HOW TO REVISE RESPONSE IN REGISTRATION QUESTIONNAIRE AND RESUBMIT

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 A, for SCENARIO B, please see the guide: How to update your supplier company data/registration questionnaire
HOW TO REVISE RESPONSE IN REGISTRATION QUESTIONNAIRE

Step-by-step

SCENARIO A)

A) Vestas needs additional information/ asks for revision of response
1. You have received an e-mail notification with comments/instructions on the needed information or changes to your response, review the comments
2. Click the link in the mail – this will open Ariba in your browser.

Illustration

Action needed: Provide additional registration information to Vestas - TEST

Vestas <no-reply@eusmpc.ariba.com>
4:00 PM (1 minute ago)

Hello Grace Patriwijaran,

Vestas - TEST reviewed your registration and needs additional information before approval. Please provide the information described in the following comments.

1. Comments:
   Please revise response in tax number and match with tax number in your attached tax document.
   To provide this information, go to the registration questionnaire and update your answers.

2. Click Here

Sincerely,
Vestas - TEST
3. Enter your Ariba credentials to log in to your Ariba account.

4. You will be routed to the questionnaire. Click Revise Response.

5. Click OK to the pop-up message.

6. Update your response to the questionnaire based on the comments from the mail notification and click Submit Entire Response once done.