

# **Vendor Guide: How to set up Ariba Network account**

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## Introduction

The purpose of this guide is to help suppliers complete common data setup in Ariba Network account to avoid unnecessary invoice processing delay due to data issue.

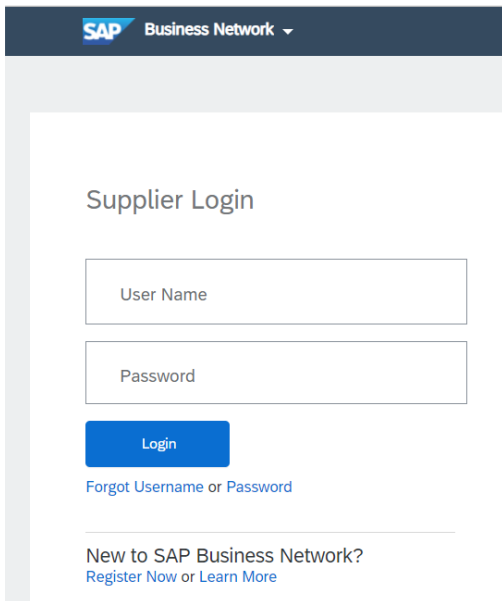
The list of settings covered are as below:

- 1. Remittance Setting**
  - Setup Bank details and Remit-to address which is mandatory
- 2. Email Notification Setting**
  - Setup email recipients to receive notification for Ariba Network documents e.g. New PO creation, PO change, Invoice Status Update
- 3. VAT ID Setting**
  - Setup VAT ID to avoid enter VAT ID each time when creating invoice
- 4. Ariba Network User Management Setting**
  - Setup Ariba Network users and roles

These settings are normally done by Ariba Network Account Administrator. More details are illustrated in the following sections.

# 1. How To Maintain Remittance Setting

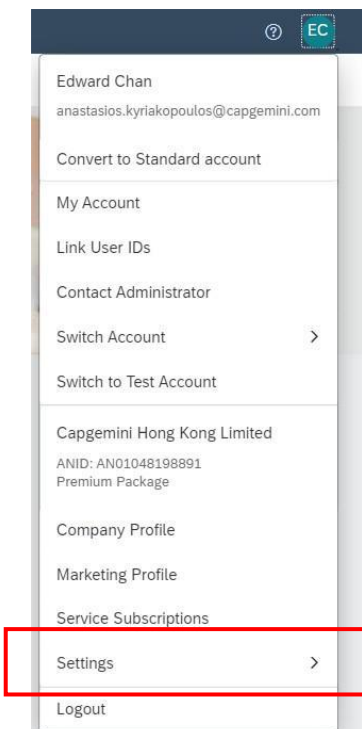
**Step 1:** Login Supplier Ariba Network via URL <https://supplier.ariba.com>



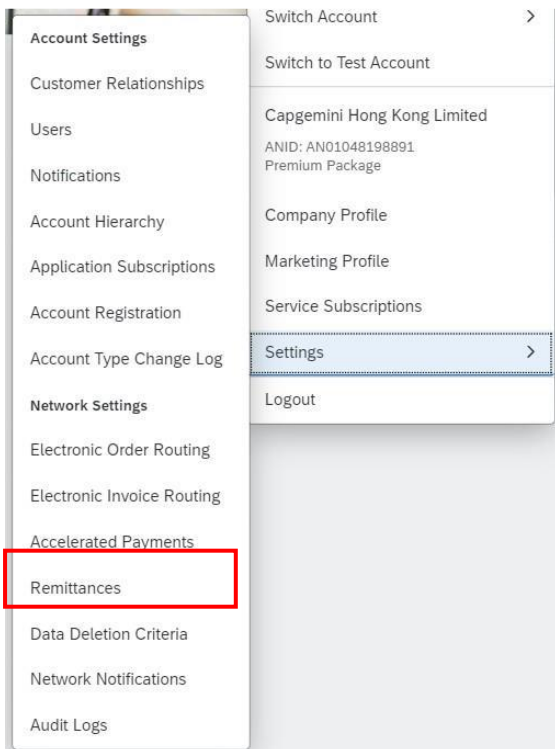
**Step 2:** After successful login to Ariba Network, click “Account Settings” icon, which is the cycle icon with user’s name initials on the top right corner of page.



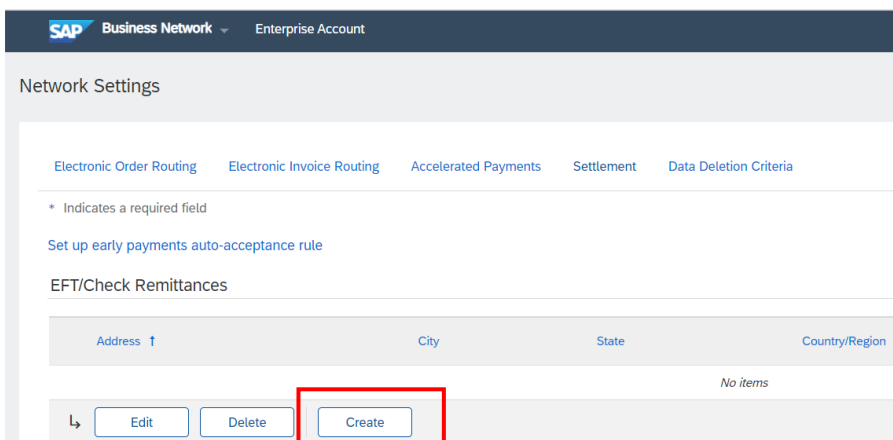
**Step 3:** Click “Settings” menu



**Step 4:** Click “Remittances” from Settings menu.



**Step 5:** Click “Create” button under “EFT/Check Remittances” section.



**Step 6:** Enter Remittance Address Details as required.

- **Tips**
- Select Country/Region first, then enter addresses. Otherwise, address entered will be cleared after changing country because the default Country/Region is USA.

### Create Remittance Address / Payment Info

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information for customers about payment

➔ Do not enter personal bank account information. Enter only corporate bank details.

\* Indicates a required field

Remittance Address

---

Address 1:\*

Address 2:

Address 3:

City:\*

State:\* Alabama [US-AL]

Zip:\*

Country/Region:\* United States [USA]

Contact: Select contact

Make this address default

Factoring Service ⓘ

**Step 7:** Check the box for “Include Bank Account Information in invoices” and select “Wire” for Preferred Payment Method.

### Remittance ID Assignment

Customer ↑	Remittance ID
Cathay Pacific Airways	<input type="text"/>

 Include Bank Account Information in invoices.
 

---

### Payment Methods

Preferred Payment Method: Wire

➤ In “ACH” section, leave it as blank.

### ACH

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

ABA:  US Bank Only

Confirm ABA:  US Bank Only

Bank Name:

Branch Name:

**Step 8:** Scroll down to section “WIRE TRANSFER”, complete Beneficiary Bank details.

WIRE TRANSFER

Beneficiary Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

Select bank id  :

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:\*

! Required field

Address 2:

Address 3:

Address 4:

City:\*

! Required field

Postal Code:

Country/Region:\*

Country Area Number

Bank Phone:

“Select bank id” dropdown button from above screenshot has two options.

Select bank id  :

Select bank id

**ABA Routing Number**

SWIFT Code

- Please choose “ABA Routing Number” and maintain Bank Key information here. Although it says “US Bank Only”, it can be ignored. This field has been utilized to pass “Bank Key” to Cathay Pacific’s S/4hana system. For bank located in Hong Kong, the “Bank Key” represent the bank code and branch code. For example, the Bank Key “004001” represent HSBC 004 and MangKok Branch 500.
- Leave Corresponding Bank section and Credit Card Section as **blank if the bank transfer can be sent to your Beneficiary Bank account directly (i.e. not via an intermediary bank).**

### Corresponding Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

:

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Country/Region:

Country	Area	Number
<input type="text" value="USA 1"/>	<input type="text"/>	<input type="text"/>

### Credit Card

Accept credit card:  Yes  No

**Step 9:** Click on "Save" and then click "Close".



**For bank transfer via beneficiary account with SWIFT code (e.g. overseas vendor), please follow the below steps to maintain their SWIFT code and IBAN number.**

**(optional) Step 10:** Scroll down to section “WIRE TRANSFER”, complete Beneficiary Bank details.

WIRE TRANSFER

Beneficiary Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

! Required field

Address 2:

Address 3:

Address 4:

City:

! Required field

Postal Code:

Country/Region:

Country Area Number

Bank Phone:

➤ “Select bank id” dropdown button from above screenshot has two options

Confirm Account #:

Account Type:

SWIFT Code

Select bank id

ABA Routing Number

SWIFT Code

➤ Please pick “Swift” and maintain Bank Key information here. This field has been utilized to pass Bank Key to Cathay Pacific’s S/4 hana system.

➤ Enter both swift code and IBAN.

WIRE TRANSFER

Beneficiary Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

SWIFT Code

Confirm SWIFT Code:

IBAN:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Country/Region:

Country Area Number

Bank Phone:

➤ Leave Corresponding Bank section and Credit Card Section as blank if the bank transfer can be sent to your Beneficiary Bank account directly (i.e. not via an intermediary bank).

#### Corresponding Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

Select bank id :

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Country/Region:

Bank Phone:

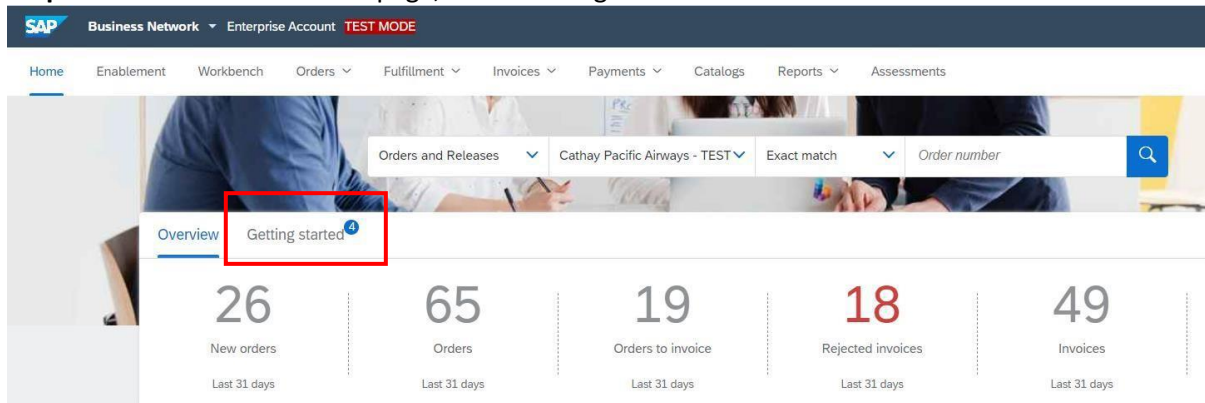
#### Credit Card

Accept credit card:  Yes  No

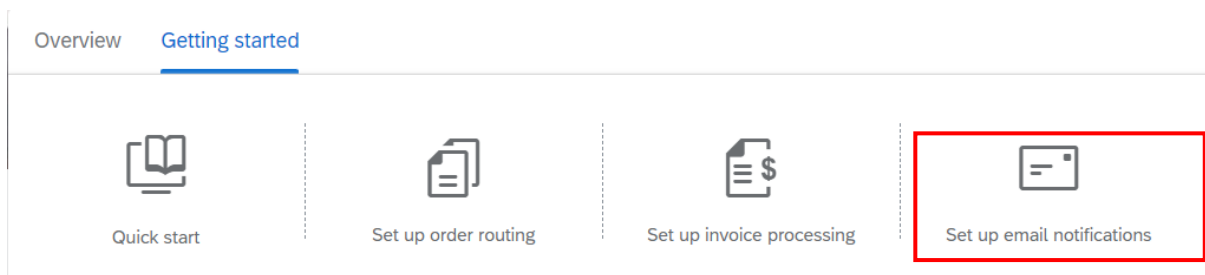
Click on "Save" and then click "Close".

## 2. How To Maintain Email Notification Setting?

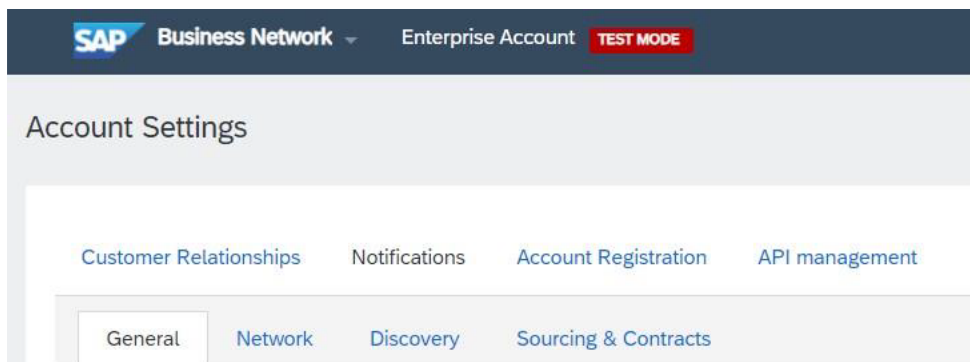
**Step 1:** In Ariba Network homepage, click “Getting Started” tab.



**Step 2:** Click “Set up email notifications” tile.



**Step 3:** Click “Network” tab.



**Step 4:** Check the desired notification and then specify email address.

- Up to three comma-separated email addresses per field are allowed. Ensure that you have any required user consents before adding email addresses for sending notifications.
- Below are commonly used settings for your reference. Supplier should make changes according to their own situation because these rules apply to all buyers, not just Cathay Pacific.

### Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	* <input type="text"/> <small>! This is a required field</small>
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input checked="" type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input checked="" type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
	<input type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	* <input type="text"/>
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	* <input type="text"/>
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* <input type="text"/>
Pending Queue	<input checked="" type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* <input type="text"/>
Order Confirmation Failure	<input checked="" type="checkbox"/> Send a notification when order confirmations are undeliverable.	* <input type="text"/> <small>! This is a required field</small>

### Catalog Subscriptions

Type	Send notifications when...	To email addresses (one required)
Catalog	<input type="checkbox"/> Send a notification when a customer subscribes to my catalog or when my procurement customer sends status updates on catalogs, including catalog errors. <small>Note: Only Alibaba Procurement solution users can send status updates to suppliers.</small>	* <input type="text"/>

### Service Sheet

Type	Send notifications when...	To email addresses (one required)
Service Sheet Failure	<input checked="" type="checkbox"/> Send a notification when service sheets are undeliverable, rejected, or declined.	* <input type="text"/> <small>! This is a required field</small>
	<input checked="" type="checkbox"/> Send a notification when service sheets are undeliverable, rejected, or declined to the user who created it.	
	<input checked="" type="checkbox"/> Send a notification when service sheet statuses change.	
Service Sheet Status Change	<input checked="" type="checkbox"/> Send a notification when service sheet statuses change to the user who created it.	* <input type="text"/> <small>! This is a required field</small>

### Electronic Invoice Routing

Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* <input type="text"/> <small>! This is a required field</small>
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* <input type="text"/> <small>! This is a required field</small>
Invoice Created Automatically from Receipts	<input type="checkbox"/> Send a notification when an invoice is automatically created from a goods receipt.	* <input type="text"/>
Invoice Created Automatically from Service Sheets	<input type="checkbox"/> Send a notification when an invoice is automatically created from a service sheet.	* <input type="text"/>

### Data Deletion Notifications

Type	Send notifications when...	To email addresses (one required)
Data Identification and Deletion	<input type="checkbox"/> Send a notification when the transaction documents have been identified for deletion and zip files are ready for download.	* <input type="text"/>
	<input type="checkbox"/> Send a notification after deletion of transactions.	

### Current Transaction Download

Type	Send notifications when...	To email addresses (one required)
Current Transaction Download	<input type="checkbox"/> Send a notification when the requested documents are ready for download.	* <input type="text"/>

### Ship Notice

Type	Send notifications when...	To email addresses (one required)
Ship Notice Failure	<input checked="" type="checkbox"/> Send a notification when ship notices are undeliverable.	* <input type="text"/>
Ship Notice Declined	<input checked="" type="checkbox"/> Send notification when a Declined Document status update request is received.	* <input type="text"/>
Ship Notice Accepted with Changes	<input checked="" type="checkbox"/> Send notification when an Accepted with Changes Document status update request is received.	* <input type="text"/>

### Receipt

Type	Send notifications when...	To email addresses (one required)
Receipt	<input checked="" type="checkbox"/> Send a notification when a new receipt is received.	* <input type="text"/> ! This is a required field

### Broadcast Status Update Request

Type	Send notifications when...	To email addresses (one required)
Broadcast	<input type="checkbox"/> Send a notification when a Broadcast Status Update Request is received.	* edward.chan@capgemini.com

### Accelerated Payments

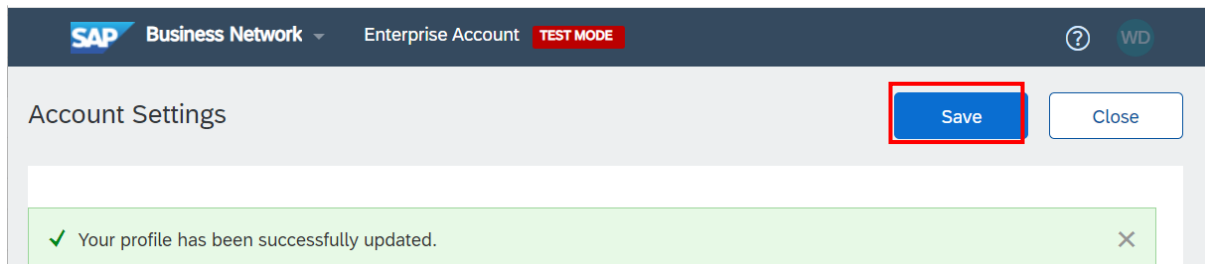
Type	Send notifications when...	To email addresses (one required)
Buyer-Initiated Early Payment Offers	<input type="checkbox"/> Send a notification when your buyer initiates an early payment on a specific invoice.	* <input type="text"/>
Early Payment Offers	<input type="checkbox"/> Send a notification when your buyer proposes a new early payment term for invoices. Once you accept the buyer will apply the payment term to his/her vendor master.	* edward.chan@capgemini.com

### Settlement

Type	Send notifications when...	To email addresses (one required)
Payment Profile	<input checked="" type="checkbox"/> Send a notification when remittance addresses and payment profiles are changed.	* <input type="text"/> ! This is a required field
Payment Remittance	<input checked="" type="checkbox"/> Send a notification when payment remittances are undeliverable or their statuses changed.	* <input type="text"/> ! This is a required field
	<input checked="" type="checkbox"/> Send a notification when payment remittances or payment plans are received.	* <input type="text"/> ! This is a required field
Payment Remittance for Virtual Card	<input type="checkbox"/> Send a notification when payment remittances with virtual card are received.	* <input type="text"/>
Payment Remittance Status Updates	<input checked="" type="checkbox"/> Send a notification only when a payment remittance status changes to paid.	* <input type="text"/> ! This is a required field
	<input checked="" type="checkbox"/> Send a notification only when a payment remittance status changes to failed.	* <input type="text"/> ! This is a required field
	<input checked="" type="checkbox"/> Send a notification when the status of the payment receipt is updated.	* <input type="text"/> ! This is a required field
Payment Receipt Confirmation Request Status Updates	<input checked="" type="checkbox"/> Send a notification only when the payment receipt is rejected by the buyer.	* <input type="text"/> ! This is a required field

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the Privacy Statement, the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

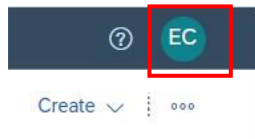
**Step 5:** Click "Save" button and then click "Close".



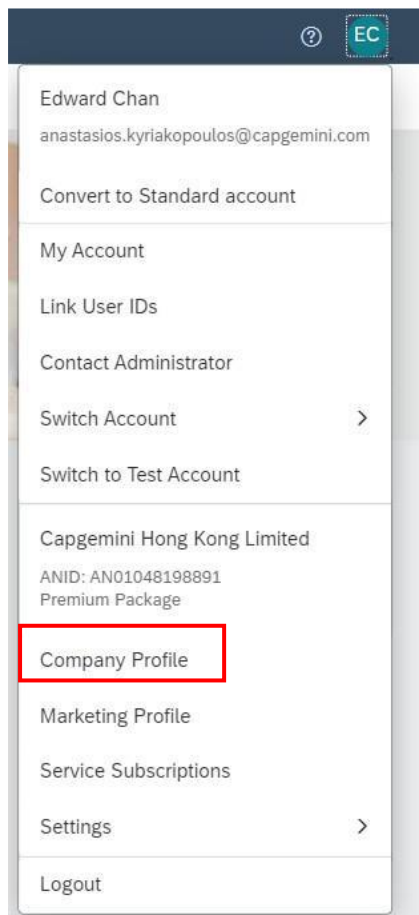
The screenshot shows the SAP Business Network interface. At the top, it displays 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main heading is 'Account Settings'. On the right side, there are two buttons: 'Save' (highlighted with a red box) and 'Close'. Below the buttons, a green success message is displayed: 'Your profile has been successfully updated.' with a close icon (X) on the right.

### 3. How To Maintain VAT ID Setting?

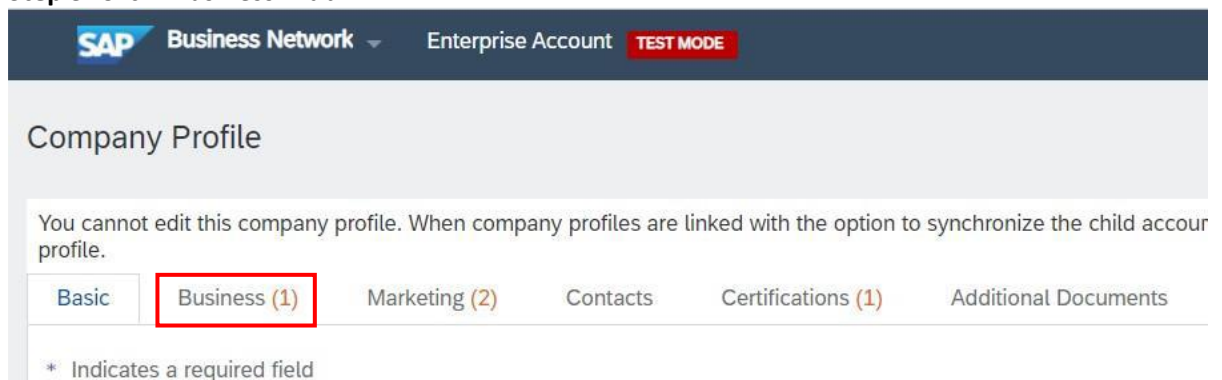
**Step 1:** After successful login Ariba Network, click “Account Settings” icon, which is the cycle icon with user’s name initials on the top right corner of page



**Step 2:** Click “Company Profile” menu.



**Step 3:** Click “Business” Tab.



**Step 4:** Scroll down to Tax Information section. Enter supplier's tax number in Vat ID field as highlighted below.

- Vat ID may be called different name for different country. E.g. It's called ABN (Australian Business Number) in Australia. It's called USCI (企业统一社会信用代码 Unified Social Credit Identifier) in China.

SAP Business Network Enterprise Account TEST MODE

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## Company Profile

You cannot edit this company profile. When company profiles are linked with the option to synchronize the child account profile.

Basic
Business (1)
Marketing (2)
Contacts
Certifications (1)
Additional Documents

\* Indicates a required field

### Business Information

---

Year Founded:

Number of Employees:

Annual Revenue:

Stock Symbol:

### Financial Information

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Supplier Legal Form:

Penalty Information:

Discount Information:

D-U-N-S® Number:
  ⓘ

Global Location Number:

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID:  ⓘ Do not enter dashes

State Tax ID:  Do not enter dashes

Regional Tax ID:  Do not enter dashes

**Vat ID:**


VAT Registered

VAT Registration Document: <No document>  
[Upload](#)

Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>  
[Upload](#)

Tax Clearance Expiry Date:  

**Step 5:** Click “Save” button and then click “Close” button from the top right of the page.

SAP Business Network Enterprise Account TEST MODE ? WD

Company Profile **Save** Close

✓ Your profile has been successfully updated. ✕

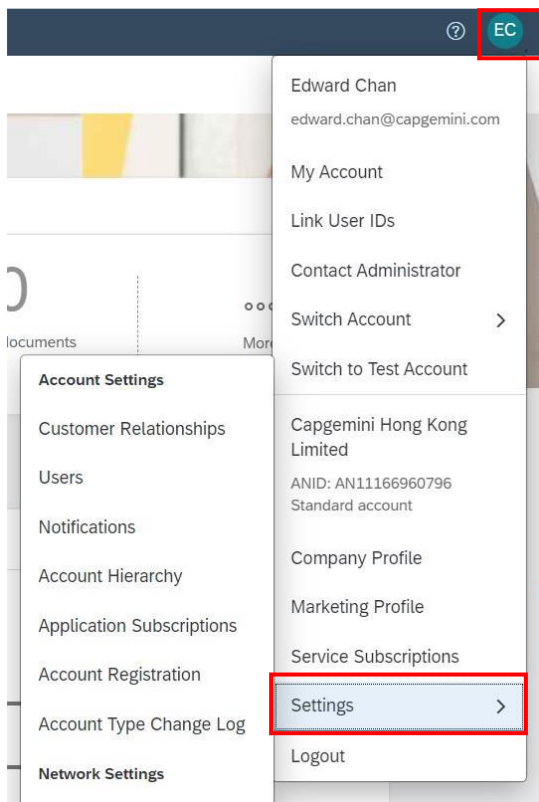
➤ Some error/warning message may appear when clicking “Save” button. System prompts to complete mandatory information e.g. complete essential information required in “Basic” tab. Once maintaining the required mandatory information, then come back and complete VaAT ID setting.



## 4. How To Manage Roles and Users in Ariba Network?

- This section is for suppliers who joined Ariba Network recently and require help on how to setup users and roles. For suppliers who have done it, this section can be skipped.
- In the example below, we will show you how to create a role (calling it “End User”) that only has access to view transactions.

**Step 1:** In the Ariba Network home page, click on the “Account Setting” icon on the top right corner. Then click “Settings” followed by “Users”.



**Step 2:** By default, the system will display the “Manage Roles” tab. Click on the “Plus” button to add new role(s).

**Account Settings** Save Close

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration API management Account Type Change Log

Manage Roles Manage Users Manage User Authentication Revoked Users More...

**Roles ( 2 )**  
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

**Filters**  
Permission  
Select permission assigned  
Apply Reset

+

Role Name	Users Assigned	Actions
Administrator	Edward Chan	

**Step 3:** Specify the name of the role and the description, and then choose the relevant permissions that are applicable.

**Create Role** Save Cancel

\* Indicates a required field

**New Role Information**

Name: \* End User  
Description: This is for business end user who needs access to view transactional documents in Ariba Network.

**Permissions**  
Each role must have at least one permission.  
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

« Page 2 »

Permission	Description
<input type="checkbox"/> Customer Administration	Manage customer relationships
<input type="checkbox"/> Customer Relationships	View customer relationships
<input type="checkbox"/> DOX Extraction Access	Access to SAP DOX Service to create/edit templates
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role.

« Page 3 »

Permission	Description
<input checked="" type="checkbox"/> Outbox Access	View and search documents in Outbox and take actions based on your role

**Step 5:** Scroll down to the bottom of the page and then click “Save” button.

Assign Users ( 0 )

You can add users to this role. +

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Role Assigned
No users assigned yet.					

Save
Cancel

➤ The new role “End User” is now created.

Role Name ↑	Users Assigned	Actions
Administrator	Edward Chan	
End User		

**Step 6:** Scroll up to the top of the page, then click on the “Manage Users” tab.

Account Settings

Customer Relationships   Users   Notifications   Account Hierarchy   Application Subscriptions   Account Registration   API management   Account Type Change Log

Manage Roles   Manage Users   Manage User Authentication   Revoked Users   More... ▾

**Step 7:** Click on the “Plus” button to create user.

Users ( 4 )

Enable assignment of orders to users with limited access to Ariba Network ⓘ

Filter

View users across all linked child accounts

Users (You can only search on one attribute at a time)

Username ▾  +

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	ching-yin-jayne.wong@capgemini.com	ching-yin-jayne.wong@capgemini.com	Jayne	Wong	No	Super User Role		All(0)	Yes	Actions ▾
<input type="checkbox"/>	gautam.bardoloi@capgemini.com	gautam.bardoloi@capgemini.com	Gautam	Bardoloi	No	Super User Role		All(0)	Yes	Actions ▾
<input type="checkbox"/>	angus.chan@capgemini.com	angus.chan@capgemini.com	Angus	Chan	No	Super User Role		All(0)	Yes	Actions ▾
<input type="checkbox"/>	edward.chan@capgemini.com	edward.chan@capgemini.com	Edward	Chan	No	SUPPLIER_MASTERACCOUNT, +7		All(0)	Yes	

+ + +

↳ Add to Contact List Remove from Contact List

**Step 8:** Specify required user details and then assign desired role(s) to the user. Once finished, click “Done” button on the top right corner.

**Create User** Done Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

**New User Information**

Username: \*  ⓘ

Email Address: \*

First Name: \*

Last Name: \*

Do not allow the user to reward invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact. ⓘ

Limited access ⓘ

Office Phone: Country:  Area:  Number:

Country: USA 1

**Role Assignment**

Name	Description
<input type="checkbox"/> Super User Role	This role basically holds access to all functions as a super user role.
<input checked="" type="checkbox"/> End User	This is for business end user who needs access to view transactional documents in Ariba Network.

**Customer Assignment**

Assign to Customer:  All Customers  Select Customers

**Note**

- Username must be in email format.
- The full list of permissions and explanation can be found [here](#).
- Below are some example roles and permissions setup on Ariba Network. It's up to the supplier to decide their own role structure.

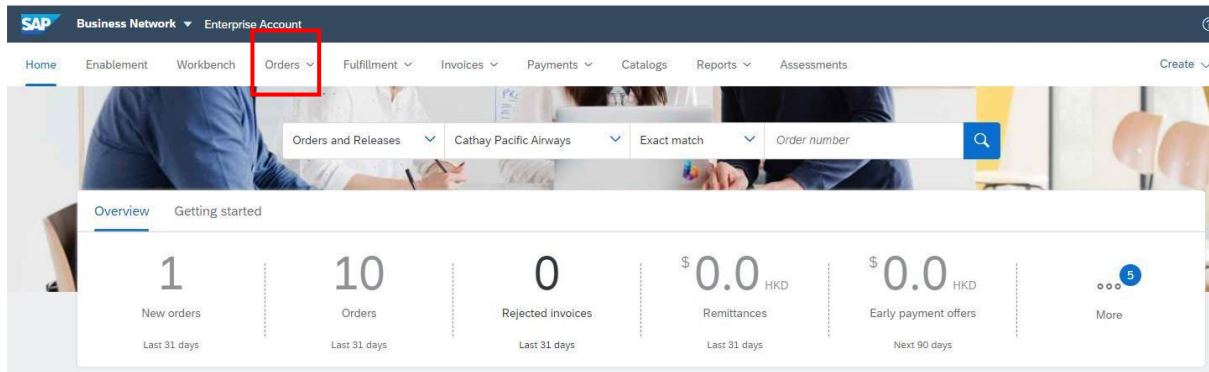
Role	Description	Permission
Administrator	- Ariba Network Account Owner - One Ariba Network Account can have only one administrator.	It has all permissions granted.
Super User	Be able to accept customer trading relationship, run all reports and access to source to pay related documents.	<ul style="list-style-type: none"> <li>- Test Account Administration</li> <li>- User Administration</li> <li>- Trading Invitation Account Merge</li> <li>- Transaction Configuration</li> <li>- Purchase Order Report Administration</li> <li>- Services Access</li> <li>- Logistics Access</li> <li>- Managed Gateway for Spend &amp; Network Access</li> <li>- Managed Gateway for Spend &amp; Network Configuration</li> <li>- Respond to postings on Ariba Discovery</li> <li>- Invoice Generation</li> <li>- Inbox and Order Access</li> <li>- Outbox Access</li> </ul>

		<ul style="list-style-type: none"> <li>- Access Proposals and Contracts</li> <li>- Contract Access</li> </ul>
Accounts Receivables processor	Be able to generate invoice, run invoice report and access all P2P documents.	<ul style="list-style-type: none"> <li>- Invoice Generation</li> <li>- Inbox and Order Access</li> <li>- Outbox Access</li> <li>- Services Access</li> <li>- Invoice Report Administration</li> </ul>
P2P End User	Be able to view procure to pay process related to transactional documents in AN e.g. PO, GR, SES, Invoice, Credit Memo.	Inbox and Order Access <ul style="list-style-type: none"> <li>- Outbox Access</li> </ul>
S2C End User	Be able to view proposal and contract documents	Access Proposals and Contracts <ul style="list-style-type: none"> <li>- Contract Access</li> </ul>
P2P Reports	Be able to run P2P reports	Invoice Report Administration <ul style="list-style-type: none"> <li>- Goods Receipt Report Administration</li> <li>- Service Sheet Report Administration</li> <li>- Purchase Order Report Administration</li> </ul>

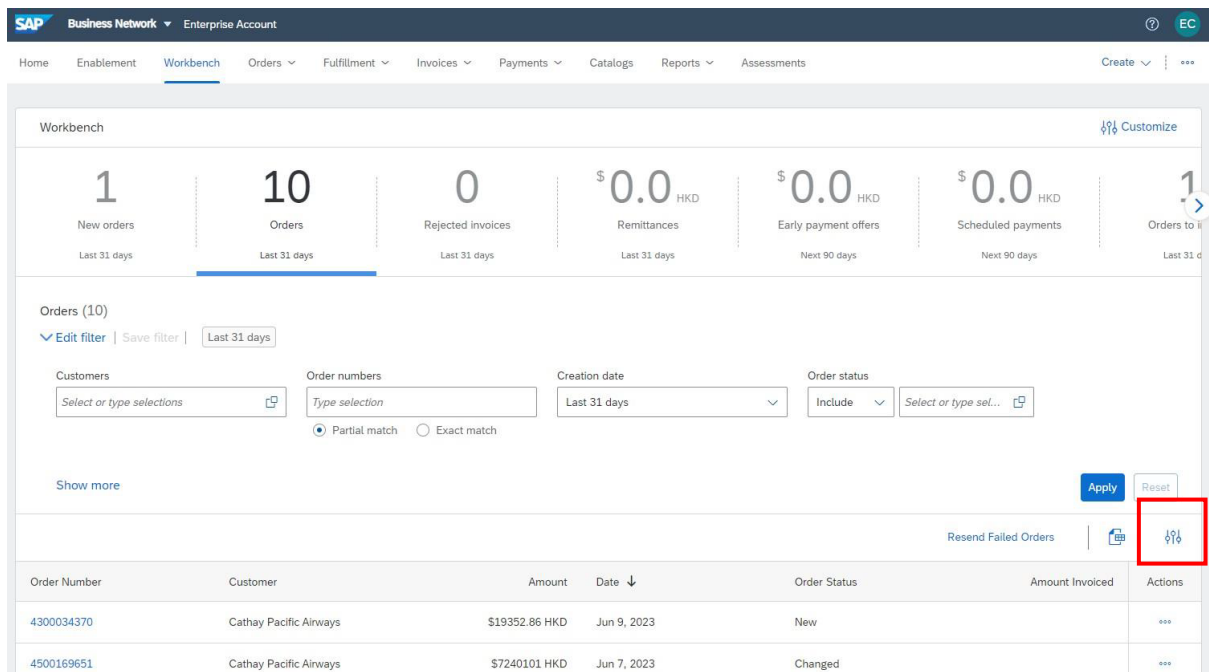
## 5. How to Add Purchasing Group under Orders Tile?

- Below is an example to show how to display purchasing group under orders tile. The same method can be utilized to apply any filter for tile's detailed page in Ariba Network.

**Step 1:** From Ariba Network Home Page, Click "Orders" tile.



**Step 2:** Click Filter Icon as highlighted below.



**Step 3:** From "Available columns", scroll it down to find Purchasing Group field.

Table setting
✕

Table columns

---

Column grouping

---

Date and time

Use **drag and drop** to configure the table columns to be displayed and their order

Available columns

- Pin
- Type
- Version
- Inquiries
- Ship To Address
- Ordering Address
- Routing Status
- External Document Type

⇌

Displayed columns

- Order Number
- Customer
- Amount
- Date
- Order Status
- Amount Invoiced

Save
Cancel

**Step 4:** Drag and drop it to “Displayed columns”. Then click “Save” button.

Table setting ✕

**Table columns**

Column grouping

Date and time

Use **drag and drop** to configure the table columns to be displayed and their order

Available columns

- Ordering Address
- Routing Status
- External Document Type
- Settlement
- Revision
- Company Code
- Purchasing Organization
- Customer Location

⇌

Displayed columns

- Purchasing Group
- Order Number
- Customer
- Amount
- Date
- Order Status
- Amount Invoiced

Save Cancel

➤ Purchasing group information is added under order details section.

Orders (10) ▼ Edit filter | Save filter | Last 31 days

Customers

Order numbers

Creation date

Order status

Partial match  Exact match

Show more Apply Reset

Purchasing Group	Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
801 PPM Restricted	4300034370	Cathay Pacific Airways	\$19352.86 HKD	Jun 9, 2023	New		...
252 IT Testing	4500169651	Cathay Pacific Airways	\$7240101 HKD	Jun 7, 2023	Changed		...
251 IT Risk & Security	4500169653	Cathay Pacific Airways	\$18399999.98 HKD	May 31, 2023	Changed		...
249 IT FIN & APD	4500169650	Cathay Pacific Airways	\$9714912 HKD	May 31, 2023	Changed		...