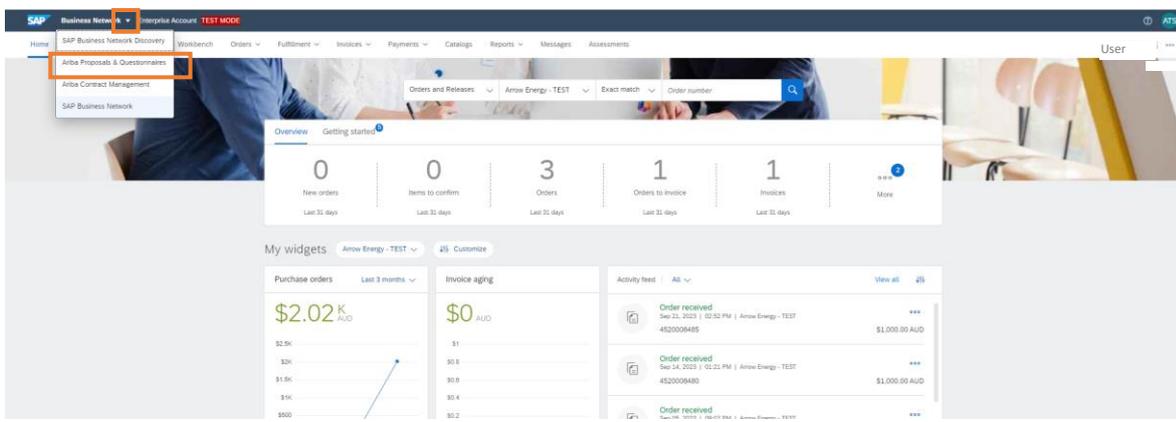


Managing Supplier Details – Revise Registration Questionnaire

Quick Reference Guide

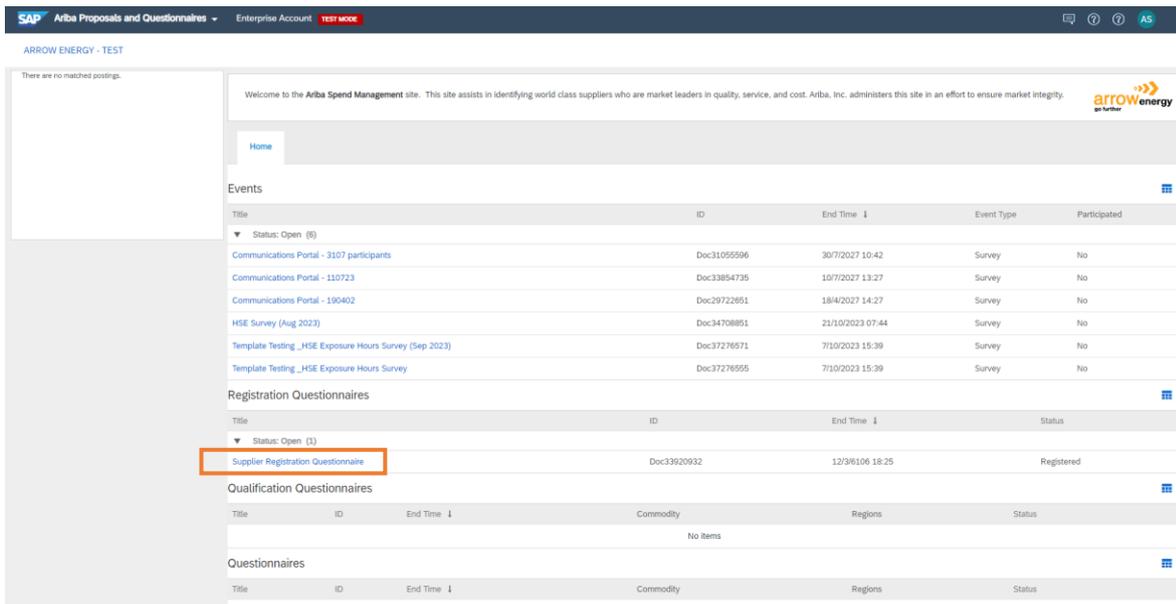
Please follow the steps below to update the registration questionnaire to keep the company information (e.g., bank details, remittance advises email address) up to date.

Step-1: Login to Ariba Network, make sure you are on the ‘Ariba Proposals & Questionnaires’ tab by selecting from the drop-down list:



Step-2: In the Registration Questionnaire section, click on the ‘Supplier Registration Questionnaire’:

Note: The questionnaire stays in ‘Closed’ status before Arrow’s approval. You no longer can amend your response or revisit the draft. It will reopen for revise only after it is approved. And once your registration is approved, you will receive a confirmation of approval.



Step-3: Click 'Revise Response':

The screenshot shows the Ariba Sourcing interface. At the top, there is a navigation bar with 'Ariba Sourcing' and various settings. Below this, a green notification banner states: 'Some of the information in this questionnaire has changed. It now includes the most current information from the buyer's systems.' In the center of the page, a blue button labeled 'Revise Response' is highlighted with a red rectangular box. To the left, there is a sidebar with 'Event Contents' and a list of sections including 'Vendor Information', 'Bank and Payment Det...', 'Insurance Details', 'Compliance to Corpor...', 'Application Declaration', and 'Terms and Conditions'. The main content area displays a table of vendor information for 'AECOM AUSTRALIA PTY LTD'.

Name	
1.1 Trading Name(s)	AECOM AUSTRALIA PTY LTD
1.2 Legal Name	AECOM AUSTRALIA PTY LTD
1.3 Company Address	House Number: 540 Street: Wickham Street 2: Wickham St Postal Code: 4006 City: Fortitude Valley Country/Region: Australia (AU) State/Province/Region: Queensland (QLD)
1.4 Telephone Number	47295500
1.5 Do you have an Australian Business Number (ABN)?	Yes
1.6 Australian Business Number (ABN)	20093846925
1.8 Purchase Orders Email ID	acn.prathapmudenaik@arrowenergy.com.au

Step-4: Click 'OK' to start updating:

Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

Step-5: Make the necessary changes. Once completed, click 'Submit Entire response':

The screenshot shows the 'Vendor Information' section of the Ariba Sourcing interface. The '1.2 Legal Name' field is populated with 'AECOM AUSTRALIA PTY LTD'. The '1.3 Company Address' section is expanded, showing fields for House Number (540), Street (Wickham), Street 2 (Wickham St), Postal Code (4006), City (Fortitude Valley), and Country/Region (Australia (AU)) with a dropdown for State/Province/Region (Queensland (QLD)). The '1.4 Telephone Number' field is populated with '47295500'. The '1.5 Do you have an Australian Business Number (ABN)?' field is 'Yes', and the '1.6 Australian Business Number (ABN)' field is '20093846925'. At the bottom of the form, a blue button labeled 'Submit Entire Response' is highlighted with a red rectangular box. Other buttons include 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'.

Note: For security reason, Arrow may ring you to confirm the changes before approving at Arrow.