

County of Santa Clara

Finance Agency

Controller-Treasurer Department

County Government Center

70 West Hedding Street, East Wing, 2nd Floor

San Jose, CA 95110-1705



After your company registers in Ariba and configures the PO and Invoice routing and notification tasks, the County of Santa Clara will email a 'Remittance Letter' to your company's Ariba administrator. This letter contains your company's remittance ID and allows your Ariba admin to complete the Remittance task.

- This is an example of the Remittance Letter.

ACTION REQUIRED: Remittance Information for Invoice Processing - County of Santa Clara

Dear Supplier,

You have been identified as a supplier that is 'ready to transact' electronically with the County of Santa Clara via the Ariba Network (AN). In order for your future invoices and payments to be processed correctly by the county's Accounts Payable system, you will need to do two things before you submit your next invoice to us: (1) Review your Remittance information in the County's Accounts Payable system; and (2) complete your AN 'Remittance' profile information.

1. Review Remittance Information in the County's Accounts Payable System

Below is your company's remittance information in our Accounts Payable system. Please review and confirm that at least **one** remittance account listed below is correct/current. Once you have confirmed that information, please proceed to Step 2 below.

If you don't see one correct remittance account below, please contact the County at sapmstrdata@fin.sccgov.org to update your vendor record before proceeding to Step 2.

<u>Remittance ID</u>	<u>Remittance Address</u>	<u>Payment Method</u>	<u>Bank Name</u>
0001001234:0001001234**	2637 WINCHESTER BLVD CAMPBELL, CA 95128	ACH	JP MORGAN CHASE BANK
0001001234:0005006789	27911 EL CAMINO REAL SAN JOSE CA 95130	Check	
0001001234:0005000126	915 CAPITOL MALL SACRAMENTO CA 95814	ACH	BANK OF AMERICA

**Main Vendor Remittance ID

2. Complete your company's remittance profile on the AN

Please follow the instructions below to set up your remittance address and ID in the AN. (REQUIRED before we can process payment).

- Log into your company's Ariba Network account at: <http://supplier.ariba.com/>
- Click your company name in the top right corner of the Home page.
- Select **Remittances** under **Network Settings**.
- Select **Create** in the **EFT/Check Remittance** section.
- Complete all required fields. Based on the payment method selected, enter the bank account or credit card information
- Populate your **Remittance ID** (this is from the remittance account you selected in Step 1 above) into the "Remittance ID" field
- Click **OK**, then click **Save**.

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Date: 03/07/2015

For assistance populating your Remittance ID into your AN profile, please contact Ariba Support @ 866-218-2155

Claims Unit
Controller and Treasurer Department
County of Santa Clara

Please note: Any changes made to your Ariba Remittance profile will not affect the remittance data in the County's Accounts Payable system. For example, a change to the 'Payment Method' selection in your Remittance Profile in the AN will not change the Payment Method you have in the County's Accounts Payable System. Therefore, please contact the County by sapmstrdata@fin.sccgov.org for any remittance updates.