

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.

**Ariba e-invoice submission**

If goods have been delivered or services have been rendered, NTU will complete Goods Receipt (GR) in order for you to submit Ariba PO e-invoice. The latest e-invoice submission is **20 Mar 2020 (23:59HR GMT+8)**, after which there may be a potential delay in payment.

You may wish to connect with the NTU requestor of the goods/services purchased on the needed GR action.

**New PO to replace old PO**

You may receive a new PO in **April 2020** to replace any old PO issued. **Ariba** will send an email notification, informing the impacted supplier of this change and will also issue a new PO citing the old PO number.

**Electronic Payment**

As part of the move to go paperless, NTU will phase out cheque payments to suppliers. NTU will process payments via electronic payment via GIRO (local) and TT (foreign). We appreciate your cooperation to provide the bank information to update NTU's Vendor Master Record.  
**(To be completed by 16 Mar 2020)**

**Supporting Documents (To be completed by 16 Mar 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

**Supplier's Ariba Network Account (AN) (To be completed by 16 Mar 2020)**

- a) Supplier's Ariba Network account (AN) Company name must match Business registration name (ACRA or equivalent). Mismatch of 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



**NTU Ariba system block-out period**

NTU will not be able to provide Ariba support to suppliers from **27 Mar to 05 Apr 2020**. System and support will resume on 06 Apr 2020.

Please email to [procurement@ntu.edu.sg](mailto:procurement@ntu.edu.sg) for further enquiries.

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

Sincerely,

Richard Han  
Procurement Divisional Head