

How to **update your banking details** on SAP Business Network

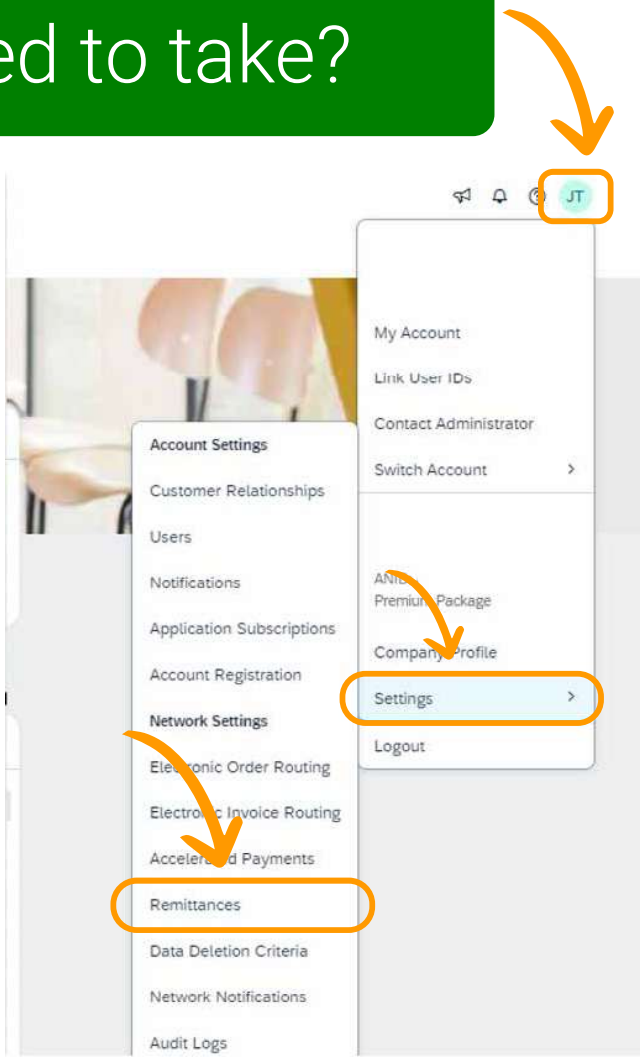
*for **United Kingdom (UK) suppliers***

What **actions** do you need to take?

1 **Login** to the SAP Business Network

a. Click **the icon with your Initials** to open your **Profile**

b. Click **“Settings”**, then click **“Remittances”**



This document is only applicable to the UK suppliers

What **actions** do you need to take?

You will be directed to another screen where you can find the previously maintained bank details under section **EFT/Check Remittances**. The section will be blank if there is no previously maintained bank information.

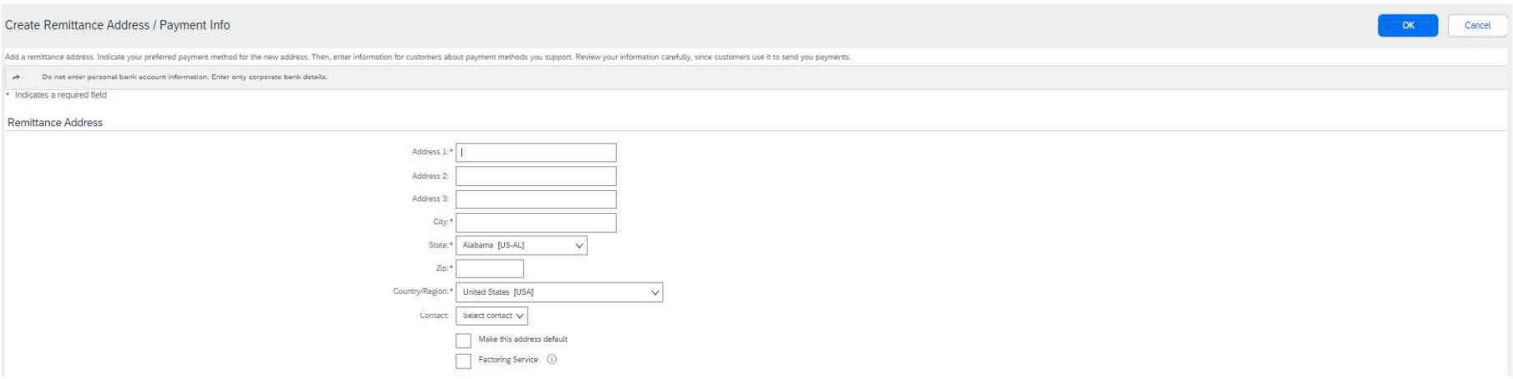
2 Click on **“Create”** to add your new bank details or click on **“Edit”** to make update your existing bank details.



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What **actions** do you need to take?

3 **Input your Supplier information** in the fields below, ensuring Address, City, State and Zip/Postal are filled out. Select the "**Make this address default**" option if you wish to set these bank details as your default.



4 Scroll down and **check the box "Include Bank Account Information in invoices"**.
Please note *that this field is mandatory and must be checked when adding bank details.*

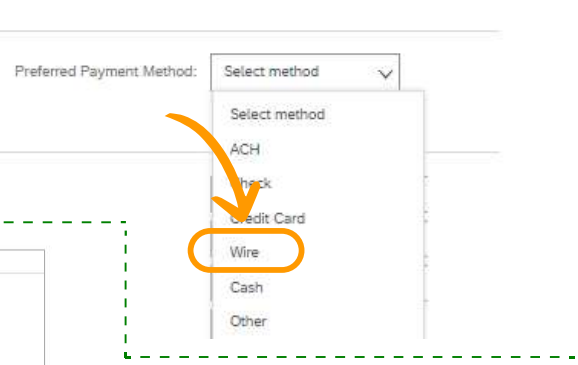


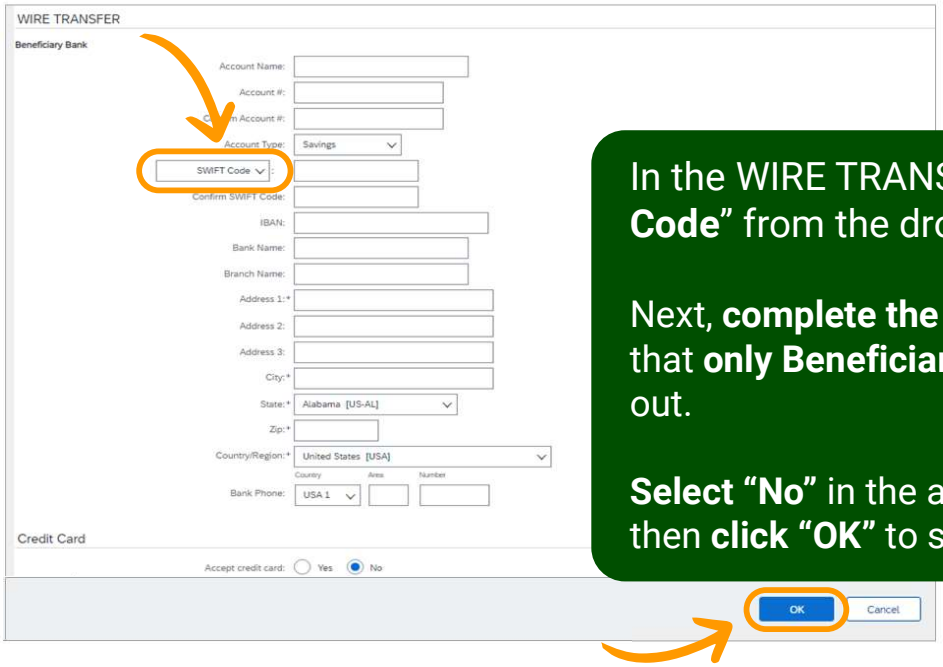
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What **actions** do you need to take?

5 Select “**Wire**” as the **Preferred Payment Method** from the dropdown list.

Please note, if you fail to select the payment method, there is a risk your invoice will be auto rejected.





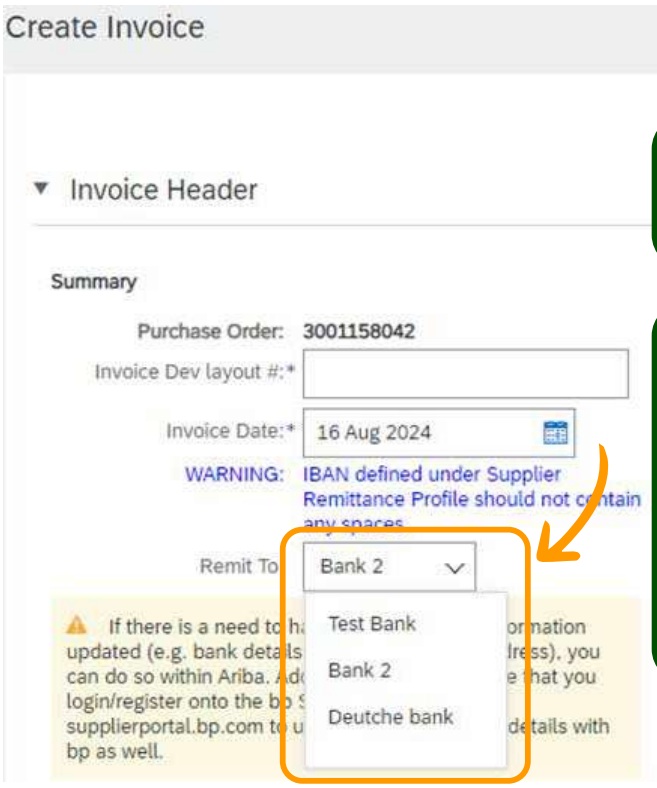
In the WIRE TRANSFER section, select “**SWIFT Code**” from the dropdown list on the left side.

Next, **complete the details for WIRE**. Please note that **only Beneficiary bank is required** to be filled out.

Select “No” in the accept credit card section and then **click “OK”** to save.

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What **actions** do you need to take?



If you'd like to **add another bank account** to your profile, please **follow steps (2) to (5)**.

Additional information:

When creating an invoice, the bank account marked as the default address (step 3) will be automatically prepopulated. To ***select another bank account, choose it from the "Remit To" dropdown list.***

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Thank you