

# How to register your ARIBA account?



# Proximus invites you

To start working with Proximus you need a SAP Business Network account which will be linked to ours through a :

- Rfx invitation
- Purchase Order invitation or
- Supplier Registration questionnaire invitation

## Rfx invitation

Welcome, Test Supplier.

■■■■■ has registered you on their **Ariba Sourcing** Management site and invited you to participate in the following event: **RFP Event**. The event starts on Wednesday, October 5, 2016 at 4:26 PM, Central European Summer Time and ends on Wednesday, October 5, 2016 at 4:56 PM, Central European Summer Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact Alain Gerardi via telephone at or via e-mail at [alain.gerardi@aptys.be](mailto:alain.gerardi@aptys.be).

If you do not want to respond to this event, [click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

We look forward to working with you!

Thank You,

## PO Invitation

The screenshot shows an email from Proximus S.A. de droit public with the subject "Proximus S.A. de droit public sent a new Purchase Order". The email body contains the Ariba logo and the text "Proximus S.A. de droit public sent a new order". Below this, there is a red arrow pointing to a blue button labeled "Process order".

## Supplier registration questionnaire

Invitation: Register to become a supplier with Proximus S.A. de droit public - TEST

The screenshot shows an email from JELLE AERTS with the subject "Invitation: Register to become a supplier with Proximus S.A. de droit public - TEST". The email body contains the text "Register as a supplier with Proximus S.A. de droit public - TEST". Below this, there is a red arrow pointing to a blue button labeled "Click Here".

**Register as a supplier with Proximus S.A. de droit public - TEST**


Hello!

JELLE AERTS has invited you to register to become a supplier with Proximus S.A. de droit public - TEST. Start by creating an account with Ariba Network. It's free.

Proximus S.A. de droit public - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Dexasil Sport Jel already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

# Create Account or Login



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Connect with Proximus S.A. de droit public - TEST  
on SAP Business Network to collaborate.

Invited by [Proximus S.A. de droit public - TEST](#)

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#) ⓘ

[Create new account](#) ⓘ



When you are new to the Ariba Network, you should click **Create new account** to create an Ariba Network account.


If Ariba notices that there already could be an account based on information in the invite, Ariba provides the button **Review Accounts**. Click on this to review if a potential existing account is already there for you.

It is also possible that you already have an account, in this case click **Log in**.

In case of log-in you will be directed immediately to the Proximus Registration Questionnaire

**When you are not sure if your company already has an account on the Ariba Network, you should check internally with your IT or procurement department BEFORE continuing.**

# Company Information



Create an account to connect and collaborate with Proximus S.A. de droit public - TEST on SAP Business Network

**Company information** ⓘ

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name \*

Country/Region \*


Address line 1 \*

Address line 2

Postal code \*

City \*

State

 After clicking on **Create new account**, you will be directed to questions regarding the account creation. In this short questionnaire company related information will have to be provided. You also have to specify an user id and password (**this is important to be remembered for further log-ins**), also commodities and service locations will have to be specified which are based on the UNSPSC (United Nations Standard Products and Services Code).

# Administrator Account Information

Administrator account information [?](#)

First name \*  Last name \*

Email \*

Use my email as my username


Username \*

Password \*  Repeat password \*


I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.


Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot  reCAPTCHA  
Privacy - Terms

[Create account](#)

 Administrator Account Information, when creating a new [account](#) the user that creates the account will be the administrator for this SAP Business Network Account. By unchecking the box **“Use my email as my username”**, the administrator can define a different login for the SAP Business Network Account. When the information is filled in, click on **“Create Account”**.

# Duplicate check



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Create an account to connect and collaborate with Proximus S.A. de droit public - TEST on SAP Business Network

We found existing accounts based on the information you entered. Please review.

[Review accounts](#)

or

[Continue account creation](#)



It can be that Ariba suggests [to Review Accounts](#) because of the information that you have provided. As a supplier you can **click on Review Accounts** to see if an existing account was already created or not. If it's not the case, then just click on **Continue Account Creation**.

# Email confirmation

## Please confirm your email address

Check your email at [J.aerts@cnt-online.com](mailto:J.aerts@cnt-online.com) and follow the steps in the email to confirm your email address in the next **72 hours**.

> If you did not receive the email:



Ariba will send you a confirmation e-mail, please check your mailbox. In the email received by Ariba, click on **Confirm Email**.

### Action Required: Confirm your email



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>  
To: Jelle Aerts

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

### Confirm your email

Dear Piet,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)

**Link expires:** Thursday, Sep 05, 2024, 02:03 AM PDT

If the link expired, login to [proposals.seller.ariba.com](https://proposals.seller.ariba.com) and click "Resend". You will then receive another confirmation email.

If you are unable to access the page, copy the link below and paste it into your web browser:  
[https://service.ariba.com/Authenticator\\_aw/ad/confirmEmail?key=E5DCZaPV3oINJcJnIXnM6kdEp6Qq4vB&app=Ariba&app=Sourcing](https://service.ariba.com/Authenticator_aw/ad/confirmEmail?key=E5DCZaPV3oINJcJnIXnM6kdEp6Qq4vB&app=Ariba&app=Sourcing)

# Categories and Service Locations

## Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

### Product and Service Categories

or [Browse](#)

### Ship-to or Service Locations

or [Browse](#)

 Don't show this to me again

After you have clicked “**Confirm Email**”, you are able to add **Product and Service Categories** that you offer and select the **Ship-to or Service Locations**. After that click on **Submit**.

After you have clicked **Submit or Remind me later**, you will be taken to the questionnaires related to **Proximus**.



The screenshot shows the SAP Ariba Proposals and Questionnaires interface. At the top, there is a navigation bar with the SAP logo, the text "Ariba Proposals and Questionnaires", and a "TEST MODE" button. Below the navigation bar, the user is logged in as "PROXIMUS S.A. DE DROIT PUBLIC - TEST". The main content area is divided into two columns. The left column contains a message: "There are no matched postings." The right column contains a welcome message: "Welcome to the Ariba Spend Management site." Below the welcome message, there is a "Home" button. Further down, there is a section for "Events" with a table header showing "Title" and "ID". Below the events section, there is a section for "Registration Questionnaires" with a table header showing "Title" and "Status: Open (1)". A link for "Supplier registration questionnaire" is visible at the bottom of the right column.



When you are invited to register an Ariba account via a Rfx event or a **registration form**, some additional information still needs to be completed

**?** When you have created the Ariba Account but decide to wait to fill in the Rfx event or registration questionnaire, you need to log in again.  
Navigate to: [supplier.ariba.com](https://supplier.ariba.com)

Supplier sign-in

**Next**

[Forgot username](#)

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New to SAP Business Network?  
[Register Now](#) or [Learn more](#)



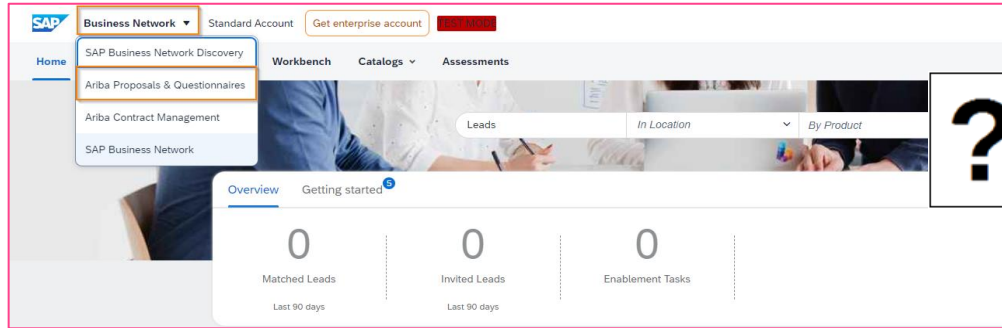
[< DexasilGelTest@test.com](#)

Password

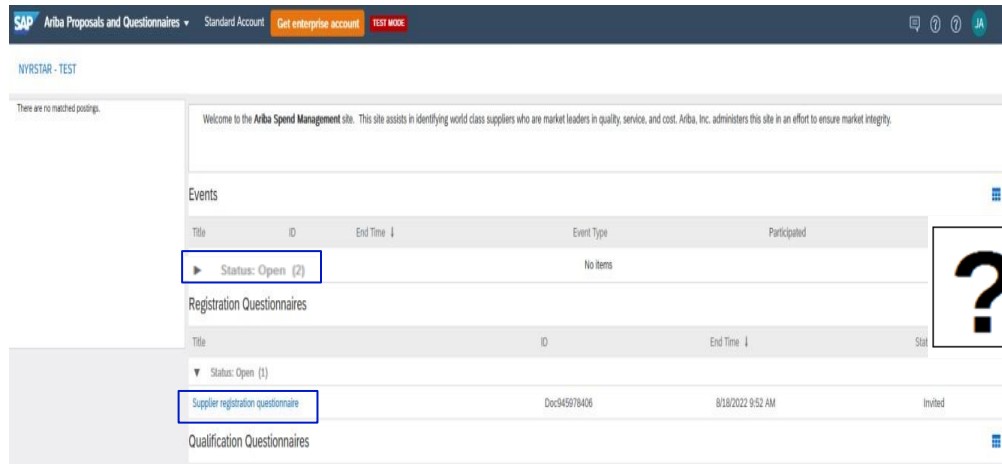
**Sign In**

[Forgot password](#)

# Navigate to Ariba Proposals & Questionnaires



When you log in to the Ariba Network, you will be directed to this overview screen. On the top there is the option to click on **Business Network**, when you click on this a dropdown list will open. Clicking on the **Ariba Proposals & Questionnaires** will navigate you towards the **Rfx** events and open questionnaires.



When you click on Ariba Proposals & Questionnaires, you will be directed to this overview screen. On this screen you can see all **Rfx** events or open questionnaires that need to be answered.

# Thank You

More info?

<https://www.proximus.com/suppliers/ariba.html#get-support>

