

How to Submit Your Answers to the Due Diligence Questionnaire Guide



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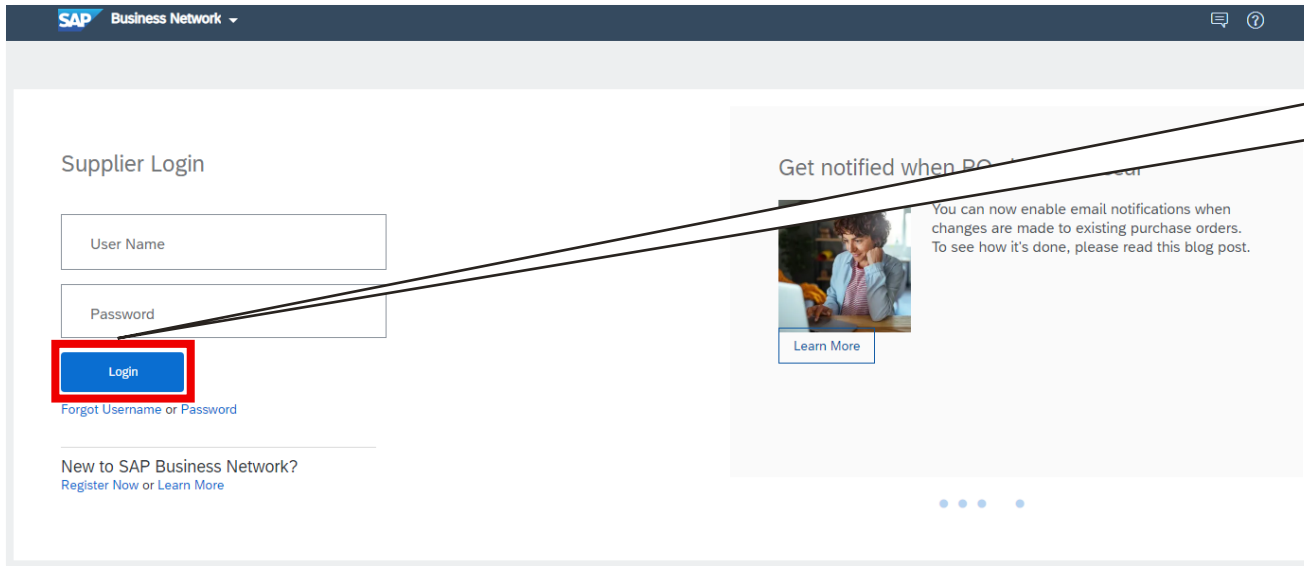
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1. Introduction

- Due Diligence is a process, which enables VELUX to capture supplier specific information determining if a supplier meets the minimum requirements to supply to VELUX. It includes questionnaires, such as Code of Conduct (CoC) and VELUX Restricted Substance Management Standards (VRSMS).
- **IMPORTANT:** Before you can log in as instructed in this guide, you will need to have an SAP Business Network set up. If you do not already have an SAP Business Network Account, please refer to the guide on [VELUX.com/suppliers](https://www.velux.com/suppliers) -> “VELUX Ariba Network Registration Guide” -> section: “2. Create An Ariba Network Account”.

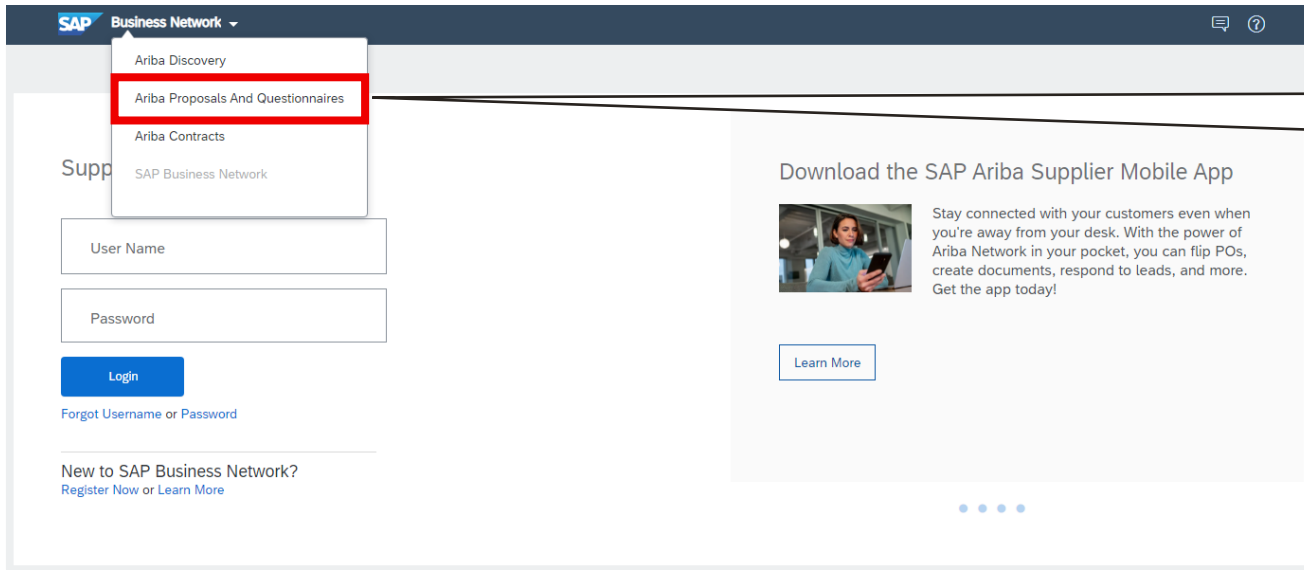
2. Logging in



Enter your credentials, then click "Login" to access your account.

- Upon registering as a supplier to VELUX via your company's SAP Business Network account, it is possible to update the information. Updated information will be submitted to VELUX for review. It is your responsibility to keep your company information, such as bank details, in the VELUX supplier registration questionnaire updated.
- NB! VELUX is not able to make any changes to your account.

2. Logging in



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

- In case "Ariba Proposals And Questionnaires" does not open, you can search for it on the SAP Business Network.

3. Due Diligence questionnaires

Home

Welcome to the Arriba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Arriba, 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	Commodity	Regions	Status
Status: Open (1)					
Supplier registration questionnaire	Doc1959086825	5/16/6107 10:45 AM	COATINGS, SEALANTS & FOAM...	All All	Registered

Qualification Questionnaires

Title	ID	End Time	Commodity	Regions	Status
No Items					

Questionnaires

Title	ID	End Time	Commodity	Regions	Status
Status: Open (2)					
VESM5	Doc1967964247	5/29/2024 8:41 AM	Direct D_CMC	(no value)	Not Responded
Code of Conduct	Doc1967964235	5/29/2024 8:41 AM	(no value)	(no value)	Not Responded

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No Items					

Supplier Lifecycle Processes

Due Diligence Process Assessment

Commodity	Regions	Departments	Owner	Status	Action
COATINGS, SEALANTS & FOAMS	All	Sales Companies	Steven Pasbecq.EXT	Due Diligence In Progress	View

Access the Due Diligence questionnaires by clicking the relevant questionnaire from the questionnaires section or by clicking the "View" action button.

4. Due Diligence section

Home

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
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Registration Questionnaires

Title	ID	End Time	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier registration questionnaire	Doc1959086825	5/16/6107 10:45 AM	COATINGS, SEALANTS & FOAM...	All All	Registered

Qualification Questionnaires

Title	ID	End Time	Commodity	Regions	Status
No Items					

Questionnaires

Title	ID	End Time	Commodity	Regions	Status
▼ Status: Open (2)					
VRSMS	Doc1967864247	5/29/2024 8:41 AM	Direct D_CMC	(no value)	Not Responded
Code of Conduct	Doc1967864235	5/29/2024 8:41 AM	(no value)	(no value)	Not Responded

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No Items					

Supplier Lifecycle Processes

Due Diligence Process Assessment						
Commodity	Regions	Departments	Owner	Status	Action	
COATINGS, SEALANTS & FOAMS	All	Sales Companies	Steven Pasbecq,EXT	Due Diligence In Progress	View	

- The "Supplier Lifecycle Processes" section covers the Due Diligence.

4. Due Diligence section

Due Diligence Process Assessment

Commodity: COATINGS, SEALANTS & FOAMS
Regions: All(All)
Departments: Sales Companies

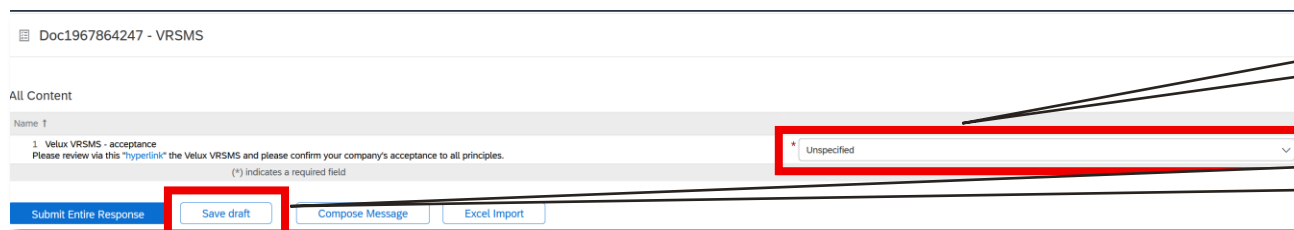
Status: Due Diligence In Progress
Owner: Steven Platbecq,EXT
Message:

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (2)					
VRSMS	Doc1967864247	5/29/2024 8:41 AM	Direct D_CMC	(no value)	Not Responded
Code of Conduct	Doc1967864235	5/29/2024 8:41 AM	(no value)	(no value)	Not Responded

- In the Due Diligence section, you can see the status of each of the questionnaires, such as Not Responded, Open, In Approval, Completed.
- If you want to access any of the questionnaires, click on the questionnaire name.

5. Save draft

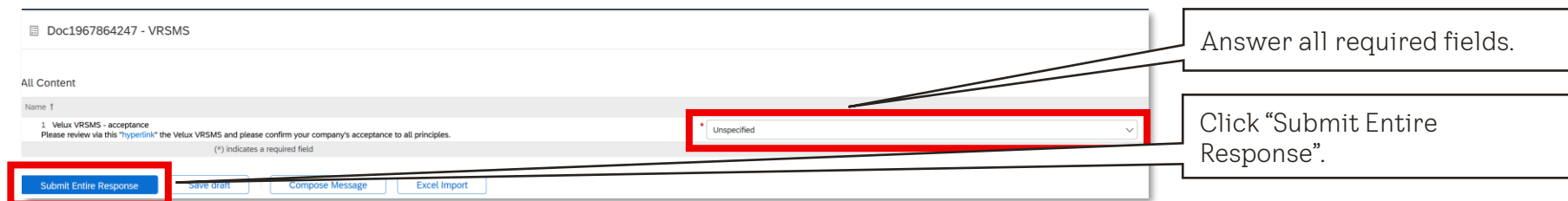


Answer all required fields.

Click "Save draft" to save progress without submitting.

- 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's ERP.

6. Submitting responses



Doc1967864247 - VRSMS

All Content

Name *

1. Velux VRSMS - acceptance
Please review via this [hyperlink](#) the Velux VRSMS and please confirm your company's acceptance to all principles.
(*) indicates a required field

Unspecified

Submit Entire Response

Save Draft

Compose Message

Excel Import

- 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’s ERP.

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