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:

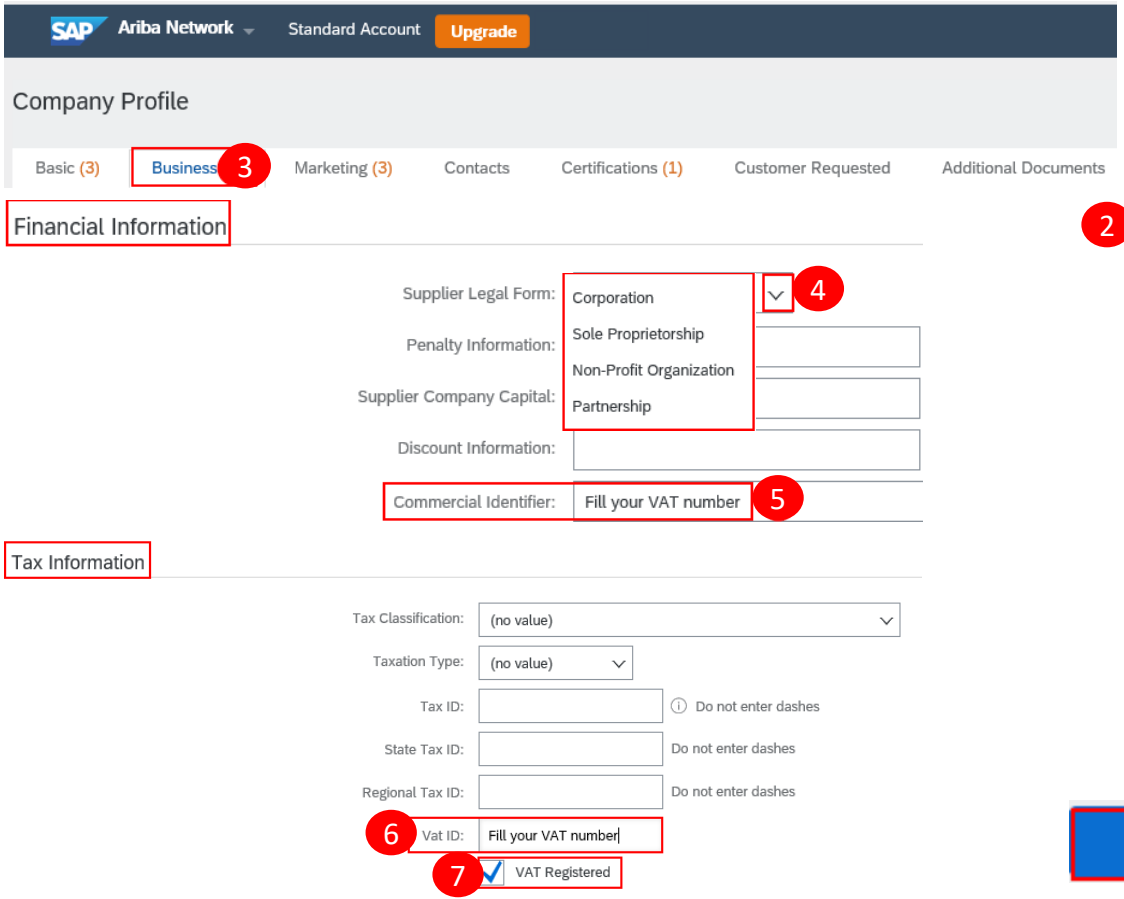
1) Ensure your **company profile** is fully completed with the required fields, including tax information like Tax ID and VAT ID.

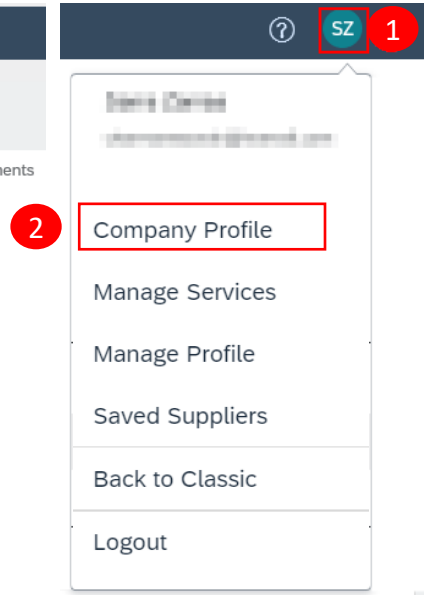
2) Specify your **remittance address** which will be shown on generated invoices and in your company profile, which is visible to customers. Your customers use your physical remittance addresses when they're sending payment by mail.

3) Set up your **preferred payment** method and add your bank account details.

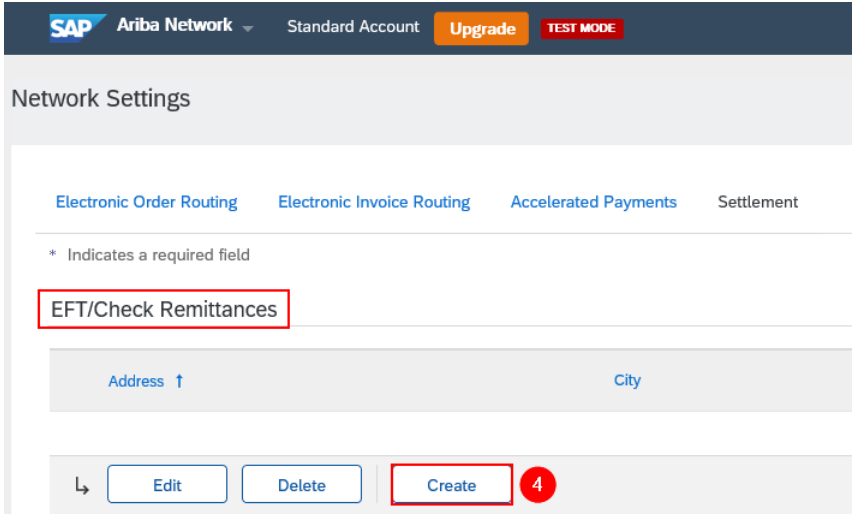
(*) Ariba account = SAP Business Network account

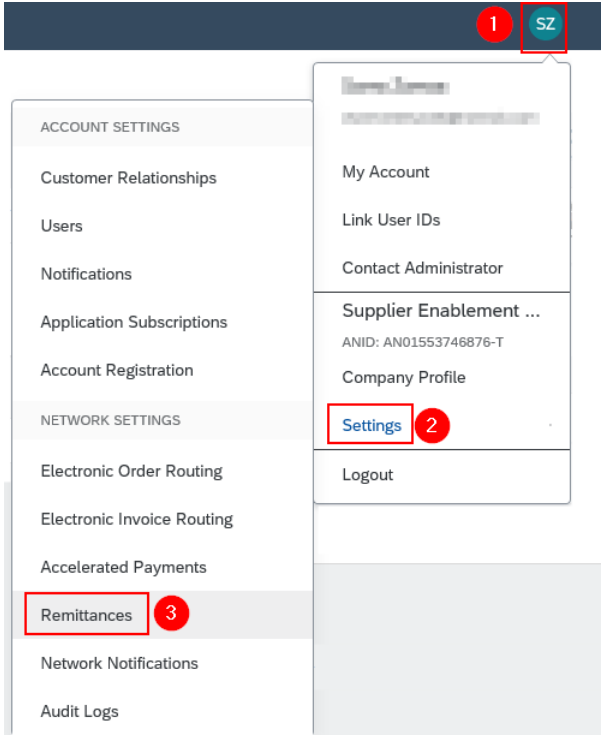
1) Complete your Company profile





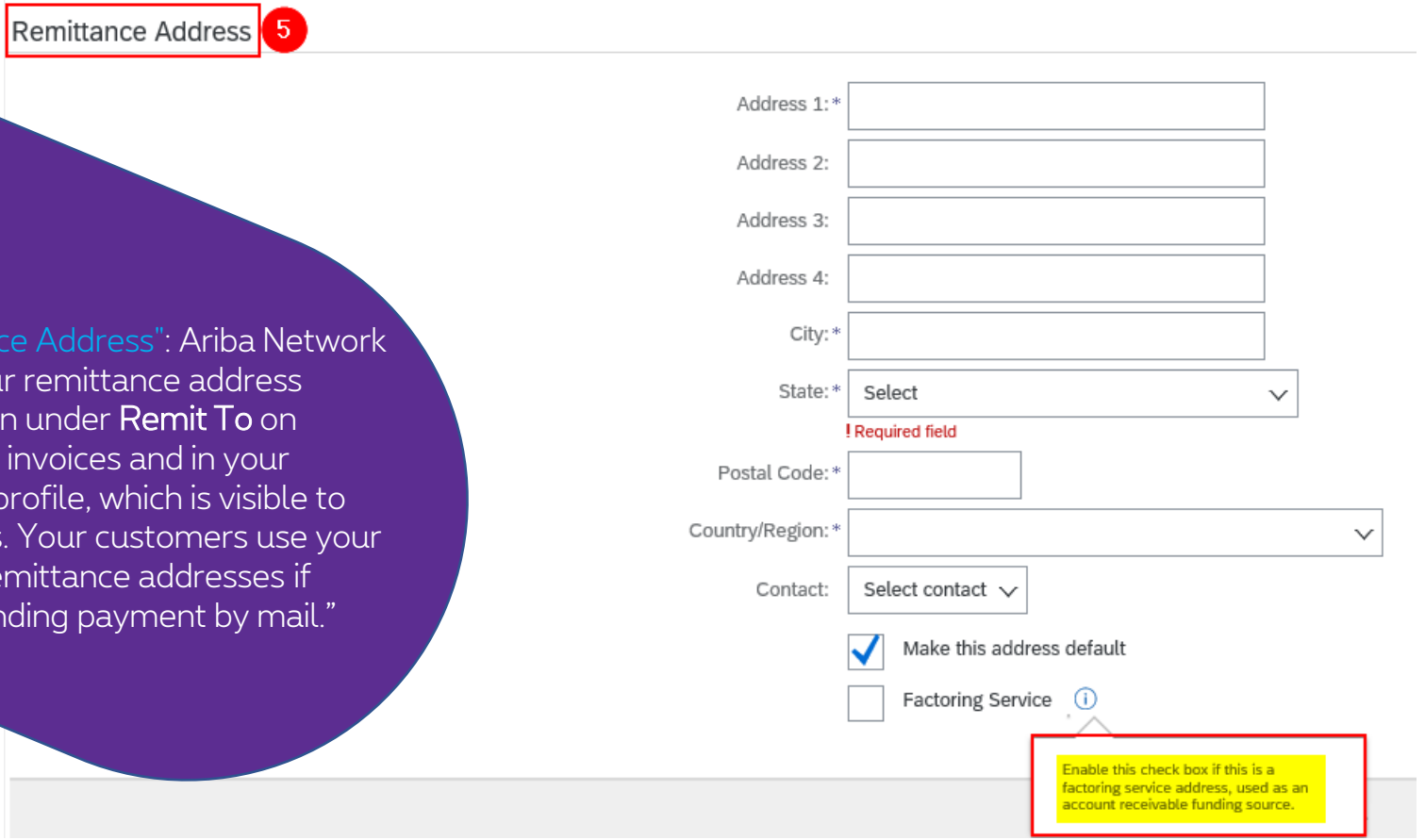
2) Indicate your Remittance address



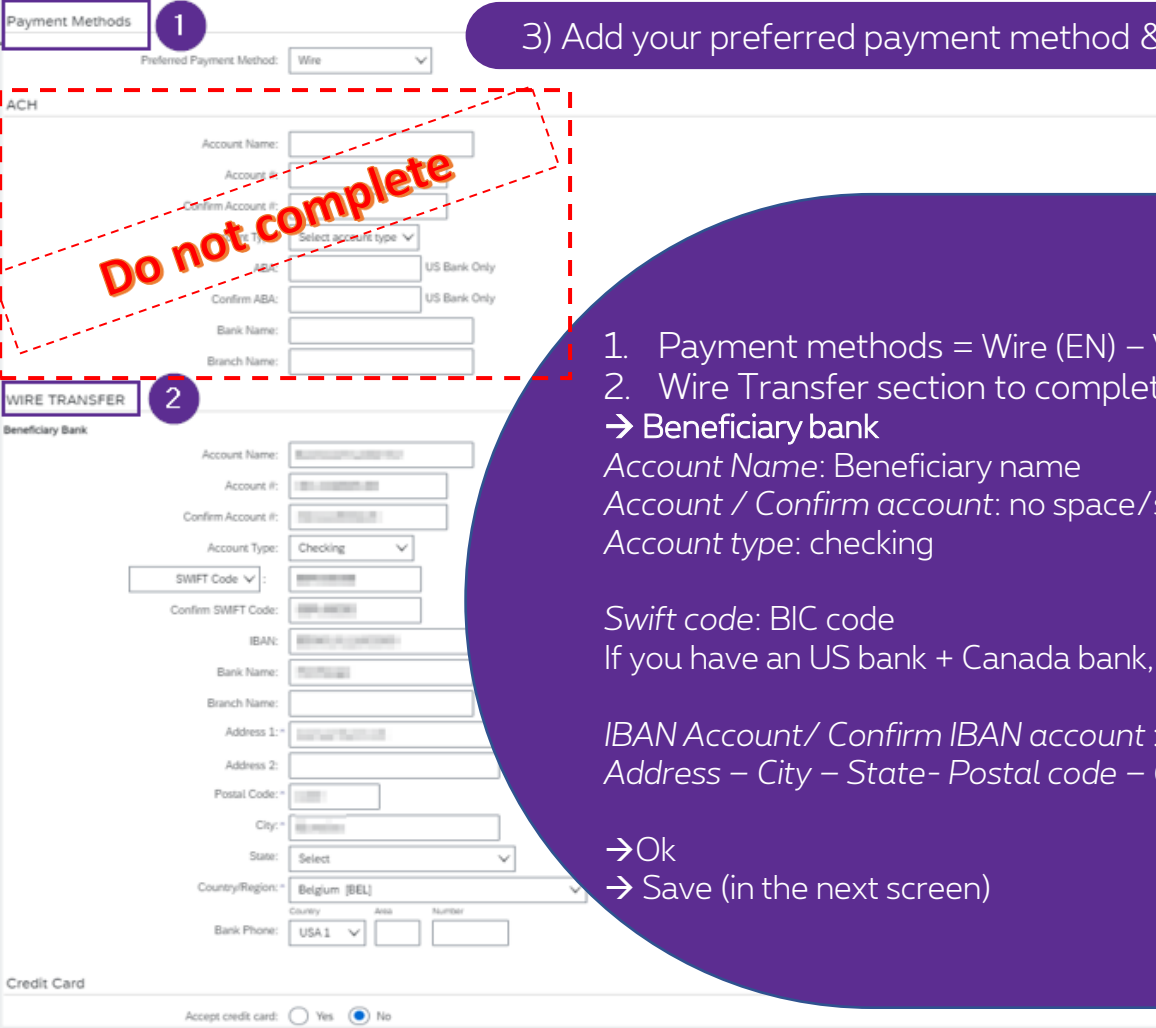


2) Indicate your Remittance address

"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."



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



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

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