

How to Update Your Ariba Account Information Guide



VELUX®

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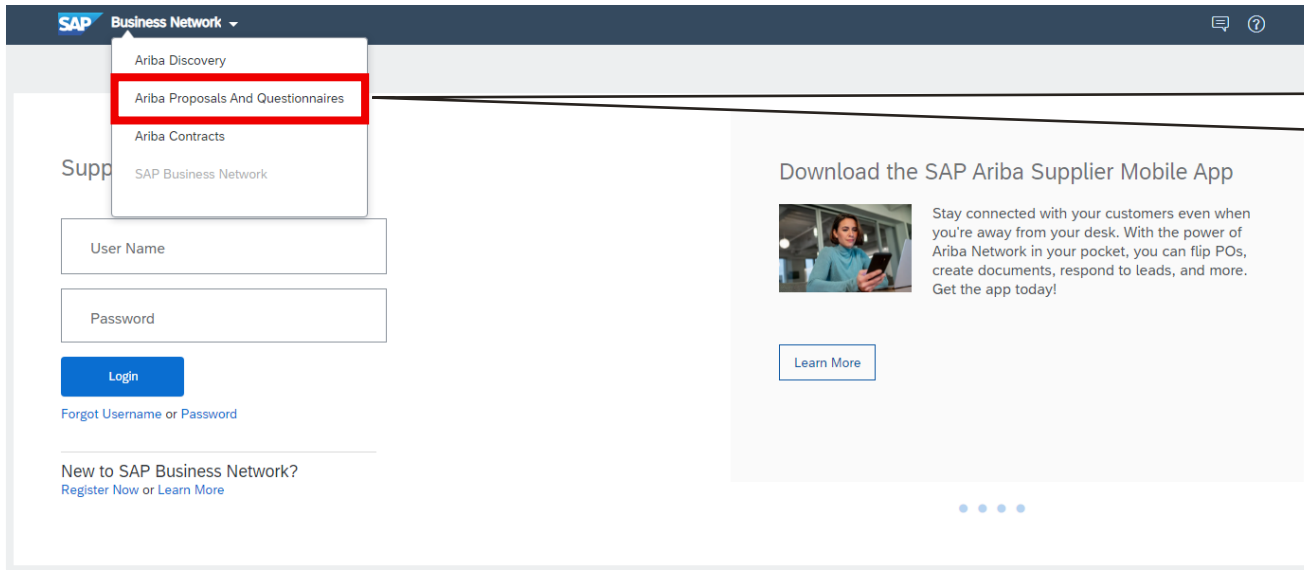
1. Logging in



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

- Upon registering as a supplier to VELUX via your company's SAP Business Network account, it is possible to update the information. Updated information will be submitted to VELUX for review. It is your responsibility to keep your company information, such as bank details, in the VELUX supplier registration questionnaire updated.
- NB! VELUX is not able to make any changes to your account.

1. Logging in



Under Business Network, click on “Ariba Proposals And Questionnaires”.

- In case “Ariba Proposals And Questionnaires” does not open, you can search for it on the SAP Business Network.

2. Supplier registration questionnaire

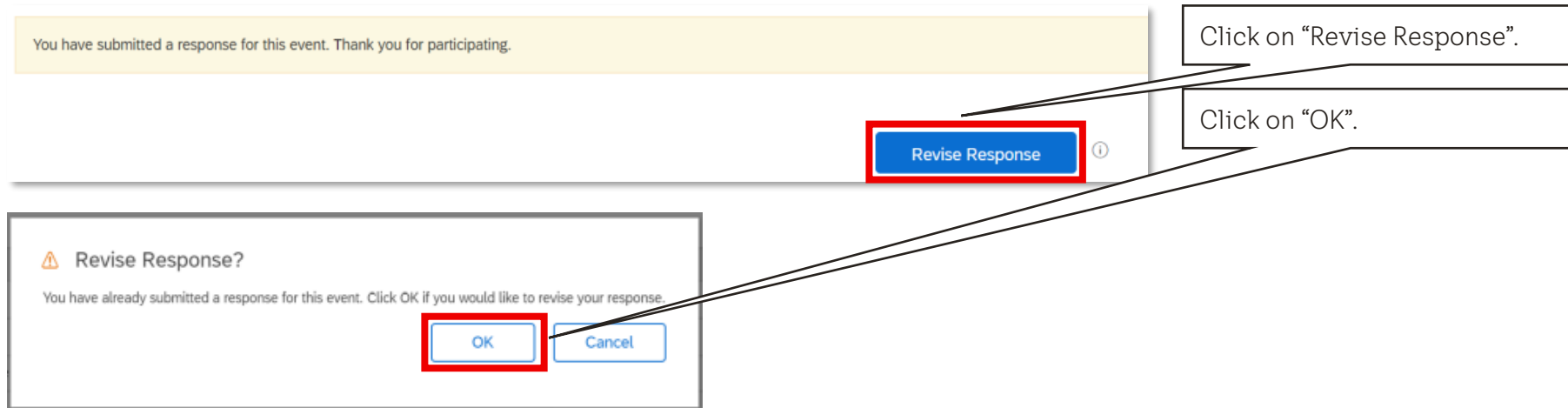
The screenshot shows the SAP Ariba interface with the following sections:

- Events**: A table with columns: Title, ID, End Time, Event Type, Participated.
- Registration Questionnaires**: A table with columns: Title, ID, End Time, Status. One row is highlighted with a red box: "Supplier registration questionnaire" with ID Doc632345771, End Time 6/4/2021 1:46 PM, and Status Invited.
- Qualification Questionnaires**: A table with columns: Title, ID, End Time, Commodity, Regions, Status. It shows "No items".
- Questionnaires**: A table with columns: Title, ID, End Time, Commodity, Regions, Status. It shows "No items".
- Certificates**: A table with columns: Certificate Info, Effective, Expiration, Attachment, Questionnaire, Status. It shows "No items".

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

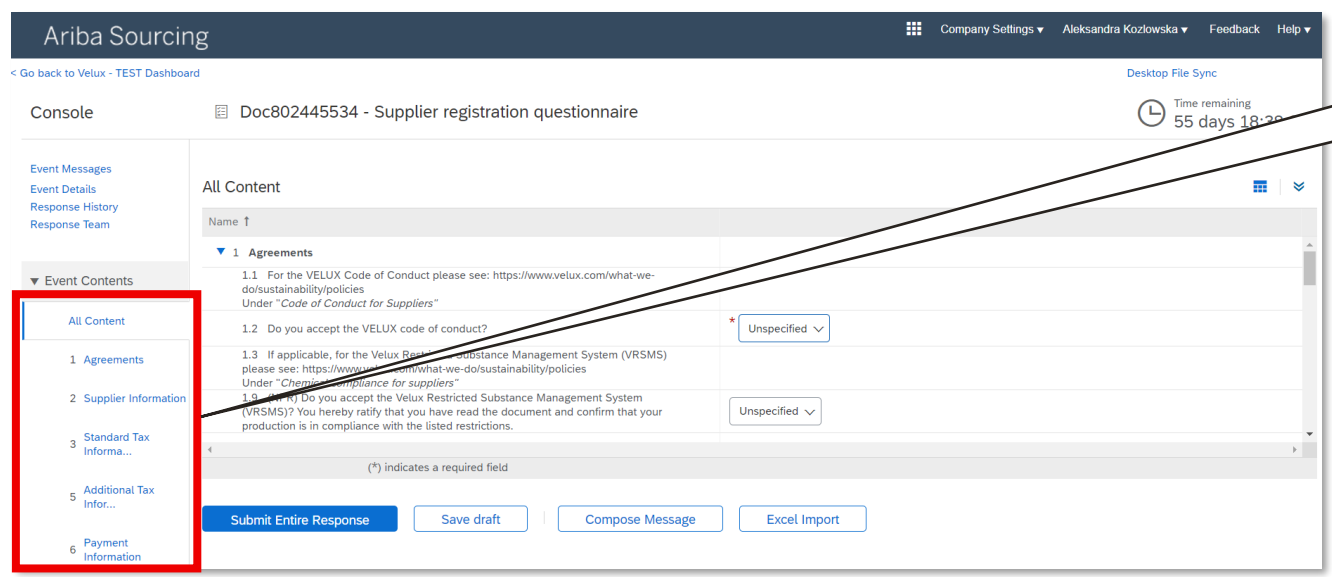
- You can also find the VELUX supplier registration questionnaire in your Ariba profile.

2. Supplier registration questionnaire



The screenshot illustrates the process of revising a response. At the top, a yellow notification bar states: "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 dialog box titled "Revise Response?" is shown. It contains the text: "You have already submitted a response for this event. Click OK if you would like to revise your response." Inside the dialog box, the "OK" button is highlighted with a red border, and a callout box points to it with the text: "Click on 'OK'." The "Cancel" button is also visible next to the "OK" button.

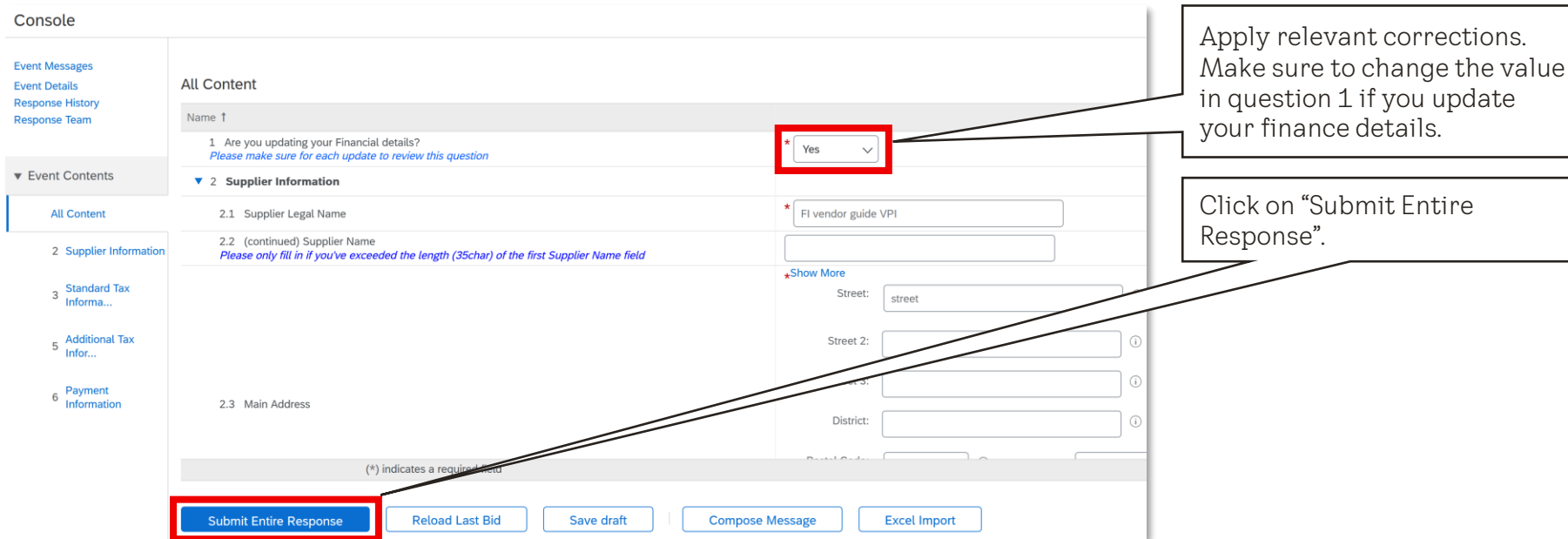
2. Supplier registration questionnaire



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



The screenshot shows a web interface for a supplier registration questionnaire. On the left is a navigation menu with 'Event Contents' expanded to show 'All Content', '2 Supplier Information', '3 Standard Tax Informa...', '5 Additional Tax Infor...', and '6 Payment Information'. The main content area is titled 'All Content' and contains a list of questions. Question 1 is 'Are you updating your Financial details?' with a dropdown menu set to 'Yes'. Question 2 is 'Supplier Information', which is expanded to show sub-questions 2.1 (Supplier Legal Name), 2.2 (continued) Supplier Name, and 2.3 (Main Address). Each sub-question has a text input field. At the bottom of the form, there are several buttons: 'Submit Entire Response' (highlighted with a red box), 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. Two callout boxes with arrows point to the 'Yes' dropdown and the 'Submit Entire Response' button.

Apply relevant corrections. Make sure to change the value in question 1 if you update your finance details.

Click on "Submit Entire Response".

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