

Questionnaire submission

Note: This action is required if you are new (1st timer) to NTU Ariba sourcing.

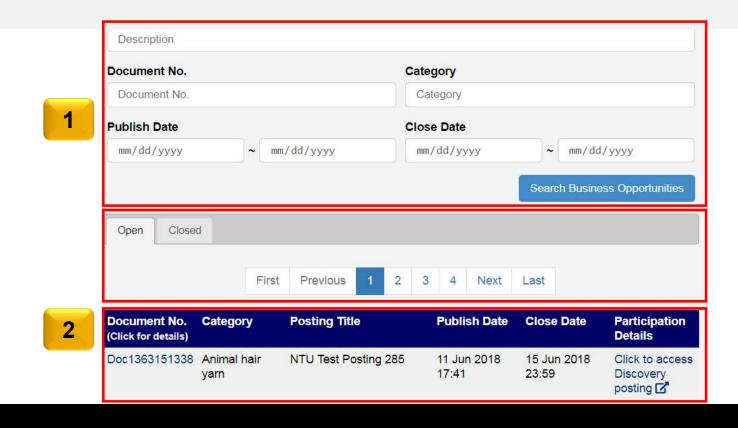






Searching for business opportunity on NTU Procurement Website

- 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.

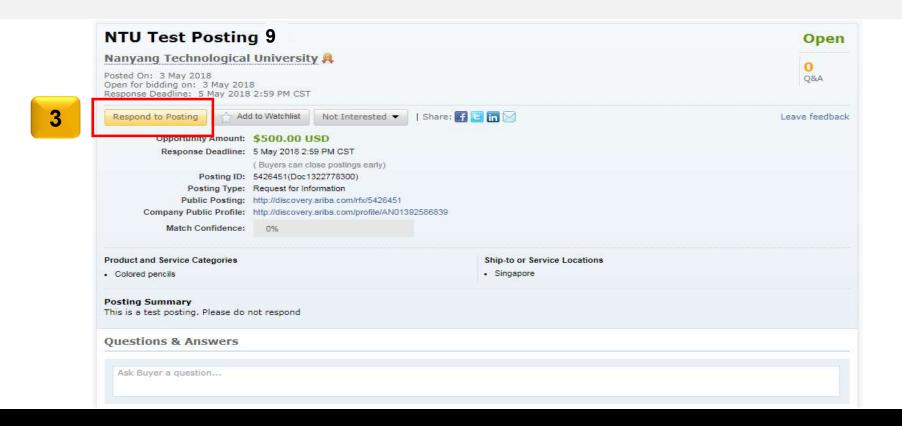


Responding to a business opportunity Posting on Ariba Discovery

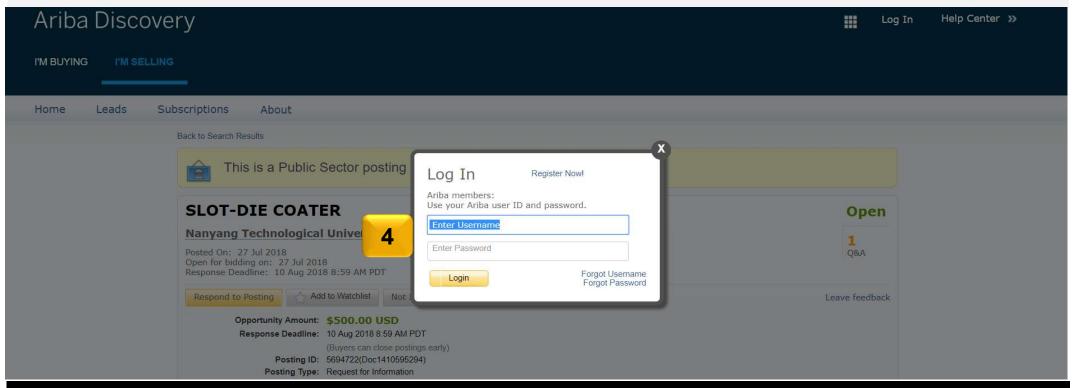
Once you click the link on the NTU website you will be redirected to the Ariba Discovery posting

To register your interest to participate in this tender, click 'Respond to Posting'.

Note: By clicking on 'Respond to Posting', it will triggers the questionnaire



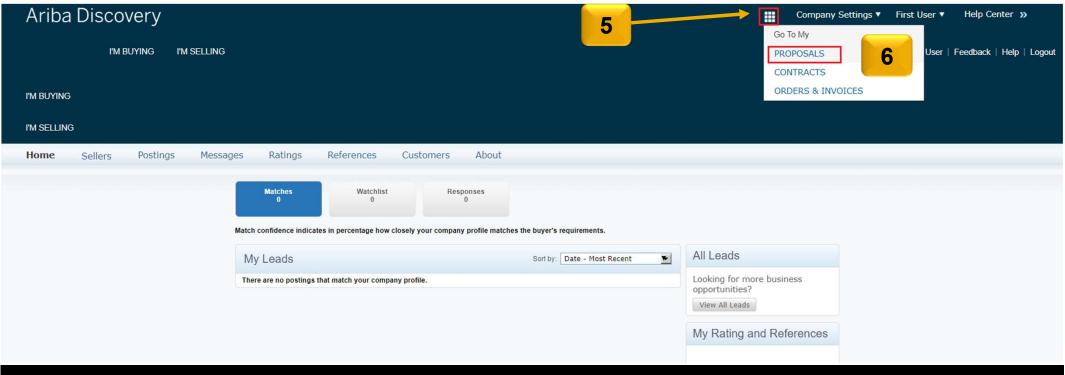
4. If you are an **already registered supplier in Ariba Network**, on the pop up screen, enter you Ariba Network login details Note: If you are a **new supplier to Ariba Network**, you may refer to the account registration guide



5. Once you've login to your Ariba account, you will be redirected to the leads page. Click on the menu tab (shaped like 9 stacked cubes) to view the dropdown menu.

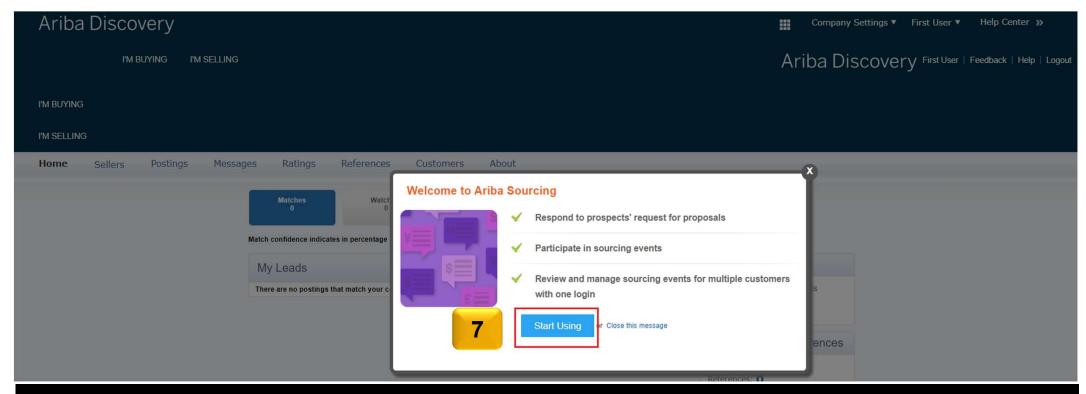
Note: This is a natural response from Ariba, if your questionnaire has not yet been complete.

6. Under the dropdown menu, click on 'Proposals'.



7. A pop up will appear with the title 'Welcome to Ariba Sourcing', click on 'Start Using' to continue.

Refer to point 9 if you do not see this pop up.



8. After clicking on 'Start Using' you will be redirected to the below page. Click on 'Complete Required Profile Information' to continue.

Ariba Sourcing

NANYANG TECHNOLOGICAL UNIVERSITY

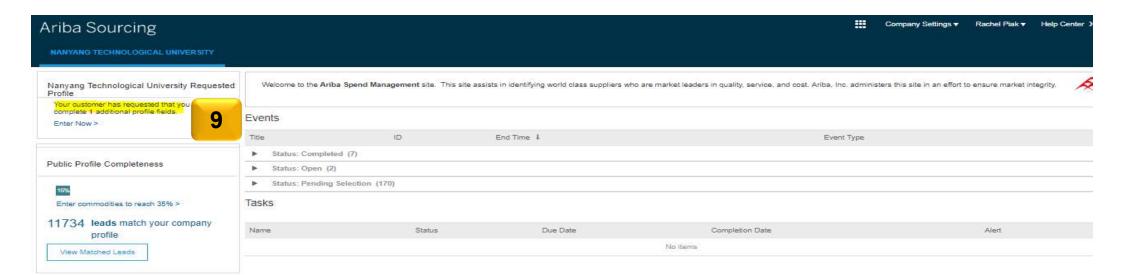


Nanyang Technological University requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete and submit the additional profile information before you can access and participate in Nanyang Technological

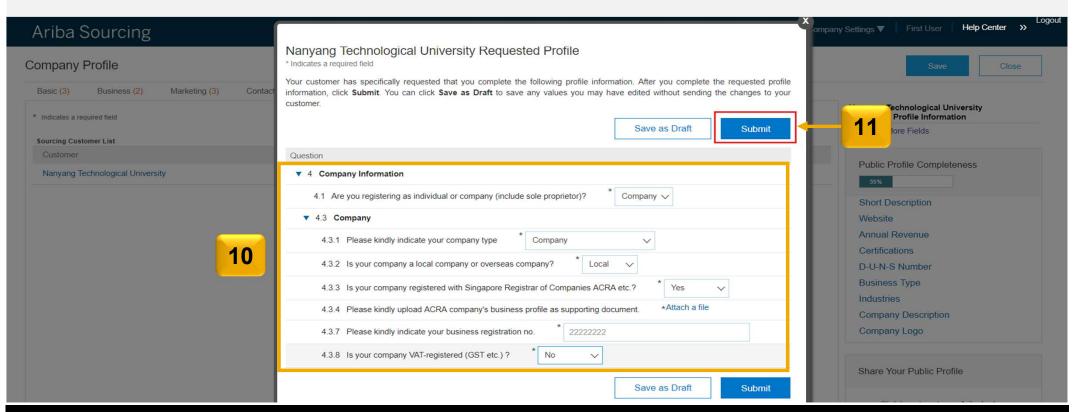
Complete Requested Profile Information >>



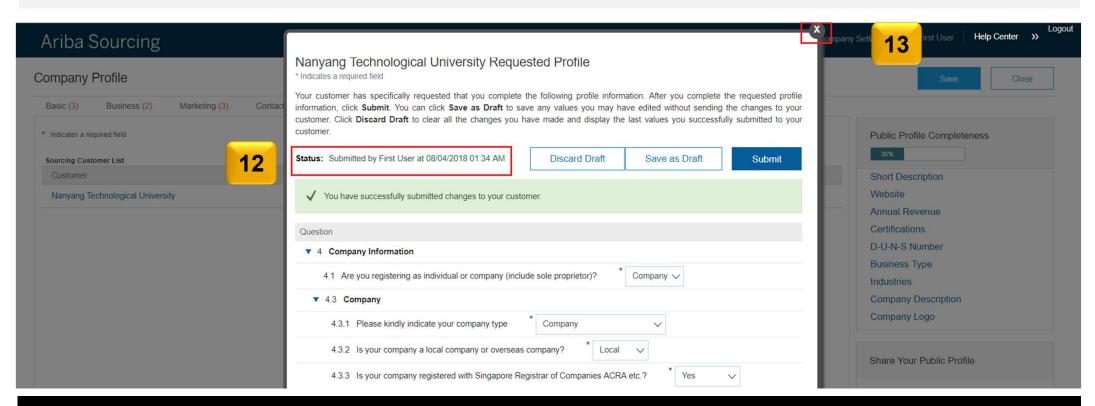
9. If instead of the pop up, you are navigated to below screen, follow the instructions on the left panel where you click on "Enter Now>" to complete the questionnaire.



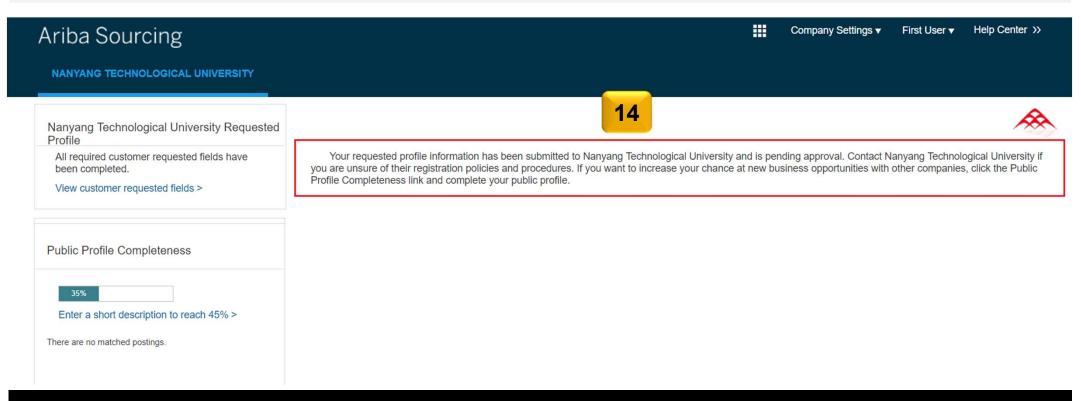
- 10. Once you have been redirected, fill in the 'Questionnaire' that will pop up.
- 11. Click on 'Submit' once done



- 12. Once you have clicked on 'Submit', you will see a timestamp of when your changes were updated so you can be sure, that your latest details are reflected
- 13. Once done, click on the X' in the top right corner to exit the questionnaire



14. Your profile has now been sent to Nanyang Technological University to approve. Upon approval you will be notified, and can start participating in Tenders.



Points to Take Note

- Once you have completed the previous steps, you will have to wait for NTU to approve your profile before you can participate in the tender. This can take between 1 working day.
- Once NTU have approved your profile which you will receive an confirmation email, you may proceed to register in your interest.