

Instruction

SAP Ariba Network registration

Set email preferences

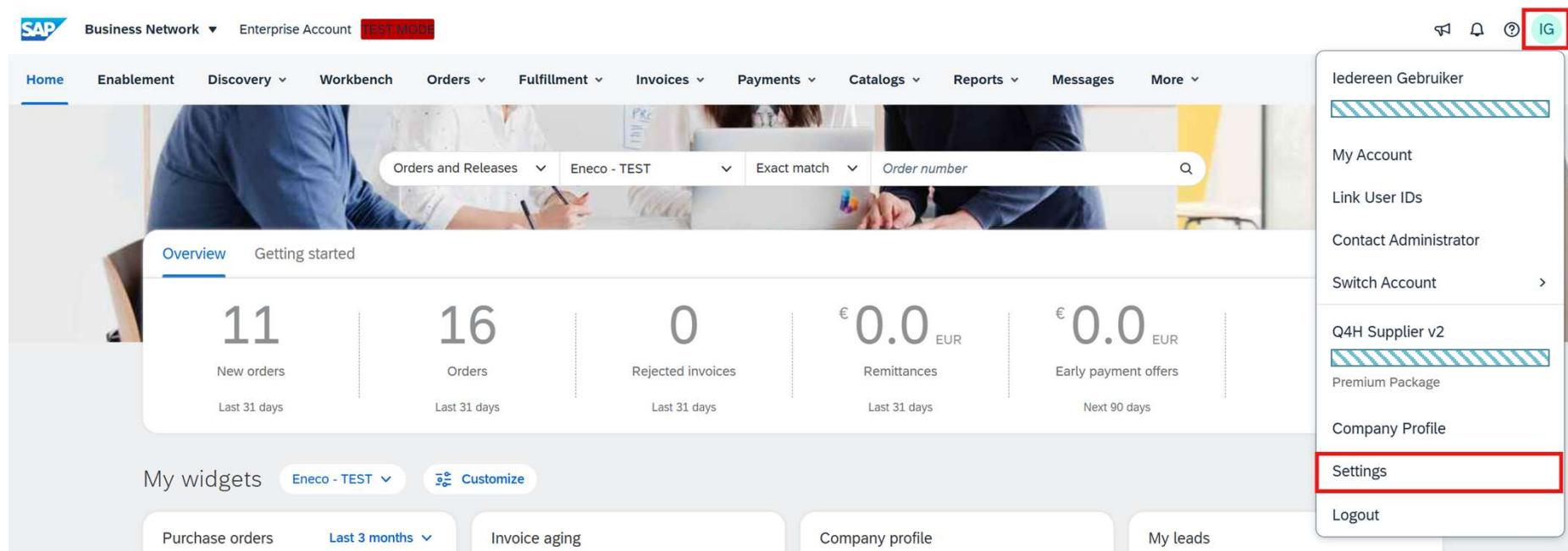
11 February 2026



Electronic order routing

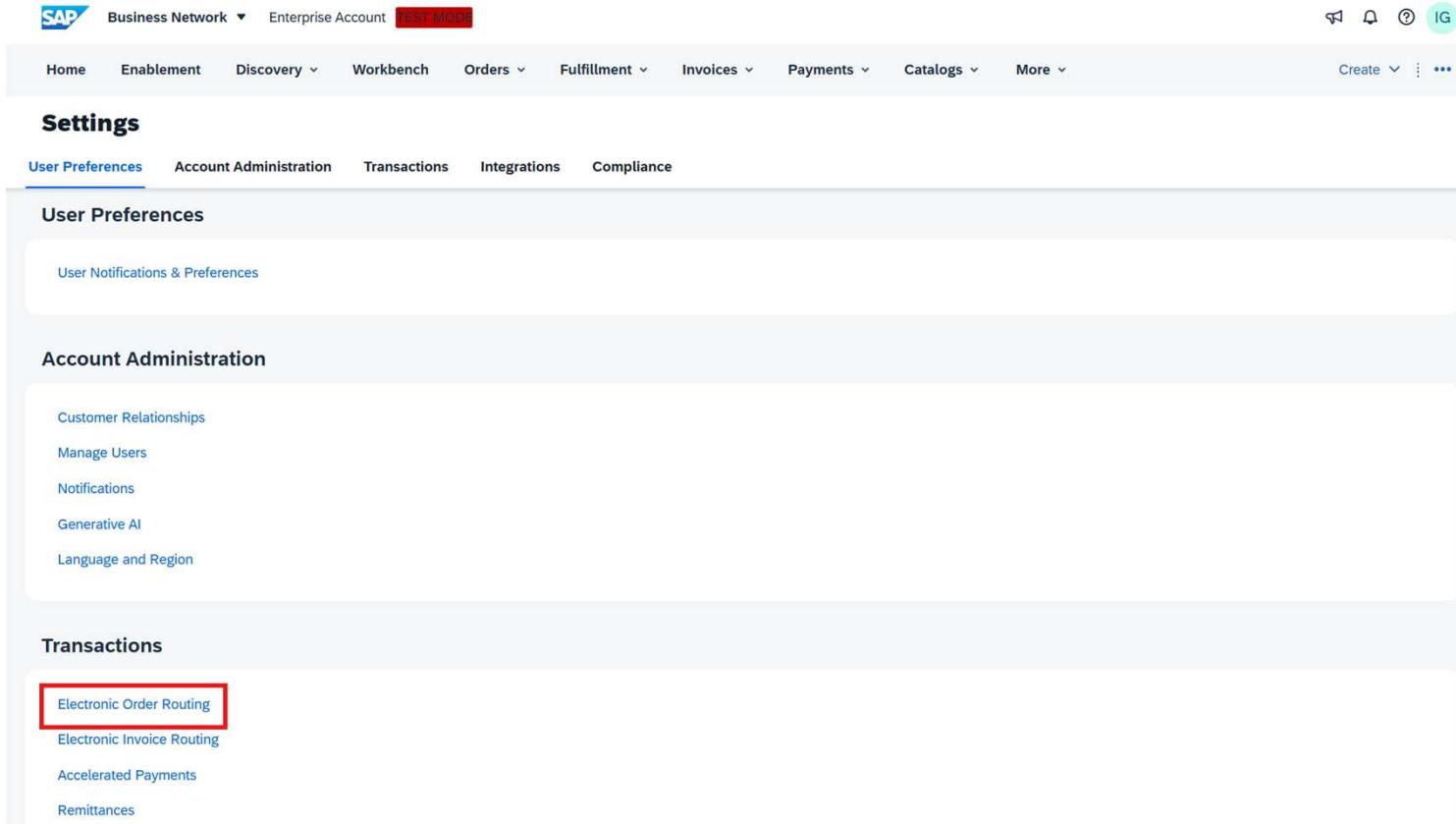
Set up a PDF copy of the PO to be attached when a new PO is sent to you by email. Additionally, you can configure multiple email recipients.

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



Electronic order routing

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

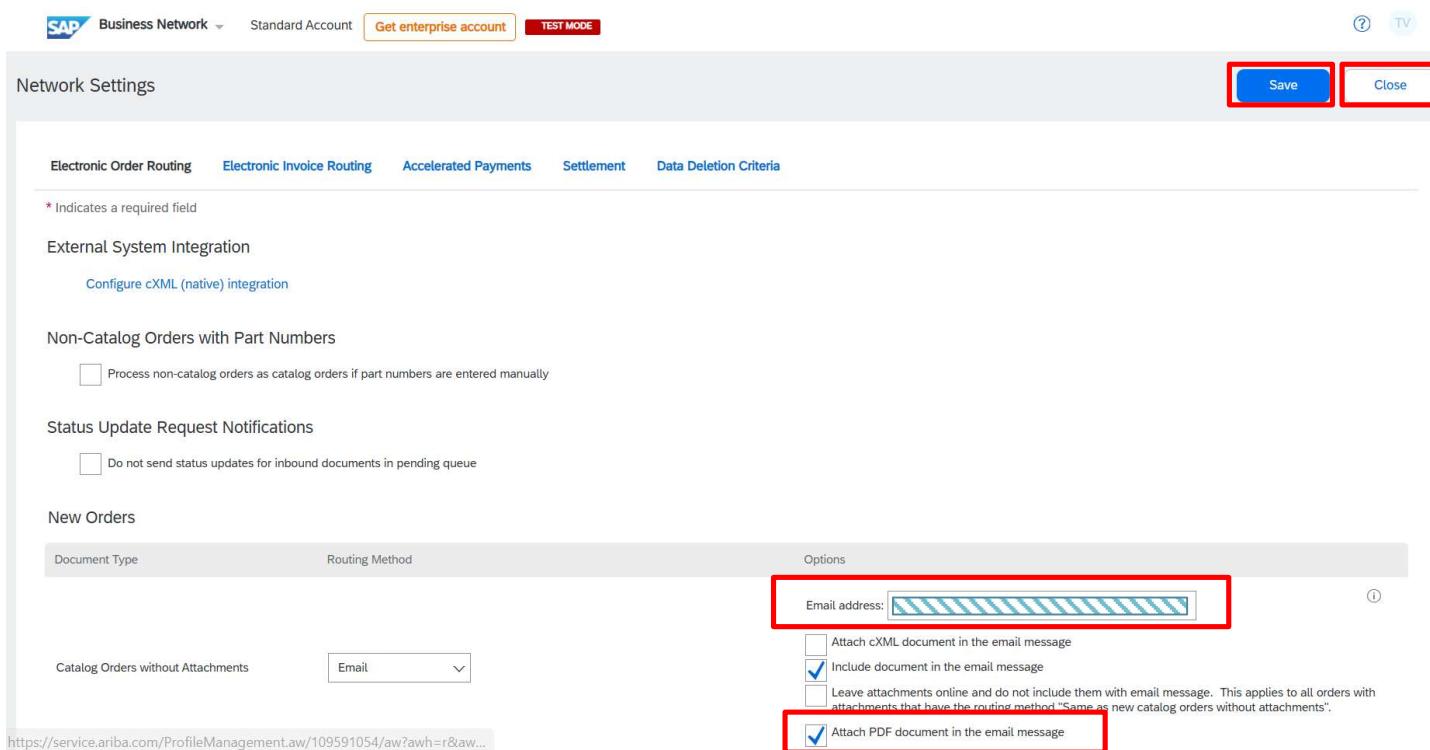


The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with the SAP logo, 'Business Network', 'Enterprise Account', and a red 'Logout' button. Below the navigation bar is a secondary navigation bar with links: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, More, Create, and a three-dot menu. The main content area is titled 'Settings' and contains a 'User Preferences' tab (which is active, indicated by a blue underline) and other tabs: Account Administration, Transactions, Integrations, and Compliance. The 'Transactions' section is expanded, showing sub-options: Electronic Order Routing (which is highlighted with a red box), Electronic Invoice Routing, Accelerated Payments, and Remittances.



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 'Electronic Order Routing' tab is active. In the 'Options' section, the 'Email address:' field and the 'Attach PDF document in the email message' checkbox are highlighted with red boxes. The 'Save' and 'Close' buttons are also highlighted with red boxes.

Network Settings

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	<p>Email address: <input type="text"/></p> <p><input type="checkbox"/> Attach cXML document in the email message</p> <p><input checked="" type="checkbox"/> Include document in the email message</p> <p><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".</p> <p><input checked="" type="checkbox"/> Attach PDF document in the email message</p>

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

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	<input type="text" value="Email address: [REDACTED]"/> ! This is a required field <input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message
Order Status Request	Email	<input type="text" value="Email address: [REDACTED]"/> ! This is a required field <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	<input type="text" value="Email address: [REDACTED]"/> ! This is a required field <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	<input type="text" value="Email address: [REDACTED]"/> ! This is a required field <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**

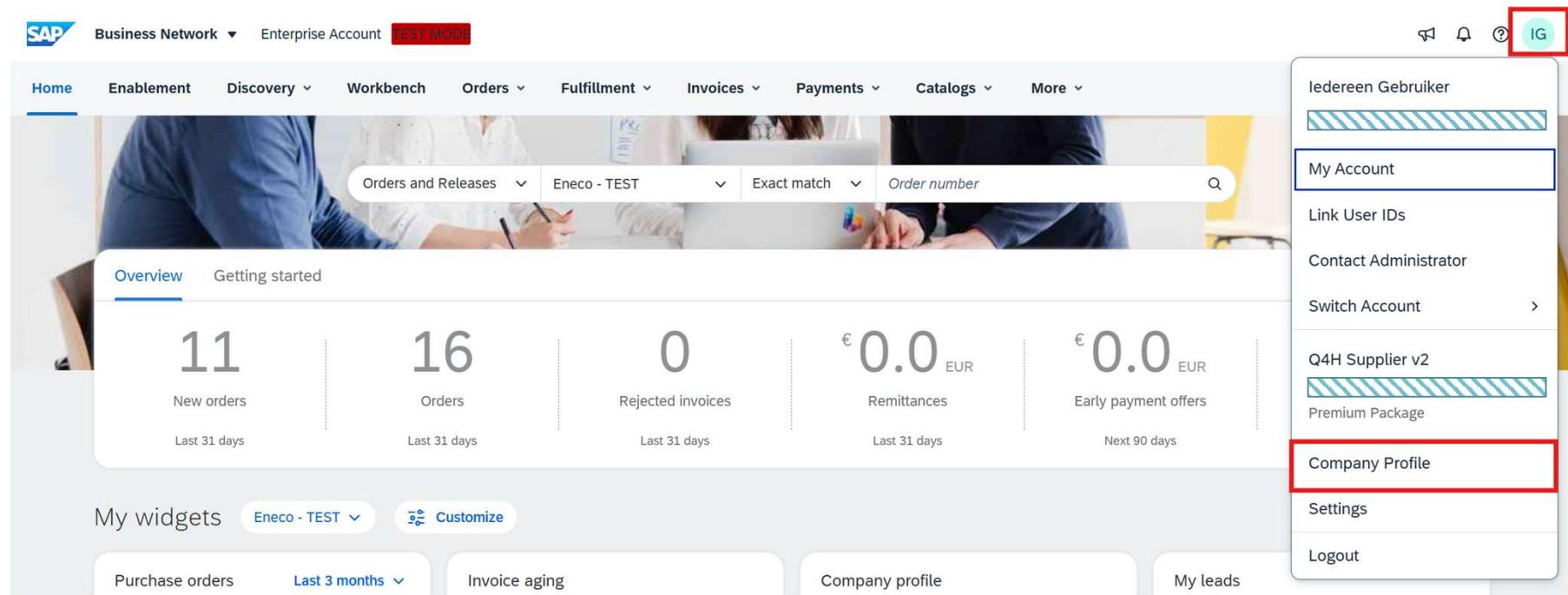
11 February 2026



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>.

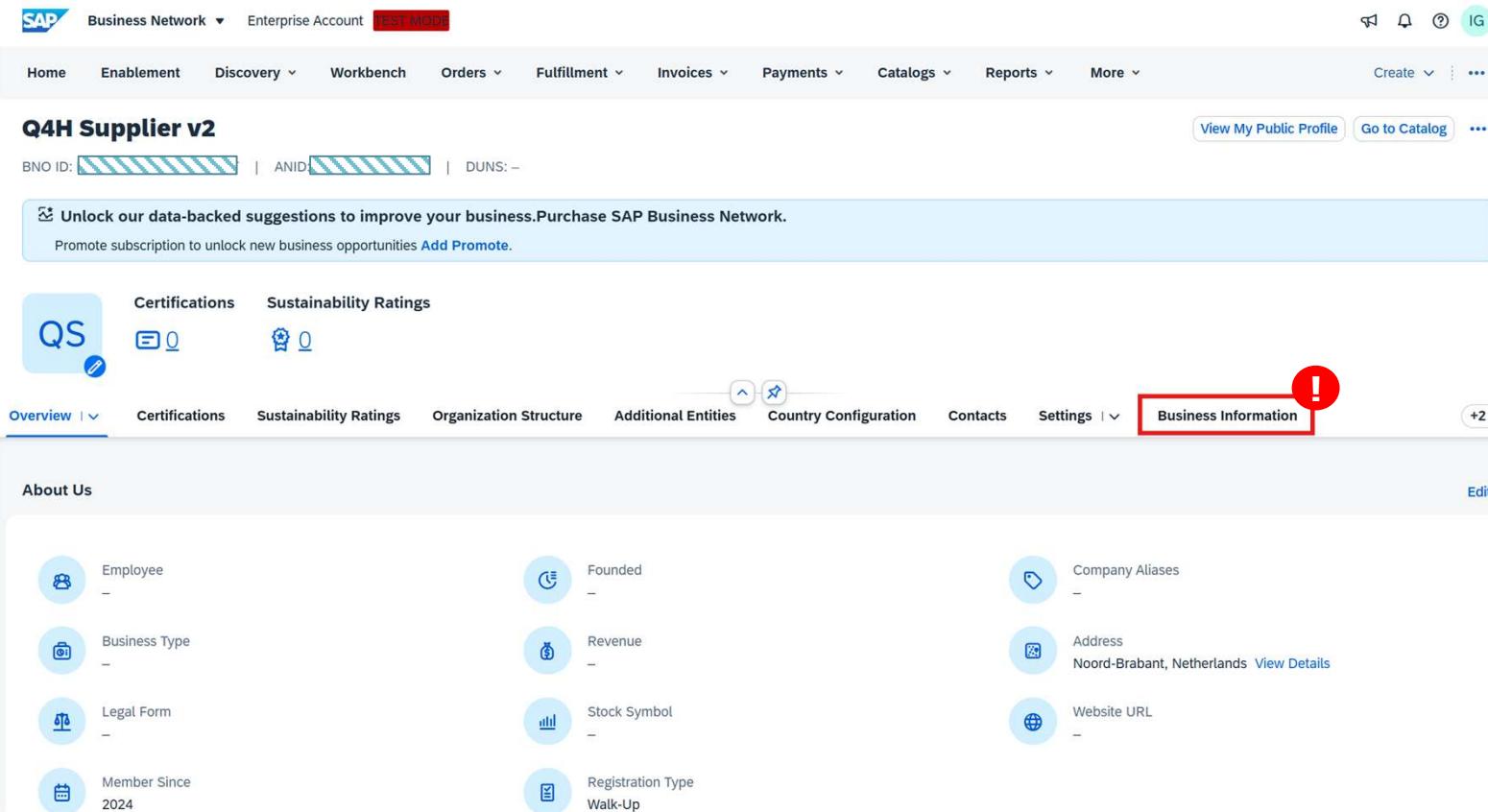


The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with links for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. A red box highlights the user initials 'IG' in the top right corner, which opens a dropdown menu. The dropdown menu includes options like 'Iedereen Gebruiker', 'My Account' (which is selected and highlighted with a blue border), 'Link User IDs', 'Contact Administrator', 'Switch Account', 'Q4H Supplier v2', 'Premium Package', 'Company Profile' (which is also highlighted with a red border), 'Settings', and 'Logout'.



Company profile

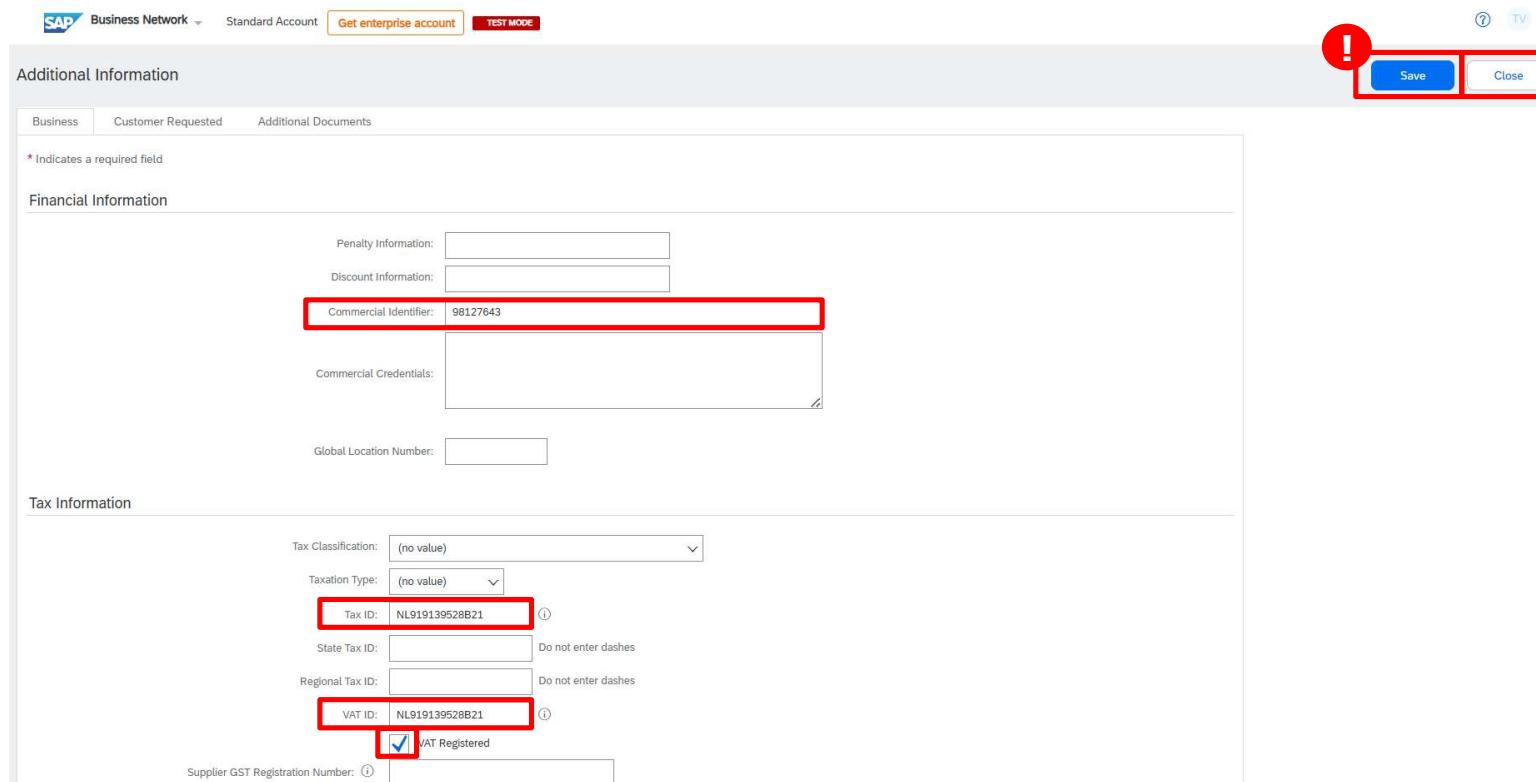
2. Click on the <Business Information> tab.



The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with the SAP logo, 'Business Network', 'Enterprise Account (TEST MODE)', and various menu items like 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'More', 'Create', and a three-dot menu. Below the navigation bar, the page title is 'Q4H Supplier v2'. It displays BNO ID, ANID, and DUNS information. A callout box encourages users to unlock data-backed suggestions by purchasing SAP Business Network. The main content area includes sections for 'Certifications' (with a 'QS' icon) and 'Sustainability Ratings'. Below these are tabs for 'Overview', 'Certifications', 'Sustainability Ratings', 'Organization Structure', 'Additional Entities', 'Country Configuration', 'Contacts', 'Settings', and 'Business Information'. The 'Business Information' tab is highlighted with a red box and a red exclamation mark icon. The 'About Us' section contains various company details with icons: Employee (person), Founded (clock), Company Aliases (key), Business Type (camera), Revenue (dollar sign), Address (map), Legal Form (scales), Stock Symbol (chart), Website URL (globe), Member Since (calendar), and Registration Type (document). The 'Edit' button is located at the top right of the 'About Us' section. The bottom right corner features the Eneco logo.

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 TEST MODE

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

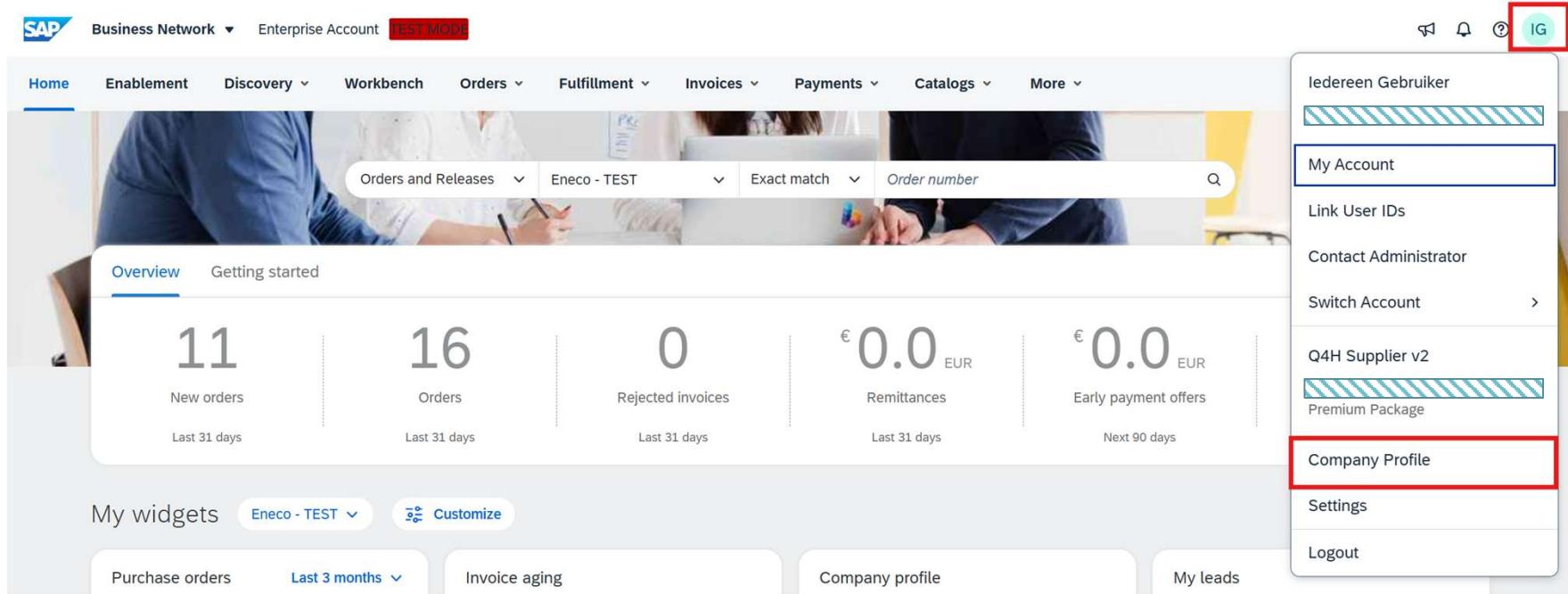
11 February 2026



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 shows the SAP Business Network interface. At the top, there is a navigation bar with 'Business Network' and 'Enterprise Account' (TEST MODE). The main content area displays an overview with various 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). Below this is a 'My widgets' section with 'Purchase orders' (Last 3 months) and 'Invoice aging'. At the bottom, there are links for 'Company profile' and 'My leads'. In the top right corner, a user profile menu is open, showing options like 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch Account', 'Q4H Supplier v2', 'Company Profile' (which is highlighted with a red box), 'Settings', and 'Logout'. The user's initials 'IG' are displayed in a blue circle at the top right of the profile menu.



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 the Q4H Supplier v2 interface with the 'Additional Entities' tab selected. The top navigation bar includes 'Overview', 'Certifications', 'Sustainability Ratings', 'Organization Structure', 'Additional Entities' (highlighted in blue), 'Country Configuration', 'Contacts', 'Settings', and 'Business Information'. Below the navigation is a section for the company 'Q4H Supplier v2' with fields for ANID (redacted), DUNS (redacted), and Location (Eindhoven, Netherlands). A 'Go to Remittances' button is visible. The main content area displays a table titled 'Additional Entities (1)'. The table has columns: Company Name, Default Address, Location, BNO ID, TAX ID, Collaboration Function, and Remit To. A red box highlights the 'Create' button in the top right corner of the table's header. A red arrow points from the text in the previous section to this 'Create' button.

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

Company (Legal) Name: *

Country/Region: *

Address Line 1: *

Address Line 2:

Postal Code: *

City: *

State: *

Network collaboration information

Functions: *

Make this address default !

Identification information

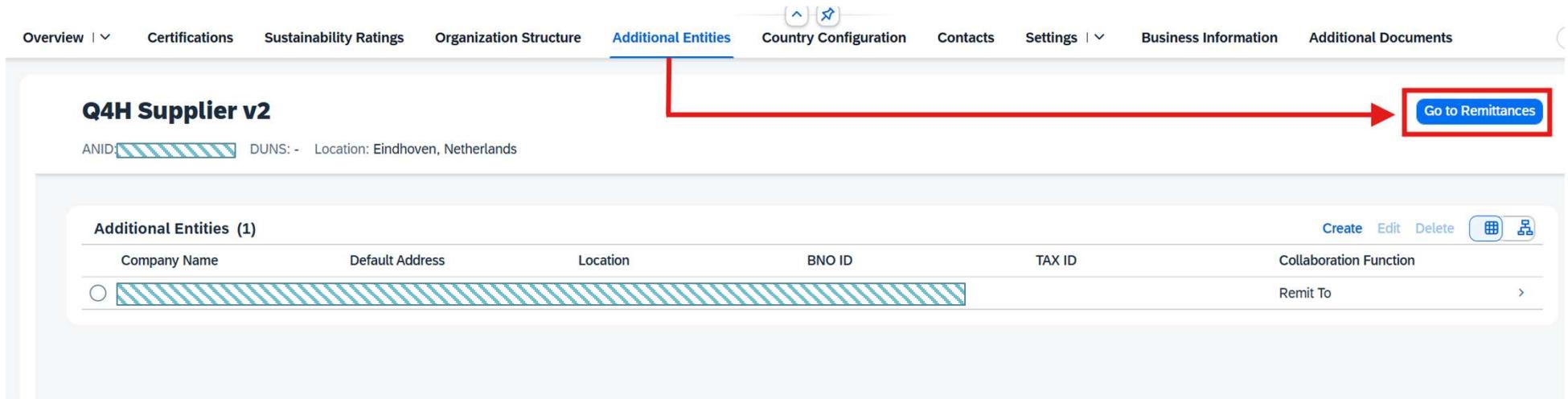
Internal ID:

! Create Discard



Submit bank data

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

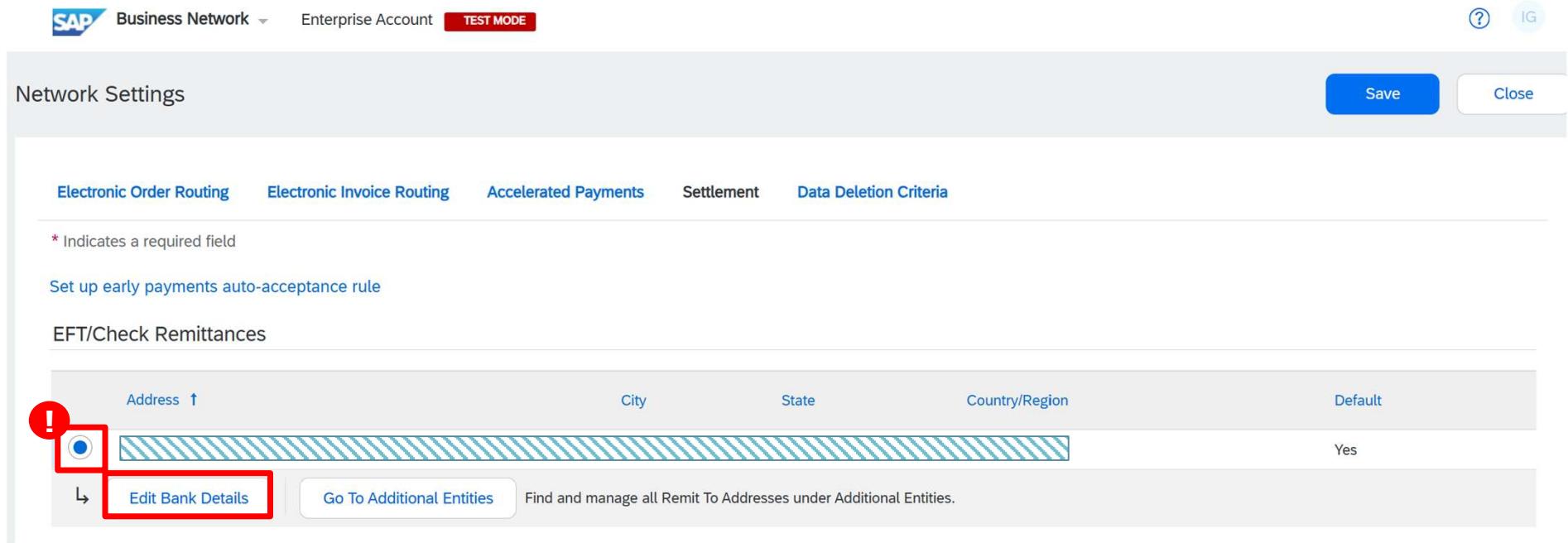


The screenshot shows the 'Additional Entities' section of the Eneco supplier portal. At the top, there is a navigation bar with links: Overview, Certifications, Sustainability Ratings, Organization Structure, Additional Entities (which is the active tab, indicated by a blue underline), Country Configuration, Contacts, Settings, Business Information, and Additional Documents. Below the navigation bar, the page title is 'Q4H Supplier v2'. Underneath the title, there is a row of text: ANID [redacted], DUNS: -, Location: Eindhoven, Netherlands. A red arrow points from the text 'once the remittance address has been created.' in the previous step to the 'Go to Remittances' button, which is located in the top right corner of the 'Additional Entities' section. The 'Additional Entities' section itself has a table header: 'Additional Entities (1)' and columns: Company Name, Default Address, Location, BNO ID, TAX ID, and Collaboration Function. A single row of data is shown, with the Company Name column containing a radio button and a redacted URL.



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 with the following details:

- Header:** SAP Business Network, Enterprise Account, TEST MODE, Help (question mark), and Log Out (IG).
- Section:** Network Settings.
- Tabs:** Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Settlement (highlighted in blue), and Data Deletion Criteria.
- Text:** * Indicates a required field.
- Section:** Set up early payments auto-acceptance rule.
- Section:** EFT/Check Remittances.
- Table:** A table for managing remittance addresses. The columns are: Address ↑ (sorted), City, State, Country/Region, and Default. A single row is visible with a 'Yes' in the Default column.
- Buttons:** Edit Bank Details (highlighted with a red box and a red circle with an exclamation mark), Go To Additional Entities, and a note: 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
	
<input checked="" type="checkbox"/> Include Bank Account Information in invoices.	

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

Payment Methods

Preferred Payment Method:	Wire
	

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.

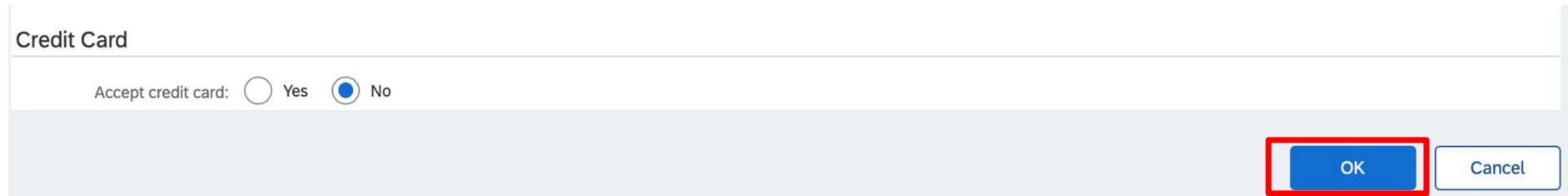
Country/Region: Enter the country.

Other fields are optional.



Submit bank data

11. Click <Ok>.



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

