



# Eli Lilly Supplier Registration Walkthrough

# Agenda

- 1 How to Accept the Trading relationship email and register you account

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- 2 How to Configure your account for Purchase orders and Invoices

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- 3 How to Configure your account for Remittances

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- 4 How to get into contact with SAP support if needed

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# How to Accept the Trading relationship email and register you account

# How to Accept the Trading relationship email and register you account

Step 1: After receiving the Trading relationship email from Lilly make sure you click Get Started.

## Connect with Eli Lilly and Company to collaborate on SAP Business Network!

To [REDACTED],

You recently received a communication announcing the partnership between Lilly and SAP Business Network, to streamline our procurement processes. Below is your company's invitation to join SAP Business Network and participate in this initiative. We invite you to transact with us using the Free of Charge Standard account. Please note, if you accept this request using an existing Enterprise account, **fees will apply**. We value our relationship with you as a key supplier to our business and thank you in advance for complying with this request. Important details regarding SAP Business Network are detailed below. For further information on the Lilly entities in scope for invoicing please visit <https://www.lilly.com/suppliers/accounts-payable/invoicing>. For further support please contact the Lilly enablement team on [Ariba\\_enablement\\_US@lilly.com](mailto:Ariba_enablement_US@lilly.com).

Click Get started to connect.



Link expires: July 21, 2026, 2:41 PM

### About this invitation

From:  
Eli Lilly and Company  
893 Delaware St,

Indianapolis, IN 46225  
United States

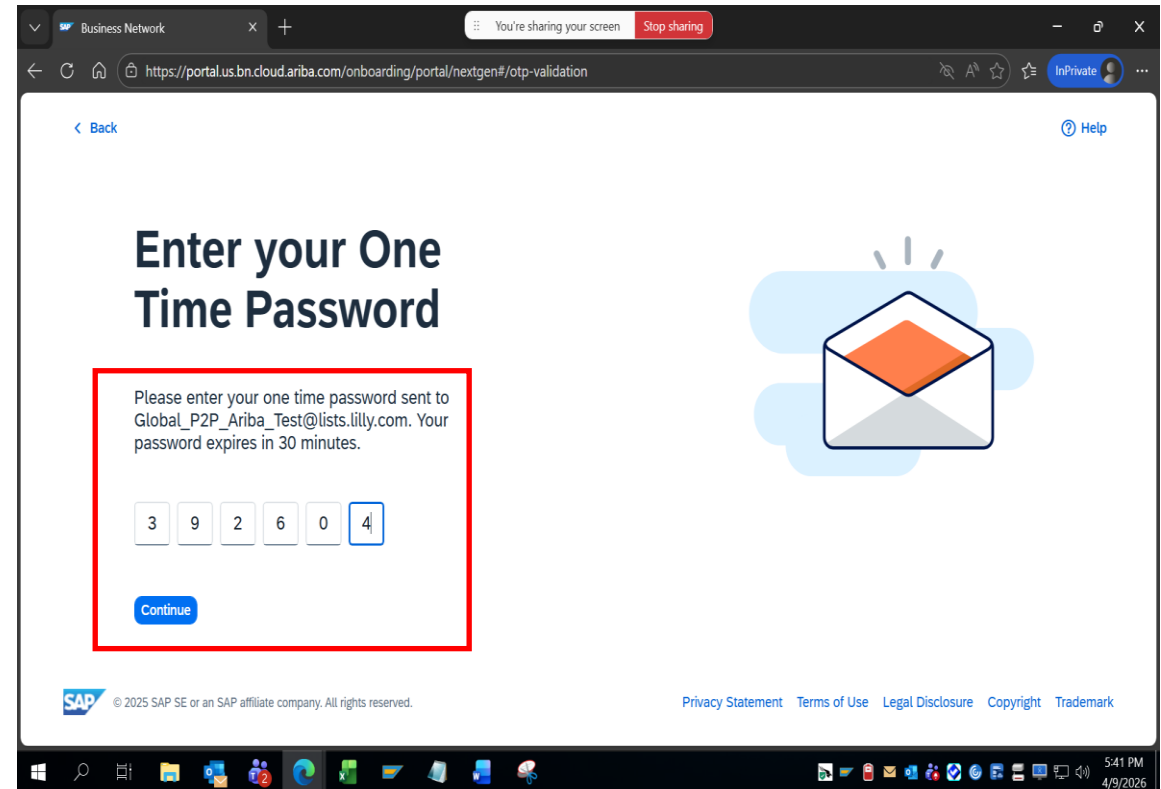
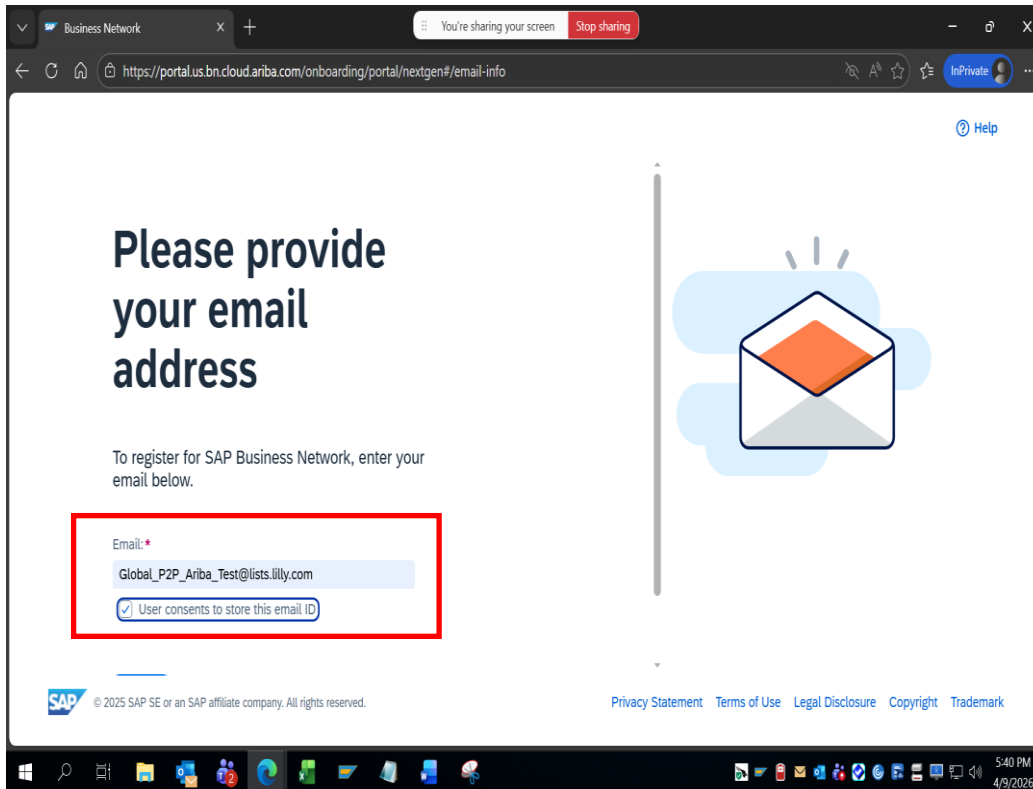
To:  
[REDACTED]  
[\[REDACTED\]@lilly.com](mailto:[REDACTED]@lilly.com)

Please note that this email is for the named recipient and cannot be forwarded. The link provided in this email is exclusive and requires a one-time password for access.

If someone else in your organization needs the invitation, please reach out to the buyer. The buyer's contact information is included in the **From** section of this email. Alternatively, you can also reply to this email to contact the buyer.

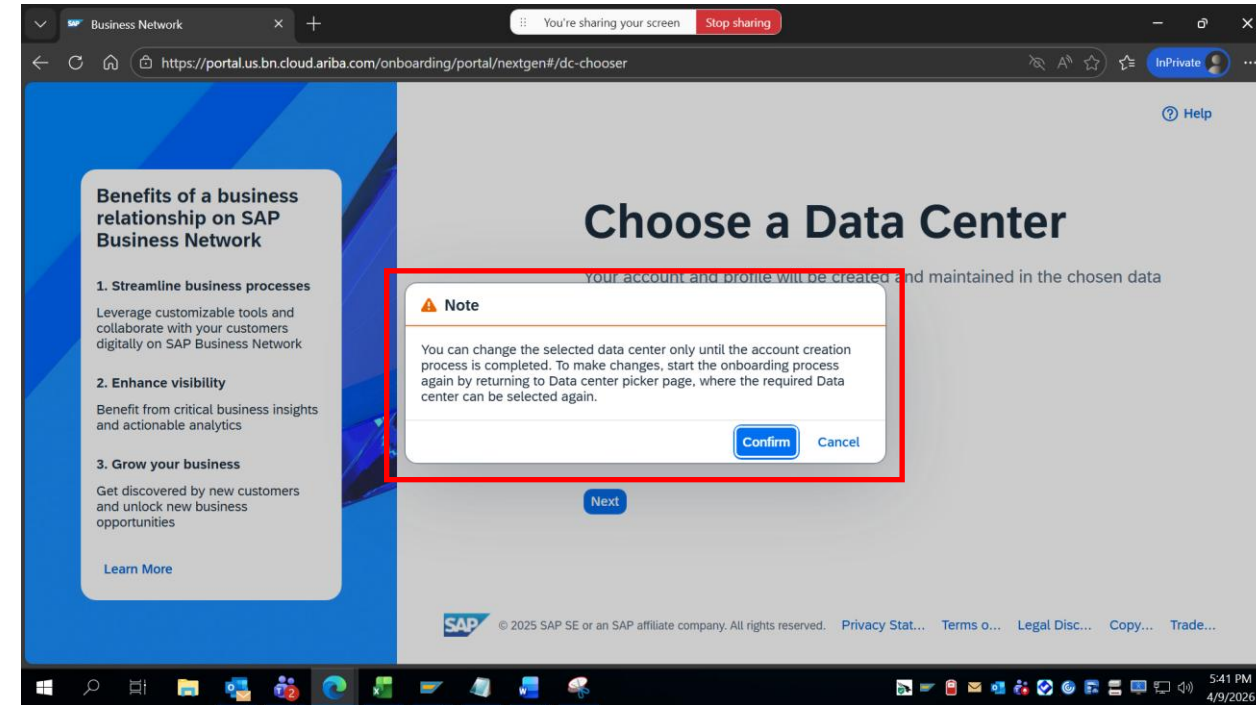
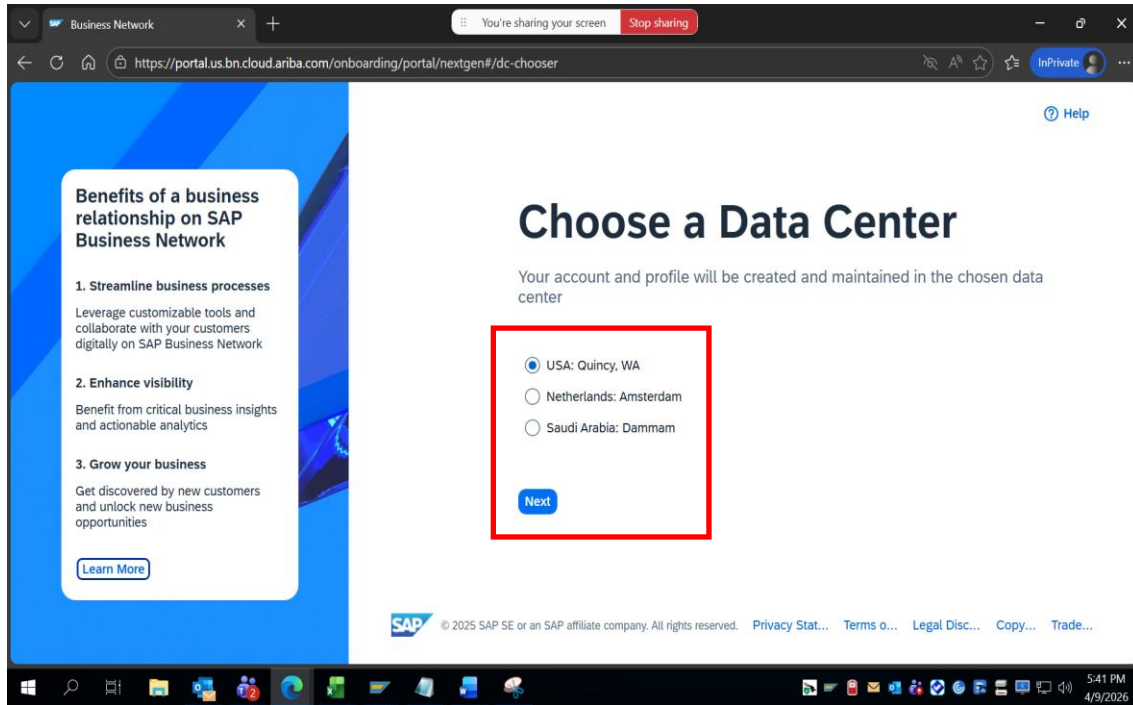
# How to Accept the Trading relationship email and register you account

Step 2: You will then be asked to provide your email address and consent to it receiving emails. (The system will then send you a Password to populate into the second screen. You can then put that password in and click continue.



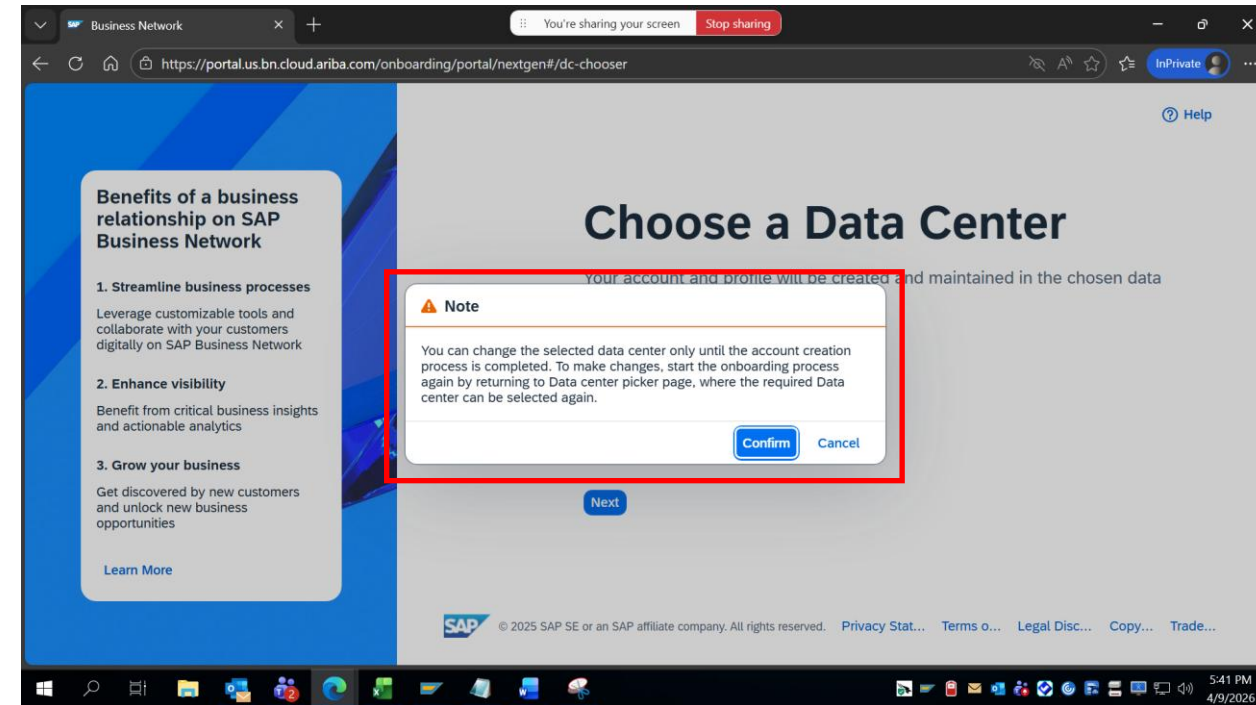
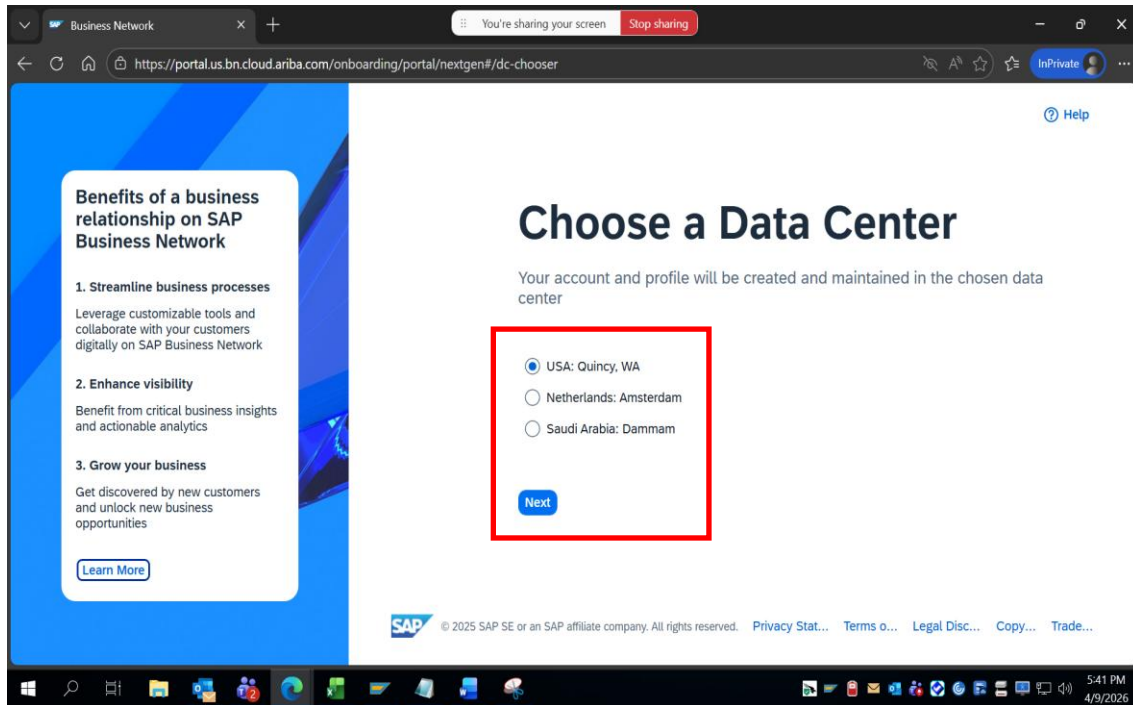
# How to Accept the Trading relationship email and register you account

Step 3: The next step is for you to choose your Data center. Or where in the world you are at. So if you are in the USA or North America you will click USA. Choose the one that is the closest to your location.



# How to Accept the Trading relationship email and register you account

Step 3: The next step is for you to choose your Data center. Or where in the world you are at. So, if you are in the USA or North America you will click USA. Choose the one that is the closest to your location.



# How to Accept the Trading relationship email and register you account

Step 4: You can then fill in your companies information. Legal Name Etc. Make sure you fill out everything that has a **red asterisk**.

The screenshot shows the SAP Business Network registration page. On the left, there is a blue sidebar with the heading "Benefits of a business relationship on SAP Business Network" and three numbered points: "1. Streamline business processes", "2. Enhance visibility", and "3. Grow your business". The main content area is titled "SAP Business Network" and contains a "Company Information" section. The form fields are as follows:

- Company Legal Name: \* (Red asterisk, field is empty)
- Country / Region: \* (Red asterisk, dropdown menu shows "United States [USA]")
- Address Line 1: \* (Red asterisk, field is empty)
- Address Line 2: (Field is empty)
- Address Line 3: (Field is empty)
- City: \* (Red asterisk, dropdown menu shows "MENTOR")
- State: \* (Red asterisk, dropdown menu is empty)

The screenshot shows the same SAP Business Network registration page, but with the "Administrator Account Information" section expanded. The form fields are as follows:

- State: \* (Red asterisk, dropdown menu shows "Ohio [US-OH]")
- Zip: \* (Red asterisk, field shows "44060-1834")
- Name: \* (Red asterisk, two empty fields)
- Email: (Field shows "Global\_P2P\_Ariba\_Test@lists.lilly.com")
- Use my email as my user name
- User Name: \* (Red asterisk, empty field)
- Password: \* (Red asterisk, field with masked characters and an eye icon)
- Repeat Password: \* (Red asterisk, field with masked characters and an eye icon)
- Business Role: \* (Red asterisk, dropdown menu shows "Systems Administrator")
- I have read and agree with the [Terms of Use](#).

# How to Accept the Trading relationship email and register you account

Step 5: One Note when filling out this information make sure you read the terms of use. Also when filling out the email and password that will be the administrator of your account.

**Benefits of a business relationship on SAP Business Network**

- 1. Streamline business processes**  
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**  
Benefit from critical business insights and actionable analytics
- 3. Grow your business**  
Get discovered by new customers and unlock new business opportunities

[Learn More](#)

Registration Form:

- Password: \*
- Repeat Password: \*
- Business Role: \* (Systems Administrator)
- I have read and agree with the [Terms of Use](#).
- I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot (reCAPTCHA)

[Create account](#)

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# How to Accept the Trading relationship email and register you account

Step 6: The next would be to either review accounts in case your company has a network ID or if you know that you do not you can click Continue account Creation.

The screenshot shows a web browser window with the URL <https://portal.us.bn.cloud.ariba.com/onboarding/portal/nextgen#/matching-account>. The page features a blue sidebar on the left with the heading "Benefits of a business relationship on SAP Business Network" and three numbered points: "1. Streamline business processes", "2. Enhance visibility", and "3. Grow your business". A "Learn More" button is at the bottom of the sidebar. The main content area has the SAP Business Network logo and a message: "We found existing accounts based on the information you entered. Please review." Below this message are two buttons: "Review Accounts" (highlighted with a red box) and "Continue account creation". The footer contains the SAP logo, copyright information, and links for "Privacy Stat...", "Terms o...", "Legal Disc...", "Copy...", and "Trade...". The Windows taskbar at the bottom shows the time as 5:46 PM on 4/9/2026.

# How to Accept the Trading relationship email and register you account

Step 7: You will receive an email confirming your registration. The next step is to update the company profile. Click Update.

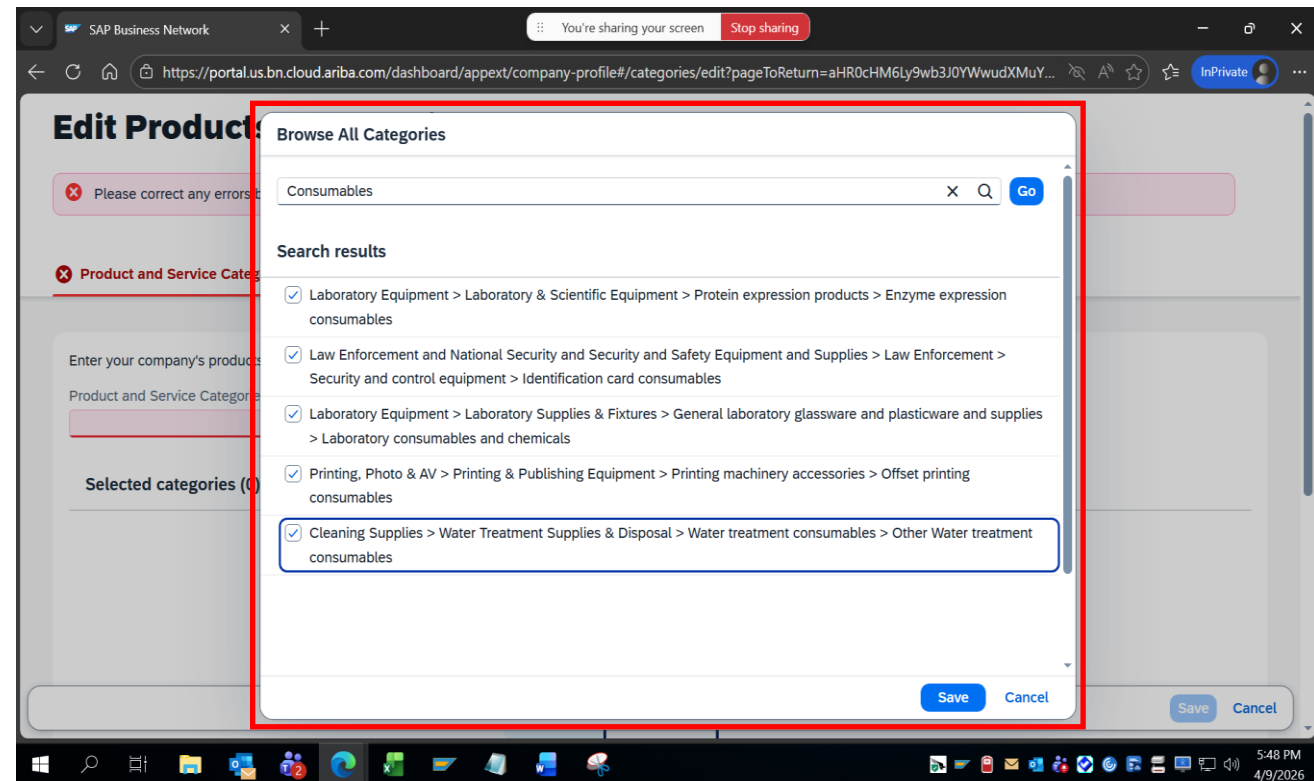
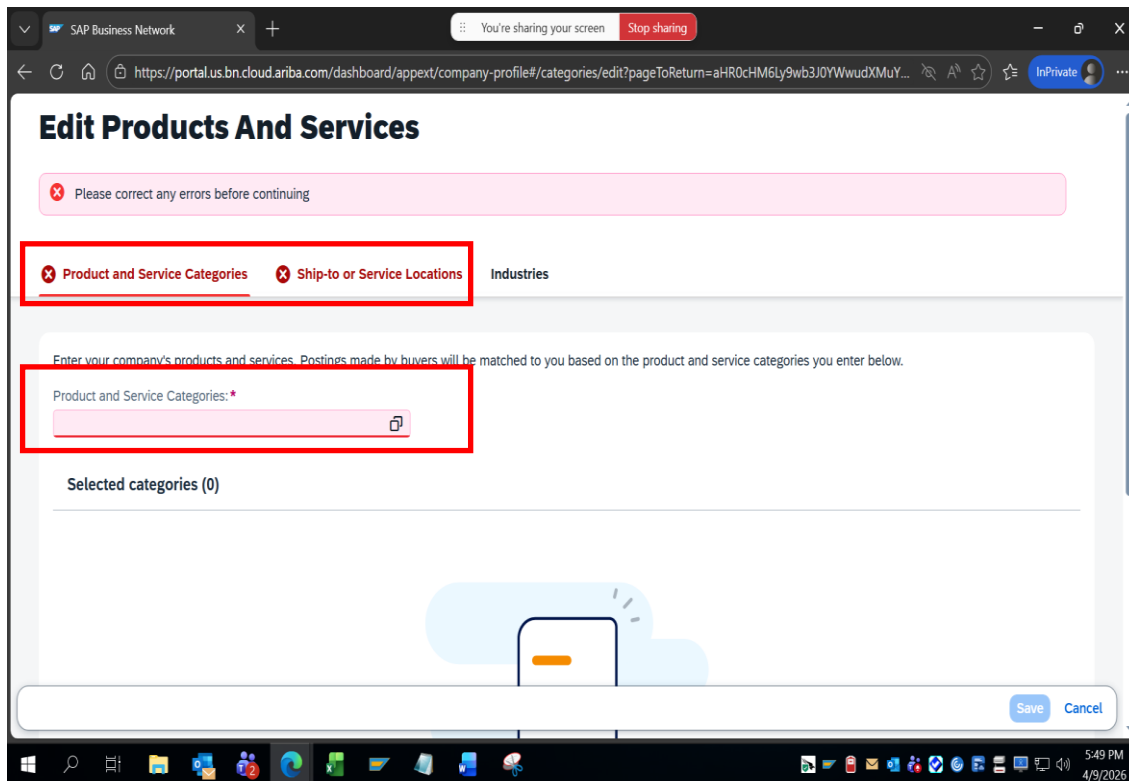
The screenshot shows a web browser window with the URL <https://portal.us.bn.cloud.ariba.com/onboarding/portal/nextgen#/successful-registration>. The page features the heading "You are almost done" and a sub-heading "You will soon receive an email confirmation once your account is created. Please wait a moment. The page will automatically redirect once the process is complete." An illustration of a mailbox with a letter is shown. A "Help" button is in the top right corner. The footer includes the SAP logo, copyright information, and links for "Privacy Statement", "Terms of Use", "Legal Disclosure", "Copyright", and "Trademark". The system tray shows the time as 5:46 PM on 4/9/2026.

The screenshot shows a web browser window with the URL <https://portal.us.bn.cloud.ariba.com/dashboard/appext/comsapsbnedbuipostlogin>. The page features the heading "Update your company profile" and a sub-heading "You must provide your products and service categories and ship-to or service locations so that you can be discovered by customers searching for companies like yours." Two buttons, "Update" and "Sign Out", are visible. An illustration of a document with a checkmark and a person icon is shown. The footer includes the SAP logo, copyright information, and links for "Privacy Statement", "Security Disclosure", and "Terms of Use". The system tray shows the time as 5:47 PM on 4/9/2026.

# How to Accept the Trading relationship email and register you account

Step 8: You will first be asked to update your products and services. For instance what service or material do you provide. (Try and get as close as possible to what you do/provide)

Then you will click **Ship-to or Service locations**.



# How to Accept the Trading relationship email and register you account

Step 9: Then you will choose where in the world you do business. If you are Global, you can just click the Global button. Or if you are North America, you can choose where in North America. Once you have chosen your location you can then click Save at the bottom Right and proceed to the next page.

## Edit Products And Services

Please correct any errors before continuing

Product and Service Categories **Ship-to or Service Locations** Industries

Add the locations your company ships to or serves. Buyers and their postings are matched to you based on the locations in your profile. If you have global capabilities, toggle on "Serve globally". After adding locations, click the building icon to mark locations with a physical presence. The icon will be highlighted when selected.

Serve Globally

Ship-to or Service Locations: \*



Selected locations (0)



Save Cancel

## Edit Products And Services

Product and Service Categories **Ship-to or Service Locations** Industries

Add the locations your company ships to or serves. Buyers and their postings are matched to you based on the locations in your profile. If you have global capabilities, toggle on "Serve globally". After adding locations, click the building icon to mark locations with a physical presence. The icon will be highlighted when selected.

Serve Globally

Ship-to or Service Locations: \*

Selected locations (1)

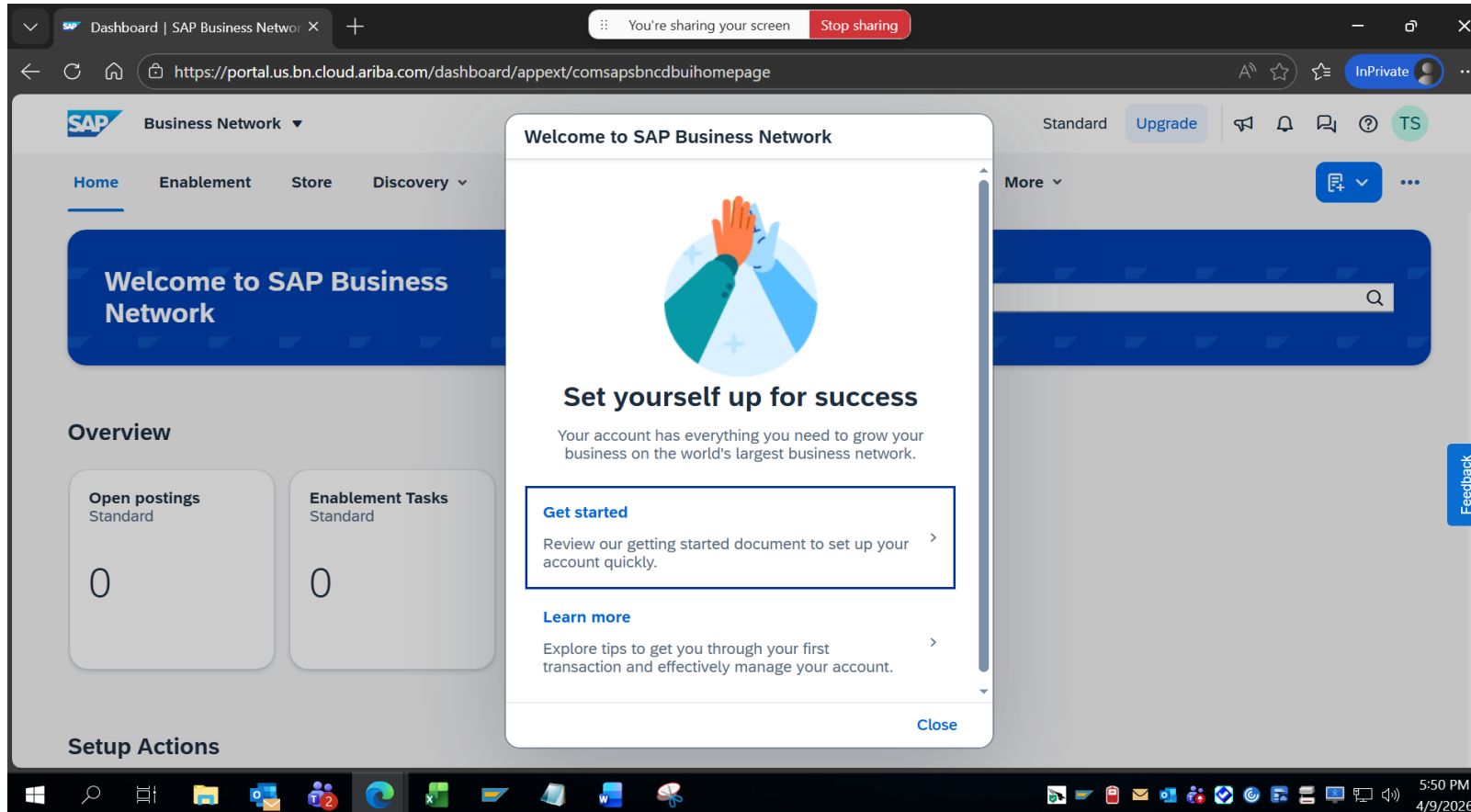
Global



Save Cancel

# How to Accept the Trading relationship email and register you account

Step 10: You have completed the steps in registering your account.





# How to Configure your account for Purchase orders and Invoices

# How to Configure your account for Purchase orders and Invoices

**Step 1:** Login to your account and on the home page click your initials at the top right side of the page and then click Settings. Or you can also click Enablement Tasks and then follow the tasks assigned to you.

The screenshot displays the SAP Business Network user interface. At the top left, the SAP logo and 'Business Network' are visible. The top right corner shows 'Standard', 'Upgrade', and user initials 'NS'. A navigation bar includes 'Home', 'Enablement', 'Store', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Analytics', 'Assessments', 'Insights', and 'Proposals & Contracts'. A blue banner reads 'Welcome to SAP Business Network' with a 'Leads' dropdown and 'By Product' filter. The 'Overview' section features four widgets: 'Open postings Standard' (0), 'Enablement Tasks Standard' (0), 'Matched Leads Standard' (0), and 'Invited Leads Standard' (0). The 'Enablement Tasks' widget is highlighted with a red border. Below is the 'Setup Actions' section with buttons for 'Confirm email for orders', 'Configure payment preferences', 'Configure notifications', 'Add roles and users', 'Add product and service categories', 'Add ship-to or service locations', and 'Upload sales tax exemption certificates'. On the right, a user profile dropdown menu is open, listing 'new Supplier', 'New Supplier 2 updated', 'Basic', 'Company Profile', 'Settings' (highlighted with a red border), 'Service Subscriptions', 'Switch Account', 'Contact Administrator', and 'Sign Out'.

# How to Configure your account for Purchase orders and Invoices

**Step 2:** Then in the settings page click Document Routing.

The screenshot shows the SAP Business Network user interface. At the top, the SAP logo and 'Business Network' are on the left, and 'Standard', 'Upgrade', and notification icons are on the right. A navigation bar contains links for Home, Enablement, Store, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Analytics, Assessments, Insights, and Proposals & Contracts. Below this is the 'Settings' section with sub-tabs for User Preferences, Account Administration, Transactions, Integrations, and Compliance. The 'Transactions' sub-tab is highlighted with a red box, and within it, the 'Document Routing' link is also highlighted with a red box.

**SAP Business Network** Standard Upgrade

Home Enablement Store Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Analytics Assessments Insights Proposals & Contracts

## Settings

User Preferences Account Administration Transactions Integrations Compliance

### User Preferences

- User Account
- User Notifications & Preferences

### Account Administration

- Customer Relationships
- Manage Users
- Manage Roles
- Account Security
- Notifications
- Recommended Accounts
- Manage Account Requests
- Manage Account Email Domains
- Connected Accounts
- Generative AI
- Language and Region

### Transactions

- Document Routing

# How to Configure your account for Purchase orders and Invoices

**Step 3:** This page shows you all the routing methods for particular documents. In order to edit you are going to have to click where it says Saved Version and then click Draft.

The screenshot shows the SAP Business Network interface. At the top, there's a navigation bar with 'Business Network' and 'Standard Upgrade' buttons. Below that is a menu with various sections like Home, Enablement, Store, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Analytics, Assessments, Insights, and Proposals & Contracts. The main content area is titled 'Default Document Routing' with a 'Saved Version' dropdown menu. A red box highlights this dropdown, which is currently open, showing 'Draft' and 'Saved Version' options. Below the dropdown is a section titled 'Default Routing' and 'Override Default Routing Method (7)'. This section contains a table with 7 rows of routing methods. The table has columns for Document Type, Document Sub Group, Document Sub Type, and Routing Method. The routing method for all entries is 'Email'.

Document Type	Document Sub Group	Document Sub Type	Routing Method
Order	Change/Cancel Orders	Non-catalog orders without attachments	Email
Order	New Orders	Non-catalog orders without attachments	Email
Order	Change/Cancel Orders	Non-catalog orders with attachments	Email
Order	New Orders	Catalog Orders without Attachments	Email
Order	New Orders	Catalog orders with attachments	Email
Order	Others	Blanket Purchase Orders	Email
Order	New Orders	Non-catalog orders with attachments	Email

# How to Configure your account for Purchase orders and Invoices

**Step 4:** Once you click Draft it will then allow you to edit the fields below or Create new fields for documents. The ones we are going to focus on are for New Pos and Failed invoices.

**Note:** you may see several rows with other document types but for this walkthrough we are going to focus on the new PO and invoice sections listed below.

The screenshot shows the SAP Business Network interface for configuring default document routing. The top navigation bar includes 'SAP Business Network', 'Standard', 'Upgrade', and various utility icons. The main navigation menu lists 'Home', 'Enablement', 'Store', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Analytics', 'Assessments', 'Insights', and 'Proposals & Contracts'. The current page is titled 'Default Document Routing' with a 'Draft' status indicator. Below the title, there is a section for 'Default Routing' and a table for 'Override Default Routing Method (4)'. The table has columns for Document Type, Document Sub Group, Document Sub Type, and Routing Method. The table contains four rows, all with 'Email' as the routing method. A search bar and 'Create', 'Delete', and 'Settings' buttons are located to the right of the table.

Document Type	Document Sub Group	Document Sub Type	Routing Method
<input type="radio"/> Invoice	Others	Customer Invoice	Email >
<input type="radio"/> Invoice	Others	Customer Invoice	Email >
<input type="radio"/> Order	New Orders	Non-catalog orders without attachments	Email >
<input type="radio"/> Order	New Orders	Non-catalog orders with attachments	Email >

# How to Configure your account for Purchase orders and Invoices

**Step 5:** Just to know that you can add more Routing sections or delete ones you are not using in this stage as well. To Add new just click Create. If you wanted to delete make sure you click the orbital button next to the document type and then Delete will be available to click.

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with the SAP logo, 'Business Network', and a 'Standard Upgrade' button. Below this is a secondary navigation bar with various menu items like Home, Enablement, Store, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Analytics, Assessments, Insights, and Proposals & Contracts. The main content area is titled 'Default Document Routing' with a 'Draft' status. Below the title, there is a section for 'Override Default Routing Method (4)'. This section includes a search bar and two buttons: 'Create' and 'Delete', both of which are highlighted with red boxes. Below the buttons is a table with four columns: Document Type, Document Sub Group, Document Sub Type, and Routing Method. The table contains four rows of data, each with a radio button in the first column. The first two rows are for 'Invoice' and the last two are for 'Order'. The radio buttons for the first two rows are also highlighted with red boxes.

Document Type	Document Sub Group	Document Sub Type	Routing Method
<input type="radio"/> Invoice	Others	Customer Invoice	Email >
<input type="radio"/> Invoice	Others	Customer Invoice	Email >
<input type="radio"/> Order	New Orders	Non-catalog orders without attachments	Email >
<input type="radio"/> Order	New Orders	Non-catalog orders with attachments	Email >

# How to Configure your account for Purchase orders and Invoices

**Step 6:** To edit one of the lines just click the line and the screen below will appear. You can update the email address and choose to include documents and or PDFs when you receive the notification that a PO is in your account. Then Click Apply at the bottom right to save it.

The screenshot displays the SAP Business Network interface for 'Document Routing Configuration'. The top navigation bar includes 'SAP Business Network' and various menu items like 'Home', 'Enablement', 'Store', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Analytics', 'Assessments', 'Insights', and 'Proposals & Contracts'. The main content area is titled 'Document Routing Configuration' and has a 'Delete' button. Below this, there are two tabs: 'Document Type' and 'Configure Routing Method Attributes'. The 'Document Type' section shows fields for 'Document Type' (Order), 'Document Sub Group' (New Orders), 'Routing Document Code' (Non-catalog orders without attachments), and 'Routing Method' (Email). The 'Configure Routing Method Attributes' section, highlighted with a red box, contains an 'Email' field with the value 'testemail@sap.com' and five checkboxes: 'Attach cXML document' (unchecked), 'Include order document' (unchecked), 'Attach a PDF copy of the document' (checked), 'Do not send attachments with the documents' (unchecked), and 'Include the inquiry information in the email' (unchecked). An 'Apply' button is located at the bottom right of the configuration area.

# How to Configure your account for Purchase orders and Invoices

**Step 6:** Once you have updated all the routing methods make sure you click Save at the bottom right of the page. This will update your Purchase order and invoice routing.

**Default Document Routing** Draft

### Default Routing

Override Default Routing Method (4)

Document Type	Document Sub Group	Document Sub Type	Routing Method	
<input type="radio"/> Invoice	Others	Customer Invoice	Email	>
<input type="radio"/> Invoice	Others	Customer Invoice	Email	>
<input checked="" type="radio"/> Order	New Orders	Non-catalog orders without attachments	Email	>
<input type="radio"/> Order	New Orders	Non-catalog orders with attachments	Email	>

Default Routing Method

Select the default routing method for routing all document types. To override default routing method for specific document types, please create a configuration in the 'Override Default Routing Method' section below.  
There is no section below to override the settings . The override option is available above and also from Settings -> Individual customer doc routing settings

Routing Method:

Save to my online inbox

### Non-Catalog Order Routing Preferences

Route non-catalog orders as catalog orders with part numbers:     Reject all non-catalog orders:

**Save**    Discard Draft



# How to Configure your account for Remittances

# How to Configure your account for Remittances

Step 1: Login to your account and on the home page go to your initials at the top right of the page and click Company profile

The screenshot shows the SAP Business Network home page. At the top left is the SAP logo and 'Business Network' with a dropdown arrow. On the top right, there is a 'Standard' label, an 'Upgrade' button, and several icons including a search icon, a bell, a mail icon, a help icon, and a user profile icon labeled 'NS'. Below the top bar is a navigation menu with items: Home, Enablement, Store, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Analytics, Assessments, Insights, and Proposals & Contracts. A blue banner below the navigation contains the text 'Welcome to SAP Business Network' and a search bar with 'Leads' and 'By Product' filters. The main content area is divided into 'Overview' and 'Setup Actions'. The 'Overview' section has four cards: 'Open postings Standard' (0), 'Enablement Tasks Standard' (0), 'Matched Leads Standard' (0), and 'Invited Leads Standard' (0). The 'Setup Actions' section has seven buttons: 'Confirm email for orders', 'Configure payment preferences', 'Configure notifications', 'Add roles and users', 'Add product and service categories', 'Add ship-to or service locations', and 'Upload sales tax exemption certificates'. On the right side, a user profile menu is open, showing options: 'new Supplier', 'New Supplier 2 updated', 'Basic', 'Company Profile' (highlighted with a red box), 'Settings', 'Service Subscriptions', 'Switch Account', 'Contact Administrator', and 'Sign Out'.

# How to Configure your account for Remittances

Step 2: On the company profile page you will need to go to Additional Entities.

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with 'SAP Business Network' on the left and 'Standard Upgrade' on the right. Below this is a secondary navigation bar with various menu items: Home, Enablement, Store, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Analytics, Assessments, Insights, and Proposals & Contracts. A notification banner at the top right says 'New Supplier 2 updated' with buttons for 'View My Public Profile' and 'Go to Catalog'. A blue banner below the navigation bar reads 'Unlock our data-backed suggestions to improve your business. Optimize your visibility to grow your business on the network by adding the promote subscription.' The main content area features a profile card for 'NS' with 'Certifications' and 'Sustainability Ratings' sections. Below the profile card is a horizontal navigation menu with tabs: Overview, Certifications, Sustainability Ratings, Organization Structure, **Additional Entities** (highlighted with a red box), Business Information, Country Configuration, Contacts, Settings, Additional Documents, and Customer Requested. The 'About Us' section is visible, displaying various company attributes in a grid:

Attribute	Value
Employee	-
Business Type	-
Legal Form	-
Member Since	2026
Founded	-
Revenue	-
Stock Symbol	-
Registration Type	Walk-Up
Company Aliases	-
Address	Pennsylvania, United States <a href="#">View Details</a>
Website URL	-

# How to Configure your account for Remittances

Step 3: Under Additional Entities you will then click Create.

The screenshot displays the SAP Business Network interface. At the top, the SAP logo and 'Business Network' are visible. The main navigation bar includes various modules like Home, Enablement, Store, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Analytics, Assessments, Insights, and Proposals & Contracts. A 'New Supplier 2 updated' notification is present at the top left. Below this, there's a banner for 'Unlock our data-backed suggestions to improve your business.' The central navigation bar shows 'Additional Entities' as the active tab, with other tabs like Certifications, Sustainability Ratings, Organization Structure, Business Information, Country Configuration, Contacts, Settings, Additional Documents, and Customer Requested. The main content area shows the 'Additional Entities' configuration for 'New Supplier 2 updated'. It includes a table with one entry: 'New Supplier UI Test'. The 'Create' button in the table's header is highlighted with a red box. A 'Feedback' button is located on the right side of the page.

**New Supplier 2 updated**

ANID: AN11250467241 DUNS: - Location: Cheswick, United States

**Additional Entities (1)** Create Edit Delete Grid Print

Company Name	Default Address	Location	BNO ID	TAX ID	Collaboration Function
<input checked="" type="radio"/> New Supplier UI Test	Yes				Remit To >

# How to Configure your account for Remittances

Step 4: When the screen refreshes you will then see where you can update your Remit address. Also in the Functions field you will need to choose Remit To. Then click Create at the bottom right.

Overview | Certifications | Sustainability Ratings | Organization Structure | **Additional Entities** | Business Information | Country Configuration | Contacts | Settings | Additional Documents | Customer Requested

## New Supplier 2 updated

### Create New Additional Entity

Company and location information	Network collaboration information	Identification information
Company (Legal) Name: * <input type="text" value="Type here"/>	Functions: * <input type="text" value="Remit To"/>	Internal ID: <input type="text"/>
Country/Region: * <input type="text" value="United States"/>	<input type="checkbox"/> Make this address default	
Address Line 1: * <input type="text" value="Type here"/>		
Address Line 2: <input type="text" value="Type here"/>		
City: * <input type="text" value="Type here"/>		
State: * <input type="text" value="Type here"/>		
Zip: * <input type="text" value="Type here"/>		

# How to Configure your account for Remittances

Step 5: Once you have set your addresses click Payment Methods Then click Add.

The screenshot displays the SAP Business Network interface for 'WEST PHARMACEUTICAL SERVICES INC - TEST'. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Analytics', and 'More'. A red arrow points from the 'Payments' menu item to the 'Add' button in the 'Payment Methods' section. The 'Payment Methods' section is currently empty, showing a placeholder image of a hand holding a magnifying glass over a question mark on a document, with the text 'No payment methods' below it. The 'Add' button is highlighted with a red box.

# How to Configure your account for Remittances

Step 6: You will then click the Remit to Entity or the address from the dropdown that you want to link your payment/bank account Method to (ACH or Wire). Also Make sure you click the button Include Bank account information in invoices. You will also Choose your Preferred Payment Method ACH, WIRE ETC..)

SAP Business Network | Test Mode | Standard Upgrade

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Analytics More

### Add New Payment Method

Select Remit to Entity: \*

Preferred Payment Method: \*

Remit to Address: -

Include bank account information in invoices

SAP Business Network | Test Mode | Standard Upgrade

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Analytics More

### Add New Payment Method

Select Remit to Entity: \*

Remit to Address: -

Preferred Payment Method: \*

- ACH
- Ariba Pay
- Supply Chain Financing
- Cash
- Check
- Credit Card
- Credit Transfer
- Direct Deposit
- Other
- Wire

# How to Configure your account for Remittances

Step 7: Next would be to fill out your ACH Information or your Wire Transfer information.

## Add New Payment Method

Select Remit to Entity: \*

Temp 1

Remit to Address:  
Somewhere 1,  
PA, United States,  
15222

Preferred Payment Method: \*

ACH

Include bank account information in invoices

## ACH Transfer Details

Account Name: \*

Account Number: \*

Confirm Account Number: \*

Account Type: \*

- Checking Account
- Savings Account

ABA: \*

US Bank Only

Confirm ABA: \*

US Bank Only

Bank Name: \*

Branch Name:

Optional: Add other payment method here if you'd like to save more than one.

# How to Configure your account for Remittances

Step 8: Upon filling out your ACH information or your WIRE transfer information make sure under Account Type you choose Checking Account.

SAP Business Network | Test Mode | Standard | Upgrade | [Icons]

Home | Enablement | Discovery | Workbench | Orders | Fulfillment | Invoices | Payments | Catalogs | Analytics | More

### Add New Payment Method

Select Remit to Entity: \*  
Temp 1

Preferred Payment Method: \*  
ACH

Remit to Address:  
Somewhere 1,  
PA, United States,  
15222

Include bank account information in invoices

#### ACH Transfer Details

Account Name: *	ABA: *
<input type="text"/>	<input type="text"/> US Bank Only
Account Number: *	Confirm ABA: *
<input type="text"/>	<input type="text"/> US Bank Only
Confirm Account Number: *	Bank Name: *
<input type="text"/>	<input type="text"/>
Account Type: *	Branch Name:
<input type="text"/>	<input type="text"/>
<input type="text"/> Checking Account	
<input type="text"/> Savings Account	

Optional: Add other payment method here if you'd like to save more than one.

# How to Configure your account for Remittances

Step 9: Once you have completed your ACH and WIRE payment methods make sure they both show up on the Payment methods screen. If they do not show up then you will have to click add and add them again.

The screenshot shows the SAP Business Network interface for a company named WEST PHARMACEUTICAL SERVICES INC - TEST. The page is in Test Mode. The navigation bar includes Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Analytics, and More. The main header shows the company name and a 'View My Public Profile' button. Below the header, there is a banner for 'Unlock our data-backed suggestions to improve your business.' and a 'Promote Subscription' link. The main content area has tabs for Overview, Certifications, Sustainability Ratings, Organization Structure, Additional Entities, Payment Methods (selected), Business Information, Country Configuration, Contacts, and Settings. The Payment Methods tab is active, showing a table with two entries:

Company Name	Remit to Address	Preferred Payment Method	Included in Invoices
Temp 1	Somewhere 1, PA, United States	ACH	Yes
Temp 2	Somewhere 2, PA, United States	Wire	Yes



# How to get into contact with SAP support if needed

## What would you use the Help center/SAP Support for?

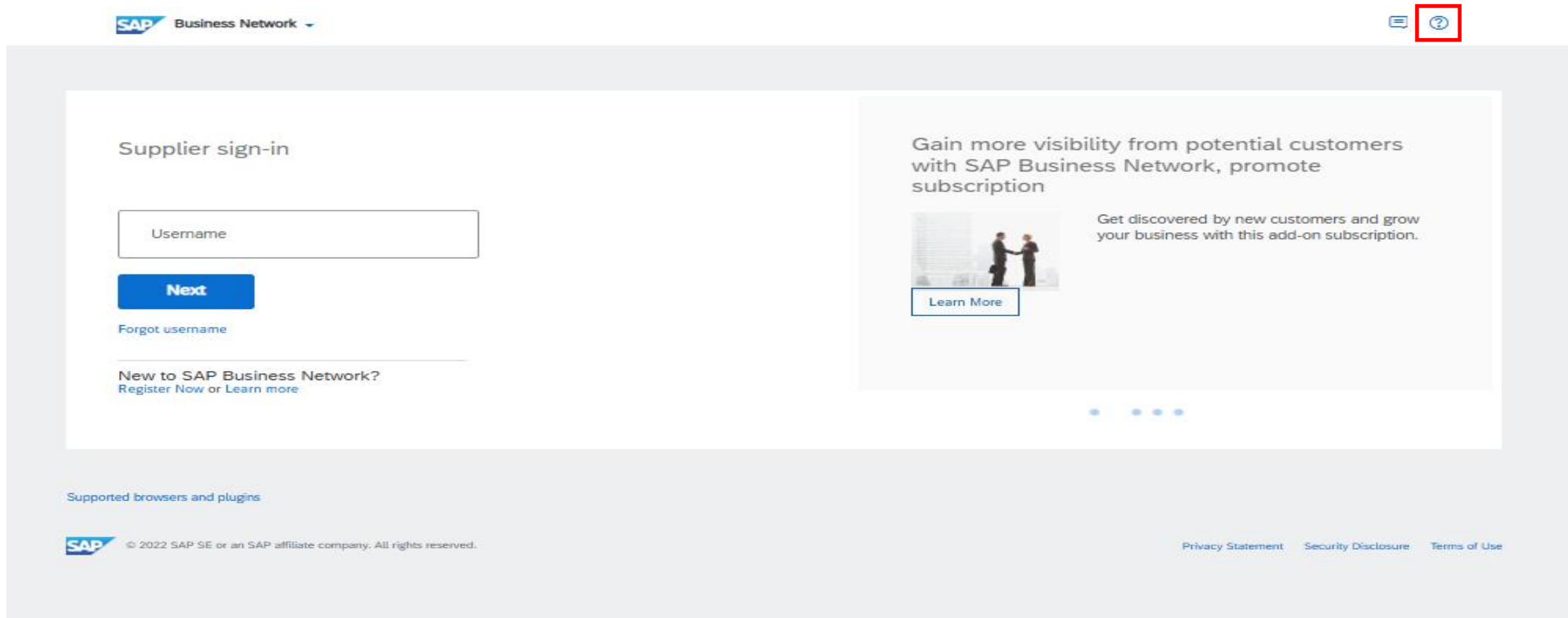
- Register for the Ariba Network
- Changing your administrator
- Forgot your username
- Need a password reset

*Please follow these few steps on how to use/access the Help Center/SAP Support.*

# How to use the Help Center

**Step 1:** Go to your internet browser and go to [supplier.ariba.com](https://supplier.ariba.com)

**Step 2:** Open the help center/SAP Support by clicking the question mark at the top right side



The screenshot displays the SAP Business Network homepage. At the top left, the SAP Business Network logo is visible. In the top right corner, there is a menu icon and a question mark icon, which is highlighted with a red square. The main content area is divided into two sections. The left section is titled 'Supplier sign-in' and contains a 'Username' input field, a blue 'Next' button, a 'Forgot username' link, and a section for 'New to SAP Business Network?' with links for 'Register Now' and 'Learn more'. The right section is a promotional banner for 'Gain more visibility from potential customers with SAP Business Network, promote subscription', featuring an image of two people shaking hands and a 'Learn More' button. At the bottom, there is a footer with the SAP logo, copyright information, and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

**Step 3:** Once the Help center/SAP Support is open you will need to click Support at the top right side of the help center and another screen will open up.

SAP Business Network

Supplier sign-in

Username

Next

Forgot username

New to SAP Business Network?  
[Register Now](#) or [Learn more](#)

Unlock additional benefits

Are you familiar with the next wave of benefits that come with an enterprise account? By upgrading, you can leverage new ways to grow and strengthen your business.

Learn More

Support

Support

Disclaimer: Use of this Support Portal is outside of the SAP EU and SAP NS2 security boundaries; it is your sole responsibility for compliance with any security requirements.

Help Topics

Search Help Topics

Documentation

Support

How do I update admin informatio...

How to change the admin for an ...

How to reset/change my password?

Where's my password reset email?

How do I troubleshoot web brows...

How do I register a new account?

Why was my session terminated f...

How long can I be signed in?

Supported browsers and plugins

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Privacy Statement Security Disclosure Terms of Use

# Step 4: Click the Contact support at the top left side of the page.

The screenshot displays the SAP Help Center interface. On the left, a navigation sidebar contains the following items: Home, Search, Get Support (highlighted with a red box), Contact Support, Documentation, News, and Cloud Status. The main content area features a 'Welcome to Help Center' header with a search bar. Below the header, there are several categorized sections of help topics:

- Topics we recommend for you:**
  - How do I cancel or delete an invoice or credit memo?
  - How do I access a sourcing event?
  - How do I create an invoice?
- Billing and subscriptions:**
  - How Can I Follow Up on my Dispute Case?
  - Which transaction types determine the cost of my membership fees?
  - Where can I download a copy of my SAP Business Network subscription fees invoice?
- Managing purchase orders:**
  - Why can't I find a Purchase Order (PO)?
  - How do I process an order in my SAP Business Network Standard account?
  - I need help with purchase orders
- Creating and managing invoices:**
  - Creating and Managing Invoices, Credit Memos, and Debit Memos
  - Creating and Managing Invoices, Credit Memos, and Debit Memos
  - I need help with invoicing
- Manage account:**
  - Why am I not able to create a new account with my company email domain?
  - I am receiving the error: Sorry, an account already exists... while registering a new account via I...
  - Unable to Create Supplier Account in SAP Ariba Supplier Lifecycle and Performance
- News from SAP:** Updates on product maintenance, releases, features and more. Example: Redesigned Company Profile Now Live! Oct 2, 2025.
- SAP Cloud Status:** View the SAP Trust Center for your product availability. Includes an image of hands using a tablet.
- New product features:** Stay current on the new features and functionality of your product.
- SAP Community:** Learn from your peers and read expert blogs published by SAP Community.
- SAP published webcasts:** Boost your company's efficiencies with how to demos and best practices from SAP.

At the bottom of the page, there are three links:

- > How do I contact SAP Support?
- > What support channels could be available?
- > Is there an opportunity to provide feedback on my experience with SAP Support?

**Step 5:** This will then refresh the page. Make sure you put in why you are contacting support. For example if you wanted an admin change or update and the admin has left the company.

## Contact Support

Step 1 **How can we support you?**

*Provide a full description of your question or issue with document numbers and all necessary information*

3000 characters remaining

Step 2 **Resources**

Step 3 **Confirm the details**

Step 4 **Contact options**

# Thank you.

