Instructions
Adding the RemittanceID

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C1 – Public

swisscom

Adding the RemittanceID

On the following pages you will find instructions on how to add the RemittanceID.

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

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)**	

Important Note:
10 digits each before and after the colon, no spaces, any leading zeros must be taken into consideration (e.g. 0012345678:0012345678).

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

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

Adding the RemittanceID

Should you change your bank information, the remittanceID will remains the same. Please send the new bank information to Swisscom.Kaufhaus@swisscom.com.

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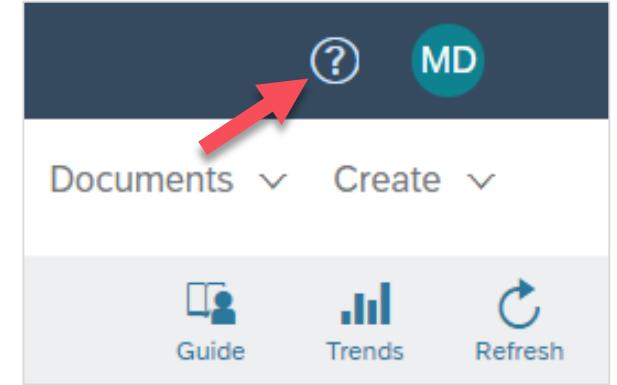
If you have other queries that are not answered by Ariba Support or self-service, we will be happy to assist you at Swisscom.Kaufhaus@swisscom.com.