

# How to Register as NUS Supplier?

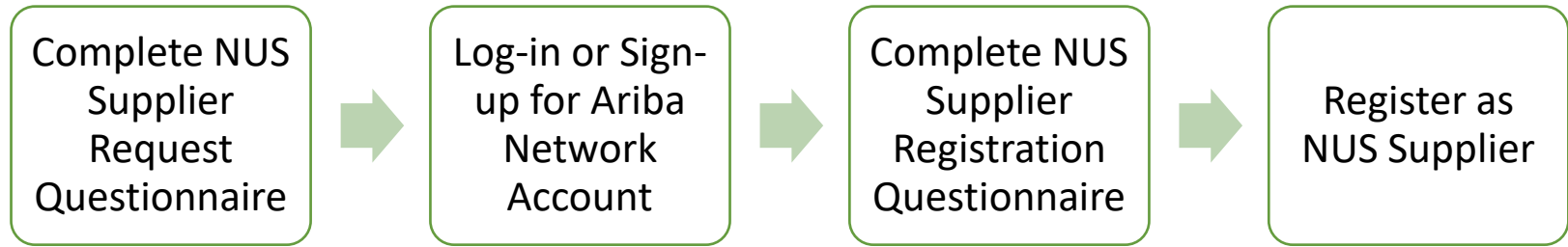


**NUS**  
National University  
of Singapore

National University of Singapore

# Supplier Registration Process

- ❖ All Suppliers must be registered with SAP Ariba, in order to view the business opportunities document and transacts with NUS.
- ❖ The Supplier Registration process follows the below steps:



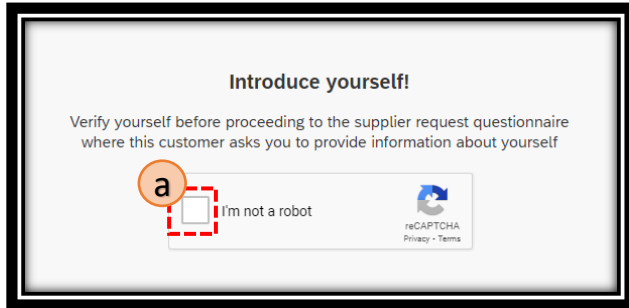
**Note: The current Supplier Registration Process is only applicable for Company / Organisation.**

# Supplier Request Questionnaire

# Supplier Request Navigation

In order to register as NUS Supplier, Supplier is to visit the link below and complete the Request Form.

Link: <http://nus.sourcing-eu.ariba.com/ad/selfRegistration>



Step 1: Click on the tick box for “I’m not a robot” (a).

Step 2: Perform the reCAPTCHA verification.

Step 3: Complete the Mandatory Fields (b).

Step 4: Click “Submit” to proceed (c).

Upon the approval by NUS, an invitation email shall be sent to your registered email address.

1 Instruction to Suppliers

- 1.1 For more information as to what is needed to complete the online Supplier Request, please visit the Frequently Asked Questions (FAQ) link or you may direct your inquiry with regards to this online registration to [cpo@nus.edu.sg](mailto:cpo@nus.edu.sg). In this Request Form, you may note that the numbering of the questions are not running in order or notice some missing questions. Please be advised that this is intentional as visibility conditions were placed. \* Fields marked with an asterisk are mandatory
- 2 ACRA Information (only applicable to Local Organisation)
- 3 General Supplier Information
  - 3.1 Individual or Organisation \*
    - 3.1.3 Address \*
      - Street \*
      - Line 2
      - Line 3
      - City \*
      - Postal Code \*
      - Country/Region \*
- 4 Primary Supplier Contact
  - 4.1 First Name of Contact Person \*
  - 4.2 Last Name of Contact Person \*
  - 4.3 Email Address \*

# Supplier Request Fields (1/2)

The below list down the fields required for the Supplier Request Questionnaire. Please refer to the table below for reference.

S/N	Question	Note
2	Please visit the <a href="#">Accounting and Corporate Regulatory Authority (ACRA) Register</a> for your Company's Unique Entity Number (UEN).	The link to ACRA shall only be visible to local organisation.
3.1	Individual or Organisation	Choose "Organisation" for Company <b>Currently, Individual is out of scope, please do not choose this.</b>
3.2	Local or Foreign <i>Visible only for Organisation in S/N 3.1</i>	Choose "Local" for Company incorporated in Singapore Choose "Foreign" for Company incorporated outside of Singapore
3.3	Name <i>Visible only for Individual in S/N 3.1</i>	Enter your Full Name
3.4	Name <i>Visible only for Organisation in S/N 3.1</i>	Enter your Company Registered Name. Character limitation is 35. <i>Note that if it must be identical to Country's Business Registry Records.</i>
3.5	Name (Additional Characters) <i>Visible only for Organisation in S/N 3.1</i>	Enter the remaining Company Name in this field, beyond the 35 characters. Leave this field blank if there is no additional characters.
3.6	Personal Identification Type <i>Visible only for Individual in S/N 3.1</i>	<b>Currently out of scope.</b>
3.7	NRIC / FIN Number / Passport Number <i>Visible only for Individual in S/N 3.1</i>	<b>Currently out of scope.</b>
3.8	GST Registered Business <i>Visible only for Organisation in S/N 3.1</i>	Choose "Yes" if the Company is GST-registered. Choose "No" if the Company is not GST-registered.
3.9	GST Number <i>Visible only if 3.8 = "Yes"</i>	Enter the GST number registered with Inland Revenue Authority of Singapore (IRAS).

# Supplier Request Fields (2/2)

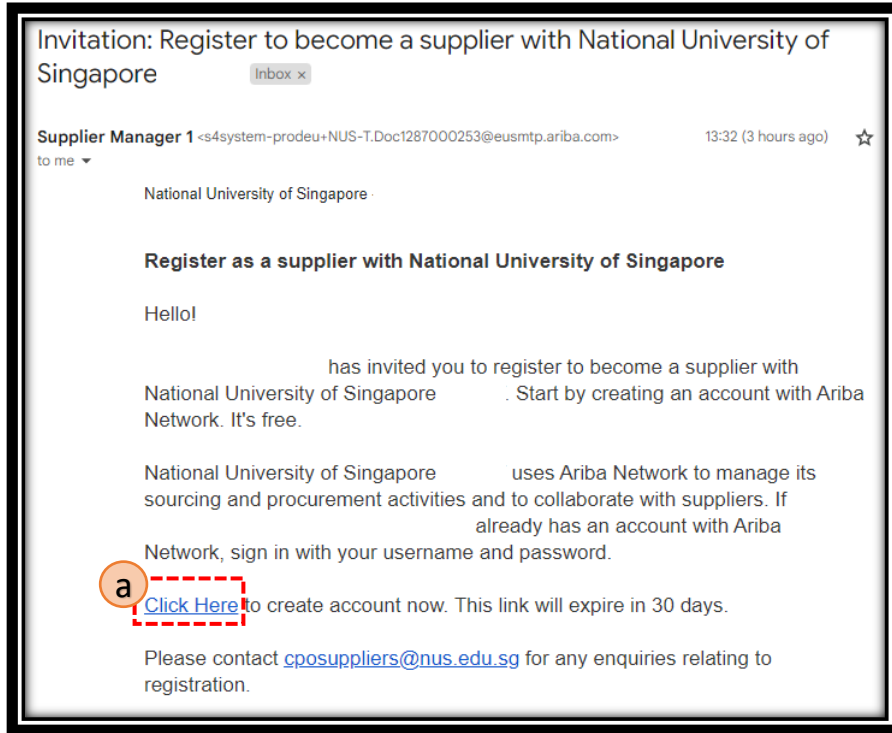
The below list down the fields required for the Supplier Request Questionnaire. Please refer to the table below for reference.

S/N	Question	Note
3.10 3.11	Unique Entity Number (UEN) <i>Visible only for Local in S/N 3.2</i>	Enter the UEN number against ACRA.
3.12	Business Registration No. <i>Visible only for Organisation in S/N 3.2</i>	Enter the BRN that's given by your respective incorporating country company business registry. If there is no BRN, please enter the Tax Number.
3.13	Address	Enter your company's registered address.
4.1	First Name of Contact Person	Enter the Contact Person's First Name.
4.2	Last Name of Contact Person	Enter the Contact Person's Last Name.
4.3	Email Address	Enter the Contact Person's Email Address.

# Ariba Network Account

# Email Invitation for Registration

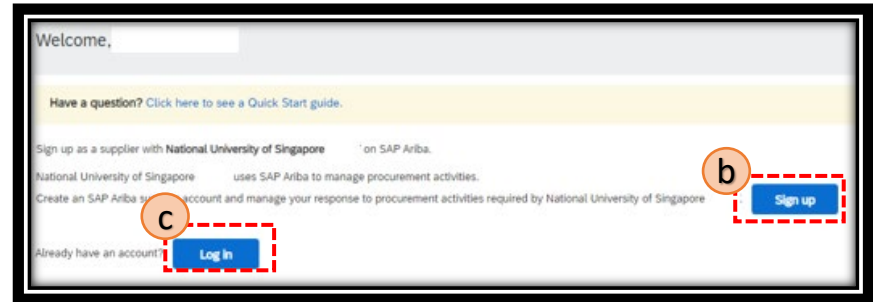
An invitation email shall be sent to the registered email address, upon the approval by NUS.



Step 1: Click on “Click Here” to create account (a).

Step 2a: Click on “Sign up” if you do not have any existing Ariba Network Account (b).


Step 2b: Click on “Log in” if you have existing Ariba Network Account maintained for the registering supplier (c).





# Ariba Network Account Creation (1/3)

If you do not have an existing account, complete the required field to create a new Ariba Network Account.  
Note: Standard Account is free and sufficient to handle the business transactions with NUS.



The screenshot shows the 'Company information' form. It includes fields for Company Name, Country/Region (pre-filled with Singapore [SGP]), Address (four lines), City, Postal Code, and State (a dropdown menu). A note indicates that an asterisk (\*) denotes a required field. A small text block explains that if a company has multiple offices, the main office address should be entered, with other addresses added later.

## Company Information

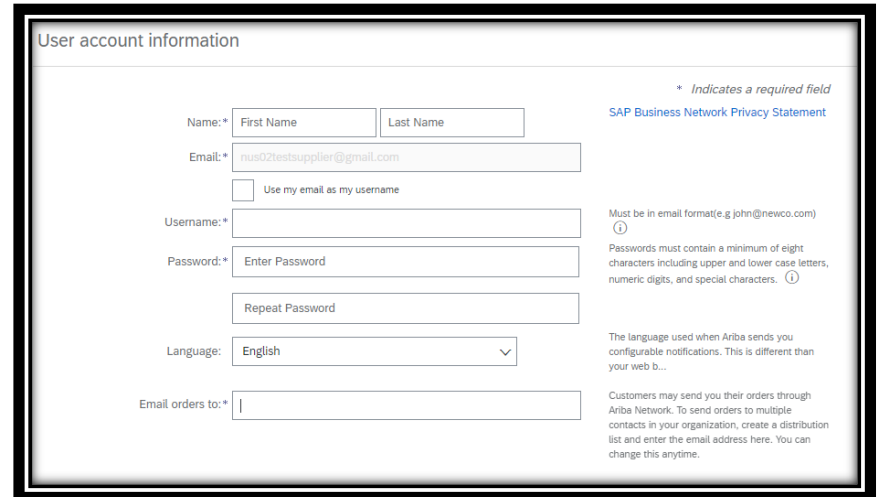
Most of the information shall be pre-populated, extracted from the Supplier Request Questionnaire.

Do verify the data and ensure the information is accurate and true before proceeding.

## User Account Information

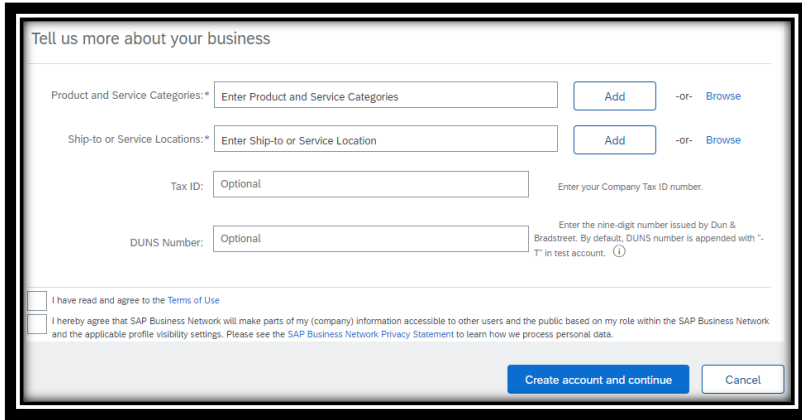
The name and email addresses shall be pre-populated from the Supplier Request Questionnaire.

Username is required to be created and it has to be in email format, but not necessary a working/valid email address. It is recommended for Supplier to create a group username such as [sales@companydomain](mailto:sales@companydomain), instead of tying it to individual personnel.



The screenshot shows the 'User account information' form. It includes fields for Name (First Name and Last Name), Email (pre-filled with nus02testsupplier@gmail.com), Username (with a note that it must be in email format), Password (with a note that it must contain a minimum of eight characters), Repeat Password, Language (pre-filled with English), and Email orders to. A link to the SAP Business Network Privacy Statement is provided. A note explains that the language used for notifications is configurable.

# Ariba Network Account Creation (2/3)



Tell us more about your business

Product and Service Categories:\*   -or-

Ship-to or Service Locations:\*   -or-

Tax ID:  Enter your Company Tax ID number.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "T" in test account. ⓘ

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

I hereby agree that SAP Business Network will make parts of my (company) information 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 [SAP Business Network Privacy Statement](#) to learn how we process personal data.

## Tell us more about your business

Enter the appropriate Product and Service Categories. Click on “Browse” to search for the relevant categories.

Enter the Ship-to or Service Locations.

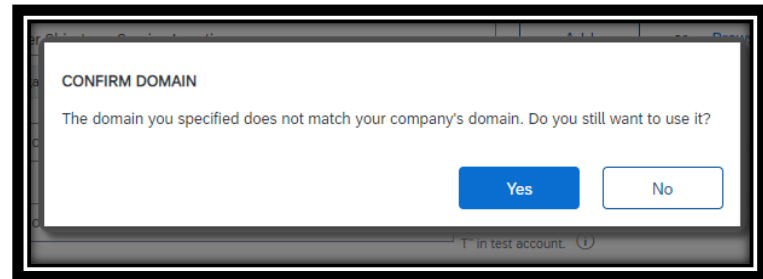
Review the Terms of Use and SAP Privacy Statement and indicate acknowledgement by checking the boxes.

Click “Create Account and Continue” to proceed.

**Note: Each Supplier entity must not have duplicated accounts in Ariba when transacting with NUS.**

## Prompt Message 1

If the username’s domain does not match the company’s email domain, the prompt on the right shall appear. Click “Yes” to proceed and “No” to continue editing.

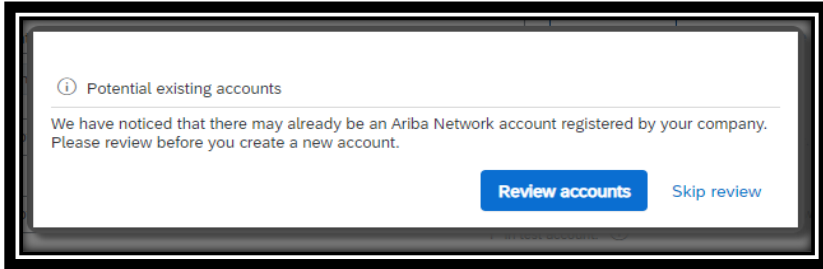


CONFIRM DOMAIN

The domain you specified does not match your company's domain. Do you still want to use it?

ⓘ in test account. ⓘ

# Ariba Network Account Creation (3/3)

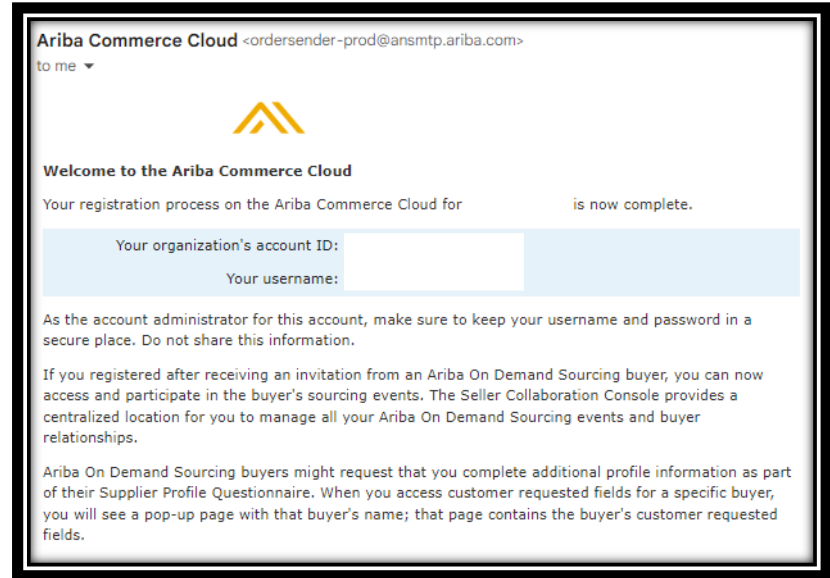


## Prompt Message 2

In any events whereby multiple Ariba Network Accounts are created using the same company name, you shall sight the prompt message on the left. Click “Review accounts” to contact the administrator of the respective account and “Skip Review” to proceed.

## Approval Email

Once you have created the Ariba Network Account, there shall be an approval email sent to the registered email address with the ANID and user name.



# **NUS Registration Questionnaire**

# NUS Registration Questionnaire (1/7)

Once the Ariba Network Account is created, you shall be prompt to NUS registration questionnaire.

Ariba Sourcing

Go back to National University of Singapore - TEST dashboard

Company Settings Feedback Help Messages

Console Doc1149092807 - Supplier Registration

Time remaining: 24 days 14:37:09

All Content

Name 1

your inquiry with regards to this online registration to cpo@nus.edu.sg.

\* Fields marked with an asterisk are mandatory.

1.2 Please visit the Accounting and Corporate Regulatory Authority website to generate your company's Unique Entity Number (UEN).

2. General Supplier Information

2.1 Individual or Organisation

2.2 Foreign

2.4 Name

2.5 Name (Additional)

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

8 Supporting Documents

8.1 Business Registration Form for Local Companies

Attach a file

All suppliers must complete the NUS Supplier Registration Questionnaire.

- Registration Questionnaire Contents;
- Fill in mandatory fields (marked by red asterisk);
- Countdown that reflects the validity of this Questionnaire;
- Clickable link to ACRA's website to ease the search for UEN; and
- Help tip that contains information to advise how fields should be enter;
- Attach files, (i.e. supporting documents such as Business Registration Certificate), where required.

# NUS Registration Questionnaire (2/7)

The screenshot shows a web form for 'General Supplier Information'. The form includes fields for '2.1 Individual or Organisation' (Organisation dropdown), '2.2 Local or Foreign' (Local dropdown), '2.4 Name' (Mister Logi Pte Ltd), and '2.5 Name (Additional Character)'. A red dashed box highlights the 'Submit Entire Response' button, with a circled 'g' next to it. Other buttons include 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom of the form states '(\*) indicates a required field'.

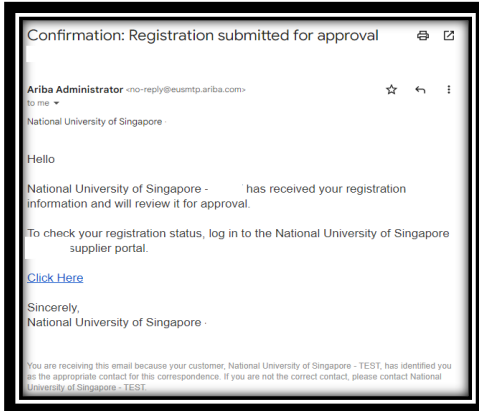
- g) Once all the data is complete, Click “Submit Entire Response” to submit.
- h) Click “OK” to submit the response.
- i) Message appears that response has been submitted. Status will turn to “Pending Approval”.

Please refer to Slides – NUS Registration Questionnaire 5/7 to 7/7 for the list of Registration Questions.

The dialog box asks 'Submit this response?' with a green checkmark icon. Below the text, it says 'Click OK to submit.' There are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red dashed box and a circled 'h'.

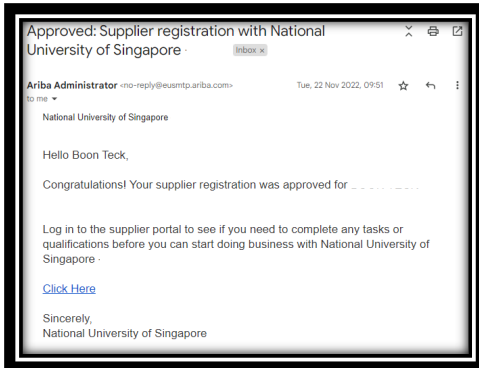
The status page shows 'Doc1149092807 - Supplier Registration' and 'Pending Approval' status. A yellow message box at the bottom states 'You have submitted a response to the questionnaire.' with a circled 'i' icon. A red arrow points from the 'Pending Approval' status to the message box.

# NUS Registration Questionnaire (3/7)



## Email – Registration Submitted

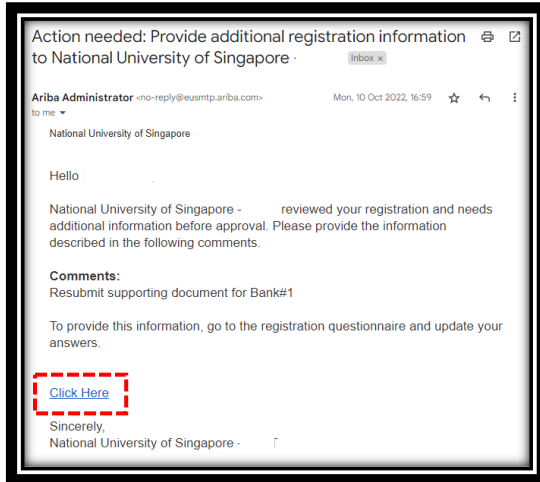
Once the registration questionnaire is successfully submitted, a confirmation email will be sent to your registered email address.



## Email – Registration Approved

Once the registration questionnaire is successfully approved by NUS, a congratulatory email will be sent to your registered email address.

# NUS Registration Questionnaire (4/7)



## Email – Request Additional Information

Should additional information or amendment be required, you shall receive an email that is sent to your registered email address. Do refer to the Comments portion whereby it will indicate the instructions from NUS.

Click on "Click Here" to be routed to the Registration Questionnaire (Note: Ariba Network sign in may be prompted). Please revise response and submit the revision once done.



# NUS Registration Questionnaire (5/7)

Below is the list of registration questions:

Registration Question	Remarks
Individual or Organisation	Select per your profile. <b>Individual is currently out of scope.</b>
Local or Foreign	Select per your country of domicile. Local for Singapore based and Foreign for non-Singapore based.
Name	Enter the name of the Supplying entity. Note: Company name must be identical to the Country's Business Registry Record.
Name (Additional Characters)	To enter the remaining name should it exceeds 35 characters, including space.
Personal Identification Type	<b>Currently out of scope.</b>
NRIC / FIN Number / Passport Number	<b>Currently out of scope.</b>
GST Registered Business	Select "Yes" if your company is GST registered with IRAS Tax Registry. Companies with foreign tax registration shall indicate "No" for this question.
GST Number	Enter your GST number.
Unique Entity Number (UEN)	Enter your UEN number.
Business Registration No.	Enter your BRN number. If you do not have BRN, you may enter your company Tax ID here.
Address	Enter your registered address here.
Company Website	Enter your corporate website address here.
First/Last Name of Contact Person	Enter the first and last name of the Sales Representative.

# NUS Registration Questionnaire (6/7)

Below is the list of registration questions:

Registration Question	Remarks
Main Contact Person Email Address	Enter the email address of the Sales Representative.
Main Contact Person Contact Number (Country Code)	Select the Country Code of the Sales Representative.
Main Contact Person Telephone Number	Enter the Sales Representative Contact Number.
Main Contact Person Mobile Number	Enter the Sales Representative Mobile Number.
Date of Incorporation	Enter the company's date of incorporation.
Business Nature / Principal Activities	Simple write-up of the Supplying Entity's business nature.
Organisation Type	Select the Supplying Entity's organisation type.
Commodity Codes	Select the relevant commodity codes that are applicable to the Supplying Entity. Multiple selections allowed.
Company email for receiving purchase orders	Enter the email address for PO recipient.
Company Email for Remittance	Enter the email address for remittance advice recipient.
Additional Company Email for Remittance	Enter the email address for remittance advice recipient.
Order Currency	Select the Order Currency, single selection.
Company's Country of Incorporation	Select the Company's Country of Incorporation. Visible for Foreign Supplying Entity only.

# NUS Registration Questionnaire (7/7)

Below is the list of registration questions:

Registration Question	Remarks
TIN Number	Enter the TIN Number, visible for Pakistan Supplier only.
Taxpayer Personal Identification Number (INN)	Enter the INN Number, visible for Russian Supplier only.
Supporting Document	Attach Business Registration / Certificate of Incorporation and ensure the document is in English.

# **NUS Registration Questionnaire - Changes**

# NUS Registration Questionnaire – Changes (1/1)

All changes to the submitted registration details must be submitted through Ariba Network.

How to submit a change request from Ariba?


- i. Log into supplier.ariba.com (a),
- ii. If you have forgotten either the Username or Password, you may click on (b),
- iii. Change the module to "Ariba Proposals & Questionnaires" (c),
- iv. Ensure the Client is "National University of Singapore" (d),
- v. Click on "Supplier Registration" (e),
- vi. Click on "Revise Response" (f),
- vii. Update the necessary field(s), and
- viii. Click "Submit Entire Response" once the data is updated (g).

# FAQ and other matters

# FAQ

For any enquiries with regards to the Supplier Registration process, please visit the Supplier Information Portal. Link: <https://support.ariba.com/Item/view/204097>.

Navigate to the Frequently Asked Questions and it contains additional information on how Supplier can maintain their Ariba Profile and important notes when filling up the bank section.



**Frequently Asked Questions (FAQ Document)**

[Frequently Asked Supplier Questions - Ariba Network](#)

[Frequently Asked Supplier Questions - How to complete the Bank section during Registration](#)

This document will answer all frequently asked questions of suppliers

Should the answer to your question is not found in the FAQ, you may write to [cposuppliers@nus.edu.sg](mailto:cposuppliers@nus.edu.sg)

**THANK YOU**