

Dynamic Discounting Overview

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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

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

Demo of Ad Hoc Discount

	FW: New \$1.89K early payment opportunity - Message (HTML)	0 0 - 0 ×
Go <u>here</u> to watch the demo.	Cement to do Coment to do Coment to the second secon	
S - Delete Archive → Forward CD - Delete Respond	Sensitivity Sensi	5 Tags Editing Speech Zoom Share to Teams Zoom Teams
FW: New \$1.89K early payment Ramaley, Kelsey To • Ramaley, Kelsey	t opportunity	← Reply ≪ Reply All → Forward … Thu 8/12/2021 8/03 AM
SAP Business Network	This video will show a Buyer Initiated of	w the steps necessary to accept fier in both Enterprise and
You have a new \$1.89 \$1.89K from Winters Enterprises	C early payment opportunity! When your custom offer, you will need to view the offer. Y the interactive email will look and Standard accounts the interactive email will look and the interactive emai	er has offered an early payment to togin to Supplier Arba Com fou have the option to login via al alering you of the early by. the same for both Enterprise untb.
Invoice number	BITest5	
Payment number	PPR8/Test5	
Expected settlement date	Aug 8, 2021	
Days early	58	
Invoice amount	\$2,000.00 USD	
Discount amount	\$114.41 USD	
Discount rate	5.72%	

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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.

Step 1: Log in to your Ariba Supplier Account.



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



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 <u>here</u>.

Access should be granted for Inbox and Supplier Discount Administrator.

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

SAP Business Network - Enterprise Account			0	BB
Network Settings		I	Save	Close
Electronic Order Routing Electronic Invoice Routing Indicates a required field Notifications	Accelerated Payments Settlement			
Туре	Send notifications when	To email addresses (one required)		
Buyer-Initiated Early Payment Offers	✓ Send a notification when your boyer initiates an early payment on a specific invoice. ○ instantify for each payment ● In a dealy summary at □ 0100 Sentend time: 01.00 IBT	 angle winters@sap.com.barbara.bullock@]	
Early Payment Offers	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 hother vendor matter.	* angle.winters@sap.com.barbara.bullock@]	

Both notifications <u>should be</u> 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).

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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.

SA	[Organization Name] <no_re Friday, August 23, 2019 at 9. To: Smith, J <j.smith@xyz.co< th=""><th>ply@ariba.com> .00 AM om></th><th></th></j.smith@xyz.co<></no_re 	ply@ariba.com> .00 AM om>	
	SAP Business Network	¢	
	You have a new \$1.	5K early payment opportunity!	
	\$1.5K from Techdronix		
	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	
	Contrate	2.570	
	Settlement amount To view and accept this op	\$1,500.00 USD	
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- 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.

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

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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 <u>Supplier Portal</u> for more details.

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