

How to Update Supplier Information

When to use this How to Guide:

Follow the steps in this guide to update your company's information, including updating expiring certificates.

STEP	ACTION			
1.	To update your company's information:			
	i. Sign-in to the SAP Business Network.			
	ii. On the SAP tit	On the SAP title bar, click Ariba Proposals and Questionnaires.		
	iii. Click Supplier Registration Questionnaire in the Registration Questionnaires section.			
	Ariba Proposals and Questionnaires - Standard Account Get enterprise account			
	CITY	O Ariba Discovery		
	There a	Ariba Proposals And Questionnaires		
		Ariba Contracts	Welcome to the Ariba Spend Management site. This sit cost. Ariba, Inc. administers this site in an effort to ensu	
		Ariba Network	Events	
			Title ID End Time 1	
			Registration Questionnaires	
			Title	
			▼ Status: Completed (1)	
			Supplier Registration Questionnaire	
	Note: When a certificate's expiration date is approaching, you will receive an email from			
	The City with a link to sign into the SAP Business Network and update the expiring certificate.			
2.	On the Supplier Registration Questionnaire page:			
	i. Click Revise Response . Click OK .			
	ii. Update the fields as necessary.			
	iii. Click Submit Entire Response.			
	Doc421289240 - Insurance Certificate (COI) Questionnaire			
	If your cus not need t	If your customer has requested an update to this questionnaire, please click Revise Response and re-submit your answers. Even If you do not need to change any dyour current answers, your customer cannot complete their evaluation until you re-submit the questionnaire.		
	All Content III			
	Name †	oduction	Paulao Paulaona 2	
	11	Select the certificate(s) of insurance that is/are applicable to your firm. Attached for your reference is the checklist that The City uses to validate reference is the checklist that the checklist that The City uses to validate reference is the checklist that the check	REVISE RESPONSE / u have already submitted a response for this event. Click OK If you would like to revise your porter.	
	certif	cares or insurance. IIII References V	OK. Cancel	
	The updated information will be submitted to The City for review and approval.			