

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:

Document No.:

Category:

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	17 May 2021, 01:04	27 May 2021, 15:59	Open
	Category: Internet based market research, Market research mail surveys			


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", with "I'M SELLING" being the active tab. A secondary navigation bar contains "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 left of the modal. On the right side of the posting, there is 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 menu item. The dropdown menu is open, showing four options: "SAP Business Network Discovery", "Ariba Proposals And Questionnaires", "Ariba Contracts", and "SAP Business Network". A second yellow callout box with the number "6" points to the "Ariba Proposals And Questionnaires" option. Below the menu, the main content area shows a notification: "changing to SAP Business Network Discovery. To learn more about the changes, [read this](#)". There are three buttons: "Matches 0", "Watchlist 0", and "Responses 0". Below these is a text box: "Match confidence indicates in percentage how closely your company profile matches the buyer's requirements." The "My Leads" section shows "There are no postings that match your company profile." and a "Sort by: Date - Most Recent" dropdown. The "All Leads" section includes 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

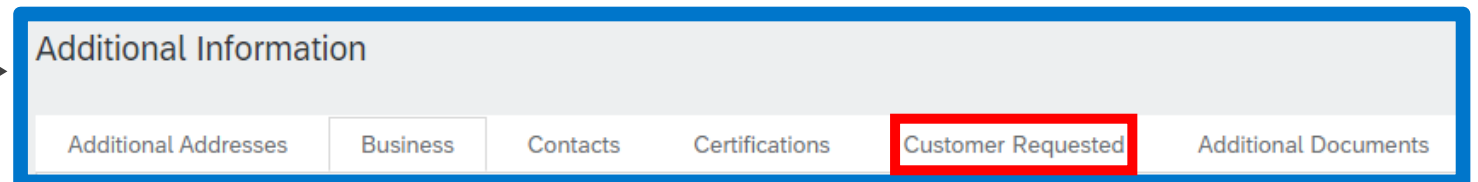
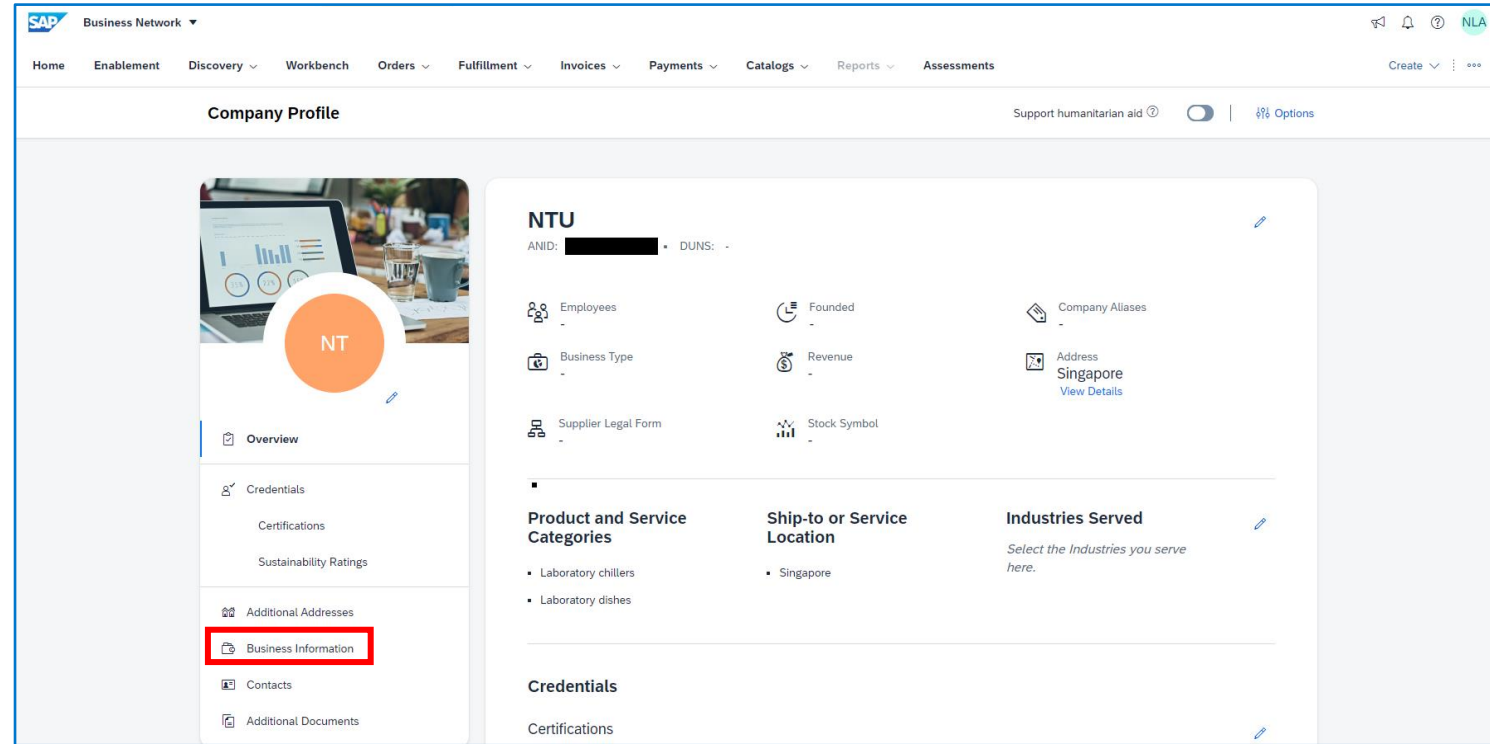
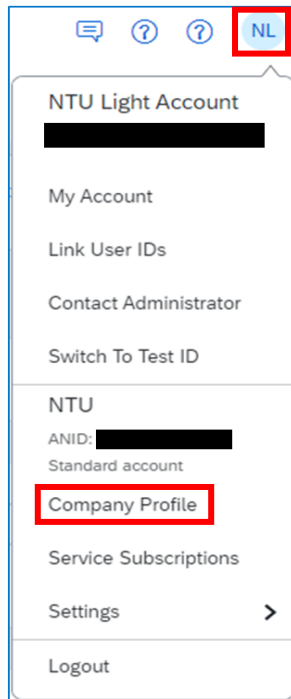
Company Profile

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 click on "Nanyang Technological University" to complete the 'Supplier Profile Questionnaire' (*ignore the [Complete] status on the "Customer Requested Profile Information" and proceed*).

The screenshot displays the SAP Ariba Proposals and Questionnaires interface. The page title is "Ariba Proposals and Questionnaires" with a "Standard Account" dropdown. The main heading is "Company Profile" with "Save" and "Close" buttons. The navigation tabs include "Basic (3)", "Business (2)", "Marketing (3)", "Contacts", "Certifications", "Customer Requested" (highlighted with a red box), and "Additional Documents". A note states "* Indicates a required field". The "Sourcing Customer List" section contains a table with columns "Customer" and "Customer Requested Profile Information". The table lists "Nanyang Technological University" with a "Complete" status. A yellow sticky note with the number "8" and the text "Ignore the 'Complete' status and click on 'NTU'!" is placed over the "Complete" status. A hand icon with the text "Click here!" points to the "Nanyang Technological University" entry.

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

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

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

9

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. On the left, the 'Company Profile' sidebar is visible, showing tabs for Basic (3), Business (2), Marketing (3), Contacts, and Certifications. The main content area shows a questionnaire for 'Nanyang Technological University Requested Profile'. The status bar at the top of the questionnaire window indicates 'Submitted by NTU Light Account at 07/16/2020 04:34 PM', which is highlighted with a red box and labeled '11'. Below the status bar are buttons for 'Discard Draft', 'Save as Draft', and 'Submit'. The questionnaire form includes sections for '4 Company Information' and '4.3 Company', with various dropdown menus for company type, location, and registration status. A red box labeled '12' highlights the 'x' icon in the top right corner of the questionnaire window, indicating the exit button.

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 central message box, highlighted with a red border, contains the text: "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 message box.

Thank You.

