HOW TO UPDATE YOUR SUPPLIER COMPANY DATA/REGISTRATION QUESTIONNAIRE

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
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.
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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**.