



Submit Response

Note: You will only be able to submit response after you have completed the questionnaire or by invitation only.

Before You Begin...

Things to keep in mind..

- ❖ **NOTE:** There are 2 ways to be directed to the posting details page.
 - ❖ 1. By email invitation (Limited tender).

You will need to click on “Click Here to access event” and login to your Ariba account
 - ❖ 2. By Ariba discovery posting, where you need to click on “Respond to posting”

You will only be able to view the posting details after questionnaire has been approved by NTU
- ❖ Once a bid has been submitted, it can **NOT** be removed, only amended.
- ❖ If you intend to **withdraw** your submission, you may request via **email to the contact person** captured on the published tender.

Responding to an Event

You have arrived at the event posting on the sourcing portal.

1. Click on "Download Content" to download the posting content.

Note: If CD is provided, you may skip this portion.

Ariba Sourcing Company Settings Gloria Tay Help Center

< Go back to Nanyang Technological University Dashboard Desktop File Sync

Event Details Doc1360186683 - NTU Test Posting 120 Time remaining 4 days 09:45:10

You must decide whether or not you intend to participate in this event.

Download Content Intend to Participate Decline to Participate Print Event Information

1

Primary

All Content

Name ↑	Quantity	Price	Extended Price
▼ 1 Invitation			
1.1 Nanyang Technological University invites you to quote for the items specified herein this invitation References			
1.2 Please contact the following persons for any query in regards to this Invitation:			
i. <Name of staff-in-charge> at Telephone : (65) 790-XXXX			
ii. <Name of staff-in-charge> at Telephone : (65) 790-XXXX			

Responding to an Event

You will be redirected to the download page.

2. Click on "Download Content" to download the entire attachment.

Note: You may download the files selectively by clicking on "Download Attachments".

3. After you have downloaded the attachment, click on "Done".

Export Content to Excel

Done

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.

Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

2

Download Content

Download Attachments

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

2

Done

Responding to an Event

In order to view the whole event:

4. Click on 'Intend to Participate' to continue.
5. If you want to decline you can click on 'Decline to Participate'.

NOTE: Should you change your mind, provided its within the publication period, you may still participate by returning to the event page and click 'Intend to Respond'.

Ariba Sourcing Company Settings Gloria Tay Help Center

< Go back to Nanyang Technological University Dashboard Desktop File Sync

Event Details Doc1360186683 - NTU Test Posting 120 Time remaining 4 days 09:45:10

You must decide whether or not you intend to participate in this event.

Download Content Intend to Participate Decline to Participate Print Event Information

4 5

Primary

All Content

Name ↑	Quantity	Price	Extended Price
▼ 1 Invitation			
1.1 Nanyang Technological University invites you to quote for the items specified herein this invitation References			
1.2 Please contact the following persons for any query in regards to this Invitation:			
i. <Name of staff-in-charge> at Telephone : (65) 790-XXXX			
ii. <Name of staff-in-charge> at Telephone : (65) 790-XXXX			

Responding to an Event

You will now arrive at the "Select Lots" page.

6. First select the currency you would want to bid in. You may submit bid for different currencies for different lot by checking the box for [use different currencies for different lots]. **Note:** Once selected, currency cannot be amended.
7. Select the Lots you intend to bid for.
8. Click "Submit Selected Lots" to proceed.

Ariba Discovery

< Go back to Leads Desktop File Sync

Company Settings Gloria Tay Help Center >>

Select Lots Doc1360157511 - NTU Test Posting 118 Cancel

Select the bidding currency at event level. You place bids using the bidding currency. This is the default currency assigned to all lots below. More

Event Bidding Currency View Exchange Rates

Select event bidding currency: Select Currency... 6

Use a different currency for different lots

Select Lots Select Using Excel

Lots Available for Bidding 7

<input type="checkbox"/>	Name
<input type="checkbox"/>	4.1 item 1

Submit Selected Lots 8

Responding to an Event

Once you've arrived at the 'Submit Bids' page, follow the steps below.

9. Accept NTU's 'Terms and Conditions' before submitting any bids.

10. Go through all relevant information and attach all necessary documents as specified under "Requirement Specifications and Evaluation Criteria".

< Go back to Nanyang Technological University Dashboard Desktop File Sync

Console Doc1360157511 - NTU Test Posting 118 Time remaining
4 days 10:09:16

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

▼ Event Contents

- All Content
- 1 Invitation
- 2 NTU Terms and Condit...
- 3 Requirement Specific...

Primary

All Content

Name ↑	Quantity	Price	Extended Price
▶ 1 Invitation			
▶ 2 NTU Terms and Conditions			
▶ 3 Requirement Specifications and Evaluation criteria			
▶ 4 Pricing Schedule			
5 Please complete the Form of Tender and Particulars of Contractors. References			*Attach a file
6 Please submit your proposal, brochures or any other additional information and supporting documents here.			Attach a file

(*) indicates a required field


[Submit Entire Response](#) [Update Totals](#) [Save](#) [Compose Message](#) [Excel Import](#)

Responding to an Event

You will need to expand the pricing schedule section to view all the bidding line items and follow the steps below:

- 11. Enter your bid for each line item in the box provided. You may choose to provide alternative bids for individual line items (Refer to next page for more information on alternative pricing)
- 12. Next attach the "Form of Tender and Particulars of Contractors". The form template is provided under the "References" icon (highlighted in a yellow box below).

The screenshot shows a web interface for responding to an event. On the left, there is a sidebar with a 'Checklist' section containing three items: '1. Review Event Details', '2. Select Lots', and '3. Submit Response'. Below this is an 'Event Contents' section with a tree view showing 'All Content', '1 Invitation', '2 NTU Terms and Condit...', '3 Requirement Specific...', and '4 Pricing Schedule'. The main area displays 'All Content' with a table of items. The table has columns for 'Name', 'Quantity', 'Price', and 'Extended Price'. The items listed are: '1 Invitation', '2 NTU Terms and Conditions', '3 Requirement Specifications and Evaluation criteria', and '4 Pricing Schedule'. Under '4 Pricing Schedule', there is a sub-item '4.1 item 1' with a quantity of '1 each' and a price field marked with an asterisk. Below this, there are two rows of text: '5 Please complete the Form of Tender and Particulars of Contractors.' with a 'References' icon highlighted in a yellow box, and '6 Please submit your proposal, brochures or any other additional information and supporting documents here.' with an 'Attach a file' button. A yellow box with the number '11' points to the price field, and another yellow box with the number '12' points to the 'Attach a file' button. At the bottom, there are five buttons: 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'.

Name ↑	Quantity	Price	Extended Price
▶ 1 Invitation			
▶ 2 NTU Terms and Conditions			
▶ 3 Requirement Specifications and Evaluation criteria			
▼ 4 Pricing Schedule			
4.1 item 1	1 each	*	
5 Please complete the Form of Tender and Particulars of Contractors. 			
6 Please submit your proposal, brochures or any other additional information and supporting documents here.			

Responding to an Event

13. You may also submit your proposal, brochures and any additional supporting documents relevant to your bids.

Note: The total upload size is 100MB. The valid file types are: txt, xls, xlsx, doc, htm, html, pdf, ppt, jpeg, jpg, bmp, gif, rtf, ps, csv, docx, png, pptx, ppsx, dotx, potx, sldx, xlsx.

If you have multiple files, please zip them together and attached as one.

The screenshot shows a web interface for responding to an event. On the left is a navigation sidebar with sections: 'Event Messages', 'Response History', 'Checklist', and 'Event Contents'. The 'Checklist' section contains three items: '1. Review Event Details', '2. Select Lots', and '3. Submit Response'. The 'Event Contents' section contains a list of items: 'All Content', '1 Invitation', '2 NTU Terms and Condit...', '3 Requirement Specific...', and '4 Pricing Schedule'. The main area displays 'All Content' with a table. The table has columns: 'Name', 'Quantity', 'Price', and 'Extended Price'. The rows are: '1 Invitation', '2 NTU Terms and Conditions', '3 Requirement Specifications and Evaluation criteria', '4 Pricing Schedule', '4.1 item 1' (with quantity '1 each' and price 'SGD'), '5 Please complete the Form of Tender and Particulars of Contractors. References', and '6 Please submit your proposal, brochures or any other additional information and supporting documents here.' Below the table is a note: '(*) indicates a required field'. At the bottom are buttons: 'Submit Entire Response', 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'. A yellow callout box with the number '13' points to the 'Attach a file' icon in row 6.

Name	Quantity	Price	Extended Price
▶ 1 Invitation			
▶ 2 NTU Terms and Conditions			
▶ 3 Requirement Specifications and Evaluation criteria			
▼ 4 Pricing Schedule			
4.1 item 1	1 each	* <input type="text"/> SGD	
5 Please complete the Form of Tender and Particulars of Contractors. References		*Attach a file	
6 Please submit your proposal, brochures or any other additional information and supporting documents here.		Attach a file	

Submitting Response

14. Once you have inputted the bids and attached all necessary files, you may click 'Submit Entire Response'

NOTE:

- ❖ Once a bid has been submitted it can **NOT** be removed, only amended.
- ❖ If you intend to **withdraw** your submission, you may request via **email to the contact person** captured on the published tender.

The screenshot displays a web interface for submitting a tender response. On the left, there is a navigation menu with sections: 'Event Messages', 'Response History', 'Checklist', and 'Event Contents'. The 'Checklist' section includes: 1. Review Event Details, 2. Select Lots, and 3. Submit Response (which is highlighted). The 'Event Contents' section includes: All Content, 1 Invitation, 2 NTU Terms and Conditions, 3 Requirement Specifications and Evaluation criteria, and 4 Pricing Schedule. The main area shows a 'Primary' tab and a table titled 'All Content'. The table has columns for Name, Quantity, Price, and Extended Price. The table content is as follows:

Name ↑	Quantity	Price	Extended Price
▶ 1 Invitation			
▶ 2 NTU Terms and Conditions			
▶ 3 Requirement Specifications and Evaluation criteria			
▼ 4 Pricing Schedule			
4.1 item 1	1 each	* <input type="text"/> SGD	
5 Please complete the Form of Tender and Particulars of Contractors. References		*Attach a file	
6 Please submit your proposal, brochures or any other additional information and supporting documents here.		Attach a file	

Below the table, there is a note: (*) indicates a required field. At the bottom of the interface, there are five buttons: 'Submit Entire Response' (highlighted in blue), 'Update Totals', 'Save', 'Compose Message', and 'Excel Import'. A large yellow box with the number '14' is overlaid on the bottom left of the screenshot.

Submitting Response

15. After you have submitted your response, there will be a green notice that indicates the successful attempt of submission.

Note: NTU will not be able to know whether have you submitted the response until the events closed. Also, there won't be any email notification sent to you to inform the successful submission.

[Go back to Nanyang Technological University - TEST Dashboard](#)

[Desktop File Sync](#)

Console

Doc1697154711 - Demo

Time remaining
10 days 11:48:57

Event Messages
Response History

15

✓ Your response has been submitted. Thank you for participating in the event.

Revise Response

Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

Event Contents

All Content

1 Invitation Letter

2 NTU Terms and
Condit...

Primary

All Content

Name ↑	Price	Quantity	Extended Price
6 Please indicate delivery terms:	LOC - Local Delivery		
▼ 7 Quotation Validity			
7.1 The Offer shall be valid for SIXTY (60) Days from the closing date of this quotation.			
7.2 At the University request, the Contractor agree to extend the validity of this offer for one or more periods not exceeding in total of 60 days.			
8 For submissions with more than 1 proposal, you are required to complete additional compliance form for every additional proposal. References			