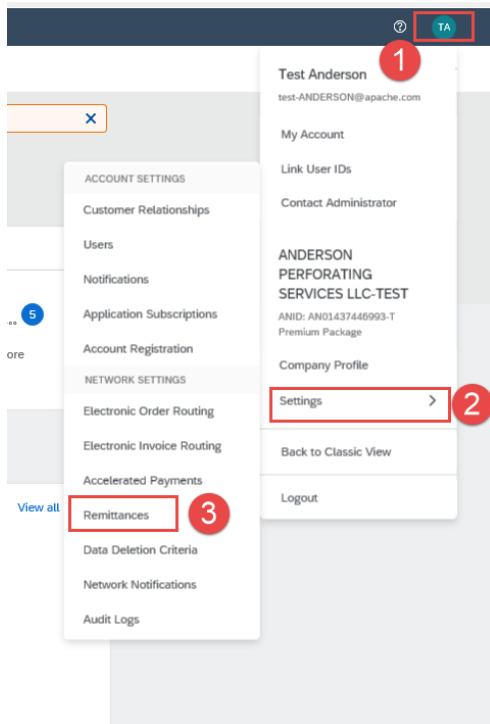


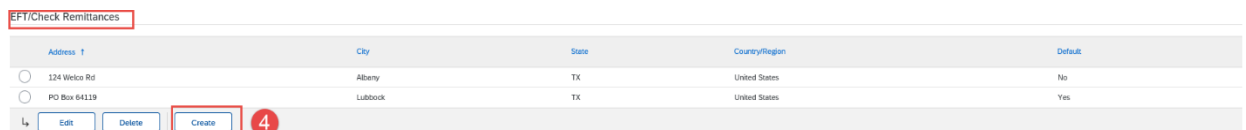
Updating your Remittance ID in Ariba

*A unique code has been provided to each supplier upon Ariba onboarding. Please locate your Remittance ID provided by Apache and follow the directions to update it in Ariba.

1. Log into your Ariba account and click the admin initials in the top right corner
2. Click **Settings**
3. Click **Remittances**



4. Locate the EFT/Check Remittances section and click **Create**



5. Populate the remittance address fields

Address 1:*

Address 2:*

Address 3:*

City:*

State:* Alabama [US-AL]


Zip:*

Country/Region:* United States [USA]

Contact: Select contact



Make this address default

Factoring Service ⓘ




6. Populate the **Remittance ID** with the ID provided by Apache

Customer ↑	Remittance ID
APACHE	<input type="text"/>



7. Ensure to **check the box – Include Bank Account Information in invoice**

Include Bank Account Information in invoices. 

8. Click **OK** to Save