



# Instructions Adding the RemittanceID

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C1 – Public





# 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**.

The screenshot shows the SAP Ariba Business Network interface. On the left, a sidebar menu is open, showing 'Home page' (selected), 'Ariba Discovery', 'Ariba Proposals & Questionnaires', 'Ariba Contract Management', and 'SAP Business Network'. The main dashboard displays various metrics: 2 Rejected invoices (Last 31 days), 24 Orders (Last 31 days), CHF 6,850 CHF Scheduled payments (Next 90 days), CHF 6,800 CHF Early payment offers (Next 90 days), and CHF 0.0 CHF Transfers (Last 31 days). Below this, there are 'My widgets' sections for Purchase orders (1.13 Million CHF, Last 3 months) and Invoice due date (51,100 CHF). On the right, a user menu is open, showing 'My Account', 'Link user IDs', 'Customer relationships', 'user', 'Notifications', 'Application subscriptions', 'Account registration', 'ARIBA NETWORK SETTINGS', 'Forwarding of electronic p...', 'Forwarding of electronic in...', 'Early payments', 'Remittances' (selected), and 'Rule for criteria for deletin...'. A red arrow points to the 'Remittances' option in the user menu.



# 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 <b>Create</b>				



# Adding the RemittanceID

Remittance Address

a) Address 1: \*

Address 2:

a) City: \*

a) Postal Code:

State: \*

a) Country: \* .

Contact:

Make this address default

Factoring Service (i)

Remittance ID Assignment

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

- Enter the bank details (fill in all mandatory fields marked with \*)
- Activate this address as default address**
- Enter the transfer ID

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



## Adding the RemittanceID

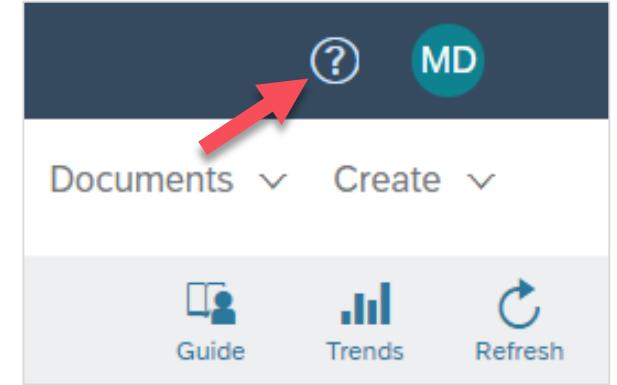
Should you change your bank information, the remittanceID will remain the same. Please send the new bank information to [Swisscom.Kaufhaus@swisscom.com](mailto:Swisscom.Kaufhaus@swisscom.com).



# 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).