If your company information changes, it is your responsibility to update your information in your Ariba profile. It is important to ensure correct information, such as bank details, so that we are able to pay invoices in due time, and also that insurance certificates are kept up to date and not left to expire. Please note that Mercury is not able to make any changes to your account.

1. **Click this link** and enter your credentials then **[Log in]**

2. Once logged in click on **[Business Network]** then select **[Ariba Proposals and Questionnaires]**

3. From the **[Registration Questionnaires]** select your **[Supplier registration questionnaire]** in case of updates related to Bank, TAX or Contact details.

4. If your updates are related to any of the **[Questionnaires]** or **[Insurance Certificate Questionnaire]** select the appropriate one
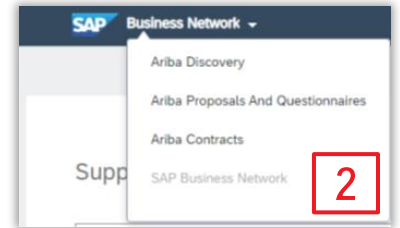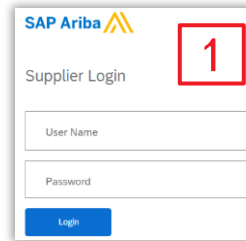
   * If Mercury initiates the request for an update internally – it is possible that your already completed questionnaire might be reopened and status will change from Approved into Open.
   In that case please re-submit the response.
   You will see from the email notification which of these questionnaires are being requested for update.

5. Click on **[Revise Response],** you will then be asked to confirm this action, click **[OK]**

6. From the **[Event Contents]** select the category of information you wish to update

7. Apply the required updates

8. When done, click on **[Submit Entire Response]**

Note: you can **[Save draft]** for later completion but the updates will not be applied until they are submitted.

Upon submitting your response the changes will then be subject to approval by Mercury before they are reflected on our SAP system.

You may be individually notified that one/multiple of your Insurance Certificates are expiring, in which case you would need to update this within the appropriate **Insurance Certificate Questionnaire / Supplier Insurance Certificate Questionnaire.**