

Remittance update steps

1. Log in to your **SAP Business Network** account.
2. Click your **initials** in the upper-right corner of the application and select **Company Profile**.
3. Select **Additional Entities** (the fifth option from the left).
4. Click **Create** to add a new entity. Enter the required details, including the company's legal name and address. Please ensure the address matches the one you want associated with your **remittance profile**.
5. Under the **Functions** section on the same screen, select **Remit To**. Click **Create** to save. The new entity will now appear on the main page.
6. Click **Go to Remittances** on the same page.
7. You will be directed to the **EFT / Check Remittances** screen, where the newly created entity should be visible.
8. Select the entity and click **Edit Bank Details** to enter the bank information, along with the applicable **remittance ID** for your customer.
9. Select the checkbox **Include Bank Account Information in invoices**.
10. Click **OK**, then **Save** to complete the setup.



