



# 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



# 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

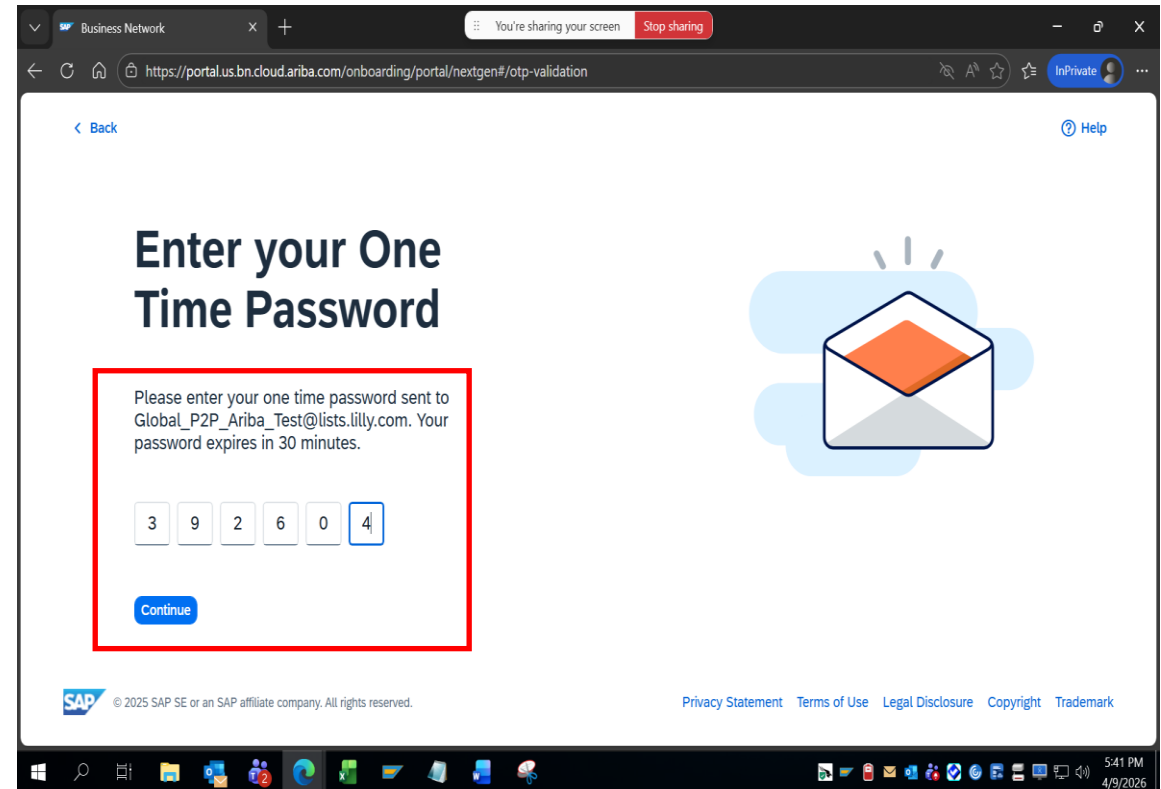
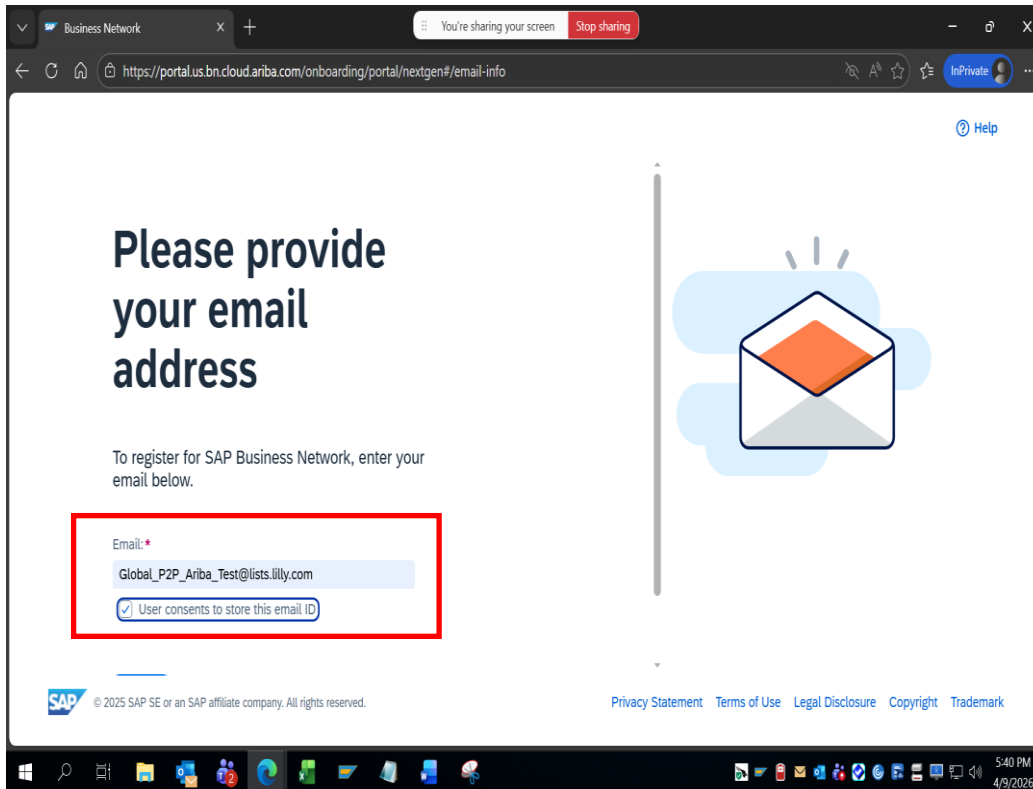
To:  
[REDACTED]  
[\[REDACTED\]@lilly.com](mailto:[REDACTED]@lilly.com)

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.

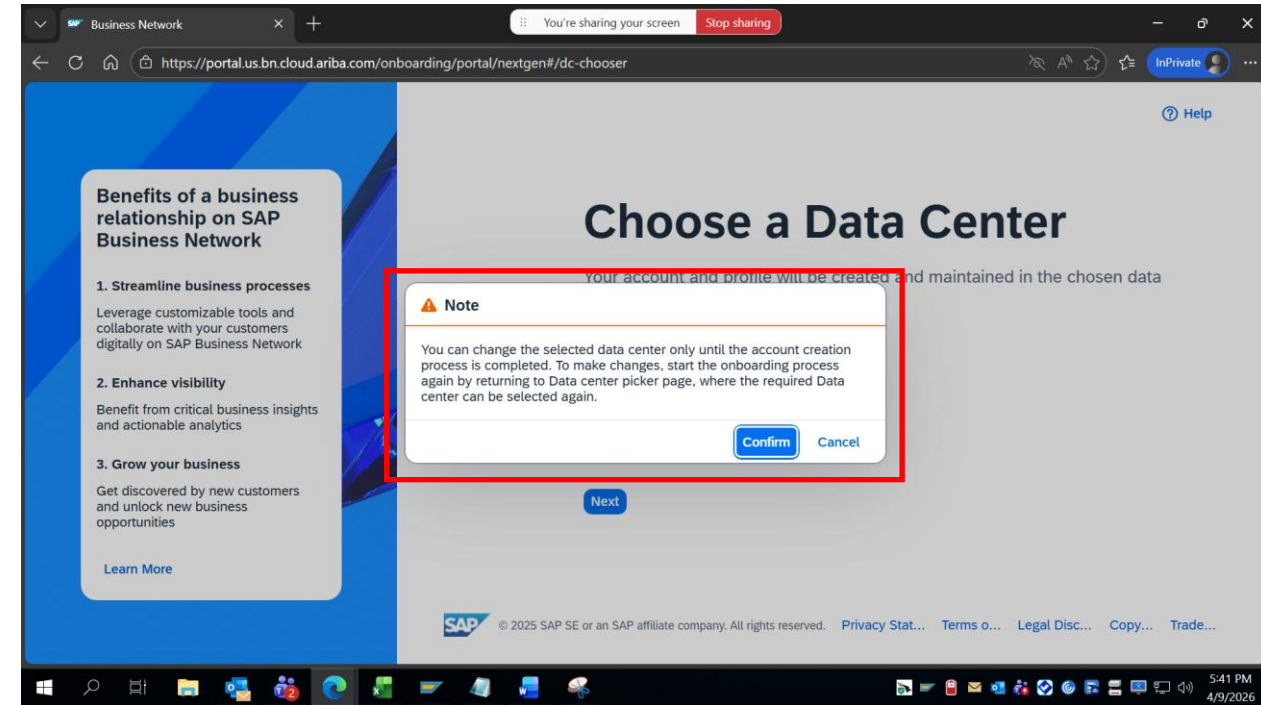
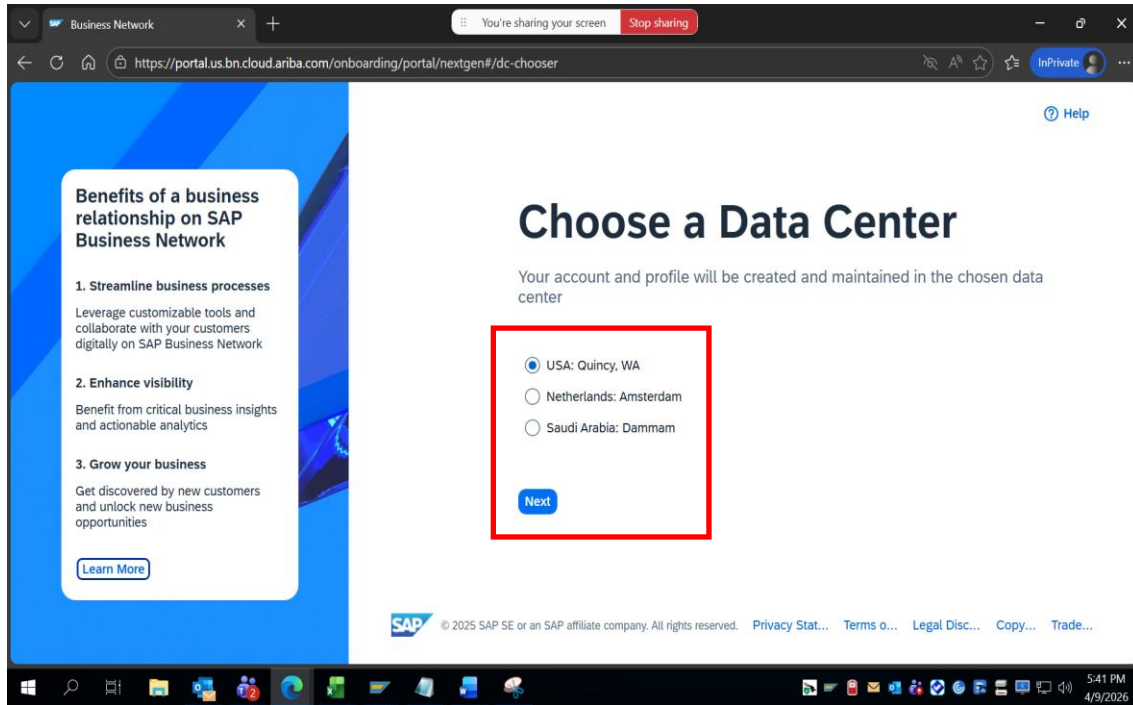
# How to Accept the Trading relationship email and register you account

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.



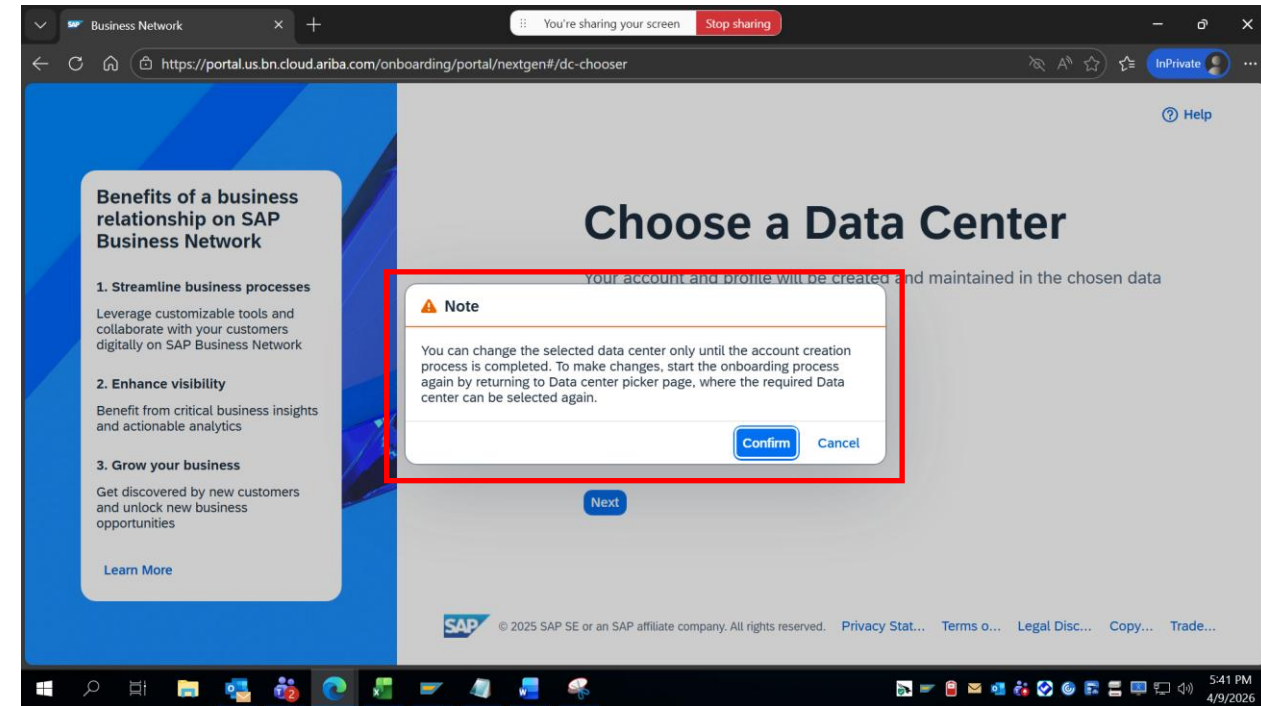
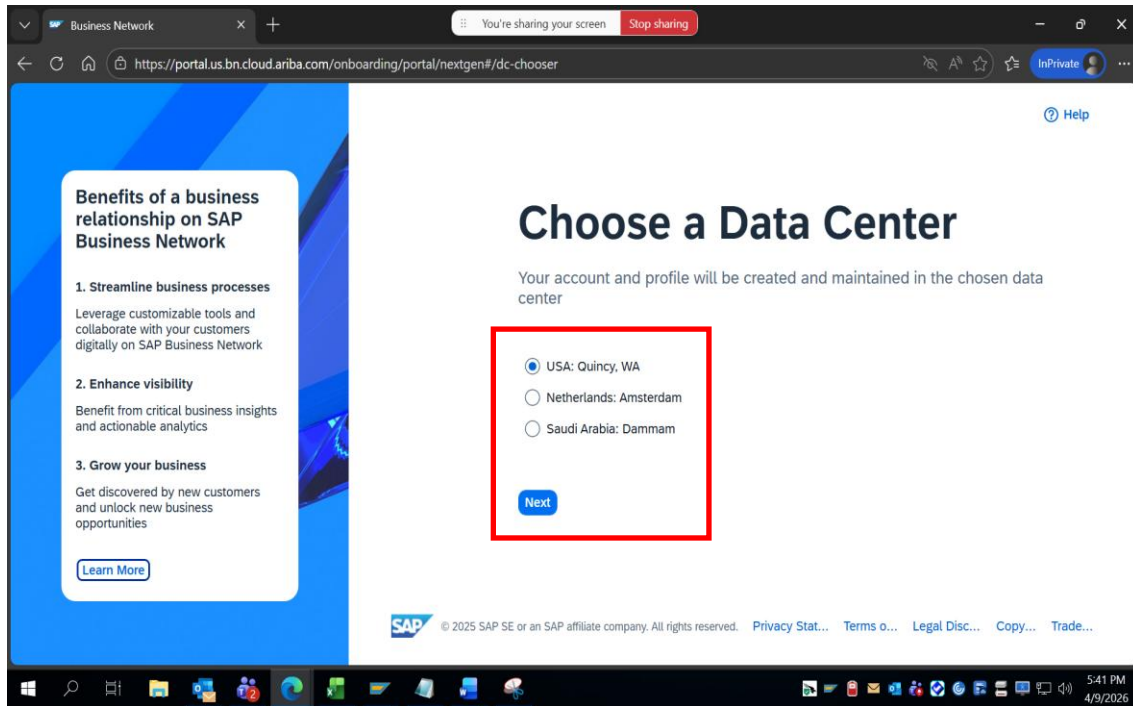
# How to Accept the Trading relationship email and register you account

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 in this section are: "Company Legal Name:\*" (with a red asterisk and a help icon), "Country / Region:\*" (set to "United States [USA]"), "Address Line 1:\*" (with a red asterisk and a help icon), "Address Line 2:", "Address Line 3:", "City:\*" (set to "MENTOR"), and "State:\*". The Windows taskbar at the bottom shows the time as 5:43 PM on 4/9/2026.

The screenshot shows the same SAP Business Network registration page, but now the "Administrator Account Information" section is visible. The form fields in this section are: "State:\*" (set to "Ohio [US-OH]"), "Zip:\*" (set to "44060-1834"), "Name:\*" (with a red asterisk and a help icon), "Email:" (set to "Global\_P2P\_Ariba\_Test@lists.lilly.com"), "User Name:\*" (with a red asterisk and a help icon), "Password:\*" (with a red asterisk and a help icon), "Repeat Password:\*" (with a red asterisk and a help icon), and "Business Role:\*" (with a red asterisk and a help icon, set to "Systems Administrator"). There is also a checkbox for "Use my email as my user name" and a checked checkbox for "I have read and agree with the Terms of Use.". The Windows taskbar at the bottom shows the time as 5:45 PM on 4/9/2026.

# 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.

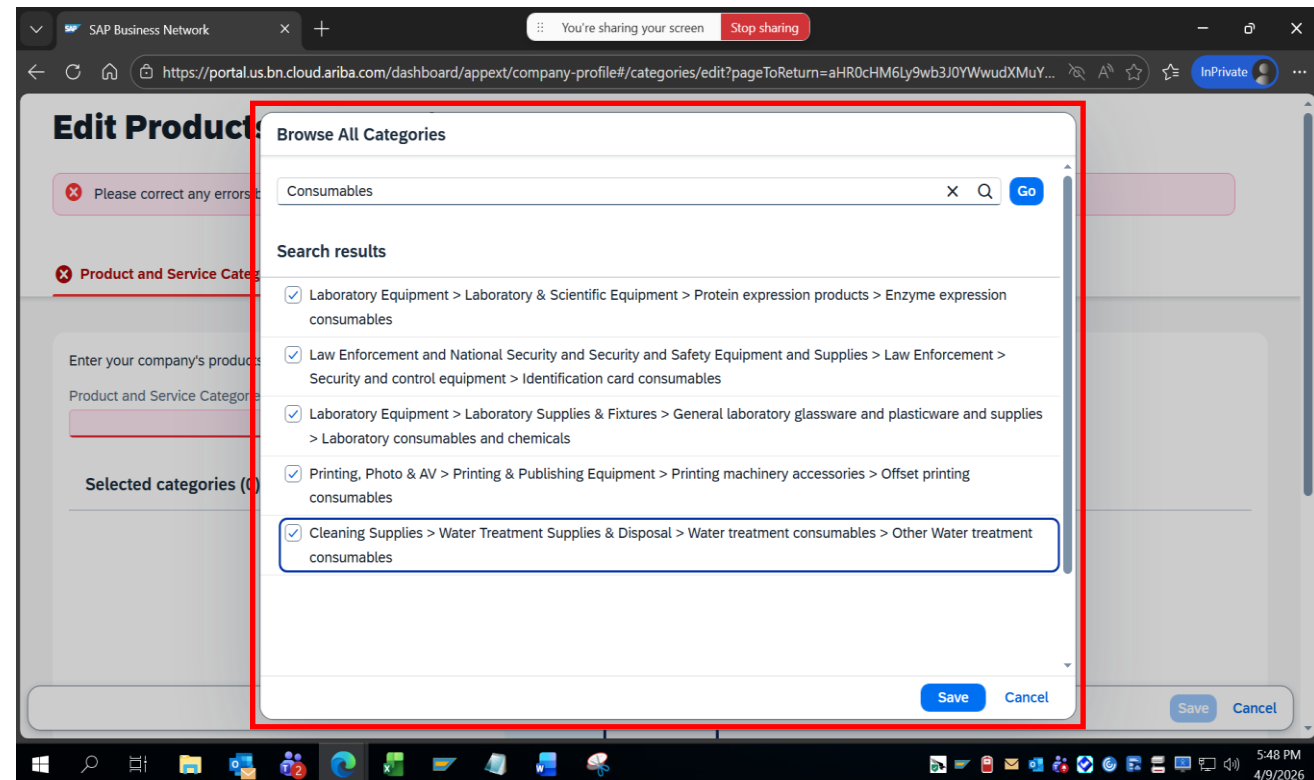
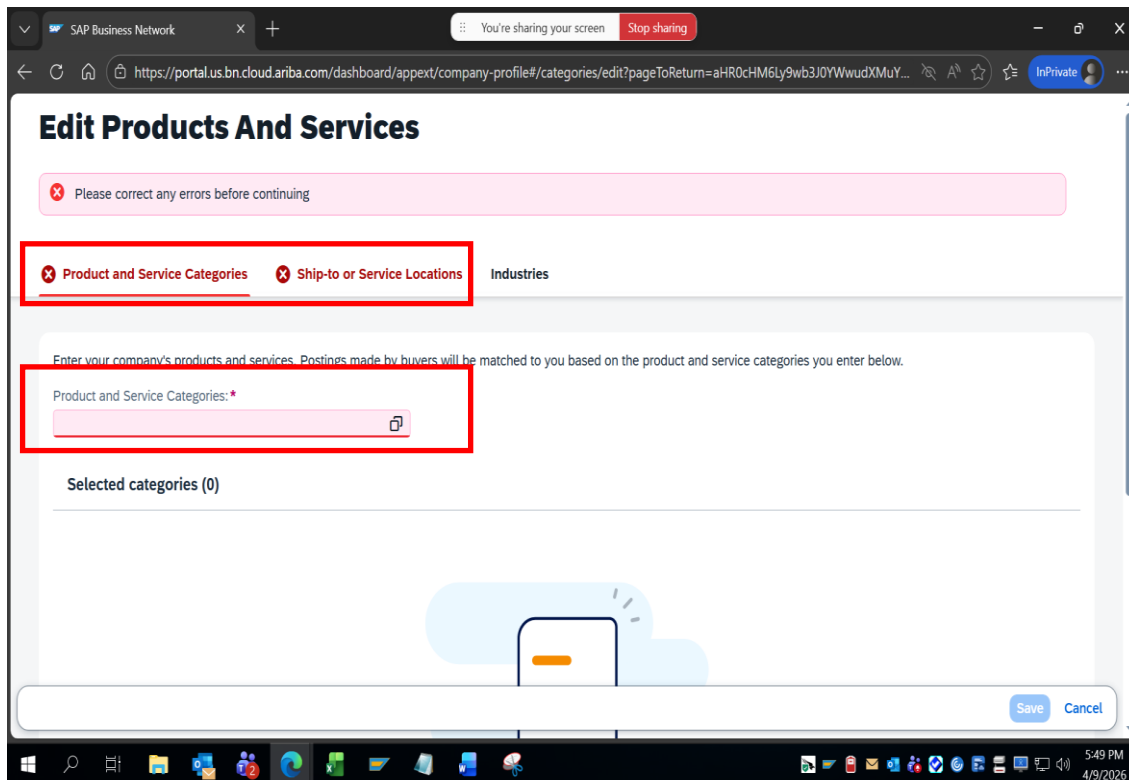
The screenshot shows a web browser window with the URL <https://portal.us.bn.cloud.ariba.com/onboarding/portal/nextgen#/successful-registration>. The page features the heading "You are almost done" and a sub-heading "You will soon receive an email confirmation once your account is created. Please wait 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 notice "© 2025 SAP SE or an SAP affiliate company. All rights reserved.", 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/comsapsbncloudbuipostlogin>. 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 notice "© 2026 SAP SE or an SAP affiliate company. All rights reserved.", 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)

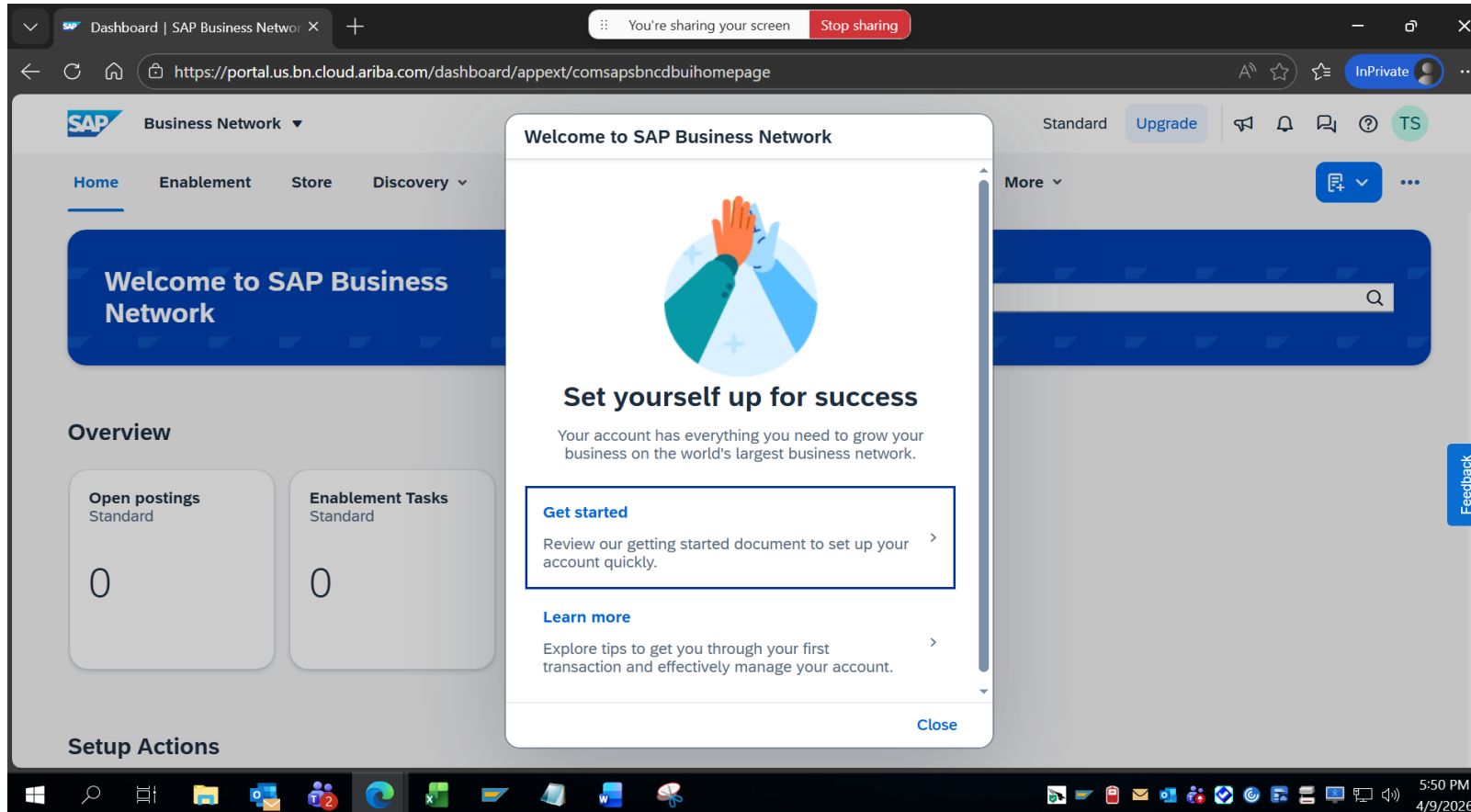
Global



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 shows the SAP Business Network user 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: Home, Enablement, Store, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Analytics, Assessments, Insights, and Proposals & Contracts. A blue banner below the navigation bar reads 'Welcome to SAP Business Network' and includes a 'Leads' dropdown menu set to 'By Product'. The main content area is divided into two sections: 'Overview' and 'Setup Actions'. The 'Overview' section contains four cards: 'Open postings Standard' (0), 'Enablement Tasks Standard' (0), 'Matched Leads Standard' (0), and 'Invited Leads Standard' (0). The 'Enablement Tasks' card is highlighted with a red box. The 'Setup Actions' section contains several 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 of the page, a user profile dropdown menu is open, showing options: 'new Supplier', 'New Supplier 2 updated', 'Basic', 'Company Profile', 'Settings' (highlighted with a red box), '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, there is a navigation bar with the SAP logo, 'Business Network' dropdown, and utility icons for 'Standard', 'Upgrade', and user profile 'NS'. 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. The main content area is titled 'Settings' and has sub-sections: User Preferences, Account Administration, Transactions, Integrations, and Compliance. The 'Transactions' sub-section is highlighted with a red box and contains the 'Document Routing' link.

**Settings**

- 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
- Integrations
- Compliance

# 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. The dropdown is open, showing 'Draft' and 'Saved Version' options. Below this is a section for 'Default Routing' and 'Override Default Routing Method (7)'. A search bar is present. The main part of the page is a table with columns: Document Type, Document Sub Group, Document Sub Type, and Routing Method. The table lists seven entries, all with 'Email' as the routing method.

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. At the top, there is a navigation bar with the SAP logo, 'Business Network', and a 'Standard Upgrade' button. Below this is a main navigation menu with options like Home, Enablement, Store, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Analytics, Assessments, Insights, and Proposals & Contracts. The 'Invoices' menu item is selected, leading to the 'Default Document Routing' page. The page title is 'Default Document Routing' with a 'Draft' dropdown. Below the title, there is a section for 'Default Routing' and a table titled 'Override Default Routing Method (4)'. The table has columns for Document Type, Document Sub Group, Document Sub Type, and Routing Method. There are four rows of data, each with a radio button in the first column and a chevron in the last column. 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: 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 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, with the first two rows having radio buttons in the first column, also highlighted with a red box.

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 includes a 'Delete' button. Below this, there are two tabs: 'Document Type' (selected) and 'Configure Routing Method Attributes'. The 'Document Type' section contains four input fields: '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 is highlighted with a red box and contains the following fields and checkboxes: 'Email' (testemail@sap.com), '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 navigation bar is a horizontal menu with items: Home, Enablement, Store, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Analytics, Assessments, Insights, and Proposals & Contracts. A large blue banner below the menu contains the text 'Welcome to SAP Business Network' and a 'Leads' dropdown menu set to 'By Product'. The main content area is divided into two sections: 'Overview' and 'Setup Actions'. The 'Overview' section contains four white cards, each with a title and a large '0' in the center: 'Open postings Standard', 'Enablement Tasks Standard', 'Matched Leads Standard', and 'Invited Leads Standard'. The 'Setup Actions' section contains a row of seven white 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 dropdown 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 the SAP logo, 'Business Network', and a dropdown menu. On the right, there are options for 'Standard' and 'Upgrade', along with notification and help icons. 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 'New Supplier 2 updated' notification is visible on the left. A blue banner offers to 'Unlock our data-backed suggestions to improve your business' by adding a 'promote subscription'. The main navigation bar includes 'Overview', 'Certifications', 'Sustainability Ratings', 'Organization Structure', 'Additional Entities' (highlighted with a red box), 'Business Information', 'Country Configuration', 'Contacts', 'Settings', 'Additional Documents', and 'Customer Requested'. Below this, the 'About Us' section is displayed, featuring a grid of company details: Employee, Business Type, Legal Form, Member Since (2026), Founded, Revenue, Stock Symbol, Registration Type (Walk-Up), Company Aliases, Address (Pennsylvania, United States), and Website URL. A 'Feedback' button is located on the right side of the page.

# How to Configure your account for Remittances

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

The screenshot shows the SAP Business Network interface for a new supplier. 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'. A notification banner at the top left states 'New Supplier 2 updated' with buttons for 'View My Public Profile' and 'Go to Catalog'. A blue banner below the notification encourages users to 'Unlock our data-backed suggestions to improve your business' by adding a 'promote subscription'. The main content area features a navigation menu with 'Overview', 'Certifications', 'Sustainability Ratings', 'Organization Structure', 'Additional Entities' (highlighted), 'Business Information', 'Country Configuration', 'Contacts', 'Settings', 'Additional Documents', and 'Customer Requested'. Below the navigation, a 'New Supplier 2 updated' header includes a 'Go to Remittances' button and supplier details: 'ANID: AN11250467241 DUNS: - Location: Cheswick, United States'. The 'Additional Entities (1)' section contains a table with one entry: 'New Supplier UI Test' with a 'Default Address' of 'Yes' and a 'Collaboration Function' of 'Remit To'. The 'Create' button in the table's header is highlighted with a red box. A vertical 'Feedback' button is located on the right side of the page.

**New Supplier 2 updated** [Go to Remittances](#)

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 see your address below you can then click Go to Remittances

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 'New Supplier 2 updated' notification is visible in the top left. A blue banner below the navigation bar contains a message about unlocking data-backed suggestions. The main content area has a sub-navigation bar with 'Overview', 'Certifications', 'Sustainability Ratings', 'Organization Structure', 'Additional Entities' (highlighted), 'Business Information', 'Country Configuration', 'Contacts', 'Settings', 'Additional Documents', and 'Customer Requested'. Below this, another 'New Supplier 2 updated' notification is present, with a 'Go to Remittances' button highlighted by a red rectangle. The main content area displays a table titled 'Additional Entities (1)' with columns for Company Name, Default Address, Location, BNO ID, TAX ID, and Collaboration Function. The table contains one row for 'New Supplier UI Test' with 'Yes' in the Default Address column and 'Remit To' in the Collaboration Function column.

**New Supplier 2 updated**

Unlock our data-backed suggestions to improve your business.  
Optimize your visibility to grow your business on the network by adding the [promote subscription](#).

**NS** Certifications Sustainability Ratings

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

**New Supplier 2 updated** [Go to Remittances](#)

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

Company Name	Default Address	Location	BNO ID	TAX ID	Collaboration Function
New Supplier UI Test	Yes				Remit To

# How to Configure your account for Remittances

Step 6: On the Remittance Page you will then click the button next to the address you just put in and click Edit Bank Details.

SAP Business Network Standard Account [Get enterprise account](#) ? NS

### Network Settings

[Save](#) [Close](#)

[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"/>	Pittsburgh	PA	United States	Yes

[Edit Bank Details](#) [Go To Additional Entities](#) Find and manage all Remit To Addresses under Additional Entities.

# How to Configure your account for Remittances

Step 8: Make sure you click to include the Bank Account information in invoice and then choose the preferred Payment method. (ACH or Wire) Once you have filled out the fields click Ok at the top.

SAP Business Network - Standard Account [Get enterprise account](#)

Edit Remittance Address / Payment Info OK Cancel

Edit your remittance address. Indicate your preferred payment method for the new address. Then, update information for customers about payment methods you support. Review your information carefully, since customers use it to send you payments.

Do not enter personal bank account information. Enter only corporate bank details.

\* Indicates a required field

Remittance Address

Contact:

Make this address default

Factoring Service ⓘ

Remittance ID Assignment

Customer	Remittance ID
<input type="text"/>	<input type="text"/>

Include Bank Account Information in invoices.

Payment Methods

Preferred Payment Method:

ACH

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA:  Bank Only

Confirm ABA:  Bank Only

Bank Name:

Branch Name:

WIRE TRANSFER

Beneficiary Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Corresponding Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

# How to Configure your account for Remittances

Step 8: Then on the Remittance screen click Save then Close. This will then take you back to the Home screen.

The screenshot shows the SAP Business Network interface for configuring remittance settings. At the top, there is a header with the SAP logo, 'Business Network', 'Standard Account', and a button labeled 'Get enterprise account'. On the right side of the header, there are help and user icons. Below the header, the main content area is titled 'Network Settings' and contains several tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. A note indicates that an asterisk (\*) denotes a required field. Below this, there is a section for 'EFT/Check Remittances' with a sub-section for 'Set up early payments auto-acceptance rule'. A table lists remittance addresses with columns for Address, City, State, Country/Region, and Default. The table contains one entry for the United States (PA) with a default status of 'Yes'. At the bottom left, there are buttons for 'Edit Bank Details' and 'Go To Additional Entities', with a tooltip for the latter that reads 'Find and manage all Remit To Addresses under Additional Entities'. In the top right corner of the main content area, there are 'Save' and 'Close' buttons, which are highlighted with a red rectangular box.

Business Network Standard Account Get enterprise account

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
		PA	United States	Yes

Edit Bank Details Go To Additional Entities Find and manage all Remit To Addresses under Additional Entities.

Save Close



# How to get into contact with SAP support if needed

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

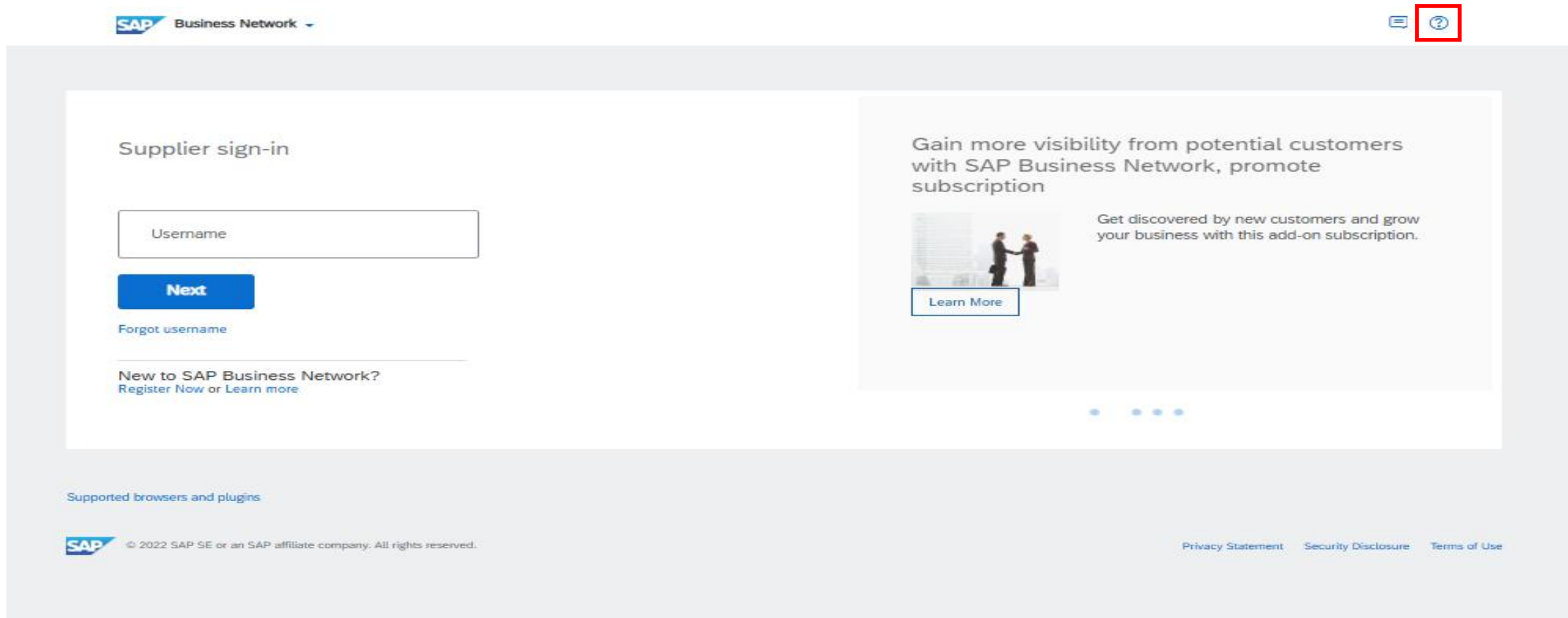
- Register for the Ariba Network
- Changing your administrator
- Forgot your username
- Need a password reset

*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

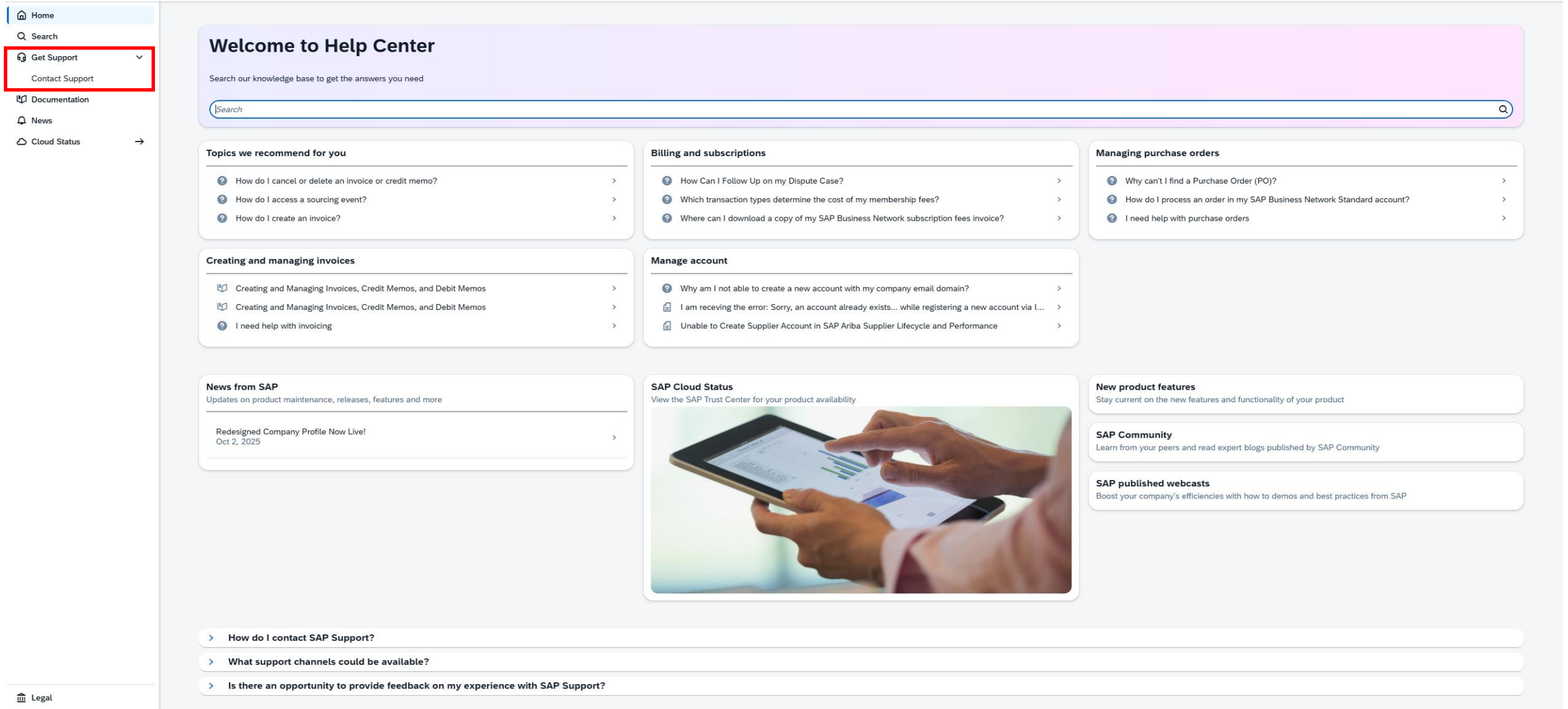


The screenshot displays the SAP Business Network homepage. At the top left, the SAP Business Network logo is visible. In the top right corner, there is a menu icon and a question mark icon, which is highlighted with a red square. The main content area is divided into two sections. The left section is titled "Supplier sign-in" and contains a "Username" input field, a blue "Next" button, a "Forgot username" link, and a "New to SAP Business Network? Register Now or Learn more" link. The right section is titled "Gain more visibility from potential customers with SAP Business Network, promote subscription" and features an image of two people shaking hands, a "Learn More" button, and the text "Get discovered by new customers and grow your business with this add-on subscription." At the bottom of the page, there is a "Supported browsers and plugins" link, the SAP logo, and copyright information: "© 2022 SAP SE or an SAP affiliate company. All rights reserved." Additionally, there are 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.

The screenshot shows the SAP Business Network interface. On the left is a 'Supplier sign-in' form with a 'Username' input field, a blue 'Next' button, and links for 'Forgot username' and 'New to SAP Business Network? Register Now or Learn more'. In the center is a 'Unlock additional benefits' section with an image of two people, a text paragraph, and a 'Learn More' button. On the right is a 'Help Topics' sidebar with a search bar, a 'Documentation' button, and a list of topics. A 'Support' dropdown menu is open over the 'Learn More' button, showing a green header, a 'Support' link, and a disclaimer: '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.' A red arrow points from the text above to the 'Support' link in the dropdown. At the bottom, there are links for 'Supported browsers and plugins', 'Privacy Statement', 'Security Disclosure', and '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 menu is visible with 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' banner with a search bar. Below the banner, 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 for further assistance:

- > 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?

The footer of the page includes a 'Legal' link and the text 'Public'.

**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.

