

Active is: Supplier Onboarding User Guide

SAP Ariba Supplier Onboarding
Mar. 2021



Value. Shared.

Allianz 
Global Investors

Agenda

01

Supplier Onboarding Process

AllianzGI Initial Supplier Questionnaire

02

Manage User and Roles

Create and Assign Roles as Administrator

03

Set up/Update Bank Information

In Ariba Network under Ariba Remittances

04

Accept AllianzGI Trading Relationship Request (TRR)

In case your TRR is not automatically approved

05

Enable Your Email Domain in Ariba Network

So that you get in-time notification

06

Maintain your Tax Information

In Ariba Network under Electronic Invoice Routing

07

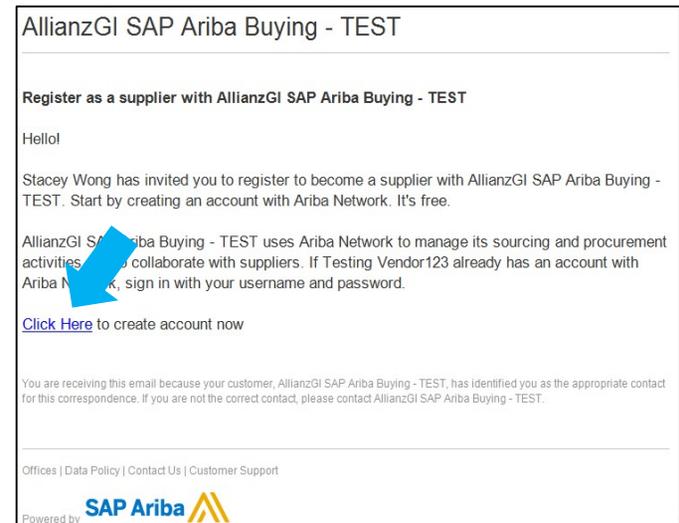
Frequent Asked Questions

08

Useful Links and Supplier Support

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.



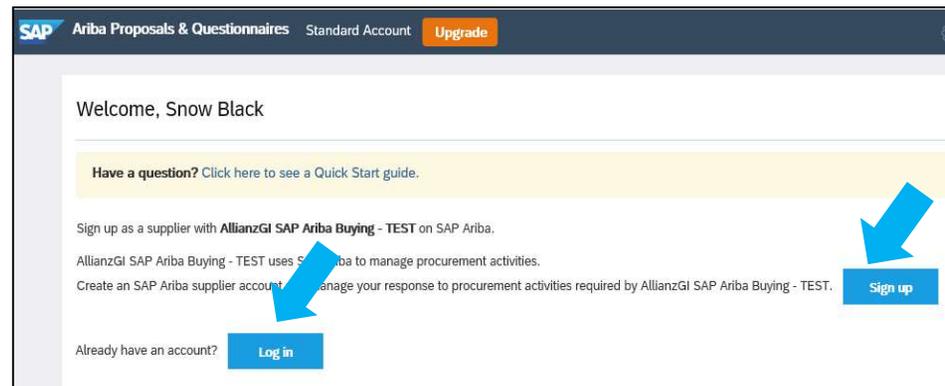
Supplier Onboarding Process – Log in or Sign up to Ariba Network (1/2)

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 more addresses such as your shipping address, billing address or other addresses later in your company profile.

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

Line 2:

Line 3:

City:

State:

Zip:

User account information

Name: * Indicates a required field

SAP Ariba Privacy Statement

Email:

Use my email as my username

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

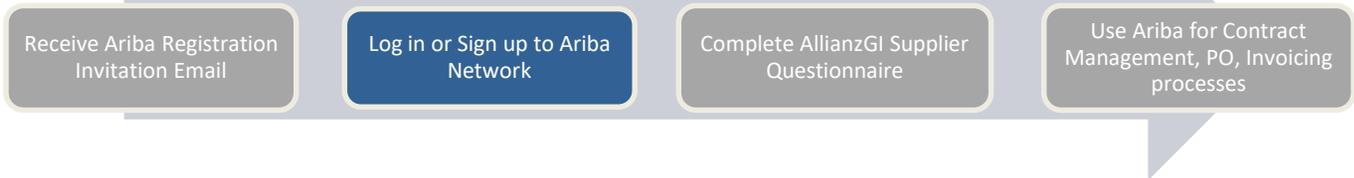
Tell us more about your business

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 accounts.



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!**
- After being logged in once, the email link is no longer needed thus expired;
- If the questionnaire is not visible, it could be that your Ariba Network is set up in a way that the TRR needs to be accepted manually, please see [page 13: Accept TRR from AllianzGI](#).

The screenshot shows the SAP Ariba interface. On the left, 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 and several tables. The 'Registrierungsfragebogen' table has one entry highlighted in yellow: 'Initial Supplier Registration' with ID Doc399833334 and status 'Registriert'. The 'Fragebogen' table shows 'Additional Registration Questions III' with ID Doc399973012 and status 'PendingApprov'.



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.

Note1: Phone number Please note that you need to add country code in front of the number, for example: “+1” for US.

Note2: Email address The email address in 2.7.4 **should be the recipient for receiving new PO notifications**, a group email address is recommended, and **please whitelist Ariba email address** <no-reply@eusmtp.ariba.com>.

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		
<input type="button" value="Submit Entire Response"/> <input type="button" value="Reload Last Bid"/> <input type="button" value="Save draft"/>		
<input type="button" value="Compose Message"/> <input type="button" value="Excel Import"/>		



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: United States (US)

Tax Name	TaxType	Tax Number
USA:	Employer ID Number	12-3456789

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

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

All Content > 4 Bank Information

Bank Information (1)

Name ↑

Bank Details

State/Province/Region: NY

Postal Code:

Account Holder Name: Vendor Testing 123

Bank Key/ABA Routing Number: 123456789

Account Number: 123456789012

IBAN Number: AB12 CDEF 3456 7890 1234 56

SWIFT Code:

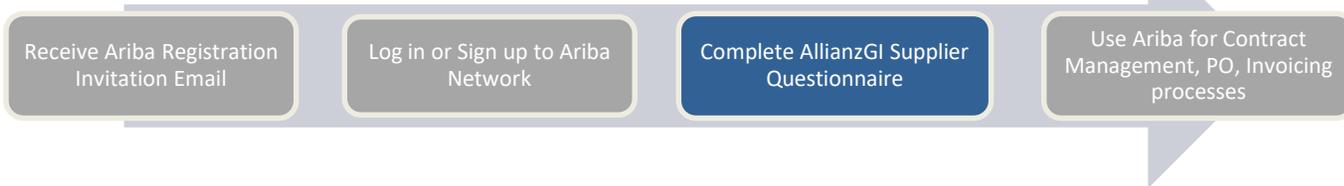
Bank Account Type: No Choice

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

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

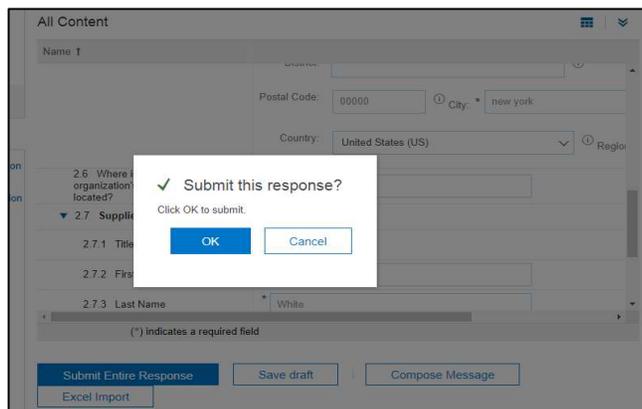
(*) Indicates a required field

Add Bank Details

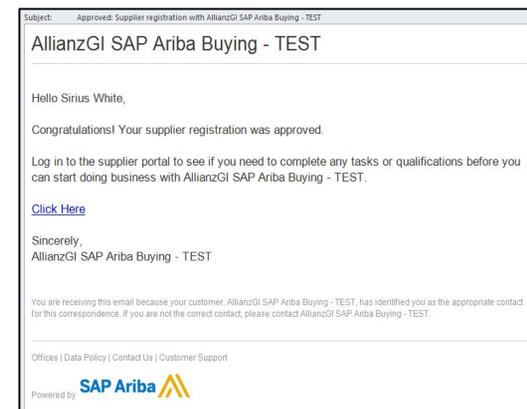
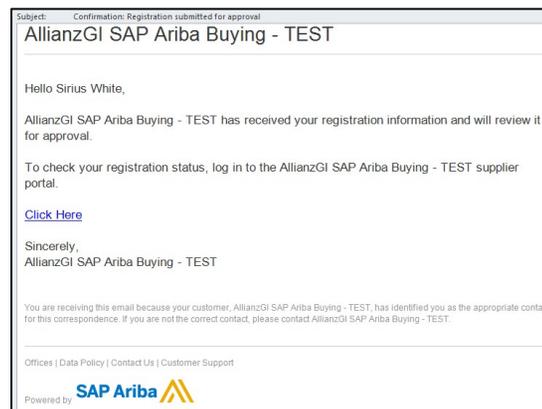


Supplier Onboarding Process – AllianzGI Supplier Initial Questionnaire (4/4)

- 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", "Postal Code", "City", "Country", "Region", "Title", "First Name", and "Last Name". At the bottom of the form, there are buttons for "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".



*not included in this deck, please find more information on [AllianzGI Supplier Information Portal](#)

Manage User and Roles: Create and Assign Roles

If your company has different colleagues who work on Ariba onboarding, PO, and Invoice, please make sure they all have sufficient user roles.

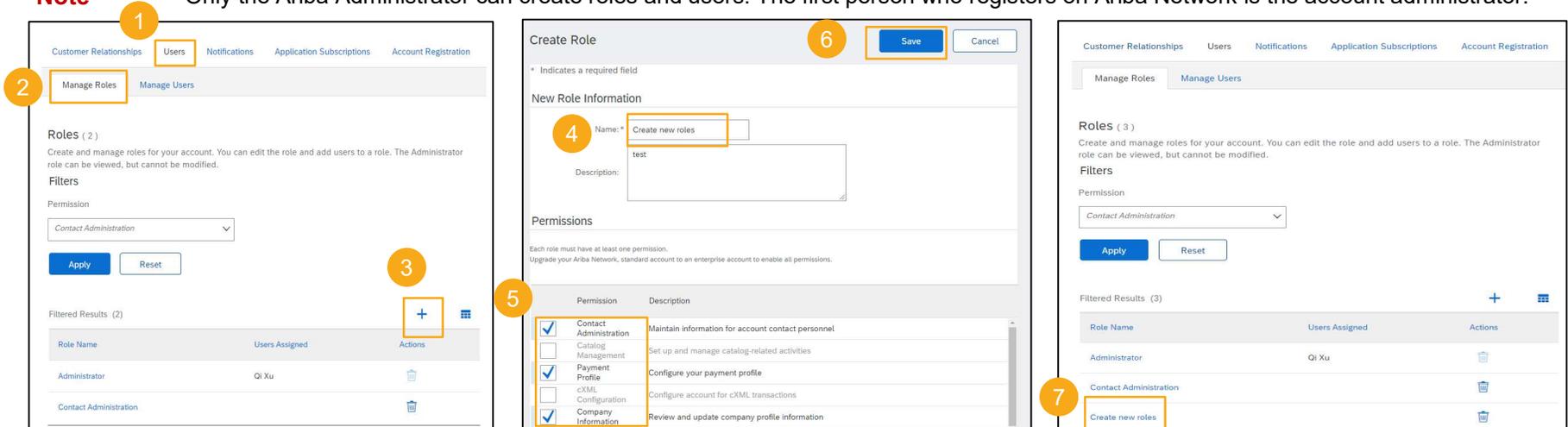
Step 1-2 To access role setting, click your name on the top right – Settings – Users – Manage Roles, you can see current existing roles. You can also apply filters to see the existing roles for certain permission/ access rights.

Step 3 To create new roles, click the plus sign.

Step 4-6 Enter the name, description, and select the relevant permissions for the role, click Save. (As you are working within a Standard Account, there will be a number of permissions that cannot be selected and are greyed out.)

Step 7 The newly added role appears, to assign users to the role, or to adjust the permissions, click the role's name.

Note Only the Ariba Administrator can create roles and users. The first person who registers on Ariba Network is the account administrator.



The screenshots illustrate the following steps:

1. Accessing the 'Manage Roles' page from the 'Users' menu.
2. Clicking the plus sign to create a new role.
3. Entering the role name 'Create new roles' and description 'test'.
4. Selecting the 'Contact Administration' permission from the list.
5. Clicking the 'Save' button to create the role.
6. The newly created role 'Create new roles' appearing in the 'Manage Roles' list.

Manage User and Roles: Create User

- Step 1-3** To access user setting, click your name on the top right – Settings – Users – Manage Users, you can see current existing roles. To create new roles, click the plus sign.
- Step 4-7** Enter the new user information, you can also assign roles and selected customers at this step. Click „Done“ to send out the user invitation.
- Step 8** The newly added user will be then shown up on the user list, click „Actions“ you can then make the user as Administrator

The image shows two screenshots from the Allianz system. The left screenshot is the 'Account Settings' page, and the right is the 'Create User' form.

Account Settings Screenshot:

- 1:** 'Users' tab selected in the top navigation bar.
- 2:** 'Manage Users' button highlighted.
- 3:** Plus sign (+) button to add a new user.

Create User Screenshot:

- 4:** 'New User Information' section containing fields for Username, Email Address, First Name, Last Name, and checkboxes for 'Do not allow the user to resend invoices to the buyer's account', 'This user is the Ariba Discovery Contact', and 'Limited access'. Office phone fields are also present.
- 5:** 'Role Assignment' section with a table:

Name	Description	
<input checked="" type="checkbox"/>	Contact Administration	Maintain information for account contact personnel

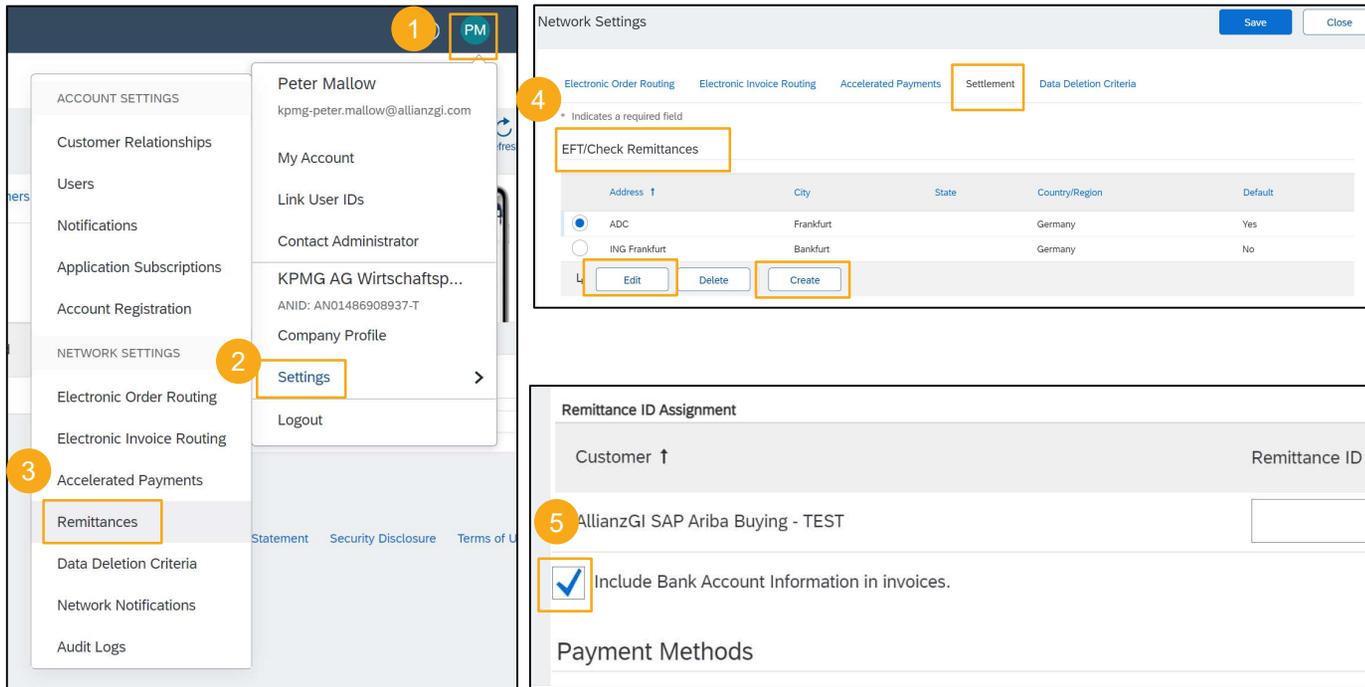
- 6:** 'Customer Assignment' section with radio buttons for 'All Customers' (selected) and 'Select Customers'.
- 7:** 'Done' button to complete the user creation.

User List Screenshot (Bottom Left):

- 8:** 'Actions' dropdown menu for the user 'test1@allianzgi.com', showing options: Edit, Delete, and Make Administrator.

Set up/Update Bank Information in Ariba Remittances

To make sure your payment via Ariba will be correctly done, it is mandatory to set up your bank information in Ariba Remittance.



The screenshot shows the Ariba Remittances setup process with five numbered callouts:

1. User initials (PM) in the top right corner.
2. The 'Settings' option in the left-hand navigation menu.
3. The 'Remittances' option in the left-hand navigation menu.
4. The 'EFT/Check Remittances' section in the 'Network Settings' page, with 'Edit' and 'Create' buttons highlighted.
5. The 'Remittance ID Assignment' section, where the 'Include Bank Account Information in invoices' checkbox is checked.

Step 1-3 Click [user initials] in the upper-right corner of the application > **Settings**. Click **Remittances**.

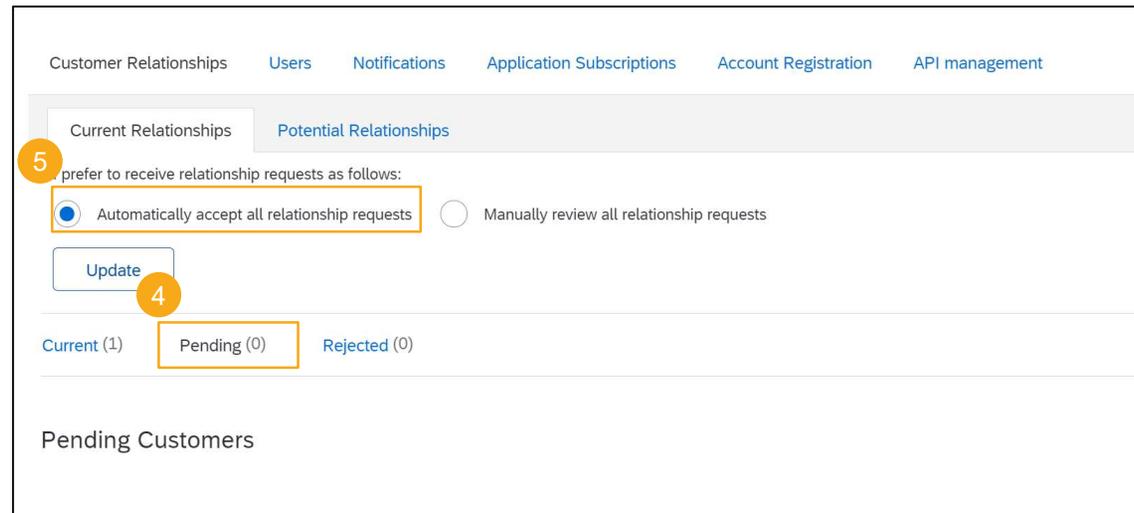
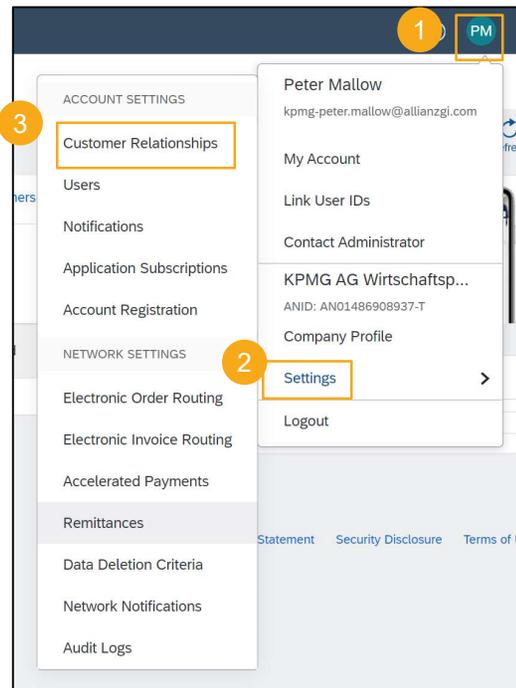
Step 4 Click **Edit** or **Create** in the **EFT/Check Remittance** section.

Step 5 Add or update your bank account information. Tick the box to the left of **Include Bank Account Information in invoices**. Click **OK**, then click **Save**.

Note: In case of updating your bank information, it is important to update it here for Ariba Network, as well as **AllianzGI initial questionnaire**.

Accept AllianzGI Trading Relationship Request (TRR)

If you can't see the questionnaire after logging in via AllianzGI email invitation link, please make sure the TRR is accepted.



Step 1-3 Click [user initials] > Settings and select Customer Relationships.

Step 4 If necessary, select any Pending trading relationships and click Approve.

Step 5 If you would like current or future trading relationships to be automatically accepted, please ensure that this preference is selected at the top of the page.

Enable Your Domain in Ariba Network

Step 1 Please make sure your email domain is available

Step 2 Please check your domain registration notification, so that you are always notified when a new user is registered.

Customer Relationships
Users
Notifications
Application Subscriptions
Account Registration
API management

Register e-mail domain

You can register an Ariba Network e-mail domain from the list of available e-mail domains. If you want to register an e-mail domain that has been registered already, please contact the Account Administrator who registered it. If this is not successful, create a service request.

E-mail domain ↑	Available ⓘ	Register ⓘ	Block procurement ⓘ	Action
allianzgi.com	Yes	<input type="checkbox"/>	<input type="checkbox"/>	-
bearingpoint.com	No	<input type="checkbox"/>	<input type="checkbox"/>	Contact Account Administrator BearingPoint GmbH Network ID: AN01001643881

Notifications

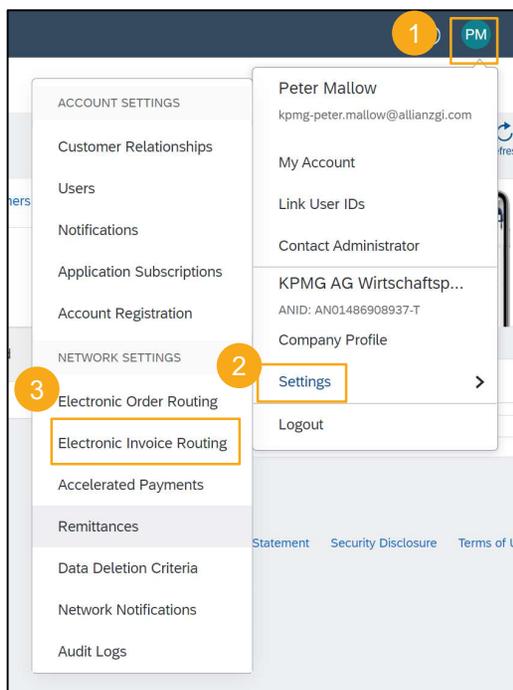
You can configure the notification settings below for the above registered domain. If a new user uses the same domain for registration, an email notification will be sent to the below configured email address.

Type	Send notifications when...	To email addresses (one required)
Domain Registration	<div style="display: flex; align-items: center;"> 2 <input checked="" type="checkbox"/> Send a notification when a new user registers with same domain. </div>	<input type="text" value="peter.mallow@allianzgi.com"/>

Maintain your Tax Information in Ariba Network

Step 1-3 Click [user initials] in the upper-right corner of the application > **Settings**. Click **Electronic Invoice Routing**.

Step 4 Maintain your tax information under „Tax Invoicing and Archiving“



1 PM

Peter Mallow
kpmg-peter.mallow@allianzgi.com

My Account

Link User IDs

Contact Administrator

KPMG AG Wirtschaftsp...

ANID: AN01486908937-T

Company Profile

2 Settings >

Logout

ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

NETWORK SETTINGS

3 Electronic Order Routing

Electronic Invoice Routing

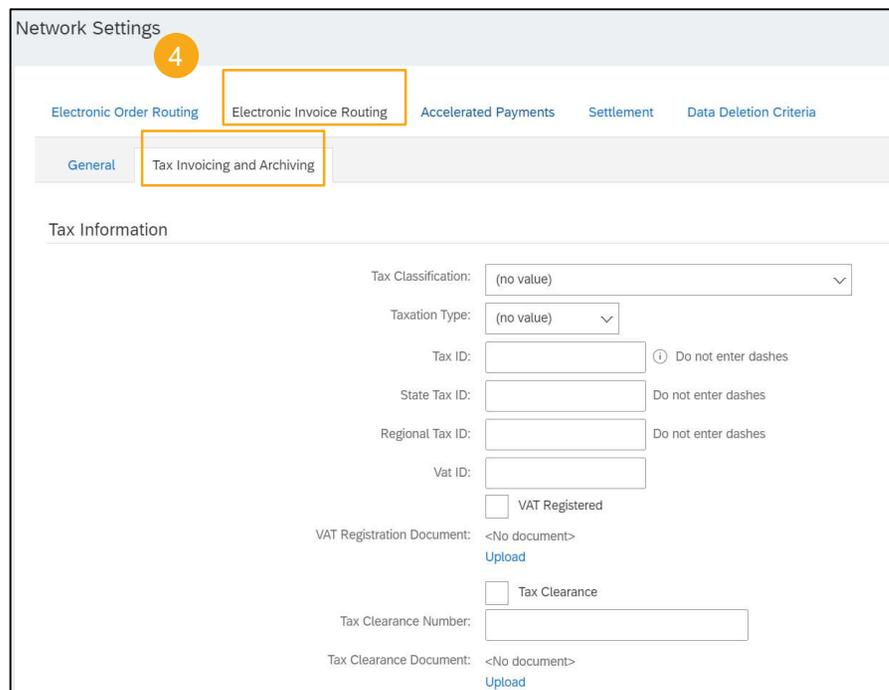
Accelerated Payments

Remittances

Data Deletion Criteria

Network Notifications

Audit Logs



Network Settings

4

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

General Tax Invoicing and Archiving

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID: Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID:

VAT Registered

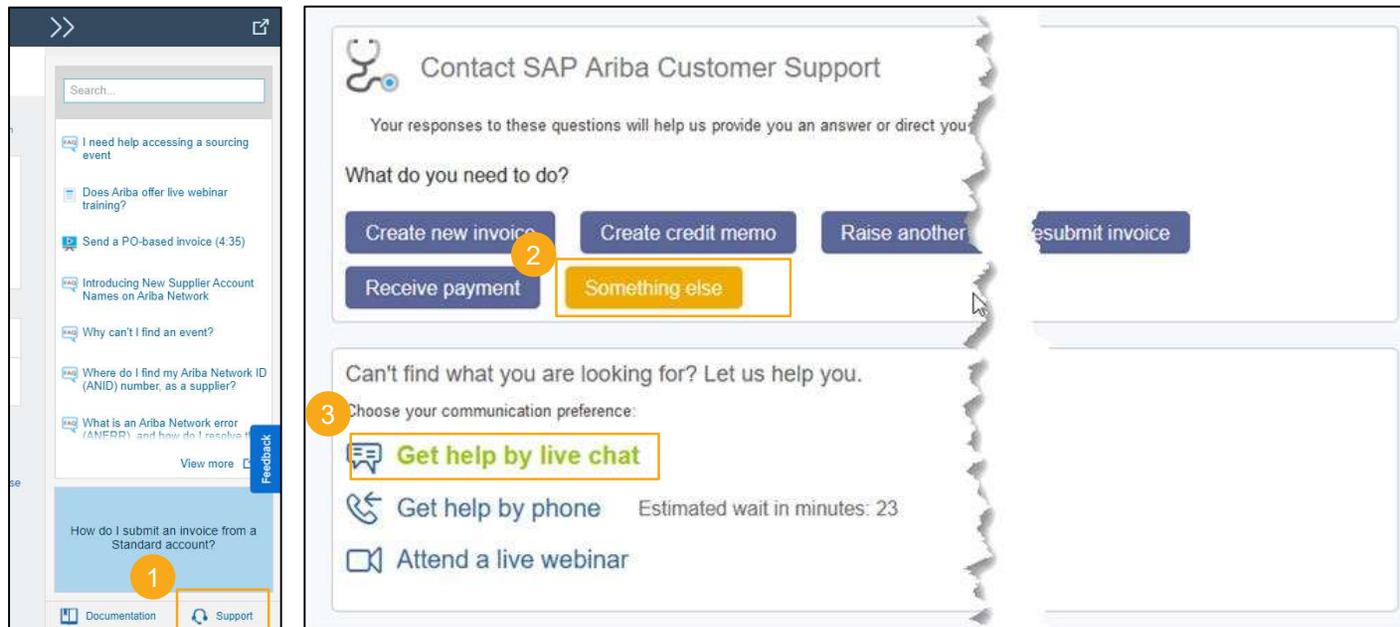
VAT Registration Document: <No document>
[Upload](#)

Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>
[Upload](#)

Get Ariba Support in Person via Email or Phone Call



Note You can request Ariba Email or Phone support with Standard Account, please be encouraged to contact Ariba, especially you have account related or technical questions.

- 1 Click „Support“ at the lower right corner, you will be directed to Ariba Help Center
- 2 Key in the topic you are looking for, you can find some supporting documents
- 3 If the documents doesn't help, by selecting some fields, you can select „Get help by Email“ or „Get help by phone call“. After filling out your problem description and contact information, you will be contacted shortly.

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 	Check Ariba Network Stand Account Dashboard for more guidance.
AllianzGI will not cover Ariba fees associated with Enterprise accounts.	SAP Ariba Customer Support

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>

Active is:

Allianz Global Investors