# How to Register as NUS Supplier?

# 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:

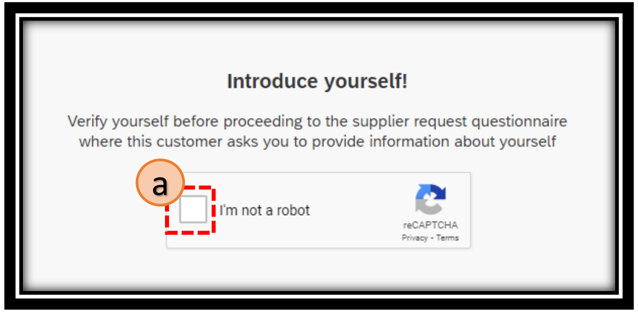
Complete the Supplier Request Form → Log in or Sign Up for an SAP Ariba Network Account via the NUS SAP Ariba Invitation Link → Complete the Supplier Registration Questionnaire → Supplier Registration Approved → Email Notification to request for Bank Information → Complete the Bank Questionnaire → Bank Details Approved & Updated in the System

**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.



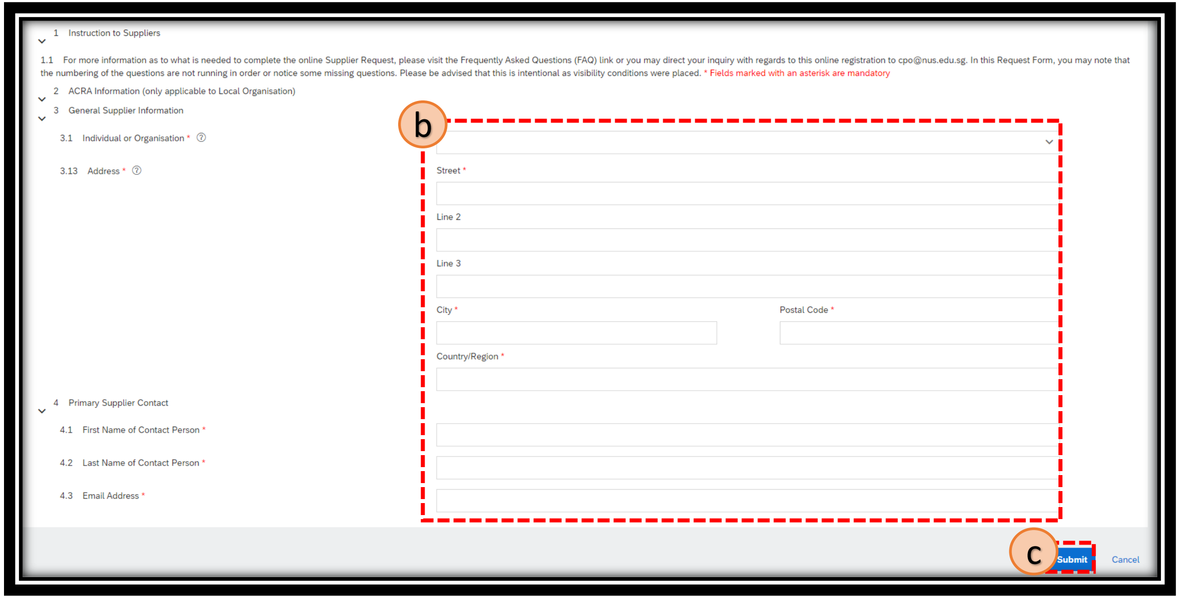

Step 1: Click on the tick box for “I’m not a robot” (a).

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.



# 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<br>*Visible only for Organisation in S/N 3.1* | Choose "Local" for Company incorporated in Singapore<br>Choose "Foreign" for Company incorporated outside of Singapore |
| 3.3 | Name<br>*Visible only for Individual in S/N 3.1* | Enter your Full Name |
| 3.4 | Name<br>*Visible only for Organisation in S/N 3.1* | Enter your Company Registered Name. Character limitation is 35.<br>*Note that if it must be identical to Country's Business Registry Records.* |
| 3.5 | Name (Additional Characters)<br>*Visible only for Organisation in S/N 3.1* | Enter the remaining Company Name in this field, beyond the 35 characters.<br>Leave this field blank if there is no additional characters. |
| 3.6 | Personal Identification Type<br>*Visible only for Individual in S/N 3.1* | Choose either "NRIC/FIN" or "Passport No." |
| 3.7 | *NRIC / FIN Number / Passport Number*<br>*Visible only for Individual in S/N 3.1* | Enter the last characters of NRICFIN/Passport number |
| 3.8 | GST Registered Business<br>*Visible only for Organisation in S/N 3.1* | Choose "Yes" if the Company is GST-registered.<br>Choose "No" if the Company is not GST-registered. |
| 3.9 | *GST Number*<br>*Visible only if 3.8 = "Yes"* | Enter the GST number registered with Inland Revenue Authority of Singapore (IRAS). |

# Supplier Request Fields (2/2)

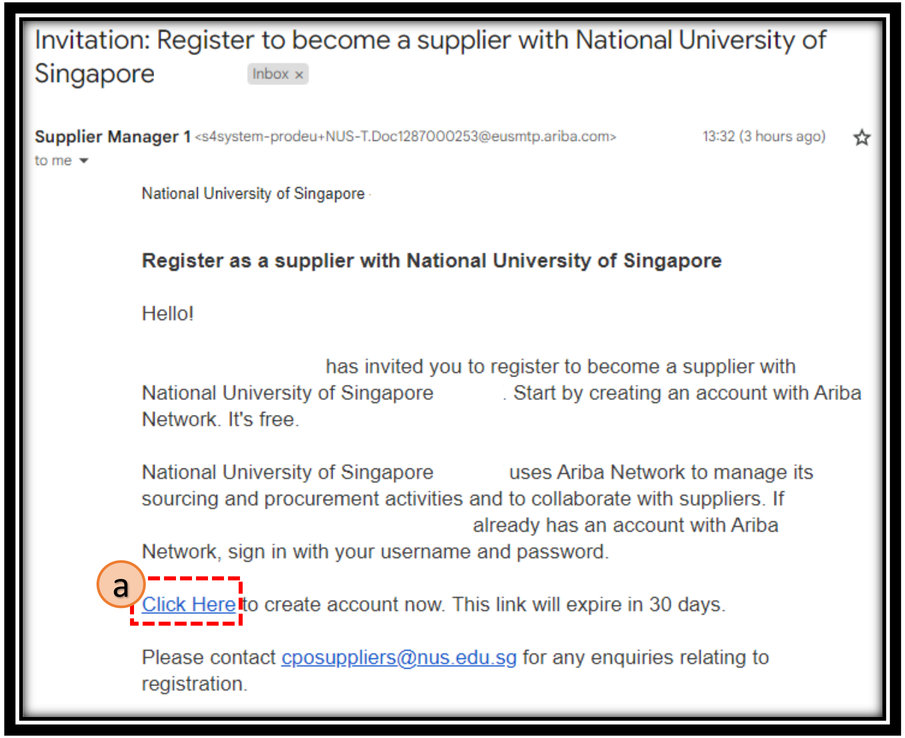
The below list down the fields required for the Supplier Request Form. Please refer to the table below for reference.

| S/N | Question | Note |
|---|---|---|
| 3.10<br>3.11 | Unique Entity Number (UEN)<br>*Visible only for Local in S/N 3.2* | Enter the UEN number against ACRA. |
| 3.12 | Business Registration No.<br>*Visible only for Organisation in S/N 3.2* | 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

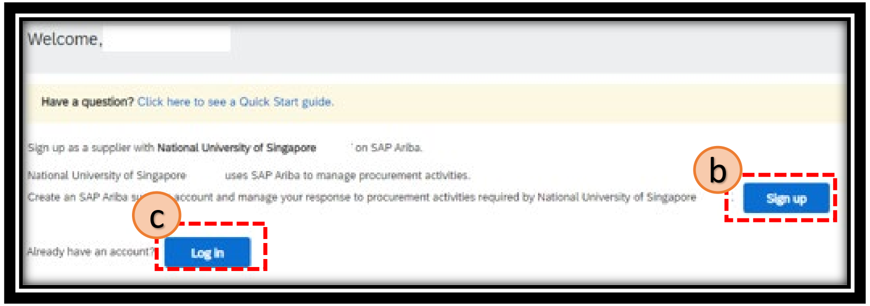
An invitation email shall be sent to the registered email address once your request has been approved.




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

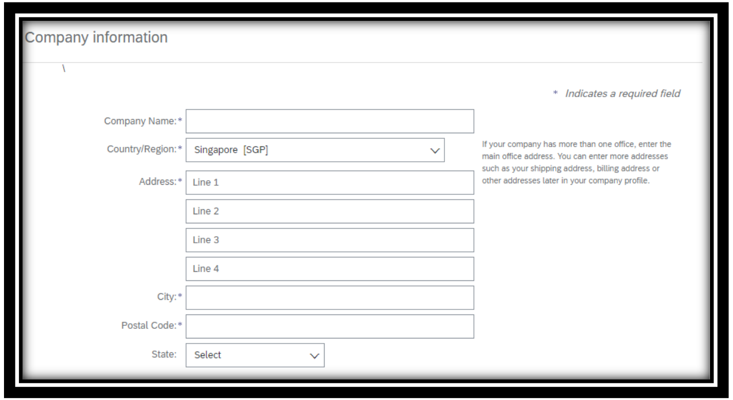
Step 2a: Click on “Sign up” if you do not have any existing SAP Ariba Network Account (b).

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.




## Company Information

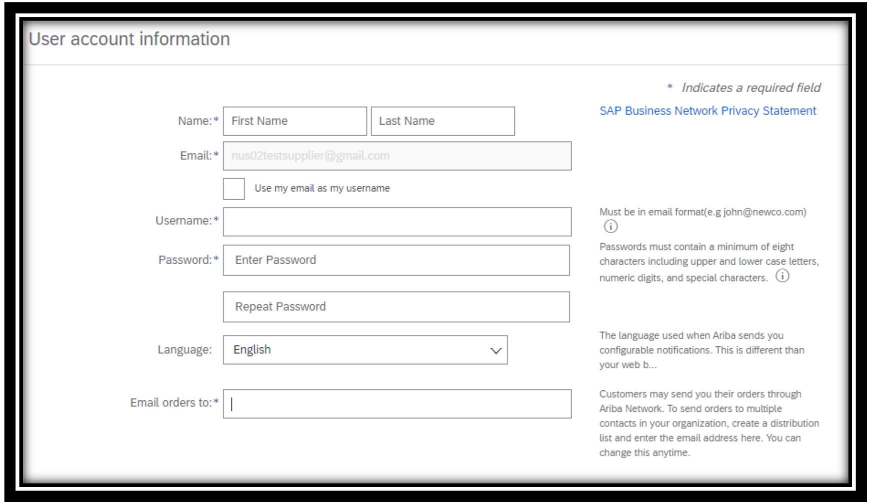
Most of the information shall be pre-populated, extracted from the Supplier Request Form.

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

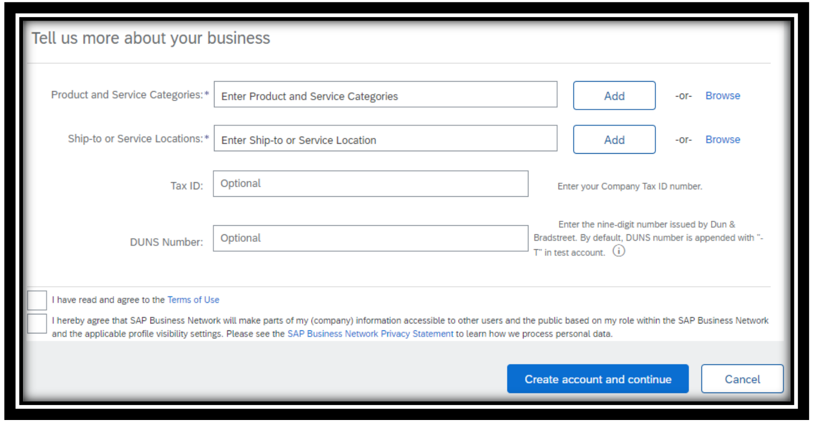
## User Account Information

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.



# SAP Ariba Network Account Creation (2/3)




**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.

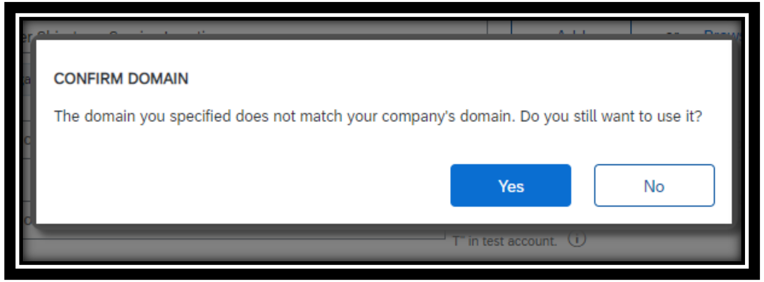
Review the Terms of Use and SAP Privacy Statement and indicate acknowledgement by checking the boxes.

Click "Create Account and Continue" to proceed.

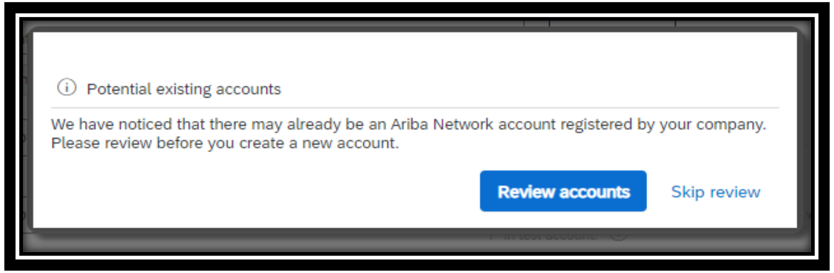
**Note: Each Supplier entity must not have duplicated accounts in SAP Ariba when transacting with NUS.**

**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.



# SAP Ariba Network Account Creation (3/3)

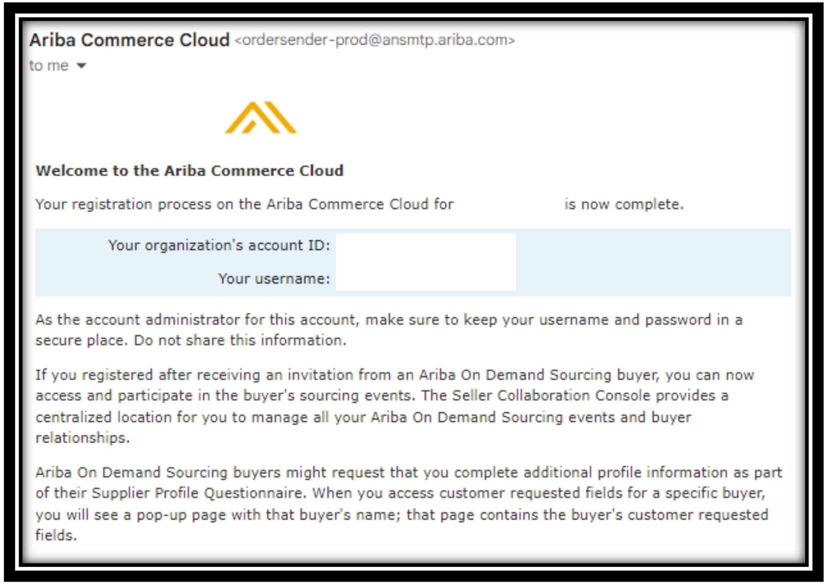



## Prompt Message 2

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

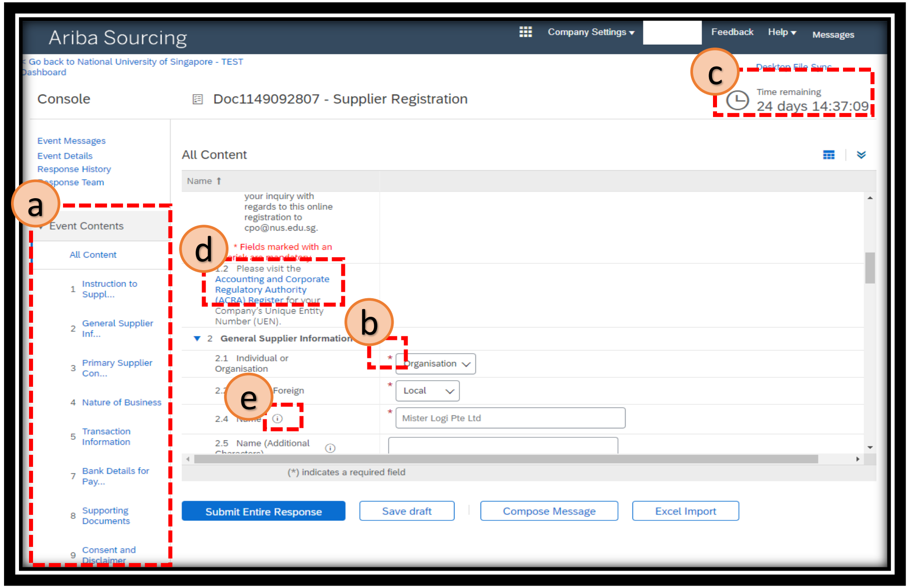
Once you have created the SAP Ariba Network Account, there shall be an approval email sent to the registered email address with the ANID and username.

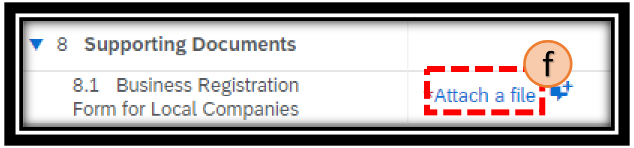


# Supplier Registration Questionnaire

# Supplier Registration Questionnaire (1/7)

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

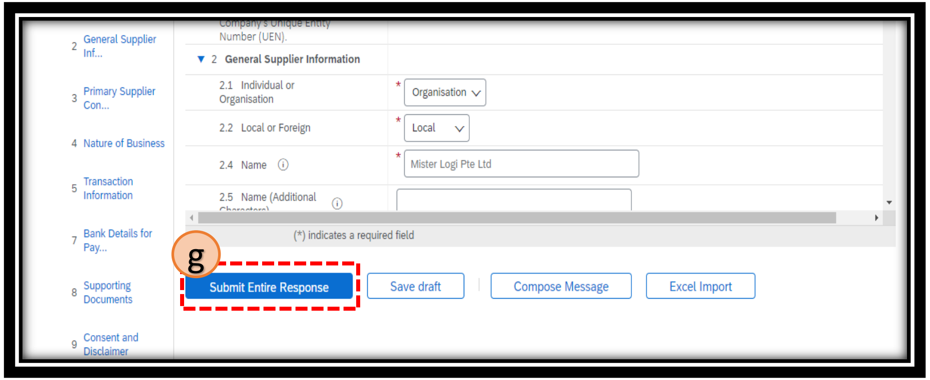



All suppliers must complete the NUS Supplier Registration Questionnaire.

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)

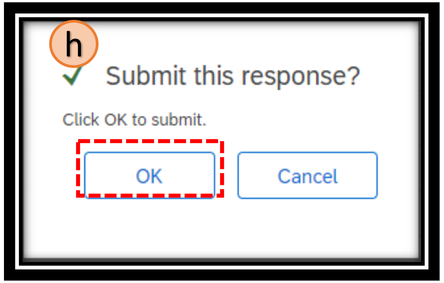


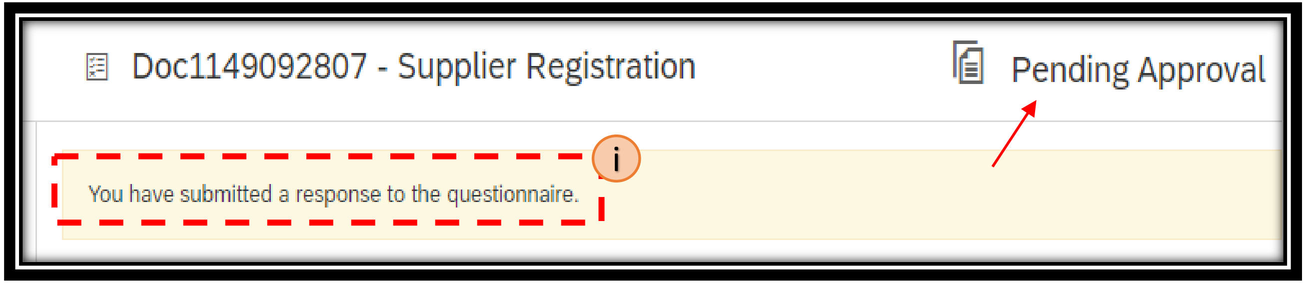

g) Once all the data is completed, click "Submit Entire Response" to submit.

h) Click "OK" to submit the response.

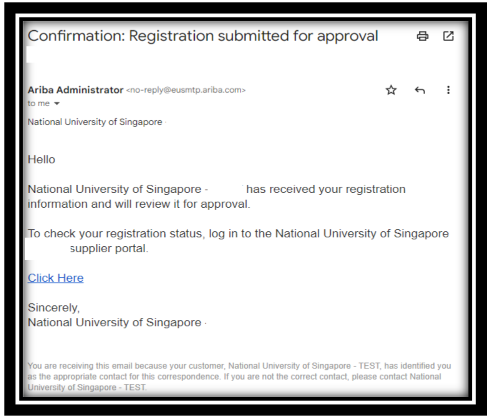
i) Message appears that response has been submitted. Status will turn to "Pending Approval".

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



# Supplier Registration Questionnaire (3/7)


Confirmation: Registration submitted for approval

Ariba Administrator <no-reply@eusmtp.ariba.com>
to me

National University of Singapore

Hello

National University of Singapore - has received your registration information and will review it for approval.

To check your registration status, log in to the National University of Singapore supplier portal.

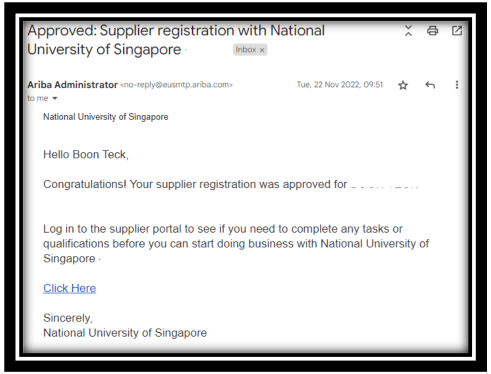
Click Here

Sincerely,
National University of Singapore

You are receiving this email because your customer, National University of Singapore - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact National University of Singapore - TEST.

## Email – Registration Submitted

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


Approved: Supplier registration with National University of Singapore Inbox

Ariba Administrator <no-reply@eusmtp.ariba.com> Tue, 22 Nov 2022, 09:51
to me

National University of Singapore

Hello Boon Teck,

Congratulations! Your supplier registration was approved for

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with National University of Singapore

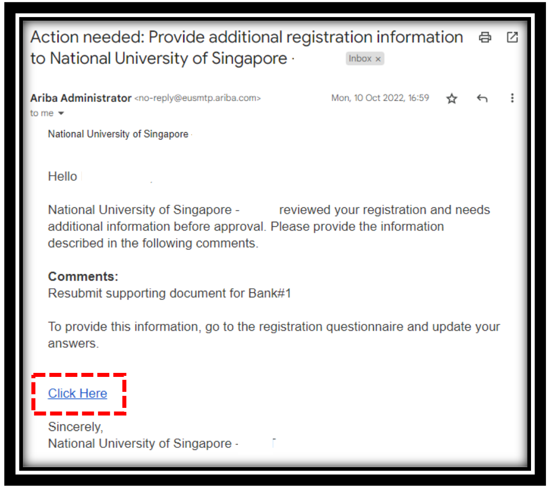
Click Here

Sincerely,
National University of Singapore

## 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.<br>Local for Singapore based and Foreign for non-Singapore based. |
| Name | Enter the name of the Supplying entity.<br>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)

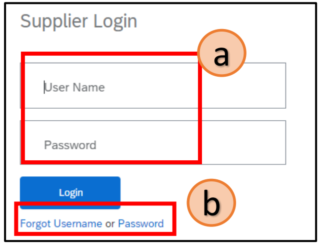
Below is the list of registration questions:

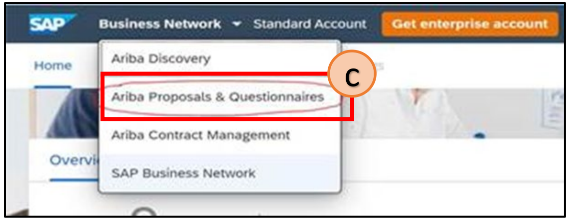
| Registration Question | Remarks |
|---|---|
| TIN Number | Enter the TIN Number, visible for Pakistan Supplier only. |
| Taxpayer Personal Identification Number (INN) | Enter the INN Number, visible for Russian Supplier only. |
| Supporting Document | Attach Business Registration / Certificate of Incorporation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

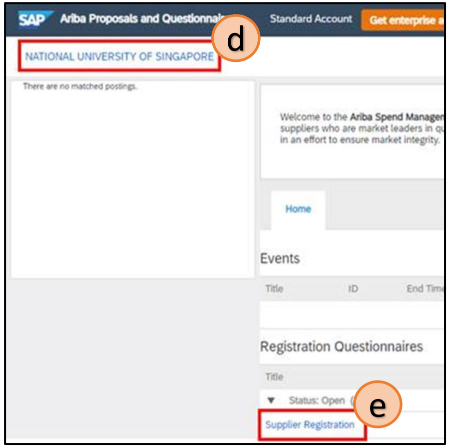
# Supplier Registration Questionnaire - Changes

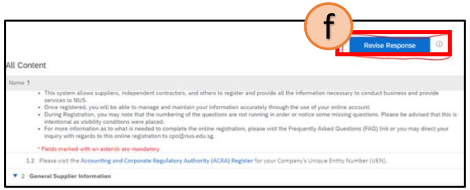
# Supplier Registration Questionnaire – Changes (1/1)

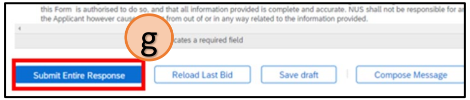
All changes to the submitted registration details must be submitted through SAP Ariba Network Account.




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),

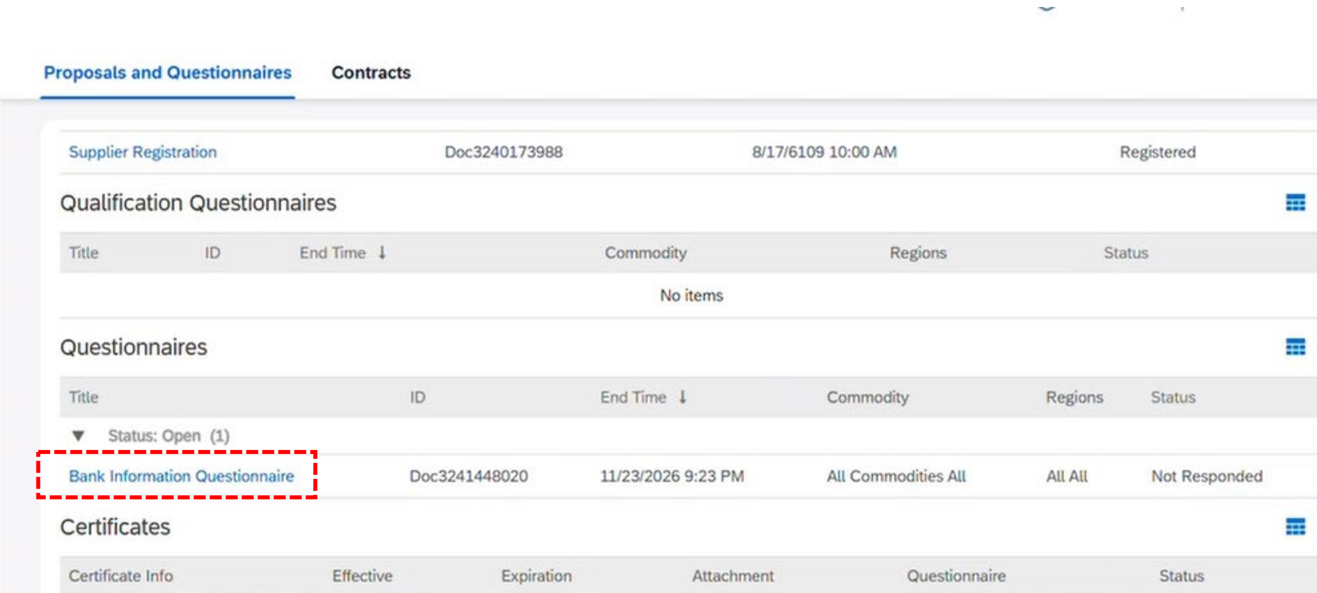
vi. Click on "Revise Response" (f),

vii. Update the necessary field(s), and

viii. Click "Submit Entire Response" once the data is updated (g).

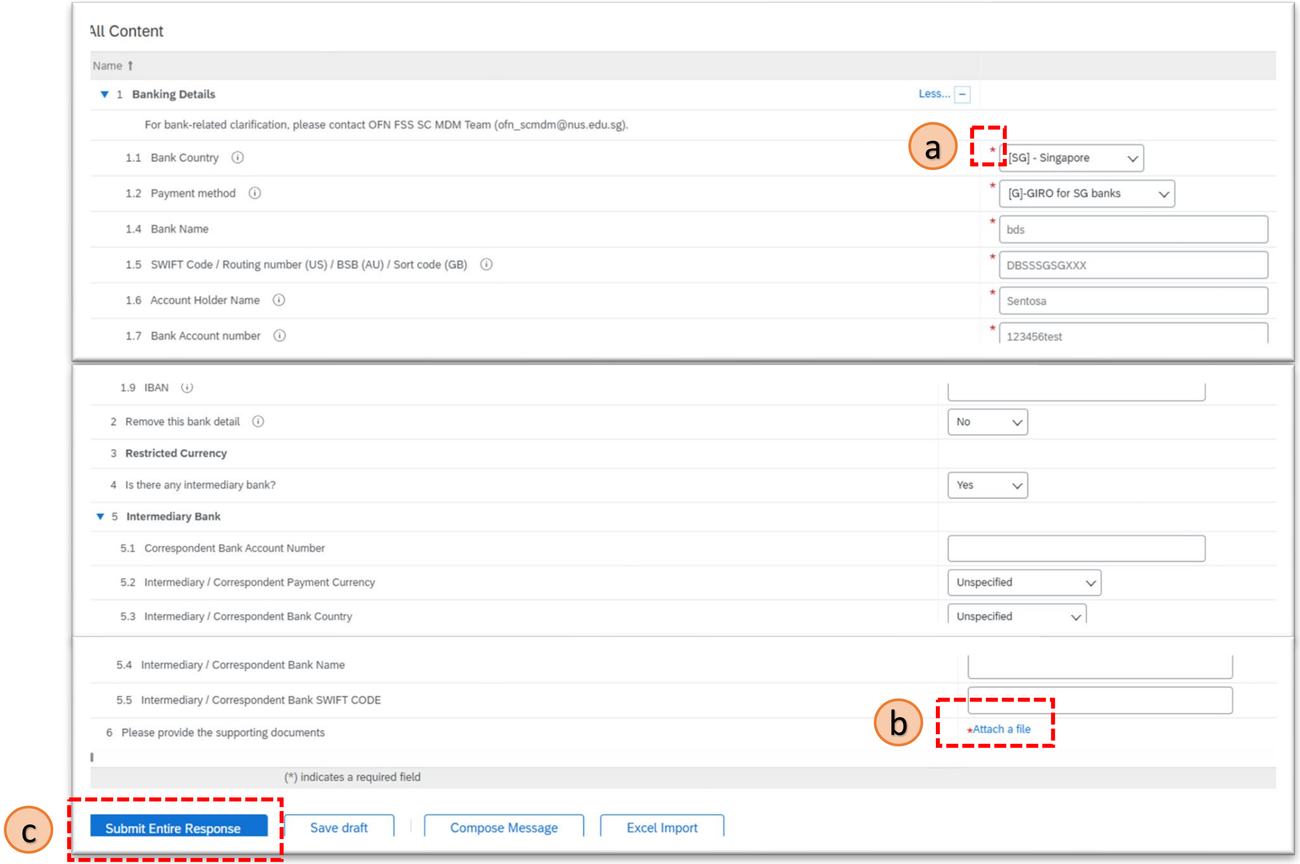
# Bank Questionnaire

# Bank Questionnaire (1/8)




Click on the Bank Information Questionnaire to complete the required details.

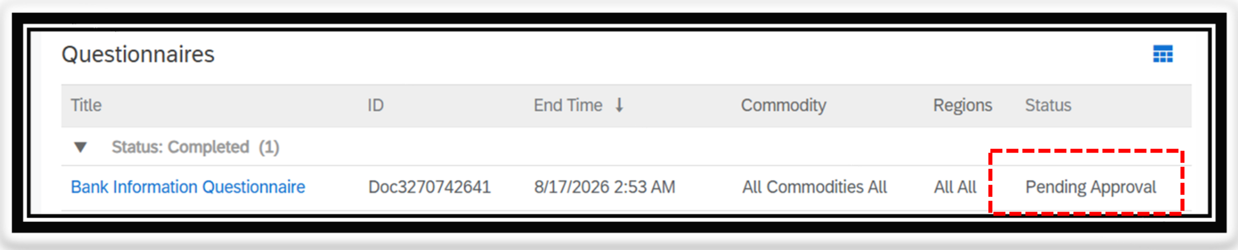
# Bank Questionnaire – Fill in the form (2/8)




All suppliers must complete the Bank Questionnaire.

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

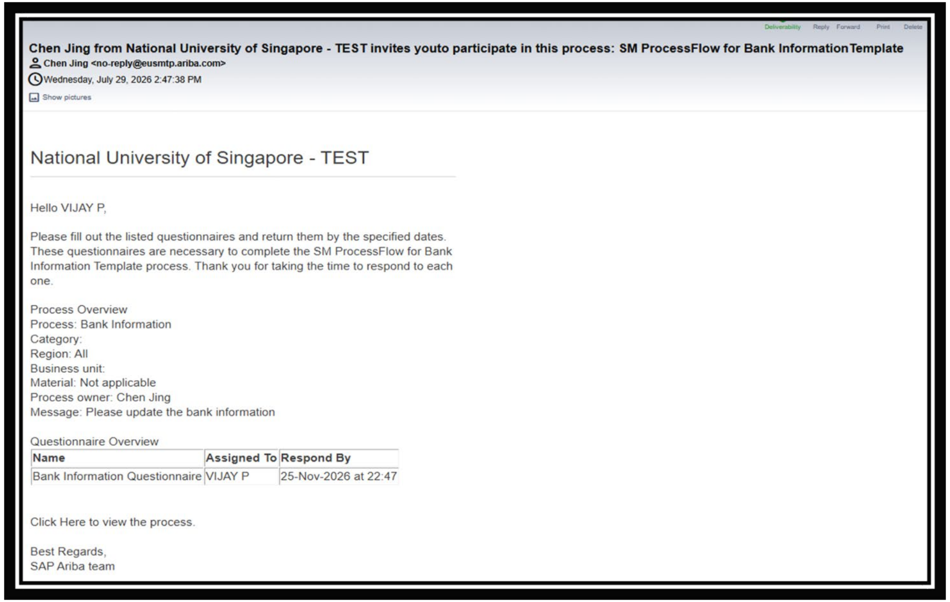
# Bank Questionnaire – Fill in the form (3/8)




d

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

# Bank Questionnaire (4/8)



Chen Jing from National University of Singapore - TEST invites youto participate in this process: SM ProcessFlow for Bank Information Template

Chen Jing <no-reply@eusmtp.ariba.com>

Wednesday, July 29, 2026 2:47:38 PM

Show pictures

National University of Singapore - TEST

Hello VIJAY P,

Please fill out the listed questionnaires and return them by the specified dates. These questionnaires are necessary to complete the SM ProcessFlow for Bank Information Template process. Thank you for taking the time to respond to each one.

Process Overview
Process: Bank Information
Category:
Region: All
Business unit:
Material: Not applicable
Process owner: Chen Jing
Message: Please update the bank information

Questionnaire Overview

| Name | Assigned To | Respond By |
|---|---|---|
| Bank Information Questionnaire | VIJAY P | 25-Nov-2026 at 22:47 |

Click Here to view the process.

Best Regards,
SAP Ariba team

**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)

**Approved: Bank Information Questionnaire submitted to NationalUniversity of Singapore - TEST**
TEST-Smartbuy Administrator <no-reply@eusmtp.ariba.com>
Monday, August 17, 2026 4:08:08 PM
Show pictures

National University of Singapore - TEST

Hello Hannah Wong,

National University of Singapore - TEST has approved the questionnaire that you completed.

Questionnaire Overview
Questionnaire name: Bank Information Questionnaire

You'll be notified if any other tasks require your attention.

This questionnaire is part of following processes:

| Process Name | Process Type | Material | Commodity | Region | Department | Owner |
|---|---|---|---|---|---|---|
| SM ProcessFlow for Bank Information Template | Bank Information | | | Singapore | | Chen Jing |

Best,

SAP Ariba team

**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.<br>- Choose [C] Telegraphic Transfer for any telegraphic transfer to Banks located outside of Singapore OR to Singapore Banks but in currency other than SGD.<br>- 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<br>- For payment to SG GIRO, fill in the SWIFT CODE for GIRO bank with "XXX" at the end<br>- For payment to SG with PayNow, enter "PAYNOW_UEN"<br><br>For beneficiaries without Swift Code, please take note of the following instruction, where applicable:<br>- For payment using International Routing Number to country US, Enter "FW" before International Routing Number e.g. "FW123456789"<br>- For payment using Sort Code to country GB, Enter "SC" before Sort Code., e.g. "SC123456"<br>- 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 "-"<br>- For payment to SG GIRO, excludes Branch Code for all local banks except HSBC, OCBC, SBI<br>- For payment to SG with PayNow, provides the UEN<br>- 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:<br>BD - Bangladesh<br>CN - China<br>KR - South Korea<br>MY – Malaysia<br>TW – Taiwan<br>BR – Brazil<br>PK-Pakistan<br>• IFSC (Indian Financial System Code) is required for IN – India<br>• SKN (National clearing system) is required for ID – Indonesia<br>• Purpose code (6 digits) is required for TH – Thailand<br>• Bank Code (CITAD) is required for VN - Vietnam<br>• 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 |

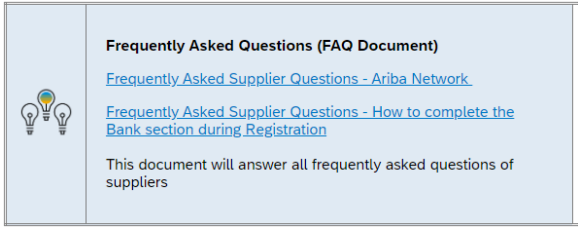
| Attachments | Requirement | Instructions |
| --- | --- | --- |
| Please provide the supporting documents | Mandatory | Please provide official bank document (include bank header, account holder name and account #) |

# 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