

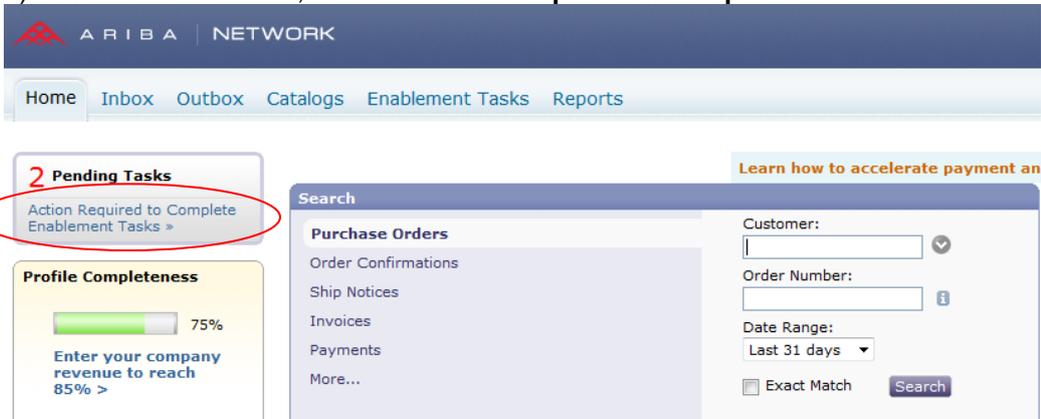


SAP runs Ariba – Early Payment Program Completing Tasks for Payment Acceleration

Version 1.1
April 2014

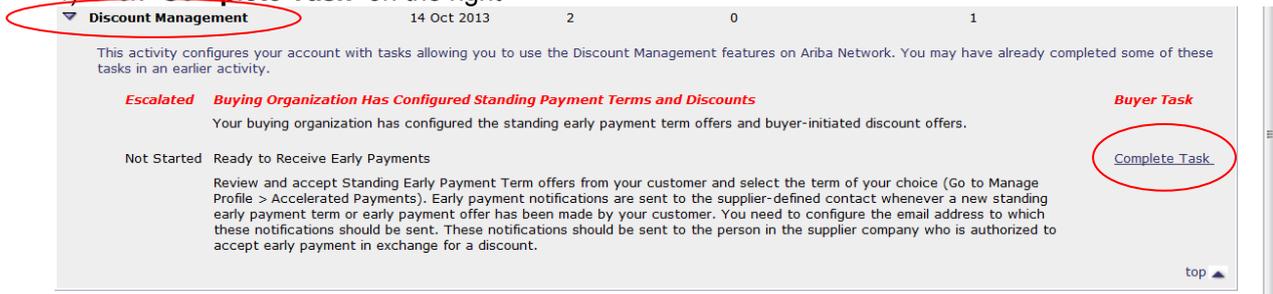
1) Login to your **Ariba Network** account via: supplier.ariba.com

2) Under the “Home” tab, click on “Action Required to Complete Enablement Tasks”



3) Click the [v] next to “Discount Management” to open the task.

4) Click “Complete Task” on the right



5) Click on “Home” Tab



6) Scroll down to “Early Payment Terms” on the bottom-left of the screen

7) Click “All Offers”



8) Click [v] Customer:

9) Check-mark both notification boxes.

(The default email address is that of the account administrator. If you wish to change the recipient(s) of these notifications you may add up to 3 email addresses. Please separate each with a comma).

Customer Proposed Payment Terms

Last Modified	Discount Rate(%)	Discount Term(Days)	Net Term(Days)	Pro-Rated	Pre-Accepted	Active	Status	Actions
▼ Customer: [redacted]								
2 Oct 2013	1.50	5	50	Yes	No	Yes	Proposed	Review/Accept

Notifications

Type	Send notifications when...	To email addresses (one required)
Early Payment Offers	<input checked="" type="checkbox"/> Send a notification when an early payment offer is received.	* sample@sample.com
Standing Early Payment Terms Offers	<input checked="" type="checkbox"/> Send a notification when my customer proposes a new standing early payment term.	* sample@sample.com

10) You will see your existing Early Payment Term (Discount Term) listed. Click “Review/Accept” on the right.

Customer Proposed Payment Terms

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Save Close

11) Check-mark the box in the pop-up screen on the bottom-left and click “Save”.

Network Settings

Electronic Order Routing | Electronic Invoice Routing

* Indicates a required field

Standing Early Payment Terms

Show : All Offers Proposed Offers Accepted

Customer Proposed Payment Terms

Last Modified	Discount Rate(%)
2 Oct 2013	1.50

Notifications

Type | Send no

Early Payment Offers Send

Standing Early Payment Terms Offers Send

Payment Terms

You can elect to accept the payment terms proposed by Bristol Myers Squibb ...

The customer has requested a sliding scale discount between net and discount term.
For pro-rated discounts, the specific discount percentage is determined by the number of days for which the invoice is paid early.

Discount Term(Days): 5 Discount Rate(%): 1.50
Net Term(Days): 50 Pro-rated: Yes
Processing Time(Days): 2

Below is a listing of the discount percentage that will be taken from the face value of the invoice by day.

Payment Day	Days Paid Early	Net Term (days)	% Discount
5	45	50	1.50
6	44	50	1.47
7	43	50	1.43
8	42	50	1.40
9	41	50	1.37
10	40	50	1.33
11	39	50	1.30
12	38	50	1.27
13	37	50	1.23
14	36	50	1.20

I agree to accept the proposed early payment terms on ALL invoices sent to the customer. I also warrant that I am authorized by my company to accept said discount terms.

Active | Status | Actions

Yes	Proposed	Review/Accept
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Email addresses (one required)

AAA@ABC.COM

AAA@ABC.COM

Save | Close

➔ Process Complete

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