


The logo for GRACE, with the word "GRACE" in a bold, green, sans-serif font.

Talent | Technology | Trust™

A dark blue background with a network of light blue circles and lines, resembling a molecular or data network.

Guide: Updating Supplier Registration Info in Ariba

A blue background with a network of light blue circles and lines, resembling a molecular or data network.

Audience: Suppliers already
registered with Grace on Ariba

September 2020

A light green background with a network of light green circles and lines, resembling a molecular or data network.

What type of information can be edited in the new Registration Questionnaire template?

- Contact information – Address, Email Contact, Account Manager info, Phone Number
- Transaction Contact Info – Remit-to contact information, Purchase Order submission contact information
- Industry Info – DUNS number, services provided, currency & language preferences
- Financial Info – Bank details, Tax IDs, W9 or W-8BEN-E documents

- Go to proposals.seller.ariba.com and log into the Ariba account that you have registered with Grace.
- From the Grace dashboard, click on the Registration Questionnaire:

Categories in your profile have had over \$1,000.00 USD in business over the last 12 months.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Completed (1)				
RFP for PR35202 - Testing the Sourcing Request	Doc2163744924	12/23/2019 11:10 AM	RFP	Yes

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc2131680740	9/24/2021 1:26 PM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (2)					

After opening the Registration Questionnaire, click the Revise Response button at the top. This will enable edits to your Registration Questionnaire.

Once you have completed your updates, click the “Submit Entire Response” button at the bottom of the questionnaire.

After you have submitted the updated Registration Questionnaire an approval task flow will be initiated in Ariba.

Grace's Master Data Management (MDM) team will be notified by a system generated email. They will review any changes and update our ERP system records as necessary, then complete the approval task.

Prior to approval, the MDM team may reach out directly to the supplier with any questions or requests for additional information.

Important Banking Information Note:

If any banking details have changed, we ask that you upload a Bank Certificate that confirms this updated information in question 4.23 of the Registration Questionnaire.