

Invoicing

How to **Configure Remittance Addresses** in the SAP Business Network



If you see this light bulb, it is a note or additional reminder.

“To ensure smooth payment processing, I need to configure remittance addresses for Rio Tinto”

Version Number

1.0

[Click here for further context on the Invoicing Process](#)



Configuring Remittance Addresses

1. From the SBN Home Page navigate to your *supplier initials*, then, click **Company Profile**
2. Scroll down to and click **Additional Addresses**
3. Click **Create**
4. Enter the **Address Name**
5. Under **Address**, complete the required fields as indicated with an asterisks (*) (**Address 1, City, State, Postal Code & Country/Region**)
6. Click **Save** (repeat Steps 3-6 to add additional addresses if required)
7. Click **Save** to be returned to the **Company Profile** screen where a green ribbon will indicate that your **profile has been successfully updated**



Note: A red ribbon when returning to the Company Profile screen indicates an error and required correcting

Note: If the Company Profile selection is not available ask your business' SAP Business Networks System Administrator to add Additional Company Addresses

1 MDP

2 Additional Addresses

3 Create

4 Address Name

5 ! The Address cannot be just one character. The Address cannot contain only numbers

6 Save

7 Save

Address Name	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
<input type="radio"/> Retail Services			156841653	12 Elm Way	Brisbane Queensland Australia	-
<input type="radio"/> Retail Solutions				Test Address AU	Perth Western Australia Australia	-
<input type="radio"/> TEST				Test Address AU	Brisbane Victoria Australia	-
<input type="radio"/> Test123				Test Address AU	Brisbane Victoria Australia	-
<input type="radio"/> Wombat Test			123456789242	Test Address AU	Victoria Victoria Australia	-

Company Profile

✓ Your profile has been successfully updated.

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

Need more help?

Complete training documentation can be found on the [Rio Tinto - Supplier Portals – SAP Business Network site](#).

If you have any further questions regarding transacting on the SAP Business Network, please visit the [Rio Tinto - Supplier Portals – SAP Business Network site](#) for dedicated support teams.