

SAP Ariba Quick Reference Guide

How to receive Ariba remittances by email

Supplier process

**All screenshots provided are examples only*

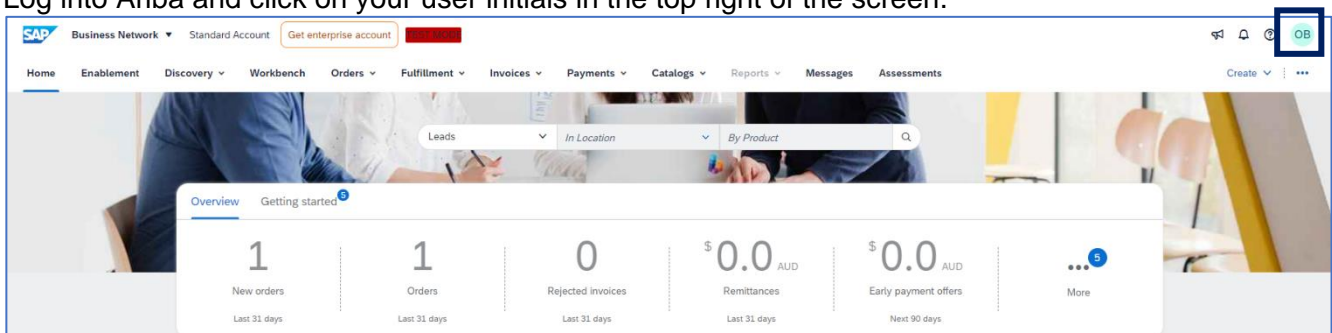
Overview

This guide demonstrates how you can change your Business Network settings in order to receive your remittances via email.

Instructions

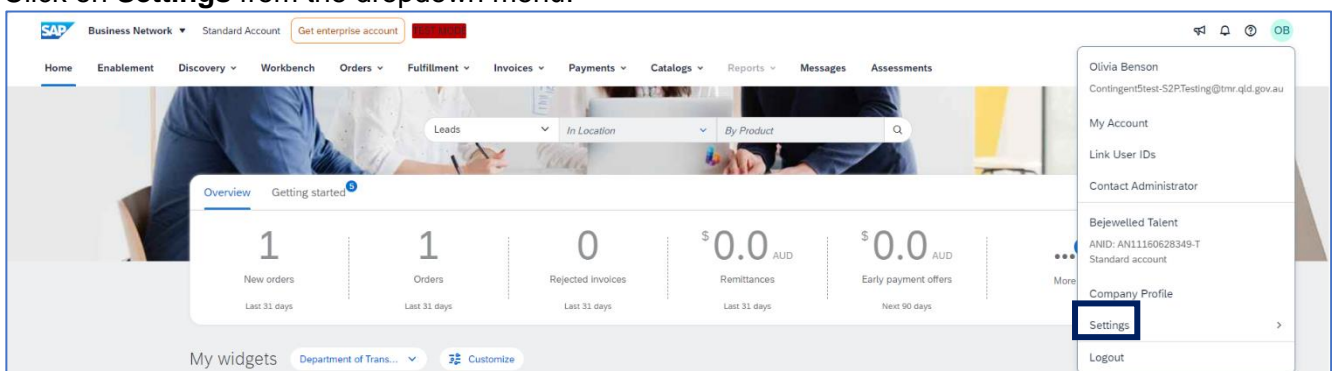
Step 1:

Log into Ariba and click on your user initials in the top right of the screen.



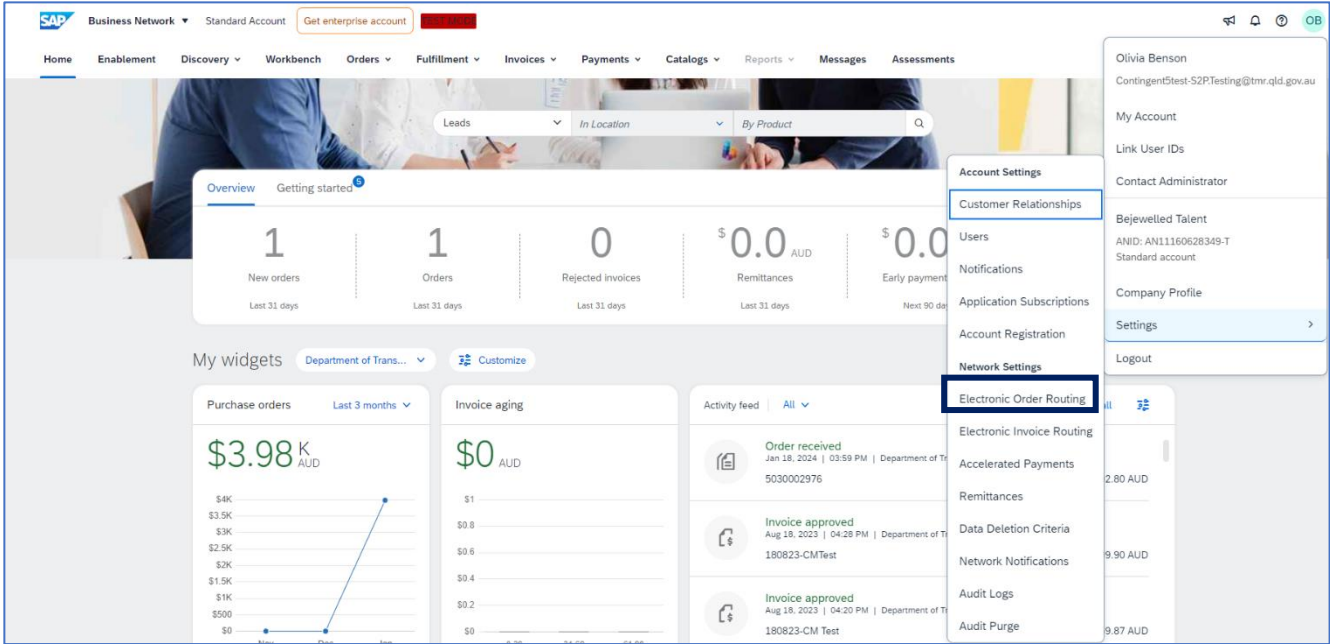
Step 2:

Click on **Settings** from the dropdown menu.



Step 3:

Click on **Electronic Order Routing** from the dropdown menu.



Step 4:

Scroll down to **Other Document Types** heading, locate **Payment Remittances**.

| Other Document Types | | |
|------------------------------|--|---|
| Document Type | Routing Method | Options |
| Blanket Purchase Orders | Same as new catalog orders without attachments | Current Routing method for new orders: Email |
| Stock Transport Orders | Same as new catalog orders without attachments | Current Routing method for new orders: Email |
| Scheduling Agreement/Release | Same as new catalog orders without attachments | Current Routing method for new orders: Email |
| Time Sheets | Email | Email address: <input type="text"/> <input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message |
| Order Status Request | Email | Email address: <input type="text"/> <input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message |
| Order Response Documents | Online | Return to this site to respond to POs |
| Payment Remittances | Email | Email address: <input type="text"/> <input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message |

Step 5:

Change the **Payment Remittances** routing method to **Email**.

| | | |
|---------------------|-------|--|
| Payment Remittances | Email | Email address: <input type="text"/> |
| | | <input type="checkbox"/> Attach cXML document in the email message |
| | | <input type="checkbox"/> Include document in the email message |

Step 6:

Add in up to 5 email addresses separated by commas.

Payment Remittances

Email

Email address:

☐ Attach cXML document in the email message

☐ Include document in the email message

Step 7:

Ensure the **Include document in email message** box is ticked.

Payment Remittances

Email

Email address:

☒ Attach cXML document in the email message

☒ Include document in the email message

Step 8:

Click **Save**.

Save

Close

Need further assistance?

For SAP Ariba enquiries please contact the Ariba Support team on Ariba_Support@tmr.qld.gov.au
For SAP Fieldglass enquiries please contact the Fieldglass Central PMO team on Fieldglass_CentralPMO@tmr.qld.gov.au

Document control

| Version | Date | Additions/Amendments | Author / Reviewer | Peer review / Approver |
|---------|----------|-------------------------------------|--------------------|------------------------|
| 1.0 | 14/06/24 | Creation | Ariba Support | Ariba Support |
| 1.1 | 08/08/25 | Qld Govt branding, document control | Xanthe Nightingale | Kevin Shires |
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