Updating Your Profile Details with MSD
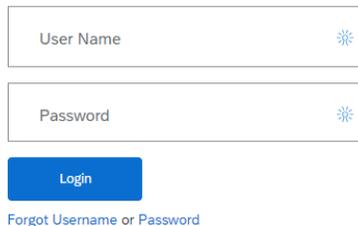
If you have had a change to one of items in your supplier profile (bank details, contact details, address, name of your business, etc.), these can updated by resubmitting the questionnaire you submitted during your initial supplier registration process. This is also referred to as **SLP Questionnaire** or **Supplier Questionnaire**.

Please Note: updating your Ariba profile does not update your supplier details in MSD's database. This can only be done by resubmitting the SLP Questionnaire.
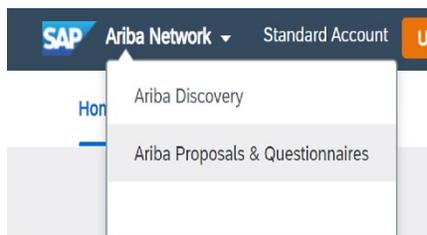
Go to the Ariba supplier login page at https://supplier.ariba.com/ and login to your desired account.

Once in your profile, click on the **Ariba Network** button on the top left corner of the screen, and choose the **Ariba Proposals & Questionnaires** option in the drop-down menu

Scroll down to the **Registration Questionnaires** section and click the **Supplier Registration Questionnaire** link.

Make the entries for the details you wish to change (when updating your data, there is **no need to answer the entire questionnaire**).

Click the **Submit Entire Response** button at the bottom at the questionnaire once finished. and confirm the submission when prompted by clicking OK.

Submit this response?
Click OK to submit.

OK   Cancel

You will prompted again if you wish to submit the questionnaire. Click the **OK** button if you wish to submit the response or the **Cancel** button if your wish to make further corrections before submitting.

You have submitted a response for this event. Thank you for participating.

A message confirming the submission will appear on screen.

The questionnaire will then be reviewed by MSD and either approved or sent back to be refilled if corrections are necessary.

Please Note: As part of review process, you might be contacted by MSD personnel to confirm the submission details.