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Business Services
VELUX®
Business Services
- with excellence

VELUX ARIBA SUPPLIER LIFECYCLE AND PERFORMANCE (SLP) REGISTRATION GUIDE

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2. Logging in
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1. REACTING TO INVITE FROM VELUX

VELUX®

Dear Rasmus Rasmussen,

Rasmus Kjærsgaard Nielsen has invited you to register to become a supplier with VELUX [illegible] 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

Click on "Click Here" to proceed with VELUX Ariba SLP 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.

- In case your company has been awarded VELUX business, your company needs to register with VELUX Ariba SLP.

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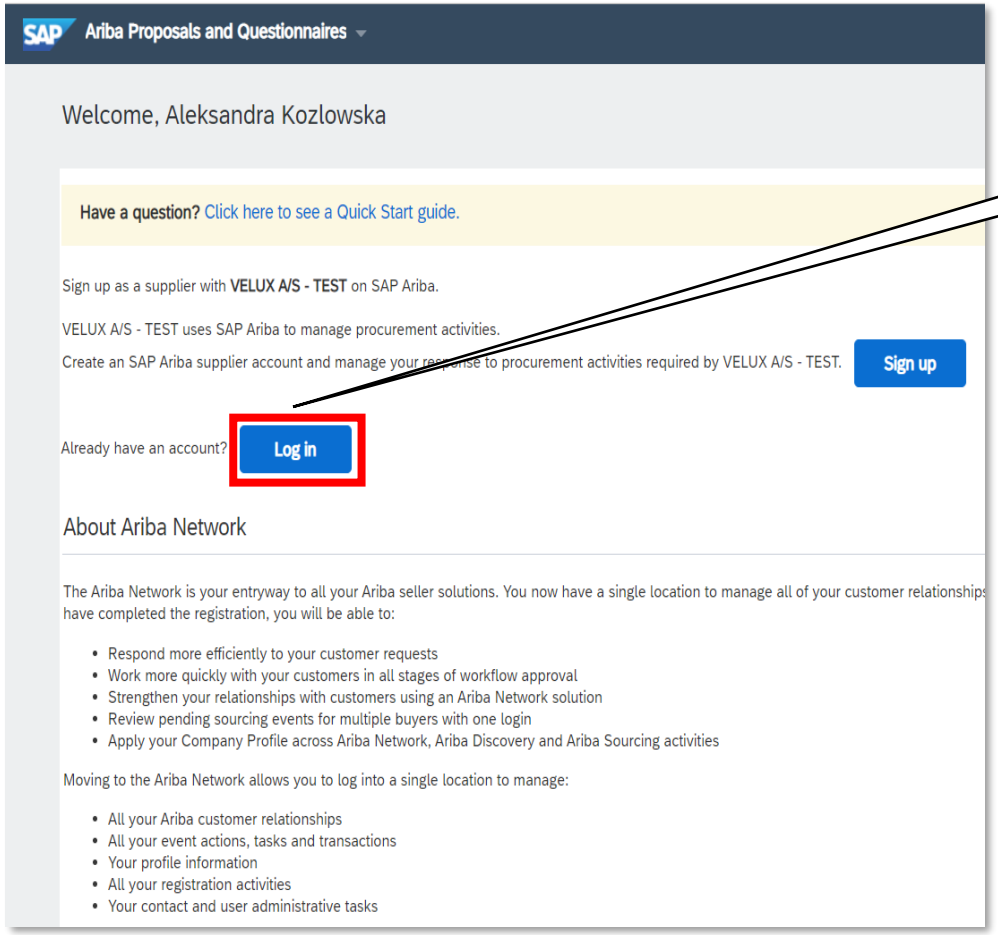
2. LOGGING IN



Click on "Log in" to proceed.

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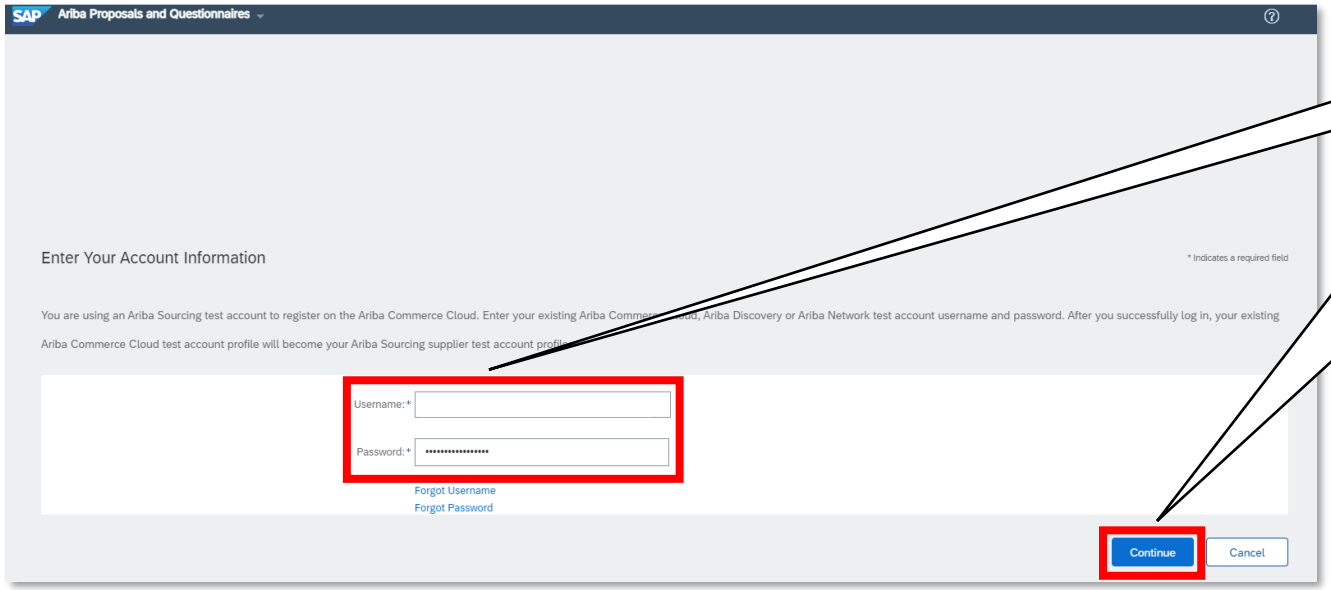
2. LOGGING IN



Enter username and password.

Click "Continue" to proceed.

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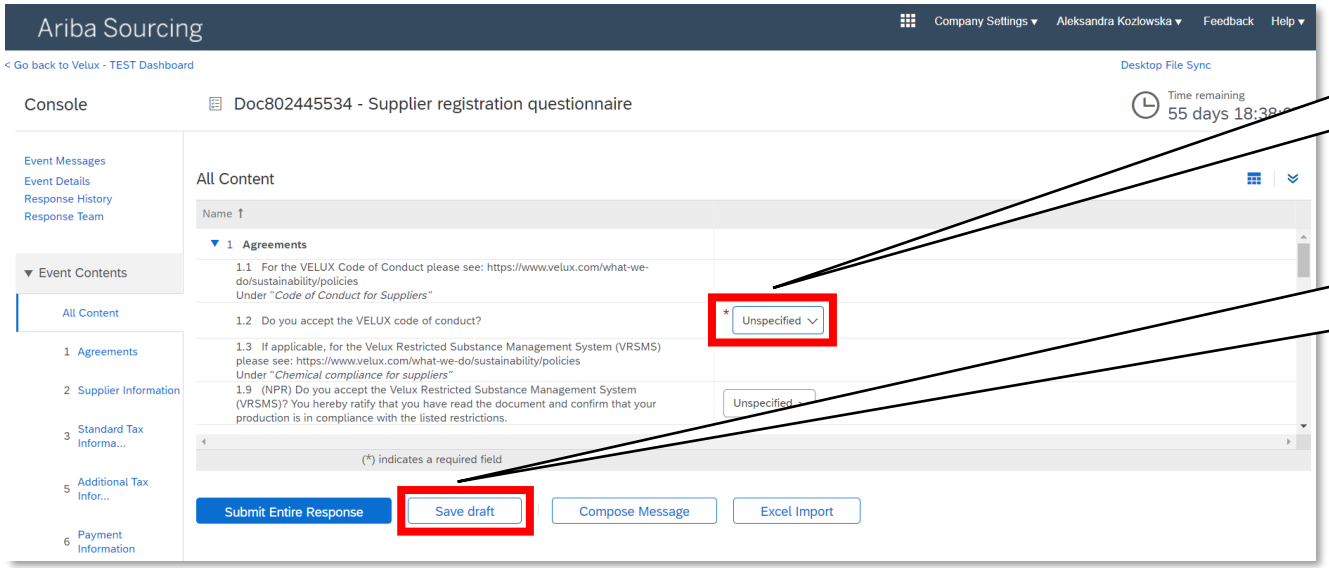
3. OPENING THE VELUX QUESTIONNAIRE



Information that is mandatory to provide is marked with a red asterix (*).

Click on "Save draft" in case you want to save your progress without submitting information to VELUX.

- NB! The registration form should load automatically. In case it does not load automatically, do one of the following:
  - Copy the link from the invitation email into a new tab in your browser.
  - Find the registration form in your Ariba profile after logging in (proceed with this guide).

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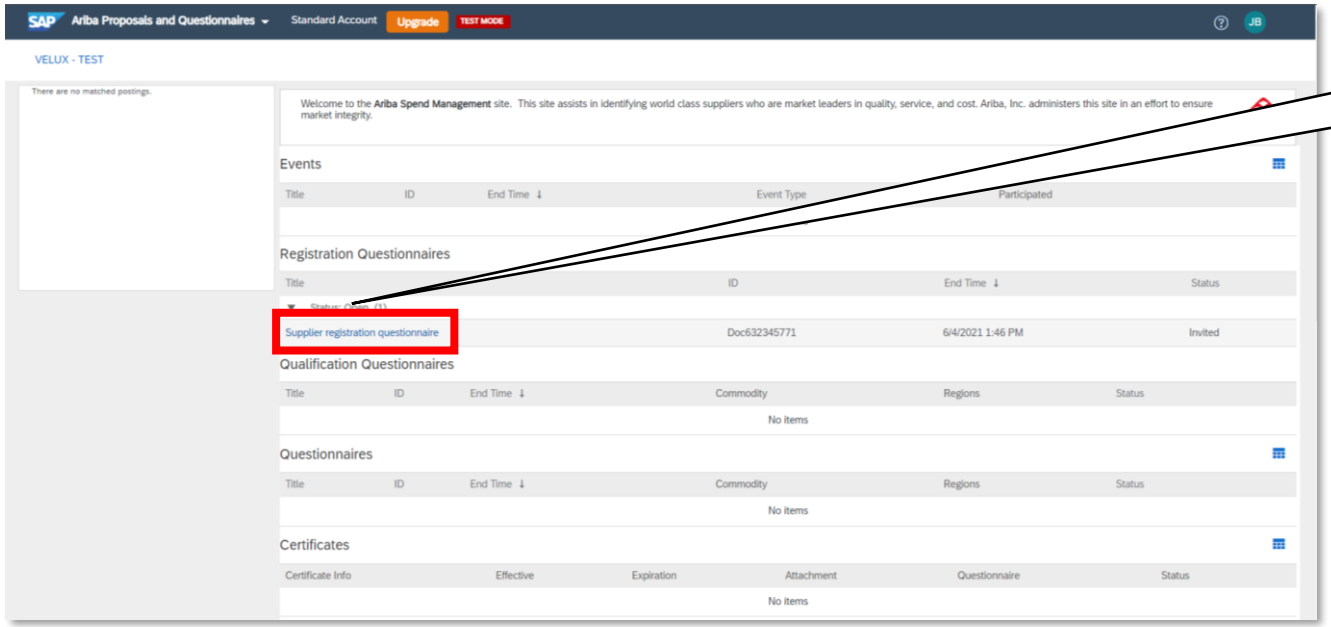
3. OPENING THE VELUX QUESTIONNAIRE



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

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

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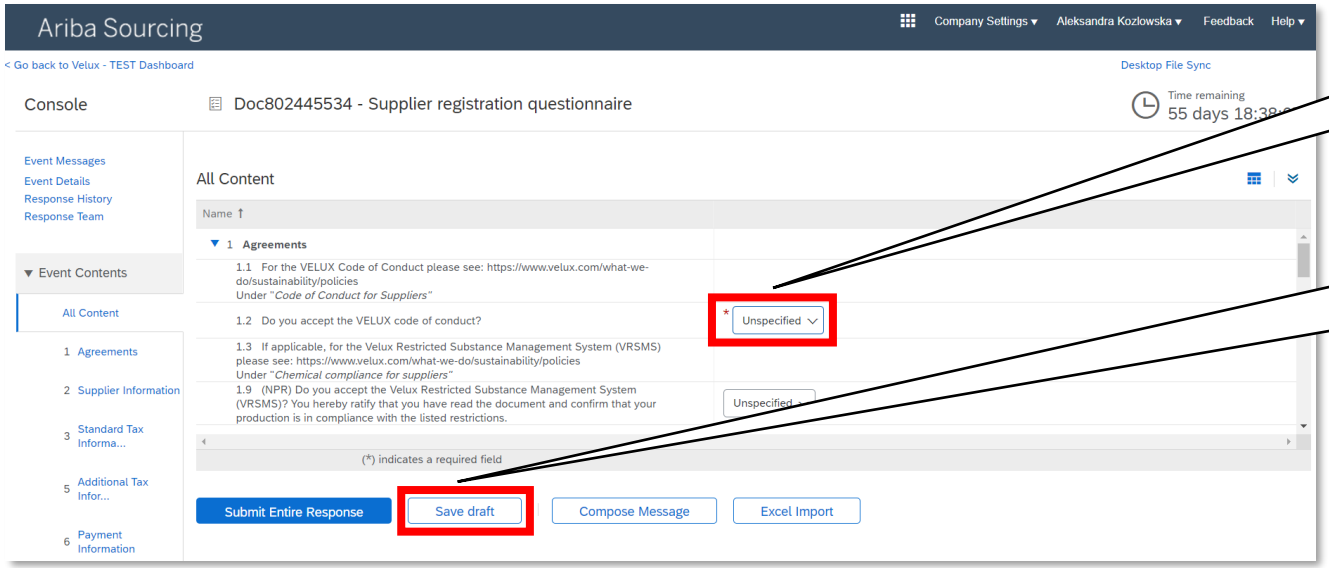
4. RESPONDING TO THE VELUX QUESTIONNAIRE



Information that is mandatory to provide is marked with a red asterix (*).

Click on "Save draft" in case you want to save your progress without submitting information to VELUX.

- There are multiple sections in the VELUX supplier registration questionnaire.

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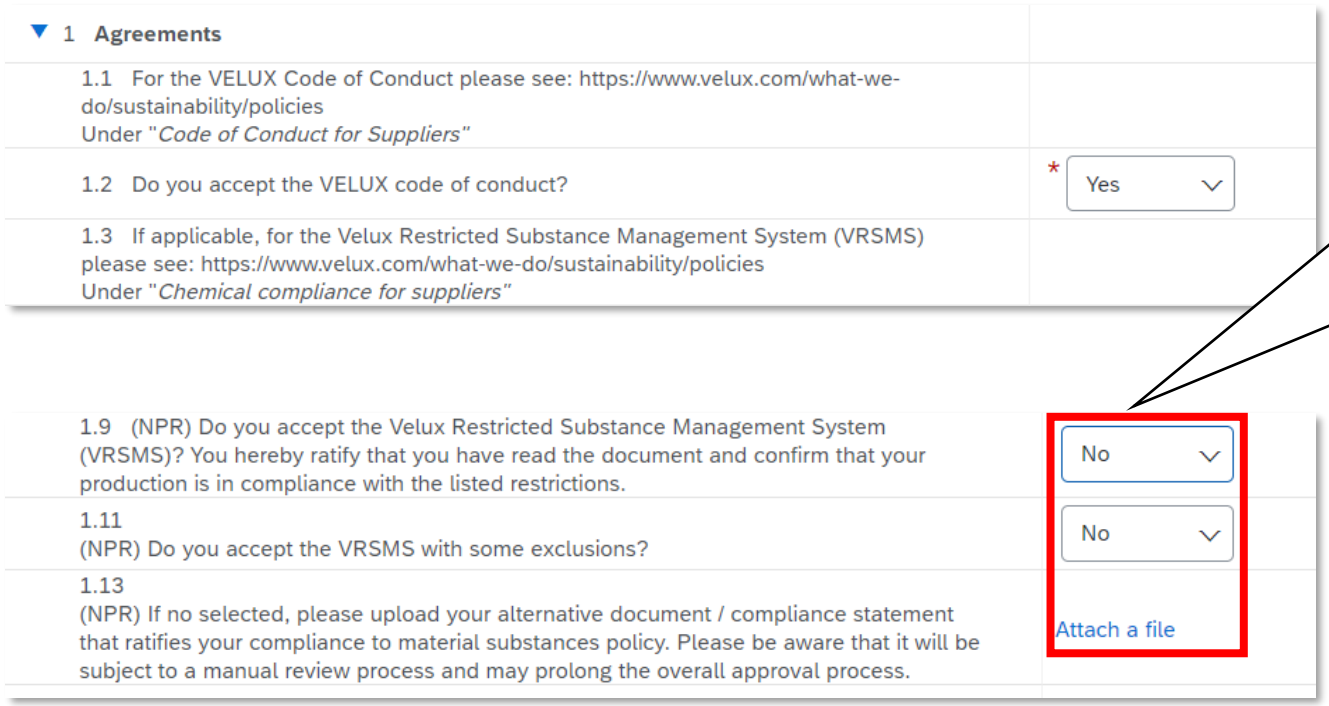
4. RESPONDING TO THE VELUX QUESTIONNAIRE



Based on certain conditions, some answers may open up for additional questions, such as questions related to VELUX Restricted Substance Management System (VRSMS). If you answer "No" to both questions, a new line, where you can upload a file, will open.

- Questions in the "Agreements" section are to be answered "Yes" or "No".

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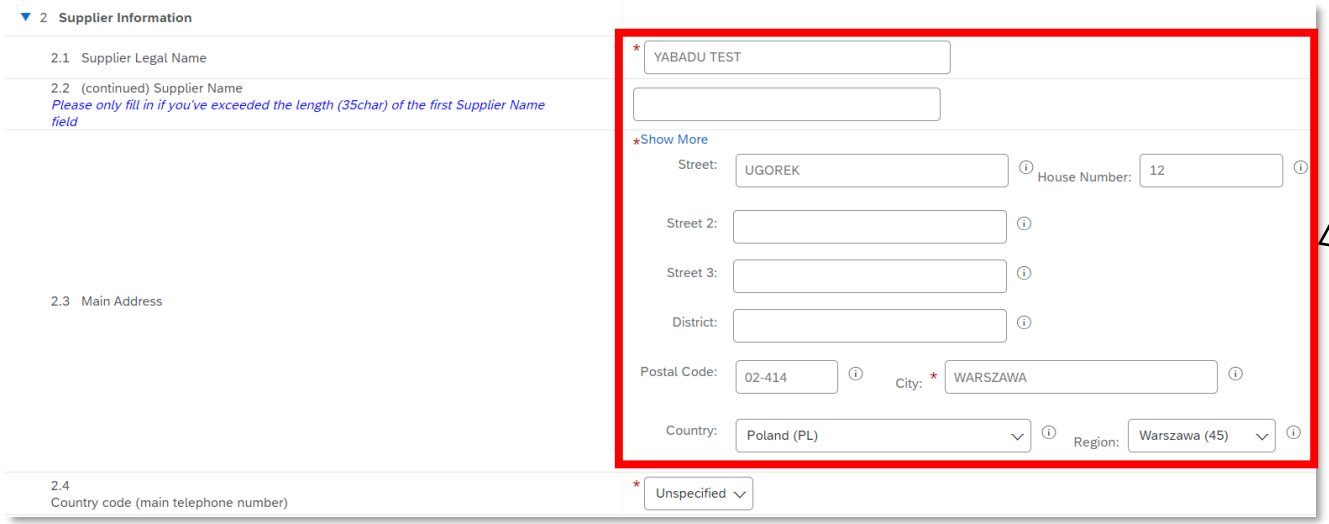
4. RESPONDING TO THE VELUX QUESTIONNAIRE



For existing suppliers to VELUX, some fields will be pre-populated, such as supplier legal name, address, etc. The pre-populated information should be validated by you and corrected if necessary.

- All information that is mandatory to fill in will be send automatically to VELUX ERP system during synchronization.

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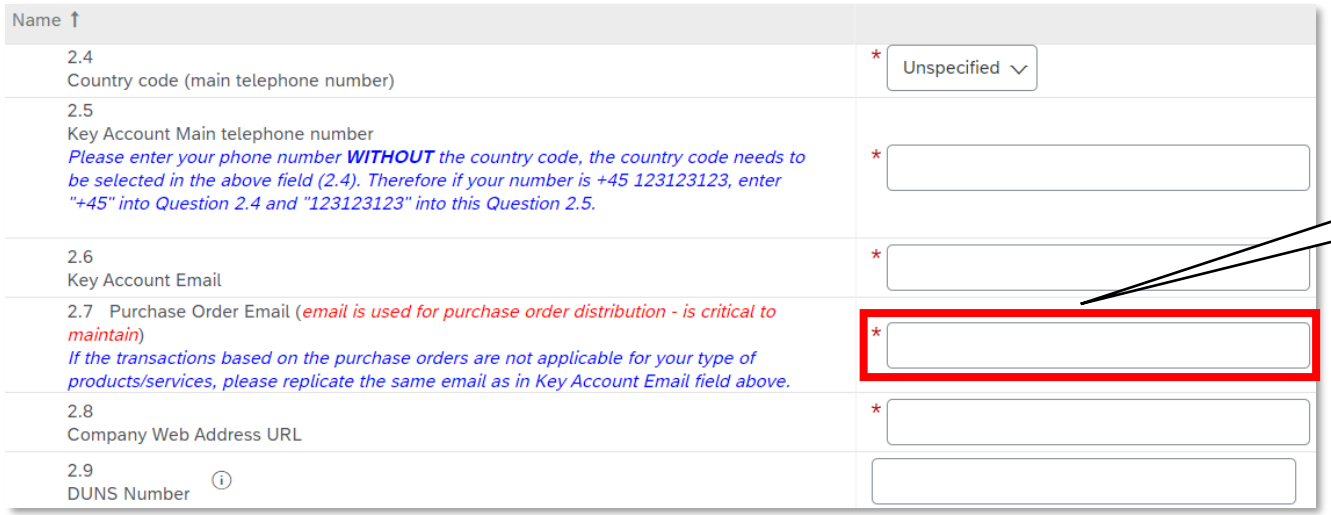
4. RESPONDING TO THE VELUX QUESTIONNAIRE



Enter the email that VELUX should use for sending purchase orders. It can be different from the key account email.

- Note the blue help text, which will guide you to enter information correctly.

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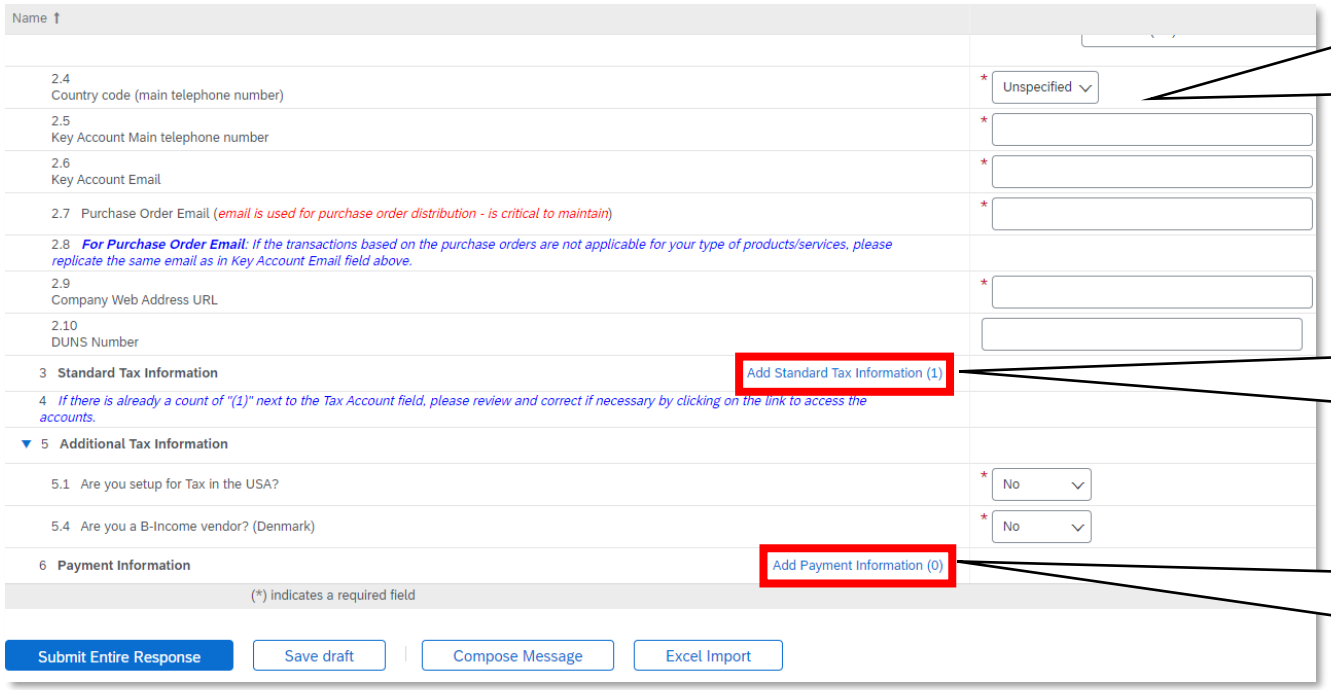
4. RESPONDING TO THE VELUX QUESTIONNAIRE



Scroll up/down to ensure that all required fields are filled in. Make sure to fill out the Standard Tax Information and Payment Information.

Click on "Add Standard Tax Information (1)" to open a new window to be able to fill in tax information.

Click on "Add Payment Information (0)" to open a new window to be able to fill in payment information.

- For existing suppliers some information in the Standard Tax Information section and the Payment Information section is pre-populated.

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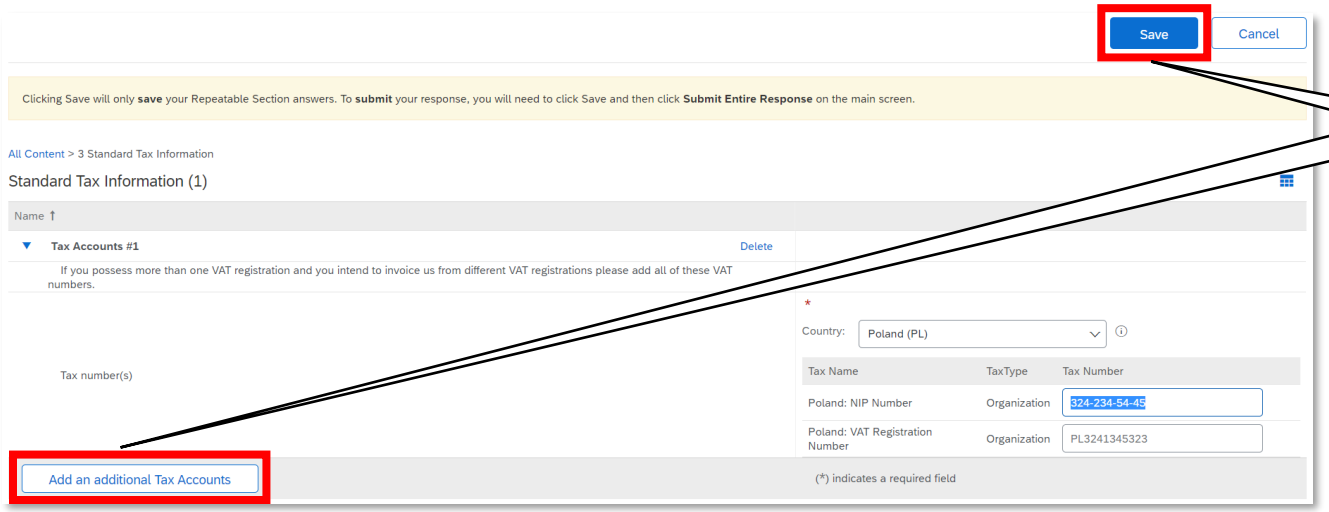
4. RESPONDING TO THE VELUX QUESTIONNAIRE



You can add additional tax accounts if required.

Click "Save" when done.

- NB! Clicking "Save" will only save your progress. To submit your information to VELUX, you need to click "Submit Entire Response" on the main screen.

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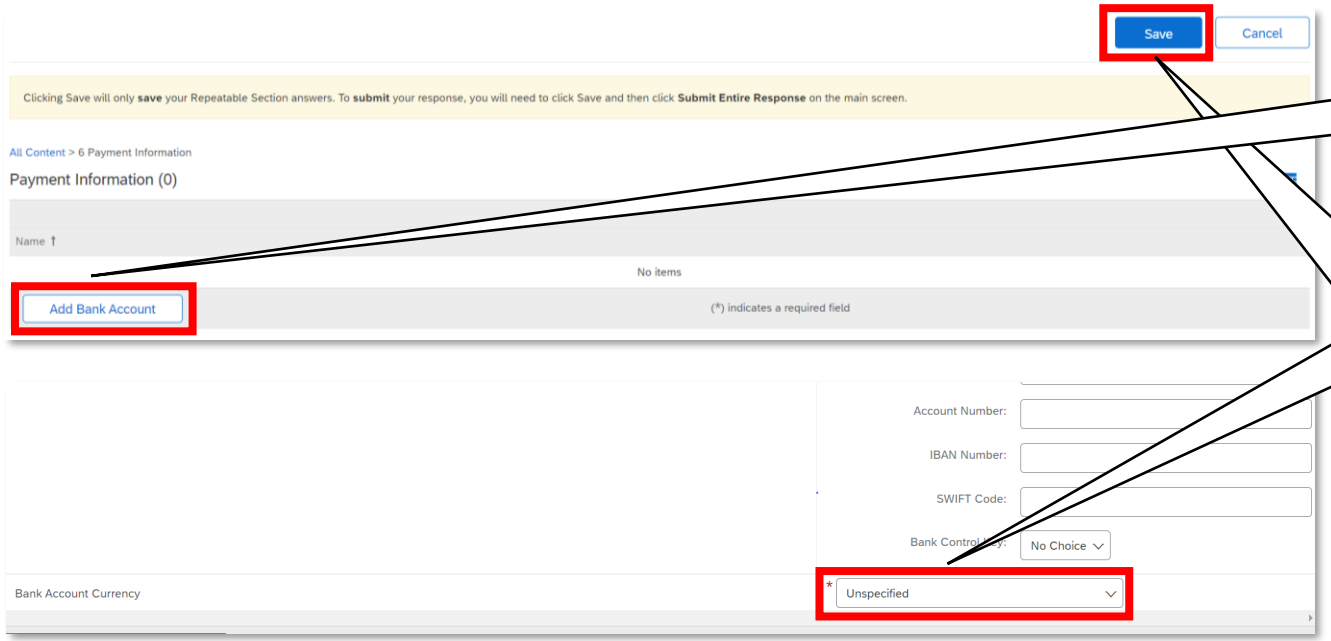
4. RESPONDING TO THE VELUX QUESTIONNAIRE



Click "Add Bank Account" to add bank details, such as IBAN, SWIFT, bank name, etc.

Select relevant bank account currency.

Click "Save" when done.

- NB! Clicking "Save" will only save your progress. To submit your information to VELUX, you need to click "Submit Entire Response" on the main screen.

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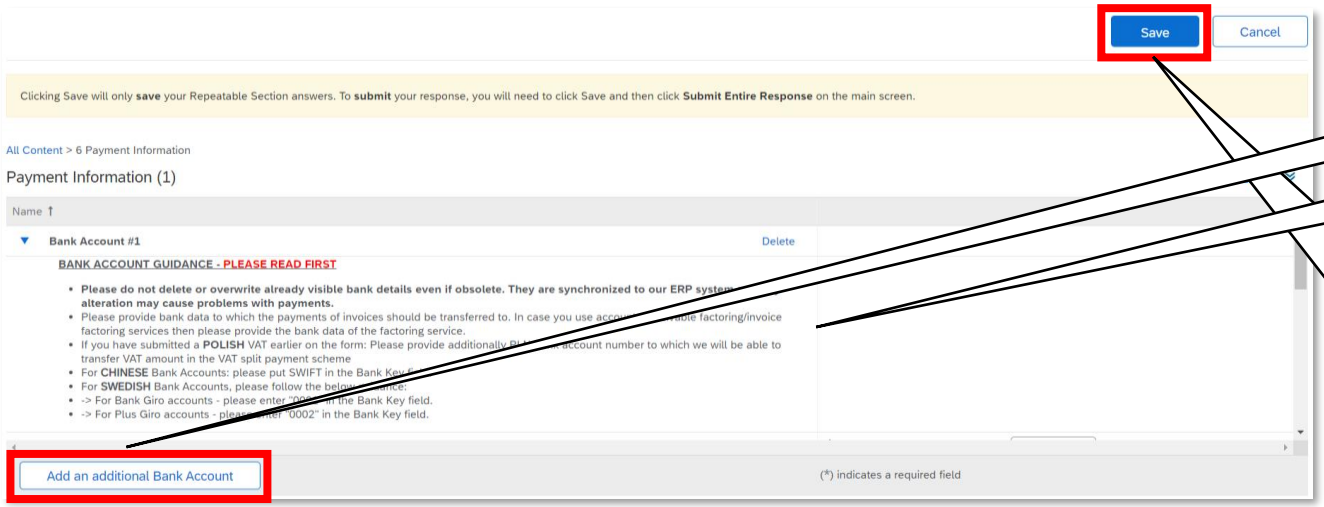
4. RESPONDING TO THE VELUX QUESTIONNAIRE



You can add additional bank accounts if required.

This built-in guide contains VELUX specific information.

Click "Save" when done.

- Read the built-in guide carefully.
- NB! Clicking "Save" will only save your progress. To submit your information to VELUX, you need to click "Submit Entire Response" on the main screen.

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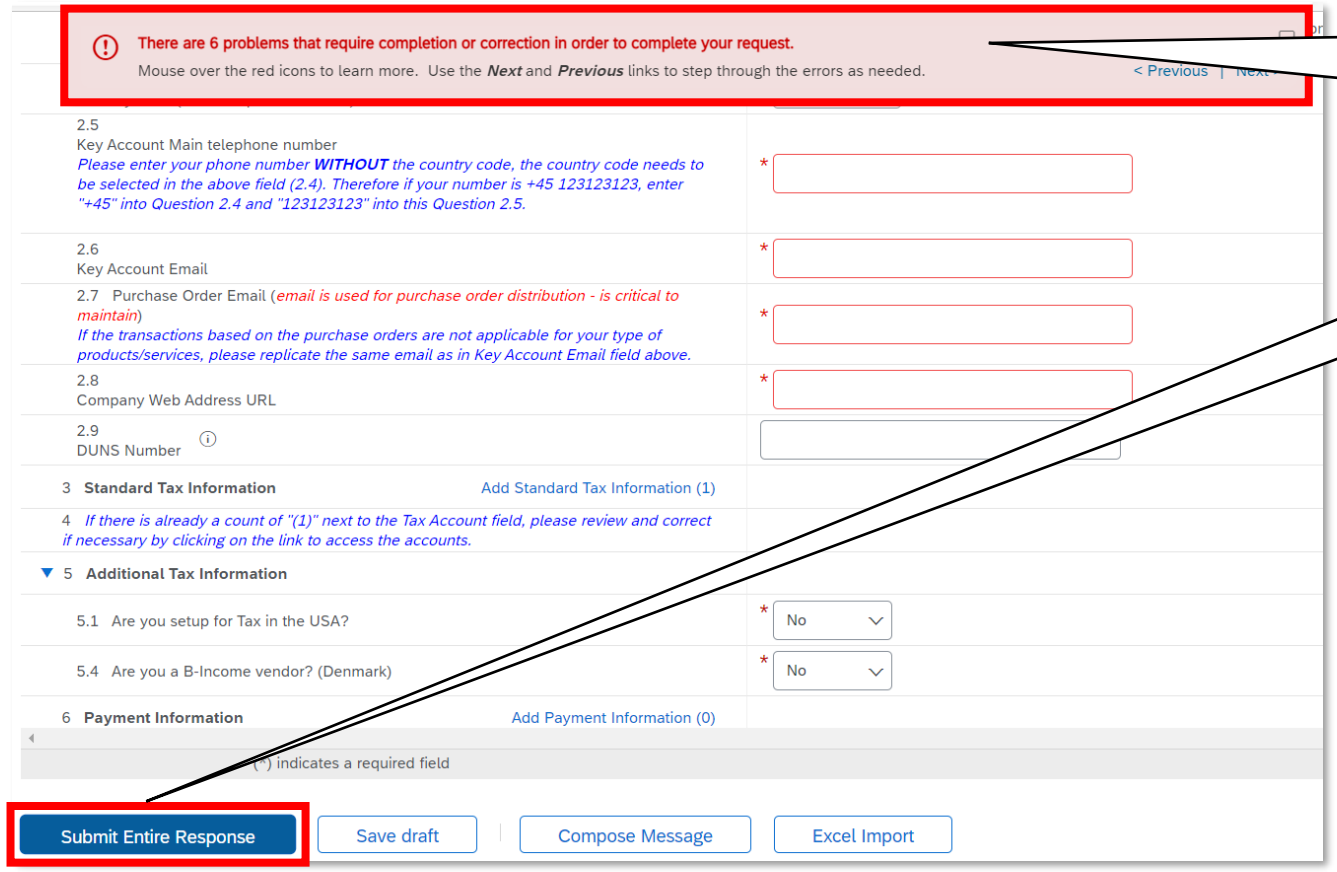
5. SUBMITTING YOUR RESPONSES TO VELUX



In case you an on-screen error notification when trying to submit your response, correct highlighted errors.

Click "Submit Entire Response".

- You will not be able to submit your response to VELUX unless it is free of errors.

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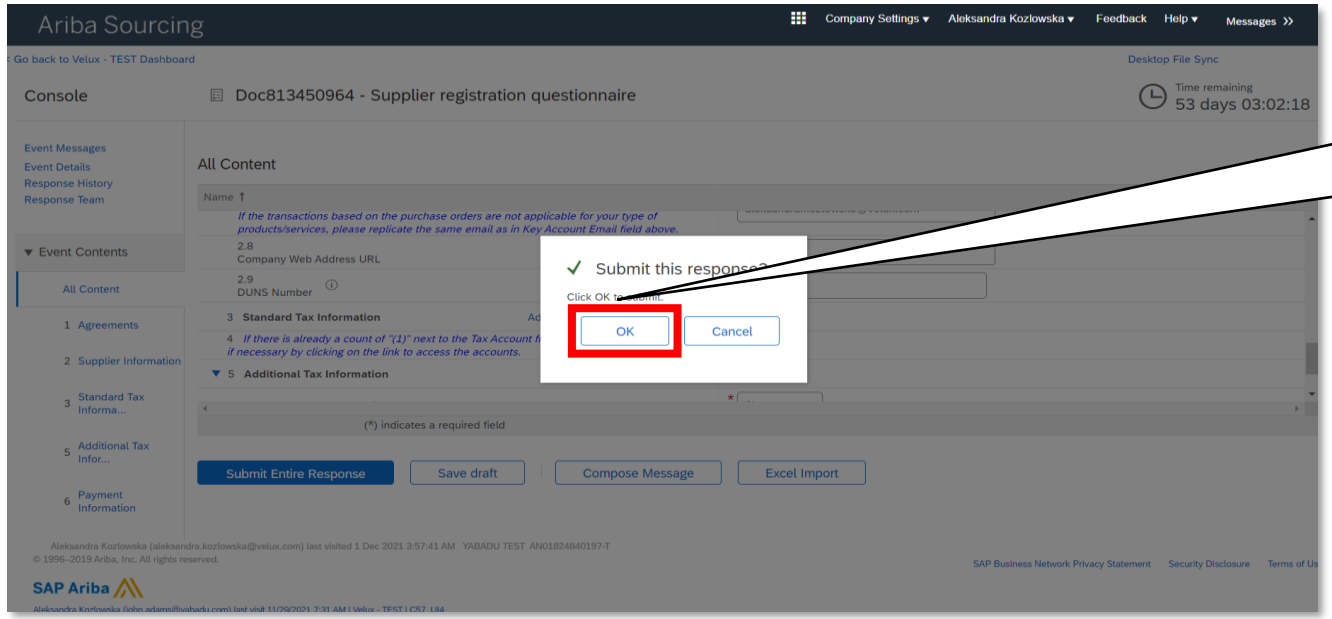
5. SUBMITTING YOUR RESPONSES TO VELUX



After clicking "Submit Entire Response" a validation question will be displayed asking if want to submit your response. Click "OK" to submit your response.

- You will not be able to submit your response to VELUX unless it is free of errors.

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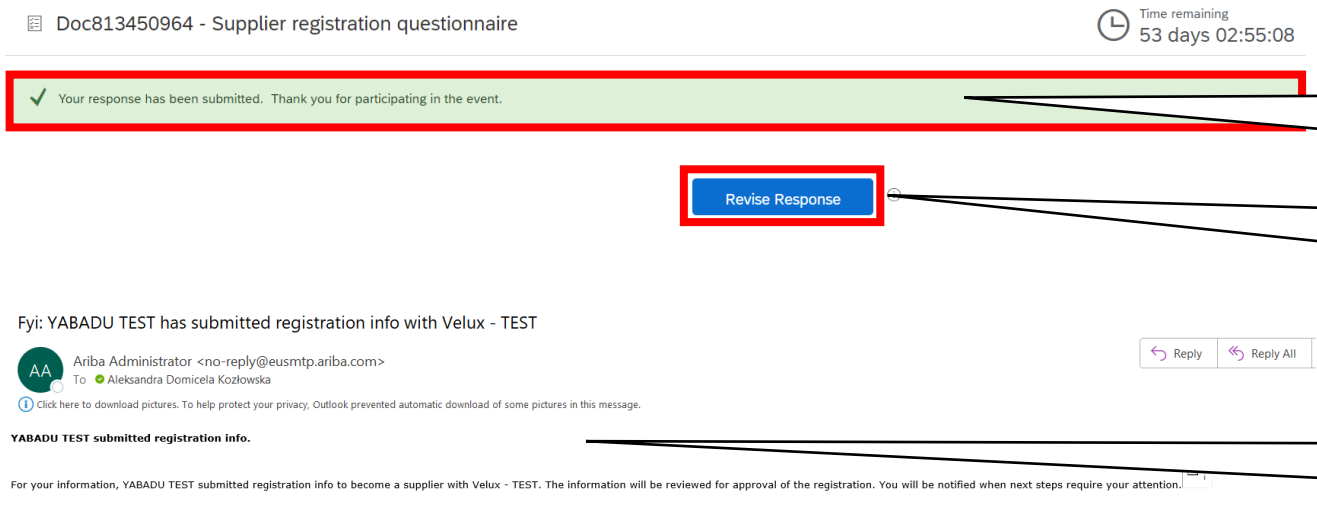
5. SUBMITTING YOUR RESPONSES TO VELUX



After submitting your response to VELUX, you will get an on-screen receipt.

In case you need to modify information, you can do so by clicking "Revise Response".

After submitting your response to VELUX, you will also get an email receipt.

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