

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

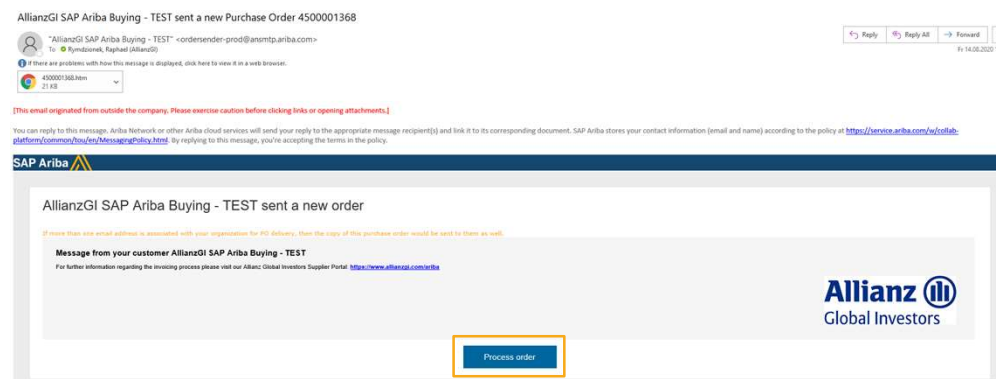
Find answers to
your questions

01 - Receipt of purchase order e-mail

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

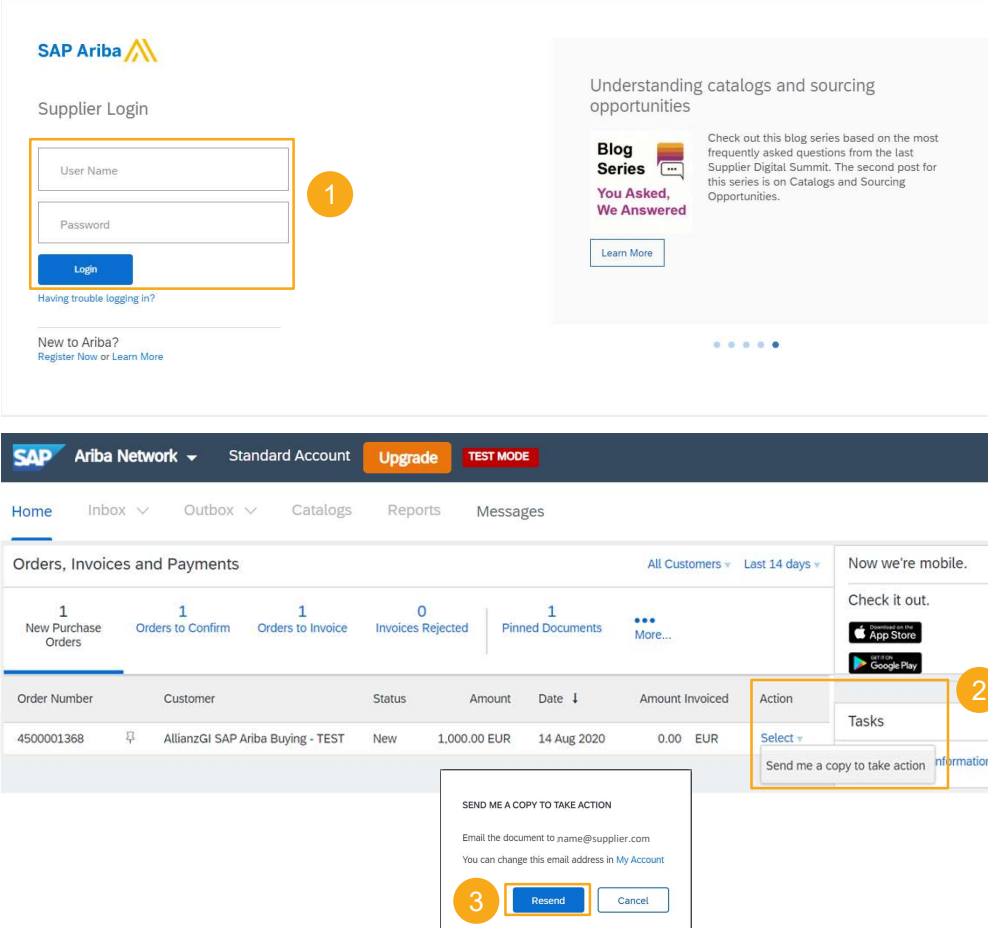
Step 1 Click on the **'Process Order'** button and the system will automatically re-direct you to the Supplier Login page


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'



SAP Ariba 

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

Understanding catalogs and sourcing opportunities

Blog Series
You Asked, We Answered

Check out this blog series based on the most frequently asked questions from the last Supplier Digital Summit. The second post for this series is on Catalogs and Sourcing Opportunities.

Learn More

SAP Ariba Network Standard Account Upgrade TEST MODE

Home Inbox Outbox Catalogs Reports Messages

Orders, Invoices and Payments All Customers Last 14 days Now we're mobile.

Check it out.
App Store
Google Play

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
4500001368	AllianzGI SAP Ariba Buying - TEST	New	1,000.00 EUR	14 Aug 2020	0.00 EUR	Select Send me a copy to take action

SEND ME A COPY TO TAKE ACTION

Email the document to name@supplier.com
You can change this email address in My Account

Resend Cancel

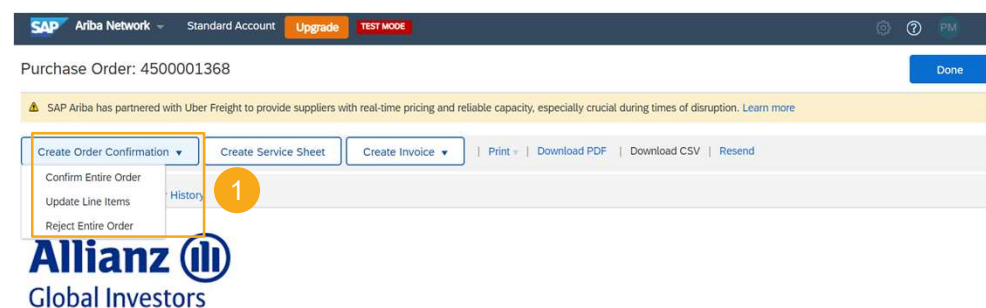
02 - Confirm purchase order (1/2)

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

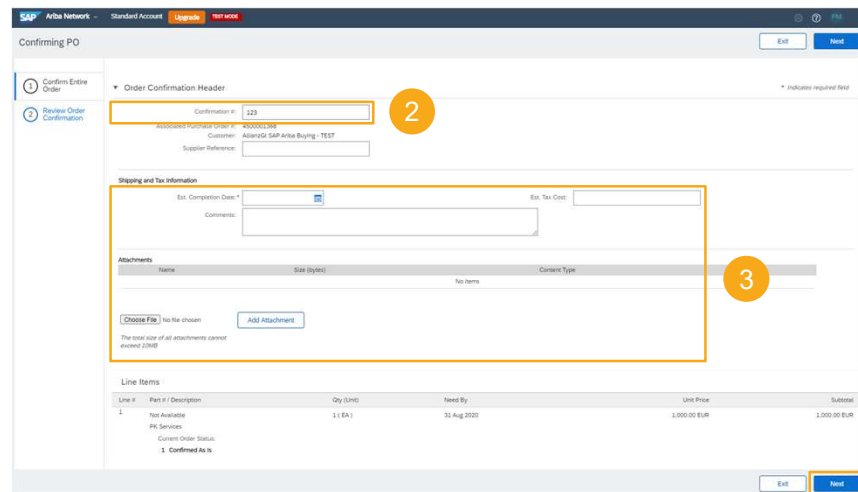
Step 2 Enter your order '**Confirmation Number**' that can be any value from your internal systems such as the number from your order processing application

Step 3 (optional) You can provide further details such as the estimated shipping date, tax costs and comments as well as attachments

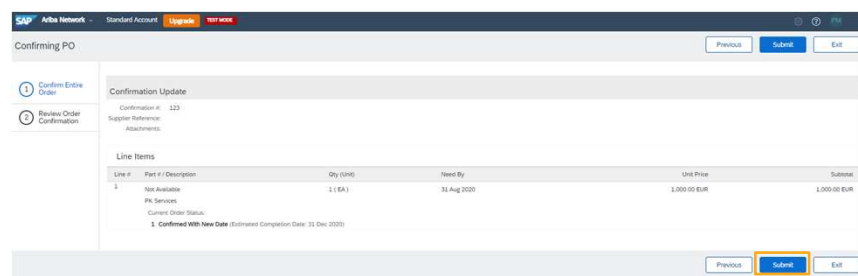
Step 4 Click on '**Next**'

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 is highlighted with a yellow box and a '2' in a yellow circle. The 'Confirmation #' field is filled with '123'. Below this, the 'Shipping and Tax information' section is highlighted with a yellow box and a '3' in a yellow circle. The 'Attachments' section is also visible. At the bottom right, the 'Next' button is highlighted with a yellow box and a '4' in a yellow circle.



The screenshot shows the 'Confirmation Update' screen in SAP. The 'Line Items' table is visible, showing a single line item with a quantity of 1 and a unit price of 1,000.00 EUR. The 'Submit' button is highlighted with a yellow box and a '5' in a yellow circle.

03 - Create invoice 'Initiation'

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

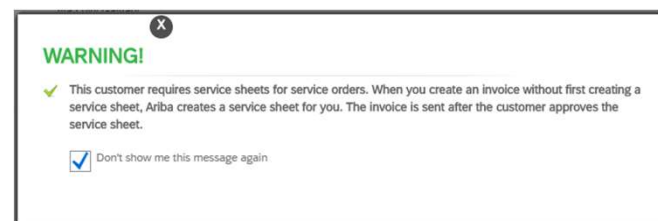
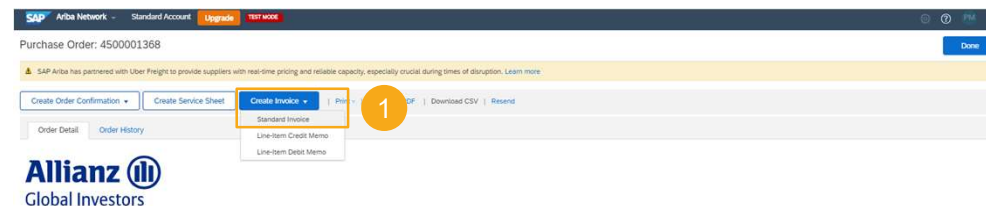
Information In case you have delivered or serviced the purchase order partially you have the possibility to submit multiple invoices for one purchase order over time

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'**

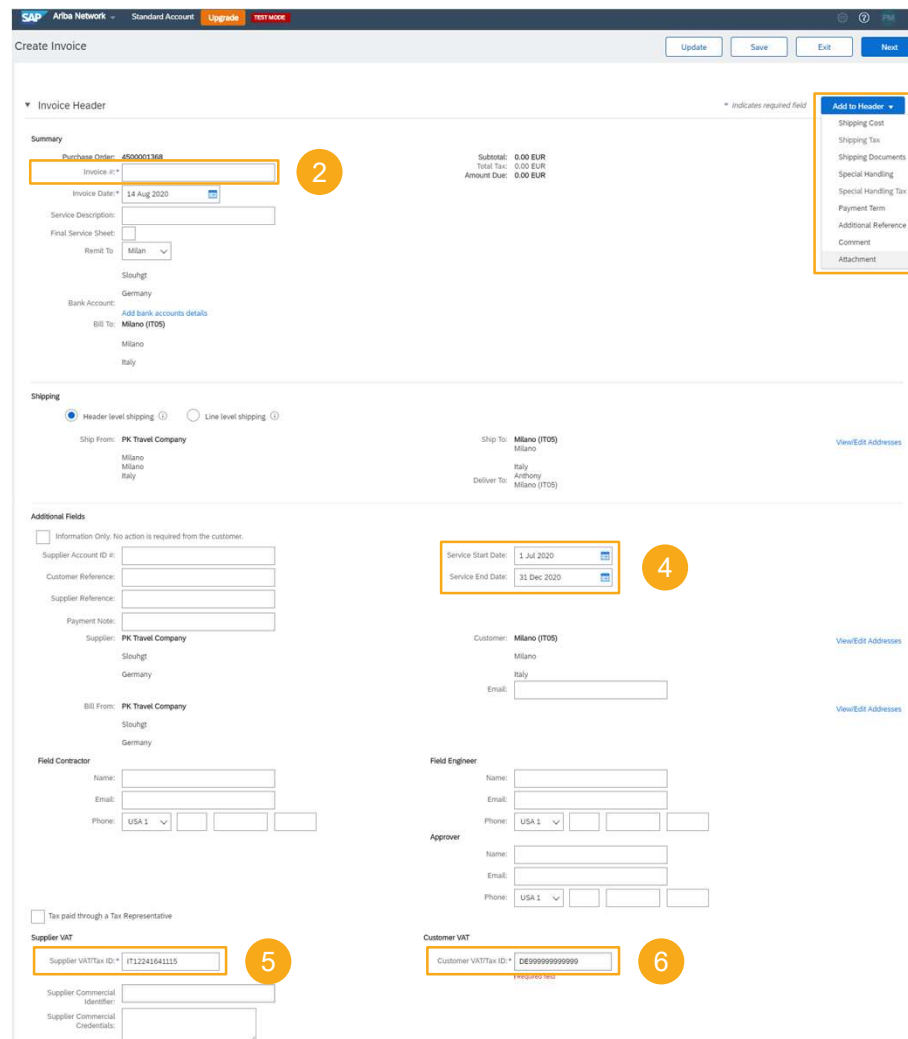
Step 3 Under **'Add to Header'** upload your invoice as .pdf document from your internal billing system as **'Attachment'**

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



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Create Invoice [Update] [Save] [Exit] [Next]

Invoice Header * Indicates required field

Summary

Purchase Order: #50001368 **2**

Invoice #: **1**

Invoice Date: 14 Aug 2020

Service Description:

Final Service Sheet:

Remit To: Milan

Slouhgt: Germany

Bank Account: Add bank accounts details

Bill To: Milano (IT05)

Milano Italy

Subtotal: 0.00 EUR
Total Tax: 0.00 EUR
Amount Due: 0.00 EUR

Shipping

☒ Header level shipping ☐ Line level shipping

Ship From: PK Travel Company
Milano
Milano
Italy

Ship To: Milano (IT05)
Milano
Italy
Arthing
Milano (IT05)

Deliver To: Milano (IT05)

Additional Fields

☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: PK Travel Company
Slouhgt: Germany

Bill From: PK Travel Company
Slouhgt: Germany

Field Contractor

Name:

Email:

Phone: USA 1

Field Engineer

Name:

Email:

Phone: USA 1

Approver

Name:

Email:

Phone: USA 1

Service Dates

Service Start Date: 1 Jul 2020 **4**

Service End Date: 31 Dec 2020

Customer: Milano (IT05)
Milano
Italy
Email:

Supplier VAT

Tax paid through a Tax Representative ☐

Supplier VAT/Tax ID: IT1224164115 **5**

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID: DE9999999999 **6**

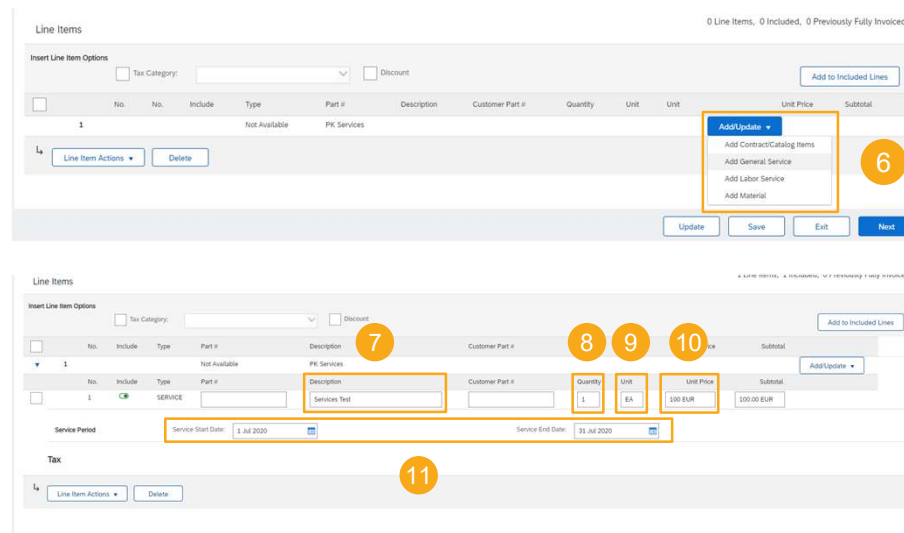
Required field

Add to Header

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Payment Term
- Additional Reference Doc
- Comment
- Attachment

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' form in the Allianz Global Investors system. The top screenshot shows the 'Add/Update' dropdown menu with 'Add General Service' selected. The bottom screenshot shows the form with fields for Description, Quantity, Unit, Unit Price, and Service Period, all highlighted with orange boxes and numbered 7 through 11.

Line Items 0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options ☐ Tax Category: ☐ Discount

No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1					Not Available	PK Services				

Line Items 0 Line Items, 0 Included, 0 Previously Fully Invoiced

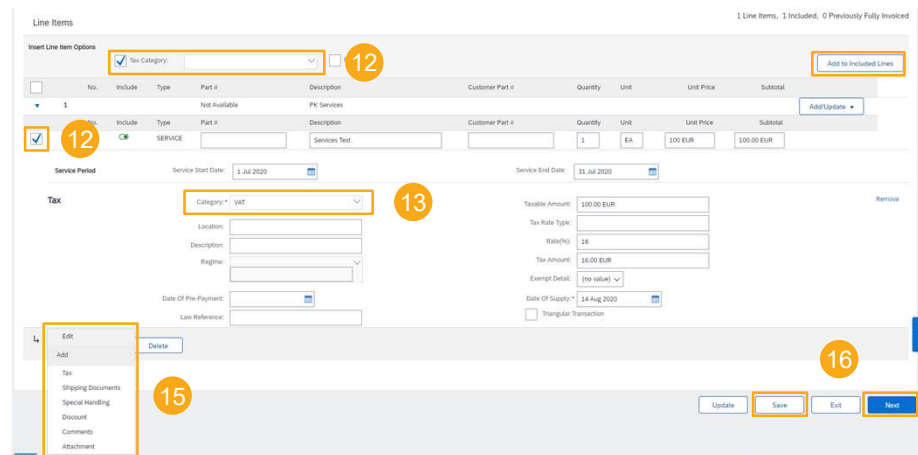
Insert Line Item Options ☐ Tax Category: ☐ Discount

No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1					Not Available	PK Services				
1					Services Test		1	EA	100.00 EUR	100.00 EUR

Service Period

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 shows the 'Line Items' form. At the top right, it says '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. The form has a table for line items with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. A line item is shown with 'Include' checked and 'Type' set to 'SERVICE'. To the right of the table is a button 'Add to Included Lines'. Below the table is a 'Service Period' section with 'Service Start Date' and 'Service End Date' fields. The 'Tax' section has a 'Category' dropdown menu. To the right of the 'Tax' section is a 'Taxable Amount' section with fields for 'Taxable Amount', 'Tax Rate Type', 'Rate(%)', 'Tax Amount', 'Exempt Detail', 'Date of Supply', and 'Taxable Transaction'. At the bottom right are buttons for 'Update', 'Save', 'Exit', and 'Next'. Numbered callouts (12-16) highlight specific steps: 12 points to the 'Tax Category' dropdown, 13 points to the 'Category' dropdown, 14 points to the 'Add to Included Lines' button, 15 points to the 'Edit' button in the dropdown menu, and 16 points to the 'Save' button.

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

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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:	BILL TO:	SUPPLIER:
PK Travel Company Postal Address: Milan 2222 Slough Germany	Milano (IT05) Postal Address (predefinito): Sede Secondaria e Succursale d 20122 Milano Italy Address ID: 05M	PK Travel Company Postal Address: Sede 2 2222 Slough Germany

BILL FROM:	CUSTOMER:
PK Travel Company Postal Address: Sede 2 2222 Slough Germany	Milano (IT05) Postal Address: Sede Secondaria e Succursale d 20122 Milano Italy Address ID: 05M

SHIPPING INFORMATION:

SHIP FROM:	SHIP TO:
PK Travel Company Postal Address: Via Luigi Galvani 20124 Milano Italy	Milano (IT05) Postal Address (predefinito): Anthony Milano (IT05) Sede Secondaria e Succursale d 20122 Milano Italy Address ID: 05M Email: predefinito

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

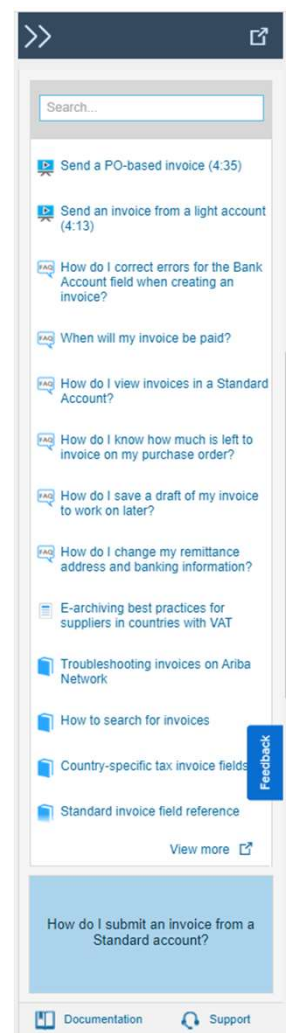
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04 – Find answers to your questions

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