SAP Business Network
Supplier ACH Entry

Introduction

This document will provide direction to suppliers to add or change ACH details within the PASSHE Registration Questionnaire within their SAP Business Network account

1 Log in to your SAP Business Network account.
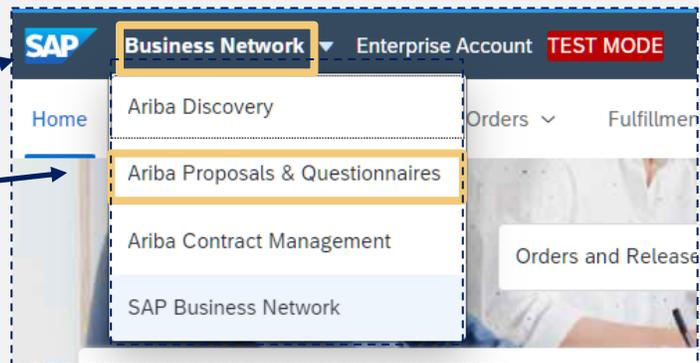
SAP Business Network ▾
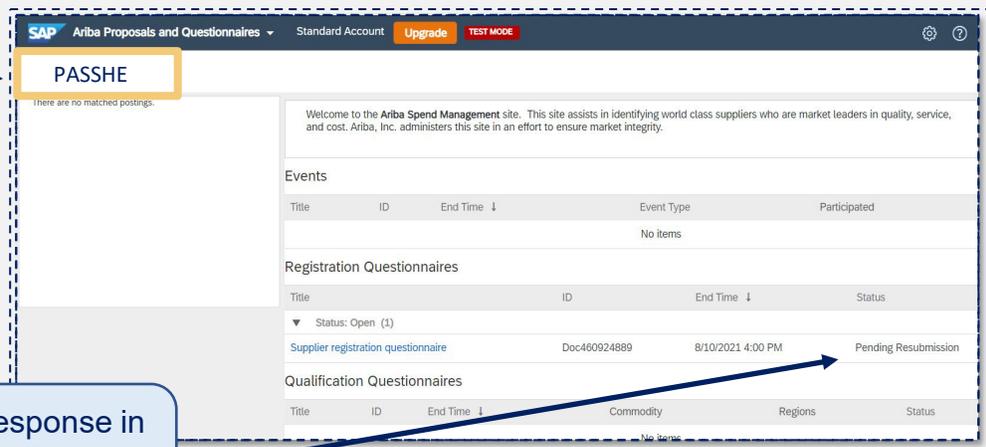
Supplier Login

User Name

Password

Login

Forgot Username or Password

2 In the upper left corner,

click **Business Network (Ariba Network)**

click **Ariba Proposals and Questionnaires**

SAP | Business Network ▾ | Enterprise Account | TEST MODE

Home

Ariba Discovery

Ariba Proposals & Questionnaires

Orders ˅ | Fulfillmen

Ariba Contract Management

Orders and Release

SAP Business Network

3 Click **PASSHE** tab

SAP | Ariba Proposals and Questionnaires ▾ | Standard Account | Upgrade | TEST MODE

PASSHE

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
		No items		

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc460924889	8/10/2021 4:00 PM	Pending Resubmission

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
			No items		

Tip: You can only revise your response in the questionnaire if the status is Pending Resubmission or Registered.

Continued on next page ››

4 Proceed to Registration & Questionnaires, Financial Information.

Registration Questionnaires

1. Click **Supplier registration questionnaire**

Title			y	Regions	Status
▼ Status: Open (1)					
Supplier registration questionnaire	Doc1900396153	4/3/2021 10:29 AM	Building and Construction... View more	ALL ALL	Registered

You have submitted a response for this event. Thank you for participating.

2. Click **Revise Response**

Revise Response ⓘ

5 Proceed to the Financial Information section

∨ 3 Financial Information

1. Click **Financial Information**
To open financial section of registration questionnaire

2. Within line 3.16, use drop down to change answer to Yes

3.16 Are you providing US bank details?

PASSHE's preferred payment method is ACH (automated clearing house). Please provide only US Depository bank account information.

* Yes ∨

3.18 Bank Country   * US ∨

3.19 Bank Name   * PNC

3.20 Bank Account Number   * 12347980

3. Complete fields 3.18 – 3.23

3.21 Routing Number   * 50005623

3.22 Bank Account Type   * Checking (01) ∨

3.23 Account Holder Name   * Sandy Reid

3.24 Is your remittance address different from your primary address?   * No ∨

3.26 Do you have other branch locations other than your primary address?   * No ∨

(*) indicates a required field

Submit Entire Response   Save draft   Compose Message   Excel Import

3. Click **Submit Entire Response**

✅ The update will route to PASSHE for approval. Once approved your newly added ACH information will be used by PASSHE.