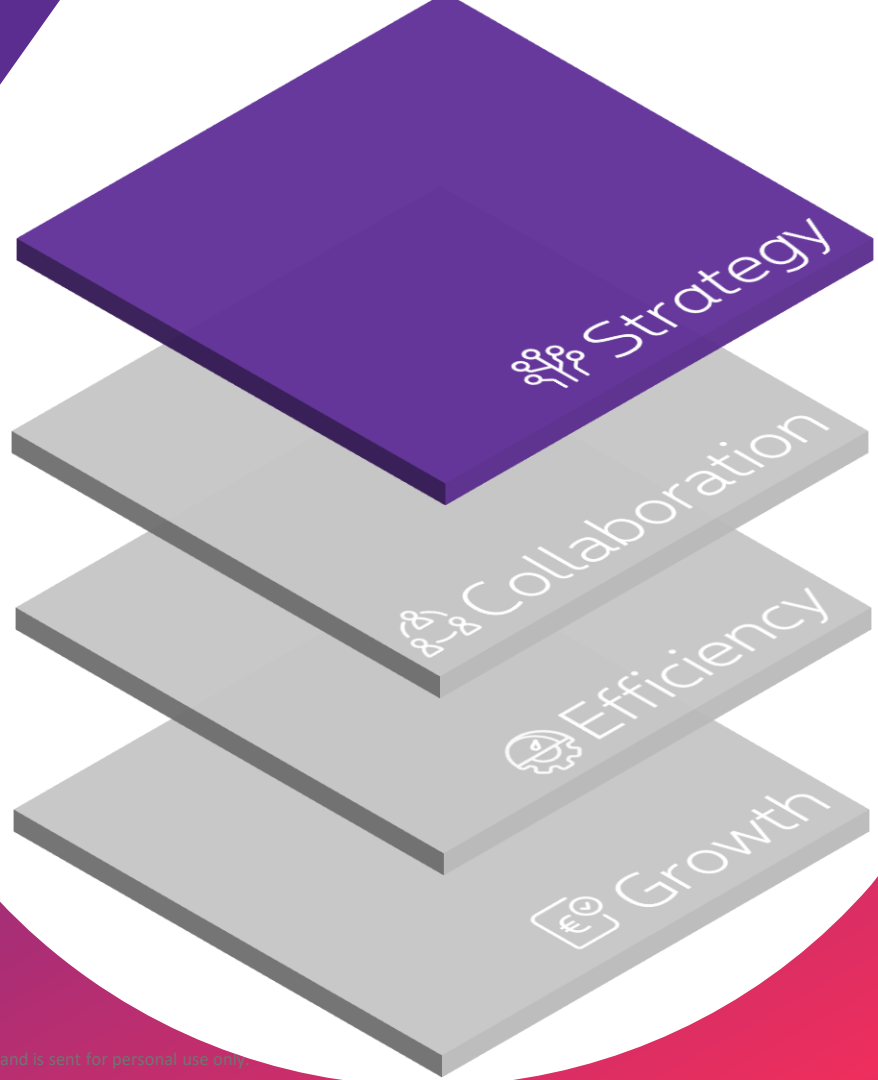# Supplier Enablement

SAP Ariba

1. **Proximus invites you:**

   - Introduction
   - Supplier journey
   - Follow up on the invitation

Inspire 2022

The **digitalization** is the norm.

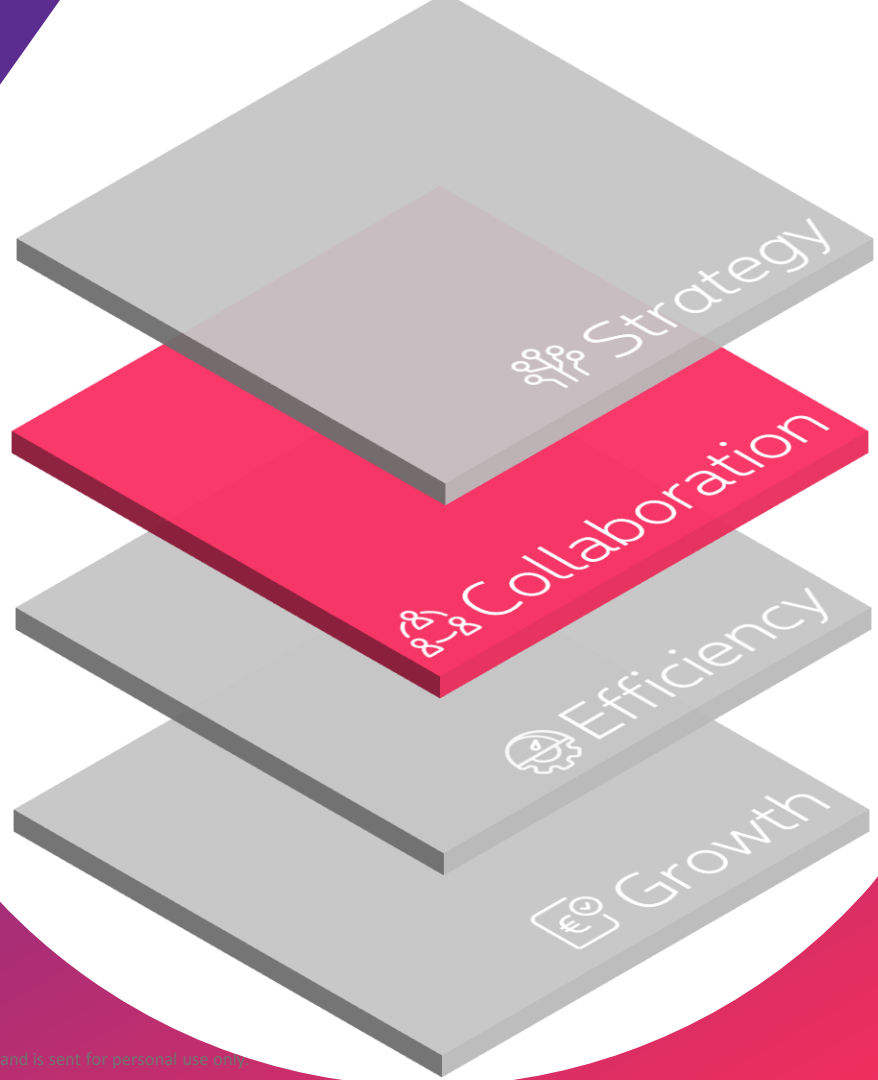Proximus has chosen **SAP Ariba** platform **to improve** the way we **interact** with **our supplier**.

Strategy

Collaboration

Efficiency

Growth

Together

Together, we enhance collaboration.

You are faster informed of our purchase orders.

Sending invoices in PDF and letter format is no longer necessary.
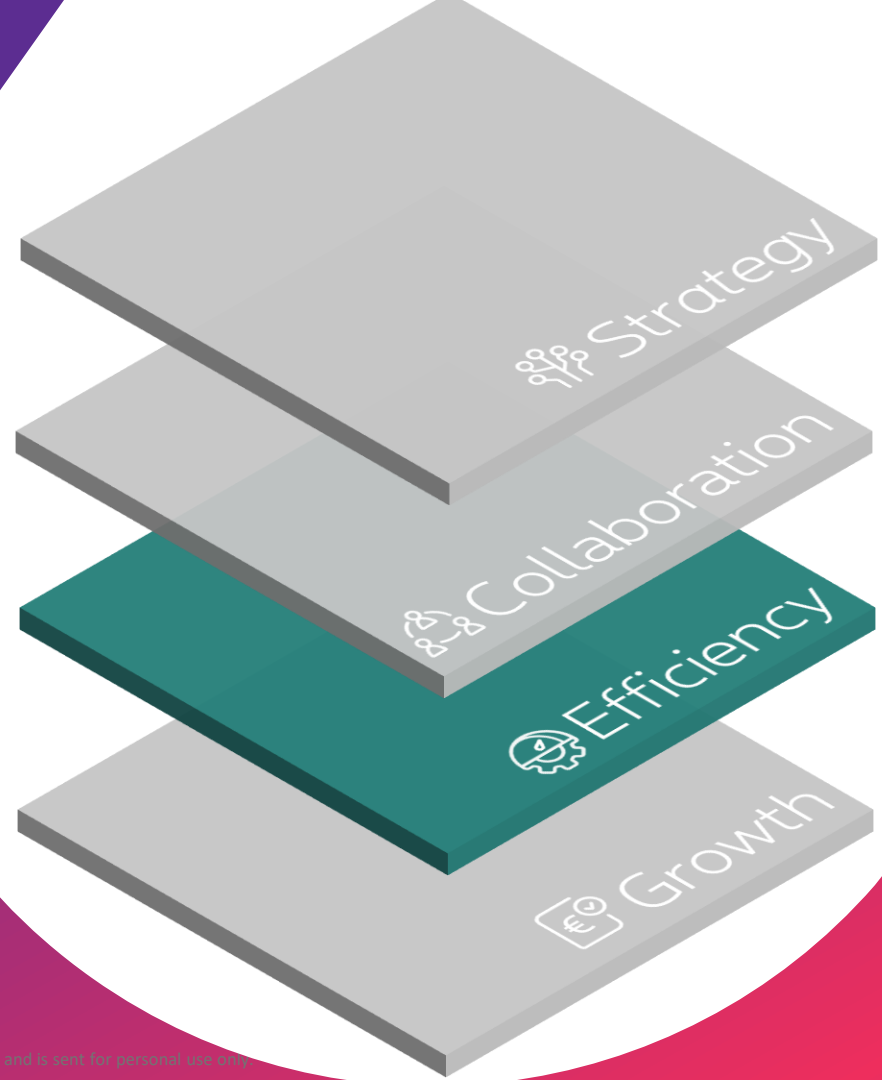
Strategy

Collaboration

Efficiency

Growth

Tracking

You can track the invoices and payment status.

Your contribution is important.

Thanks to SAP Ariba, you invoice the purchase orders via the platform.

Strategy

Collaboration

Efficiency

Growth

Let's growth together!

You can catch the errors and correct them to avoid the rejected invoices.

Our priority: paying our suppliers on time.

Strategy

Collaboration

Efficiency

Growth

FREE*

Strategy

Collaboration

Efficiency

Growth
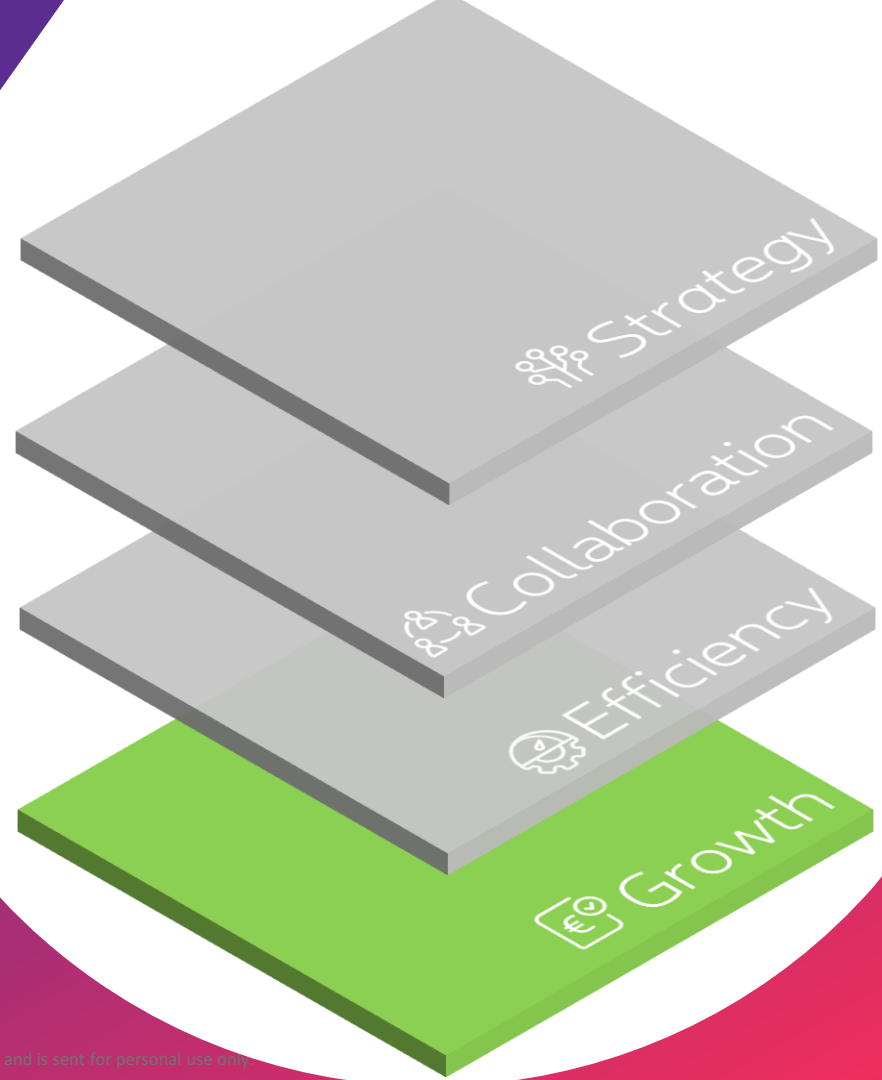
Next step

*FREE of charge for interactions with Proximus

Supplier Enablement

SAP Ariba

1. **Proximus invites you:**

   - Introduction
   - Supplier journey
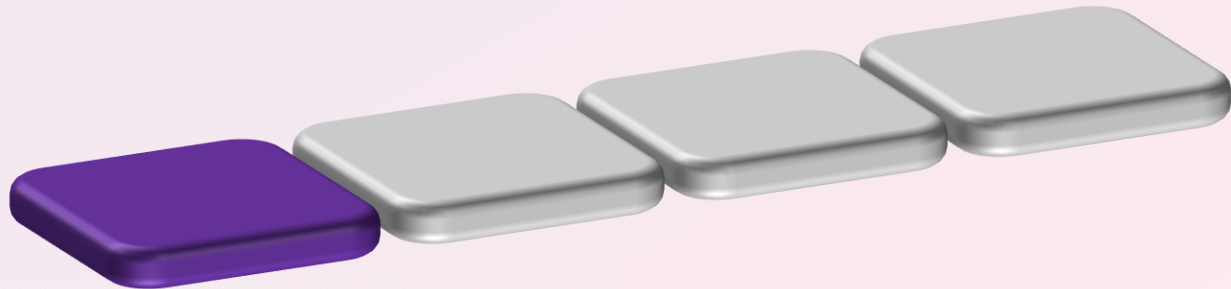   - Follow up on the invitation

pro⧓imus

Here are the steps to follow

1. Proximus invites you!

   ▪ To subscribe to Ariba Network

   How?

   ▪ Through the Purchase Order notification*

Here are the steps to follow

2. **Register** the Ariba account via the link shared in the PO notification.

- **Sign up:** to use if a new account has to be created.

- **Login:** to use if you already have an Ariba account referring to the company who will process the purchase orders of Proximus.

- **Review account:** to avoid
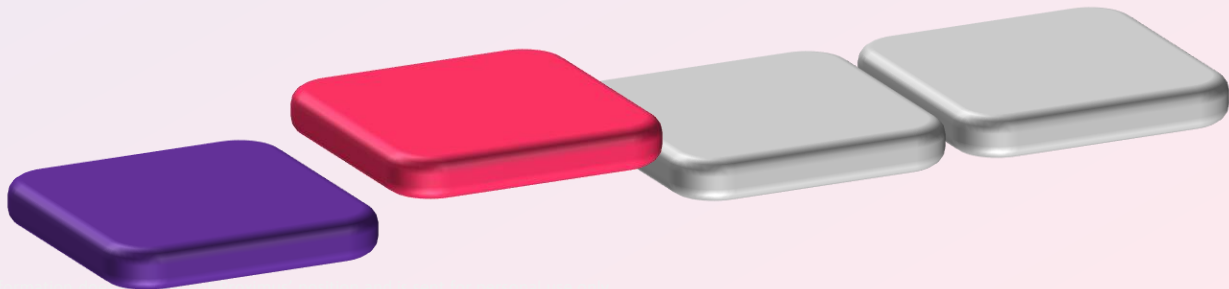
Here are the steps to follow

3. Configure your account*
    - The company details
    - Bank account number

⏱ 5 min

Here are the steps to follow

4. **Start to** invoice

   - your invoice number

   - Creation date

   - The amount to invoice

   ⏱ **1** min

Here are the steps to follow

FREE*

Proximus invites you!

Register a new account
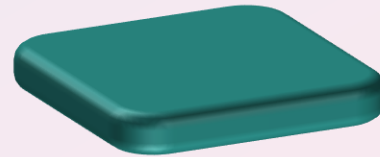
Configure your account

Start to invoice

1

2

3

4

1st step

*FREE of charge for interactions with Proximus

Supplier Enablement

SAP Ariba

1. **Proximus invites you:**

   - Introduction

   - Supplier journey
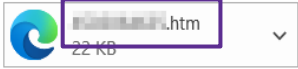
   - Follow up on the invitation

How does the PO notification look like?

FW: Proximus S.A. de droit public sent a new Purchase Order ⬛⬛⬛⬛ ← **Purchase order number**

LW

⬛⬛⬛.htm
22 KB
← **Purchase order content in attach**

SAP Ariba ⟋⟋⟋

Proximus S.A. de droit public sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to
Your customer sent you this order through Ariba Network.

proximus

Start here

Process order

What if ?

The PO notification is lost / not received

Contact your requestor by completing the form.

(see next slide)

"Invitation request to subscribe to Ariba Network"

- Company name
- VAT number
- First name
- Last name
- PO number

- Email address of the account administrator
- Email address to receive Proximus' PO

How does the invitation look like?

(In response to the completed form)

Proximus S.A. de droit public INVITATION

To: [redacted]
Email: [redacted]

Proximus S.A. de droit public has invited you to use the Ariba Network ™ to establish a trading relationship for managing transactions electronically. You have already transacted with Proximus S.A. de droit public, and at least one document is available in a temporary account.

To set up a trading relationship on the Ariba Network, follow the instructions in this inv[...] activating your account. You can either create a new account or use an existing accou[...] documents in the temporary account will be available in the account you decide to use[...]

Setting up the trading relationship with Proximus S.A. de droit public takes only a few [...] There is no charge to register.

To activate your account:

Register for a **FREE** Ariba Network standard account, or link to an existing account. Click to continue

Start here

Thank You

More info?

www.proximus.com/suppliers/ariba

proximus