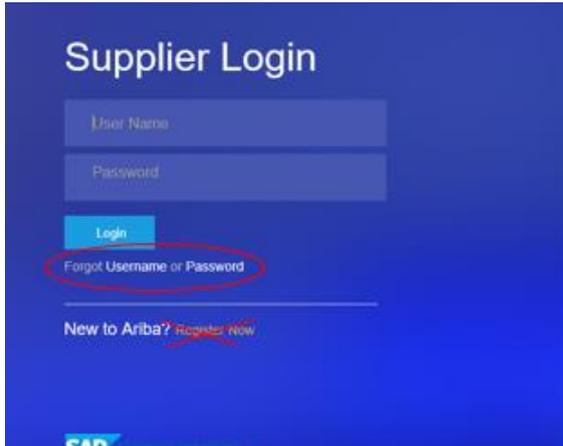


Quick Reference Guide - How to update your insurance certificates in Ariba



As a supplier to Synergy you are required to provide evidence of up to date insurance coverage through your Ariba profile.

Please login to <http://synergy.supplier.ariba.com> with your existing username and password.

If you have forgotten your login details you can select “Forgot Username or Password” button(s) and follow the steps or log a request to have Ariba call to assist you with your access.

1. Select **Customer Requested** Tab
2. Select **Synergy** from Sourcing Customer List
3. Navigate to **2.5 General Insurances**.
4. Update insurance details, Insurer, Amount, Policy Number and Expiration Date.
5. Select update file and attach current insurance certificate of currency.
Repeat 4 & 5 for all applicable insurance types.
6. Once updated hit **Submit**.
7. Press **Save**.