

Ariba Standard – Remittance Notifications

When a supplier subscribes to the Ariba Network with a Standard account, they can setup their account for notifications of payment remittance.

- Payment remittance notifications are emailed with each 3M electronic funds transfer.
- Each email notification contains a link to one specific remittance advice (you cannot search for other remittances from this link – please retain the individual emails to view specific remittances).
- You must log on to Ariba to see remittance details – Ariba does not include the details in the email notification.
- Ariba configuration allows up to 5 email addresses to receive email notifications.

Configuration Instructions

1. Log into your Ariba Network account and navigate to the Company Settings menu in the upper right corner of the screen. Select the Remittances option.

The screenshot displays the SAP Ariba Network user interface. At the top, the header includes the 'Ariba Network' logo, a 'Test Mode' indicator, and buttons for 'Upgrade from standard account' and 'Learn More'. The main navigation bar contains links for 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. The central content area is titled 'Orders, Invoices and Payments' and shows several metrics: '0 Orders to Invoice', '0 Orders that Need Attention', '0 Orders with Service Lines', '0 Service Entry Sheets', and '0 Pinned Documents'. Below these metrics is a table with columns for 'Order Number', 'Customer', 'Status', 'Amount', 'Date', and 'Amount Invoice', with a message stating 'You do not have any Orders and Releases.' On the right side, the 'Company Settings' dropdown menu is open, listing various options such as 'Company Profile', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances' (which is highlighted with a red box), 'Network Notifications', 'Audit Logs', and 'View All'. Two red arrows point to the 'Company Settings' dropdown and the 'Remittances' option.

2. The Settlement page of the Network Settings menu opens.
 - Scroll to **Notifications** section
 - Check the box for “Send a notification when payment remittances or payment plans are received.”
 - Input the email address(es) to which the notifications should be sent, separated by a comma.
 - Click **Save** to complete the setup – payment remittance notifications begin with new payments from 3M. You will not have the ability to receive remittance details for past payments.

Ariba Network Company Settings LA TRIM PACKAGING Help Center Logout

Network Settings Save Close

Electronic Electronic Accelerated **Settlement**

Order Invoice Payments

Routing Routing

* Indicates a required field

EFT/Check Remittances

Address ↑	City	State	Country	Default
No items				

↳ Edit Delete Create

Supplier Auto Acceptance Rule

Name ↑	Description	Active
No items		

↳ Edit Delete Create

Notifications

Type	Send notifications when...	To email addresses (one required)
Payment Profile	<input type="checkbox"/> Send a notification when remittance addresses and payment profiles are changed.	* <input type="text"/>
Payment Remittance	<input type="checkbox"/> Send a notification when payment remittances are undeliverable or their statuses changed.	* AR@...com, JohnT@...com
	<input checked="" type="checkbox"/> Send a notification when payment remittances or payment plans are received.	
Payment Remittance Status Updates	<input type="checkbox"/> Send a notification only when a payment remittance status changes to paid.	* <input type="text"/>
	<input type="checkbox"/> Send a notification only when a payment remittance status changes to failed.	

Extended Profile Information

3. When a payment is made, an email is sent with a link into the Ariba Network to view/download the remittance details.
 - Click the link in the email
 - Log into Ariba
 - Remittance details will be displayed

4. Below is an example of the remittance information provided. There are hyperlinks on the page to expand and see additional detail as well as an option to print the remittance information or download the details into a CSV spreadsheet file.

Ariba Network

[Test Mode](#) [Upgrade from standard account](#) [Learn More](#)

Remittance Advice: Z.20190308.2000012265 Done

Print Export cXML Download CSV

Detail
History

From
 Test PO - PLEASE DO NOT Ship - (Q/U*1)
 PAYER: 3M COMPANY
[\(Show Payer Details\)](#)

To
 [Redacted] - TEST
 PAYEE: ADDRESS INC
[\(Show Payee Details\)](#)

REMITTANCE ADVICE
 Z.20190308.2000012265 (Paid)

Gross Amount:	\$27.50 USD
Withholding Tax:	(\$0.00 USD)
Amount Paid:	\$27.50 USD
Estimated Settlement on 8 Mar 2019	

Payment Detail

Payment Method: ACH Reference Number: 2000012265 ⓘ Related Payment: Z.20190308.2000012265 ⓘ Identified Differences: None	Routing Status: Sent Transaction Date: 8 Mar 2019
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ADDITIONAL INFORMATION

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: INV123REMIT... (Show Details)	\$27.50 USD	\$0.00 USD			\$27.50 USD	

ADDITIONAL INFORMATION

buyerInvoiceID: 5111978649

Gross Amount:	\$27.50 USD
Discount Applied:	(\$0.00 USD)
Withholding Tax:	(\$0.00 USD)
Adjustment:	(\$0.00 USD)
Amount Paid:	\$27.50 USD

Received by Ariba Network on: Friday 8 Mar 2019 9:53 AM GMT-06:00
 For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

Print Export cXML Download CSV

Done