




How to complete the Dyson Registration Questionnaire

Once you have created your Ariba Network account, you can complete your registration with Dyson.

Login to the [Ariba Network](#) using the username and password you selected when creating your account:

The screenshot shows the SAP Ariba Supplier Login page. At the top, there is a navigation bar with the SAP logo and the text 'Ariba Proposals and Questionnaires'. Below this, the SAP Ariba logo is displayed. The main heading is 'Supplier Login'. There are two input fields: 'Email address' and 'Password'. Below these fields is a blue 'Login' button. At the bottom of the login area, there is a link that says 'Forgot Username or Password'.

*Note: If you have forgotten your login details, please contact Ariba support

Select 'Ariba Proposals and Questionnaires'  from the top bar. The landing page (or dashboard) will detail the Open/Pending questionnaires you have with Dyson.

The screenshot shows the SAP Ariba dashboard for 'DYSON TECHNOLOGY LIMITED - T'. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The dashboard content is organized into several sections:

- Events:** A table with columns 'Title', 'ID', 'End Time', 'Event Type', and 'Participated'. It shows 'No Items'.
- Risk Assessments:** A table with columns 'Title', 'ID', 'End Time', and 'Event Type'. It shows 'No Items'.
- Registration Questionnaires:** A table with columns 'Title', 'ID', 'End Time', and 'Status'. It shows one item: 'Supplier Registration Questionnaire' with ID 'Doc708704074', End Time '4/10/2021 15:25', and Status 'Invited'. This row is highlighted with a red box.
- Qualification Questionnaires:** A table with columns 'Title', 'ID', 'End Time', 'Commodity', 'Regions', and 'Status'. It shows 'No Items'.
- Questionnaires:** A table with columns 'Title', 'ID', 'End Time', 'Commodity', 'Regions', and 'Status'. It shows one item: 'Update your Dyson account details - if applicable' with ID 'Doc708887470', End Time '16/7/2022 15:16', Commodity '(no value)', Regions '(no value)', and Status 'NotResponded'.
- Certificates:** A section with a table icon, currently empty.

Click on Supplier Registration Questionnaire to open the form:

Ariba Sourcing
Go back to Dyson Technology Limited - T Dashboard

Console Doc708704074 - Supplier Registration Questionnaire

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

2 Supplier Questionnaire

All Content

▼ 2 Supplier Questionnaire

2.1 Instructions Less... ▾

Please follow the below instructions whilst completing this form. The information you provide should be accurate, as this will be used to create your supplier profile with Dyson.

▼ 2.2 Code of Conduct

2.2.1 We have reviewed the Dyson Global Supplier Code of Conduct and understand that compliance is a fundamental condition of any contractual relationship with Dyson

Please refer to the attached Code of Conduct under "References" References ▾ * Yes ▾

▼ 2.3 General Information

2.3.1 Company Name * Company Name

If your company name exceeds 35 characters, please use the following 'Company Name' fields.

2.3.2 Company Name 2 |

2.3.3 Company Name 3 |

▼ 2.4 Supplier Address

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

The following table describes the information required:

Section	Description
Code of Conduct	We ask you to confirm acceptance of Dyson's Code of Conduct It can be reviewed/downloaded via the 'References' link
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
Manufacturing Details	Only your region(s) of operation is mandatory
Document Checklist	Should you wish to upload additional Company information, please attach here
Banking Details	Click the hyperlink Add Banking Details to enter your Bank address and Account information. Please be sure to complete all the fields relevant to your country's banking requirements. A check will be run as part of your final submission, and you may be asked to amend any inaccuracies. Once complete, click Save To accompany the completed information, we also request you attach confirmation of your Banking Details on Company Letter Headed Paper
Financial Information & Tax Number	This should be the point of contact within your accounts team to receive the remittance advice and support invoice queries. If you are VAT / Tax registered, you should add these details here
Sales Contact	This should be the point of contact who will receive the POs that Dyson send you
Add Attachments	This area allows you to upload appropriate documentation, dependent on your location, and that of the Dyson office(s) you will supply

If there are items still to be completed/attached, click [Save draft](#) to return at a later stage. Please remember we cannot provide you with a Purchase Order until this process is complete.

Once you have completed all the required sections and included all necessary attachments, click [Submit Entire Response](#).

Validation checks will be performed as part of your submission, so you may be required to make some amendments; hover the mouse of the red asterix * to view the message

Your responses will also 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.