HOW TO UPDATE YOUR SUPPLIER COMPANY DATA/REGISTRATION QUESTIONNAIRE
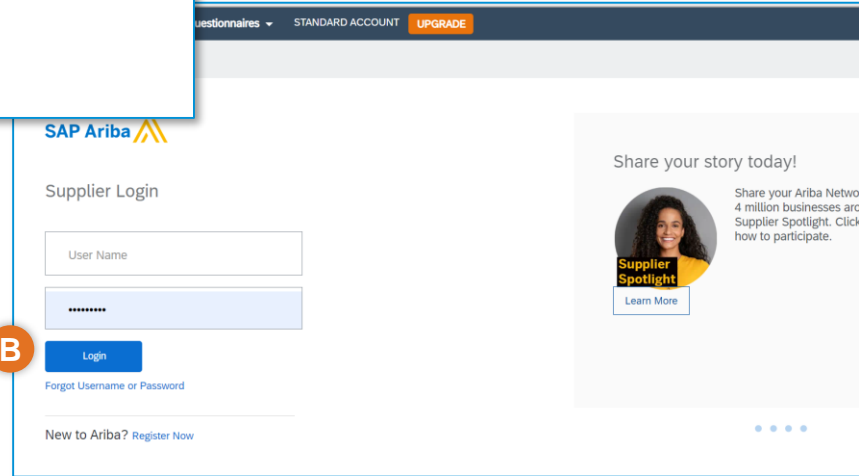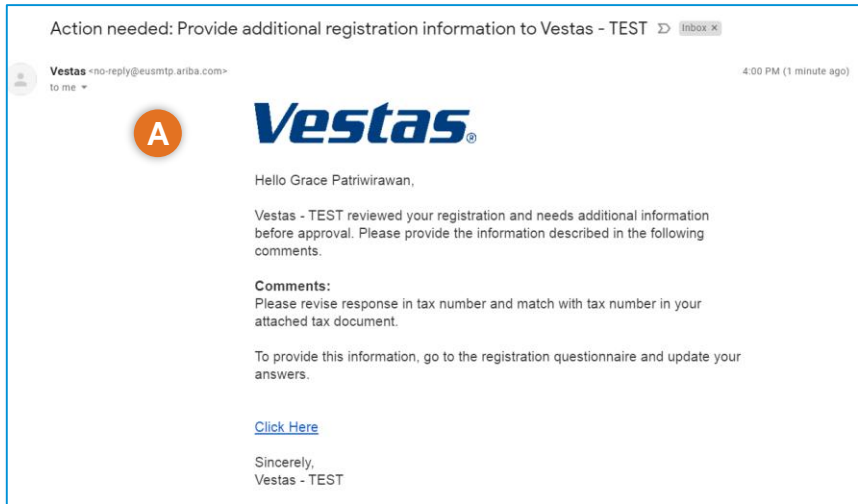
Step-by-step

*There are **2 possible scenarios** where a supplier will need to revise their response to the supplier registration questionnaire:*

A. Vestas has returned the questionnaire and is asking for revisions or additional information to your response

B. **Supplier has updates in company data and would like to inform Vestas about it (update the supplier registration questionnaire)**

This guide explains **SCENARIO B**, for SCENARIO A, please see the guide: ***How to revise response in registration questionnaire and resubmit***

Illustration

Classification: Restricted

HOW TO UPDATE YOUR SUPPLIER COMPANY DATA/REGISTRATION QUESTIONNAIRE

Step-by-step

SCENARIO B)

B) Supplier has updates in company data and would like to inform Vestas about it (update the supplier registration questionnaire)

1. Go to supplier.ariba.com
2. Log in with your Ariba credentials
3. In the upper left corner, click **Ariba Network** and then click **Ariba Proposals and Questionnaires**
4. Click the **Vestas** 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*.

Illustration

Classification: Restricted

HOW TO UPDATE YOUR SUPPLIER COMPANY DATA/REGISTRATION QUESTIONNAIRE

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 Vestas for review and approval.

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

Illustration

Classification: Restricted