AVIVA

Supplier registration questionnaire

**Adding a Team Member**

Adding a team member

- The Aviva Supplier Registration Questionnaire is issued to one supplier contact, however you may need other colleagues to have visibility of the questionnaire, for example to review the Code of Behaviour document whilst you add banking information

- You can add additional colleagues via the "Response Team" facility from within the questionnaire. Any additional colleagues you wish to add must be current users within the same Ariba Network ID (ANID)

- This guide gives information on how to add response team members and how to set up users if they are not already connected to the same ANID

AVIVA

Adding a team member

**1.** Log in to the Ariba Network via: https://proposals.seller.ariba.com

On the top-left drop-down menu select "Ariba Proposals & Questionnaires"

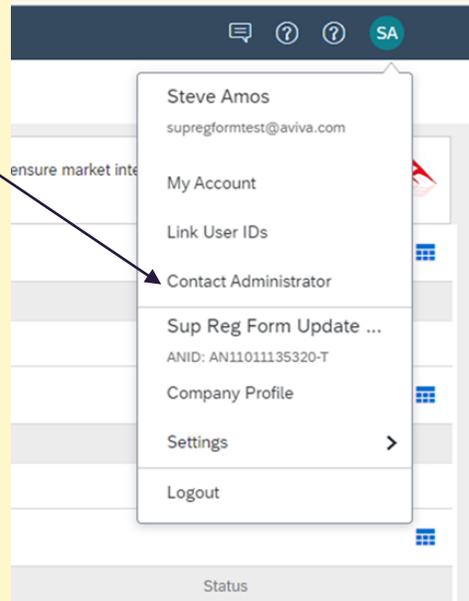Open the 'Aviva Supplier Registration Questionnaire'
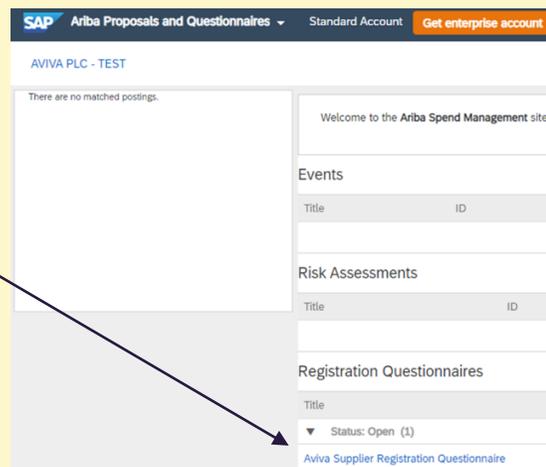
2. Click on 'Response Team' and add the required team member

If the team member is not available then contact your Account Administrator (see No.3) for this ANID and request they add the user
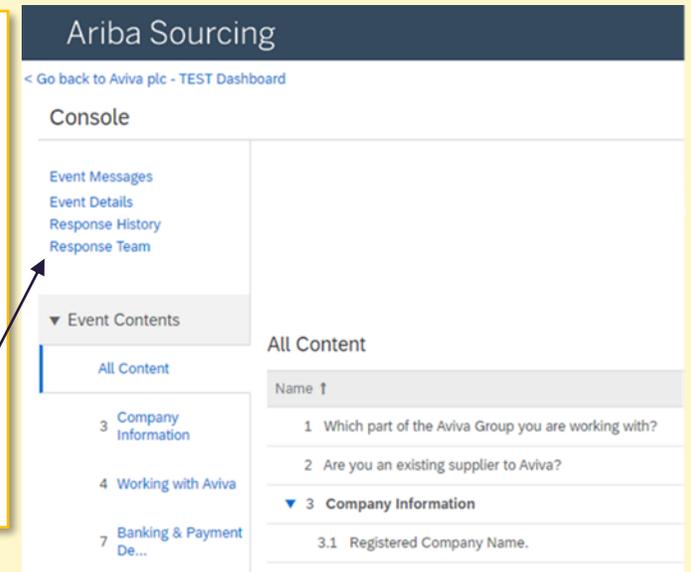
3. To find the Account Administrator – click your initials top-right and then select "Contact Administrator"

If you have forgotten your Ariba Network Username or Password, go to this link https://proposals.seller.ariba.com and then click the "Forgot Username or Password" links.

Further help can be found at Ariba Help Portal

If you need to contact the Aviva Supplier Registration team, email supplierregistration@aviva.com (UK & Ireland) or supplierenablementca@aviva.com (Canada).