



Date: 22 Apr 2020

Dear Valued Supplier,

NTU will be changing its Financial Accounting system in Apr 2020 and therefore we need your support to complete the following activities within the given timeline.

1. New PO to replace old PO

You may receive a new PO (ie 9XXXXXXX Series) in April 2020 to replace any old PO issued. Ariba will send an email notification to inform impacted supplier of the PO change and citing the old PO number.

2. Electronic Payment

In supporting Singapore Go Green plan, NTU embraced environmental sustainability and green practices via going paperless. Further, there are periodic disease outbreaks; such as the current Covid 19, ravaging humanity and severely disrupting the global supply chain which really propel the imperative need to go paperless to avert delay payment situation as most employees are now required to Work from Home. NTU will phase out cheque payments to suppliers and will only process electronic payments ; namely GIRO (local vendors) and TT (foreign vendors). We appreciate your effort in supporting our nation green effort and your prompt cooperation to provide the bank information to update NTU's Vendor Master Record. (**To be completed by 04 May 2020**).

2a. Supporting Documents (To be completed by 04 May 2020)

Supplier must comply with this requirement to avoid delay in payment

- a) Provide Business registration document or equivalent (ACRA)
- b) Provide Bank statement or GIRO Form
- c) Provide Authorization letter from Company authority in English if Business registration document or Bank statement is not in the English language

3. Supplier's Ariba Network Account (AN) (To be completed by 04 May 2020)

- a) Supplier's Ariba Network account (AN) Company name must match Business registration name (ACRA or equivalent). Any mismatch of the AN name, ACRA and Bank statement may result in payment delay.
- b) You must setup GST Legal profile in Ariba AN to comply with the IRAS regulatory requirement.

Please email to procurement@ntu.edu.sg for further enquiries.

Thank you for your understanding and apologies for any inconvenience caused.

Sincerely,

Richard Han
Procurement Divisional Head

NTU Shared Services