

VELUX®

Business Services

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ARIBA NETWORK REGISTRATION GUIDE

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1. REACTING TO INVITE FROM VELUX



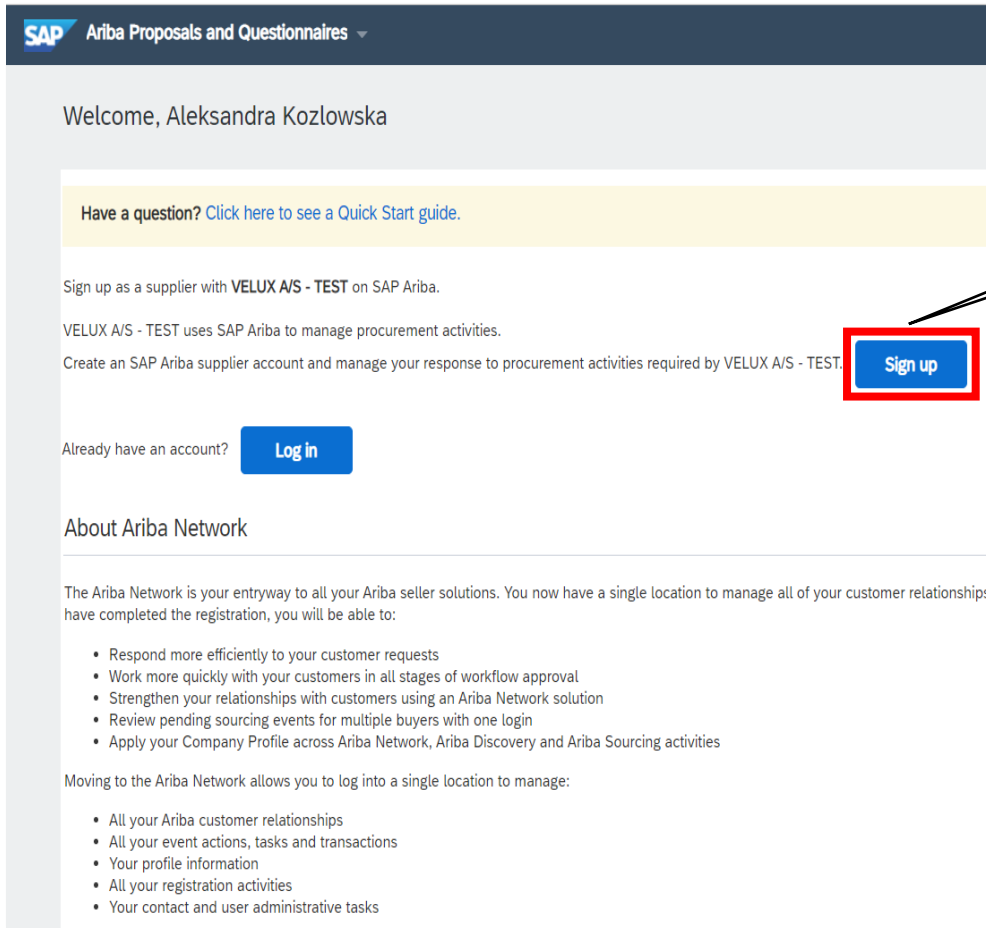
One recipient may have received a registration invitation for more than one legal entity/company location. Pay attention to the entity to whom the invite has been sent.

Click on "Click Here" to proceed with account registration.

If you cannot locate your invitation, please contact VELUX at saparibaupstream@velux.com providing the full name and email address to whom the invitation should be re-send.

▶ To be able to access SAP Ariba sourcing events from VELUX, your company needs to have an Ariba Network account.

2. CREATE AN ARIBA NETWORK ACCOUNT



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 participating in SAP Ariba sourcing events.

2. CREATE AN ARIBA NETWORK ACCOUNT

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 Ariba Network account creation form. Key elements include:

- Registration Fields:** Password (with strength indicator), Language (set to English), and Email orders to.
- Business Information Section:**
 - Product and Service Categories:** A red box highlights this section, which includes a search bar and a list of selected categories: "Safety glass" and "Glass curtainwalling".
 - Ship-to or Service Locations:** A red box highlights this section, which includes a search bar and a list of selected locations: "Germany", "Poland", and "Denmark".
 - Optional Fields:** Tax ID, Vat ID, and DUNS Number.
- Agreements:** Two checkboxes at the bottom left are checked and highlighted with a red box: "I have read and agree to the Terms of Use" and "I have read and agree to the SAP Ariba Privacy Statement".
- Action Buttons:** A red box highlights the "Create account and continue" button at the bottom right.

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 with fields for Password, Language (English), and Email orders to. A dialog box titled "Potential existing accounts" is overlaid on the form, containing the text: "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 red box highlights the "Review accounts" button within the dialog. A callout box points to this button with the text "Click on 'Review accounts'".

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**
- 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				Copenhagen 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.

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