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.

2. In the upper left corner, click **Business Network (Ariba Network)** and then click **Ariba Proposals and Questionnaires**.

3. Click **PASSHE tab**.

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

Continued on next page
Proceed to Registration & Questionnaires, Financial Information.

1. Click Supplier registration questionnaire

2. Click Revise Response

Proceed to the Financial Information section

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

3. Complete fields 3.18 – 3.23

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

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.

Want more information? Please see the PASSHE SAP Business Network information page. For questions, comments, or concerns please reach out to the Supplier Support Team at (SupplierHelp@passhe.edu).