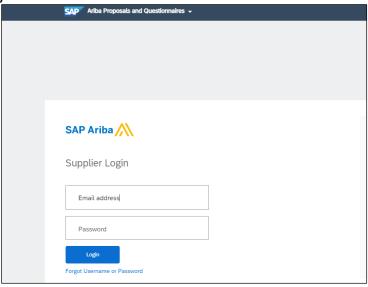


How to complete the Dyson Registration Questionnaire

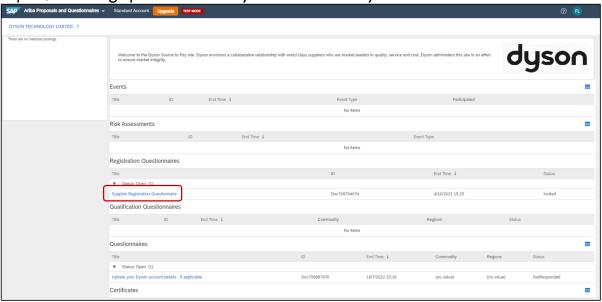
Once you have created your Ariba Network account, you can complete your registration with Dyson.

Login to the <u>Ariba Network</u> using the username and password you selected when creating your account:



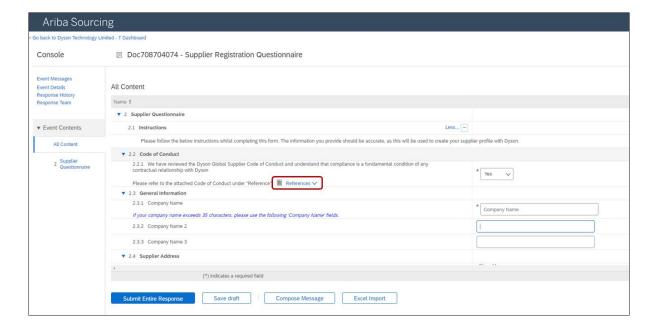
*Note: If you have forgotten your login details, please contact Ariba support

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





Click on Supplier Registration Questionnaire to open the form:



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 Sow 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 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.