

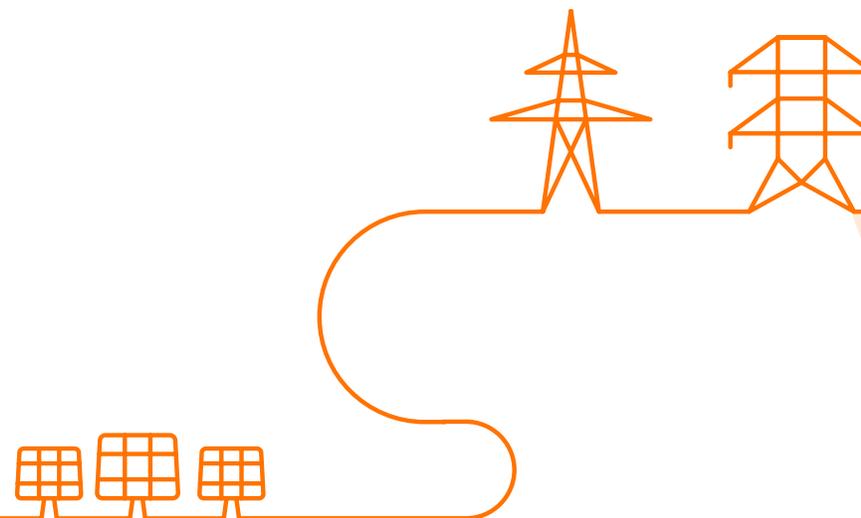
A photograph of two workers in orange safety gear (hard hats and high-visibility jackets) looking at a laptop on a construction site. The worker on the left is wearing a hard hat with a '50hertz' logo and safety glasses. The worker on the right is also wearing a hard hat with a '50hertz' logo and is pointing at the laptop screen. The background shows a construction site with a crane and a truck.

Supplier Registration

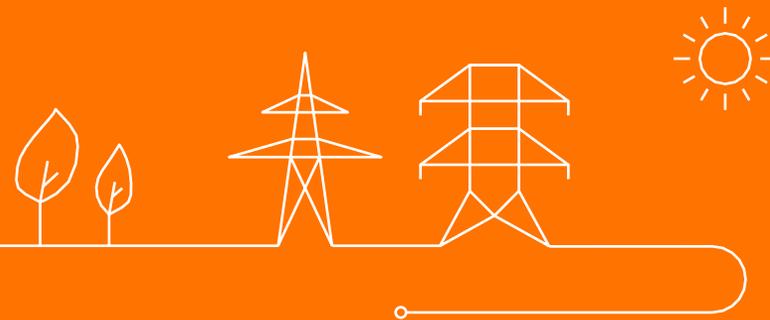
SAP Ariba

Agenda

1. Use the invitation email to connect your Ariba account with us
2. Create a new Ariba account or log in with your existing account
3. Fill in and submit the Elia/50Hertz registration form

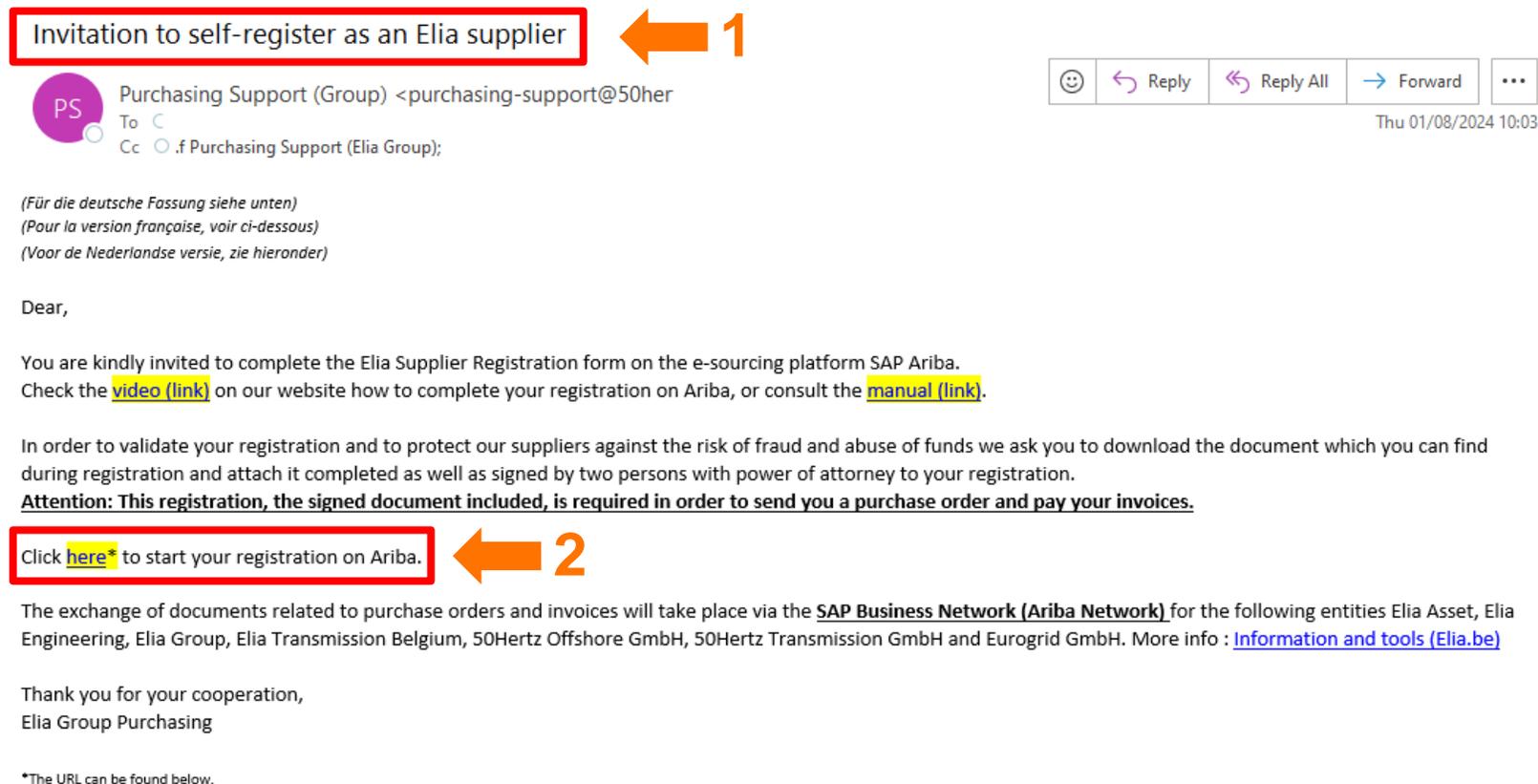


1. Use the invitation email to connect your Ariba account with us



Invitation email

1. You will receive this email that invites you to register with us on SAP Ariba. The goal of the registration is for you to provide us with your company data, contact information and bank details. These data will be used to create your profile in our master data (SAP).
2. Click on “**Here**” to start the registration



The screenshot shows an email interface. At the top, the subject line "Invitation to self-register as an Elia supplier" is highlighted with a red box and an orange arrow pointing left with the number "1". The sender is "Purchasing Support (Group) <purchasing-support@50her>". The email body contains instructions in German, French, and Dutch, followed by an English message. The English message says: "Dear, You are kindly invited to complete the Elia Supplier Registration form on the e-sourcing platform SAP Ariba. Check the [video \(link\)](#) on our website how to complete your registration on Ariba, or consult the [manual \(link\)](#). In order to validate your registration and to protect our suppliers against the risk of fraud and abuse of funds we ask you to download the document which you can find during registration and attach it completed as well as signed by two persons with power of attorney to your registration. **Attention: This registration, the signed document included, is required in order to send you a purchase order and pay your invoices.** Click [here*](#) to start your registration on Ariba." The phrase "Click here*" is highlighted with a red box and an orange arrow pointing left with the number "2". Below this, it states that document exchange will take place via the SAP Business Network (Ariba Network) for various entities, with a link to "Information and tools (Elia.be)". The email ends with "Thank you for your cooperation, Elia Group Purchasing" and a footnote: "*The URL can be found below." On the right side of the email interface, there are buttons for "Reply", "Reply All", "Forward", and a menu icon, along with the date and time "Thu 01/08/2024 10:03".

Invitation to self-register as an Elia supplier ← 1

PS Purchasing Support (Group) <purchasing-support@50her>
To C
Cc O .f Purchasing Support (Elia Group);

*(Für die deutsche Fassung siehe unten)
(Pour la version française, voir ci-dessous)
(Voor de Nederlandse versie, zie hieronder)*

Dear,

You are kindly invited to complete the Elia Supplier Registration form on the e-sourcing platform SAP Ariba. Check the [video \(link\)](#) on our website how to complete your registration on Ariba, or consult the [manual \(link\)](#).

In order to validate your registration and to protect our suppliers against the risk of fraud and abuse of funds we ask you to download the document which you can find during registration and attach it completed as well as signed by two persons with power of attorney to your registration.
Attention: This registration, the signed document included, is required in order to send you a purchase order and pay your invoices.

Click [here*](#) to start your registration on Ariba. ← 2

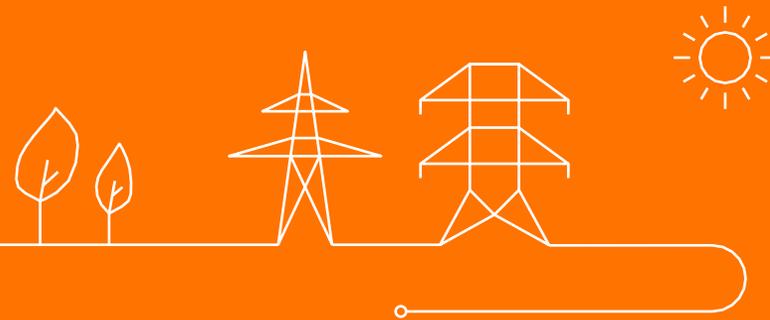
The exchange of documents related to purchase orders and invoices will take place via the **SAP Business Network (Ariba Network)** for the following entities Elia Asset, Elia Engineering, Elia Group, Elia Transmission Belgium, 50Hertz Offshore GmbH, 50Hertz Transmission GmbH and Eurogrid GmbH. More info : [Information and tools \(Elia.be\)](#)

Thank you for your cooperation,
Elia Group Purchasing

*The URL can be found below.

☺ Reply Reply All Forward ...
Thu 01/08/2024 10:03

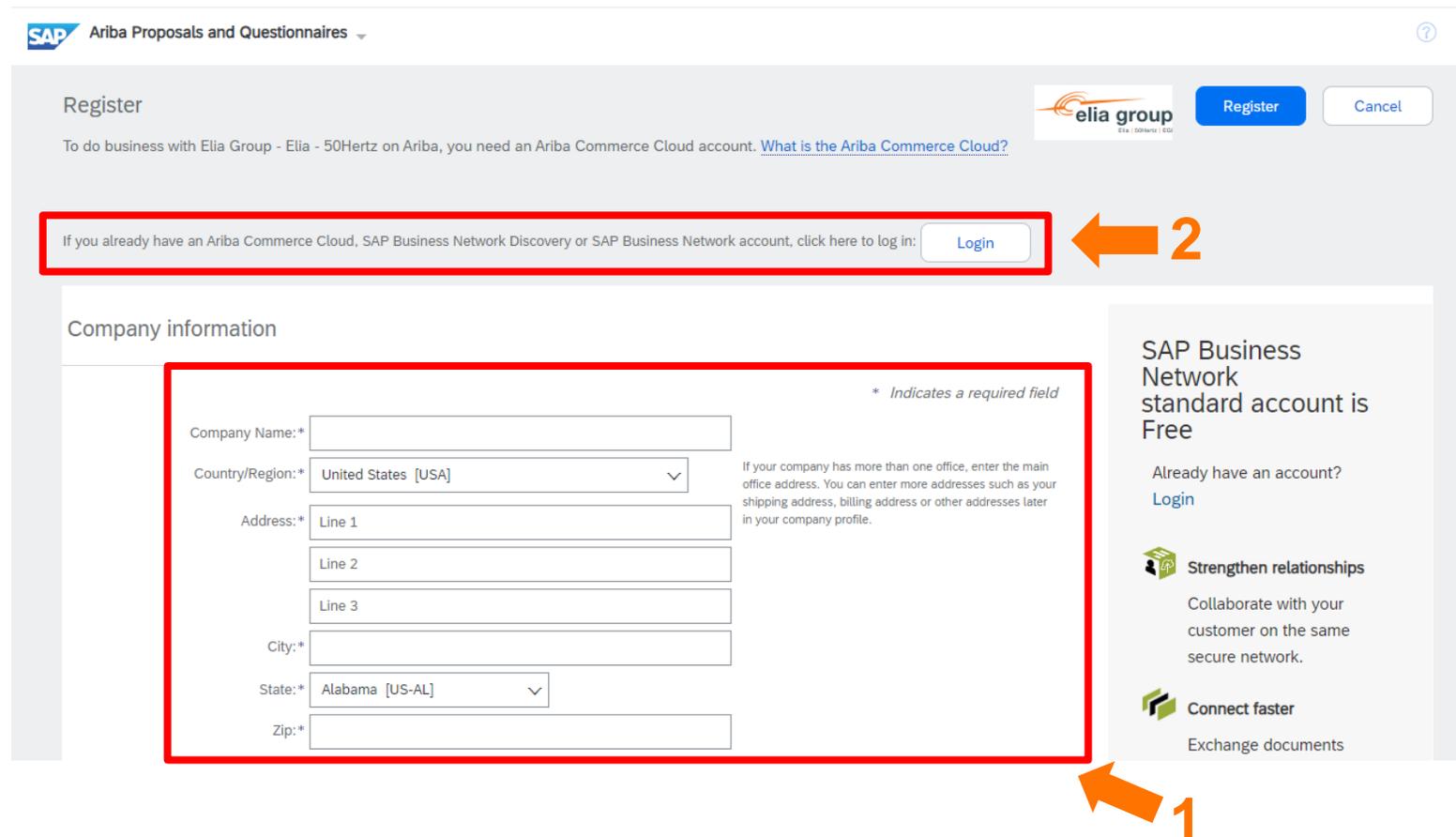
2. Create a new Ariba account or log in with your existing account



Log in or create an account

Once you click on the invitation link, you have 2 choices:

1. Fill in your data to **create a new Ariba account**
2. Use an existing Ariba account by clicking on **Login** (jump to [slide 10](#))



The screenshot shows the 'Register' page on the Ariba platform. At the top, there is a navigation bar with the SAP logo and 'Ariba Proposals and Questionnaires'. Below this, the 'Register' section includes the Elia Group logo, a 'Register' button, and a 'Cancel' button. A text prompt asks for an Ariba Commerce Cloud account, with a link to 'What is the Ariba Commerce Cloud?'. A red box highlights a 'Login' button with the text 'If you already have an Ariba Commerce Cloud, SAP Business Network Discovery or SAP Business Network account, click here to log in:'. An orange arrow labeled '2' points to this button. Below the login prompt is the 'Company information' form, which is also highlighted with a red box. An orange arrow labeled '1' points to the bottom right corner of this form. The form fields include: Company Name (*), Country/Region (*, dropdown menu showing 'United States [USA]'), Address (*, three lines: Line 1, Line 2, Line 3), City (*), State (*, dropdown menu showing 'Alabama [US-AL]'), and Zip (*). A note states: '* Indicates a required field' and '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 or other addresses later in your company profile.' To the right of the form is a sidebar with the text 'SAP Business Network standard account is Free', 'Already have an account? Login', and two icons: 'Strengthen relationships' (Collaborate with your customer on the same secure network.) and 'Connect faster' (Exchange documents).

Create an Ariba account

Start by filling you **company information**:

- ❖ Company name
- ❖ Address, Country, Region,...

Company information

* Indicates a required field

Company Name: *

Country/Region: *

Address: *

City: *

State: *

Zip: *

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 or other addresses later in your company profile.

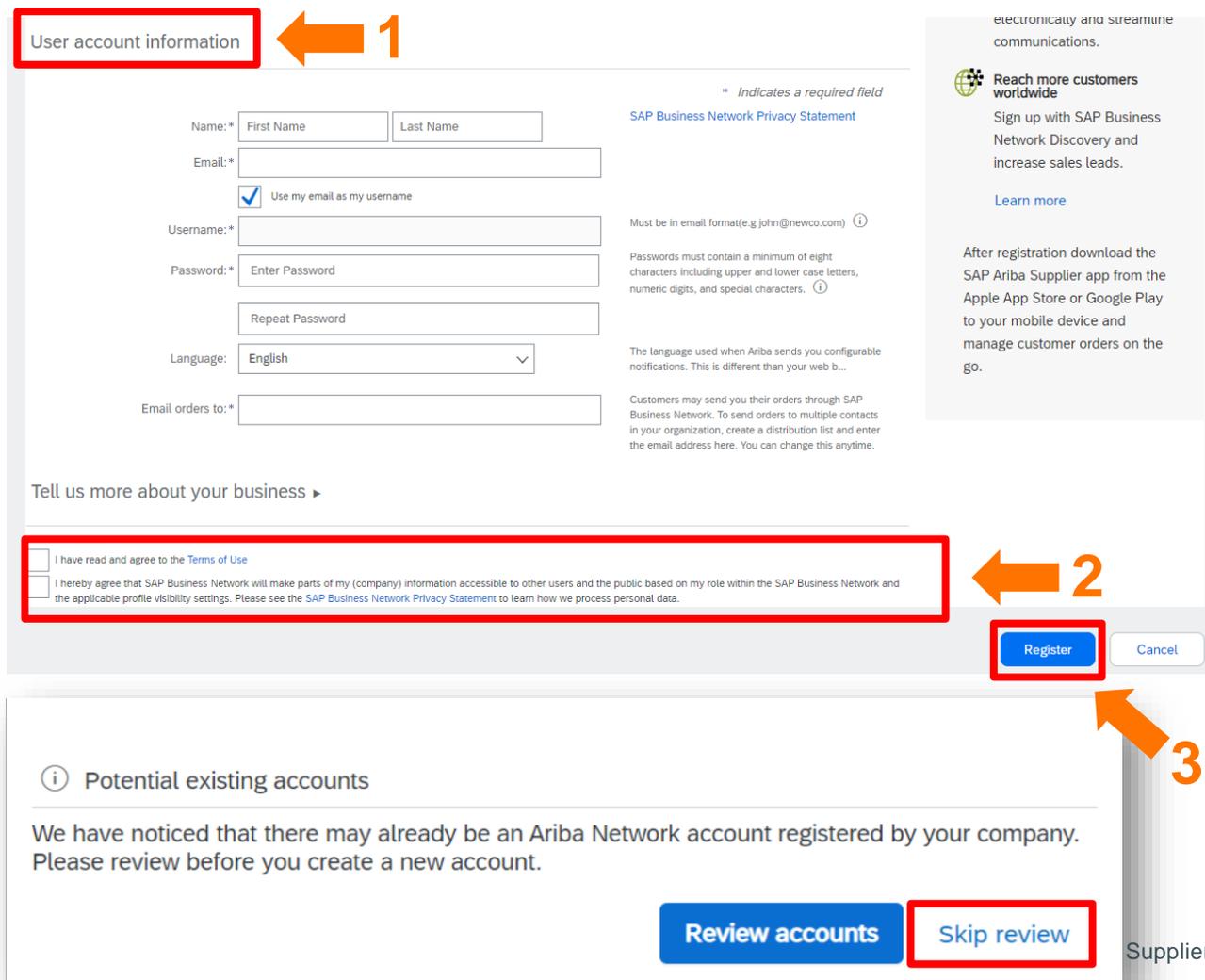
Create an Ariba account

Fulfil the creation of your account:

1. Complete the **user information**. Your username must be unique and doesn't need to be an actual mailbox. So, if your actual mailbox is already used for another account, add anything to change it, for example: xxxxx.xxxxx**2**@elia.be

2. **Agree** with the Terms of Use and the data policy of Ariba

3. Validate your registration by clicking on "**Register**". You might be asked to review potential duplicate accounts. You can **skip** it if needed.



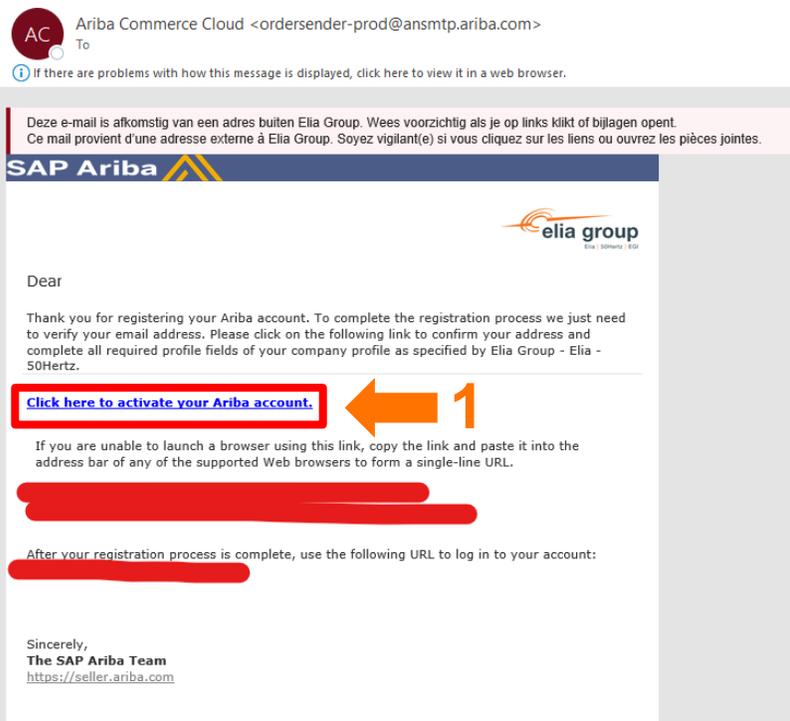
The screenshot shows the Ariba account creation interface. Step 1 is the 'User account information' form, which includes fields for Name (First Name, Last Name), Email, Username, Password, Repeat Password, Language, and Email orders to. Step 2 is the agreement section, where the user must check 'I have read and agree to the Terms of Use' and 'I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.' Step 3 is the 'Register' button, which is highlighted in a red box. Below the registration form, there is a section for 'Potential existing accounts' with a message: 'We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.' This section has two buttons: 'Review accounts' and 'Skip review', with the latter highlighted in a red box.

Create an Ariba account

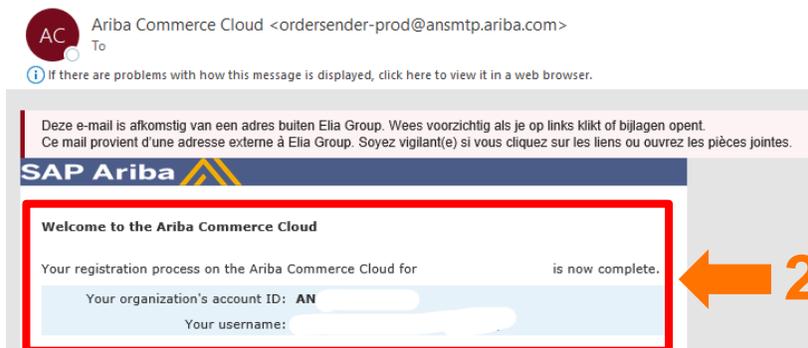
Once you finished the creation of your account, you will receive an **activation email**.

1. Click on the link to activate your account
2. You will then receive a **confirmation email** that your account has been created, with your AN ID and username. The email will be sent to the mailbox you have chosen during the creation.

Action Required: Activate your account

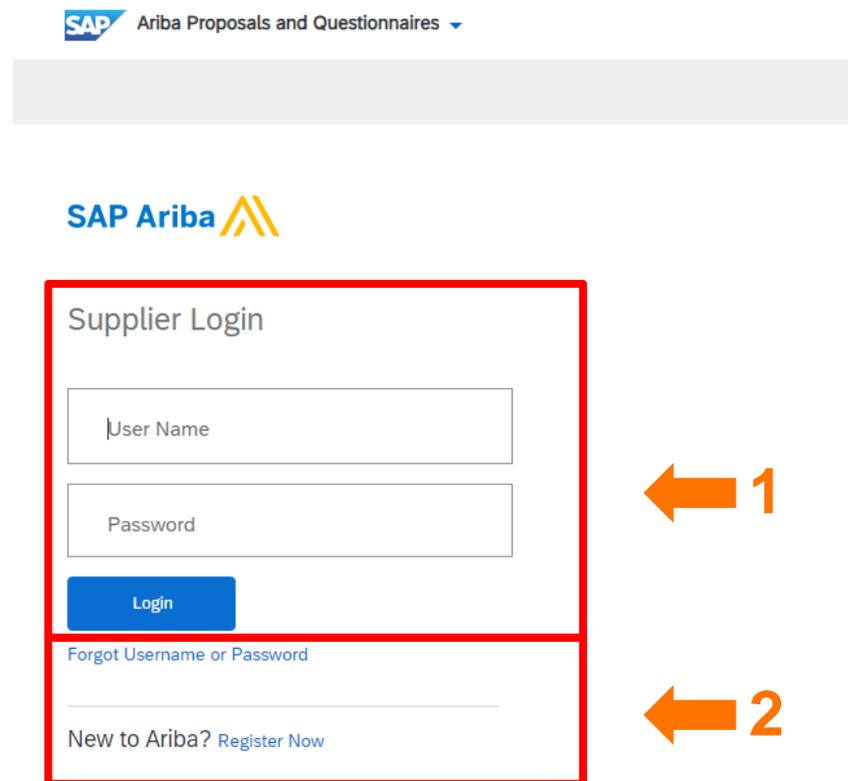


Welcome to the Ariba Commerce Cloud



Login to your existing Ariba account

1. **Fill in your username and password** and click on “Login”
2. If needed, you can find back your account by using the “**forgot username or password**”, you need the related email address. If you don’t have an account, click on “**Register Now**” ([jump back to slide 7](#))



SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

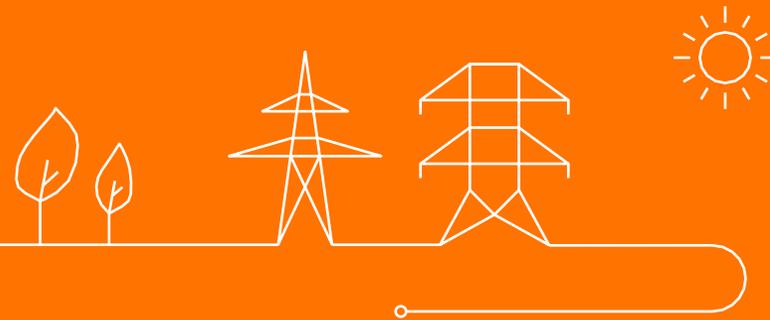
[Forgot Username or Password](#)

New to Ariba? [Register Now](#)

← 1

← 2

3. Fill In and Submit the Elia Registration Form

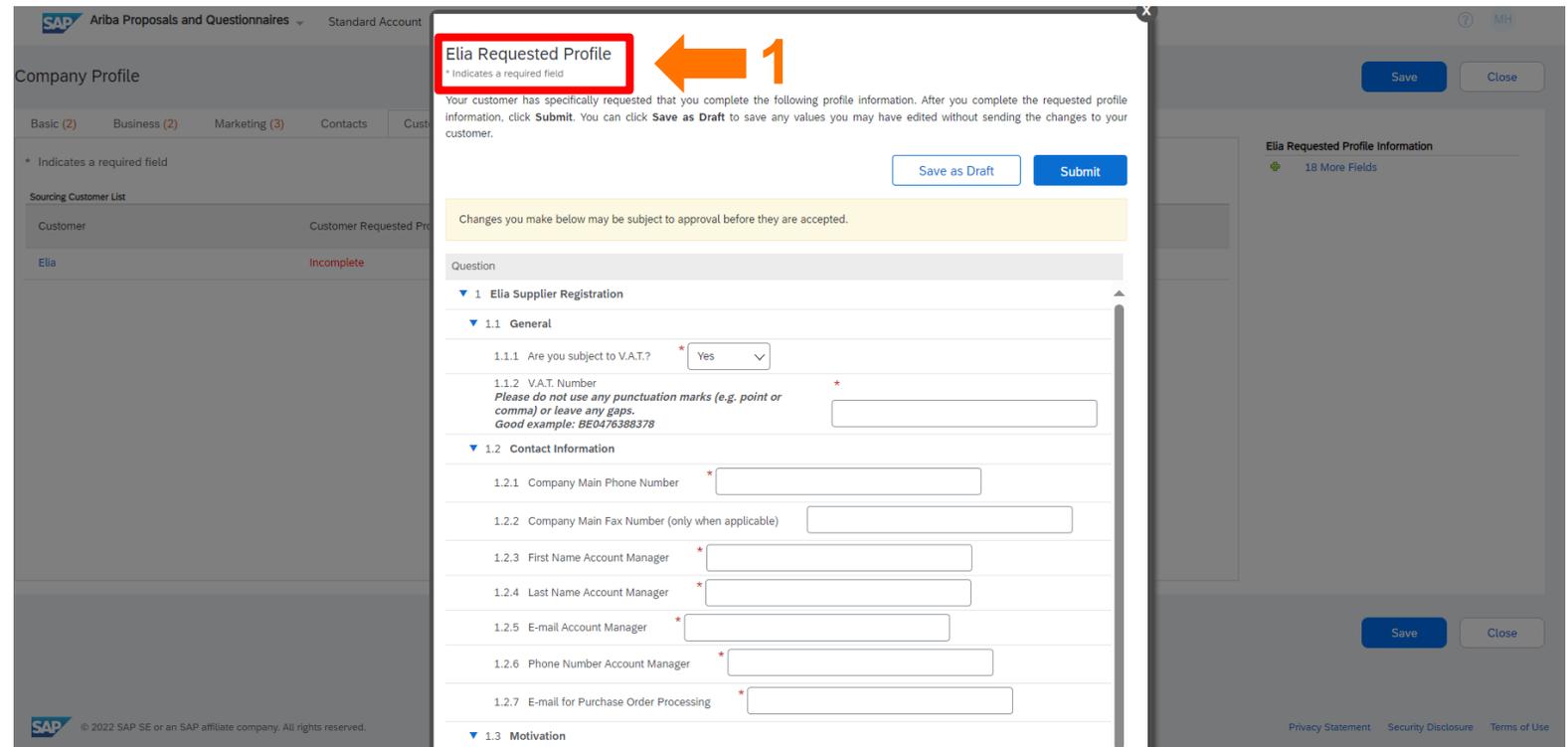


Fill in and submit the form

The **first time that you will login** after the invitation, you should see the registration form.

If you **can't find the registration form**, go to the [next slide](#).

To **fill in the registration form**, jump to [slide 15](#)



Elia Requested Profile
* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Save as Draft Submit

Changes you make below may be subject to approval before they are accepted.

Question

▼ 1 Elia Supplier Registration

▼ 1.1 General

1.1.1 Are you subject to V.A.T.? * Yes ▾

1.1.2 V.A.T. Number *
*Please do not use any punctuation marks (e.g. point or comma) or leave any gaps.
Good example: BE0476388378*

▼ 1.2 Contact Information

1.2.1 Company Main Phone Number *

1.2.2 Company Main Fax Number (only when applicable)

1.2.3 First Name Account Manager *

1.2.4 Last Name Account Manager *

1.2.5 E-mail Account Manager *

1.2.6 Phone Number Account Manager *

1.2.7 E-mail for Purchase Order Processing *

▼ 1.3 Motivation

Save Close

Elia Requested Profile Information
18 More Fields

Save Close

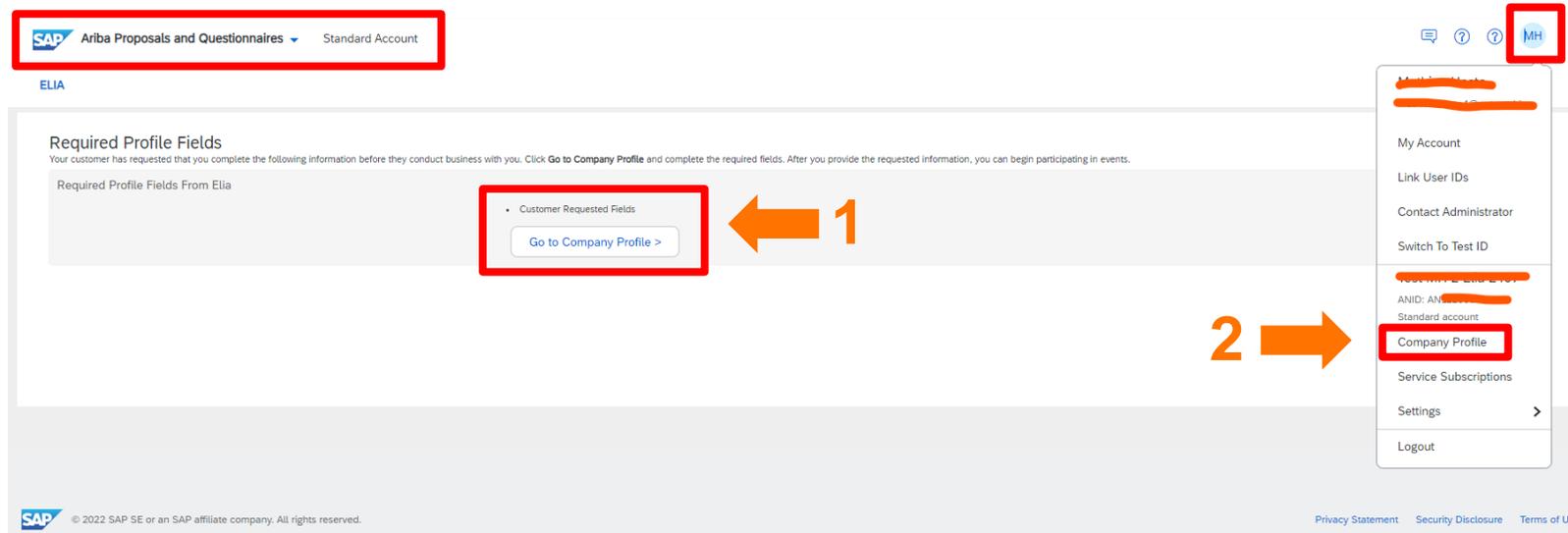
Privacy Statement Security Disclosure Terms of Use

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Fill in and submit the form

The Elia registration form is located in the **company profile**. You can get there with 2 options:

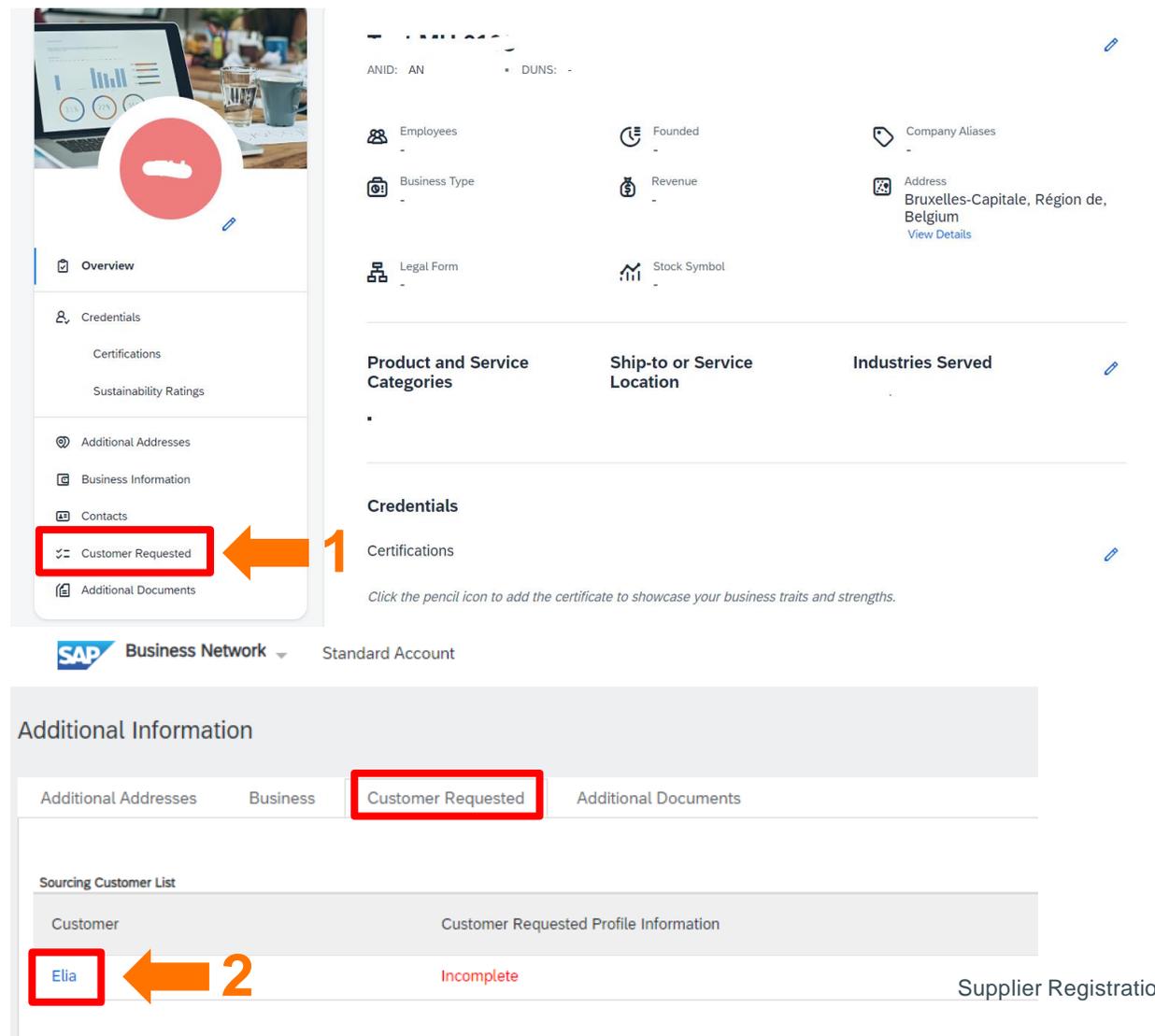
1. On the top left corner, click on the arrow and select “**Ariba Proposals and Questionnaires**”. On the “Elia” tab, click on “**Go to company profile**”
2. On the top right corner, click on “**your initials**” and select “**company profile**”



The screenshot shows the SAP Ariba interface. At the top left, the navigation menu includes 'Ariba Proposals and Questionnaires' and 'Standard Account', both highlighted with red boxes. An orange arrow labeled '1' points to the 'Go to Company Profile >' button in the 'Required Profile Fields' section. At the top right, the user's initials 'MH' are highlighted with a red box, and an orange arrow labeled '2' points to the 'Company Profile' option in the dropdown menu. The page also displays 'Required Profile Fields' information and a footer with SAP copyright and legal links.

Fill in and submit the form

1. Once you are on your company profile, click on the tab **“Customer Requested”**.
2. Click on **“Elia”** to open the registration form.



The screenshot displays the SAP Business Network interface. On the left, a navigation menu is visible with the 'Customer Requested' tab highlighted by a red box and an orange arrow labeled '1'. The main content area shows a company profile with various tabs: Overview, Credentials, Certifications, Sustainability Ratings, Additional Addresses, Business Information, Contacts, and Customer Requested. The 'Customer Requested' tab is active, showing a list of customers. The 'Elia' customer is highlighted by a red box and an orange arrow labeled '2'. The 'Elia' entry shows 'Incomplete' status. Below the customer list, there is a section for 'Additional Information' with tabs for 'Additional Addresses', 'Business', 'Customer Requested', and 'Additional Documents'. The 'Customer Requested' tab is selected, showing a table with columns for 'Customer' and 'Customer Requested Profile Information'. The 'Elia' entry is highlighted, showing 'Incomplete' status.

Fill in and submit the form

1. The 1st section is regarding your **Tax information**:
 - a. Do you have a VAT number?
 - b. Fill your VAT number
 - c. Fill your Tax Identification number
 - d. Fill your commercial number
2. The 2nd section is about your **contact information** and to which email we should send the PO.
3. For the 3rd question, you must select “I was asked to register” and fill the name of your contact at Elia / 50Hz

Question	
▼ 1 Elia Supplier Registration	
▼ 1.1 Tax information	
1.1.1 Does your company have a VAT number? (Umsatzsteuer-ID for Germany)	* Yes ▾
1.1.2 If YES - please enter your V.A.T. Number (mandatory only for businesses registered for VAT) <i>Please DO NOT use any punctuation marks (e.g. point, comma, backslash...) or leave any blank spaces.</i> <i>Correct examples: BE0476388378 (Belgium) or DE813473551 (Germany)</i>	
Answer *	<input type="text"/>
1.1.4 In case your company is registered in Germany, kindly upload the document from the tax office (Finanzamt) containing your VAT number and/or your Tax number (Steuernummer)	
Answer	Attach a file
▼ 1.2 Contact Information	
1.2.1 Company Main Phone Number	* <input type="text"/>
1.2.2 Company Main Fax Number (only when applicable)	<input type="text"/>
1.2.3 First Name Account Manager	* <input type="text"/>
1.2.4 Last Name Account Manager	* <input type="text"/>
1.2.5 E-mail Account Manager	* <input type="text"/>
1.2.6 Phone Number Account Manager	* <input type="text"/>
1.2.7 E-mail for Purchase Order Processing	* <input type="text"/>
▼ 1.3 Motivation	
1.3.1 Why do you want to register yourself as a supplier with Elia?	* I was asked to register by someone of Elia ▾
1.3.2 Name of your contact person within Elia. <i>When you do not have a contact person within Elia please refer to the relevant purchasing category which can be found on http://www.elia.be/en/suppliers/purchasing-categories.</i>	
Answer *	<input type="text"/>

Fill in and submit the form

4. The sections 1.4 & 1.5 are related to your **Bank information**:
 - a. Fill the data of your bank account in section 1.4
 - b. Download the document **“Company Data Confirmation Form”** and fill it in. Then you can upload it in question 1.5.2. Click on “References” to have the German version.
5. Finally, in section 1.6 we expect you to digitally approve our **Supplier Code of Conduct**. The document is attached in the References.
6. You can **submit** your form to validate your registration or **save your draft** and continue later.

▼ 1.4 Details for the payment of invoices

1.4.1 Currency for ordering & invoicing. The default currency used by Elia is European Euro. Please contact the responsible buyer if you have valid reasons to discuss a deviation.

Answer EUR

1.4.2 Will the same V.A.T. number as mentioned in question 1.1.2 be used for invoicing? *

▼ 1.4.3 Bank Account

1.4.3.1 Bank Name *

1.4.3.2 Bank Street *

1.4.3.3 Bank Postal Code + City *

1.4.3.4 Bank Country *

1.4.3.5 IBAN (or bank account & routing number) *

1.4.3.6 SWIFT / BIC *

▼ 1.5 Vendor confirmation

In order to validate your registration and to protect our suppliers against the risk of fraud and abuse of funds we ask you to download the document attached to question 1.5.1 and complete required field with signature of two persons with power of attorney. Please upload your completed document to question 1.5.2.

1.5.1 Vendor data confirmation template (English). For German version, please open the reference document. [EN_Company Data Confirmation Form.pdf](#)  [References](#)

1.5.2 Please attach a completed and signed version of the vendor data confirmation document * [Attach a file](#)

▼ 1.6 Code of Conduct for Suppliers

Elia Group is committed to translate its strong ethical principles to the procurement process, and to have a positive impact on its wider environment via the purchases performed, also avoiding risks flowing from non-compliance with certain rules and norms within the supply chain.

We have elaborated a Supplier Code of Conduct containing internationally accepted principles regarding ethical conduct, health and safety, environmental and social aspects.

1.6.1 As Elia / 50 Hertz supplier, I confirm electronically that I accept the terms of the Elia Group Supplier Code of Conduct attached.  [References](#)

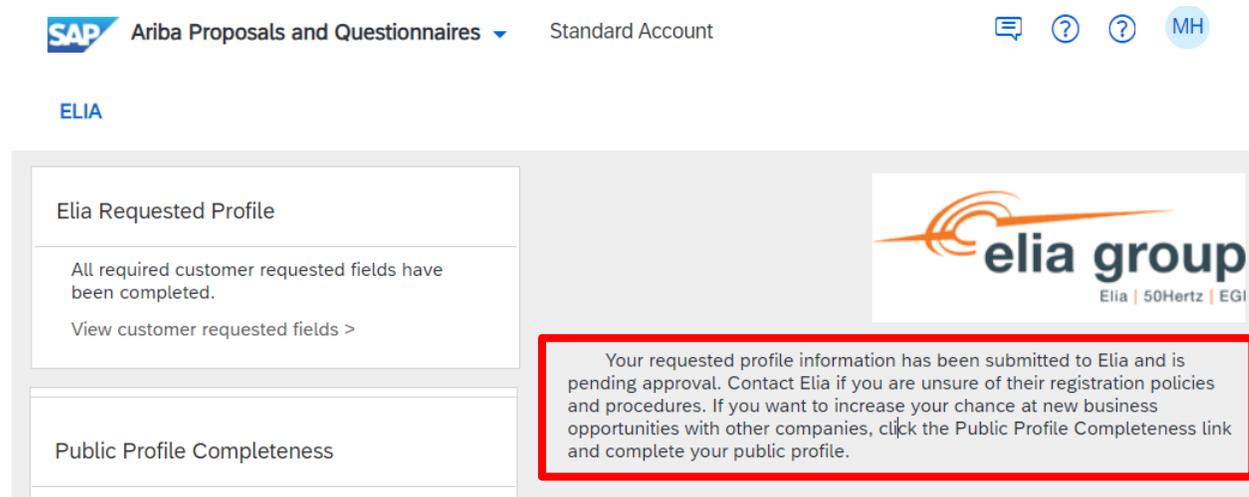
Answer *

Save as Draft

Submit

Fill in and submit the form

Once your **registration is submitted** to Elia/50Hertz. You will see this message until it is approved.



The screenshot shows the SAP Ariba interface. At the top, there is a navigation bar with the SAP logo, the text "Ariba Proposals and Questionnaires", and "Standard Account". On the right side of the navigation bar, there are icons for chat, help, and a user profile labeled "MH". Below the navigation bar, the text "ELIA" is displayed. The main content area is divided into two columns. The left column has a header "Elia Requested Profile" and contains the text "All required customer requested fields have been completed." followed by a link "View customer requested fields >". The right column has a header "Public Profile Completeness" and contains a message box with a red border. The message box contains the text: "Your requested profile information has been submitted to Elia and is pending approval. Contact Elia if you are unsure of their registration policies and procedures. If you want to increase your chance at new business opportunities with other companies, click the Public Profile Completeness link and complete your public profile." The Elia Group logo is also visible in the top right corner of the message box.

Fill in and submit the form

In the future, if you want to **update some data**, you can find back the form at the same place as shown before. Click on “**Elia**” to open the registration form and update your data.

SAP Business Network Standard Account

Additional Information

Additional Addresses Business Customer Requested Additional Documents

Sourcing Customer List

Customer	Customer Requested Profile Information
Elia	Complete

Contact information: purchasing.support@eliagroup.eu

