SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN

SUTD SUPPLIER ON-BOARDING GUIDE FOR ARIBA

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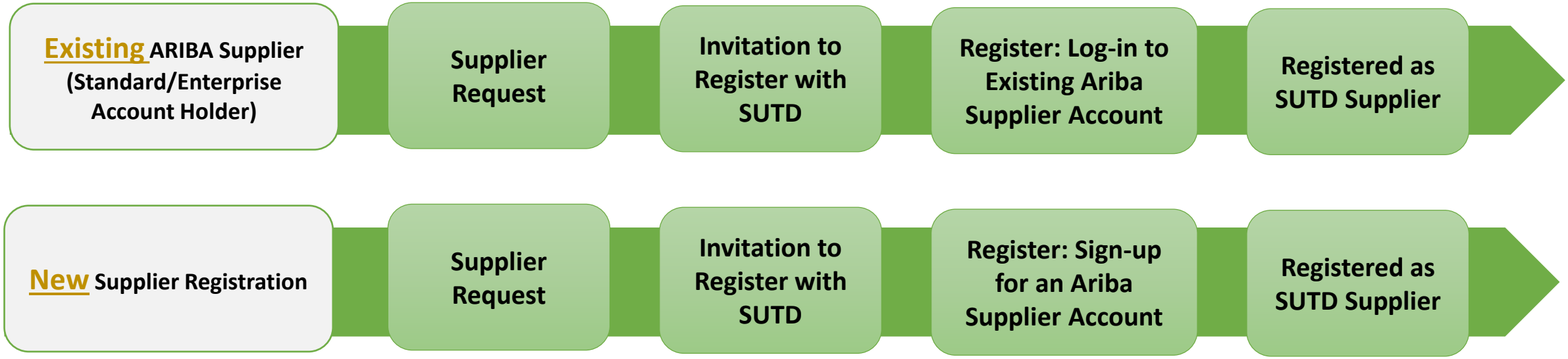
Overview



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Supplier Request

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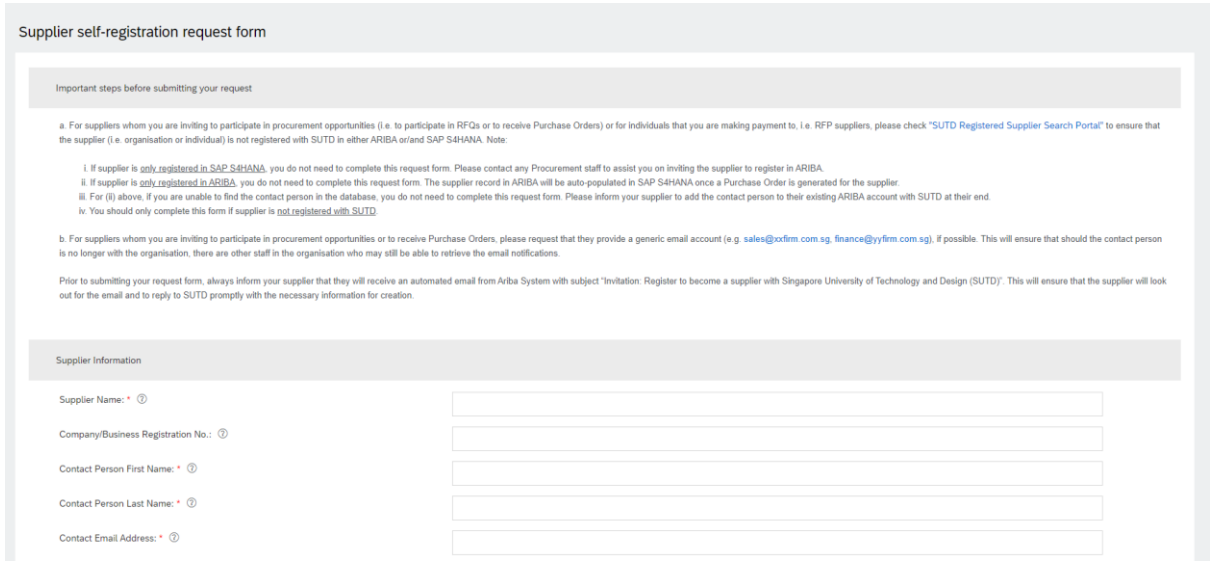
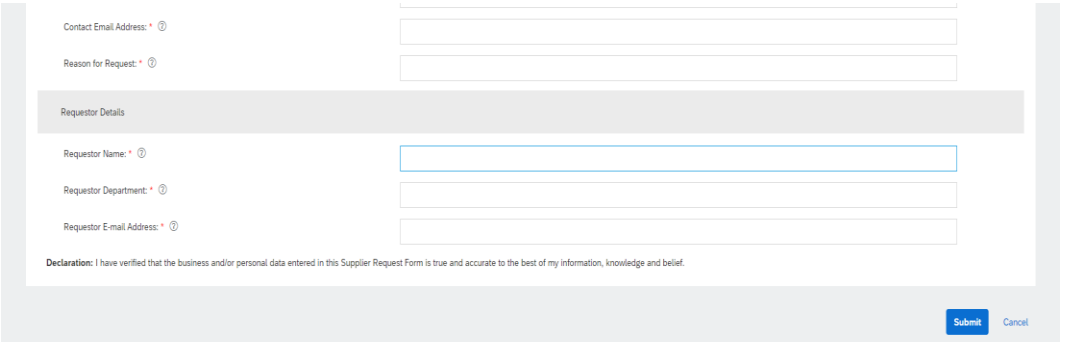
Supplier Request

1. Upon request, SUTD will email you with a **link** to fill up a Supplier Self-Registration Request form. This form will serve as a request for your company to register with SUTD via Ariba.

2. Once you click on the link – you will be redirected to a page where you will need to fill in the **Supplier Self-registration Request form**. Fields with asterisk (*) are **mandatory**. Please ensure that you are providing **correct information** in the form as this will be used for your company registration with SUTD via Ariba.





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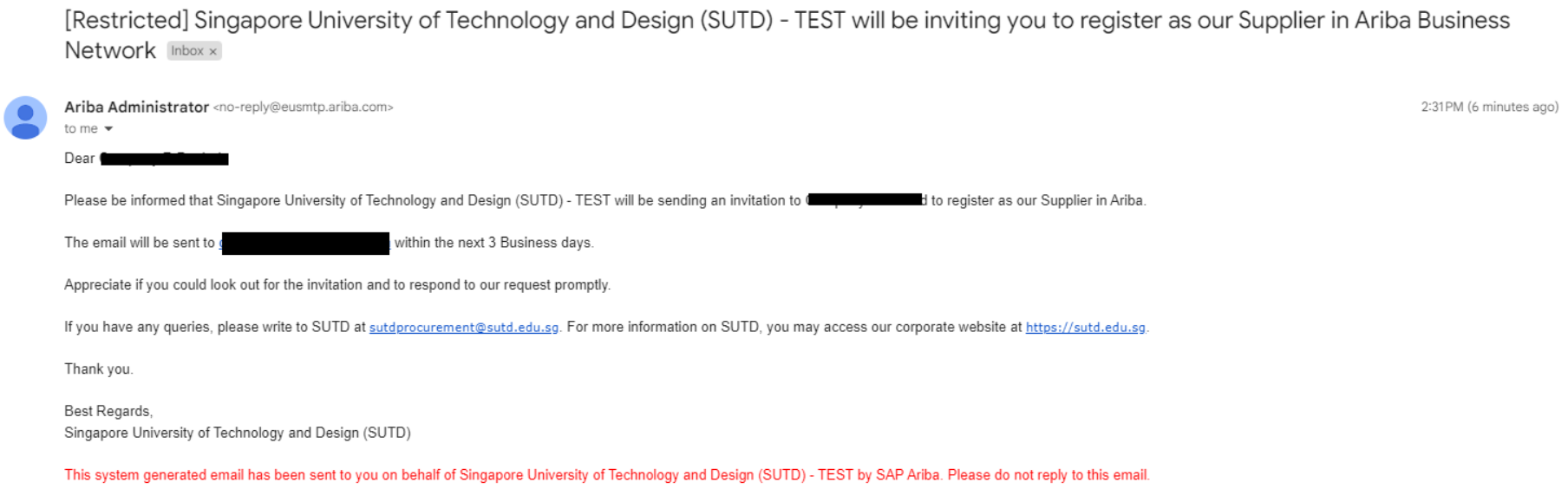
Supplier Request

3 Once all mandatory fields are filled in with the correct information, click "**Submit**" to submit the form. This form will be sent to SUTD for their approval. Once your request is approved, you will receive a notification like the below.



[Restricted] Singapore University of Technology and Design (SUTD) - TEST will be inviting you to register as our Supplier in Ariba Business Network Inbox ×

Ariba Administrator <no-reply@eusmtp.ariba.com> 2:31PM (6 minutes ago)
to me

Dear [redacted]

Please be informed that Singapore University of Technology and Design (SUTD) - TEST will be sending an invitation to [redacted] to register as our Supplier in Ariba.

The email will be sent to [redacted] within the next 3 Business days.

Appreciate if you could look out for the invitation and to respond to our request promptly.

If you have any queries, please write to SUTD at sutdprocurement@sutd.edu.sg. For more information on SUTD, you may access our corporate website at https://sutd.edu.sg.

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.

Note: An Invitation to Register with SUTD will be sent which will contain the registration link.

Invitation to Register with SUTD

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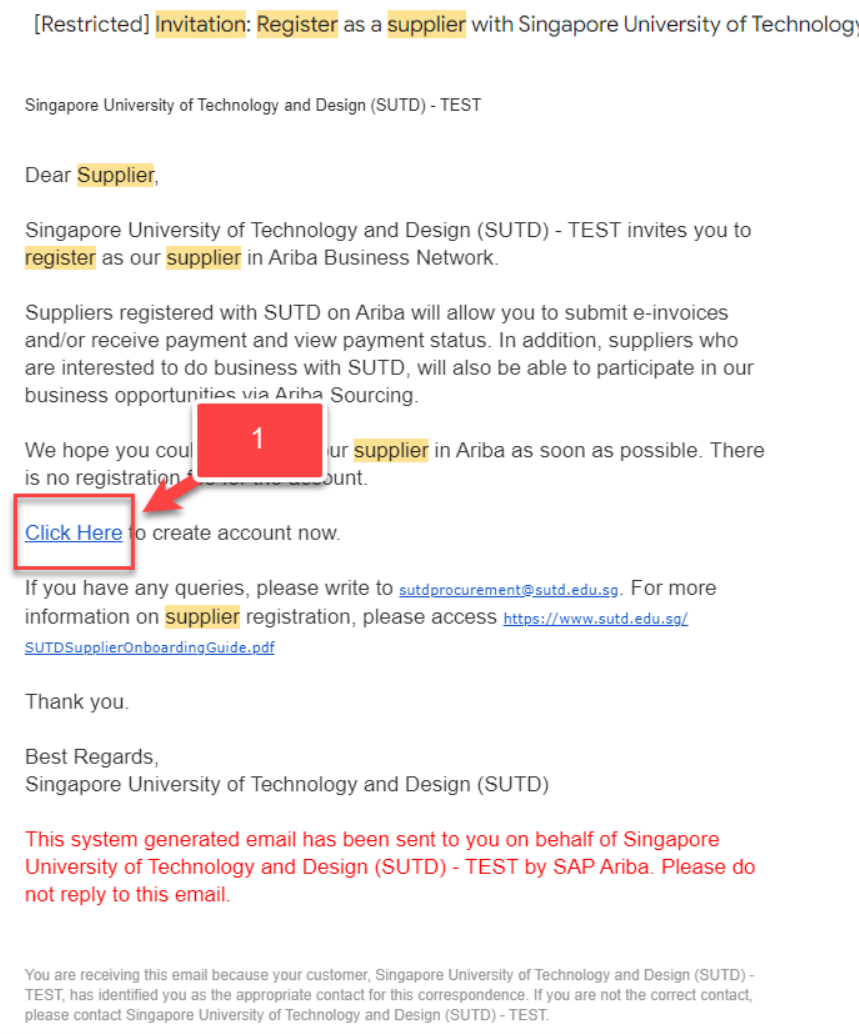
Invitation to Register with SUTD



[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 coul ur supplier in Ariba as soon as possible. There is no registration unt.

1

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 your Supplier Request is approved 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

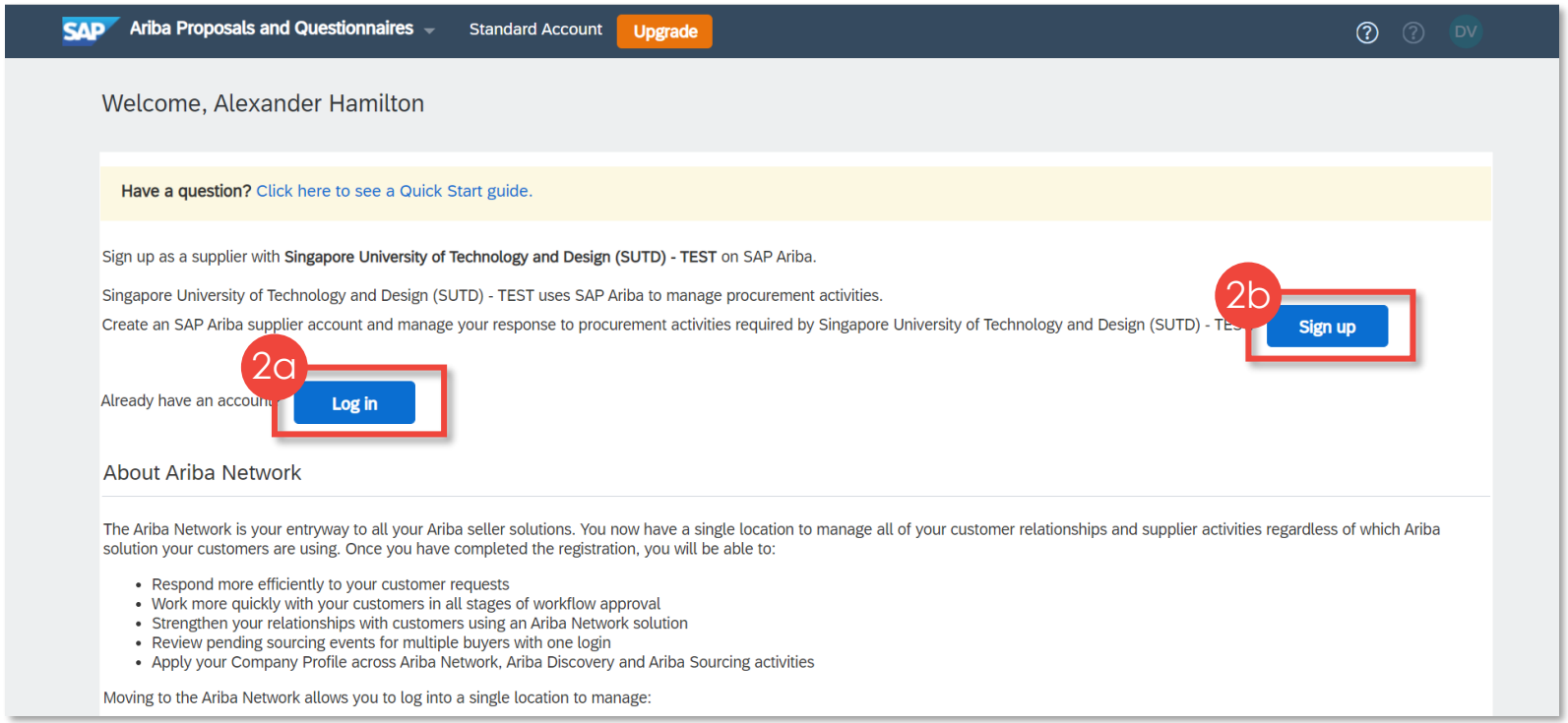
TRAILBLAZING A BETTER WORLD BY DESIGN.

Access Supplier Registration Questionnaire

2a. For Supplier with an existing Ariba account
2b. For Supplier signing up a new Ariba account

SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN

Access Supplier Registration Questionnaire



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

2a If you have an existing Ariba account, click **“Log in”** button. Please proceed to the next slide.

2b If you do not have an Ariba account, click **“Sign up”** button. Please proceed to slide 12.

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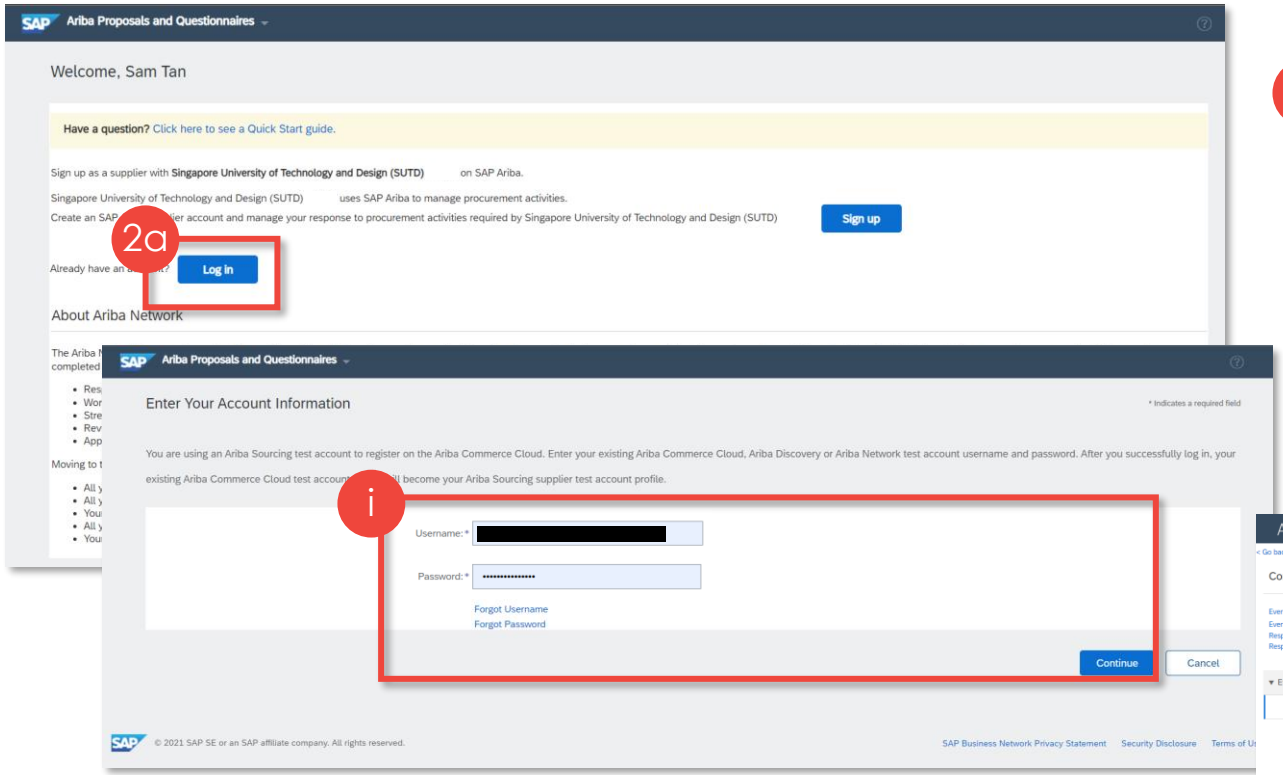
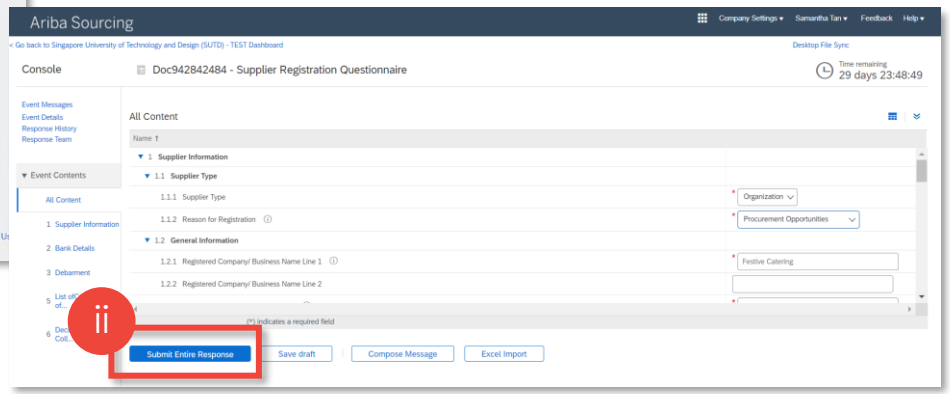
Access Supplier Registration Questionnaire

2a. For Supplier with an existing Ariba account





2a If you have an existing Ariba account, click **"Log in"** button.

i Enter your username and password then click **'Continue'** 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.

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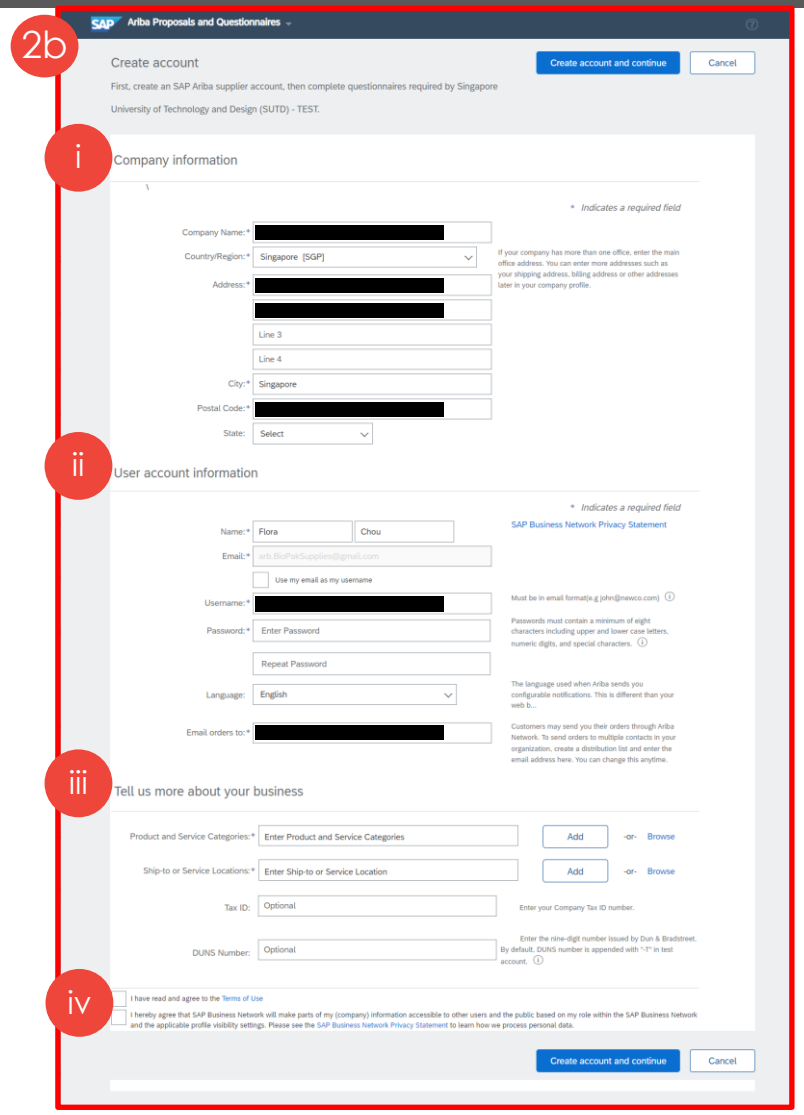
Access Supplier Registration Questionnaire



2b. For Supplier signing up a new Ariba account

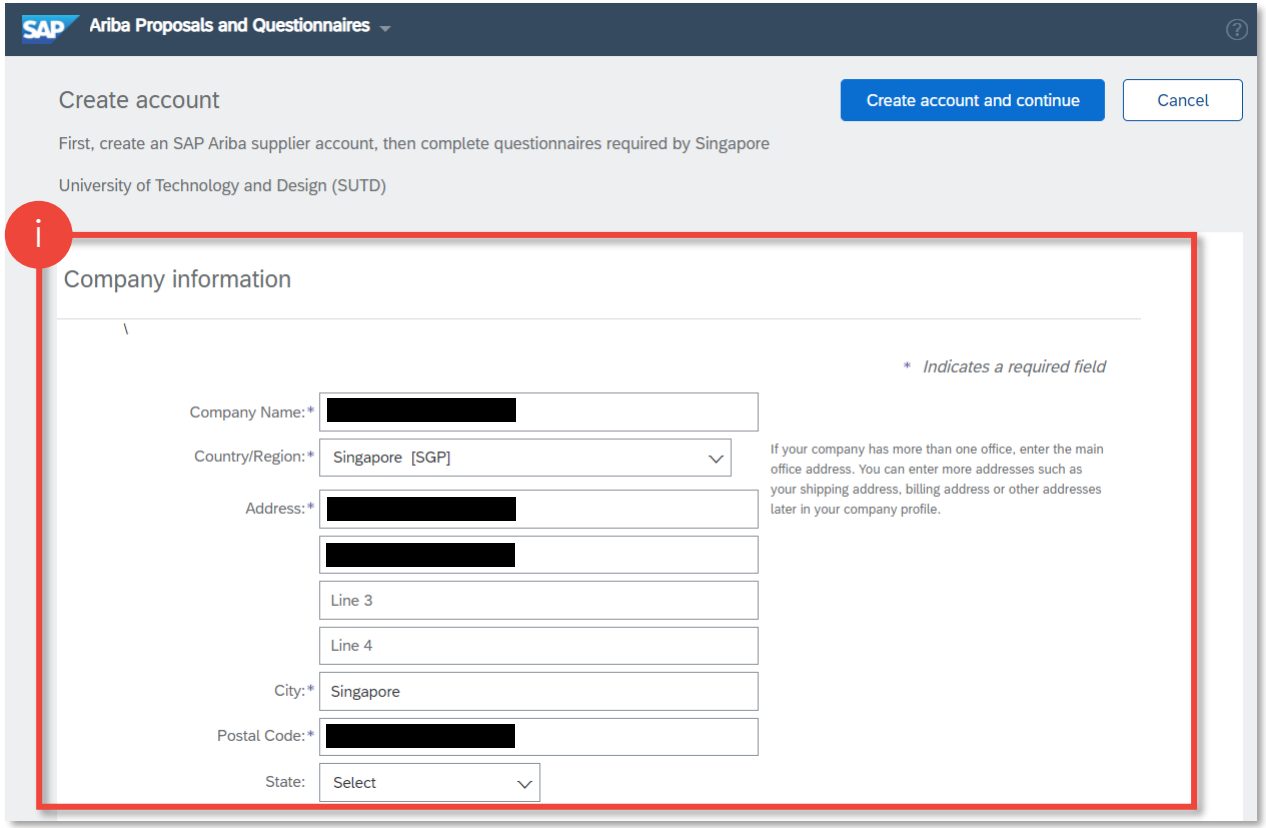
a Fill out all the required information to create your Ariba account. There are four (4) sections:

- i Company information
- ii User account information
- iii Tell us more about your business
- iv Terms of Use and Ariba Privacy Statement

TRAILBLAZING A BETTER WORLD BY DESIGN.

Access Supplier Registration Questionnaire

2b. For Supplier signing up a new Ariba account



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.

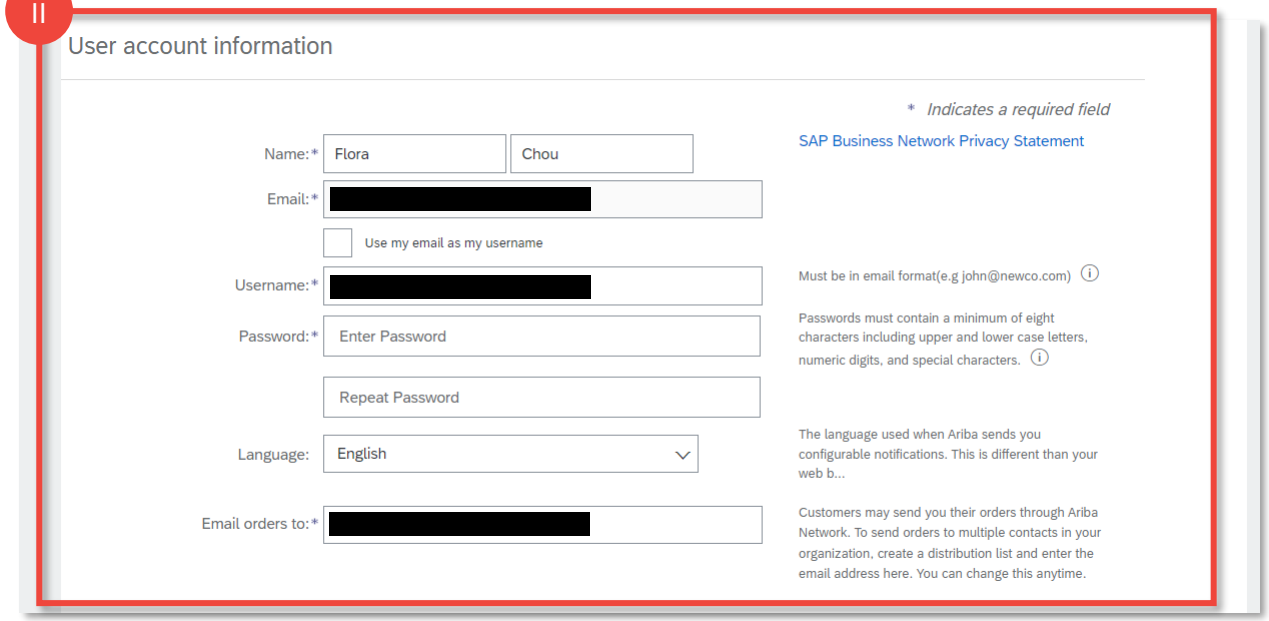
Note: Please check your Company Name and Address. Please also fill in the required information (in *).

TRAILBLAZING A BETTER WORLD BY DESIGN.

Access Supplier Registration Questionnaire

2b. For Supplier signing up a new Ariba account

ii



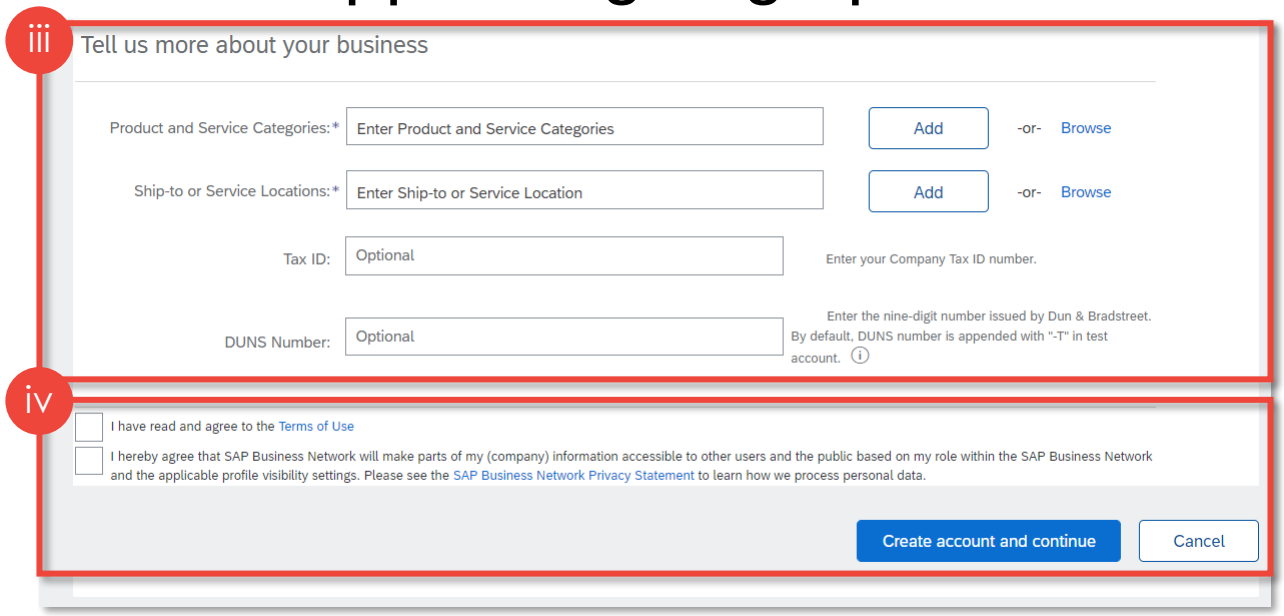
ii **Complete** the '**User account information**' section:

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 *).

TRAILBLAZING A BETTER WORLD BY DESIGN.

Access Supplier Registration Questionnaire

2b. For Supplier signing up a new Ariba account



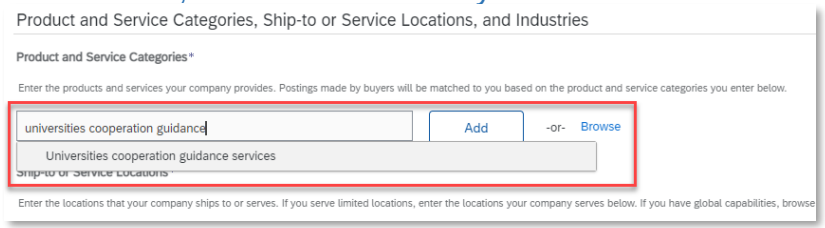
Complete the '**Tell us more about your business**' and '**Terms of Use and Ariba Privacy Statement**' section:

iii Select which "Product and Service categories*" you will sell to SUTD. Please also indicate Supplier Service Locations.

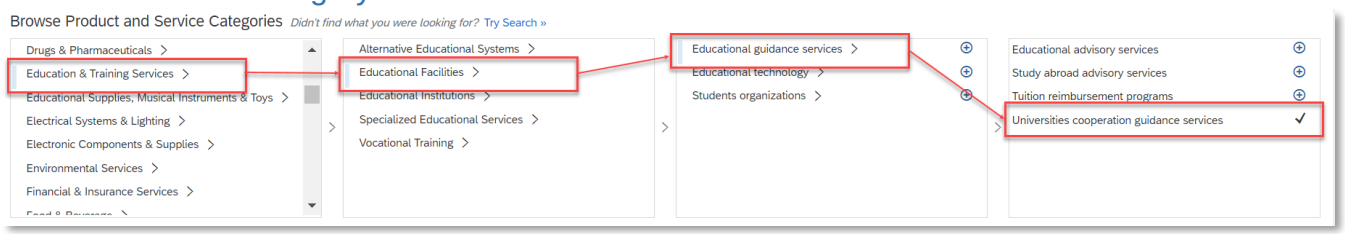
iv Tick the Terms of Use and SAP Ariba Privacy Statement, then click 'Create account and continue' button.

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

For item iii, either search directly in the field:



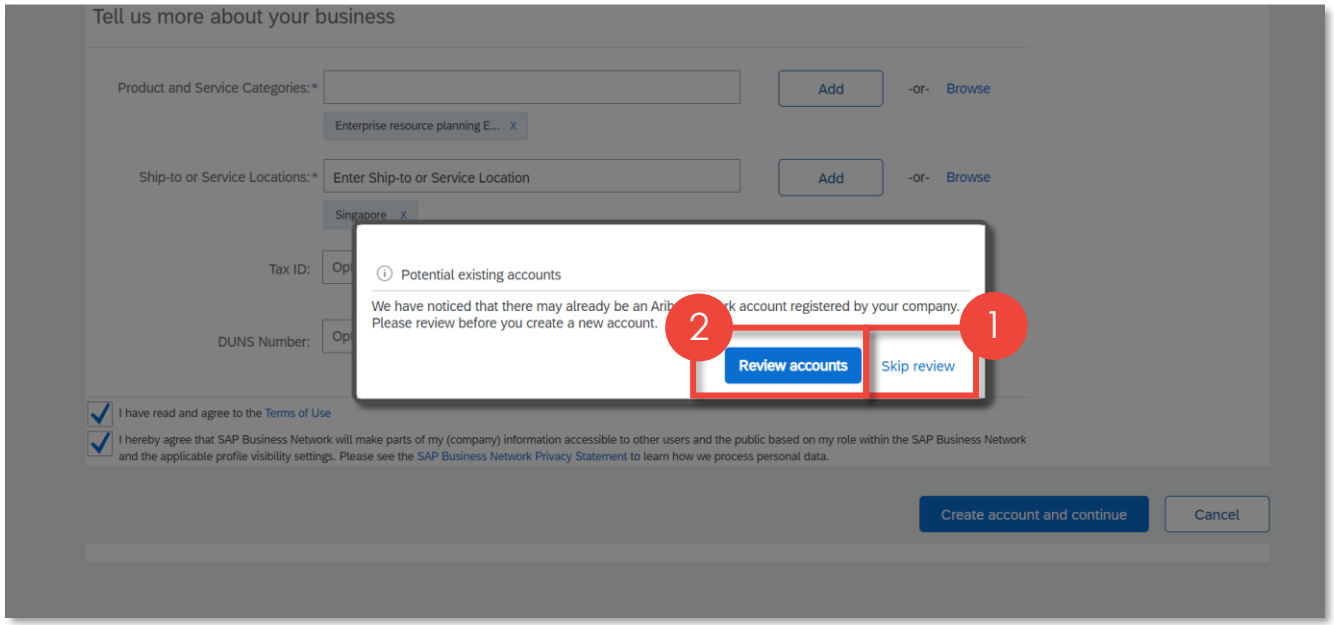
or browse for the category:



TRAILBLAZING A BETTER WORLD BY DESIGN.

Access Supplier Registration Questionnaire

2b. For Supplier signing up a new Ariba account



b Review Matched Account (if applicable)

There is a possibility that Potential existing account screen will appear after clicking Process Order. If the system identifies that your company may already have an account.

1. Click **"Skip review"** if you would like to skip this step.

2. Click **"Review accounts"** to view the list of accounts.

Note: After your account has been created, you'll be directed to the SUTD's Supplier Registration Questionnaire form for submission. **Please take note of your Ariba username and password. Please proceed to the next slide.**

TRAILBLAZING A BETTER WORLD BY DESIGN.

Submit Supplier Registration Questionnaire

For all Supplier – Supplier Registration Questionnaire

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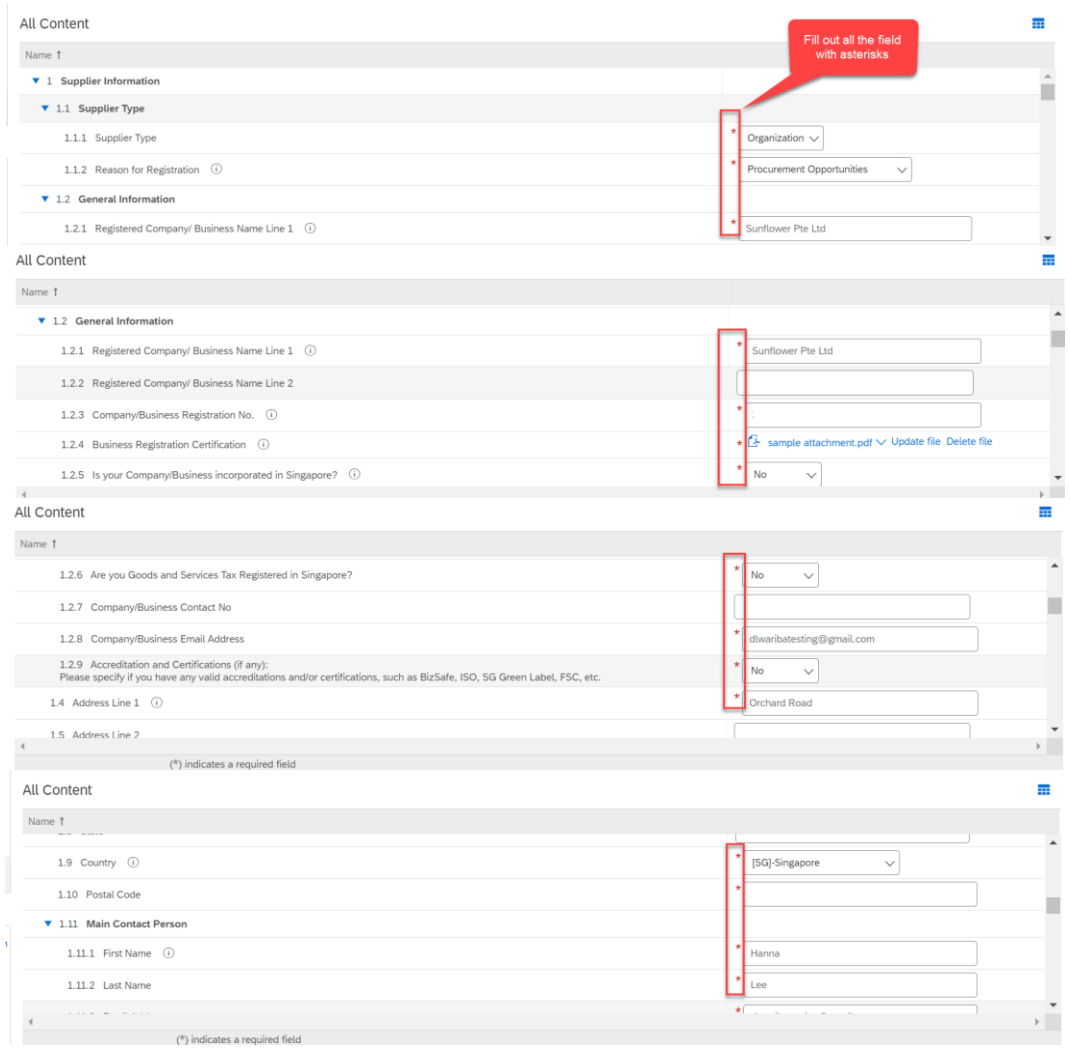
Submit Supplier Registration Questionnaire



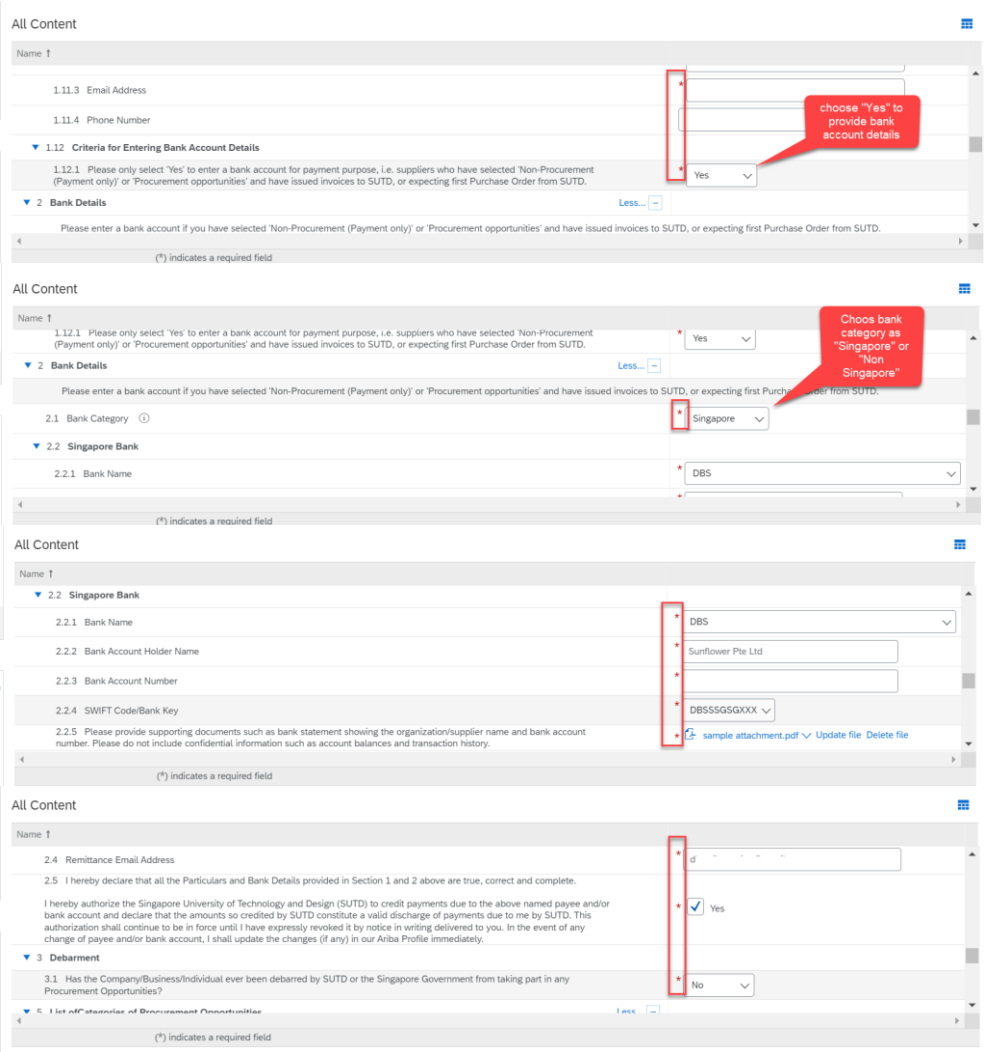
All suppliers must complete the SUTD Supplier Registration Questionnaire and submit your response.

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

- Please refer to slides 22-27 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.

TRAILBLAZING A BETTER WORLD BY DESIGN.

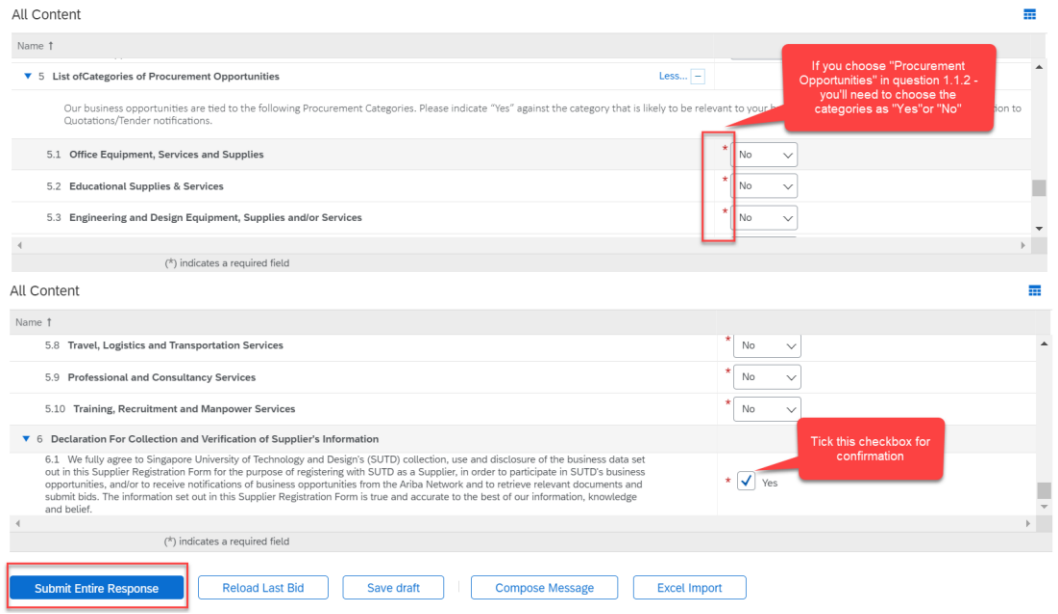
Submit Supplier Registration Questionnaire



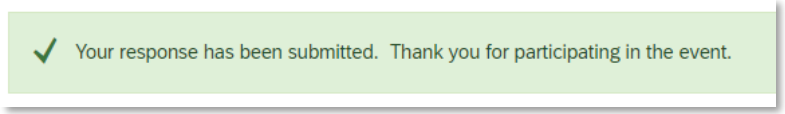
- Please refer to slides 22-27 for a guide on what to input per field
- Fill in mandatory fields (marked by red asterisk)
- For Q1.12.1,
  - Choose “Yes” to provide the bank details
    - For Q2.1, please choose the Bank Category
    - Please also attach the bank statement showing the Supplier Name and Bank Account Number (in Q2.2.5 for a Singapore Bank)
  - Choose “No” if you are not providing bank details / non-payment supplier.
- Note: Pease verify and update the designated bank account details for SUTD to credit payments due to you if you have selected reason for registration as:
  1. “Non-Procurement (Payment only)”; or
  2. “Procurement opportunities” and has issued invoices to SUTD or expecting first Purchase Order from SUTD.

TRAILBLAZING A BETTER WORLD BY DESIGN.

Submit Supplier Registration Questionnaire



- Please refer to slides 22-27 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.



TRAILBLAZING A BETTER WORLD BY DESIGN.

Submit Supplier Registration Questionnaire

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

[Restricted] Approved: Supplier registration with Singapore University of Technology and Design (SUTD) - TEST

Inbox ×

Ariba Administrator <no-reply@eusmtp.ariba.com> Wed, Dec 6, 4:55 PM (6 days ago)

to me

Singapore University of Technology and Design (SUTD) - TEST

[Message Classification: Restricted]

Hello [redacted],

Congratulations! Your supplier registration was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with Singapore University of Technology and Design (SUTD) - TEST.

Click Here

Sincerely,
Singapore University of Technology and Design (SUTD) - TEST

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.

Supplier Registration Questionnaire Guide

SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN

Supplier Registration Questionnaire Guide

Registration Question	Remarks
Supplier Type	Select if you are an: • 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	Select reason for registration: • Procurement Opportunities • 'Non-Procurement (Payment only) **Note:** • If you are a supplier intending to sell goods or services to SUTD, select 'Procurement Opportunities'. • If you are dealing with SUTD for payment matters only, select 'Non-Procurement (Payment only).'
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.

Supplier Registration Questionnaire Guide

Registration Question	Remarks
Is your Company/Business incorporated in Singapore?	For a Organization Suppliers, the Form should be filled in with the Business details registered with the Accounting and Corporate Regulatory Authority (ACRA) or in the case of a non-Singapore incorporated company, the Business details registered with the relevant authorities in its country of incorporation.
Are you Goods and Services Tax Registered in Singapore?	Specify if you are GST registered in Singapore
Company/Business Contact No	Specify your company's business contact telephone number
General Company/Business Email Address	Specify your company's business email address
Accreditation and Certification (if any)	Specify if you have any valid accreditation and/or certifications, such as BizSafe, ISO, SG Green Label, FSC, etc. If you answer yes, you will be prompted to enter the name/s of the certification/accreditation and attach the relevant supporting documents.

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 Section 6 of 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
Criteria for Entering Bank Account Details	Please select 'Yes' and proceed to enter, verify or update the designated bank account details for SUTD to credit payments due to you if you: 1. Have selected reason for registration as "Non-Procurement (Payment only)"; or 2. Are receiving either a Purchase Order, or sending a Direct Invoice to SUTD
Bank Category	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) 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. For both 'Singapore' and 'Non-Singapore' accounts, please attach bank statement showing supplier name and bank account number only.

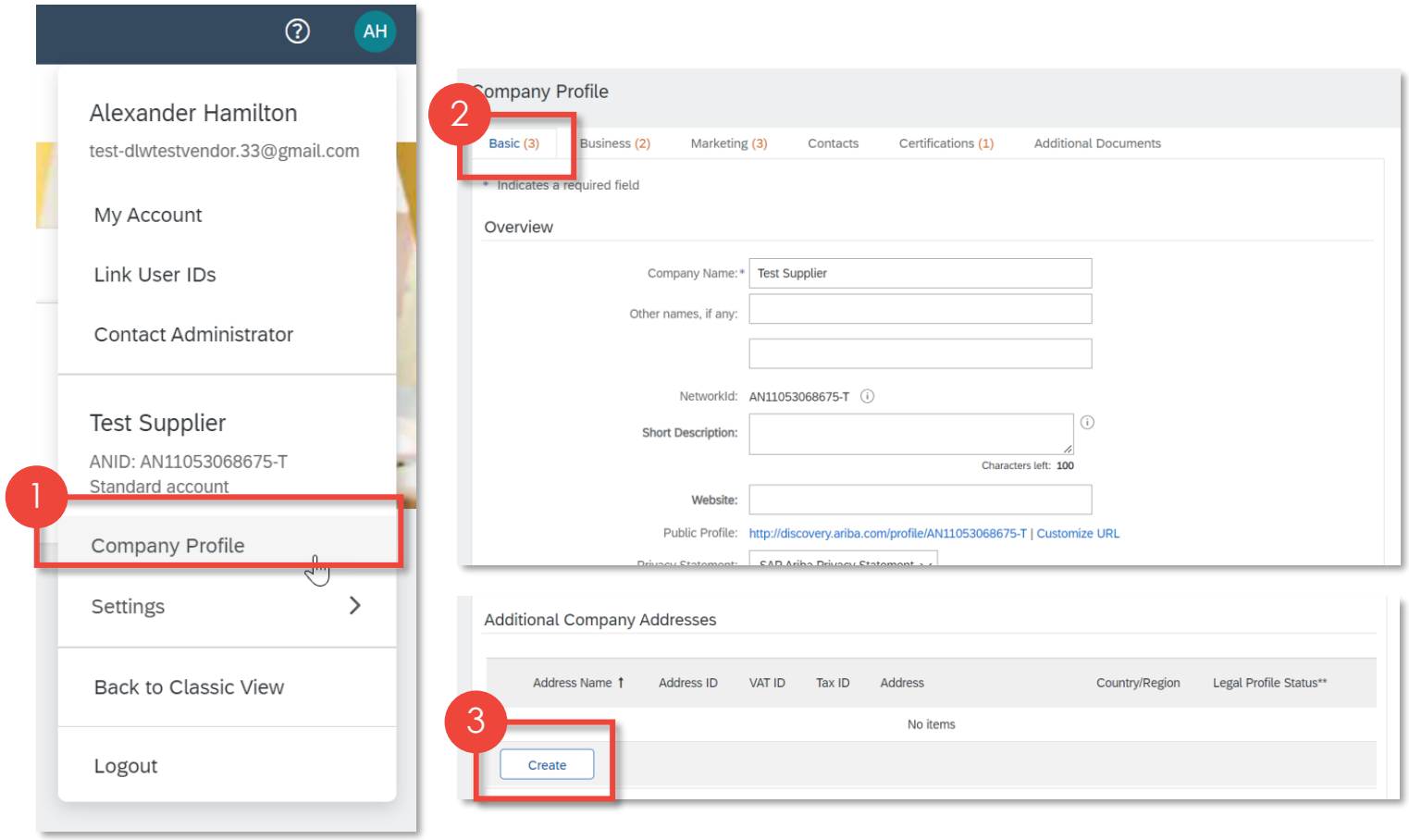
Supplier Registration Questionnaire Guide

Registration Question	Remarks
Declaration on Bank Details	This is required for all Suppliers who are submitting their Bank Details.
Debarment and Details of debarment	Indicate if your company has ever been debarred by SUTD of the Singapore Government from taking part in any Procurement Opportunities. If Yes, Please state the details. This is required for all Organizations and Individuals registering for ‘Procurement Opportunities’ with SUTD.
Qualification List for Categories of Procurement Opportunities	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’
PDPA Declaration	The Personal Data Protection Act declaration is required for suppliers registering for 'Non-Procurement (Payment only)’

Legal Profile for GST and Non-GST Registered Suppliers

SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN

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. In order to enable the GST feature, please ensure that you are in the **"Basic"** tab.

3. Click on **"Create"** to set up the legal profile.

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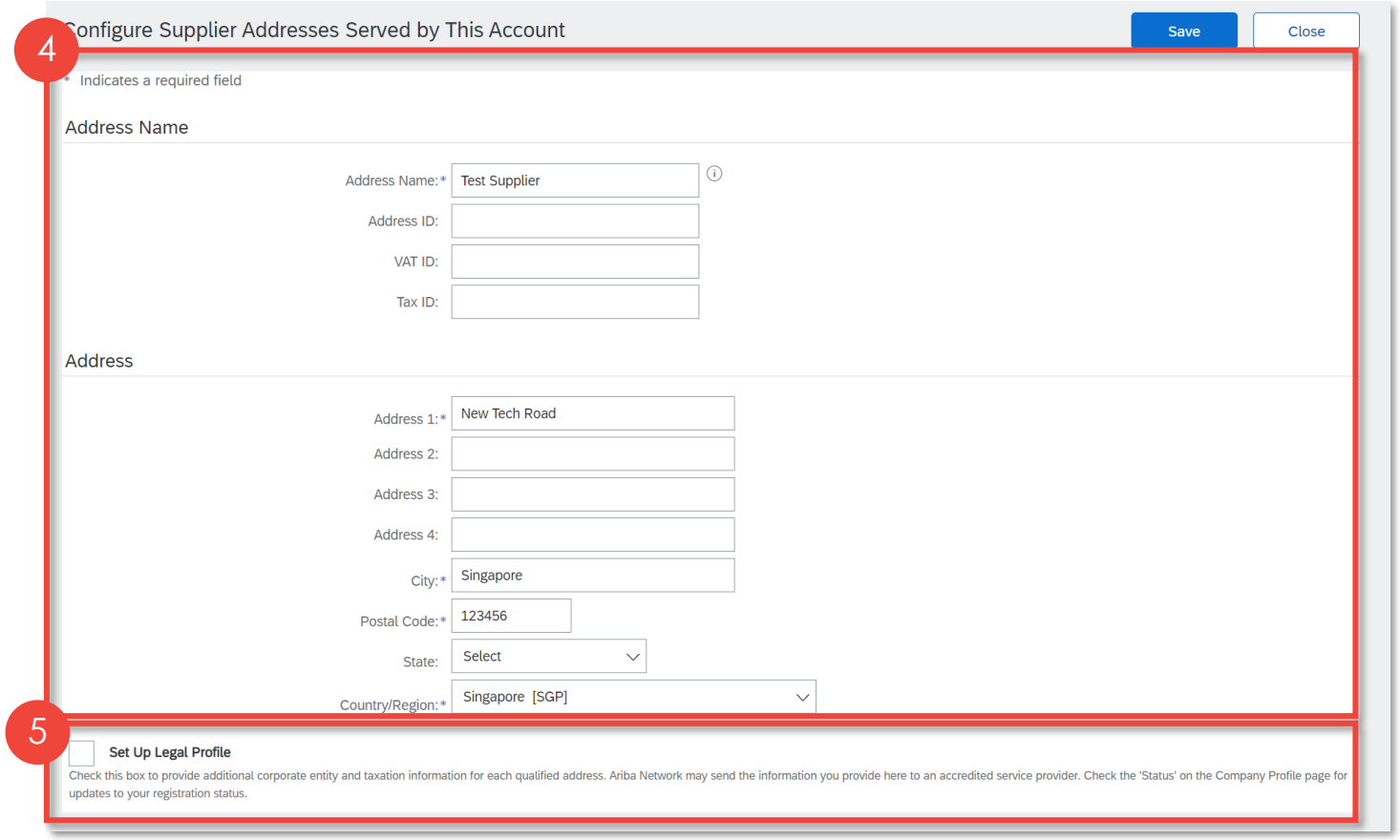
Legal Profile for GST and Non-GST Registered Suppliers



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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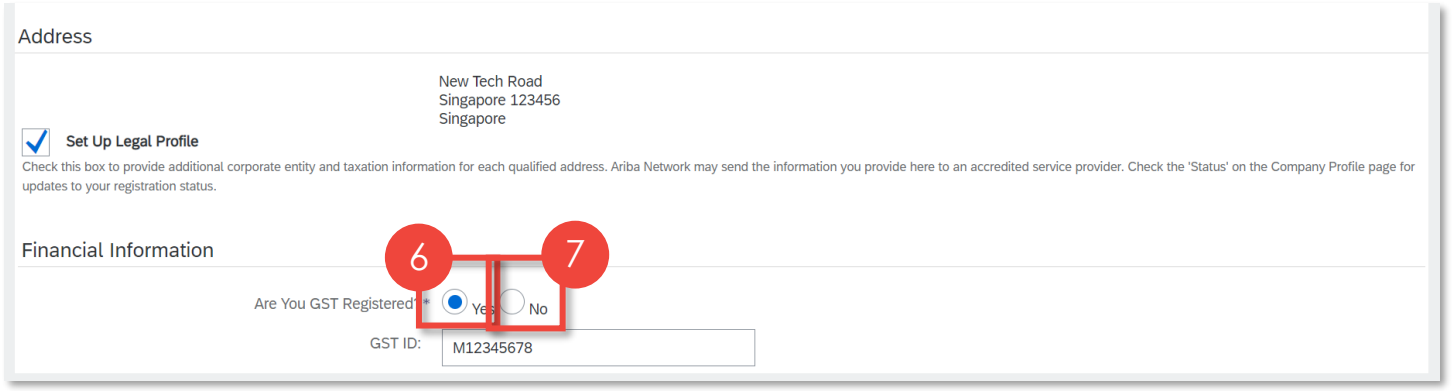
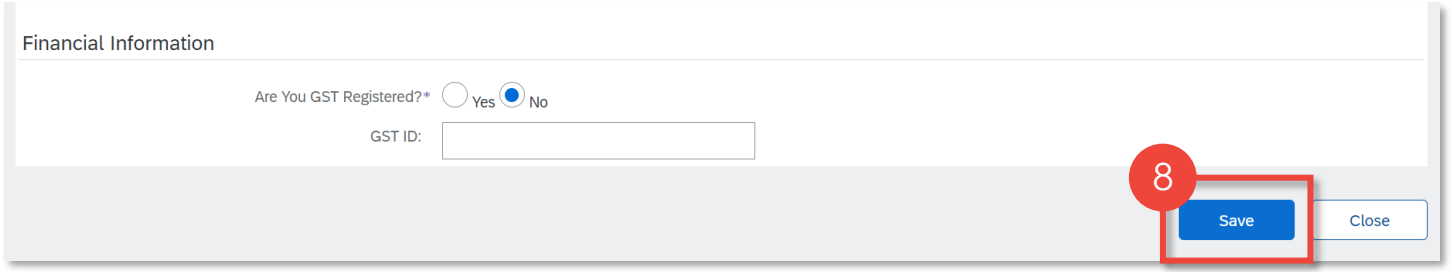
Legal Profile for GST and Non-GST Registered Suppliers





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".**

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