

SAP PO Payment Term Change

- Open AARI Portal
- Select a process - Change Payment Terms for PO's in SAP
- Enter PO Number and click Submit
- Bot will trigger in runner and Login SAP
- Bot will navigate into the Purchase order number page
- Bot will retrieve the PO Status and Payment term details
- Select update payment term is Yes and click on continue
- Select the new Payment term from the list
- Bot will trigger a runner and update the new payment term for the particular PO