Account set-up on SAP Business Network
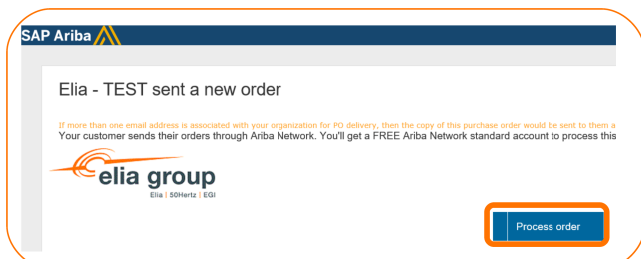
You or a colleague should have received at least one mail with which you can set up your account, titled (**1**)"**50Hertz sent a new purchase order**", (**2**)"**Confirm orders from your buyers**" or (**3**)"**50Hertz is converting to document exchange on the SAP Business Network**". First, retrieve one of the mails.
(If you cannot retrieve such a mail, please contact: **purchasing@50hertz.com**)

1

SAP Ariba

Elia - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them a
Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this

elia group
Elia | 50Hertz | EGI

Process order

Process order

Order Number
0048157635

Depending on the type of mail, click on "**process order**", the **order number** or "**click to continue**" (in blue)
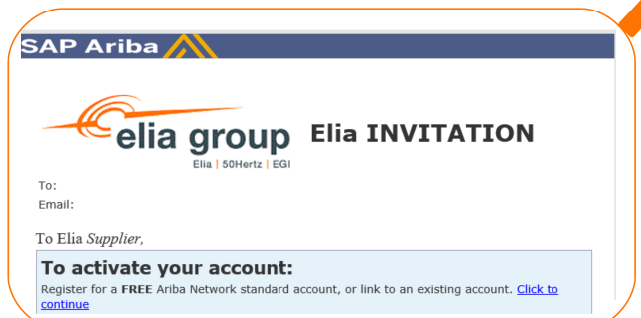
2

Your customers sent you purchase orders through Ariba Network. You can select an order number to review the order and send a confirmation.

Order Number	Customer	Order Date	Order Status
0048157635	Elia	8 Dec 2021	New

The list contains up to 100 of the most recent unconfirmed orders only.

If you have any question regarding these orders, please contact the customer directly.

Please do not reply to this email. If you have any questions, contact the buyer directly.

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Click to continue

3

SAP Ariba

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Elia INVITATION

To:
Email:

To Elia *Supplier*,

To activate your account:
Register for a **FREE** Ariba Network standard account, or link to an existing account. Click to continue

If you want to use an **existing account** to receive the orders/send your invoices to 50Hertz, click on "**use existing account**". On the next page, log in once with the login credentials of the **administrator of the existing account** (if you do not know who this is, see **appendix 2 on page 7**)

4

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Connect with Elia - TEST on SAP Business Network to collaborate.

We found existing accounts based on the information in the invite. Please review.

Review accounts

or

Use existing account ⓘ

Create new account ⓘ

Do you receive a notification "**review accounts**"? See **appendix 1** on page 6 of this manual

Do not have an account? Click on "**Create new account**" to register for a free (Standard) account

5

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Create an account to connect and collaborate with Elia - TEST on SAP Business Network

Company information ⓘ

Company (legal) name *
Your Company Name

Country/Region *
Germany [DEU]

Address line 1 *
Fictieve Straße 20

Create account

If you are registering a new account, enter the general company information and your user credentials, then click on "**create new account**"
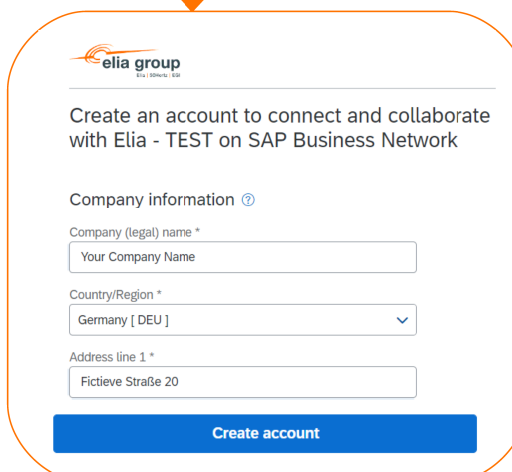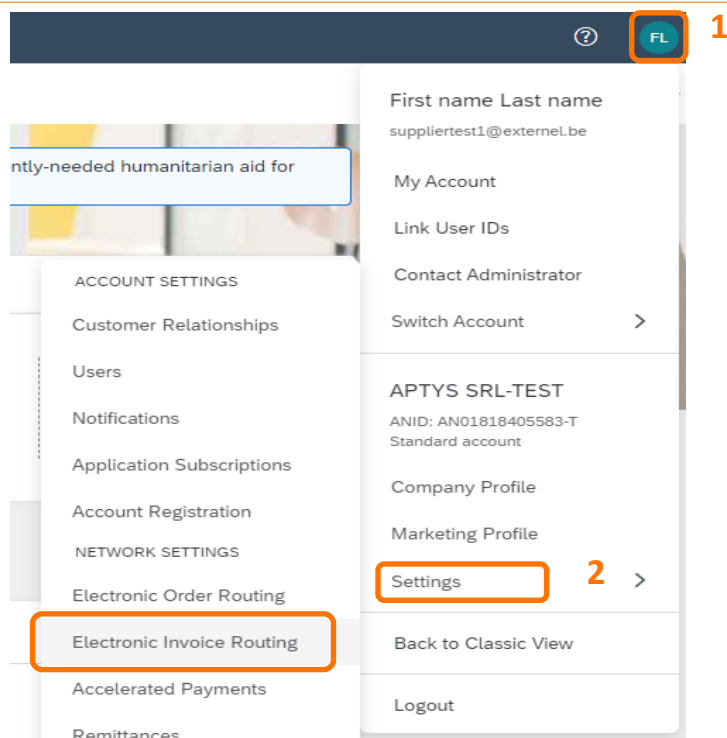
Your account is now created and linked with 50Hertz

Adding VAT and bank account information
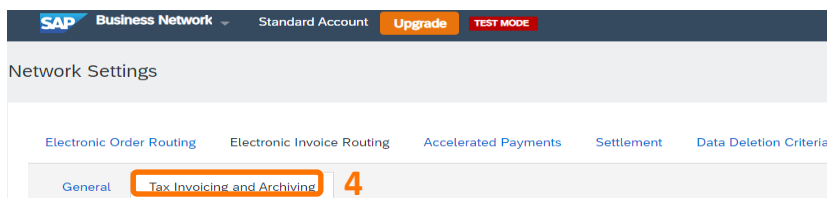
elia group
Elia | 50Hertz | EGI

After adding the general company info, the VAT and bank account information still have to be added, to be able to send your invoices. This information will automatically be copied to all the invoices you send.
Tip: in the future, you can always log in to your account directly via: (**https://supplier.ariba.com**)

On the home screen, click the initials on the top-right (1), then "Settings"(2), then "Electronic invoice routing"(3).

1

First name Last name
suppliertest1@externel.be

My Account

Link User IDs

Contact Administrator

Switch Account >

ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

NETWORK SETTINGS

Electronic Order Routing

3 Electronic Invoice Routing

Accelerated Payments

Remittances

APTYS SRL-TEST
ANID: AN01818405583-T
Standard account

Company Profile

Marketing Profile

2 Settings >

Back to Classic View

Logout

On the next screen, click "Tax invoicing and archiving"(4).

SAP Business Network ▾ Standard Account **Upgrade** **TEST MODE**

Network Settings

Electronic Order Routing   Electronic Invoice Routing   Accelerated Payments   Settlement   Data Deletion Criteria

General   Tax Invoicing and Archiving **4**

Fill in the VAT number with the two capital letters in the front, no spaces or dots, in both the "Tax ID"(5) and the "Vat ID"(6) field.
Then flag "Vat registered"(7) and click "Save"(8) on the top-right of the screen.

Tax Classification: (no value) ⌄

Taxation Type: (no value) ⌄

5 Tax ID: DE0123456789   ⓘ Do not enter dashes

State Tax ID: DE0123456789   Do not enter dashes

Regional Tax ID: DE0123456789   Do not enter dashes
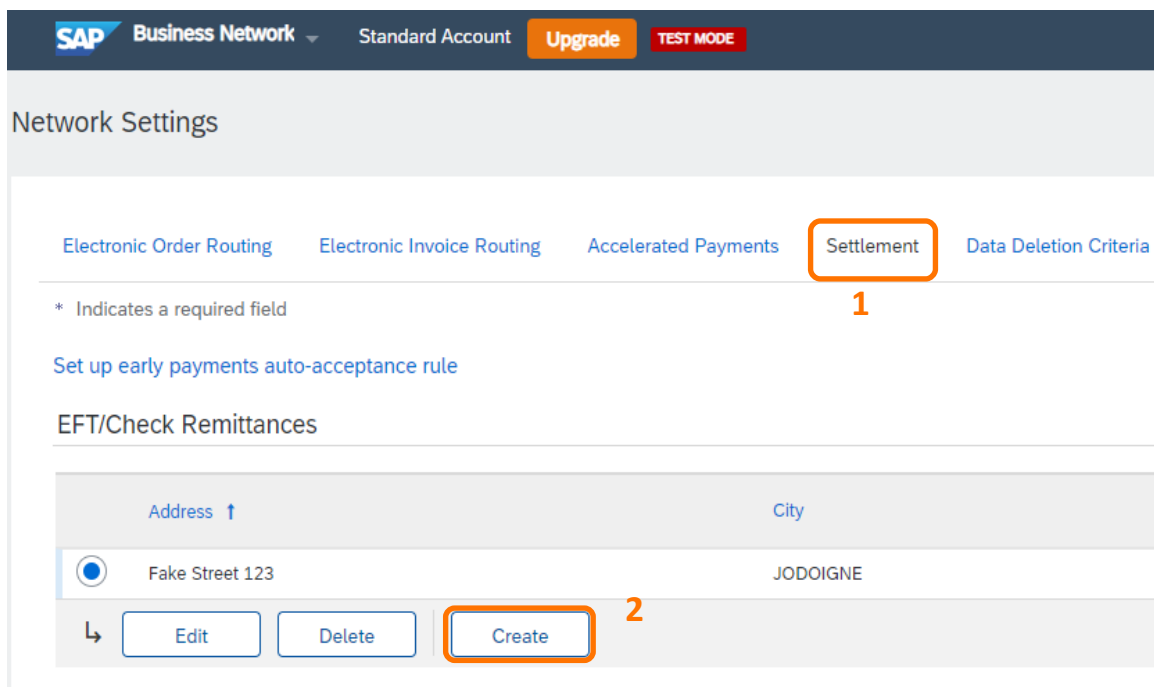
6 Vat ID DE0123456789

7 ☑ VAT Registered

8 **Save**

Your VAT-number is now registered and will appear on your invoices

The final information to be added is the bank account information which has to appear on your invoices. **Please note that the bank account should be the same as the one which you already sent to 50hertz**.

In case of doubt, please ask **purchasing@50hertz.com** which account number is known in the system (normally the account on which you were paid in the past).

On the "Electronic invoice routing" screen (initials on the top-right, "Settings", "Electronic invoice routing"), click "Settlement"(1), then under "EFT/Check Remittances", click the "Create"-button (2).

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Please continue after the last process step on page 3 with entering all required information.

Make sure **to enter all fields indicated here!** (otherwise, the bank info may not show up)
Address 1
Postal Code
City
Country
"Make this address default"
''Include your IBAN in the filed of Remittance ID''
"Include bank account information in invoices
Preferred Payment method: Wire (you have to choose this option)
Account Name (your company name)
Account # (can be the same as IBAN)
Confirm account #
Account type: choose "checking"
Select bank-ID: choose "SWIFT-code"
Enter the BIC-code
Confirm the BIC-code
IBAN
Bank name
Address 1 (of the bank, can be head office)
Postal code
City
Country
Click **"OK'** on the bottom-right, then **"Save"** on the next page.

Remittance Address

1 Address 1:* `Fake Street 123`

Address 2: ``

2 Postal Code:* `1370`

3 City:* `JODOIGNE`

State: `Select` ∨

4 Country/Region:* `Belgium [BEL]` ∨

Contact: `Select contact` ∨

5 ☑ Make this address default

☐ Factoring Service ⓘ

Remittance ID Assignment

Customer ↑	Remittance ID
Elia - TEST	**6** `BE57645101287435`

7 ☑ Include Bank Account Information in invoices.

Payment Methods

Preferred Payment Method: `Wire` ∨ **8**

WIRE TRANSFER

Beneficiary Bank

9 Account Name: `Your company name`

10 Account #: `BE57645101287435`

11 Confirm Account #: `BE57645101287435`

12 Account Type: `Checking` ∨

13 `SWIFT Code` ∨ : `JVBABE22` **14**

Confirm SWIFT Code: `JVBABE22` **15**

16 IBAN: `BE57645101287435`

17 Bank Name: `Fake bank`

Branch Name: ``

18 Address 1:* `Bank street 1`

Address 2: ``

19 Postal Code:* `1000`

20 City:* `Brussel`

State: `Select` ∨

21 Country/Region:* `Belgium [BEL]` ∨

Bank Phone: Country `USA 1` ∨ Area ``  Number ``

OK   **Save**

If you have set up the account as indicated on page one, entered the VAT information as described on page two and completed the bank account information as explained on page three and four, you are **ready to invoice.**

To invoice a purchase order, go to the home page, click on "workbench" on the top-left. There you can click on your order number, then "create invoice".

For manuals regarding the sending of invoices, please go to **https://www.50hertz.com/Partners/Suppliers/Downloads.**

If you are experiencing problems or have any questions, please contact:
purchasing@50hertz.com

After entering the general company information and clicking on "create account", you may receive a notification on "existing accounts".

If you already have credentials to an existing account for your company, you should log in once via **https://supplier.ariba.com** and click on the initials on the top-right to see your **ANID**. You can then send this to purchasing@50hertz.com.

If you do not know if SAP Business Network is already being used in your company, it is best to ask your colleagues who send the invoices. They can then send the account ANID to purchasing@50hertz.com.

SAP Business Network

Create a free company account to connect with your customers on SAP Business Network

We found existing accounts based on the information you entered. Please review.

Review accounts 1

or

Continue account creation 2
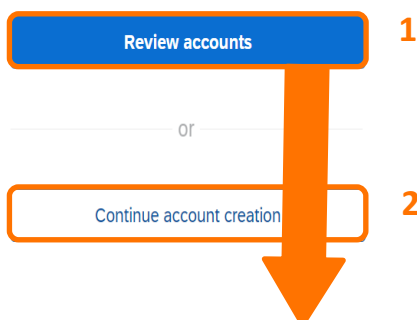
The third option is to click on "review accounts"(1). If you see a profile which may fit your company, you can click on "contact administrator" to send him/her a mail.

Note that if this is an account which is no longer in use or if the administrator is no longer within your company, he won't respond and you cannot retrieve the login information. It is then best to **register a new account** by going to the previous page and clicking on "Continue account creation" (2).

‹ Back

Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Search Criteria ✎ Edit

Company Name	E-mail address	Country
REINHAUSEN POWER COMPOSITES GMBH-TEST	jordi.wagemans@externel.be	DEU

Search results (3)   **Bold font:** Matched values

Company name	Email domain matched	Country	Action ⑦
Elia test2	Yes	**Deutschland**	Contact administrator
test Lidys	Yes	Belgien	Contact administrator

Contact administrator ✕

To obtain a user account, please provide the requested information below:

Your name *	Your company name *
Enter your name	Your company name

Your email *	Your phone number
yourmail@you.be	Enter your number

Your message *

Hello,

I recently attempted to create an account on Ariba Network. During the account creation process, SAP Ariba returned your account as a match.

Please contact me to determine if I should use this account.

Thank you.

In case of questions, contact: purchasing@50hertz.com

Elia | 50Hertz | EGI

# Appendix 2: Administrator is unknown

You have an **existing account**, but do not know who your **administrator** is. You may need to know him/her to accept 50Hertz' invitation.

Log on to your existing account via https://supplier.ariba.com, using your own username and password.

Supplier Login

User Name

Password

Login

Forgot Username or Password

On the home screen, click on the initials on the top right, then "contact administrator" to see his/her e-mail address.

⊘ FL

First name Last name
suppliertest1@externel.be

My Account

Link User IDs

Contact Administrator
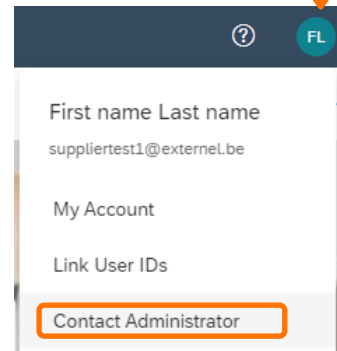
Did you **lose your username or password**? Simply go to https://supplier.ariba.com and click on "forgot username" or "password".

After clicking on one of the links and entering the e-mail address to which your account is linked, you will receive an e-mail containing your username(s) or a link to enter a new password.

Supplier Login

User Name

Password

Login

Forgot Username or Password