

SUTD Supplier Guide for Ariba Discovery

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How to respond to an SUTD Ariba Discovery Posting

- 1) To participate on SUTD's procurement opportunities you may access the link below:

<https://www.sutd.edu.sg/about/partnering-with-sutd/suppliers/opportunities/>

Once accessed, it will display all ITT/ITQ of SUTD. Kindly set the filter to **Open ITQ/ITTs** to see those that are active in discovery.

Filters

Applied

Clear all

ITQ/ITT status (1) X

Years

—

☐ 2025

☐ 2024

☐ 2023

☐ 2022

ITQ/ITT status

—

☒ Open ITQ/ITTs

☐ Closed ITQ/ITTs

Opening date

27 JUN 2025

Closing date

18 JUL 2025

Reference number

Doc2616239999

ITQ: PROVISION OF ISO / IEC 27001 : 2022 CONSULTANCY SERVICES FOR SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN (SUTD)

All clarifications regarding this ITQ shall be made in writing via email and attention to following contact persons:
1. Brian Chye (brian_chye@sutd.edu.sg)
2. Tan Kang Ni (kangni_tan@sutd.edu.sg)

Opening date

27 JUN 2025

Closing date

11 JUL 2025

Reference number

Doc2616259981

ITT: SUPPLY, DELIVERY, INSTALLATION, TESTING AND

- 2) Please click on the ITT/ITQ that you are interested to participate in.

Filters

Applied

Clear all

ITQ/ITT status (1) X

Years

—

☐ 2025

☐ 2024

☐ 2023

☐ 2022

Opening date

27 JUN 2025

Closing date

18 JUL 2025

Reference number

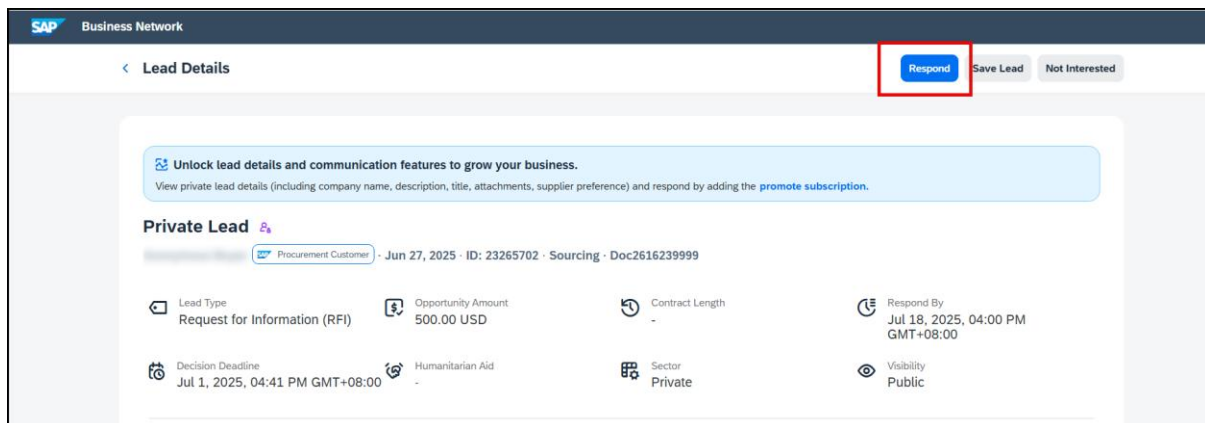
Doc2616239999

ITT: APPOINTMENT OF CREATIVE AGENCY FOR SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN (SUTD)

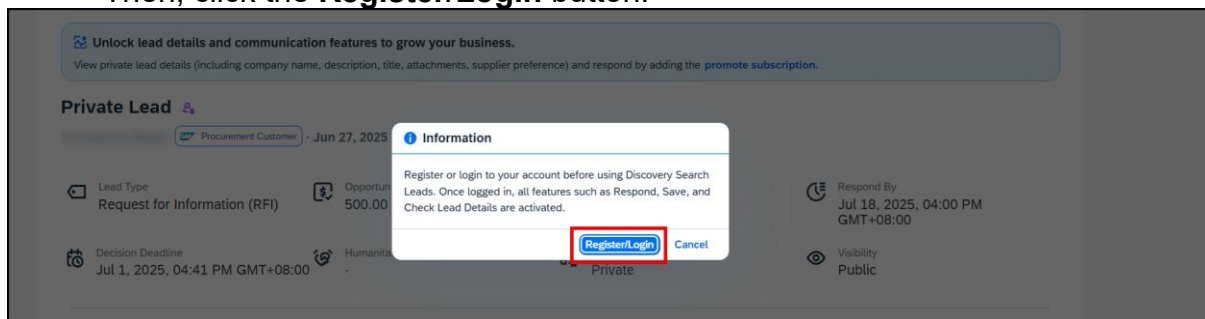
All clarifications regarding this ITT shall be made in writing via email and attention to following contact persons:
1. Katherine Chin (katherine_chin@sutd.edu.sg)
2. Gao Ying (ying_gao2@sutd.edu.sg)

5 result(s)

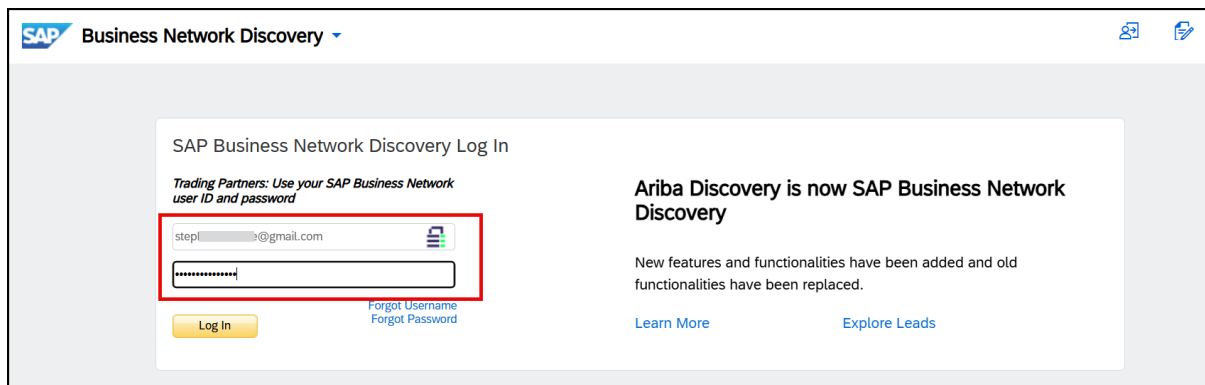
3) Click **Respond** button to see the full details of the Discovery posting.



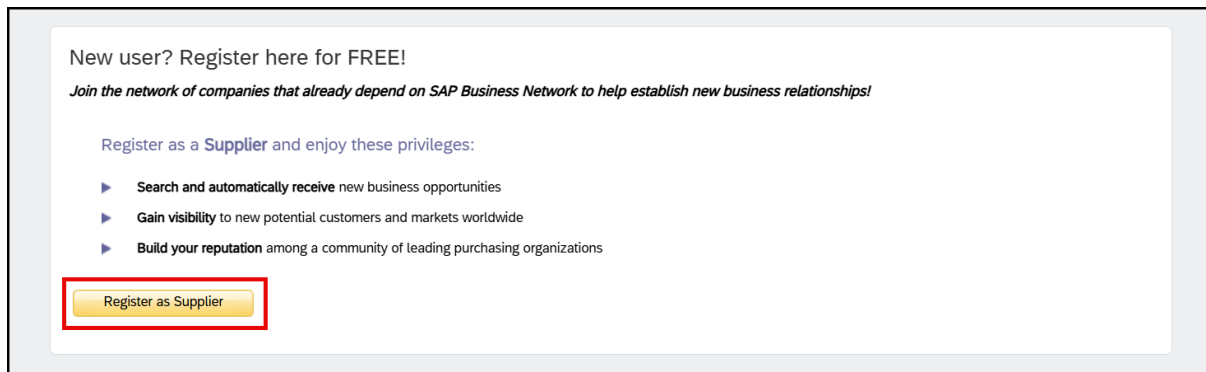
Then, click the **Register/Login** button.



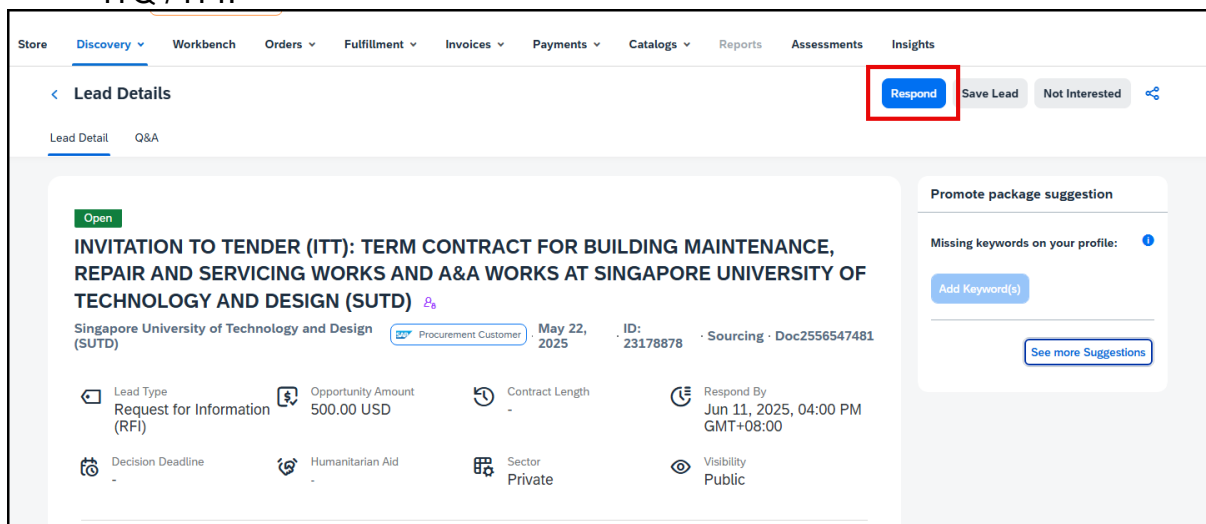
4) If you have an existing Ariba account, kindly fill out the username and password fields, then click **Log in**.



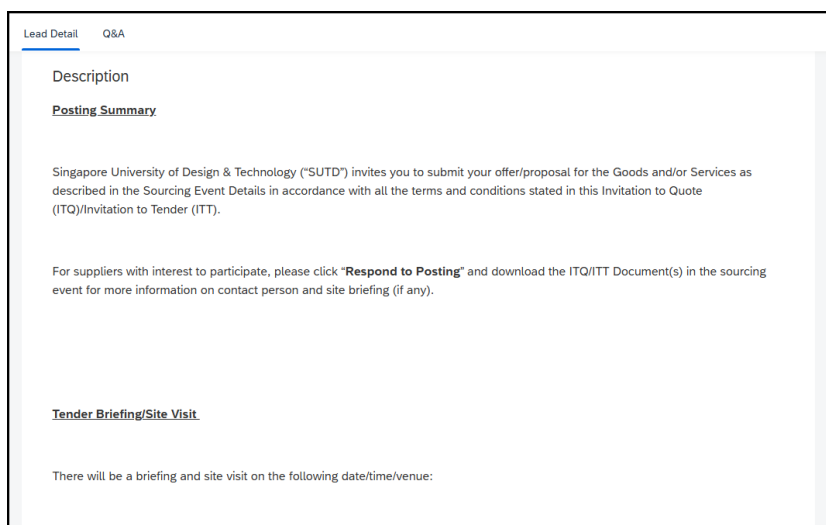
If you do not have existing Ariba account, please click the **Register as Supplier** button. Please complete the account creation process.



5) Once you are logged in, the posting details should be visible. Click on the "Respond" button to let SUTD know that you are interested to participate in this ITQ / ITT.



Please refer to the "Description" for additional details.



- 6) Below screen will show. Please do note that you will not be able to directly view the actual ITQ / ITT document. SUTD must grant you access to this document first. Please indicate your phone number and a short response. Then, click the " Submit" button.

Respond to Lead Submit Cancel

Location (1):

Category (2):

Short Response Details

Contact Information
Stephanie Suerte
Ariba Testing Pte Ltd
SGP +65
stephaniesuerte@gmail.com

Once done, you will receive a notification like the below:

SAP Business Network Discovery - order sender: prod@aribapte.com - Unsubscribe

Singapore University of Technology and Design (SUTD) has reviewed your response for the Lead ID 20906088

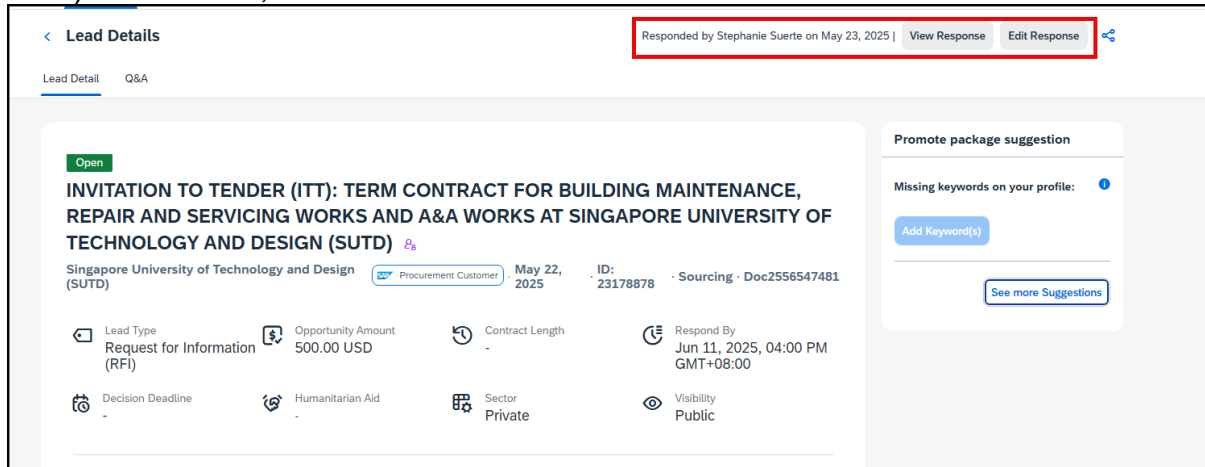
Singapore University of Technology and Design (SUTD) has reviewed your organization's (Ariba Testing Pte Ltd, AN11202236490, stephaniesuerte@gmail.com) response to the lead ID 20906088

Dear Stephanie Suerte,

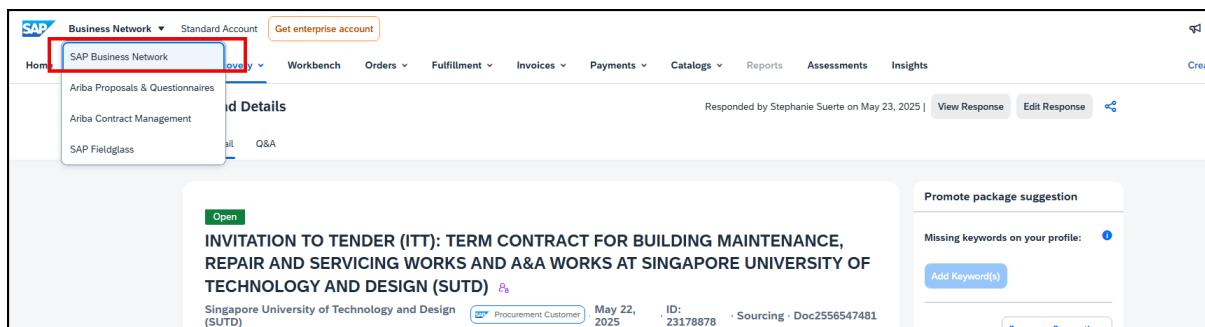
Singapore University of Technology and Design (SUTD) is currently reviewing your response. You should receive an update shortly. You will receive a notification. Once the buyer decides the next steps, they will reach out to you.

| | |
|--------------------------------|--|
| Opportunity Type | Request for Information |
| Product and Service Category | Laboratory equipment manufacture services / Electronic equipment manufacture services |
| Ship-to or Service-to Location | Singapore |
| Title | INVITATION TO QUOTE (ITQ: SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF ONE (1) UNIT OF 18 LITRE LIQUID DEPOSITION 2D PRINTER FOR SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN (SUTD)) |
| Opportunity Amount | \$500.00 to \$500.00 USD |
| Deadline | Wednesday 18 Sep 2024 2:59 PM SGT |

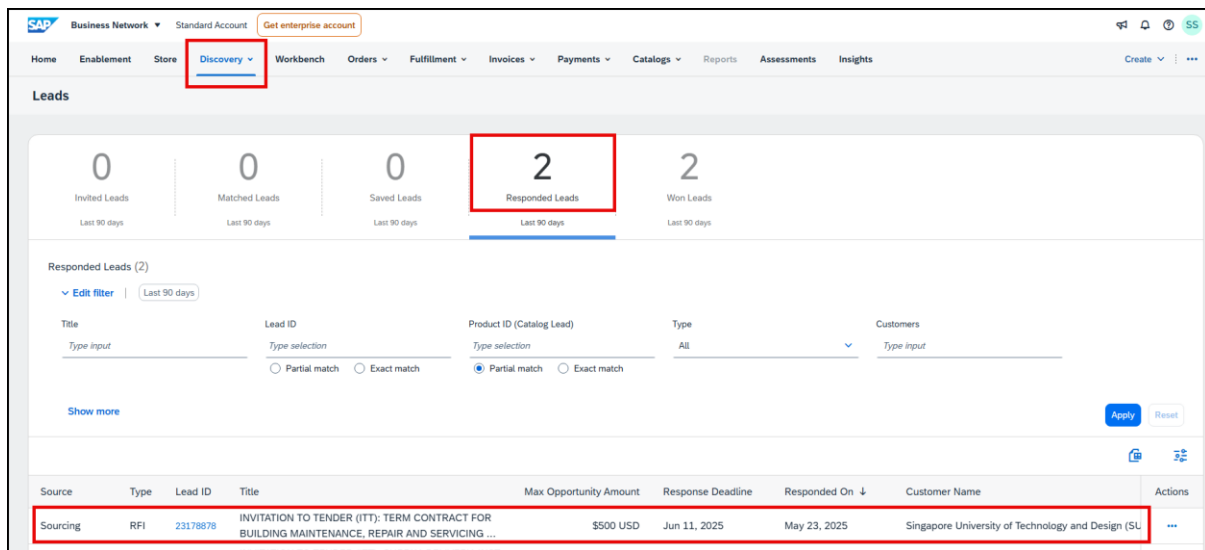
7) Once done, below screen will show.



8) You can go back to the main page by clicking the below:



- 9) In the below screen, you will be able to see the leads that you have responded to. You will receive a separate notification once you are granted the access to the actual ITQ / ITT document.



Leads

Invited Leads: 0, Matched Leads: 0, Saved Leads: 0, **Responded Leads: 2**, Won Leads: 2

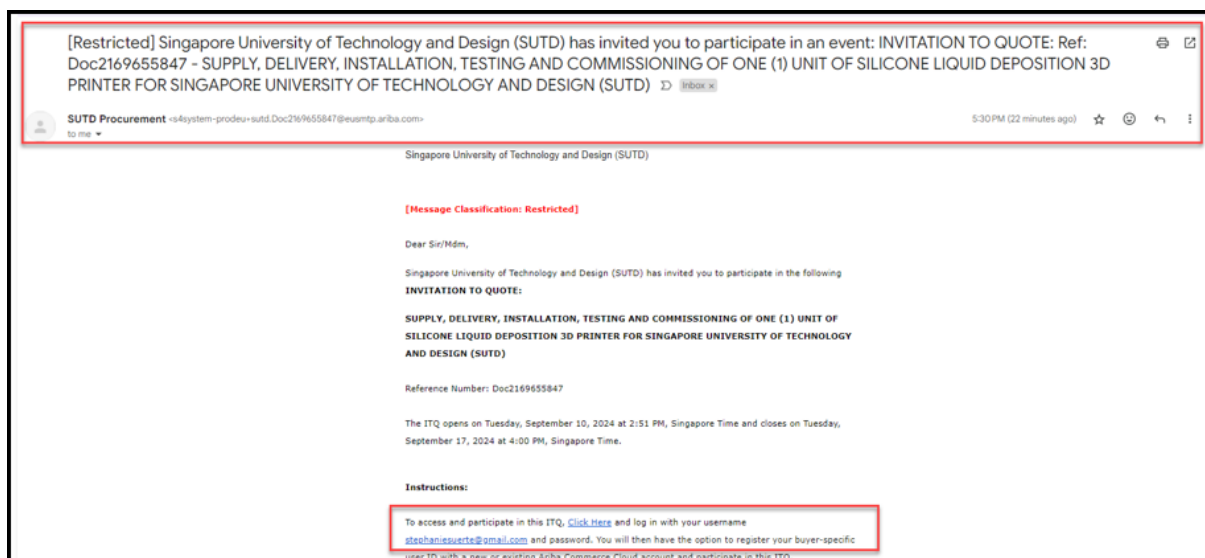
Responded Leads (2)

Filter: Last 90 days

Search filters: Title, Lead ID, Product ID (Catalog Lead), Type, Customers

| Source | Type | Lead ID | Title | Max Opportunity Amount | Response Deadline | Responded On | Customer Name | Actions |
|----------|------|----------|--|------------------------|-------------------|--------------|--|---------|
| Sourcing | RFI | 23178878 | INVITATION TO TENDER (ITT): TERM CONTRACT FOR BUILDING MAINTENANCE, REPAIR AND SERVICING ... | \$500 USD | Jun 11, 2025 | May 23, 2025 | Singapore University of Technology and Design (SU... | ... |

- 10) Once SUTD has granted you access to the ITQ / ITT document, you will receive a notification like the below. In the "Instructions" section, you can click the "Click Here" link to access the ITQ / ITT document.



[Restricted] Singapore University of Technology and Design (SUTD) has invited you to participate in an event: INVITATION TO QUOTE: Ref: Doc2169655847 - SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF ONE (1) UNIT OF SILICONE LIQUID DEPOSITION 3D PRINTER FOR SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN (SUTD)

SUTD Procurement <s4system-prodeu@sutd.Doc2169655847@evmtp.ariba.com>

Singapore University of Technology and Design (SUTD)

[Message Classification: Restricted]

Dear Sir/Mdm,

Singapore University of Technology and Design (SUTD) has invited you to participate in the following

INVITATION TO QUOTE:

SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF ONE (1) UNIT OF SILICONE LIQUID DEPOSITION 3D PRINTER FOR SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN (SUTD)

Reference Number: Doc2169655847

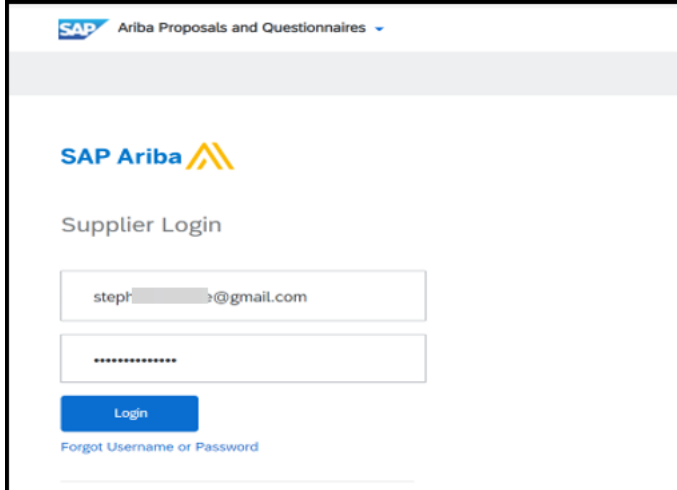
The ITQ opens on Tuesday, September 10, 2024 at 2:51 PM, Singapore Time and closes on Tuesday, September 17, 2024 at 4:00 PM, Singapore Time.

Instructions:

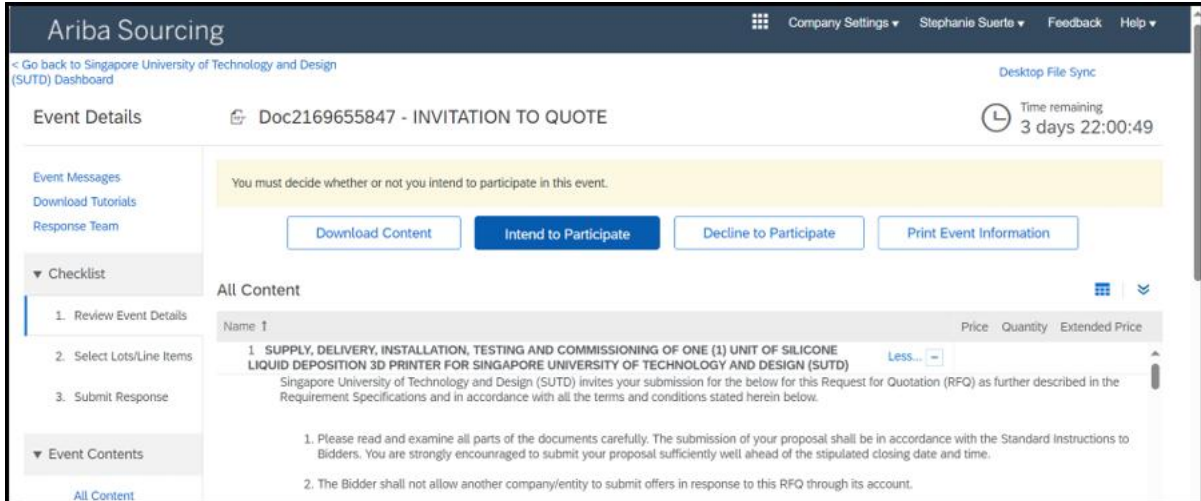
To access and participate in this ITQ, [Click here](#) and log in with your username stebanisuarte@gmail.com and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in this ITQ.

- 11) You will be redirected to this screen. Please input the Supplier Account credential that you used to respond to the Ariba Discovery post. The username is already indicated in the email.

Note: If you encounter an error in this step and cannot open the ITT/ITQ document, please refer to "How to open the ITT/ITQ document via Ariba Supplier Account" section.



- 12) Below is the ITQ / ITT document. If you want to participate and submit bids, please click "Intend to Participate". You can then proceed to submit your bids.



13) Once you have accessed the ITQ / ITT document, if you go back to the main page, the lead will be transferred in the below. If you are awarded the ITQ / ITT, you will be notified and SUTD will reach out to you separately. SUTD will reach out to you separately should we require further clarification pertaining to your ITQ/ITT Submission

0
Invited Leads
Last 90 days

3
Matched Leads
Last 90 days

0
Saved Leads
Last 90 days

0
Responded Leads
Last 90 days

1
Won Leads
Last 90 days

Won Leads (1)

▼ Edit filter

Last 90 days

Title
Type input

Lead ID
Type selection

Type
All

Customers
Type input

☒ Partial match

☐ Exact match

Show more

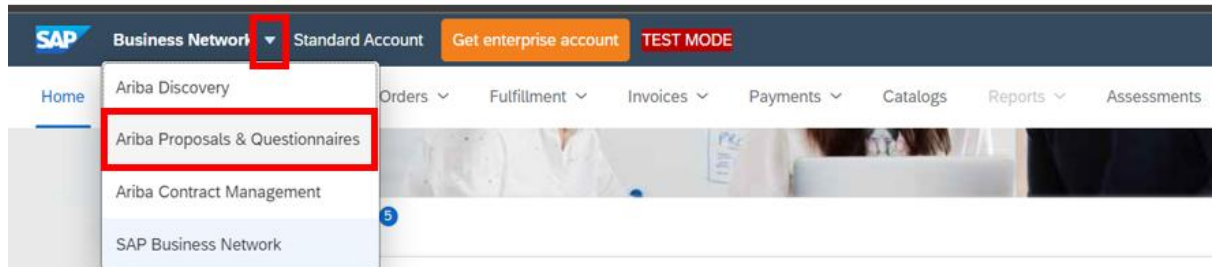
ApplyReset

| Source | Type | Lead ID | Title | Max Opportunity Amount | Response Deadline ↑ | Customer Name | Actions |
|----------|------|----------|--|------------------------|---------------------|--------------------------------|---------|
| Sourcing | RFI | 20906088 | INVITATION TO QUOTE (ITQ): SUPPLY, DELIVERY, INST ALLATION, TESTING AND COMMISSIONING OF ONE... | - | Sep 18, 2024 | Singapore University of Techno | ... |

How to open the ITT/ITQ Document via Ariba Supplier Account

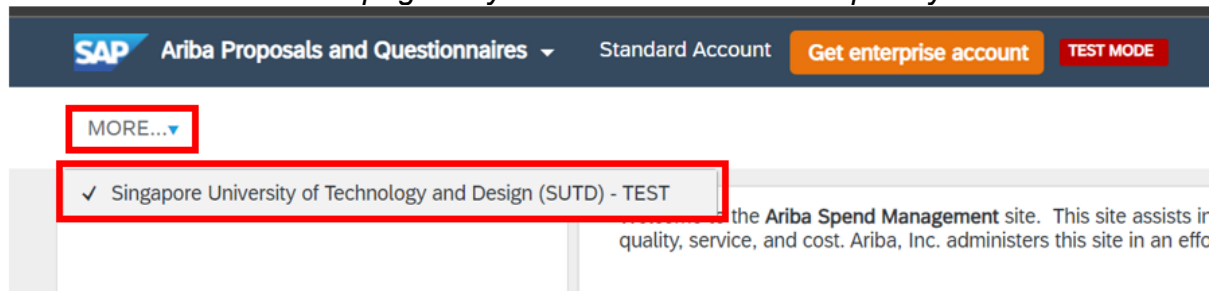
- 1) Login to your Ariba Supplier Network account. Please input the credentials that you used to respond to the Ariba Discovery post.

Click the highlighted part and choose "Ariba Proposals & Questionnaires".



- 2) In the highlighted part below, be sure that it is tag under SUTD.

Note: The content of this page may take a bit of time to completely load.



- 3) ITT/ITQ published by SUTD which your organization have accessed to will be under the below section – Events.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

| Title | ID | End Time ↓ | Event Type | Participated |
|---|---------------|---------------------|------------|--------------|
| ▼ Status: Open (1) | | | | |
| Dec 1 2023 12:33PM | Doc1750573144 | 01/01/2024 04:00 PM | RFP | No |
| ▼ Status: Pending Selection (3) | | | | |
| DEMO ITT | Doc1624617271 | 12/02/2023 01:55 PM | RFP | No |
| Invitation to Quote 2AA | Doc1629579411 | 10/16/2023 12:00 AM | RFP | No |
| Invitation to Quote 2AA | Doc1626487177 | 10/05/2023 04:00 PM | RFP | No |

- 4) Click on the document you want to view/update, and it should open to a new screen.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

| Title | ID | End Time ↓ | Event Type | Participated |
|---|---------------|---------------------|------------|--------------|
| ▼ Status: Open (1) | | | | |
| Dec 1 2023 12:33PM | Doc1750573144 | 01/01/2024 04:00 PM | RFP | No |
| ▼ Status: Pending Selection (3) | | | | |
| DEMO ITT | Doc1624617271 | 12/02/2023 01:55 PM | RFP | No |
| Invitation to Quote 2AA | Doc1629579411 | 10/16/2023 12:00 AM | RFP | No |
| Invitation to Quote 2AA | Doc1626487177 | 10/05/2023 04:00 PM | RFP | No |

Note: You can refer to the notification that you received from SUTD for the document ID number.

[Restricted] Singapore University of Technology and Design (SUTD) has invited you to participate in an event: INVITATION TO QUOTE: Ref: Doc2169655847 - SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF ONE (1) UNIT OF SILICONE LIQUID DEPOSITION 3D PRINTER FOR SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN (SUTD)

SUTD Procurement <4system-prodev@sutd.Doc2169655847@euamtp.ariba.com>

Singapore University of Technology and Design (SUTD)

[Message Classification: Restricted]

Dear Sir/Mdm,

Singapore University of Technology and Design (SUTD) has invited you to participate in the following

INVITATION TO QUOTE:

SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF ONE (1) UNIT OF SILICONE LIQUID DEPOSITION 3D PRINTER FOR SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN (SUTD)

Reference Number: Doc2169655847

The ITQ opens on Tuesday, September 10, 2024 at 2:51 PM, Singapore Time and closes on Tuesday, September 17, 2024 at 4:00 PM, Singapore Time.

- 5) Below is the ITQ / ITT document. If you want to participate and submit bids, please click "Intend to Participate". You can then proceed to submit your bids.

Ariba Sourcing

< Go back to Singapore University of Technology and Design (SUTD) Dashboard

Desktop File Sync

Event Details Doc2169655847 - INVITATION TO QUOTE

Time remaining 3 days 22:00:49

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

Download Content Intend to Participate Decline to Participate Print Event Information

All Content

| Name | Price | Quantity | Extended Price |
|---|---------|----------|----------------|
| 1 SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF ONE (1) UNIT OF SILICONE LIQUID DEPOSITION 3D PRINTER FOR SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN (SUTD) | Less... | | |

Singapore University of Technology and Design (SUTD) invites your submission for the below for this Request for Quotation (RFQ) as further described in the Requirement Specifications and in accordance with all the terms and conditions stated herein below.

- Please read and examine all parts of the documents carefully. The submission of your proposal shall be in accordance with the Standard Instructions to Bidders. You are strongly encouraged to submit your proposal sufficiently well ahead of the stipulated closing date and time.
- The Bidder shall not allow another company/entity to submit offers in response to this RFQ through its account.