Supplier Registration
(For Sourcing)
Supplier Registration

In order to Participate in NTU business opportunities you will need to have a registered Ariba Account.

* NTU business opportunities includes ITQ and ITT which is referred to as [tender] in this guide *
Exploring business opportunities in NTU through Ariba Discovery site

Registration Process:

*Registration through Ariba Discovery* – When accessing an open ITT/ITQ Sourcing event from NTU (through NTU website or directly through accessing Ariba discovery) and the supplier intends to participate in the event, then the supplier is prompted by Ariba discovery site to Register/login to the Ariba Discovery account or preferred existing Ariba Network account.

**NOTE:**

Suppliers can choose to use their administrator account to access Ariba Discovery site or can also choose to create additional users in the supplier accounts and give them relevant ‘Ariba Discovery’ roles for them to access and explore the discovery content.
Searching for business opportunity on NTU Procurement Website

1. From our NTU supplier portal (http://www3.ntu.edu.sg/suppliers/), you may search our business opportunities based on Descriptions, Document No., Categories and/or Publish/Close dates.

2. Your search results will appear here. If you wish to participate, click on ‘Click to access Discovery Posting’ for details.
Responding to a business opportunity Posting on Ariba Discovery

Once you click the link on the NTU website you will be redirected to the Ariba Discovery posting.

3. To register your interest to participate in this tender, click ‘Respond to Posting’.
Responding to a business opportunity Posting on Ariba Discovery

Once you have clicked on ‘Respond to Posting’ you will be prompted to log into Ariba Network.

4. In order to register for a free account, please click on “Register Now!”.

**NOTE:** Always login with your supplier organization’s existing user IDs created to transact with NTU. Register for a new account only if your organization does not have any existing supplier accounts. Please contact your supplier organization’s Ariba admin if you are unsure.
Registering Through Discovery

5. Once you have been redirected to the register page, click on ‘Register as Supplier’
Registering Through Discovery

6. After click on ‘Register as Supplier’ you will have to fill in your particular business details. Fill in the sections called Company Information, User Account Information, Tell Us More About Your Business (to find the latter of these 2, scroll down the page of your web browser)

7. Once done, tick the terms & condition boxes at the end of the page, scroll up and click on ‘Register’

* Note that if you decided at this point to use an existing light Ariba network account instead of registering a new Discovery account, you may choose to do so by login on the right panel.
Registering Through Discovery

8. After registering your account, you will receive an email, to register email address, asking you to verify your email.

9. If within a certain amount of time you still have not received the email, click on ‘Resend’
Registering Through Discovery

The confirmation email will look like the one shown in the screen shot.

10. If you are struggling to find the email in your inbox, try searching with this subject line

11. Once you have found the email, click on the following link to activate and confirm your email address

Action Required: Activate your account

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com> to me

SAP Ariba

Dear First User,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Discovery.

Click here to activate your Ariba account.

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

https://service.ariba.com/Authenticator.axd/confirnEmail?key=Fk2zumH31cXrrhDyOs8Lm3SzmwPCZ4&App=Ariba&App=Discovery

After your registration process is complete, use the following URL to log in to your account:

http://discovery.ariba.com

Sincerely,

The SAP Ariba Team

https://discovery.ariba.com
Registering Through Discovery

12. Once you have clicked on the link the email, you will directed to the below page, where you see your registered email address and username.

13. Click on ‘Go to my Company Profile’ to proceed.
Registering Through Discovery

14. Once you have been redirected you will arrive on the below page, here you can fill on some of your ‘Basic’ Company Information, such as Website etc.

15. Important on to note on this page is the ‘NetworkID’, please take note of this number and keep it handy as this is the unique identifier for your organization for Ariba Sourcing.

16. Once you are done, click on ‘Save’.