Instruction

SAP Ariba Network registration
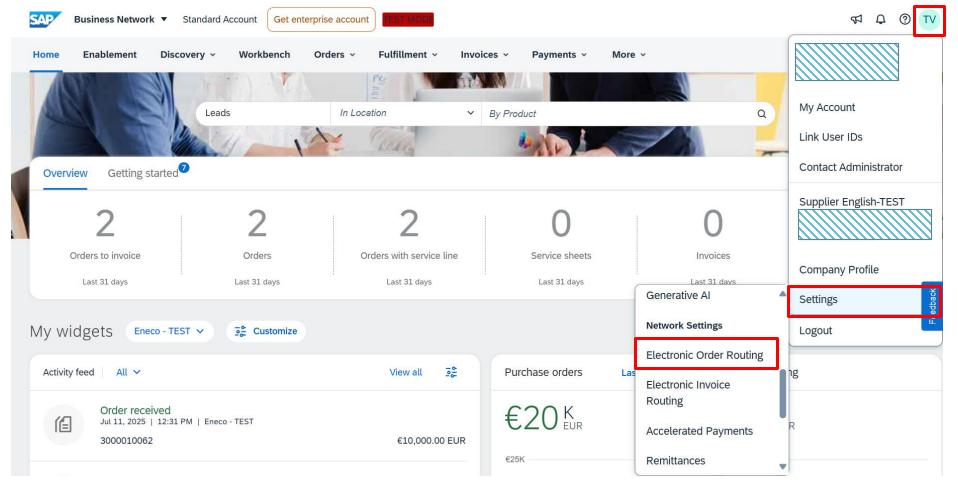
Set email preferences

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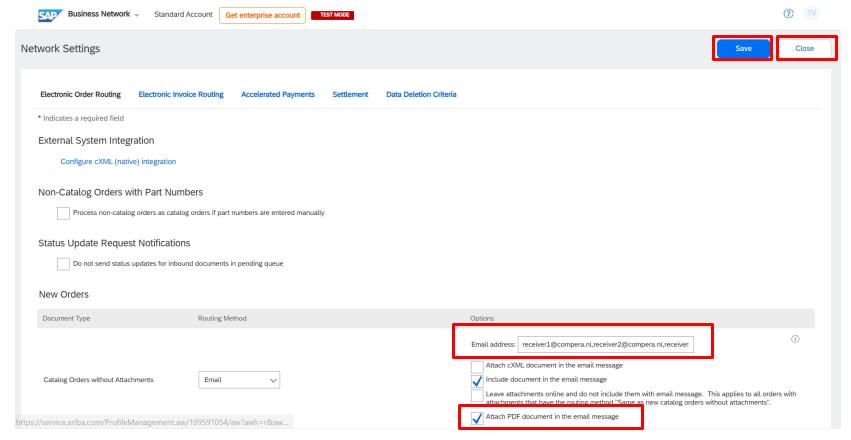
1.Go to <circle with your initials> → <Settings> → <Electronic Order Routing>.

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'.

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.

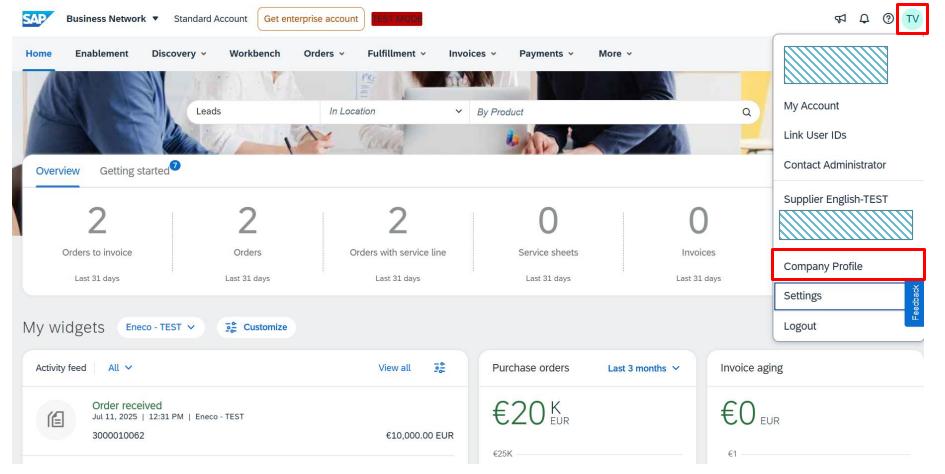|		
Time Sheets	Email ▼	Email address: receiver1@compera.nl ⓘ ! This is a required field ☐ Attach cXML document in the email message ☐ Include document in the email message
Order Status Request	Email ▼	Email address: receiver1@compera.nl ⓘ ! This is a required field ☐ Attach cXML document in the email message ☐ Include document in the email message
Order Response Documents	Online ▼	Return to this site to respond to POs
Payment Remittances	Email ▼	Email address: receiver1@compera.nl ⓘ ! This is a required field ☐ Attach cXML document in the email message ☐ Include document in the email message
Payment Proposals	Online ▼	Save in my online inbox
Document Status Update	Online ▼	Save in my online inbox
Receipt	Email ▼	Email address: receiver1@compera.nl ⓘ ! This is a required field ☐ Attach cXML document in the email message ☐ Include document in the email message

Eneco

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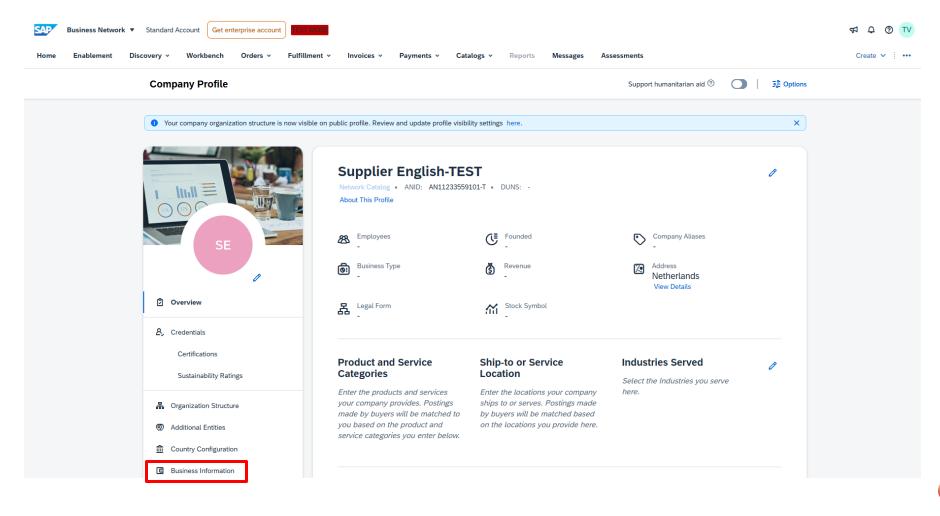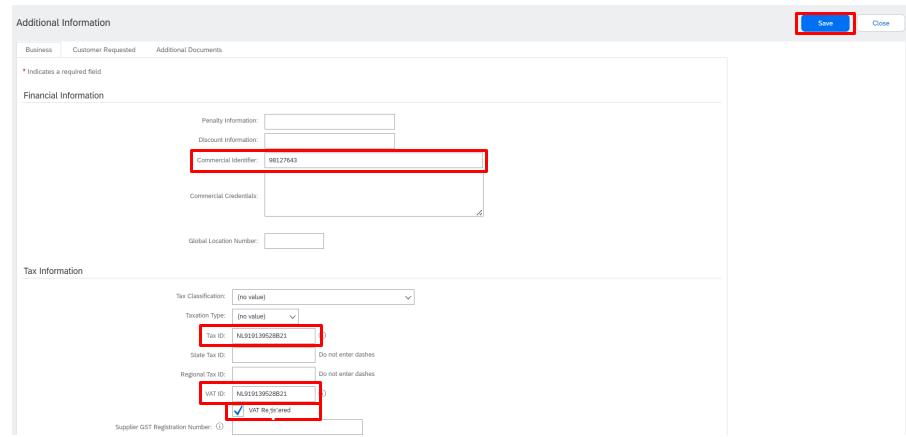
1. Go to <circle with your initials> → <Company Profile>

Company profile

2. Click on <Business Information>.

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'.
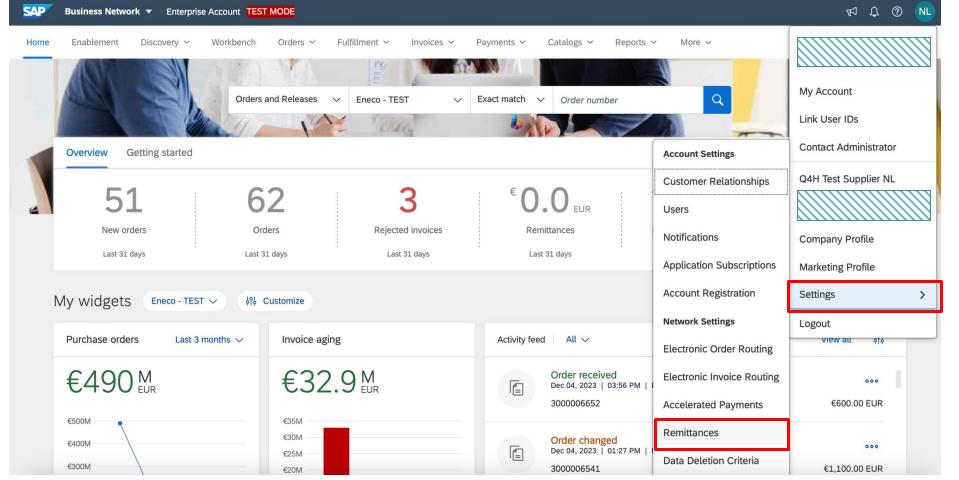**6. Click 'Save' and then 'Close'.**

Instruction

SAP Ariba Network registration

Adding bank details on invoices
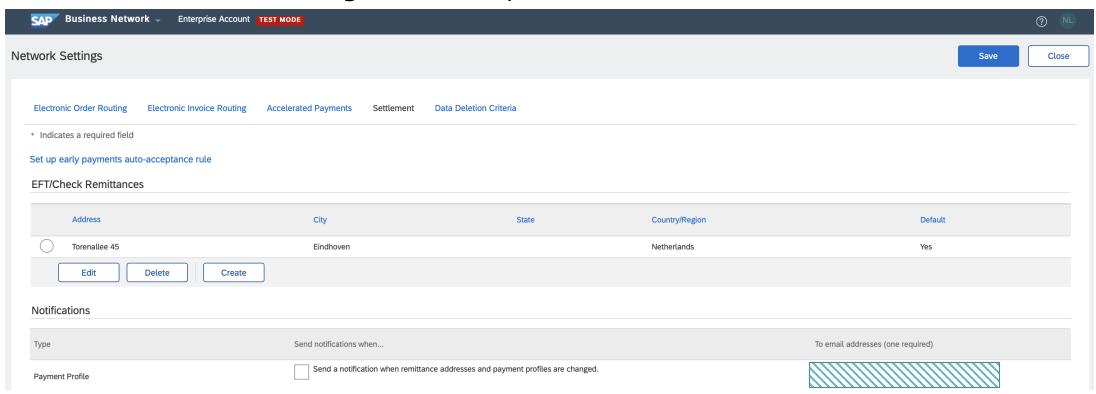
28 August 2025

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 <Setttings> to <Remittances>.

Submit bank data

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

Submit bank data

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

Please do mark this address as default.

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.

Eneco

Submit bank data

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

WIRE TRANSFER

Beneficiary Bank

Account Name:	InnoVino BV
Account #:	1234894536
Confirm Account #:	1234894536
Account Type:	Checking ∨
SWIFT Code ∨ :	SNSBNL2A
Confirm SWIFT Code:	SNSBNL2A
IBAN:	NL25QWERT1234894536
Bank Name:	QWERTY bank
Branch Name:	
Address 1:	
Address 2:	
Postal Code:	
City:	
State:	Selecteren ∨
Country/Region:	Nederland [NLD] ∨

Land	Netnr.	Nummer
Bank Phone: NLD 31 ∨		

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

eneco

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

* Indicates a required field

Eneco