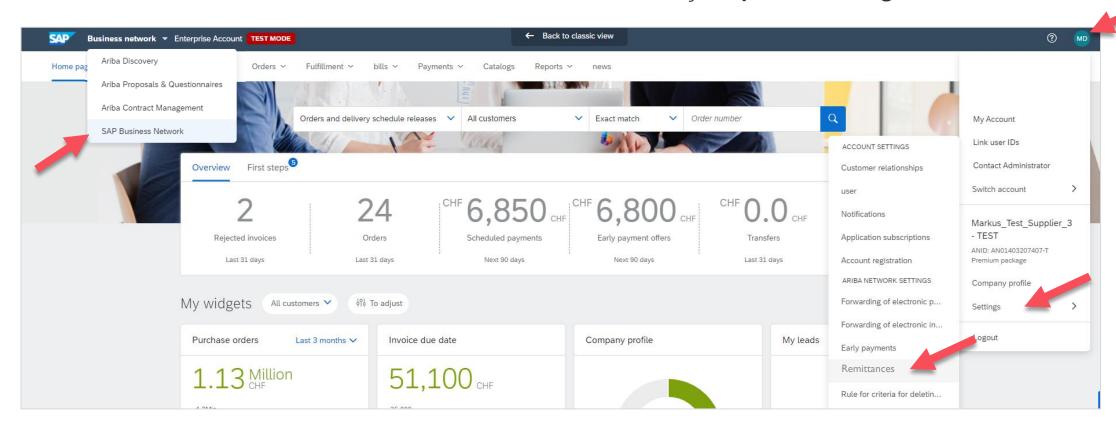




Adding the RemittanceID

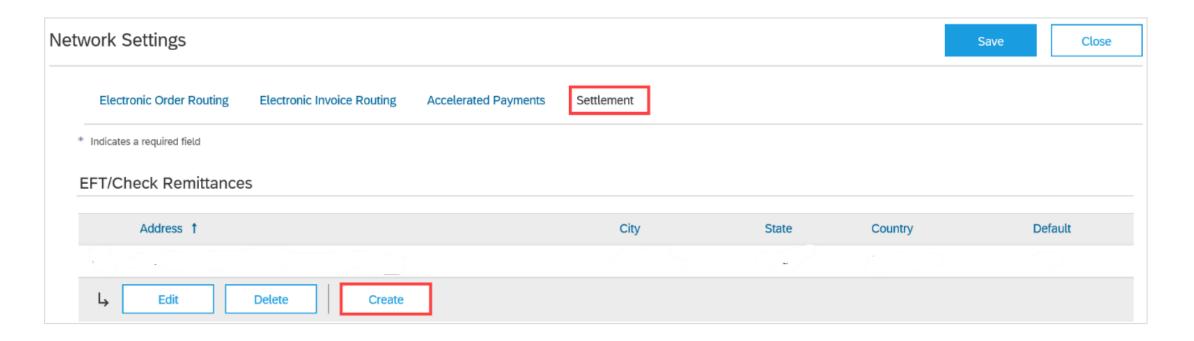
1. Access the "Ariba business network" module and then klick on your profile, settings and remittances.





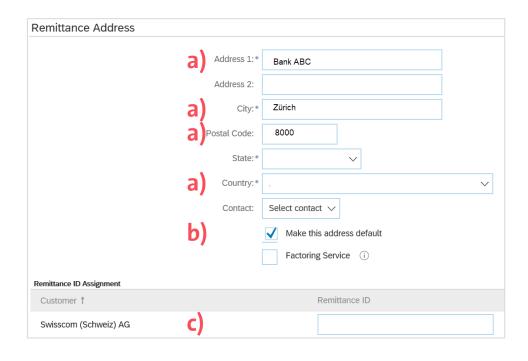
Adding the RemittanceID

2. In the section **Ariba Network Settings**, click on **Settlement** and start the process for adding the RemittanceID by clicking on "Create".





Adding the RemittanceID



In the section **Remittance Address**

- a) Enter the bank details (fill in all mandatory fields marked with *)
- b) Activate this address as default address
- c) Enter the **transfer ID** (You received your ID with the confirmation of your registration by e-mail)

Then, click on "OK" and "Save".

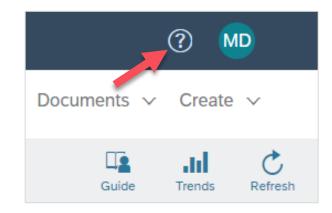
Note: The Remittance ID does not change when you change your bank details. Please make changes to your bank details via the supplier registration.



Do you have questions?

If you have any questions, SAP **Ariba Support** offers a variety of support options, such as FAQs and various sets of instructions. You will also find the relevant contacts in case of technical problems.

Additional support can be found in the <u>FAQ</u>.



If you have other queries that are not answered by Ariba Support or self-service, we will be happy to assist you at Swisscom.Kaufhaus@swisscom.com.