



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.

SAP Ariba Proposals and Questionnaires	Enterprise Account TEST MODE					C	⊽ 0 0 😣
ARROW ENERGY - TEST							
There are no matched postings.	Welcome to the Ariba Spend Ma	inagement site. This site assists in identify	ving world class suppliers who are market lea	ders in quality, service, and	d cost. Ariba, Inc. administers this site in	an effort to ensure market integrity.	enther
	Home						
	Events						
	Title			ID	End Time 🌡	Event Type	Participated
	▼ Status: Open (6)						
	Communications Portal - 3107 parti	cipants		Doc31055596	30/7/2027 10:42	Survey	No
	Communications Portal - 110723			Doc33854735	10/7/2027 13:27	Survey	No
	Communications Portal - 190402			Doc29722651	18/4/2027 14:27	Survey	No
	HSE Survey (Aug 2023)			Doc34708851	21/10/2023 07:44	Survey	No
	Template Testing _HSE Exposure He	ours Survey (Sep 2023)		Doc37276571	7/10/2023 15:39	Survey	No
	Template Testing _HSE Exposure He	ours Survey		Doc37276555	7/10/2023 15:39	Survey	No
	Registration Questionnaire	S					Π
	Title		ID		End Time ↓	Status	
_	▼ Status: Open (1)						
	Supplier Registration Questionnaire		Doc33920	932	12/3/6106 18:25	Registe	red
	Qualification Questionnaire	25					=
	Title ID	End Time \$	Commodity		Regions	Status	
				No items			
	Questionnaires						
	Title ID	End Time 4	Commodity		Regions	Status	
				No items			





Step-3: Click 'Revise Response':

Ariba Sourcir	g	🗰 Company Settings + Aecom Supplier + Feedback Help +				
3o back to Arrow Energy - TEST D	back to Arrow Energy - TEST Dashboard Desktop File Sync					
Console						
Event Messages Event Details	✓ Some of the information in this questionnaire has changed. It now includes the most current information from the buyer's systems.					
Response History Response Team	Г	Revise Response				
▼ Event Contents						
All Content	All Content	III (*				
	Name 1					
1 Vendor Information	 Vendor Information 	i				
2 Bank and Payment	1.1 Trading Name(s)	AECOM AUSTRALIA PTY LTD				
Det	1.2 Legal Name	AECOM AUSTRALIA PTY LTD				
3 Insurance Details		Show More				
Compliance to		House Number: 540 ()				
4 Corpor		Street: Wickham ①				
Application	1.3 Company Address	Street 2: Wickham St ()				
5 Declaration 6 Terms and Conditions		Postal Code: 4006 ()				
		Country/Region () Australia () State/Province/Region: Queensland () (AU) (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				
	(· · · · · · · · · · · · · · · · · · ·				
	Compose Message					

Aecom Supplier (test-aecomaufilisupplier.com) last visited 26 Sep 2023 11:20:08 PM AECOM AUSTRALIA PTY LTD AN11171044053-T

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.					
	ОК	Cancel			

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

5	Vendor Information	(Section 1 of 6) Next D			
 Event Contents 	Name 1				
All Content	1.2 Lenal Name				
1 Vendor Information	ala segui mine	show More			
2 Bank and Payment Det		House Number: 540			
3 Insurance Details		Street 2: Wickham St ①			
4 Compliance to Corpor	1.3 Company Address	Postal Code: •			
5 Application Declaration		City: * Fortude Valley 0			
6 Terms and Conditions		Country/Region: Australia (AU) V Ostate/Prov/nce/Region: Queensland (QLD) V			
	1.4 Telephone Number	* 47295500			
	1.5 Do you have an Australian Business Number (ABN)?	Yes			
	1.6 Australian Business Number (ABN)	20093846925			
	•				
	(*) indicates a required field				
	Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import				

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

