



Ariba SLP Supplier Changes Job Aid

Published: October 2023
Owner: LyondellBasell Source-to-Pay Team



Purpose

The purpose of this job aid is to provide a step-by-step guide regarding how to make changes in the **Registration Questionnaire**.



Target Audience

This job aid is for the following roles:

- 3rd Party LyondellBasell Suppliers



Table of Contents

Navigate through the job aid by selecting the appropriate section:

- [Revise the Registration Questionnaire](#)



Prerequisite

Refer to the following prior to viewing this job aid:

- [LyondellBasell Supplier Site](#)
- [Ariba SLP Supplier Registration Questionnaire Job Aid](#)
- [Ariba SLP Supplier Qualification Questionnaire Job Aid](#)



This job aid was originally published in **July 2023**.
This job aid was last updated in **October 2023**.

October 2023 Job Aid Update Details

Revise Registration Questionnaire

- The intro and outro content (pages 4 and 11) have been updated.
- Step 5 has been updated with new wording, screenshot, and note.

Supplier Changes

This job aid provides you with the detailed steps involved in updating the information in the **Registration Questionnaire**.



The **Registration Questionnaire** is submitted by the **Supplier** for approval. The **LyondellBasell Approvers** either approve or send the questionnaire back to the Supplier if additional information is needed or if they are denied.



An email notification is sent to the **Supplier** if additional information is required or if the revised questionnaire is denied.



The **Supplier** can click the link provided in the email to revise the questionnaire. Once the responses are submitted, the approval process is repeated.



Note that the **Supplier** can also make changes to the **Registration Questionnaire** if they would like to make updates to their information. The original submission must be approved before the **Supplier** can **Revise the Response**.



Revise the Registration Questionnaire

The following steps are for **3rd Party LyondellBasell Suppliers**



Revise Registration Questionnaire

1

You may revise the Registration Questionnaire if you would like to make updates to your company information or if LyondellBasell asks you to update your company information. Log into **Ariba SLP** with your username and password and click **Login**.

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New Supplier ESG Features

Check out these new sustainability features today! Showcase your company's sustainability and build trust with buyers using the standardized human rights due diligence questionnaire and sustainability report in your supplier profile.

[Learn More](#)



Revise Registration Questionnaire

2

The **Ariba SLP** homepage is displayed. Click **Supplier Registration Questionnaire** in the **Registration Questionnaire** section to revise your response.

Title	ID	End Time	Status
Supplier Registration Questionnaire	Doc674091530	5/13/6106 2:47 PM	Registered

3

The **Questionnaire** screen is displayed. Click **Revise Response**.

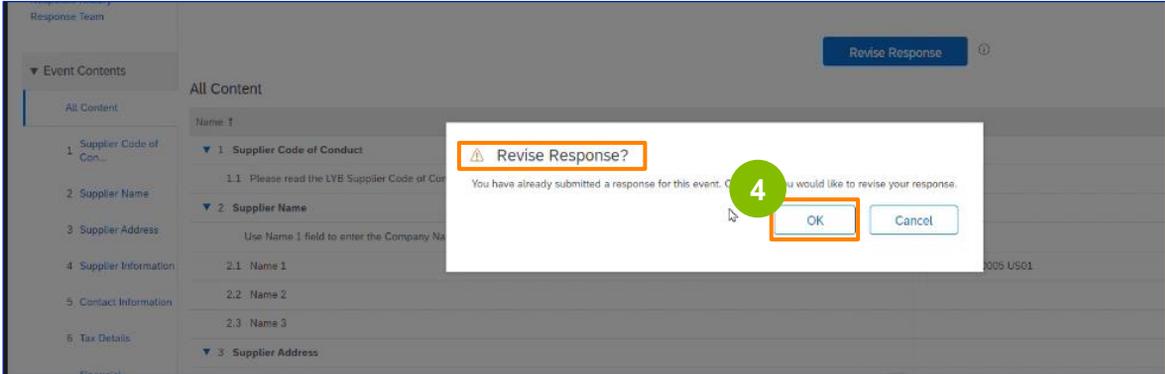
1.1 Please read the LYB Supplier Code of Conduct on this link. Do you agree on the code of conduct? Yes

2.1 Name 1 Less...



Revise Registration Questionnaire

4 The **Revise Response** pop-up window is displayed. Click **OK**.



The questionnaire is ready for revision.

All Content	
Name ↑	
▼ 1 Supplier Code of Conduct	
1.1 Please read the LYB Supplier Code of Conduct on this link . Do you agree on the code of conduct?	* Yes ▾
▼ 2 Supplier Name	More... +
2.1 Name 1	* JDC 040423 0005 US01
2.2 Name 2	
2.3 Name 3	
▼ 3 Supplier Address	
▼ 3.1 Registered Address	More... +

(*) indicates a required field



Revise Registration Questionnaire

6 Once you have made your updates, click **Submit Entire Response**.

Doc667577809 - Supplier Registration Questionnaire Time remaining 89 days 23:58:38

All Content

Name ↑

1 Supplier Code of Conduct

1.1 Please read the LYB Supplier Code of Conduct on this [link](#). Do you agree on the code of conduct?

2 Supplier Name Less...

Use Name 1 field to enter the Company Name, it only accepts up to 35 characters. For the remaining characters, use Name 2 and Name 3 fields respectively.

2.1 Name 1

2.2 Name 2

(*) a required field

Submit Entire Response Save draft Compose Message Excel Import

A confirmation message “Your revised response has been submitted. Thank you for participating in the event” is displayed on the screen.

Console

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Code of Con...

2 Supplier Name

3 Supplier Address

4 Supplier Information

5 Contact Information

6 Tax Details

Financial

✓ Your revised response has been submitted. Thank you for participating in the event.

All Content

Name ↑

2 Supplier Name More...

2.1 Name 1 JDC 040423 0005 U501

2.2 Name 2

2.3 Name 3

3 Supplier Address

3.1 Registered Address More...

Show More

Street: 910 INDUSTRIAL BLVD STE A

Street 2:

Street 3:

Street 4:



You have now submitted your updates to LyondellBasell.



LyondellBasell will review your revisions. You will receive an **email notification** with any updates.



Thank You