

# **SAP ARIBA – SELF-MAINTENANCE OF SUPPLIER DATA**

June 2021, v01

VELUX

# MAINTAINING YOUR DATA THROUGH Ariba NETWORK

With the introduction of SAP Ariba supplier management we will see mutual benefits that ensures timely updated data, and strengthening the maintenance process, reducing risk of fraud.

When you have finalized the supplier registration process and have become "Registered", it is possible to self-maintain your data. This means that if your company information changes, you have to update your account on the Ariba Network in the registration questionnaire. The changes submitted is subject to approval by VELUX.

It is important to ensure your supplier data is maintained and accurate for your company to be paid on time and to be considered for further business potential with VELUX.

Please follow the step-by-step guide on how to maintain your data on the following pages.

A large red arrow points from the main text area towards the list of data examples.

#### Examples of data to maintain:

- Company name
- Address
- Contact information
- Purchasing order E-mail
- Bank information
- Etc.

# LOG IN TO YOUR SAP ARIBA NETWORK ACCOUNT

SAP Ariba

Supplier Login

User Name

Password

Login

Forgot Username or Password

The start of something big

SAP Business Network

Learn More

FAQ: How do I complete my Customer Requested Profile?

FAQ: Why can't I find an event?

FAQ: Can't find what you are looking for? Try these search tips.

FAQ: How do I navigate through the checklist to submit my request?

FAQ: Why can't I see my task or Proposals tab?

Participating in events (4:5)

FAQ: I need help accessing a specific event

FAQ: I need help connecting with customer

Error: The username and password entered has already merged with another Ariba Sourcing user

FAQ: Error: The username and password pair you entered was not found

FAQ: Error: "User already exists" - please enter a different username when registering

FAQ: How do I register on SAP Ariba Sourcing?

FAQ: How do I access and change my former administrator's account?

FAQ: What are some common issues?

# NAVIGATE TO THE SECTION "ARIBA PROPOSALS AND QUESTIONNAIRES"

The screenshot shows the SAP Ariba Network interface. At the top left, the 'Ariba Network' dropdown menu is open, with 'Ariba Proposals And Questionnaires' highlighted by a red box and a red arrow pointing to it. Other menu items include 'Ariba Discovery', 'Ariba Contracts', and 'Ariba Network'. The main content area displays 'Orders, Invoices and Payments' with a table header containing columns for Document #, Document Type, Customer, Status, and Amount. A 'Tasks' panel on the right shows 'Update Profile Information' at 35% completion. A sidebar on the far right contains a search bar and a list of help articles.

Document #	Document Type	Customer	Status	Amount
No items				

Tasks

- Update Profile Information 35%

Help Articles:

- I need help accessing a sourcing event
- What does the "Back to classic view" button do?
- Send a PO-based invoice (4:35)
- Why can't I find an event?
- Where do I find my Ariba Network ID (ANID) number?
- Introducing New Supplier Account Names on Ariba Network
- What is an Ariba Network error (ANERR), and how do I resolve the issue?
- Introduction to the dashboard (11:47)
- REGAN-1321: Supplier user tasks
- User interface changes
- How to create customer (sold to) address
- How to choose the dashboard currency in SAP Ariba Supplier
- Changes to user interface
- Buyer administrator tasks
- How to reset the two-factor authentication for a user

# IN HERE, OPEN YOUR REGISTERED SUPPLIER REGISTRATION QUESTIONNAIRE FROM THE LINK TO UPDATE YOUR DATA

SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE ? SN

VELUX - TEST

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
<a href="#">Supplier registration questionnaire</a>	Doc555992574	1/30/6104 1:20 PM	Registered

Qualification Questionnaires

# TO UPDATE YOUR DATA, CLICK "REVISE RESPONSE", AND "OK"

Console

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

- All Content
- 1 Agreements
- 2 Supplier Information
- 3 Standard Tax Informa...
- 4 Additional Tax Infor...
- 5 Payment Information

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

[Revise Response](#)

All Content

Name ↑	
▼ 1 Agreements	
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"	
1.3 (NPR) Do you accept the VELUX code of conduct?	Yes
▼ 2 Supplier Information	
2.1 Supplier Legal Name	<input type="text"/>
2.2 (continued) Supplier Name <small>Please only fill in if you've exceeded the length (35char) of the first Supplier Name field</small>	<input type="text"/>
2.3 Main Address	<p>Show More</p> <p>Street: <input type="text"/></p> <p>Street 2: <input type="text"/></p> <p>Street 3: <input type="text"/></p> <p>District: <input type="text"/></p> <p>Postal Code: <input type="text"/></p>

# MAKE THE NECESSARY UPDATES AND THEN CLICK "SUBMIT ENTIRE RESPONSE"

[Go back to Velux - TEST Dashboard](#)

[Desktop File](#)

Console

Event Messages  
Event Details  
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Response Team

▼ Event Contents

- All Content
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- 4 Additional Tax Infor...
- 5 Payment Information

All Content

Name ↑	
2.3 Main Address	<input type="text"/> District: <input type="text"/> ⓘ Postal Code: <input type="text"/> ⓘ City: * <input type="text"/> ⓘ Country: <input type="text"/> ⓘ Region: <input type="text"/> ⓘ
2.4 Country code (main telephone number)	* <input type="text" value="DK"/>
2.5 Company's Main telephone number	* <input type="text" value="123456789"/>
2.6 Company's Main Email	* <input type="text" value="example@company.com"/>
2.7 Company Web Address URL	* <input type="text" value="http://www.example.com"/>
2.9 DUNS Number	<input type="text"/>
3 Standard Tax Information <a href="#">Add Standard Tax Information (1)</a>	
▼ 4 Additional Tax Information	
4.1 Are you setup for Tax in the USA?	* <input type="text" value="No"/>
4.4 Are you a B-Income vendor? (Denmark)	* <input type="text" value="No"/>
5 Payment Information <a href="#">Add Payment Information (1)</a>	

(\*) indicates a required field

**Submit Entire Response** | Reload Last Bid | Save draft | Compose Message | Excel Import

When submitting the response, the changes will be sent to VELUX for approval. When approved, the changes will be reflected in VELUX' system.

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