

Instruction

SAP Ariba Network registration

Set email preferences

11 February 2026



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. In the upper-right corner, click <User initials> and select <Settings>.

The screenshot displays the SAP Business Network user interface. At the top right, the user's initials 'IG' are highlighted with a red box. A dropdown menu is open, showing various account management options. The 'Settings' option is highlighted with a red box. The main dashboard area shows a search bar with 'Eneco - TEST' and 'Exact match' filters, and a summary of key metrics: 11 New orders (Last 31 days), 16 Orders (Last 31 days), 0 Rejected invoices (Last 31 days), € 0.0 EUR Remittances (Last 31 days), and € 0.0 EUR Early payment offers (Next 90 days). The 'My widgets' section includes 'Purchase orders' (Last 3 months), 'Invoice aging', 'Company profile', and 'My leads'.

Electronic order routing

2. Click <Electronic Order Routing> under 'Transactions'.

The screenshot shows the SAP Business Network user interface. At the top, the navigation bar includes 'SAP Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. Below this is a main navigation menu with options like 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. A 'Settings' section is active, with sub-tabs for 'User Preferences', 'Account Administration', 'Transactions', 'Integrations', and 'Compliance'. The 'Transactions' sub-tab is selected, and within it, 'Electronic Order Routing' is highlighted with a red rectangular box. Other options in the 'Transactions' list include 'Electronic Invoice Routing', 'Accelerated Payments', and 'Remittances'. The 'User Preferences' section contains 'User Notifications & Preferences'. The 'Account Administration' section lists 'Customer Relationships', 'Manage Users', 'Notifications', 'Generative AI', and 'Language and Region'.



Electronic order routing

3. In the 'Email Address' field, enter up to five email addresses where POs must be sent. Separate multiple email addresses with a comma.

4. Mark the checkbox 'Attach PDF document in the email message' to receive a PDF of the PO as an attachment in the email.

5. Click 'Save' and then 'Close'.

The screenshot shows the SAP Business Network interface for 'Network Settings'. The page is titled 'Network Settings' and has a 'Save' button and a 'Close' button in the top right corner. The main content area is divided into several sections: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. The 'Electronic Order Routing' section is active and contains the following options:

- External System Integration:** A link to 'Configure cXML (native) integration'.
- Non-Catalog Orders with Part Numbers:** A checkbox labeled 'Process non-catalog orders as catalog orders if part numbers are entered manually'.
- Status Update Request Notifications:** A checkbox labeled 'Do not send status updates for inbound documents in pending queue'.
- New Orders:** A table with columns 'Document Type', 'Routing Method', and 'Options'.

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<ul style="list-style-type: none">Email address: [Redacted]<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



Electronic order routing

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

Time Sheets	Email	Email address: <input type="text" value=""/>	<input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message
Order Status Request	Email	Email address: <input type="text" value=""/>	<input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message
Order Response Documents	Online	Return to this site to respond to POs	
Payment Remittances	Email	Email address: <input type="text" value=""/>	<input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> 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: <input type="text" value=""/>	<input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message



Instruction

SAP Ariba Network registration

**Adding VAT and commercial
information on invoices**

11 February 2026



Company profile

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

1. In the upper-right corner, click <User initials> and select <Company Profile>.

The screenshot displays the SAP Business Network user interface. At the top right, the user initials 'IG' are highlighted with a red box. A dropdown menu is open, showing various options. The 'Company Profile' option is highlighted with a red box. The main dashboard shows a search bar with filters for 'Orders and Releases', 'Eneco - TEST', and 'Exact match'. Below the search bar, there are five key metrics: 11 New orders (Last 31 days), 16 Orders (Last 31 days), 0 Rejected invoices (Last 31 days), € 0.0 EUR Remittances (Last 31 days), and € 0.0 EUR Early payment offers (Next 90 days). At the bottom, there are widget cards for 'Purchase orders', 'Invoice aging', 'Company profile', and 'My leads'.



Company profile

2. Click on the <Business Information> tab.

The screenshot shows the SAP Business Network interface for a company profile. At the top, the SAP logo is followed by 'Business Network' and 'Enterprise Account'. The navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'More'. The profile title is 'Q4H Supplier v2' with buttons for 'View My Public Profile' and 'Go to Catalog'. Below this, there are fields for BNO ID, ANID, and DUNS. A blue banner promotes purchasing SAP Business Network. The main navigation tabs are 'Overview', 'Certifications', 'Sustainability Ratings', 'Organization Structure', 'Additional Entities', 'Country Configuration', 'Contacts', 'Settings', and 'Business Information', which is highlighted with a red box and a red exclamation mark icon. The 'About Us' section is visible, listing various company details:

Field	Value
Employee	-
Business Type	-
Legal Form	-
Member Since	2024
Founded	-
Revenue	-
Stock Symbol	-
Registration Type	Walk-Up
Company Aliases	-
Address	Noord-Brabant, Netherlands View Details
Website URL	-



Company profile

3. Enter your Company's Registration number (Chamber of Commerce) in the field 'Commercial Identifier'.
4. Enter your VAT number in both 'Tax ID' and 'VAT ID' fields, without spaces and punctuation.
5. Mark the checkbox 'VAT Registered'.
6. Click 'Save' and then 'Close'.

SAP Business Network Standard Account Get enterprise account TEST MODE

Additional Information

Business Customer Requested Additional Documents

* Indicates a required field

Financial Information

Penalty Information:

Discount Information:

Commercial Identifier: 98127643

Commercial Credentials:

Global Location Number:

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID: NL919139528B21

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

VAT ID: NL919139528B21

VAT Registered

Supplier GST Registration Number:

Save Close

Instruction

SAP Ariba Network registration

Adding bank details on invoices

11 February 2026



Submit bank data

To submit an invoice, you must first set up your company and bank details in your account. Follow the steps to add and store your bank account information.

1. In the upper-right corner, click <User initials> and select <Company Profile>.

The screenshot displays the SAP Business Network user interface. At the top right, the user initials 'IG' are highlighted with a red box. A dropdown menu is open, showing various options. The 'Company Profile' option is highlighted with a red box. The main dashboard area shows a navigation bar with 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. Below the navigation bar, there is a search bar and a dashboard with several metrics: 11 New orders (Last 31 days), 16 Orders (Last 31 days), 0 Rejected invoices (Last 31 days), € 0.0 EUR Remittances (Last 31 days), and € 0.0 EUR Early payment offers (Next 90 days). At the bottom, there is a 'My widgets' section with 'Purchase orders' (Last 3 months), 'Invoice aging', 'Company profile', and 'My leads'.

Submit bank data

If you do not see the correct company address under additional entities that matches your bank details, you can create it as follows:

2. Go to the <Additional Entities> tab and click <Create> to add a remittance address.

The screenshot shows a software interface for 'Q4H Supplier v2'. The navigation bar includes 'Overview', 'Certifications', 'Sustainability Ratings', 'Organization Structure', 'Additional Entities' (highlighted), 'Country Configuration', 'Contacts', 'Settings', and 'Business Information'. Below the navigation bar, the 'Additional Entities' section is visible. It contains a table with one row and several columns: 'Company Name', 'Default Address', 'Location', 'BNO ID', 'TAX ID', and 'Collaboration Function'. The 'Collaboration Function' column has a 'Remit To' field. A red arrow points from the 'Additional Entities' tab to the 'Create' button in the table's action column.


Company Name	Default Address	Location	BNO ID	TAX ID	Collaboration Function
					Remit To >




Submit bank data


3. Enter your company name and address details in the marked fields. Leave the field 'Internal ID' empty.
4. Select the <Remit To> option under 'Functions' and mark the checkbox 'Make this address default'.
5. Click on <Create>.


Q4H Supplier v2

ANID:  DUNS: - Location: Eindhoven, Netherlands

Create New Additional Entity

Company and location information	Network collaboration information
<p>Company (Legal) Name: *</p> <input type="text" value="Demo Suppliers NL B.V."/>	<p>Functions: *</p> <input type="text" value="Remit To"/>
<p>Country/Region: *</p> <input type="text" value="Netherlands"/>	<input checked="" type="checkbox"/> Make this address default 
<p>Address Line 1: *</p> <input type="text" value="Testlaan 12"/>	<p>Identification information</p> <p>Internal ID:</p> <input type="text"/>
<p>Address Line 2:</p> <input type="text" value="Type here"/>	
<p>Postal Code: *</p> <input type="text" value="1234 AB"/>	
<p>City: *</p> <input type="text" value="Rotterdam"/>	
<p>State:</p> <input type="text" value="Zuid-Holland"/>	





Submit bank data

6. Click on <Go to Remittances> once the remittance address has been created.

The screenshot shows a web interface for managing supplier data. The top navigation bar includes 'Overview', 'Certifications', 'Sustainability Ratings', 'Organization Structure', 'Additional Entities' (highlighted), 'Country Configuration', 'Contacts', 'Settings', 'Business Information', and 'Additional Documents'. Below the navigation, the page title is 'Q4H Supplier v2'. Underneath, there are fields for 'ANID', 'DUNS', and 'Location: Eindhoven, Netherlands'. A red arrow points from the 'Additional Entities' tab to a blue button labeled 'Go to Remittances'. Below this, there is a table titled 'Additional Entities (1)' with columns for 'Company Name', 'Default Address', 'Location', 'BNO ID', 'TAX ID', and 'Collaboration Function'. The table contains one row with a radio button in the first column and 'Remit To' in the last column.

Company Name	Default Address	Location	BNO ID	TAX ID	Collaboration Function
<input type="radio"/>					Remit To >



Submit bank data

7. The screen under 'Settlement' tab is automatically displayed. Select the remittance address and click on <Edit Bank Details>.

The screenshot shows the SAP Business Network interface. At the top, it displays 'SAP Business Network', 'Enterprise Account', and a 'TEST MODE' badge. The main header is 'Network Settings' with 'Save' and 'Close' buttons. Below this are navigation tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. A note states '* Indicates a required field' and a link 'Set up early payments auto-acceptance rule' is present. The 'EFT/Check Remittances' section contains a table with columns: 'Address ↑', 'City', 'State', 'Country/Region', and 'Default'. The first row has a hatched 'Address' field and a 'Yes' value in the 'Default' column. A red circle with an exclamation mark highlights the 'Address' field. Below the table, a button 'Edit Bank Details' is highlighted with a red box, next to a 'Go To Additional Entities' button and a descriptive text: 'Find and manage all Remit To Addresses under Additional Entities.'



Submit bank data

8. Mark the checkbox 'Include Bank Account Information in invoices' to ensure the bank data is defaulted on the invoice.

Remittance ID Assignment

Customer	Remittance ID

Include Bank Account Information in invoices.

9. Select for 'Preferred Payment Method' the <Wire> option.

Payment Methods

Preferred Payment Method:

Under "ACH," no information needs to be entered as Eneco is not using clearing houses. This applies only to the United States.



Submit bank data

10. Fill in all fields for the bank data under 'Beneficiary Bank' in the 'Wire Transfer' section.

WIRE TRANSFER

Beneficiary Bank

Account Name:	Demo Suppliers NL B.V.
Account #:	63756219
Confirm Account #:	63756219
Account Type:	Checking
SWIFT Code:	BARCGB22
Confirm SWIFT Code:	BARCGB22
IBAN:	GB05BARC20032663756219
Bank Name:	Barclays Bank UK PLC
Branch Name:	
Address 1: *	1 Churchill Place
Address 2:	
Address 3:	
Address 4:	
City: *	London
State: *	London, City of [GB-LND]
Postal Code: *	E14 5HP
Country/Region: *	United Kingdom [GBR]

Account name: Enter the name of the account holder (company name).

Account #: bank account number or IBAN.

Account type: Select 'Checking'.

Select Bank-ID: Choose SWIFT code or ABA Routing Number (only U.S. banks).

SWIFT-code or ABA Routing number: Enter the bank's SWIFT/ BIC code or ABA Routing Number (U.S. only) accordingly.

IBAN: Enter the IBAN (not applicable for U.S. banks). Visible after selecting 'Bank-ID'.

Bank Name: e.g. Barclays Bank UK PLC.

Address 1: Enter the street name and house number of your bank.

City: Enter the city of your bank.

State: Enter the state or province of your bank.

Postal Code: Enter the postal code of your bank.

Country/Region: Enter the country.

Other fields are optional.



Submit bank data

11. Click <Ok>.

Credit Card

Accept credit card: Yes No

OK Cancel

12. Next, click <Save> and then <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