



# Instructions Adding the RemittanceID

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# 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 click on your **profile, settings** and **remittances**.

The screenshot displays the SAP Business Network interface. The top navigation bar includes 'SAP Business network', 'Enterprise Account', 'TEST MODE', and a 'Back to classic view' button. A dropdown menu is open under 'Business network', with 'SAP Business Network' selected. The main dashboard shows various metrics: 'Rejected invoices' (2), 'Orders' (24), 'Scheduled payments' (CHF 6,850), 'Early payment offers' (CHF 6,800), and 'Transfers' (CHF 0.0). A 'My widgets' section is visible at the bottom. On the right side, a user profile menu is open, 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. Below the profile menu, a search bar is visible with filters for 'Orders and delivery schedule releases', 'All customers', and 'Exact match'. The 'Remittances' option in the search results is also highlighted with a red arrow.



# 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

↳ 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)

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".

## Important Note:

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



## Adding the RemittanceID

Should you change your bank information, the remittanceID will remain the same. Please send the new bank information to [Swisscom.Kaufhaus@swisscom.com](mailto: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](mailto:Swisscom.Kaufhaus@swisscom.com).

