## **Ariba Network**

# How to update your Supplier Registration Questionnaire

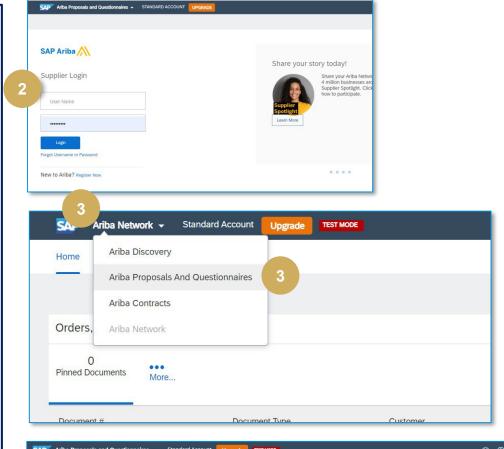
#### **Process**

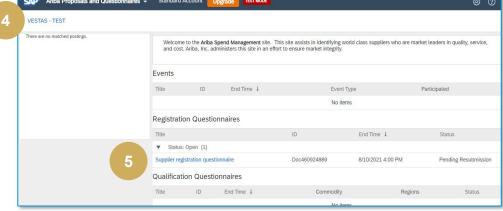
This document will provide direction on how to update fields within your Supplier Registration Questionnaire within your Ariba Network account.

#### 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
- Click the PASSHE tab
- 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.

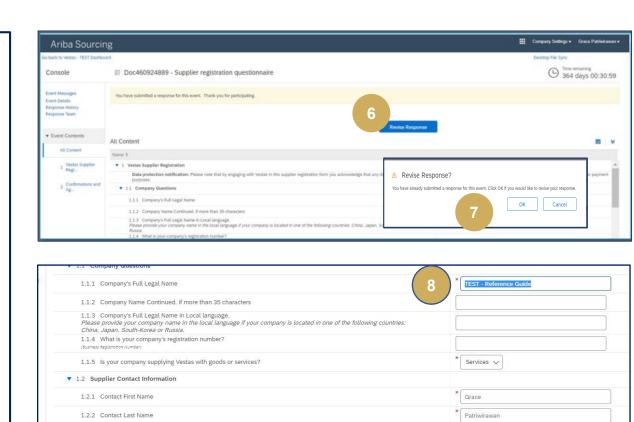
1.2.2 Contact Last Name

Submit Entire Response

(\*) indicates a required field

Reload Last Bid

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



Compose Message

Excel Import