

# HOW TO REVISE RESPONSE IN REGISTRATION QUESTIONNAIRE AND RESUBMIT



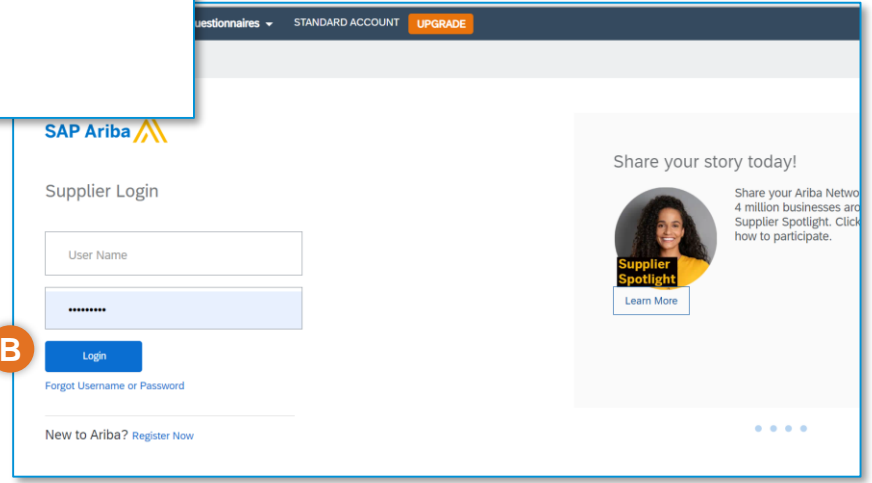
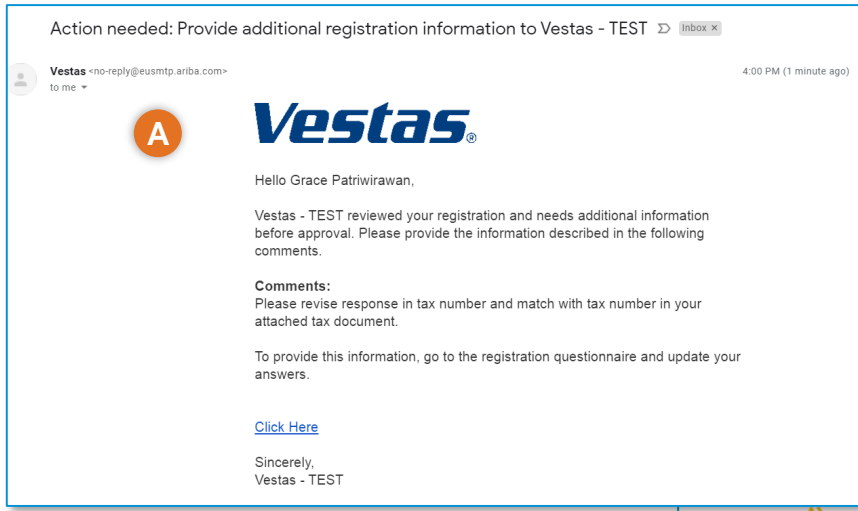
## Step-by-step

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 A**, for SCENARIO B, please see the guide: **How to update your supplier company data/registration questionnaire**

## Illustration



# 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 Inbox x

**Vestas** <no-reply@eusmtp.ariba.com> to me 4:00 PM (1 minute ago)

**Vestas**<sup>®</sup>

Hello Grace Patriwirawan,

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

# HOW TO REVISE RESPONSE IN REGISTRATION QUESTIONNAIRE

## Step-by-step

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.

## Illustration

The illustration shows the SAP Ariba Sourcing interface for a supplier registration questionnaire. The interface is divided into several sections:

- Supplier Login:** A sidebar on the left with fields for User Name and Password, and a Login button. A red circle '3' is placed over the Login button.
- Console:** The main area showing the questionnaire details, including the document ID (Doc460924889) and a message: "You have submitted a response for this event. Thank you for participating." A red circle '4' is placed over a blue "Revise Response" button.
- Event Contents:** A section showing the questionnaire content, including a comment: "Latest comment [8/10/2020]: Please revise response in tax number and match with tax number in your attached tax document." A red circle '6' is placed over the "Submit Entire Response" button at the bottom.
- Form Fields:** A detailed view of the questionnaire form with fields for Contact Phone Number, Corporate Phone Number, Street, House Number, Invoicing address, and Postal Code.
- Pop-up Message:** A dialog box titled "Revise Response?" with the text: "You have already submitted a response for this event. Clicking this button would like to revise your response." It has "OK" and "Cancel" buttons. A red circle '5' is placed over the "OK" button.