

# Supplier Transactional Data - Remittance

## City of Tacoma Transactional Data - Remittance

Login to the SAP Ariba Network: <http://supplier.ariba.com>



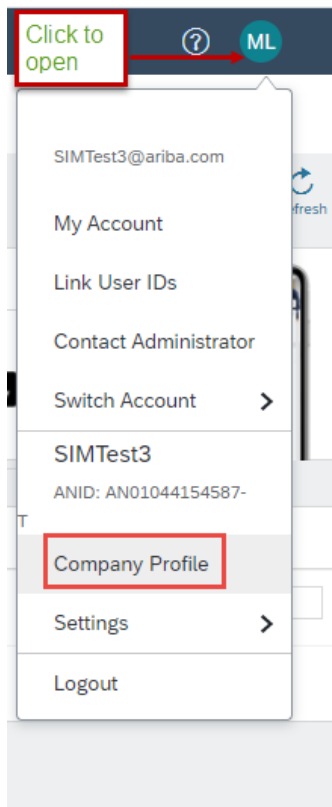
Supplier Login

User Name

Password

Login

Select the **Company Settings** menu by clicking your initials at the top of the dashboard and select **Company Profile** from the dropdown menu



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Click on the **Customer Requested** tab

The screenshot shows the SAP Ariba Network interface. At the top, it says 'SAP Ariba Network Enterprise Account TEST MODE'. Below that is the 'Company Profile' section with tabs for 'Basic (1)', 'Business (1)', 'Marketing (2)', 'Contacts', 'Certifications', 'Customer Requested', and 'Additional Documents'. The 'Customer Requested' tab is highlighted with a red box. To the right, there is a 'Public Profile Completeness' indicator showing 79% and a 'Save' button.

Select your customer – **City of Tacoma**

This screenshot shows the 'Sourcing Customer List' table within the 'Customer Requested' tab. The table has two columns: 'Customer' and 'Customer Requested Profile Information'. The first row is 'City of Tacoma - TEST' with 'Complete' in the second column. A red arrow points to the 'City of Tacoma - TEST' entry. The 'Customer Requested' tab is also highlighted with a red box.

The City of Tacoma profile questionnaire will open – scroll down to complete the additional requested information in Section 2 – Transactional Data

The screenshot shows the 'City of Tacoma - TEST Requested Profile' questionnaire. It includes a status bar indicating 'Submitted by aribasystem at 04/19/2018 08:26 AM' and buttons for 'Save as Draft' and 'Submit'. A yellow warning box states: 'Changes you make below may be subject to approval before they are accepted.' The questionnaire is titled '1 STANDARD SUPPLIER QUESTIONNAIRE' and contains the following questions:

- 1.1 Doing Business As (DBA) - if applicable
- 1.2 Phone Number \* 253-555-1111
- 1.3 Is your Remittance Address the same as your corporate address? \* Yes
- 1.4 Insert supplier's website address
- 1.5 Business Structure \* Corporation
- 1.7 Tax ID \* 123456789
- 1.9 Please attach your W-9. See the reference for a sample W9 Form. W9.docx Update file Delete References
- 1.10 Are you registered to do business in the state of Washington? \* No

Buttons for 'Save as Draft' and 'Submit' are located at the bottom of the questionnaire.

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### Complete the Transactional Data information

Question

▼ 2 TRANSACTIONAL DATA

▼ 2.1 Remittance Name and Address 1

2.1.1 Complete and Upload ACH/Direct Deposit Form \* Bank Form.docx ▾ Update file Delete References

2.1.2 Remittance Name \* Katie Company

Street: PO Box 1234

City: \* Bonney Lake

2.1.3 Remittance Address #1 State/Province/Region: WA

- Click on the [References](#) link and select the Supplier Payment Authorization Form

2.1.1 Complete and Upload ACH/Direct Deposit Form

[References](#)

Reference Documents

Supplier Payment Authorization Form.pdf

Download all attachments

## City of Tacoma Payment Authorization



**The City of Tacoma preferred method of payment is electronic.**

This completed form allows the City of Tacoma to deposit funds directly into the bank account noted.

**Please note** – ACH/Direct deposit is only available when the receiving bank is located within the United States. *(The City of Tacoma does not make electronic payment to foreign banks via ACH/Direct Deposit)*

- Complete the fillable PDF form and save it to your desktop
- Upload your completed form using the [update file link](#)

## Supplier Transactional Data - Remittance

2.1.1 Complete and Upload ACH/Direct Deposit Form  References \*  Bank Form.docx [Update file](#) [Delete file](#)

- Complete the fields for Remittance 1 (required fields)
- Repeat the steps above if your company has multiple remittance address
- Click Submit

[Discard Draft](#) [Save as Draft](#) [Submit](#)

Once you have successfully updated your profile, close the profile by clicking the **X** in the corner of the profile window

City of Tacoma - TEST Requested Profile

\* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

Status: Submitted by katie Seppi at 05/09/2018 08:06 AM [Discard Draft](#) [Save as Draft](#) [Submit](#)

Changes you make below may be subject to approval before they are accepted.

✓ You have successfully submitted changes to your customer.

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The City of Tacoma status will now indicate Complete - Click [Save](#)

The screenshot shows the SAP Ariba Network interface for a company profile. The header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and 'TEST MODE'. The page title is 'Company Profile'. There are tabs for 'Basic (1)', 'Business (1)', 'Marketing (2)', 'Contacts', 'Certifications', 'Customer Requested', and 'Additional Documents'. The 'Customer Requested' tab is active, showing a table with columns for 'Customer' and 'Customer Requested Profile Information'. The row for 'City of Tacoma - TEST' has 'Complete' in the second column, which is highlighted with a red box. A red arrow points from the 'Save' button to the 'Customer Requested Profile Information' field. On the right, there is a 'Public Profile Completeness' section with a progress bar at 79% and other fields like 'Annual Revenue', 'D-U-N-S Number', and 'Industries'.

When your profile is successfully updated, click [close](#)

The screenshot shows the same SAP Ariba Network interface after a successful update. A green success message banner at the top reads 'Your profile has been successfully updated.' with a checkmark icon and a close button (X). A red arrow points from the 'Close' button in the top right to the success message. The 'Customer Requested Profile Information' field now shows 'Complete' for 'City of Tacoma - TEST'. The 'Public Profile Completeness' section now shows a progress bar at 95% and includes 'Short Description' and 'Website' fields. The 'Save' button is also visible in the top right.

Your City of Tacoma profile is now complete