



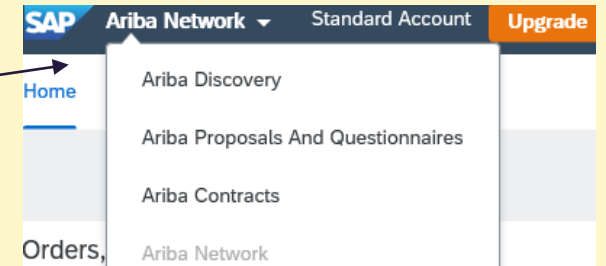
Supplier registration questionnaire

How to update your details

Accessing the questionnaire

- The Aviva Supplier Registration Questionnaire is used to capture relevant information such as company name, address and banking information and this guide will help you make changes to the questionnaire
- This guide relates to your information on the Aviva Supplier Registration Questionnaire only and does not cover how to update your wider company details in the SAP portal – for help with updating this please see <https://support.ariba.com/item/view/KB0396511>

1. Log into Ariba using [this link](#) or navigate via the drop-down menu to 'Ariba Proposals And Questionnaires' from your standard invoicing page



2. Select Aviva Plc from your list of customers, scroll down the page and click on 'Aviva Supplier Registration Questionnaire'

Registration Questionnaires			
Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Aviva Supplier Registration Questionnaire	Doc2995762191	16/6/6104 13:41	Registered

3. Select 'Revise Response' > click OK 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 questionnaire is with Aviva to approve which should be completed within 3 working days

If it's not 'Pending Approval' but says "Closed" please email us at supplierregistration@aviva.com and we will reopen the questionnaire for you

Revise Response

Make amendments and resubmit

4. Make any amendments -you can click 'Save draft' at any time to save progress and return later to complete

When you have completed the amendment, click 'Submit Entire Response'

Please note that changes to the Aviva Supplier Registration form do not update details on your general SAP Ariba Network profile - for more information about how to make these changes, see the help [from this link](#)

The screenshot shows the 'Console' interface with a sidebar on the left containing navigation links: 'Event Messages', 'Event Details', 'Response History', 'Response Team', 'Event Contents', 'All Content', 'Company Information', 'Working with Aviva', and 'Banking & Payment De...'. The main content area is titled 'All Content' and displays a form with the following fields:

Name ↑	
1 Which part of the Aviva Group you are working with?	* Aviva UK ↓
2 Are you an existing supplier to Aviva?	* Yes ↓
▼ 3 Company Information	
3.1 Registered Company Name	* Test
3.2 Registered Company Number (or company number if not a registered company)	* na
	Show More
	Street: 1 ⓘ

(*) indicates a required field

Buttons at the bottom: Submit Entire Response, Reload Last Bid, Save draft, Compose Message, Excel Import

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 support from Ariba:

[SAP Ariba Support Home](#)

[How to contact Ariba](#)