STEP-BY-STEP GUIDE

How to Update Your Remittance ID

SAP Business Network — Additional Entities

· Customer: UBS ·

9 STEPS

PLATFORM

SAP Business Network

CUSTOMER

UBS

Process Overview

Complete these 9 steps to assign a Remittance ID to your entity

1. Log in to SAP Business Network
2. Click [User initials] → Company Profile
3. Select the Additional Entities tab
4. Select 'the company name if entity is already set up' → click Edit
5. Scroll down to the Remittance ID Assignment section
6. Click the + Add button on the right
7. In the Customer field, select UBS
8. In the Remittance ID field, enter the Remit ID
9. Click Save

Steps 1 & 2 — Log In and Navigate to Company Profile

Access your SAP Business Network account and open your Company Profile

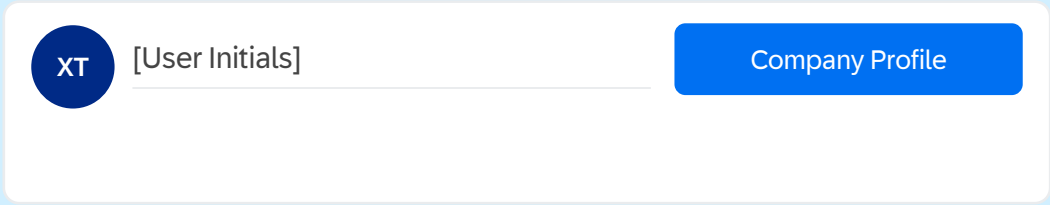
1 Log In to SAP Business Network

Go to supplier.ariba.com and sign in with your credentials.

Log In

2 Open Company Profile

Once logged in, locate your user initials in the top-right corner of the screen.



TIP Your user initials appear in the top-right corner of the SAP Business Network portal. Clicking them reveals a dropdown menu — select 'Company Profile' to proceed.

Steps 3 & 4 — Additional Entities Tab and Edit Entity

Navigate to the correct tab and open the entity for editing

3

Click the Additional Entities Tab

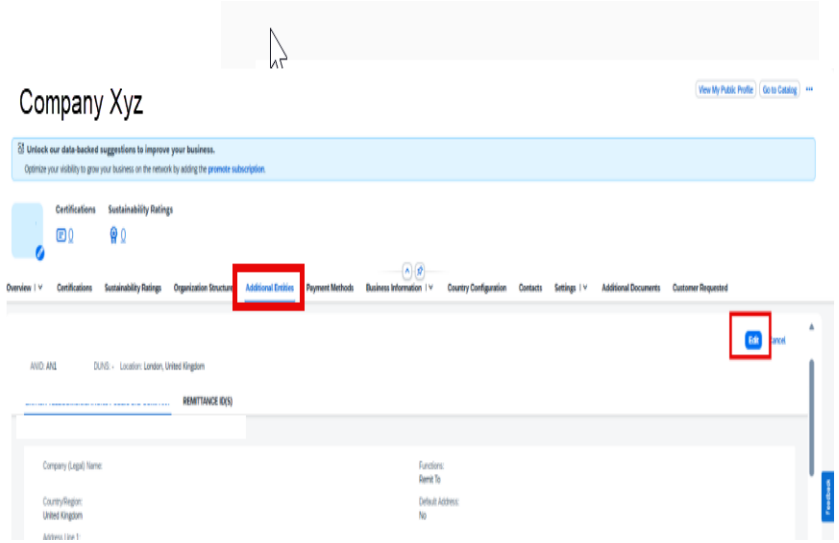
In your Company Profile, click the 'Additional Entities' tab in the navigation bar at the top of the page.

4

Select Entity and Click Edit

Locate the entity to update in the list of entities. Click on it to select it, then click the Edit button on the right side.

SCREENSHOT — Company Profile · Additional Entities



① Additional Entities tab — highlighted in red

② Edit button — highlighted in red (top right)

Steps 5 & 6 — Remittance ID Assignment and Add

Locate the Remittance ID section and add a new entry

5

Scroll to Remittance ID Assignment

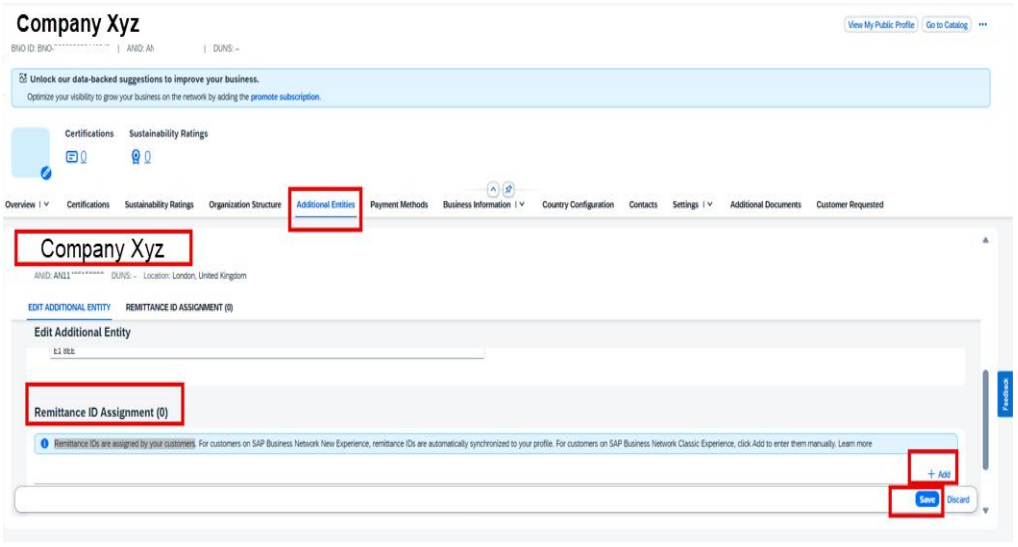
Inside the entity edit view, scroll down to find the 'Remittance ID Assignment' section.

6

Click + Add

Click the '+ Add' button on the right side of the Remittance ID Assignment section to create a new entry.

SCREENSHOT — Edit Entity · Remittance ID Assignment



③ Remittance ID Assignment — highlighted in red

④ + Add button — click to create new Remittance ID row

Steps 7, 8 & 9 — Enter Customer, Remittance ID, and Save

Fill in the required fields and confirm

7

Select Customer: UBS

In the Customer field that appears after clicking + Add, select 'UBS' from the dropdown.

8

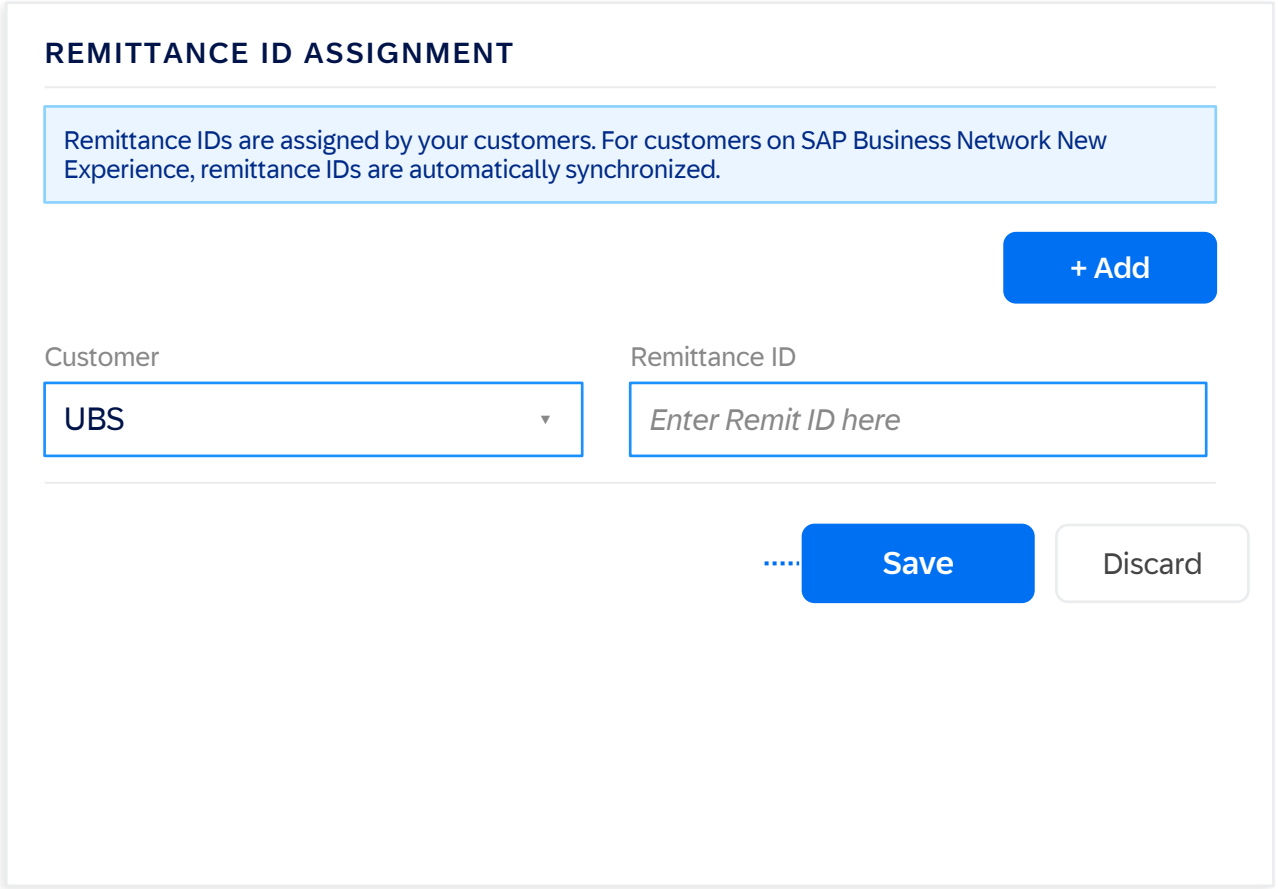
Enter the Remittance ID

In the Remittance ID field, type the Remit ID value as provided by UBS.

9

Click Save

Click the Save button to confirm and store the new Remittance ID assignment.



IMPORTANT

Upcoming Change: UBS Migration to New UI

CURRENT PROCESS

Suppliers assign Remittance IDs manually via the Additional Entities tab in their Company Profile — as described in this guide.

- Step-by-step manual entry required
- Supplier UI: Additional Entities → Remittance ID Assignment

AFTER UBS MIGRATION

Once UBS migrates to the SAP Business Network New Experience, Remittance IDs will be assigned directly by UBS. The supplier UI will update accordingly.

- Remittance IDs auto-synced to supplier profile
- Supplier UI will change — updated guidance will be shared

Action required now: Follow this guide to assign Remittance IDs manually. Updated instructions will be provided once UBS completes its migration to the New Experience.