



## Registering on the Ariba network and filling in the Proximus questionnaire

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# Registering on the Ariba network as a supplier for Proximus

## Receiving the email invitation

When Proximus invites you to become a supplier you will receive an email from SAP Ariba. The subject of this email is: **Invitation: Register to become a supplier with Proximus S.A. de droit public**

The email will look like this:

### Proximus S.A. de droit public

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#### Register as a supplier with Proximus S.A. de droit public

Hello!

**Tommy Gevaert** has invited you to register to become a supplier with Proximus S.A. de droit public. Start by creating an account with Ariba Network. It's free.

Proximus S.A. de droit public uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If **Tommy Gevaert** Inc. already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

You are receiving this email because your customer, Proximus S.A. de droit public, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Proximus S.A. de droit public.

If you did not receive this email please check the spam folder of your email client.

## Registering on the Ariba network

In the email please click on the “click here” link to start the registration process.

### Proximus S.A. de droit public

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#### Register as a supplier with Proximus S.A. de droit public

Hello!

**Tommy Gevaert** has invited you to register to become a supplier with Proximus S.A. de droit public. Start by creating an account with Ariba Network. It's free.

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[Click Here](#) to create account now

You are receiving this email because your customer, Proximus S.A. de droit public, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Proximus S.A. de droit public.

You will be redirected to this page:

Welcome, Tommy Gevaert

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Have a question? [Click here to see a Quick Start guide.](#)

Welcome to the Ariba Network. Proximus S.A. de droit public - TEST has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account.

[Sign up](#)

Already have an account?

[Log in](#)

#### About Ariba Network

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The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Click on the “sign up” button to register on the Ariba network. In case you already have an account on the

Ariba network please click on “Log in”. In that case you can ignore this chapter and immediately go to the chapter on filling in the Proximus questionnaire.

After clicking on “Sign up” you will be taken to this page:

### Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Proximus S.A. de droit public - TEST.

#### Company information

\* Indicates a required field

Company Name: \*

Country: \*  If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address, other addresses later in your company profile.

Address: \*

Postal Code: \*

City: \*

State:

#### User account information

\* Indicates a required field

Name: \*   [SAP Ariba Privacy Statement](#)

Email: \*   
 Use my email as my username

Username: \*  Must be in email format(e.g john@newco.com) ⓘ

Password: \*  Must contain a minimum 8 characters including letters and numbers. ⓘ

In the “Company Information” section fill in your company name, country and address information.

#### Company information

Company Name: \*

Country: \*

Address: \*

Postal Code: \*

City: \*

State:

In the user account information please fill in the following fields.

- Name : the name the user account will belong to.
- Email address: this will be filled in automatically
- Username: choose a username that you will use to login to the Ariba network
- Password : Choose a password to login to the Ariba network. The password needs to be a minimum of 8 characters and should contain at least one numeric character.
- Language : the language in which you want to use the Ariba network
- Email orders to : All Purchase Orders will be sent to this email address.

### User account information

\* Indicates a required field

Name:\*   [SAP Ariba Privacy Statement](#)

Email:\*

Use my email as my username

Username:\*  Must be in email format(e.g john@newco.com) ⓘ

Password:\*

Language:  The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to:\*  Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Next make sure to check both checkboxes at the bottom of the page.

[Tell us more about your business ▶](#)

Ariba will make your company profile, which includes the basic company information, available so anytime by editing the profile visibility settings on the Company Profile page after you have By clicking the Create account and continue button, you expressly acknowledge and give conse Federation or other jurisdiction where you are located to Ariba and the computer systems on w Privacy Statement, the Terms of Use, and applicable law.

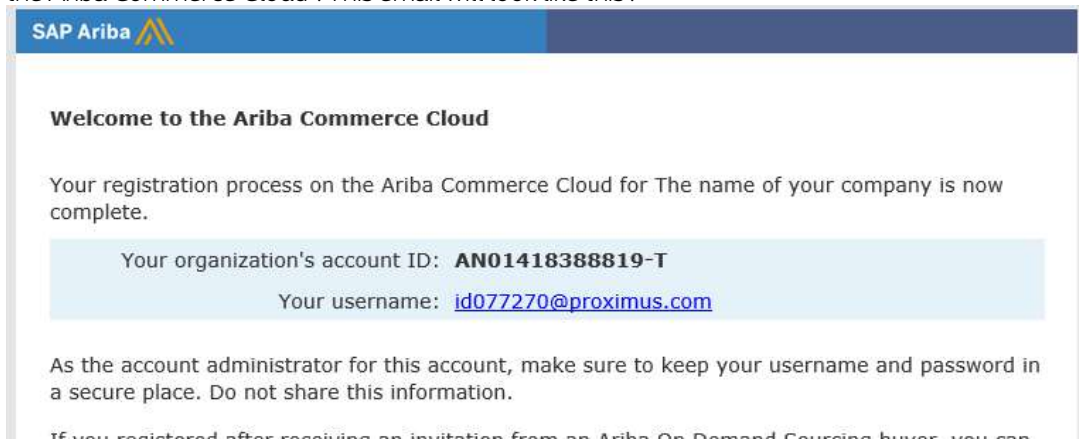
You have the right to access, modify your personal data from within the application, by cont the moment it has been granted and may be revoked by prior written notice to Ariba. If you ar personal data captured or modified in the system has previously been captured by your organiza

- I have read and agree to the [Terms of Use](#)
- I have read and agree to the [SAP Ariba Privacy Statement](#)

Finally click on the “create account and continue”

your organization or Ariba, Inc. This consent shall be in effect from Russian Federation, You also expressly confirm that any of your iding within the Russian federation.

Once registered you will receive an email from “Ariba Commerce Cloud” with the subject “Welcome to the Ariba Commerce Cloud”. This email will look like this :



## Filling in the Proximus questionnaire

After registering on the Ariba network you will be automatically taken to the Proximus Questionnaire.

The page will look like this :

All Content

Name ↑	
▼ 1 General Information	
1.1 Supplier Full Legal Name	* <input type="text"/>
1.2 Other names/also known or operating under	<input type="text"/>
1.3 General Description of Supplier	<input type="text"/>
1.4 Name of company CEO	<input type="text"/>
1.5 Total number of employees	<input type="text"/>
(*) Indicates a required field	

Submit Entire Response

Save

Compose Message

Excel Import

Please fill in the following fields on this page :

Company name : Fill in the name of your company here.

1.1 Supplier Full Legal Name	* <input type="text" value="Test supplier"/>
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Scroll down to the “address” section and fill in your complete address details

1.10 Address

Street:	<input type="text"/>	House Number:	<input type="text"/>
Street 2:	<input type="text"/>		
Street 3:	<input type="text"/>		
District:	<input type="text"/>		
Postal Code:	<input type="text"/>	City:	<input type="text"/>
Country:	<input type="text" value="(no value)"/>	Region:	<input type="text" value="(no value)"/>

Scroll further down to the “code of conduct” section and select “yes” from the dropdown list.

### ▼ 2 Supplier Code of Conduct

2.1 Code of Conduct Document

2.2 Do you agree with our COC?

\* Yes



Enter the email address of your accounting department in the corresponding field and enter some additional fields.

▼ 3 Accounting Department Details	
3.1 Email address of accounting department	* <input type="text" value="accounting@gevaert.com"/>
3.2 Input any additional details	* <input type="text" value="accounting "/>

Now, select whether you have a VAT number or not. If yes please fill in your VAT number in this format : BE0123456789, **please don't any special characters like points in your VAT number**

▼ 4 Financial Information	
4.1 Do you have a VAT registration number ?	* Yes ▾
4.2 VAT Registration Number	* <input type="text" value="BE0123456789"/>

Now scroll down and enter your bank details.

5.1 Is bank located in Belgium?	* Yes ▾
5.3 Bank Account Number	* <input type="text" value="068-2229292-51"/>
5.6 Bank ID	* <input type="text" value="068"/>
5.7 Bank Key	* <input type="text" value="251"/>
5.8 Do you have an IBAN number	* Yes ▾
5.9 IBAN	* <input type="text" value="BE75 0682 4292 9251 "/>

- Bank Account number : please use the following format : 068-2429292-50
- Bank ID : The last three digits of your bank account number, in this case this is 250
- Bank Key : The first three digits of your bank account number, in this case this is 068
- Please select "Yes" on the question whether you have an IBAN number.
- IBAN : Fill in your IBAN number here. An IBAN number looks like this : BE75068242929250 (no spaces, dots or special characters) If you do not know your iban number please go to <https://www.ibanbic.be/>, on this site you can convert your normal bank account number to an IBAN number.

Continue scrolling down and fill in the details of your account manager responsible for Proximus.

▼ 6 Supplier Account Manager	
6.1 First Name	* <input type="text" value="Tom"/>
6.2 Last Name	* <input type="text" value="Vanderhaegen"/>
6.3 E-Mail Address	* <input type="text" value="tom@gevaert.com"/>
6.4 Direct Phone Number	* <input type="text" value="0477460125"/>

Now select if your company is GDPR compliant or not

▼ 7 GDPR	
7.1 Is your company GDPR complaint?	* No ▾


When you select "YES" to this question you will get some more questions that need to be answered.

When you are finished replying to all the questions please click the "submit entire response" button.

6.3 E-Mail Address	tom@gevaert.co
6.4 Direct Phone Number	* 0477460125
▼ 7 GDPR	
7.1 Is your company GDPR complaint?	* No ▾

(\*) indicates a required field

**Submit Entire Response** | Save | Compose Message | Excel Import

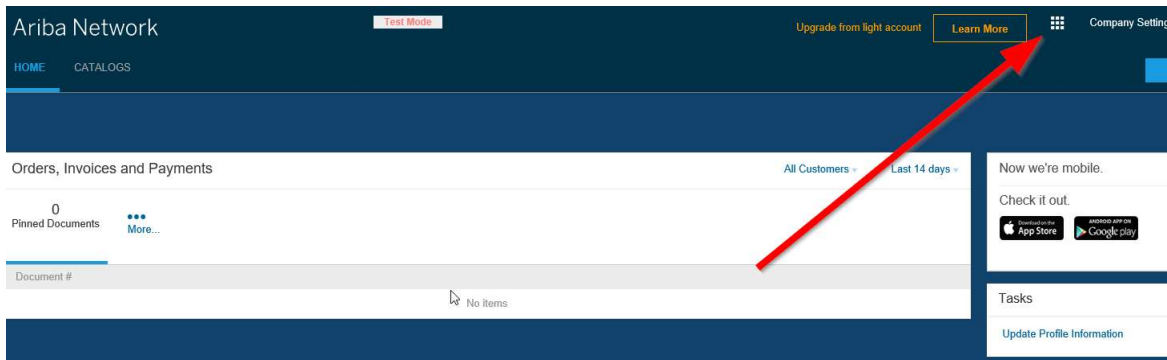


## Revising your response in case of errors or updates

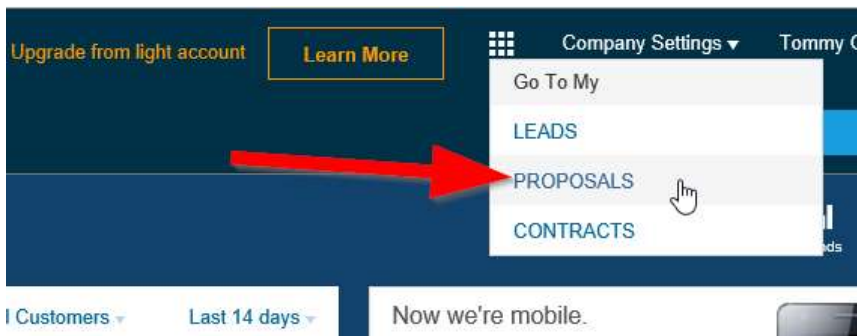
Sometimes we will ask you to revise your response because there are errors in the questionnaire. Or sometimes you will need to revise your response yourself, for example if your bank account or company name changes.

To revise your response login to the Ariba network using this link: [Click Here](#)

In case you are not automatically taken to the questionnaire click on this icon :



Select "proposals"



Click on "supplier registration questionnaire"

Events

Title	ID	End Time ↓
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Registration Questionnaires

Title	ID
▼ Status: Completed (1)	
<a href="#">Supplier registration questionnaire</a>	Doc168087728

Qualification Questionnaires

Title	ID	End Time ↓	Commodity
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Tasks

Name	Status	Due Date
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Finally click on "review response"

Doc168087728 - Supplier registration questionnaire

Download Content    Print Event Information    **Review Response**

General Information

Name 1	
▼ 1 General Information	
1.1 Supplier Full Legal Name	Test supplier
1.2 Other names/also known or operating under	
1.3 General Description of Supplier	

Now you can correct or add information. Don't forget to click the submit button once you are ready.