

Ariba Supplier Lifecycle and Performance (SLP) Registration Guide



VELUX®

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1. Reacting to invite from VELUX



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.
- Registration on Ariba Network is a prerequisite for supplying to VELUX. This is the first step in enabling you to do business with VELUX via the SAP Business Network. During the registration process, VELUX will require relevant key information.

2. Logging in

SAP Ariba Proposals and Questionnaires

Welcome, [REDACTED]

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **VELUX A/S - TEST** on SAP Ariba.

VELUX A/S - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by VELUX A/S - TEST. [Sign up](#)

Already have an account? [Log in](#)

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships. Once you have completed the registration, you will be able to:

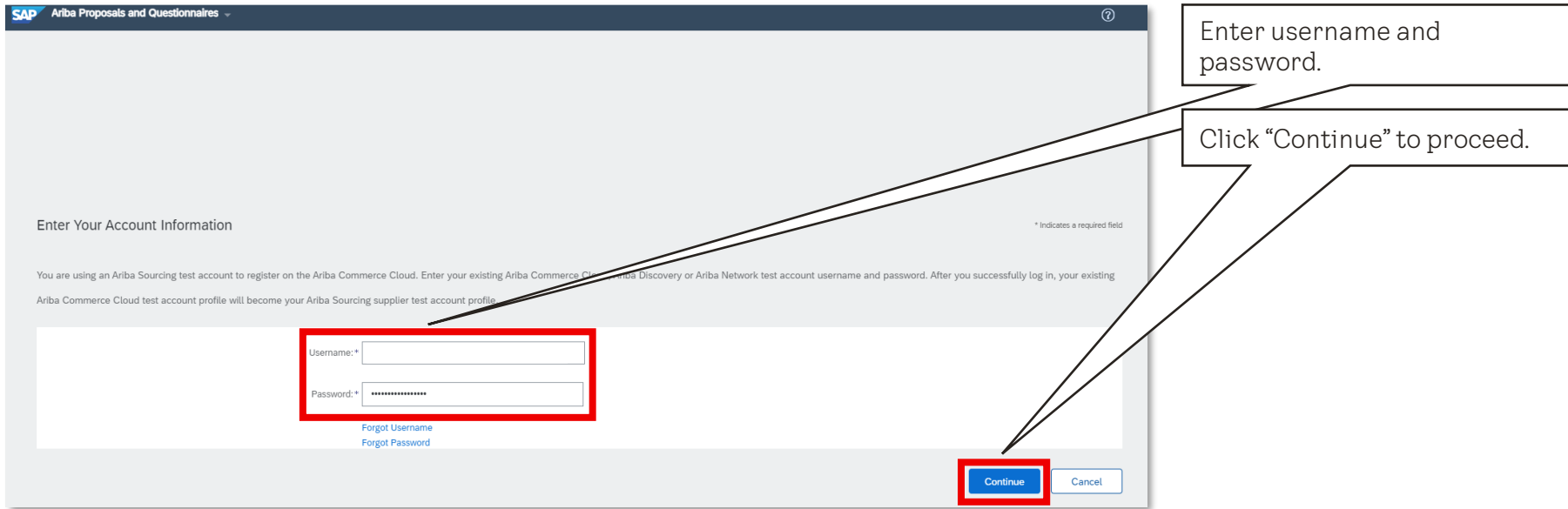
- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

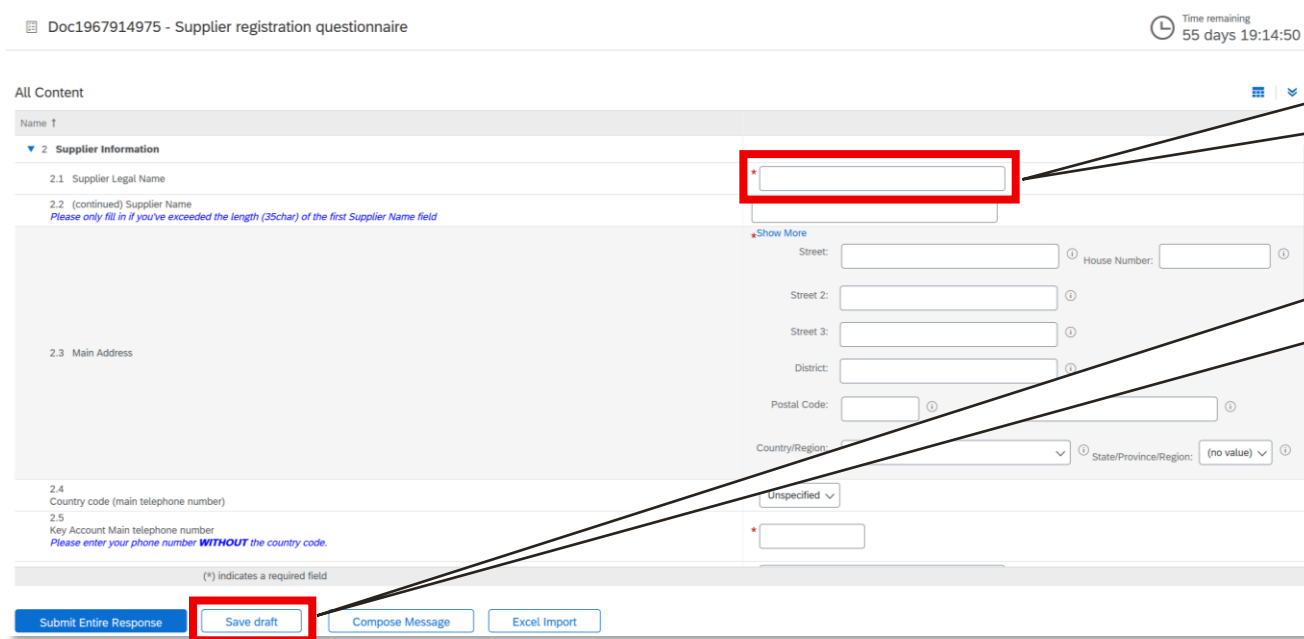
Click on "Log in" to proceed.

2. Logging in



The screenshot shows the SAP Ariba login interface. The header includes the SAP logo and 'Ariba Proposals and Questionnaires'. The main heading is 'Enter Your Account Information'. Below this, there is a paragraph of text explaining the login process for test accounts. The login form consists of two input fields: 'Username:*' and 'Password:*', both marked with an asterisk to indicate they are required. Below the password field are links for 'Forgot Username' and 'Forgot Password'. At the bottom right of the form are two buttons: 'Continue' (highlighted with a red box) and 'Cancel'. Two callout boxes with arrows point to the form fields and the 'Continue' button. The first callout box says 'Enter username and password.' and the second says 'Click "Continue" to proceed.'

3. Opening the VELUX questionnaire



Doc1967914975 - Supplier registration questionnaire

Time remaining: 55 days 19:14:50

All Content

Name 1

2 Supplier Information

2.1 Supplier Legal Name *

2.2 (continued) Supplier Name
Please only fill in if you've exceeded the length (25char) of the first Supplier Name field

2.3 Main Address

2.4 Country code (main telephone number)

2.5 Key Account Main telephone number
Please enter your phone number **WITHOUT** the country code.

(*) indicates a required field

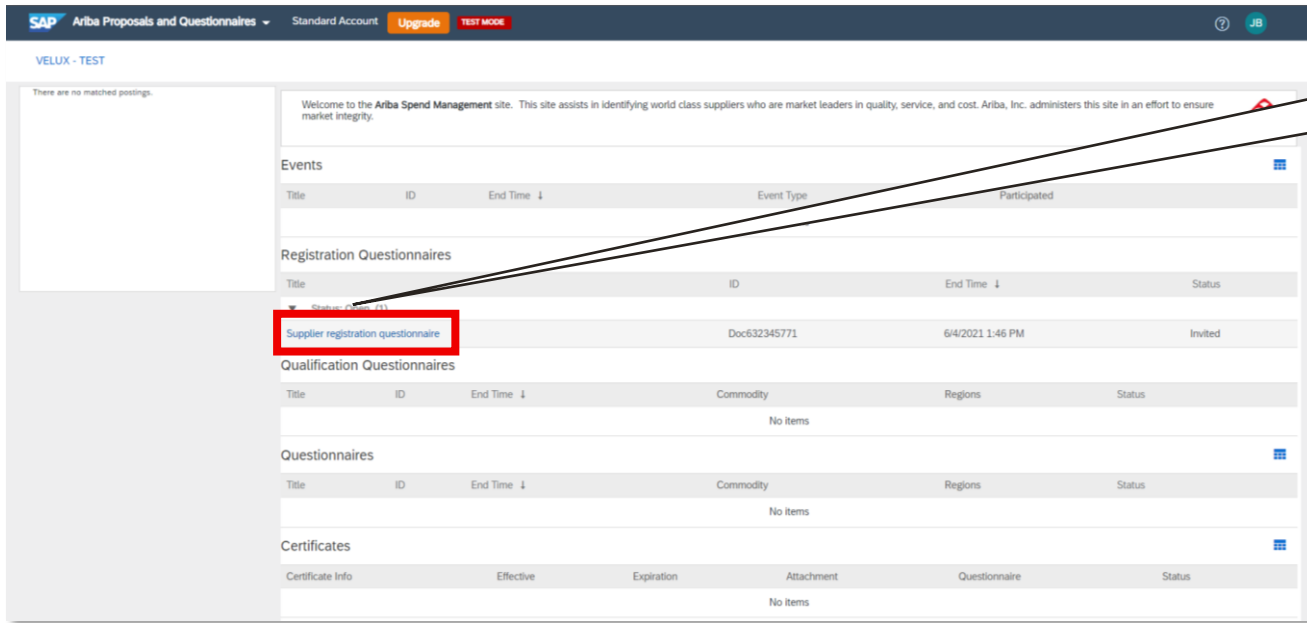
Submit Entire Response Save draft Compose Message Excel Import

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

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).

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.

4. Responding to the VELUX questionnaire

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

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.

4. Responding to the VELUX questionnaire

▼ 2 Supplier Information

2.1 Supplier Legal Name * YABADU TEST

2.2 (continued) Supplier Name
Please only fill in if you've exceeded the length (35char) of the first Supplier Name field

*Show More

Street: UGOREK ⓘ House Number: 12 ⓘ

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

Postal Code: 02-414 ⓘ City: * WARSZAWA ⓘ

Country: Poland (PL) ⓘ Region: Warszawa (45) ⓘ

2.4 Country code (main telephone number) * Unspecified ▼

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.

4. Responding to the VELUX questionnaire

Name ↑	
2.4 Country code (main telephone number)	* Unspecified ▾
2.5 Key Account Main telephone number <i>Please enter your phone number WITHOUT the country code, the country code needs to be selected in the above field (2.4). Therefore if your number is +45 123123123, enter "+45" into Question 2.4 and "123123123" into this Question 2.5.</i>	* <input type="text"/>
2.6 Key Account Email	* <input type="text"/>
2.7 Purchase Order Email (<i>email is used for purchase order distribution - is critical to maintain</i>) <i>If the transactions based on the purchase orders are not applicable for your type of products/services, please replicate the same email as in Key Account Email field above.</i>	* <input type="text"/>
2.8 Company Web Address URL	* <input type="text"/>
2.9 DUNS Number ⓘ	<input type="text"/>

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.

4. Responding to the VELUX questionnaire

Name ↑		
2.4 Country code (main telephone number)	*	Unspecified ▾
2.5 Key Account Main telephone number	*	<input type="text"/>
2.6 Key Account Email	*	<input type="text"/>
2.7 Purchase Order Email <i>(email is used for purchase order distribution - is critical to maintain)</i>	*	<input type="text"/>
2.8 For Purchase Order Email: <i>If the transactions based on the purchase orders are not applicable for your type of products/services, please replicate the same email as in Key Account Email field above.</i>		
2.9 Company Web Address URL	*	<input type="text"/>
2.10 DUNS Number		<input type="text"/>
3 Standard Tax Information		Add Standard Tax Information (1)
4 <i>If there is already a count of "(1)" next to the Tax Account field, please review and correct if necessary by clicking on the link to access the accounts.</i>		
▼ 5 Additional Tax Information		
5.1 Are you setup for Tax in the USA?	*	No ▾
5.4 Are you a B-income vendor? (Denmark)	*	No ▾
6 Payment Information		Add Payment Information (0)
(*) indicates a required field		
<input type="button" value="Submit Entire Response"/> <input type="button" value="Save draft"/> <input type="button" value="Compose Message"/> <input type="button" value="Excel Import"/>		

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.

4. Responding to the VELUX questionnaire

The screenshot shows a web form for 'Standard Tax Information (1)'. At the top right, there are 'Save' and 'Cancel' buttons, with 'Save' highlighted by a red box. A yellow banner at the top states: 'Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.' Below this, the form includes a section for 'Tax Accounts #1' with a 'Delete' link. A note reads: 'If you possess more than one VAT registration and you intend to invoice us from different VAT registrations please add all of these VAT numbers.' The form contains a table with columns for 'Tax Name', 'TaxType', and 'Tax Number'. Two rows are visible: 'Poland: NIP Number' with 'Organization' type and value '524-234-54-45', and 'Poland: VAT Registration Number' with 'Organization' type and value 'PL3241345323'. At the bottom left, there is a button labeled 'Add an additional Tax Accounts', also highlighted with a red box. A 'Save' button is also highlighted with a red box at the top right. Two callout boxes with arrows point to the 'Save' button: one says 'You can add additional tax accounts if required.' and the other says '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.

4. Responding to the VELUX questionnaire

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6 Payment Information

Payment Information (0)

Name 1

No items (*) indicates a required field

Add Bank Account

Account Number:

IBAN Number:

SWIFT Code:

Bank Control Key: No Choice

Bank Account Currency: * Unspecified

Save Cancel

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.

4. Responding to the VELUX questionnaire

The screenshot shows a web form for 'Payment Information (1)'. At the top right, there are 'Save' and 'Cancel' buttons. A yellow banner below them contains the text: 'Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.' Below this is a section titled 'BANK ACCOUNT GUIDANCE - PLEASE READ FIRST' with several bullet points of instructions. At the bottom left, there is a button labeled 'Add an additional Bank Account'. Three callout boxes with lines pointing to the interface contain the following text:

- Top right: 'You can add additional bank accounts if required.'
- Middle right: 'This built-in guide contains VELUX specific information.'
- Bottom right: '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.

5. Submitting your responses to VELUX

! There are 6 problems that require completion or correction in order to complete your request.
Mouse over the red icons to learn more. Use the **Next** and **Previous** links to step through the errors as needed. [< Previous](#) | [Next >](#)

2.5 Key Account Main telephone number <i>Please enter your phone number WITHOUT the country code, the country code needs to be selected in the above field (2.4). Therefore if your number is +45 123123123, enter "+45" into Question 2.4 and "123123123" into this Question 2.5.</i>	*	<input type="text"/>
2.6 Key Account Email	*	<input type="text"/>
2.7 Purchase Order Email (<i>email is used for purchase order distribution - is critical to maintain</i>) <i>If the transactions based on the purchase orders are not applicable for your type of products/services, please replicate the same email as in Key Account Email field above.</i>	*	<input type="text"/>
2.8 Company Web Address URL	*	<input type="text"/>
2.9 DUNS Number ⓘ		<input type="text"/>
3 Standard Tax Information Add Standard Tax Information (1)		
4 <i>If there is already a count of "(1)" next to the Tax Account field, please review and correct if necessary by clicking on the link to access the accounts.</i>		
5 Additional Tax Information		
5.1 Are you setup for Tax in the USA?	*	<input type="text" value="No"/>
5.4 Are you a B-Income vendor? (Denmark)	*	<input type="text" value="No"/>
6 Payment Information Add Payment Information (0)		

* indicates a required field

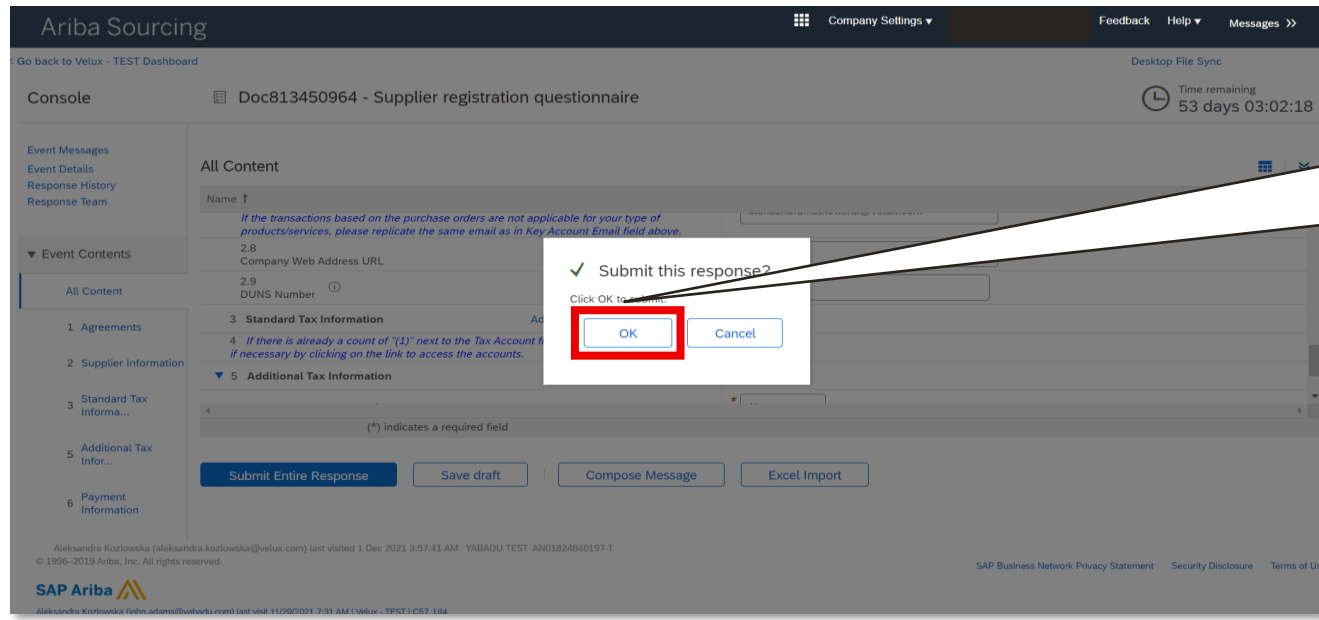
Submit Entire Response | Save draft | Compose Message | Excel Import

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.

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.

5. Submitting your responses to VELUX

Doc813450964 - Supplier registration questionnaire

Time remaining
53 days 02:55:08

✓ Your response has been submitted. Thank you for participating in the event.

Revise Response

Fyi: YABADU TEST has submitted registration info with Velux - TEST

Ariba Administrator <no-reply@eusmtp.ariba.com>
To [redacted]

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

YABADU TEST submitted registration info.

For your information, YABADU TEST submitted registration info to become a supplier with Velux - TEST. The information will be reviewed for approval of the registration. You will be notified when next steps require your attention.

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.

VELUX®

Transforming Spaces

Contact info

saparibaupstream@velux.com