PENNSYLVANIA'S STATE SYSTEM of HIGHER EDUCATION

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
- 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*.

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New to Ariba? Register Now				• • • •		
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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
- 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*.

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Want more information? View our full **SourcePoint Supplier Guide** located on the <u>PASSHE</u> <u>Supplier Information Portal</u>. For questions, comments, or concerns please reach out to the **Supplier Support Team** (<u>SupplierHelp@passhe.edu</u>).