

USE OF THE ARIBA NETWORK FOR STANDARD ACCOUNT SUPPLIERS

Guide
Status: July 2019

REGISTRATION



This document explains the features of the Ariba Network Portal for Standard Account suppliers.

To login to the Ariba Network go to www.ariba.com

Click on the “Login” drop down menu and select supplier.

This will take you to the login page of your Ariba Network account.

Please enter your username and password and click “**Login**”.

The screenshot displays the SAP Ariba website interface. At the top, the navigation bar includes 'SAP Ariba' with the logo, and links for 'Solutions', 'Ariba Network', 'Resources', 'Support', and 'About'. A 'Login' button is visible in the top right corner. The main banner features the text 'Real-Time Visibility into Supplier Managed Inventory' and a 'Download datasheet' button. A dropdown menu is open, showing options: 'Buyer', 'Supplier' (highlighted with a red dashed box), 'Support', 'Discovery', and 'Partner Portal'. Below the banner, the text 'Collaborate over Ariba Network to' is visible. On the right side, the 'Supplier Login' page is shown, featuring the SAP Ariba logo and 'Orders & Invoices' text. The login form includes fields for 'User Name' and 'Password', a 'Login' button (highlighted with a red dashed box), and a link for 'Having trouble logging in?'. At the bottom, there is a section for 'New to Ariba?' with links for 'Register Now' and 'Learn More'.

OVERVIEW PAGE OF Ariba Network Portal (1 OF 2)



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After successful login you will see the home page of your Ariba Network Portal. This consists of the following elements:

1) Menu Bar

Only the "Home" menu is active here. The other menus are only available after a paid upgrade to an "Enterprise" account.

2) Profile

You can access your company profile by clicking on "Company Settings". You can make any changes to your company information here, including adding new users.

3) Button "Create"

Please ignore the button called "Create". In some circumstances this feature can be used to enter an invoice without an order. However this is not applicable for Allianz.

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Ariba Network

Upgrade from standard account [Learn More](#) Company Settings Tobias Balle

HOME INBOX OUTBOX MESSAGES External Document CSV Documents [Create](#)

Trends Refresh

Outstanding Invoices

All Customers

Month	Sent	Approved
Mar 2019	\$7K	\$0
Apr 2019	\$0.5K	\$0
May 2019	\$0	\$0.1K
Jun 2019	\$0	\$1.3K
Jul 2019	\$0	\$0

Purchase Order by Volume
Purchase Order by Amount
Outstanding Invoices

Orders, Invoices and Payments

All Customers Last 14 days

0 New Purchase Orders	0 Orders that Need Attention	0 Invoices Rejected	0 Payments Received	0 Orders with Service Lines	More...
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Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
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OVERVIEW PAGE Ariba NETWORK PORTAL (2 OF 2)



4) Orders, Invoices and Payments

This overview shows you your 200 most recent documents (orders, invoices) you have exchanged with Allianz.

By clicking on the filters in the upper area you can choose which documents should be displayed.

5) Ariba App

Ariba also has a free app that lets you view and edit incoming orders on your smartphone.

You can download the iPhone or Android app for free from the respective App Store

Different Filters

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Orders, Invoices and Payments

All Customers ▾ Last 200 Documents ▾

27 New Purchase Orders | 7 Orders that Need Attention | 11 Invoices Rejected | 0 Payments Received | 77 Orders with Service Lines | More...

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Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
2410013162	Allianz Technology SE - TEST	New	2,020,555.00 EUR	15 Oct 2018	0.00 EUR	Select ▾
BPO773	Allianz Technology SE - TEST	New	Undisclosed	11 Apr 2018	0.00 EUR	Select ▾

Tasks: No Pending Tasks.

FILTER DOCUMENTS BY PERIOD RANGE



You can set the period in which the documents were exchanged.

We recommend setting the filter to the maximum view, "Last 200 documents".

If you are exchanging a lot of documents with Allianz, it may be helpful to shorten the time horizon so that fewer documents are displayed.

Please note you **cannot** search for a specific order on the Ariba Network!

The screenshot displays the 'Orders, Invoices and Payments' dashboard. At the top right, there are two dropdown menus: 'All Customers' and 'Last 200 Documents'. The 'Last 200 Documents' dropdown is open, showing options: 'Last 24 hours', 'Last 7 days', 'Last 14 days', 'Last 31 days', and 'Last 200 Documents' (which is selected with a checkmark). Below the dashboard, there are five summary cards: '27 New Purchase Orders', '7 Orders that Need Attention', '11 Invoices Rejected', '0 Payments Received', and '77 Orders with Service Lines'. A 'More...' button is visible next to the last card. Below these cards is a table with the following columns: Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The first row of data shows: Order Number 2410013162, Customer Allianz Technology SE - TEST, Status New, Amount 2,020,555.00 EUR, Date 15 Oct 2018, Amount Invoiced 0.00 EUR, and Action Select.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
2410013162	Allianz Technology SE - TEST	New	2,020,555.00 EUR	15 Oct 2018	0.00 EUR	Select

RESEND ORDER-EMAIL FUNCTION



To create an invoice, please initiate from the order eMail you have received.

If you do not have the order email, you can re-send the order email from the Ariba Network.

Click on "**Select**" (a) on the right side of the line with the order. A text will be displayed "**Send copy to me to take action**" (b). Click on it too. Now a dialog box opens in the foreground and press the blue button "**Resend**" (c).

After a short time, you should receive the order email again in your email program.

a) First click on "Select" ...

b) Then click on "send a copy to me"

c) A dialog box opens. Now Press the blue button "Resend"

USE OF ADDITIONAL FILTERS



In the Menu overview of “Orders, Invoices and Payments”, there are four standard filter options. You can also see the option ‘More’

If you click on "More", a dialog box opens in which further filter options are displayed.

By clicking on one of these options, the dialog box closes and the documents matching this filter are displayed in the overview.

If you use one or more of these filters more frequently than the 4 standard filters, you can change this by clicking on "Manage default tiles".

The screenshot displays the Ariba Network interface. At the top, there is a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. Below this, the main content area is titled 'Orders, Invoices and Payments'. It features a summary row with four filter options: 'Orders to Invoice' (1), 'Orders that Need Attention' (0), 'Orders with Service Lines' (0), and 'Pinned Documents' (0). A 'More...' button is located to the right of these options. A yellow callout bubble points to the 'More...' button with the text 'a) Click on More'. Below the summary row, a table shows a single order entry with 'Order Number' 2410012623 and 'Customer' Allianz Technology SE - TEST. A dialog box is open, displaying a grid of filter options: 'New Early Payment Offers' (0), 'Invoices Pending Payment' (0), 'Invoices Rejected' (0), 'Invoices Pending Approval' (0), 'New Purchase Orders' (1), 'Payments that Need Attention' (0), 'Payments Received' (0), 'Pinned Documents' (0), 'Orders to Confirm' (1), and 'Orders to Ship' (1). A yellow callout bubble points to this dialog box with the text 'b) Additional filter options are displayed'. At the bottom right of the dialog box, there is a 'Manage Default Tiles' button with a gear icon. A yellow callout bubble points to this button with the text 'Here you can make permanent adjustments'. The footer of the page includes the SAP Ariba logo and user information: 'Gaurav Kwatra (GAURAV.KWATRA@ALLIANZ.DE) last visited 9 Jul 2018 12:32:23 AM | 3rd opinion'. Links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use' are also present.

ADJUSTMENT OF THE DISPLAYED STANDARD FILTERS



Ariba also refers to the filters as tiles. After clicking on the option "Manage standard tiles", the following page is displayed.

It shows the available tiles (= filter options) and the selected standard tiles.

You can use "Select" and "Remove" to define which filters / tiles are displayed as filter options above the overview of the documents

Ariba Network Test Mode Upgrade from light account Learn More Company Settings Gaurav Kwatra

Manage Action Tiles on the Home Dashboard Done Cancel

Restore Defaults

Available Tiles	
Name	
Orders to Ship	Select
Invoices Pending Payment	Select
New Purchase Orders	Select
Invoices Rejected	Select
Orders to Confirm	Select
Payments Received	Select
New Early Payment Offers	Select
Pinned Documents	Select
Invoices Pending Approval	Select
Payments that Need Attention	Select

Selected Tiles	
Name	
Orders to Invoice	Remove
Orders that Need Attention	Remove
Orders with Service Lines	Remove

Maximum 4 tiles allowed per dashboard.

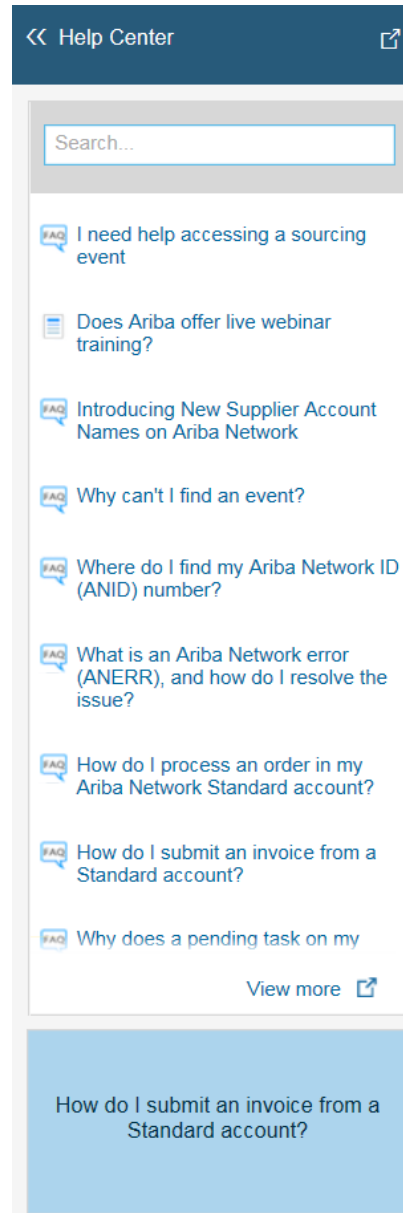
Done Cancel

SUPPORT FOR YOU



If you have any questions concerning the Ariba Network or the Standard Account in Ariba, please refer to the various documents and videos available in the Help Centre on the right hand side of the page.

You can also use the search function to find specific topics or answers to your questions.



If you have not found an answer to your question in the Help Centre, you are welcome to contact our **Supplier Service Desk.**

This can be reached by e-mail at any time, and by Phone from Monday to Friday (8:00 to 18:00)

Email: supplier-enablement@allianz.com

Phone: +49 89-3800-17506
(From 08:00 to 18:00)