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Ariba Network – Enterprise Account Submitting Invoices for Ralph Lauren

INTERNAL

Step 1: Log into your Ariba Account via *supplier.ariba.com*

Supplier Login

Login

Forgot [Username](#) or [Password](#)

New to Ariba?

[Register Now](#) or [Learn More](#)

Sell Simple with SAP Ariba!



The Ariba Network is more than just a supplier network. It's a trillion-dollar business commerce network. Grow your business and boost sales by connecting with buyers anytime, anywhere.

[Learn More](#)

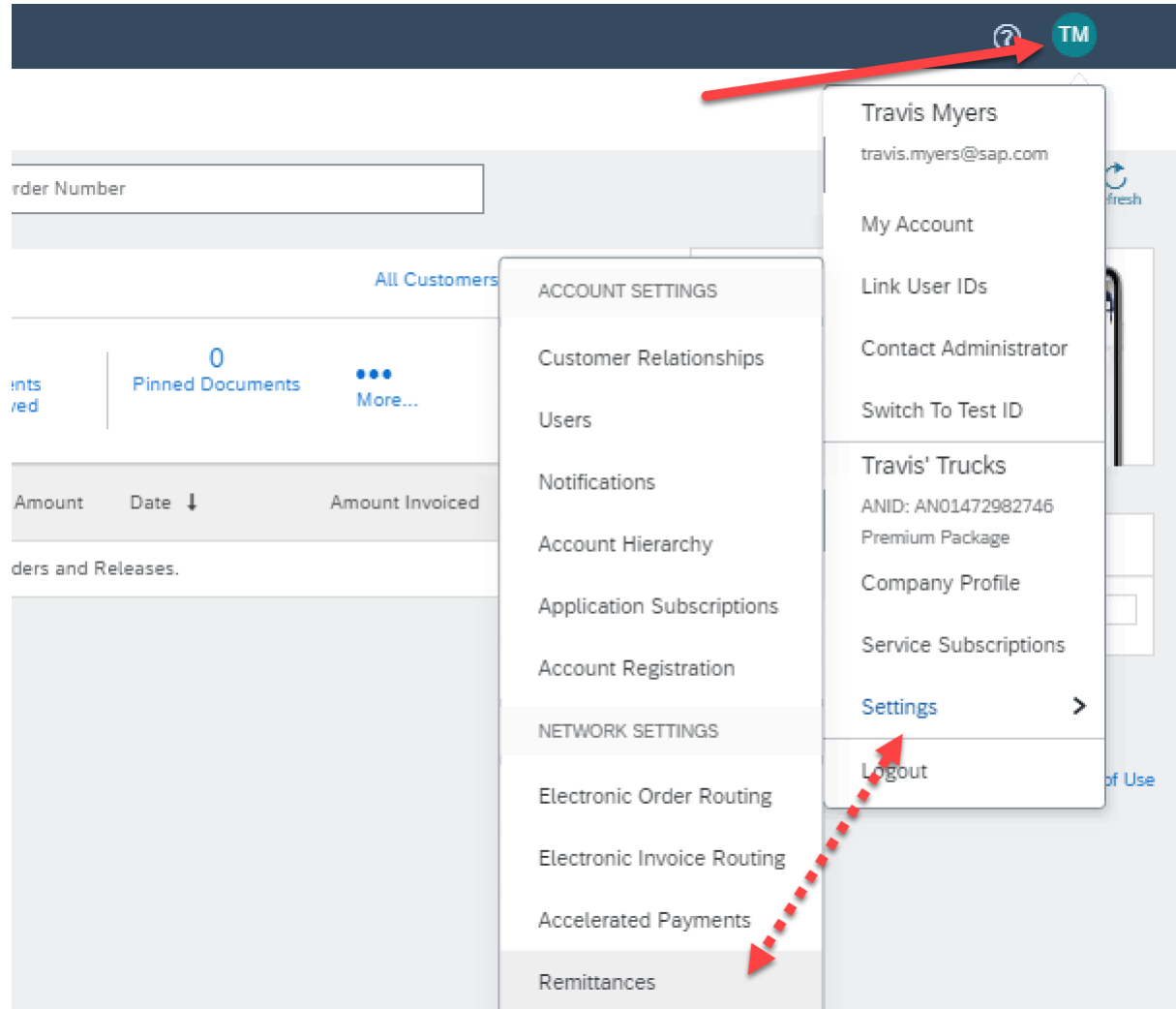
[Supported browsers and plugins](#)



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Step 2: Click on the user initials bubble in the upper right corner and from the dropdown menu select “Settings” > “Remittances”



Step 3: Click 'Create' to add an address or 'Edit' to update an existing address

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
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No items

↳



Step 4: Enter the remittance address provided to you by Ralph Lauren for reconciliation

Create Remittance Address / Payment Info

OK

Cancel

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information for customers about payment methods you support. Review your information carefully, since customers use it to send you payments.

➔ Do not enter personal bank account information. Enter only corporate bank details.

* Indicates a required field

Remittance Address

Address 1:*	<input type="text" value="1000 Ariba Lane"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
City:*	<input type="text" value="Pittsburgh"/>
State:*	<input type="text" value="Pennsylvania"/> ▼
Zip:*	<input type="text" value="55555"/>
Country:*	<input type="text" value="United States [USA]"/> ▼
Contact:	<input type="text" value="Select contact"/> ▼
<input checked="" type="checkbox"/>	Make this address default
<input type="checkbox"/>	Factoring Service ⓘ

Step 5: Enter the 'Remittance ID' provided in the field beside 'Ralph Lauren'

Remittance ID Assignment

Customer ↑	Remittance ID
Ralph Lauren	01xxxxxxxx_TUSD

Include Bank Account Information in invoices.

Please reach out to Ralph Lauren at RL-Supplier-Enablement@RalphLauren.com if you have any questions about what your Remittance ID is.

***Note: After completion, please ensure to click 'OK', then 'Save' in the following window to save changes**