

SAP Ariba Network Supplier

Bank account & VAT ID details update



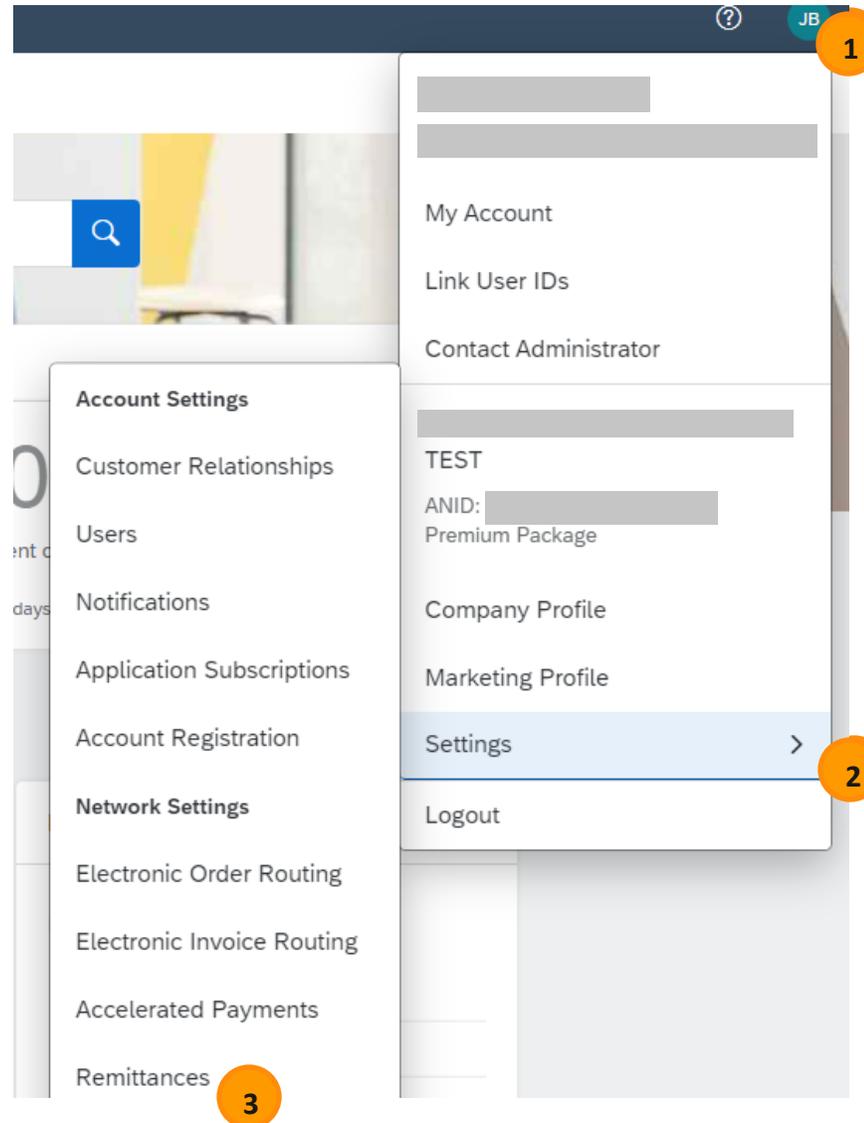
Bank Account Details



- It is a mandatory requirement that bank details must be included in your supplier account

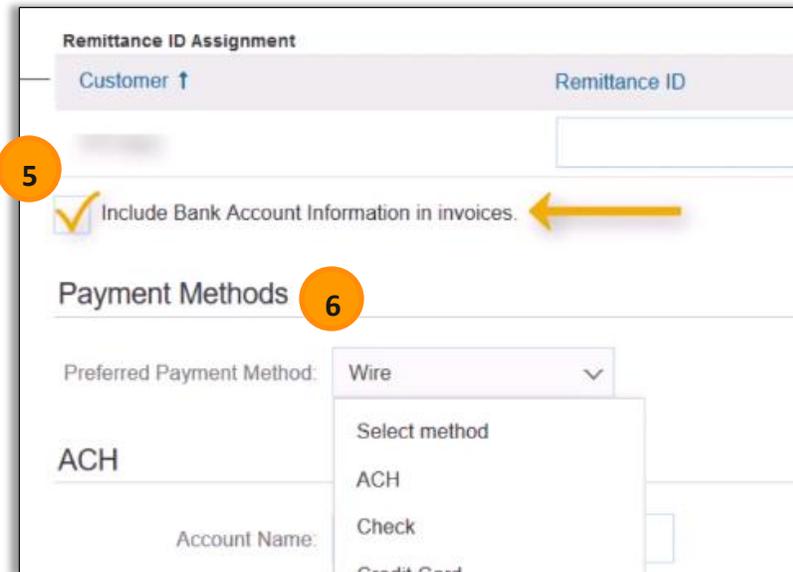
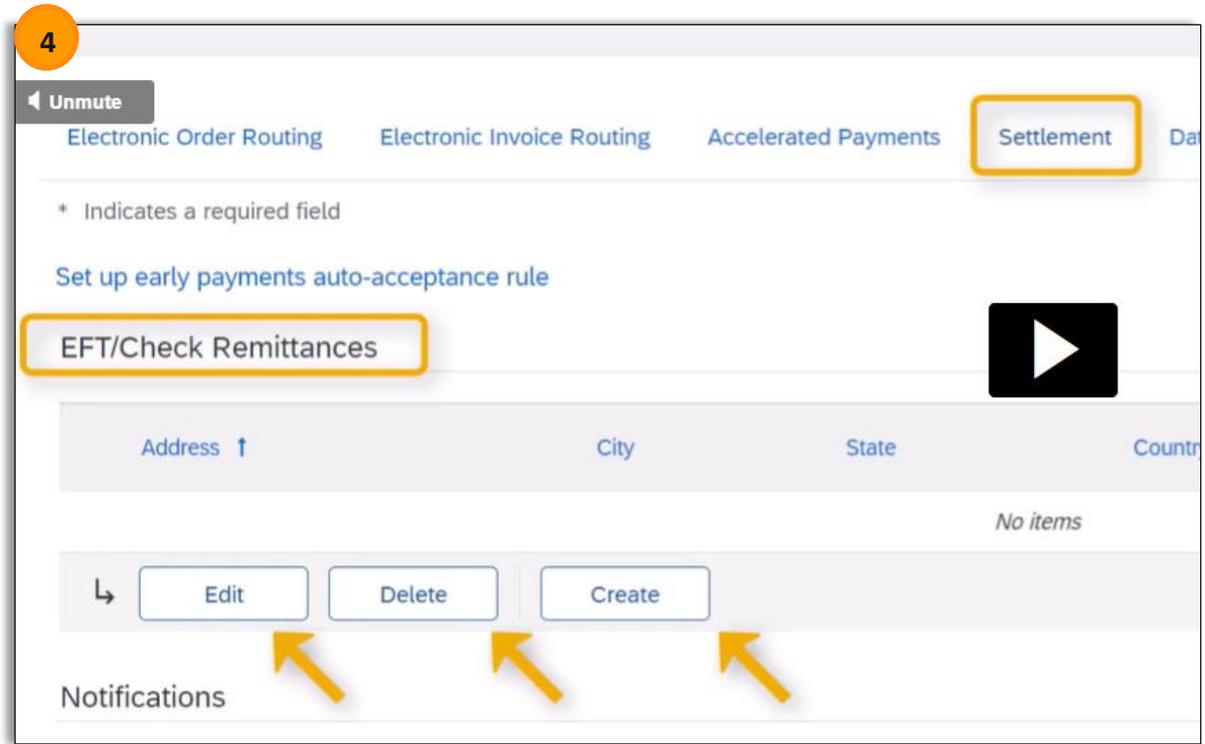
To add the bank details

1. Click on the Initials on the top right side of the home page
2. Go to **Settings**
3. Click on **Remittances**



Bank Account Details

4. Go to **Settlement** > **EFT/Check Remittance** and click on **Create**
5. Tick the box to the left of "**Include Bank Account Information in invoices.**" Click "OK", then click "Save".
6. Select **Preferred Payment Method** as "Wire" (or ACH if you are based in USA)



Bank Account Details

7. Add in bank details

To put IBAN select bank id under wire transfer >
Swift code > IBAN

- **Remittance ID is currently not required**
- Please view this video [Bank detail updation/ Configure Remittance tutorial](#) for more details – PO
- Please note in the Payment Method sections please choose Wire (Europe) and ACH (North America) as the preferred payment method
- Please make sure that the **bank details that you have entered in Ariba must match the bank account details you requested to be set up in Ericsson's master data** or in other words the bank details mentioned in Ariba should be the same in which you are receiving the payment currently from Ericsson
- For any updates of your master data, such as address, phone number, bank details, please login to [Ericsson Strategic Sourcing Suite](#) and raise a Change Request. A mismatch of bank account will result in a rejection of the invoice

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WIRE TRANSFER

Beneficiary Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

Select bank id ▾

Select bank id

ABA Routing Number

SWIFT Code

Account Type:

SWIFT Code ▾ :

Confirm SWIFT Code:

IBAN:

Bank Account Details, add additional bank account



- You can add **more than one** bank account in SAP Business Network.

- Create another bank account and save and you will have the bank accounts in the list, as per instruction on previous pages.
- When creating your invoice, under the “Remit To” field, you can select Bank Account in dropdown meny.
- When completed invoice creation, press on “Next”. Subsequently, the new Bank Account should be displayed accordingly in the “Remit to” field.

Network Settings

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

* Indicates a required field

Set up early payments auto-acceptance rule

EFT/Check Remittances

Address ↑	City	State	Country/Region	Default
<input type="radio"/> 14 testing	test	Barking and Dagenham	United Kingdom	Yes
<input type="radio"/> Torshamnsg	stockholm		Sweden	No

Buttons: Edit, Delete, Create

Create Invoice

Update | Save | Exit | Next

Invoice Header

Summary

Purchase Order: 9800009021
Invoice #: INV_9800009021
Invoice Date: 13 Nov 2024

Subtotal: \$87.00 USD
Total Tax: \$10.44 USD
Total Amount without Tax: \$87.00 USD
Amount Due: \$97.44 USD

Remit To: Torshamnsg

Bill To: Torshamnsg

Shipping: Header level shipping

Ship From: KEYSIGHT TECHNOLOGIES SWEDEN AB-TEST
Ship To: EEE Main
Deliver To: Skyler Coelho

SAP Business Network TEST MODE

Create Invoice

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also

Standard Invoice

Invoice Number: INV_9800009021
Invoice Date: Wednesday 13 Nov 2024 1:03 PM GMT+01:00
Original Purchase Order: 9800009021

Subtotal: \$87.00
Total Tax: \$10.44
Total Amount without Tax: \$87.00
Amount Due: \$97.44
(1 US Dollar = 0.9414 Euro)

REMIT TO:
KEYSIGHT TECHNOLOGIES SWEDEN AB-TEST
Postal Address:
Torshamnsg
19255 stockholm
Sweden

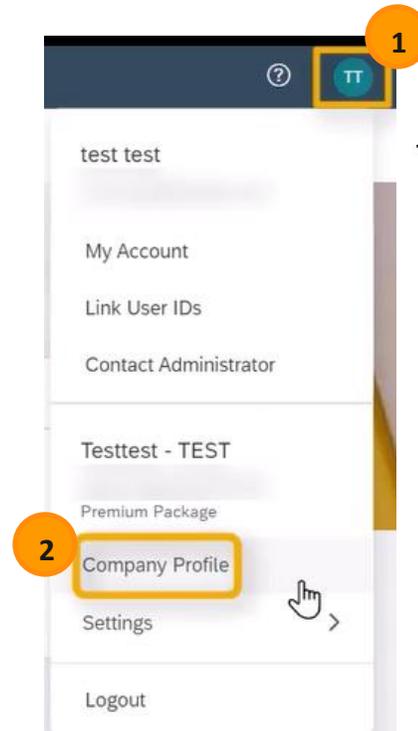
BILL TO:
Ericsson Eesti AS
Postal Address:
Valukoja 8
11415 Tallinn
Estonia
Address ID: 2066CC

VAT ID



To update VAT ID details

1. Click on the Initials on the top right side of the home page
2. Go to **Company Profile**
3. Click on **Business**
4. Go to **Tax Information** and populate VAT ID



A screenshot of the 'Tax Information' form. The 'Tax ID' field contains '12334' and is highlighted with a yellow box and a blue circle with the number '4'. To its right is a tooltip that says 'Do not enter dashes'. Below it, the 'Vat ID' field is also highlighted with a yellow box and a blue circle with the number '4'. Other fields include 'Tax Classification', 'Taxation Type', 'State Tax ID', 'Regional Tax ID', 'VAT Registered' checkbox, 'VAT Registration Document', 'Tax Clearance' checkbox, 'Tax Clearance Number', 'Tax Clearance Document', and 'Tax Clearance Expiry Date'.

