



Instructions Adding the RemittancelD

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Adding the RemittanceID

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

The screenshot displays the SAP Business Network user interface. At the top right, a user profile icon labeled 'MD' is highlighted with a red arrow. A dropdown menu is open from this icon, showing options like 'My Account', 'Link user IDs', 'Contact Administrator', 'Switch account', 'Markus_Test_Supplier_3 - TEST', 'Company profile', 'Settings', and 'Logout'. The 'Settings' option is highlighted with a red arrow. A second dropdown menu is open from 'Settings', listing various account and network settings, with 'Remittances' highlighted by a red arrow. On the left side, a navigation menu is open, showing 'Ariba Discovery', 'Ariba Proposals & Questionnaires', 'Ariba Contract Management', and 'SAP Business Network', with the last option highlighted by a red arrow. The main dashboard area shows key metrics: 2 Rejected invoices (Last 31 days), 24 Orders (Last 31 days), CHF 6,850 Scheduled payments (Next 90 days), CHF 6,800 Early payment offers (Next 90 days), and CHF 0.0 Transfers (Last 31 days). Below this, there are widget sections for 'Purchase orders' (1.13 Million CHF), 'Invoice due date' (51,100 CHF), 'Company profile', and 'My leads'.



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"**.

Network Settings [Save](#) [Close](#)

[Electronic Order Routing](#) [Electronic Invoice Routing](#) [Accelerated Payments](#) **[Settlement](#)**

* Indicates a required field

EFT/Check Remittances

Address ↑	City	State	Country	Default

↳ [Edit](#) [Delete](#) | **[Create](#)**



Adding the RemittanceID

Remittance Address

a) Address 1:* Bank ABC

Address 2:

a) City:* Zürich

a) Postal Code: 8000

State:*

a) Country:*

Contact: Select contact

b) Make this address default

Factoring Service ⓘ

Remittance ID Assignment

Customer ↑	Remittance ID
Swisscom (Schweiz) AG	c) <input type="text"/>

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 [FAQ](#).

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.

