How to configure your ARIBA account for invoicing?

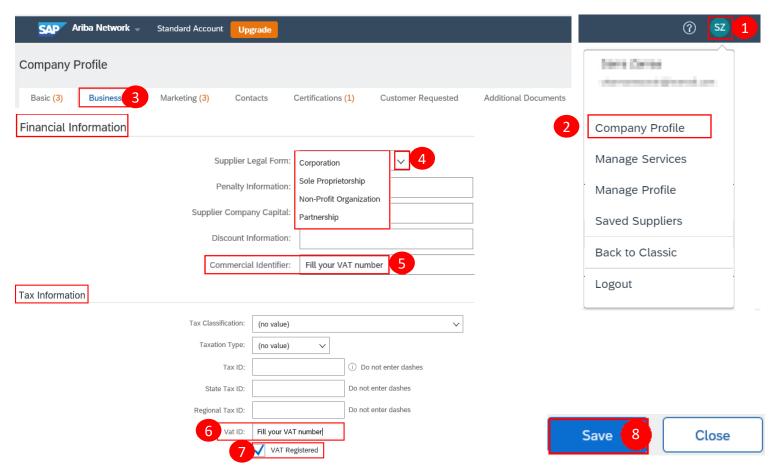


Before starting invoicing through the Ariba platform

Once your Ariba account(*) is <u>registered</u>, there are some key configurations you need to complete before you can start invoicing:

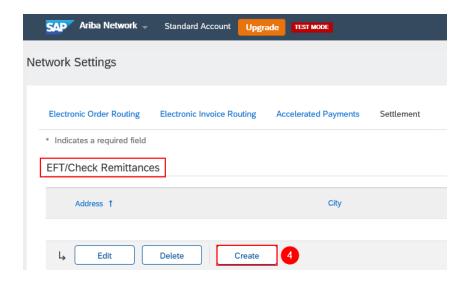
- 1) Ensure your **company profile** is fully completed with the required fields, including tax information like Tax ID and VAT ID.
- 2) Specify your **remittance address** which will be shown on generated invoices and in your company profile, which is visible to customers. Your customers use your physical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

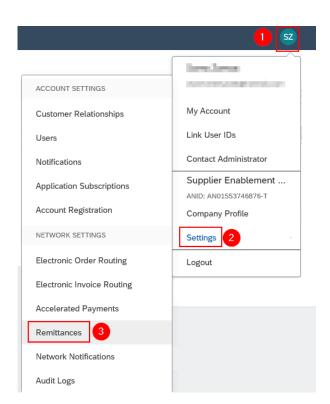
1) Complete your Company profile



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2) Indicate your Remittance address

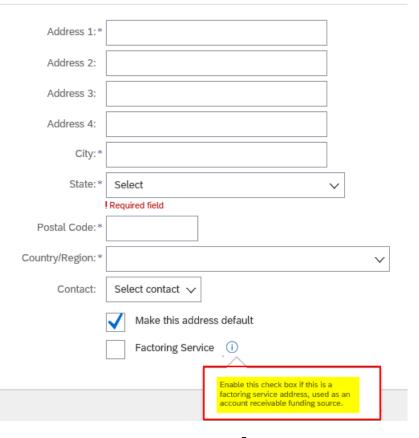


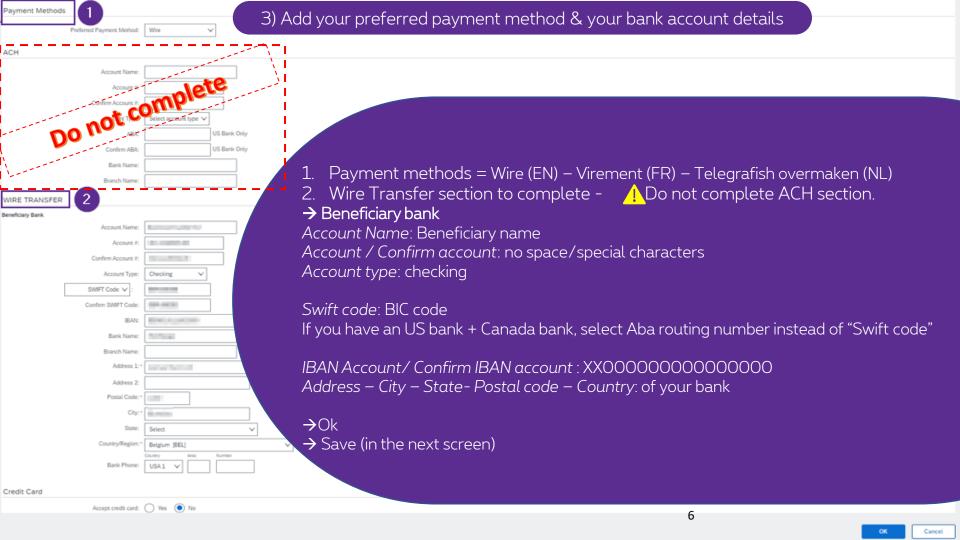


2) Indicate your Remittance address

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."





Thank You

More info?

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

