

# Receipting

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How to Locate Remittance Advice in the SAP Business Network



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

*“I need to obtain details about a recent payment that has been made, so I navigate to SAP Business Network to locate the corresponding remittance advice”*

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**Version Number**

1.0

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

# Locating Remittance Advice

1. From the SBN Home Page navigate to and click the **Payments** drop-down, then, click **Remittances**
2. Click the **Transaction Number** of the remittance advice you wish to view
3. If required, Print the Remittance, refer to [Printing, Exporting and Downloading Documents](#) to learn how to action this process
4. If required to Export cXML or Download a copy of the Remittance, refer to [Printing, Exporting and Downloading Documents](#) to learn how to action this process
5. Click **To Search Results** to return to the *Remittances Page*



**Note:** The transaction number is generated by Rio Tinto

SAP Business Network - Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices **Payments** Alerts Reports Messages Assessments Create

**Payments**

\$ 0.0 AUD Early payment offers (Next 90 days)

\$ 242 K AUD Scheduled payments (Next 90 days)

\$ 0.0 AUD Remittances (Last 31 days)

Remittances (0)

Customers: Select or type selections

Transaction #: Type input

Date Range: Last 31 days

Payment Date: 1/10/2024 - 1/10/2024

Method: All

Show more Apply Reset

Remittances

Search Filters

Remittances (3)

Transaction #	Customer	Payment Date	Account ID	Method	Reference Number	Gross	Adjustment	Net	Status	Routing Status
300020202685742017	Rio Tinto - TEST	23 Jun 2017		ACH	2020268574	\$25,305.45 AUD	\$0.00 AUD	\$25,305.45 AUD	Paid	Sent
300020202685962017	Rio Tinto - TEST	16 Jul 2017		ACH	2020268596	\$220.00 AUD	\$0.00 AUD	\$220.00 AUD	Paid	Sent
300020202685982017	Rio Tinto - TEST	16 Jul 2017		ACH	2020268598	\$220.00 AUD	\$0.00 AUD	\$220.00 AUD	Paid	Sent

Remittance Advice: 300020202685982017 (Paid)

[Print](#) [Export cXML](#) [Download CSV](#) [To Search Results](#)

Detail History

From: Rio Tinto - TEST  
PAYER: Pilbara Iron Co Serv P/L (Show Payer Details)

To: Rio Test Supplier AU (Show Payee Details)

REMITTANCE ADVICE  
300020202685982017 (Paid)

Gross Amount: \$220.00 AUD  
Withholding Tax: (\$0.00 AUD)

**Amount Paid: \$220.00 AUD**  
Estimated Settlement on 16 Jul 2017

Payment Detail

# Glossary

Outlined below are the remittance advice statuses that you may come across in the SAP Business Network.

Status	Definition
<b>Paid</b>	The final status when the payment has been completed successfully.
<b>Failed</b>	The status when a payment transaction has failed due to routing issues, invalid payment requests, or errors in the payment process.
<b>Paying</b>	The status indicating that the payment is being made.
<b>Processing</b>	The status when the payment request is being processed.
<b>Cancelled</b>	Supplier has cancelled the invoice.

# 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.