

# Adding Remit ID

\*\*Images shown are from a standard account point of view

## Step 1

Log into your Ariba Network Account at <https://supplier.ariba.com>.

## Step 2

Click on your **initials** in the upper right-hand corner next to the question mark of the Home tab.

## Step 3

Go to **Settings<sup>a</sup> > Remittances<sup>b</sup>**

## Step 4

Under 'EFT/Check Remittances', select **Create<sup>d</sup>** to create a new address **or** to **edit** your default remit-to address(es):

i. Ensure that your remit-to address information is accurate<sup>e</sup>.

ii. Enter the Kraft Heinz Foods Company remit-to ID in the box for Kraft Heinz Foods Company under '**Remittance ID Assignment**<sup>f</sup>'.

•Remit IDs are 10-characters in length. If your ID is 7 digits, add preceding 000's ie: (6014354 should be 0006014354).

•Ensure that your remit-to ID information is an exact match to the remit-to ID Kraft Heinz Foods Company has on file to avoid any errors when submitting invoices.

\*If the remit ID is **unknown**, email [Nasupplierenablement@kraftheinz.com](mailto:Nasupplierenablement@kraftheinz.com)

## Step 5

Click **Ok<sup>g</sup>** on the upper-right of the page.

You will be redirected back to the previous page. Click **Save<sup>h</sup>**. Repeat step 4 if you have multiple addresses, otherwise click **Close<sup>i</sup>** to finish.

[For a video tutorial, click here.](#)

The screenshot shows the Ariba Network account settings page. At the top, there is a navigation menu with a question mark icon and the initials 'KM'. Below this, a list of settings categories is displayed: 'Your name', 'Your email', 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch to Test ID', 'Company Profile', 'Service Subscriptions', 'Settings', and 'Logout'. The 'Settings' option is highlighted with a red box and labeled 'a'. To the right of this menu, a 'Network Settings' panel is visible, containing 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Remittances'. The 'Remittances' option is highlighted with a red box and labeled 'b'. Below the 'Settings' menu, there is a 'Create' button highlighted with a red box and labeled 'd'. To the right of the 'Create' button, there is a 'Remittance Address' form with fields for 'Address 1:\*', 'Address 2:', 'Address 3:', 'City:\*', 'State:\*' (dropdown menu), 'Zip:\*', 'Country/Region:\*' (dropdown menu), and 'Contact:'. A red box labeled 'e' points to these fields with the text 'Fill out all fields as needed'. Below the 'Remittance Address' form, there is a 'Remittance ID Assignment' section with a table. The table has two columns: 'Customer ↑' and 'Remittance ID'. The first row shows 'ANQA Test Account' and 'KHC Remit ID – 10 characters'. A red box labeled 'f' points to the 'Remittance ID' column. At the bottom of the page, there is a 'Network Settings' panel with 'Save' and 'Close' buttons. The 'Save' button is highlighted with a red box and labeled 'g', and the 'Close' button is labeled 'i'.