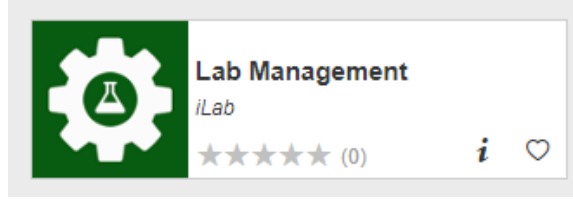
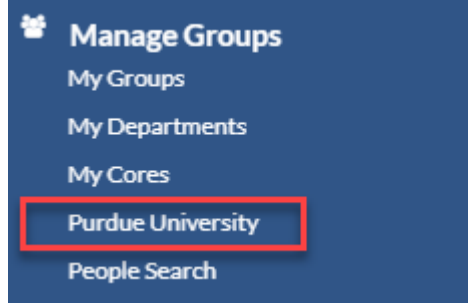
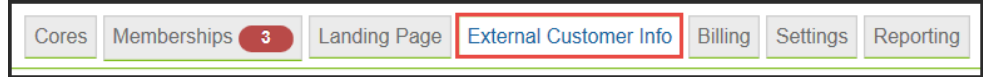
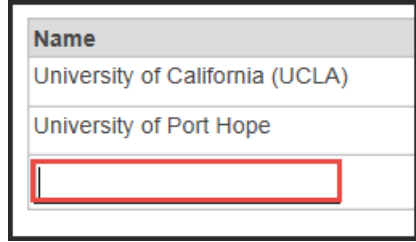
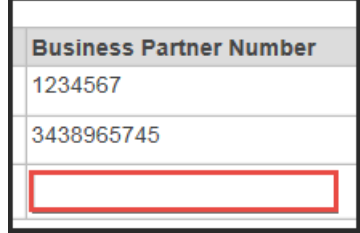


This document outlines how a Purdue Institutional Administrator adds the business partner number to iLab for external customers to allow for billing via PSCD.

Access iLab	
<p>Go to the iLab solutions site using the direct link or the One Purdue Portal. Help in logging in to iLab using Boilerkey can be found here.</p>	<p>purdue.ilabsolutions.com</p> 
Access Purdue University	
<p>Click Purdue University under the manage groups heading.</p>	
<p>Click External Customer Info.</p>	

Institutions	
<p>The business partner number is added at the Institution level when the institution/organization will have one single user in iLab.</p>	
<p>Enter Name of institution or organization.</p> <p><u>NOTE:</u> If the name is not found, contact iLab to create. Please note, if you are not the Institutional Admin, please contact them via iLab Help</p>	
<p>Enter corresponding Business Partner Number.</p> <p>The business partner number must be padded with 1-3 zeros (see NOTE below)</p> <p><u>NOTE:</u> The business partner number is 7 digits and begins with</p>	

the number 3 if a older BPN (old SAP), or a 1 if an new BPN (SAP Fiori). BPNs starting with 3 must have 3 leading zero's and BPNs starting with 1 must have 1 leading zero due to iLab system requirements. For example: "0003XXXXXX"

Click  to save.

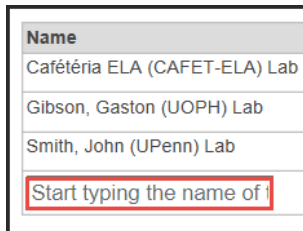


Groups

The business partner number is added at the Group level if the institution exists and there are multiple individuals within the institution using iLab.

Enter **Name** of individual.

NOTE: If the name is not found, contact [iLab](#) to create. Please note, if you are not the Institutional Admin, please request this via [iLab Help](#)



Enter corresponding **Business Partner Number**.

The business partner number must be padded with 1-3 zeros (see NOTE below)

NOTE: The business partner number is 7 digits and begins with the number 3 if a older BPN (old SAP), or a 1 if an new BPN (SAP Fiori). BPNs starting with 3 must have 3 leading zero's and BPNs starting with 1 must have 1 leading zero due to iLab system requirements. For example: "0003XXXXXX"



Click  to save.

