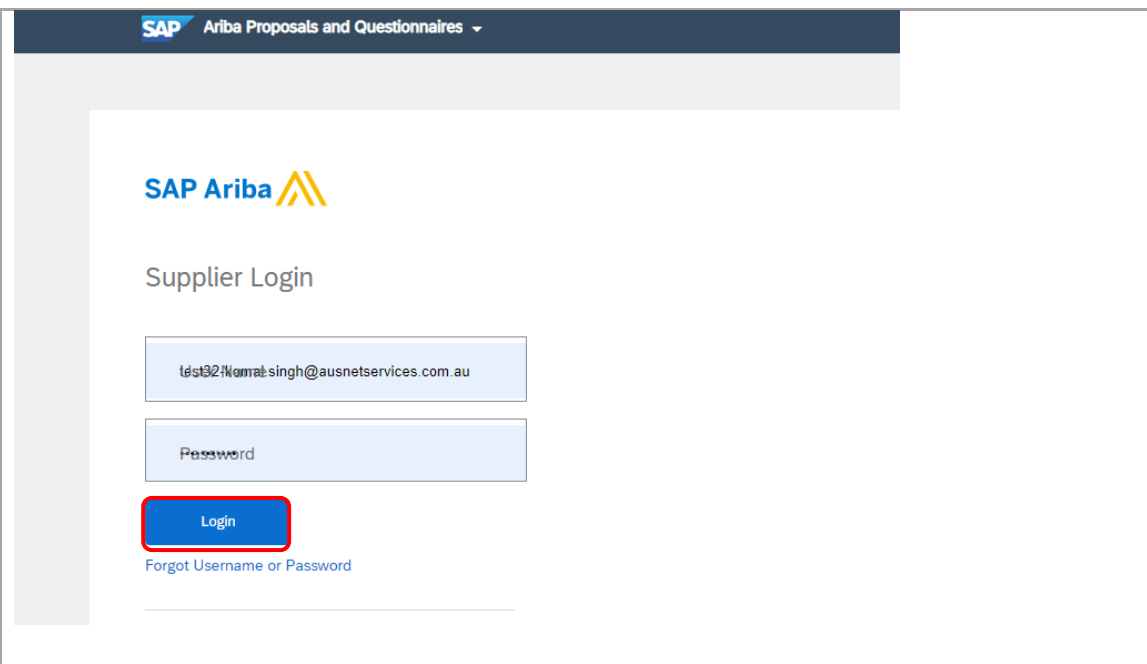
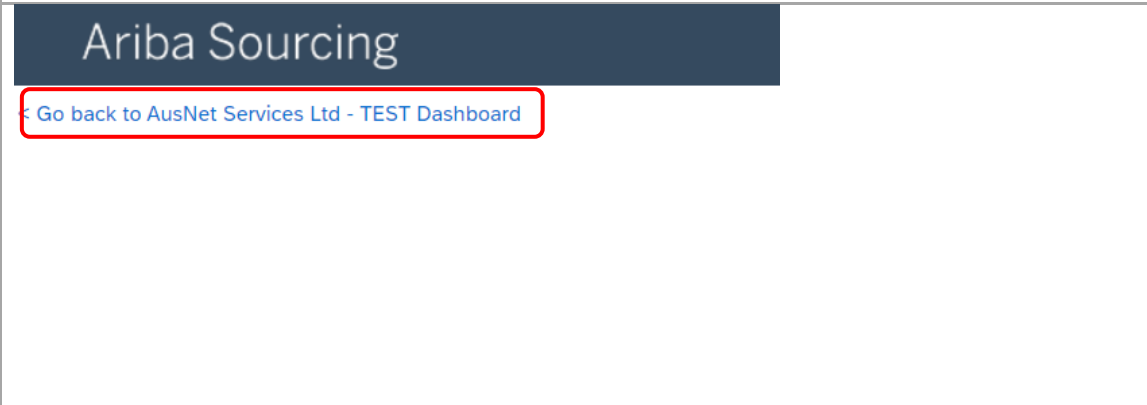


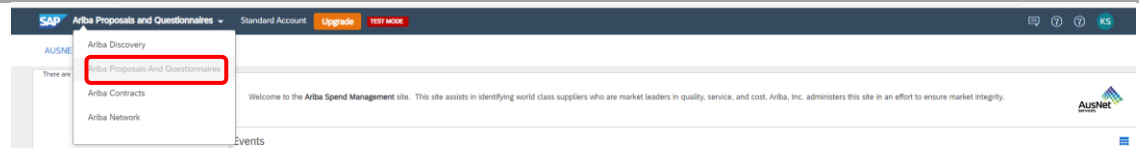
## How to make changes to the existing registration form.

### Quick Reference Guide (QRG)

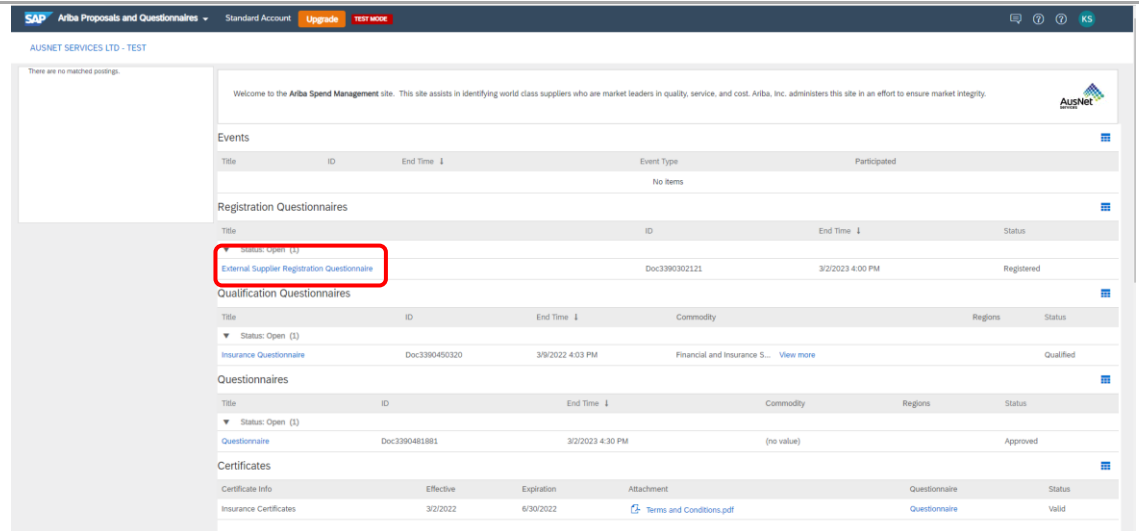
This document is to be used by the suppliers to make changes to the existing registration and insurance questionnaire.

<p>1. If there is any information that needs to be changed in your existing registration form, you can do it at any point in time by using your existing username &amp; password to log in to your account.</p>	 <p>The screenshot shows the SAP Ariba Supplier Login page. At the top, there is a dark blue header with the SAP logo and the text 'Ariba Proposals and Questionnaires'. Below this, the SAP Ariba logo is displayed. The main heading is 'Supplier Login'. There are two input fields: one for the username (containing 'test921komat:singh@ausnetservices.com.au') and one for the password (containing 'Password'). Below the password field is a blue 'Login' button, which is highlighted with a red rectangle. Under the button is a link that says 'Forgot Username or Password'.</p>
<p>2. Go to the Ariba dashboard.</p>	 <p>The screenshot shows the Ariba Sourcing dashboard. At the top, there is a dark blue header with the text 'Ariba Sourcing'. Below this, there is a red rectangle highlighting a link that says 'Go back to AusNet Services Ltd - TEST Dashboard'.</p>

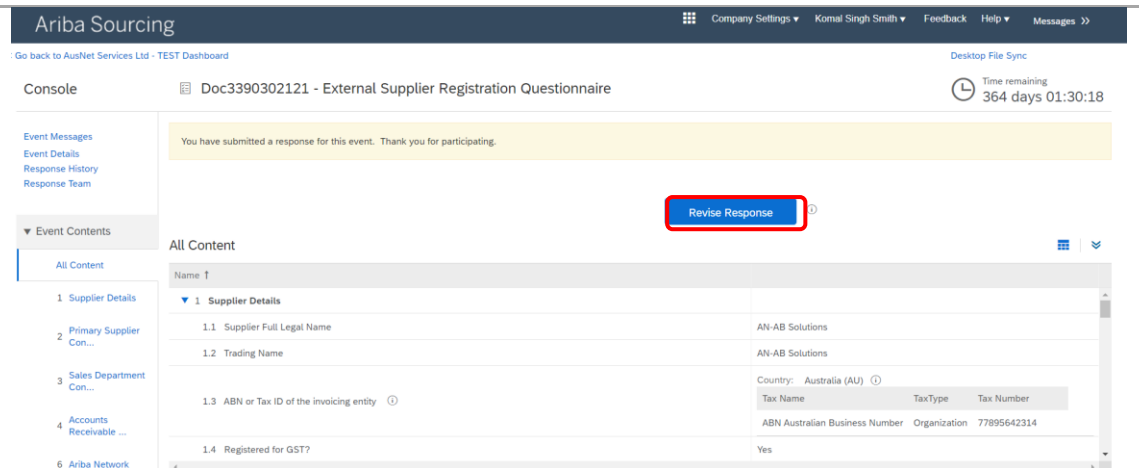
3. Select **Ariba proposals and questionnaires** from the top (Left-hand side).



4. Click on **External Supplier Registration Questionnaire**.



5. Click **Revise Response**.



6. Click **Ok**.

Doc3390302121 - External Supplier Registration Questionnaire

You have submitted a response for this event. Thank you for participating.

Revise Response

**Revise Response?**

You have already submitted a response for this event. Click OK if you would like to revise your response.

**OK** **Cancel**

7. Make the required changes in the exiting form.

All Content

Name ↑

Postal Code: \* 3006

Country/Region: \* Australia

1.6 Is the postal address same as office address? \* Yes

**2 Primary Supplier Contact**

2.1 Contact First Name \* David

2.2 Contact Last Name \* Smith

(\*) indicates a required field

8. Click **Submit Entire Response**.

All Content

Name ↑

Postal Code: \* 3006

Country/Region: \* Australia

1.6 Is the postal address same as office address? \* Yes

**2 Primary Supplier Contact**

2.1 Contact First Name \* Darren

2.2 Contact Last Name \* Smith

(\*) indicates a required field

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

9. Click **Ok**.

**Submit this response?**

Click OK to submit.

**OK** **Cancel**



Your revised response has been submitted. Thank you for participating in the event.

10. Similarly, you can make changes to the insurance questionnaire as well.

11. Go to the Ariba dashboard.

## Ariba Sourcing

[< Go back to AusNet Services Ltd - TEST Dashboard](#)

Console

Doc3390302121 - External Supplier Registration Questionnaire

[Event Messages](#)  
[Event Details](#)  
[Response History](#)  
[Response Team](#)

You have submitted a response to the questionnaire.

12. Click on **Questionnaire**.

### Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
<a href="#">External Supplier Registration Questionnaire</a>	Doc3390302121	3/3/2022 2:34 PM	Registered

### Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
<a href="#">Insurance Questionnaire</a>	Doc3390450320	3/9/2022 4:03 PM	Financial and Insurance S...	<a href="#">View more</a>	Qualified

### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
<a href="#">Questionnaire</a>	Doc3390481881	3/2/2023 4:30 PM	(no value)		Approved

### Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
Insurance Certificates	3/2/2022	6/30/2022	<a href="#">Terms and Conditions.pdf</a>	<a href="#">Questionnaire</a>	Valid

13. Click **Revise Response**.

Doc3390481881 - Questionnaire

Time remaining  
364 days 01:54:58

If your customer has requested an update to this questionnaire, please click **Revise Response** and re-submit your answers. Even if you do not need to change any of your current answers, your customer cannot complete their evaluation until you re-submit the questionnaire.

[Revise Response](#)

### All Content

Name ↑
1 Insurance Documents <a href="#">View Insurance Documents (1)</a>

[Compose Message](#)

14. Click **Ok**.

Doc3390481881 - Questionnaire

If your customer has requested an update to this questionnaire, please click **Revise Response** and re-submit your answers. Even if you do not need to change any of your answers, please complete their evaluation until you re-submit the questionnaire.

All Content

Name ↑

1 Insurance Documents

Compose Message

⚠ Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK

Cancel

15. Click **Submit Entire Response**.

Doc3390481881 - Questionnaire

Time remaining  
364 days 01:54:17

All Content

Name ↑

1 Insurance Documents

Add Insurance Documents (1)

(\*) indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

16. Click on **Details**.

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 1 Insurance Documents

Insurance Documents (1)

Name ↑

Insurance Documents #1

Delete

Do you have relevant Insurances?

\*

Yes

Details

Add an additional Insurance Documents

(\*) indicates a required field

17. Make the required changes.

### 1.1.1 Do you have relevant Insurances?

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: Insurance Certificates

Issuer: \* Marie Stuart

Year of Publication: \* 2022

Certificate Number: \* 1568

Certificate Location: \* Melbourne

Effective Date: \* Wed, 2 Mar, 2022

Expiration Date: \* Thu, 30 Jun, 2022

Attachment: \* [Terms and Conditions.pdf](#) Delete

Choose File No file chosen

Or drop file here

Description:

18. Scroll down and click **Ok**.

OK

Cancel

19. Click **Save**.

Ariba Sourcing

[Go back to AusNet Services Ltd - TEST Dashboard](#)

Desktop File Sync

Save

Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

[All Content](#) > 1 Insurance Documents

Insurance Documents (1)

20. Click **Submit Entire Response.**

Doc3390481881 - Questionnaire

All Content

Name ↑

1 Insurance Documents

(\*) indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

21. Click **Ok.**

✓ Submit this response?

Click OK to submit.

OK

Cancel

essag

End of the process.