

Supplier Enablement

SAP Ariba

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**.

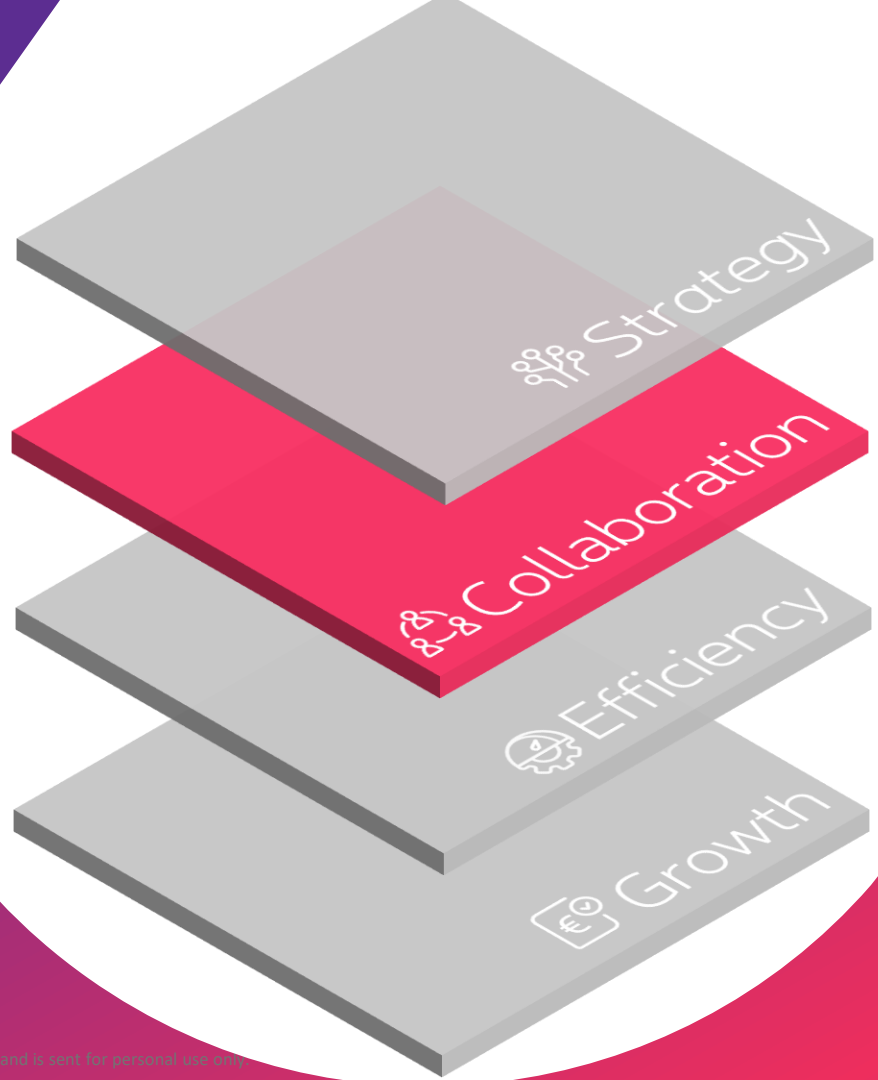
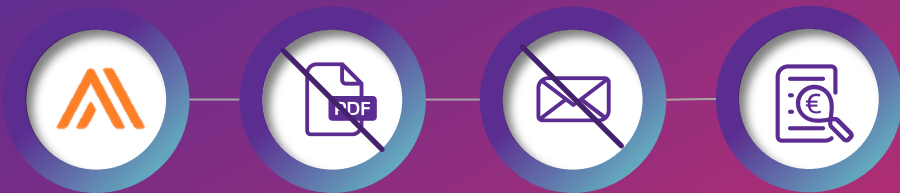


Together

Together, we **enhance** collaboration.

You are faster **informed** of our purchase orders.

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



Tracking

You can **track** the invoices and payment **status**.

Your **contribution** is important.

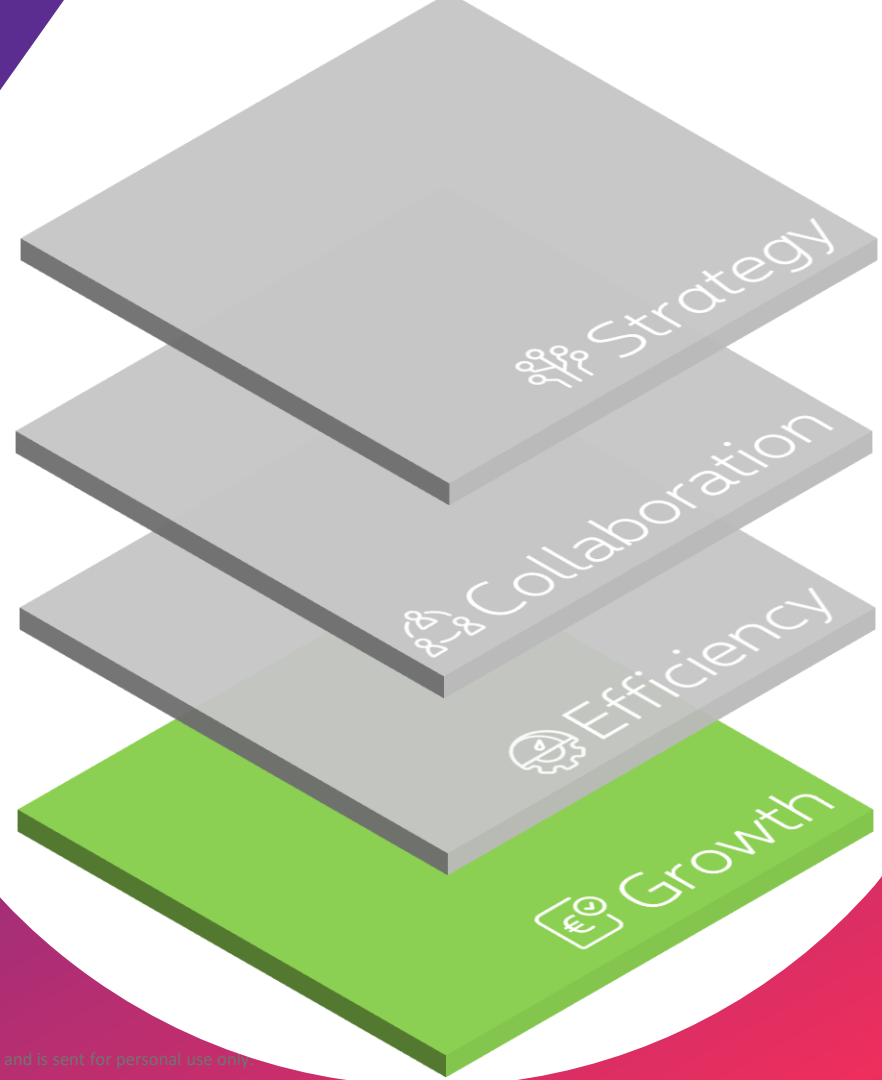
Thanks to SAP Ariba, you **invoice** the purchase orders via the **platform**.



Let's growth together!

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

Our priority: **paying** our suppliers **on time**.





FREE*



Next step 

*FREE of charge for interactions with Proximus

Here are the steps to follow



FREE*

Proximus invites you!

Register a new account

Configure your account

Start to invoice

1



2



3



4



*FREE of charge for interactions with Proximus

1st step



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Here are the steps to follow

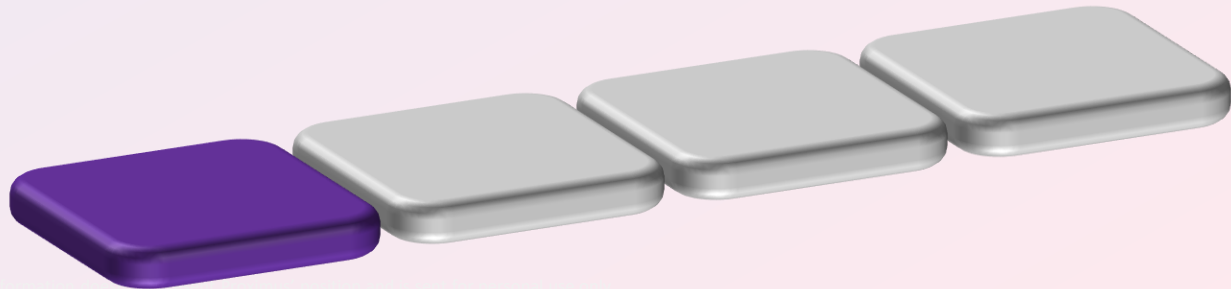
1. Proximus invites you!

- To subscribe to [Ariba Network](#)

How?

- Through the [Purchase Order notification*](#)

 a few seconds

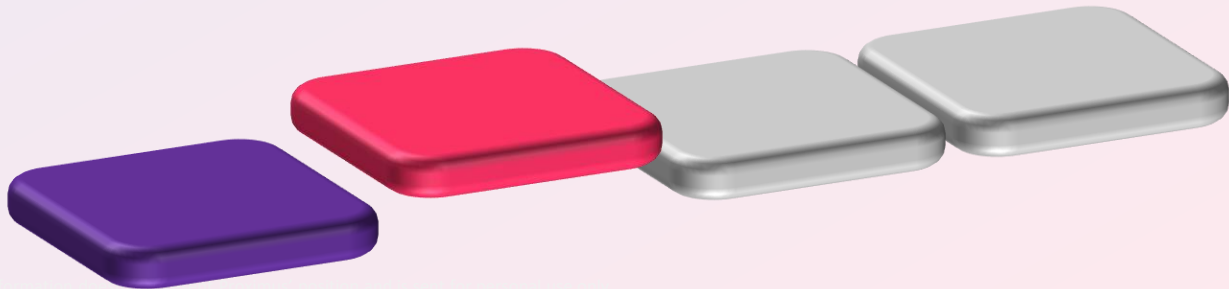


*mandatory step

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



*mandatory step

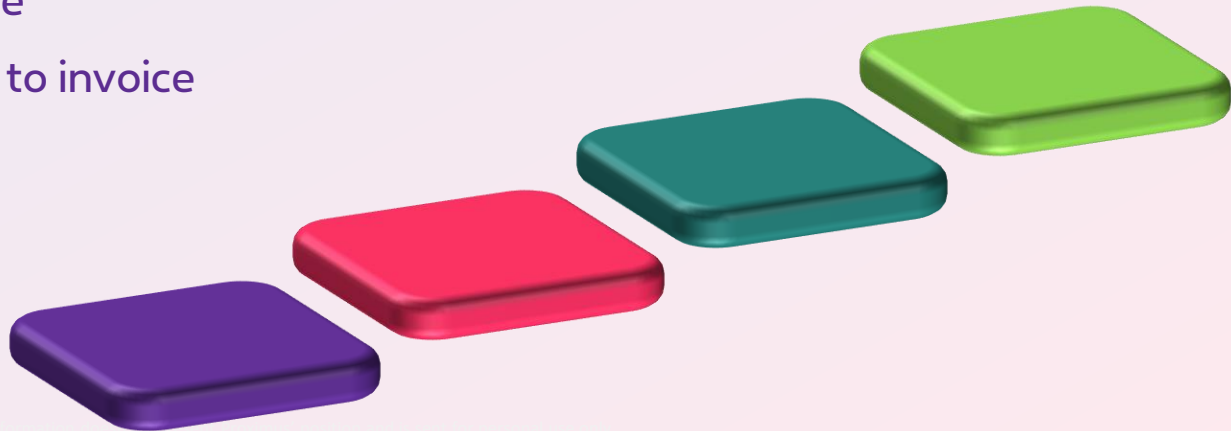
Here are the steps to follow

4. Start to **invoice**

- your invoice number
- Creation date
- The amount to invoice



1 min





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How does the PO notification look like?

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




  .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.



[Process order](#)

Start here



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: **Bureau d'Information des Professions Libérales**
Email: **ib@proximus.be**

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 invitation to activate your account. You can either create a new account or use an existing account. 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 minutes. 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

