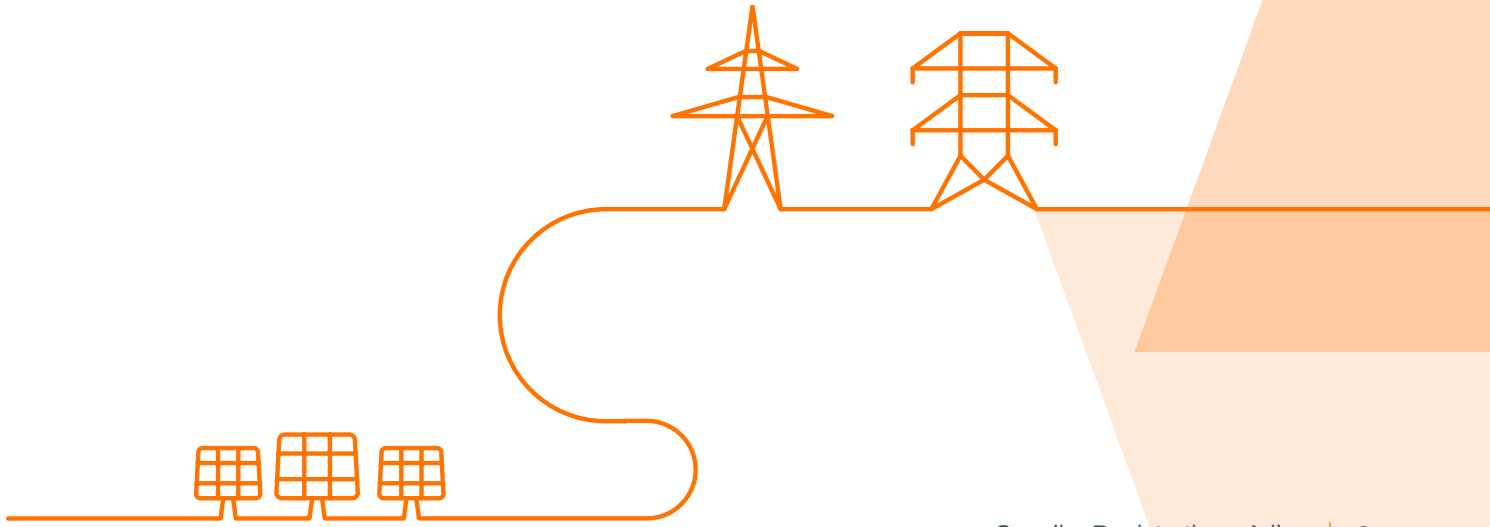
Supplier Registration

SAP Ariba

Agenda

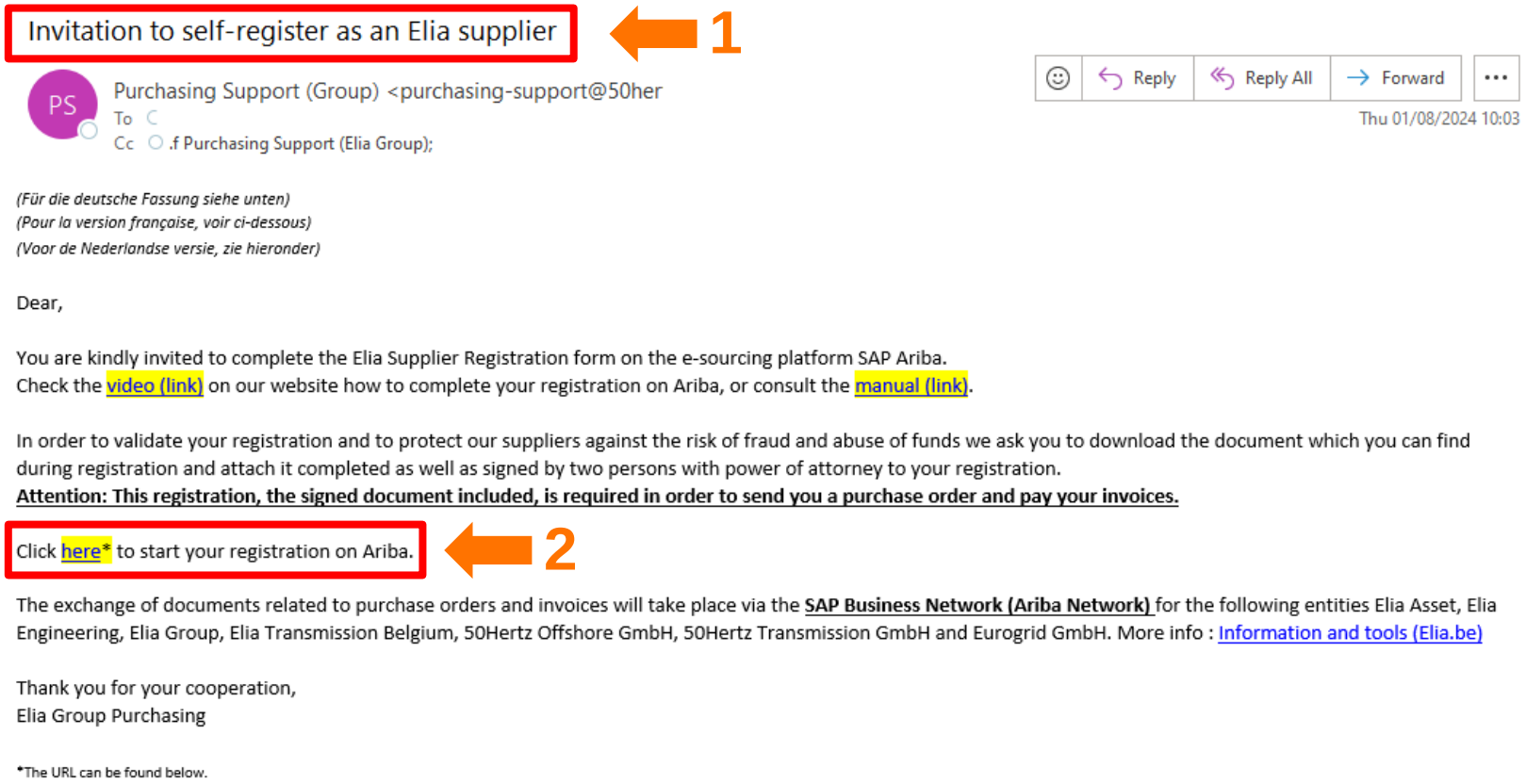
1. Use the invitation email to connect your Ariba account with us
2. Create a new Ariba account or log in with your existing account
3. Fill in and submit the Elia/50Hertz registration form



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



Invitation to self-register as an Elia supplier ← 1

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

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

(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

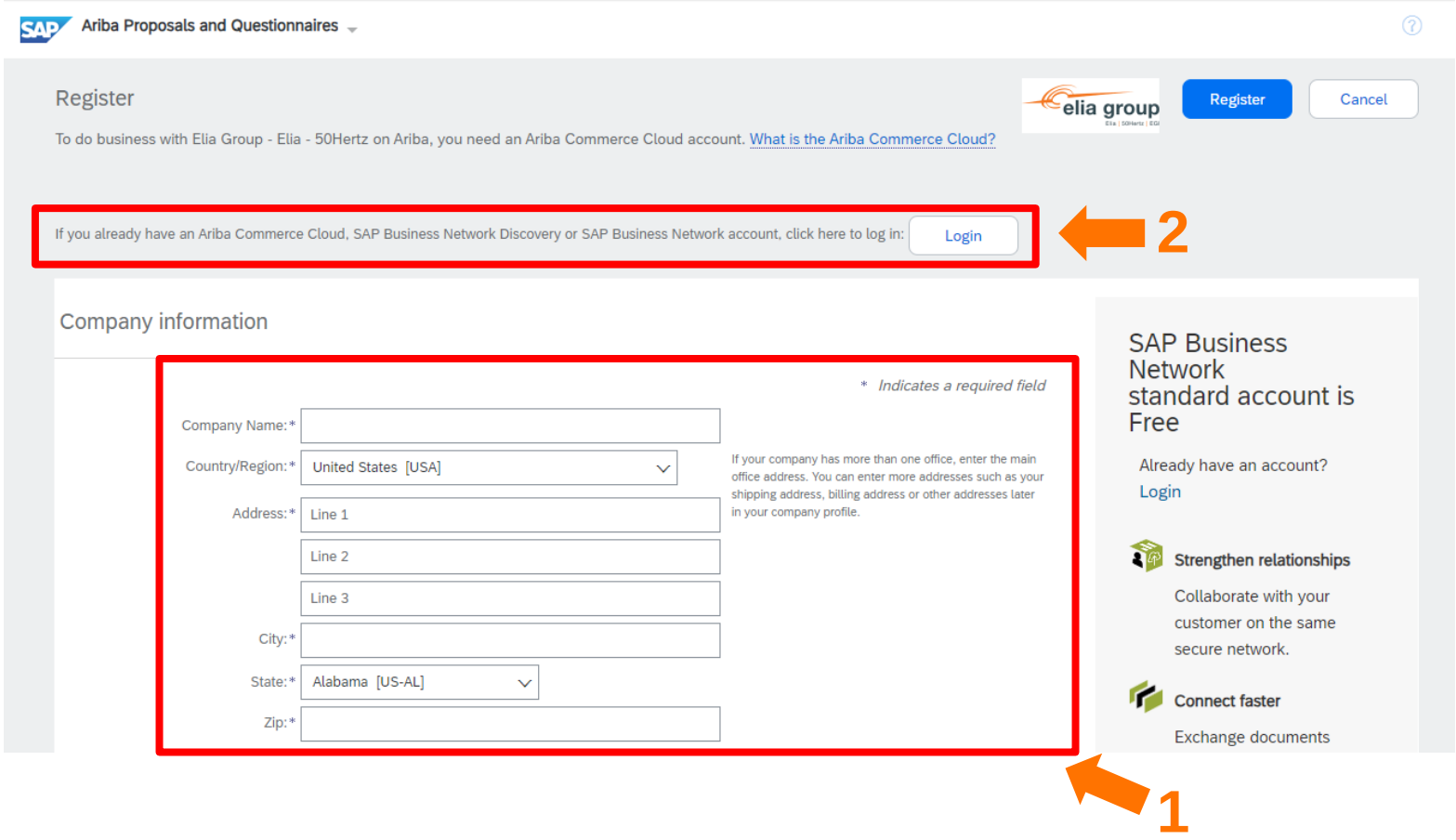
*The URL can be found below.

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:

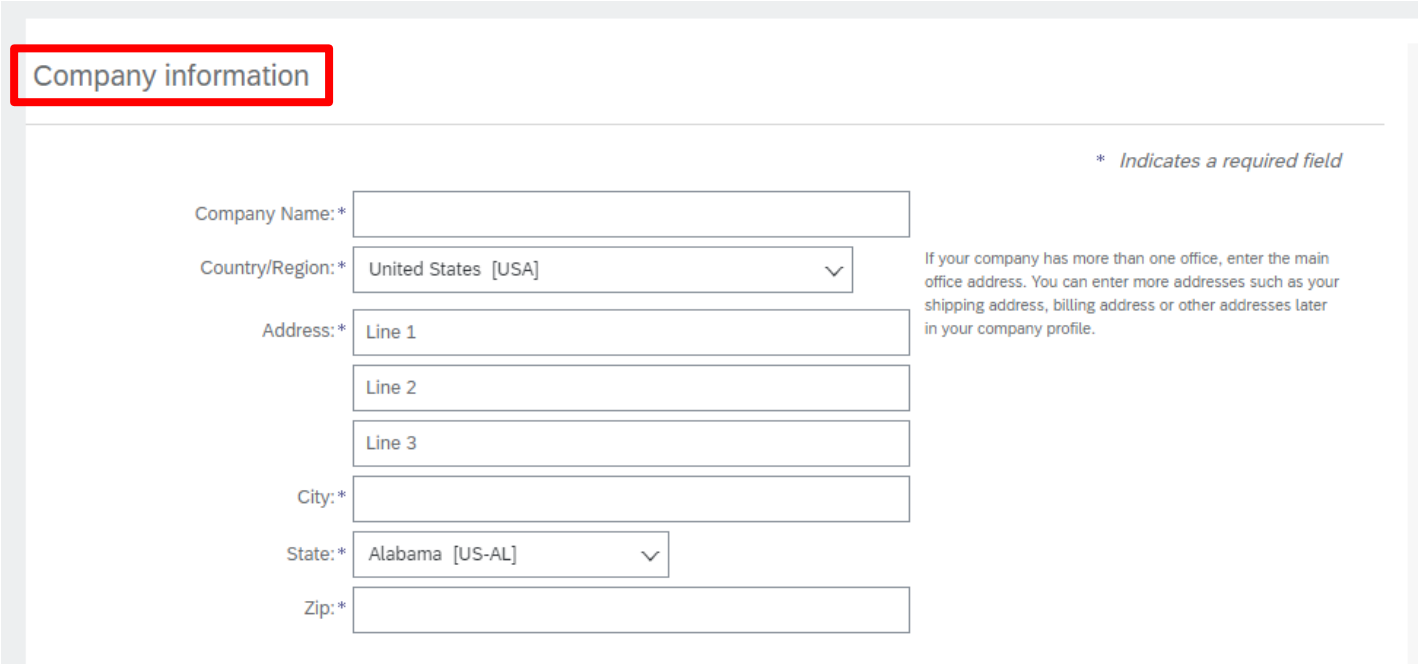
1. Fill in your data to **create a new Ariba account**
2. Use an existing Ariba account by clicking on **Login** (jump to slide 10)



Create an Ariba account

Start by filling you **company information**:

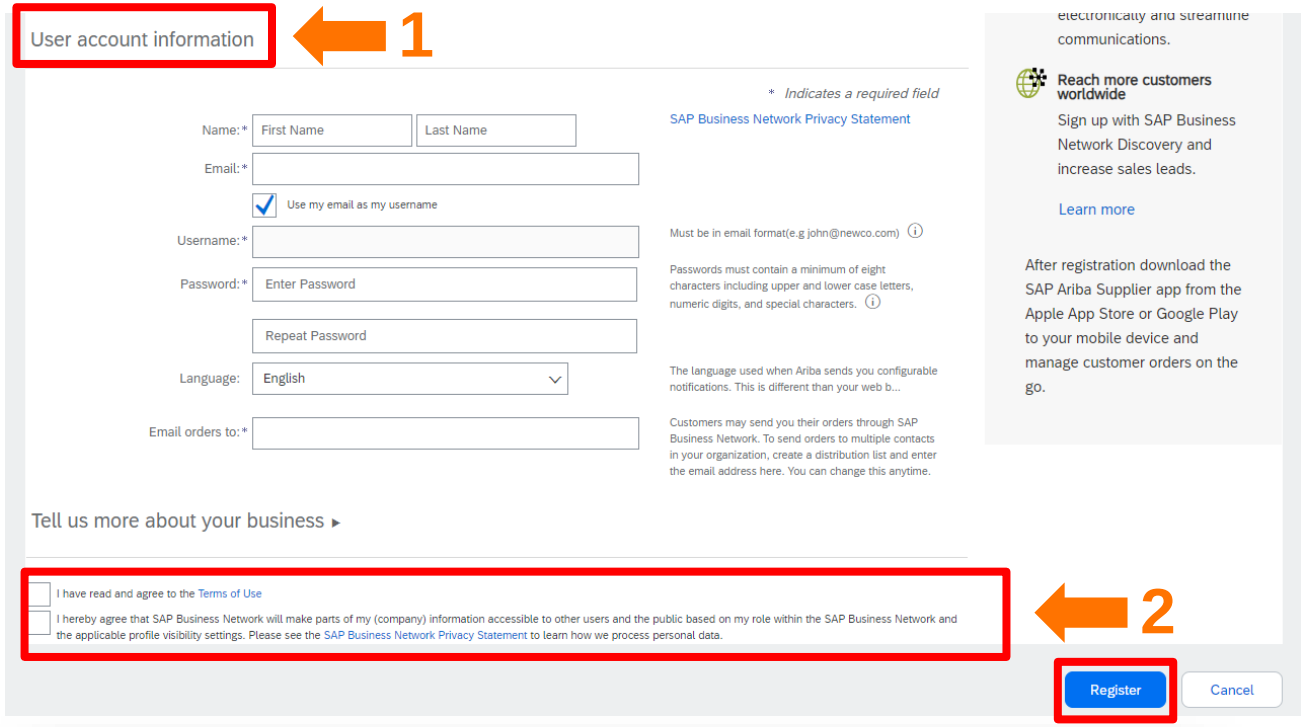
- Company name
- Address, Country, Region,…

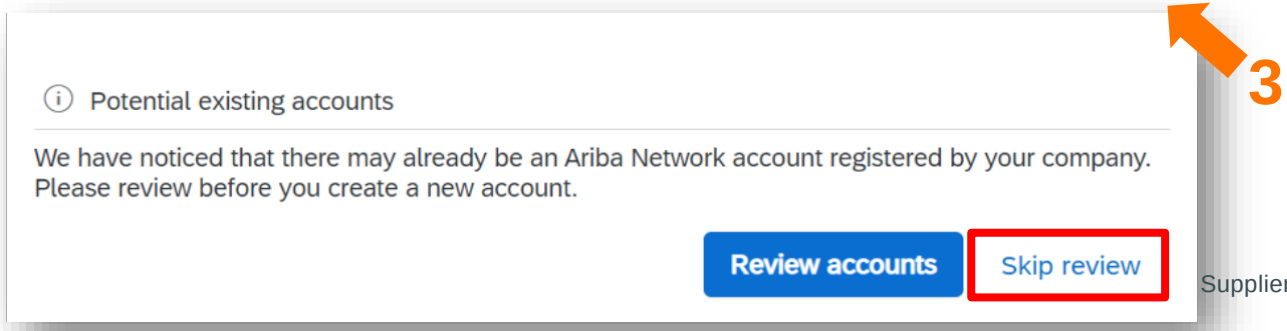


Create an Ariba account

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.

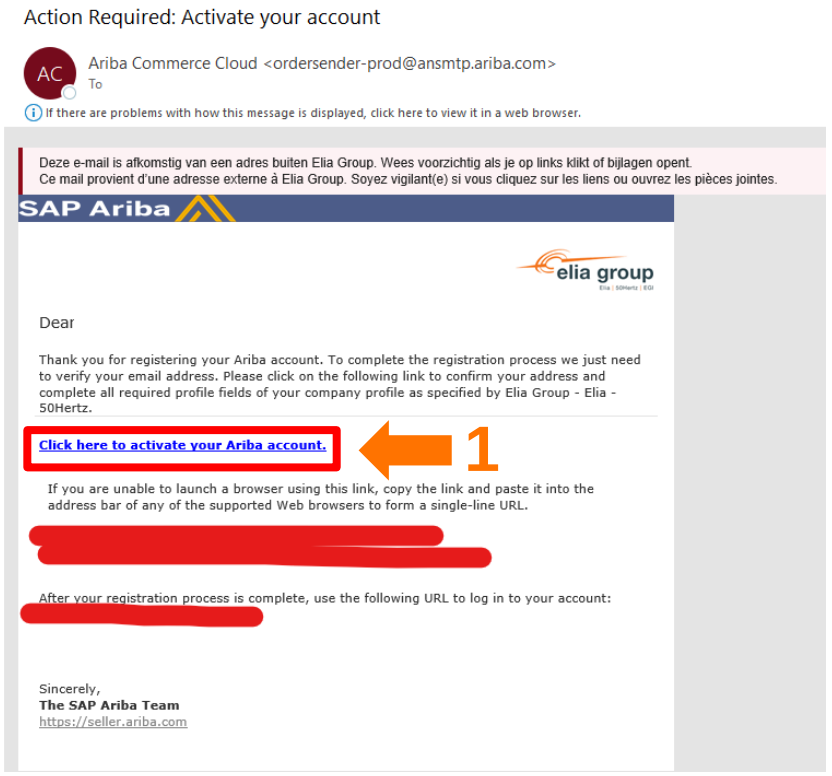


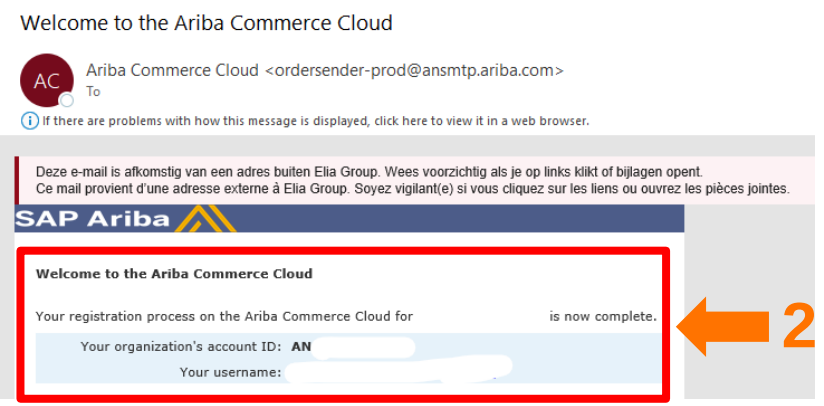


Create an Ariba account

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

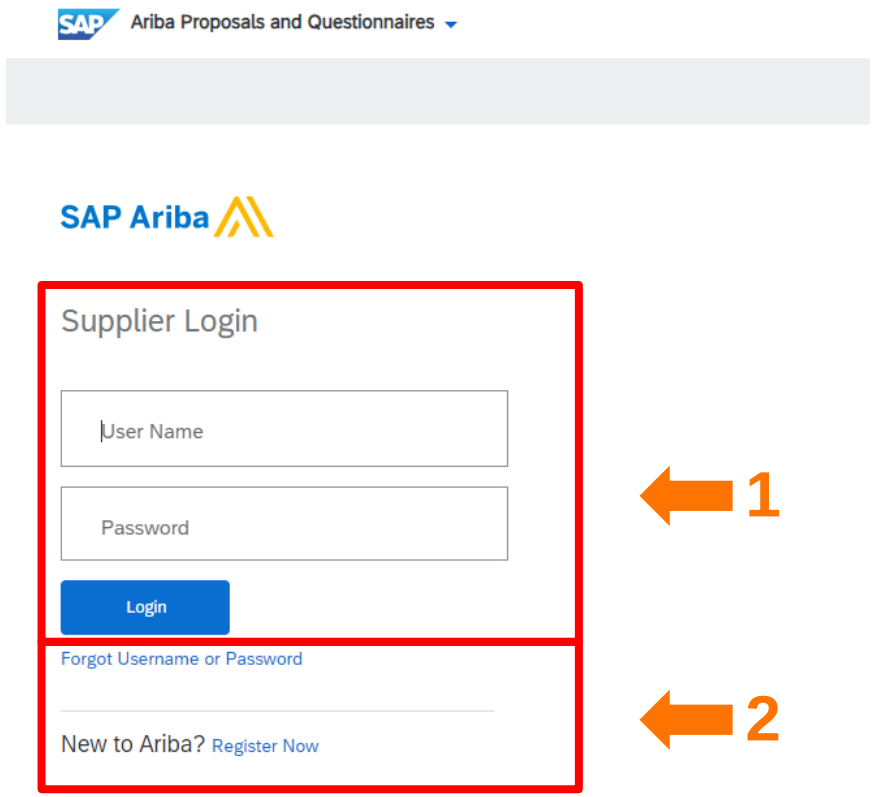
1. Click on the link to activate your account
2. You will then receive a **confirmation email** that your account has been created, with your AN ID and username. The email will be sent to the mailbox you have chosen during the creation.





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)



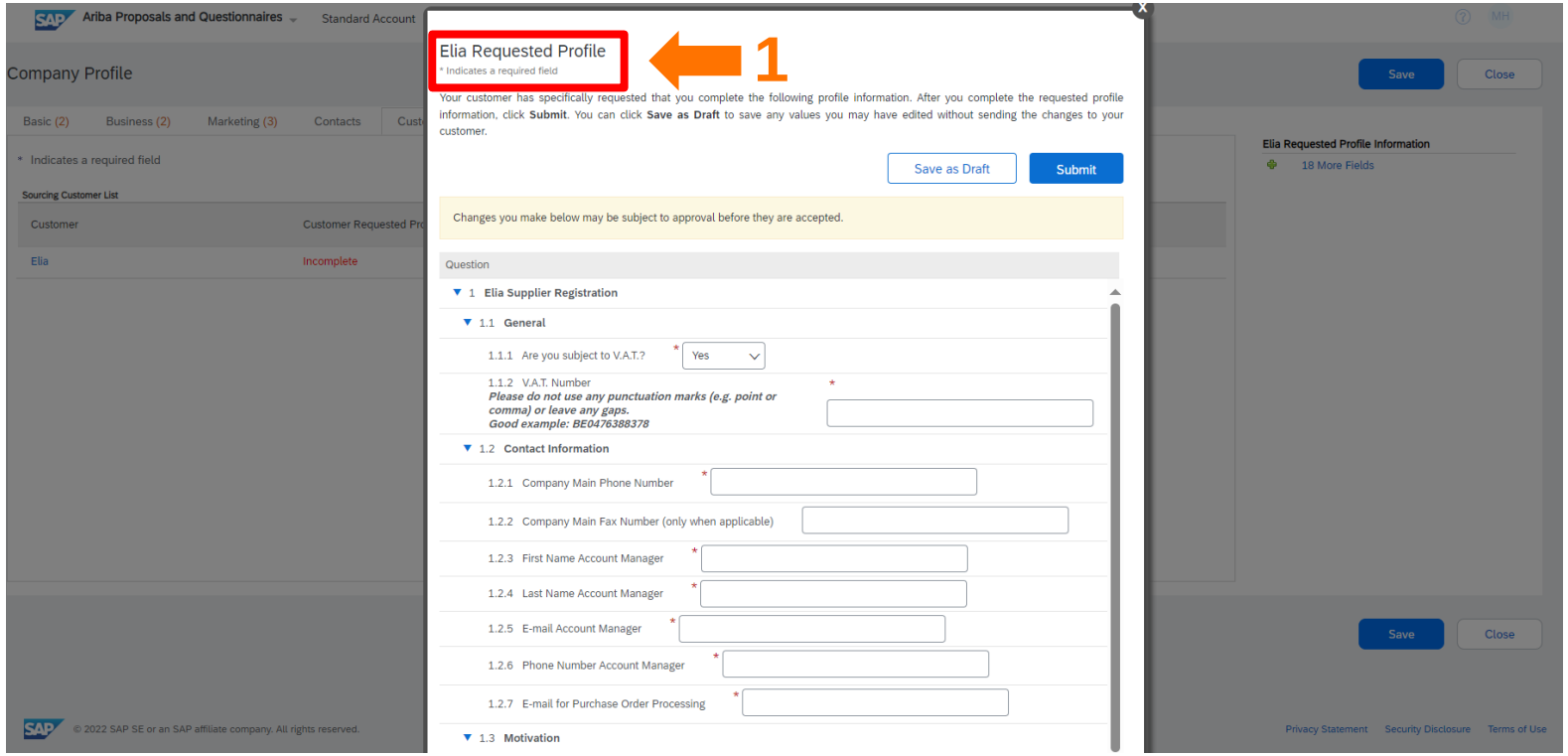
3. Fill In and Submit the Elia Registration Form

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.

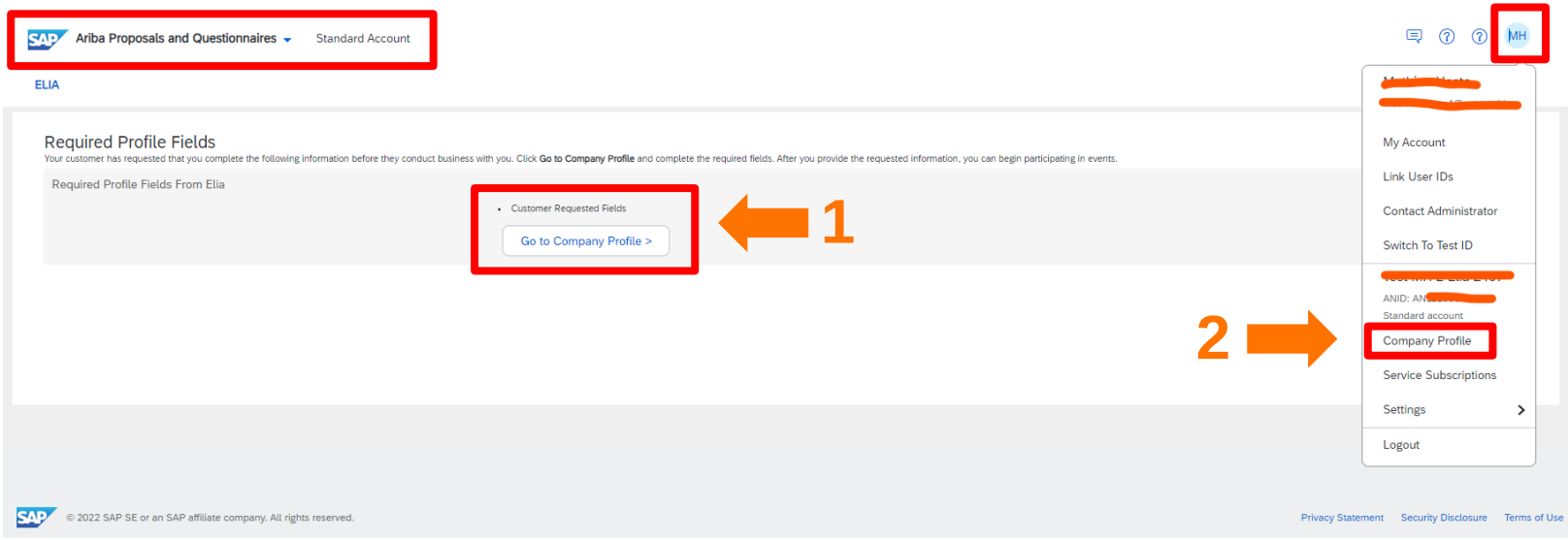
To **fill in the registration form**, jump to slide 15



Fill in and submit the form

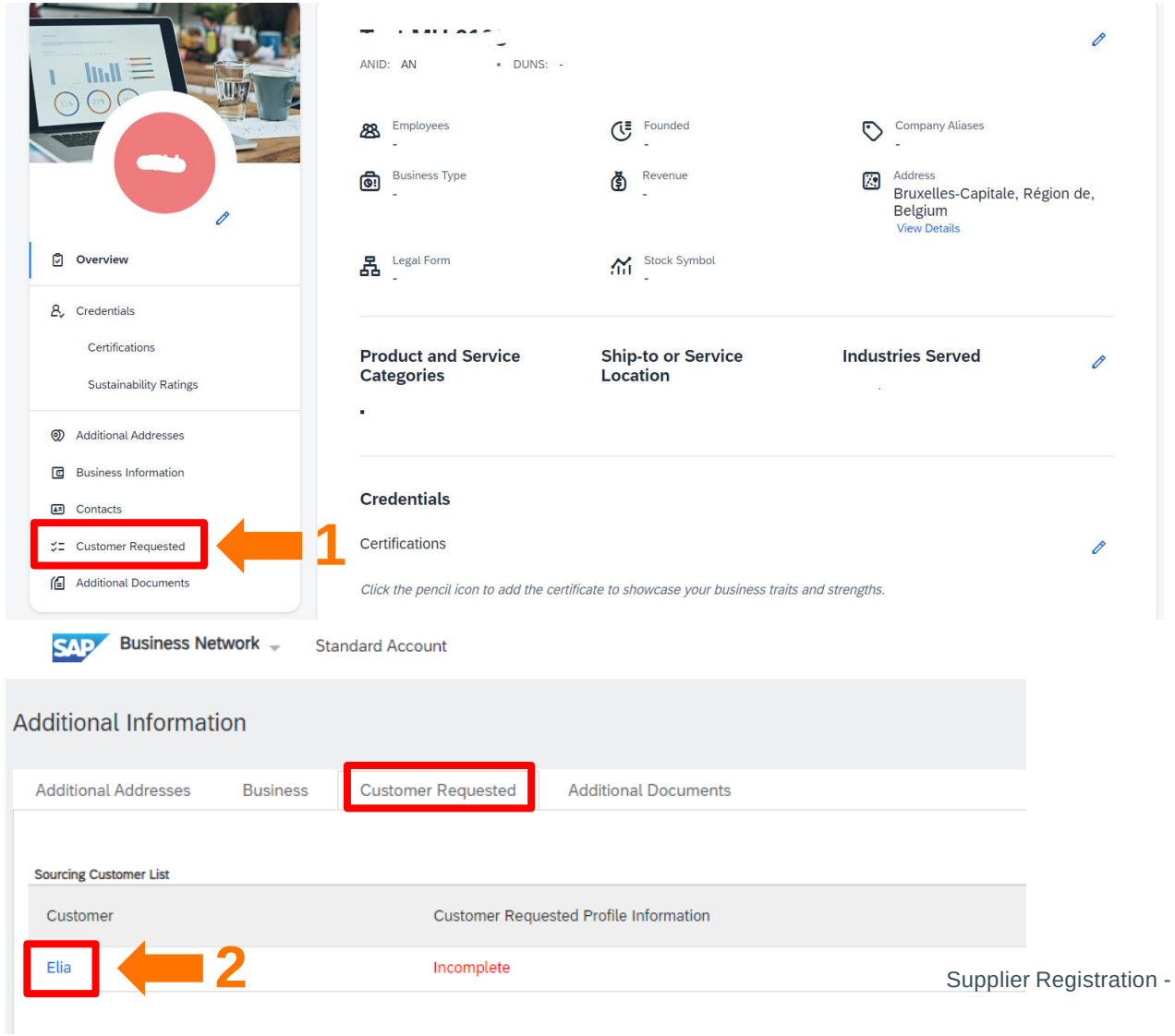
The Elia registration form is located in the **company profile**. You can get there with 2 options:

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**"



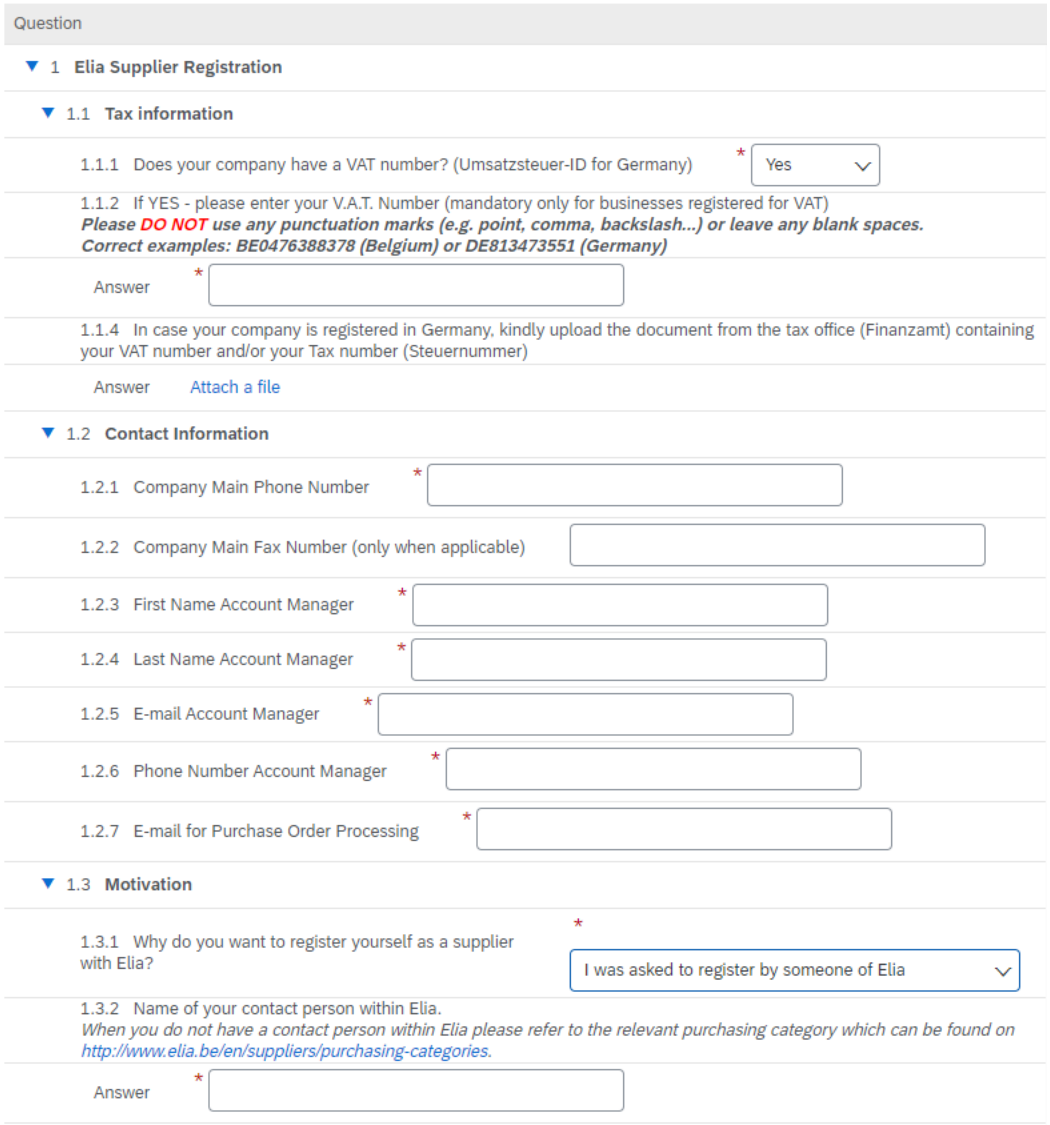
Fill in and submit the form

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



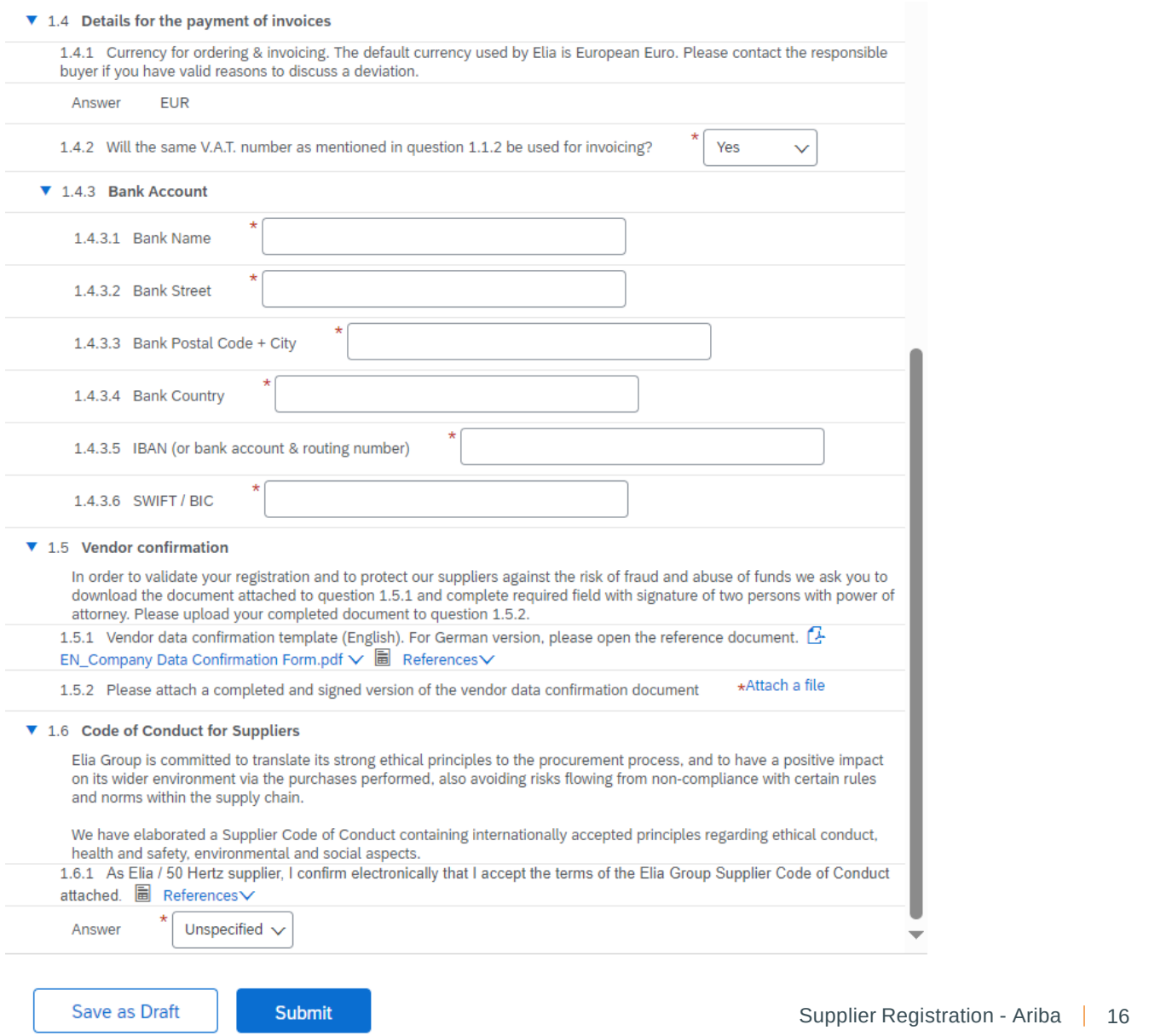
Fill in and submit the form

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



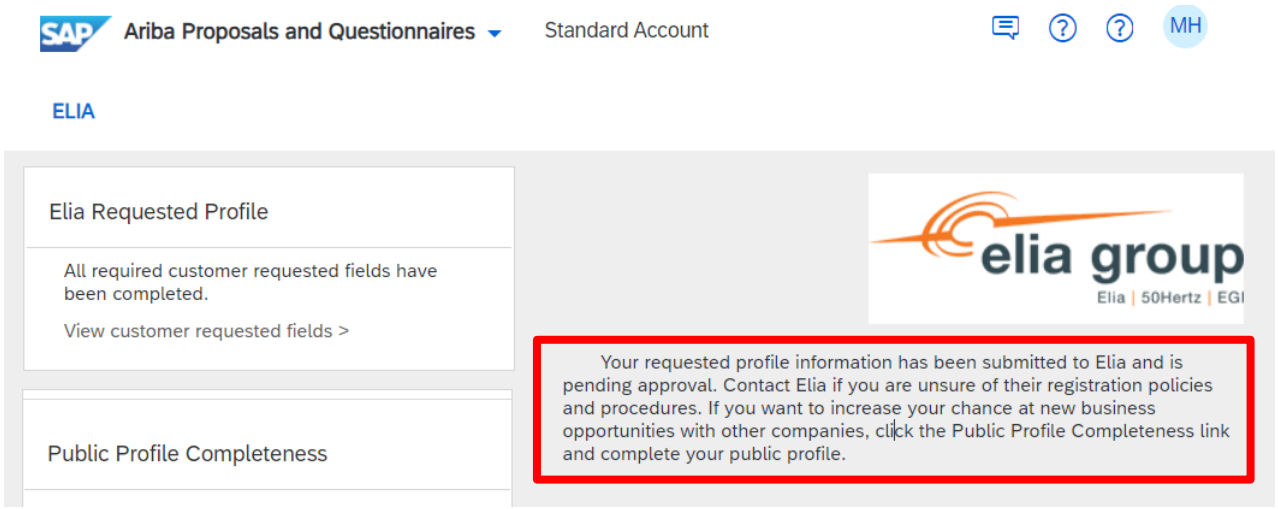
Fill in and submit the form

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.



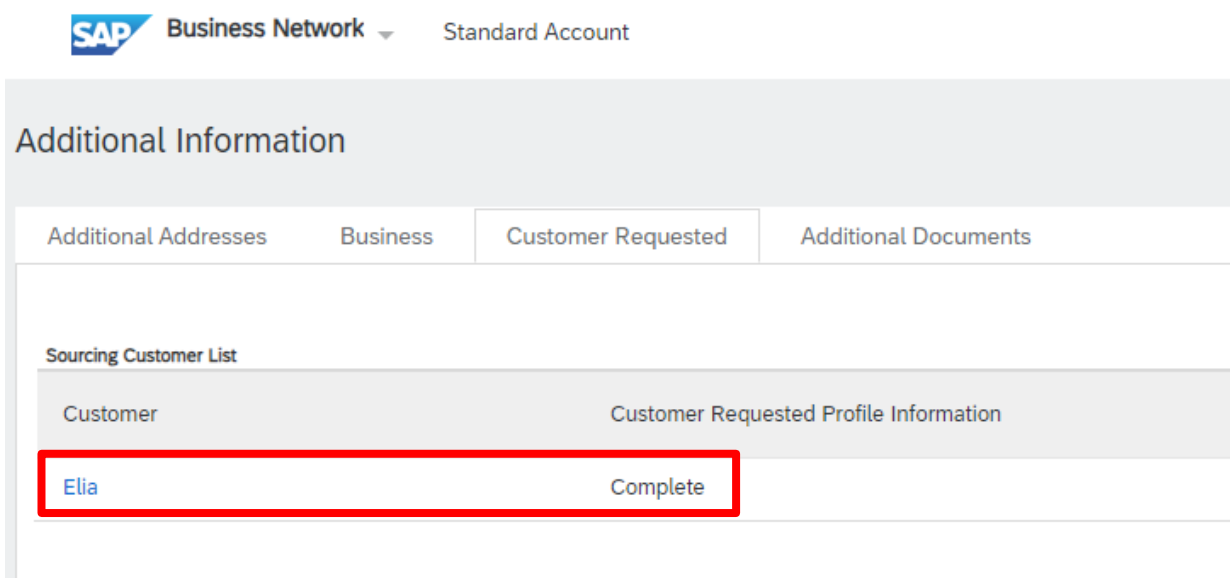
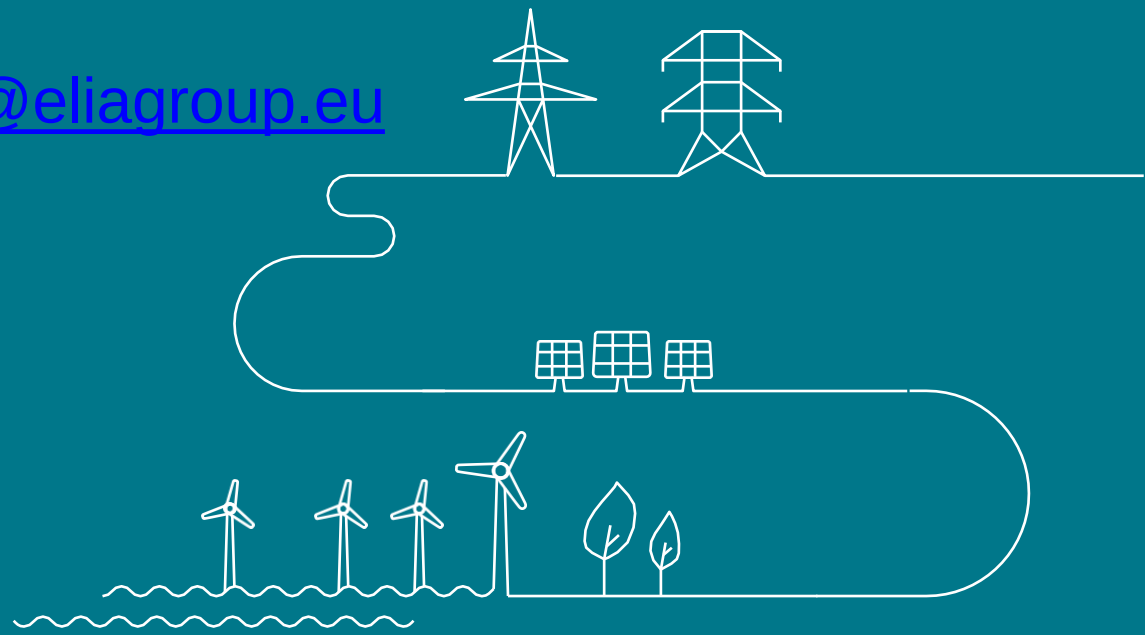
Fill in and submit the form

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



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.



Contact information: purchasing.support@eliagroup.eu