

A male and female scientist in white lab coats and safety gear are working in a laboratory. The male scientist is writing on a clipboard while the female scientist looks through a microscope. They are both smiling and appear to be collaborating on a project.

# How to Update Your Company's Details in SAP Ariba



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# How to Update Your Company's Details in SAP Ariba

1. Open your web browser and navigate to the SAP Ariba Business Network login page: <https://service.ariba.com/Sourcing.aw/>.
2. Enter the **User Name** and **Password**.
3. Next, click on **Login**.

The screenshot shows the SAP Ariba Supplier Login page. The browser address bar is highlighted with a blue box and a circled '1', containing the URL: [service.ariba.com/Sourcing.aw/109521003/aw?awh=r8awssk=J22Klunz&dard=1](https://service.ariba.com/Sourcing.aw/109521003/aw?awh=r8awssk=J22Klunz&dard=1). The page header includes the SAP logo and 'Ariba Proposals and Questionnaires'. The main content area features the 'SAP Ariba' logo and 'Supplier Login' heading. Below this, there are two input fields: 'User Name' and 'Password', both highlighted with a blue box and a circled '2'. Below the input fields is a blue 'Login' button, highlighted with a blue box and a circled '3'. To the right of the login fields, there is a section titled 'Unlock additional benefits' with a small image of three people and a 'Learn More' button. At the bottom left of the login section, there is a link that says 'Forgot Username or Password'.

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service.ariba.com/Sourcing.aw/109521003/aw?awh=r8awssk=J22Klunz&dard=1

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

2

User Name

Password

3

Login

Forgot Username or Password

Unlock additional benefits

Are you familiar with the next wave of benefits that come with an enterprise account? By upgrading, you can leverage new ways to grow and strengthen your business.

Learn More

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If you've forgotten your password, click on "**Forgot Username or Password**" below the login fields. Follow the on-screen instructions to retrieve your username or reset your password.

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# How to Update Your Company's Details in SAP Ariba

- 4. In the **Ariba Proposals and Questionnaires** dashboard, ensure you are on the **A\*STAR** tab.
- 5. Go to the **Registration Questionnaire** section and click the **Supplier Registration Form**.

SAP

Ariba Proposals and Questionnaires

Standard Account

Get enterprise account

TEST MODE

A\*STAR

4

There are no matched postings.

Welcome to the **Agency for Science, Technology, and Research (A\*STAR)**. This site assists in identifying world-class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site to ensure market integrity.

If you are not yet an Ariba-registered supplier with A\*STAR, kindly select the 'Supplier Registration Form' within the 'Registration Questionnaires' table, and proceed to complete and submit the form. Upon submission, please review the following statuses to ascertain any further actions required from you.  
**Pending Approval** - This status indicates that your registration is under review by A\*STAR. No further action is required from your side at this stage.  
**Registered** - This status confirms that your registration with A\*STAR has been successful.  
**Registration Denied** - This status indicates that your registration has been rejected.

Home

Events

Registration Questionnaires

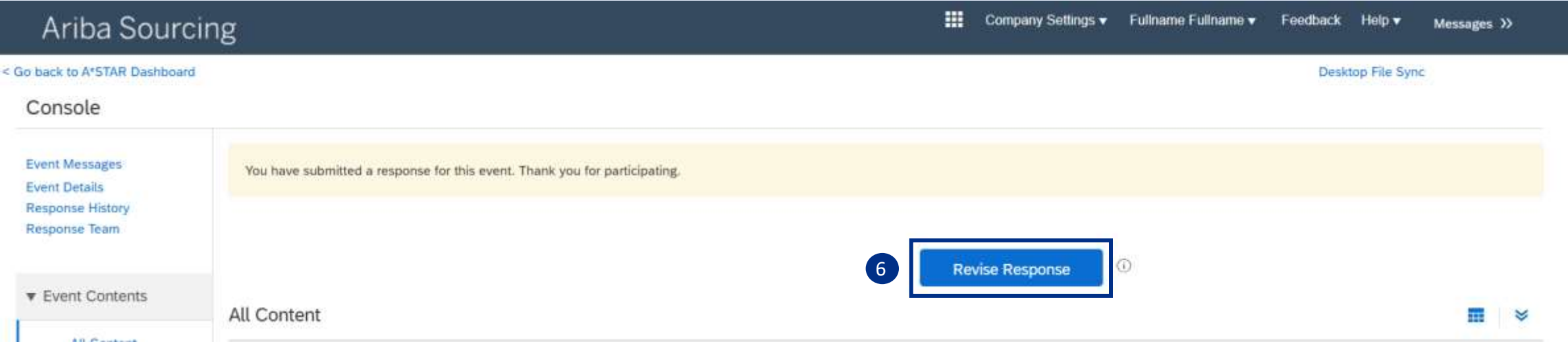
Qualification Questionnaires

Title	ID	End Time	Event Type	Participated
▶ Status: Completed (11)				
▶ Status: Pending Selection (3)				

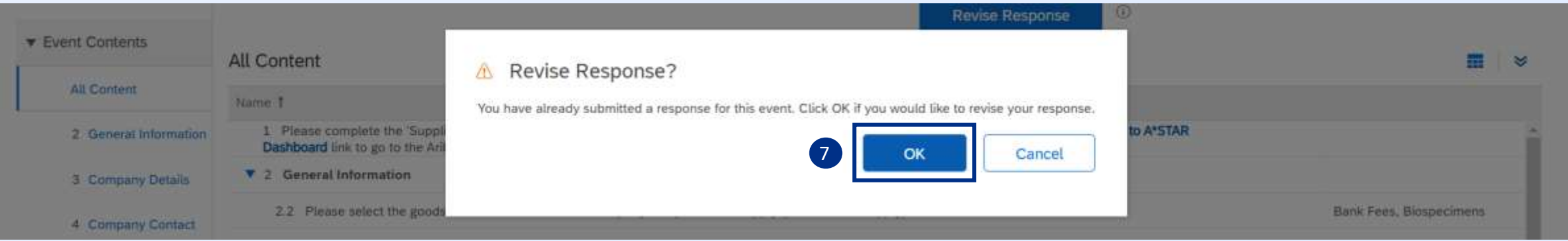
Title	ID	End Time	Status
▼ Status: Open (1)			
Supplier Registration Form	Doc1320052183	9/10/6107 3:17 PM	Registered

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6. Click **Revise Response** to update the current content of the 'Supplier Registration Form', then update the necessary fields.



7. Click **OK** to confirm.



# How to Update Your Company's Details in SAP Ariba

8. Once all the necessary updates have been made in the form, click **Submit Entire Response** to submit it.

Ariba Sourcing

< Go back to A\*STAR Dashboard

Desktop File Sync

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

2 General Information

3 Company Details

4 Company Contact

5 Supplier Payment and...

All Content

Name ↑

▼ 5 Supplier Payment and Bank Information

5.1 Bank Account Details

Add Bank Account Details (1) Less... -

This is for A\*STAR to issue payments to the company via bank transfer into a designated bank account.

5.4 Other Payment Instructions ⓘ

(\*) indicates a required field

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Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

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# Thank You



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