COI Questionnaire

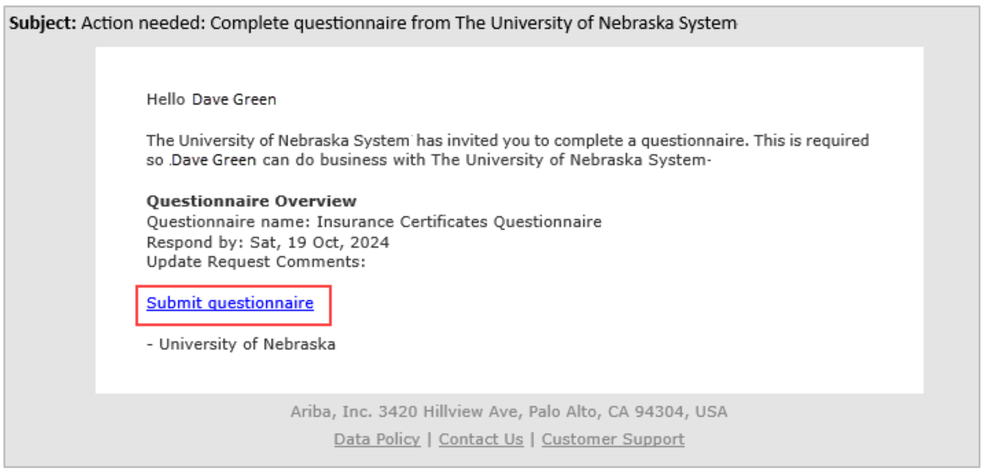
Updated 10/17/2024

PURPOSE

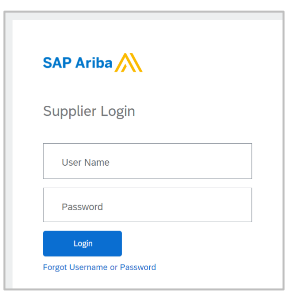
The purpose of the COI questionnaire is to collect a Certificate of Insurance (COI) from a supplier.

PROCEDURE

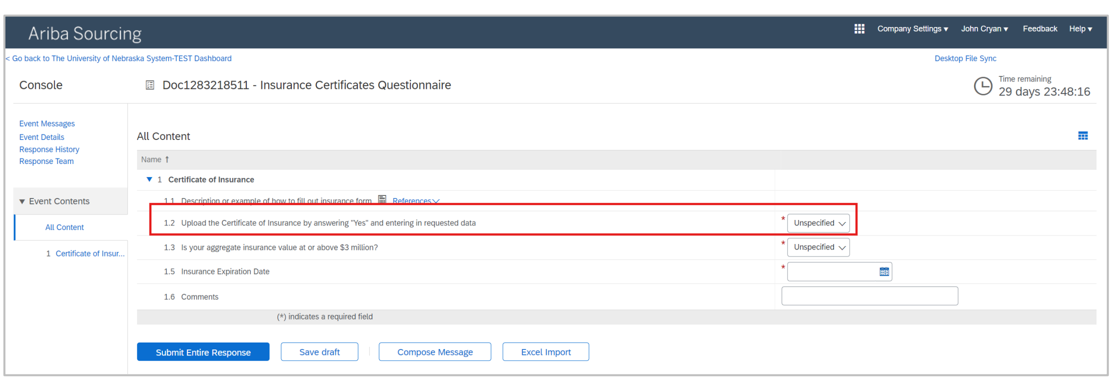
After P2P team sends the COI questionnaire, an email is sent to the supplier (example shown below). The supplier should click on “submit questionnaire” to access the questionnaire.



The SAP Ariba log in page will open and the supplier should log into their SAP Business Network account.



Once logged in, the Insurance Certificates Questionnaire opens automatically.

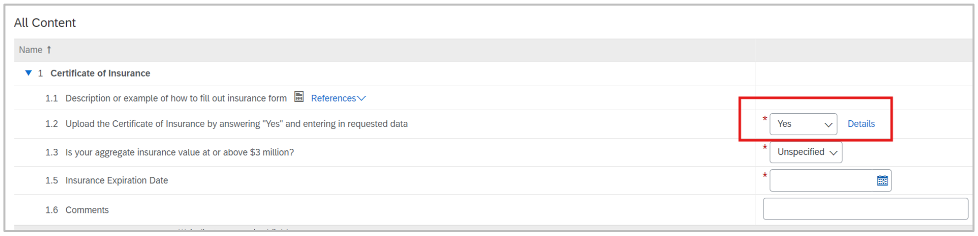


Copyright © University of Nebraska Board of Regents

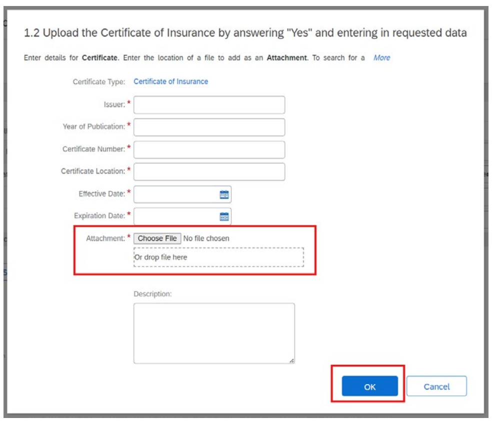
COI Questionnaire

Updated 10/17/2024

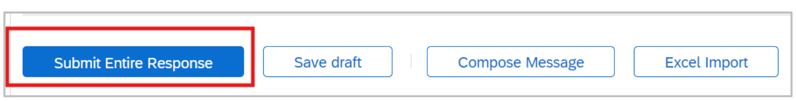
The supplier should answer section 1.2 with *Yes* and click *Details*.



A pop-up box opens for the supplier will provide their information and upload a copy of their COI. Once this pop-up box is completed, select *OK*.



The system will return to the first screen. Once all the required fields are complete, the supplier should click *Submit Entire Response*.



A notification will be sent to the P2P team. Once the questionnaire is approved by P2P, the COI will be loaded to the supplier profile.

Copyright © University of Nebraska Board of Regents