



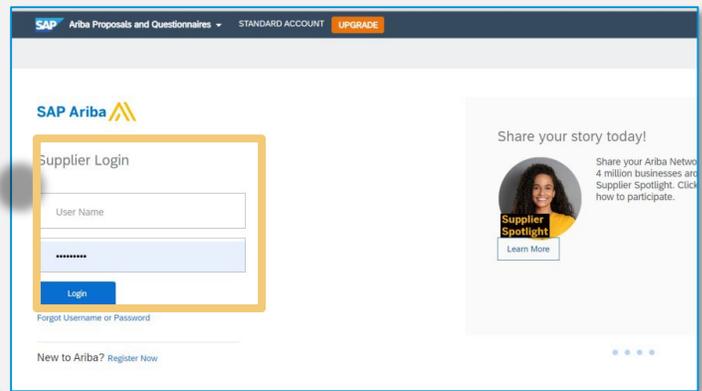
SAP Business Network

How to update your Supplier Registration Questionnaire

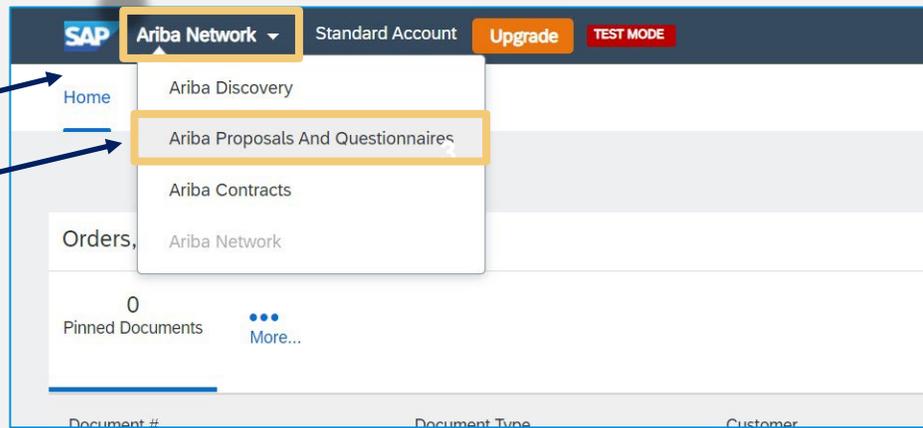
Process

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

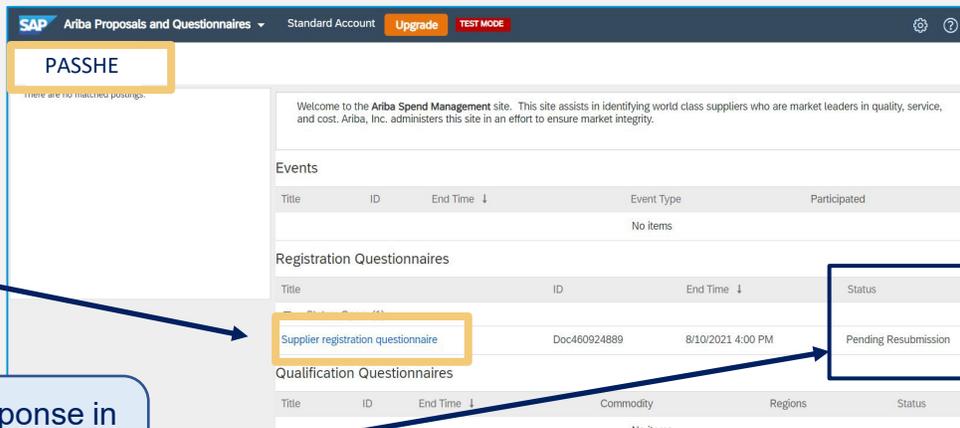
1 Log into your SAP Business Network Account



2 In the upper left corner, click **Business Network (Ariba Network)**
click **Ariba Proposals and Questionnaires**



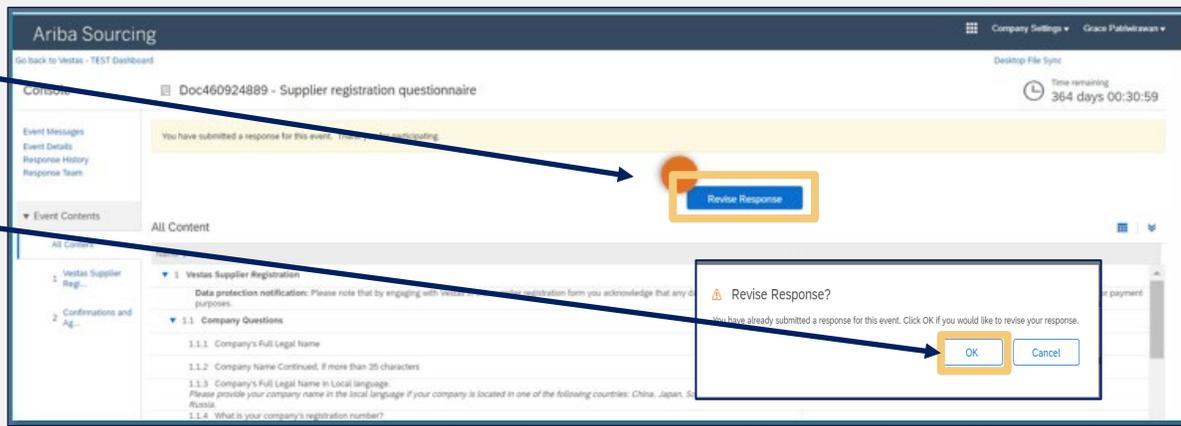
3 Click **PASSHE** tab



4 Click **Supplier registration questionnaire**

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

5 Click **Revise Response**



6 Click **OK** on the pop-up message

7 The fields within the questionnaire are now editable. Update your company data accordingly.

8 Click **Submit Entire Response** to send your update to PASSHE for review and approval.



Want more information? Please see the [PASSHE SAP Business Network information page](#). For questions, comments, or concerns please reach out to the Supplier Support Team @ SupplierHelp@passhe.edu.