



Fortescue™

# Setting Up and Maintaining Remittance Address & Payment Method

We are Fortescue

# Introduction

## Remittance and Payment Method Preferences

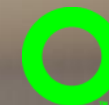


Your customers use your remittance addresses to send payment electronically. You can specify multiple remittance addresses and payment method preferences.

SBN shows your remittance address in the **Remit To** section on invoices that you create. Your customers can also see this information when viewing your company profile information.

Some customers might require you to include bank account details on invoices. If required, SBN automatically includes your **Bank Account Number** and **Bank ID** values on invoices.

# Remittance ID



1. Fortescue maintains Suppliers bank account details in their ERP System, SAP.
2. If a Supplier has multiple bank accounts, Fortescue will assign a BANK ID to each bank account in SAP.
3. The Remittance ID maintained in SBN must match the BANK ID assigned in the ERP System.
4. When submitting an invoice that must be paid to a different bank account, the Supplier must assign the relevant Remittance ID.
  - a. Example: most invoices are in AUD and paid to the default AUD account, some invoices are issued in USD and must be paid to USD bank account with BANK ID: USD

# Maintain Data in SBN



1. Log in to Business Network (Ariba Network) for Supplier → Account Settings → Settings → Remittances

The screenshot displays the SAP Business Network dashboard for a supplier account. The page title is "SAP Business Network Enterprise Account". The navigation menu includes Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. A search bar is visible with the text "Orders and Releases" and "Fortescue Ltd - TEST".

The dashboard features several key metrics and charts:

- Overview:** A row of five cards showing key performance indicators for the last 31 days: 23 New orders, 95 Orders, 44 Orders to invoice, 5 Rejected invoices, and 76 Invoices.
- My widgets:** A section with three main widgets:
  - Purchase orders:** A line chart showing a peak in August with a value of \$3.34 M AUD.
  - Invoice aging:** A bar chart showing the distribution of invoices by age (0-30, 31-60, 61-90 days) with a total value of \$221 K AUD.
  - Activity feed:** A list of recent activities, including "Invoice paid", "Invoice approved", and "Invoice approved" with timestamps and order numbers.
- Account Settings:** A dropdown menu on the right side of the dashboard, with "Remittances" highlighted in red.

# Creating New Remittance Details



Remittance Details contain the following information:

2. **Company Address** – maintain the same address if multiple bank accounts are to be created.
3. **Remittance ID** – The remittance ID is specific to Fortescue and must match the ID maintained by Fortescue in their ERP system.
4. Click on the **Create** button to create first **Remittance ID**

The screenshot displays the SAP Business Network interface for 'Profile Management'. The browser address bar shows the URL: <https://service.ariba.com/ProfileManagement.aw/109544050/aw?awh=r&awssk=vpP.EED5&dard=1>. The page title is 'Network Settings' and it is in 'TEST MODE'. The interface includes tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. A section titled 'EFT/Check Remittances' contains a table with columns: 'Address ↑', 'City', 'State', 'Country/Region', and 'Default'. The table is currently empty, showing 'No items'. At the bottom of the table, there are three buttons: 'Edit', 'Delete', and 'Create'. The 'Create' button is highlighted with a red rectangular border.

# Add Remittance Data



Maintain the following information:

5. **Address 1, City, State, Country** – Supplier address
6. Click on the box next to **Make this address default**
7. **Remittance ID Assignment** – Enter remittance ID 0001 if you have provided bank account details for one account only

https://service.ariba.com/ProfileManagementLaw/109566057/aw7awh=r&awssk=6e714pFR#b0

SAP Business Network TEST MODE

### Create Remittance Address / Payment Info

OK Cancel

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter 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

Address 1: 007 Test supplier street  
Address 2:  
City: East Perth  
State: Western Australia [AU-WA]  
Postal Code: 6065  
Country/Region: Australia [AUS]  
Contact: Select contact

Make this address default  
 Factoring Service

#### Remittance ID Assignment

Customer	Remittance ID
Fortescue Ltd - TEST	0001

# Creating Multiple Remittance Addresses



Multiple bank accounts provided to Fortescue:

1. One bank account is maintained as default and will be used to pay all invoices unless different Remittance Address is selected when the invoice is submitted.

The screenshot shows the SAP Business Network interface for 'Network Settings'. The top navigation bar includes the SAP logo, 'Business Network', and a 'TEST MODE' indicator. The main content area is titled 'Network Settings' and contains several tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. Below the tabs, there is a note: '\* Indicates a required field' and a link 'Set up early payments auto-acceptance rule'. The 'EFT/Check Remittances' section displays a table with the following data:

Address ↑	City	State	Country/Region	Default
<input type="radio"/> Adelaide Tce (0001)	East Perth	Western Australia	Australia	Yes
<input type="radio"/> Adelaide Tce (0002)	East Perth	Western Australia	Australia	No

At the bottom of the table, there are three buttons: 'Edit', 'Delete', and 'Create'. The 'Edit' button is highlighted with a blue border.

# Selecting Remit To Details at Invoice Submission



➤ Default **Remit To** ID is populated when processing the invoice

➤ Selecting a different **Remit To** ID when processing an invoice

The screenshot shows the 'Create Invoice' screen in SAP Business Network. The 'Invoice Header' section is expanded, and the 'Summary' fields are visible. The 'Remit To' dropdown menu is open, showing 'Adelaide Tce (0001)' as the selected option. The 'Supplier Tax ID' field is highlighted in yellow. The 'Subtotal' is \$1,382.76 AUD, 'Total Tax' is \$0.00 AUD, and 'Amount Due' is \$1,382.76 AUD.

Field	Value
Purchase Order	4502494682
Invoice #	
Invoice Date	11 Sep 2024
Service Description	
Supplier Tax ID	
Remit To	Adelaide Tce (0001)
Subtotal	\$1,382.76 AUD
Total Tax	\$0.00 AUD
Amount Due	\$1,382.76 AUD

The screenshot shows the 'Create Invoice' screen in SAP Business Network. The 'Invoice Header' section is expanded, and the 'Summary' fields are visible. The 'Remit To' dropdown menu is open, showing 'Adelaide Tce (0002)' as the selected option. The 'Supplier Tax ID' field is highlighted in yellow. The 'Subtotal' is \$1,382.76 AUD, 'Total Tax' is \$0.00 AUD, and 'Amount Due' is \$1,382.76 AUD.

Field	Value
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