

# **SAP ARIBA VELUX SLP REGISTRATION GUIDE**

November 2021, v03

VELUX

# REGISTRATION TO ARIBA SUPPLIER MANAGEMENT



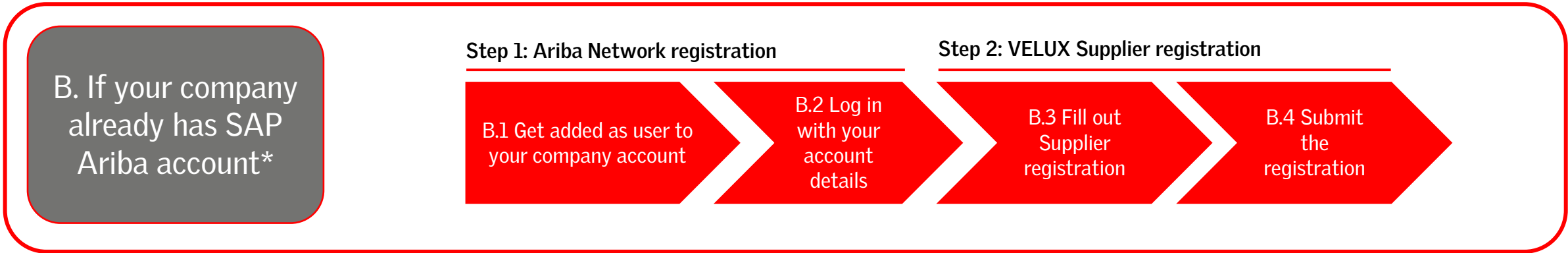
Not required if you are just continuing the session after creating Ariba Network account

A. If your company does not already have SAP Ariba account

## Step 1: Ariba Network registration



## Step 2: VELUX Supplier registration



B. If your company already has SAP Ariba account\*

## Step 1: Ariba Network registration



## Step 2: VELUX Supplier registration



\* **IMPORTANT!** ACCOUNTS ON ARIBA NETWORK ARE CREATED PER LEGAL ENTITY. EXAMPLE, IF THE INVITATION IS ISSUED TO SUPPLIER A (DK), AND THE EXISTING ARIBA NETWORK ACCOUNT IS FOR SUPPLIER A (SE) -> A NEW ARIBA NETWORK ACCOUNT NEEDS TO BE CREATED.

# IF YOUR COMPANY HAS THE ACCOUNT BUT YOU PERSONALLY DO NOT...



1. Contact your SAP Ariba account administrator (internal in your company)
2. If you do not know who is your account administrator, you can reach to Ariba help center and they can check it for you
3. Ask your Ariba account administrator to add you as a user. Here is the guide for the administrator on how to do it  
[How do I add a new user to my company's Ariba Network supplier account?](#)
4. Obtain the username and password

**\* IMPORTANT! Accounts on Ariba Network are created per legal entity. Example, if the invitation is issued to SUPPLIER A (DK), AND the existing Ariba Network account is for SUPPLIER A (SE) -> a new Ariba Network account needs to be created.**



# WHEN YOU RECEIVE THE INVITATION TO REGISTER, CLICK THE "CLICK HERE" BUTTON OR COPY THE LINK INTO YOUR INTERNET BROWSER (DO NOT USE EXPLORER)



Invitation: Register as a supplier with VELUX Inbakke x

Rasmus Kjærsgaard Nielsen <s4system-prodeu+velux-T.Doc616853370@eusmtp.ariba.com>  
til Rasmus ▾

engelsk ▾ > dansk ▾ [Oversæt meddelelse](#)



Dear Rasmus Rasmussen,

Rasmus Kjærsgaard Nielsen has invited you to register to become a supplier with VELUX. Start by creating an account with Ariba Network. It's free.

VELUX uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Test Supplier - HR already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

Yours sincerely,  
Rasmus Kjærsgaard Nielsen  
VELUX A/S

You are receiving this email because your customer, Velux - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Velux - TEST.

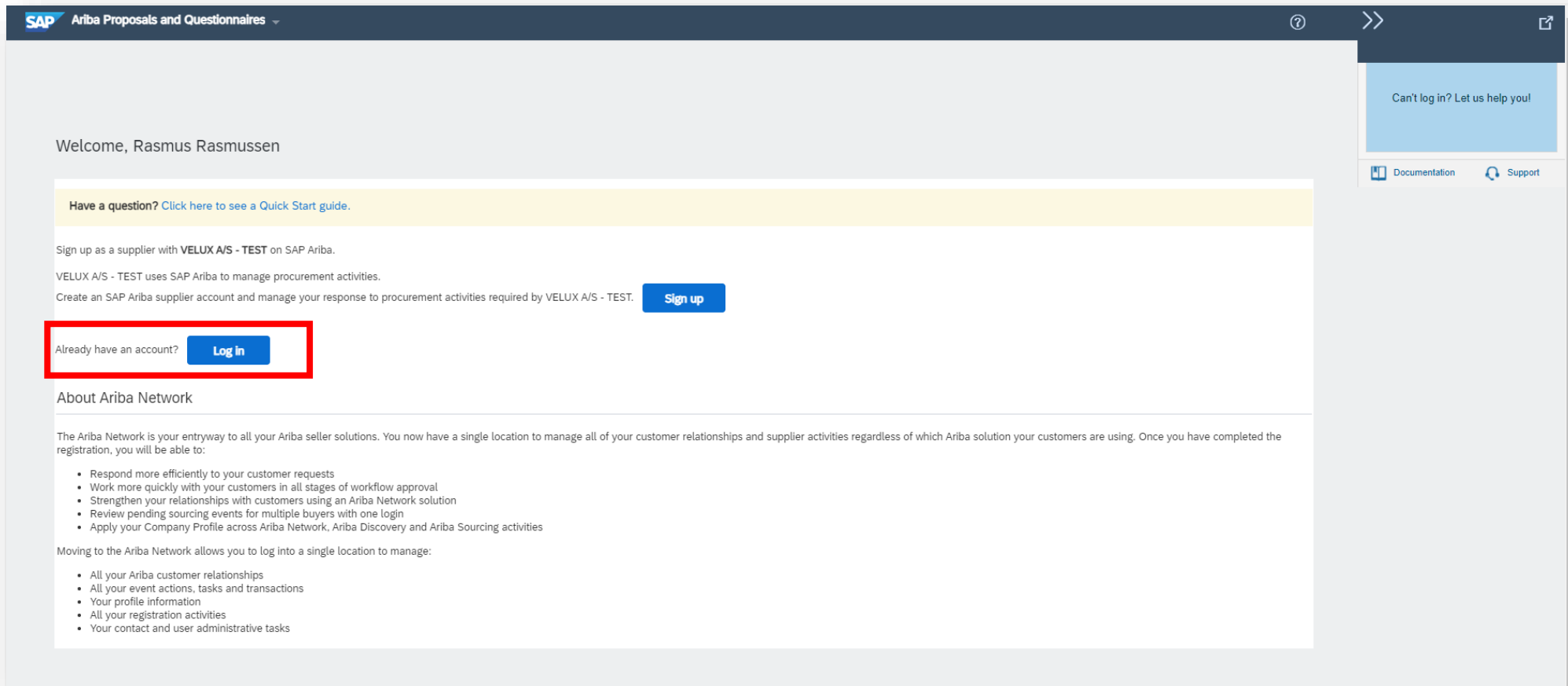
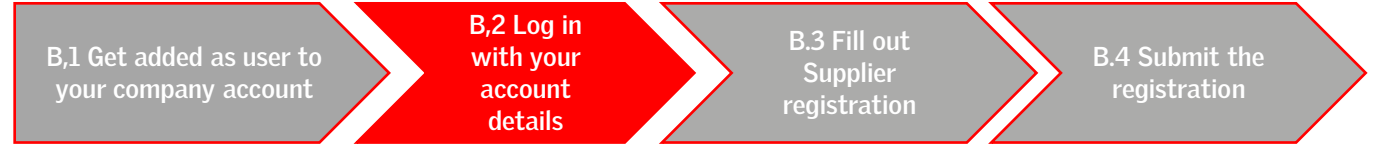
[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Powered by SAP Ariba

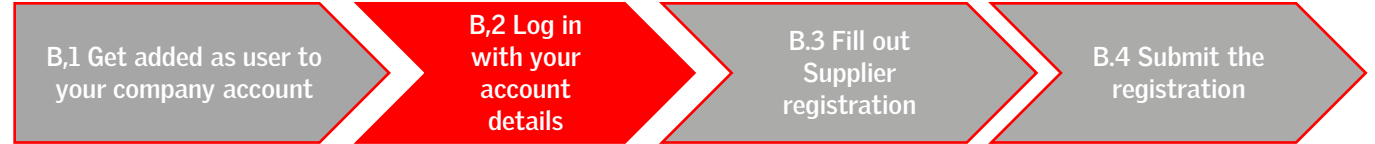
One recipient may have received a registration invitation for more than one legal entity/company location. Please notice in the invite which entity the invite is for. Please complete all registrations.

If you cannot locate your invitation, please write to us (SAP Ariba Upstream support team) at [saparibaupstream@velux.com](mailto:saparibaupstream@velux.com) providing the full name and email address to whom the invitation should be re-send.

# CLICK THE "LOG IN" NEXT TO "ALREADY HAVE AN ACCOUNT" A



# LOG IN WITH EXISTING ACCOUNT CREDENTIALS



SAP Ariba Proposals and Questionnaires

Can't log in? Let us help you!

Documentation Support

### Enter Your Account Information

\* Indicates a required field

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.

Username: \* testVELUX [redacted]@gmail.com

Password: \*

[Forgot Username](#)  
[Forgot Password](#)

Continue Cancel

# AFTER YOU LOGGED IN, YOU SHOULD ACCESS THE VELUX SUPPLIER REGISTRATION FORM



Go back to Velux - TEST Dashboard

Console Doc616853370 - Supplier registration questionnaire

Time remaining 59 days 23:32:17

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

All Content

Name ↑

▼ 1 Agreements

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 ▾

▼ 2 Supplier Information

2.1 Supplier Legal Name \* Test Supplier - HR

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: Nørregade ⓘ House Number: ⓘ

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

2.3 Main Address

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

**IMPORTANT!** This is how the form should look! **If you were not taken to this page automatically**

- (1) Try copying the link from the invitation email into a new tab in your browser
- (2) Try to find the registration form in your profile in the section registration questionnaires when you logged into your Ariba account
- (3) Contact SAP Ariba support for assistance

# (2) TRY TO FIND THE REGISTRATION FORM IN YOUR PROFILE

The screenshot shows a web browser window with the URL <https://service.ariba.com/Sourcing.aw/124992003/aw?awh=r&awssk=Wl9Q0ReC&dard=1>. The page header includes 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The user profile 'JB' is visible in the top right.

The main content area is titled 'VELUX - TEST' and contains a welcome message: '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.'

Below the welcome message are several sections:

- Events**: A table with columns 'Title', 'ID', 'End Time', 'Event Type', and 'Participated'. It shows 'No items'.
- Registration Questionnaires**: A table with columns 'Title', 'ID', 'End Time', and 'Status'. It shows one item: '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.
- Qualification Questionnaires**: A table with columns 'Title', 'ID', 'End Time', 'Commodity', 'Regions', and 'Status'. It shows 'No items'.
- Questionnaires**: A table with columns 'Title', 'ID', 'End Time', 'Commodity', 'Regions', and 'Status'. It shows 'No items'.
- Certificates**: A table with columns 'Certificate Info', 'Effective', 'Expiration', 'Attachment', 'Questionnaire', and 'Status'. It shows 'No items'.

The Windows taskbar at the bottom shows the time as 11:32 PM on 4/5/2021.





# FILL OUT THE REQUIRED FIELDS AND VALIDATE THE PRE-FIELD INFORMATION (1/3)



The questions may look slightly different, depending on which category you are supplying to VELUX

# FILL OUT THE REQUIRED FIELDS AND VALIDATE THE PRE-FILLED INFORMATION (2/3)



All Content

Name ↑

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

2.5 Key Account Main telephone number \*

2.6 Key Account Email \*

2.7 Purchase Order Email (*email is used for purchase order distribution - is critical to maintain*) \*

2.8 **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.*

2.9 Company Web Address URL \*

2.10 DUNS Number

3 **Standard Tax Information** [Add Standard Tax Information \(1\)](#)

4 *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.*

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** [Add Payment Information \(0\)](#)

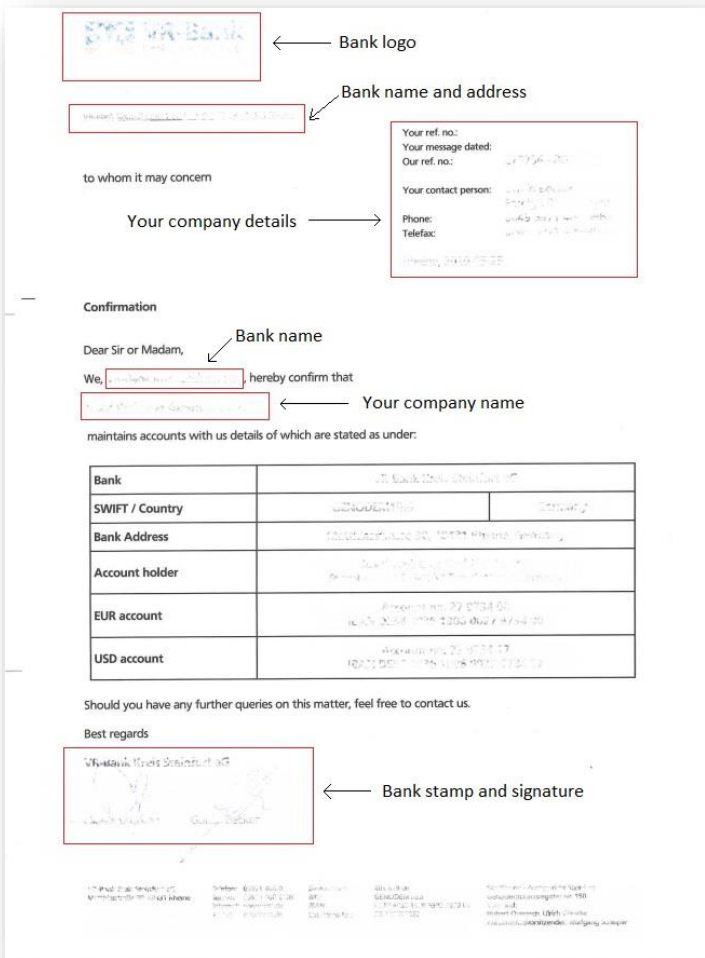
(\*) indicates a required field

[Submit Entire Response](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

Scroll down, make sure you fill out all required fields

Make sure you fill out the Tax Information and Payment Information. Click on the links to open the window with the form

# FOR THE BANK STATEMENT, PLEASE MAKE SURE THAT THE ATTACHMENT FOLLOWS THIS GUIDANCE (3/3)



## Bank statement should include documentation for bank account and VAT registration number

Supplier to ensure the documentation is sufficient and includes the below information:

### Bank account confirmation (entering/changes to existing)

1. Confirmation of the account should be issued and signed by a bank representative.
2. Your company name, address and bank account in documentation are correct.
3. Attached file should be in PDF format (example below).

### VAT registration number (entering/changes to existing)

1. Confirmation of the VAT id should be issued by legal authorities (acceptable in electronic form).
2. Your company name, address and VAT id in documentation are correct.
3. Attached file should be in PDF file.

# WHEN COMPLETE, SUBMIT YOUR RESPONSE BY CLICKING "SUBMIT ENTIRE RESPONSE"



Go back to Velux - TEST Dashboard Desktop File Sync

Console Doc616853370 - Supplier registration questionnaire Time remaining 59 days 23:32:17

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⚙ Show More

Street:  ⓘ House Number:

Street 2:  ⓘ

Street 3:  ⓘ

District:  ⓘ

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Make sure you do not receive error messaged. If you do, correct/complete the form and try Submit again till successful.

*Bringing light to life™*

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 [twitter.com/VELUX](https://twitter.com/VELUX)

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 [linkedin.com/company/VELUX](https://linkedin.com/company/VELUX)

 [pinterest.com/VELUXGroup/](https://pinterest.com/VELUXGroup/)