

Active is: Supplier Standard Account

SAP Ariba Network Guide
August 2020



Value. Shared.

Allianz 
Global Investors

Agenda

01

Receipt of
purchase order
e-mail

02

Confirm
purchase order

03

Create and
submit invoice

04

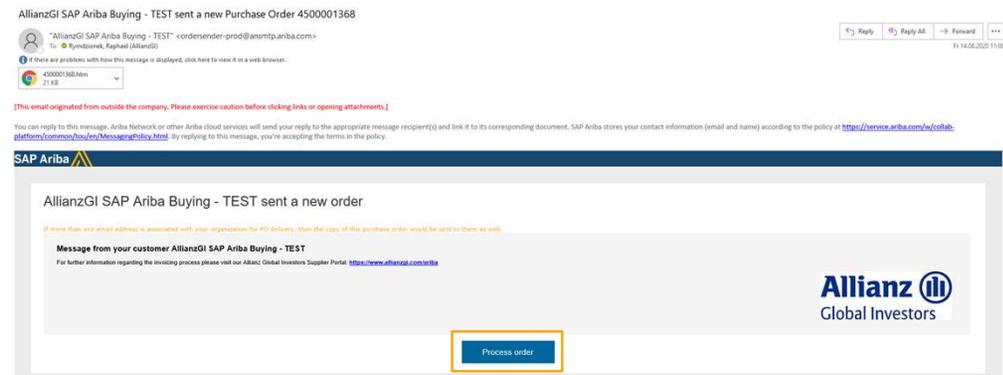
Find answers to
your questions

01 - Receipt of purchase order e-mail

Information You will receive an e-mail from Ariba system including your purchase order details

Step 1 Click on the **'Process Order'** button and the system will automatically re-direct you to the Supplier Login page

Step 2 If you are not logged in Ariba Network please proceed with the **'Login'** using your company's credentials from the registration process



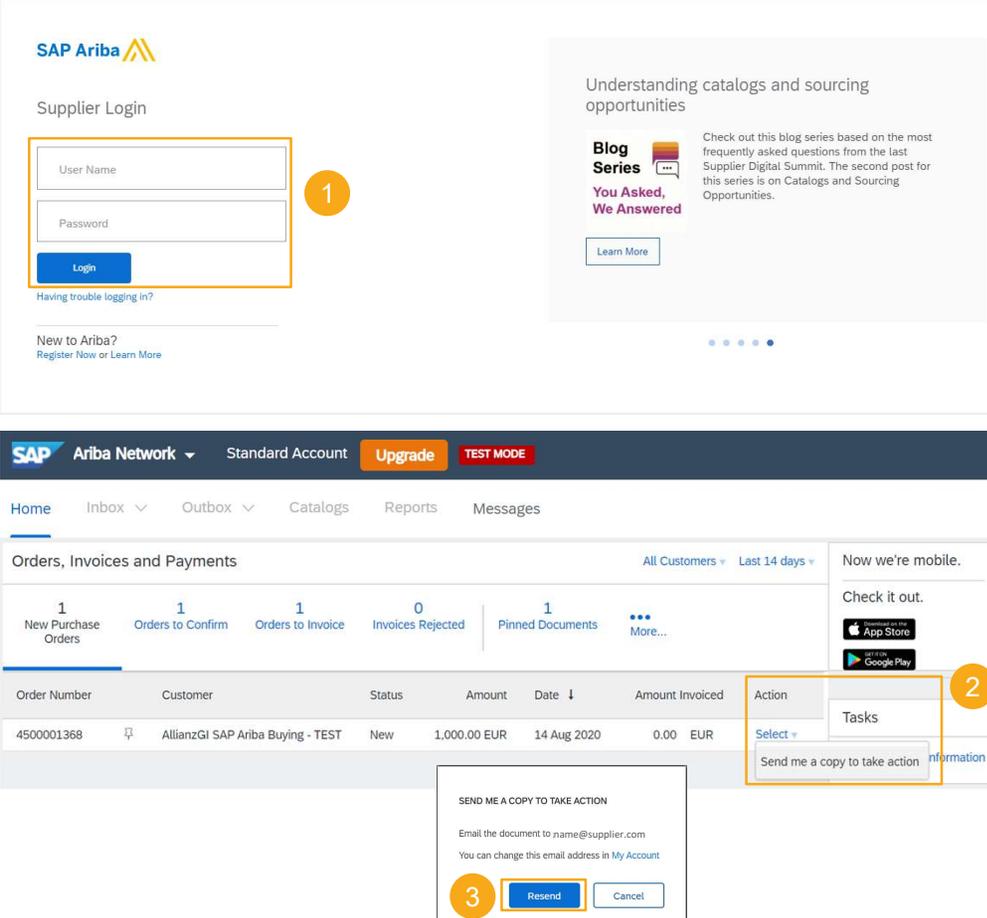
01 - Alternative start: Initiate re-send of purchase order e-mail

Step 1 Access Ariba Network
<https://supplier.ariba.com> and login with your company's credentials from the registration process

Step 2 Click on **'Select'** in the column Action and choose **'Send me a copy to take action'** in the line of the order number

Step 3 Click on **'Resend'** in the open dialogue and the system will send you an e-mail into your inbox linked to the purchase order

Information Please continue with the steps described on page 3 'Receipt of purchase order e-mail'



The screenshot shows the SAP Ariba interface. At the top, there is a 'Supplier Login' form with fields for 'User Name' and 'Password', and a 'Login' button. A yellow box with a '1' highlights the login form. Below the login form, there is a 'Blog Series' section with a 'Learn More' button. The main content area shows a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. Below the navigation bar, there is a summary section for 'Orders, Invoices and Payments' with counts for 'New Purchase Orders', 'Orders to Confirm', 'Orders to Invoice', 'Invoices Rejected', and 'Pinned Documents'. A table below this summary shows a list of orders. A yellow box with a '2' highlights the 'Action' column of the table, which contains a 'Select' dropdown menu. A third yellow box with a '3' highlights a dialog box that appears when the 'Resend' button is clicked. The dialog box contains the text 'SEND ME A COPY TO TAKE ACTION', 'Email the document to name@supplier.com', and 'You can change this email address in My Account'. It has 'Resend' and 'Cancel' buttons.

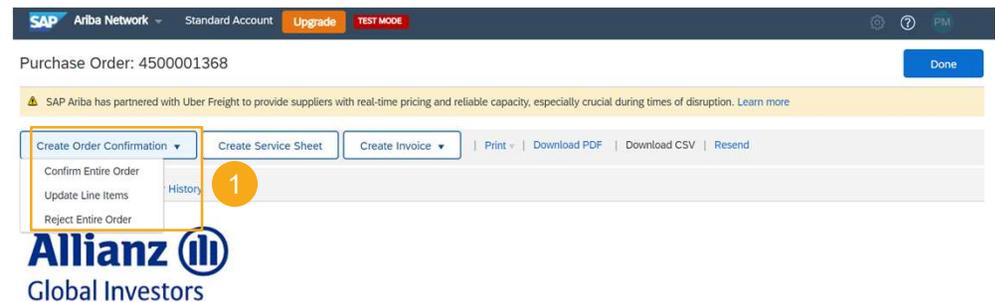
02 - Confirm purchase order (1/2)

Information After login to Ariba Network your purchase order will be displayed

Step 1 Click on **'Create Order Confirmation'** and select the option **'Confirm Entire Order'** from the dropdown to inform your customer about the receipt of the purchase order and your willingness to deliver the goods and/ or provide the services

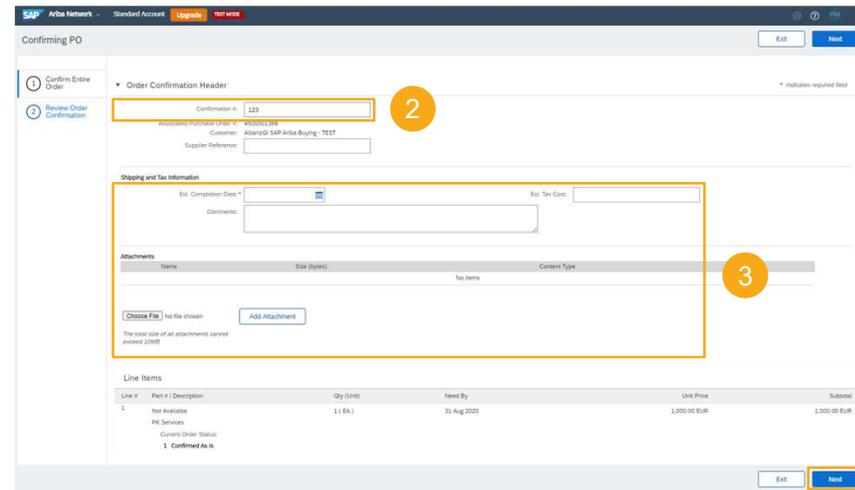
Step 1a (optional) In case you receive a purchase order containing multiple line items you have the possibility to select **'Update Line Items'** from the dropdown

Step 1b (alternative to 1) In case you do not accept the purchase order you can choose **'Reject Entire Order'** from the dropdown



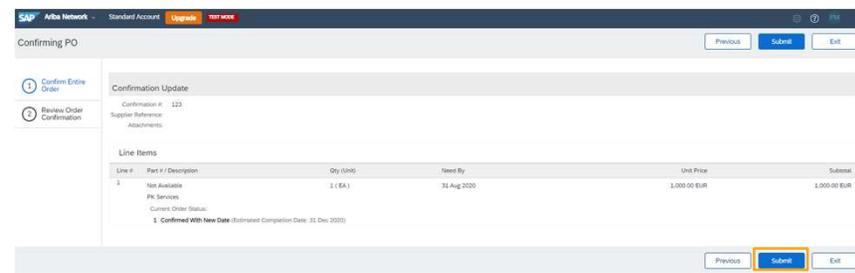
02 - Confirm purchase order (2/2)

- Information** After selecting **'Confirm Entire Order'** a new entry mask **'Order Confirmation Header'** opens
- Step 2** Enter your order **'Confirmation Number'** that can be any value from your internal systems such as the number from your order processing application
- Step 3 (optional)** You can provide further details such as the estimated shipping date, tax costs and comments as well as attachments
- Step 4** Click on **'Next'**
- Step 5** Review the **'Order Confirmation'** and click on **'Submit'** to send the confirmation to your customer
- Information** The status of the purchase order will change to **'Confirmed'** and you will receive an e-mail with the confirmation



The screenshot shows the 'Confirming PO' screen in SAP. The 'Order Confirmation Header' section has a 'Confirmation #' field with the value '123' highlighted by a yellow box and a '2' in a yellow circle. Below this is the 'Shipping and Tax information' section, which includes fields for 'Est. Completion Date', 'Est. Tax Cost', and 'Comments', all highlighted by a yellow box and a '3' in a yellow circle. At the bottom right, the 'Next' button is highlighted by a yellow box and a '4' in a yellow circle.

Line #	Part # / Description	Qty (UoM)	Need By	Unit Price	Subtotal
1	Not Available PR Services	1 (EA)	31 Aug 2020	1,000.00 EUR	1,000.00 EUR



The screenshot shows the 'Confirming PO' screen in SAP after clicking 'Next'. The 'Confirmation Update' section shows the 'Confirmation #' as '123' and the 'Supplier Reference' as 'ASAPR01 SAP arbia Buying - TEST'. The 'Line Items' table is visible, and the 'Submit' button at the bottom right is highlighted by a yellow box and a '5' in a yellow circle.

Line #	Part # / Description	Qty (UoM)	Need By	Unit Price	Subtotal
1	Not Available PR Services	1 (EA)	31 Aug 2020	1,000.00 EUR	1,000.00 EUR

03 - Create invoice 'Initiation'

Step 1 Click on **'Create Invoice'** and select the option **'Standard Invoice'** from the dropdown

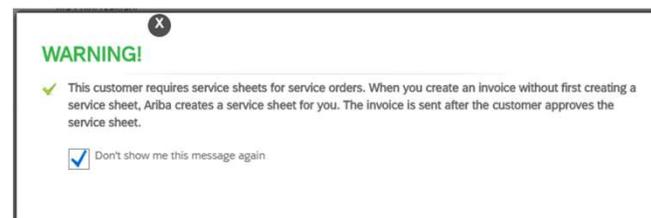
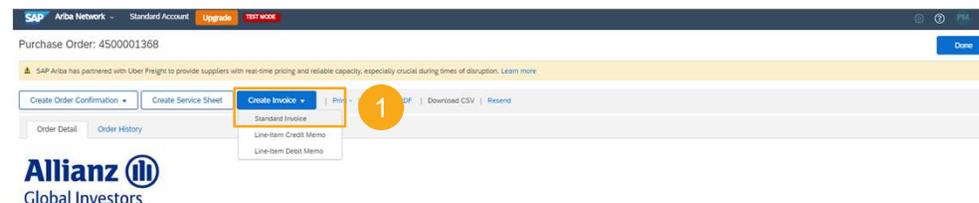
Information In case you have delivered or serviced the purchase order partially you have the possibility to submit multiple invoices for one purchase order over time

Please note that multiple purchase orders cannot be processed with one invoice

'WARNING!' message informs you that for all Service Purchase Orders (not Material Purchase Orders for Goods) a Service Sheet will be automatically generated when you create an invoice

After submitting the invoice the service notification, the so-called Service Entry Sheet (SES) is automatically created and sent to the requestor in Allianz Global Investors for approval

When the service entry sheet is approved by the requestor, invoice posting and payment are triggered.



NOTE: Before creating the invoice, once you have chosen to manually create a Service Entry Sheet (SES) against the purchase order (PO), you are required to use this method of creating SES for the entire life of the PO.

Please ignore this message and create invoice directly.

03 - Create invoice 'Fill Header Information'

Information The invoice contains information from the Purchase Order

To complete the invoice please fill all the mandatory fields marked with an asterisk

Invoices are divided into 2 sections:
(1) the Header section which summarizes the invoice and
(2) the Line Item section which lists the items being invoiced (see next page)

Step 2 Enter your **'Invoice Number'**

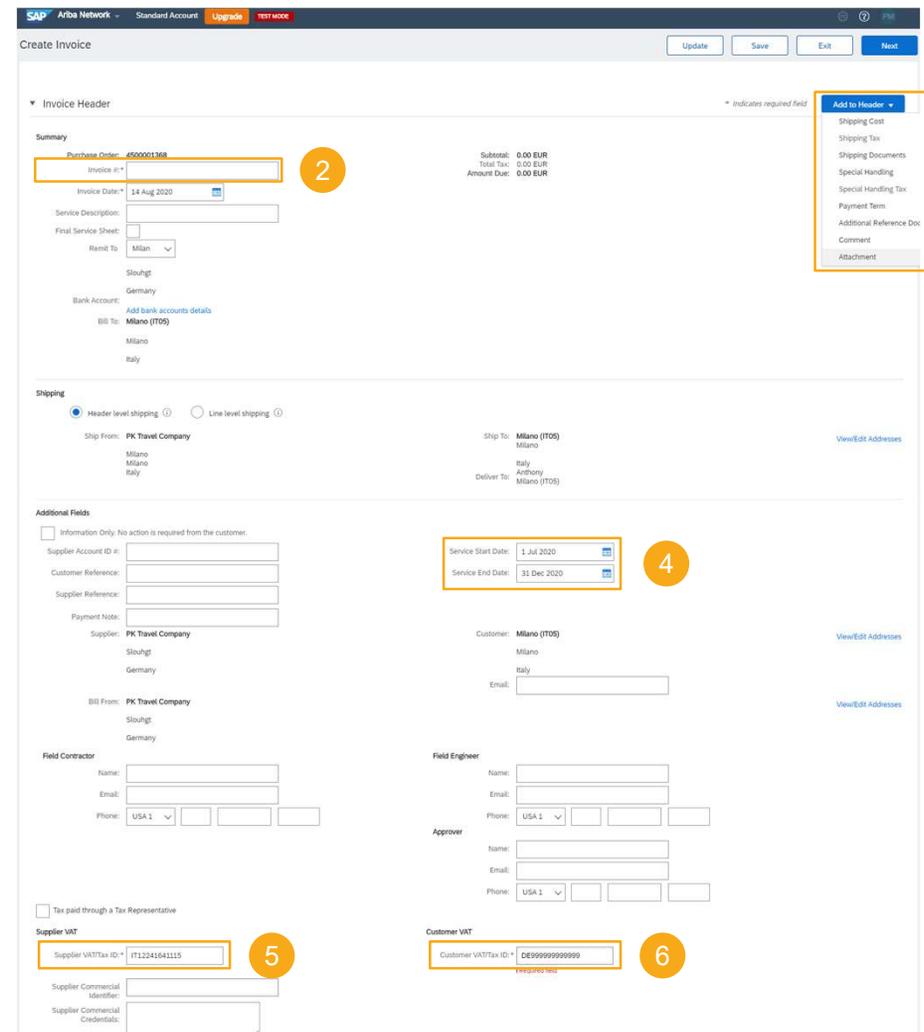
Step 3 Under **'Add to Header'** upload your invoice as .pdf document from your internal billing system as **'Attachment'**

Step 4 Enter the **'Service Start Date'** and **'Service End Date'**

Step 5 Enter your **'Supplier VAT/Tax ID'**

Step 6 Enter Allianz Global Investors **'Customer VAT/Tax ID'**

Information In case you have added your VAT/Tax ID to your Company Profile during registration the number will be auto-populated



The screenshot shows the SAP 'Create Invoice' interface. The 'Invoice Header' section is highlighted with a blue box. A dropdown menu 'Add to Header' is open, showing options like 'Shipping Cost', 'Shipping Tax', 'Shipping Documents', 'Special Handling', 'Special Handling Tax', 'Payment Term', 'Additional Reference Doc', 'Comment', and 'Attachment'. The form contains several fields with callouts:

- 2**: Invoice # (Purchase Order: #500001368)
- 3**: 'Add to Header' dropdown menu
- 4**: Service Start Date (1 Jul 2020) and Service End Date (31 Dec 2020)
- 5**: Supplier VAT ID (IT12241641115)
- 6**: Customer VAT ID (DE9999999999)

Other visible fields include Invoice Date (14 Aug 2020), Final Service Sheet, Bank Account (Germany), Bill To (Milano, Italy), Ship From (PK Travel Company), Ship To (Milano, Italy), Deliver To (Ansheng, Milano, Italy), and Field Contractor details.

03 - Create invoice 'Add line item'

Step 6 To add a line item on an invoice for services, click on button **'Add/Update'** and then select **'Add General Service'** from the dropdown

Step 7 After inserting the line item, please add the **'Description'**

Step 8 Enter **'Quantity'**

Step 9 Enter the **'Unit'** of Measurement

Information As the field **'Unit'** is case sensitive please ensure to enter the value in capital letters

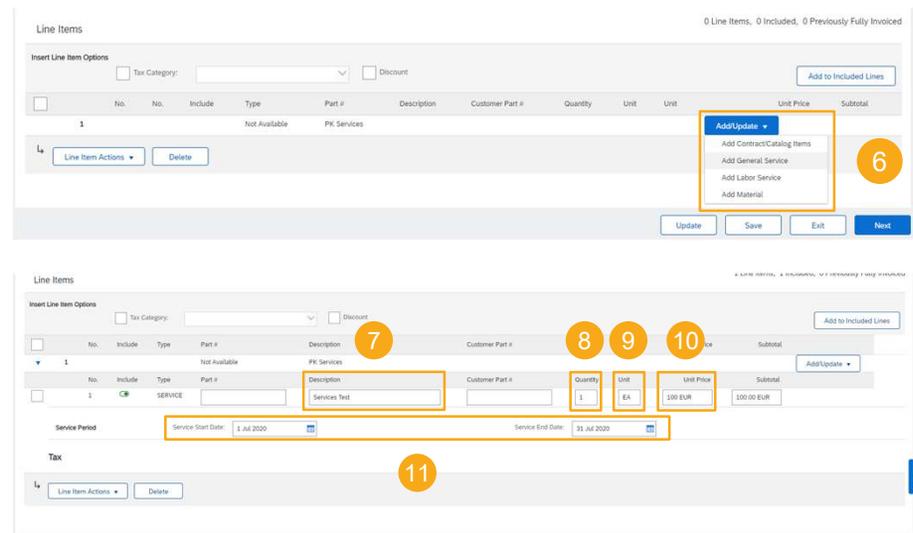
Please note that the field will not be validated by the system and often leads to technical errors

For valid entries please refer to the additional document **Allianz Global Investors Unit of Measurement for Ariba**

Examples for frequently used UOMs:
EA (each), DAY (days), HUR (hours)

Step 10 Enter **'Unit Price'**

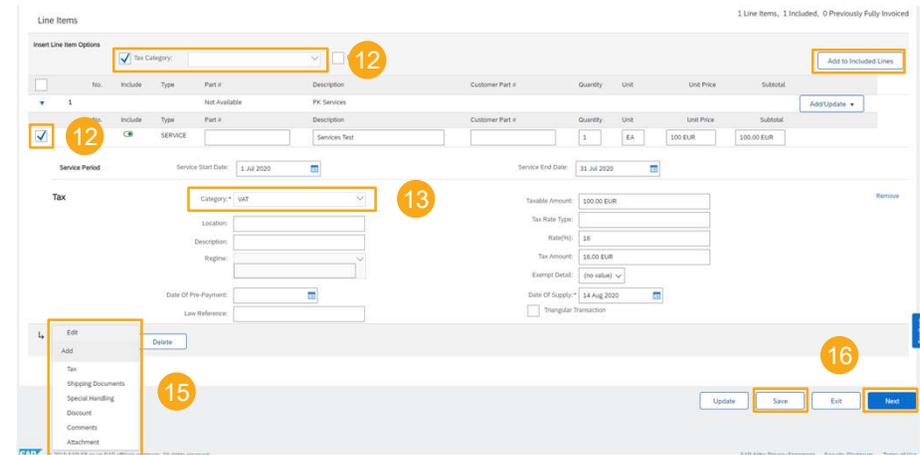
Step 11 Enter **'Service Start Date'** and **'Service End Date'**



The image displays two screenshots of the 'Line Items' interface. The top screenshot shows the 'Add/Update' dropdown menu with 'Add General Service' selected, highlighted by a red box and a red circle '6'. The bottom screenshot shows the line item table with fields for Description, Quantity, Unit, and Unit Price highlighted by red boxes and red circles '7', '8', '9', and '10' respectively. Below the table, the 'Service Period' section shows 'Service Start Date' and 'Service End Date' fields highlighted by a red box and red circle '11'.

03 - Create invoice 'Enter tax details'

- Step 12** For tax relevant invoices click on the check box left hand side to **'Tax Category'** and on the check box next to the line item
- Step 13** Click **'Add to included items'**
- Step 14** Select **'Category'** (please refer to the following page for the correct selection)
- Step 15 (optional)** If you have multiple line items, you can add tax from the dropdown selection
- The same applies for Shipping and/ or Travel Costs
- Step 16** After entering all the details, click on save then click on Next.



The screenshot displays the 'Line Items' interface. At the top, there's a section for 'Insert Line Item Options' with a checked 'Tax Category' checkbox (12) and an 'Add to Included Lines' button (14). Below is a table with one line item (12) that has its 'Include' checkbox checked. The 'Tax' section is expanded, showing a 'Category' dropdown (13) set to 'USt'. Other fields include 'Taxable Amount' (100.00 EUR), 'Tax Rate Type' (USt), 'Tax Rate' (18%), and 'Tax Amount' (18.00 EUR). A dropdown menu (15) is open at the bottom left, listing actions like 'Edit', 'Add', 'Tax', 'Shipping Documents', 'Special Handling', 'Discount', 'Comments', and 'Attachment'. At the bottom right, there are 'Update', 'Save' (16), 'Exit', and 'Next' buttons.

03 - Create invoice 'Enter tax details'

From Country	To Country	Tax-Type (Category)
US	US	Sales-Tax
US	Europe, HK	VAT
US	Singapore, Australia	GST
Europe	Europe	VAT
Europe	US	Sales-Tax
Europe	Singapore, Australia	GST
Singapore, Australia	Singapore, Australia	GST
Singapore, Australia	Europe, HK	VAT
Singapore, Australia	US	Sales-Tax

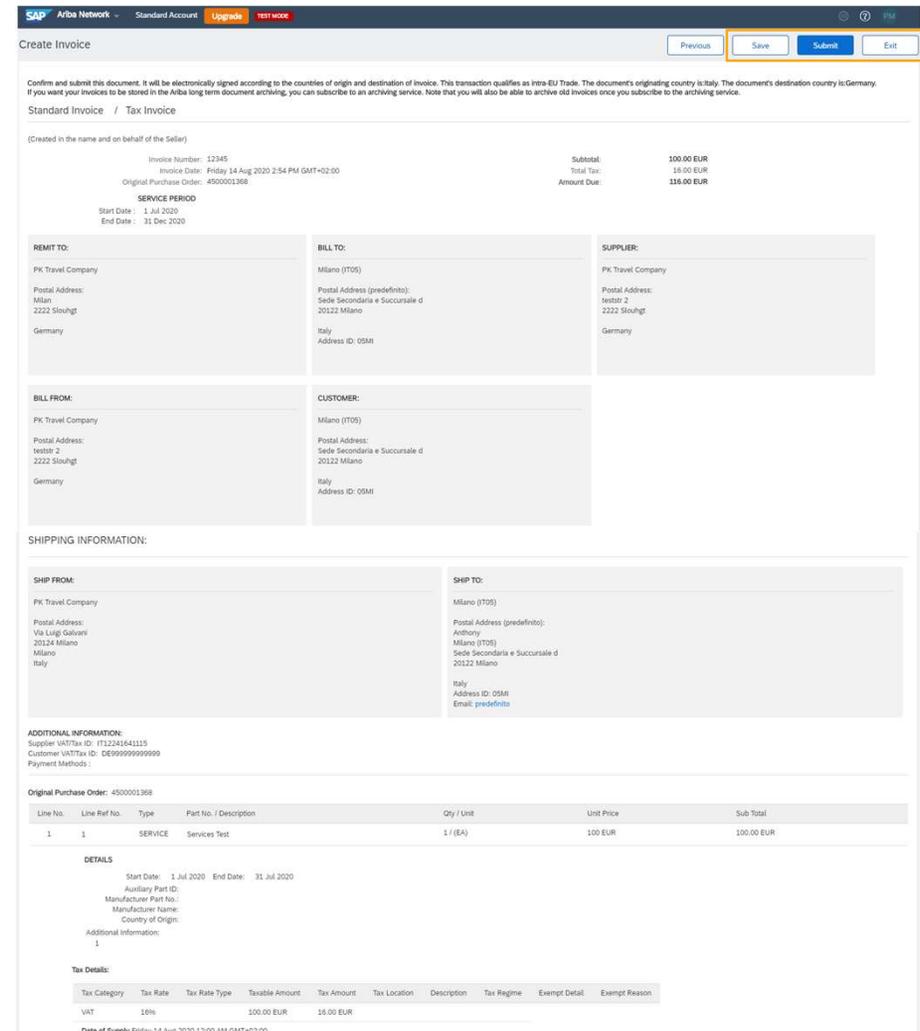
03 - Create invoice 'Submit invoice'

Step 17

Once you have reviewed the invoice summary click 'Submit' and your invoice will be sent to Allianz Global Investors

You can also 'Print' a copy of the invoice or 'Exit' the invoice if you do not want to submit

You will receive an email confirmation with the invoice attached



SAP Ariba Network - Standard Account Upgrade TEST MODE

Create Invoice Previous Save **Submit** Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Intra-EU Trade. The document's originating country is Italy. The document's destination country is Germany. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

(Created in the name and on behalf of the Seller)

Invoice Number: 12345
 Invoice Date: Friday 14 Aug 2020 2:54 PM GMT+02:00
 Original Purchase Order: 4500001368

Subtotal: 100.00 EUR
 Total Tax: 16.00 EUR
 Amount Due: 116.00 EUR

SERVICE PERIOD
 Start Date: 1 Jul 2020
 End Date: 31 Dec 2020

REMIT TO: PK Travel Company Postal Address: Milan 2222 Sloophtg Germany	BILL TO: Milano (IT05) Postal Address (predefinito): Sede Secondaria e Succursale d 20122 Milano Italy Address ID: 05MI	SUPPLIER: PK Travel Company Postal Address: Sede 2 2222 Sloophtg Germany
BILL FROM: PK Travel Company Postal Address: Sede 2 2222 Sloophtg Germany	CUSTOMER: Milano (IT05) Postal Address: Sede Secondaria e Succursale d 20122 Milano Italy Address ID: 05MI	

SHIPPING INFORMATION:

SHIP FROM: PK Travel Company Postal Address: Via Luigi Galvani 20124 Milano Italy	SHIP TO: Milano (IT05) Postal Address (predefinito): Anthony Milano (IT05) Sede Secondaria e Succursale d 20122 Milano Italy Address ID: 05MI Email: predefinito
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ADDITIONAL INFORMATION:
 Supplier VAT/Tax ID: IT12345641115
 Customer VAT/Tax ID: DE999999999999
 Payment Methods:

Original Purchase Order: 4500001368

Line No.	Line Ref No.	Type	Part No. / Description	Qty / Unit	Unit Price	Sub Total
1	1	SERVICE	Services Test	1 / (EA)	100 EUR	100.00 EUR

DETAILS
 Start Date: 1 Jul 2020 End Date: 31 Jul 2020
 Auxiliary Part ID:
 Manufacturer Part No.:
 Manufacturer Name:
 Country of Origin:
 Additional Information:
 1

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail	Exempt Reason
VAT	16%		100.00 EUR	16.00 EUR					

Date of Supply Friday 14 Aug 2020 12:00 AM GMT+02:00

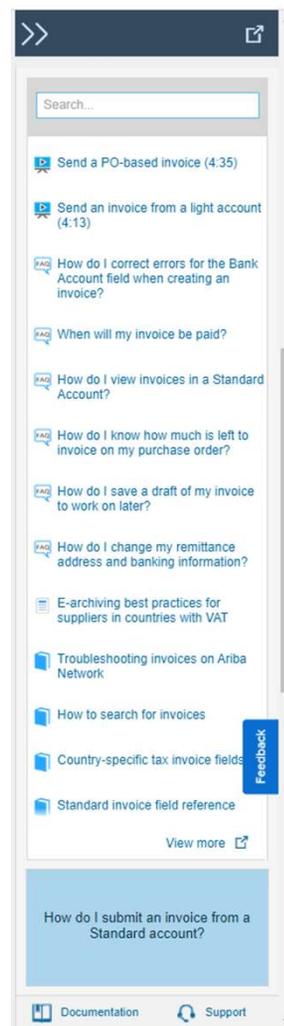
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04 – Find answers to your questions

Information

In case you have any questions concerning Ariba Network or the Standard account please refer to the various documents and videos available in the Help Centre on the right-hand side of the page

You have the option to use the search function to find specific topics or answers to your questions



Active is:

Allianz Global Investors