

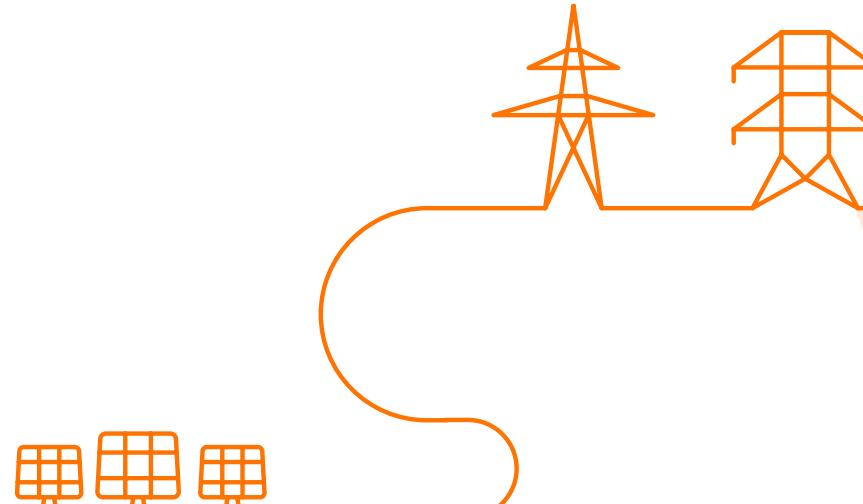
Supplier Registration

SAP Ariba

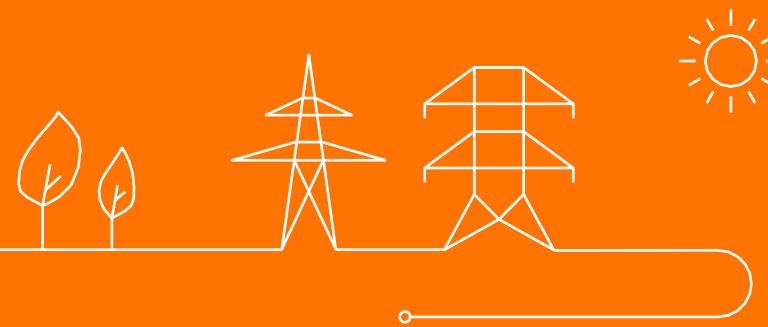


Agenda

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

Purchasing Support (Group) <purchasing-support@50her

To C Cc 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.

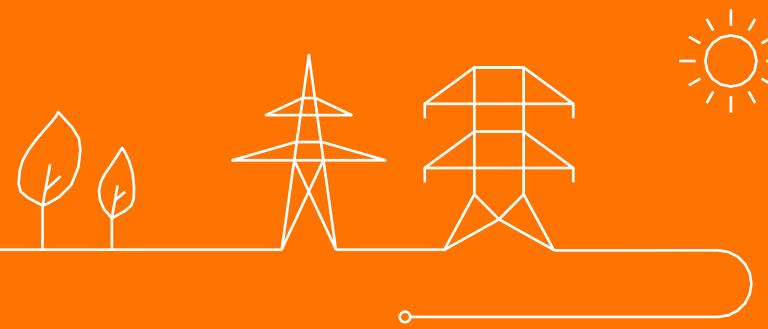
Click [here*](#) to start your registration on Ariba. 2

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.

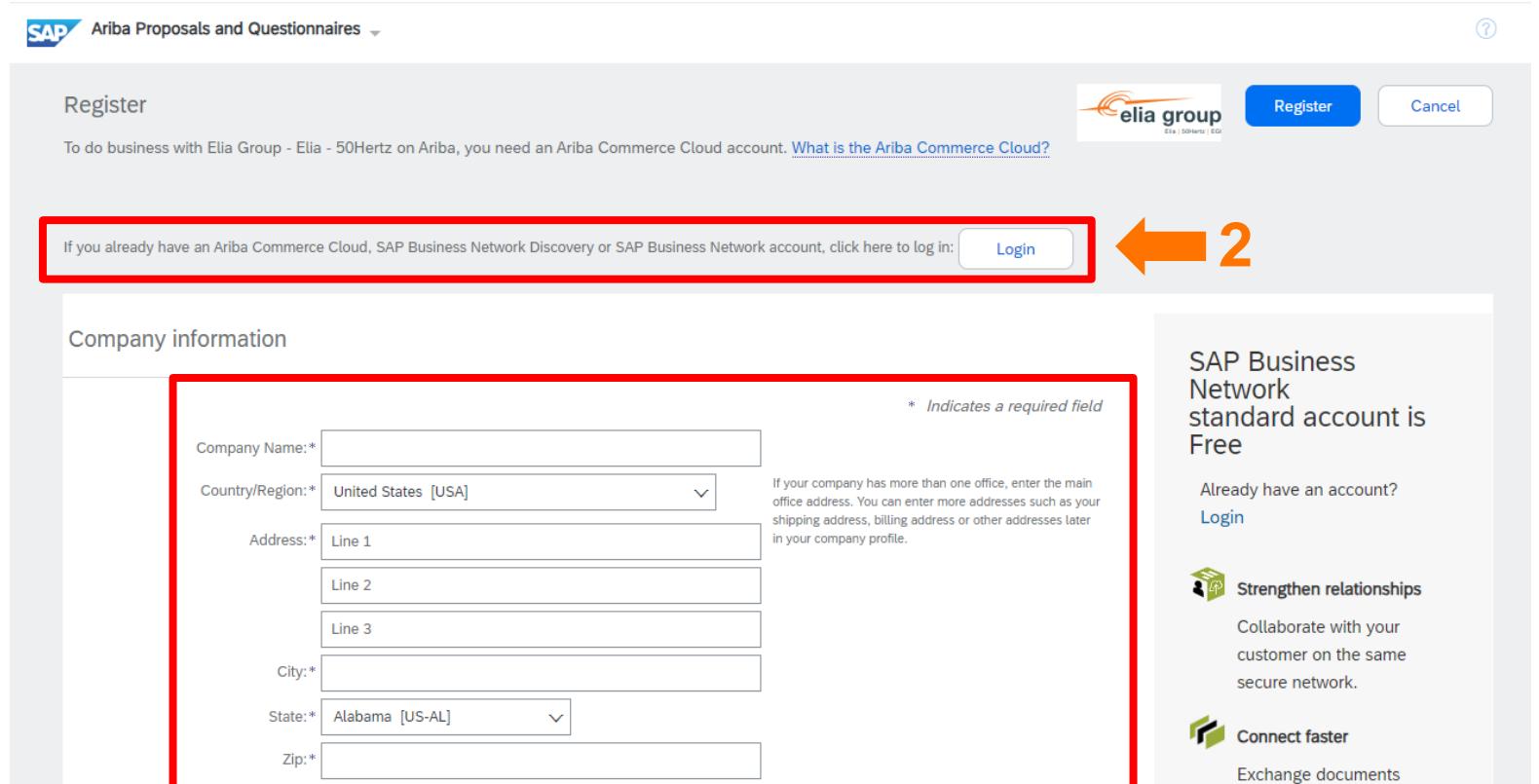
2. Create a new Ariba account or log in with your existing account



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 for Ariba Proposals and Questionnaires. At the top, there's a SAP logo and the text 'Ariba Proposals and Questionnaires'. Below that is a 'Register' button and a 'Cancel' button. The main content area is titled 'Register' and contains the following text: 'To do business with Elia Group - Elia - 50Hertz on Ariba, you need an Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)' Below this, there's a red box highlighting a 'Login' button in a 'If you already have an Ariba Commerce Cloud, SAP Business Network Discovery or SAP Business Network account, click here to log in:' link. To the right of this box is a large orange arrow labeled '2'. Below the link is a 'Company information' section with fields for Company Name, Country/Region (set to United States [USA]), Address (with fields for Line 1, Line 2, Line 3), City, State (set to Alabama [US-AL]), and Zip. A note next to the City field says: '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 company information is a sidebar with the 'elia group' logo, a 'Register' button, and a 'Cancel' button. The sidebar also contains text about SAP Business Network standard accounts being free, links for existing account logins, and icons for strengthening relationships and connecting faster.

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: *
Line 1
Line 2
Line 3

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.xxxxxx2@elia.be

User account information 1

Indicates a required field

SAP Business Network Privacy Statement

Name: First Name Last Name

Email:

Use my email as my username

Username:

Password: Enter Password

Repeat Password:

Language: English

Email orders to:

Must be in email format(e.g.john@newco.com) (i)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. (i)

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

Customers may send you their orders through SAP Business 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.

Tell us more about your business ▶

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

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

2 3

Register Cancel

(i) Potential existing accounts

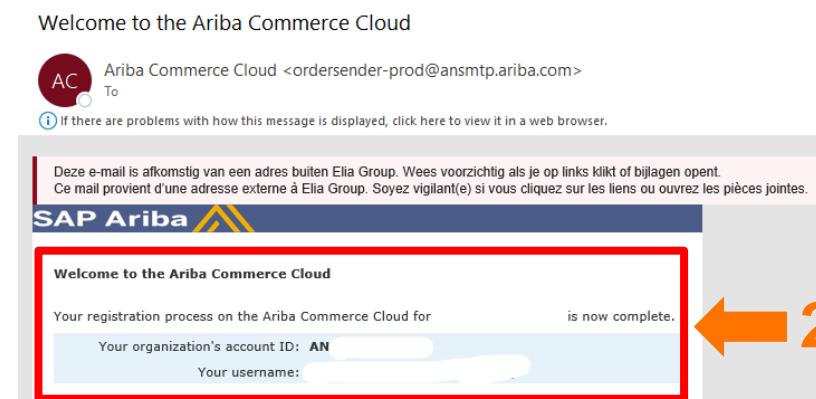
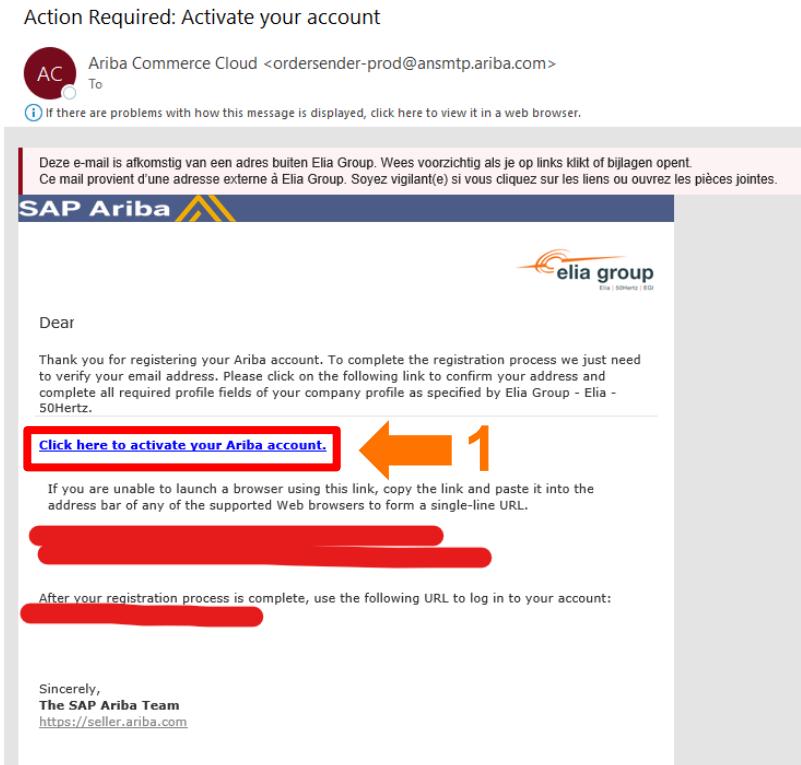
We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

Review accounts Skip review

Create an Ariba account

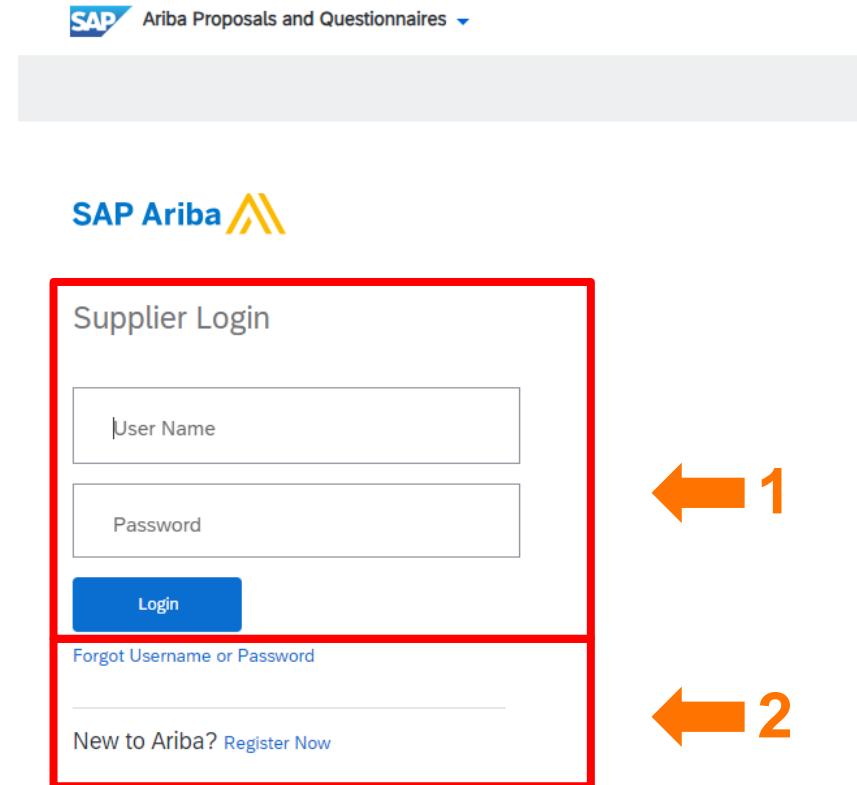
Once you finished the creation of your account, you will receive an **activation email**.

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.

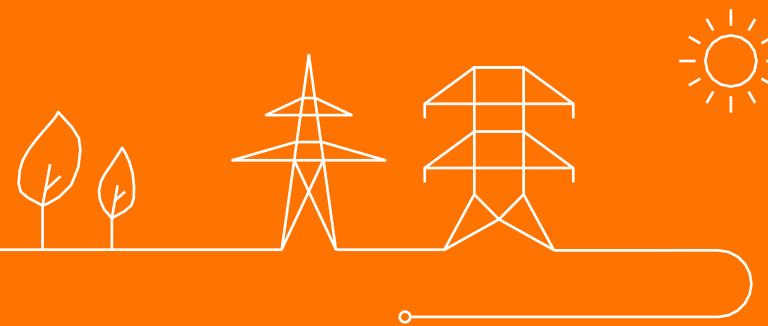


Login to your existing Ariba account

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

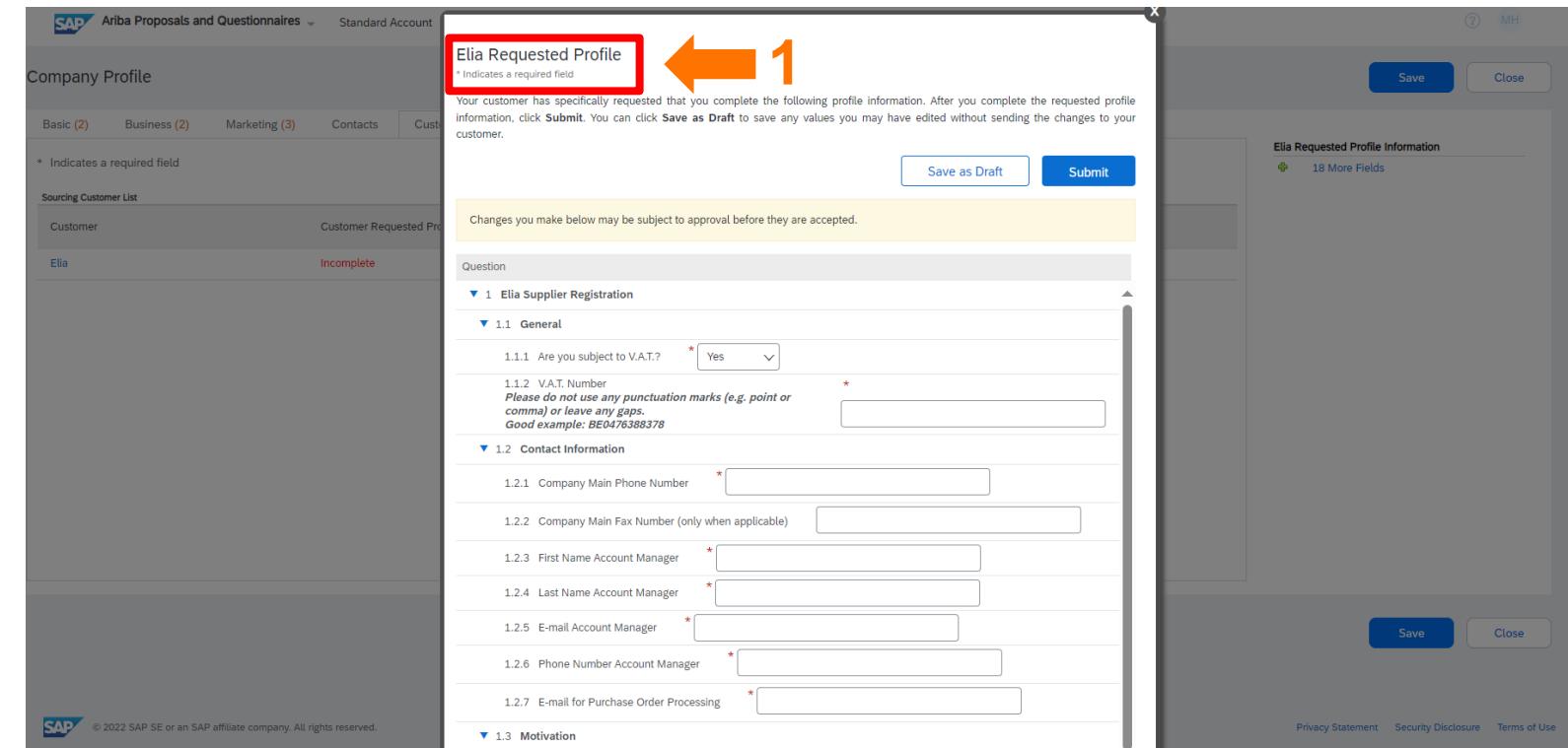


Fill in and submit the form

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](#)



The screenshot shows the SAP Ariba Supplier Registration interface. A modal window titled "Elia Requested Profile" is displayed, indicating specific requirements for the user. The modal includes a "Save as Draft" and "Submit" button. The background shows the company profile and contact list.

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 VAT 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

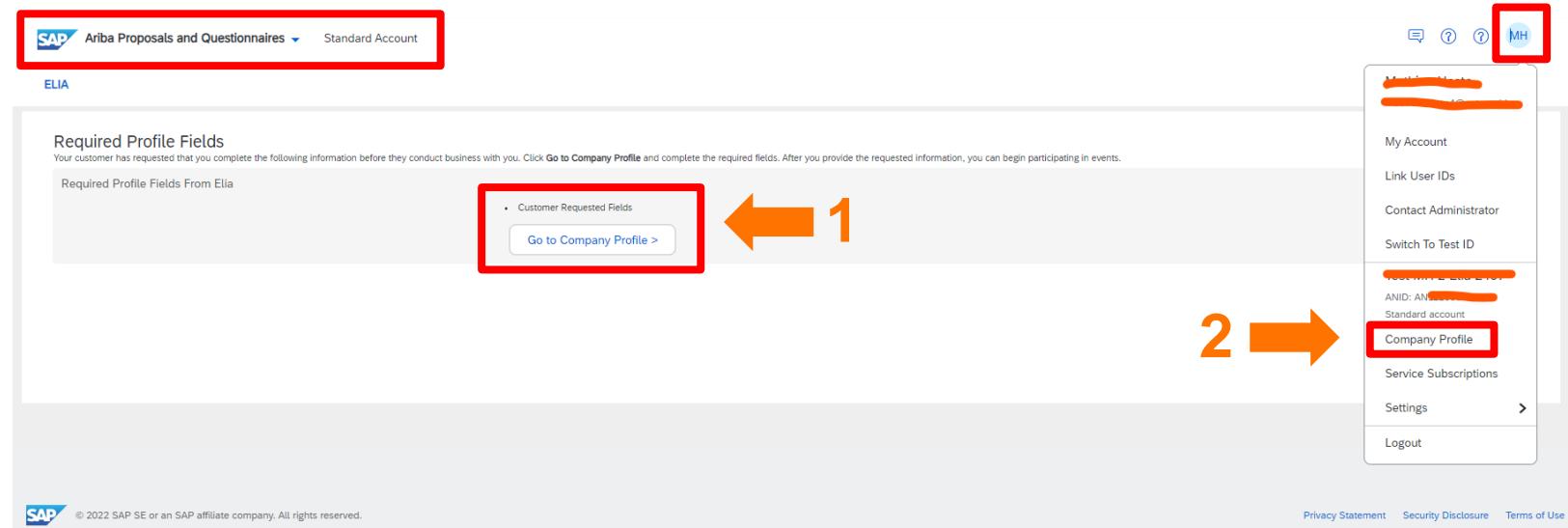
Save **Close**

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Fill in and submit the form

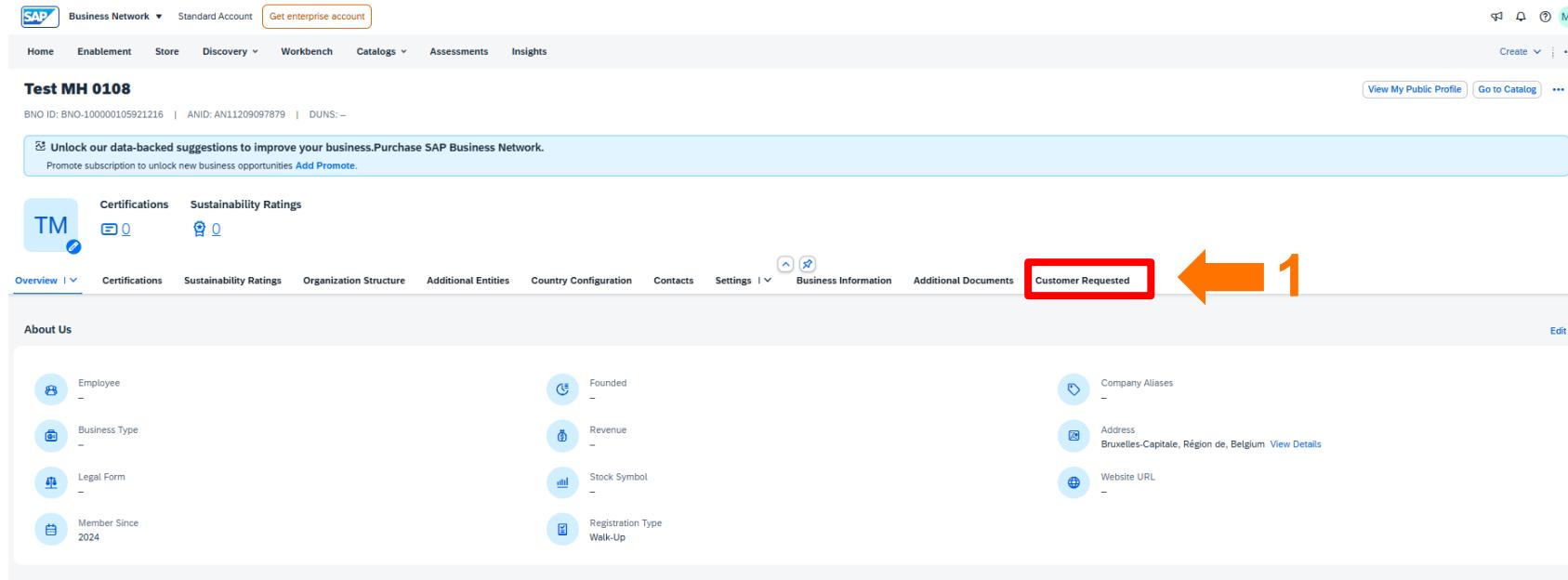
The Elia registration form is located in the **company profile**. You can get there with 2 options:

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**”

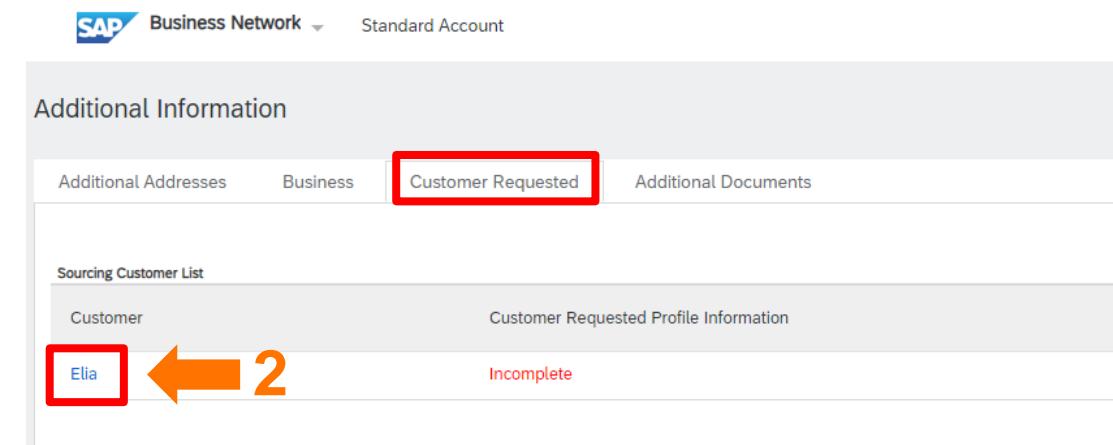


Fill in and submit the form

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



The screenshot shows the SAP Business Network interface for a company profile. The top navigation bar includes 'Business Network', 'Standard Account', 'Get enterprise account', and tabs for Home, Enablement, Store, Discovery, Workbench, Catalogs, Assessments, and Insights. Below the navigation is a section for 'Test MH 0108' with BNO ID: BNO-100000105921216, ANID: AN11209097879, and DUNS: -. A blue banner at the top encourages users to 'Unlock our data-backed suggestions to improve your business. Purchase SAP Business Network.' and 'Add Promote'. The main content area features a 'TM' logo and tabs for Certifications and Sustainability Ratings. Below these are sections for Overview, Certifications, Sustainability Ratings, Organization Structure, Additional Entities, Country Configuration, Contacts, Settings, Business Information, Additional Documents, and the 'Customer Requested' tab, which is highlighted with a red box and an orange arrow labeled '1'. The 'About Us' section contains various company details like Employee, Business Type, Legal Form, Member Since (2024), Founded, Revenue, Stock Symbol, and Registration Type (Walk-Up), each with a blue edit icon. To the right, there are sections for Company Aliases, Address (Bruxelles-Capitale, Région de, Belgium), and Website URL.



The screenshot shows the 'Customer Requested' form for 'Elia'. The top navigation bar is identical to the previous screenshot. The main content area is titled 'Additional Information' and includes tabs for Additional Addresses, Business, 'Customer Requested' (which is highlighted with a red box and an orange arrow labeled '2'), and Additional Documents. Below these tabs is a 'Sourcing Customer List' section with 'Customer' and 'Customer Requested Profile Information' columns. The 'Customer' column shows 'Elia' and the 'Customer Requested Profile Information' column shows 'Incomplete'.

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)
Please DO NOT use any punctuation marks (e.g. point, comma, backslash...) or leave any blank spaces.
Correct examples: BE0476388378 (Belgium) or DE813473551 (Germany)

Answer

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

▼ 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

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.
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>.

Answer

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? Yes

▼ 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

▼ 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.

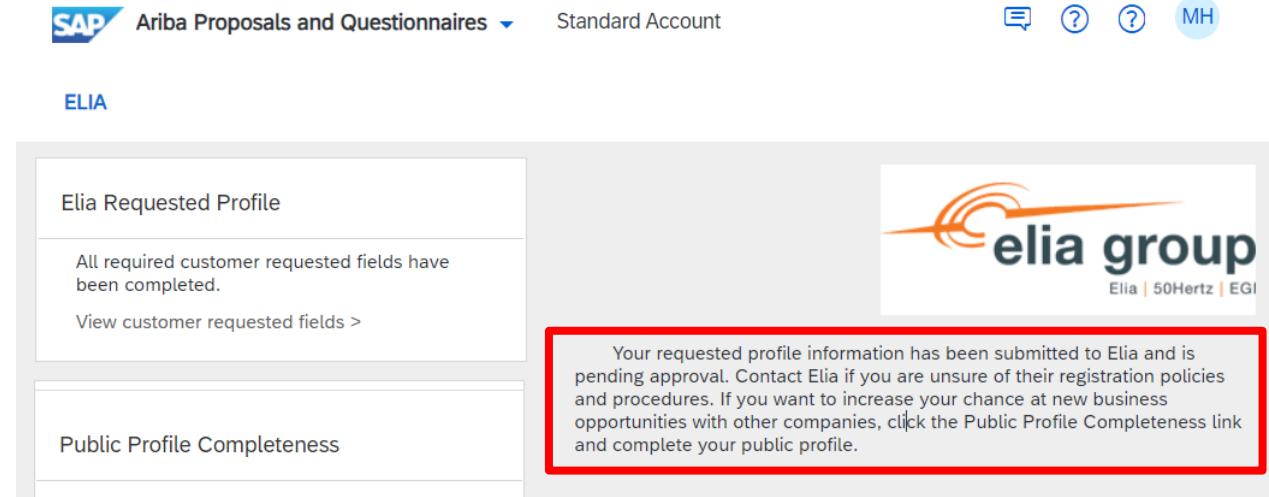
We have elaborated a Supplier Code of Conduct containing internationally accepted principles regarding ethical conduct, health and safety, environmental and social aspects.

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

Fill in and submit the form

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



SAP Ariba Proposals and Questionnaires ▾ Standard Account

ELIA

Elia Requested Profile

All required customer requested fields have been completed.

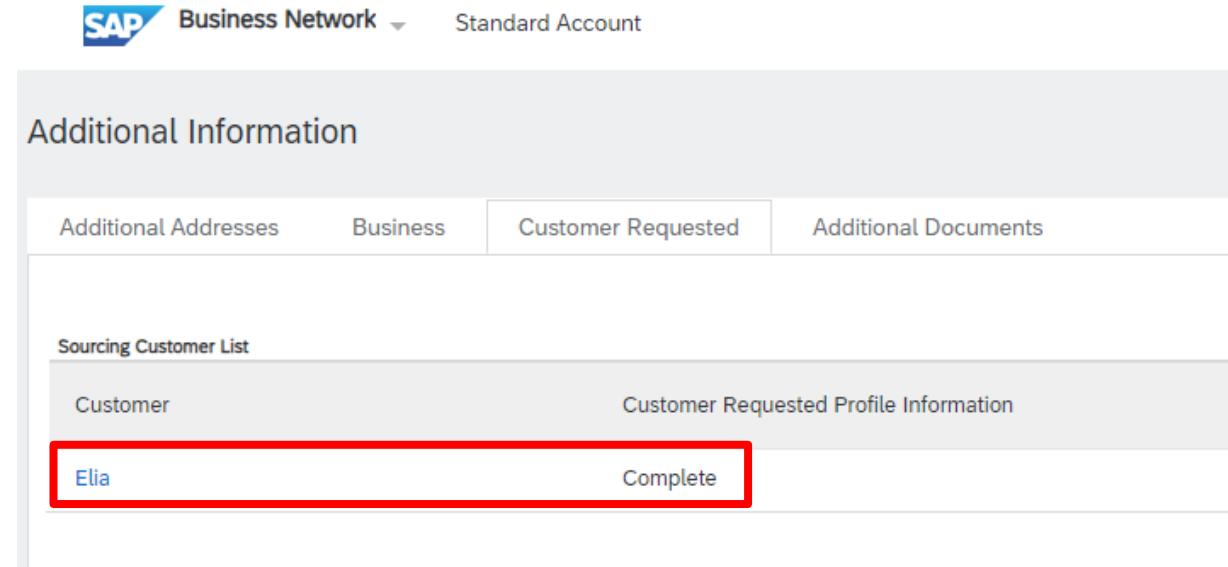
[View customer requested fields >](#)

Public Profile Completeness

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.

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.



The screenshot shows a user interface for the SAP Business Network. At the top, there is a header with the SAP logo, "Business Network", and "Standard Account". Below the header, a section titled "Additional Information" is displayed. Under this section, there are four tabs: "Additional Addresses", "Business", "Customer Requested" (which is currently selected and highlighted in blue), and "Additional Documents". A sub-section titled "Sourcing Customer List" is shown, containing a table with two columns: "Customer" and "Customer Requested Profile Information". The table has one row, with the "Customer" cell containing "Elia" and the "Customer Requested Profile Information" cell containing "Complete". The "Elia" cell is highlighted with a red border.

Contact information: purchasing.support@eliagroup.eu

