



SAP Ariba 

# Day & Zimmermann Early Payment program

January 2021

PUBLIC

# Agenda

- Introductions
- Early Payment Program Overview
- Configuration
- Next Steps
- Q&A

# Early Payment Program Overview

As a valued supplier to Day & Zimmermann, we have developed an Early Payment program that may be available to you.

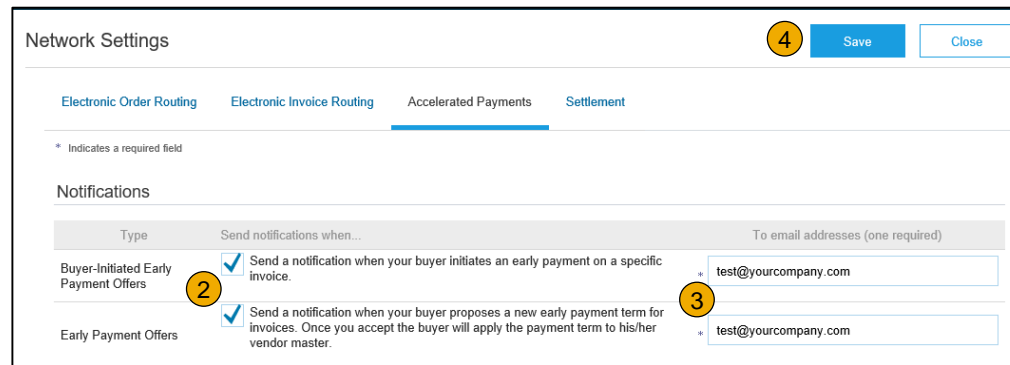
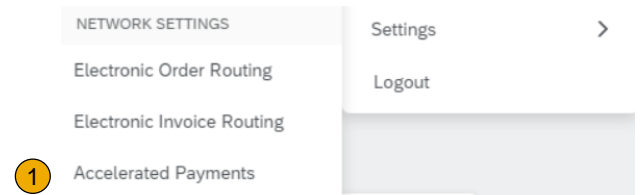
If you receive an early payment notification, please review and accept the discount opportunities offered to you via the Ariba Network.

Some benefits of the early payment program include:

- Accelerated cash flow
- Control over payment timing
- Reduced Days Sales Outstanding (DSO)
- Funding operational cash flow needs without debt

# Configure Accelerated Payment Options

1. From the Account Settings dropdown menu, select Settings, Accelerated Payments.
2. Locate the notifications section, and select the boxes next to Buyer Initiated Early Payment Offers and Early Payment Offers.
3. Enter up to three email addresses\*, separated by commas, of individuals within your company responsible for payment term configuration.
4. Click the Save button.



A screenshot of the 'Network Settings' configuration page, specifically the 'Accelerated Payments' tab. The page has a 'Save' button and a 'Close' button in the top right corner, with a yellow circle '4' next to the 'Save' button. Below the tabs, there is a 'Notifications' section with a table. The table has columns for 'Type', 'Send notifications when...', and 'To email addresses (one required)'. Two rows are visible: 'Buyer-Initiated Early Payment Offers' and 'Early Payment Offers'. Both rows have a checked checkbox in the 'Send notifications when...' column. The 'To email addresses' column for both rows contains the text 'test@yourcompany.com'. A yellow circle '2' is next to the checkbox for 'Buyer-Initiated Early Payment Offers', and a yellow circle '3' is next to the email address field for 'Early Payment Offers'.

| Type                                 | Send notifications when...  | To email addresses (one required) |
|--------------------------------------|---|-----------------------------------|
| Buyer-Initiated Early Payment Offers | <input checked="" type="checkbox"/> Send a notification when your buyer initiates an early payment on a specific invoice.   | test@yourcompany.com              |
| Early Payment Offers                 | <input checked="" type="checkbox"/> 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. | test@yourcompany.com              |

\* Note: It is recommended to include a group distribution email as one of the email addresses especially for integrated suppliers.

# Day & Zimmermann Buyer Initiated Early Payment Notifications

Once suppliers have configured the notifications section of their Ariba Network account for early payment offers, they will receive an email notification alerting them of future payment proposal on an invoice-by-invoice basis:

**SAP Ariba** 

**Important! -- New Dynamic Early Payment Offer from Day & Zimmermann, Inc - TEST, Invoice # INV1037**

Dear Tax Executives Institute Inc.D&Z Test - TEST  
Day & Zimmermann, Inc - TEST has approved the invoice referenced above and we are offering you the opportunity to be paid immediately, or on the day of your choosing. The summary terms of this offer can be seen below, with the full details in your Ariba Network account.  
To review and accept this early payment offer, log in to your account at [supplier.ariba.com](https://supplier.ariba.com). Then, open your Inbox and go to "Early Payments" to review the offer details and choose your payment date.

#### Offer Details

Day & Zimmermann, Inc - TEST, ANID # AN01395480619-T , is offering to pay you immediately for the invoice referenced below at the following terms:

|                        |                                 |
|------------------------|---------------------------------|
| Original Amount:       | <b>\$3,750.00 USD</b>           |
| Discount Basis:        | <b>\$3,750.00 USD</b>           |
| Discount Amount:       | <b>\$101.25 USD</b>             |
| Adjustment:            |                                 |
| Tax:                   | <b>\$0.00 USD</b>               |
| Tax Adjustment:        | <b>\$0.00 USD</b>               |
| Amount Due:            | <b>\$3,648.75 USD</b>           |
| Payment Method:        | <b>Other</b>                    |
| Proposed Payment Date: | <b>15 Oct 2020</b>              |
| Payment ID:            | <b>51000517802020001AORDQ07</b> |
| Invoice:               | <b>INV1037</b>                  |
| Status:                | <b>Scheduled</b>                |

Sincerely,  
**The Ariba Network Team**  
<https://seller.ariba.com>

[View early payment offer](#)

# Review and Accept Early Payment Term Offers

1. Review the table of options of when you would like to receive payment on the invoice selected. Select the date to receive payment by clicking the radio button next to the payment date desired.
2. Click the Accept Early Payment Offer button at the bottom of the screen. The updated offer will then be sent back to Day & Zimmermann.

Payment Information

Payment Date: 9 Jun 2017  
Payment Method: ACH  
Invoice ID: 2017.01.26-08-55A

**PAYMENT PROPOSAL**  
PPR2017-04-12-08-55A (Scheduled)  
Original Amount: \$25,000.00 USD  
Discount Amount: (\$0.00 USD)  
**Amount Due: \$25,000.00 USD**  
Settlement on 9 Jun 2017

Discount Information

Select the date on which you want to be paid

| Payment Date                      | Settlement Date | Scheduled Payment Date | Discount% | Discount Amount | Settlement Amount |
|-----------------------------------|-----------------|------------------------|-----------|-----------------|-------------------|
| <input type="radio"/> 1 May 2017  | 3 May 2017      | 9 Jun 2017             | 1.95      | \$487.50 USD    | \$24,512.50 USD   |
| <input type="radio"/> 2 May 2017  | 4 May 2017      | 9 Jun 2017             | 1.90      | \$475.00 USD    | \$24,525.00 USD   |
| <input type="radio"/> 3 May 2017  | 5 May 2017      | 9 Jun 2017             | 1.85      | \$462.50 USD    | \$24,537.50 USD   |
| <input type="radio"/> 4 May 2017  | 6 May 2017      | 9 Jun 2017             | 1.80      | \$450.00 USD    | \$24,550.00 USD   |
| <input type="radio"/> 5 May 2017  | 7 May 2017      | 9 Jun 2017             | 1.75      | \$437.50 USD    | \$24,562.50 USD   |
| <input type="radio"/> 8 May 2017  | 10 May 2017     | 9 Jun 2017             | 1.60      | \$400.00 USD    | \$24,600.00 USD   |
| <input type="radio"/> 9 May 2017  | 11 May 2017     | 9 Jun 2017             | 1.55      | \$387.50 USD    | \$24,612.50 USD   |
| <input type="radio"/> 10 May 2017 | 12 May 2017     | 9 Jun 2017             | 1.50      | \$375.00 USD    | \$24,625.00 USD   |
| <input type="radio"/> 11 May 2017 | 13 May 2017     | 9 Jun 2017             | 1.45      | \$362.50 USD    | \$24,637.50 USD   |
| <input type="radio"/> 12 May 2017 | 14 May 2017     | 9 Jun 2017             | 1.40      | \$350.00 USD    | \$24,650.00 USD   |

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\* **Note:** these early payment term offers apply at an invoice-by-invoice basis. If no action is taken, the invoice will be paid at maturity.

# Optional: Review and Accept via Ariba Network Workbench

## Enterprise & Standard Accounts

1. Navigate to the **Workbench** tab in your Ariba Network account\*.
2. Review the **Early Payment Offers** available to you.
3. Select the Early Payment Offers you wish to **Review/Accept**.

The screenshot displays the Ariba Network Workbench interface. The 'Workbench' tab is highlighted in the top navigation bar (Step 1). The main dashboard shows various metrics, with the 'Early payment offers' tile highlighted in a red box, showing a value of \$1.07K USD (Step 2). Below this, a table of early payment offers is shown, with the first row selected (Step 3).

|                                     | Invoice  | Payment ID  | Due Date    | Projected Settlement Date | Remaining Days | Invoice Amount | Discount Basis | Discount Percent | Discount    | Adjustment (Tax) | Net Payment  |
|-------------------------------------|----------|-------------|-------------|---------------------------|----------------|----------------|----------------|------------------|-------------|------------------|--------------|
| <input checked="" type="checkbox"/> | Demolnv2 | PPRDemolnv2 | Feb 6, 2021 | Jan 6, 2021               | 32             | \$500.00 USD   | \$500.00 USD   | 2.96%            | \$14.79 USD |                  | \$485.21 USD |
| <input type="checkbox"/>            | Demolnv3 | PPRDemolnv3 | Feb 6, 2021 | Jan 6, 2021               | 32             | \$600.00 USD   | \$600.00 USD   | 2.96%            | \$17.75 USD |                  | \$582.25 USD |

# Review and Accept via Ariba Network Workbench - Continued

## Enterprise & Standard Accounts

4. Click and drag the slider bar to choose your desired day/rate.
5. The early payment details will display based on your selection.
6. Request early payment by selecting **Accept**. To take no action and receive payment at maturity, select **Cancel**.

Review early payment offer

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      |
|--------------------------|----------------------|---------------|-----------------------|------------------------------|
| Jan 11, 2021             | \$500.00 USD         | 2.56%         | \$12.82 USD           | \$487.18 USD                 |
|                          |                      |               |                       | Discount basis: \$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 day/rate

Accept Cancel



# Supplier Auto-Acceptance Rule – Payment Proposals

Suppliers can configure an Auto-acceptance rule within their supplier account which applies to all payment proposals globally\*.

1. Once you have configured your notifications, choose Settlement from the menu options
2. Choose “Create” to configure the Supplier Auto-Acceptance rule
3. Choose the selections carefully as they apply to all payment proposals.
4. If Amount and APR limits are not entered, all Ad Hoc offers will be accepted.
5. Click “OK”

**\*Note:** An enhancement is planned to allow suppliers to configure this by customer under “Accelerated Payments” including setting rules by min/max discount amount and min/max discount percent.

Electronic Order Routing    Electronic Invoice Routing    Accelerated Payments    **Settlement** <sup>1</sup>

\* Indicates a required field

EFT/Check Remittances

| Address ↑ | City | State |
|-----------|------|-------|
| No items  |      |       |

↳

Supplier Auto Acceptance Rule

| Name ↑   | Description |
|----------|-------------|
| No items |             |

↳    <sup>2</sup>

**Create Supplier Auto-acceptance Rule**

Add a supplier auto-acceptance rule. Review your information carefully, since this is applied to all payment proposals.  
\* Indicates a required field

Name:

Description:

Effective Date:

Rule End Date:

Amount (low):  Transaction amount lower limit

Amount (high):  Transaction amount upper limit

APR (low):  Transaction APR lower limit

APR (high):  Transaction APR upper limit

Active?:  Yes  No

<sup>3</sup>

# Next Steps

- Configure your Ariba Network Account to receive notifications on discount opportunities.
- Review all payment proposals that you receive.
- Please expect follow-up from SAP Ariba Payment to further communicate the concept and answer any questions you may have.
- For any questions or more information on this process, please contact [supplierenablementNA@dayzim.com](mailto:supplierenablementNA@dayzim.com).

# Q&A

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