

Dynamic Discounting Overview

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Ad Hoc Early Payment Offers

| What is an Ad Hoc Early Payment Offer?

Video Guide on How to Review/Accept an Offer

Step-by-Step Guide on How to Review/Accept an Offer

What is an Ad Hoc Early Payment Offer?

Ad Hoc (Buyer-Initiated) Discount

Unlike a Standing Offer which applies to all eligible supplier invoices, Ad Hoc Early Payment Offers are accepted by the supplier only on an invoice-by-invoice basis.

- Applies to all US invoices on standard terms*
- Allows you to select the early payment date / discount percentage
- When an invoice becomes eligible, you will be notified via email and an alert on the Ariba Network to review and accept the terms
- This review can be done manually or through automated acceptance rules defined in your Ariba Network account

Ad Hoc Early Payment Offers

What is an Ad Hoc Early Payment Offer?

Video Guide on How to Review/Accept an Offer

Step-by-Step Guide on How to Review/Accept an Offer

Note: This demo is not a reflection of the discount % Google will be offering.

Demo of Ad Hoc Discount

Go [here](#) to watch the demo.

The screenshot shows an email interface with a notification for a new \$1.89K early payment opportunity. The notification includes a video player and a table of details.

FW: New \$1.89K early payment opportunity

Ramaley, Kelsey
To: Ramaley, Kelsey

SAP Business Network

You have a new \$1.89K early payment opportunity!

\$1.89K
from Winters Enterprises

Video Player: This video will show the steps necessary to accept a Buyer Initiated offer in both Enterprise and Standard accounts. When your customer has offered an early payment offer, you will need to login to Supplier.Arba.Com to view the offer. You have the option to login via the interactive email alerting you of the early payment opportunity. This email will look the same for both Enterprise and Standard accounts.

Invoice number	BITest5
Payment number	PPRBITest5
Expected settlement date	Aug 8, 2021
Days early	58
Invoice amount	\$2,000.00 USD
Discount amount	\$114.41 USD
Discount rate	5.72%

Ad Hoc Early Payment Offers

What is an Ad Hoc Early Payment Offer?

Video Guide on How to Review/Accept an Offer

| Step-by-Step Guide on How to Review/Accept an Offer

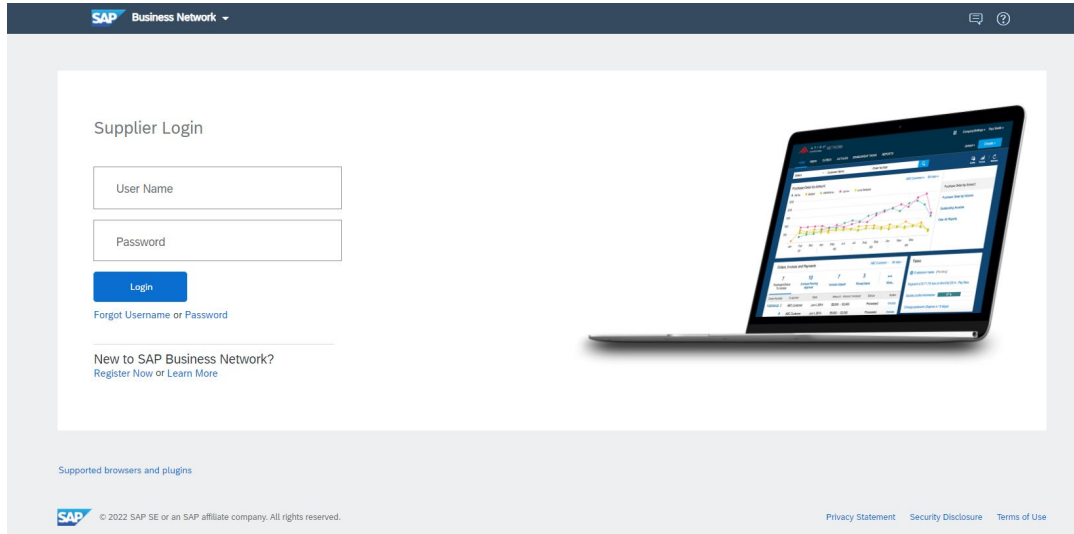
How to Accept an Ad Hoc Early Payment Offer

Overview of Steps to Accept the Ad Hoc Offer

1. Log in to your Ariba Supplier Account.
2. Add the email of your early payment decision maker to receive notifications/updates on ad hoc offers.
3. Once your next eligible invoice is approved, the contact in step #2 will receive a notification that an ad hoc offer is available to accept.
4. Review and accept the ad hoc offer in your Ariba Account.

How to Accept an Ad Hoc Early Payment Offer

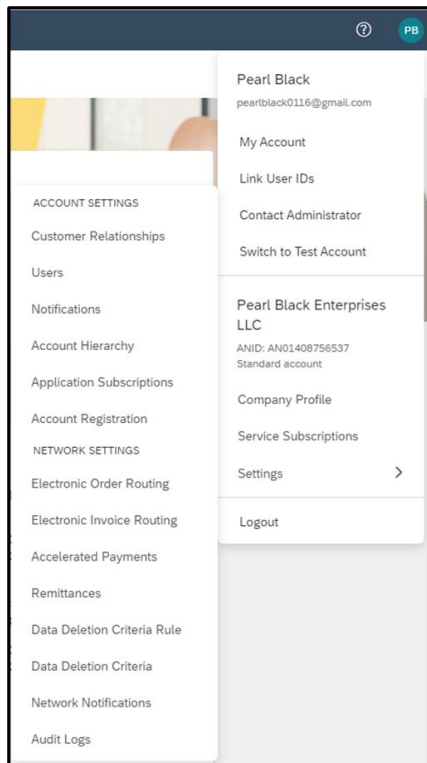
Step 1: Log in to your Ariba Supplier Account.



1. Go to <http://supplier.ariba.com/>
2. Log in with your company's Ariba Network credentials.
 - *Not sure what they are? Search for your company [here](#). Then select Actions > Contact Admin to email the person at your company who is managing access.*

How to Accept an Ad Hoc Early Payment Offer

Step 2: Add the email of your early payment decision maker to receive notifications/updates on ad hoc offers.



1. Once you're logged into your homepage, locate the Administrator's Initials button in the upper right corner of the screen.
2. From this menu, select "Settings, then "Accelerated Payments".

Note:

If you do not have this option, the access granted by your account administrator needs to be modified.

Contact your account administrator to either perform the steps noted on this page, or they can add access to allow you to perform the tasks. See how to add discount access [here](#).

Access should be granted for Inbox and Supplier Discount Administrator.

How to Accept an Ad Hoc Early Payment Offer

Step 2: Add the email of your early payment decision maker to receive notifications/updates on ad hoc offers.

The screenshot shows the 'Network Settings' page in SAP Business Network. The 'Notifications' section is active, showing configuration for 'Buyer-Initiated Early Payment Offers'. The 'Send notifications when...' section has two options: 'Send a notification when your buyer initiates an early payment on a specific invoice.' (checked) and 'Instantly for each payment.' (unchecked). The 'To email addresses (one required)' field contains 'singlewinners@sap.com.barbara.bullock@'. The 'Buyer-Initiated Early Payment Offers' section has 'in a daily summary at' selected with a time of '01:00' and 'Selected time: 01:00 IET'. The 'Early Payment Offers' section has 'Send a notification when your buyer proposes a new early payment term for invoices. Once you accept the buyer will apply the payment term to his/her vendor master.' (checked) and the email address 'singlewinners@sap.com.barbara.bullock@'.

Both notifications should be checked and email entered to receive communication from Google in the future.

1. In the 'Notifications' section, enable discount notifications by checking both boxes.
2. Once the check-mark is present, enter the email address of the person or group where the notification should be sent.
3. Select the frequency you wish to receive notifications.
4. Select "Save."

Note:

You can enter up to three different email addresses per notification. Separate the emails with a comma (no space).

How to Accept an Ad Hoc Early Payment Offer

Step 3: Once your next eligible invoice is approved, the contact in step #2 will receive a notification that an ad hoc offer is available to accept.

The screenshot shows an email notification from SAP Business Network. The subject is "New \$1.5K early payment opportunity". The email header includes a pink circular icon with "SA" and the text: "[Organization Name] <no_reply@ariba.com> Friday, August 23, 2019 at 9:00 AM To: Smith, J <j.smith@xyz.com>". The main content features the SAP Business Network logo and the headline "You have a new \$1.5K early payment opportunity!". Below this, the amount "\$1.5K" is displayed in green, followed by "from Techdronix". A table lists the following details:

Invoice number	INV-100020435
Payment number	PAY-100020435
Expected settlement date	Mar 1, 2021
Days early	30
Invoice amount	\$1,800.00 USD
Discount amount	\$300.00 USD
Discount rate	2.5%
Settlement amount	\$1,500.00 USD

Below the table, it says "To view and accept this opportunity, log in to SAP Business Network." and provides a blue "Login" button. At the bottom, there is a section titled "How does it work?" explaining the discounting capability, an "Unsubscribe" link, and a footer with "Offices | Privacy Statement | Data Policy | Customer Support".

1. Once an invoice is approved and becomes eligible for early payment, a notification will be automatically sent.
2. Click the “Login” button in the email to login and view the offer in your Ariba Supplier Account.

Note: If you have an enterprise account, you can skip this step and log into your account directly. Select “Workbench” then “Scheduled Payments” and select the eligible Payment Proposal to navigate to the screen show in the next step.

How to Accept an Ad Hoc Early Payment Offer

Step 4: Review and accept the ad hoc offer in your Ariba Account.

Payment has been scheduled. Want to get paid faster? You may change the settlement date and accept the early payment discount initiated by the buyer.

Expected settlement date	Total invoice amount	Discount rate	Total discount amount	Total settlement amount
Sep 2, 2021	\$2,500.00 USD	5.03%	\$125.75 USD	\$2,374.25 USD
				Discount basis: \$2,500.00 USD

Details | Payment timeline and history | History

Note: Payment will not be settled on Saturday, Sunday or holiday.

Click and drag to choose your desired dayrate

Payment date	Settlement date	Days early	Discount rate	Discount amount	Settlement amount	
Customer: Winters Enterprises Invoice: Demo2 Scheduled payment: Demo2PPR Invoice amount: \$2,500.00 USD Scheduled payment date: Oct 23, 2021						
<input type="radio"/>	23 Aug 2021	26 Aug 2021	58	5.72%	\$143.01 USD	\$2,356.99 USD
<input type="radio"/>	26 Aug 2021	31 Aug 2021	53	5.23%	\$130.68 USD	\$2,369.32 USD
<input checked="" type="radio"/>	31 Aug 2021	2 Sep 2021	51	5.03%	\$125.75 USD	\$2,374.25 USD
<input type="radio"/>	1 Sep 2021	6 Sep 2021	47	4.64%	\$113.89 USD	\$2,384.11 USD
<input type="radio"/>	6 Sep 2021	8 Sep 2021	45	4.44%	\$110.96 USD	\$2,389.04 USD
<input type="radio"/>	8 Sep 2021	13 Sep 2021	40	3.95%	\$98.63 USD	\$2,401.37 USD
<input type="radio"/>	13 Sep 2021	15 Sep 2021	38	3.75%	\$93.70 USD	\$2,406.30 USD

1. Review the possible payment dates and discount amounts.

Note: The “Settlement Date” is the date when you can actually expect to receive Google’s payment.

2. Select the date you would like to be paid.
3. Select “Accept.”

More Questions?

Review our FAQ document on the [Supplier Portal](#) for more details.