

How to configure your ARIBA account for invoicing?



Before starting invoicing through the Ariba platform

Once your Ariba account(*) is [registered](#), there are some key configurations you need to complete before you can start invoicing:

- 1) Ensure your **company profile** is fully completed with the required fields, including tax information like Tax ID and VAT ID.
- 2) Specify your **remittance address** which will be shown on generated invoices and in your company profile, which is visible to customers. Your customers use your physical remittance addresses when they're sending payment by mail.
- 3) Set up your **preferred payment** method and add your bank account details.

(*) Ariba account = SAP Business Network account

1) Complete your Company profile

SAP Ariba Network Standard Account Upgrade

Company Profile

Basic (3) Business (3) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

Financial Information

Supplier Legal Form: Corporation

Penalty Information: Sole Proprietorship

Supplier Company Capital: Non-Profit Organization

Discount Information: Partnership

Commercial Identifier: Fill your VAT number

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID: Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID: Fill your VAT number

VAT Registered

1

2

3

4

5

6

7

8

Company Profile

Manage Services

Manage Profile

Saved Suppliers

Back to Classic

Logout

Save

Close

2) Indicate your Remittance address

SAP Ariba Network Standard Account **Upgrade** **TEST MODE**

Network Settings

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

* Indicates a required field

EFT/Check Remittances

Address ↑ City

↩ Edit Delete **Create** 4

1 SZ

ACCOUNT SETTINGS

- Customer Relationships
- Users
- Notifications
- Application Subscriptions
- Account Registration

NETWORK SETTINGS

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances** 3
- Network Notifications
- Audit Logs

My Account

Link User IDs

Contact Administrator

Supplier Enablement ...
ANID: AN01553746876-T

Company Profile

Settings 2

Logout

2) Indicate your Remittance address

Remittance Address

5

“**Remittance Address**”: Ariba Network shows your remittance address information under **Remit To** on generated invoices and in your company profile, which is visible to customers. Your customers use your physical remittance addresses if they're sending payment by mail.”

Address 1: *

Address 2:

Address 3:

Address 4:

City: *

State: *

Select ▼

! Required field

Postal Code: *

Country/Region: *

▼

Contact:

Select contact ▼

☒

Make this address default

☐

Factoring Service



Enable this check box if this is a factoring service address, used as an account receivable funding source.

Preferred Payment Method: Wire

3) Add your preferred payment method & your bank account details

ACH

Account Name:

Account #:

Confirm Account #:

Select account type

ABA: US Bank Only

Confirm ABA: US Bank Only

Bank Name:

Branch Name:

Do not complete

WIRE TRANSFER

Beneficiary Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

SWIFT Code

Confirm SWIFT Code:

IBAN:

Bank Name:

Branch Name:

Address 1:

Address 2:

Postal Code:

City:

State:

Country/Region:

Bank Phone:

Credit Card

Accept credit card: ☐ Yes ☒ No

1. Payment methods = Wire (EN) – Virement (FR) – Telegrafish overmaken (NL)
2. Wire Transfer section to complete -  Do not complete ACH section.

→ Beneficiary bank

Account Name: Beneficiary name

Account / Confirm account: no space/special characters

Account type: checking

Swift code: BIC code

If you have an US bank + Canada bank, select ABA routing number instead of “Swift code”

IBAN Account/ Confirm IBAN account : XX0000000000000000

Address – City – State- Postal code – Country: of your bank

→ Ok

→ Save (in the next screen)

Thank You

More info?

<https://www.proximus.com/suppliers/ariba.html#get-support>

