

# Ariba Network Commerce Automation User Manual

## Update Bank Details

### Objective

The goal of this user manual is to:

- Update your Bank Details in Ariba Network so they will be added to the invoice when submitting an invoice on Ariba Network
- Bank Details are mandatory for invoices submitted on Ariba Network

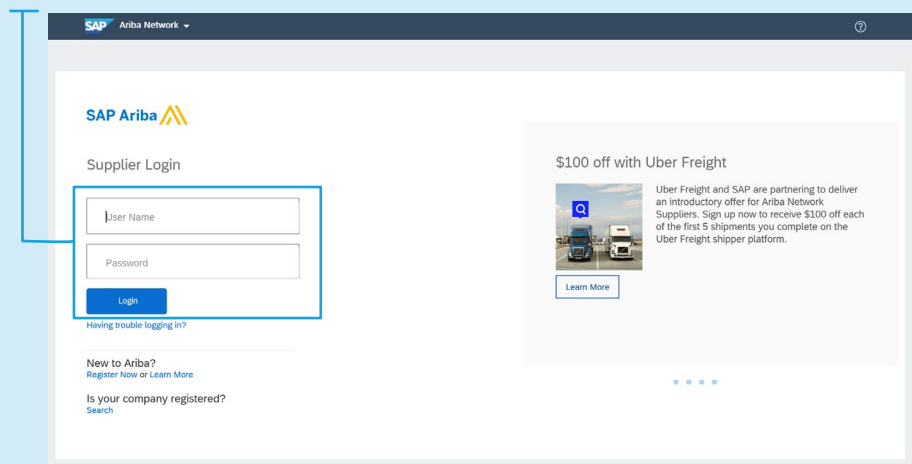
### Target Audience:

Supplier User

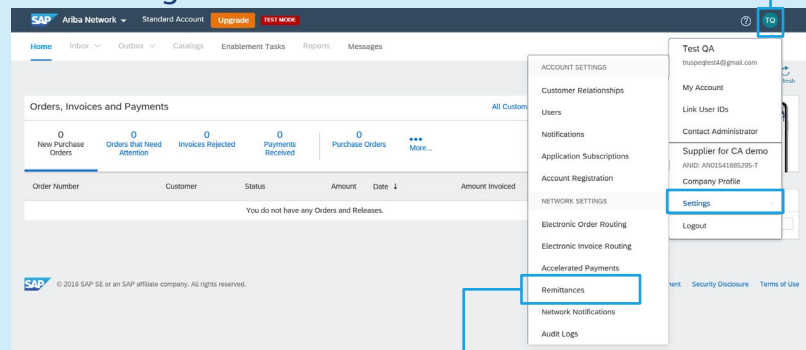


### Update Bank Details

1. Go to [supplier.ariba.com](http://supplier.ariba.com) to login to your Ariba Network account for Emirates Steel
2. Enter your existing Username and Password then click "Login"

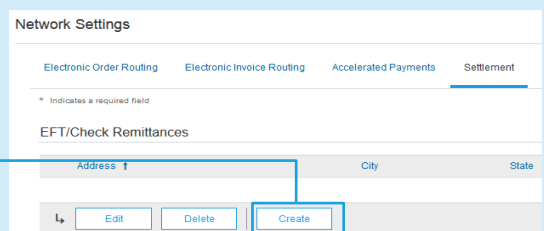


3. From your home page click on the Account Settings icon and then click Settings

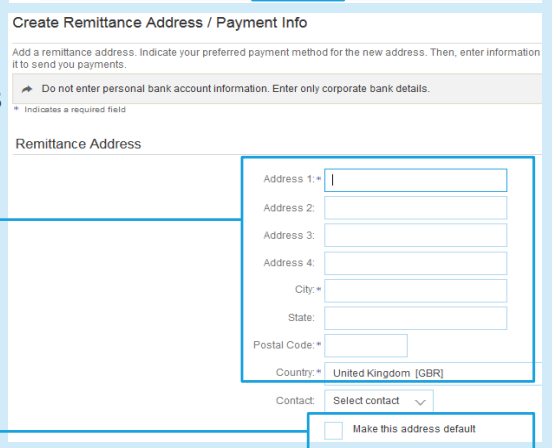


4. Click "Remittances"

5. Click "Create" button to "Create" new company remittance information, or "Edit" if you need to change existing information.

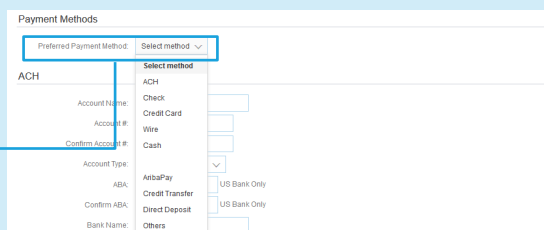


6. Complete all required fields marked by an asterisk in the EFT/Check Remittances section.

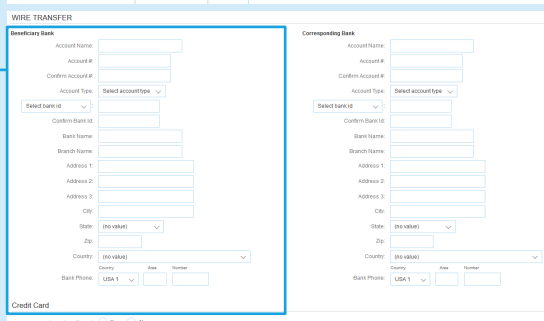


7. Select one of your Remittance Addresses as a default if you have more than one

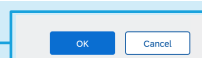
8. Select Preferred Payment Method from a drop-down box: Check, Credit card or Wire.



9. Complete the details for ACH or Wire transfers



10. Click "OK" button when finished



Please note IBAN is mandatory to enter