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| Test ScriptSAP S/4HANA - 17-09-20 | public |
| Automated Dynamic Discounts with SAP Ariba Discount Management (19O\_DE) |

Table of Contents

[1 Purpose 3](#_Toc51212070)

[2 Prerequisites 4](#_Toc51212071)

[2.1 System Access 4](#_Toc51212072)

[2.2 Roles 4](#_Toc51212073)

[2.3 Master Data, Organizational Data, and Other Data 5](#_Toc51212074)

[2.4 Business Conditions 5](#_Toc51212075)

[2.5 Preliminary Steps 6](#_Toc51212076)

[2.5.1 Maintain Payment Approver for Bank Accounts 6](#_Toc51212077)

[2.5.2 Create Buyer-Initiated Dynamic Discount Offer 7](#_Toc51212078)

[2.5.3 Create Supplier-Initiated Dynamic Discount Offer 7](#_Toc51212079)

[2.5.4 Create Auto-Acceptance Rule for Supplier-Initiated Dynamic (Ad-hoc) Discount Offer 8](#_Toc51212080)

[2.5.5 Create Standing Early Payment Discount Offer 8](#_Toc51212081)

[3 Overview Table 10](#_Toc51212082)

[4 Test Procedures 12](#_Toc51212083)

[4.1 Invoice Entry Without Purchase Order 12](#_Toc51212084)

[4.1.1 Check Output Status (Optional) 14](#_Toc51212085)

[4.2 Discount Management 16](#_Toc51212086)

[4.2.1 Propose Buyer-Initiated or Supplier-Initiated or Early Payment Discounts to Supplier 17](#_Toc51212087)

[4.2.2 Automatically Send Discount Offer to Supplier 17](#_Toc51212088)

[4.2.3 Receive Discount Offer from Buyer 17](#_Toc51212089)

[4.2.4 OPTION-1: Standing Early payment discount offer 18](#_Toc51212090)

[4.2.5 OPTION-2: Supplier Initiated Dynamic Discount Offer 19](#_Toc51212091)

[4.2.5.1 Review the Automatic Acceptance of Supplier-Initiated Discount Offer 20](#_Toc51212092)

[4.2.5.2 Manually Accept or Reject Supplier-Initiated Discount Offer by Buyer (Optional) 21](#_Toc51212093)

[4.2.6 OPTION-3: Buyer-Initiated Dynamic Discount Offer 23](#_Toc51212094)

[4.2.6.1 Review and Accept Buyer-Initiated Discount 23](#_Toc51212095)

[4.2.6.2 Review Payment Proposal (Optional) 24](#_Toc51212096)

[4.2.7 Display Discounts Information Report for Buyer (Discount Volumes Detail) 25](#_Toc51212097)

[4.2.8 Check Updated Payment Term in Journal Entry Item (Optional) 26](#_Toc51212098)

[4.3 Pay Single Invoice 28](#_Toc51212099)

[4.3.1 Schedule Payment Proposals 28](#_Toc51212100)

[4.3.2 Revise Payment Proposal 30](#_Toc51212101)

[4.3.3 Release Payment Proposal 32](#_Toc51212102)

[4.4 Bank Payment Approval (Optional based on Cash Management) 34](#_Toc51212103)

[4.4.1 Approval by First Approver 35](#_Toc51212104)

[4.4.2 Approval by Second Approver 36](#_Toc51212105)

[4.5 Send Payment Advice to Supplier 37](#_Toc51212106)

[4.6 Check Remittance Advice 38](#_Toc51212107)

# Purpose

SAP Ariba payment and discount management integration with SAP S/4HANA Financials enables you to send payment advice in electronic form to your suppliers via the Ariba Network. Further, by activating the SAP Ariba Discount Management solution, you can establish dynamic discount terms to optimize your own and your supplier's cash position. Once approved, the terms automatically update the payment terms in supplier invoices in SAP S/4HANA.

This document provides a detailed procedure for testing this scope item after solution activation, reflecting the predefined scope of the solution. Each process step, report, or item is covered in its own section, providing the system interactions (test steps) in a table view. Steps that are not in scope of the process but are needed for testing are marked accordingly. Project-specific steps must be added.

# Prerequisites

This section summarizes all prerequisites to conducting the test in terms of systems, users, master data, organizational data, and other test data and business conditions.

## System Access

The test should be conducted with the following system:

|  |  |
| --- | --- |
| System | Details |
| System | Accessible via FIORI Launchpad. Your system administrator provides you with the URL to access the various apps assigned to your role. |

## Roles

Assign the following business roles to your individual test users. Alternatively, if available, you can create business roles using the following spaces with pages and predefined apps for the SAP Fiori launchpad and assign the business roles to your individual test users.

Note These roles or spaces are examples provided by SAP. You can use them as templates to create your own roles or spaces.

For more information about business roles, refer to Assigning business roles to a user in the [Administration Guide to Implementation of SAP S/4HANA with SAP Best Practices](https://help.sap.com/viewer/S4HANA2020_AdminGuide) .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| Accounts Payable Accountant | SAP\_BR\_AP\_ACCOUNTANT | Accounts Payable | SAP\_BR\_AP\_ACCOUNTANT |  |
| Master Data Specialist - Business Partner Data | SAP\_BR\_BUPA\_MASTER\_SPECIALIST | Business Partner | SAP\_BR\_BUPA\_MASTER\_SPECIALIST |  |
| Accounts Payable Manager | SAP\_BR\_AP\_MANAGER | Accounts Payable | SAP\_BR\_AP\_MANAGER |  |
| Cash Management Specialist | SAP\_BR\_CASH\_SPECIALIST | Cash Management | SAP\_BR\_CASH\_SPECIALIST |  |
| Cash Manager | SAP\_BR\_CASH\_MANAGER | Cash Management | SAP\_BR\_CASH\_MANAGER |  |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company have been created in your system during implementation. The organizational structure reflects the structure of your company. The master data represents materials, customers, and vendors, for example, depending on the operational focus of your company.

Accounting

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Company Code | 1010 |  |  |
| Controlling Area | A000 |  |  |
| Supplier | ##300090 (where ## are the first 2 digits of your company code) |  |  |
| House Bank | DEBK1 / DEAC1DEBK2 / DEAC2 |  |  |
| Bank G/L account | 11001000 / 11002000 |  |  |
| Cost Center | 10101101 |  |  |

For more information about creating master data objects, see the following [Master Data Scripts (MDS)](https://support.sap.com/content/dam/SAAP/Sol_Pack/BP_OP_ENTPR/BP_OP_ENTPR_S4HANA2020_7_Master_Data_EN_XX.htm)

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| Master Data ID | Description |
| BND | Create Customer Master |
| BNE | Create Supplier Master |
| BNG | Free Goods Processing |
| BNM | Free Goods Processing |

## Business Conditions

The following business conditions must be met before proceeding with this test script.

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| J60 - Accounts Payable | Update BP master data with payment method T.Review and execute Invoice payment preparation section |

## Preliminary Steps

### Maintain Payment Approver for Bank Accounts

Context

This activity describes how to maintain the payment approver for existing bank accounts as a prerequisite. Payment signatories work as approvers in the Approval and Bank Integration section of the scope item [J78 Advanced Cash Operations](https://rapid.sap.com/bp/scopeitems/J78).

Procedure

Finish the Maintain Payment Approver in Multiple Bank Accounts procedure of the scope item [J77 Advanced Bank Account Management](https://rapid.sap.com/bp/scopeitems/J77) for the following two existing bank accounts:

* Bank account 1133698, bank key 50070010, country/region DE
* Bank account 2580061, bank key 82080000, country/region DE
* If the Unlimited Approval field is selected for the payment approvers, it won’t take the amount setting of this approver into consideration during BCM approval process.
* Please make sure you’ve assigned all payment approver groups of the approval pattern that you want to use in payment approval process. If not, the payment approval pattern is invalid, no payment approvers can be found during the BCM approval process, and the payment approval pattern will also fail. After you maintain payment approver in bank accounts, you can check if there are valid payment approval steps. To do so, open the Manage Bank Accounts (F1366A) app, select the Payment Approvers tab, and choose Show Approval Steps.

### Create Buyer-Initiated Dynamic Discount Offer

Purpose

In this activity, you create buyer-initiated discount offers.

Procedure

1. The Buyer-Initiated Discount Offer rule is created in the Ariba buyer configuration.
2. As a buyer, log on to <https://buyer.ariba.com>. From the Ariba Network home page, choose the Administration tab, then choose the Configuration tab.
3. Choose Ariba Discount Management.
4. In the Discount Offers section, choose Add.
5. Select the Buyer-Initiated Discount Offer.
6. Enter a Name (such as BIDDO), an Effective Start Date (such as today), a Discount Rate (for example, 1.25% as index rate, and an additional (for example, 2.75) % as Fixed Rate), and a Processing Time of two days.
7. In the Offered To section, choose Subset of Suppliers.
8. Under Suppliers / Groups, choose Add.
9. Search for your supplier for example, 10300090 by Company name

Domestic DE Supplier 90 (Ariba Network)-TEST and choose OK.

1. Choose OK again.
2. When the system message Confirm your edits to the early payment offer is displayed, choose OK again.

### Create Supplier-Initiated Dynamic Discount Offer

Procedure

1. As a buyer, log on to <https://buyer.ariba.com>.
2. From the Ariba Network home page, choose ADMINISTRATION > Configuration > Ariba Discount Management .
3. Delete all pre-existing entries.
4. In the Discount Offers section, choose Add.
5. Select Supplier Initiated Discount Offer. Give it a name, such as SIDDO, enter an Effective Start Date of Today and a Processing Time of 2 days.
6. Further down, under Offered To, select Subset of Suppliers.
7. Under Suppliers / Groups, choose Add, and search for your supplier 10300090 by company name Domestic DE Supplier 90 (Ariba Network)-TEST. Choose OK.
8. When the system message Confirm your edits to the early payment offer is displayed, choose OK again.
9. Choose Save.
10. Choose Close.

### Create Auto-Acceptance Rule for Supplier-Initiated Dynamic (Ad-hoc) Discount Offer

Procedure

1. As a buyer, log on to <https://buyer.ariba.com>.
2. From the Ariba Network home page, choose ADMINISTRATION > Configuration > Ariba Discount Management .
3. In the Discount Offers section, delete all pre-existing entries.
4. In the Buyer Auto-acceptance of Discount Management Rules section, choose Add. Enter a name, like BAaDMan, and enter a Effective Start Date <Today>.
5. Check Applies to Subset of Suppliers, choose Add, and search for your supplier entering the correct company name or search via Ariba Network ID. Choose OK.
6. When the system message Confirm your edits to the early payment offer is displayed, confirm by choosing OK again.
7. Choose Done.

### Create Standing Early Payment Discount Offer

Note If the Standing Early Payment Offer is enabled / defined, then the buyer-initiated and supplier-initiated discount offers cannot be applied. Before creating this offer, proceed with the buyer-initiated discount and supplier-initiated discount offers first and then come back to this section.

Procedure

1. As a buyer, log on to <https://buyer.ariba.com>.
2. From the Ariba Network home page, choose ADMINISTRATION > Configuration > Ariba Discount Management .
3. Delete all pre-existing entries.
4. In the Discount Offers section, choose Add.
5. Select Standing Early Payment Term Offer. Give it a name, like SEPTO, choose payment offering Face Value Discount.
6. Under Net Payment terms, choose Processing Time (days) 2, Discount Rate (% of payment schedule) of 3, Discount Term (days) of 10. Select the sliding scale between net and discount term. Choose Net Term (days) 30 checkbox.
7. Further down, under Offered To, select Subset of Suppliers.
8. Under Suppliers / Groups, choose Add, and search for your supplier 10300090 by company name Domestic DE Supplier 90 (Ariba Network)-TEST. Choose OK.
9. When the system message Confirm your edits to the early payment offer is displayed, choose OK again.
10. As a supplier, log on to <https://supplier.ariba.com/>, and in the account’s header section, go to Company Settings, access the dropdown list, and choose Accelerated Payments. Under Customer Proposed Payment Terms, find and review the offer. In the Actions column, choose Review/Accept. Select the checkbox to the left of I agree to accept the proposed early payment terms. [etc.], and choose Accept Offer.
11. Choose Save.
12. Choose Close.

# Overview Table

This scope item consists of several process steps provided in the following table:

If your system administrator has enabled spaces and pages on the SAP Fiori launchpad, the homepage will only contain the essential apps for performing the typical tasks of a business role.

You can find all other apps not included on the homepage using the search bar.

If you want to personalize the homepage and include the hidden apps, navigate to your user profile and choose Settings > App Finder .

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Condition | Business Role | Expected Results |
| [Invoice Entry Without Purchase Order](#unique_13) [page ] 12 | Supplier master record has been created. | Accounts Payable Accountant | Invoice is entered without a purchase order (PO). |
| Discount Management |
| [Propose Buyer-Initiated or Supplier-Initiated or Early Payment Discounts to Supplier](#unique_14) [page ] 17 | Invoice has been posted. | This step is automatically generated. | Invoice is sent to Ariba. |
| [Automatically Send Discount Offer to Supplier](#unique_15) [page ] 17 | Invoice has been posted. | This step is automatically generated. | A discount offer is automatically sent to the supplier. |
| [Receive Discount Offer from Buyer](#unique_16) [page ] 17 | Invoice has been posted. | This step is automatically generated. | A discount offer is received automatically from the buyer. |
| [OPTION-1: Standing Early payment discount offer](#unique_17) [page ] 18 | Discount offer is applied on the posted Invoice. | Ariba Supplier | The discount offer is automatically applied and updated payment proposal is sent back to S/4HANA. |
| [OPTION-2: Supplier Initiated Dynamic Discount Offer](#unique_18) [page ] 19 | Discount offer is proposed on the posted Invoice. | Ariba Supplier | Once the Ariba Buyer accepts the discount offer, the updated payment proposal is sent back to S/4HANA. |
| [OPTION-3: Buyer-Initiated Dynamic Discount Offer](#unique_19) [page ] 23 | Discount offer is proposed on the posted Invoice. | Ariba Supplier | Once the Ariba Supplier accepts the discount offer, the updated payment proposal is sent back to S/4HANA. |
| [Display Discounts Information Report for Buyer (Discount Volumes Detail)](#unique_20) [page ] 25 |  |  |  |
| [Check Updated Payment Term in Journal Entry Item (Optional)](#unique_21) [page ] 26 |  |  |  |
| [Pay Single Invoice](#unique_22) [page ] 28 | Invoice has been updated with new payment terms. | Accounts Payable Accountant | Payment run is executed. |
| [Bank Payment Approval (Optional based on Cash Management)](#unique_23) [page ] 34 |  |  |  |
| [Send Payment Advice to Supplier](#unique_24) [page ] 37 |  |  |  |
| [Check Remittance Advice](#unique_25) [page ] 38 | Payment Advice has been sent Ariba. | This step occurs in Ariba Network. | Payment Advice is viewed. |

# Test Procedures

This section describes test procedures for each process step that belongs to this scope item.

## Invoice Entry Without Purchase Order

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

In this activity, you can enter a supplier invoice without reference to a purchase order. It’s possible to pay in foreign currency as well as in local currency.

For example, in a German company, you can pay invoices in EUR, and for the US, you can pay invoices in USD.

Prerequisites

The Ariba Network Supplier Account ID is created for vendor 10300090.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad using a personalized user.Note Don’t use the generic Accounts Payable Accountant user. Create a personalized user based on the business role ID SAP\_BR\_AP\_ACCOUNTANT. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open the Manage Supplier Invoices (F0859) app. | The Create Supplier Invoice screen is displayed. |  |
| 3 | Navigation | If the system prompts you, enter the Company Code: , and choose Continue. | The Enter Incoming Invoice screen is displayed. |  |
| 4 | Basic Data | On the Basic data tab, enter the following data:Transaction: InvoiceInvoice Date: <today's date>Posting Date: <today's date>Reference: <any>Amount: 119,00Currency: EURCalculate Tax: <Select the checkbox.>Tax Code: V0 (Input VAT - non-taxable transactions)Supplier Doc. No: <any>Note Invoicing party needs to map to a supplier in the Ariba Network.Note Use the invoicing party/supplier provided to you by your administrator. |  |  |
| 5 | Details | On the Details tab, enter the following data:Inv. Party: 10300090 |  |  |
| 6 | G/L Account Items | On the G/L Account Items tab, enter the following data:Debit/Credit: DebitG/L Account: 61400000Amount: 100,00: 10101201 |  |  |
| 7 | Account Assignment | Next to the \*Debit/Credit field, choose  .Enter the following data:Cost Center: 10101201Tax Code: V1 |  |  |
| 7 | Payment | Enter the Payment Terms: NT30. |  |  |
| 8 | Post | Choose Post. | The Successful dialog box is displayed, showing the invoice number posted. Make a note of the MM invoice number.Note If you need the FI invoice number, open the Display Supplier Invoice - Advanced (MIR4) app, and choose Follow-on Documents. |  |
| 9 | Exit | To exit the app, choose OK > Back . |  |  |

### Check Output Status (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

Once an invoice is created in SAP S/4HANA, it’s transferred to the Ariba Network. For the purpose of this test, the user who manually creates the invoice checks that this transfer happens correctly.

Prerequisite

Invoice is created and due immediately.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad as Accounts Payable Accountant. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open the Supplier Invoices List (Version 2) (F1060A) app. | The Supplier Invoices List screen is displayed. |  |
| 3 | Enter search criteria | Enter Invoicing Party: 10300090Invoice Number: The number you noted downStatus: 5 PostedCompany Code : 1010Choose Go. | An item list appears with your invoice. |  |
| 4 | Check output status | Select invoice to open details.Scroll down to Output Details.Verify output details show forOutput Type:CARBON\_COPY and INVOICE\_STATUS\_UPDATEStatus: CompletedNote Updates to the output message status may take about a minute to appear in this output detail view. If in doubt, quit the Supplier Invoices List (F1060A) tile, and reopen it. | Output details show for Output Type:CARBON\_COPY and INVOICE\_STATUS\_UPDATEStatus: Completed |  |
| 5 | Access App | Open the Manage Supplier Line Items (F0712) app. | The Manage Supplier Line Items screen is displayed. |  |
| 6 | Enter search criteria | Enter Supplier: 10300090Company Code: 1010Status: Open ItemsOpen on Key Date: TodayItem type: Normal ItemsChoose Go. | A list with line items appears. |  |
| 7 | Check output status | Identify your line item in column assignment by its reference number.In the Journal Entry field click on underlined number, then in popup click on Manage Journal Entry Item.Note down the document number.Go to Output Details.Verify output details show forOutput Type:FI\_ARIBA\_PAYPStatus: CompletedNote Updates to the output message status may take about a minute to appear in this output detail view. If in doubt, quit the Manage Supplier Line Items (F0712) tile, and reopen it. | Output details show for Output Type FI\_ARIBA\_PAYPStatus: Completed |  |

## Discount Management

The Dynamic Discount Capabilities on the Ariba Network gives buyers the possibility to pay their suppliers earlier and to save cash. They are 3 payment options available:

* Standing Early Payment offer – Early Payment terms offered by the buyer (if accepted by the supplier) apply automatically to all approved invoices. If you decide to proceed with this option, you need to follow up the instructions in chapter [OPTION-1: Standing Early payment discount offer](#unique_17) [page ] 18.
* Buyer-initiated Dynamic Discount offer – Early Payment terms offered by the buyer that the supplier can review and accept individually. If you decide to proceed with this option, you need to follow up the instructions in chapter [OPTION-3: Buyer-Initiated Dynamic Discount Offer](#unique_19) [page ] 23.
* Supplier-initiated Dynamic Discount offer – this option enables the supplier, to make a counter-proposal on a buyer-initiated Dynamic Discount offer. The buyer must first enable the supplier to use this option. If you decide to proceed with this option, you need to follow up the instructions in chapter [OPTION-2: Supplier Initiated Dynamic Discount Offer](#unique_18) [page ] 19.
* If the Standing Early Payment Offer is enabled, then the buyer-initiated and supplier-initiated Discount offers cannot be used additionally.
* You can use either buyer-initiated dynamic discount offer or supplier-initiated dynamic discount offer at a time, not both.
* Three options are explained in the below chapters and you can work with any one of them at a time.

### Propose Buyer-Initiated or Supplier-Initiated or Early Payment Discounts to Supplier

Purpose

Once an invoice is created in SAP S/4HANA, it is transferred to the Ariba Network.

Prerequisites

An invoice is created and is not due immediately. The Ariba Network Supplier Account ID is created for vendor 10300090.

Procedure

This step is automatically generated.

### Automatically Send Discount Offer to Supplier

Purpose

A discount offer is sent automatically to the supplier according to early payment settings (discount management) in the Ariba Network.

Prerequisites

An invoice is created and is not due immediately. The Ariba Network Supplier Account ID has been created for vendor 10300090.

Procedure

This step is automatically generated.

### Receive Discount Offer from Buyer

Purpose

A discount offer is received automatically from the buyer.

Prerequisites

An invoice is created and is not due immediately. The Ariba Network Supplier Account ID is created for vendor 10300090.

Procedure

This step is automatically generated and you have three options described in the following chapters to work with the discount management.

### OPTION-1: Standing Early payment discount offer

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Logon to the Ariba Supplier account at https://supplier.ariba.com. | The Ariba Network supplier home page displays. |  |
| 2 | Check Early Pay status | On the home page, navigate to INBOX tab, then select Scheduled Payments.In the Reference column, find invoice by the reference ID you noted down above. Check in the Early Pay Status column for status. The status shows as Payment Term Applied . | Updated payment proposal is sent back to S/4HANA automatically. |  |

### OPTION-2: Supplier Initiated Dynamic Discount Offer

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the Ariba Supplier account at https://supplier.ariba.com. | The Ariba Network supplier home page displays. |  |
| 2 | Check Early Pay status | On the homepage, navigate to the INBOX tab, and select the Scheduled Payments subtab. In the Reference column, find an invoice by the reference ID you previously noted down. Check in the column Early Pay Status for the status Eligible.Navigate to the Early Payments subtab.Choose Payment Proposal. In List Eligible for Early Payment Offer find line item by reference ID in column Invoice. Click number in the Payment ID column. | The Scheduled Payment Proposal screen is displayed. |  |
| 3 | Counter with earlier Early Payment offer | In the Discount Information section, accept the proposed date in the field Settlement Date or choose one, which is between the proposed date and the date for settlement date in the field Payment Proposal.In the Discount Rate section, select a rate and press Recalculate Discount Amount. Check how the additional discount you offer for an even earlier payment is being added to the preconfigured discount rate.Keep a note of Settlement Date, aggregated discount amount and projected settlement amount due.\_\_/\_\_/\_\_\_\_,$\_\_\_\_\_\_\_\_\_\_\_\_, $\_\_\_\_\_\_\_\_\_\_\_\_.Choose Negotiate Discount.Choose Done. | The Early Payment counter offer is scheduled. |  |
| 4 | Check status change | Navigate back to the Scheduled Payments subtab, and check in the column Early Pay Status status, if the status now shows as Supplier Proposed. | Scheduled Payments list shows updated status. |  |

#### Review the Automatic Acceptance of Supplier-Initiated Discount Offer

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Prerequisite

Make sure that you’ve created the auto-acceptance rule for supplier-initiated dynamic discount offer.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the Ariba Buyer account at <https://buyer.ariba.com>. | The Ariba Network supplier homepage is displayed. |  |
| 2 | Check Early Pay status | On the homepage, navigate to the OUTBOX tab, and choose Scheduled Payments. In the Reference column, find an invoice by the reference ID you previously noted down. Check in the Early Pay Status column, if the status shows as 'Processed (Supplier - Initiated)'. | Updated payment proposal is sent back to SAP S/4HANA automatically. |  |

#### Manually Accept or Reject Supplier-Initiated Discount Offer by Buyer (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Note Please execute this step only if the auto-acceptance rule for supplier-initiated dynamic discount offer is not created.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the Ariba Buyer account at <https://buyer.ariba.com>. | The Ariba Network supplier homepage is displayed. |  |
| 2 | Accept payment proposal | Navigate to the OUTBOX tab, and select the Discount Opportunities subtab.Find entry by reference in column Invoice. Click on ID.Under Discount Information, note down the discount offer:Discount Amount: \_\_\_\_\_\_\_\_\_\_\_\_Discount Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Early Settlement Date: \_\_/\_\_/\_\_\_\_Check the payment terms in the blue box on the right, which shows the valid status of the payment conditions prior to your acceptance of the supplier’s offer.Choose Accept.Note If you reject it, it will go to scheduled payments of the supplier inbox.Verify the blue box on the right, which now reflects the newly accepted payment conditions.Choose Done. | Offered early payment conditions are accepted. |  |
| 3 | Verify Scheduled Payment Status | Navigate to the Scheduled Payments subtab.Find item by reference.Verify the status in the field Early Pay Status reads Processed (Supplier-Initiated). | Status of scheduled payments was updated. |  |

### OPTION-3: Buyer-Initiated Dynamic Discount Offer

#### Review and Accept Buyer-Initiated Discount

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Procedure

Option-1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the Ariba Supplier account at <https://supplier.ariba.com>. | The Ariba Network supplier homepage displays. |  |
| 2 | Check Early Pay Status | On the homepage, navigate to the INBOX tab, and select the Early Payments. In column Invoice, find your item by the reference ID you previously noted down. For your item, select the checkbox Review/Accept Early Payment Offer. | The payment proposal is displayed. |  |
| 3 | Accept Early Payment Offer | Review early payment offer, and choose Accept. | The Early Payment offer is accepted. |  |
| 4 | Check Status Change | Navigate to the Scheduled Payments subtab, and check in the column Early Pay Status, if the status Processed (Buyer-Initiated) is displayed. | The Scheduled Payments list shows updated status. |  |

Option-2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Logon to the Ariba Supplier account at <https://supplier.ariba.com>. | The Ariba Network supplier homepage is displayed. |  |
| 2 | Check Early Pay Status | On the homepage, navigate to the INBOX tab, and select the Early Payments subtab. In the column Invoice, find your item by the reference ID you previously noted down. Select the Payment ID field value. | The payment proposal is displayed. |  |
| 3 | Accept Early Payment Offer | Under Select the date on which you want to be paid, review early payment offer, and choose Accept Early Payment Offer. | The Early Payment offer is accepted. |  |
| 4 | Check Status Change | Navigate to the Scheduled Payments subtab, and check in the column Early Pay Status, if the status Processed (Buyer-Initiated) is displayed. | Scheduled Payments list shows updated status. |  |

#### Review Payment Proposal (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | As the buyer, log on to the Ariba buyer account at <https://buyer.ariba.com>. | The Ariba Network home page is displayed. |  |
| 2 | Review Payment Proposal | Navigate to the OUTBOX tab, and select the Scheduled payments subtab.Find entry by scheduled payment date or reference.Check the column Early Pay Status, if the status Processed (Buyer-Initiated) is displayed. | The Scheduled Payments list shows updated status. |  |

### Display Discounts Information Report for Buyer (Discount Volumes Detail)

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | As the buyer, log on to the Ariba buyer account at <https://buyer.ariba.com>. | The Ariba Network home page is displayed. |  |
| 2 | Create Discount Volumes Report | Navigate to REPORTS tab, and choose Create.* Enter the Title as Discount\_Volumes\_details\_test
* Choose your Time zone (for example: CET)
* Choose Language (for example: English)
* Report Type : Discount Volumes (Detail)

Choose Next.Choose Select your preference for running the report as Manual.Choose Next.Choose All Suppliers.Choose Accepted Date (for example Last week’s date to next 50 days).Choose Submit.Choose Refresh Status to see the status as Processed.Choose Download to see the details. | All the details related to the discount activity by the supplier are displayed in detail. |  |
| 3 | Run Already Existing Report | Choose Report to run.For example, choose the Discount Volumes report that you had created in the previous step to run and download the results. |  |  |

### Check Updated Payment Term in Journal Entry Item (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

In this activity, you check the updated payment terms in the journal entry item.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon to SAP S/4HANA | Log on to the SAP Fiori launchpad as an Accounts Payable Accountant. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open the Manage Supplier Line Items (F0712) app. | The Manage Supplier Line Items screen is displayed. |  |
| 3 | Enter search criteria | Make the following entries:Supplier: 10300090Company Code: 1010Status: Open itemsItem Type: Normal Itemschoose Go. | An item list is displayed. |  |
| 4 | Select Journal Entry | Find your Journal Entry line by your reference ID in the Assignment column.Choose Journal Entry > Manage Journal Entry Item. | The Manage Journal Entries screen is displayed. |  |
| 5 | Verify Payment Terms | In the Payment Terms section, verify the Discount amount. |  |  |

## Pay Single Invoice

Purpose

This section describes how to post payment using the automatic payment program.

Prerequisites

Invoices have been posted and are open for payment.

Payment methods to use have been defined in the Business Partner Master Data of the scope item [J60 Accounts Payable](https://rapid.sap.com/bp/scopeitems/J60).

### Schedule Payment Proposals

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

This activity describes how to select the invoices to be paid. When a vendor has been paid directly via an online banking system, you then add the information to the ERP system manually.

Prerequisite

An open invoice is available. For more information, see the [Business Conditions](#unique_6) [page ] 5 section of this document.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad as a Accounts Payable Accountant. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open the Manage Automatic Payments (F0770) app. | The Manage Automatic Payments screen is displayed. |  |
| 3 | Create Screen | Choose Add. | The New Parameter screen is displayed. |  |
| 4 | Data Entry | Make the following entries and choose Create.Run Date: <today's date>Identification: <any five character description, such as SPAY1> | An entry input screen is displayed. |  |
| 5 | Data Entry | Make the following entries:Payment Controls section:Posting Date: today's dateDocs entered up to: today's dateNext payment date: today's date + 40 daysAdjust the date according to payment terms.Company Code: 1010Payment method: T, FFor invoices in EUR, use F.Note For SAP S/4HANA, use 5.Note For SAP S/4HANA, use 1 or 5.Supplier: 10300090Additional Log sectionNote For the Payment Method field, verify that the payment method is valid in the supplier master record. |  |  |
| 6 | Single Invoice (Optional) | If you need to execute a payment for a single invoice, make the following entries in the Free Selection section:Document Number (BKPF-BELNR): <Document Number> |  |  |
| 7 | Save Parameters | Choose Save. | The system message Parameter has been saved is displayed. The status changes to Parameter Created. |  |
| 8 | Schedule Proposal | Choose Schedule > Proposal . | The Schedule Proposal screen is displayed. |  |
| 9 | Data Entry | Make the following entries in the Schedule Proposal pane, and choose Schedule:Start Date: today's dateStart immediately: Select | The system message Proposal is created is displayed.The status changes to Proposal Created. |  |
| 10 | View Proposal | Choose Proposal Processed. |  |  |
| 11 | Display Program Selection | Choose Go. | The program's selection is displayed in the log. |  |
| 12 | View Log for Outgoing Payment | Select the row of your payment run ID (Identification column) and in the Log column, choose Notes.Note If the Log column is not displayed, choose Settings . Select the Log field, and choose OK. | The log displays the program's selection. The SAP S/4HANA system is updated with the information about the outgoing payment. |  |

### Revise Payment Proposal

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

In this activity, you review invoices to be paid.

Caution Make sure that there are no other Payment Run Identification Proposals pending to be executed which might be using the same supplier as proposal created in previous step. If payment proposals exist, they must be processed or deleted, otherwise no payment proposal is generated for your proposal.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Payable Accountant. |  |  |
| 2 | Access App | Open the Revise Payment Proposals (F0771) app. | The Revise Payment Proposals screen is displayed. |  |
| 3 | Go | Choose Go. | A list of all proposals is displayed. |  |
| 4 | Select Identification | Choose Details  for the proposal you want to edit (for example, SPAY1 ). | The view Schedule Payment Proposal of the selected Identification is displayed. |  |
| 5 | Edit Payment | In the Payments tab, select the rows to edit, and choose Edit Payment. | The Edit Payment dialog box is displayed. |  |
| 6 | Make Entries | Change desired options and choose OK to continue.Payment method: <payment method>House Bank: <house bank>Account ID: <account>Payee Bank: <payee bank>Due Date: <date> |  |  |
| 7 | Payment List | Choose Export to PDF. | A new view displays the payment list. You can download or print the form from here. |  |
| 8 | Exceptions | If some payments are blocked, you can find them on the Exceptions tab. You may unblock or reallocate and pay them by using the buttons in the view. |  |  |

### Release Payment Proposal

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

This activity describes how to release the payment proposal.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Payable Accountant. |  |  |
| 2 | Access App | Open the Manage Automatic Payments (F0770) app. | The Manage Automatic Payments screen is displayed. |  |
| 3 | Go | Choose Go. | A list of all payment runs is displayed. |  |
| 4 | Proposal Processing | Choose the Proposal Processed tab. |  |  |
| 5 | Select Proposal | Select the line of the previously created proposal (for example, SPAY1 ) and choose Schedule Payment. | The Schedule Payment dialog box is displayed. |  |
| 6 | Schedule Payment | Make the following entries:Start Date: <Today's date>Start immediately: Selectand choose Schedule. | The system message Payment has been scheduled is displayed. The status changes to Payment Posted. The log shows how many postings or payments were generated. |  |
| 7 | View the payment | Choose the Payment Processed tab. | The status changes to Payment posted. |  |
| 8 | View Log postings | Select the line of your payment run Identification and in the Log column, choose Log Details.Note If the Log column does not show, choose the Settings button. Select the Log field and choose OK. | The log shows how many postings were generated. |  |
| 9 | Close Dialog | Choose OK. | The Log Details dialog box closes. |  |
| 10 | Payments and Exceptions | Choose Details  . | The view displays a summary of payments and exceptions for the payment run. |  |
| 11 | Navigation | You can sort the information by payment method, country/region, and so on. Select the view to display in the field below Summary. | Amounts are sorted by your selection. |  |
| 12 | Payments | Choose Payments or Exceptions. | Details are displayed for payments or exceptions generated (such as payment document, payment order, included items, and so on). |  |
| 13 | Payment List | On the Payments tab, choose Export to PDF. | A view displays the payment list. From here, you can preview, print, or download the list. |  |
| 14 | Payments Navigation | On the Payments tab, for the desired item, choose Details  .When you are done, choose Back at the top to exit this view. | Payment item details are displayed. |  |

## Bank Payment Approval (Optional based on Cash Management)

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

In SAP S/4HANA, a bank communication management (BCM) batch should be approved by two approvers. After the approval process is done, the payment medium is created automatically.

No matter the source of BCM batch, payment run of suppliers/customers or payment run of bank transfer, the BCM batch should go through the approval process.

Caution If you have implemented Outgoing Payment with SAP Bank Communication Management Approval Process (an additional license is required for SAP Bank Communication Management), the approval process is required.

Note For more information, see the Advanced Cash Operations (J78) test script.

Prerequisite

BCM batches are created successfully for the payment run of bank transfer.

The approvers are maintained for the bank account master data. For more information, see Maintain Payment Approver for Bank Accounts.

Procedure

Note In the Advanced Cash Operations (J78) test script, execute all steps in the Approval of Bank Transfer section.

### Approval by First Approver

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad as an Accounts Payable Manager. | The SAP Fiori Launchpad displays. |  |
| Note Use the user assigned to Signatory group G001. For more information, see the Define Payment Signatories for Bank Accounts step. |
| 2 | Access the Fiori app | Open Approve Bank Payments (F0673A). | The Approve Bank Payments app displays. |  |
| 3 | Review Tab | Choose the For Review tab. |  |  |
| 4 | Review Payment Batch and Items | Review to ensure that the batches are correct. | All items are correct and the batches can be approved. |  |
| 5 | Select Batch to be Approved | Select the payment batch for approval.If more than one batch must be approved, choose the Multi-Select button, and then select the checkbox for the batches to approve. |  |  |
| 6 | Choose Submit | Choose Submit.(Alternately, if you are approving multiple batches, choose Approve Batch). | The Confirm dialog box displays. |  |
| 7 | Enter a note | On the Confirm dialog box, make the following entry and choose OK.Digital Signature Password: <Logon password for first approver>Note: note | The first approval step is executed. To review it, choose the Processed tab. |  |

### Approval by Second Approver

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad as a Cash Manager. | The SAP Fiori Launchpad displays. |  |
| Note Use the user assigned to Signatory group G002. For more information, see the Define Payment Signatories for Bank Accounts step. |
| 2 | Access the Fiori app | Open Approve Bank Payments (F0673A). | The Approve Bank Payments app displays. |  |
| 3 | Review Tab | Choose the For Review tab. |  |  |
| 4 | Review Payment Batch and Items | Review to ensure if the batches are correct. | All items are correct and the batches can be approved. |  |
| 5 | Select Batch to be Approved | Select the payment batch for approval.If more than one batch must be approved, choose the Multi-Select button, and then select the checkbox for the batches to approve. |  |  |
| 6 | Choose Submit | Choose Approve.(Alternately, if you are approving multiple batches, choose Approve Batch). | The Confirm dialog box displays. |  |
| 7 | Enter a note | On the Confirm dialog box, make the following entry and choose OK.Note: note | The second approval step is executed. To review it, choose the Processed tab. |  |

## Send Payment Advice to Supplier

Context

A payment advice is automatically generated and sent to buyer and supplier via the Ariba Network.

Prerequisites

Payments have been approved. The Ariba Network Supplier Account ID is created for vendor 10300090.

Procedure

Note Only execute these steps, if the payment advice wasn’t sent to the Ariba Network automatically.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad as a Accounts Payable Accountant. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open the Manage Automatic Payments (F0770) app. | The Manage Automatic Payments screen is displayed. |  |
| 3 | Go | Choose Go. |  |  |
| 4 | View Payment | Choose the Payment Processed tab. |  |  |
| 5 | Review Payments | To review the payments, select the line of the payment run identification, and choose Open. |  |  |
| 6 | Select Payments | Choose PAYMENTS, and choose Open. |  |  |
| 7 | Output Items | Choose Output Items. |  |  |
| 8 | Review | In the Output Items section, check that the status of the Output Type PAYM\_ADV\_CXML is Completed. |  |  |
| 9 | Resend | If the status isn’t Completed, select the checkbox of the Output Type PAYM\_ADV\_CXML, and choose Resend. | Status is set to Completed. |  |
| 10 | Close | Choose Back twice. |  |  |

## Check Remittance Advice

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

In the Ariba Network, you can check the remittance advice.

Prerequisite

Payments are approved. The Ariba Network Supplier ID is created for vendor 10300090.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the Ariba Network as a Supplier. | The Home page appears. |  |
| 2 | Access Ariba Network | Access the Ariba Network as a supplier: [Ariba Network](https://supplier.ariba.com/) | The Ariba Network main page displays. |  |
| 3 | View Remittance | Choose Inbox > More > Remittances . | The Remittance Advice: ####... (Paid) screen displays. |  |
| 4 | View Remittance | In the Transaction # column, select the remittance to display all details. |  |  |

Typographic Conventions

|  |  |
| --- | --- |
| Type Style | Description |
| Example | Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.Textual cross-references to other documents. |
| Example | Emphasized words or expressions. |
| EXAMPLE | Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE. |
| Example | Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools. |
| Example | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation. |
| <Example> | Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system. |
| EXAMPLE | Keys on the keyboard, for example, F2 or ENTER. |

|  |
| --- |
|  |
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