

How to register your Cevinio Account?

A step-by-step guide

1

STEP 1

cevinio

Dear supplier,

We use the Cevinio platform to process your invoices. If you would like to see t

[Cevinio vendor status portal](#)

You will be invited by Proximus.
Please check your spamfolder.
Click on the link in the mail

2

STEP 2

Company registration

Request code Company information User information

Company information

Company name: *

Street: *

Zip code: *

City: *

Country: *

Telephone number: *

Email address: *

Company registration number: *

VAT number: *

The company information is prefilled.
Telephone number does not accept spaces or signs.
Click on Next

3

STEP 3

User information

Contact information

First name: *	<input type="text" value="Cindy"/>
Last name: *	<input type="text" value="Poppe"/>
Email Address: *	<input type="text" value="cindy.poppe@skynet.be"/>
Language: *	<input type="text" value="English"/> ▼

User account

Username: *	<input type="text" value="cindy.poppe@skynet.be"/>
Password: *	<input type="password" value="....."/>

- At least 8 characters in total
- At least 2 number characters
- At least 1 uppercase character
- At least 2 lowercase characters
- Cannot contain parts of your name or email address

Confirm password: *	<input type="password" value="....."/> 
---------------------	--

Next

Fill in the contact information of the Administrative user.
Create a password

Password requirements

- At least 8 characters in total
- At least 2 number characters
- At least 1 uppercase character
- At least 2 lowercase characters
- Cannot contain parts of your name or email address

4

Telephone number: *	0476958411
Email address: *	Cindy.poppe@skynet.be
Company registration number: *	0721147488
VAT number: *	BE0721147488
Contact information	
First name: *	Cindy
Last name: *	Poppe
Email Address: *	cindy.poppe@skynet.be
Language: *	English ▼
User account	
Username: *	cindy.poppe@skynet.be
Additional settings	
Enable PO Flipping:	<input type="checkbox"/>
Terms and conditions	
<input checked="" type="checkbox"/> I agree with the service terms and conditions	
Next	

In the summary tab, you can check if everything is filled in correctly.
Check 'I agree with the service terms and conditions'
Click Next

5

STEP 5

Confirmation

Company registration



Request code



Company information



User information



Additional settings

Confirmation

Sign up has been completed, you will receive an email once you can access your vendor portal.