



ABBOTT

Updating Remittance and Banking Information in Ariba Business Network

This guide provides suppliers with step-by-step instructions to update **remittance addresses** and **banking information** in the Ariba Business Network. Keeping this information accurate ensures timely and correct payment processing.

Before You Begin

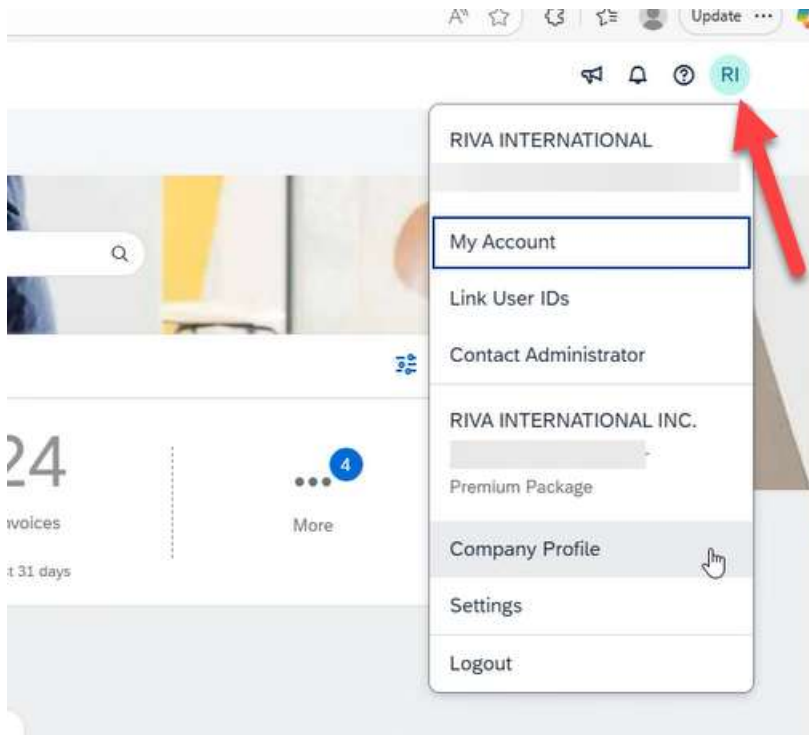
- Ensure you have the correct login credentials for your Ariba Business Network account.
- Confirm you have the necessary permissions to update company banking details. Only Account Administrators or people who have Payment Profile Permission can access the Remittance page and update banking information.
- Prepare accurate banking information (e.g., account number, SWIFT/BIC code).
- Obtain the **10-digit Remit-To ID** provided by Abbott.

Step 1: Log in to your Ariba Business Network account using your credentials.

Access Company Profile

Click on your initials in the top-right corner of the screen.

Select Company Profile from the dropdown menu.



Step 2: Click on 'Additional Entities' to update your remittance address.

RIVA INTERNATIONAL INC.

View My Public ProfileGo to Cat

Unlock our data-backed suggestions to improve your business.Purchase SAP Business Network.

Promote subscription to unlock new business opportunitiesAdd Promote.

RI

CertificationsSustainability Ratings

Overview

CertificationsSustainability RatingsOrganization StructureAdditional EntitiesCountry ConfigurationContactsSettingsBusiness InformationAdditional DocumentsCustomer Requested

About Us

Employee

Business Type

Legal Form

Member Since2022

Founded

Revenue

Stock Symbol

Registration Type

Company Aliases

AddressAB, CanadaView Details

Website URL

Products and Services

Step 3: You can Create, Edit or Delete the remittance address details.

Click **Create** to create new remittance address.

RIVA INTERNATIONAL INC.

View My Public ProfileGo to Catalog

BNO ID: BNO-ANID: DUNS:-

Unlock our data-backed suggestions to improve your business.Purchase SAP Business Network.

Promote subscription to unlock new business opportunitiesAdd Promote.

RI

CertificationsSustainability Ratings

Overview

CertificationsSustainability RatingsOrganization StructureAdditional EntitiesCountry ConfigurationContactsSettingsBusiness InformationAdditional DocumentsCustomer Requested

RIVA INTERNATIONAL INC.

ANID: AN11148775314-TDUNS:-Location: EDMONTON, CanadaGo to Remittances

Additional Entities (17)

CreateEditDelete

Company Name	Default Address	Location	BNO ID	TAX ID	Collaboration Function
9300 Shelbyville Road Suite 910	No	Louisville, United States	BNO-100000159084572-T		Remit To
3746 Peachtree Rd	No	Ashland11, United States	BNO-100000158157221-T		Remit To
122 N 1800 W	No	LINDON, United States	BNO-100000158700285-T		Remit To
PO Box 75723	No	CHICAGO, United States	BNO-100000158742428-T		Remit To
PO BOX 101890	No	ATLANTA, United States	BNO-100000158651173-T		Remit To
30 Canton Road, Tsimshatsui, Kowloon	No	Tsim Sha Tsui, Hong Kong	BNO-100000157911842-T		Remit To
PO BOX 1234	No	VERNON HILLS, United States	BNO-100000158583541-T		Remit To

Add the new Remittance Address exactly as you want it to appear on your invoices.

RIVA INTERNATIONAL INC.
ANID: AN11148775314-T DUNS: - Location: EDMONTON, Canada

Create New Additional Entity

Company (Legal) Name: *
Type here

Country/Region: *
United States

Address Line 1: *
Type here

Address Line 2:

Functions: *
Make this address default

Identification information
Internal ID:

[Create](#) [Discard](#)

Under Function, click Remit-To.

Note: Do *not* add the Remittance ID in the Internal ID field. The Remittance ID should be entered under the Banking section in Steps 5 and 6.

RIVA INTERNATIONAL INC.
ANID: AN11148775314-T DUNS: - Location: EDMONTON, Canada

Create New Additional Entity

Company (Legal) Name: *
Type here

Country/Region: *
United States

Address Line 1: *
Type here

Address Line 2:

Functions: *
Sold From
Remit To

Identification information
Internal ID:

[Create](#) [Discard](#)

After making changes, click **Save**.

RIVA INTERNATIONAL INC.

BNO ID: BN

ANID:

DUNS: -

View My Public Profile

Go to Catalog

Unlock our data-backed suggestions to improve your business.Purchase SAP Business Network.

Promote subscription to unlock new business opportunities [Add Promote](#).

RI

Certifications

Sustainability Ratings

Overview

Certifications

Sustainability Ratings

Organization Structure

Additional Entities

Country Configuration

Contacts

Settings

Business Information

Additional Documents

Customer Requested

RIVA INTERNATIONAL INC.

ANID: AN11148775314-T DUNS: - Location: EDMONTON, Canada

Edit Additional Entity

Company and location information

Company (Legal) Name: *
3746 Peachtree Rd

Country/Region: *
United States

Address Line 1: *

Network collaboration information

Functions: *
Remit To

☐ Make this address default

Identification information

Save

Discard

To Edit or **Delete** a Remittance Address, choose the address and click Edit or Delete. Make any changes and click **Save**.

RIVA INTERNATIONAL INC.

BNO ID: E

ANID:

DUNS: -

View My Public Profile

Go to Catalog

Unlock our data-backed suggestions to improve your business.Purchase SAP Business Network.

Promote subscription to unlock new business opportunities [Add Promote](#).

RI

Certifications

Sustainability Ratings

Overview

Certifications

Sustainability Ratings

Organization Structure

Additional Entities

Country Configuration

Contacts

Settings

Business Information

Additional Documents

Customer Requested

RIVA INTERNATIONAL INC.

ANID: AN11148775314-T DUNS: - Location: EDMONTON, Canada

Additional Entities (17)

Create

Edit

Delete

Company Name	Default Address	Location	BNO ID	TAX ID	Collaboration Function
☐ 9300 Shelbyville Road Suite 910	No	Louisville, United States	BNO-100000159084572-T		Remit To
☒ 3746 Peachtree Rd	No	Ashland11, United States	BNO-100000158157221-T		Remit To
☐ 122 N 1800 W	No	LINDON, United States	BNO-100000158700285-T		Remit To
☐ PO Box 75723	No	CHICAGO, United States	BNO-100000158742428-T		Remit To
☐ PO BOX 101890	No	ATLANTA, United States	BNO-100000158651173-T		Remit To
☐ 30 Canton Road, Tsimshatsui, Kowloon	No	Tsim Sha Tsui, Hong Kong	BNO-100000157911842-T		Remit To
☐ PO BOX 1234	No	VERNON HILLS, United States	BNO-100000158583541-T		Remit To

Step 4: Next, click 'Go to Remittances' under the same section to add banking information.

RIVA INTERNATIONAL INC.

BNO ID: | ANID: A | DUNS: -

View My Public ProfileGo to Catalog

Unlock our data-backed suggestions to improve your business.Purchase SAP Business Network.
Promote subscription to unlock new business opportunities [Add Promote](#).

RI

CertificationsSustainability Ratings

Overview | CertificationsSustainability RatingsOrganization StructureAdditional EntitiesCountry ConfigurationContactsSettings | Business InformationAdditional DocumentsCustomer Requested

RIVA INTERNATIONAL INC.

ANID: AN11148775314-T DUNS: - Location: EDMONTON, Canada

Go to Remittances

Additional Entities (17)

Create Edit Delete

Company Name	Default Address	Location	BNO ID	TAX ID	Collaboration Function
☐ 9300 Shelbyville Road Suite 910	No	Louisville, United States	BNO		Remit To >
☐ 3746 Peachtree Rd	No	Ashland11, United States	BNO		Remit To >
☐ 122 N 1800 W	No	LONDON, United States	BNO		Remit To >
☐ PO Box 75723	No	CHICAGO, United States	BNO		Remit To >
☐ PO BOX 101890	No	ATLANTA, United States	BNO		Remit To >
☐ 30 Canton Road, Tsimshatsui, Kowloon	No	Tsim Sha Tsui, Hong Kong	BNO		Remit To >
☐ PO BOX 1234	No	VERNON HILLS, United States	BNO		Remit To >

Step 5: Add or update your banking details, including account number and SWIFT code.

Select the remittance address you want to associate with the banking details. Choose the address and click **Edit Bank Details**.

Network Settings

SaveClose

Electronic Order RoutingElectronic Invoice RoutingAccelerated PaymentsSettlementData Deletion Criteria

* Indicates a required field

Set up early payments auto-acceptance rule

EFT/Check Remittances

Address ↑	City	State	Country/Region	Default
☐ 103 10301 109 ST NW2	EDMONTON	AB	Canada	Yes
☐ 1200 S Pine Island Rd	Plantation	FL	United States	No
☐ 122 N 1800 W	LONDON	UT	United States	No
☒ 2365 Willis Miller Dr	HUDSON	WI	United States	No
☐ 298 Teo Hong Road	Singapore		Singapore	No
☐ 30 Canton Road, Tsimshatsui, Kowloon	Tsim Sha Tsui		Hong Kong	No
☐ 3746 Peachtree Rd	Ashland11	KY	United States	No
☐ 375 HUDSON ST	NEW YORK	NY	United States	No
☐ 8800 E Rainbow Dr	SCOTTSDALE	AZ	United States	No

Edit Bank Details

Go To Additional Entities

Find and manage all Remit To Addresses under Additional Entities.

Leave the Contact as “Select Contact”. Add the 10-Digit Remit-To ID provided by Abbott with leading zeros.

Edit Remittance Address / Payment Info OK Cancel

Edit your remittance address. Indicate your preferred payment method for the new address. Then, update 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

2365 Willis Miller Dr
HUDSON, WI 54016
United States

Contact: Select contact

☐ Make this address default

☐ Factoring Service

DO NOT Select any Contact - Keep it always "Select Contact"

Remittance ID Assignment

Customer ↑	Remittance ID
Abbott Laboratories - TEST	00XXXXXXXX
Abbott Laboratories - TEST	

☐ Include Bank Account Information in invoices.

Payment Methods

Preferred Payment Method: Select method

ACH

Account Name:

Account #:

Confirm Account #:

Enter 10 - digit Remittance ID provided by Abbott 00XXXXXXXX

Step 6: Review all changes and click 'OK' to confirm updates.

Edit Remittance Address / Payment Info OK Cancel

Edit your remittance address. Indicate your preferred payment method for the new address. Then, update 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

3746 Peachtree Rd
sample
Ashland11, KY 41102
United States

Contact: Select contact

☐ Make this address default

☐ Factoring Service

Remittance ID Assignment

Customer ↑	Remittance ID
Abbott Laboratories - TEST	00XXXXXXXX
Abbott Laboratories - TEST	

Important Notes

- **Accuracy Matters:** Incorrect banking details may result in payment delays.
- **Security Reminder:** Do not share login credentials. Follow your organization's security policies when handling banking information.
- **Multiple Accounts:** You can add different bank details for different remittance addresses.