

Active is: Supplier Standard Account

SAP Ariba Network Guide
August 2020



Value. Shared.

Allianz 
Global Investors

Internal

Agenda

01

Receipt of
purchase order
e-mail

02

Confirm
purchase order

03

Create and
submit invoice

04

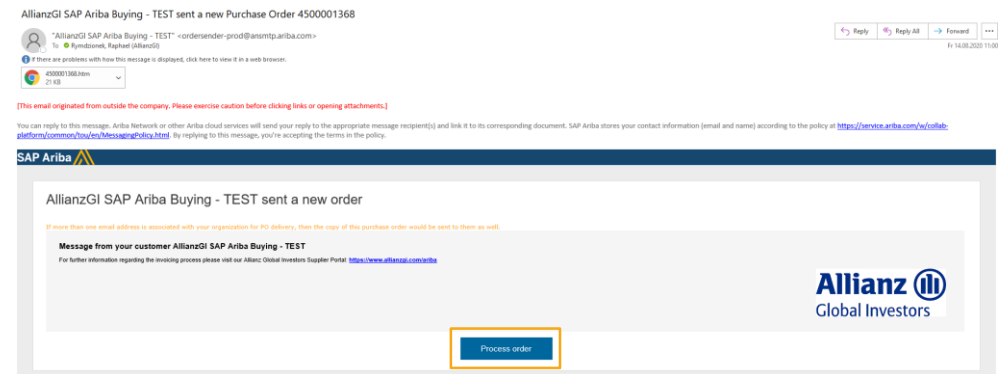
Find answers to
your questions

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



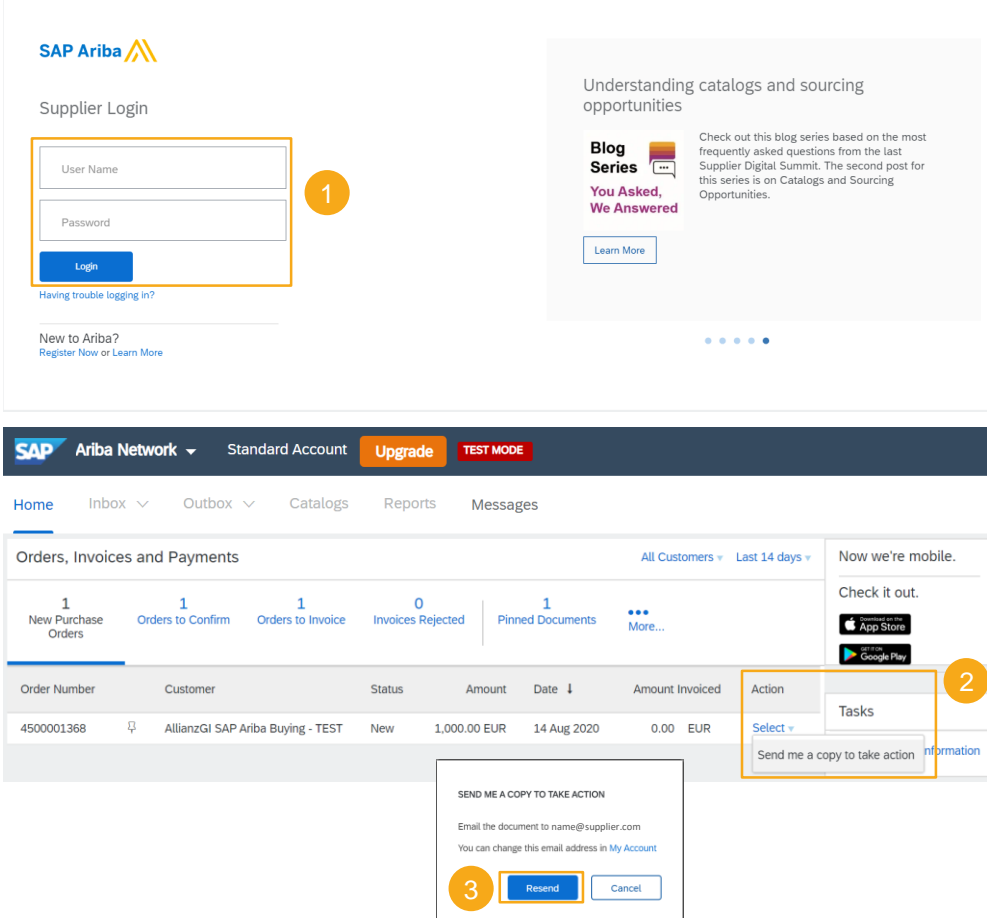
01 - Alternative start: Initiate re-send of purchase order e-mail

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 Supplier Login page and the main dashboard. Step 1 highlights the login fields (User Name, Password, Login button). Step 2 highlights the 'Action' column in the 'Orders, Invoices and Payments' table, specifically the 'Select' dropdown menu. Step 3 highlights the 'Resend' button in the 'SEND ME A COPY TO TAKE ACTION' dialog box.

SAP Ariba Supplier Login

Supplier Login

User Name
Password
Login

Having trouble logging in?
New to Ariba?
Register Now or Learn More

Blog Series
You Asked, We Answered
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

1 New Purchase Orders 1 Orders to Confirm 1 Orders to Invoice 0 Invoices Rejected 1 Pinned Documents More...

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

Now we're mobile. Check it out. App Store Google Play

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

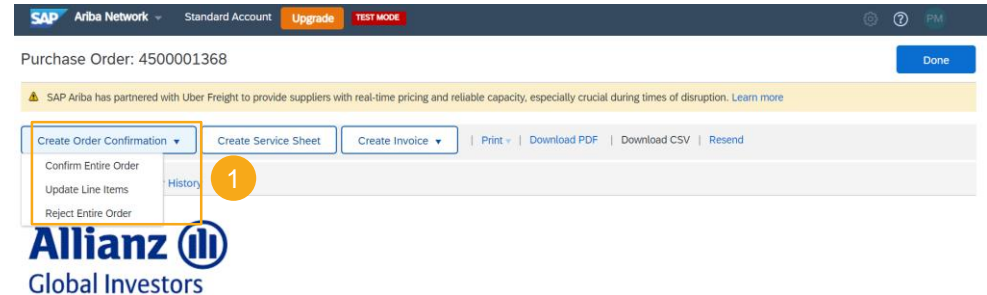
02 - Confirm purchase order (1/2)

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

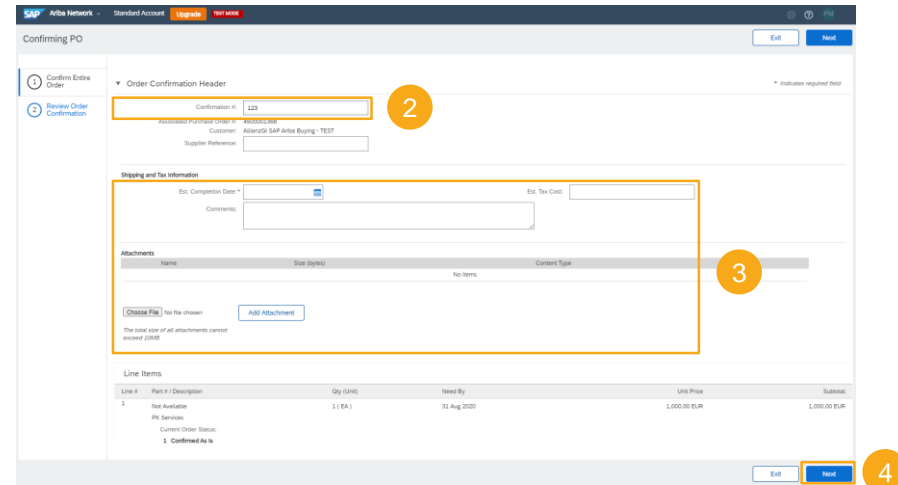
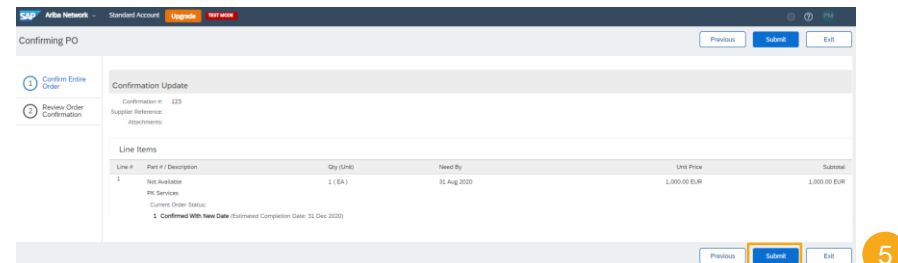
Click on **'Next'**

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

03 - Create invoice 'Initiation'

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

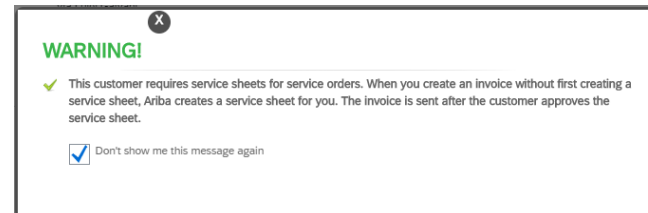
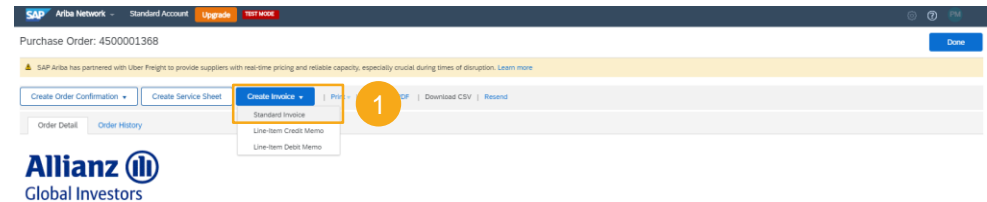
Information In case you have delivered or serviced the purchase order partially you have the possibility to submit multiple invoices for one purchase order over time

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 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.



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'

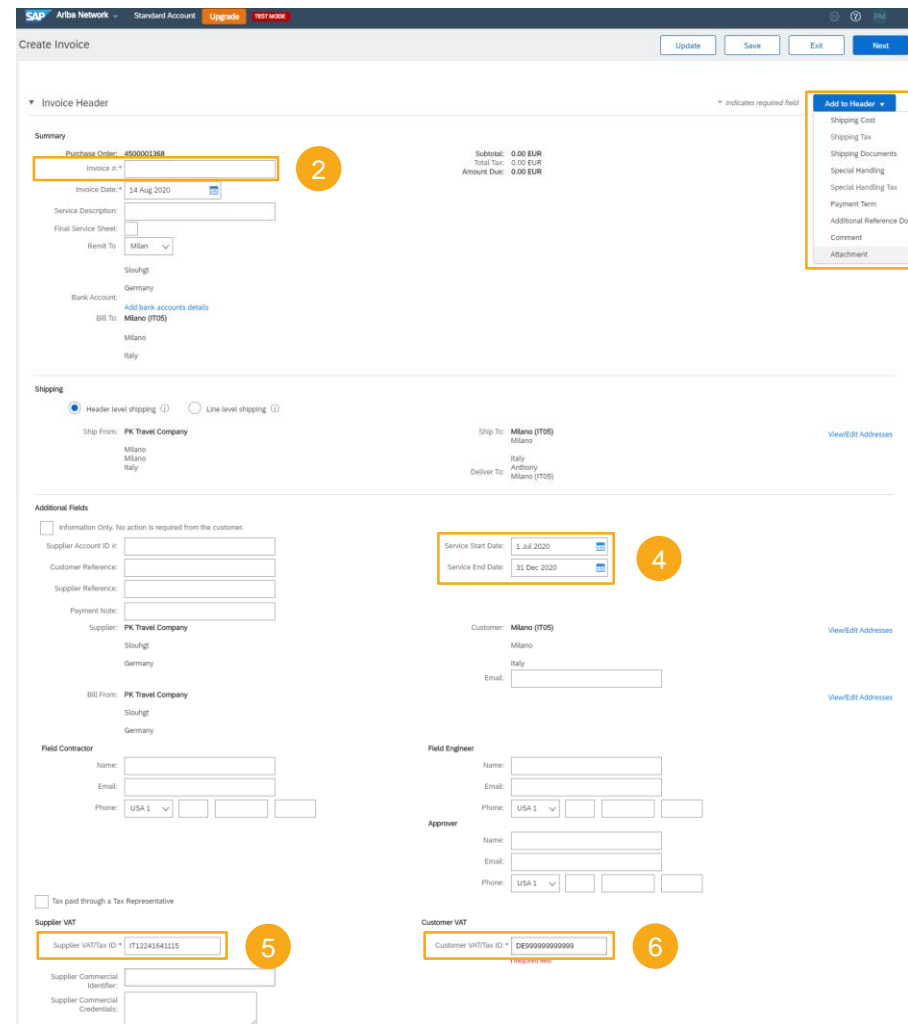
Step 3 Under 'Add to Header' upload your invoice as .pdf document from your internal billing system as 'Attachment'

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



Invoice Header

Summary

Purchase Order: 6900003368

Invoice #: * (1)

Invoice Date: * 14 Aug 2020 (2)

Service Description:

Final Service Sheet:

Remit To: Milano

Ship To: Milano (IT05)

Bank Account: Add bank accounts details

Subtotal: 0.00 EUR

Total Tax: 0.00 EUR

Amount Due: 0.00 EUR

Shipping

Header level shipping (1) Line level shipping (2)

Ship From: PK Travel Company

Ship To: 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

Customer: Milano (IT05)

Service Start Date: 1 Jul 2020 (4)

Service End Date: 31 Dec 2020 (4)

Field Contractor

Name:

Email:

Phone: USA 1

Field Engineer

Name:

Email:

Phone: USA 1

Approver

Name:

Email:

Phone: USA 1

Supplier VAT

Supplier VAT/Tax ID: * (5)

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID: * (6)

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

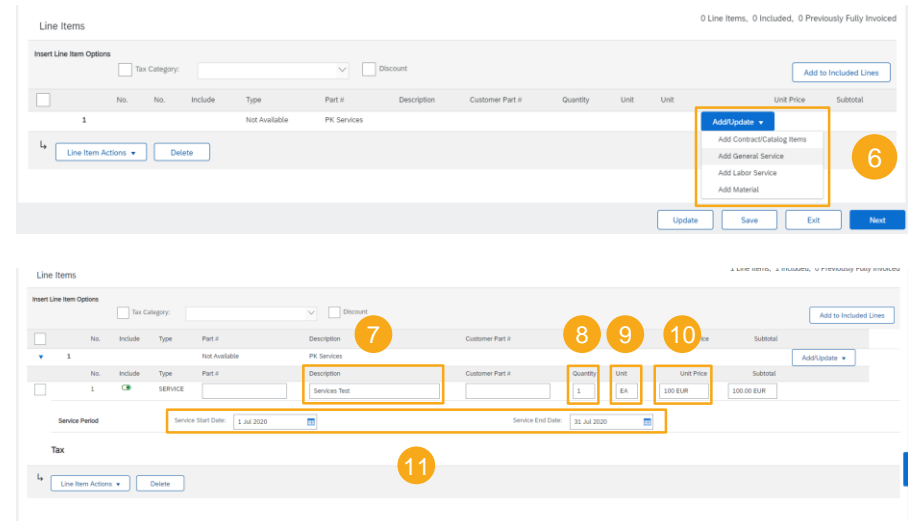
Please note that the field will not be validated by the system and often leads to technical errors

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'**

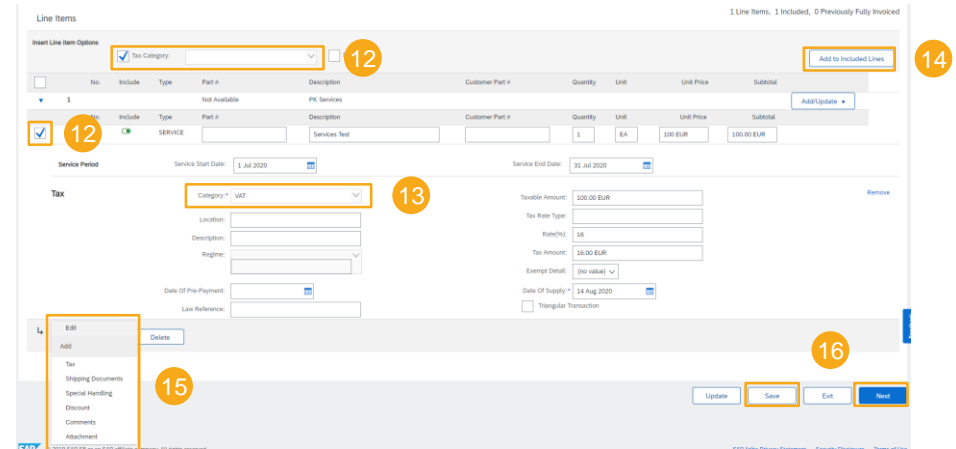


The screenshots illustrate the steps for adding a line item to an invoice. The top screenshot shows the 'Line Items' form with the 'Add/Update' button highlighted (6). The dropdown menu shows 'Add General Service' selected (7). The bottom screenshot shows the completed line item with fields highlighted: Description (7), Quantity (8), Unit (9), Unit Price (10), and Service Period (11).

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

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.



Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: 12 Add to Included Lines 14

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/> 12	Service		Services Test		1	EA	100.00 EUR	100.00 EUR

Service Period: Service Start Date: 1 Jul 2020 Service End Date: 31 Jul 2020

Tax: Category: VAT 13

Taxable Amount: 100.00 EUR
 Tax Rate Type:
 Rate(%): 36
 Tax Amount: 36.00 EUR
 Exempt Detail: (No value)
 Date of Supply: 14 Aug 2020
☐ Triangular Transaction

Edit Add Delete 15

Update Save Exit Next 16

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 Arriba 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 Arriba 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: teststr 2 2222 Slough Germany

BILL FROM:	CUSTOMER:
PK Travel Company Postal Address: teststr 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 Milano Italy	Milano (IT05) Postal Address (predefinito): teststr Milano (IT05) Sede Secondaria e Succursale d 20122 Milano Italy Address ID: 05M Email: predefinito

ADDITIONAL INFORMATION:
Supplier VAT/Tax ID: IT1234567890
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

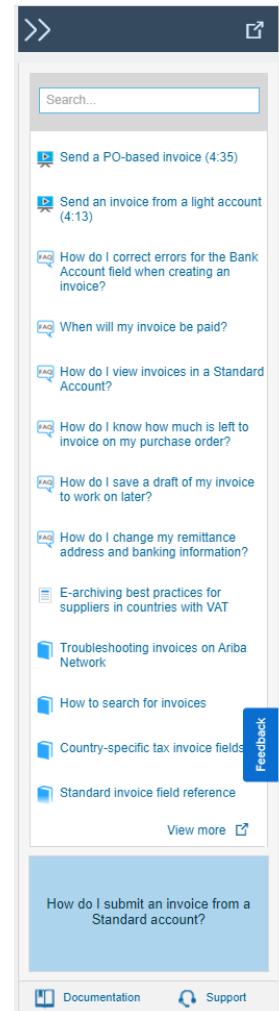
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04 – Find answers to your questions

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