

1. How to become a registered supplier on SAP Business Network

1.3b Supplier registration – How to configure your SAP Business Network account Invoice routing and Remittances

How to configure your SAP Business Network account Invoice routing

If you go back to the homepage and select **'your initials'** and **'Settings'**, you will see a menu appear on the left.

You can change how you want to send invoices and who should be notified of the status in **'Electronic Invoice Routing'**.

Note:

- An Order can be cancelled by dsm-firmenich up until the moment that a Shipping Notice is placed by you.
- All Orders need to be confirmed within the "need by date".
- You will receive reminders by email, if want to change the settings go to 'Notifications'.

The screenshot displays the SAP Business Network interface for an 'Enterprise Account' (TEST MODE). The main content area shows the 'Company Profile' for 'Test Supplier 3' (ANID: AN01529346893-T). The profile includes sections for 'Employees', 'Business Type', 'Legal Form', 'Product and Service Categories', and 'Ship-to or Service Location'. A navigation menu on the right is open, showing options like 'TestSupplier Three', 'My Account', 'Link User IDs', 'Contact Administrator', 'DSM Test Supplier 3', 'Company Profile', 'Settings', and 'Logout'. The 'Settings' option is highlighted, and a sub-menu is visible with 'Electronic Invoice Routing' selected.

How to configure your SAP Business Network account Invoice routing

Electronic Invoice routing

1. Select Electronic Invoice Routing method as **'Online'**.
2. Select notifications settings and with the notifications check the email addresses that will receive the messages.
3. Click on **'Save'** when done.

Network Settings

3 Save Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

General Tax Invoicing and Archiving Invoice Conversions

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

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Notifications

Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	Ariba-MO-IT-Support-Team@dsm.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	Ariba-MO-IT-Support-Team@dsm.com
Invoice Created Automatically from Receipts	<input checked="" type="checkbox"/> Send a notification when an invoice is automatically created from a goods receipt.	Ariba-MO-IT-Support-Team@dsm.com
Invoice Created Automatically from Service Sheets	<input checked="" type="checkbox"/> Send a notification when an invoice is automatically created from a service sheet.	Ariba-MO-IT-Support-Team@dsm.com
Invoice conversion (Supported formats: .pdf, .png, .jpg)	<input checked="" type="checkbox"/> Send a notification when the invoice conversion fails.	Ariba-MO-IT-Support-Team@dsm.com

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How to configure your SAP Business Network Remittances (Bank account)

Remittances

- 1. Complete your address and bank account in **'Remittance'** under **'Network Settings'** in the main menu or next to the tabs **'Accelerated Payments'**.
- 2. Click on **'Create'** to create Remittances. Click on **'Edit'** if you want to change the existing Remittance.

The screenshot shows the 'Network Settings' interface with the 'Settlement' tab selected. A blue box labeled '1' highlights the 'Settlement' tab. Below the tabs, there is a section for 'EFT/Check Remittances' with a table of existing remittance entries. A blue box labeled '2' highlights the 'Create' button. Below the table is a 'Notifications' section with a table of notification settings.

Address ↑	City	State	Country/Region	Default
Address 1	City		France	Yes

Type	Send notifications when...	To email addresses (one required)
Payment Profile	<input type="checkbox"/> Send a notification when remittance addresses and payment profiles are changed.	* Ariba-MO-IT-Support-Team@dsm.com
Payment Remittance	<input checked="" type="checkbox"/> Send a notification when payment remittances or payment plans are received.	* Ariba-MO-IT-Support-Team@dsm.com
Payment Remittance for Virtual Card	<input type="checkbox"/> Send a notification when payment remittances with virtual card are received.	* Ariba-MO-IT-Support-Team@dsm.com

How to configure your SAP Business Network Remittances (Bank account)

- 3. When you have selected 'Create', you need to fill in all required information in the fields. Select 'Wire' for Payment Methods. Make sure to also check the box to have bank information included on the invoices. When done, click on 'OK' to save the information.

The screenshot shows the 'Create Remittance Address / Payment Info' form in SAP Business Network. The form is divided into several sections:

- Remittance Address:** Fields for Address 1-4, City, State (dropdown), Postal Code, Country/Region (dropdown), and Contact (dropdown). A red asterisk indicates a required field. A blue circle with the number '3' highlights the 'OK' button at the top right.
- Remittance ID Assignment:** A table with columns for Customer, Remittance ID, and a description. The entry 'DSM - TEST' is visible.
- Payment Methods:** A dropdown menu for 'Preferred Payment Method' with a blue circle and the number '3' around it.
- ACH:** Fields for Account Name, Account #, Confirm Account #, Account Type (dropdown), ABA (with 'US Bank Only' label), Confirm ABA (with 'US Bank Only' label), Bank Name, and Branch Name.
- WIRE TRANSFER:** Fields for Beneficiary Bank (Account Name, Account #, Confirm Account #, Account Type, Select bank id, Confirm Bank Id, Bank Name, Branch Name, Address 1-4, City, State, Postal Code, Country/Region, Bank Phone) and Corresponding Bank (Account Name, Account #, Confirm Account #, Account Type, Select bank id, Confirm Bank Id, Bank Name, Branch Name, Address 1-4, City, State, Postal Code, Country/Region, Bank Phone). A blue circle with the number '3' highlights the 'Include Bank Account Information in invoices' checkbox.
- Credit Card:** A section with 'Accept credit card' radio buttons for Yes and No.

Blue brackets and circles with the number '3' indicate the areas that need to be filled in according to the instructions.

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