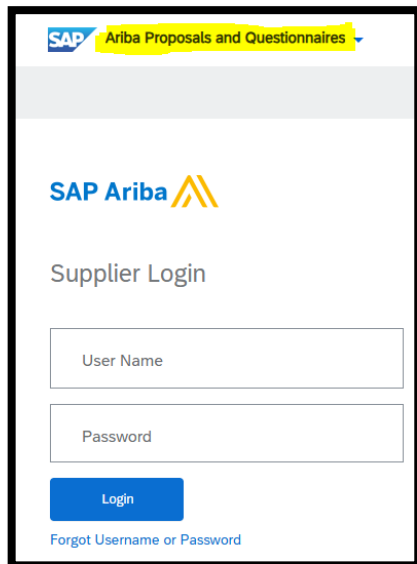


Update your Expired Insurance Details on Ariba

To update your insurance information, please follow the steps below:

1. Log in to your existing Ariba account using the following link: [link](#)
2. Navigate to **Ariba Proposals and Questionnaires** located at the top left corner of your screen.



The screenshot shows the SAP Ariba Supplier Login page. At the top, there is a navigation bar with the SAP logo and a dropdown menu labeled 'Ariba Proposals and Questionnaires'. Below this, the SAP Ariba logo is displayed. The main heading is 'Supplier Login'. There are two input fields: 'User Name' and 'Password'. Below these fields is a blue 'Login' button. At the bottom, there is a link that says 'Forgot Username or Password'.

3. Open the **Supplier Insurance Certificate Questionnaire**.
4. Click on “**Revise Response**” at the top of the screen.



5. Update Sections **5.1**, **6.1**, and **7.1** (if applicable) by selecting “**Details**”.



The screenshot shows a section of the 'Public or Product (General Liability) Insurance' questionnaire. It contains four rows of questions, each with a red asterisk indicating a required field. The first row is '5.1 Do you have Public / Product Liability Insurance?' with a dropdown menu set to 'Yes' and a yellow 'Details' button next to it. The second row is '5.2 Level of Cover (Euros)' with a text input field and 'EUR' next to it. The third row is '5.3 Territorial Limits' with a text input field. The fourth row is '5.4 Do you have an additional Public Liability Insurance certificate specific for a separate country?' with a dropdown menu set to 'No'.

5.1 Do you have Public / Product Liability Insurance?

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)


Certificate Type: [Public Liability Insurance Certificate](#)


Issuer: *

Year of Publication: *

Certificate Number: *

Certificate Location: *

Effective Date: * 

Expiration Date: * 

Attachment: * No file chosen

Or drop file here

Description:

6. Once all updates are complete, click **“Submit Entire Response”** at the end of the questionnaire.

If you encounter any difficulties while updating your insurance information on the Ariba portal, please contact Ariba Project Team at vendorinsurance@mercuryeng.com for assistance.