

HOW TO UPDATE YOUR SUPPLIER COMPANY DATA/REGISTRATION QUESTIONNAIRE



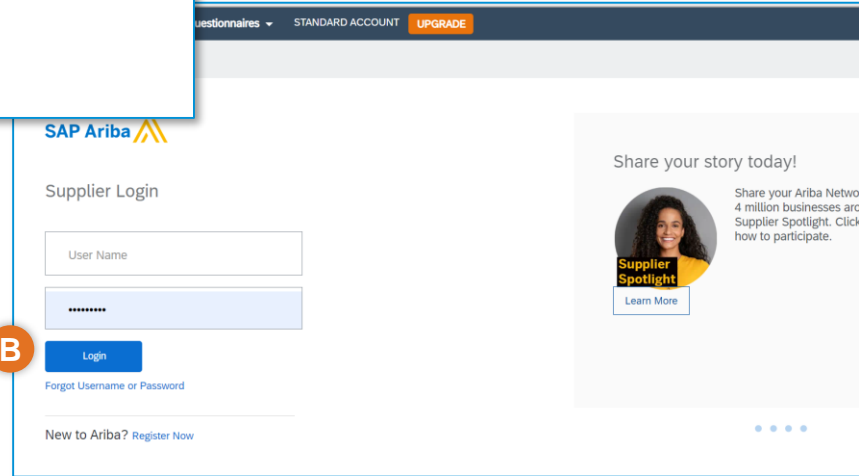
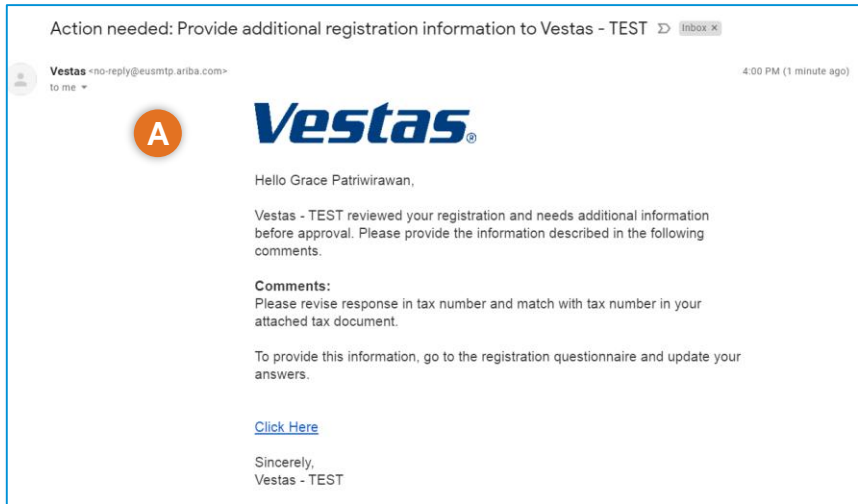
Step-by-step

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



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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

The illustration shows two screenshots of the Ariba Network interface. The top screenshot shows the Supplier Login page with a 'Supplier Spotlight' banner. A red circle '2' highlights the 'User Name' input field. A red circle '3' highlights the 'Ariba Network' dropdown menu in the top navigation bar, which is open to show 'Ariba Proposals And Questionnaires'. The bottom screenshot shows the 'VESTAS - TEST' page with a 'Registration Questionnaires' section. A red circle '4' highlights the 'VESTAS - TEST' tab, and a red circle '5' highlights the 'Supplier registration questionnaire' entry in the list, which has a status of 'Pending Resubmission'.

Title	ID	End Time ↓	Status
Supplier registration questionnaire	Doc460924889	8/10/2021 4:00 PM	Pending Resubmission

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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*.

Illustration

The screenshot illustrates the Ariba Sourcing interface for a supplier registration questionnaire. The main content area shows a message: "You have submitted a response for this event. Thank you for participating." Below this, there is a "Revise Response" button (labeled 6). A pop-up dialog box (labeled 7) asks "Revise Response?" with "OK" and "Cancel" buttons. The questionnaire form is visible, showing sections for "Company Questions" and "Supplier Contact Information". The "Submit Entire Response" button (labeled 9) is highlighted at the bottom of the form.