

SUTD SUPPLIER ON-BOARDING GUIDE FOR ARIBA

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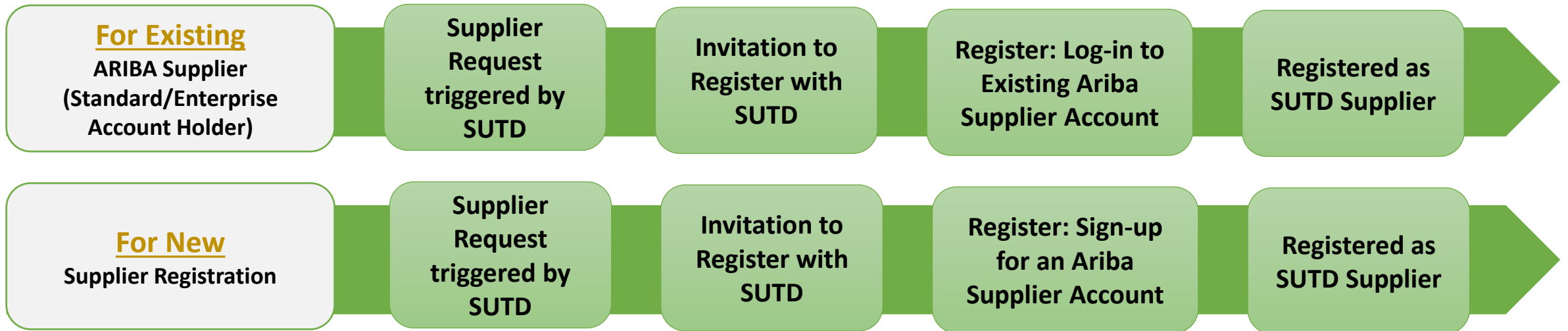
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Overview

Purpose of registering as SUTD supplier:

- Suppliers are required to have a valid Ariba account to view and participate in SUTD opportunities published in Ariba.
- A supplier must be a registered SUTD supplier to be awarded a procurement opportunity.

Process flow of registering as SUTD supplier:



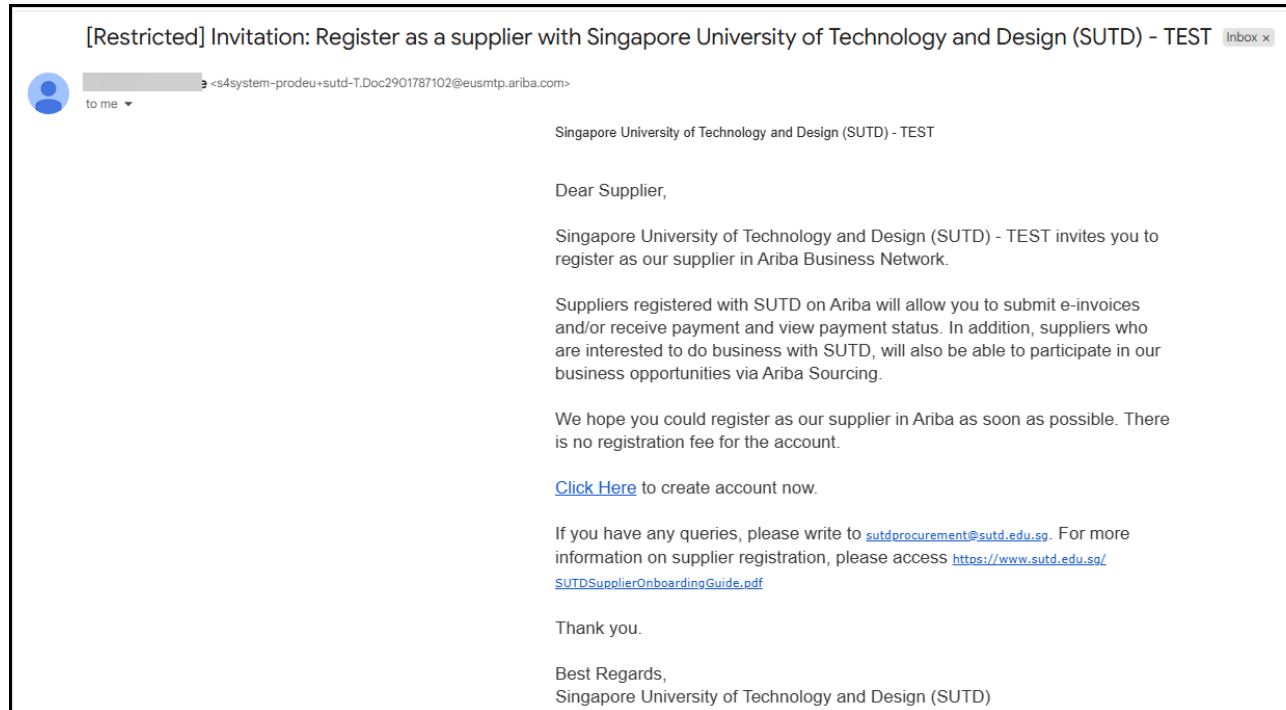
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Supplier Request

Supplier Request

- 1 Once Supplier request is submitted by SUTD, you will receive a notification like the below.



This Invitation to Register with SUTD contain the registration link.

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Invitation to Register with SUTD

Invitation to Register with SUTD

[Restricted] Invitation: Register as a supplier with Singapore University of Technology and Design (SUTD) -

Singapore University of Technology and Design (SUTD) - TEST

Dear Supplier,

Singapore University of Technology and Design (SUTD) - TEST invites you to register as our supplier in Ariba Business Network.

Suppliers registered with SUTD on Ariba will allow you to submit e-invoices and/or receive payment and view payment status. In addition, suppliers who are interested to do business with SUTD, will also be able to participate in our business opportunities via Ariba Sourcing.

We hope you could register as our supplier in Ariba as soon as possible. There is no registration fee.

[Click Here](#) to create account now.

If you have any queries, please write to sutdprocurement@sutd.edu.sg. For more information on supplier registration, please access <https://www.sutd.edu.sg/SUTDSupplierOnboardingGuide.pdf>

Thank you.

Best Regards,
Singapore University of Technology and Design (SUTD)

This system generated email has been sent to you on behalf of Singapore University of Technology and Design (SUTD) - TEST by SAP Ariba. Please do not reply to this email.

You are receiving this email because your customer, Singapore University of Technology and Design (SUTD) - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Singapore University of Technology and Design (SUTD) - TEST.

- 1 Once Supplier Request is submitted by SUTD, you will receive this notification. Open the Invitation to Register with SUTD email and click the “Click Here” link to proceed with the SUTD supplier registration

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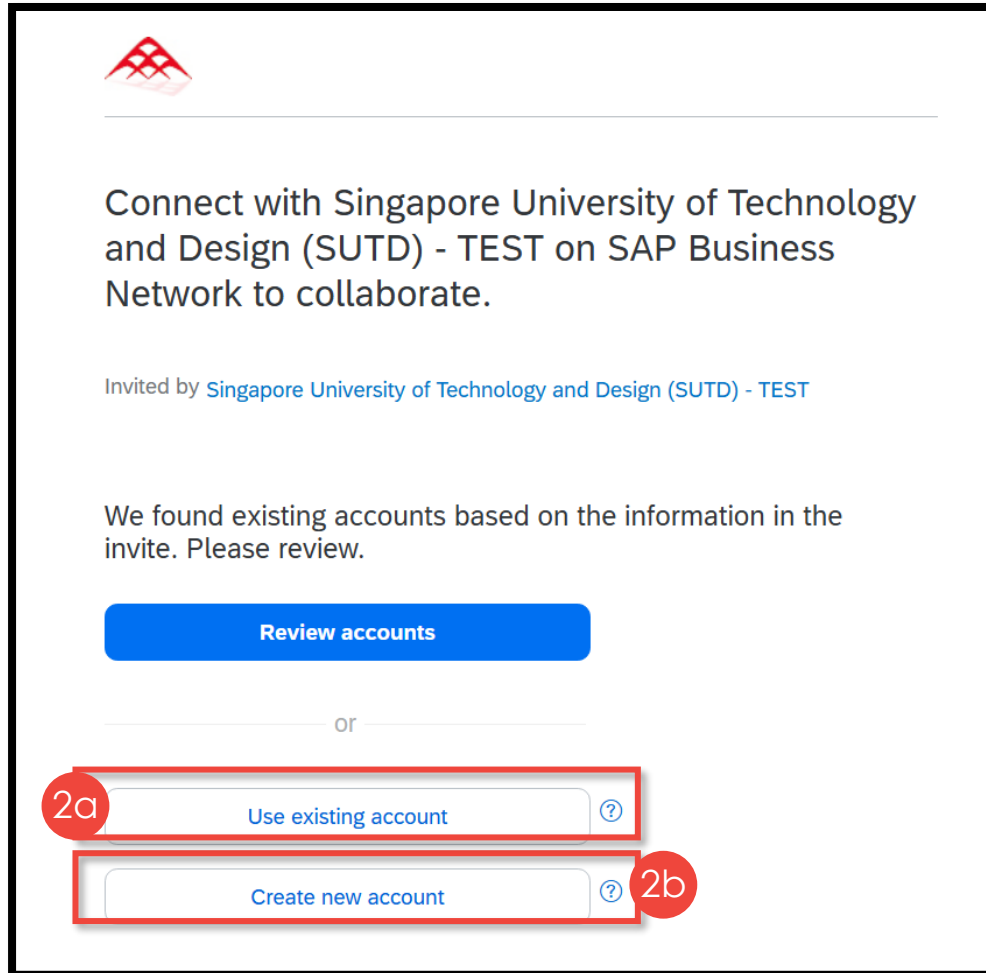



Access Supplier Registration Questionnaire

2a. For Supplier with an existing Ariba account

2b. For Supplier signing up a new Ariba account

Access Supplier Registration Questionnaire






Connect with Singapore University of Technology and Design (SUTD) - TEST on SAP Business Network to collaborate.


Invited by [Singapore University of Technology and Design \(SUTD\) - TEST](#)

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#) 

[Create new account](#) 

Upon clicking the link indicated in the Invitation to Register with SUTD email, you will be redirected to an Ariba page like this.

- 2a** 1. If you have an existing Ariba account, click **“Use existing account”** button. [Please proceed to the next slide.](#)
- 2b** 2. If you do not have an Ariba account, click **“Create new account”** button. [Please proceed to slide 11.](#)

Access Supplier Registration Questionnaire

2a. For Supplier with an existing Ariba account

We found existing accounts based on the information in the invite. Please review.


[Review accounts](#)

or

[Use existing account](#) ?

[Create new account](#) ?

2a



Sign in to connect with Singapore University of Technology and Design (SUTD) - TEST

i

Username*

Required field

[Forgot username?](#)

Password*

[Forgot password?](#)

[Connect](#)

2a If you have an existing Ariba account, click **“Use existing account”** button.

i Enter your username and password then click **‘Connect’** button.

ii Proceed to fill out SUTD’s Supplier Registration Questionnaire and submit your response. [Please proceed to slide 17 for the guide on how to fill out the Questionnaire.](#)

Ariba Sourcing

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

Doc942842484 - Supplier Registration Questionnaire

Time remaining: 29 days 23:48:49

Event Messages
Event Details
Response History
Response Team

All Content

1 Supplier Information

1.1 Supplier Type

1.1.1 Supplier Type

1.1.2 Reason for Registration

1.2 General Information

1.2.1 Registered Company/ Business Name Line 1

1.2.2 Registered Company/ Business Name Line 2

ii

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

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Access Supplier Registration Questionnaire

2b

The screenshot displays a registration form with three main sections, each marked with a red circle containing a Roman numeral:

- i Company information**: Includes fields for DUNS number, Company (legal) name, Country/Region, Address line 1, Address line 2, Address line 3, Address line 4, City, Postal code, and State.
- ii Administrator account information**: Includes fields for First name, Last name, Email, a checkbox for "Use my email as my username", Password, and Repeat password.
- iii**: Includes two checkboxes for terms and conditions, with a link to the Privacy Statement.

2b. For Supplier signing up a new Ariba account

a Fill out all the required information to create your Ariba account. There are four (3) sections:

- i Company information
- ii Administrator account information
- iii Terms of Use and Ariba Privacy Statement

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Access Supplier Registration Questionnaire

i Company information ⓘ

DUNS number

Don't know your DUNS number?

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

Address line 4

City *

Postal code *

State

2b. For Supplier signing up a new Ariba account

i Complete the 'Company information' section:

Note:

- The current information maintained in SUTD database has been pre-populated into the registration form (if applicable). Check and complete the registration form.
- DUNS number is not a required field. You can leave this field blank.
- Please check your Company Name and Address. Please also fill in the required information (in *).

Access Supplier Registration Questionnaire

2b. For Supplier signing up a new Ariba account

ii Administrator account information ⓘ

First name * Last name *

██████████ ██████████

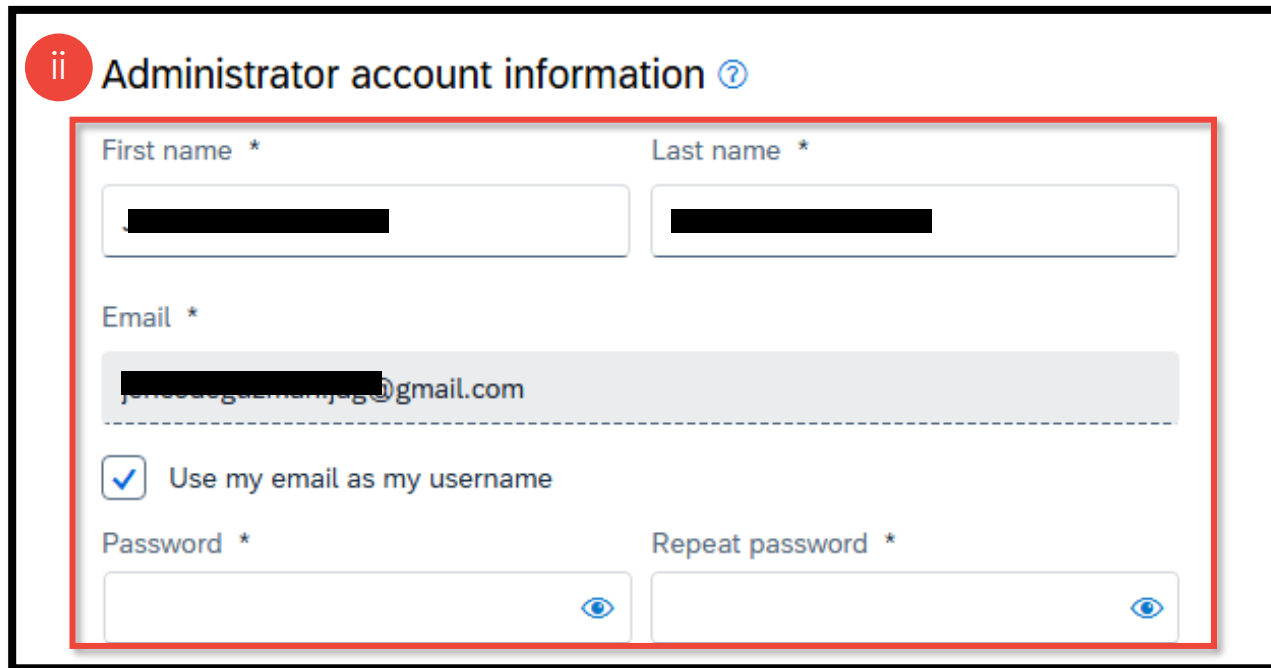
Email *

██████████@gmail.com

Use my email as my username

Password * Repeat password *

██████████ ██████████



ii Complete the 'Administrator account information' section:

Note: The account holder must be an authorised person by the supplier to transact with SUTD. He/she will also be responsible to manage the account on behalf of the supplier. Please also fill in the required information (in *).

Access Supplier Registration Questionnaire


2b. For Supplier signing up a new Ariba account

iii

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot  [Privacy](#) [Terms](#)

Create account

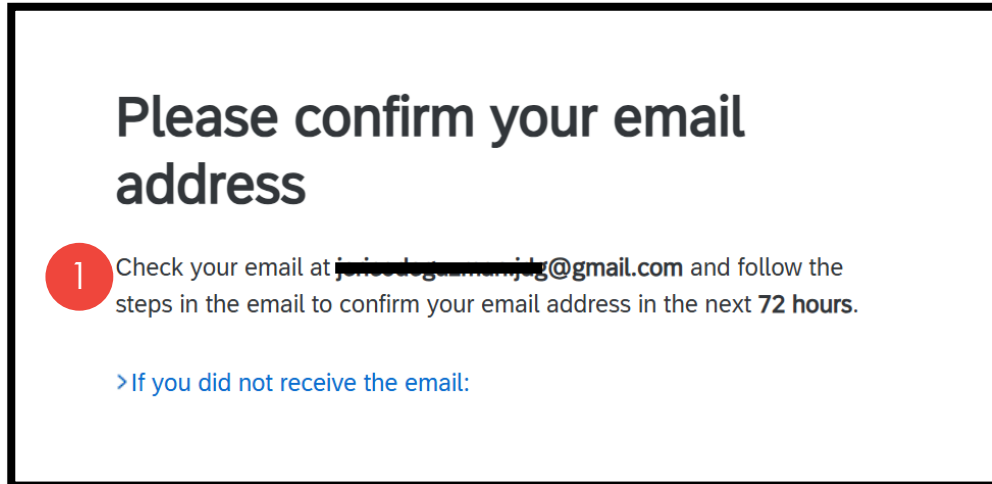
Complete the '**Terms of Use and Ariba Privacy Statement**' section:

- iii Tick the Terms of Use and SAP Ariba Privacy Statement, then tick the I'm not robot section to verify the account creation. Lastly, click '**Create account**' button to proceed.

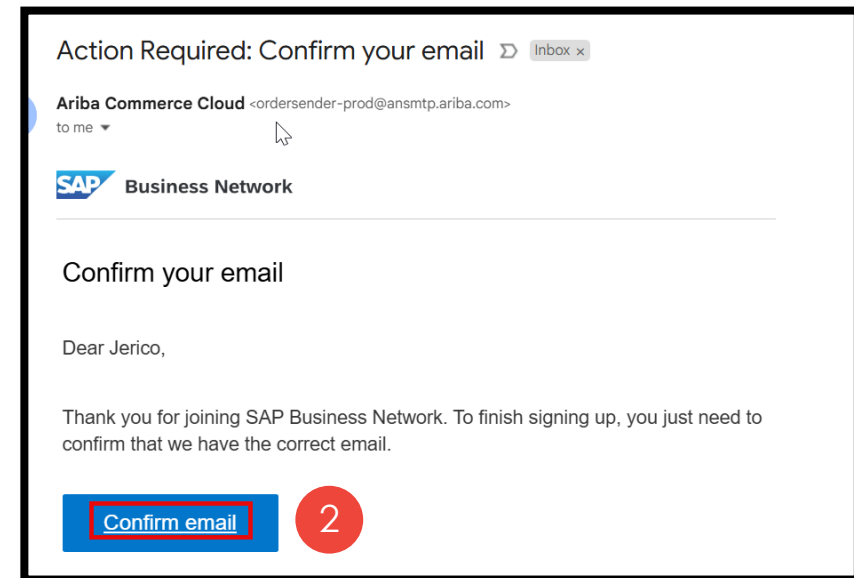
Access Supplier Registration Questionnaire

2b. For Supplier signing up a new Ariba account

- 1 After creating New Account, Ariba will send confirmation email.



- 2 On the email received, click **Confirm email** to successfully create the account. After confirmation you will be redirected to Product and Services Category.



Note: **Please take note of your Ariba username and password. Please proceed to the next slide.**

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Access Supplier Registration Questionnaire

2b. For Supplier signing up a new Ariba account

***Note:** For individual suppliers registering for non-procurement (payment only) purposes, select “Universities cooperation guidance services” under Product and Service Categories.

You may select this category either by:

a Search directly in the field

OR

b Browse for the category

Product and Service Categories, Ship-to or Service Locations, and Industries

Product and Service Categories*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

universities cooperation guidance Add -or- Browse

Universities cooperation guidance services

Ship-to or Service Locations*

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse

Browse Product and Service Categories Didn't find what you were looking for? Try Search »

- Drugs & Pharmaceuticals >
- Education & Training Services >
- Educational Supplies, Musical Instruments & Toys >
- Electrical Systems & Lighting >
- Electronic Components & Supplies >
- Environmental Services >
- Financial & Insurance Services >
- Food & Beverage >
- Alternative Educational Systems >
- Educational Facilities >
- Educational Institutions >
- Specialized Educational Services >
- Vocational Training >
- Educational guidance services >
- Educational technology >
- Students organizations >
- Educational advisory services
- Study abroad advisory services
- Tuition reimbursement programs
- Universities cooperation guidance services ✓



Submit Supplier Registration Questionnaire

For all Supplier – Supplier Registration Questionnaire

Submit Supplier Registration Questionnaire

The screenshot shows four sections of the questionnaire form, each with a 'Name ↑' header and a 'All Content' title. The sections are:

- 1 Supplier Information**
 - 1.1 Supplier Type
 - 1.1.1 Supplier Type: Organization (marked with a red asterisk)
 - 1.1.2 Reason for Registration: Procurement Opportunities (marked with a red asterisk)
- 1.2 General Information**
 - 1.2.1 Registered Company/ Business Name Line 1: Ariba Supplier (marked with a red asterisk)
 - 1.2.2 Registered Company/ Business Name Line 2: (empty)
 - 1.2.3 Company/Business Registration No.: BRN67675 (marked with a red asterisk)
 - 1.2.4 Business Registration Certification: Sample File for Upload.docx (marked with a red asterisk)
 - 1.2.5 Company/Business Contact No: (empty)
- 1.3 Address Information**
 - 1.2.6 Company/Business Email Address: dlwvaribatesting@gmail.com (marked with a red asterisk)
 - 1.4 Address Line 1: Address 1 (marked with a red asterisk)
 - 1.5 Address Line 2: (empty)
 - 1.6 Address Line 3: (empty)
 - 1.7 City: Orchard
 - 1.8 State: (empty)
- 1.4 Contact Information**
 - 1.9 Country: [SG]-Singapore (marked with a red asterisk)
 - 1.10 Postal Code: 888888 (marked with a red asterisk)
 - 1.11 Main Contact Person**
 - 1.11.1 First Name: Organization (marked with a red asterisk)
 - 1.11.2 Last Name: Supplier (marked with a red asterisk)
 - 1.11.3 Email Address: dlwttesting@gmail.com (marked with a red asterisk)

All suppliers must complete the SUTD Supplier Registration Questionnaire and submit your response.

This step applies for both new and existing Ariba supplier accounts.

- Please refer to slides 22-25 for a guide on what to input per field
- Fill in mandatory fields (marked by red asterisk)
- If the Supplier Type is “Organization”, please attach the business registration certificate (if the answer) in Q1.2.4
- For Q1.10, please input a valid postal code of the country you inputted in Q1.9.

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Submit Supplier Registration Questionnaire

All Content

Name ↑

2 Bank Details More... +

2.1 Bank Category ① Singapore

2.2 Singapore Bank

2.2.1 Bank Name DBS

2.2.2 Bank Account Holder Name Ariba Test

2.2.3 Bank Account Number 7865574368

All Content

Name ↑

2.2.4 SWIFT Code/Bank Key DBSSSGSGXXX

2.2.5 Please provide supporting documents such as bank statement showing the organization/supplier name and bank account number. Please do not include confidential information such as account balances and transaction history. Sample File for Upload.docx Update file Delete file

2.4 Remittance Email Address dlwariba@gmail.com

2.5 I hereby declare that all the Particulars and Bank Details provided in Section 1 and 2 above are true, correct and complete. Yes

I hereby authorize the Singapore University of Technology and Design (SUTD) to credit payments due to the above named payee and/or bank account and declare that the amounts so credited by SUTD constitute a valid discharge of payments due to me by SUTD. This authorization shall continue to be in force until I have expressly revoked it by notice in writing delivered to you. In the event of any change of payee and/or bank account, I shall update the changes (if any) in our Ariba Profile immediately.

- Please refer to slides 22-25 for a guide on what to input per field
- Fill in mandatory fields (marked by red asterisk)
 - For Q2.1, please choose the Bank Category
 - Please also attach the bank statement showing the Supplier Name and Bank Account Number (in Q2.2.5 for a Singapore Bank)

Submit Supplier Registration Questionnaire

All Content

Name ↑

3 List of Categories of Procurement Opportunities (Choose at least 1 category) More... +

3.1 Office Equipment, Services and Supplies	* Yes
3.2 Educational Supplies & Services	* No
3.3 Engineering and Design Equipment, Supplies and/or Services	* No
3.4 Construction	* No
3.5 Facilities Management	* No
3.6 Advertising, Marketing and Events Management Services	* No
3.7 IT & Telecommunication Equipment, Software and/or Services	* No
3.8 Travel, Logistics and Transportation Services	* No

All Content

Name ↑

3.9 Professional and Consultancy Services	* No
3.10 Training, Recruitment and Manpower Services	* No

4 Declaration For Collection and Verification of Supplier's Information

4.1 We fully agree to Singapore University of Technology and Design's (SUTD) collection, use and disclosure of the business data set out in this Supplier Registration Form for the purpose of registering with SUTD as a Supplier, in order to participate in SUTD's business opportunities, and/or to receive notifications of business opportunities from the Ariba Network and to retrieve relevant documents and submit bids. The information set out in this Supplier Registration Form is true and accurate to the best of our information, knowledge and belief.

Yes

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

- Please refer to slides 22-25 for a guide on what to input per field
- Fill in mandatory fields (marked by red asterisk)
- Once all the mandatory information has been filled out and reviewed for accuracy, please click “Submit Entire Response” button to submit the registration questionnaire for SUTD approval. There will be a prompt to submit this response. Click “OK” button to submit the response. Below message will show after.

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

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Submit Supplier Registration Questionnaire

Once your registration has been approved by SUTD, you will receive an email notification like the below.



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Supplier Registration Questionnaire Guide

Supplier Registration Questionnaire Guide

Registration Question	Remarks
Supplier Type	Select if you are an: <ul style="list-style-type: none"> • Organization, or • Individual (Note: For Individual, you may be asked to further provide your full name as it appears in your NRIC/FIN/Passport)
Reason for Registration	Reason for registration was defaulted to Procurement Opportunities.
Registered Company/Business Name	Please continue to enter your company/business name under Line 2 if the full name exceeds the acceptable characters in Line 1.
Company/Business Registration No.	Please enter the tax number if company is GST registered.
Business Registration Certification	Please attach a copy of your business registration for certification.
Company/Business Contact No	Specify your company's business contact telephone number
General Company/Business Email Address	Specify your company's business email address

Supplier Registration Questionnaire Guide

Registration Question	Remarks
Address Line	Please continue enter your company/business address under Line 2 and 3 if the full address exceeds the acceptable characters in Line 1.
City	Enter city
State	Enter state
Country	Please enter the country code.
Postal Code	Enter a valid postal code of the country you inputted in “County” question.
Main Contact Person Name (First Name and Last Name)	The Main Business Contact Person will be the sole representative of your Company. He/she will be able to receive and will be notified of relevant Procurement business opportunities (please indicate the relevant category/ies in the registration questionnaire), and shall be the person authorized to submit proposals on behalf of the supplier in the Ariba Network.
Main Contact Person Email Address	Enter the email address of the main contact person.
Main Contact Person Phone Number	Enter the phone number of the main contact person (optional)

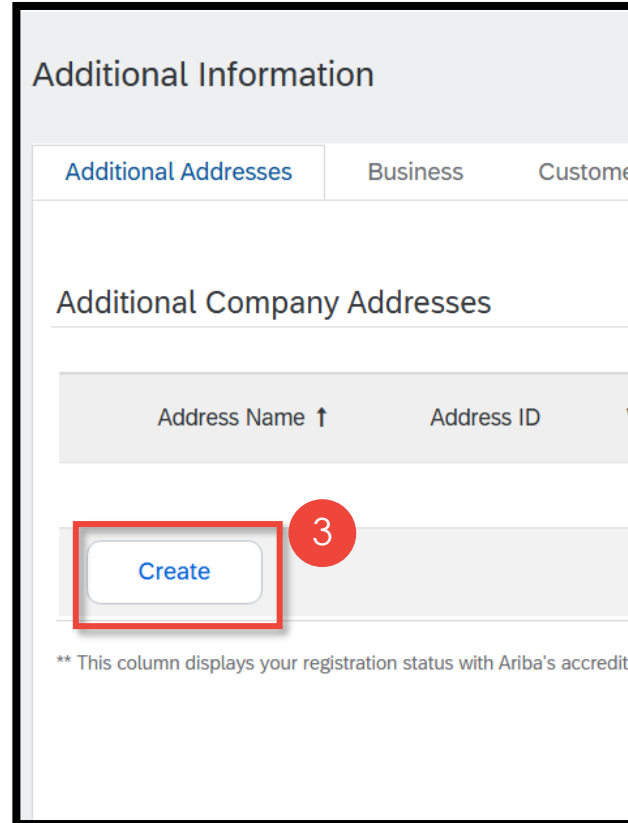
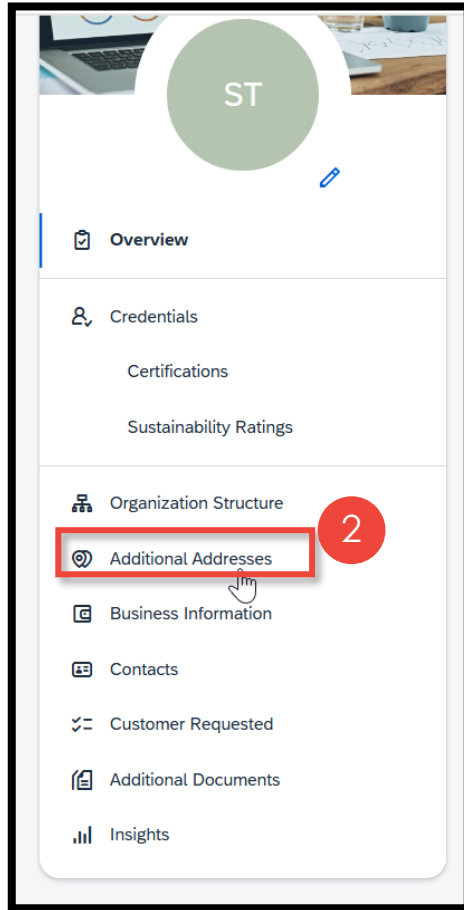
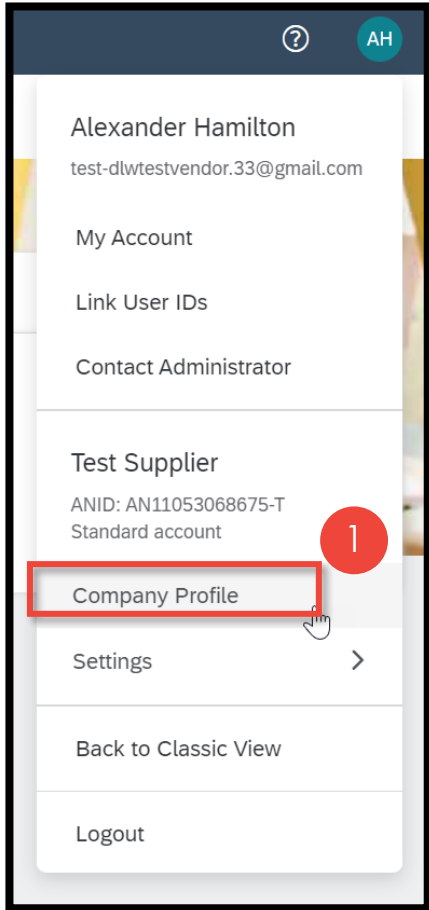
Supplier Registration Questionnaire Guide

Registration Question	Remarks
Bank Category	<p>Choose 'Singapore' if you have a Singapore bank account and provide the details of your Singapore bank account (i.e., bank name, bank account holder name, bank account number, SWIFT code/bank key)</p> <p>Otherwise, choose 'Non-Singapore' and provide the details of your bank account (i.e., bank name, bank account holder name, bank account number, SWIFT code/bank key, IBAN, intermediary bank details if applicable). Please write to ap@sutd.edu.sg if the Singapore bank is not listed in the dropdown list.</p> <p>For both 'Singapore' and 'Non-Singapore' accounts, please attach bank statement showing supplier name and bank account number only.</p>
Declaration on Bank Details	This is required for all Suppliers who are submitting their Bank Details.
Qualification List for Categories of Procurement Opportunities (Choose at least 1 category)	SUTD business opportunities are tied to Procurement Categories. Please indicate "Yes" against the category that is likely to be relevant to your business, and in which you wish to receive Invitation to Quotations/Tender notifications.
Declaration For Collection and Verification of Supplier's Information	This is required for Organization and Individuals registering for 'Procurement Opportunities'



Legal Profile for GST and Non-GST Registered Suppliers

Legal Profile for GST and Non-GST Registered Suppliers



Suppliers based in Singapore are required to declare their GST ID in their Ariba Network profile if they are registered for Goods and Services Tax (GST).

- 1** After you have login to your Ariba account, go to “**Company Setting**” and click on “**Company Profile**”.
- 2** Click Additional Addresses tab. In order to enable the GST feature, please ensure that you are in the “**Additional addresses**” tab.
- 3** Click on “**Create**” to set up the legal profile.

Legal Profile for GST and Non-GST Registered Suppliers

4 Configure Supplier Addresses Served by This Account Save Close

Indicates a required field

Address Name

Address Name:* ⓘ

Address ID:

VAT ID:

Tax ID:

Address

Address 1:*

Address 2:

Address 3:

Address 4:

City:*

Postal Code:*

State:

Country/Region:*

5 Set Up Legal Profile

Check this box to provide additional corporate entity and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider. Check the 'Status' on the Company Profile page for updates to your registration status.

4 You will be redirected to the Address page, kindly “fill” up the required fields.

Note: Required field are those with **asterisk**. Please “input” your company name under Address Name/Address 1

5 “Tick” the box for Set Up Legal Profile

Note: After Ariba has enabled the feature on your account, you should be able to see “Set Up Legal Profile”.

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Legal Profile for GST and Non-GST Registered Suppliers

Address

New Tech Road
Singapore 123456
Singapore

Set Up Legal Profile
Check this box to provide additional corporate entity and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider. Check the 'Status' on the Company Profile page for updates to your registration status.

Financial Information

Are You GST Registered? * Yes No

GST ID:

6 7

Financial Information

Are You GST Registered? * Yes No

GST ID:

8

Save Close

- 6 For GST Registered: Kindly click on the **“Yes”**, input the GST Registered number.
- 7 For Non-GST Registered Supplier: Please click on **“No”**. You do not need to fill up the GST ID field.
- 8 After which, please click on **“Save”**.

Thank you
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