

SAP Ariba Quick Reference Guide

How to Locate Remittances

Supplier process

**All screenshots provided are examples only*

Overview

After completion of the onboarding process, you will begin to receive all remittances from TMR, including Purchase Orders raised external to SAP Ariba/Fieldglass, within the SAP Business Network.

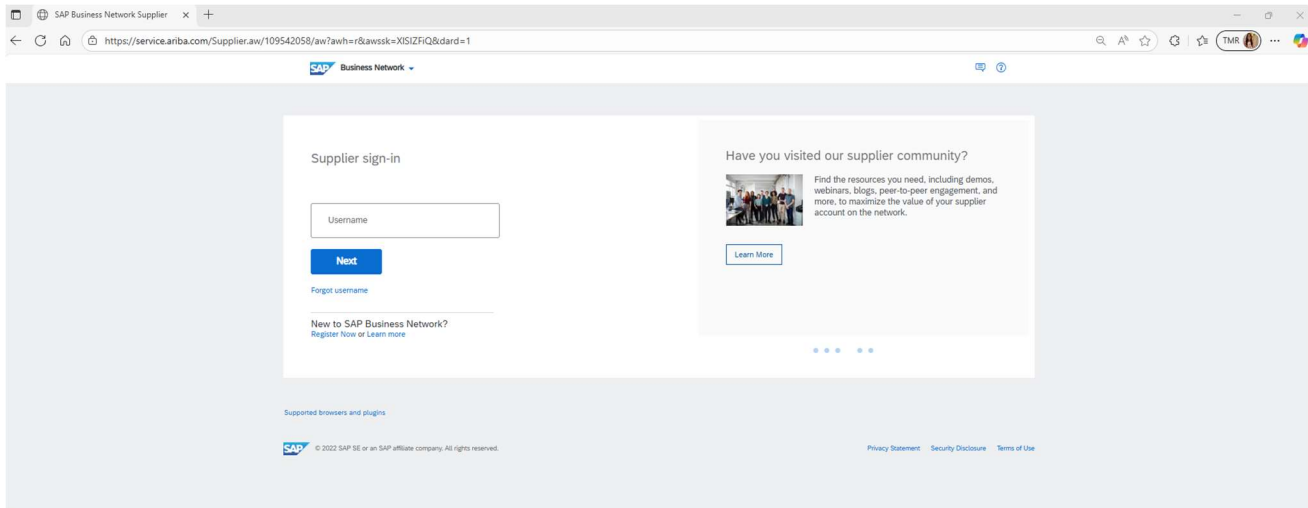
To locate your remittance, follow the steps below.

Instructions

Step 1:

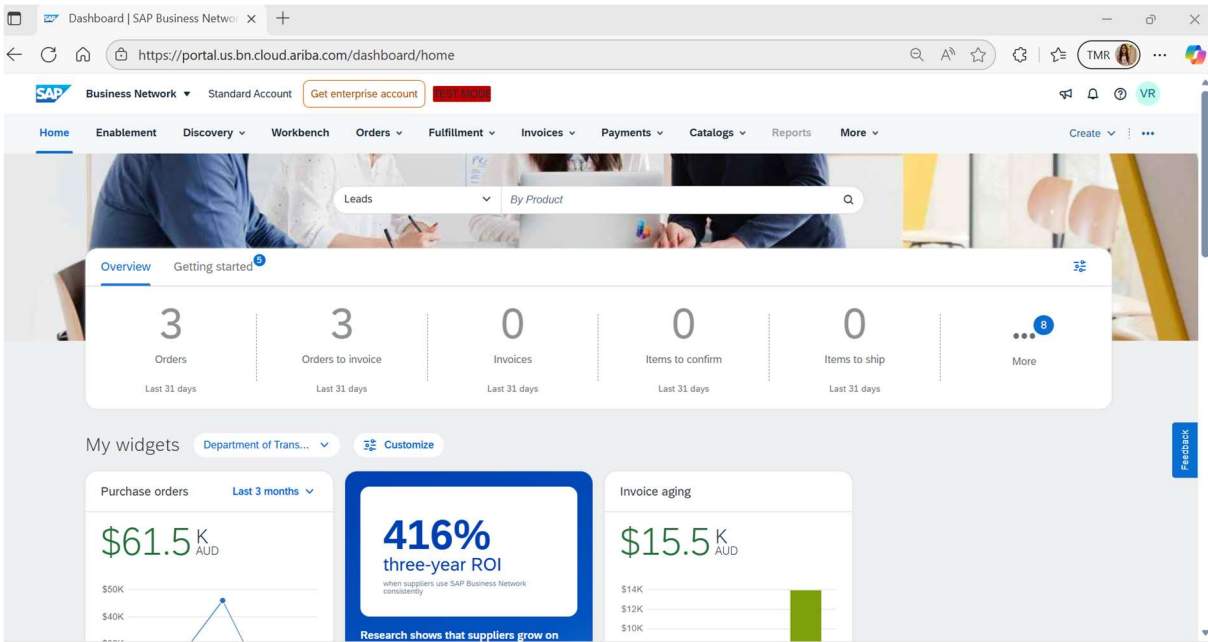
Log into your Ariba Business Network.

Navigate to the SAP Ariba Business Network Account <https://supplier.ariba.com> and enter your username and password.



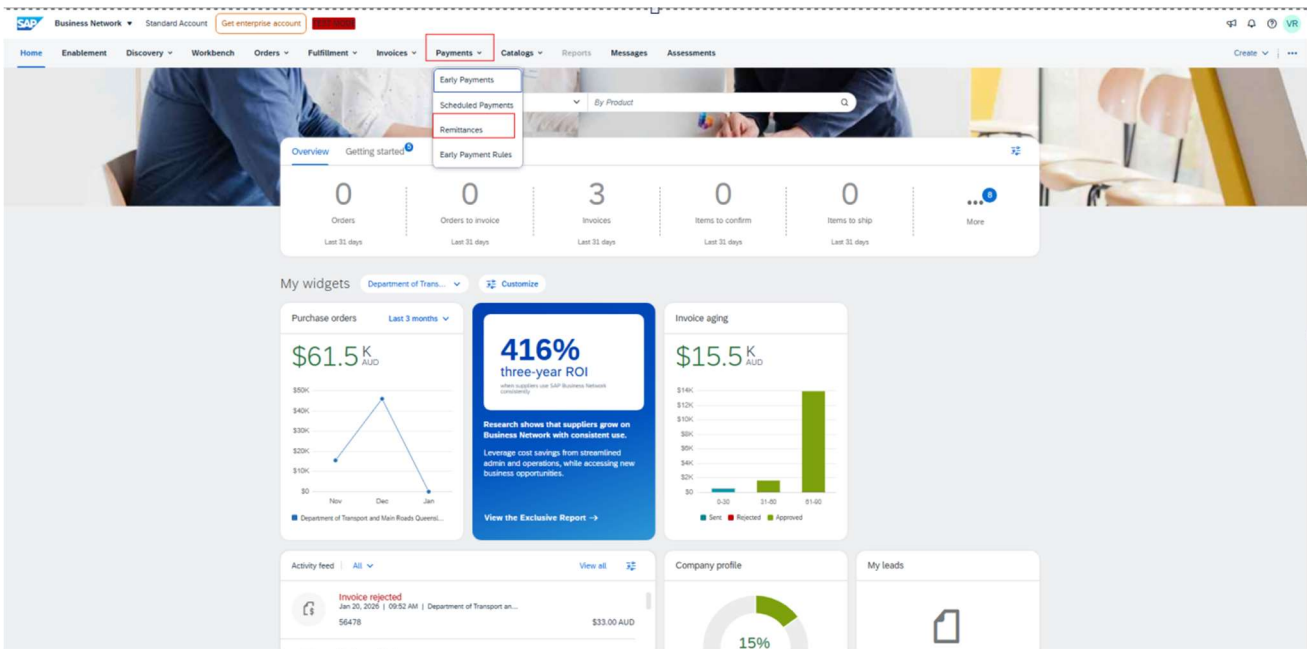
Step 2:

You will be navigated to the Home page which shows the dashboard.



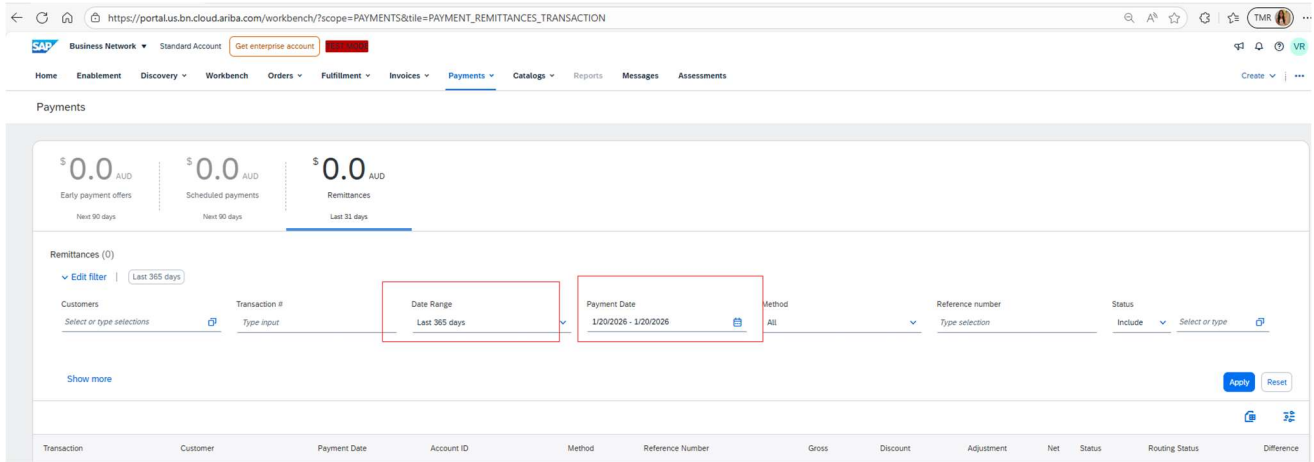
Step 3:

Click on the 'Payments' tab followed by Remittances.



Step 4:

You will then be navigated to the Remittance Dashboard. From here you can filter on various date options for easier searching.



Need further assistance?

For assistance with creating your SAP Business Network account contact the Supplier Enablement Team on supplier_enablement@tmr.qld.gov.au

For SAP Ariba purchase order, payment and invoicing queries 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	20/01/26	Creation	Christine McQuilty	Chloe Humphreys