

# How to Update Remittance ID

## Ariba Network

SAP  
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Public

# How to update your Remit ID

1. Go to Company Settings at the top right corner of your account
2. Select the Remittances option
3. Under EFT Check Remittances select the address you have at the moment and click on Edit
4. If there is no address click on Create
5. Verify all the remittance information is correct
6. Select the option to make this address default
7. On the Remit ID section place the number next to ServiceNow
8. Click on OK and SAVE

Your Remit ID is 5 leading 0's, your Vendor ID #, and the last 4 digits of your bank account

## Example:

Vendor ID: 12345

Bank account ending in: 6789

Remittance ID : 0000012345\_6789 (enter in exact format as shown, including all preceding zeros)