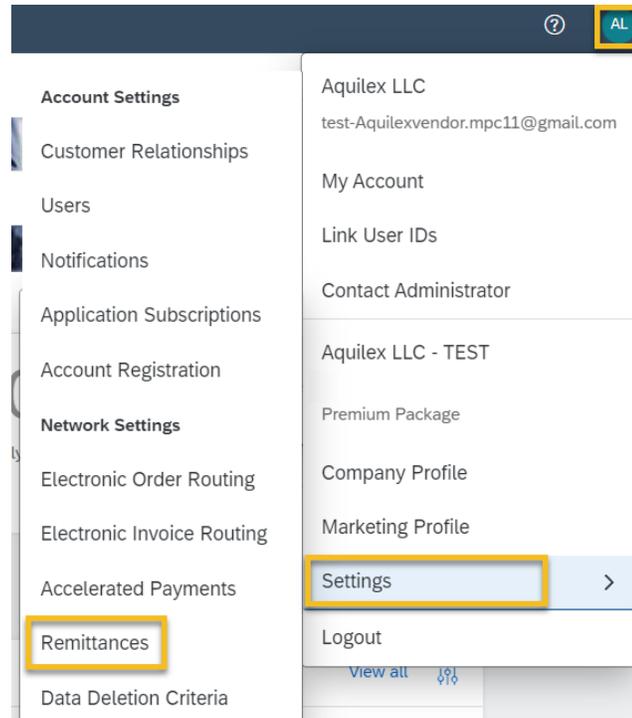


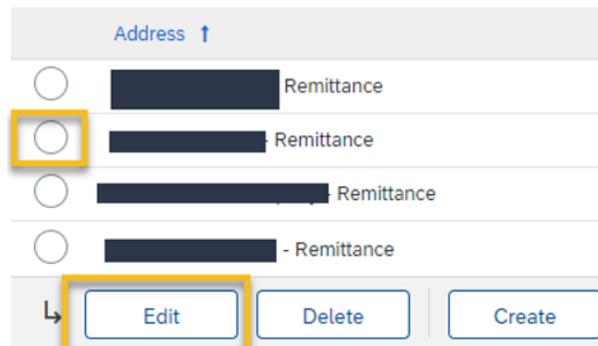
## Configuring Remittances in Ariba Network

1. Log into your Ariba Network account.
2. Click your initials in the top right corner then select Settings > Remittances.



### 3. If your remittance address already exists:

- Ensure it is configured with the MPC supplied Remit ID, click the radio button next to the address and select Edit button.
  1. Ensure that your Remit-To address information is an exact match to the address MPC has on file to avoid any errors when submitting invoices.
  2. Do not configure a "Contact" on the EFT/Check Remittances page of your account. This will cause a mismatch to the Remit-To address on record with MPC and you will not be paid.



- In the section Remittance ID Assignment, enter the Remit ID provided to you by MPC.
  - If you want this to be your default remit ID, select the box that says "Make this address default" then every invoice will automatically populate this remit ID.

Remittance ID Assignment

Customer ↑	Remittance ID
Marathon Petroleum Company LP - TEST	106957

5. **If your remittance address does not already exist:**

- Select Create.

↩ Edit Delete Create

- Fill in the appropriate address to match the remit ID MPC provided you and the remittance ID and click OK.
  - If you want this to be your default remit ID, select the box that says "Make this address default" then every invoice will automatically populate this remit ID.
  - Ensure that your Remit-To address information is an exact match to the address MPC has on file to avoid any errors when submitting invoices.
  - Do not configure a "Contact" on the EFT/Check Remittances page of your account. This will cause a mismatch to the Remit-To address on record with MPC and you will not be paid.

Remittance Address

Address 1:\* Marathon Petroleum Co LP  
Address 2: 539 South Main Street  
Address 3:  
City:\* Findlay  
State:\* Ohio [US-OH]  
Zip:\* 45840  
Country/Region:\* United States [USA]  
Contact: Select contact  
 Make this address default  
 Factoring Service ⓘ

Remittance ID Assignment

Customer ↑	Remittance ID
Marathon Petroleum Company LP - TEST	123456

- Once you've clicked OK you will be taken back to the remittances screen where you should click Save. Now the appropriate remit ID will be available in your drop down when invoicing.