

# Ariba Network Registration Guide



**VELUX®**

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# 1. Reacting to invite from VELUX

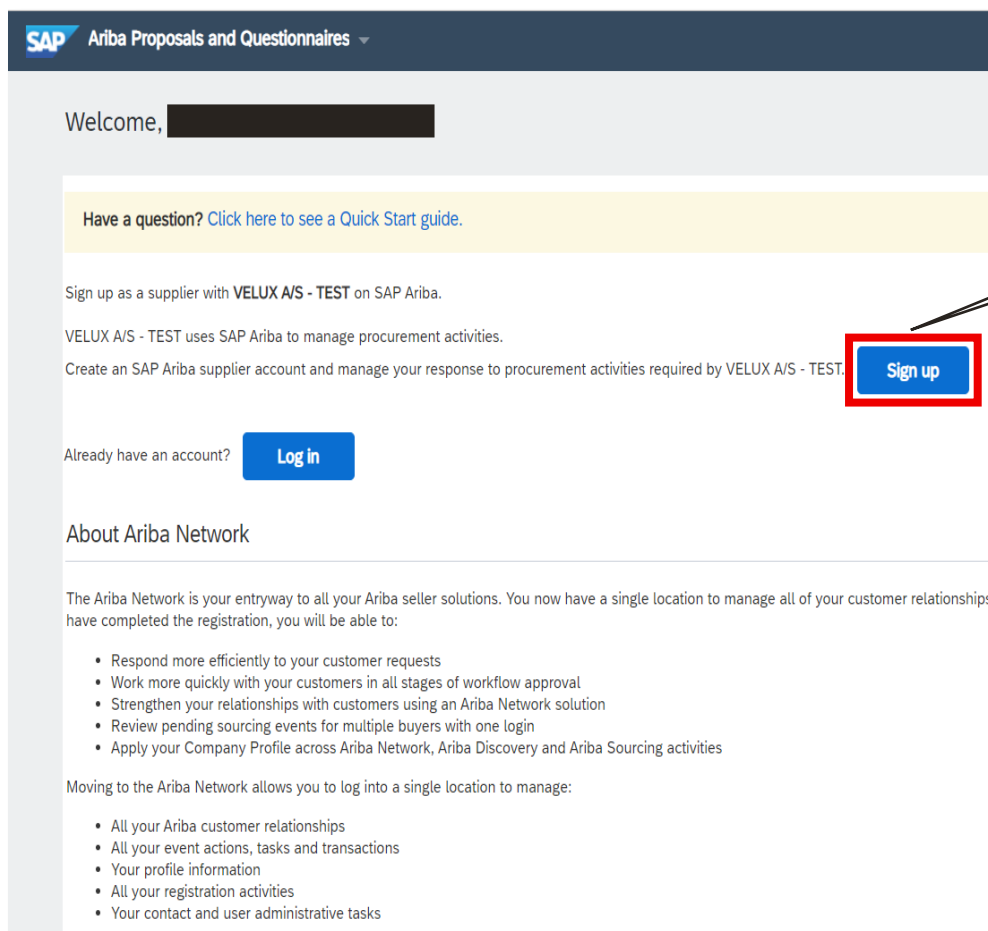


One recipient may have received a registration invitation for more than one legal entity/company location. Pay attention to the entity to whom the invite has been sent.

Click on "Click Here" to proceed with account 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.

## 2. Create an Ariba Network account



SAP Ariba Proposals and Questionnaires

Welcome, [REDACTED]

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **VELUX A/S - TEST** on SAP Ariba.

VELUX A/S - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by VELUX A/S - TEST.

**Sign up**

Already have an account? **Log in**

### About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Click on "Sign up" to proceed with account registration.

- NB! Ariba Network accounts are created per legal entity, i.e. your company needs one Ariba Network account per legal entity.

## 2. Create an Ariba Network account

**Company information**

Company Name: Test supplier for guide  
Country/Region: Denmark [DNK]  
Address: Any  
Postal Code: 2300  
City: Copenhagen  
State: Select

**User account information**

Name: Jane  
Email: anna.nesterova@velux.com  
Username: test-anna.nesterova@velux.com  
Password: Enter Password  
Repeat Password  
Language: English  
Email orders to: anna.nesterova@velux.com

Fill out company information, such as company name, address, etc.

Fill out user account information, such as name, email, password, etc.

- NB! Ensure that the address entered is for the specific legal entity that the registration invite has been sent to. Do not enter the address of your headquarter unless the invite has been issued to your headquarter.

# 2. Create an Ariba Network account

The screenshot shows the 'Tell us more about your business' section of the Ariba Network account creation process. It includes fields for 'Product and Service Categories' (with 'Safety glass' and 'Glass curtainwalling' selected), 'Ship-to or Service Locations' (with 'Germany', 'Poland', and 'Denmark' selected), 'Tax ID', 'Vat ID', and 'DUNS Number'. At the bottom, there are two checked checkboxes for 'I have read and agree to the Terms of Use' and 'I have read and agree to the SAP Ariba Privacy Statement', and a 'Create account and continue' button highlighted with a red box.

Fill out relevant business information, such as product and service categories, ship-to locations, etc.

Tick the “I have read and agree to the Terms of use” and the “I have read and agree to the SAP Ariba Privacy Statement”.

Click on “Create account and continue”.

- In the “Product and Services categories” add all categories that your company is able to supply in general. In case you cannot identify an exact category, select the closest match.
- The hierarchy in “Product and Service categories” is based on the United Nations Standard Products and Services Code (UNSPSC) taxonomy of products and services.

# 3. Check for duplicate accounts

The screenshot shows a registration form for Ariba Network. At the top, there are fields for Password, Language (set to English), and Email orders to. Below these is a section titled "Tell us more about your business" with fields for Product and Service Categories, Ship-to or Service Locations, Tax ID, Vat ID, and DUNS Number. A modal dialog box is displayed in the center, titled "Potential existing accounts". The message inside the dialog reads: "We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account." A blue button labeled "Review accounts" is highlighted with a red border. A callout box with a black border and white background points to this button, containing the text "Click on 'Review accounts'". At the bottom of the form, there are two checkboxes: "I have read and agree to the Terms of Use" and "I have read and agree to the SAP Ariba Privacy Statement", both of which are checked. At the very bottom, there are two buttons: "Create account and continue" and "Cancel".

Click on "Review accounts".

- You may get a warning about suspected duplicate accounts for your company.

# 3. Check for duplicate accounts

**SAP Ariba Proposals and Questionnaires**

### Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can **Continue Account Creation** and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Test supplier for guide				A benhavn Denmark 2300

20 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
Etiflex A/S	DNK	-	-		...
Big guns 2	DNK	Midtjylland	-		...
VELUX Canada Inc.	-	ON	-		...
VELUX America LLC	-	SC	079520953		...

Review suspected duplicate accounts.

If none of the suspected accounts are duplicate, click "Continue Account Creation" to proceed with account creation.

- Verify the suspected duplicate accounts. It is important that you do not create a duplicate account for the same legal entity.



# 3. Check for duplicate accounts

**SAP Ariba Proposals and Questionnaires**

### Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Test supplier for guide				Any Copenhagen Denmark 2300

20 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTION
Eitflex A/S	DNK	-	-		⋮
Big guns 2	DNK	Midtjylland	-		⋮
VELUX Canada Inc.	-	ON	-		⋮
VELUX America LLC	-	SC	079520953		⋮

Click the three dots to proceed with adding you as a user to the appropriate legal entity account.

- In case there is an existing account for your legal entity, contact your account administrator to have you added as a user to that account.
- If you do not know your password or username, go to the “Supplier Login” page and click “Forgot Username or Password”. If you still can’t access your account, you can contact [SAP Ariba Help Center](#) directly.

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Transforming Spaces

Contact info

[saparibaupstream@velux.com](mailto:saparibaupstream@velux.com)