

# OnePager PDF Invoice Delivery

Starting from June 1<sup>st</sup> 2025, Proximus will no longer accept invoices via Ariba and will start to work via the Cevinio platform. This document is valid as from June 1<sup>st</sup>.

This guide provides instructions on how to submit invoices to Proximus, which has chosen Cevinio as its platform for invoice processing. This transition ensures an efficient, fully digital, and paperless invoicing process, offering numerous benefits:

- Moving forward, all invoices for Proximus BE 0202.239.951, Proximus ADA BE 0781.848.902, Proximus Media House BE 0875.092.626, Proximus NXT BE 0826.942.915, Connectimmo BE 0477.931.965, and Doktr BE 0787.949.212 should be sent to a single designated email address.
- Upon sending each invoice to this email address, you will receive an invoice confirmation receipt.
- You will gain access to the Cevinio supplier portal, allowing you to monitor the statuses of all your invoices.
- The platform is equipped to accept Peppol invoices, further streamlining the invoicing process.

## DELIVERY OF PDF INVOICES VIA E-MAIL

Suppliers are kindly requested to submit their invoices in PDF format to [pxsgroup.ap@cevinio.com](mailto:pxsgroup.ap@cevinio.com) following the guidelines below:

- We accept invoices exclusively from officially recognized Proximus suppliers.
- Only invoices should be sent to this email address. For any other communication, such as reminders or questions, please use the [Supplier Support Portal](#).
- Each email should contain only one attached PDF invoice restricted to 150 pages and 250MB in size.
- Invoices must accurately reflect Proximus information and comply with the legal specifications outlined in the Invoice Charter available on the [Supplier Portal](#).
- Send the invoice email only once and reach out through the [Supplier Support Portal](#) in case of difficulties.

All suppliers are expected to comply with the guidelines above. If this is not feasible, please engage with us through the [Supplier Support Portal](#).



For inquiries or assistance with invoicing matters, please visit the Supplier Support Portal to create a follow-up ticket at any time.