Active is: Supplier Standard Account

SAP Ariba Network Guide

August 2020

Value. Shared.

Allianz
Global Investors

Agenda

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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

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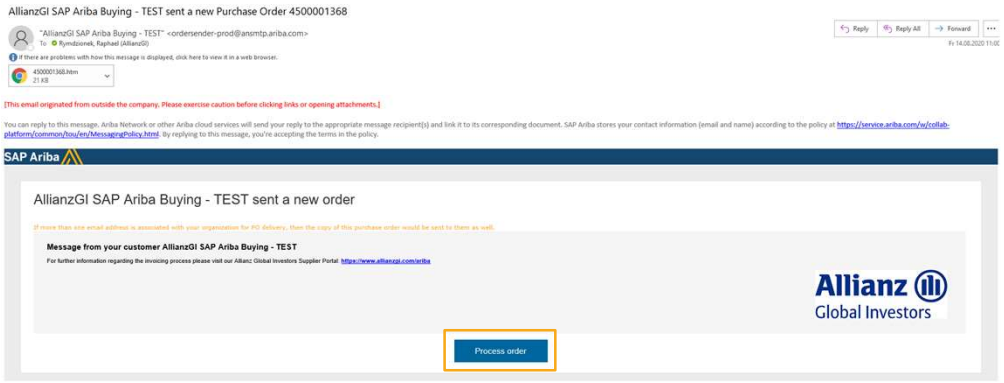
Information	You will receive an e-mail from Ariba system including your purchase order details
Step 1	Click on the **‘Process Order’** button and the system will automatically re-direct you to the Supplier Login page
Step 2	If you are not logged in Ariba Network please proceed with the **‘Login’** using your company’s credentials from the registration process



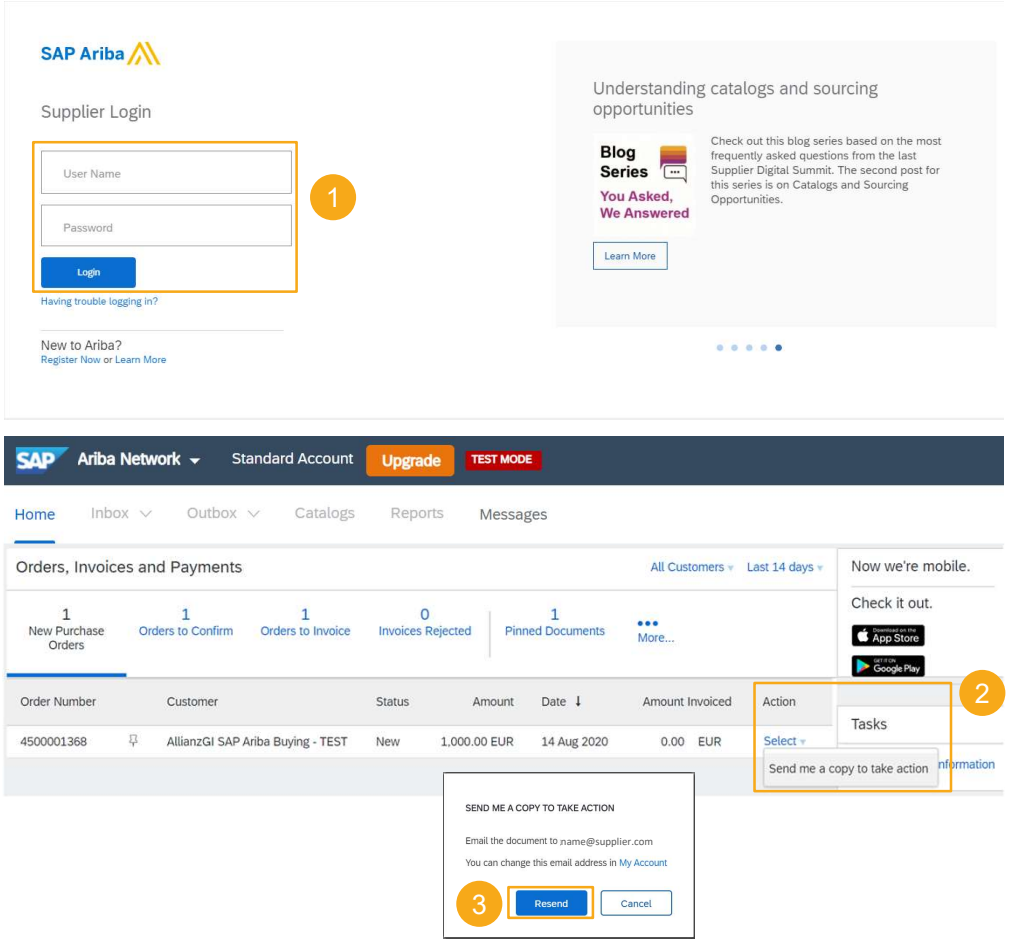
01 - Alternative start: Initiate re-send of purchase order e-mail

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

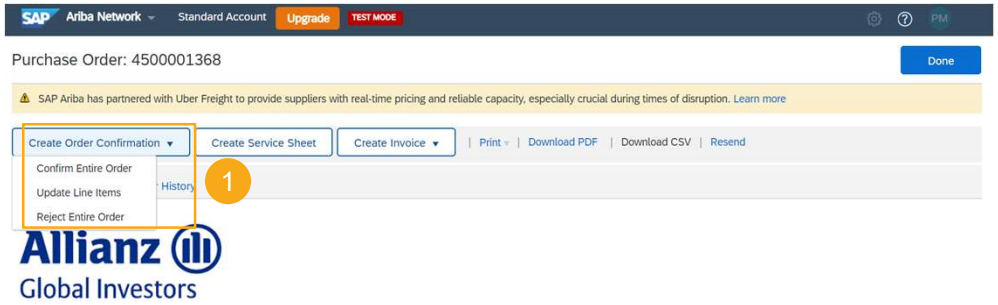
Step 3 Click on **'Resend'** in the open dialogue and the system will send you an e-mail into your inbox linked to the purchase order

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



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)

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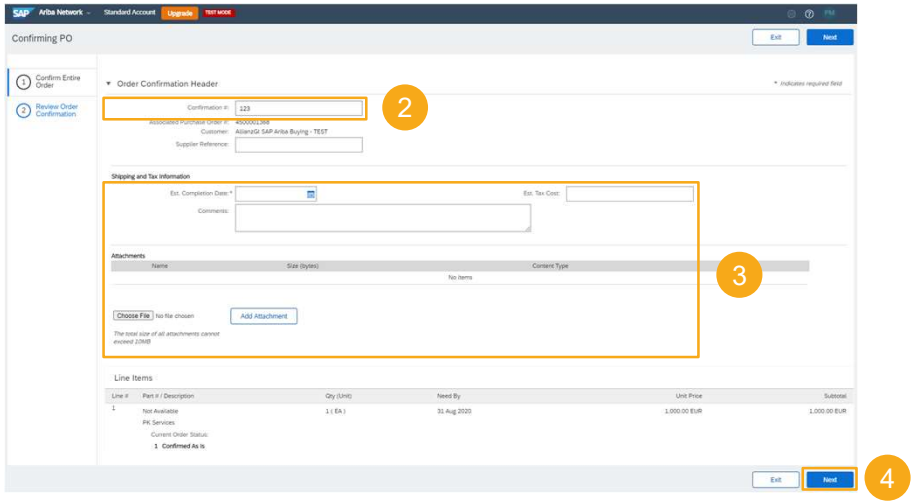
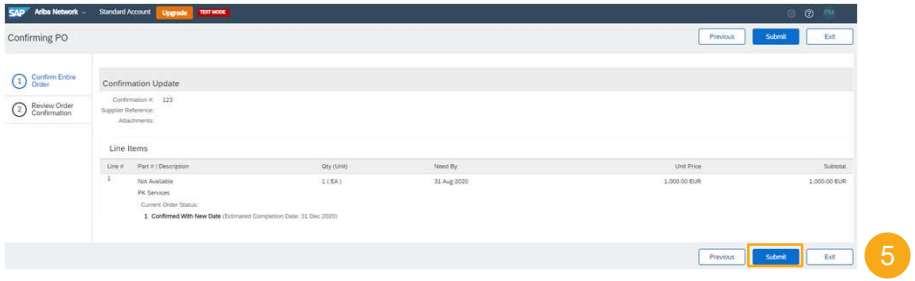
Information	After selecting **‘Confirm Entire Order’** a new entry mask **‘Order Confirmation Header’** opens
Step 2	Enter your order **‘Confirmation Number’** that can be any value from your internal systems such as the number from your order processing application
Step 3 (optional)	You can provide 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

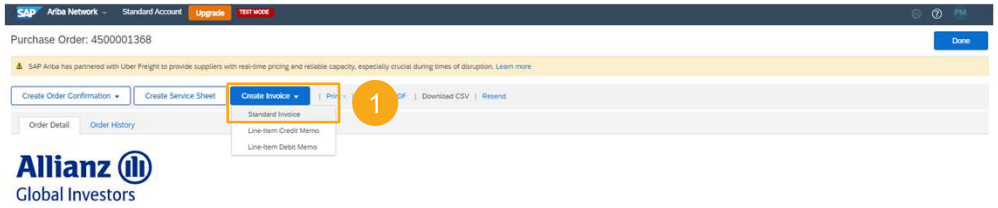




03 - Create invoice ‘Initiation’

Step 1

Click on **‘Create Invoice’** and select the option **‘Standard Invoice’** from the dropdown

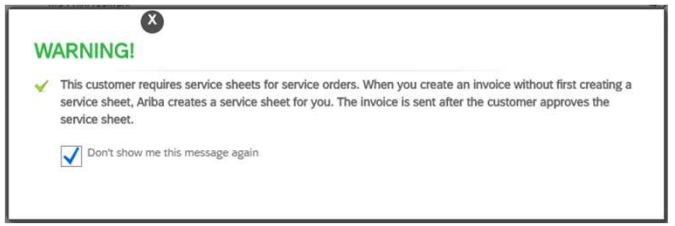


Information

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

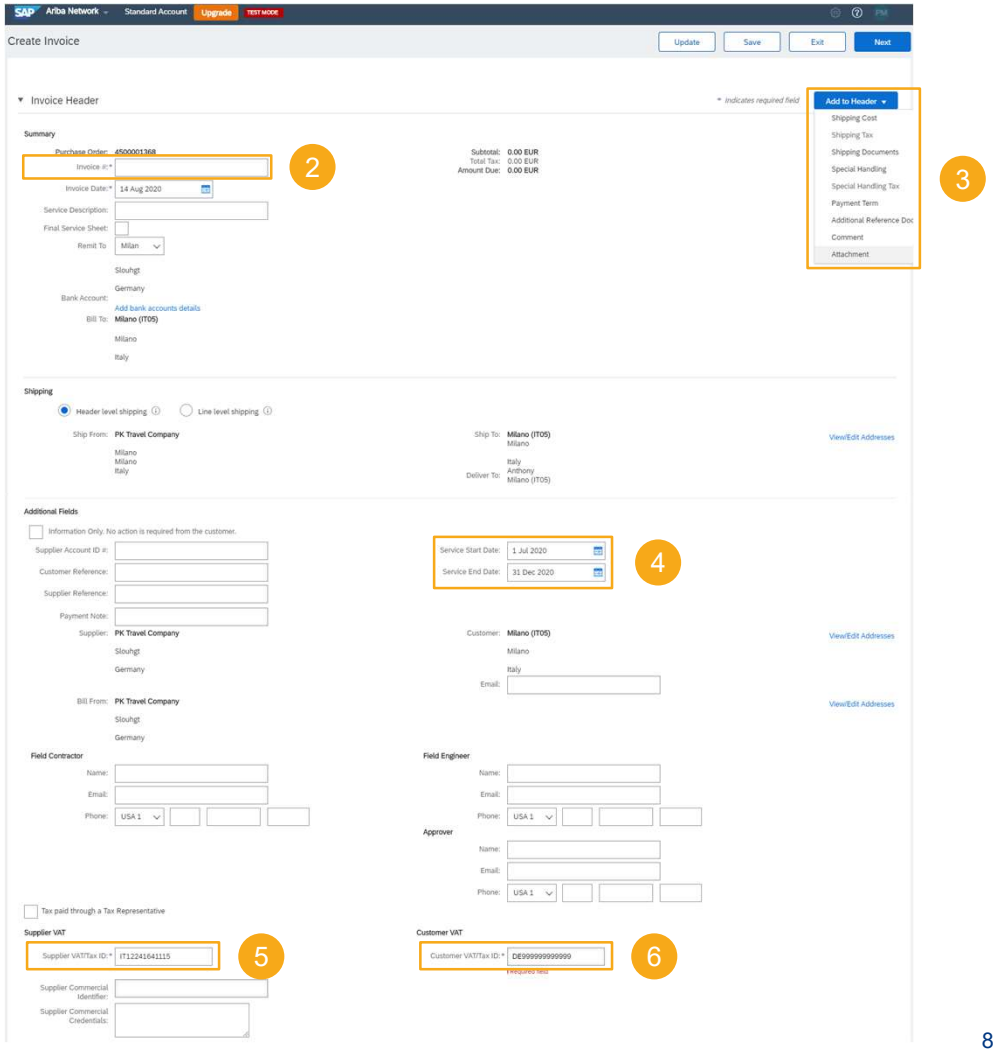
When the service entry sheet is approved by the requestor, invoice posting and payment are triggered.

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.

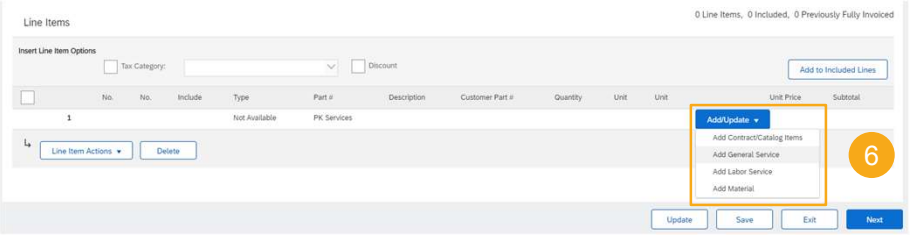
03 - Create invoice ‘Fill Header Information’

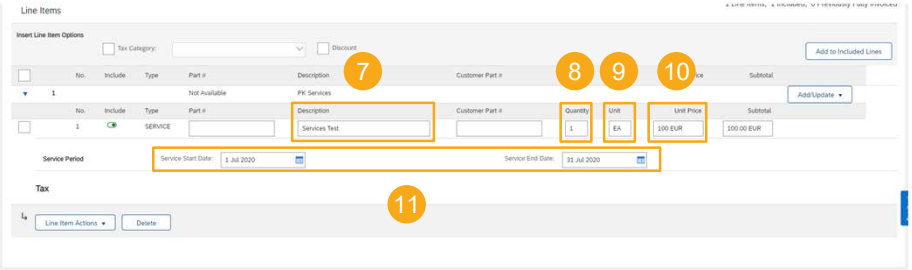
Information	The invoice contains information from the Purchase Order To complete the invoice please fill all the mandatory fields marked with an asterisk Invoices are divided into 2 sections: (1) the Header section which summarizes the invoice and (2) the Line Item section which lists the items being 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



03 - Create invoice ‘Add line item’

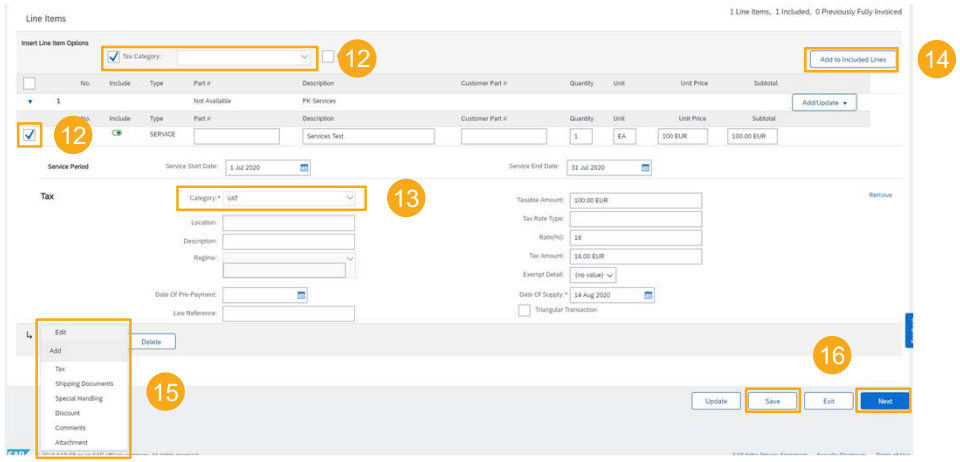
Step 6	To add a line item on an invoice for services, click on button **‘Add/Update’** and then select **‘Add General Service’** from the dropdown
Step 7	After inserting the line item, please add the **‘Description’**
Step 8	Enter **‘Quantity’**
Step 9	Enter the **‘Unit’** of Measurement
Information	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’**





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.



03 - Create invoice ‘Enter tax details’

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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

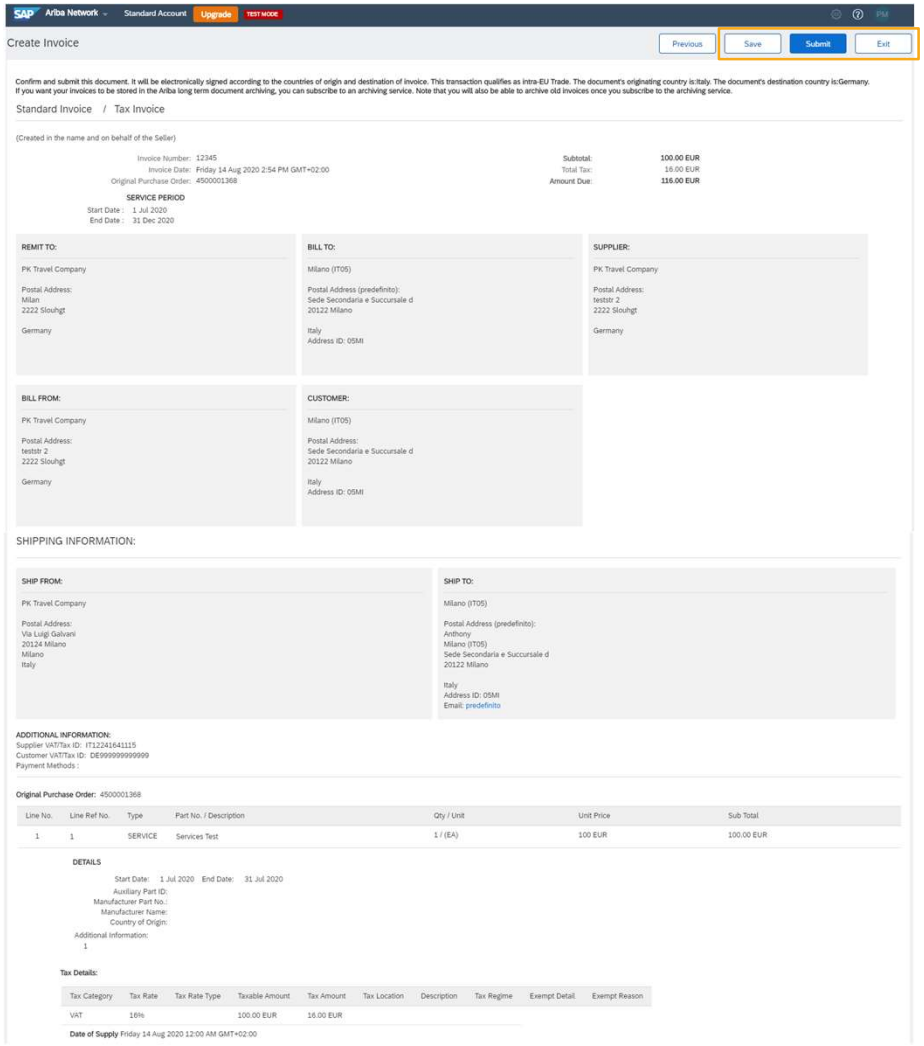
03 - Create invoice ‘Submit invoice’

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

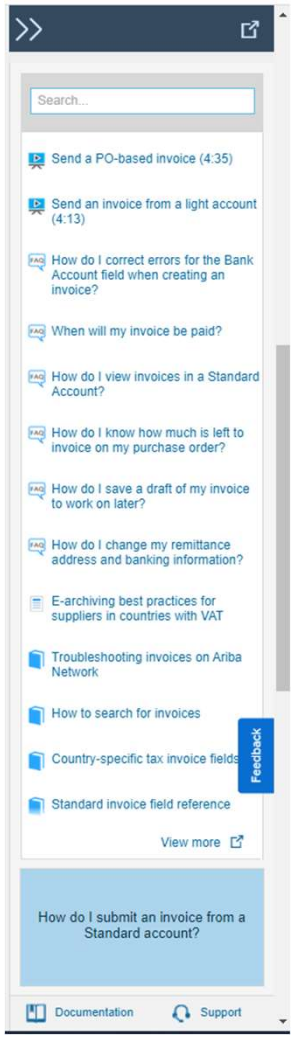


04 – Find answers to your questions

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



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