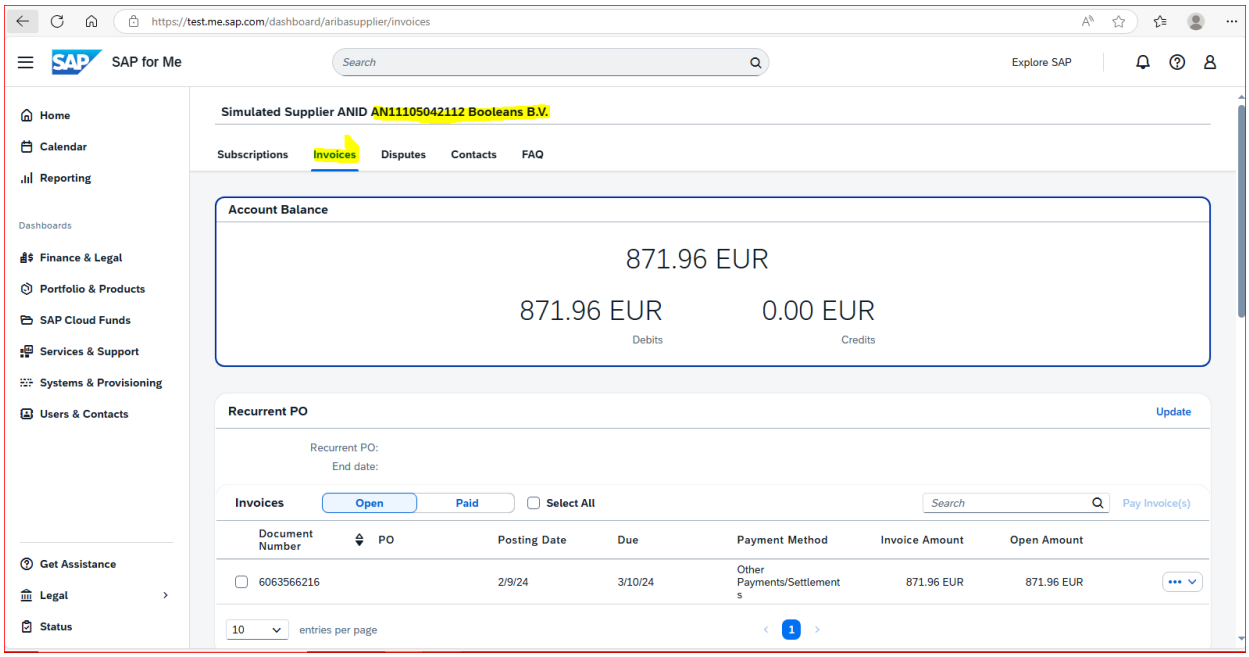
Creation of New mandate in SAP4ME portal

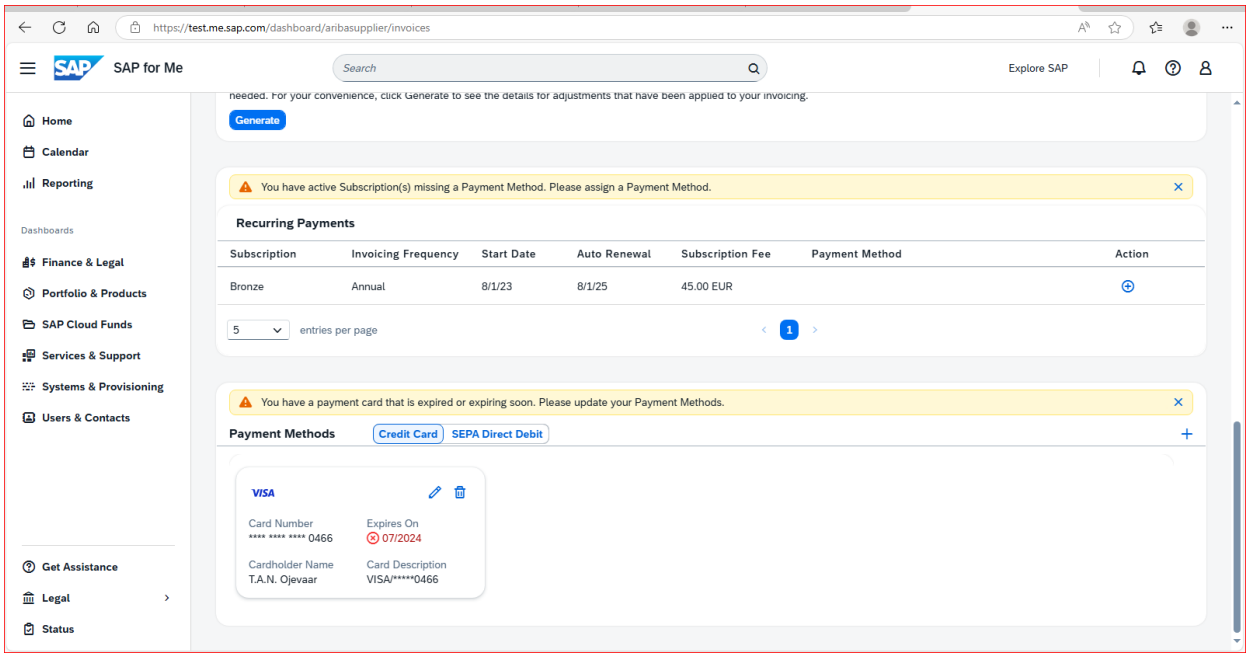
1. Log in to your account.

2. In the upper right corner, click **[User Initials] > Service Subscriptions**.

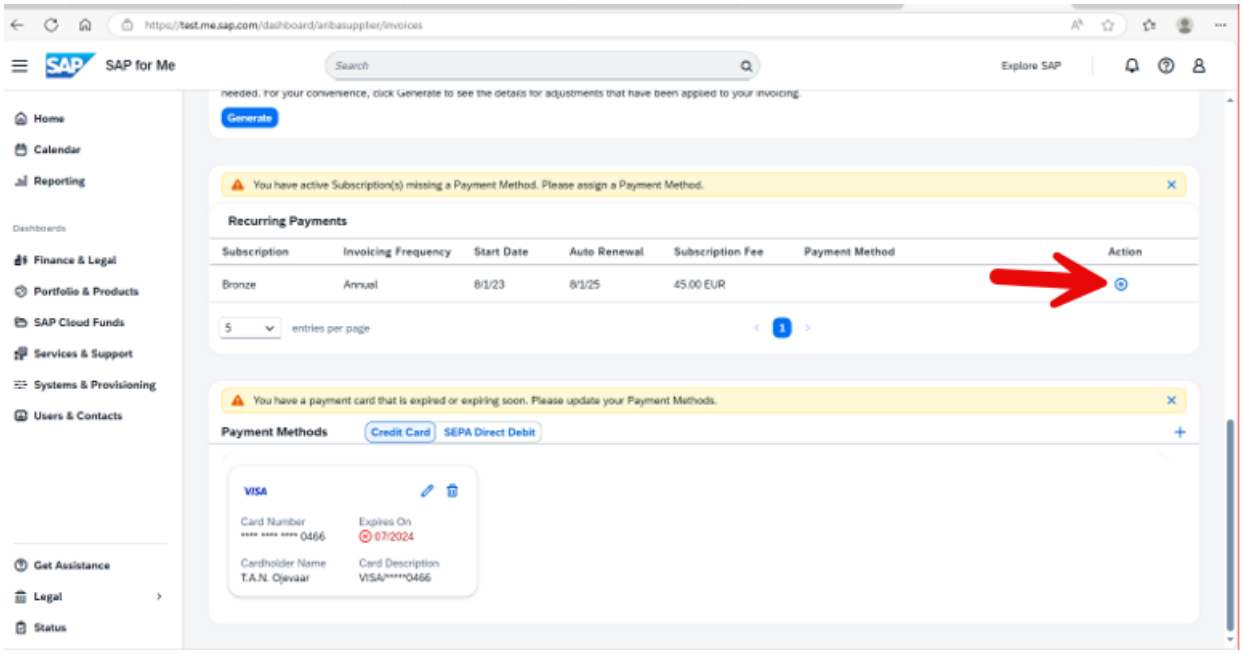
3. Select the **Invoices** tab and scroll down the page.



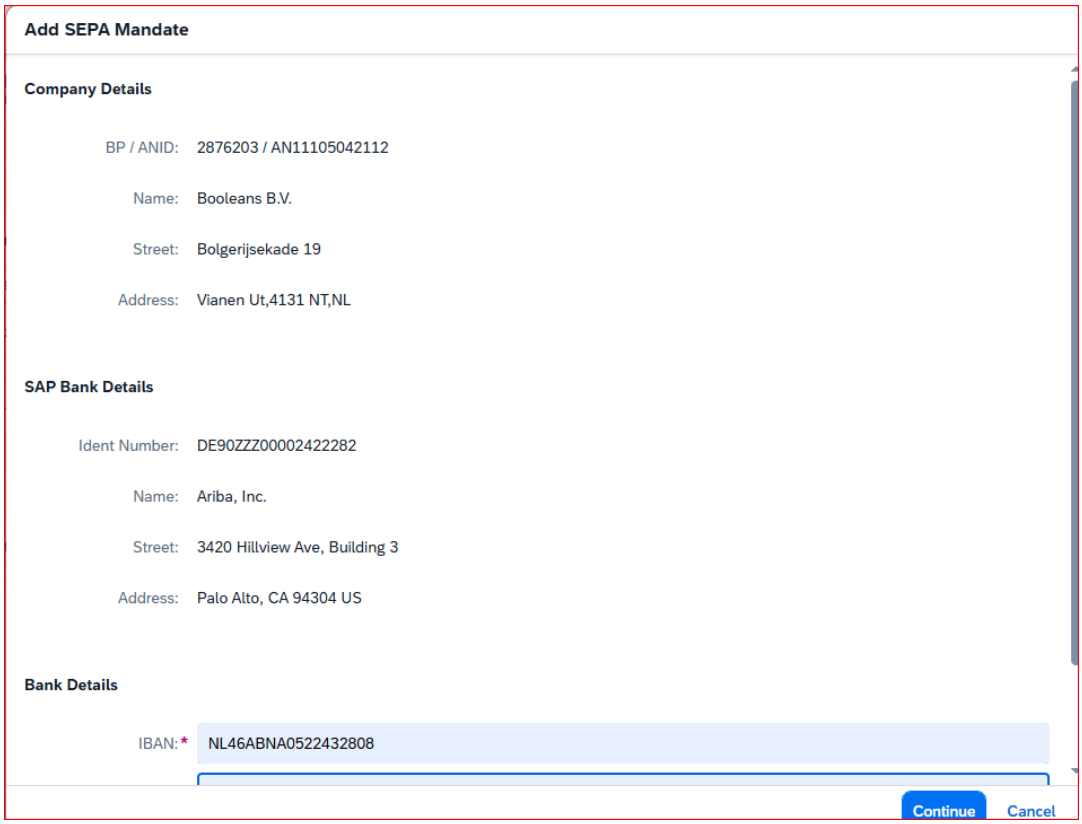
4. Go to Recurring Payments.

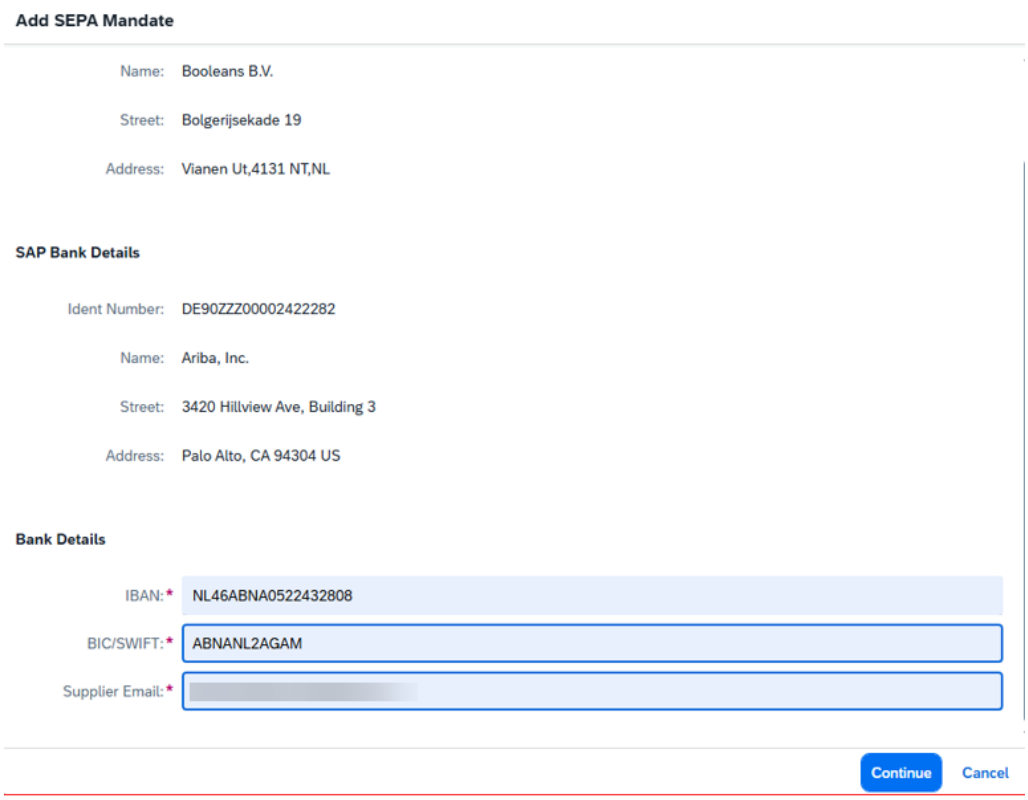


1. In Recurring Payments, click on the plus sign on the right to add details.

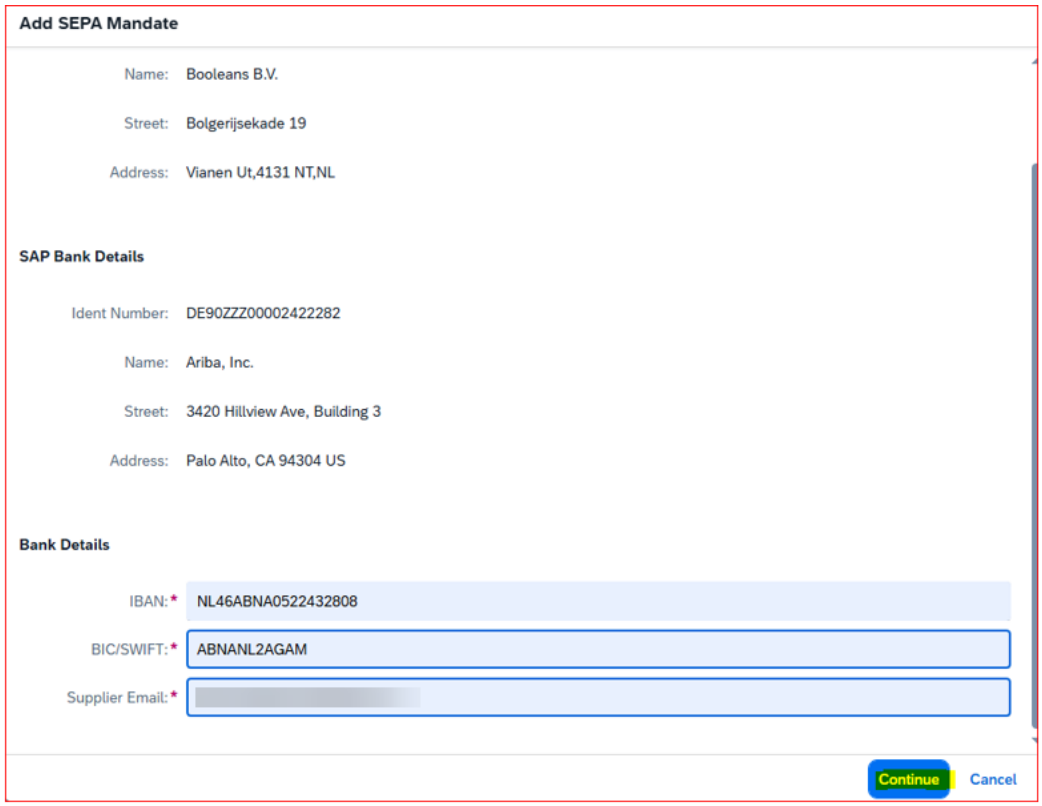


2. Update IBAN, SWIFT Details and Email ID of the recipient.

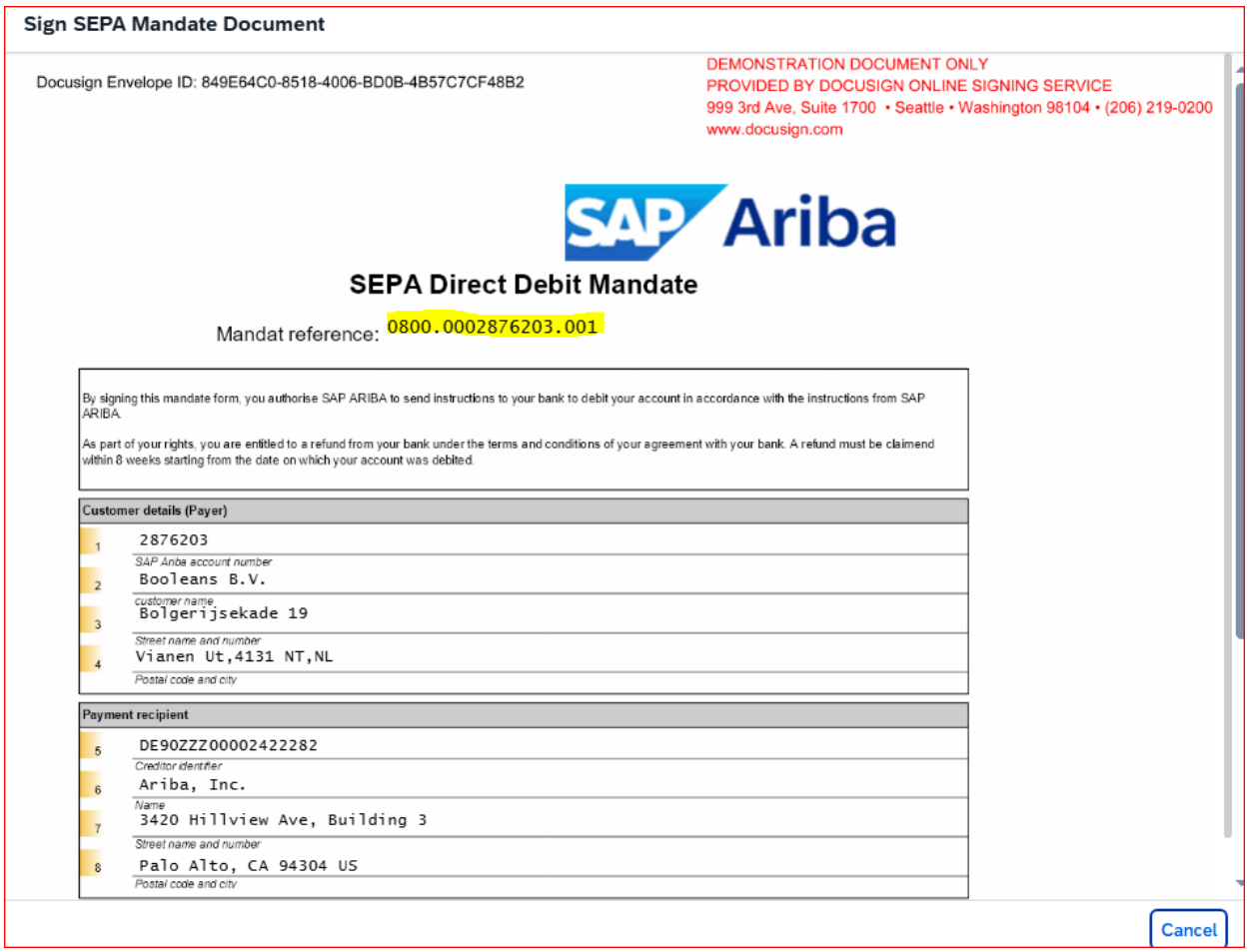




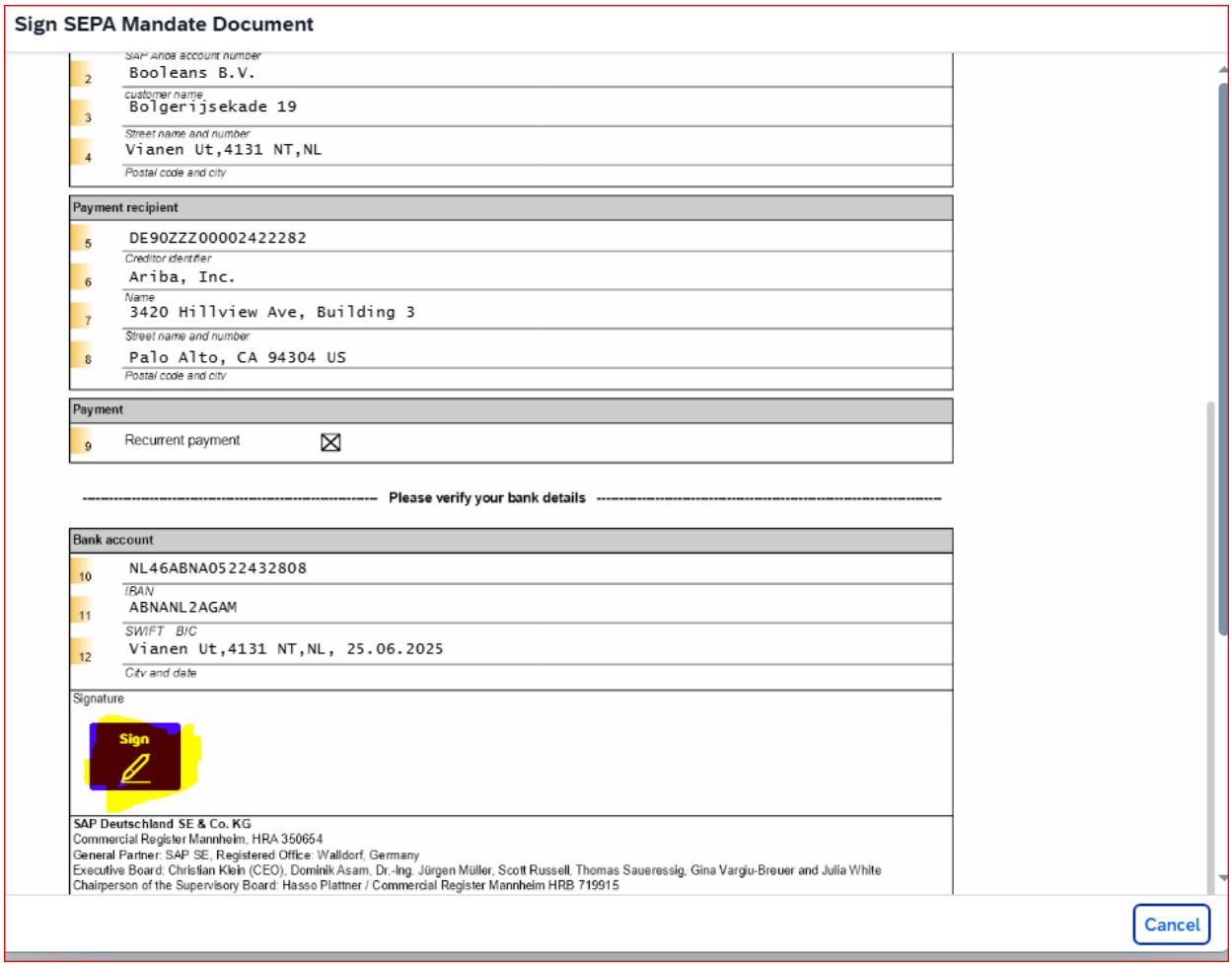
3. Click on Continue button.



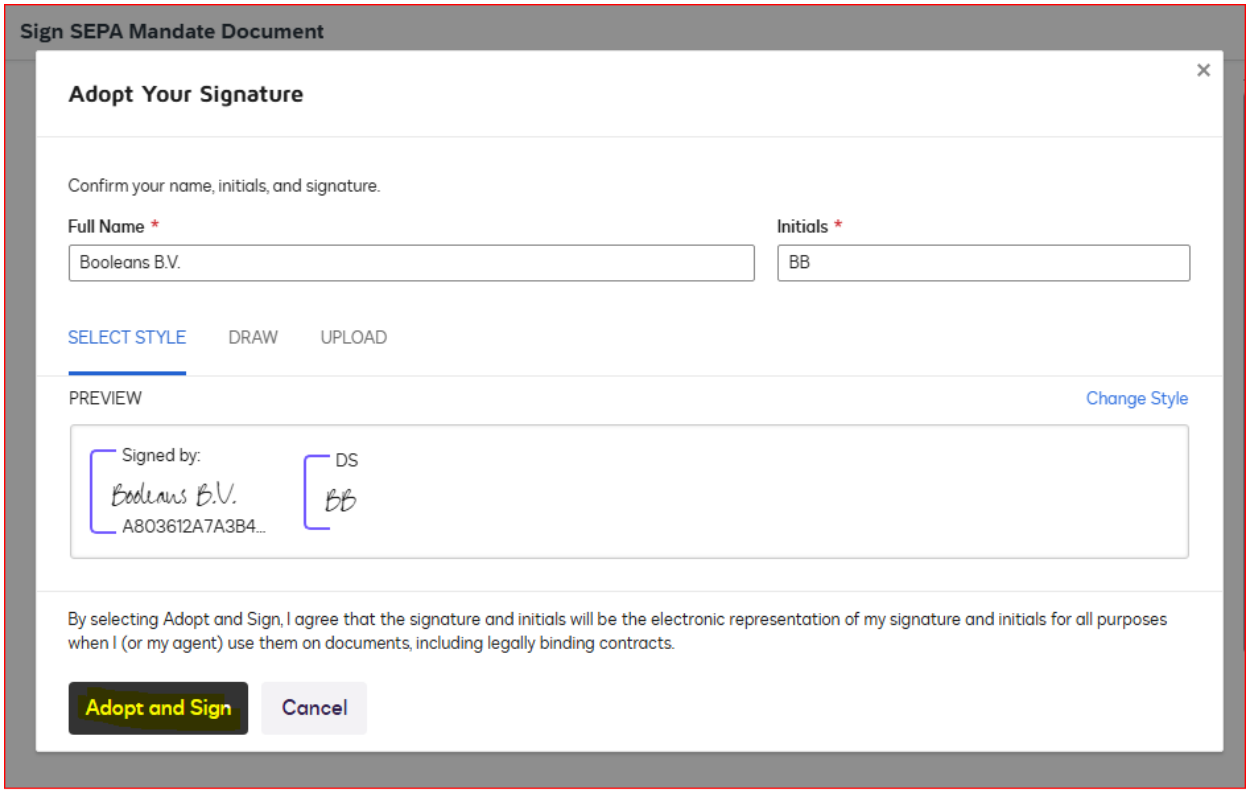
4. Attachment Opens with Mandate Number



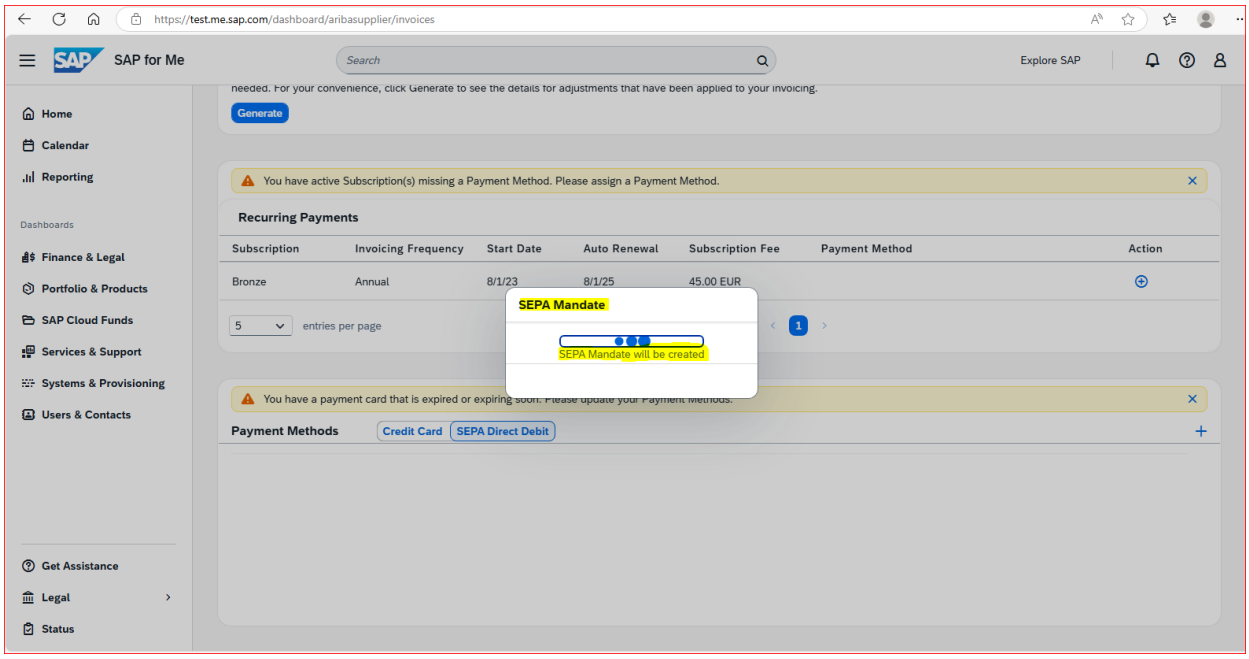
5. Scroll to Find Docu Sign Button and select it

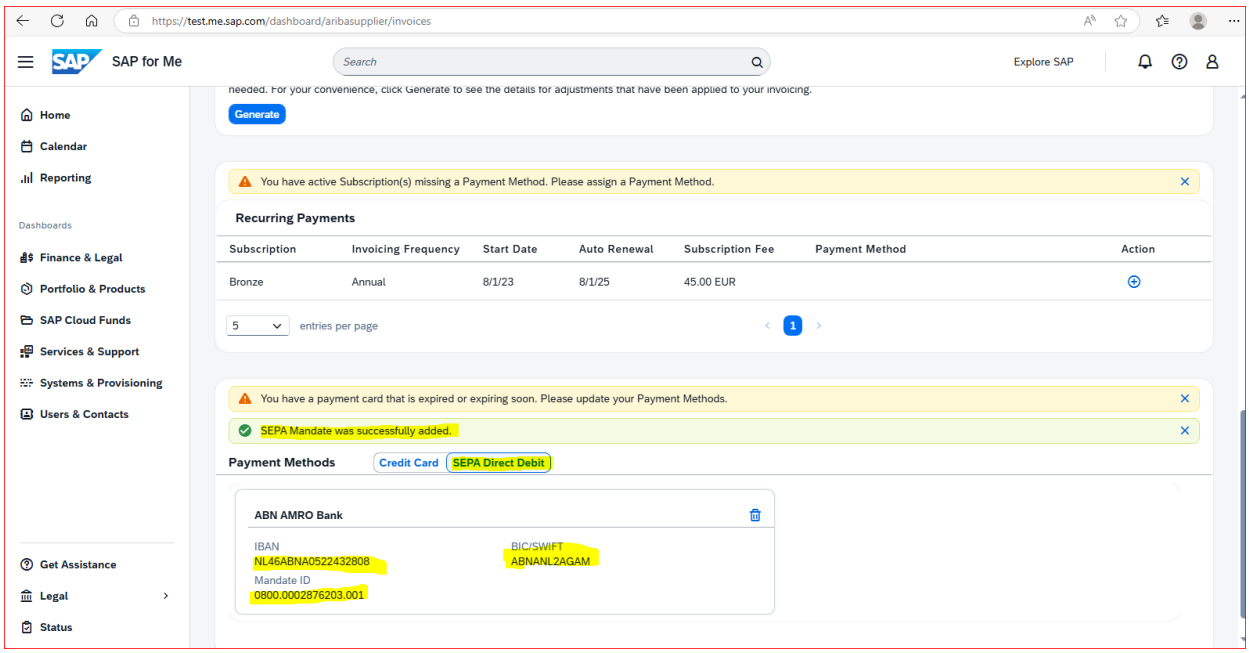
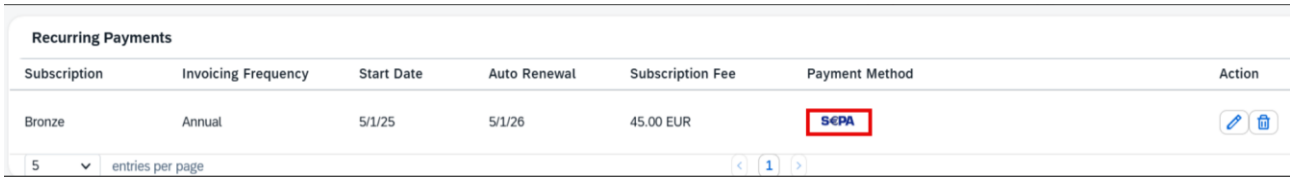


6. Attach the Signature and select Adopt and sign Click on Finish button.



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





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