

Instruction

SAP Ariba Network registration

Set email preferences

28 August 2025



Electronic order routing

Set up a PDF copy of the PO to be attached when a new PO is sent to you by email. Additionally, you can configure multiple email recipients.

1. Go to <circle with your initials> → <Settings> → <Electronic Order Routing>.

The screenshot displays the SAP Business Network user interface. At the top, the header includes the SAP logo, 'Business Network', 'Standard Account', a 'Get enterprise account' button, and a 'TEST MODE' badge. A navigation bar contains links for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, and More. Below this is a search bar with filters for Leads, In Location, and By Product. The main dashboard features five cards showing metrics for the last 31 days: Orders to invoice (2), Orders (2), Orders with service line (2), Service sheets (0), and Invoices (0). A 'My widgets' section shows an 'Order received' notification for Eneco - TEST. On the right, a user profile menu is open, showing options like My Account, Link User IDs, Contact Administrator, Supplier English-TEST, Company Profile, Settings, and Logout. The 'Settings' option is highlighted with a red box. A sub-menu is also open, showing 'Electronic Order Routing' highlighted with a red box, along with other options like Generative AI, Network Settings, Electronic Invoice Routing, Accelerated Payments, and Remittances. A 'Feedback' button is visible at the bottom of the user menu.



Electronic order routing

2. In the 'Email Address' field, enter up to 3 email addresses to which POs will be sent. Separate multiple email addresses with a comma.
3. Check the option 'Attach PDF document to email message' to receive a PDF of the PO as an attachment in the email.
4. Click on 'Save' and then on 'Close'.

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE

Network Settings Save Close

Electronic Order Routing [Electronic Invoice Routing](#) [Accelerated Payments](#) [Settlement](#) [Data Deletion Criteria](#)

* Indicates a required field

External System Integration

[Configure cXML \(native\) integration](#)

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

☐ Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<div>Email address: receiver1@compera.nl,receiver2@compera.nl,receiver. <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". <input checked="" type="checkbox"/> Attach PDF document in the email message</div>

<https://service.ariba.com/ProfileManagement.aw/109591054/aw?awh=r&aw...>



Electronic order routing

If Ariba does not yet allow you to save, you must enter a random email address for the fields 'Time Sheets', 'Order Status Request', 'Payment Remittances', and 'Receipt'. After that, you can save all previous changes.

Time Sheets	Email ▾	<div>Email address: receiver1@compera.nl</div> <div>! This is a required field</div> <div><input type="checkbox"/> Attach cXML document in the email message</div> <div><input type="checkbox"/> Include document in the email message</div>	i
Order Status Request	Email ▾	<div>Email address: receiver1@compera.nl</div> <div>! This is a required field</div> <div><input type="checkbox"/> Attach cXML document in the email message</div> <div><input type="checkbox"/> Include document in the email message</div>	i
Order Response Documents	Online ▾	Return to this site to respond to POs	
Payment Remittances	Email ▾	<div>Email address: receiver1@compera.nl</div> <div>! This is a required field</div> <div><input type="checkbox"/> Attach cXML document in the email message</div> <div><input type="checkbox"/> Include document in the email message</div>	i
Payment Proposals	Online ▾	Save in my online inbox	
Document Status Update	Online ▾	Save in my online inbox	
Receipt	Email ▾	<div>Email address: receiver1@compera.nl</div> <div>! This is a required field</div> <div><input type="checkbox"/> Attach cXML document in the email message</div> <div><input type="checkbox"/> Include document in the email message</div>	i



Instruction

SAP Ariba Network registration

**Adding VAT and commercial
information on invoices**

28 August 2025



Company profile

Enter your Chamber of Commerce (KVK) number and VAT number so you can submit invoices to Eneco via SAP Business Network.

1. Go to <circle with your initials> → <Company Profile>

The screenshot displays the SAP Business Network interface. At the top, the header includes the SAP logo, 'Business Network', 'Standard Account', a 'Get enterprise account' button, and a 'TEST MODE' badge. A navigation bar contains links for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, and More. Below this is a search bar with filters for Leads, In Location, and By Product. The main dashboard features five key metrics: Orders to invoice (2), Orders (2), Orders with service line (2), Service sheets (0), and Invoices (0), all for the last 31 days. A 'My widgets' section shows an 'Order received' notification for Eneco - TEST on July 11, 2025, for €10,000.00 EUR. To the right, a user menu is open, showing options like My Account, Link User IDs, Contact Administrator, Supplier English-TEST, Company Profile (highlighted with a red box), Settings, and Logout. A 'Feedback' button is also visible.



Company profile

2. Click on <Business Information>.

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages Assessments Create ...

Company Profile Support humanitarian aid Options

Your company organization structure is now visible on public profile. Review and update profile visibility settings [here](#).

Supplier English-TEST
Network Catalog ANID: AN11233559101-T DUNS: -
[About This Profile](#)

Overview
Credentials
Certifications
Sustainability Ratings
Organization Structure
Additional Entities
Country Configuration
Business Information

Employees
-

Business Type
-

Legal Form
-

Founded
-

Revenue
-

Stock Symbol
-

Company Aliases
-

Address
Netherlands
[View Details](#)

Product and Service Categories
Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Ship-to or Service Location
Enter the locations your company ships to or serves. Postings made by buyers will be matched based on the locations you provide here.

Industries Served
Select the Industries you serve here.



Company profile

3. Enter your Chamber of Commerce (KvK) number under 'Commercial Identifier'.
4. Enter your VAT number (without spaces and punctuation) under both 'Tax ID' and 'VAT ID'.
5. Check the option 'VAT Registered'.
6. Click 'Save' and then 'Close'.

Additional Information

Business Customer Requested Additional Documents

* Indicates a required field

Financial Information

Penalty Information:

Discount Information:

Commercial Identifier:

Commercial Credentials:

Global Location Number:

Tax Information

Tax Classification:

Taxation Type:

Tax ID:

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

VAT ID:

☒ VAT Registered

Supplier GST Registration Number:

Save Close



Instruction

SAP Ariba Network registration

Adding bank details on invoices

28 August 2025



Submit bank data

To submit an invoice, a bank account should be maintained in your Ariba Network account. Follow the steps to store your bank account details in your account.

1. Navigate via <circle with your initials> to <Settings> to <Remittances>.

The screenshot displays the SAP Business Network Enterprise Account interface. The top navigation bar includes the SAP logo, 'Business Network', 'Enterprise Account', and 'TEST MODE'. A search bar is present with filters for 'Orders and Releases', 'Eneco - TEST', 'Exact match', and 'Order number'. The main dashboard shows four key metrics: 51 New orders, 62 Orders, 3 Rejected invoices, and €0.0 Remittances, all for the last 31 days. Below these are widgets for 'Purchase orders' (€490 M EUR), 'Invoice aging' (€32.9 M EUR), and an 'Activity feed' with entries for 'Order received' and 'Order changed'. On the right, a sidebar menu is open, showing options like 'My Account', 'Link User IDs', 'Contact Administrator', 'Q4H Test Supplier NL', 'Company Profile', 'Marketing Profile', 'Settings' (highlighted with a red box), 'Logout', 'view all', and 'Remittances' (also highlighted with a red box).



Submit bank data

2. The screen under tab <Settlement> is automatically displayed. Click now on button <Create>. In case of existing remittances, choose Edit.

SAP Business Network Enterprise Account TEST MODENL?

Network SettingsSaveClose

Electronic Order RoutingElectronic Invoice RoutingAccelerated PaymentsSettlementData Deletion Criteria

* Indicates a required field

[Set up early payments auto-acceptance rule](#)

EFT/Check Remittances

Address	City	State	Country/Region	Default
<input type="radio"/> Torenallee 45	Eindhoven		Netherlands	Yes
<div>EditDeleteCreate</div>				

Notifications

Type	Send notifications when...	To email addresses (one required)
Payment Profile	<input type="checkbox"/> Send a notification when remittance addresses and payment profiles are changed.	



Submit bank data

3. Fill under 'Remittance Address' all marked fields.

Please do mark this address as default.

Remittance Address

Address 1:*

Street

Address 2:

Postal Code:*

1234aa

City:*

Apeldoorn



State:

Select



Country/Region:*

Netherlands [NLD]



Contact:

Select contact



Make this address default



Factoring Service

Submit bank data

4. Check the below check box to ensure the bank data is defaulted on the invoice.


Remittance ID Assignment

Customer	Remittance ID

☒ Include Bank Account Information in invoices.

5. Select in <Preferred payment method> 'Credit Transfer'.

Payment Methods

Preferred Payment Method: Credit Transfer 

6. 'ACH' data is not required as Eneco is not using clearing houses.



Submit bank data

7. Fill below 'Wire Transfer' the bank data under 'Beneficiary Bank'.

WIRE TRANSFER

Beneficiary Bank

Account Name:	<input type="text" value="InnoVino BV"/>
Account #:	<input type="text" value="1234894536"/>
Confirm Account #:	<input type="text" value="1234894536"/>
Account Type:	<input type="text" value="Checking"/>
SWIFT Code <input type="text" value="v"/>	<input type="text" value="SNSBNL2A"/>
Confirm SWIFT Code:	<input type="text" value="SNSBNL2A"/>
IBAN:	<input type="text" value="NL25QWERT1234894536"/>
Bank Name:	<input type="text" value="QWERTY bank"/>
Branch Name:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Postal Code:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="Selecteren"/>
Country/Region:	<input type="text" value="Nederland [NLD]"/>
Bank Phone:	<div><div>Land</div><div>Netnr.</div><div>Nummer</div></div> <div><input type="text" value="NLD 31"/><input type="text"/><input type="text"/></div>

Account name: account holder name

Account #: bank account number or IBAN

Account type: Select 'Checking'

Select Bank-ID: Choose 'SWIFT-code'

Enter the SWIFT-code of your bank

IBAN: Please provide full IBAN

Name of bank: e.g. Rabobank

Country/Region: Enter the country

Other fields are optional



Submit bank data

8. Click <Ok>.

Credit Card

Accept credit card: ☐ Yes ☒ No

OK Cancel

9. Click <Save> and <Close>

SAP Business Network Standard Account [Get enterprise account](#) ? SC

Network Settings Save Close

[Electronic Order Routing](#) [Electronic Invoice Routing](#) [Accelerated Payments](#) [Settlement](#) [Data Deletion Criteria](#)

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