



# SourcePoint Training Guide

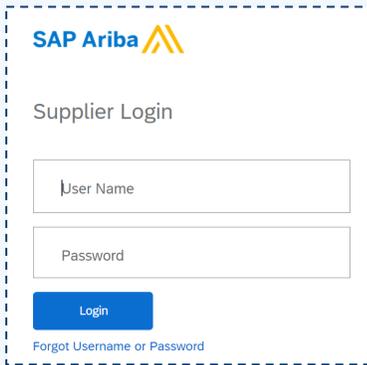
## Standard Supplier ACH entry

### Introduction

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

### Adding or changing the ACH details

1 Log in to Ariba Network Account



SAP Ariba

Supplier Login

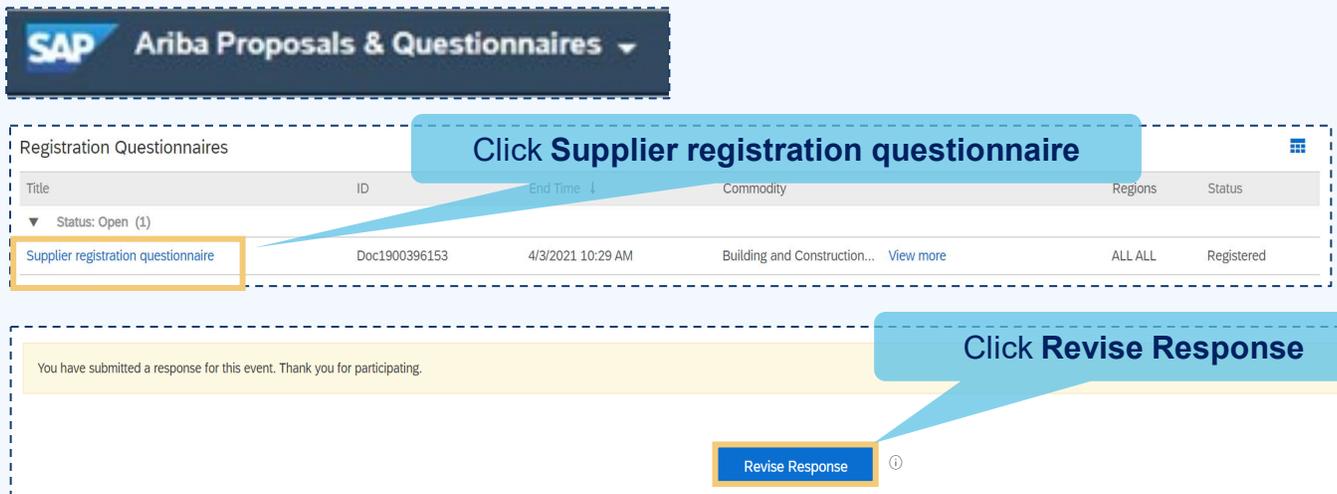
User Name

Password

Login

Forgot Username or Password

2 Proceed to the Ariba Proposals & Questionnaires area.



SAP Ariba Proposals & Questionnaires

Registration Questionnaires

Click Supplier registration questionnaire

| Title                               | ID            | End Time          | Commodity                    | Regions   | Status             |
|-------------------------------------|---------------|-------------------|------------------------------|-----------|--------------------|
| 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.

Click Revise Response

Revise Response



3

Go to **Financial Information** from within the Ariba Network registration

3 Financial Information

Within **Financial Information**

4

Enter ACH details

From within line 3.16, change your answer from "No" 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.

3.18 Bank Country

3.19 Bank Name

3.20 Bank Account Number

3.21 Routing Number

3.22 Bank Account Type

3.23 Account Holder Name

3.24 Is your remittance address different from your primary address?

3.26 Do you have other branch locations other than your primary address?

(\*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

Complete all fields (3.18 – 3.23)

Click **Submit Entire Response**



The update will route to PASSHE for approval



FAQs

For questions, comments, or concerns please reach out to PASSHE Supplier Enablement Team @ [supplierhelp@passhe.edu](mailto:supplierhelp@passhe.edu).