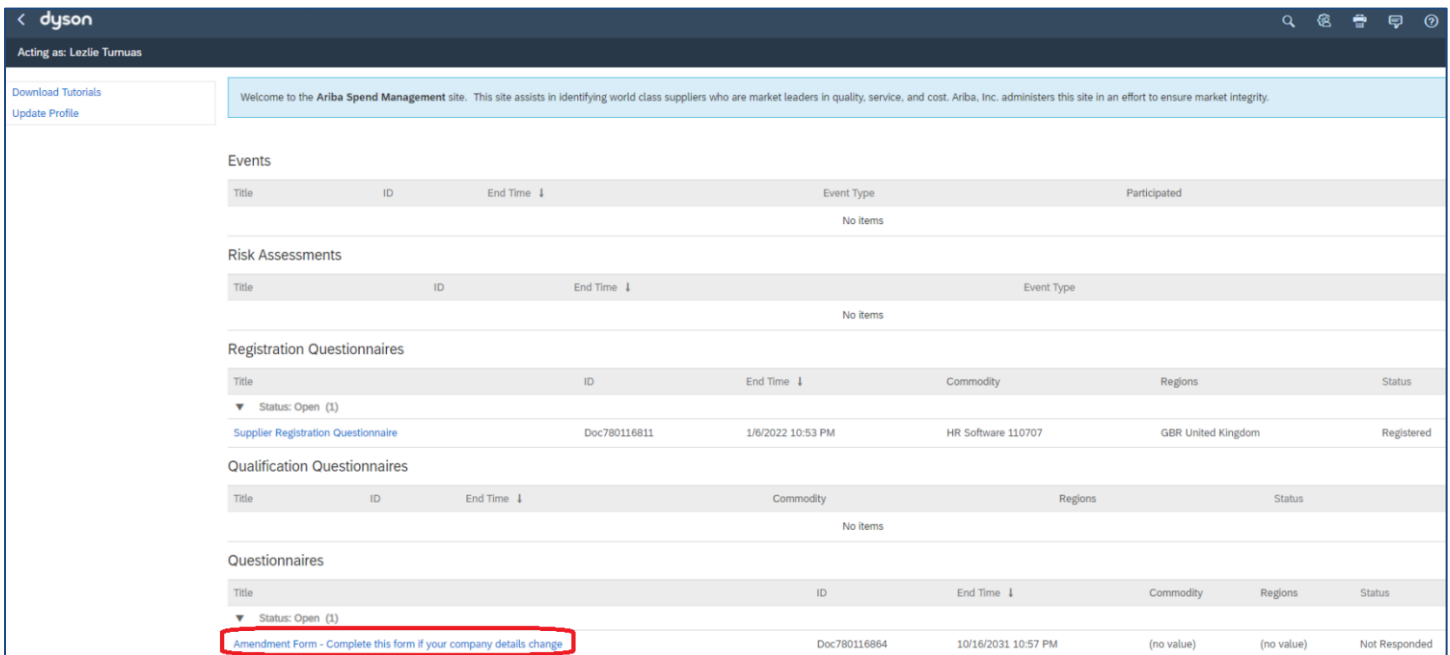


Amending your Company Information

You can communicate your company detail changes, when needed, to your Dyson point of contact or submit them directly from your Ariba Network account

- ➔ 'Ariba Proposal and Questionnaires' dashboard,
- ➔ 'Amendment Form – Complete this form if your company details change'



This questionnaire gives you the opportunity to update the content directly; you only need to fill in the information that has changed and attach confirmation on formal company letter headed paper.

The table below is provided as a guide:

Section	Description
General Information	Your registered Company Name; if this exceeds 35 characters, this will be continued on the next lines
Supplier Address	Your place of business and contact number

Section	Description
Banking Details	<p>Click the hyperlink Add Banking Details to enter your Bank address and Account information.</p> <p>Please be sure to complete all the fields relevant to your country's banking requirements.</p> <p>A check will be run as part of your final submission, and you may be asked to amend any inaccuracies.</p> <p>Once complete, click Save</p> <p>To accompany the completed information, we also request you attach confirmation of your Banking Details on Company Letter Headed Paper</p> <p>Note: If your bank is located in one of the following countries, please see the guidance below for completing the Bank Account Key:</p> <ul style="list-style-type: none"> • France: Enter the last 2 characters of your IBAN Number; • Italy: Enter the 5th character of your IBAN Number; • Japan: Enter '01' for a FUTSU account; Enter '02' for a TOUZA account; • Portugal: Enter the last 2 characters of your IBAN Number; • Spain: Enter the 13th & 14th characters of your IBAN Number.
Financial Information & Tax Number	<p>Email address for your accounts team who receive the remittance advice and support invoice queries.</p> <p>VAT / Tax number, if appropriate.</p> <p>Note: In the event that a VAT / Tax number is already quoted in the form and you are not VAT / Tax registered, please be sure to remove the number before clicking 'no' in response to the question 'Are you VAT/Tax registered?'.</p>
Sales Contact	Email address to receive Dyson Purchase Orders
Attachments (mandatory)	Upload a formal statement on your company headed paper to support the changes and indicate which section(s) you have amended.

Click [Save draft](#) to return at a later stage, if there are items still to be completed/attached.

Click [Submit Entire Response](#) once you have amended the required details and included all necessary attachments.

Your responses will then be reviewed by the Dyson team and they will contact you if anything further is required.

You will receive an email confirmation once all is complete.