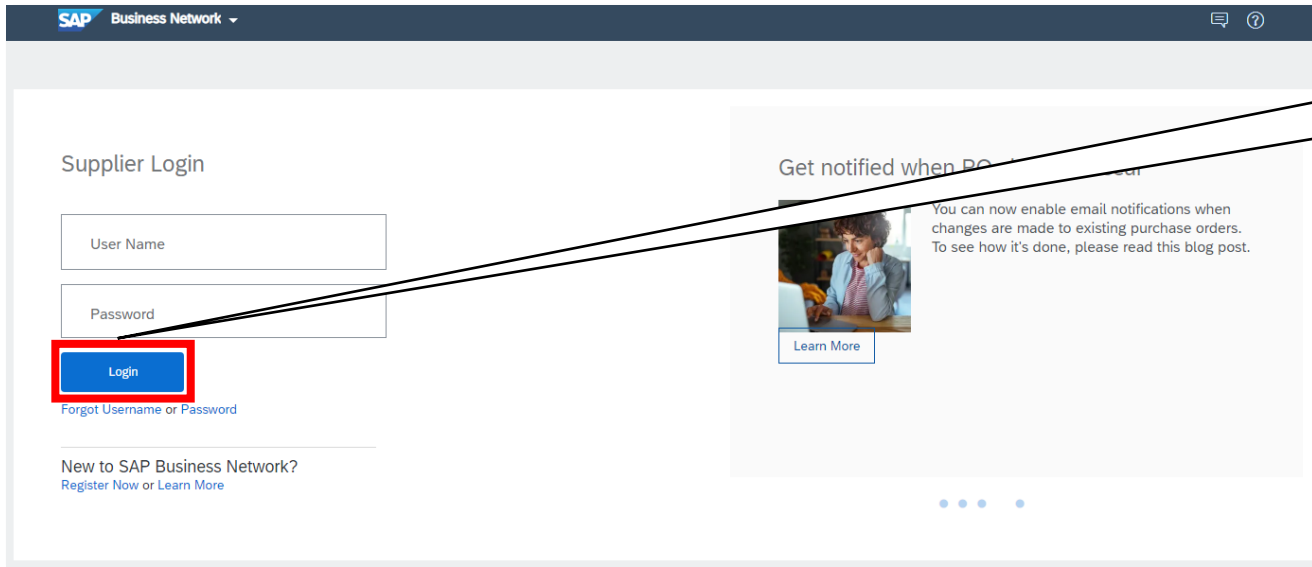# VELUX®

Business Services

- with excellence

HOW TO UPDATE YOUR ARIBA ACCOUNT INFORMATION GUIDE

CONTENT

1. Logging in
2. Supplier registration questionnaire
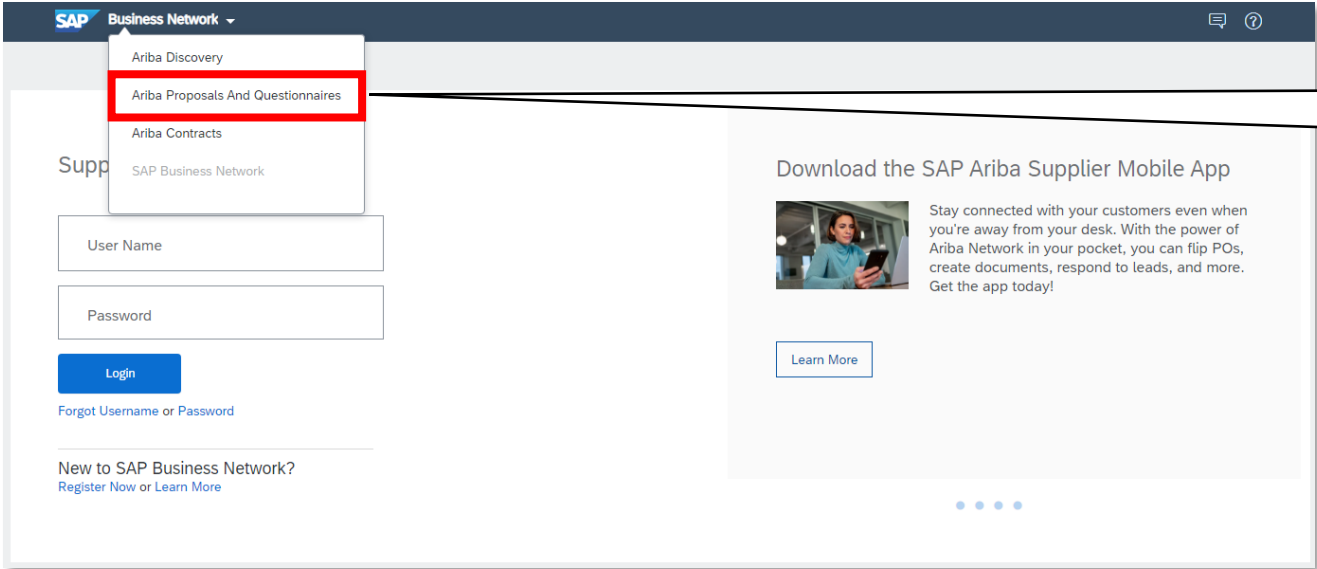
1. LOGGING IN

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.

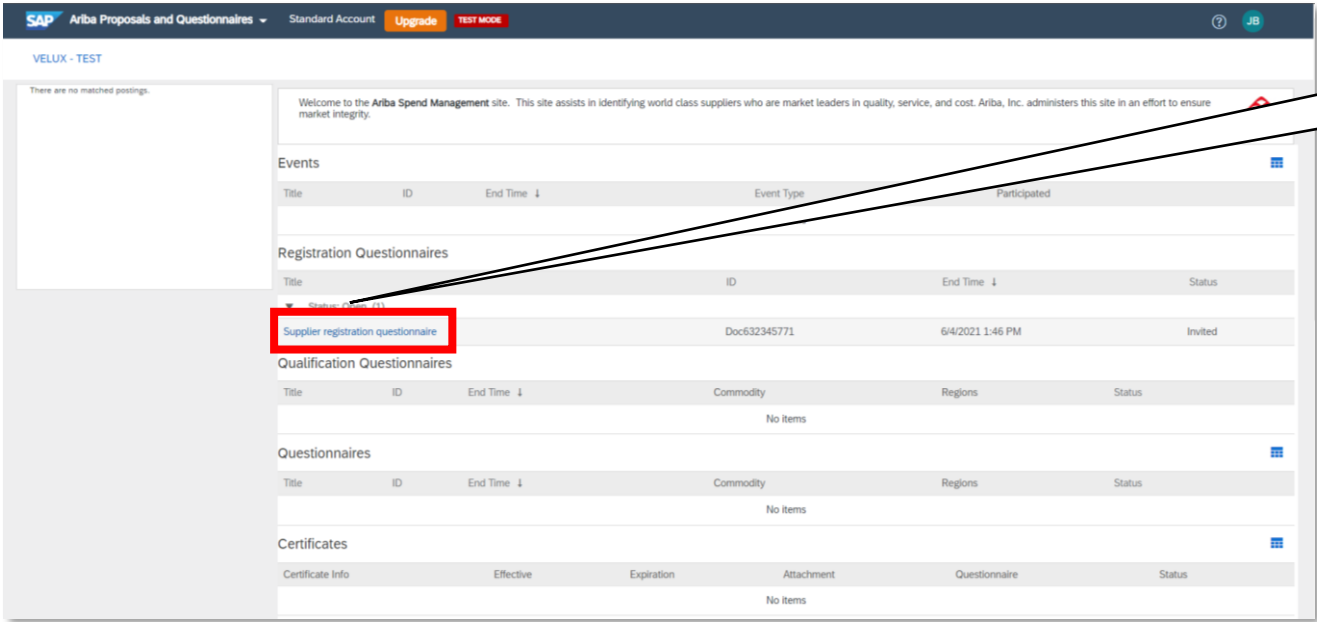▶ NB! VELUX is not able to make any changes to your account.

2. SUPPLIER REGISTRATION QUESTIONNAIRE

Under Business Network, click on "Ariba Proposals And Questionnaires".
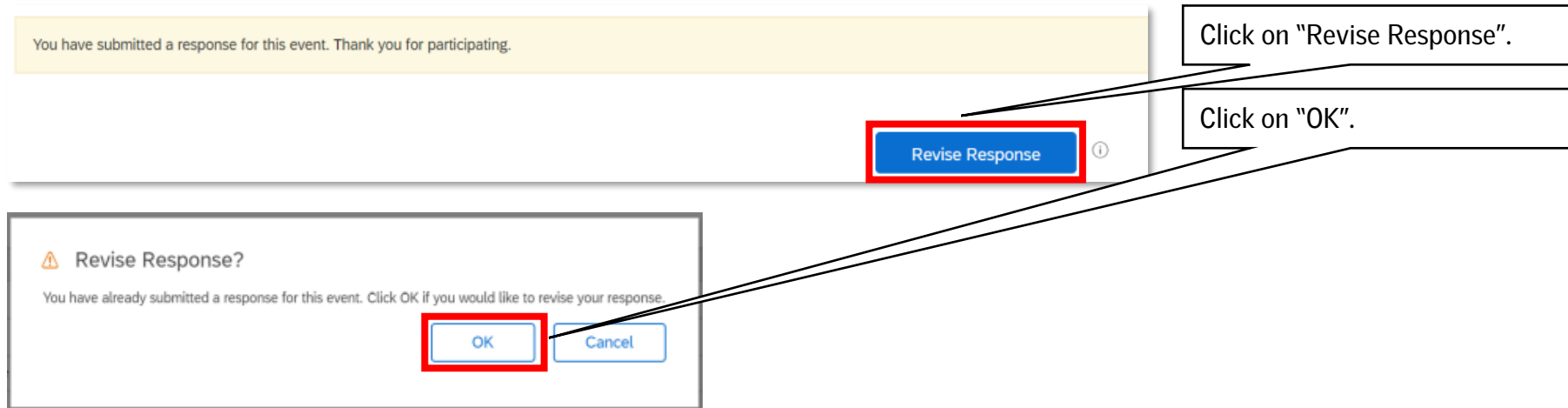
▶ In case "Ariba Proposals And Questionnaires" does not open, you can search for it on Ariba Network.
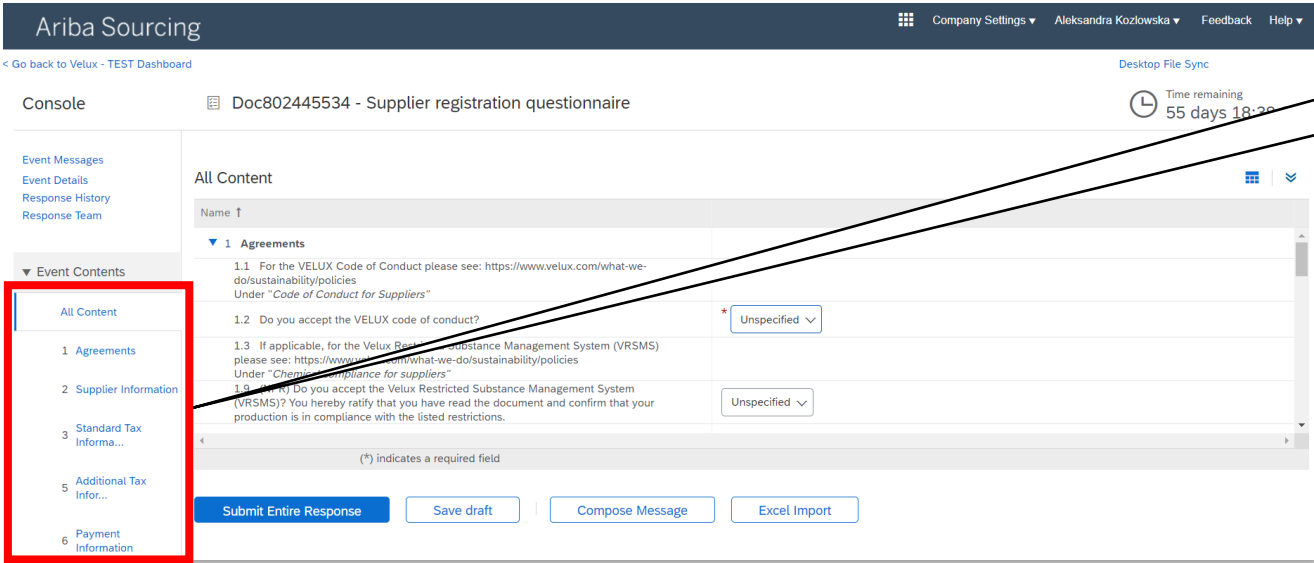
2. SUPPLIER REGISTRATION QUESTIONNAIRE

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

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

2. SUPPLIER REGISTRATION QUESTIONNAIRE

You have submitted a response for this event. Thank you for participating.

Click on "Revise Response".

Revise Response

Click on "OK".

⚠ Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

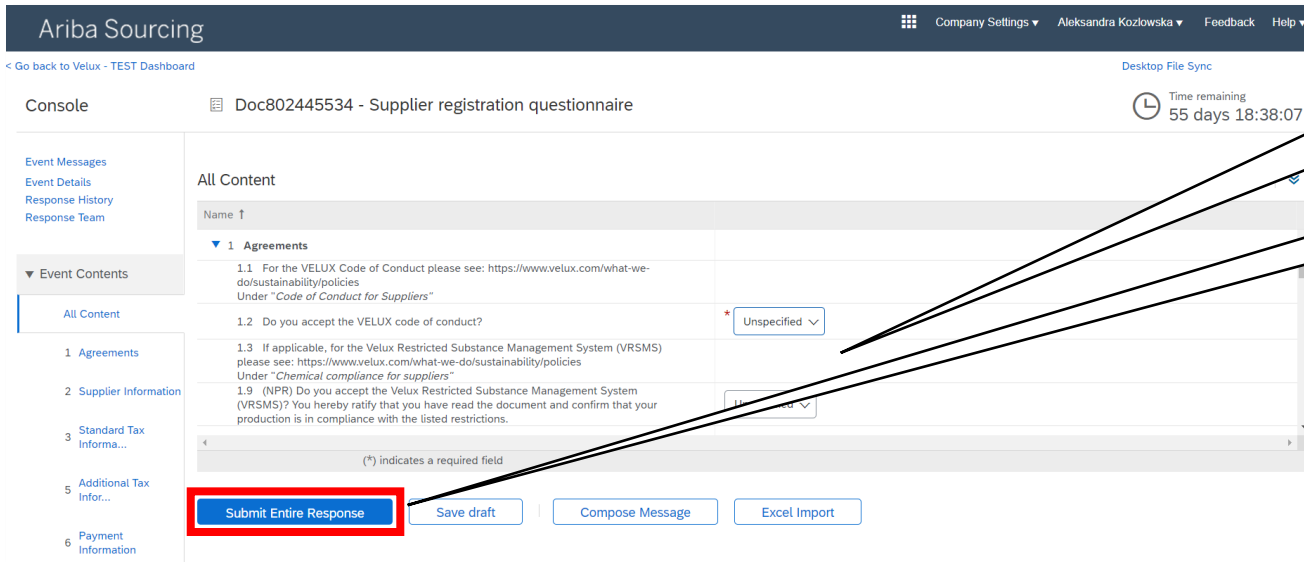OK   Cancel

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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