



# Configuring Your Remittance Address and Adding a Remittance ID

1. Log in to your SAP Business Network account by going to [supplier.ariba.com](https://supplier.ariba.com)
2. Navigate to the initials icon in the top right hand corner of the screen.
3. Click on the initials icon in order to display the drop-down menu and select **Settings**.
4. Click on **Create** in the **EFT/Check Remittances** section to open up the next page and configure your remittance address and Remittance ID for Best Buy.
5. If you have multiple remittance addresses and IDs, you will need to repeat this step for each address/ID to be configured.

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

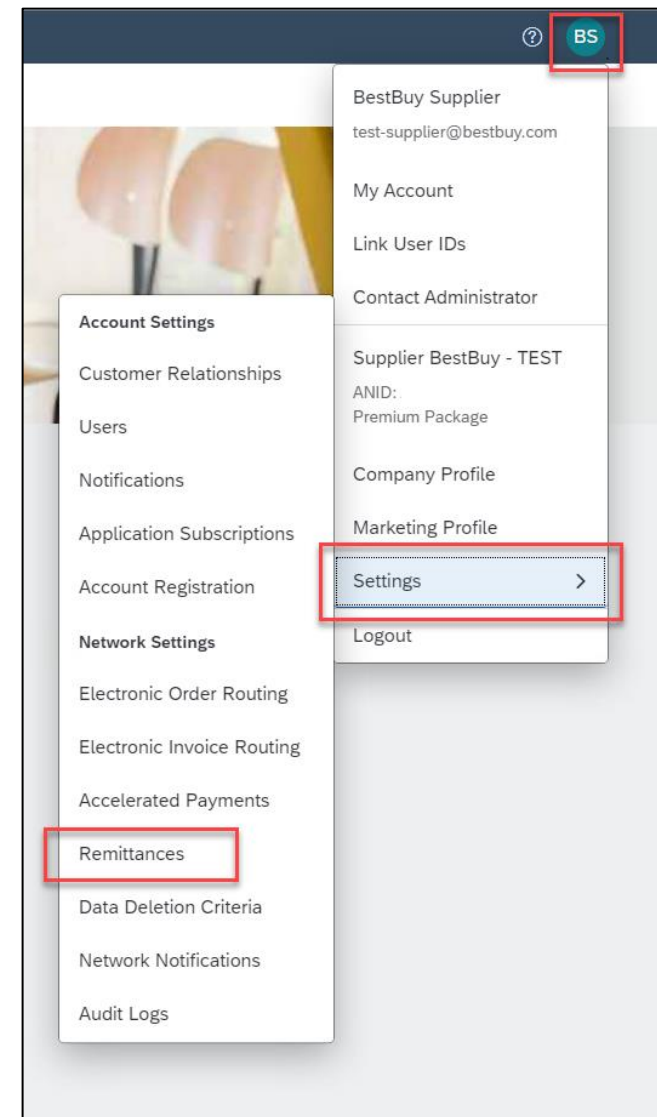
\* Indicates a required field

[Set up early payments auto-acceptance rule](#)

EFT/Check Remittances

Address ↑	City	State
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↳ Edit Delete **Create**





# Configuring Your Remittance Address and Adding a Remittance ID

1. Fill in the required address information and enter the Remittance ID provided by Best Buy in to the appropriate field. Please note that you can only add one Remittance ID per configured address.
2. Once you fill out the required information (making sure the Remittance ID is also included), click on OK in either the top bottom or right hand corner of the screen to save your information. If you have additional addresses and IDs to configure, repeat the same steps until each of your addresses and their corresponding Remittance IDs have been saved to your SAP Business Network account.
3. When creating an invoice, you will be able to select the appropriate remittance address for that transaction from a drop-down menu on the invoice template.

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:\* 123 Street Avenue

Address 2:

Address 3:

City:\* New York

State:\* New York [US-NY]

Zip:\* 10001

Country/Region:\* United States [USA]

Contact: Select contact

☐ Make this address default

☐ Factoring Service ⓘ

Remittance ID Assignment

Customer ↑

Best Buy Purchasing LLC - TEST

Remittance ID

Please note that you will need to request your Remittance ID directly from Best Buy. They will provide the exact number and format of the ID for you to add to your configured remittance address.