

SLP - Supplier Registration [Supplier Managed]

This training document provides a clear and structured overview of the supplier registration process with Singapore Management University (SMU) through the SAP Ariba platform.

It covers the process of entering company and contact information, including how to add additional roles and designate alternate payee details if applicable.

Suppliers are guided through the registration information sections, with detailed instructions on required fields, formatting rules, and validation checks.

PART 2 - SUPPLIER REGISTRATION

1

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1. Email Invite Notification
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7. Updating Bank Information
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9. Submission of Registration Form
10. Email Notification Update on Form Submission
11. Resubmission of Registration Details
12. Update of Registration Details



If the email has not been received, or if the contact details need to be updated, please reach out to the SMU team to retrigger the email and update the email address if necessary.

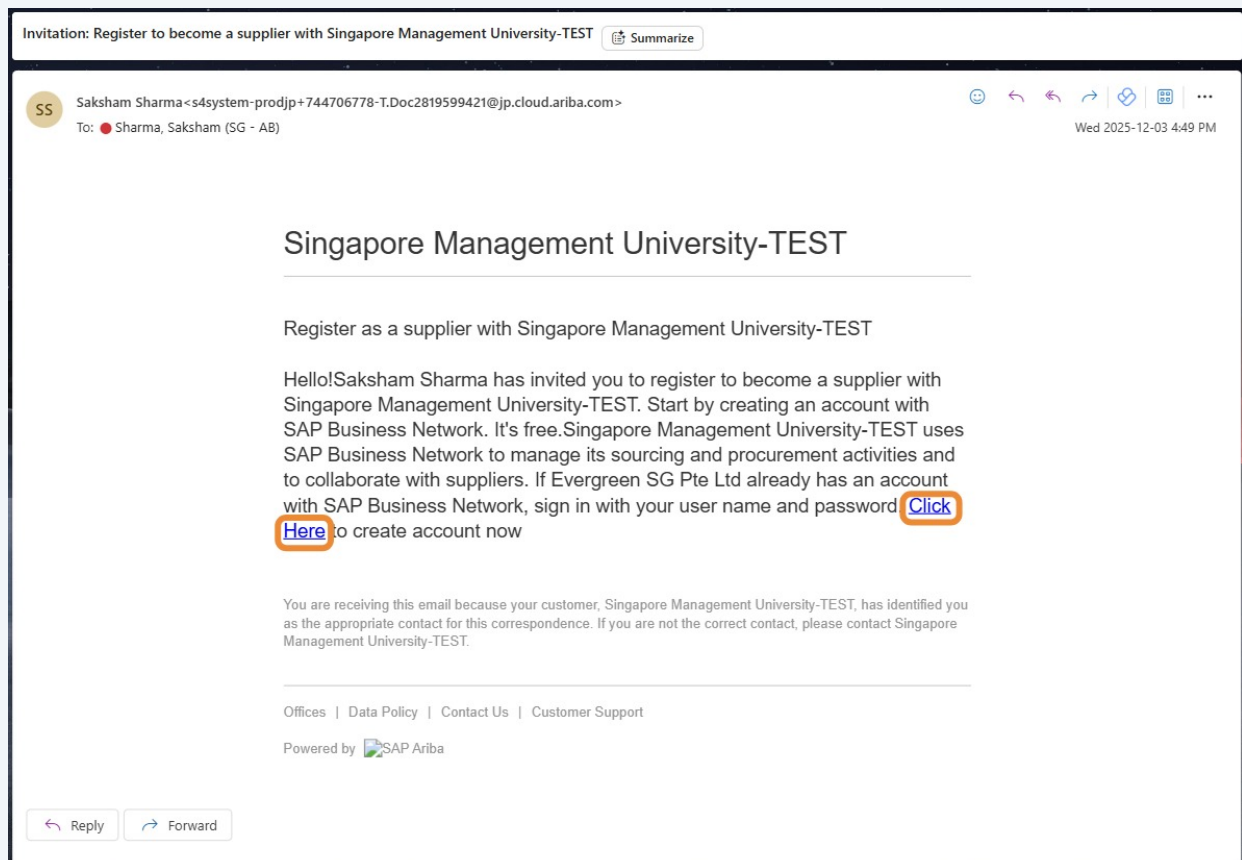


FOR SMU USERS:

In order to verify the status of supplier registration, please refer to the guide **SLP - Supplier Registration [Inviting the Supplier/ Internal SMU User to Registration Process]**.

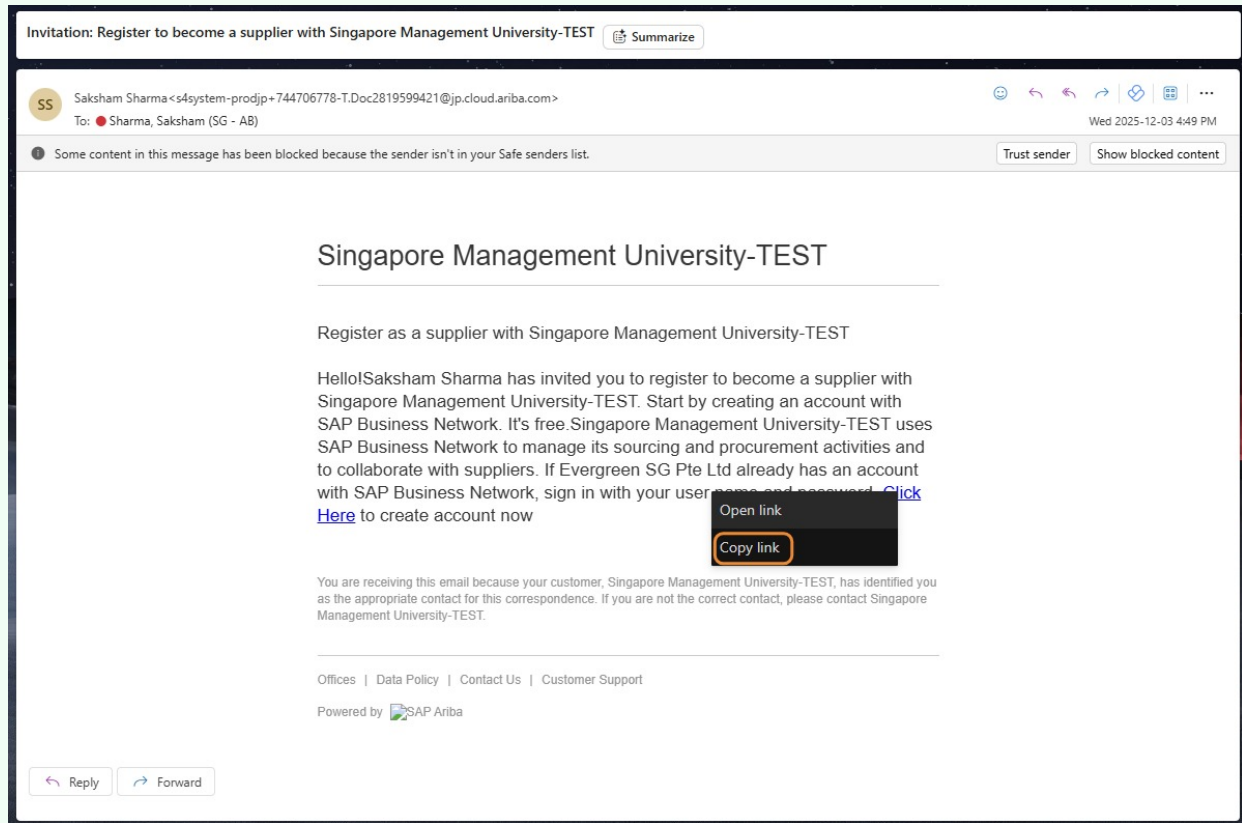
2

1. Once the Supplier Registration process is initiated by Singapore Management University (SMU), the supplier will receive an official email invitation to complete their registration.
2. This email serves as a formal request for the supplier to register with SMU and provide the necessary details to proceed with the onboarding process.
3. To proceed with the registration process, click the hyperlink provided in the **Click Here** button.





If the supplier is receiving the email for the first time, it is recommended to **copy the hyperlink** from the email and open it in a private or incognito/ private browser window.



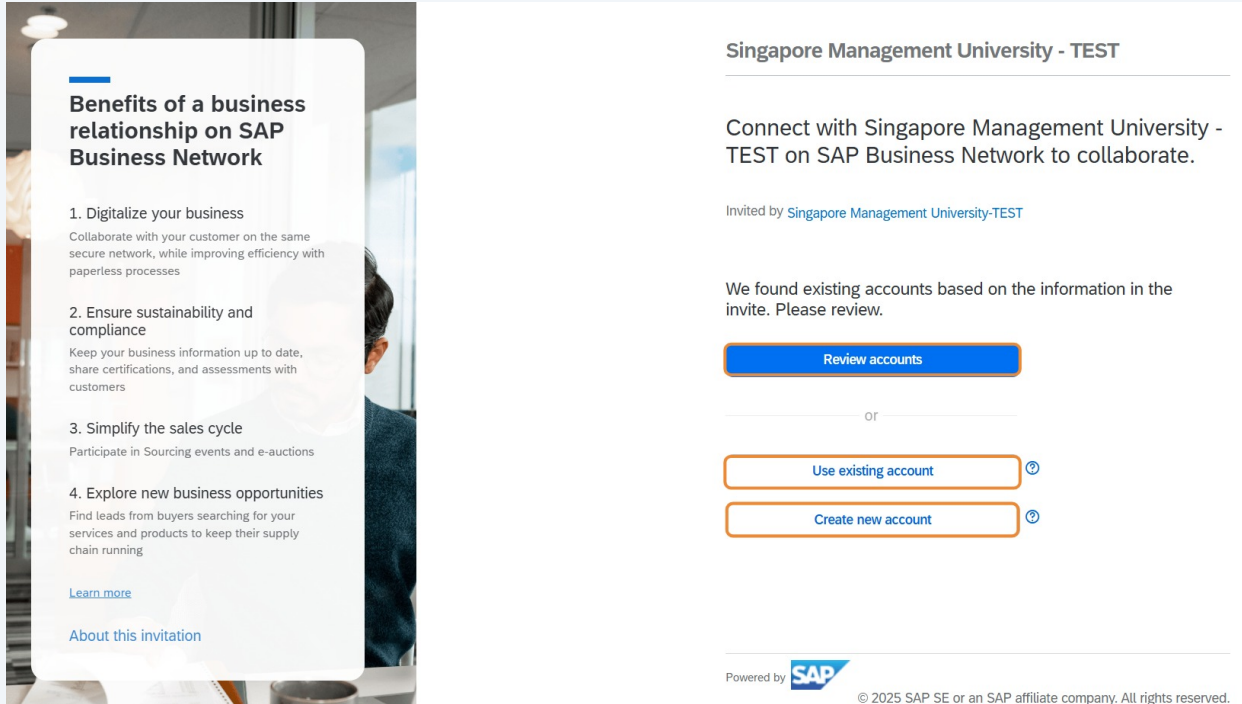
3

If a supplier already has an existing SAP Business Network account, they may use that account to link with Singapore Management University (SMU).

1. During the registration process, suppliers can click on the **Review Accounts** option to view any accounts that match their profile.

- If a matching account is identified, they may proceed by selecting **Use Existing Account** to establish the connection with SMU.

2. Alternatively, if the supplier does not have an SAP Business Network account or prefers to create a new one, they may select the **Create New Account** option to register a new profile and continue with the supplier registration process.



Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure sustainability and compliance**
Keep your business information up to date, share certifications, and assessments with customers
- 3. Simplify the sales cycle**
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities**
Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)

[About this invitation](#)

Singapore Management University - TEST

Connect with Singapore Management University - TEST on SAP Business Network to collaborate.

Invited by [Singapore Management University-TEST](#)

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#) ⓘ

[Create new account](#) ⓘ

Powered by 

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LINKING EXISTING SAP BUSINESS NETWORK ACCOUNT WITH SMU

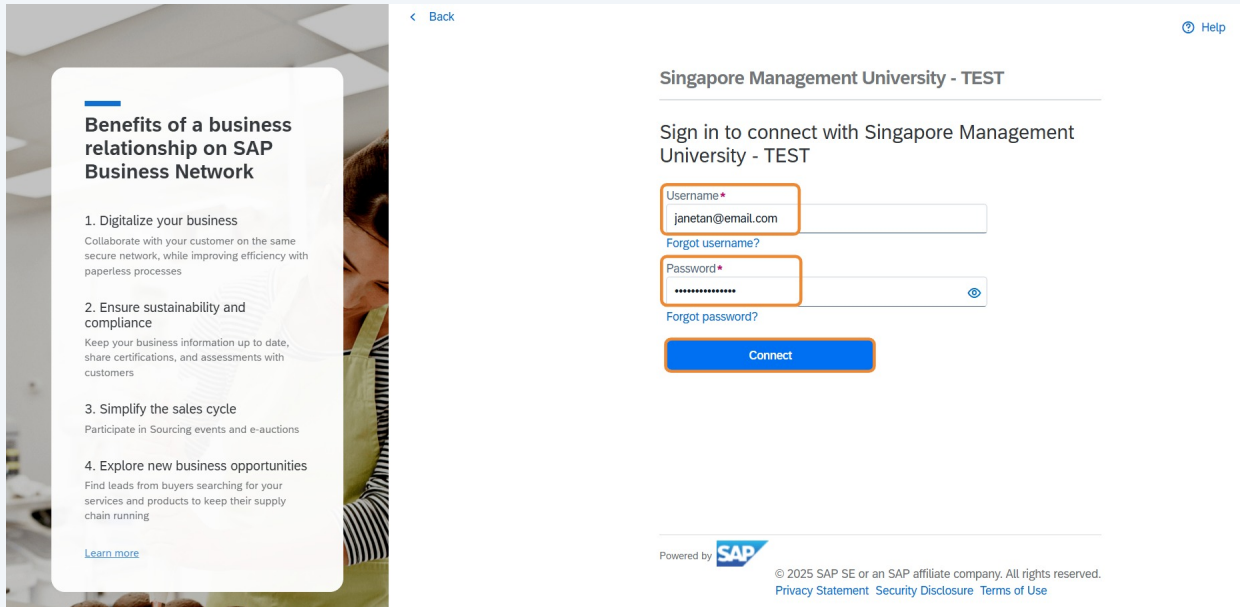


Follow the below steps to link an existing SAP Business Network account with SMU.

4

If the supplier wants to link their existing SAP Business Network account, follow the mentioned steps:

1. Click on **Use existing account**.
2. Enter your **existing Username** and **Password**.
3. Click **Connect**.



The screenshot displays the SAP Business Network login interface for Singapore Management University - TEST. On the left, a sidebar titled 'Benefits of a business relationship on SAP Business Network' lists four points: 1. Digitalize your business, 2. Ensure sustainability and compliance, 3. Simplify the sales cycle, and 4. Explore new business opportunities. The main content area is titled 'Sign in to connect with Singapore Management University - TEST' and contains a login form with fields for 'Username*' (containing 'janetan@email.com') and 'Password*', a 'Forgot username?' link, a 'Forgot password?' link, and a blue 'Connect' button. The footer includes the SAP logo, copyright information for 2025, and links to Privacy Statement, Security Disclosure, and Terms of Use.



An email verification link may also be sent to suppliers. For security purposes, please complete the email verification process to successfully complete the SAP Business Network account linking.

CREATING NEW SAP BUSINESS NETWORK ACCOUNT



Follow the below steps to create a new SAP Business Network account with SMU.

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If the supplier wants to create a new SAP Business Network account, follow the mentioned steps:

1. Click on **Create new account**.
2. Validate your company details (The details are automatically fetched from the supplier request raised by SMU or suppliers.)

- Suppliers can amend the company details if required.

- Enter **State**.

share certifications, and assessments with customers

3. Simplify the sales cycle
Participate in Sourcing events and e-auctions

4. Explore new business opportunities
Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)



Company (legal) name *

Evergreen SG Pte Ltd

Country/Region *

Singapore [SGP]

Address line 1 *

YS Industrial Street 1

Address line 2

Address line 3

Address line 4

City *

Singapore

Postal code *

768090

State

North East [SG-02]



The company details are also displayed globally under the supplier's SAP Business Network profile.

Please ensure that all information is accurate.

6

Suppliers must add the SAP Business Network account administrator details and generate their credentials by following these steps.

1. **First Name:**

- Validate if the First Name is correct, change if required.

2. **Last Name:**

- Validate if the Last Name is correct, change if required.

3. **Email:**

- Cannot be modified as the account is responsible to receive the registration email notification.

4. **Use my email as my username:**

- Uncheck this box if supplier wants to use a different username as compared to their email address.
- If the supplier is opting to select a different username, ensure the username is in the format of email ID.

5. **Password:**

- Enter password for your SAP Business Network account.
- Please make sure the password follows the SAP Business Network Validarions.

6. **Reenter Password:**

- Reenter password same as mentioned in the passwords field.

7. **Accept Business Network Terms and Conditions.**

8. **Complete Captcha.**

9. Once the required details are completed, click on **Create Account.**

Administrator account information ⓘ

First name *	Last name *
Jane	Tan

Email *

☐ Use my email as my username

Username *

evergreensg@email.com

Username uses different domain, make sure it is right

Password *

Repeat password *

☒ I have read and agree with the [Terms of Use](#).

☒ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) 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 [Privacy Statement](#) to learn how we process personal data.

☒ I'm not a robot

reCAPTCHA
Privacy • Terms

Create account

7

SAP Business Network sends a confirmation email to ensure that no dummy account is created with invalid details.

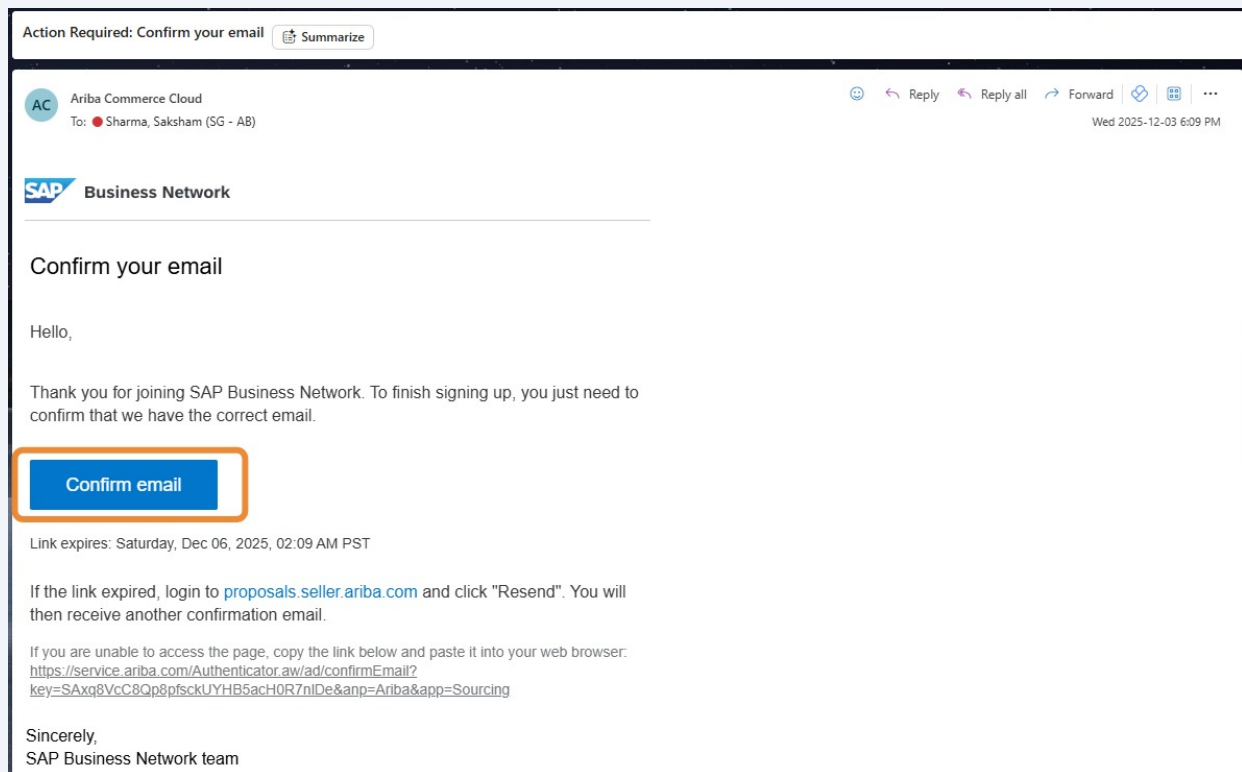
Please confirm your email address

Check your email at [\[redacted\].com](#) and follow the steps in the email to confirm your email address in the next **72 hours**.

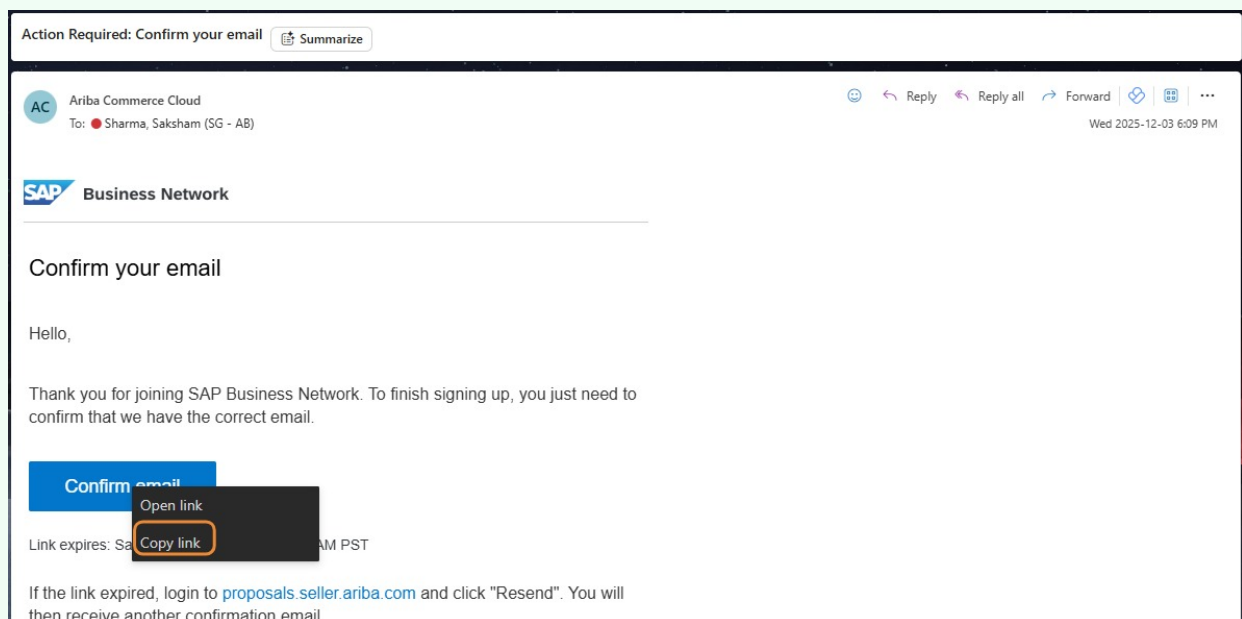
> If you did not receive the email:

8

In order to proceed with the SAP Business Network account creation, please click on **Confirm Email** button in the email body to proceed with the account creation process.



If you are using a private or incognito window for the SAP Business Network account creation process, **copy the hyperlink** from the email and paste it into a new tab within the private or incognito browser window.



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In order to provide additional details for your SAP Business Network account please mention the following details.

1. **Product and Service Categories.**
2. **Ship-to or Service Locations**
3. Once the required details are added, click on "**Submit**" button.

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

[Add](#)[or](#)[Browse](#)

Ship-to or Service Locations

[Add](#)[or](#)[Browse](#)[Submit](#)[Remind me later](#)[Don't show this to me again](#)

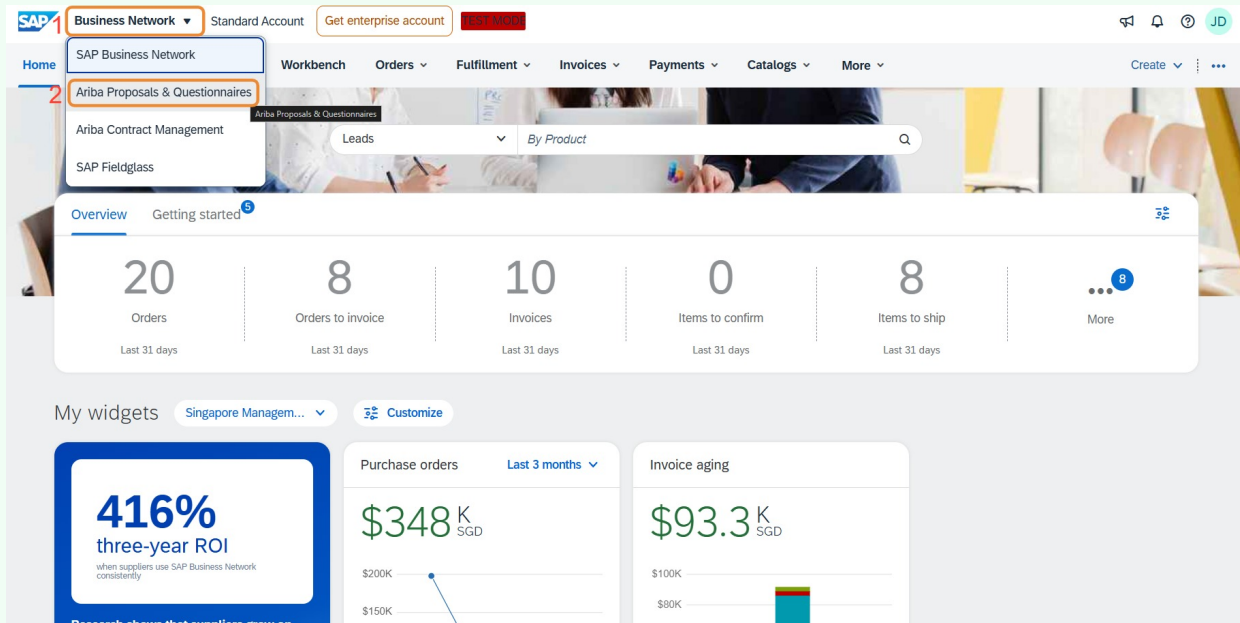
Suppliers are advised to provide accurate service categories and service locations, as this enables organizations to effectively filter suppliers for open tender postings through SAP Business Network Discovery.

PARTICIPATION IN REGISTRATION PROCESS



If the Supplier is redirected to a different homepage as per the screenshot below, follow the below steps to navigate to the relevant page.

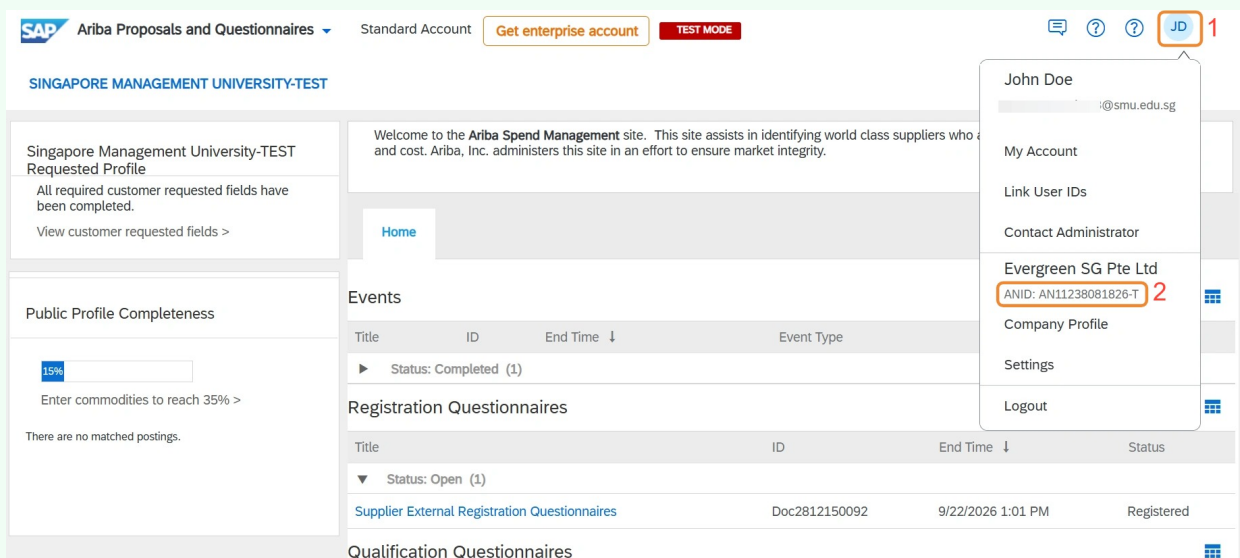
1. Click on **Business Network**
2. Select **Ariba Proposals and Questionnaires**



Suppliers can also verify their ANID linked with SMU, by following the below steps:

1. Click on your initials on the top right
2. Verify ANID visible under the organization name linked with SMU.

If a different ANID is required to be linked with SMU, please inform SMU to delink the active ANID. This would also mean that the existing sourcing events, questionnaires would not be migrated to the new ANID.



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After successfully creating or linking the SAP Business Network account and logging in, suppliers will see the **Supplier External Registration Questionnaire** under the **Registration Questionnaire** section.

- Click on **Supplier External Registration Questionnaire** to proceed with the registration process.

SAP Ariba Proposals and Questionnaires Standard Account [Get enterprise account](#) TEST MODE

SINGAPORE MANAGEMENT UNIVERSITY-TEST

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

[Home](#)

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier External Registration Questionnaire	Doc2819599421	1/2/2026 4:46 PM	Invited

Qualification Questionnaires



To proceed efficiently with the registration process, click on each section in sequential order.

Ariba Sourcing

< Go back to Singapore Management University-TEST Dashboard Desktop File Sync

Console Doc2819599421 - Supplier External Registration Questionnaire Time remaining 29 days 22:05:33

Event Contents

- Event Messages
- Event Details
- Response History
- Response Team

All Content

1 Basic Supplier Information

1.1 Supplier Contact and General Details

1.1.1 Supplier Type Domestic (Singapore)

1.1.2 Supplier Organization Type Organization (0003)

1.1.3 Supplier Full Legal Name * Evergreen SG Pte Ltd

1.1.4 Supplier Main Address

Country/Region: Singapore (SG) State/Province/Region: * Central Singapore (01)

Street: YS Industrial Street 1 House Number:

Street 2: Northview Bizhub

Street 3:

District: Singapore

Postal Code: 768090 City: Singapore

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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.:**

- This option is applicable if the supplier is a Singapore-based organization.
- Upload a valid UEN (Unique Entity Number) certificate for verification purposes.

7. Please attach the supporting document. e.g. Contract for Services:

- This option is applicable if the supplier is an **Individual**.

8. Please attach the valid Business Registration Certification or the Contract for Services

- This option is applicable if the supplier is an **International Organization**.

Basic Supplier Information (Section 1 of 4) Next

Name 1

1.1.3 Supplier Full Legal Name 1 * Evergreen SG Pte Ltd

1.1.4 Supplier Main Address 2

Country/Region: Singapore (SG) State/Province/Region: * Central Singapore (01)

Street: YS Industrial Street 1 House Number:

Street 2: Northview Bizhub

Street 3:

District: Singapore

Postal Code: 768090 City: Singapore

1.1.5 Primary Contact First Name 3 * Jane

1.1.6 Primary Contact Last Name 4 * Tan

1.1.7 Primary Contact Email 5 * janetan@email.com

1.1.10 Do you want to provide an additional email address to receive payment remittance details? 6 * Yes

1.1.11 Supplier's Email address to Receive Payment Remittance * accounts.janetan@email.com

1.1.14 Primary Contact Phone Number 7 * +657778888

1.1.15 Year Established

1.1.16 Number of Employees

1.1.17 Do you want to provide additional contact information 8 * Yes

1.1.18 Unique Entity Number (UEN) 9 * 665557239A

1.1.19 Supplier's Tax Category 10 * Local Supplier - GST Registered in Singapore [01]

(*) Indicates a required field



Some questions in the registration form have an (i) icon next to them. Click the (i) icon to view additional information related to the question.

This will help suppliers respond more accurately to the registration questionnaire.

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If the supplier chooses to provide additional contact information, they must enter the required details under the **Additional Contact Information** section.

Information required under the section:

1. **Role**

- Select the appropriate option under the dropdown, if there is no applicable option then select the other field enter the role description.

2. **Additional Contact Full Name**

3. **Additional Contact Email Address**

4. **Additional Contact Phone Number**

5. **Do you want to provide an additional contact information?**

- Select Yes if the supplier needs to provide one more additional contact information.

Additional Contact Information (Section 2 of 4) << Prev. | Next >>

Name ↑

▼ 2 Additional Contact Information Less...

Please note you can specify a maximum of 8 Email IDs in addition to the Primary Email ID and Remittance Email ID

▼ 2.1 Additional Contact Details

2.1.1 Role	1	* Finance and Controller Other
2.1.2 Additional Contact Full Name	2	* John
2.1.3 Additional Contact Email Address	3	* johndoe@email.com
2.1.4 Additional Contact Phone Number	4	* +6577383839
2.1.6 Do you want to provide an additional contact information?	5	* No

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

13

In the next section, confirm whether an alternate payee applies to the supplier. **If applicable, the supplier must provide the Basic Alternate Payee Supplier Information and Alternate Payee Bank Details.**

Please note that if an alternate payee is selected, all future payments will be routed to the alternate payee supplier.

Alternate Payee Details (Section 3 of 4) << Prev. | Next >>

Name ↑

▼ 3 Alternate Payee Details

▼ 3.1 Alternate Payee Details Less...

Please select Alternate Payee Details if payment is to be directed to a different business entity or individual other than your registered name. All future payments will be made to the alternate payee bank account provided.

3.1.1 Please confirm if an alternate payee is applicable and provide the relevant details. * Yes

▶ 3.1.2 Basic Alternate Payee Supplier Information

▶ 3.1.4 Alternate Payee Bank Details Less...

Please note you can specify a maximum of 10 Bank Accounts.

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Please refer to the steps under Basic Supplier Information and Bank Information to provide the required details for the alternate payee.

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If the supplier selects Alternate Payee Applicable as No, then the supplier needs to provide the Bank Information under the Bank Details Section.

Provide the following details under Bank Details

1. **Bank Type** – Select the location of the bank: Singapore or Non Singapore.
2. **Bank Country** – Choose the applicable country. For domestic banks, this will default to Singapore.
3. **Bank Branch** – (Optional) Provide the name of the bank branch.
4. **Bank Address** – (Optional) Enter the street address associated with the bank.
5. **State** – Enter the state where the bank is located. For domestic banks, this will default to Singapore.
6. **SWIFT Code** – Select the appropriate SWIFT code. Ensure that the bank name, branch, and location match the selected SWIFT code. Any inconsistencies may result in rejection of the registration. If the SWIFT code is not available in the list, then please select "Not Found in List [XX]" and provide additional details in SWIFT/ BIC Code and Sort Code/ Routing Number/ ABA/ IFSC.
7. **Account Holder Name** – Enter the name of the account holder.
8. **Account Number** – Provide the bank account number.
9. **Additional Bank Account Number** - Please enter the additional bank account number in excess of 18 characters here.
10. **Bank Currency** – Specify the currency of the bank account.
11. **Bank ID** – Please enter the currency abbreviation from the Bank Currency field followed by a number. Example: Singapore Dollar [SGD] – please enter SGD1, Australian Dollar [AUD] – please enter AUD1
12. **Intermediary Bank** - Provide Intermediary Bank details if applicable.
13. **Please Enter Further Credit Instructions Here (If Any)** - Use this field to provide additional payment routing details or final beneficiary references. Leave blank if not applicable.
14. **Please attach bank details supporting documents.**
15. If additional Bank Details are required to be provided then please select Yes under **Do you want to provide additional Bank Account Details?**

Bank Details

(Section 4 of 5) < Prev. | Next >

Name ↑	
▼ 4.1 Bank Details - Please add one bank per currency only.	
4.1.1 Bank Type	1 * Singapore
4.1.2 Bank Country	2 * Singapore [SG]
4.1.4 Bank Branch	3 CITI Bank MBS
4.1.5 Bank Address	4 Marina Bay
4.1.6 State	5 * Singapore
4.1.8 SWIFT Code ⓘ	6 * CITIBANK,N.A. [CITISGSG] SINGAPORE
4.1.12 Account Holder's Name	7 * Evergreen SG Pte Ltd
4.1.13 Account Number ⓘ	8 * 33338889999000033
4.1.14 Additional Bank Account Number ⓘ	9 29928234
4.1.16 Bank Currency	10 * Singapore Dollar [SGD]
4.1.18 Bank ID ⓘ	11 * SGD1
▶ 4.1.19 Intermediary Bank	12
4.1.20 Please Enter Further Credit Instructions Here (If Any) ⓘ	13 NA
4.1.21 Please attach bank details supporting documents.	14 * UAT_Sample File.docx Update file Delete file
4.1.22 Do you want to provide additional Bank Account Details?	15 * No

(*) indicates a required field



Please add one Bank account **per currency** only.

The currency should correspond to the region where the bank account was opened.



Dropdown fields support direct search to help suppliers quickly locate the correct values.

Based on the selected values for Bank Type and SWIFT Code, additional mandatory fields may appear. Suppliers must complete all required fields to proceed.

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Once all required details have been entered, Suppliers must confirm the Finance, Procurement, and e-Invoicing related questionnaires

After completing the questionnaires and verifying all information, suppliers should click on the **Submit Entire Response** button to formally submit their registration details.

This final submission marks the completion of the supplier onboarding process and enables SMU to proceed with the registration approvals.

Declaration (Section 5 of 5) [Prev.](#)

Name ↑

▼ 5 Declaration

5.1 I confirm that the bank account information provided is true and accurate. I shall authorize SMU to make payments to this account and am liable for updates should any bank information changed. I will not hold SMU liable for any payments made due to inaccurate account information provided by me.	* ☒ Yes, I confirm and acknowledge
5.2 As a GST-registered supplier in Singapore (where applicable), I hereby confirm that I will comply with the requirement of GST Act in the preparation of the electronic Tax Invoice submitted via the SAP Business Network. Both SMU and my company shall use the information for Goods and Services Tax (GST) reporting to the IRAS.	* ☒ Yes, I confirm and acknowledge
5.3 I hereby confirm that all information provided is accurate, complete, and has been thoroughly validated from our end. I accept full responsibility for the authenticity and correctness of the details submitted.	* ☒ Yes, I confirm and acknowledge

(*) indicates a required field

[Submit Entire Response](#)
[Save draft](#)
[Compose Message](#)
[Excel Import](#)



If you need to save the supplier registration information as a draft and submit it later after validating the information, click the **Save Draft** button.

Declaration (Section 5 of 5) [Prev.](#)

Name ↑

▼ 5 Declaration

5.1 I confirm that the bank account information provided is true and accurate. I shall authorize SMU to make payments to this account and am liable for updates should any bank information changed. I will not hold SMU liable for any payments made due to inaccurate account information provided by me.	* ☒ Yes, I confirm and acknowledge
5.2 As a GST-registered supplier in Singapore (where applicable), I hereby confirm that I will comply with the requirement of GST Act in the preparation of the electronic Tax Invoice submitted via the SAP Business Network. Both SMU and my company shall use the information for Goods and Services Tax (GST) reporting to the IRAS.	* ☒ Yes, I confirm and acknowledge
5.3 I hereby confirm that all information provided is accurate, complete, and has been thoroughly validated from our end. I accept full responsibility for the authenticity and correctness of the details submitted.	* ☒ Yes, I confirm and acknowledge

(*) indicates a required field

[Submit Entire Response](#)
[Save draft](#)
[Compose Message](#)
[Excel Import](#)



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

16 After successfully providing the details, click on **Submit Entire Response** and confirm the submission to submit the registration details for further approvals by SMU.

Doc2819642324 - Supplier External Registration Questionnaire Time remaining
29 days 20:46:25

The Supplier who submits the supplier registration details, will also receive an email confirmation once the request has been successfully submitted.

Fyi: Evergreen SG Pte Ltd has submitted registration info with Singapore Management University-TEST

Ariba Administrator

To: ● Sharma, Saksham (SG - AB)

Wed 2025-12-03 8:01 PM

Evergreen SG Pte Ltd submitted registration info.

For your information, Evergreen SG Pte Ltd submitted registration info to become a supplier with Singapore Management University-TEST. The information will be reviewed for approval of the registration. You will be notified when next steps require your attention.

← Reply

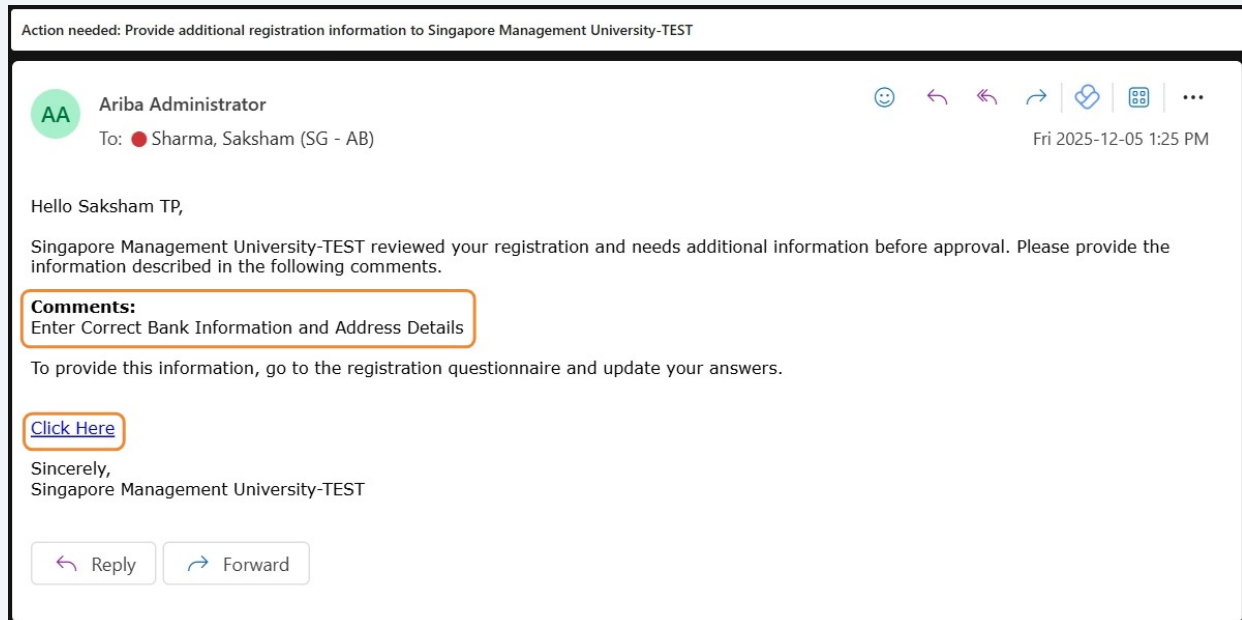
→ Forward

PART 2 - RESUBMISSION OF REGISTRATION DETAILS

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Suppliers SMU Users receive email notifications with updates on their registration process. If additional information is required, they will receive an email titled **Action Needed: Provide Additional Registration Information...**

This email includes **comments** from the approver directly in the message body. Suppliers can click the provided hyperlink to log in to the SAP Business Network, review the feedback, and update their registration details for resubmission.



Email Notification is received by the user who submitted the supplier registration information.



Mentioned steps below are only applicable for the suppliers if they have submitted the Registration Information

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Suppliers can log in to the SAP Business Network Portal by entering their credentials and clicking the **Login** button.

This grants access to the portal, where they can review and resubmit the registration form as needed.

SAP Ariba

Supplier Login

smu-trrsupplier02@email.com

Login

[Forgot Username or Password](#)

Maximize your growth potential with SAP Commerce

Unlock new avenues for your B2B Commerce capabilities with the SAP Commerce program, fostering greater partner satisfaction.

[Learn More](#)



If the Supplier is redirected to a different homepage as per the screenshot below, follow the below steps to navigate to the relevant page.

1. Click on **Business Network**
2. Select **Ariba Proposals and Questionnaires**

SAP Business Network

Standard Account

Get enterprise account

Home

Workbench

Orders

Fulfillment

Invoices

Payments

Catalogs

More

Create

JD

Ariba Proposals & Questionnaires

Ariba Contract Management

SAP Fieldglass

Leads

By Product

Overview

Getting started

20 Orders

8 Orders to invoice

10 Invoices

0 Items to confirm

8 Items to ship

More

My widgets

Singapore Management

Customize

416% three-year ROI

when suppliers use SAP Business Network consistently

Purchase orders

Last 3 months

\$348 K SGD

Invoice aging

\$93.3 K SGD



Suppliers can also verify their ANID linked with SMU, by following the below steps:

1. Click on your initials on the top right
2. Verify ANID visible under the organization name linked with SMU.
3. Click on **External Registration Questionnaires**.

If a different ANID is required to be linked with SMU, please inform SMU to delink the active ANID. This would also mean that the existing sourcing events, questionnaires would not be migrated to the new ANID.

The screenshot shows the Ariba Spend Management interface for Singapore Management University-TEST. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The user's initials 'JD' are highlighted in the top right corner with a red '1'. A dropdown menu is open, showing the user's name 'John Doe', email '@smu.edu.sg', and various account management options. The 'Evergreen SG Pte Ltd' organization is selected, with its ANID 'AN11238081826-T' highlighted in orange and labeled with a red '2'. Below the organization name, the 'Supplier External Registration Questionnaires' link is highlighted in orange and labeled with a red '3'. The main content area displays a welcome message, a 'Home' button, and sections for 'Events', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' section shows a table with columns for Title, ID, End Time, and Status. A dropdown menu for 'Status: Open (1)' is open, showing the 'Supplier External Registration Questionnaires' link.

Title	ID	End Time	Status
Supplier External Registration Questionnaires	Doc2812150092	9/22/2026 1:01 PM	Registered



Please make sure the registration information is updated properly as per the approver's feedback

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To update and resubmit the form as per the approver's feedback, the supplier should follow the below steps:

1. Click on **Revise Response** button.
2. This action will make the form editable, allowing the suppliers to update the required information before resubmitting.

Console

Doc2819767668 - Supplier External Registration Questionnaire

⌚

Time remaining
364 days 03:18:15

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 Basic Supplier Infor...

3 Alternate Payee Details

4 Bank Details

5 Declaration

744706778-T has already submitted an initial response.

Revise Response

ⓘ

All Content

Name ↑

▼ 1 Basic Supplier Information

▼ 1.1 Supplier Contact and General Details

1.1.1 Supplier Type

Domestic (Singapore)

1.1.2 Supplier Organization Type

Organization [0003]

1.1.3 Supplier Full Legal Name ⓘ

TRR_SUPPLIER_2

Show More

Country/Region: Singapore (SG) ⓘ

State/Province/Region: Central Singapore ⓘ

20

Suppliers can update the necessary fields in the registration form as per the approver's feedback and resubmit it for approval.

Before submitting, they should carefully review and address all comments provided by the approvers to ensure the information is accurate and complete.

This helps approvers make a clear and informed decision.

Once the changes are done, click on **Submit Entire Response** button to proceed with the resubmission.

▼ 4 Bank Details More... +	
▼ 4.1 Bank Details - Please add one bank per currency only.	
4.1.1 Bank Type	* Singapore ▼
4.1.2 Bank Country	* Singapore [SG] ▼
4.1.4 Bank Branch	CITI MBS
4.1.5 Bank Address	MBS Street 2
4.1.6 State	* Singapore ▼
4.1.8 SWIFT Code ⓘ	* CITIBANK,N.A. [CITISGSG] SINGAPORE ▼
4.1.12 Account Holder's Name	* TRR_SUPPLIER_2
4.1.13 Account Number ⓘ	* 83939389839893
4.1.14 Additional Bank Account Number ⓘ	9080808
4.1.16 Bank Currency	* Singapore Dollar [SGD] ▼
4.1.18 Bank ID ⓘ	* SGD1
▼ 4.1.19 Intermediary Bank	
4.1.19.1 Intermediary Bank Applicable	* No ▼
4.1.20 Please Enter Further Credit Instructions Here (If Any) ⓘ	
4.1.21 Please attach bank details supporting documents.	* UAT_Sample File.docx ▼ Update file Delete file
4.1.22 Do you want to provide additional Bank Account Details?	* No ▼

(*) indicates a required field

Submit Entire Response
Reload Last Bid
Save draft
Compose Message
Excel Import

21

Suppliers can confirm the submission of their updated response by clicking the **OK** button in the confirmation popup.

This action completes the resubmission process and moves the form forward for approval.

The screenshot shows a 'Bank Details' form with various fields. A confirmation popup is displayed in the center, asking 'Submit this response?' with a green checkmark icon. Below the question, it says 'Click OK to submit.' and has two buttons: 'OK' (highlighted with an orange border) and 'Cancel'.

Bank Details	
4.1.1 Bank Type	Singapore
4.1.2 Bank Country	Singapore [SG]
4.1.4 Bank Branch	
4.1.5 Bank Address	
4.1.6 State	
4.1.8 SWIFT Code	
4.1.12 Account Holder's Name	
4.1.13 Account Number	83939389839893
4.1.14 Additional Bank Account Number	9080808
4.1.16 Bank Currency	Singapore Dollar [SGD]
4.1.18 Bank ID	SGD1

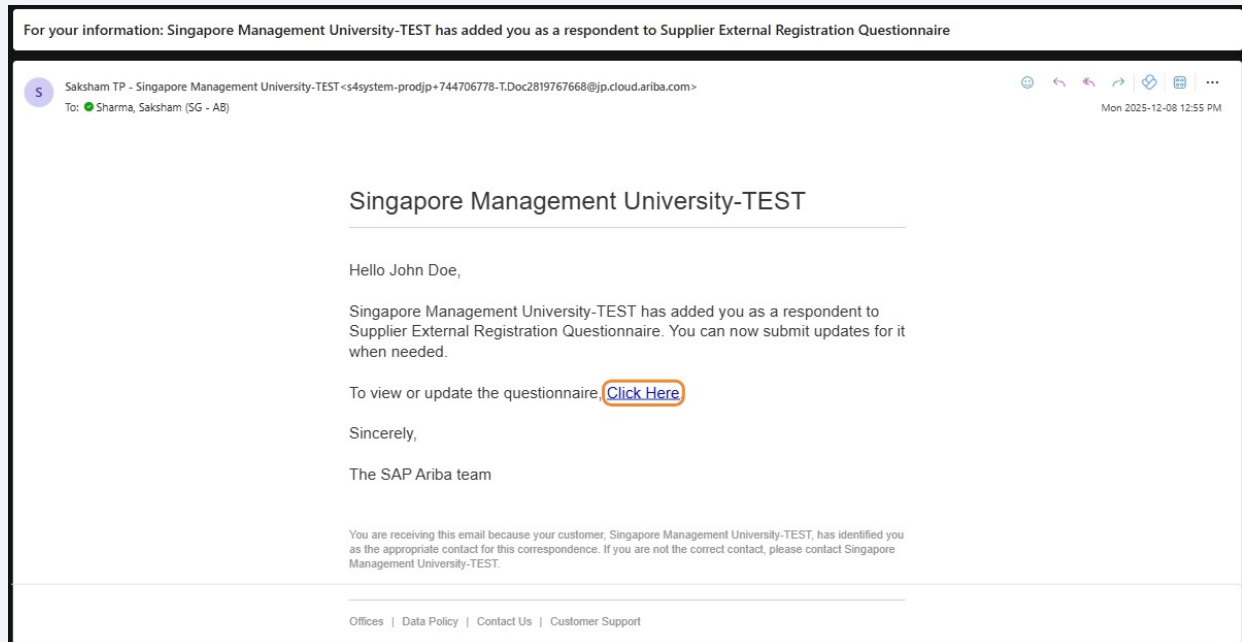
PART 2 - UPDATE OF REGISTRATION DETAILS



If no updates to the registration details are required, this process can be ignored.

22 Suppliers receive email notifications to update the supplier's registration details.

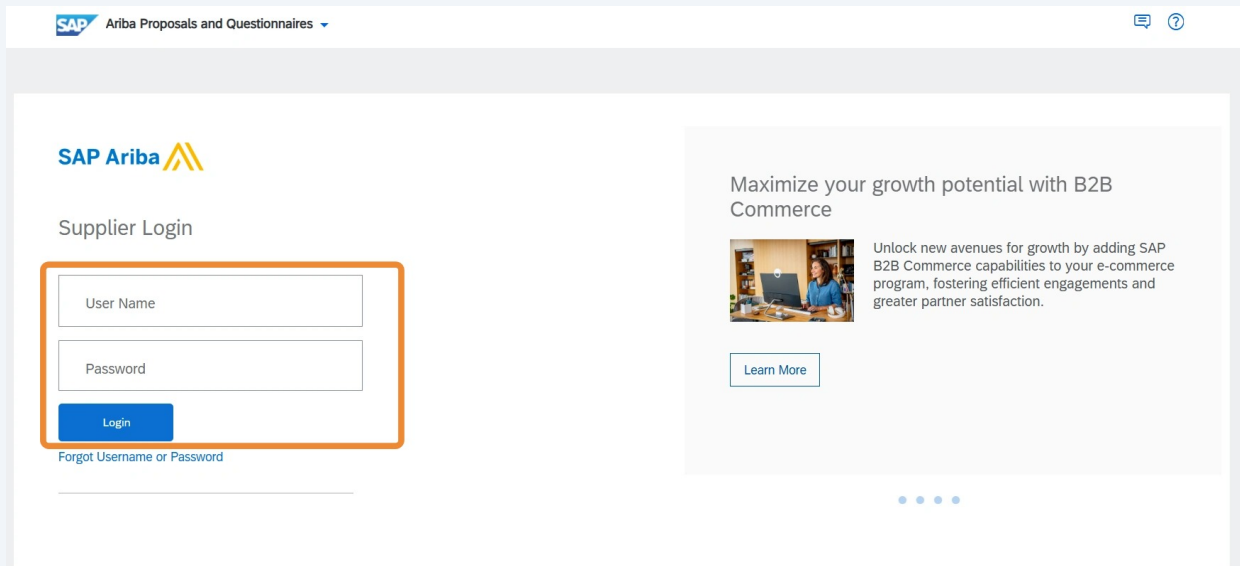
Supplier can click the provided hyperlink under **Click Here** button to log in to the SAP Ariba and update the registration form if required.



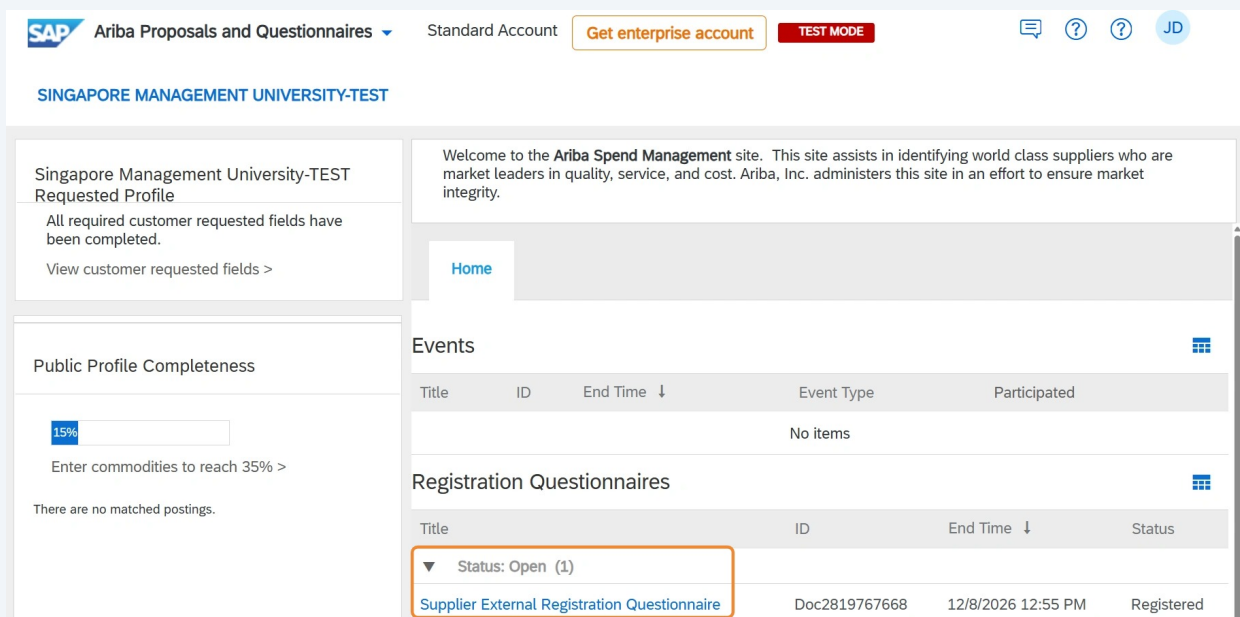
If no resubmission email is received and supplier details are required to be updated, follow the below steps to navigate to the applicable task.

23 Access the following URLs to access SAP Business Network Supplier Portal.

1. [SAP Business Network Supplier Portal](#)
2. Enter your Username and Password
3. Click on **Login**.



24 If not redirected directly, click on the **Supplier External Registration Questionnaire** under **Registration Questionnaires** tab.



Standard Account [Get enterprise account](#) **TEST MODE**

SINGAPORE MANAGEMENT UNIVERSITY-TEST

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

[Home](#)

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier External Registration Questionnaire	Doc2819767668	12/8/2026 12:55 PM	Registered

25

To update the registration information, the suppliers should follow the below steps:

1. Click on **Revise Response** button.
2. This action will make the form editable, allowing the suppliers to update the required information before resubmitting.

Ariba Sourcing Company Settings ▾ John Doe ▾ Feedback Help ▾ Messages

< Go back to Singapore Management University-TEST Dashboard Desktop File Sync

Console Doc2819767668 - Supplier External Registration Questionnaire Time remaining 364 days 23:46:32

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Basic Supplier Information
3 Alternate Payee Details
4 Bank Details
5 Declaration

744706778-T has already submitted an initial response.

Revise Response ⓘ

All Content

Name ↑

▼ 1 Basic Supplier Information

▼ 1.1 Supplier Contact and General Details

1.1.1 Supplier Type	Domestic (Singapore)
1.1.2 Supplier Organization Type	Organization [0003]
1.1.3 Supplier Full Legal Name ⓘ	TRR_SUPPLIER_2

[Show More](#)

Country/Region: Singapore ⓘ State/Province/Region: Central ⓘ

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Suppliers can update the necessary fields in the registration form as per the updated details and before resubmitting it for approval.

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Basic Supplier Information
3 Alternate Payee Details
4 Bank Details
5 Declaration

All Content

Name ↑

1.1.16 Number of Employees	
1.1.17 Do you want to provide additional contact information	* No ▾
1.1.18 Unique Entity Number (UEN)	* 998844878A
1.1.19 Supplier's Tax Category	* Local Supplier - GST Registered in Singapore [01] ▾
▶ 3 Alternate Payee Details	
▼ 4 Bank Details More... +	
▼ 4.1 Bank Details - Please add one bank per currency only.	
4.1.1 Bank Type	* Singapore ▾
4.1.2 Bank Country	* Singapore [SG] ▾
4.1.4 Bank Branch	CITI MBS
4.1.5 Bank Address	MBS City Centre
4.1.6 State	* Singapore ▾
4.1.8 SWIFT Code ⓘ	* CITIBANK,N.A. [CITISGSG] SINGAPORE ▾
4.1.12 Account Holder's Name	* TRR_SUPPLIER_2
4.1.13 Account Number ⓘ	* 839393898398
4.1.14 Additional Bank Account Number ⓘ	3893
4.1.16 Bank Currency	* Singapore Dollar [SGD] ▾
4.1.18 Bank ID ⓘ	* SGD1

27

Once the details are updated, suppliers must confirm the accuracy of the information by acknowledging the **Question 5.4: Kindly confirm and acknowledge that you have updated the information.**

Based on the information being updated the supplier must select the appropriate option from the dropdown menu.

1. If the General details like Organization Name, Address, UEN Number, communication emails are updated, please select **General Information (Address, Name, Contact Details)**
2. If the Bank details, Alternate Payee details are updated, please select **Financial Information (Bank Details, Alternate Payee Details).**
3. If Both General and Financial details (Bank/ Alternate Payee) are updated, please select **Both (General & Financial Information)**

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Basic Supplier Infor...

3 Alternate Payee Details

4 Bank Details

5 Declaration

Declaration (Section 4 of 4) ⏪ Prev. ⏩

Name ↑

▼ 5 Declaration

5.1 I confirm that the bank account information provided is true and accurate. I shall authorize SMU to make payments to this account and am liable for updates should any bank information changed. I will not hold SMU liable for any payments made due to inaccurate account information provided by me. * ☒ Yes, I confirm and acknowledge

5.2 As a GST-registered supplier in Singapore (where applicable), I hereby confirm that I will comply with the requirement of GST Act in the preparation of the electronic Tax Invoice submitted via the SAP Business Network. Both SMU and my company shall use the information for Goods and Services Tax (GST) reporting to the IRAS. * ☒ Yes, I confirm and acknowledge

5.3 I hereby confirm that all information provided is accurate, complete, and has been thoroughly validated from our end. I accept full responsibility for the authenticity and correctness of the details submitted. * ☒ Yes, I confirm and acknowledge

5.4 Kindly confirm and acknowledge that you have updated the information. *

(*) indicates a required field

1 General Information (Address, Name, Contact Details)

2 Financial Information (Bank Details, Alternate Payee Details)

3 Both (General & Financial Information)

Submit Entire Response Reload Last Bid Save draft



Suppliers submitting updated registration information should carefully select the correct option from the dropdown.

Approvers will review the updated details, and if the changes are not relevant or accurate, they may reject the registration form updates.

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Once the details are updated, click **Submit Entire Response** to proceed with sending the updated information for approval.

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Basic Supplier Infor...

3 Alternate Payee Details

4 Bank Details

5 Declaration

Declaration (Section 4 of 4) ⏪ Prev. ⏩

Name ↑

▼ 5 Declaration

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5.4 Kindly confirm and acknowledge that you have updated the information. * Both (General & Financial Information) ▼

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

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To confirm the submission action, click on the **OK** button under the popup of **Submit this response?**

Doc2819767668 - Supplier External Registration Questionnaire Time remaining 364 c

Declaration (Section 4 of 4)

Name ↑

▼ 5 Declaration

5.1 I confirm that the bank account information provided is true and accurate. I shall authorize SMU to make payments to this account and am liable for updates should any bank information changed. I will not hold SMU liable for any payments made due to inaccurate account information provided by me. * ☒ Yes, I confirm and acknowledge

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5.4 Kindly confirm and acknowledge that you have updated the information. * Both (General & Financial Information) ▼

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Submit this response?
Click OK to submit.
OK Cancel