



Ariba Network

How to update your Supplier Registration Questionnaire

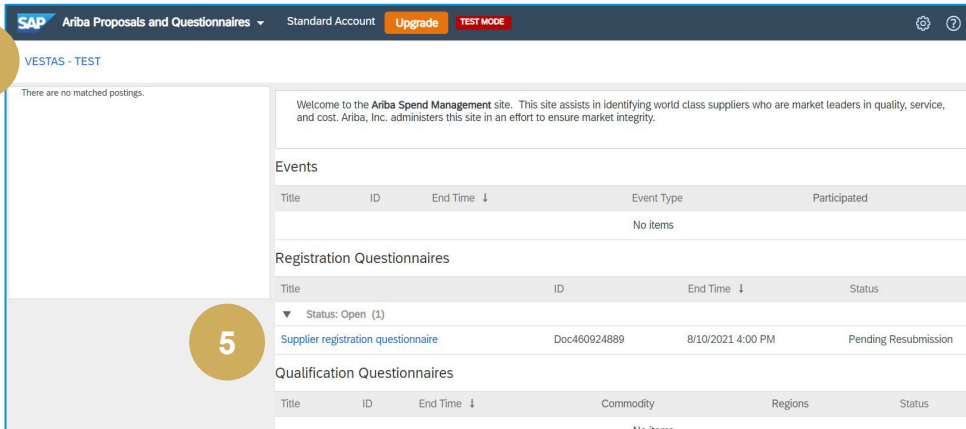
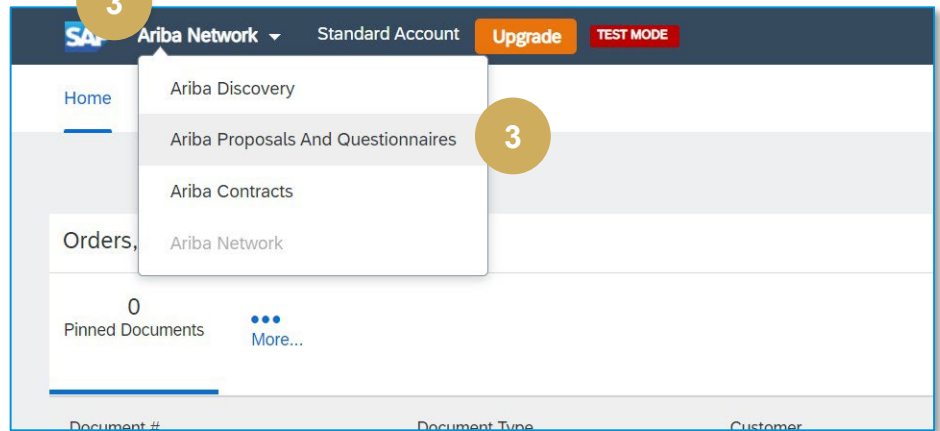
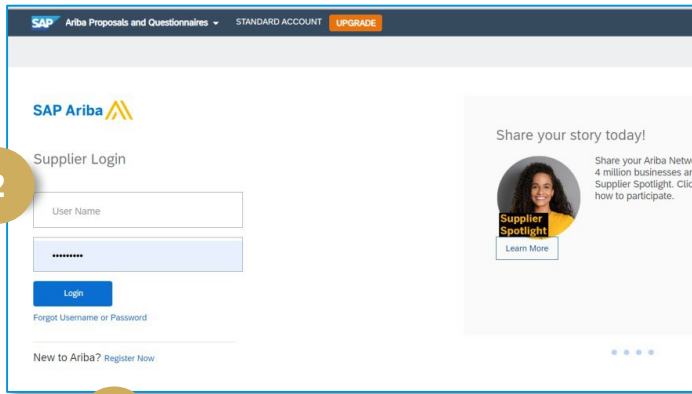
Process

This document will provide direction on how to update fields within your Supplier Registration Questionnaire within your Ariba Network account.

Step-by-step

1. Go to supplier.ariba.com
2. Log in with your Ariba credentials
3. In the upper left corner, click **Business Network (Ariba Network)** and then click **Ariba Proposals and Questionnaires**
4. Click the **PASSHE** tab
5. Under Registration Questionnaires, click the **Supplier Registration questionnaire**

Tip: You can only revise your response in the questionnaire if the status is *Pending Resubmission* or *Registered*.



Step-by-step

6. Click **Revise Response**
7. Click **OK** on the pop-up message.
8. The fields are now editable - update your company data accordingly
9. Click **Submit Entire Response** to send your update to PASSHE for review and approval.

Tip: You can only revise your response in the questionnaire if the status is *Registered*.

Ariba Sourcing
Go back to Vestas - TEST Dashboard
Company Settings Grace Patriwirawan
Desktop File Sync
Time remaining 364 days 00:30:59

Console Doc460924889 - Supplier registration questionnaire

Event Messages
Event Details
Response History
Response Team

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

6 Revise Response

Event Contents
All Content

All Content

1 Vestas Supplier Reg...
2 Confirmations and Ag...

1 Vestas Supplier Registration
Data protection notification: Please note that by engaging with Vestas in this supplier registration form you acknowledge that any data you provide will be used for the purposes of this event.
1.1 Company Questions
1.1.1 Company's Full Legal Name
1.1.2 Company Name Continued, if more than 35 characters
1.1.3 Company's Full Legal Name in Local language. Please provide your company name in the local language if your company is located in one of the following countries: China, Japan, South-Korea or Russia.
1.1.4 What is your company's registration number? (Business Registration Number)
1.1.5 Is your company supplying Vestas with goods or services?
1.2 Supplier Contact Information
1.2.1 Contact First Name
1.2.2 Contact Last Name

7 Revise Response?
You have already submitted a response for this event. Click OK if you would like to revise your response.
OK Cancel

1.1 Company Questions

1.1.1 Company's Full Legal Name * TEST - Reference Guide

1.1.2 Company Name Continued, if more than 35 characters

1.1.3 Company's Full Legal Name in Local language. Please provide your company name in the local language if your company is located in one of the following countries: China, Japan, South-Korea or Russia.

1.1.4 What is your company's registration number? (Business Registration Number)

1.1.5 Is your company supplying Vestas with goods or services? * Services

1.2 Supplier Contact Information

1.2.1 Contact First Name * Grace

1.2.2 Contact Last Name * Patriwirawan

(*) indicates a required field

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