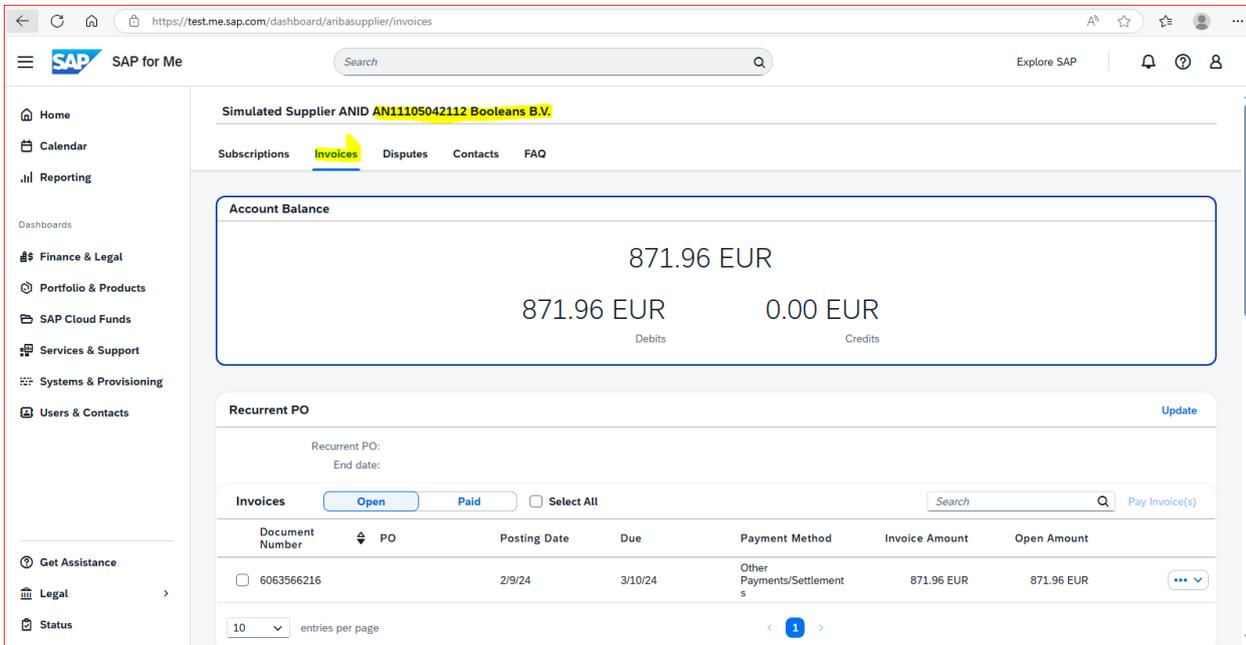


## Creation of New mandate in SAP4ME portal

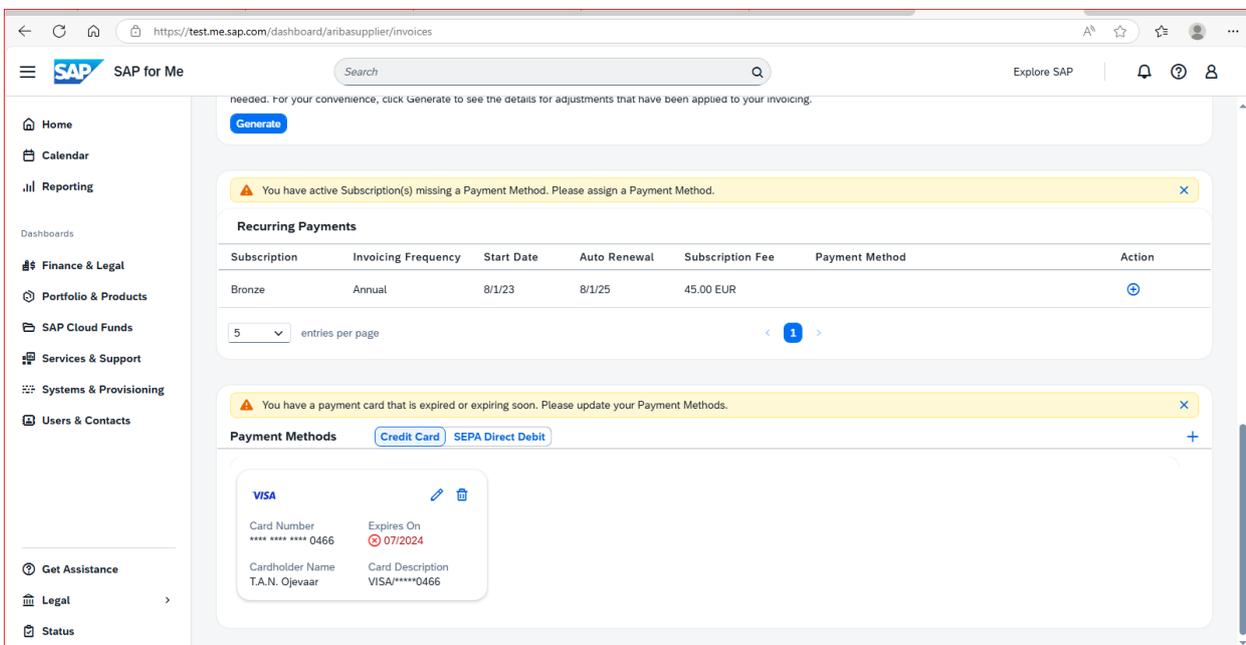
1. Log in to your [account](#).
2. In the upper right corner, click **[User Initials]** > **Service Subscriptions**.
3. Select the **Invoices** tab and scroll down the page.



The screenshot shows the SAP for Me interface for a simulated supplier. The main content area displays the 'Account Balance' as 871.96 EUR, with 871.96 EUR in debits and 0.00 EUR in credits. Below this, there is a 'Recurrent PO' section with an 'Update' button. The 'Invoices' section is active, showing a table of invoices. The table has columns for Document Number, PO, Posting Date, Due, Payment Method, Invoice Amount, and Open Amount. One invoice is listed with Document Number 6063566216, PO 6063566216, Posting Date 2/9/24, Due 3/10/24, Payment Method 'Other Payments/Settlements', Invoice Amount 871.96 EUR, and Open Amount 871.96 EUR. There are also buttons for 'Open', 'Paid', and 'Select All' in the invoice list.

Document Number	PO	Posting Date	Due	Payment Method	Invoice Amount	Open Amount
6063566216	6063566216	2/9/24	3/10/24	Other Payments/Settlements	871.96 EUR	871.96 EUR

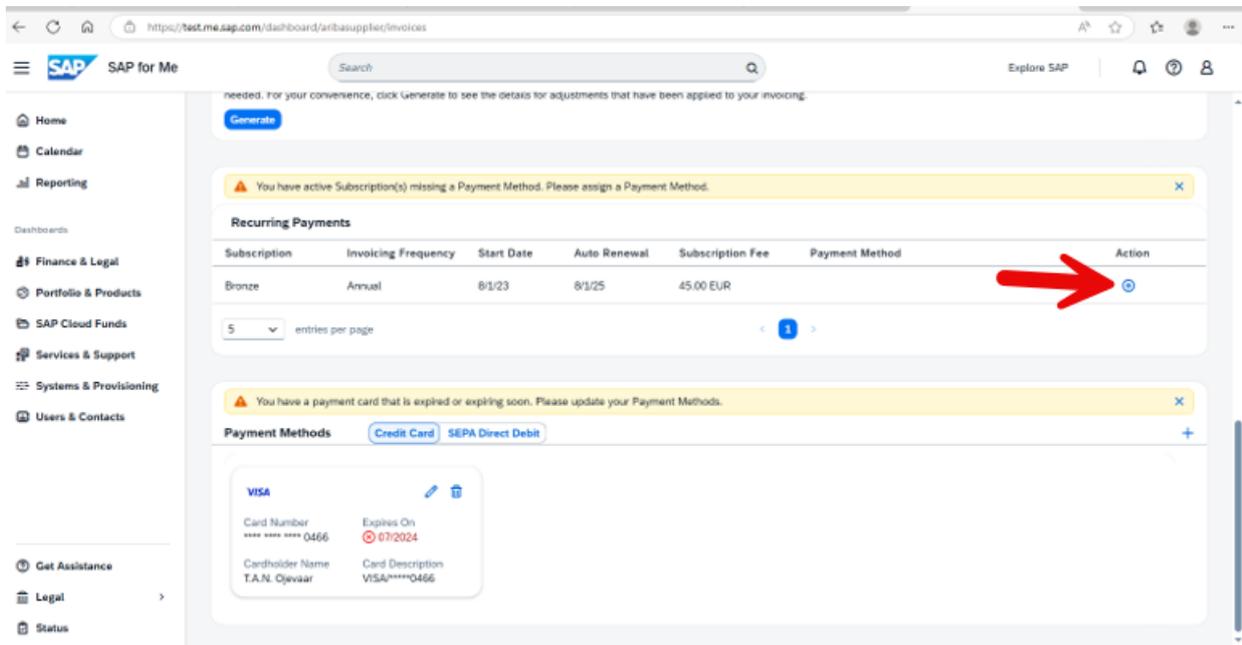
4. Go to **Recurring Payments**.



The screenshot shows the 'Recurring Payments' section in the SAP for Me interface. It features a 'Generate' button and a warning message: 'You have active Subscription(s) missing a Payment Method. Please assign a Payment Method.' Below this, a table lists recurring payments. The table has columns for Subscription, Invoicing Frequency, Start Date, Auto Renewal, Subscription Fee, Payment Method, and Action. One subscription is listed: 'Bronze' with an 'Annual' frequency, 'Start Date' 8/1/23, 'Auto Renewal' 8/1/25, and 'Subscription Fee' 45.00 EUR. There is also a 'Payment Methods' section with buttons for 'Credit Card' and 'SEPA Direct Debit'. A VISA card is shown with details: Card Number ending in 0466, Expires On 07/2024, Cardholder Name T.A.N. Ojevaar, and Card Description VISA\*\*\*\*0466.

Subscription	Invoicing Frequency	Start Date	Auto Renewal	Subscription Fee	Payment Method	Action
Bronze	Annual	8/1/23	8/1/25	45.00 EUR		

1. In Recurring Payments, click on the plus sign on the right to add details.



The screenshot shows the SAP 'Recurring Payments' interface. At the top, there is a 'Generate' button and a warning message: 'You have active Subscription(s) missing a Payment Method. Please assign a Payment Method.' Below this is a table with the following data:

Subscription	Invoicing Frequency	Start Date	Auto Renewal	Subscription Fee	Payment Method	Action
Bronze	Annual	8/1/23	8/1/25	45.00 EUR		

A red arrow points to the plus sign icon in the 'Action' column. Below the table, there is a 'Payment Methods' section with tabs for 'Credit Card' and 'SEPA Direct Debit'. A warning message states: 'You have a payment card that is expired or expiring soon. Please update your Payment Methods.' Below this, a VISA card is displayed with details: Card Number (\*\*\*\* \* 0466), Expires On (07/2024), Cardholder Name (T.A.N. Ojevaar), and Card Description (VISA\*\*\*\*0466).

2. Update IBAN, SWIFT Details and Email ID of the recipient.

### Add SEPA Mandate

**Company Details**

BP / ANID: 2876203 / AN11105042112

Name: Booleans B.V.

Street: Bolgerijsekade 19

Address: Vianen Ut,4131 NT,NL

**SAP Bank Details**

Ident Number: DE90ZZ00002422282

Name: Ariba, Inc.

Street: 3420 Hillview Ave, Building 3

Address: Palo Alto, CA 94304 US

**Bank Details**

IBAN: \* NL46ABNA0522432808

[Continue](#) [Cancel](#)

### Add SEPA Mandate

Name: Booleans B.V.

Street: Bolgerijsekade 19

Address: Vianen Ut,4131 NT,NL

### SAP Bank Details

Ident Number: DE90ZZ00002422282

Name: Ariba, Inc.

Street: 3420 Hillview Ave, Building 3

Address: Palo Alto, CA 94304 US

### Bank Details

IBAN: \* NL46ABNA0522432808

BIC/SWIFT: \* ABNANL2AGAM

Supplier Email: \*

Continue

Cancel

### 3. Click on Continue button.

### Add SEPA Mandate

Name: Booleans B.V.

Street: Bolgerijsekade 19

Address: Vianen Ut,4131 NT,NL

### SAP Bank Details

Ident Number: DE90ZZ00002422282

Name: Ariba, Inc.

Street: 3420 Hillview Ave, Building 3

Address: Palo Alto, CA 94304 US

### Bank Details

IBAN: \* NL46ABNA0522432808

BIC/SWIFT: \* ABNANL2AGAM

Supplier Email: \*

Continue

Cancel

## 4. Attachment Opens with Mandate Number

**Sign SEPA Mandate Document**

DocuSign Envelope ID: 849E64C0-8518-4006-BD0B-4B57C7CF48B2

DEMONSTRATION DOCUMENT ONLY  
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE  
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200  
www.docusign.com



**SEPA Direct Debit Mandate**

Mandat reference: 0800.0002876203.001

By signing this mandate form, you authorise SAP ARIBA to send instructions to your bank to debit your account in accordance with the instructions from SAP ARIBA.

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited.

Customer details (Payer)	
1	2876203 <small>SAP Ariba account number</small>
2	Booleans B.V. <small>customer name</small>
3	Bolgerijsekade 19 <small>Street name and number</small>
4	Vianen Ut,4131 NT,NL <small>Postal code and city</small>

Payment recipient	
5	DE90ZZ0000242282 <small>Creditor identifier</small>
6	Ariba, Inc. <small>Name</small>
7	3420 Hillview Ave, Building 3 <small>Street name and number</small>
8	Palo Alto, CA 94304 US <small>Postal code and city</small>

Cancel

5. Scroll to Find Docu Sign Button and select it

### Sign SEPA Mandate Document

2	<small>SAP Ariba account number</small> Booleans B.V.
3	<small>customer name</small> Bolgerijsekade 19
4	<small>Street name and number</small> Vianen Ut, 4131 NT, NL
	<small>Postal code and city</small>

**Payment recipient**

5	DE90ZZ00002422282
	<small>Creditor identifier</small>
6	Ariba, Inc.
	<small>Name</small>
7	3420 Hillview Ave, Building 3
	<small>Street name and number</small>
8	Palo Alto, CA 94304 US
	<small>Postal code and city</small>

**Payment**

9	Recurrent payment <input checked="" type="checkbox"/>
---	---

----- Please verify your bank details -----

**Bank account**

10	NL46ABNA0522432808
	<small>IBAN</small>
11	ABNANL2AGAM
	<small>SWIFT BIC</small>
12	Vianen Ut, 4131 NT, NL, 25.06.2025
	<small>City and date</small>

Signature

SAP Deutschland SE & Co. KG  
Commercial Register Mannheim, HRA 350654  
General Partner: SAP SE, Registered Office: Walldorf, Germany  
Executive Board: Christian Klein (CEO), Dominik Asam, Dr.-Ing. Jürgen Müller, Scott Russell, Thomas Saueressig, Gina Vargiu-Breuer and Julia White  
Chairperson of the Supervisory Board: Hasso Plattner / Commercial Register Mannheim HRB 719915

[Cancel](#)

6. Attach the Signature and select Adopt and sign Click on Finish button.

**Sign SEPA Mandate Document**

### Adopt Your Signature

Confirm your name, initials, and signature.

**Full Name \***  **Initials \***

[SELECT STYLE](#) [DRAW](#) [UPLOAD](#)

PREVIEW [Change Style](#)

Signed by: *Booleans B.V.*  *DS*

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

[Adopt and Sign](#) [Cancel](#)

7. IBAN, SWIFT code and Mandate Details area updated as below.

https://test.me.sap.com/dashboard/ribasupplier/invoices

SAP for Me

needed. For your convenience, click Generate to see the details for adjustments that have been applied to your invoicing.

[Generate](#)

You have active Subscription(s) missing a Payment Method. Please assign a Payment Method.

#### Recurring Payments

Subscription	Invoicing Frequency	Start Date	Auto Renewal	Subscription Fee	Payment Method	Action
Bronze	Annual	8/1/23	8/1/25	45.00 EUR		<a href="#">+</a>

5 entries per page

**SEPA Mandate**  
SEPA Mandate will be created

You have a payment card that is expired or expiring soon. Please update your payment methods.

#### Payment Methods

[Credit Card](#) [SEPA Direct Debit](#) [+](#)

needed. For your convenience, click Generate to see the details for adjustments that have been applied to your invoicing.

[Generate](#)

**You have active Subscription(s) missing a Payment Method. Please assign a Payment Method.**

**Recurring Payments**

Subscription	Invoicing Frequency	Start Date	Auto Renewal	Subscription Fee	Payment Method	Action
Bronze	Annual	8/1/23	8/1/25	45.00 EUR		<a href="#">+</a>

5 entries per page

**You have a payment card that is expired or expiring soon. Please update your Payment Methods.**

**SEPA Mandate was successfully added.**

**Payment Methods** [Credit Card](#) [SEPA Direct Debit](#)

**ABN AMRO Bank**

IBAN: NL46ABNA0522432808  
 Mandate ID: 0800.0002876203.001  
 BIC/SWIFT: ABNANL2AGAM

8. In Recurring Payments, the payment method will be updated to SEPA.

**Recurring Payments**

Subscription	Invoicing Frequency	Start Date	Auto Renewal	Subscription Fee	Payment Method	Action
Bronze	Annual	5/1/25	5/1/26	45.00 EUR	<b>SEPA</b>	<a href="#">✎</a> <a href="#">🗑️</a>

5 entries per page