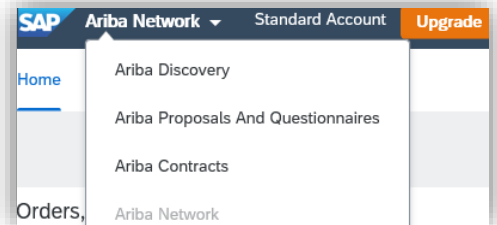


## How to update your Aviva Supplier Registration Questionnaire in Ariba

This guide will help you to make changes to your Supplier Registration form on the Ariba Network after you have Registered. You may want to update things like company name, address, or banking & Payment information

Log into Ariba using [this link](#). Once logged in, navigate by switching to 'Ariba Proposals & Questionnaires' from your standard Invoicing page.



Select Aviva Plc from your list of other Ariba Customers and then open the 'Aviva Supplier Registration Questionnaire'

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Aviva Supplier Registration Questionnaire	Doc2632567552	31/7/2013 14:46	Registered

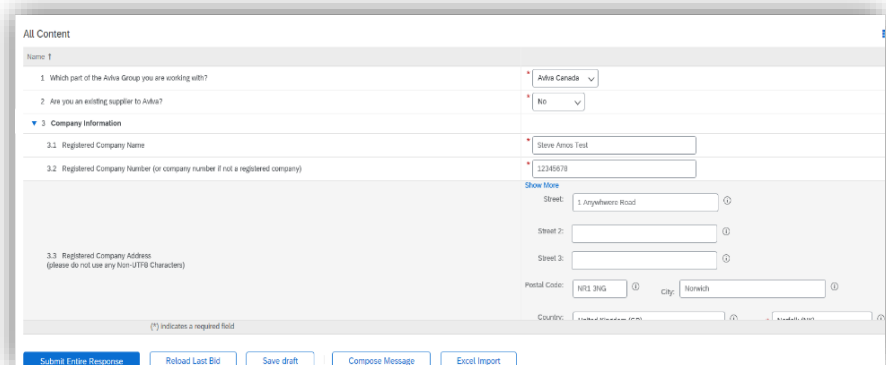
Select 'Revise Response' to re-open the questionnaire.

If there is no 'Revise Response' button available check if the questionnaire status is showing as 'Pending Approval'. If this is the case then the form is with Aviva to approve which should be completed within 3 working days. If it is not 'Pending Approval' please email [supplierregistration@aviva.com](mailto:supplierregistration@aviva.com) and we will reopen the questionnaire for you.

**Revise Response**

Make any amendments and then 'Submit Entire Response' – Thanks!

Please note that changes to the Aviva Supplier Registration form do not update details on your general Ariba Network profile. See find more details on those changes [click here](#).



If you wish to make other changes such as add or delete users within your Ariba organisation profile, change what access your users have or amend PO email addresses, please view the range of support from Ariba:

[Ariba Network Portal For Suppliers](#)  
[Ariba YouTube Channel](#)  
[Standard Account User Information](#)