

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		
Go to the iLab solutions site using the direct link or the <u>One Purdue</u> <u>Portal</u> . Help in logging in to iLab using Boilerkey <u>can be found here</u> .	purdue.ilabsolutions.com         Lab Management         iLab         ★★★★★ (0)	
Access Purdue University		
Click <b>Purdue University</b> under the <b>manage groups</b> heading.	<ul> <li>Manage Groups         <ul> <li>My Groups</li> <li>My Departments</li> <li>My Cores</li> </ul> </li> <li>Purdue University         <ul> <li>People Search</li> </ul> </li> </ul>	
Click External Customer Info.	Cores Memberships 3 Landing Page External Customer Info Billing Settings Reporting	

Institutions		
The business partner number is added at the Institution level when the institution/organization will have one single user in iLab.		
Enter <b>Name</b> of institution or organization.	Name University of California (UCLA)	
<u>NOTE</u> : If the name is not found, contact <u>iLab</u> to create. Please note, if you are not the Institutional Admin, please contact them via <u>iLab Help</u>	University of Port Hope	
Enter corresponding Business		
The business partner number must be padded with 1-3 zeros (see NOTE below)	Business Partner Number           1234567           3438965745	
<b><u>NOTE</u></b> : 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 of 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 <b>Name</b> of individual.	Name Cafétéria ELA (CAFET-ELA) Lab	
<u>NOTE</u> : If the name is not found, contact <u>iLab</u> to create. Please note, if you are not the Institutional Admin, please request this via <u>iLab Help</u>	Smith, John (UPenn) Lab Start typing the name of 1	
Enter corresponding <b>Business</b> Partner Number.		
The business partner number must be padded with 1-3 zeros (see NOTE below)	Business Partner Number 3014857	
<b>NOTE</b> : 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"	4130699 456789	
Click of to save.		