

How to Register as NUS Supplier?



NUS
National University
of Singapore

National University of Singapore

Supplier Onboarding Process

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

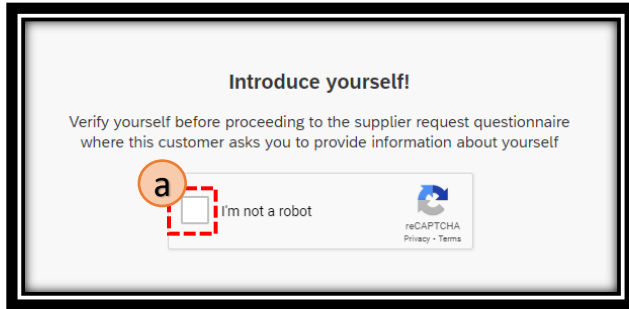


Note: The current Supplier Onboarding Process is only applicable for Company / Organisation.

Supplier Request Form

Supplier Request Navigation

Upon request, the supplier will receive a link to submit a supplier registration request to NUS.



Introduce yourself!

Verify yourself before proceeding to the supplier request questionnaire where this customer asks you to provide information about yourself

a ☐ I'm not a robot

reCAPTCHA
Privacy · Terms

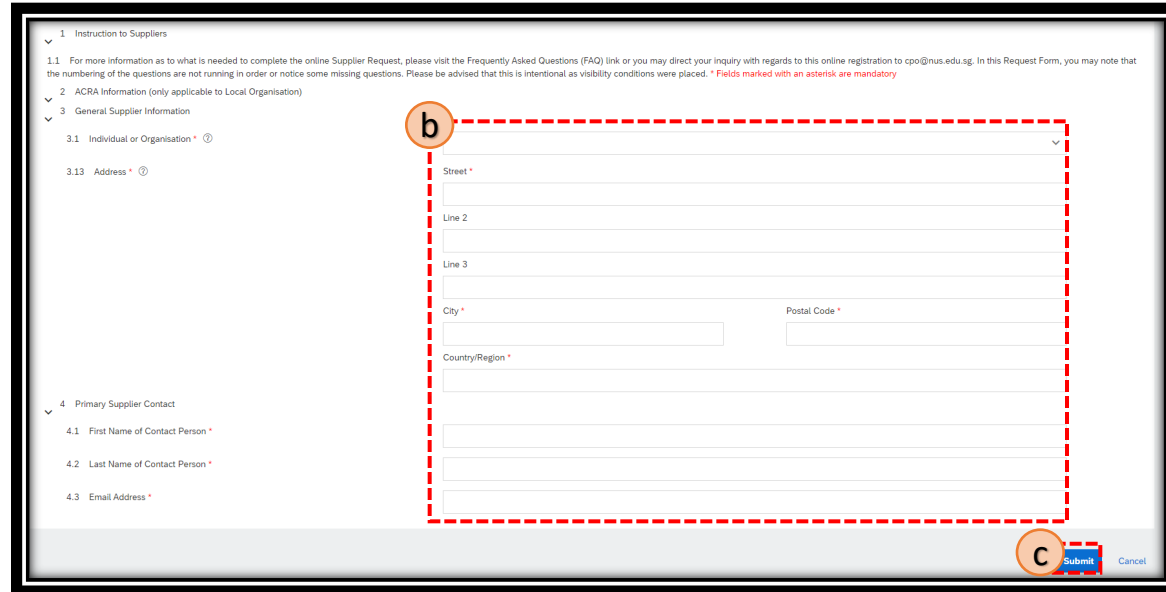
Step 1: Click on the tick box for “I’m not a robot” (a).

Step 2: Perform the reCAPTCHA verification.

Step 3: Complete the Mandatory Fields (b).

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

An NUS SAP Ariba invitation email will be sent to your registered email address once your request has been approved.



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. 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 * ⓘ

3.13 Address * ⓘ

b

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 *

c Submit Cancel

Supplier Request Fields (1/2)

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

S/N	Question	Note
2	Please visit the Accounting and Corporate Regulatory Authority (ACRA) Register 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
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>	Choose either "NRIC/FIN" or "Passport No."
3.7	NRIC / FIN Number / Passport Number <i>Visible only for Individual in S/N 3.1</i>	Enter the last characters of NRICFIN/Passport number
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)

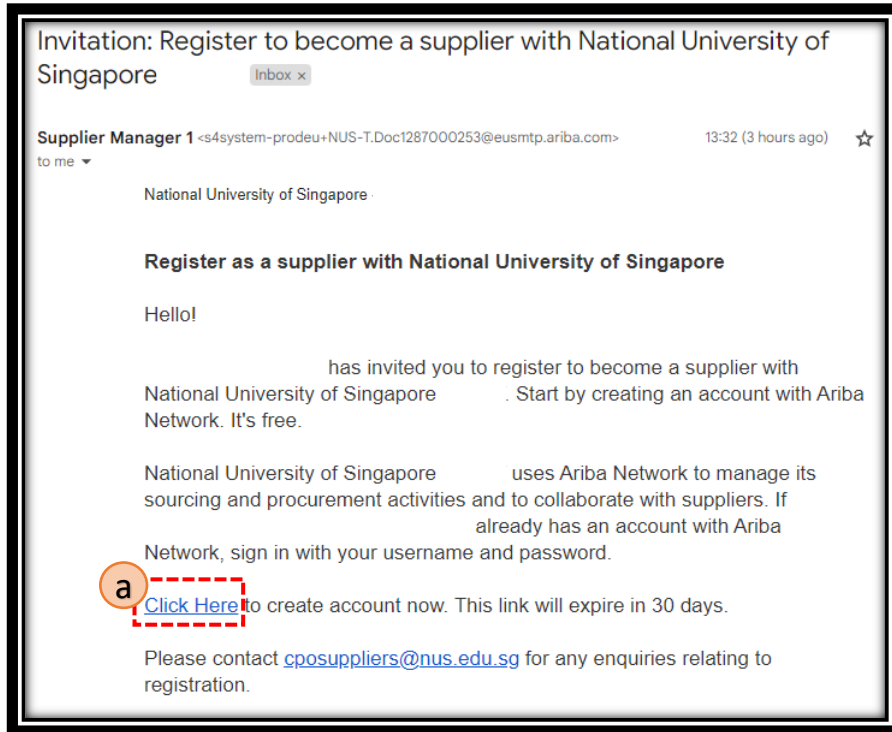
The below list down the fields required for the Supplier Request Form. Please refer to the table below for reference.

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.

SAP Ariba Network Account

NUS SAP Ariba Email Invitation

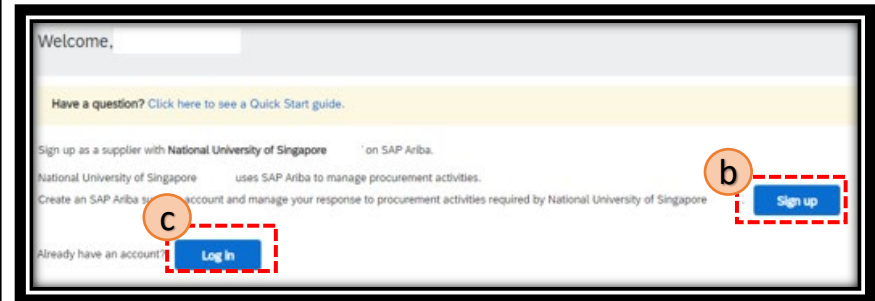
An invitation email shall be sent to the registered email address once your request has been approved.



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

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

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



SAP Ariba Network Account Creation (1/3)

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

The 'Company information' form contains the following fields and instructions:

- Company Name:** A text input field with an asterisk indicating it is required.
- Country/Region:** A dropdown menu currently showing 'Singapore [SGP]'.
- Address:** Four stacked text input fields labeled 'Line 1', 'Line 2', 'Line 3', and 'Line 4'.
- City:** A text input field.
- Postal Code:** A text input field.
- State:** A dropdown menu currently showing 'Select'.

* Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Company Information

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

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 Form.

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, instead of tying it to individual personnel.

The 'User account information' form contains the following fields and instructions:

- Name:** Two text input fields for 'First Name' and 'Last Name'.
- Email:** A text input field pre-populated with 'nus02testsupplier@gmail.com'.
- Username:** A text input field. Below it is a checkbox labeled 'Use my email as my username'.
- Password:** Two text input fields for 'Enter Password' and 'Repeat Password'.
- Language:** A dropdown menu currently showing 'English'.
- Email orders to:** A text input field.

* Indicates a required field

[SAP Business Network Privacy Statement](#)

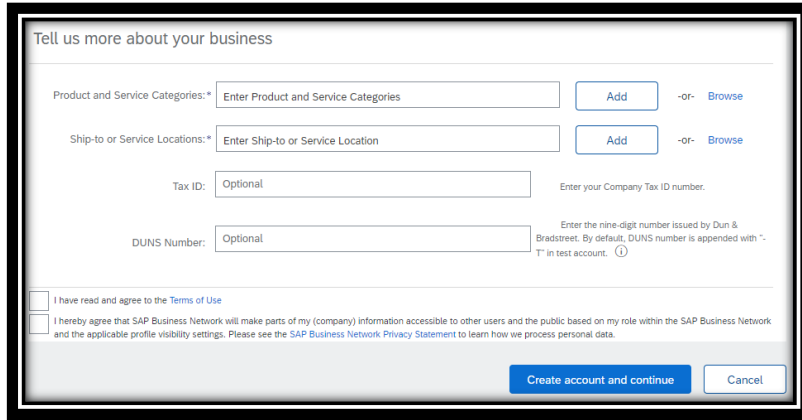
Must be in email format(e.g john@newco.com)
①

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ①

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

SAP 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.

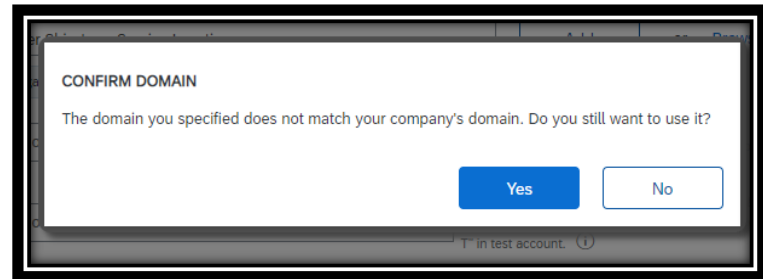
Review the Terms of Use and SAP Privacy Statement and indicate acknowledgement by checking the boxes.

Click “Create Account and Continue” to proceed.

Note: Each Supplier entity must not have duplicated accounts in SAP 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.

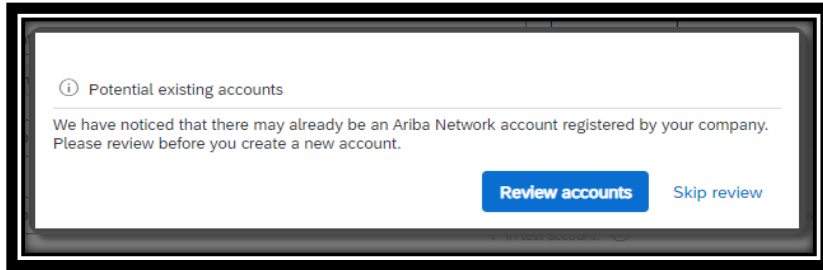


CONFIRM DOMAIN

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

ⓘ in test account.

SAP Ariba Network Account Creation (3/3)

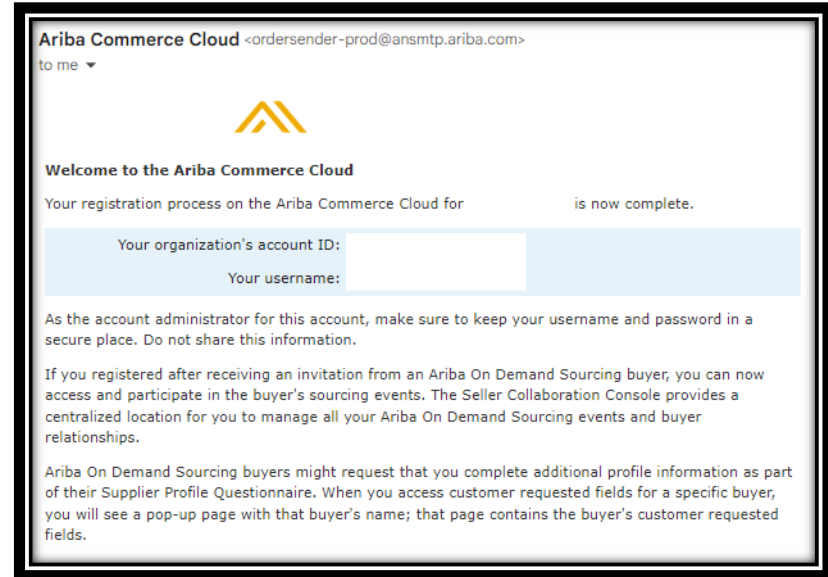


Prompt Message 2

In any events whereby multiple SAP 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 SAP Ariba Network Account, there shall be an approval email sent to the registered email address with the ANID and username.



Supplier Registration Questionnaire

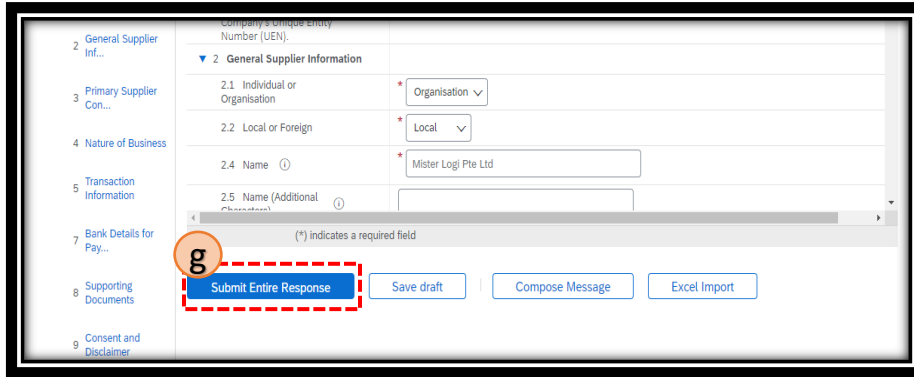
Once the SAP Ariba Network Account is created, you shall be prompt to NUS Supplier Registration Questionnaire.

8 Supporting Documents

8.1 Business Registration Form for Local Companies

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

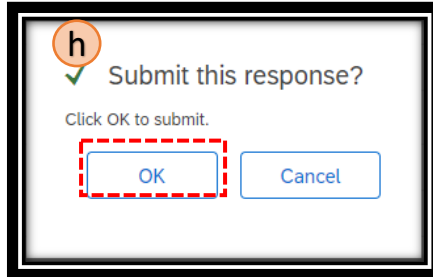
Supplier Registration Questionnaire (2/7)



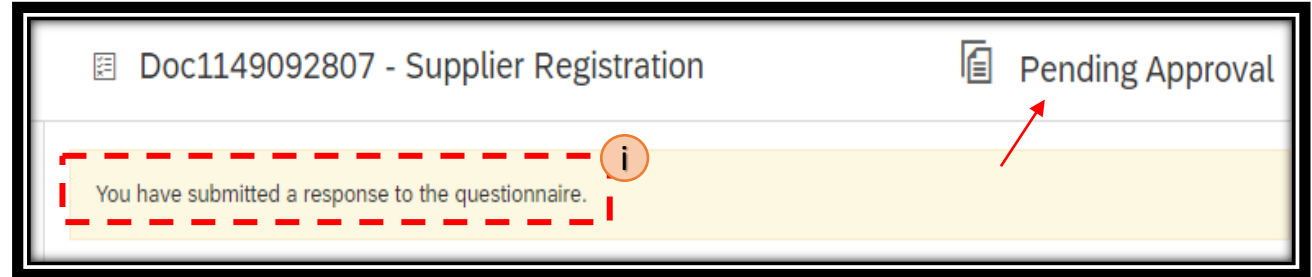
The screenshot shows a web form for 'General Supplier Information'. The form includes fields for '2.1 Individual or Organisation' (Organisation), '2.2 Local or Foreign' (Local), '2.4 Name' (Mister Logi Pte Ltd), and '2.5 Name (Additional Phrases)'. A red dashed box highlights the 'Submit Entire Response' button, which is labeled with a circled 'g'. Other buttons visible are 'Save draft', 'Compose Message', and 'Excel Import'. A sidebar on the left lists various sections of the questionnaire.

- g) Once all the data is completed, 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 – Supplier Registration Questionnaire 5/7 to 7/7 for the list of Registration Questions.

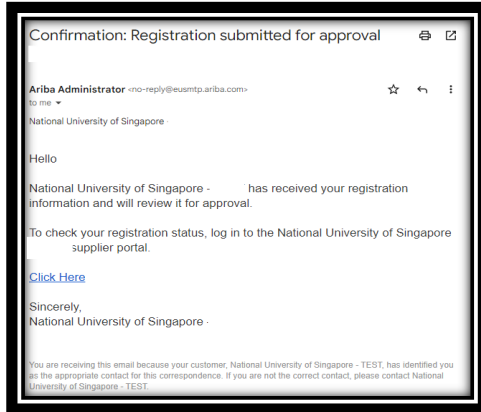


The screenshot shows a dialog box titled 'Submit this response?'. It contains a green checkmark icon and the text 'Click OK to submit.'. There are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red dashed box and a circled 'h'.



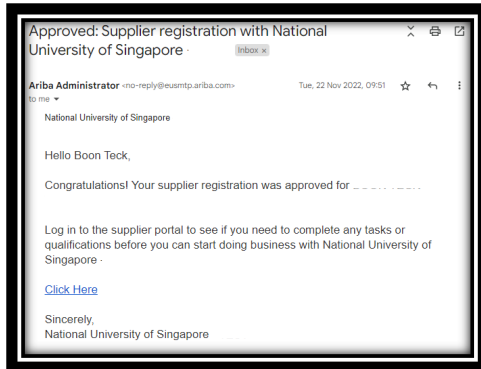
The screenshot shows a page titled 'Doc1149092807 - Supplier Registration'. The status is 'Pending Approval'. A yellow message box at the bottom states 'You have submitted a response to the questionnaire.' and is labeled with a circled 'i'. A red arrow points from the 'Pending Approval' status to the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

Supplier Registration Questionnaire (3/7)



Email – Registration Submitted

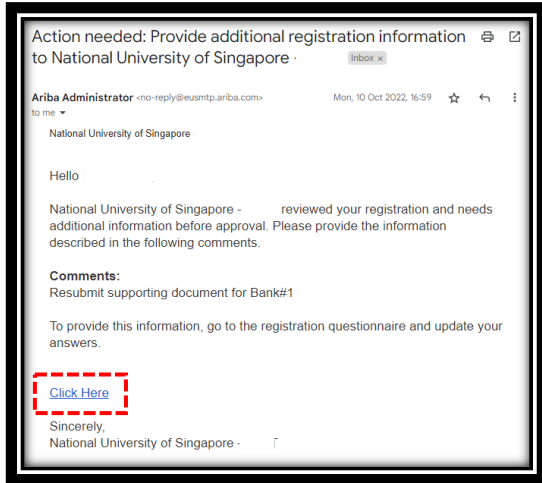
Once the Supplier Registration Questionnaire is successfully submitted, a confirmation email will be sent to your registered email address.



Email – Registration Approved

Once the Supplier Registration Questionnaire is successfully approved by NUS, a congratulatory email will be sent to your registered email address.

Supplier 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 Supplier Registration Questionnaire (Note: SAP Ariba sign in may be prompted). Please revise response and submit the revision once done.

Supplier Registration Questionnaire (5/7)

Below is the list of registration questions:

Registration Question	Remarks
Individual or Organisation	Select per your profile.
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	Visible for Individual. Select either "NRIC/FIN Number" or "Passport Number"
NRIC / FIN Number / Passport Number	Visible for Individual. Enter the last 4 characters.
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.

Supplier 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.

Supplier 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.

Supplier Registration Questionnaire - Changes

Supplier Registration Questionnaire – Changes (1/1)

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

The image displays three screenshots of the SAP Ariba interface, illustrating the steps for submitting a change request for a supplier registration questionnaire.

- Supplier Login:** The first screenshot shows the login page. A red box labeled **(a)** highlights the "User Name" and "Password" input fields. A red box labeled **(b)** highlights the "Login" button and the "Forgot Username or Password" link.
- Business Network:** The second screenshot shows the "Business Network" dropdown menu. A red box labeled **(c)** highlights the "Ariba Proposals & Questionnaires" option.
- Ariba Proposals and Questionnaires:** The third screenshot shows the "Ariba Proposals and Questionnaires" page. A red box labeled **(d)** highlights the "NATIONAL UNIVERSITY OF SINGAPORE" client selection. A red box labeled **(e)** highlights the "Supplier Registration" link under the "Registration Questionnaires" section. A red box labeled **(f)** highlights the "Revise Response" button. A red box labeled **(g)** highlights the "Submit Entire Response" button.

How to submit a change request from Ariba?

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

Bank Questionnaire

Bank Questionnaire (1/8)

Proposals and Questionnaires

Contracts

Supplier Registration

Doc3240173988

8/17/6109 10:00 AM

Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Bank Information Questionnaire	Doc3241448020	11/23/2026 9:23 PM	All Commodities All	All All	Not Responded

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
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Click on the Bank Information Questionnaire to complete the required details.

Bank Questionnaire – Fill in the form (2/8)

All Content

Name ↑

▼ 1 Banking Details Less...

For bank-related clarification, please contact OFN FSS SC MDM Team (ofn_scmdm@nus.edu.sg).

1.1 Bank Country ⓘ *

1.2 Payment method ⓘ [G]-GIRO for SG banks *

1.4 Bank Name bds *

1.5 SWIFT Code / Routing number (US) / BSB (AU) / Sort code (GB) ⓘ DBSS5GSGXXX *

1.6 Account Holder Name ⓘ Sentosa *

1.7 Bank Account number ⓘ 123456test *

1.9 IBAN ⓘ

2 Remove this bank detail ⓘ No

3 Restricted Currency

4 Is there any intermediary bank? Yes

▼ 5 Intermediary Bank

5.1 Correspondent Bank Account Number

5.2 Intermediary / Correspondent Payment Currency Unspecified

5.3 Intermediary / Correspondent Bank Country Unspecified

5.4 Intermediary / Correspondent Bank Name

5.5 Intermediary / Correspondent Bank SWIFT CODE

6 Please provide the supporting documents *

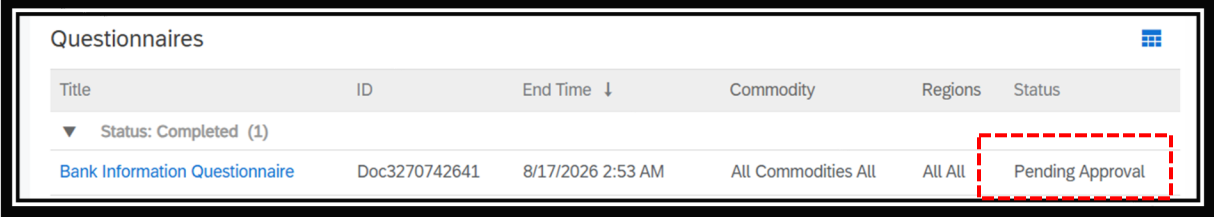
(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

All suppliers must complete the Bank Questionnaire.

- Fill in mandatory fields (marked by red asterisk);
- Attach files, (i.e. official bank documents such as Bank statement with company name and account number), where required.
- Once all the data is completed, click “Submit Entire Response” to submit.

Bank Questionnaire – Fill in the form (3/8)

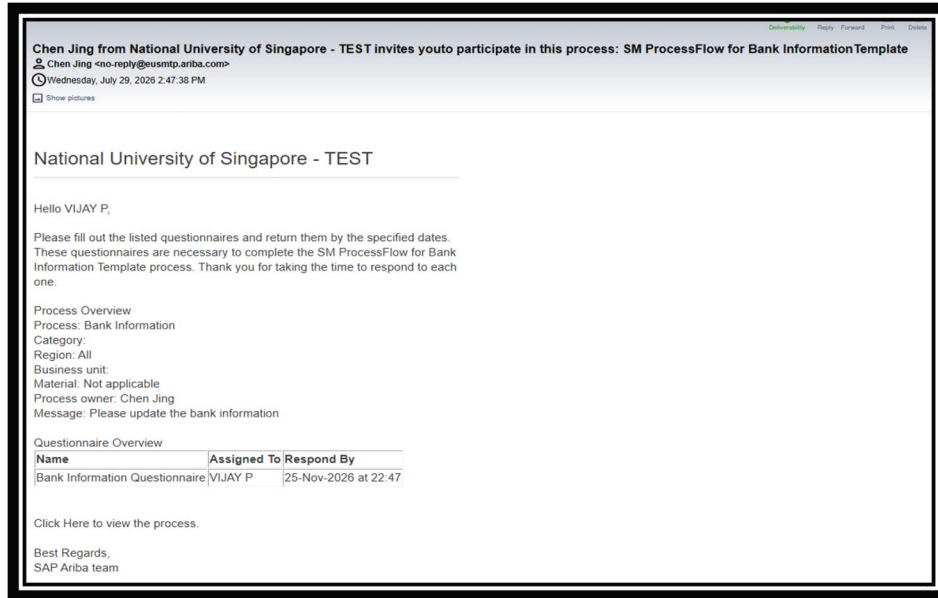


The screenshot shows a web interface titled 'Questionnaires'. It contains a table with the following columns: Title, ID, End Time ↓, Commodity, Regions, and Status. A filter bar above the table shows 'Status: Completed (1)' with a dropdown arrow. The table has one row: 'Bank Information Questionnaire' (a blue link), 'Doc3270742641', '8/17/2026 2:53 AM', 'All Commodities All', 'All All', and 'Pending Approval'. The 'Pending Approval' cell is highlighted with a red dashed border. To the right of the table is a small orange circle with the letter 'd'.

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Bank Information Questionnaire	Doc3270742641	8/17/2026 2:53 AM	All Commodities All	All All	Pending Approval

d) Once the Bank Questionnaire is submitted, the status will change from “Not responded” to “Pending Approval”.

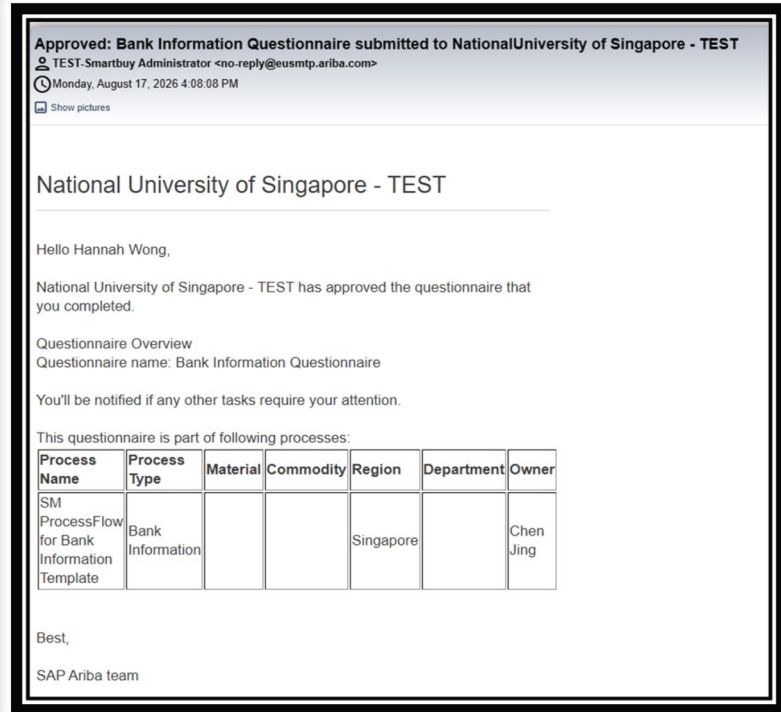
Bank Questionnaire (4/8)



Email – Notification to request Bank Information

Once the Supplier Registration is completed in SAP Ariba, an email notification for Bank Collection will be triggered immediately and sent to all email contacts registered under the Organization Profile.

Bank Questionnaire (5/8)



Email – Bank Details Approved

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

Bank Questionnaire (6/8)

Field Name	Requirement	Instructions
Bank Country	Mandatory	CitiBank Sanctioned Countries are not available in the selection list as payment is not allowed. Please provide alternative bank.
Payment method	Mandatory	- Choose [G] Local Transfer, in SGD Currency. - Choose [C] Telegraphic Transfer for any telegraphic transfer to Banks located outside of Singapore OR to Singapore Banks but in currency other than SGD. - Choose [F] PayNow Fast for local bank for payment via PayNow.
Bank Name	Mandatory	Please input the bank name.
SWIFT Code / Routing number (US) / BSB (AU) / Sort code (GB)	Mandatory	Upper Case only - For payment to SG GIRO, fill in the SWIFT CODE for GIRO bank with "XXX" at the end - For payment to SG with PayNow, enter "PAYNOW_UEN" For beneficiaries without Swift Code, please take note of the following instruction, where applicable: - For payment using International Routing Number to country US, Enter "FW" before International Routing Number e.g. "FW123456789" - For payment using Sort Code to country GB, Enter "SC" before Sort Code., e.g. "SC123456" - For payment using BSB number to country AU, Enter "AU" before BSB, e.g. "AU123456"
Account Holder Name	Mandatory	Please input the name per official bank document.
Bank Account number	Mandatory	- Bank account number to exclude spacing and "-" - For payment to SG GIRO, excludes Branch Code for all local banks except HSBC, OCBC, SBI - For payment to SG with PayNow, provides the UEN - For payment to country CA, Includes Bank Code (4-digits) + Transit/Branch Code (5-digits) + Account Number. Excludes spacing, and "-"
Remove this bank detail	Question - Yes/No	Please select "Yes" if the old payment method is no more required.
IBAN	Conditional	Only applicable to countries where the use of IBAN is mandatory. Exclude spacing or "-"

Bank Questionnaire (7/8)

Restricted Currency	Requirement	Instructions
Account Name for restricted currency only	Optional	• Telephone (TEL) is required for below Countries: BD - Bangladesh CN - China KR - South Korea MY – Malaysia TW – Taiwan BR – Brazil PK-Pakistan • IFSC (Indian Financial System Code) is required for IN – India • SKN (National clearing system) is required for ID – Indonesia • Purpose code (6 digits) is required for TH – Thailand • Bank Code (CITAD) is required for VN - Vietnam • BK CODE: xxxx; BR CODE: xxx is required for LK-SRI LANKA
Pakistan Tax Identification no.	Conditional	Applicable only for payment in Pakistani Rupee

Bank Questionnaire (8/8)

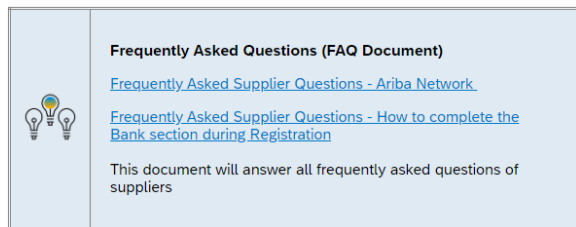
Intermediary Bank	Requirement	Instructions
Is there any intermediary bank?	Question - Yes/No	Please select "Yes" if intermediary bank is required per bank's wire transfer instruction
Correspondent Bank Account Number	Conditional	Please fill per bank's wire transfer instruction
Intermediary / Correspondent Payment Currency	Conditional	Please fill per bank's wire transfer instruction
Intermediary / Correspondent Bank Country	Conditional	Please fill per bank's wire transfer instruction
Intermediary / Correspondent Bank Name	Conditional	Please fill per bank's wire transfer instruction
Intermediary / Correspondent Bank SWIFT CODE	Conditional	Please fill per bank's wire transfer instruction
Attachments	Requirement	Instructions
Please provide the supporting documents	Mandatory	Please provide official bank document (include bank header, account holder name and account #)

FAQ and other matters

FAQ

For any enquiries with regards to the Supplier Onboarding 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.



Should the answer to your question is not found in the FAQ, you may write to cposm@nus.edu.sg.

THANK YOU