

Mercury Ariba SLP

Updating your Company Details



YOUR VISION,
OUR DUTY.

If your company information changes, it is your responsibility to update your information in your Ariba profile. It is important to ensure correct information, such as bank details, so that we are able to pay invoices in due time. Please note that Mercury is not able to make any changes to your account.

1. Click this <LINK> and enter your credentials then **[Log in]**
2. Once logged in click on **[Business Network]** then select **[Ariba Proposals and Questionnaires]**
3. From the **[Registration Questionnaires]** select your **[Supplier registration questionnaire]**
4. Click on **[Revise Response]**, you will then be asked to confirm this action, click **[OK]**
5. From the **[Event Contents]** select the category of information you wish to update
6. Apply the required updates
7. When done, click on **[Submit Entire Response]**

Note: you can **[Save draft]** for later completion but the updates will not be applied until they are submitted.

Upon submitting your response the changes will then be subject to approval by Mercury before they are reflected on our SAP system

Supplier Login

User Name

Password **1**

Login

Forgot Username or Password

SAP Business Network **2**

- Ariba Discovery
- Ariba Proposals And Questionnaires
- Ariba Contracts
- SAP Business Network

Registration Questionnaires

Title

Status: Open (1) **3**

Supplier registration questionnaire

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

Revise Response **4**

Revise Response? **4**

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

OK Cancel

Ariba Sourcing

Company Settings | Home | Feedback | Help

Go back to Home - SAP Dashboard

Desktop File Sync

Time remaining: 55 days 18:38:07

Doc802445534 - Supplier registration questionnaire

Event Messages
Event Details
Response History
Response Team

Event Contents **5**

- All Content
- 1 Agreements
- 2 Supplier Information
- 3 Standard Tax Informa...
- 5 Additional Tax Infor...
- 6 Payment Information

All Content

Name ↑

1 Agreements

1.1 For the **6** Code of Conduct please see: <https://www.velux.com/what-we-do/sustainability/policies>
Under "Code of Conduct for Suppliers"

1.2 Do you accept the **6** code of conduct? Unspecified

1.3 If applicable, for the **6** Restricted Substance Management System **6** please see: <https://www.velux.com/what-we-do/sustainability/policies>
Under "Chemical compliance for suppliers"

1.9 (NPR) Do you accept the **6** Restricted Substance Management System **6**? You hereby ratify that you have read the document and confirm that your production is in compliance with the listed restrictions. Unspecified

(*) indicates a required field **7**

Submit Entire Response Save draft Compose Message Excel Import