SAP Ariba has partnered with American Express to offer an integrated solution within Ariba Network that delivers an end-to-end procure-to-pay solution with seamless reconciliation, spend visibility, added security, and control with American Express Virtual Card Payments.

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**SOLUTION OVERVIEW**

**What is the integrated solution?**

The integrated solution delivers access to an end-to-end procure-to-pay process—all on Ariba Network. A single-use virtual Card is issued by American Express, leveraging a buyer’s existing integration with SAP Ariba. The solution leverages a single-use virtual Card, which is issued by American Express and delivered to the supplier via the Ariba Network.

**What is the value to Procurement and Accounts Payable?**

- Buyers can automate more invoices while decreasing payment status inquiries into Accounts Payable with a combined solution on one network.
- Reconciliation is improved when American Express transactional data is captured and matched with the ERP payment ID.
- Trigger American Express payments to your suppliers leveraging your existing connection to the Ariba Network, and with your invoice approval processes.

**What is the value to Finance and Treasury?**

- Buyers can hold on to cash longer by leveraging the American Express Virtual Card billing cycle resulting in increased cash flow.
- Maximize incentive opportunity on spend, bringing a percentage of the Payables dollar value back to the bottom line to improve financial performance and / or invest in initiatives.
- Card controls, such as exact payment, ensure seamless reconciliation.
- Payments are secure with single-use account numbers for exact purchase amounts.

**What regions is the solution available in?**

The integrated solution is available in the USA.
What are the incremental benefits of a combined SAP Ariba & American Express solution vs separated solutions?

<table>
<thead>
<tr>
<th>Benefits Overview</th>
<th>Ariba Network</th>
<th>American Express</th>
<th>American Express Virtual Card on Ariba Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source to Settle Technology</td>
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<td>•</td>
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<tr>
<td>Digital Marketplace</td>
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<tr>
<td>Tools to Improve Cash Flow Management</td>
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<td>Spend Insights</td>
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<td>Payment Network</td>
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<td>Maximize Incentive Opportunity on Spend</td>
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<td>Secure Payment</td>
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<tr>
<td>Automated Reconciliation</td>
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<td>Single Integration to Manage</td>
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<td>Payment Timing Visibility</td>
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<td>Joint Supplier Onboarding</td>
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<tr>
<td>Integrated Working Capital Management Services</td>
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<tr>
<td>Reduced Accounts Payable Inquiries</td>
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</tbody>
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**What is the process flow for the integrated solution?**

**PROCESS FLOW**

The transaction flow of the integrated payment solution begins once a buyer has approved invoices and executed payment. Example timeline included below:

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier submits invoice</td>
<td>Day 1</td>
</tr>
<tr>
<td>Buyer approves invoices</td>
<td>Day 4</td>
</tr>
<tr>
<td>American Express produces</td>
<td>Day 4</td>
</tr>
<tr>
<td>Supplier receives payment</td>
<td>Day 7</td>
</tr>
<tr>
<td>Payment status in Ariba Network and reconciliation data available through American Express</td>
<td>Day 9</td>
</tr>
<tr>
<td>Buyer pays American Express</td>
<td>Day 37</td>
</tr>
</tbody>
</table>

**What SAP / SAP Ariba solutions do I need in order to take advantage of this?**

Buyers will need to be a member of the Ariba Network by way of a subscription to SAP Ariba Commerce Automation and early adopters must have an SAP ERP* Cloud Integration Gateway**, which is included free of charge. This allows buyers to transmit the necessary document type ‘Payment Batch Request’ to Ariba Network. This document does not have an associated cost.

- **CIG Release 2019.12 (SP7) or newer

SAP Ariba can assist buyers with implementing the latest version of CIG. Buyers can implement CIG solely for the purposes of transmitting the ‘Payment Batch Request’ document if resources aren’t available for a complete transition to CIG.
**REQUIREMENTS**

**Do we need to be on the Ariba Network to participate?**

Yes, buyers will need to be a member of Ariba Network by way of a subscription to SAP Ariba Commerce Automation.

**Does this impact our Ariba Network document count?**

No, leveraging the combined Ariba Network and American Express solution does not impact AN document count. An additional document, 'Payment Batch Request,' is required for the payment solution but does not have an associated transaction cost. The resulting view to the supplier is in the form of remittance advice.

**What are the costs from SAP Ariba?**

There is no incremental cost for buyers who are members of the Ariba Network by way of subscription to SAP Ariba Commerce Automation. Cloud Integration Gateway is included free of charge and there is no transaction cost associated with the document type 'Payment Batch Request'; both of which are required for the combined payment solution.

**IMPLEMENTATION**

**What are the functional areas involved in setting up the solution?**

Engagement from the following functional areas is recommended:

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Sample Tasks</th>
</tr>
</thead>
</table>
| IT                   | • ERP Integration & Configuration  
                        • User Permissions  
                        • System Issues  
                        • Testing  
                        • Reconciliation Configuration |
| Procurement          | • Provide spend data for analysis  
                        • Assign users  
                        • Supplier Enablement / Outreach  
                        • Buyer Lead Testing  
                        • Socialize / Internal Communications |
| Accounts Payable     | • Create new payment type in ERP  
                        • Update suppliers in Vendor Master with new type  
                        • Supplier Enablement / Outreach  
                        • Buyer Testing  
                        • Reconciliation Configuration |
| Finance/Treasury     | • Stakeholder alignment  
                        • Payment Method & Terms Review |
IMPLEMENTATION

The duration of the setup is largely dependent on the buyer and whether resources are available; it is possible to complete setup within a few weeks.

The six steps are outlined below:

1. Buyers will need to integrate their ERP to the Ariba Network using CIG. Most buyers using Ariba Network have already established integration, but an additional document type ‘Payment Batch Request’ must be configured. 1.1. Integration via Cloud Integration Gateway (CIG) Release 2019.12 (SP7) or newer.
2. Buyer must set up funding account.
3. Buyers must create a new payment method in their ERP.
4. The ERP integration and the payment method need to be tested by the buyer and SAP Ariba.
5. The suppliers to be paid by this new payment type must have a relationship with the buyer on the Ariba Network using either an Enterprise or Standard account and have completed the two ‘Virtual Card Payment’ Enablement tasks.
6. Upon completion of the supplier enablement tasks, the buyer will be notified that each supplier is ready to receive American Express single-use account number and the buyer will assign the supplier to the new payment method in the ERP.

TRAINING

What training is offered and who does it?

The SAP Payables Customer Success Organization and the American Express Implementation team will guide buyers through the set-up process; providing documentation and training.

Is supplier onboarding managed by SAP Ariba, American Express, or is it outsourced?

Supplier Onboarding is a joint effort lead by both the SAP Ariba Payables Customer Success Organization, implementation managers and the American Express Supplier Enablement team.
Are there restrictions regarding what suppliers would be contacted to enroll or suppliers that neither SAP Ariba nor American Express would contact on a buyer’s behalf?

Do suppliers need to be on the Ariba Network?

Do suppliers pay to be on the network to use just this solution?

What steps or tasks do suppliers need to complete in order to receive the virtual Card payments on the Ariba Network?

What is the onboarding process for new Card suppliers?

**TRAINING**

Full supplier enablement services will be available to establish enterprise trading relationships with net new suppliers. Supplier enablement services include outreach, education, and provision of online training materials. Additionally, the virtual Card feature will be offered to Standard Account suppliers who have existing relationships with the buyer customer, triggered by one of the interactive email documents (i.e. purchase order, payment proposal, CC invoice).

**SUPPLIER EXPERIENCE**

Yes, suppliers will need to have an existing relationship with the buyer on Ariba Network. Suppliers can register for a Standard Account with basic functionality at no cost.

Suppliers will not pay additional fees for this integrated solution. Existing fees associated with the suppliers’ current Ariba Network account will apply. Suppliers who need basic functionality can register for a free Ariba Network Standard Account.

- Set up takes minutes with a few clicks
- For the remittance to be delivered to the supplier Ariba Network account, the suppliers will be assigned two 'Virtual Card Payments' Enablement tasks:
  1. E-mail address setup: Configures the email address for virtual card payment notifications
  2. Assign user permissions: 'Credit Card Number Access' to authorized accounts receivable resources to enable view of the card number expiration, and CVV code.

The implementation process will include data analysis to identify suppliers that are already accepting American Express payments. For suppliers that are accepting other types of payment and are targeted for the combined solution, American Express will conduct supplier outreach to onboard those suppliers to the virtual Card program.
SUPPLIER EXPERIENCE

Once the buyer has executed payment for approved invoice(s), the supplier will receive remittance advice with the single-use account number, expiration, and 4-digit CVV code to authorize and settle the payment.

SUPPORT

- Buyers can view transactional details via the Ariba Network Outbox. Suppliers also have visibility through the Ariba Network Inbox.
- Support on SAP Ariba functionality is provided via normal SAP Ariba Support channels.
- Buyers would contact American Express Support for inquiries related to failed virtual Card transactions, American Express remittance reconciliations, and statement questions.

- American Express generates a one-time virtual Card number for each payment. American Express virtual Cards also have embedded controls that correspond with the payment amount, and timing.
- Only users in the supplier account that have the correct permissions will be able to view the virtual Card payment details, such as the 15-digit Card number, expiration, and CVV code.