Instruction

SAP Ariba Network registration

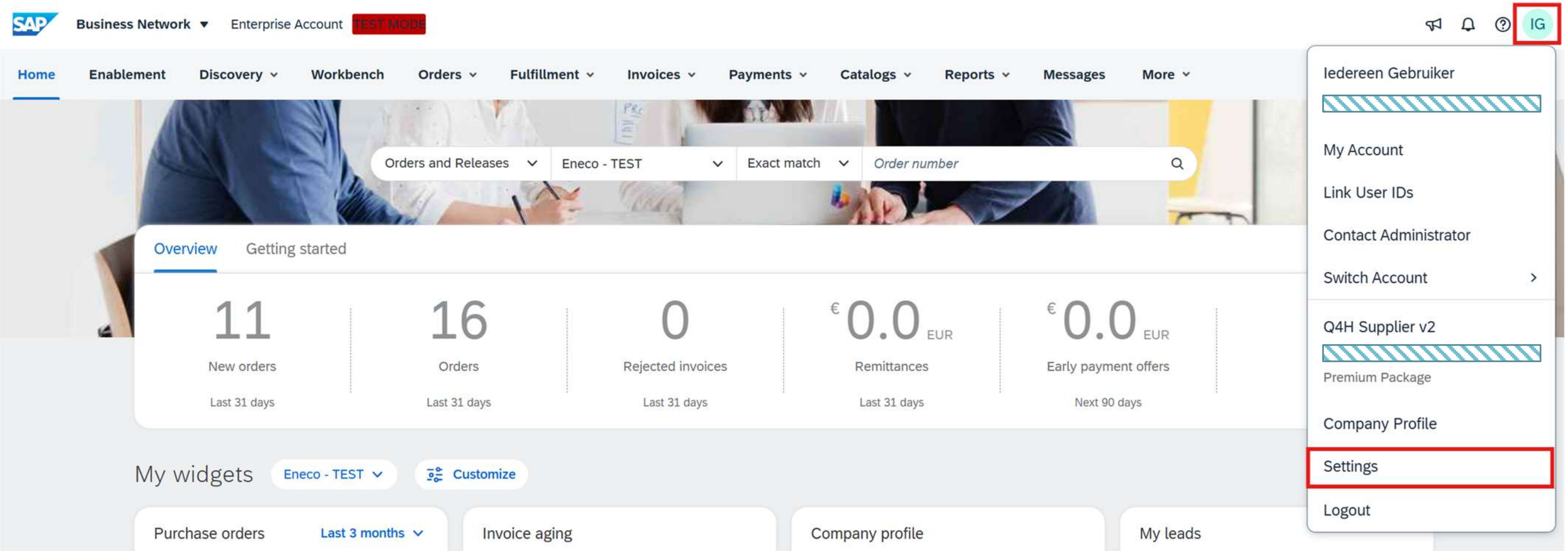
Set email preferences

11 February 2026

Electronic order routing

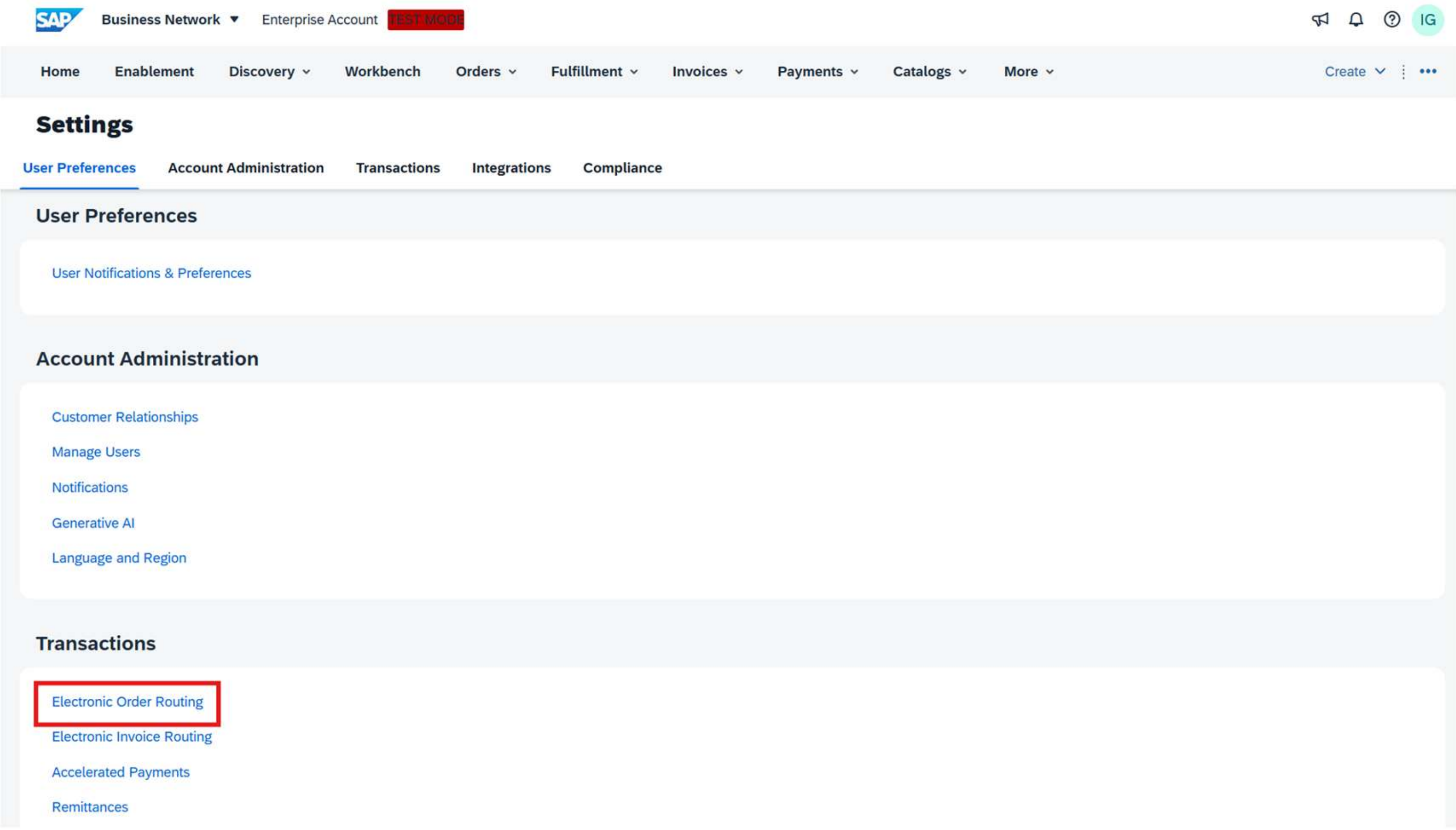
Set up a PDF copy of the PO to be attached when a new PO is sent to you by email. Additionally, you can configure multiple email recipients.

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



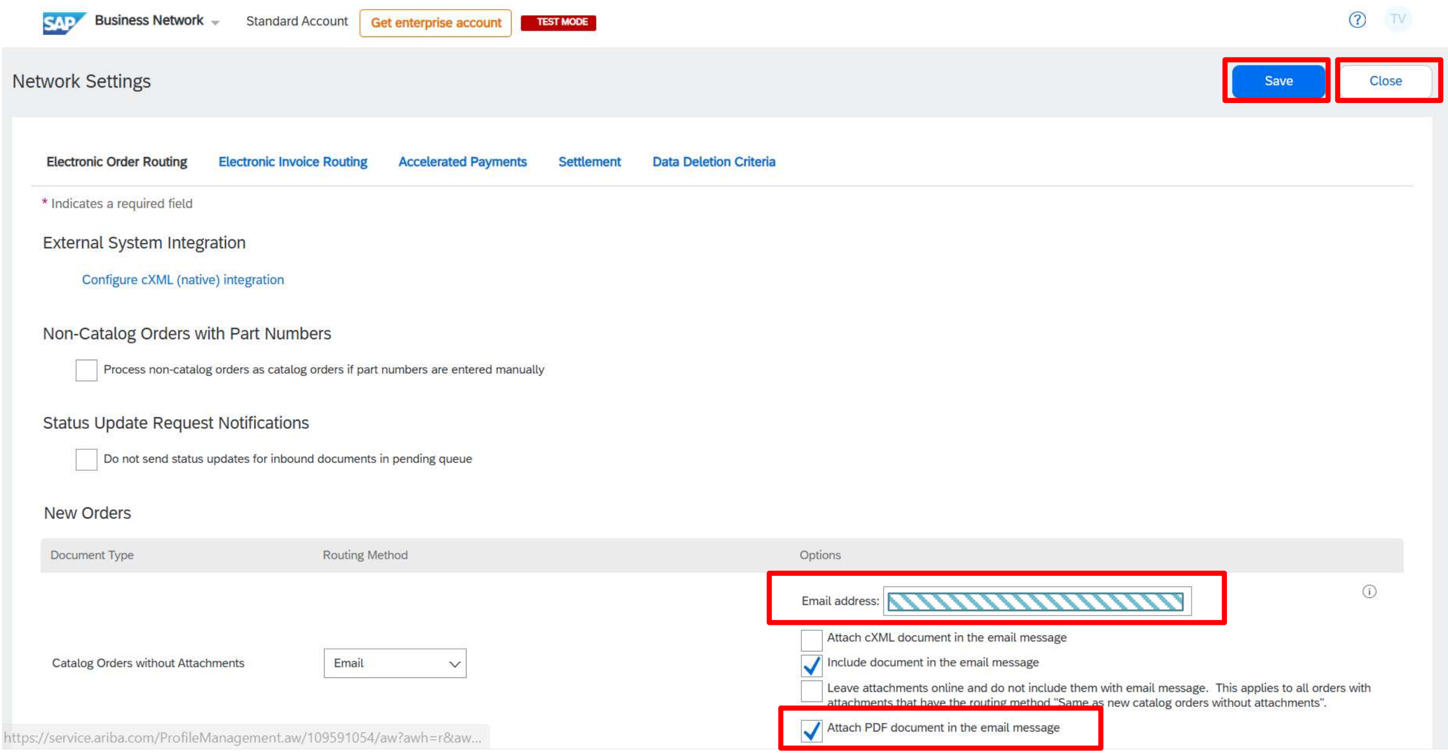
Electronic order routing

2. Click <Electronic Order Routing> under ‘Transactions’.



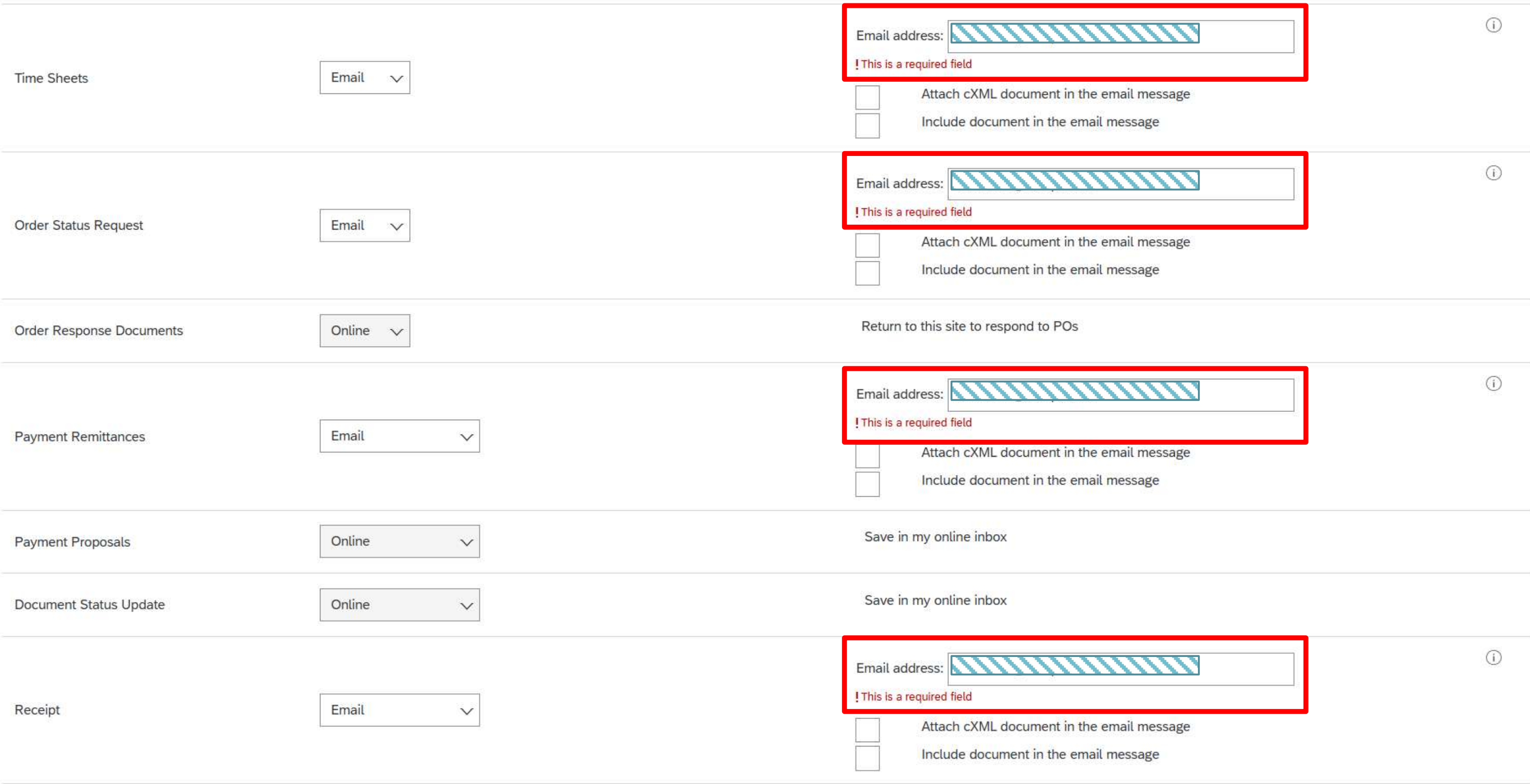
Electronic order routing

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'.



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.



Instruction

SAP Ariba Network registration

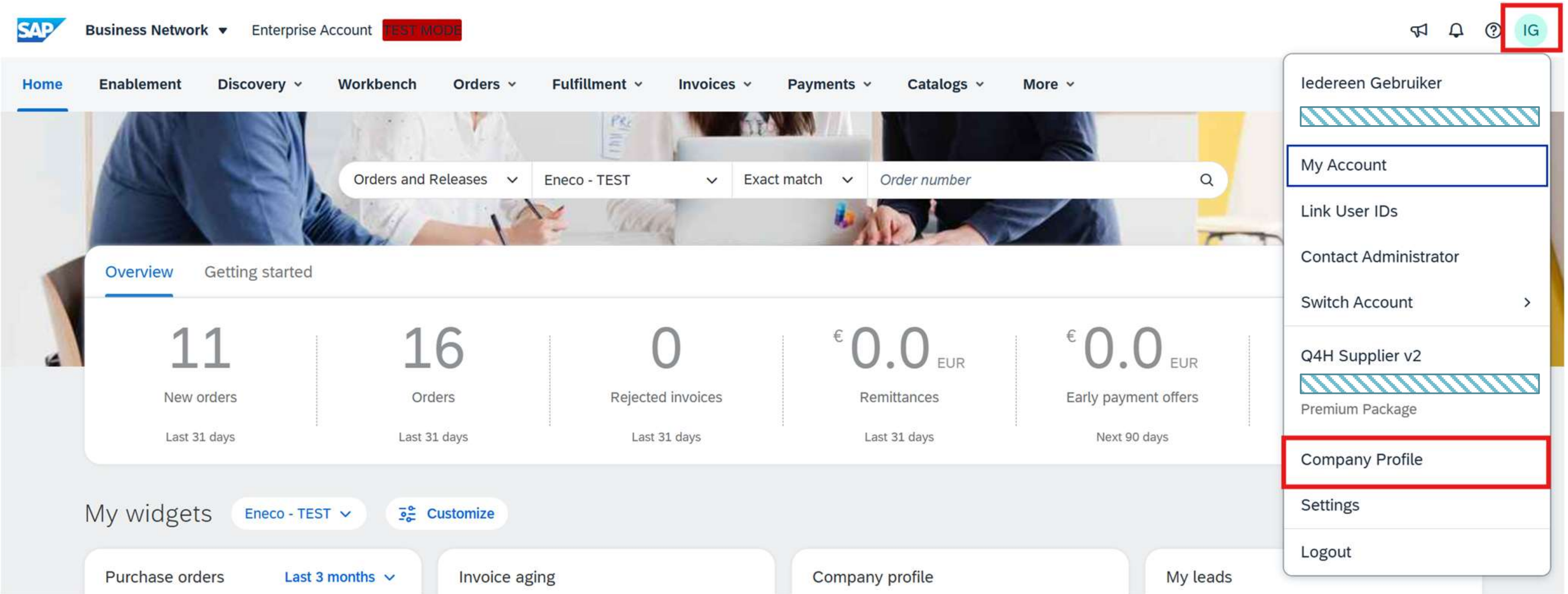
Adding VAT and commercial information on invoices

11 February 2026

Company profile

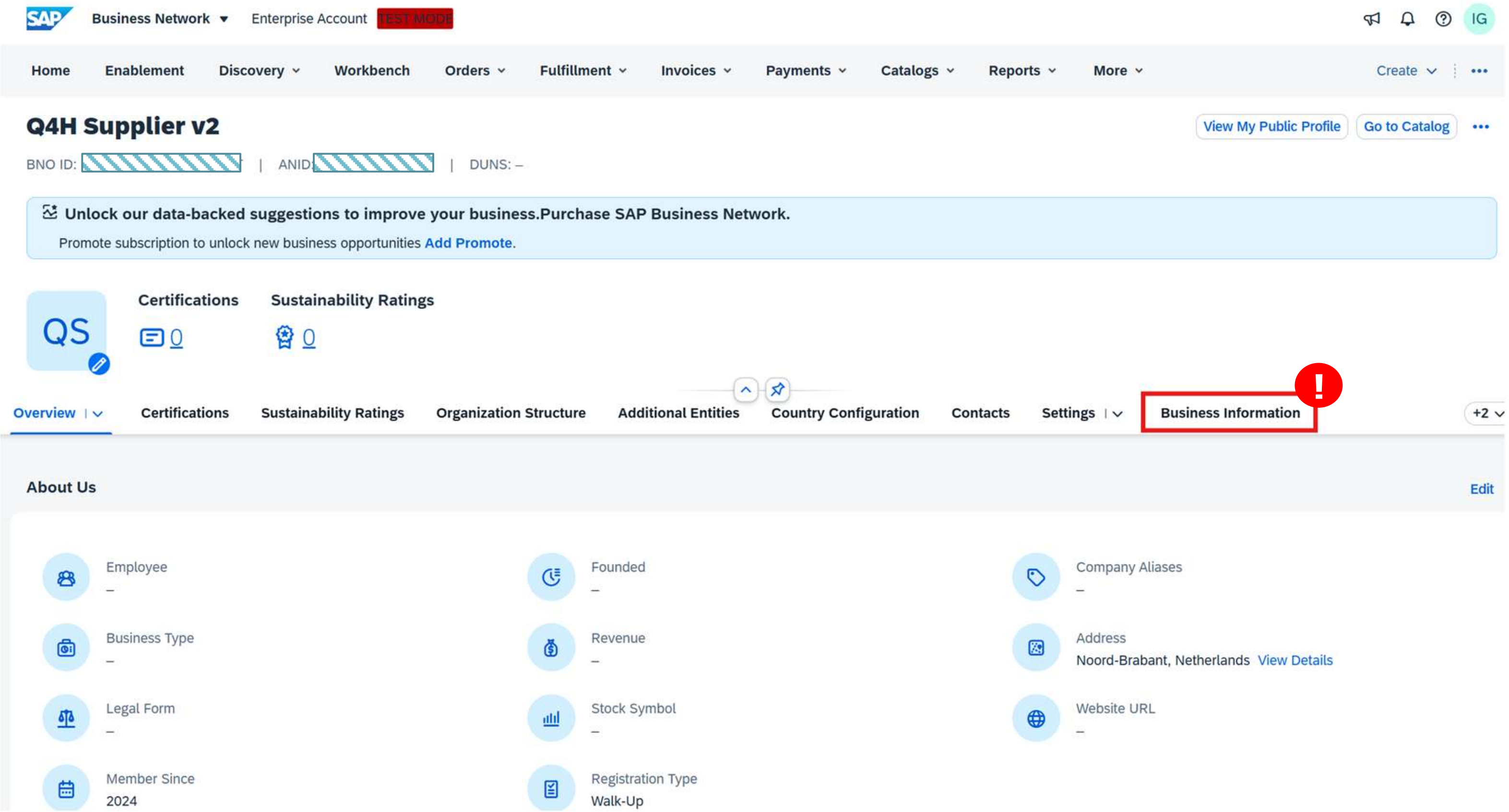
Enter your Chamber of Commerce (KVK) number and VAT number so you can submit invoices to Eneco via SAP Business Network.

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



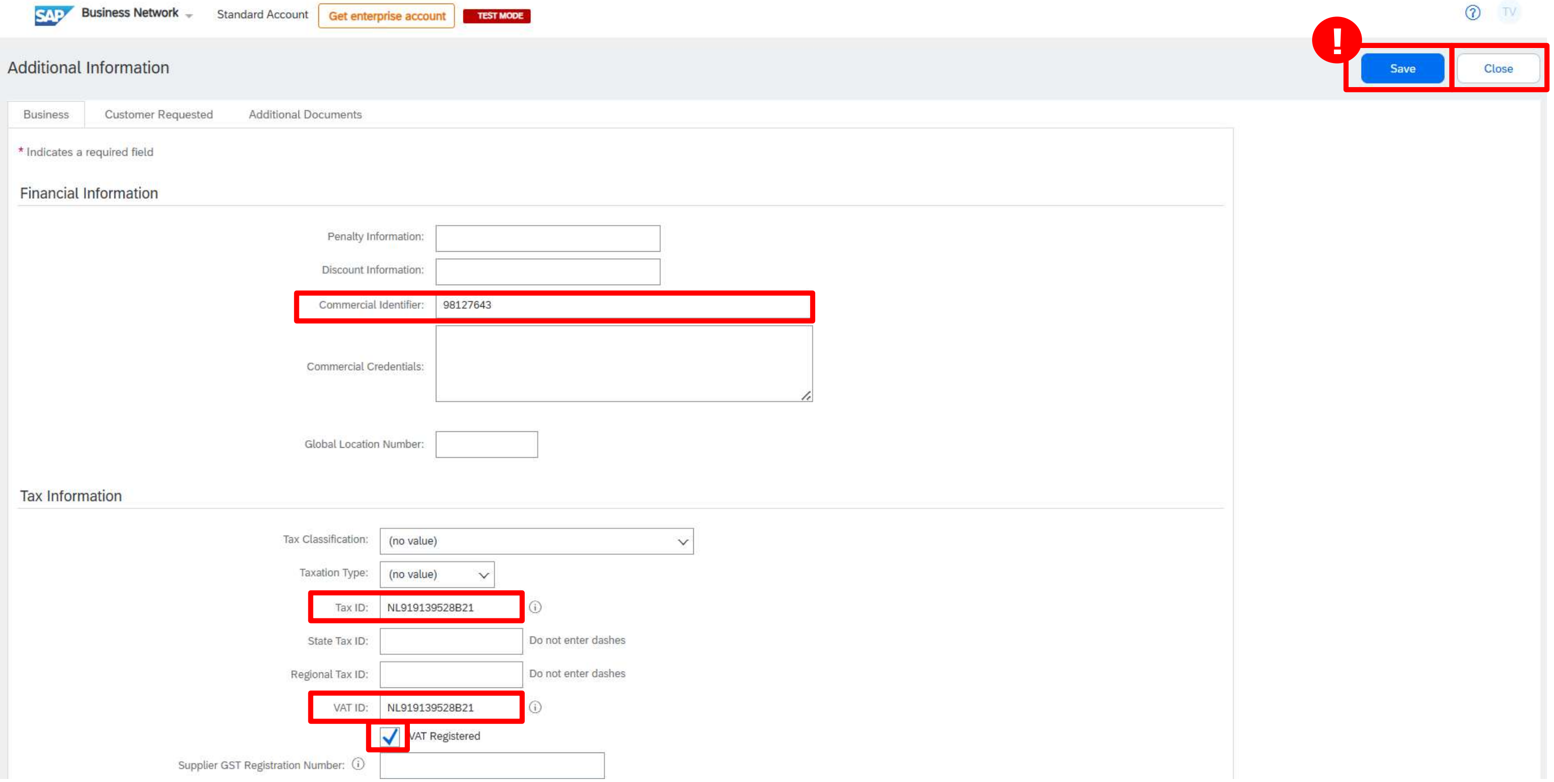
Company profile

2. Click on the <Business Information> tab.



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'.



Instruction

SAP Ariba Network registration

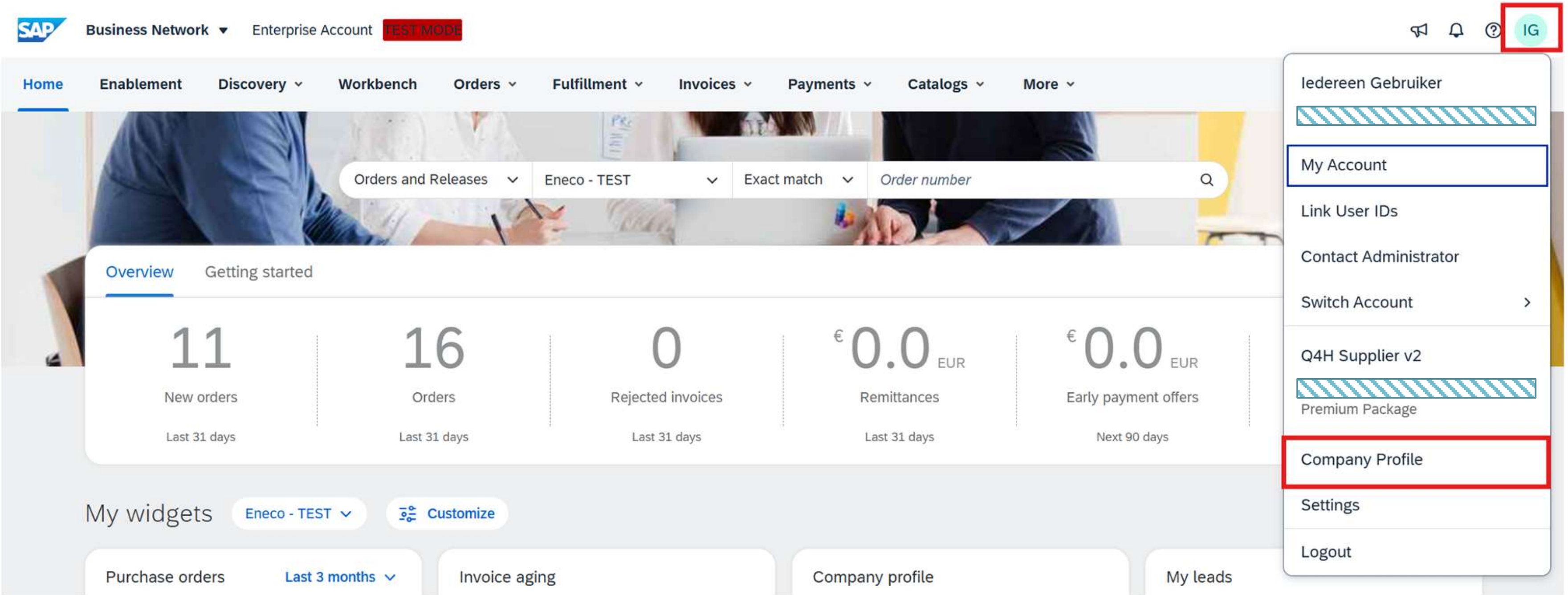
Adding bank details on invoices

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.

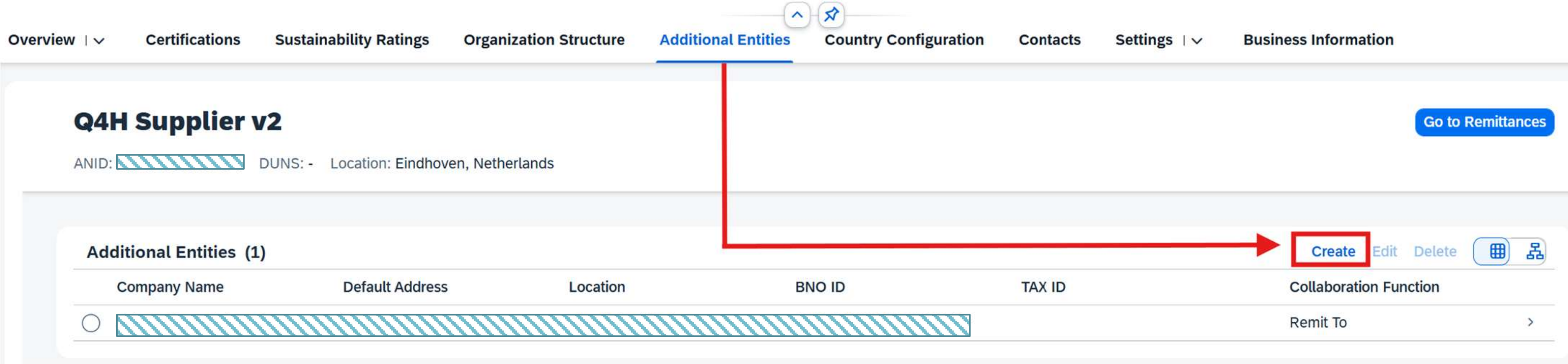
1. In the upper-right corner, click <User initials> and select <Company Profile>.



Submit bank data

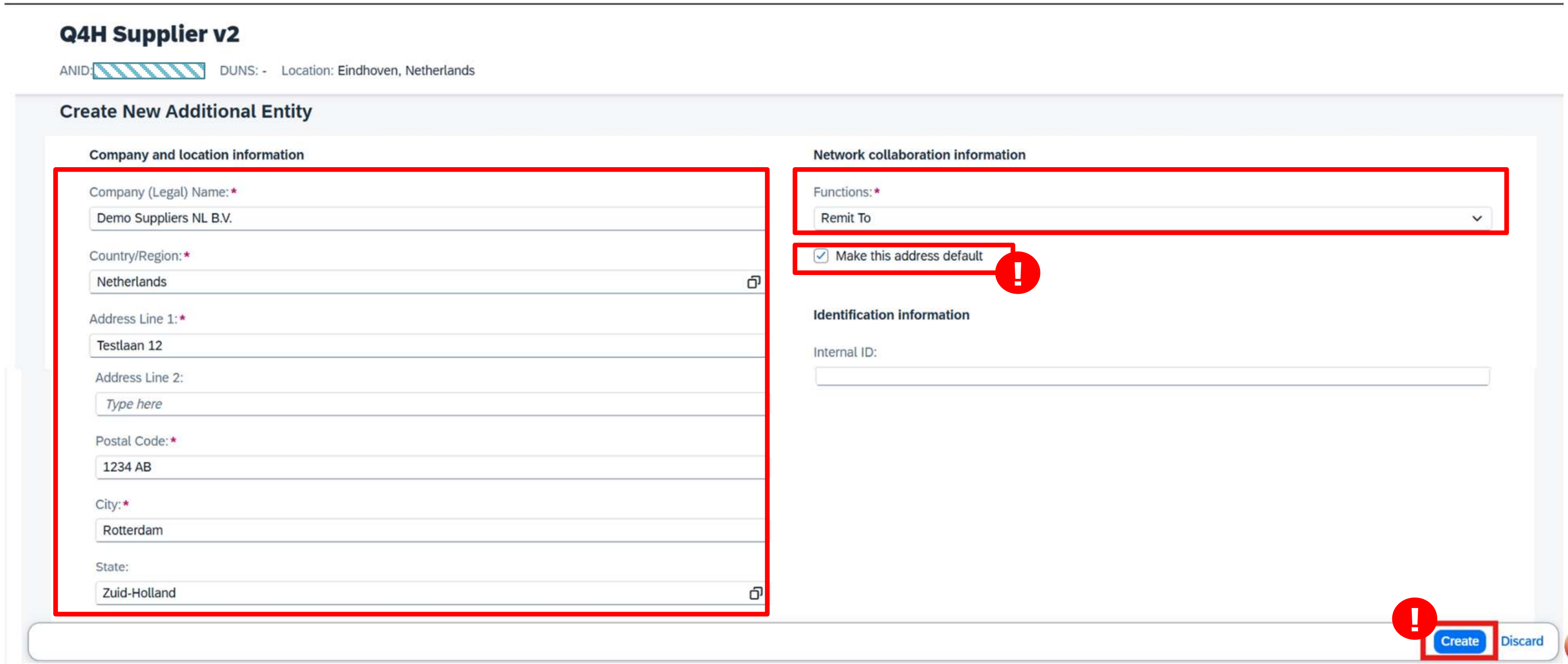
If you do not see the correct company address under additional entities that matches your bank details, you can create it as follows:

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



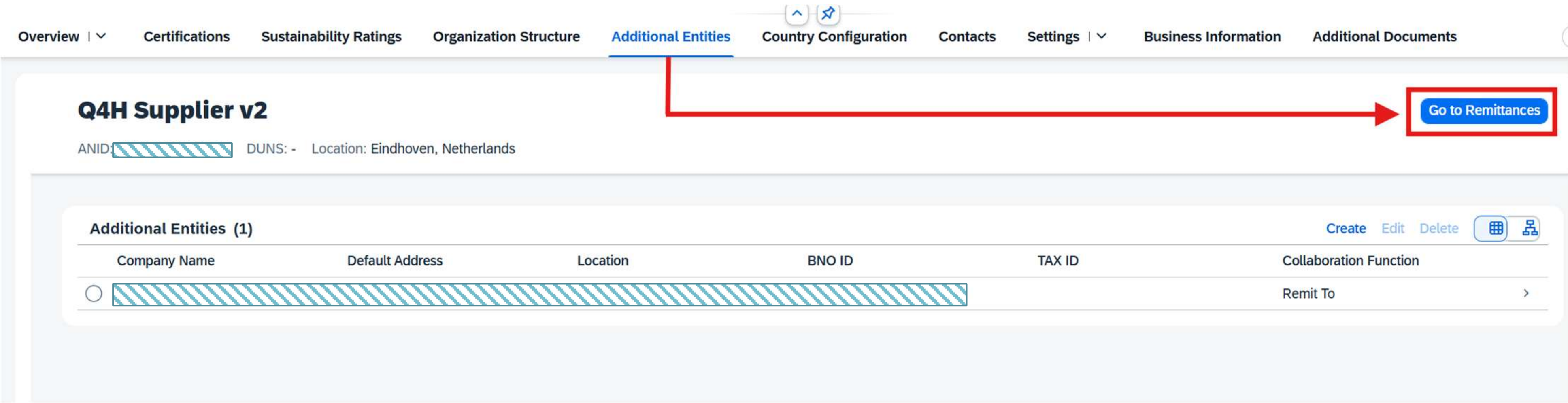
Submit bank data

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>.



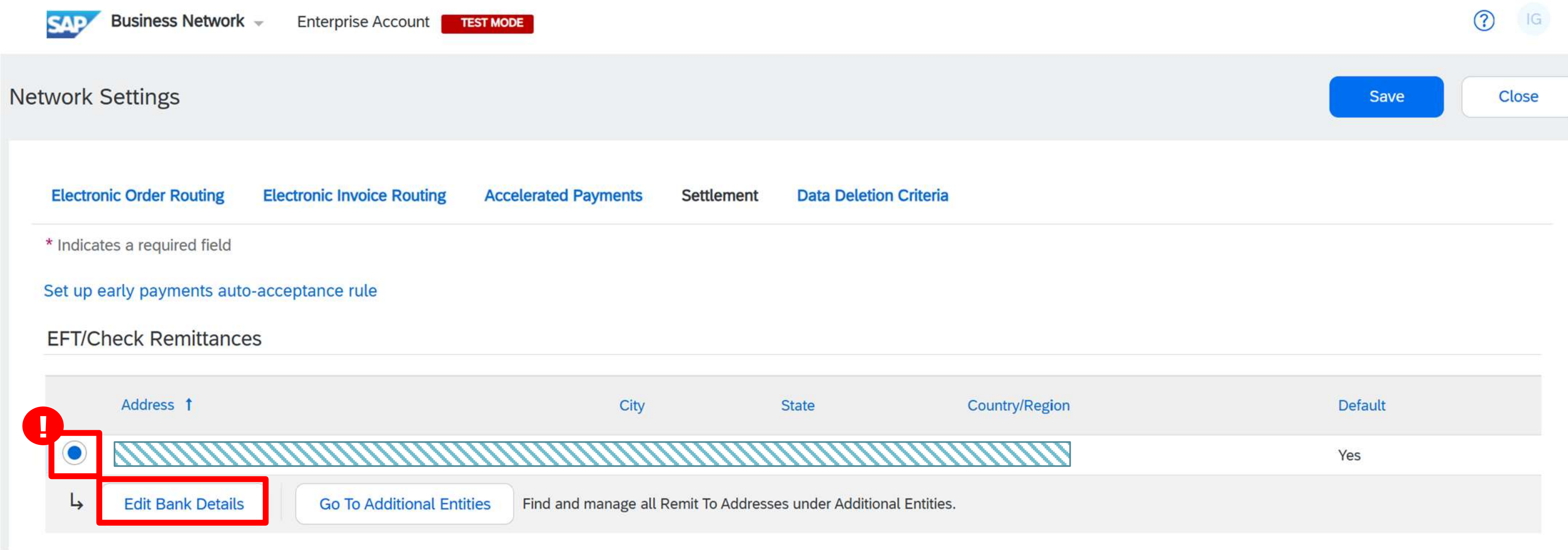
Submit bank data

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



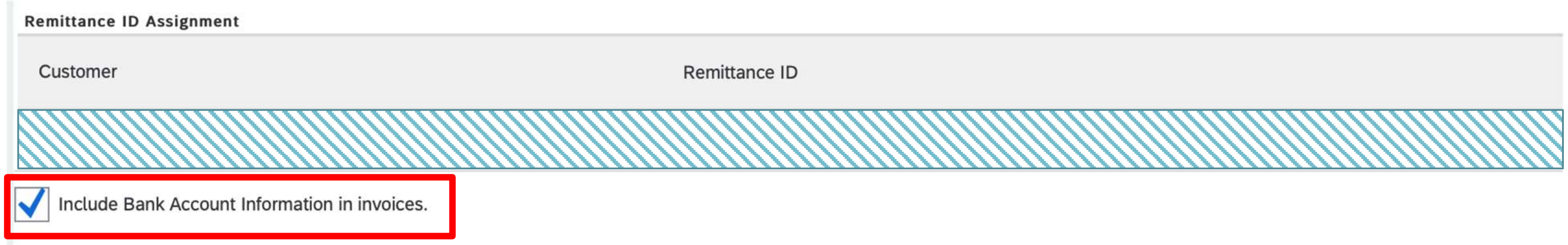
Submit bank data

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



Submit bank data

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

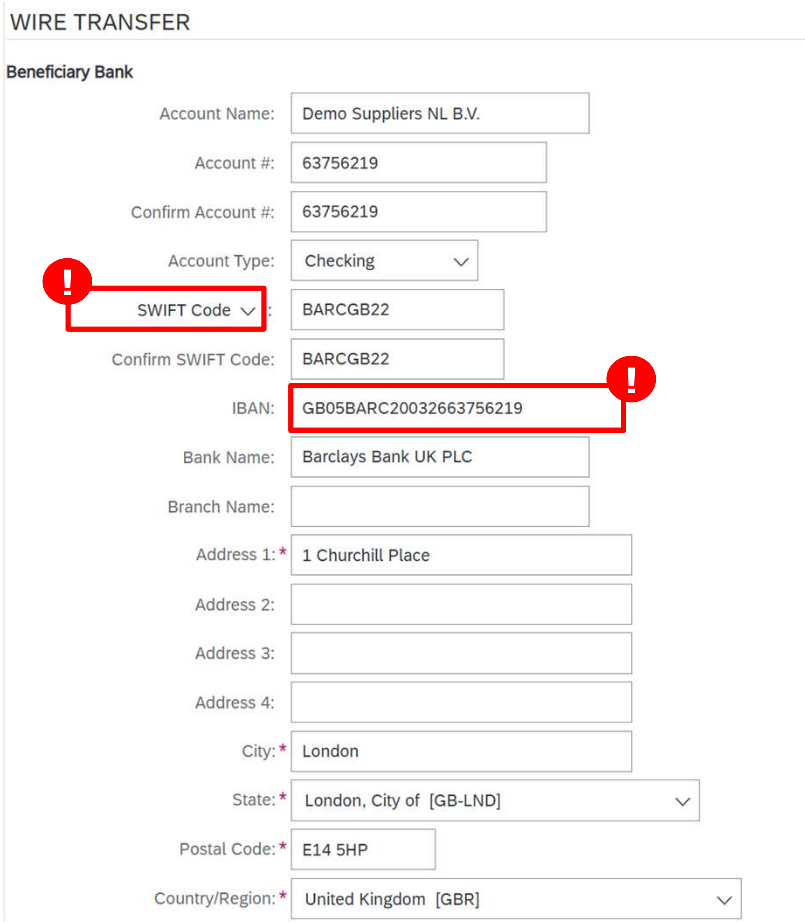


9. Select for 'Preferred Payment Method' the <Wire> option.

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.

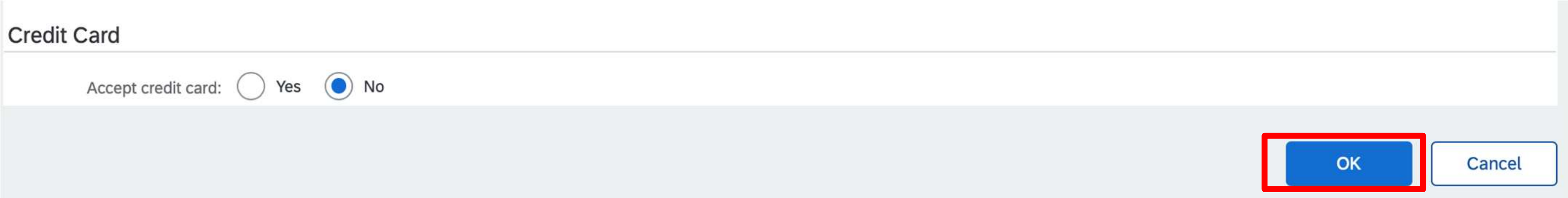
Postal Code: Enter the postal code of your bank.

Country/Region: Enter the country.

Other fields are optional.

Submit bank data

11. Click <Ok>.



12. Next, click <Save> and then <Close>.