

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.

1. If there is any	Ariba Proposals and Questionnaires -
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	SAP Ariba
& password to log in to your account.	telst92:Wommat.singh@ausnetservices.com.au
	Pasaword
	Login Forgot Username or Password
 Go to the Ariba dashboard. 	Ariba Sourcing
	Go back to AusNet Services Ltd - TEST Dashboard

3.	Select Ariba proposals and questionnaires from the top (Left- hand side).	Adba Proposals and Q Autorn There are Arba Proposals And Arba Contracts Arba Network	Senderland Account	
4.	Click on External Supplier Registration	Ariba Proposals and Quest	International Account Upgeside restruct C Velicome to the Arba Spend Management site. This site assists in Identifying world class suppliers who are market leaders in quality, service, and cost. Arba, inc. administers this site is an effort to ensure market integrity. C	Q Q KS
Questionnaire.	Questionnaire.		Events Title ID End Time I Event Type Purticipated No Rems	
			Kegistration Questionnaires Title I/D End Time 1 Stat F Stattic Quest (J) External Supplier Registration Questionnaire Doc3300302221 32/2022 400 PM	atus egistered
			Status Open (c) ID End Time is Commodity Regions * Status Open (c) * * * * Insurance Questionnaire Dxx1300450220 3/9/2022 403 FM * Praunal and Insurance S Were more	Status Qualified
			Ouestionnaires ID End Time 4 Commodity Regions 55 * Status: Open (1) <td< th=""><th>Latus</th></td<>	Latus
			Certificates Effective Expiration Attachment Questionnaire Insurance Certificates 3/2/2022 6/3/0/2022 C Terms and Conditions.pdf Questionnaire	Status Valid
5.	Click Revise	Ariba Sourcin	g Company Settings 🔻 Komal Singh Smith 🔻 Feedback Help 🔻	Messages >>
Response.	: Go back to AusNet Services Ltd - T	EST Dashboard Desktop File S Image: Doc3390302121 - External Supplier Registration Questionnaire	emaining days 01:30:18	
	Event Messages Event Details Response History Response Team	You have submitted a response for this event. Thank you for participating.		
		▼ Event Contents	Revise Response	
		All Content	Name †	
		1 Supplier Details	▼ 1 Supplier Details	<u>^</u>
		2 Primary Supplier Con	1.1 Supplier Full Legal Name AN-AB Solutions 1.2 Trading Name AN-AB Solutions	
		3 Sales Department Con	Country: Australia (AU) () 1.3 ABN or Tax ID of the invoicing entity () Tax Name Tax Type Tax Num	mber
		4 Accounts Receivable 6 Ariba Network	ABN Australian Business Number Organization 7789564 1.4 Registered for GST? Yes	42314 •

6. Click Ok.	 Doc3390302121 - External Supplier Registration Questionnal You have submitted a response for this event. Thank you for participating. I Content A Revise Response? You have already submitted a response for this event. Cliver service response. You have already submitted a response for this event. Cliver service response. 	ck OK if you would like to revise your
7. Make the required changes in the exiting form.	All Content Name 1 1.6 Is the postal address same as office address? 2 Primary Supplier Contact 2.1 Contact First Name 2.2 Contact Last Name 4	Postal Code: * 3006 Country/Region: * Australia ~ * Yes ~ * David * Smith
8. Click Submit Entire Response.	All Content Name 1 1.6 Is the postal address same as office address? 2 Primary Supplier Contact 2.1 Contact First Name 2.2 Contact Last Name 4 (*) indicates a required field Submit Entire Response Reload Last Bid Save draft	Postal Code: * 3006 Country/Region: * Australia ~ * Yes ~ * Darren * Smith pose Message Excel Import
9. Click Ok .	✓ Submit this response? Click OK to submit. OK Cancel	

make changes to	Ariba Soui	rcing						
the insurance	< Go back to AusNet Services	3 Ltd - TEST Das	hboard					
questionnaire as well.	Console	×= *= X	Doc3390302	121 - External	Supplier Regi	istration Qu	estionnair	e
11. Go to the Ariba dashboard.	Event Messages Event Details Besponse History	You	have submitted a re	sponse to the questio	nnaire.			
	Response Team							
12. Click on	Registration Questionnaires			ID	End Time 🌡		Status	
Questionnaire.	▼ Status: Completed (1)			10			510105	
	External Supplier Registration Questionnaire Qualification Questionnaires			Doc3390302121	3/3/2022 2:34 F	M	Registered	
	Title	ID	End Time ↓	Commodity		R	egions Status	
	Status: Open (1) Insurance Questionnaire	Doc3390450320	3/9/2022 4:03 PM	Financial and Insu	ance S View more		Qualifie	ed
	Questionnaires							
	Title ID		End Time 🕴		Commodity	Regions	Status	
	Questionnaire Do	0c3390481881	3/2/2023 4:3	0 PM	(no value)		Approved	
	Certificates							
	Certificate Info Insurance Certificates	Effective 3/2/2022	Expiration 6/30/2022	Attachment		Questionnaire	Status Valid	3
13. Click Revise Response.	🗉 Doc3390481881 - Qu	estionnaire				C) Time remaining 364 days 01:	54:5
	If your customer has requested an upd complete their evaluation until you re-	ate to this questionnaire, submit the questionnaire.	please click Revise Response	and re-submit your answers. Eve	n if you do not need to change an	y of your current answers, y	your customer cannot	
				Revis	e Response			
								III
	All Content							
	All Content Name †							

14. Click Ok .	Doc3390481881 - Questionnaire	
	If your customer has requested an update to this questionnaire, please click Revise Response and re-submit your answers. Eve complete their evaluation until you re-submit the questionnaire.	en if you do not need to change any of you
	All Content Name 1 1 Insurance Documents Compose Message	Se your Cancel
15. Click Submit	Doc3390481881 - Questionnaire	Time remaining 364 days 01:54:17
	All Content Name † 1 Insurance Documents (*) indicates a required field Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import	Add Insurance Documents (1)
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 of ull Content > 1 Insurance Documents	n the main screen.
	Insurance Documents (1) Name ↑ Insurance Documents #1 Do you have relevant Insurances? Add an additional Insurance Documents	* Yes V Details (*) indicates a required field

17. Make the required	1.1.1 Do you have relevant Insurances?			
changes.	Enter details for Certificate . Enter the location of a file to add as an Attachment . To search for a <i>More</i>			
	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 tile here			
	Description:			
	8			
18. Scroll down and				
click Ok .	Cancel			
10 Click Sava	Ariba Sourcing			
19. CIICK Save.	Go back to AusNet Services Ltd - TEST Dashboard Desitop File Sync	–		
	Save Cancel	J		
	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.			
	Insurance Documents (1)			

20. Click Submit	Doc3390481881 - Questionnaire		
Entire Response.			
	All Content		
	Name 1		
	1 Insurance Documents		
	(*) indicates a required field		
	Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import		
24 Oliok Ok			
21. CIICK UK .			
	✓ Submit this response?		
	essag		
	OK Cancel		
End of the process			