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**
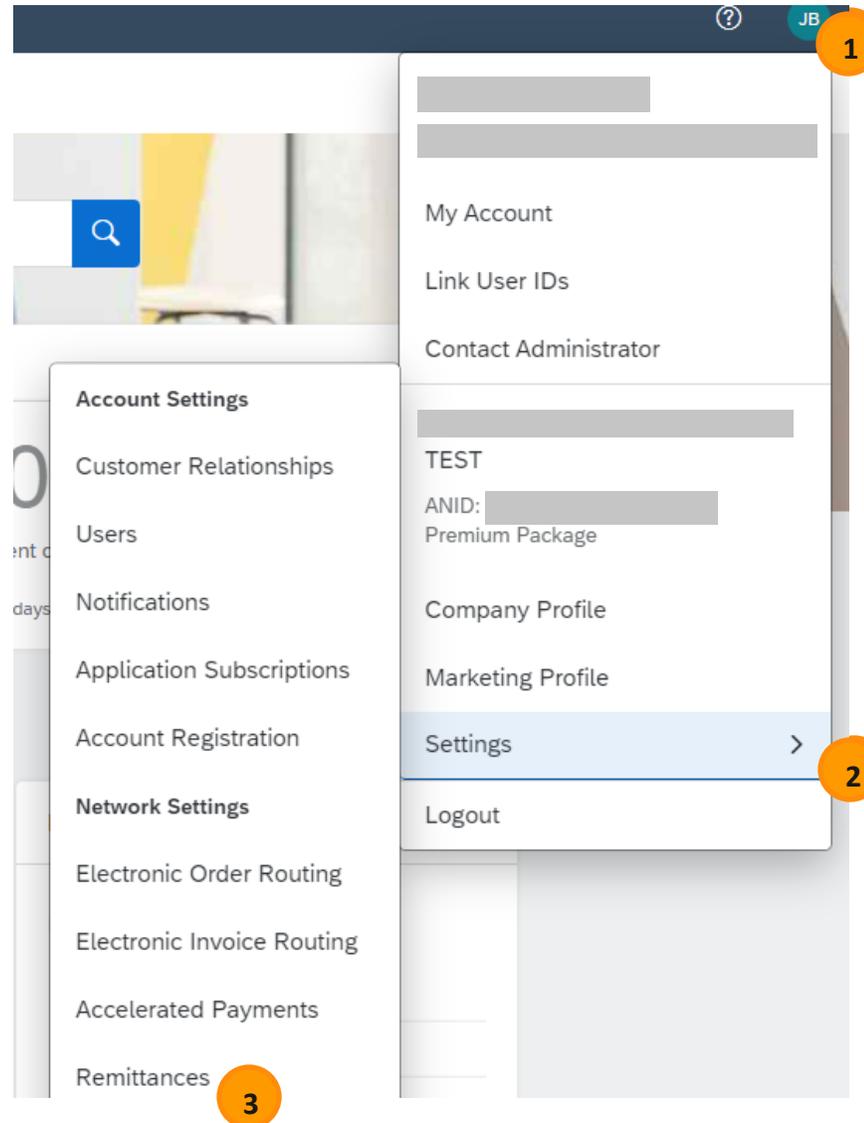
Bank Account Details

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)
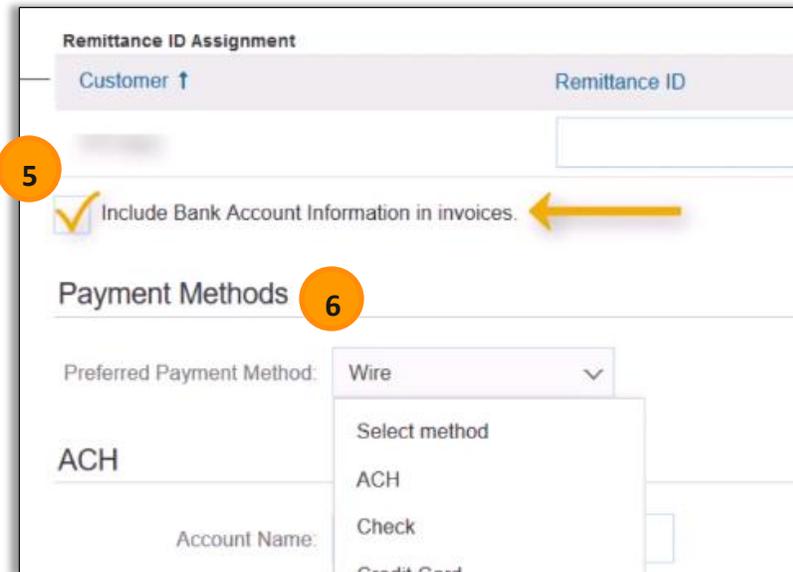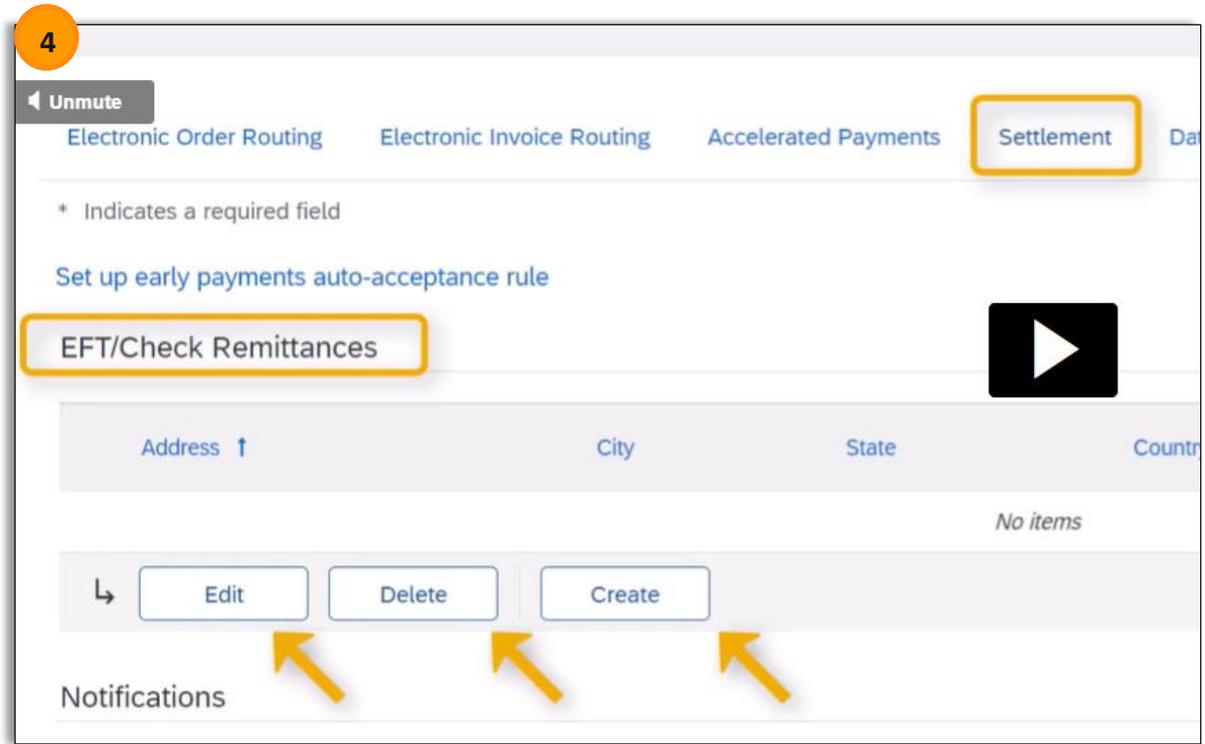
Bank Account Details

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

Bank Account Details, add additional bank account

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

1. Create another bank account and save and you will have the bank accounts in the list, as per instruction on previous pages.

2. When creating your invoice, under the "Remit To" field, you can select Bank Account in dropdown meny.

3. When completed invoice creation, press on "Next". Subsequently, the new Bank Account should be displayed accordingly in the "Remit to" field.

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