

How to update company's details in SAP Ariba?



NUS
National University
of Singapore

National University of Singapore

NUS Registration Questionnaire – Changes (1/1)

All changes to the submitted registration details must be submitted through Ariba Network.

The screenshots illustrate the following steps:

- Log into supplier.ariba.com (a),
- If you have forgotten either the Username or Password, you may click on (b),
- Change the module to "Ariba Proposals & Questionnaires" (c),
- Ensure the Client is "National University of Singapore" (d),
- Click on "Supplier Registration" (e),
- Click on "Revise Response" (f),
- Update the necessary field(s), and
- Click "Submit Entire Response" once the data is updated (g).

How to submit a change request from Ariba?

- Log into supplier.ariba.com (a),
- If you have forgotten either the Username or Password, you may click on (b),
- Change the module to "Ariba Proposals & Questionnaires" (c),
- Ensure the Client is "National University of Singapore" (d),
- Click on "Supplier Registration" (e),
- Click on "Revise Response" (f),
- Update the necessary field(s), and
- Click "Submit Entire Response" once the data is updated (g).

Important notes: Please contact NUS requestor if you need to update your banking information.

THANK YOU