

**VELUX®**

Business Services

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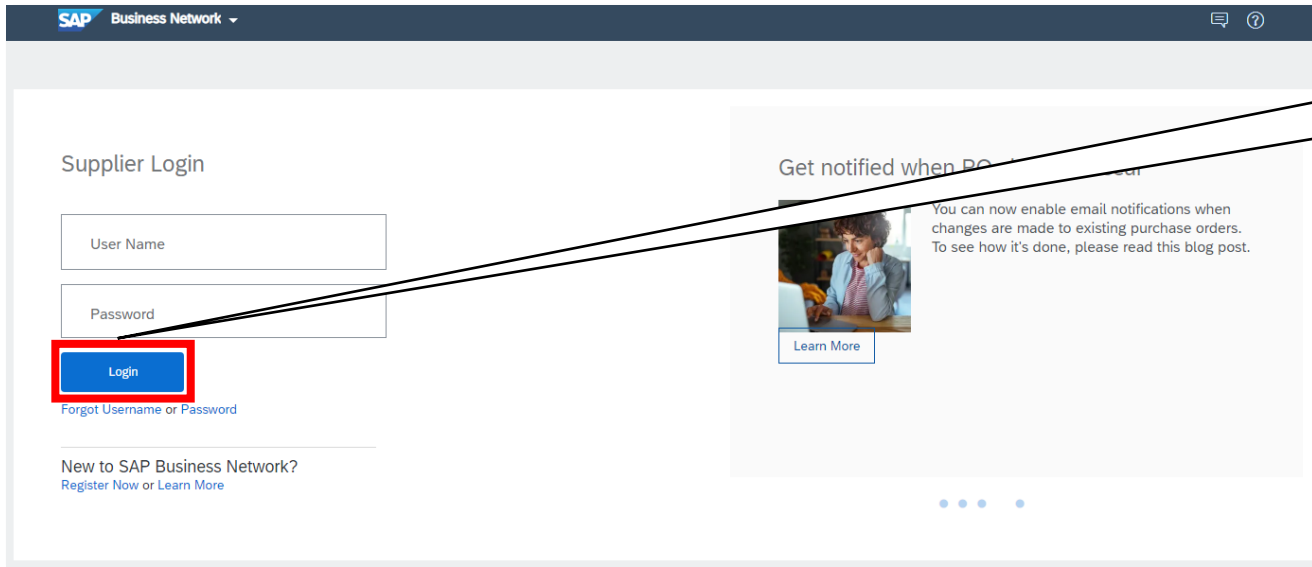
- with excellence

# HOW TO UPDATE YOUR ARIBA ACCOUNT INFORMATION GUIDE

# CONTENT

1. Logging in
2. Supplier registration questionnaire

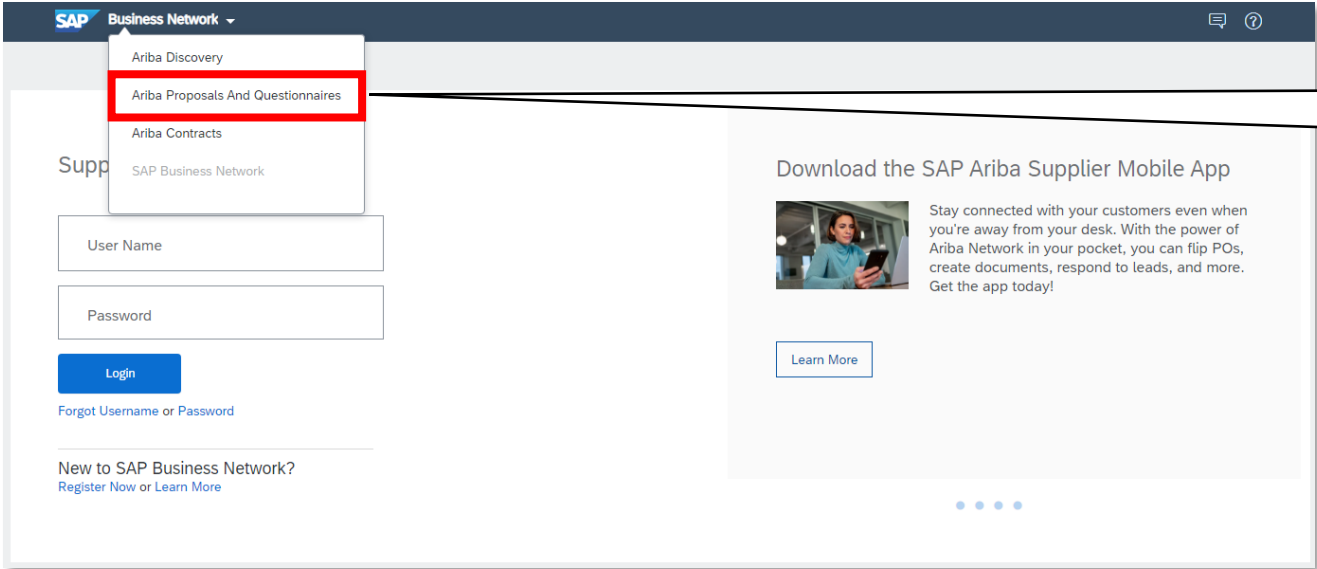
# 1. LOGGING IN



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.

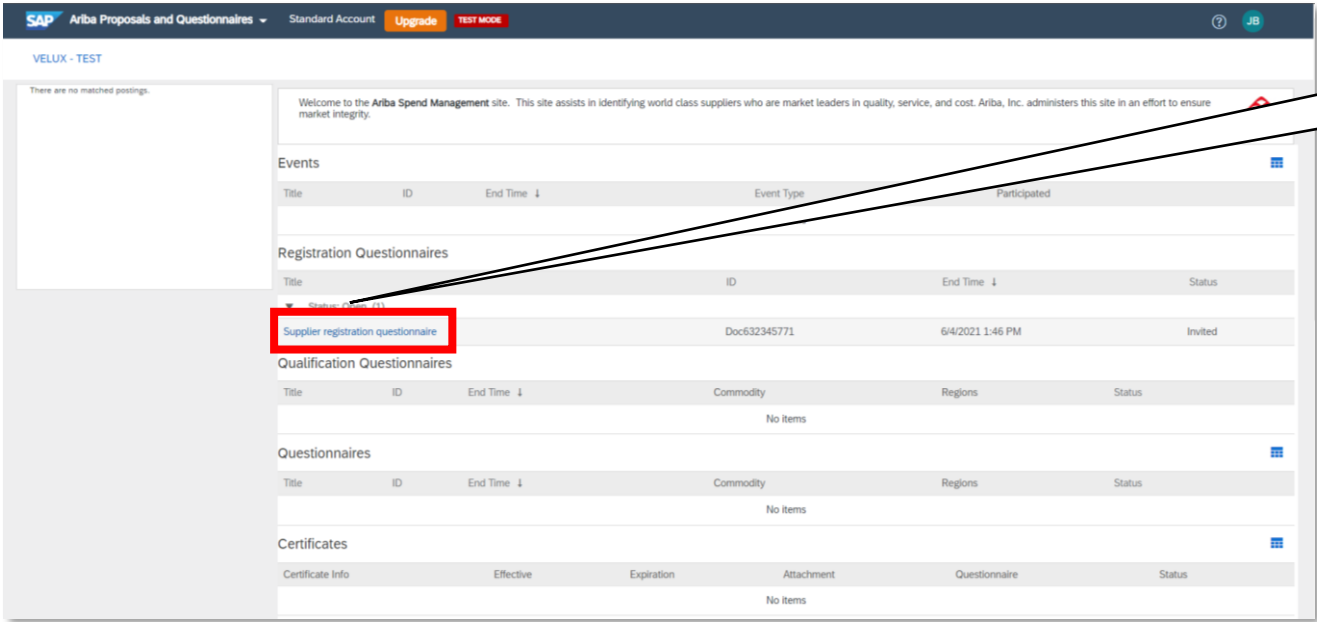
# 2. SUPPLIER REGISTRATION QUESTIONNAIRE



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

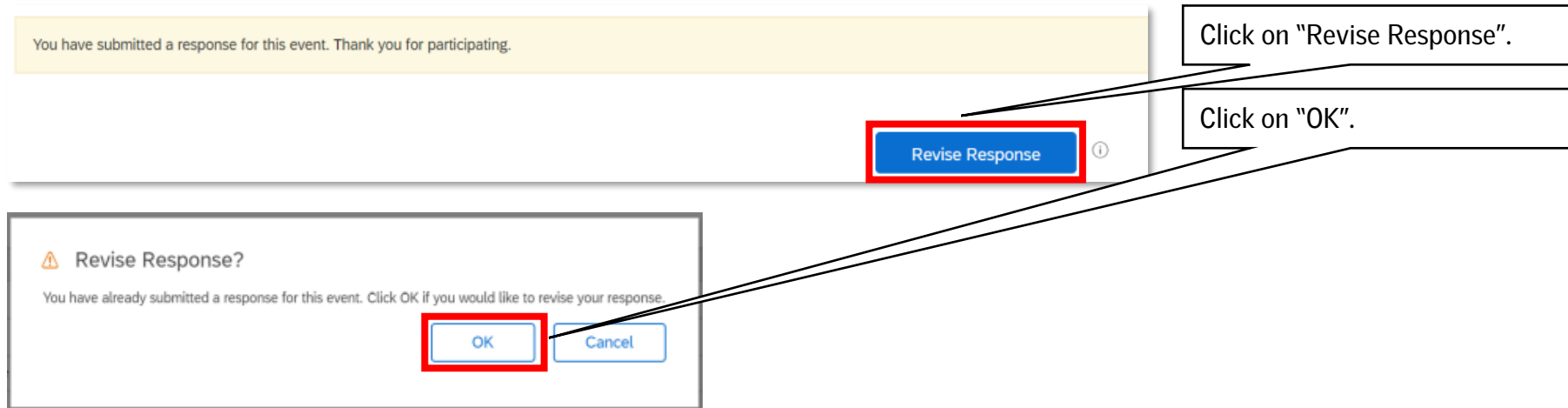
▶ In case "Ariba Proposals And Questionnaires" does not open, you can search for it on Ariba Network.

# 2. SUPPLIER REGISTRATION QUESTIONNAIRE



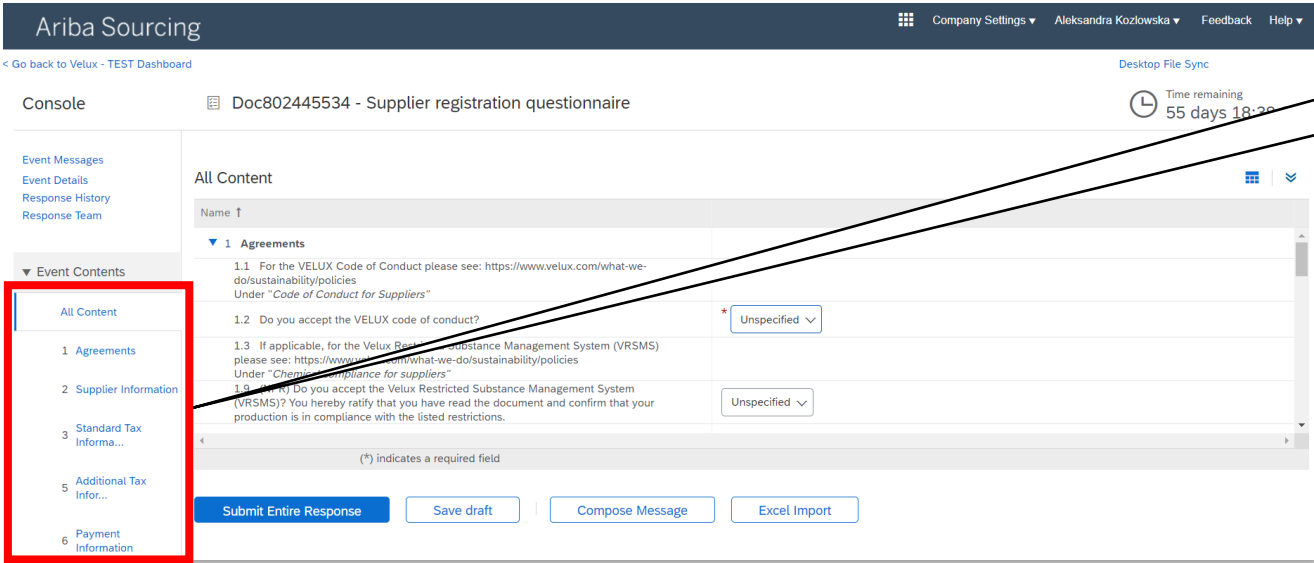
▶ You can also find the VELUX supplier registration questionnaire in your Ariba profile.

## 2. SUPPLIER REGISTRATION QUESTIONNAIRE



The screenshot shows a user interface for a supplier registration questionnaire. 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 "Revise Response" button, a dialog box titled "Revise Response?" is displayed. The dialog contains the text: "You have already submitted a response for this event. Click OK if you would like to revise your response". Two buttons, "OK" and "Cancel", are shown at the bottom of the dialog. The "OK" button is highlighted with a red border, and a callout box points to it with the text "Click on 'OK'".

# 2. SUPPLIER REGISTRATION QUESTIONNAIRE

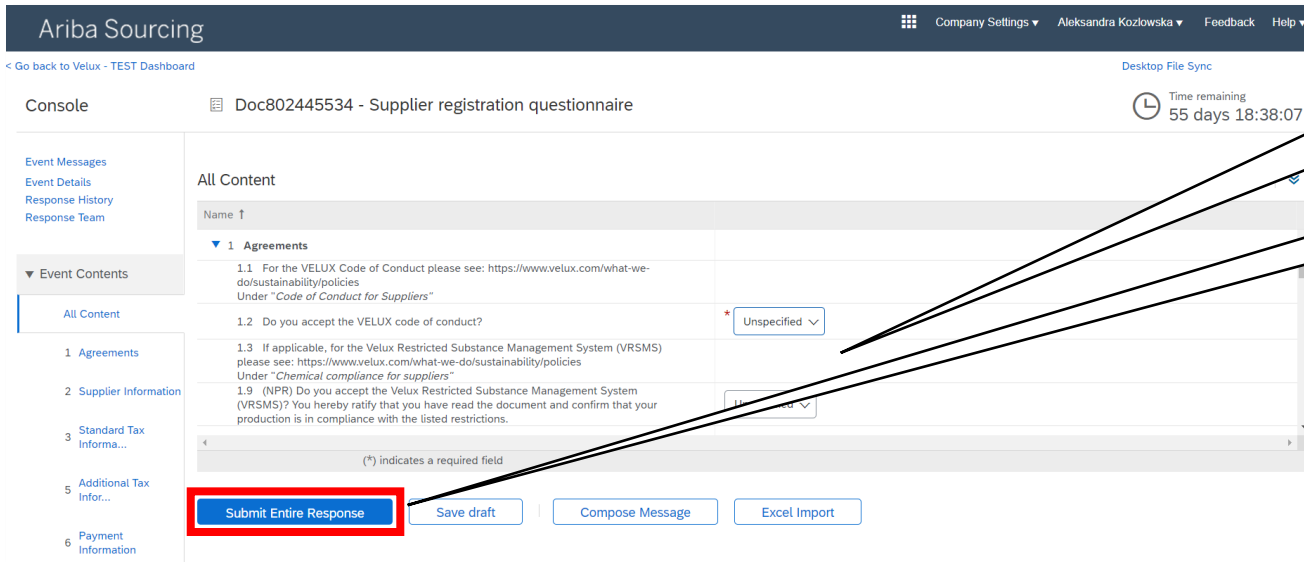


Under Event Content select the relevant section in which you wish to make corrections.

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



# 2. SUPPLIER REGISTRATION QUESTIONNAIRE



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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