

VELUX®

Business Services



Business Services

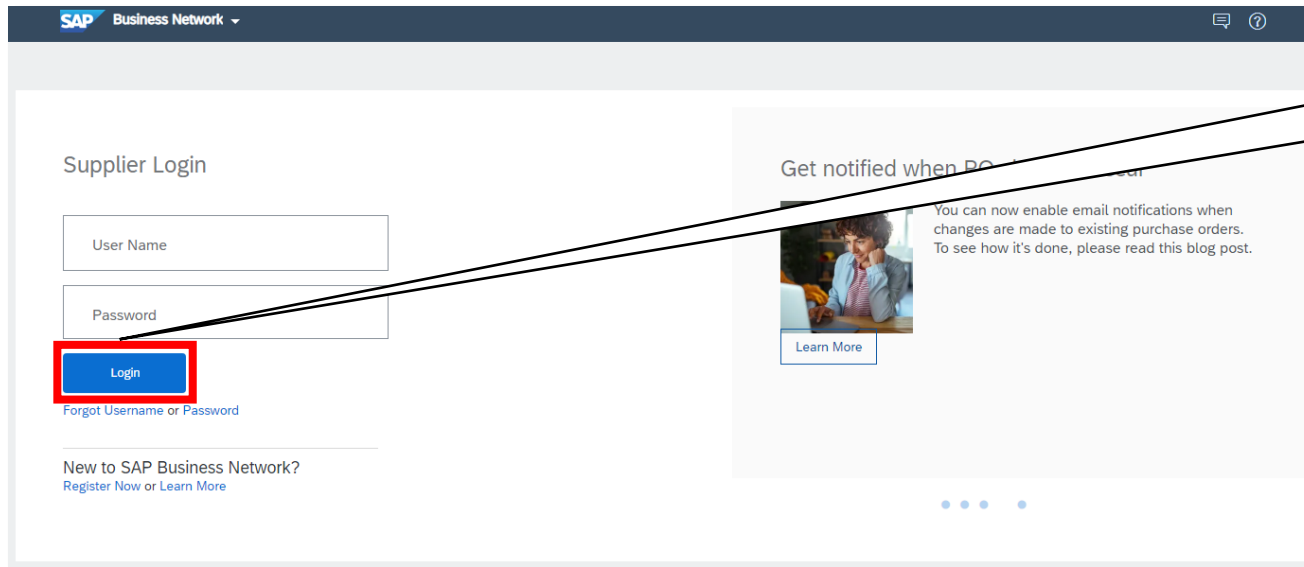
- with excellence

HOW TO UPDATE YOUR Ariba ACCOUNT INFORMATION GUIDE

CONTENT

1. Logging in
2. Supplier registration questionnaire

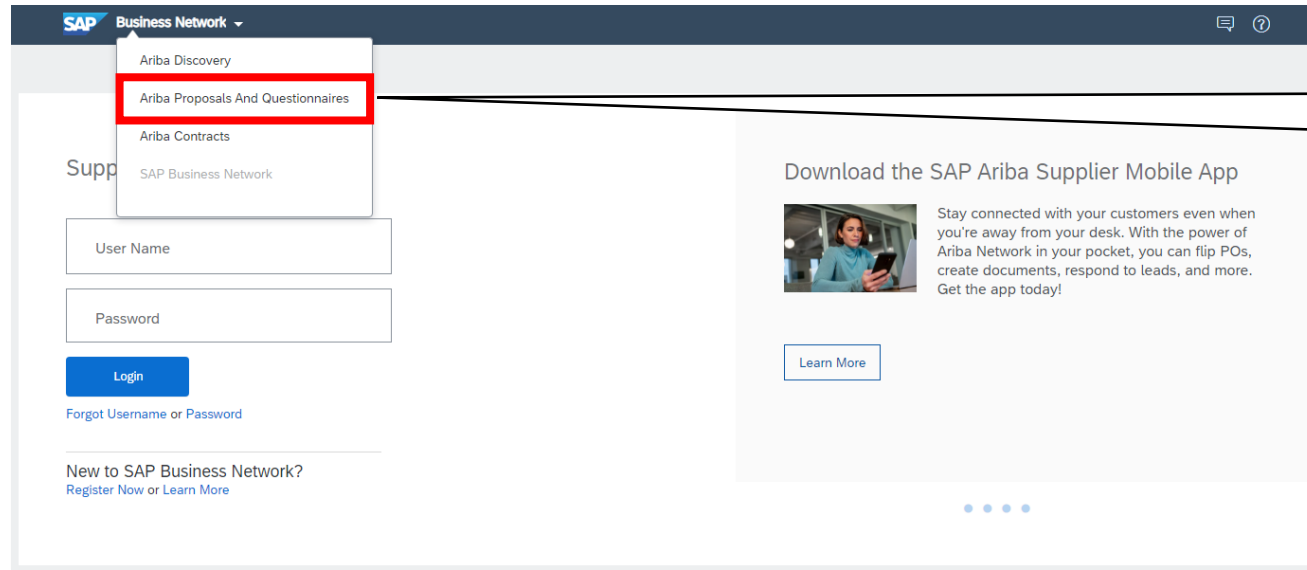
1. LOGGING IN



Enter your credentials, then click "Login" to access your account.

- ▶ In case your company information changes, it is your responsibility to update your information in the VELUX supplier registration questionnaire in your Ariba profile.
- ▶ It is important to ensure correct information, such as bank details, to ensure invoices are paid by VELUX in due time.
- ▶ NB! VELUX is not able to make any changes to your account.

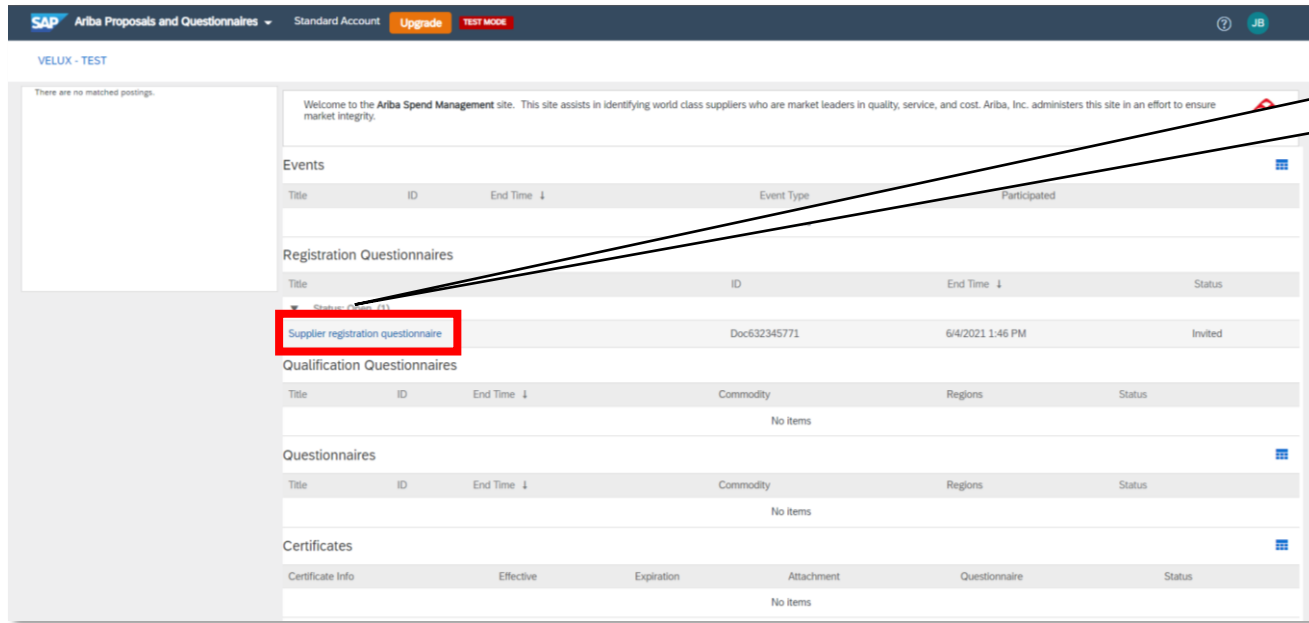
2. SUPPLIER REGISTRATION QUESTIONNAIRE



Under Business Network, click on "Ariba Proposals And Questionnaires".

- ▶ In case "Ariba Proposals And Questionnaires" does not open, you can search for it on Ariba Network.

2. SUPPLIER REGISTRATION QUESTIONNAIRE

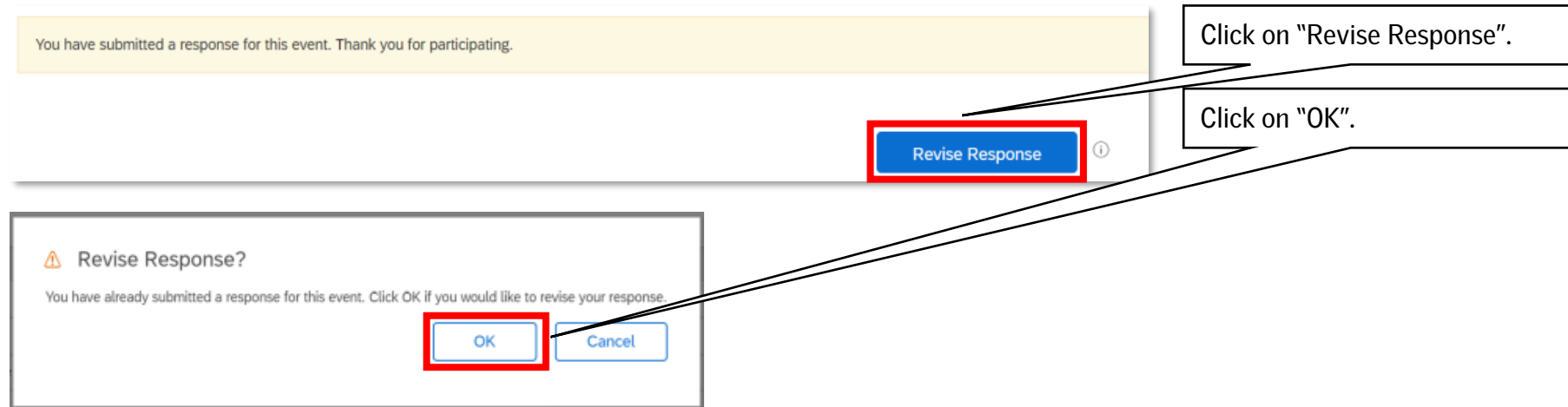


The screenshot shows the SAP Ariba Spend Management interface. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main content area is titled 'VELUX - TEST' and contains a welcome message. Below the welcome message, there are several sections: 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', 'Questionnaires', and 'Certificates'. The 'Registration Questionnaires' section contains a table with columns: Title, ID, End Time, and Status. The first row in this table is 'Supplier registration questionnaire' with ID 'Doc632345771', End Time '6/4/2021 1:46 PM', and Status 'Invited'. This row is highlighted with a red box. A callout box points to this row with the text: 'Click the "Supplier registration questionnaire" to access the form.'

Click the "Supplier registration questionnaire" to access the form.

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

2. SUPPLIER REGISTRATION QUESTIONNAIRE



The screenshot shows a web interface for a supplier registration questionnaire. At the top, a yellow banner contains the text: "You have submitted a response for this event. Thank you for participating." Below this, a blue button labeled "Revise Response" is highlighted with a red border. A callout box points to this button with the text "Click on 'Revise Response'". Below the button, a modal dialog box titled "Revise Response?" is displayed. It contains the text: "You have already submitted a response for this event. Click OK if you would like to revise your response." At the bottom of the dialog are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red border, and a callout box points to it with the text "Click on 'OK'".

You have submitted a response for this event. Thank you for participating.

Revise Response

Click on "Revise Response".

Click on "OK".

Revise Response?
You have already submitted a response for this event. Click OK if you would like to revise your response.

OK Cancel

2. SUPPLIER REGISTRATION QUESTIONNAIRE

Ariba Sourcing

< Go back to Velux - TEST Dashboard

Company Settings Aleksandra Kozłowska Feedback Help

Desktop File Sync

Time remaining 55 days 18:28

Console Doc802445534 - Supplier registration questionnaire

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Agreements

2 Supplier Information

3 Standard Tax Informa...

5 Additional Tax Infor...

6 Payment Information

1.1 For the VELUX Code of Conduct please see: <https://www.velux.com/what-we-do/sustainability/policies> Under "Code of Conduct for Suppliers"

1.2 Do you accept the VELUX code of conduct? * Unspecified

1.3 If applicable, for the Velux Restricted Substance Management System (VRSMS) please see: <https://www.velux.com/what-we-do/sustainability/policies> Under "Chemical compliance for suppliers"

1.4 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. Unspecified

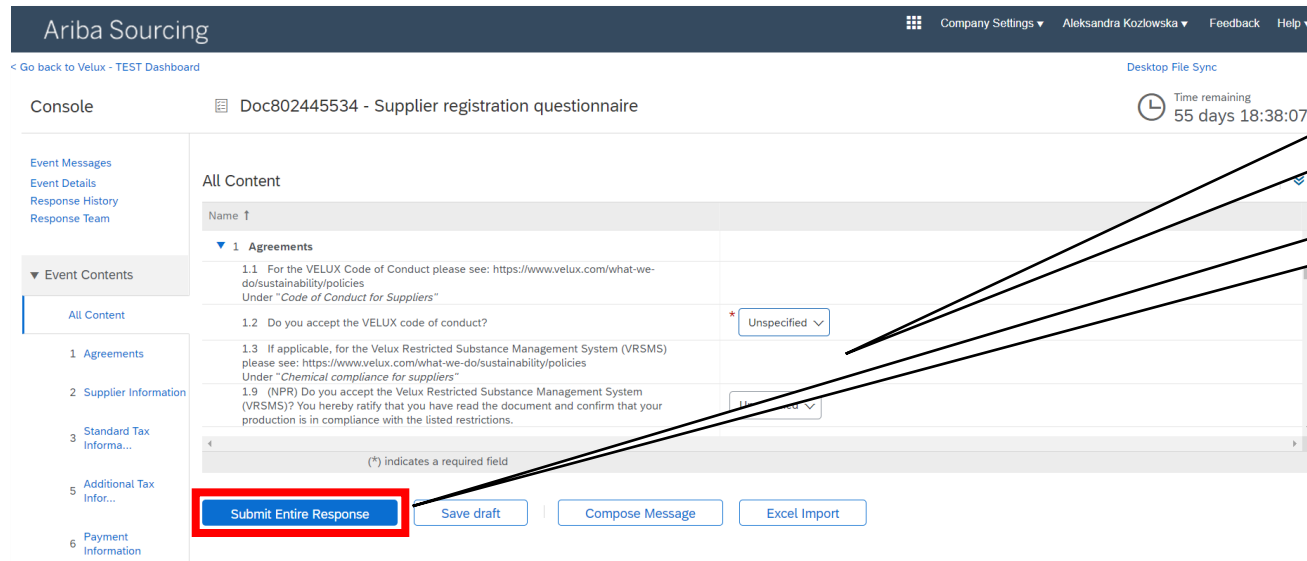
(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Under Event Content select the relevant section in which you wish to make corrections.

- ▶ The answers provided by your company during the registration process will be pre-populated in the supplier registration questionnaire.

2. SUPPLIER REGISTRATION QUESTIONNAIRE



Apply relevant corrections.

Click on "Submit Entire Response".

- ▶ NB! Clicking "Save draft" will only save your progress. To submit your information to VELUX, you need to click "Submit Entire Response".
- ▶ When submitting your response, the changes will be published to VELUX for approval. Upon approval, the changes will be reflected in VELUX ERP.

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