Subject: Digitalization of Elia – Automatic Purchase Order Creation & Invoicing

Dear Supplier,

One of the key components for the **Elia** **- Digital Transformation** is the **deployment of Ariba Network® platform.** The Ariba Network platform is our new platform to transact with our suppliers.

The platform is used to manage purchase orderssubmitted by **Elia,** manage the reception/ confirmation of those purchase orders, as well as **manage invoices** (paper invoices will no longer be accepted). The speed of all these processes is expected to increase significantly.

The key functionalities of the Ariba Network platform are:

* Fast and secured transmission of purchase orders allowing efficient follow-up.
* Submission of invoices against purchase orders (no need to send paper invoices anymore)
* Full visibility on invoice process status and shorter invoice process cycle time
* Possibility to integrate your Ariba account with most ERP systems.

We are now inviting you to onboard on our platform starting from June 2021. The first electronic exchange of orders and invoices is expected at the end of September, as soon as your account is ready.

To ensure an efficient onboarding, we ask you to complete the following steps *(more details*

*available on next page)*:

1. **Confirm within 10 days your contact details**

2. **Book a seat in one of the supplier summits (online information session)**

3. **Create and configure your SAP Ariba account**

We would like to continue developing our relation and collaboration with you via the use of the Ariba Platform. The use of this platform will be mandatory for all our suppliers. Elia will **cover the charges** for the new members on the Ariba Platform.
We therefore strongly rely on your cooperation to this change. For all questions or comments, do not hesitate to contact us at the following address: **ariba.suppliers@elia.be**

Kind regards,

Harald van Outryve d’Ydewalle Lieve Kerckhof

Head of Procurement Elia Group Head of Finance Elia

**Next Steps: Thank you to complete the three steps below:**

***Step 1: Confirm key contact details for this project***

Within 10 days after the reception of this communication, please confirm that you are the right contact person to act on this project and take decisions in the name of your company by sending an email to the following address: **ariba.suppliers@elia.be**
Please also complete your contact details (name, email address, phone number) in the table below.

If you are not the right contact person, please provide us with the right person by indicating us his/ her name, function, email address and phone number in the table below.

|  |  |
| --- | --- |
| Company Name |  |
| Contact Person Name |  |
| Contact Person Function |  |
| Direct Phone Number |  |
| Direct Email Address |  |
| Email dedicated to the reception of purchase orders *(we recommend the use of a generic email address)* |  |
| VAT number |  |

***Step 2: Book your seat in one of the supplier summits (Online info session for Elia’s suppliers)***

Participate to one of the online supplier summits that will arm you with all necessary information on the project. The session will introduce the SAP Ariba platform and its functionalities, including a short demo of the system.

* English - **Tuesday, June 08, 2021 at 11:00 AM** Central European Summer Time

<https://event.on24.com/wcc/r/3207439/B500D3700DF264B788BFAFD8A598E9E3>

* Français - **Mercredi 09 juin 2021 à 14:00** Heure d'été d'Europe centrale

<https://event.on24.com/wcc/r/3207455/1433ACD5C5957F19F5868CF6A24E9357>

* Nederlands - **Dinsdag, 08 juni, 2021 om 11:00** Central European Summer Time

<https://event.on24.com/wcc/r/3206748/75321E751494694CE38D7C0F9F3DFD62>

Please subscribe to one of those supplier summits as of today by clicking on one of the links above. You will then receive instructions to log into the sessions as well as a reminder 15 minutes before the start of the session.

***Step 3: Create and configure your SAP Ariba account***

After the supplier summit, you will be contacted by the SAP Ariba Onboarding team. An email will be sent to you containing a link to register and configure your SAP Ariba account. The SAP Ariba onboarding team will guide you through the process via email or phone.