



# 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:

*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 (<http://www3.ntu.edu.sg/suppliers/>), 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 'Click to access Discovery Posting' for details.

1

Description

**Document No.**  **Category**

**Publish Date**  ~  **Close Date**  ~

[Search Business Opportunities](#)

2

Open Closed

First Previous **1** 2 3 4 Next Last

Document No. (Click for details)	Category	Posting Title	Publish Date	Close Date	Participation Details
Doc1363151338	Animal hair yarn	NTU Test Posting 285	11 Jun 2018 17:41	15 Jun 2018 23:59	<a href="#">Click to access Discovery posting</a> 

# 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'.

**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](#) [e](#) 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

**Postings Summary**  
This is a test posting. Please do not respond.

**Questions & Answers**  
Ask Buyer a question...

# 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.

The screenshot shows a business opportunity posting on Ariba Discovery. The posting is titled "NTU Test Posting 9" and is from "Nanyang Technological University". It was posted on 2 May 2018, is open for bidding until 2 May 2018, and has a response deadline of 5 May 2018 at 11:59 PM. The opportunity amount is \$500.00 USD. The posting ID is 5425748(Doc1322194) and the type is "Request for Information". The public posting URL is http://discovery.ariba.com. The product and service categories include "Catalog or clasp envelopes" and the ship-to or service locations include "Singapore". The posting summary states: "This is a test posting. Please do not respond." and "#Amendments: (Test purpose only)". There are two attachments: "Test Attachment 1.xlsx" and "Test Amendment File.docx". A "Log In" modal is overlaid on the page, with a yellow callout box containing the number "4" pointing to the "Register Now!" button. The modal contains fields for "Enter Username" and "Enter Password", a "Login" button, and links for "Forgot Username" and "Forgot Password".

# Registering Through Discovery

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

Ariba Discovery

I'M BUYING I'M SELLING

Log In Help Center »

Home Leads Subscriptions About

New user? Register here for FREE!

*Join the network of companies that already depend on Ariba to help establish new business relationships!*

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

- ▶ **Automated distribution** of your Discovery Posting to qualified suppliers
- ▶ **Receive and manage** supplier responses with an online dashboard
- ▶ **Search and discover** new suppliers in over 12,000 categories

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

Register as Buyer

Register as Supplier

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# Registering Through Discovery

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 existing light Ariba network account instead of registering a new Discovery account, you may choose to do so by login on the right panel.

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](#)

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# 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'

## 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](mailto:cyrilray@gmail.com).

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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.

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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.

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

The screenshot shows an email interface. At the top, the subject line "Action Required: Activate your account" is highlighted with a red box and a yellow callout bubble containing the number "10". Below the subject line, the sender is identified as "Ariba Commerce Cloud" with the email address "ordersender-prod@ansmtp.ariba.com". The email content includes the SAP Ariba logo and a greeting "Dear First User,". The main body of the email states: "Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Discovery." Below this text, the link "Click here to activate your Ariba account." is highlighted with a red box and a yellow callout bubble containing the number "11". The email also includes a note about copying the link into a browser's address bar and provides the full URL: "https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=Fk2uumH31cXnYthdvOibtLmGSzmuPCZ4&anp=Ariba&app=Discovery". At the bottom, it says "After your registration process is complete, use the following URL to log in to your account:" followed by the URL "http://discovery.ariba.com". The email concludes with "Sincerely, The SAP Ariba Team" and the URL "https://discovery.ariba.com".

Action Required: Activate your account

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Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>  
to me

1:48 PM (1 minute ago)

SAP Ariba

Dear First User,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Discovery.

Click here to activate your Ariba account.

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If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=Fk2uumH31cXnYthdvOibtLmGSzmuPCZ4&anp=Ariba&app=Discovery>

After your registration process is complete, use the following URL to log in to your account:  
<http://discovery.ariba.com>

Sincerely,  
The SAP Ariba Team  
<https://discovery.ariba.com>

# 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'.

## Company Profile

16 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.](#)