

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

The screenshot shows the SAP Ariba Network 'Company Profile' page. At the top, the header includes 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. The main navigation bar has tabs for 'Basic (3)', 'Business (3)', 'Marketing (3)', 'Contacts', 'Certifications (1)', 'Customer Requested', and 'Additional Documents'. The 'Business' tab is selected and highlighted with a red circle and the number 3. Below the navigation, the 'Financial Information' section is highlighted with a red box and the number 2. It contains several fields: 'Supplier Legal Form' with a dropdown menu showing 'Corporation', 'Sole Proprietorship', 'Non-Profit Organization', and 'Partnership', with a red circle and number 4 on the dropdown arrow; 'Penalty Information' and 'Supplier Company Capital' with empty input fields; 'Discount Information' with an empty input field; and 'Commercial Identifier' with the text 'Fill your VAT number' and a red circle and number 5. Below this is the 'Tax Information' section, also highlighted with a red box. It includes 'Tax Classification' and 'Taxation Type' dropdowns, both set to '(no value)'. There are three input fields for 'Tax ID', 'State Tax ID', and 'Regional Tax ID', each with a red circle and number 6 and the instruction 'Do not enter dashes'. Below these is a 'Vat ID' field with the text 'Fill your VAT number' and a red circle and number 6. A checkbox for 'VAT Registered' is checked and highlighted with a red circle and number 7. On the right side, a user profile dropdown menu is open, showing the user's name and email, and a list of options: 'Company Profile' (highlighted with a red box and number 2), 'Manage Services', 'Manage Profile', 'Saved Suppliers', 'Back to Classic', and 'Logout'. At the bottom right, there are two buttons: 'Save' (highlighted with a red box and number 8) and '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:*

Postal Code:*

Country/Region:*

Contact:

Make this address default

Factoring Service ⓘ

! Required field

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

Payment Methods **1**

Preferred Payment Method: Wire

ACH

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA #: US Bank Only

Confirm ABA: US Bank Only

Bank Name:

Branch Name:

Do not complete

WIRE TRANSFER 2

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

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>

