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# VELUX Ariba SUPPLIER LIFECYCLE AND PERFORMANCE (SLP) REGISTRATION GUIDE

# CONTENT

1. Reacting to invite from VELUX
2. Logging in
3. Opening the VELUX questionnaire
4. Responding to the VELUX questionnaire
5. Submitting your responses to VELUX

# 1. REACTING TO INVITE FROM VELUX

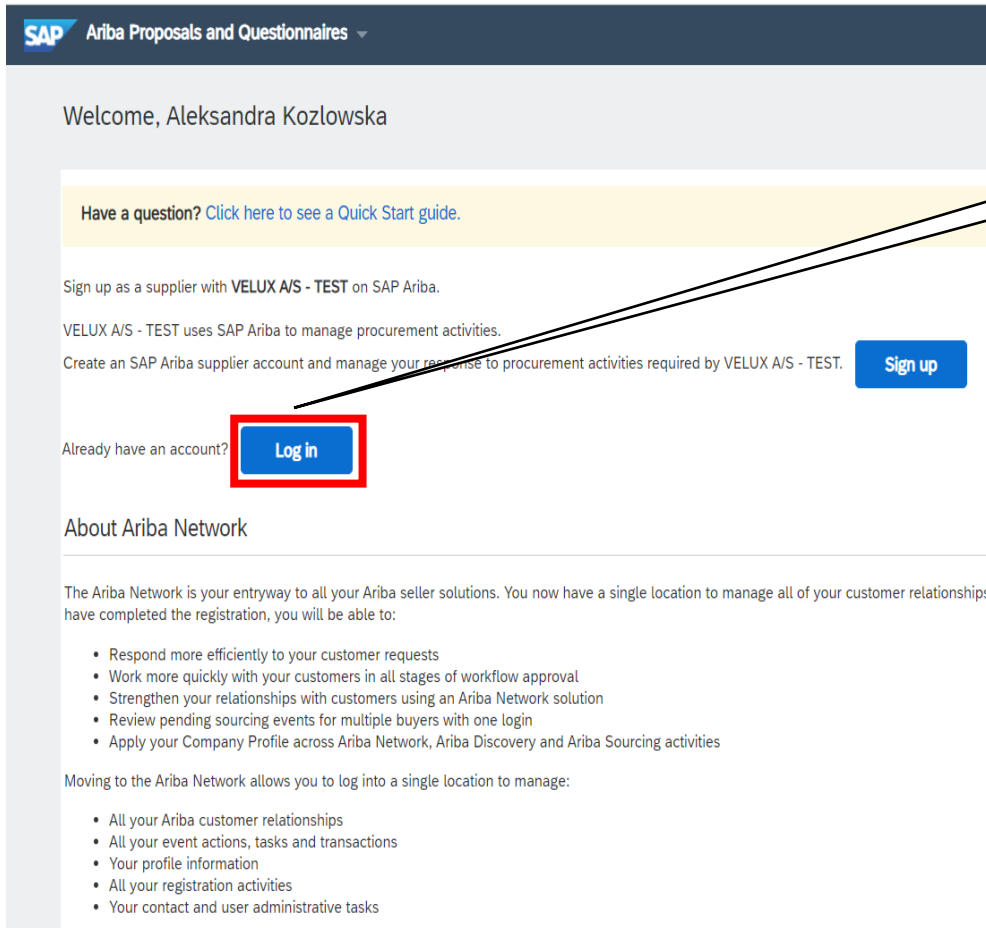


Click on "Click Here" to proceed with VELUX Ariba SLP registration.

If you cannot locate your invitation, please contact VELUX at [saparibaupstream@velux.com](mailto:saparibaupstream@velux.com) providing the full name and email address to whom the invitation should be re-send.

▶ In case your company has been awarded VELUX business, your company needs to register with VELUX Ariba SLP.

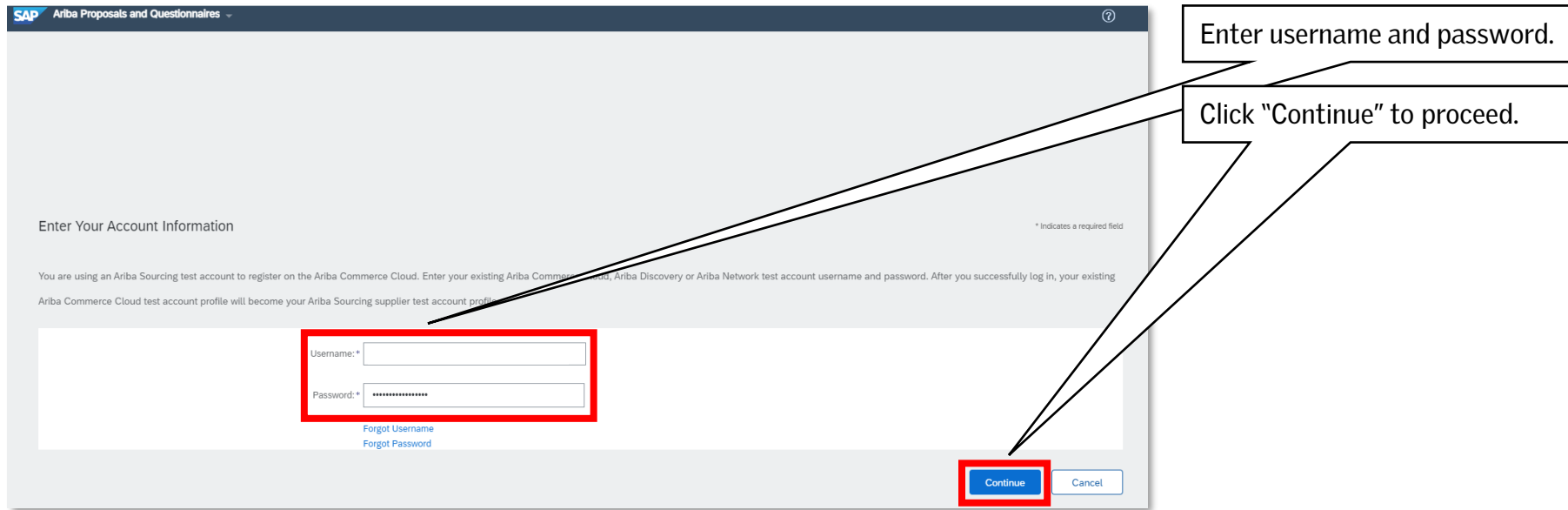
# 2. LOGGING IN



The screenshot shows the SAP Ariba Proposals and Questionnaires interface. At the top, there is a dark blue header with the SAP logo and the text 'Ariba Proposals and Questionnaires'. Below the header, the user is greeted with 'Welcome, Aleksandra Kozłowska'. A yellow banner contains the text 'Have a question? Click here to see a Quick Start guide.' Below this, there is a section for signing up as a supplier with 'VELUX A/S - TEST' on SAP Ariba. It includes the text 'Sign up as a supplier with VELUX A/S - TEST on SAP Ariba.', 'VELUX A/S - TEST uses SAP Ariba to manage procurement activities.', and 'Create an SAP Ariba supplier account and manage your response to procurement activities required by VELUX A/S - TEST.' A blue 'Sign up' button is located to the right of this text. Below the sign-up section, there is a 'Log in' button highlighted with a red rectangle. The text 'Already have an account?' is positioned to the left of the 'Log in' button. At the bottom of the page, there is a section titled 'About Ariba Network' which describes the network as an entryway to Ariba seller solutions and lists several benefits and management tasks.

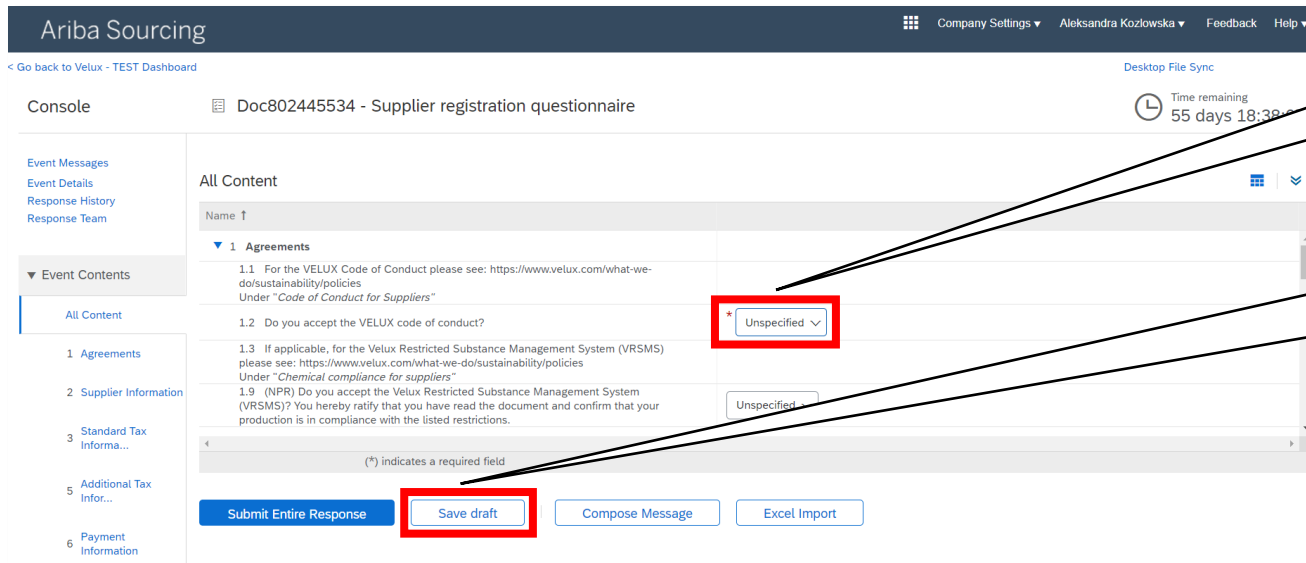
Click on "Log in" to proceed.

# 2. LOGGING IN



The screenshot shows the SAP Ariba login interface. At the top left, there is a header with the SAP logo and the text "Ariba Proposals and Questionnaires". Below this, the main heading is "Enter Your Account Information". A sub-heading reads: "You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile." Below this text are two input fields: "Username:\*" and "Password:\*". Both fields are highlighted with a red rectangular box. Below the password field are two links: "Forgot Username" and "Forgot Password". At the bottom right of the form area, there are two buttons: "Continue" and "Cancel". The "Continue" button is highlighted with a red rectangular box. Two callout boxes with arrows point to the form area and the "Continue" button. The first callout box contains the text "Enter username and password." and the second callout box contains the text "Click 'Continue' to proceed."

# 3. OPENING THE VELUX QUESTIONNAIRE

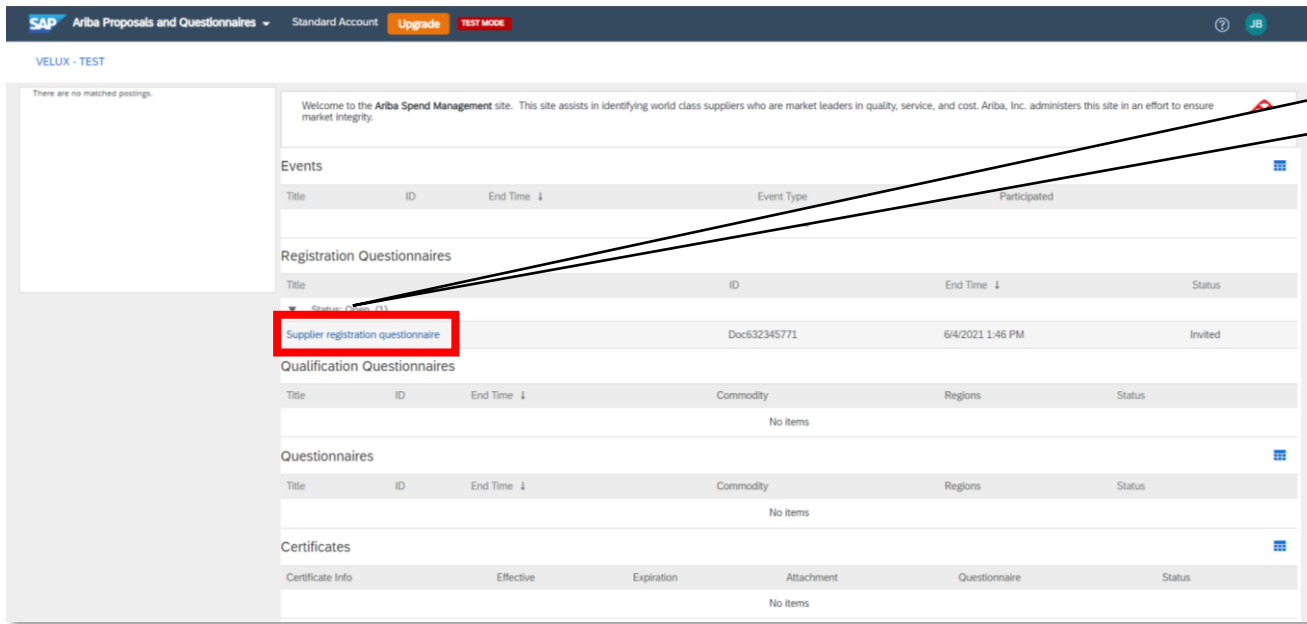


Information that is mandatory to provide is marked with a red asterisk (\*).

Click on "Save draft" in case you want to save your progress without submitting information to VELUX.

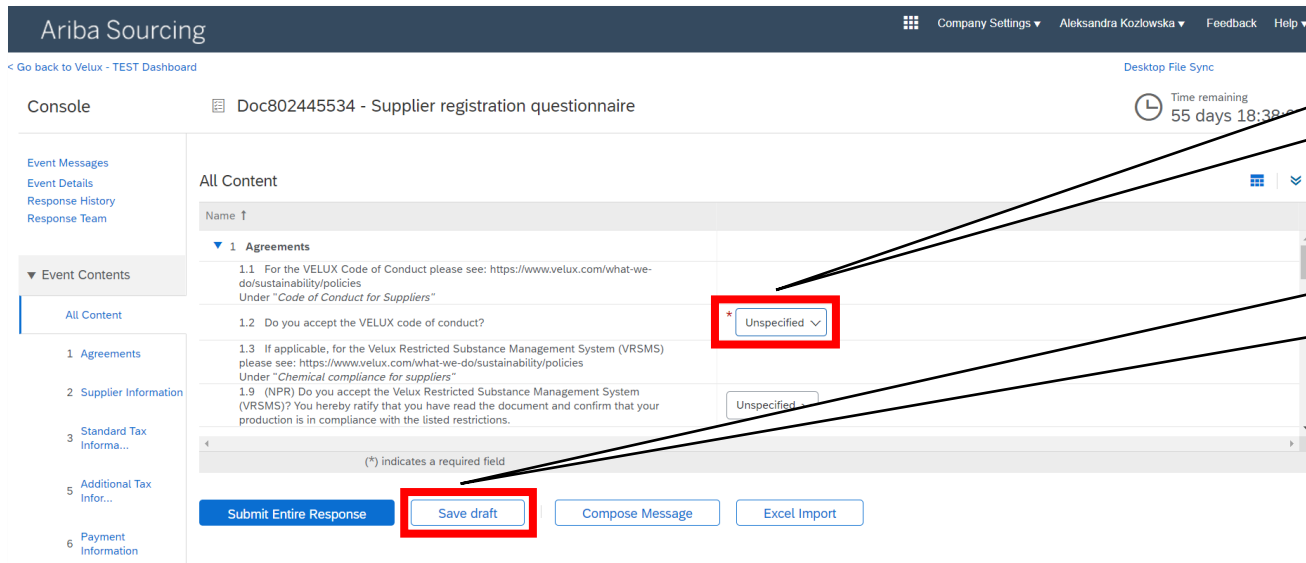
- ▶ NB! The registration form should load automatically. In case it does not load automatically, do one of the following:
  - ▶ Copy the link from the invitation email into a new tab in your browser.
  - ▶ Find the registration form in your Ariba profile after logging in (proceed with this guide).

# 3. OPENING THE VELUX QUESTIONNAIRE



- ▶ You can also find the VELUX supplier registration questionnaire in your Ariba profile.

# 4. RESPONDING TO THE VELUX QUESTIONNAIRE



Information that is mandatory to provide is marked with a red asterisk (\*).

Click on "Save draft" in case you want to save your progress without submitting information to VELUX.

► There are multiple sections in the VELUX supplier registration questionnaire.

# 4. RESPONDING TO THE VELUX QUESTIONNAIRE

<p>▼ 1 Agreements</p>	
<p>1.1 For the VELUX Code of Conduct please see: <a href="https://www.velux.com/what-we-do/sustainability/policies">https://www.velux.com/what-we-do/sustainability/policies</a> Under "Code of Conduct for Suppliers"</p>	
<p>1.2 Do you accept the VELUX code of conduct?</p>	<p>* Yes ▼</p>
<p>1.3 If applicable, for the Velux Restricted Substance Management System (VRSMS) please see: <a href="https://www.velux.com/what-we-do/sustainability/policies">https://www.velux.com/what-we-do/sustainability/policies</a> Under "Chemical compliance for suppliers"</p>	
<p>1.9 (NPR) Do you accept the Velux Restricted Substance Management System (VRSMS)? You hereby ratify that you have read the document and confirm that your production is in compliance with the listed restrictions.</p>	<p>No ▼</p>
<p>1.11 (NPR) Do you accept the VRSMS with some exclusions?</p>	<p>No ▼</p>
<p>1.13 (NPR) If no selected, please upload your alternative document / compliance statement that ratifies your compliance to material substances policy. Please be aware that it will be subject to a manual review process and may prolong the overall approval process.</p>	<p>Attach a file</p>

Based on certain conditions, some answers may open up for additional questions, such as questions related to VELUX Restricted Substance Management System (VRSMS). If you answer "No" to both questions, a new line, where you can upload a file, will open.

► Questions in the "Agreements" section are to be answered "Yes" or "No".

# 4. RESPONDING TO THE VELUX QUESTIONNAIRE

▼ 2 Supplier Information

2.1 Supplier Legal Name \* YABADU TEST

2.2 (continued) Supplier Name  
*Please only fill in if you've exceeded the length (35char) of the first Supplier Name field*

\*Show More

Street: UGOREK ⓘ House Number: 12 ⓘ

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

Postal Code: 02-414 ⓘ City: \* WARSZAWA ⓘ

Country: Poland (PL) ⓘ Region: Warszawa (45) ⓘ

2.3 Main Address

2.4 Country code (main telephone number) \* Unspecified ▼

For existing suppliers to VELUX, some fields will be pre-populated, such as supplier legal name, address, etc. The pre-populated information should be validated by you and corrected if necessary.

- ▶ All information that is mandatory to fill in will be send automatically to VELUX ERP system during synchronization.

# 4. RESPONDING TO THE VELUX QUESTIONNAIRE

Name ↑	
2.4 Country code (main telephone number)	* Unspecified ▾
2.5 Key Account Main telephone number <i>Please enter your phone number <b>WITHOUT</b> the country code, the country code needs to be selected in the above field (2.4). Therefore if your number is +45 123123123, enter "+45" into Question 2.4 and "123123123" into this Question 2.5.</i>	* <input type="text"/>
2.6 Key Account Email	* <input type="text"/>
2.7 Purchase Order Email ( <i>email is used for purchase order distribution - is critical to maintain</i> ) <i>If the transactions based on the purchase orders are not applicable for your type of products/services, please replicate the same email as in Key Account Email field above.</i>	* <input type="text"/>
2.8 Company Web Address URL	* <input type="text"/>
2.9 DUNS Number ⓘ	<input type="text"/>

Enter the email that VELUX should use for sending purchase orders. It can be different from the key account email.

- ▶ Note the blue help text, which will guide you to enter information correctly.

# 4. RESPONDING TO THE VELUX QUESTIONNAIRE

Name ↑	
2.4 Country code (main telephone number)	* Unspecified ▾
2.5 Key Account Main telephone number	* <input type="text"/>
2.6 Key Account Email	* <input type="text"/>
2.7 Purchase Order Email <i>(email is used for purchase order distribution - is critical to maintain)</i>	* <input type="text"/>
2.8 <i>For Purchase Order Email: If the transactions based on the purchase orders are not applicable for your type of products/services, please replicate the same email as in Key Account Email field above.</i>	
2.9 Company Web Address URL	* <input type="text"/>
2.10 DUNS Number	<input type="text"/>
3 Standard Tax Information	<a href="#">Add Standard Tax Information (1)</a>
4 <i>If there is already a count of "(1)" next to the Tax Account field, please review and correct if necessary by clicking on the link to access the accounts.</i>	
▼ 5 Additional Tax Information	
5.1 Are you setup for Tax in the USA?	* No ▾
5.4 Are you a B-Income vendor? (Denmark)	* No ▾
6 Payment Information	<a href="#">Add Payment Information (0)</a>
(*) indicates a required field	
<input type="button" value="Submit Entire Response"/> <input type="button" value="Save draft"/> <input type="button" value="Compose Message"/> <input type="button" value="Excel Import"/>	

Scroll up/down to ensure that all required fields are filled in. Make sure to fill out the Standard Tax Information and Payment Information.

Click on "Add Standard Tax Information (1)" to open a new window to be able to fill in tax information.

Click on "Add Payment Information (0)" to open a new window to be able to fill in payment information.

► For existing suppliers some information in the Standard Tax Information section and the Payment Information section is pre-populated.

# 4. RESPONDING TO THE VELUX QUESTIONNAIRE

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 3 Standard Tax Information  
Standard Tax Information (1)

Name ↑

▼ Tax Accounts #1 Delete

If you possess more than one VAT registration and you intend to invoice us from different VAT registrations please add all of these VAT numbers.

Tax number(s)

Country: Poland (PL) ⓘ

Tax Name	TaxType	Tax Number
Poland: NIP Number	Organization	524-234-54-45
Poland: VAT Registration Number	Organization	PL3241345323

(\*) indicates a required field

**Add an additional Tax Accounts** Save Cancel

You can add additional tax accounts if required.

Click "Save" when done.

▶ NB! Clicking "Save" will only save your progress. To submit your information to VELUX, you need to click "Submit Entire Response" on the main screen.

# 4. RESPONDING TO THE VELUX QUESTIONNAIRE

The screenshot shows a questionnaire interface with the following elements:

- A yellow banner at the top: "Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen."
- A breadcrumb: "All Content > 6 Payment Information"
- A section header: "Payment Information (0)"
- A list area with "Name 1" and "No items".
- An "Add Bank Account" button (highlighted with a red box).
- A "Save" button (highlighted with a red box) and a "Cancel" button.
- Form fields for "Account Number:", "IBAN Number:", "SWIFT Code:", and "Bank Control Key:" (with a "No Choice" dropdown).
- A "Bank Account Currency" dropdown menu (highlighted with a red box) showing "Unspecified".

Callout boxes provide instructions:

- "Click 'Add Bank Account' to add bank details, such as IBAN, SWIFT, bank name, etc."
- "Select relevant bank account currency."
- "Click 'Save' when done."

▶ NB! Clicking "Save" will only save your progress. To submit your information to VELUX, you need to click "Submit Entire Response" on the main screen.

# 4. RESPONDING TO THE VELUX QUESTIONNAIRE

The screenshot shows a web interface for entering payment information. At the top right, there are 'Save' and 'Cancel' buttons. A yellow banner below them contains the text: 'Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.' Below this is a breadcrumb trail 'All Content > 6 Payment Information' and a section header 'Payment Information (1)'. A table lists 'Bank Account #1' with a 'Delete' link. Below the table is a section titled 'BANK ACCOUNT GUIDANCE - PLEASE READ FIRST' containing several bullet points of instructions. At the bottom left, there is a button labeled 'Add an additional Bank Account'. A footer note states '(\*) indicates a required field'.

You can add additional bank accounts if required.

This built-in guide contains VELUX specific information.

Click "Save" when done.

- ▶ Read the built-in guide carefully.
- ▶ NB! Clicking "Save" will only save your progress. To submit your information to VELUX, you need to click "Submit Entire Response" on the main screen.

# 5. SUBMITTING YOUR RESPONSES TO VELUX

**!** There are 6 problems that require completion or correction in order to complete your request.  
 Mouse over the red icons to learn more. Use the *Next* and *Previous* links to step through the errors as needed.

2.5 Key Account Main telephone number <i>Please enter your phone number <b>WITHOUT</b> the country code, the country code needs to be selected in the above field (2.4). Therefore if your number is +45 123123123, enter "+45" into Question 2.4 and "123123123" into this Question 2.5.</i>	*	<input type="text"/>
2.6 Key Account Email	*	<input type="text"/>
2.7 Purchase Order Email ( <i>email is used for purchase order distribution - is critical to maintain</i> ) <i>If the transactions based on the purchase orders are not applicable for your type of products/services, please replicate the same email as in Key Account Email field above.</i>	*	<input type="text"/>
2.8 Company Web Address URL	*	<input type="text"/>
2.9 DUNS Number ⓘ		<input type="text"/>
<b>3 Standard Tax Information</b> <a href="#">Add Standard Tax Information (1)</a>		
4 <i>If there is already a count of "(1)" next to the Tax Account field, please review and correct if necessary by clicking on the link to access the accounts.</i>		
<b>5 Additional Tax Information</b>		
5.1 Are you setup for Tax in the USA?	*	<input type="text" value="No"/>
5.4 Are you a B-Income vendor? (Denmark)	*	<input type="text" value="No"/>
<b>6 Payment Information</b> <a href="#">Add Payment Information (0)</a>		

(\*) indicates a required field

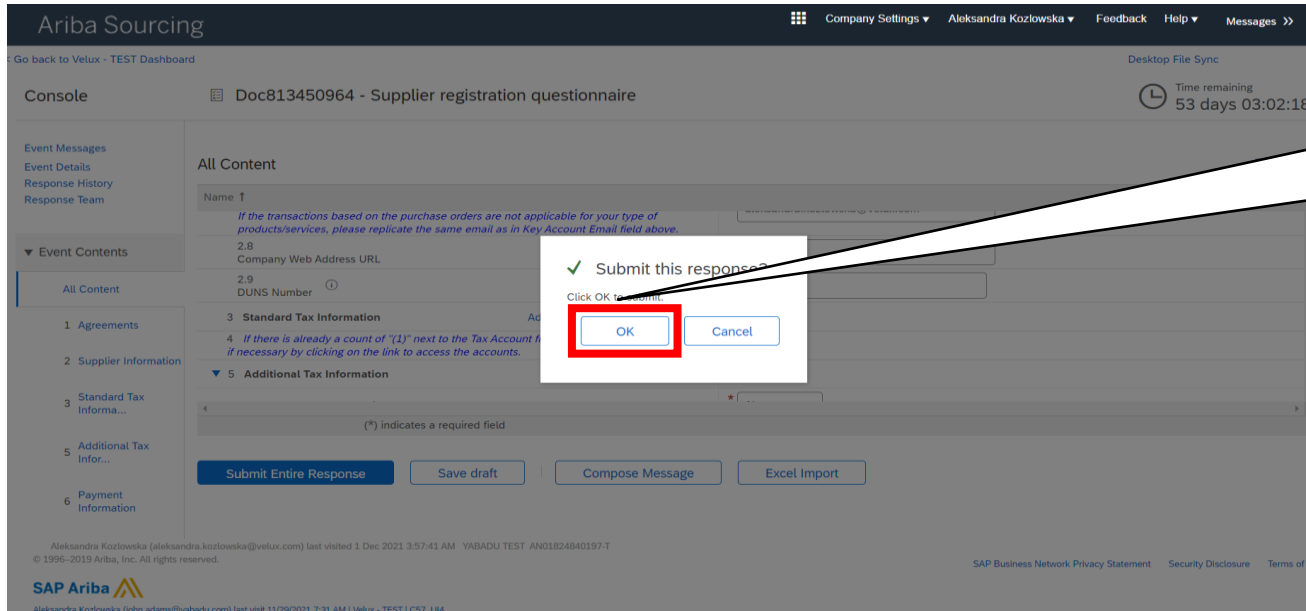
Submit Entire Response
Save draft
Compose Message
Excel Import

In case you an on-screen error notification when trying to submit your response, correct highlighted errors.

Click "Submit Entire Response".

▶ You will not be able to submit your response to VELUX unless it is free of errors.

# 5. SUBMITTING YOUR RESPONSES TO VELUX



After clicking "Submit Entire Response" a validation question will be displayed asking if want to submit your response. Click "OK" to submit your response.

▶ You will not be able to submit your response to VELUX unless it is free of errors.

# 5. SUBMITTING YOUR RESPONSES TO VELUX

Doc813450964 - Supplier registration questionnaire Time remaining 53 days 02:55:08

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

[Revise Response](#)

Fyi: YABADU TEST has submitted registration info with Velux - TEST

Ariba Administrator <no-reply@eusmtp.ariba.com>  
To: Aleksandra Domicela Kozłowska

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**YABADU TEST submitted registration info.**

For your information, YABADU TEST submitted registration info to become a supplier with Velux - TEST. The information will be reviewed for approval of the registration. You will be notified when next steps require your attention.

[Reply](#) [Reply All](#)

After submitting your response to VELUX, you will get an on-screen receipt.

In case you need to modify information, you can do so by clicking "Revise Response".

After submitting your response to VELUX, you will also get an email receipt.

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