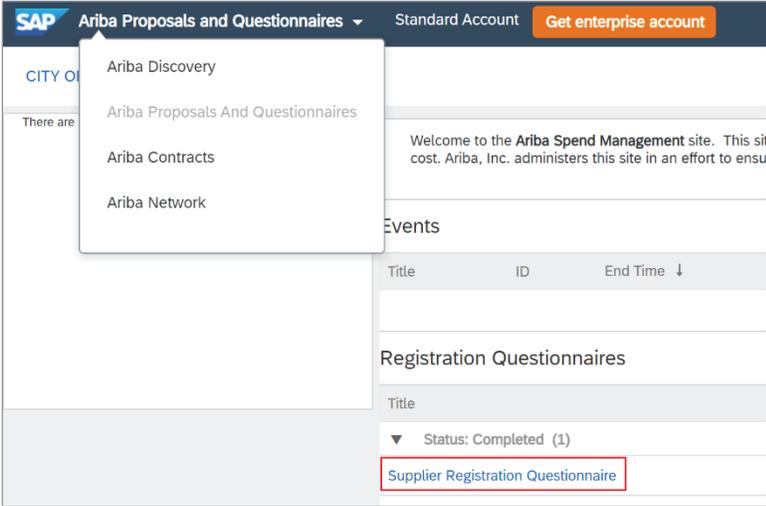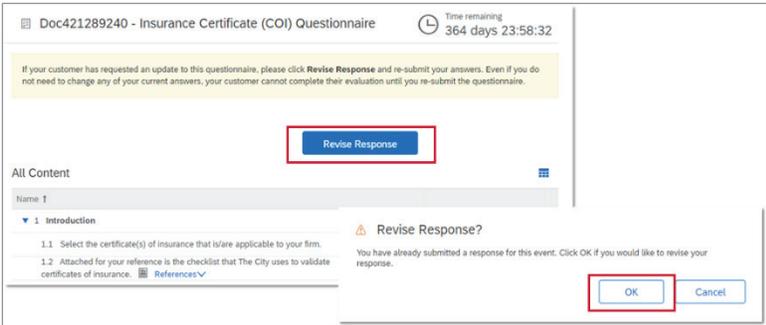# How to Update Supplier Information

When to use this *How to Guide*:

Follow the steps in this guide to update your company's information, including updating expiring certificates.

STEP	ACTION
1.	To update your company's information: i. Sign-in to the SAP Business Network. ii. On the SAP title bar, click **Ariba Proposals and Questionnaires**. iii. Click **Supplier Registration Questionnaire** in the **Registration Questionnaires** section. Note: When a certificate's expiration date is approaching, you will receive an email from The City with a link to sign into the SAP Business Network and update the expiring certificate.
2.	On the **Supplier Registration Questionnaire** page: i. Click **Revise Response**. Click **OK**. ii. Update the fields as necessary. iii. Click **Submit Entire Response**. The updated information will be submitted to The City for review and approval.