang Technological University Requested Profile" and "Public Profile Completeness". The "Requested Profile" panel contains the text: "All required customer requested fields have been completed." and a link "View customer requested fields >". The "Public Profile Completeness" panel shows a progress bar at 15% and a link "Enter commodities to reach 35% >". Below this, it states: "Categories in your profile have had over \$341.00 USD in business over the last 12 months." A red box highlights a central message: "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." A yellow callout box with the number "13" is positioned to the right of the red box.

Thank You.

