



Feature at a Glance

CSV upload of suppliers into discount program

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PUBLIC

Feature at a Glance

Ease of implementation  Low touch / simple
Geographic relevance  Global

Introducing: CSV upload of suppliers into discount program

Customer challenges

- Subsets of suppliers can be added to discount offers either by adding an entire supplier group, or one at a time via the UI
- There is little correlation between supplier working capital needs and the transactional supplier group requirements resulting in buyers having to add suppliers to discount offers one at a time
- This is time consuming and difficult when large numbers of suppliers need to be related to a discount program

Meet that challenge with SAP Ariba

- We have added the ability to upload and download suppliers via CSV file for your discount program.
- Buyers who have access to SAP Ariba Discount Management may now easily update their list of suppliers related to their discount offers

Experience key benefits

- Less effort to configure the system
- Less effort to onboard suppliers
- Less effort to segment suppliers and offer different rates

Solution area

SAP Ariba Network
SAP Ariba Discount Management

Implementation information

This feature is **automatically on** for all customers with the applicable solutions and is ready for immediate use.

Prerequisites and Restrictions

None

Feature at a Glance

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The screenshot displays the SAP Ariba Network interface for 'Ariba Discount Management'. The 'Discount Offers' section is active, showing a list of offers under the 'Buyer Initiated Dynamic Discount' category. The 'BI' offer is selected. A callout box points to the 'Download' button, stating: 'You may download the suppliers assigned to each selected discount offer'. An inset window shows the downloaded CSV file, 'early_payment_vendor_list', with the following data:

	A	B	C	D	E	F
1	Offer Name	Supplier ANID	Vendor ID	Site ID	Site Auxiliary ID	System
2	BI	AN02000899537	14	141	142	
3	BI	AN02000026574	15			
4						
5						
6						

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The screenshot shows the SAP Ariba Network interface for 'Ariba Discount Management'. The top navigation bar includes the SAP logo, 'Ariba Network', and a 'Back to classic view' button. The main content area is titled 'Ariba Discount Management' and contains a 'Done' button. Below this, there are tabs for 'Discount Offers', 'Offer History', 'Notifications', and 'Payment Schedules and Processing Times'. The 'Discount Offers' section is active, displaying a table of offers. The table has columns for Name, Description, Suspend Date, Resume Date, Status, and Actions. Two offers are listed: 'BI' and 'Standard', both with a status of 'Active'. Below the table, there are buttons for 'Suspend/Change', 'Resume', 'Add', 'Download', and 'Upload'. The 'Upload' button is highlighted with a callout box that says 'Early Payment Vendor List'. Below the table, there is a section for 'Buyer Auto-acceptance of Discount Management Rules'.

Name ↑	Description	Suspend Date	Resume Date	Status	Actions
▼ Buyer Initiated Dynamic Discount (2)					
<input type="checkbox"/>	BI			Active	
<input type="checkbox"/>	Standard			Active	

Buyer Auto-acceptance of Discount Management Rules

You may navigate to the upload page

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The screenshot shows the 'Early payment vendor list' interface in SAP Ariba Network. At the top, there's a header with 'SAP Ariba Network' and 'classic view'. Below the header, the main content area is titled 'Early payment vendor list' and includes a 'Done' button. A message states: 'You can import vendors by uploading a CSV file. The maximum recommended upload file size is 10MB. Your browser might time out for larger files. You can use a zip utility to compress CSV File before uploading it. Zipped files must have a .ZIP file extension.' Below this, there's an 'Upload File' section with a 'Name:' input field, a 'CSV File:' section with a 'Choose File' button and 'No file chosen' text, and an 'Upload' button with an information icon. A link 'Download latest template version' is also present. Below the upload section is an 'Upload Details' section with a 'Search Filters' button. A table shows the upload history with columns: Name, Last Updated By, Date Created, Last Updated, and Status. The table contains five rows of test uploads. A 'Refresh Status' button and 'Page 1' indicator are also visible.

Access to csv template

Access to files that were uploaded previously
Access to error handling

Audit Trail

Name	Last Updated By	Date Created	Last Updated ↓	Status
test12	b1@ariba.com	15 Jun 2021	15 Jun 2021	Processed
chase test 17 add	b1@ariba.com	10 Jun 2021	10 Jun 2021	Processed
chase test 17 delete	b1@ariba.com	10 Jun 2021	10 Jun 2021	Processed
chase test 16	b1@ariba.com	8 Jun 2021	8 Jun 2021	Processed
chase test 15	b1@ariba.com	8 Jun 2021	8 Jun 2021	Errors Found

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Introducing: **CSV** upload of suppliers into discount program

	A	B	C	D	E	F	G	
1	8859_1	Code page 8859_1 is for Western European values. For more information see the documentation for Supplier Enablement Automation.						
2	Vendor ID	Site ID	Site Auxiliary ID	System ID	NETWORK ID	DiscountOfferName	Operation	
3	Required if ANID is empty	Optional	Optional	Required for multi-ERP buyer	Required if Vendor ID is empty	Required	Required	
4	String 256	String 256	String 256	String 256(must match pre-configured value)	AN01999999999	String 256	Add or Delete	
5	The first uploaded vendor compound key is marked as the default.	Vendor location ID	Holds an additional ID of the unique vendor key, often used for address ID or contact ID	Only for multi-ERP customers.	Network ID of an existing supplier Ariba Network account.	Early Payment discount program name	Add or delete	
6		14	141	142		Standard	Add	
7					AN02000026574	Standard	Add	

CSV template including required fields and field definition

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Early payment vendor list Done

You can import vendors by uploading a CSV file.
The maximum recommended upload file size is 10MB. Your browser might time out for larger files. You can use a zip utility to compress CSV File before uploading it. Zipped files must have a .ZIP file extension.

Upload File

Name: Provide a file name

CSV File: No file chosen

Upload

[Download latest template version](#)

Upload Details

Search Filters Results appear here

Showing 1 - 3 of 3

Name	Last Updated By	Date Created	Last Updated ↓	Status
Chase Test1	b1@ariba.com	27 May 2021	27 May 2021	
test2	b1@ariba.com	27 May 2021	27 May 2021	
test1	b1@ariba.com	27 May 2021	27 May 2021	Errors Found

Click on hyperlink to see errors

Feature at a Glance

Introducing: **CSV upload of suppliers into discount program**

The screenshot shows a web interface for uploading a CSV file. At the top left, it says "chase test 15" and at the top right, there is a "Done" button. Below this, a message reads: "View details of the uploaded CSV. In case of errors, download the file, fix the errors and upload the CSV file again." The "Upload Results" section shows a red error icon and the text "The uploaded file contains errors." A "Download Error Log" button is next to it. The "Upload Details" section contains a table with the following information:

Name	chase test 15
Status	Errors Found
Created By	jU-bh5fpFy85dd480691003470721c4 lastName (b1@ariba.com)
Date Created	8 Jun 2021 8:49:18 PM
Last Updated	8 Jun 2021 8:49:20 PM
Uploaded Count	2
Uploaded CSV File	Download File

Below the table is a "Reload File" section with the instruction "Select the corrected CSV file." It includes a "Name" field with "chase test 15", a "CSV File" field with a "Choose File" button and "No file chosen" text, a "Reload" button with an information icon, and a "Download latest template version" link.

Four yellow callout boxes with white text point to specific features:

- "Review the error log in CSV" points to the "Download Error Log" button.
- "Control totals" points to the "Uploaded Count" value of 2.
- "Get the file you uploaded" points to the "Download File" link.
- "Correct the file and reload" points to the "Reload" button.

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CSV error log

Line in file that had a problem

	A	B	C	D	E	F	G	H	I	J
1	Cannot find vendor using vendor credentials.	line 8	99					Standard	Add	
2	Field operation is required	line 9	15					Standard		
3	ErrorOfferNotFound	line 10	16					Stratigic	Add	
4										
5										

Data values of line that had problem

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Configure a Buyer Initiated Dynamic Discount

Name: * BI

Description:

Effective Start Date: 1 Oct 2019

Effective End Date:

Range (low): \$1.00 USD Transaction amount lower limit

Range (high): Transaction amount upper limit

Discount Rate: * 5.00 % + 10.00 % (Index Rate + Fixed Rate) ⓘ

Processing Time: * 2 days ⓘ

▼ Discount Rates Per Currency

Configure discount rates per currency

<input type="checkbox"/> Currency Code ↑	Currency Name	Index rate %	Fixed rate %
No discount rates configured			

Offered To

No Suppliers

All Suppliers

Subset of Suppliers

Suppliers / Groups

<input type="checkbox"/> Suppliers / Groups ↑	ANID ↑
<input type="checkbox"/> s1-1	AN02000026574
<input type="checkbox"/> s2	AN02000899537

↳ Delete | Add

Suppliers that belong to discount offer

ANID added to listing of suppliers

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Buyers can also navigate to the upload routine from Supplier Enablement → Manage Vendors

Suppliers and Vendors Showing 1 - 3 of 3

Assigned Activities	Enablement Status	e-Contact	Vendor Country	Add Filters		Clear Values						
<input type="checkbox"/>	Vendor Name	Vendor ID	Site ID	Site Aux ID	Legacy Vendor ID	Network ID	Company on invite	Contact on invite	e-Contact	Past ERP Spend	Past ERP Orders	Past ERP Inv
<input type="checkbox"/>	s2	14	141	142		AN02000899537	ⓘ b111		Email			
<input type="checkbox"/>	EGS22zTv5efe1024aa3025114-orgstatstest-200702-xROc@sap.com					AN02000601289	ⓘ b111		Email			
<input type="checkbox"/>	s1	15				AN02000026574	ⓘ b111		Email			

Legend: Enablement Activities: Account Purchase Order Invoice Catalog Payment Discount Management AribaPay Supply Chain Financing Dynamic D

Upload dropdown menu: Vendors, Supplier Commodity Codes and Sales Territories, Carrier Codes, **Early payment vendor list**

SAP Ariba and SAP Fieldglass

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