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OVERVIEW

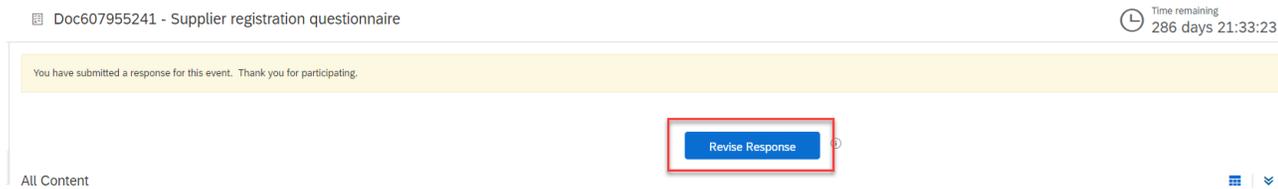
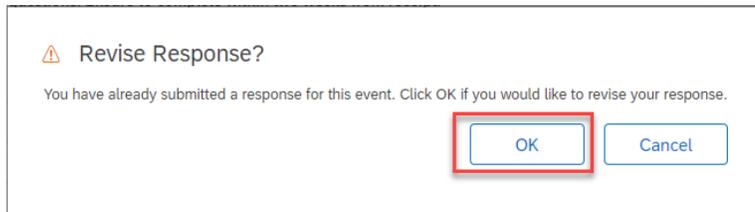
This process should be followed to make updates to your SAP Supplier Profile for Best Buy. Changes can include, but are not limited to, Supplier Name, Address, Contact information. If you have a Tax ID change, please contact BBYSLM@bestbuy.com as this change cannot be completed by revising your Supplier Registration Questionnaire.

REVISE SUPPLIER REGISTRATION QUESTIONNAIRE

1. Login to SAP Business Network
 - a. <https://service.ariba.com/Sourcing.aw>
2. Select **Ariba Proposals & Questionnaires** from the dropdown in the upper left
3. Click on the **Supplier registration questionnaire** link

The screenshot shows the Ariba Spend Management interface. At the top, there is a navigation bar with 'SAP Ariba Proposals and Questionnaires' selected. Below this, the main content area is divided into several sections:

- Events:** A table with columns for Title, ID, End Time, Event Type, and Participated. It currently shows 'No Items'.
- Registration Questionnaires:** A table with columns for Title, ID, End Time, and Status. Under the 'Status: Open (1)' filter, one item is listed: 'Supplier registration questionnaire' with ID 'Doc1099513373' and 'End Time' '5/1/2025 12:34 PM'. This row is highlighted with a red box.
- Qualification Questionnaires:** A table with columns for Title, ID, End Time, Commodity, Regions, and Status. It currently shows 'No Items'.
- Questionnaires:** A table with columns for Title, ID, End Time, Commodity, Regions, and Status. It currently shows 'No Items'.
- Certificates:** A table with columns for Certificate Info, Effective, Expiration, Attachment, Questionnaire, and Status. It currently shows 'No Items'.

4. Click **Revise Response** button5. Click **OK** to confirm that you would like to revise your response

6. Revise fields to reflect current information

7. Click **Submit Entire Response**

8. Best Buy will review your revised questionnaire and your profile will be updated once approved.

APPENDIX

Training Materials and Helpful Links

SAP Ariba Supplier Login: [Ariba Sourcing](#)

Best Buy Partner Portal: <https://partners.bestbuy.com/applications/sap-network-user-guide-slm>

FAQ: <https://partners.bestbuy.com/applications/sap-network-user-guide-faqs-slm>

SAP Help Center: <https://helpcenter.ariba.com/index.html>

SAP Supplier Information Portal: <https://support.ariba.com/item/view/204946>

Support

Best Buy Supplier Management: BBYProcurement@bestbuy.com

Best Buy SLM Support: BBYSLM@bestbuy.com

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