

OnePager PDF Invoice Delivery

Starting from June 1st 2025, Proximus will no longer accept invoices via Ariba and will start to work via the Cevinio platform. This document is valid as from June 1st.

This guide provides instructions on how to submit invoices to Proximus, which has chosen Cevinio as its platform for invoice processing. This transition ensures an efficient, fully digital, and paperless invoicing process, offering numerous benefits:

- Moving forward, all invoices for Proximus BE 0202.239.951, Proximus ADA BE 0781.848.902, Proximus Media House BE 0875.092.626, PROXIMUS NXT IT 0826.942.915, Proximus Real Estate BE 0477.931.965, and Doktr BE 0787.949.212 should be sent to a single designated email address.
- You will gain access to the Cevinio supplier portal, allowing you to monitor the statuses of all your invoices.

GUIDELINES

- We accept invoices exclusively from officially recognized Proximus suppliers.
- Invoices must accurately reflect Proximus information and comply with the legal specifications outlined in the Invoice Charter available on the [Supplier Portal](#).
- Send the invoice email only once and reach out through the [Supplier Support Portal](#) in case of difficulties.
- The preferred invoice delivery channels for Proximus are PDF via email or Peppol. Companies with a Belgian VAT Number are required to deliver invoices via Peppol as of 1st January 2026.

All suppliers are expected to comply with the guidelines above. If this is not feasible, please engage with us through the [Supplier Support Portal](#).

DELIVERY OF PDF INVOICES VIA E-MAIL

Suppliers are kindly requested to submit their invoices in PDF format to pxsgroup.ap@cevinio.com following the guidelines above. Please note that each email should contain only one attached PDF invoice restricted to 150 pages and 250MB in size.

Only invoices should be sent to this email address. For any other communication, such as reminders or questions, please use the [Supplier Support Portal](#)

DELIVERY OF INVOICES VIA PEPPOL

Please utilize your chosen Peppol Access Point for transmitting your invoice through the Peppol Network to Proximus.



For inquiries or assistance with invoicing matters, please visit the Supplier Support Portal to create a follow-up ticket at any time.