

# Registering as an Elia supplier on Ariba on invitation

## Supplier Information Guide

<b>About this document</b>	<p>When an Elia buyer publishes a sourcing event and invites you to participate, you receive an invitation e-mail from Ariba, the sourcing tool used by Elia. If you are registered on Ariba as an Elia supplier, you can log in directly. Otherwise, you have to register first.</p> <p>This guide walks you through the steps to register as Elia supplier on Ariba as well as answers the most frequently asked questions.</p>
<b>Version</b>	Version 5, 02/11/2016
<b>Read more</b>	Participating in an Elia Sourcing Event Registering as a potential Elia supplier on Ariba

## Contents

<b>1 Register on Ariba</b>	<b>2</b>
1.1 Create a new account	3
1.1.1 Enter your company information	4
1.1.2 Enter user account information	5
1.1.3 Complete Elia profile fields	6
1.1.4 Confirm your registration in Ariba	8
1.1.5 Complete your Ariba company profile	9
1.2 Link your existing Ariba account to Elia	10
<b>2 Log in to Ariba</b>	<b>11</b>
<b>3 Frequently asked questions</b>	<b>12</b>
3.1 I don't see the Ariba Welcome page	12
3.2 I want to switch Ariba to another language	13
3.3 I want to change my timezone	14
3.4 I don't want my profile to be visible for all Ariba buying organizations	15
3.5 I want to change my Elia profile	16
3.6 I cannot find the answer to my question	18

# 1 Register on Ariba

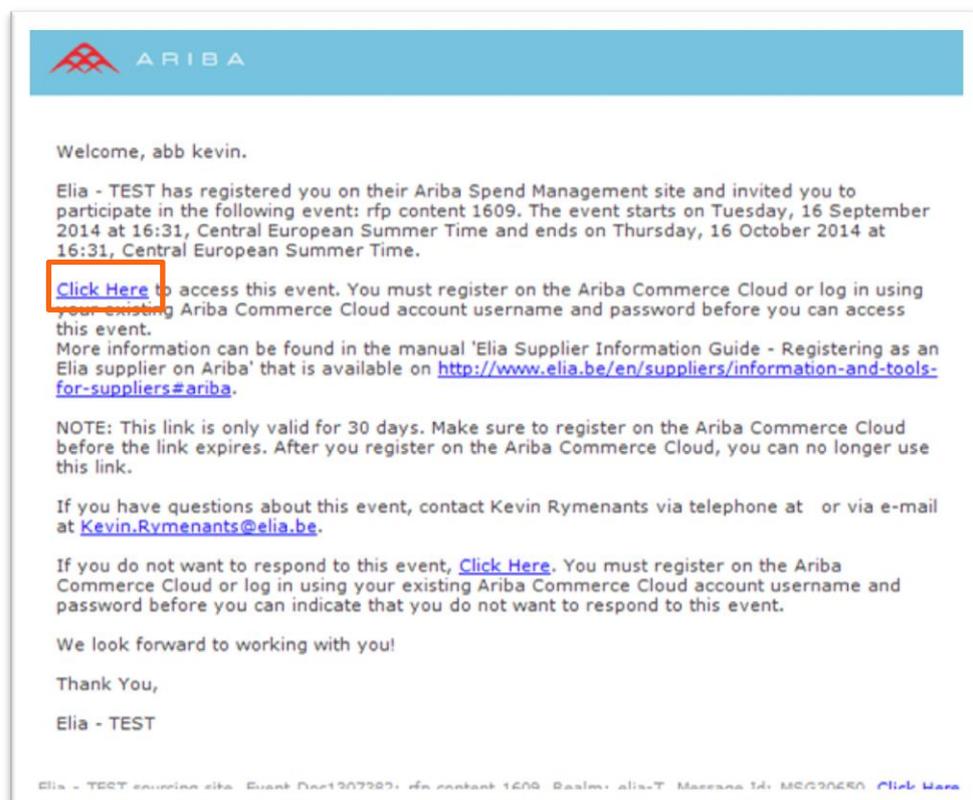
When an Elia buyer invites you to participate in a sourcing event, you receive an invitation email from Ariba, the sourcing tool used by Elia.

If you have previously participated in an Elia sourcing event, you already have an account and you can log in immediately.

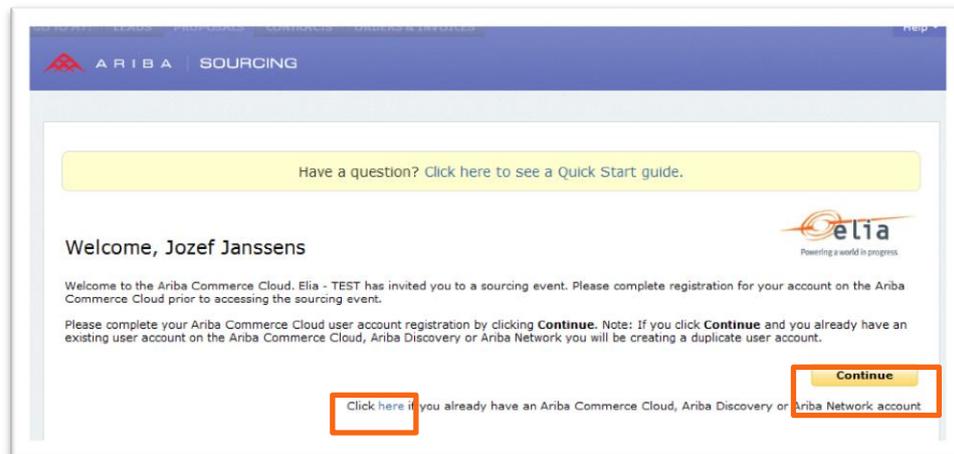
If not, you have to register first:

- You are new on Ariba: you create a new account
- You already have an Ariba account: you link your existing account to Elia

- 1 You receive an invitation mail.  
Click on **Click here** to access the registration page.



- 2 Once the Ariba Welcome page appears:  
**Click Continue:** to create a new account or  
**Click here:** if you already have an Ariba account



## 1.1 Create a new account

On the page Enter your Ariba Commerce Cloud Information, you are requested to fill in your company information and to create your account administrator.

### Note

By default, all buying organizations on the Ariba platform can view your organization's basic profile and can contact the administrator.

If you would like to change this setting, please refer to the point 3.4 I don't want my profile to be visible for all Ariba buying organizations.

### 1.1.1 Enter your company information

On this page, fill in the information. The fields followed by an asterisk are mandatory.

The screenshot shows a web form titled "Enter Your Ariba Commerce Cloud Information". At the top, there is a yellow banner with the text "Have a question? Click here to see a Quick Start guide." Below this, the form is divided into several sections. Section 1, highlighted with a red circle and the number 1, is "Enter basic company information" and contains fields for Company Name (filled with "Electrical Works NV"), Country (filled with "Belgium [BE]"), Address (filled with "Keizerslaan 2"), Postal Code (filled with "1000"), City (filled with "Brussels"), and State. Section 2, highlighted with a red circle and the number 2, is "Product and Service Categories" with a text input field and an "Add" button. Section 3, highlighted with a red circle and the number 3, is "Ship-to or Service Locations" with a text input field and an "Add" button. Section 4, highlighted with a red circle and the number 4, contains "Tax ID" (Optional), "Vat ID" (Optional), and "DUNS Number" (Optional) fields, each with a corresponding instruction. A red arrow points to a minus sign icon on the left side of the form.

1	Verify your <b>Company Name and Address</b> that is prefilled in by the Elia Purchasing department.
2	Complete the <b>Product and Service Categories</b> that your company offers.
3	Indicate the geographical locations that your company serves in the <b>Ship-to or Services Locations</b> .
4	Complete your <b>Tax/Vat</b> information, if applicable.
5	Click on <b>Save</b> once information is complete.

### 1.1.2 Enter user account information

In this step, you create your first Ariba user account. Afterwards, you can add additional users to your profile.

The screenshot shows a web form titled "2 Enter user account information". It contains several input fields: Name (Jozef Janssens), Email (kevin.rymenants@elia.be), Username (jozef.janssens@elworks.com), Password (masked with dots), Secret Question (What was the first name of your best chi...), and Language (English). There are also checkboxes for "Use my email as my username" and "I have read and agree to the Terms of Use and the Ariba Privacy Statement". A "Submit" button and a "Cancel" button are at the bottom right. Three orange callout boxes with numbers 1, 2, and 3 are overlaid on the form to highlight key areas.

<p><b>1</b></p>	<p>Complete your user account information. Please take the guidelines next to the fields into account.</p> <p><b>Note</b></p> <p>Remember or note down your answer to your secret question. You need it to request a new password.</p>
<p><b>2</b></p>	<p>Mark the <b>checkbox</b> in order to accept the Terms of Use and the Ariba Privacy Statement.</p> <p>You can access and read the Terms of Use and the Ariba Privacy Statement.</p> <p><b>Note</b></p> <p>These documents have been prepared by Ariba Inc and their contents refer to your relationship with Ariba Commerce Cloud, not with the Elia Group.</p>
<p><b>3</b></p>	<p><b>Submit</b> your information.</p>

### 1.1.3 Complete Elia profile fields

In this step, you complete information regarding order and invoice processing. This information is **mandatory** for the creation of a purchase order.

1	Fill in the required profile fields marked *. Some fields appear or disappear depending on the answers you provide.
2	<b>Click</b> on the <i>vendor confirmation form</i> in question 1.5.1 and click <b>Download this attachment</b> . The document included in should be signed by two persons with power of attorney and uploaded in step 3.
3	<b>Click</b> on <b>Attach file</b> to attach the signed document.
4	<b>Submit</b> your information. Your registration is now complete.

**Elia - TEST 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.

**1** 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 a subcontractor? *Yes means that you do not work for Elia directly - your company only performs works for one or more of Elia's suppliers and will not send invoices to Elia.*  
 Answer \* No

1.1.2 Are you subject to V.A.T.? \* Yes

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

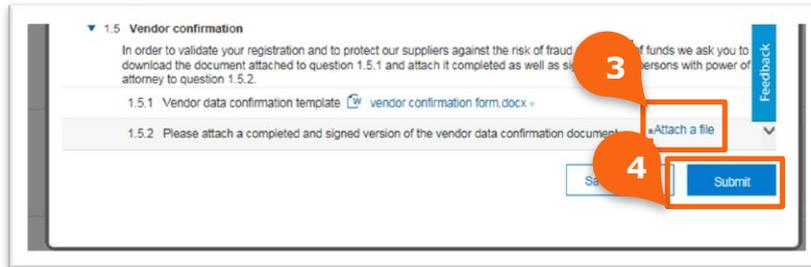
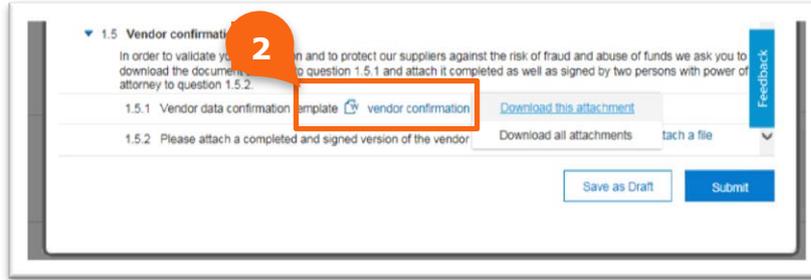
▼ 1.2 Contact Information

1.2.1 Company Main Phone Number \*

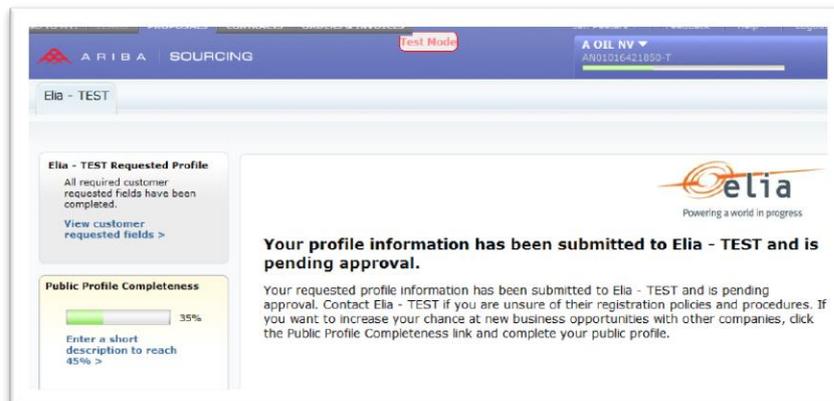
1.2.2 Company Main Fax Number (only when applicable)

Save as Draft Submit

Feedback



The following message confirms that your information has been submitted to Elia.

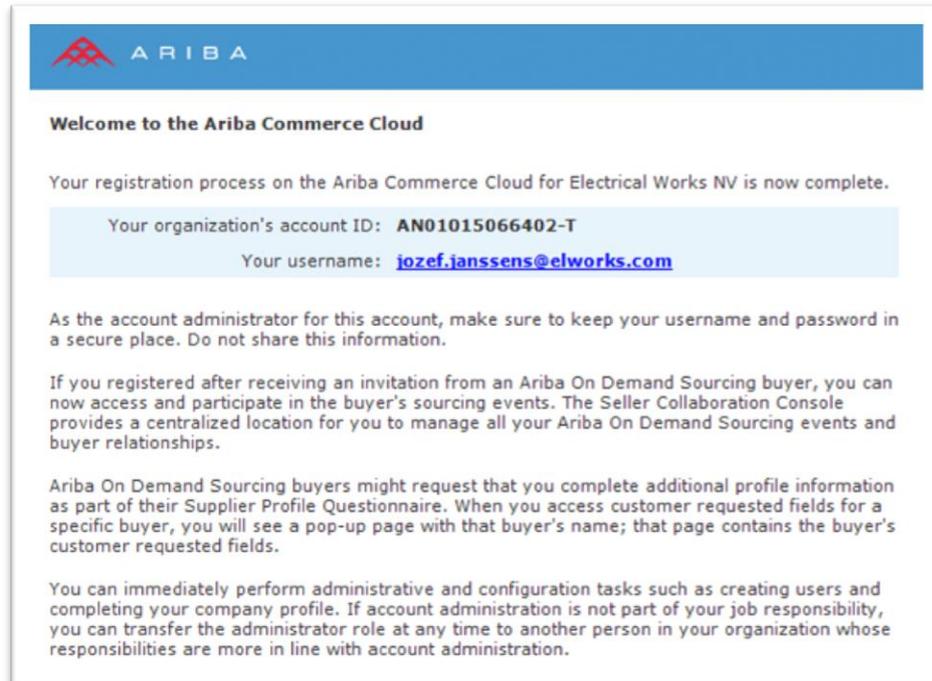


 **Attention**

As long as Elia has not received a properly completed and signed document, no invoices will be paid.

### 1.1.4 Confirm your registration in Ariba

After submitting your information, you receive an email that confirms your registration.



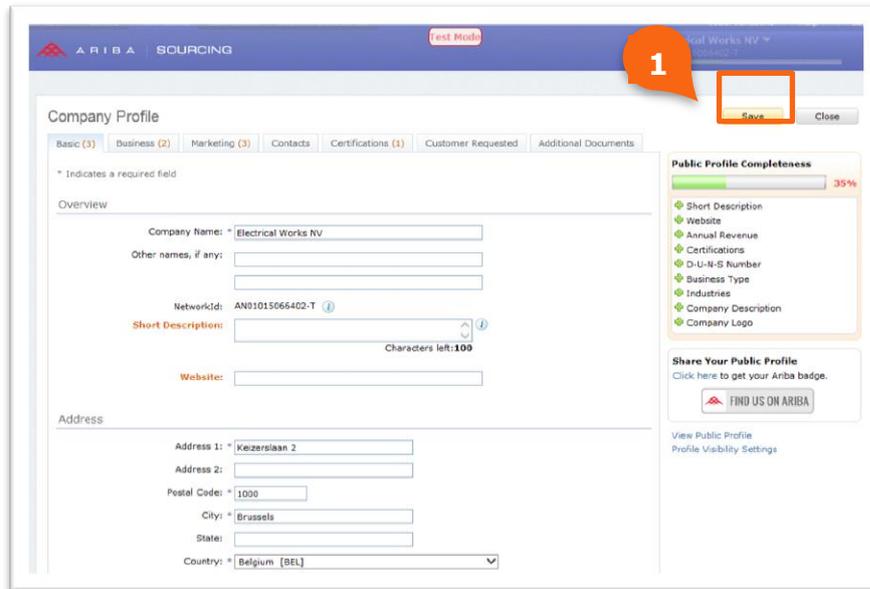
#### Tip

We recommend keeping this e-mail as it contains your user name and your organization's account ID which is your unique number on the Ariba platform. This number can always come in handy when you need assistance from the Ariba Customer Support team.

### 1.1.5 Complete your Ariba company profile

After submission of your registration, you are redirected to your public company profile on the Ariba Commerce Cloud.

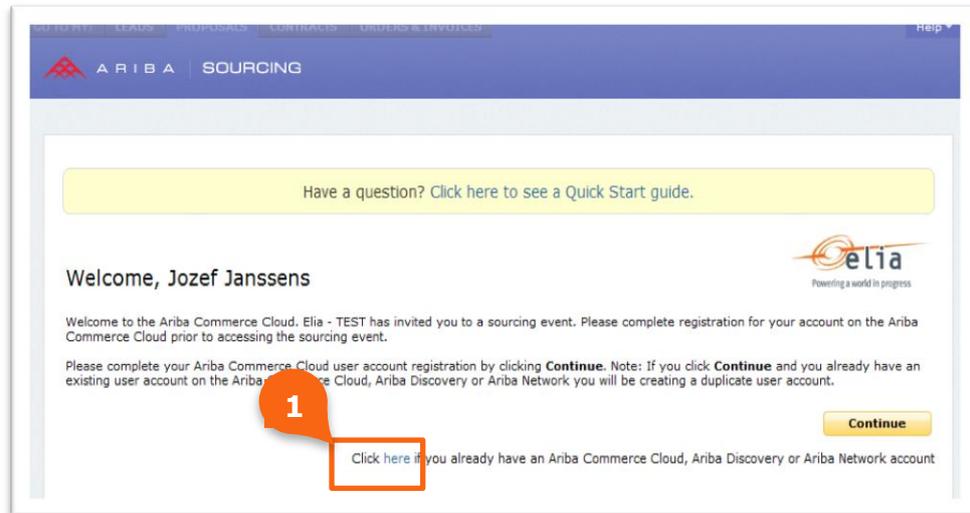
- |          |   |
|----------|---|
| <b>1</b> | Click <b>Save</b> when you have finished updating your company profile. |
| <b>2</b> | Click <b>Close</b> to proceed.  |



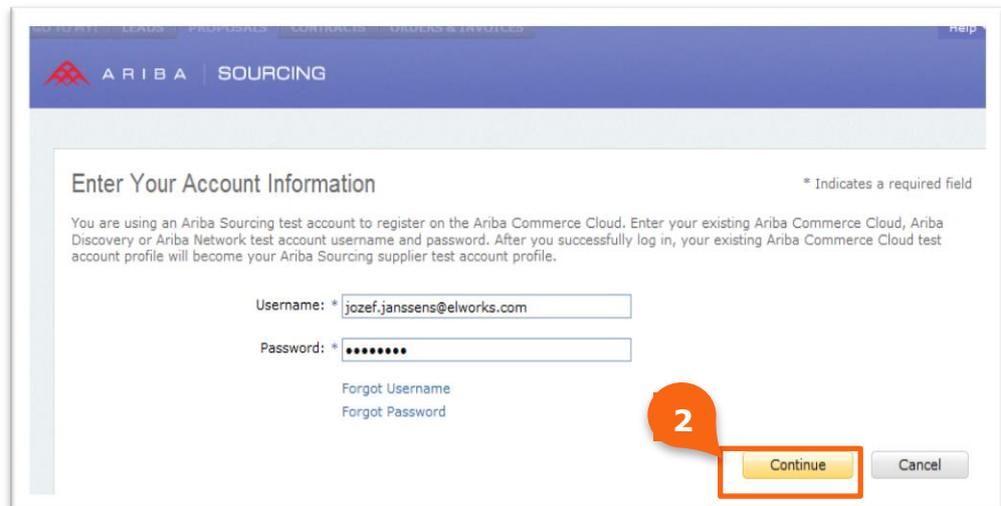
## 1.2 Link your existing Ariba account to Elia

When you are already using Ariba to conduct business with companies besides Elia you can link your Ariba profile to Elia.

- 1 Click **here** to access the login page



- 2 Click **continue** and follow the instructions to link your existing account to Elia.



## 2 Log in to Ariba

After registering as an Elia supplier on Ariba you can access the E-Sourcing platform in two ways:

- Click the link in the invitation e-mails you receive to participate in an Elia sourcing event.
- Use the following link: <http://elia.supplier-eu.ariba.com>

This leads you to the Ariba login page.



<b>1</b>	Enter the <b>username</b> that you have chosen during registration.
<b>2</b>	Enter <b>your password</b> .
<b>3</b>	Click on <b>Log in</b> .
<b>4</b>	In case you forgot your username or password you can use the links <b>Forgot Username</b> or <b>Forgot Password</b> .

When you are logged in successfully, you are redirected to:

- The sourcing event directly in case you have used the link in the invitation e-mail.
- The Elia Sourcing Dashboard in case you have used the general URL link.

### 3 Frequently asked questions

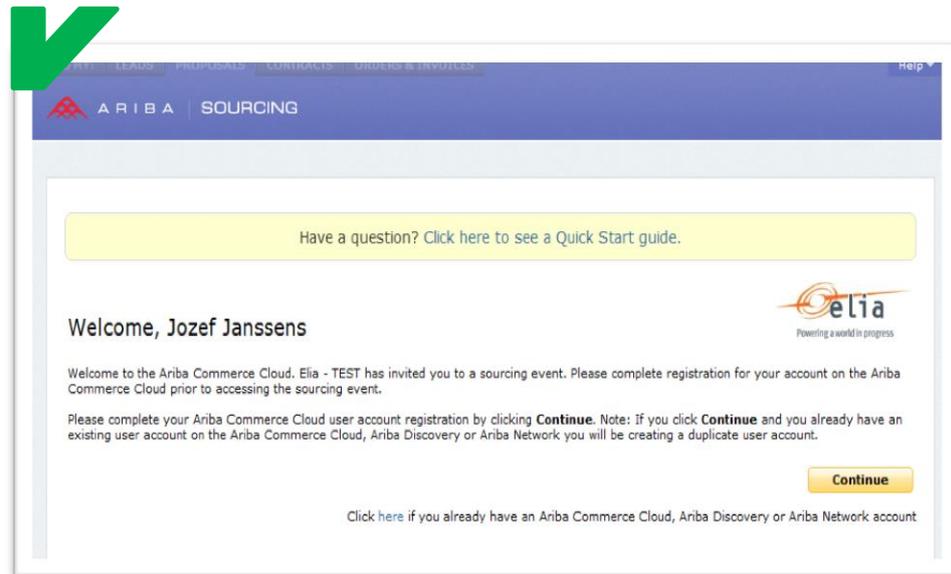
#### 3.1 I don't see the Ariba Welcome page

In case you are redirected to the following page, this is not the correct page. Please contact the Ariba Customer Support team for further assistance.



**Don't** Register as a New Supplier on this page as you already are registered as an Elia supplier thanks to the email you previously received.

If you need help being directed to the "Welcome, XXX" page, please call the Ariba Customer Support team and refer to the mail below.



## 3.2 I want to switch Ariba to another language

The language in which the Ariba platform is displayed depends on the language settings of your browser. If you want to use Ariba in another language, you have to change the language setting of your browser.

### In Internet Explorer

- 1 Click on **Tools** (upper right corner).
- 2 Go to **Internet options** and the tab **General**.
- 3 Under **Languages**, select or add another language.
- 4 Restart your browser.

### In Mozilla Firefox:

- 1 Click on the **Firefox** button (upper left corner).
- 2 Click **Options**.
- 3 Click on the tab **Content**.
- 4 Under **Languages**, select or add another language.
- 5 Restart your browser.

### In Google Chrome:

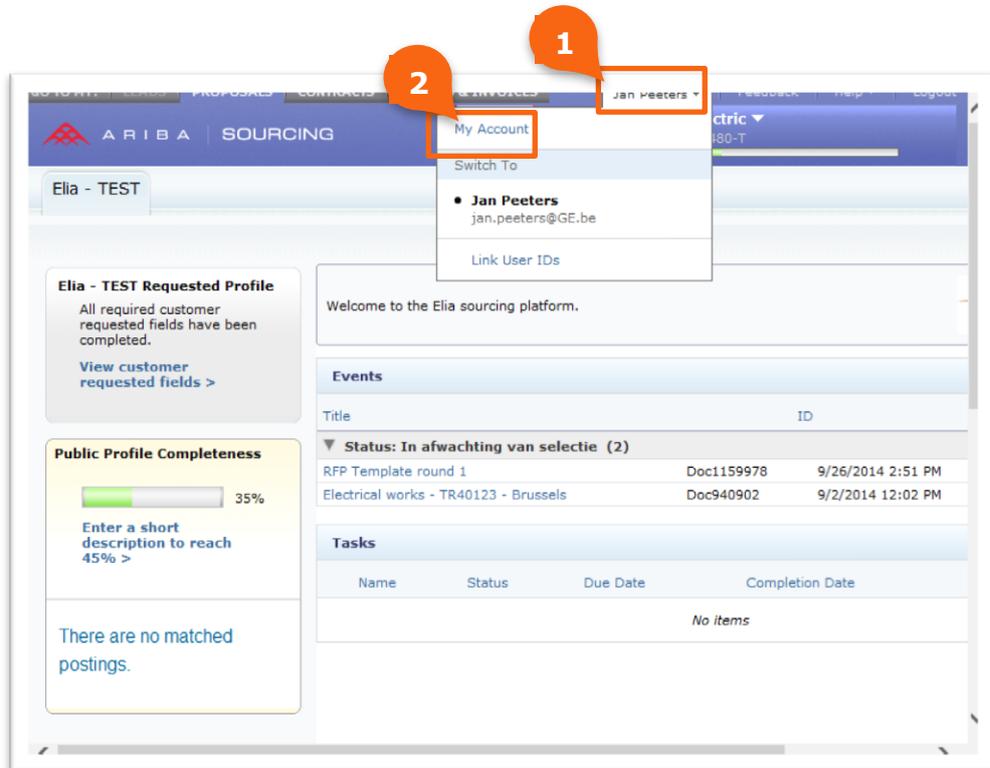
- 1 Click on the **Wrench** button (upper right corner).
- 2 Click on **Settings**.
- 3 Click on **Show advanced settings...** (at the bottom).
- 4 Under languages click on **Language and input settings...** and select or add another language.
- 5 Restart your browser.

You can find more information on changing your browser language in the user documentation of your internet browser.

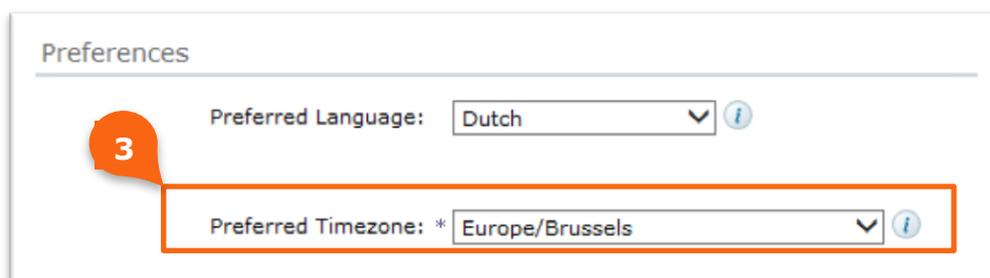
### 3.3 I want to change my timezone

You can change your timezone in the account settings.

- |          |                                     |
|----------|-------------------------------------|
| <b>1</b> | Click on <b>your account name</b> . |
| <b>2</b> | Click <b>My account</b> .           |



- |          |  |
|----------|--|
| <b>3</b> | Select the <b>preferred timezone</b> . |
|----------|--|



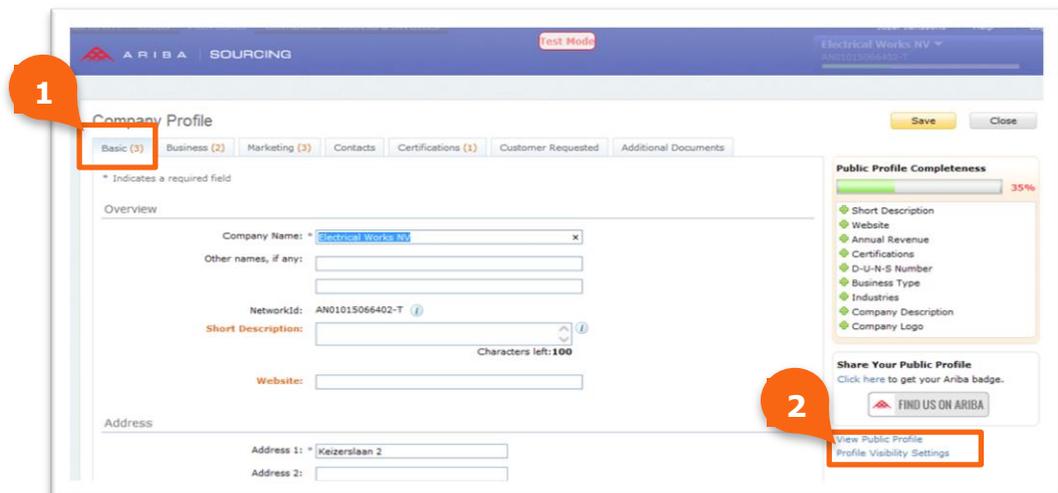
### 3.4 I don't want my profile to be visible for all Ariba buying organizations

On the top right corner, the name of you company is displayed. When you click it, a pop-up opens.

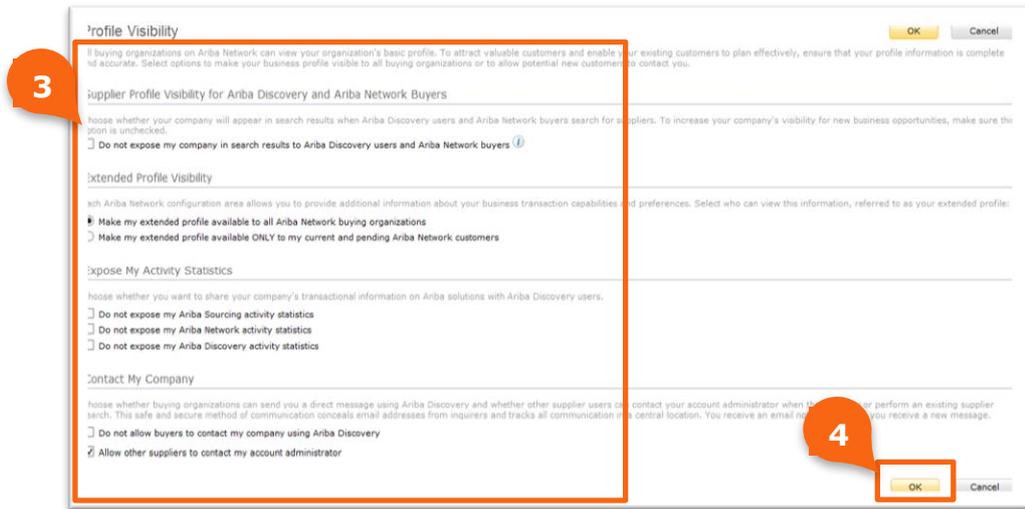


- |          |   |
|----------|---|
| <b>1</b> | Click <b>the name of your company</b> . |
| <b>2</b> | Click <b>Company Profile</b> .          |

On your company profile you will see the following:



- |          |  |
|----------|--|
| <b>1</b> | Make sure you are on the tab <b>Basic</b> of your company profile. |
| <b>2</b> | Click <b>Profile Visibility Settings</b> .                         |

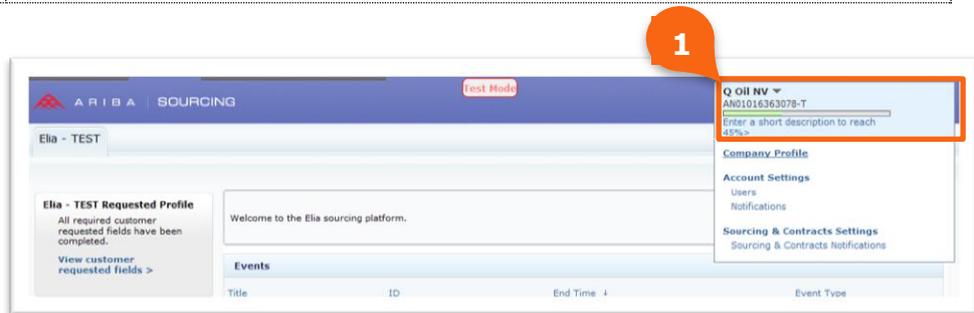


- 3 Make the required changes to your visibility settings by **(un)checking the right checkboxes.**
- 4 Click **OK.**

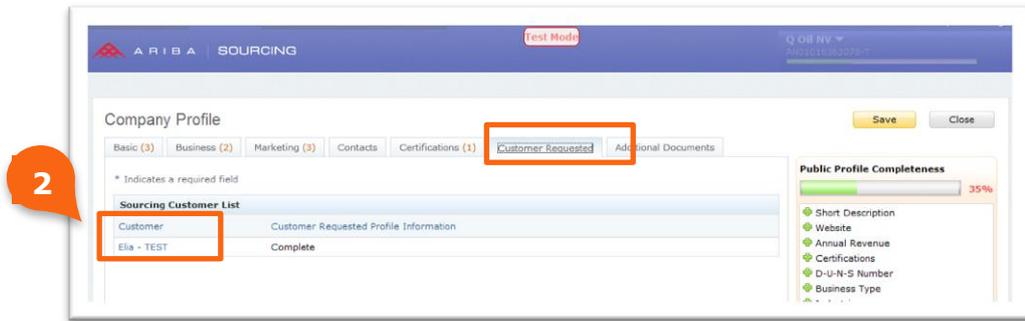
### 3.5 I want to change my Elia profile

You can change your Elia profile from the Ariba Dashboard.

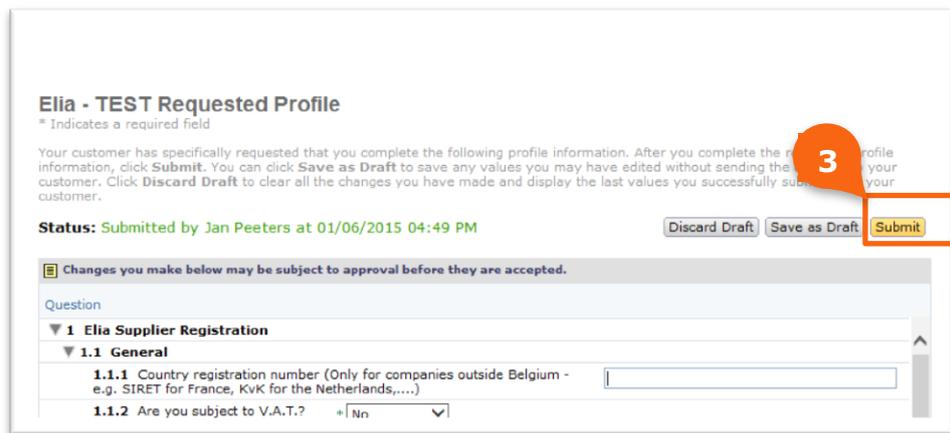
- 1 Click on your company name on the top right corner and select **Company Profile.**



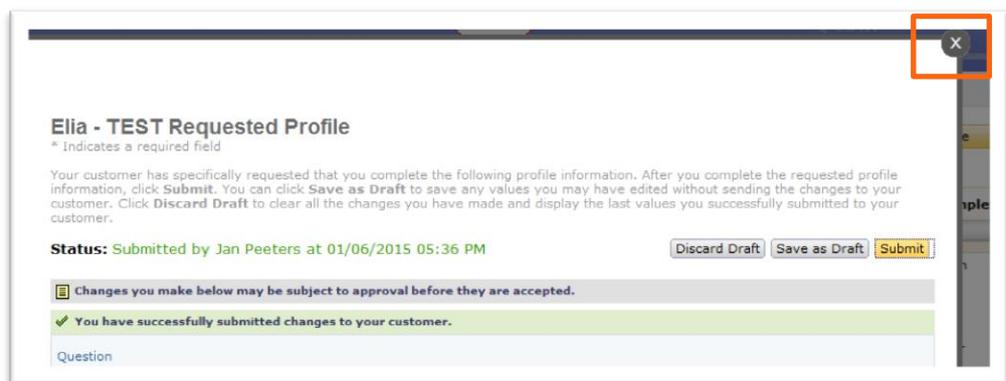
- 2 Go to the tab **Customer Requested** and select Elia in the list of customers.



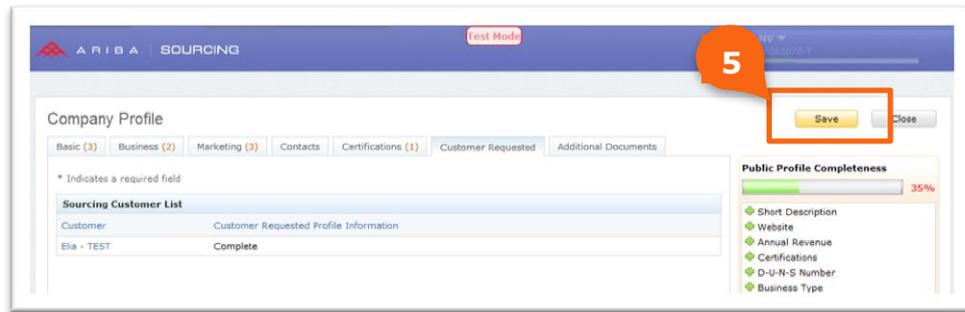
**3** Make the necessary changes and click **Submit**.



**4** Close the pop-up after the message **You have successfully submitted changes to your customer** appears.



**5** Save your company profile.



### 3.6 I cannot find the answer to my question

For Belgium there is support in Dutch and French on weekdays from 9h to 17h on phone number +32 (0)2 700 68 67. Outside of these hours support remains available in English on weekdays.

Additional phone numbers for your country or region can be found [on the Ariba website](#).

More information can be found on the [Ariba Help page](#).