SAP Ariba

Day & Zimmermann Early Payment program

January 2021

THE BEST RUN **SAP**

Agenda

- Introductions

- Early Payment Program Overview

- Configuration

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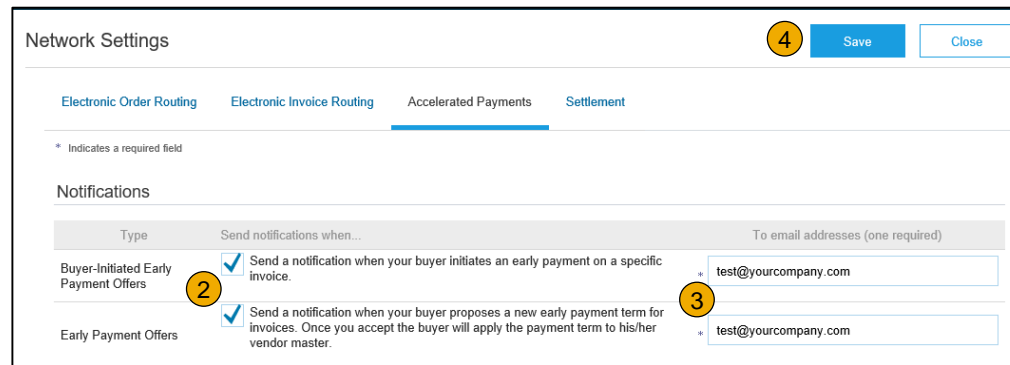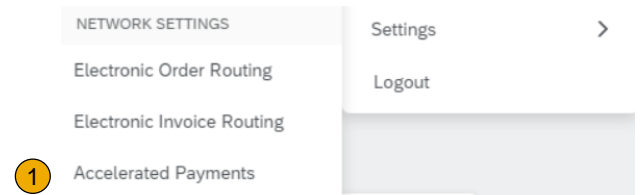
If you receive an early payment notification, please review and accept the discount opportunities offered to you via the Ariba Network.

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.**

* <u>Note</u>: 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. 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:	$3,750.00 USD
Discount Basis:	$3,750.00 USD
Discount Amount:	$101.25 USD
Adjustment:	
Tax:	$0.00 USD
Tax Adjustment:	$0.00 USD
Amount Due:	$3,648.75 USD
Payment Method:	Other
Proposed Payment Date:	15 Oct 2020
Payment ID:	51000517802020001AORDQ07
Invoice:	INV1037
Status:	Scheduled

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.**

* **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**.

* Note: You will need to customize the workbench to see this tile

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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**.

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.

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.

Q&A

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