

Active is: Supplier Onboarding User Guide

SAP Ariba Supplier Onboarding
August 2020



Value. Shared.

Allianz 
Global Investors

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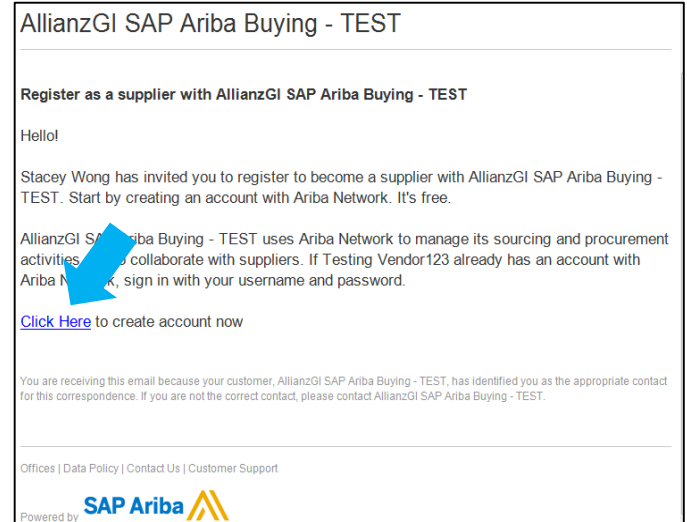
Supplier Onboarding Process – Receive an Invitation Email

Step 1 Business Partners of Allianz Global Investors will receive this invitation email, which includes a link for registering/logging in Ariba Network.
(Email reference: “Invitation: Register to become a supplier with AllianzGI SAP Ariba Buying”)

Step 2 Click the enclosed link, which will redirect you to register Ariba supplier account.

Please note

1. Email reference: “Invitation: Register to become a supplier with AllianzGI SAP Ariba Buying”;
2. The link is valid after being forwarded.



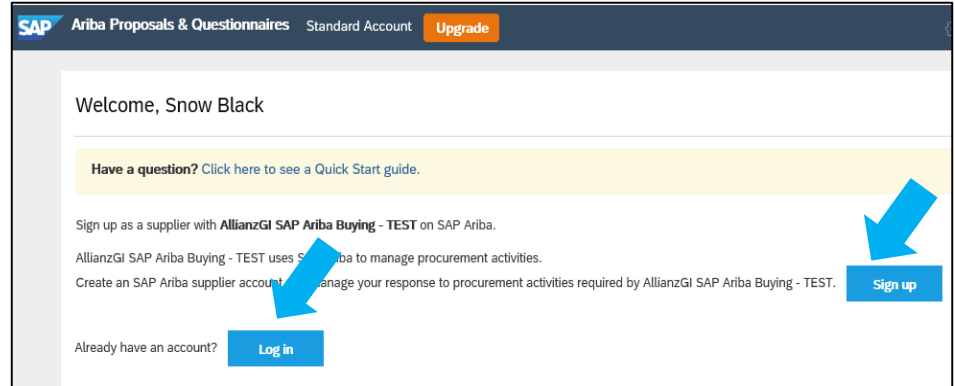
Supplier Onboarding Process – Log in or Sign up to Ariba Network (1/2)

Situation A:
Have Ariba Network
account

Please click “Log in”, and enter
your credentials

Situation B:
New to Ariba Network

Please click “Sign up”



Supplier Onboarding Process – Log in or Sign up to Ariba Network (2/2)

Situation B: Ariba Network registration

Fill in basic company and user information, select your business category, and Ship-to location

Directly input Product & Service Categories and Ship-to or Service Location; or click “Browse” to find preset values.

Create account Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by AllianzGI SAP Ariba Buying - TEST.

Company information

Company Name: * * Indicates a required field

Country: * If your company has more than one office, enter the main office address. You can enter other addresses such as your shipping address, billing address or other addresses later in your company profile.

Address: * * Indicates a required field

Line 2

Line 3

City: *

State: *

Zip: *

User account information

Name: * * Indicates a required field

Email: * SAP Ariba Privacy Statement

Use my email as my username

Username: * Must be in email format (e.g. john@newco.com)

Tell us more about your business

Product and Service Categories: * Add -or- Browse

Ship-to or Service Locations: * Add -or- Browse

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with “-T” in test account.

Receive Ariba Registration Invitation Email

Log in or Sign up to Ariba Network

Complete AllianzGI Supplier Questionnaire

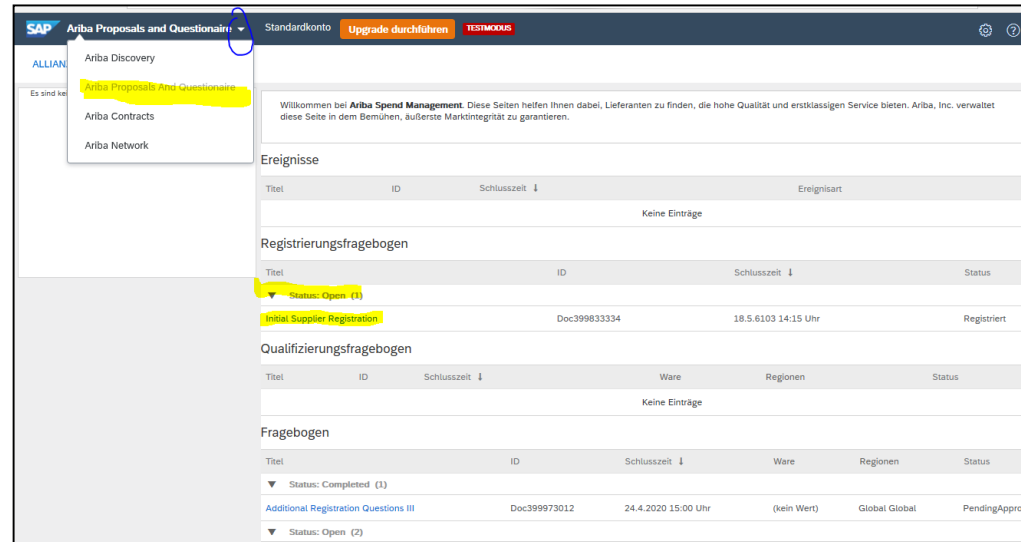
Use Ariba for Contract Management, PO, Invoicing processes

Supplier Onboarding Process – AllianzGI Supplier Initial Questionnaire (1/4)

Important Note:

Following the email link, you will be directed to AllianzGI initial Questionnaire. But the link is valid only **for one-time login**, that means after you log in/ sign up with the link successfully:

- The Trading Relationship (TRR) is automatically established (even before submitting the questionnaire);
- The Initial Questionnaire is synchronized to your Ariba Network account;
- **Having Trading Relationship doesn't mean the Initial Questionnaire or your onboarding is finalized!**
- The email link is no longer needed thus expired;
- The Questionnaire can be found under "Ariba Proposals and Questionnaires";
- The **Catalog supplier** needs to be onboarded in both Test and Production, by answering the questionnaires from both systems.



The screenshot shows the SAP Ariba interface. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Standardkonto', 'Upgrade durchführen', and 'TESTMOCKUS'. A dropdown menu is open under 'Ariba Proposals and Questionnaires', with 'Ariba Proposals and Questionnaires' highlighted in yellow. The main content area displays a welcome message for 'Ariba Spend Management' and several sections: 'Ereignisse', 'Registrierungsfragebogen', 'Qualifizierungsfragebogen', and 'Fragebogen'. Under 'Registrierungsfragebogen', there is a status indicator 'Status: Open (1)' and a table with one entry: 'Initial Supplier Registration' (ID: Doc39983334, Due: 18.5.6103 14:15 Uhr, Status: Registriert). The 'Fragebogen' section shows 'Status: Completed (1)' and 'Status: Open (2)'. The 'Internal' label is centered at the bottom of the slide.

Receive Ariba Registration Invitation Email

Log in or Sign up to Ariba Network

Complete AllianzGI Supplier Questionnaire

Use Ariba for Contract Management, PO, Invoicing processes

Supplier Onboarding Process – AllianzGI Supplier Initial Questionnaire (2/4)

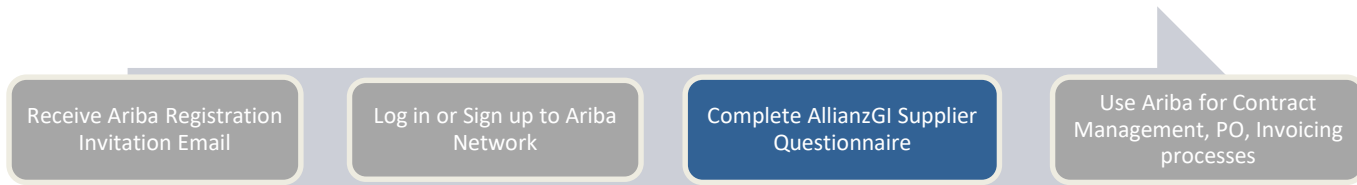
Step 1 Please fill in the initial questionnaire, which includes the acceptance of Allianz Vendor Code of Conduct, Supplier information, tax and bank information.

Step 2 Click “Submit Entire Response” when all applicable fields (including Tax and Bank information) are completed.

Note: Please note that you need to add country code in front of the number, for example: “+1” for US.
Phone number format

2.6 Where is your organization's headquarters located?	* <input type="text" value="United States"/>
▼ 2.7 Supplier Contact	
2.7.1 Title	<input type="text" value="Mr."/> ▼
2.7.2 First Name	* <input type="text" value="Sirius"/>
2.7.3 Last Name	* <input type="text" value="White"/>
2.7.4 Email	* <input type="text" value="Stacey.Wong@allianzgi.com"/>
2.7.5 Phone	<input type="text"/>
2.7.6 Fax	<input type="text"/>
3 Tax Information	Add Tax Information (3)
4 Bank Information	Add Bank Information (1)

(*) indicates a required field



Supplier Onboarding Process – AllianzGI Supplier Initial Questionnaire (3/4)

Note: Tax and Bank attachments

1. Tax information: For US suppliers, please also attach Tax Form in system.
2. Bank information: Provide official documentation on company bank information in un-editable format as proof, such as company letter with authorized signatory/ official document from the bank as a proof.

All Content > 3 Tax Information

Tax Information (1)

Name ↑

Country:

Tax Name	TaxType	Tax Number
USA: Employer ID Number	Organization	<input type="text" value="12-3456789"/>

[PDF report for Testing Vendor123.pdf](#) - Update file - Delete file

If you have engagement with a US entity of Allianz Global Investors, please attach an appropriate Tax Form (e.g. Form W-9) per the instructions by IRS of US

All Content > 4 Bank Information

Bank Information (1)

Name ↑

Bank Details

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

IBAN Number:

SWIFT Code:

Bank Account Type:

Please provide an evidence that the bank data entered are correct (in PDF format).

[PDF report for Testing Vendor123.pdf](#) - Update file - Delete file

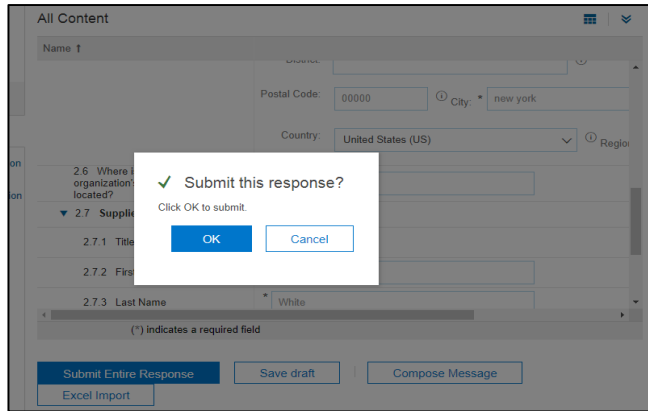
(*) indicates a required field

[Add Bank Details](#)

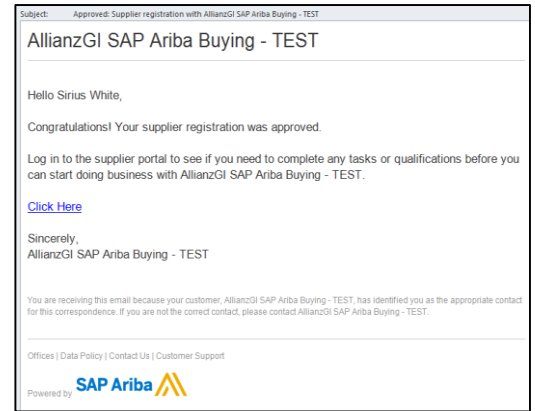
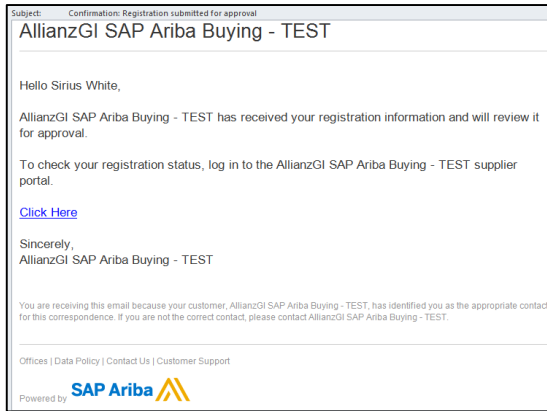


Supplier Onboarding Process – AllianzGI Supplier Initial Questionnaire (4/4)

- Step 1** Click “Submit Entire Response” and click “OK” to confirm. The submission will then be reviewed & approved by AllianzGI.
- Step 2** You will receive an email as confirmation upon submission.
- Step 3** You will receive an email notification once the submission is approved / rejected by AllianzGI. Upon approval, your Ariba network account is enabled for Contract Management, receiving Purchase Order and sending invoice.



The screenshot shows a web form titled "All Content" with various input fields. A modal dialog box is overlaid on the form, asking "Submit this response?" with "OK" and "Cancel" buttons. The form fields include "Name 1", "Postal Code: 00000", "City: new york", "Country: United States (US)", and "Region". There are also buttons for "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".



Difference between Ariba Enterprise Account and Standard Account

Enterprise Account	Standard Account
<ul style="list-style-type: none"> Enterprise was previously known as Full Enablement 	<ul style="list-style-type: none"> Standard was previously known as Light Enablement
<ul style="list-style-type: none"> Recommended for organizations with high transaction and financial volume 	<ul style="list-style-type: none"> Recommended for organizations with low transaction and financial volume
<ul style="list-style-type: none"> Process POs and invoices directly on the Ariba Network 	<ul style="list-style-type: none"> Email-based transaction method for invoicing and PO reception
<ul style="list-style-type: none"> Repository of past Ariba orders and invoices 	<ul style="list-style-type: none"> No fees charged by Ariba
<ul style="list-style-type: none"> Supplier-managed catalogs and Priority customer support 	<p>Check Ariba Network Stand Account Dashboard for more guidance.</p>
<p>AllianzGI will not cover Ariba fees associated with Enterprise accounts.</p>	<p>SAP Ariba Customer Support</p>

Frequently Asked Questions

What should I do if the registration link is expired?

- If you have logged in successfully with the link once, the questionnaire is synchronized to your Ariba Network profile, the link is no longer useful thus expired. It is mentioned in the early page of this slide deck: [LINK](#)
- If you have never logged in via the link before, please ask your Allianz responsible contact to initiate that you get send a password reset email with a link.

What should I do if my username is not working?

Normally the username is the same as the email address, in some cases your username may already exists.

If your email address is for some reason not working as your username, use a different username or add a “1” before the “@”.

Can I manage multiple entities with one Email address?

Yes, if the entities have no Ariba Network account yet, you can create them with the same email address, but please use **different Usernames** for different entities.

If your entities have Ariba Network accounts already, please kindly ask the current Administrator to add you as contact in your company profile, your email address can also be used for more than one entity, by using **different username**.

Frequently Asked Questions

What should I be aware of if I am a Catalog supplier?

- In order to test the catalog firstly in Ariba test environment, the Catalog supplier needs to be onboarded **twice** in both Test and Production, by answering the questionnaires sent respectively from Test and Production.
- Please kindly share the **Commodity Code** and **Unit of Measure** of your Catalog with your AllianzGI contact during the onboarding.

Do I need to request Trading Relationship (TRR) with AllianzGI?

No. Theoretically the Trading Relationship (TRR) is established successfully when logging in successfully via the Initial Questionnaire for the first time. Therefore TRR exists doesn't mean the questionnaire/ onboarding is finalized. But if you realize the trading relationship is not set up after submitting the questionnaire, please contact S2P-ServiceDesk@allianzgi.com

Can you provide the Compliance related certificates?

Yes. Please find ISO/BS Certificates, Service Organization Control Reports (SOC 1, 2 and 3), other certifications and attestations with the link of SAP Trust Center: <https://www.sap.com/about/trust-center/certification-compliance.html>

Useful Links and Supplier Support

Administrator Quick-Start Guide

- Set up your company profile
- Manage roles and users
- Configure your account including order and invoice routing

<https://www.ariba.com/resources/library/library-pages/ariba-network-for-suppliers-administrator-quick-start-guide>

SAP Ariba Supplier Support

<https://www.ariba.com/support/supplier-support>

Overview of Ariba Network (Video: 4:07)

https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_rb3g78qk

SAP Help Portal

- Search for documentation for any questions you may have

<https://help.sap.com/viewer/index>

Change your account administrator (Video 1:36)

https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_he8szmim

SAP Trust Center

- Find the information you need on security, privacy, and compliance.

<https://www.sap.com/about/trust-center/certification-compliance.html>

Ariba Network Registration and Onboarding with AllianzGI

- Registration/ onboarding Configuration
- General Ariba Network Questions

Supplier-Enablement@allianzgi.com

AllianzGI Business Support

- Business related questions with AllianzGI

S2P-ServiceDesk@allianzgi.com

AllianzGI Supplier Information Portal

- Find more supplier related information

<https://allianzgi.com/ariba>

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