



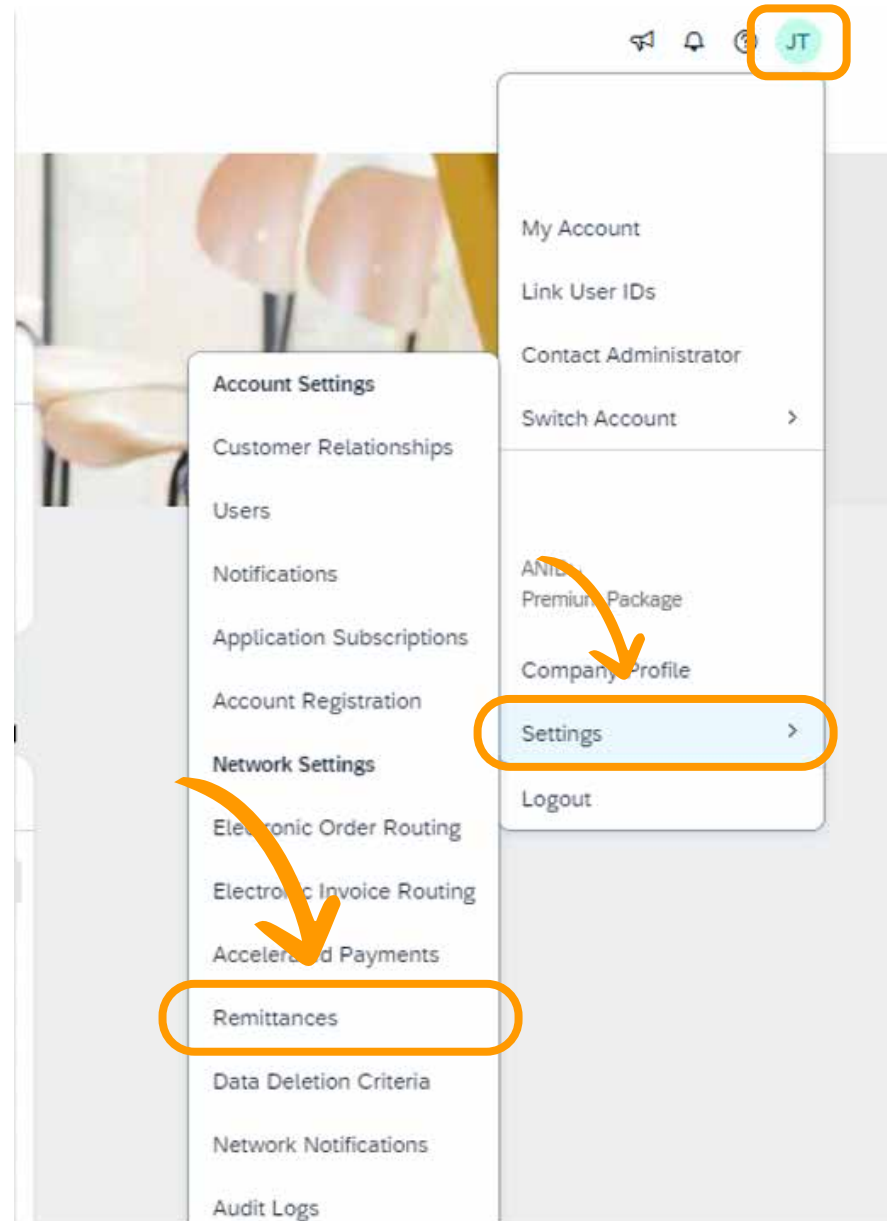
# How to update your banking details on SAP Business Network



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

## 1 Login to the SAP Business Network

- Click the icon with your **Initials** to open your **Profile**
- Click **“Settings”**, then click **“Remittances”**



# What **actions** do you need to take? (cont'd)

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 in your SAP Business Network profile.



The screenshot displays the 'Network Settings' interface. At the top right, there are 'Save' and 'Close' buttons. Below the header, there are tabs for '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' which contains a table with columns for 'Address', 'City', 'State', 'Country/Region', and 'Default'. The table currently shows 'No items'. At the bottom of the interface, there are three buttons: 'Edit', 'Delete', and 'Create'. The 'Create' button is highlighted with an orange circle, and an orange arrow points from the text above to it.

# What **actions** do you need to take? (cont'd)

- 3** Input your **Supplier information** in the fields below, ensuring Address, City, State and Zip/Postal are filled out.

Create Remittance Address / Payment Info OK Cancel

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter 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:

Address 1:\*

Address 2:

Address 3:

City:\*

State:\* Alabama [US-AL]

Zip:\*

Country/Region:\* United States [USA]

Contact: Select contact

Make this address default

Factoring Service

- 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.

Remittance ID Assignment

Customer ↑	Remittance ID
BP - TEST	<input type="text"/>
BP USPL - TEST	<input type="text"/>

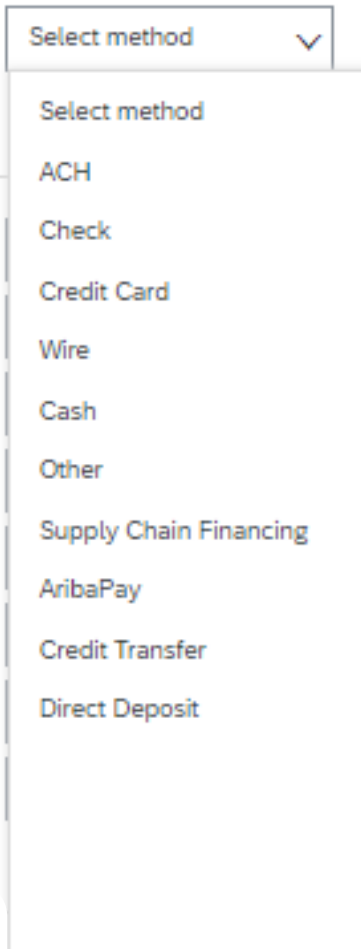
Include Bank Account Information in invoices.

# What **actions** do you need to take? (cont'd)

## Payment Methods

- 5** Select the **Preferred Payment Method** from the dropdown list.

Preferred Payment Method:



The image shows a dropdown menu for the 'Preferred Payment Method' field. The menu is open, displaying a list of options. The top option is 'Select method' with a downward arrow. Below it are the following options: 'ACH', 'Check', 'Credit Card', 'Wire', 'Cash', 'Other', 'Supply Chain Financing', 'AribaPay', 'Credit Transfer', and 'Direct Deposit'.

For purchase orders starting with:

- a) **30 for BP Europa SE – German affiliated legal entities**
  - please only select “Wire” (in English) or “Elektronische Überweisung (in German)” from the dropdown box.
- b) **30 Castrol, 43, 48 & 49**
  - select the “Preferred Payment Method” from the dropdown box: **ACH, Wire or Check.**

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

# What **actions** do you need to take? (cont'd)

If you selected payment method of ACH, complete the details for ACH.

If you selected payment method of WIRE, 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.

ACH

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA:  US Bank Only

Confirm ABA:  US 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:

Address 3:

City:

State:

Zip:

Country/Region:

Country	Area	Number
USA 1	<input type="text"/>	<input type="text"/>

Corresponding Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Country/Region:

Country	Area	Number
USA 1	<input type="text"/>	<input type="text"/>

Credit Card

Accept credit card:  Yes  No

OK

Cancel



*Thank you*