How to Participate in NUS Business Opportunities?

NUS
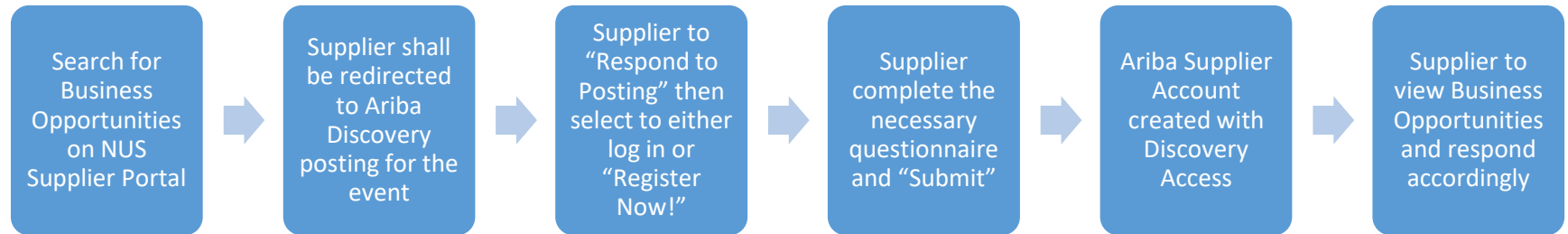National University
of Singapore

National University of Singapore

Prerequisite to participate in NUS Business Opportunities

Prerequisite to participate in NUS Business Opportunities (1/3)

Having a registered Ariba account is a prerequisite for taking part in NUS business opportunities.

❖ Business Opportunities include Invitation to Quote ("ITQ"), Invitation to Tender ("ITT"), Request for Proposal ("RFP") and other procurement methods.

❖ Supplier can register for an Ariba Network Account through Ariba Discovery accessible from NUS Supplier Portal or directly from Ariba Discovery.

❖ If your company has an existing Ariba Network Account, then you have the option to either use the administrator access to log in or create additional users in their supplier account and assign them with the necessary Ariba Discovery roles, enabling them to access and explore the content available on the Ariba Discovery site.

| Search for Business Opportunities on NUS Supplier Portal | → | Supplier shall be redirected to Ariba Discovery posting for the event | → | Supplier to "Respond to Posting" then select to either log in or "Register Now!" | → | Supplier complete the necessary questionnaire and "Submit" | → | Ariba Supplier Account created with Discovery Access | → | Supplier to view Business Opportunities and respond accordingly |

# Prerequisite to participate in NUS Business Opportunities (2/3)

Once you are in Ariba Discovery, follow the below steps to view NUS business opportunities and register/log in an Ariba Network Account.

a)   Click on "I'm Selling",

b)   Click on "Leads",

c)   Enter "National University of Singapore" or other identifier such as Document Number, etc. and click "Find",

d)   Once the opportunity is identified, click on the post for more information,

Prerequisite to participate in NUS Business Opportunities (3/3)
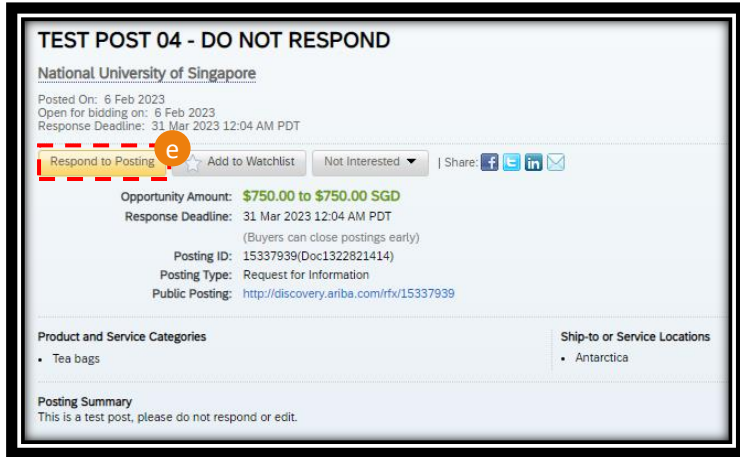
e) More information on the business opportunity shall be populated, such as the calling entity, response deadline, product/service categories, ship-to/service locations and posting summary. Note that some of the information such as attachments, requirement specifications, evaluation criteria and etc., can only be viewed after Supplier has logged in. Click on "Respond to Posting" to proceed,

f) Click on "Register Now!" if your company is new to Ariba Network or log in with the Ariba Network credential, i.e., Username and Password,

g) Click on "Forget Username" or "Forget Password" to reset the information,

h) Once the Ariba Account is created, you shall receive a congratulatory email to your registered email.
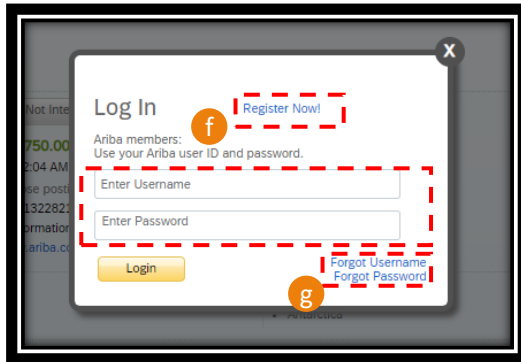
How to Participate in Business Opportunity?

How to Participate in Business Opportunity?

There are 2 ways for a Supplier to be directed to a posting details page.

1. From email invitation. You may receive the email invitation should the tender is a form of limited tender. In some scenarios, we would extend invitation of an Open Tender to incumbent suppliers with positive performance.

2. From Ariba Discovery posting. You may chanced upon bid opportunities that are relevant to your company's offering and may respond to the posting.

Note that:

❖ Once a response has been submitted, it cannot be removed. Amendment is allowed.

❖ In any events whereby you intend to withdraw your submission, please email to the contact person captured in the published tender posting information.

❖ Submission is not allowed after the tender is closed.

Participate in Business Opportunity through Email Invitation

Participate in bid through Invitation (1/5)

Email notification shall be sent to your registered email when your company is invited to participate in Sourcing Events. The email shall be sent via Ariba email, with domain "@eusmtp.ariba.com", and contain information such as the Sourcing Event Title, Buyer contact information, your company Ariba username, and etc.

To proceed with the bid submission,

a) Click on "Click Here" to access the event,

b) Log in with your Ariba Network credential,

Alternatively, you may:

i. Visit "supplier.ariba.com",

ii. Log in with your Ariba Network credential,

iii. Switch to "Ariba Proposal & Questionnaires"

iv. Ensure the client points to "National University of Singapore".

Participate in bid through Invitation (2/5)

c) Under the "Events" section, you can see which projects is/are completed, open and pending selection. Click on the project which you would like to proceed,

d) On the Checklist dropdown, supplier can review on the event details, review and accept perquisites and finally, submit response. Note that this is a sequential flow, where Checklist 1 has to be completed before Checklist 2.

e) Under the prerequisites, please complete all the mandatory questions, such as compliance to our Non-Disclosure Agreement, NUS Digital Procurement System Terms of Use, etc. These questions may vary tender from tender.

f) Once completed, click "OK" to proceed.

Participate in bid through Invitation (3/5)

g) Click on the items which you would like to submit response for and "Confirm Selected Lots/Line Items",

h) The full event contents would then populate. Content page is located at the left, where you can click on the respective subject to toggle to the particular section.

i) Depending on the tender requirement, you would see different answer types, such as "Attach a file".

j) There are other answer types, such as numerical for pricing and free-text answer type for comment.
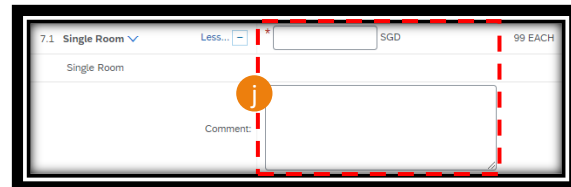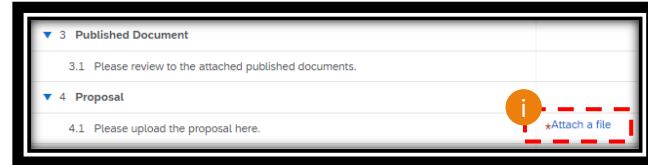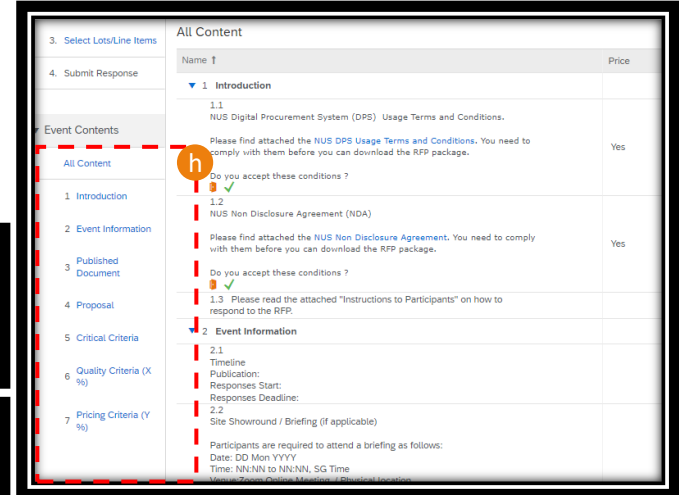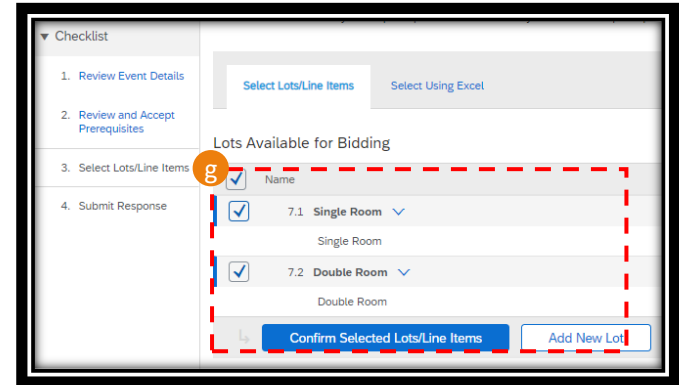
Participate in bid through Invitation (4/5)

k)   Mandatory response is denoted with *,

l)   Once all the questions are duly completed, click on "Submit Entire Response",

m)   Should there be any error, an error message banner would populate at the top, with the number of problems detected,

n)   Scroll through the questionnaire and there would be a detailed error message appearing on the specific answer. For this case, the error is prompted due to no submission for a mandatory question.

o)   Once all issues are rectified, click on "Submit Entire Response" to proceed. Note that submission has to be made before tender is closed, time remaining can be observed from the top right hand corner of the Sourcing Event.

p)   Once the response is successfully submitted, a green banner would appear.
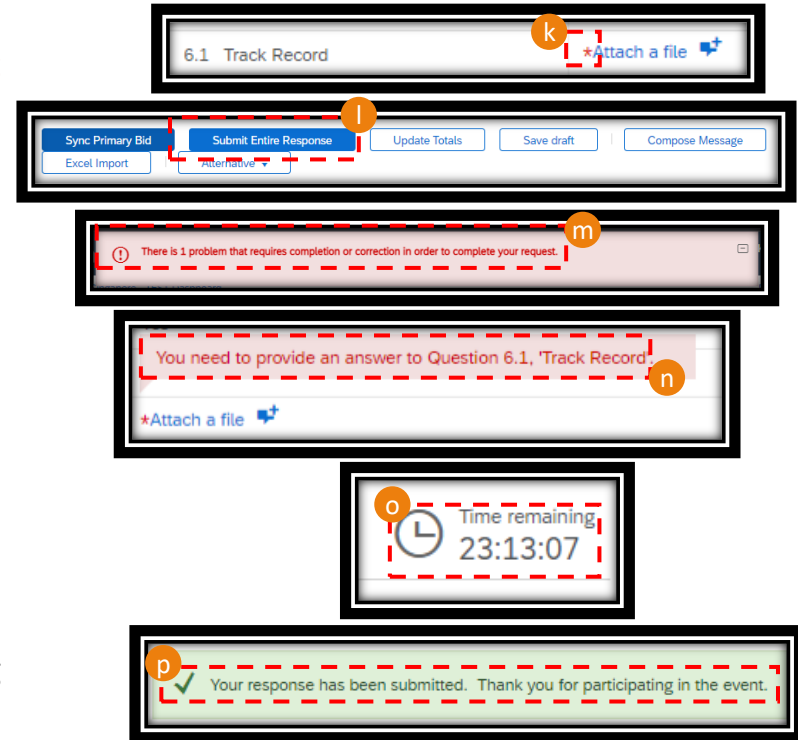
Participate in bid through Invitation (5/5)

q) Response can be revised by visiting the Sourcing Event and click on "Revise Response".
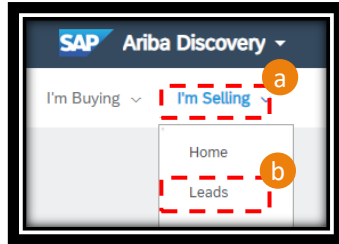
Note:

NUS is not able to determine if response has been received from your company until the event has concluded. Further, there will be no email notification sent to you to confirm successful submission.
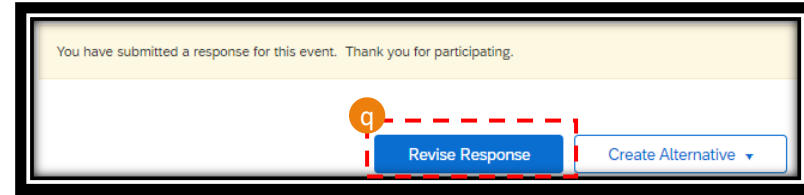
# Participate in Business Opportunity through Ariba Discovery

Participate in bid through Ariba Discovery (1/5)

Follow the below steps to submit responses for bid through Ariba Discovery.

a) Click on "I'm Selling",

b) Click on "Leads",

c) Enter "National University of Singapore" or other identifier such as Document Number, etc. and click "Find",

d) Once the opportunity is identified, click on the post for more information,

e) More information on the business opportunity shall be visible, such as the calling entity, response deadline, product/service categories, ship-to/service locations and posting summary. Note that some of the information such as attachments can only be viewed after Supplier has logged in. Click on "Respond to Posting" to proceed,

Participate in bid through Ariba Discovery (2/5)
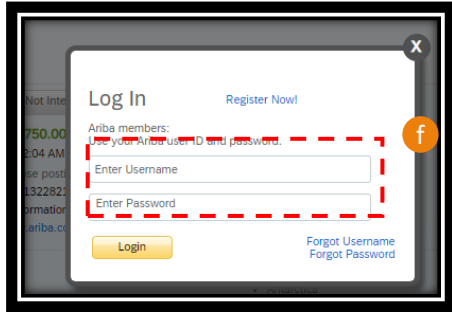
f) Enter your Ariba Network credential to login,

g) The posting can be downloaded by clicking "Download Content",

h) Click on "Intend to Participate" should you wish to continue and "Decline to Participant" to reject. Note that this option can be changed within the publication period.
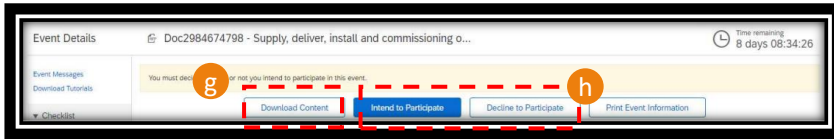
i) On the Checklist dropdown, supplier can review on the event details, review and accept perquisites and finally, submit response. Note that this is a sequential flow, where Checklist 1 has to be completed before Checklist 2.

j) Under the prerequisites, please complete all the mandatory questions, such as compliance to our Non-Disclosure Agreement, NUS Digital Procurement System Terms of Use, etc. These questions may vary tender from tender.

k) Once completed, click "OK" to proceed.

Participate in bid through Ariba Discovery (3/5)

l) Click on the items which you would like to submit response for and "Confirm Selected Lots/Line Items",

m) The full event contents would then populate. Content page is located at the left, where you can click on the respective subject to jump to the particular section.

n) Depending on the tender requirement, you would see different answer types, such as "Attach a file". If there are multiple files, please zipped them together and attach as one file.

o) There are other answer types, such as numerical for pricing and free-text answer type for comment.
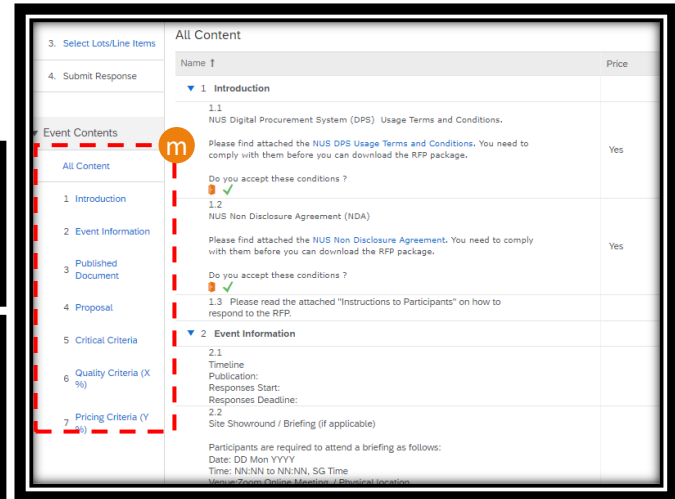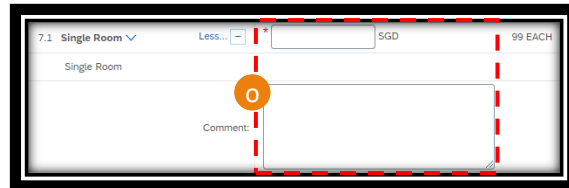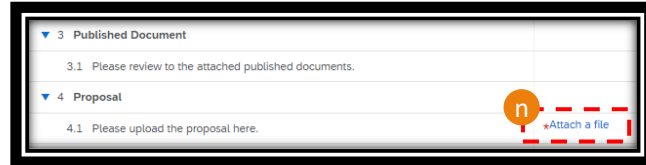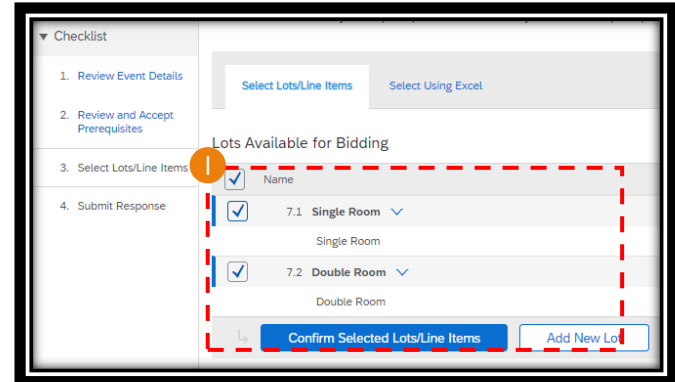
Participate in bid through Ariba Discovery (4/5)

p) Mandatory response is denoted with *,

q) Once all the questions are duly completed, click on "Submit Entire Response",

r) Should there be any error, an error message banner would populate at the top, with the number of problems detected,

s) Scroll through the questionnaire and there would be a detailed error message appearing on the specific answer. For this case, the error is prompted due to no submission for a mandatory question.

t) Once all issues are rectified, click on "Submit Entire Response" to proceed. Note that submission has to be made before tender is closed, time remaining can be observed from the top right hand corner of the Sourcing Event.

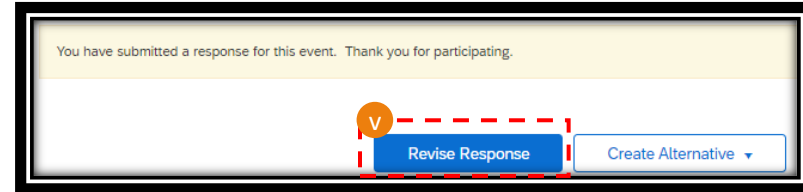u) Once the response is successfully submitted, a green banner would appear.
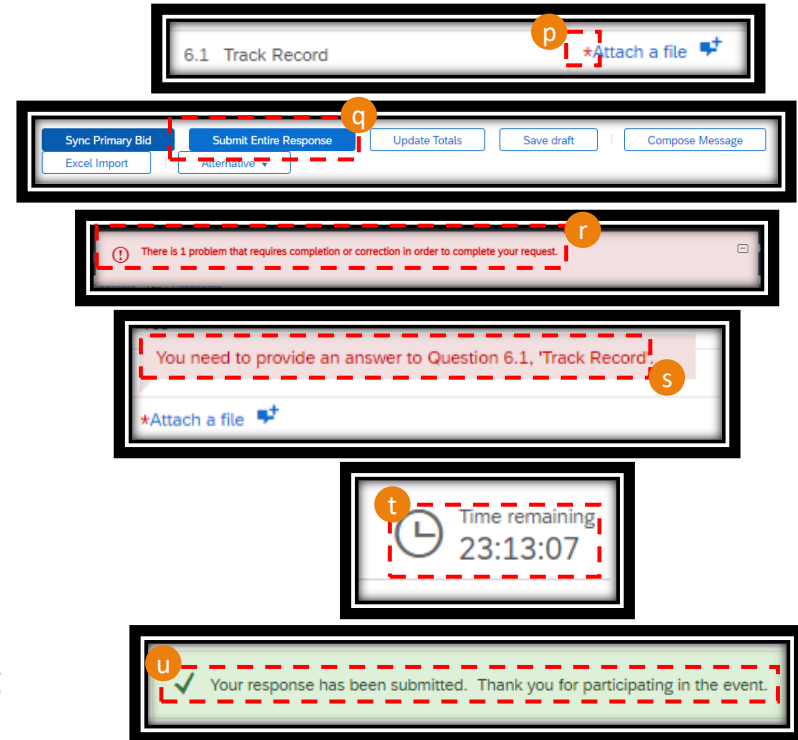
Participate in bid through Ariba Discovery (5/5)

v) Response can be revised by visiting the Sourcing Event and click on "Revise Response".

Note:

NUS is not able to determine if response has been received from your company until the event has concluded. Further, there will be no email notification sent to you to confirm successful submission.

THANK YOU