



Locate Remittance Advice

We are Fortescue

Accessing Remittances Issued



1. Sign in to the **SAP Business Network**
2. From the Home Page click on the **Payments** drop-down
3. Select **Remittances**
4. Locate the **Customers** filter and select **Fortescue Ltd** and if required change the **Payment Date** time frame
 - a. The **Last 31 days** is the default time frame. To change click on the Creation date and select the required time frame from the drop-down list.
 - b. Filters can only be saved from the Workbench, refer to the SAP General Functionality Guide for Adding, moving and removing tiles – [CLICK HERE](#)
5. Click on **Apply**

The screenshot shows the SAP Business Network interface. The 'Payments' menu is open, and 'Remittances' is selected. The overview section displays five metrics for the 'Last 31 days' period: 5 New orders, 11 Orders, 6 Orders to invoice, 1 Rejected invoices, and 26 Invoices.

The screenshot shows the 'Payments' page with the 'Remittances' filter applied. The summary shows \$0.0 AUD in Early payment offers, \$8.42K AUD in Scheduled payments, and \$2K AUD in Remittances. The filter section shows 'Customers' set to 'Fortescue Ltd - TEST' and 'Payment Date' set to '5/2/2025 - 5/2/2025'. The 'Apply' button is highlighted.

Locate and View Remittance Details



- 6. Click on the **Transaction Number** of the remittance advice you wish to view
 - a. The transaction number is generated by Fortescue
- 7. If required, click on **Print** or **Export cXML / Download CSV**
- 8. Click on **Done** to return to the **Remittance** list

The screenshot shows the SAP Business Network interface. The top part is a table with columns: Transaction, Customer, Payment Date, Method, Reference Number, Gross, Net, and Status. The first row has the following values: Z.20250424.2000486457, Fortescue Ltd - TEST, Apr 24, 2025, Other, 2000486457, \$2000 AUD, \$2000 AUD, and Paid. Below the table is a detailed view of the remittance advice for transaction Z.20250424.2000486457. It includes buttons for Print, Export cXML, and Download CSV. The detailed view shows the Fortescue logo and the following information: From: Fortescue Ltd - TEST, PAYER: Chichester Metals Pty Ltd (Show Payer Details); To: BLUESCOPE DISTRIBUTION - TEST (Show Payee Details); REMITTANCE ADVICE Z.20250424.2000486457 (Paid); Gross Amount: \$2,000.00 AUD; Withholding Tax: (\$0.00 AUD); Amount Paid: \$2,000.00 AUD; Estimated Settlement on 24 Apr 2025.

Transaction	Customer	Payment Date	Method	Reference Number	Gross	Net	Status
Z.20250424.2000486457	Fortescue Ltd - TEST	Apr 24, 2025	Other	2000486457	\$2000 AUD	\$2000 AUD	Paid

Remittance Advice: Z.20250424.2000486457

Print Export cXML Download CSV

Detail History

Fortescue.

From: Fortescue Ltd - TEST
PAYER: Chichester Metals Pty Ltd
(Show Payer Details)

To: BLUESCOPE DISTRIBUTION - TEST
(Show Payee Details)

REMITTANCE ADVICE
Z.20250424.2000486457 (Paid)
Gross Amount: \$2,000.00 AUD
Withholding Tax: (\$0.00 AUD)
Amount Paid: \$2,000.00 AUD
Estimated Settlement on 24 Apr 2025

Glossary

Outlined below are the remittance advice statuses that you may come across in the SAP Business Network

Status	Description
Paid	The final status when the payment has been completed successfully.
Failed	The status when a payment transaction has failed due to routing issues, invalid payment requests, or errors in the payment process.
Paying	The status indicating that the payment is being made.
Processing	The status when the payment request is being processed.
Cancelled	Supplier has cancelled the invoice.