

SLP - Supplier Request [External Supplier Managed]

In Ariba, creating a Supplier Request is the first step to onboard a new supplier into the system.

It allows Suppliers to submit key supplier details for review and approval, ensuring compliance with company policies.

This helps the supplier to participate in closed sourcing events, and extends the process for supplier registration.

This guide is intended for suppliers who need to submit the Supplier Request independently.

PART 1 - SUPPLIER SELF REQUEST

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For SMU Users

Before sharing this guide to the suppliers, please perform the duplication check in SMU's SAP Ariba or SAP S/4 HANA instances.

Please refer to the guide **SLP - Supplier Request [Internal SMU Managed]**

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Access the following URLs to access SAP Ariba Supplier Request form and complete the captcha.

1. [SAP Ariba Production Realm](#)

Copy and share the link with the suppliers -

<https://744706778.sourcing.jp.cloud.ariba.com/ad/selfRegistration>

SAP Test Site GU

Supplier Self-Registration Request Form

SUPPLIER INITIATED REQUEST

SUPPLIER WILL NEED TO ENTER CORRECT INFORMATION

THIS FORM IS ONLY APPLICABLE FOR THE TRADE SUPPLIERS OF SMU

General Supplier Information

Supplier Type *

Supplier Full Legal Name * ?

Supplier Main Address * ?

Country/Region * ?

Street * ?

House Number ?

3

To proceed with creating a supplier request, please provide the following details under **General Supplier Information** section:

1. **Supplier Type:**

- **Domestic (Singapore)** - Choose this option if the supplier is located in Singapore.
- **International** - Choose this option if the supplier is located outside Singapore.

2. **Supplier Full Legal Name:**

- Provide the complete legal name of the supplier. For Singapore-based suppliers: The name must match the official record in ACRA (Accounting and Corporate Regulatory Authority).
- Please ensure the Supplier Full Legal Name is in UPPERCASE.
- The field length is 140 characters, please make sure the Full Legal Name is under 140 characters.

3. **Supplier Main Address:**

- Ensure that all mandatory address information is provided accurately.
- **Country/Region**
 - **State/Province/Region** - If you don't know the exact region code, please select the region code as the country code. e.g. (SG) Singapore.
 - **Street** - The field length is 40 Characters. If the street length exceeds 40 Characters, then please use Street 2 and Street 3 fields
 - **Postal Code** - Please put NA if the postal code is not applicable for your country
- You may provide extra address information if required.
- **Street 2**
- **Street 3**
- **District**
- **City, etc.**

4. **Organization Type Confirmation:**

- Please confirm the type of entity the supplier is registering as.
- **Organization [0003]** - Select this option if the supplier is representing a company, institution, or any formal business entity.
- **Individual [0004]** - Select this option if the supplier is registering as a sole proprietor or independent contractor.

5. **Unique Entity Number (UEN):**

- This option is applicable if the supplier is a Singapore-based organization.
- Enter the applicable UEN (Unique Entity Number) as registered with ACRA.

6. **Please attach the valid UEN certificate for verification.:**

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To proceed with creating a supplier request, please provide the following details under **Primary Supplier Contact Details** section:

1. **Supplier Contact First Name**

2. **Supplier Contact Last Name**

3. **Supplier Work Email Address:**

- Please provide an email address with correct format e.g. john.doe@email.com.

4. **Supplier Contact Number:**

- Please enter a valid mobile number that starts with a '+', followed by the country code and the full mobile number without any spaces, dashes, or special characters.

- Examples of valid formats include +6591234567 (Singapore), +14155552671 (USA), +442079460958 (UK), +919876543210 (India), and +61412345678 (Australia).

- Make sure the number begins with '+', includes a valid country code (1–3 digits), and contains only digits after the country code.

▼ Primary Supplier Contact Details

Supplier Contact First Name *

1

John

Supplier Contact Last Name *

2

Doe

Supplier Work Email Address *

3

johndoe@email.com

Supplier Contact Number *

4

+6533445566



The Email ID provided under **Supplier Work Email Address** would receive the further information on the registration process once initiated by SMU.

This will be the primary communication email address to receive the Sourcing details from SMU's SAP Ariba Instance as well.

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To proceed with creating a supplier request, please provide the following details under **Additional Supplier Information** section:

- **Supplier Category:**

- Select the appropriate taxonomy that corresponds to the products or services you provide.
- If you are unsure, please confirm the appropriate taxonomy with your SMU Point of Contact.

- **Supplier Region:**

- Select the appropriate region where the purchase will be made with the supplier.

- **Business Justification for New Supplier:**

- Provide a business justification for onboarding the supplier— defining clear reasoning can support a smoother and more informed approval process.

- **SMU's Point of Contact Person Name:**

- Provide the name of the SMU representative who requested your details or whom you are currently in contact with.
- This information allows SMU's Procurement team to notify your SMU's Point of Contact for the status of your supplier request.

- **SMU's Point of Contact Email Address:**

- Provide the email address of the SMU representative who requested your details or whom you are currently in contact with.
- This information allows SMU's Procurement team to notify your SMU's Point of Contact for the status of your supplier request.

Additional Supplier Information

Supplier Category *

Catering services & su... X

1

Supplier Region *

Singapore X

2

Business Justification for New Supplier * ?

New Supplier for Catering Services

3

Please provide the contact information of SMU's designated point of contact for verification purposes

SMU's Point of Contact Person Name *

John Doe

4

SMU's Point of Contact's Email Address *

john.doe@smu.edu.sg

5



Providing Accurate Category/ Region helps to ensure the supplier can be accurately filtered and invited for relevant closed sourcing events by SMU.

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Once all required details are filled in, click the **Submit** button to complete your Supplier Request.

Additional Supplier Information

Supplier Category *

Q

Catering services & su... X

Supplier Region *

Q

Singapore X

Business Justification for New Supplier * ?

New Supplier for Catering Services

Please provide the contact information of SMU's designated point of contact for verification purposes

SMU's Point of Contact Person Name *

John Doe

SMU's Point of Contact's Email Address *

john.doe@smu.edu.sg

Submit

Cancel



Before submitting, double-check that all mandatory fields (marked with an asterisk) are filled with valid information—otherwise, the system will prevent the submission

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After successfully submitting the Supplier Request, suppliers can view the request details and the status (approval/ rejection) status would be shared with them on the email.

Your request for registration as a supplier with Singapore Management University-TEST is complete.

The Singapore Management University-TEST supplier management team will review your request details and make a decision on your request. Decision will be sent to your email at johndoe@email.com

Supplier self-registration request form

Print

SUPPLIER INITIATED REQUEST

**SUPPLIER WILL NEED TO ENTER
CORRECT INFORMATION**

**THIS FORM IS ONLY APPLICABLE FOR
THE TRADE SUPPLIERS OF SMU**

▼ General Supplier Information

Supplier Type	Domestic (Singapore)
Supplier Full Legal Name [?]	Everest SG Pte Ltd



Once the supplier request is approved, Sourcing event requester can invite the suppliers to closed Sourcing event.



If the Supplier Request is rejected, please refer to rejection email notification comments mentioned and submit a new request with necessary updates.

If the rejection comments are related duplicate supplier, please don't submit a new request.



To receive the Purchase Order (PO) from SMU as a supplier, the Supplier Onboarding Requester must complete the registration process (**Part 1 - Supplier Request** and **Part 2 - Supplier Registration**) to set up the supplier as a Business Partner in SAP S/4HANA.