

# Dynamic Discounting Overview

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# Standing Early Payment Offers

| What is a Standing 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 a Standing Early Payment Offer?

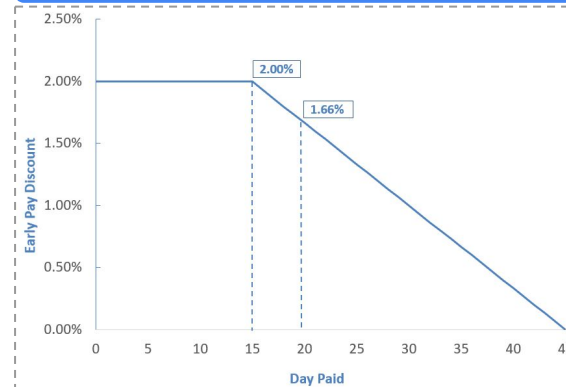
## Standing Discount

If you agree to a Standing Early Payment Term, early payment will be executed automatically upon an invoice being fully approved without any further intervention by you as the supplier.

- Applies to all US invoices on standard terms\*
- Utilizes dynamic (sliding scale) discount

A dynamic “sliding scale” discount is an early payment term where the amount of the invoice discount decreases the closer the early payment comes to the net term due date, enabling suppliers to receive early payment regardless of when the invoice is approved to pay.

### Example: 2% 15 NET 45



**Example:** if the invoice is approved after the initial 15 calendar days but before the 45<sup>th</sup> day deadline, say, on the 20<sup>th</sup> day, the discount will change proportionally; in this example, to 1.66%.

# Standing Early Payment Offers

What is a Standing Early Payment Offer?

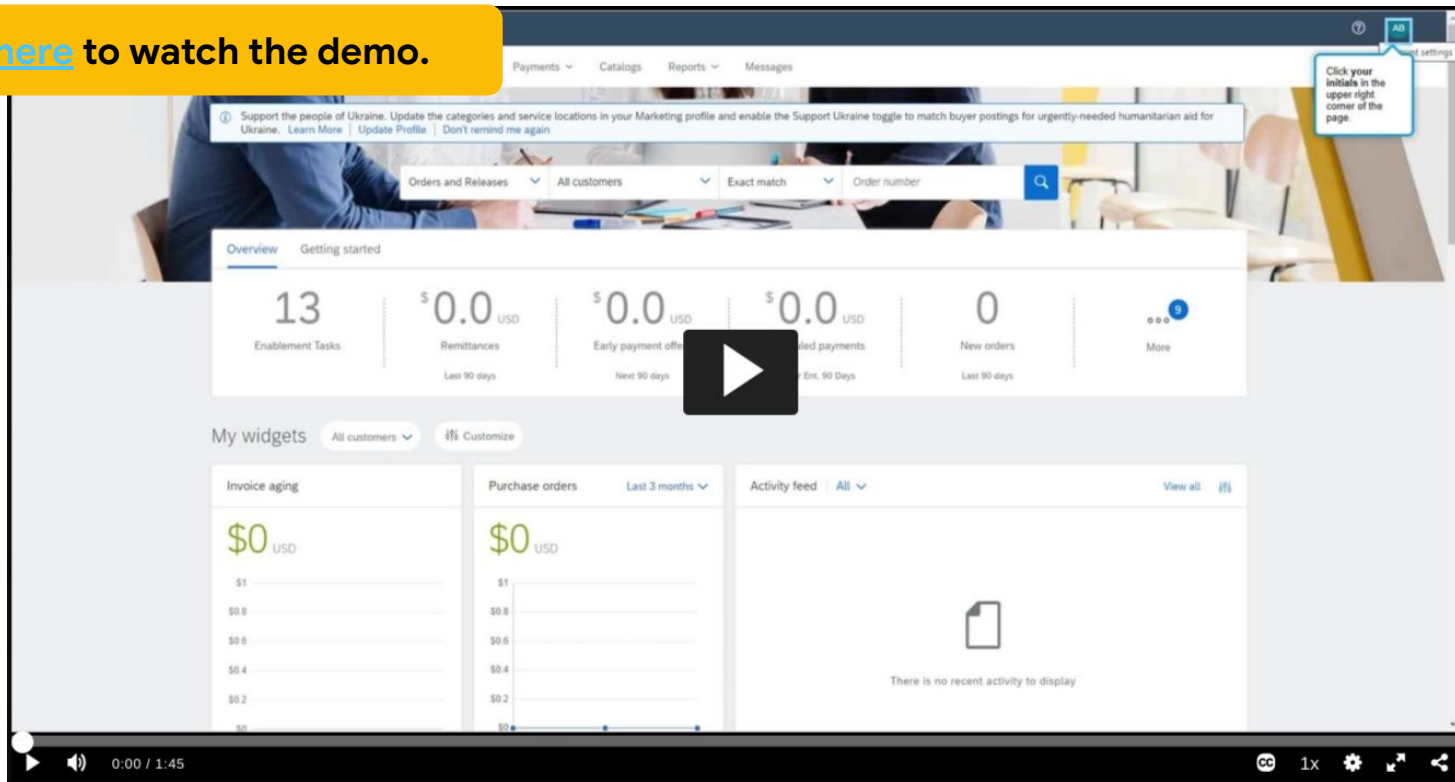
Video Guide on How to Review/Accept an Offer

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

# Demo of Standing Discount

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



# Standing Early Payment Offers

What is a Standing 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 a Standing Early Payment Offer

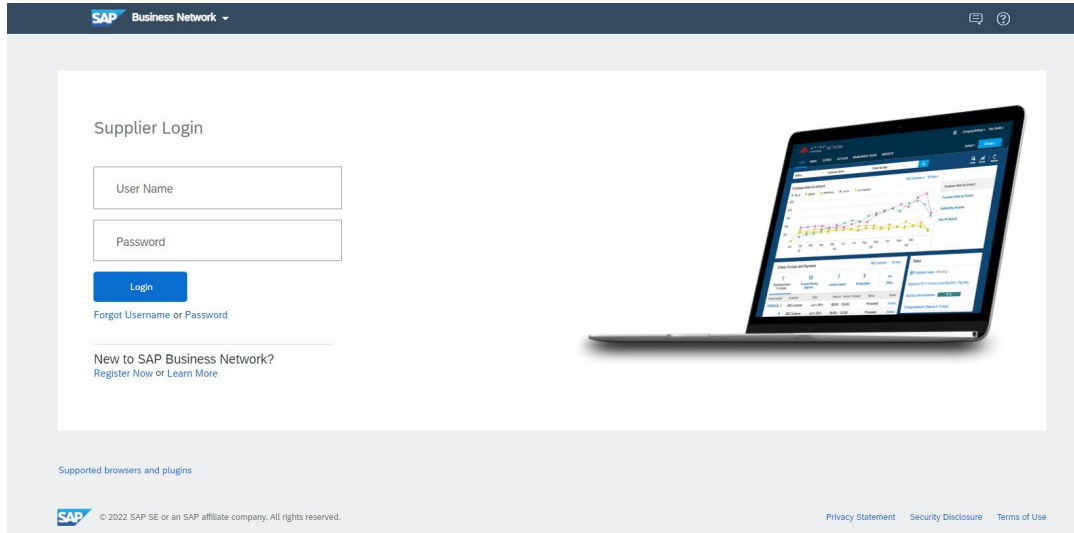
## Overview of Steps to Accept the Standing Offer

1. Log in to your Ariba Supplier Account.
2. Add the email of your early payment decision maker to receive notifications/updates on standing offers.
3. Review the early payment offer on your supplier portal.
4. Accept the early payment terms.



# How to Accept a Standing Early Payment Offer

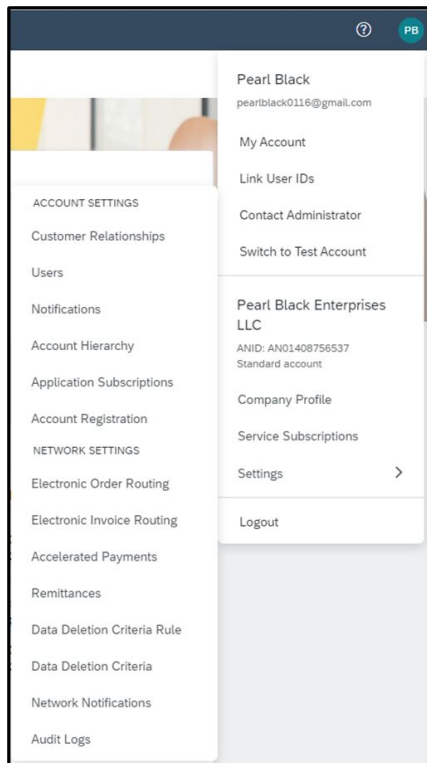
## Step 1: Log in to your Ariba Supplier Account.



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 a Standing Early Payment Offer

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



1. Once you're logged into your homepage, locate the Administration Drop Down Menu in the upper right corner of the screen.
2. From this menu, select "Accelerated Payments" in the Network Settings section.

## 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 a Standing Early Payment Offer

Step 2: Add the email of your early payment decision maker to receive notifications/updates on standing 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...' field is checked, and the 'To email addresses (one required)' field contains 'singlewinners@sap.com.barbara.bullock@'. The 'Buyer-Initiated Early Payment Offers' section is also checked, and the 'in a daily summary at' field is set to '01:00' with a dropdown menu for 'Selected time: 01:00 IET'. The 'Early Payment Offers' section is also checked, and the 'To email addresses (one required)' field contains 'singlewinners@sap.com.barbara.bullock@'. There are 'Save' and 'Close' buttons at the top right of the settings area.

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 a Standing Early Payment Offer

## Step 3: Review the early payment offer on your supplier portal.

The screenshot shows a supplier portal interface. At the top, there are navigation tabs for various SAP systems. Below that, there are sections for 'Notifications' and 'Payment Term Offers'. The 'Notifications' section has three rows, each with a 'Type' column and a 'Send notifications when...' column. The first row is for 'Buyer-initiated Early Payment Offer' with a checked box for 'Send a notification when your buyer initiates an early payment on a specific invoice'. The second row is for 'Early Payment Offer' with a checked box for 'Send a notification when your buyer proposes a new early payment term for invoice'. Below this is a 'Payment Term Offers' section with radio buttons for 'All Offers', 'Proposed Offers', and 'Accepted Offers'. The 'Customer Proposed Payment Terms' table has columns for 'Last Modified', 'Discount Rate(%)', 'Discount term(Days)', 'Net term(Days)', 'Prioritized', 'Pre-Accepted', 'Standing', 'Active', 'Status', and 'Actions'. The table contains five rows of data. The second row from the bottom has a 'Review/Reject' button highlighted with a red box and a red arrow pointing to it.

Last Modified	Discount Rate(%)	Discount term(Days)	Net term(Days)	Prioritized	Pre-Accepted	Standing	Active	Status	Actions
27 Feb 2016	5.00	15	45	Yes	No	Yes	Yes	Accepted	Review/Reject
17 Jan 2016	4.00	8	45	Yes	Yes	Yes	Yes	Accepted	View
29 Dec 2010	3.00	10	30	Yes	No	Yes	Yes	Accepted	Review/Reject
2 Nov 2020	0.82	immediate	30	Yes	No	Yes	Yes	Expired	Review/Reject
15 Oct 2010	2.00	10	45	Yes	No	No	Yes	Accepted	Review/Reject

1. Below Notifications in the “Customer Proposed Payment Terms” section, you’ll see one or multiple standing early payment terms offered to you.
2. To view, select the “Review/Reject” option in the “Actions” column.

# How to Accept a Standing Early Payment Offer

## Step 4: Accept the early payment terms.

The screenshot shows a SAP 'PAYMENT TERMS' dialog box. It contains the following information:

- Discount Term(Days):** 10
- Discount Rate(%)**: 2.00
- Net Term(Days)**: 45
- Pro-rated**: Yes
- Processing Time(Days)**: 3
- Standing**: No

Below this information is a table listing the discount percentage for various payment days:

Payment Day	Days Paid Early	Net Term (days)	% Discount
10	35	45	2.00
11	34	45	1.94
12	33	45	1.89
13	32	45	1.83
14	31	45	1.77
15	30	45	1.71

At the bottom of the dialog, there is a checkbox labeled 'I agree to accept the proposed early payment terms...' which is checked. To the right of the checkbox are two buttons: 'Cancel' and 'Accept Offer'. The 'Accept Offer' button is highlighted with a red box and a yellow callout bubble containing the number '17'.

1. The next screen shows the discount percentage which will be applied depending on the payment date

**Note:** Recall with a standing term, you'll be paid on the earliest payment date unless the invoice is approved after this date, in which case you'll be paid on the next earliest payment run with the prorated discount applied.

2. Select the checkbox to agree to the proposed early payment terms.
3. Select "Accept Offer."
4. The status of the offer will change to "Accepted"

### Note:

To opt out of the offer at any time, select the "Review/Reject" action.

# More Questions?

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