

Quick Reference Guide: Locating Remittances in your Ariba Portal



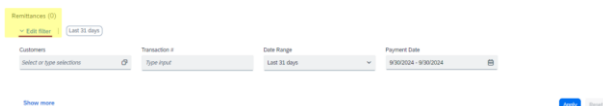
Locating Remittances in your Ariba Portal

Users with assigned access to view Remittance in their Ariba Portal

1. Navigate to the 'Payments' dropdown selection and select 'Remittances'

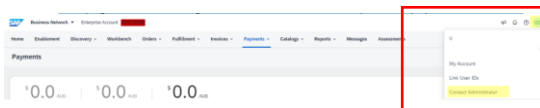


2. Within this view, users have the option to apply filters to support locating required documents.



Users without Remittance access in their Ariba Portal If you are unable to Navigate to the 'Payments' dropdown selection and select 'Remittances', it implies that your Company's Ariba Account Administrator has not assigned the 'Payments' access to your Ariba user profile. In which case, please reach out to your Company's Ariba Account Administrator and request access to 'Payments' section to view Remittances in the Ariba Portal.

1. To locate your Company's Ariba Account Administrator details, navigate to your user initial icon located in the top right-hand corner, navigate to the 'Contact Administrator' option to display the relevant details.



2. Review the information and contact your administrator for appropriate access.

3. Should your Ariba Account Administrator encounter issues, requires support or you have any further enquiries on using the Ariba Portal please reach out to Ariba Support directly – refer quick reference guide (QRG Ariba support).