

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**”.

SAP Ariba

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Discovery
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SAP Ariba Orders & Invoices

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

OVERVIEW PAGE OF Ariba Network Portal (1 OF 2)



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

1) Menu Bar

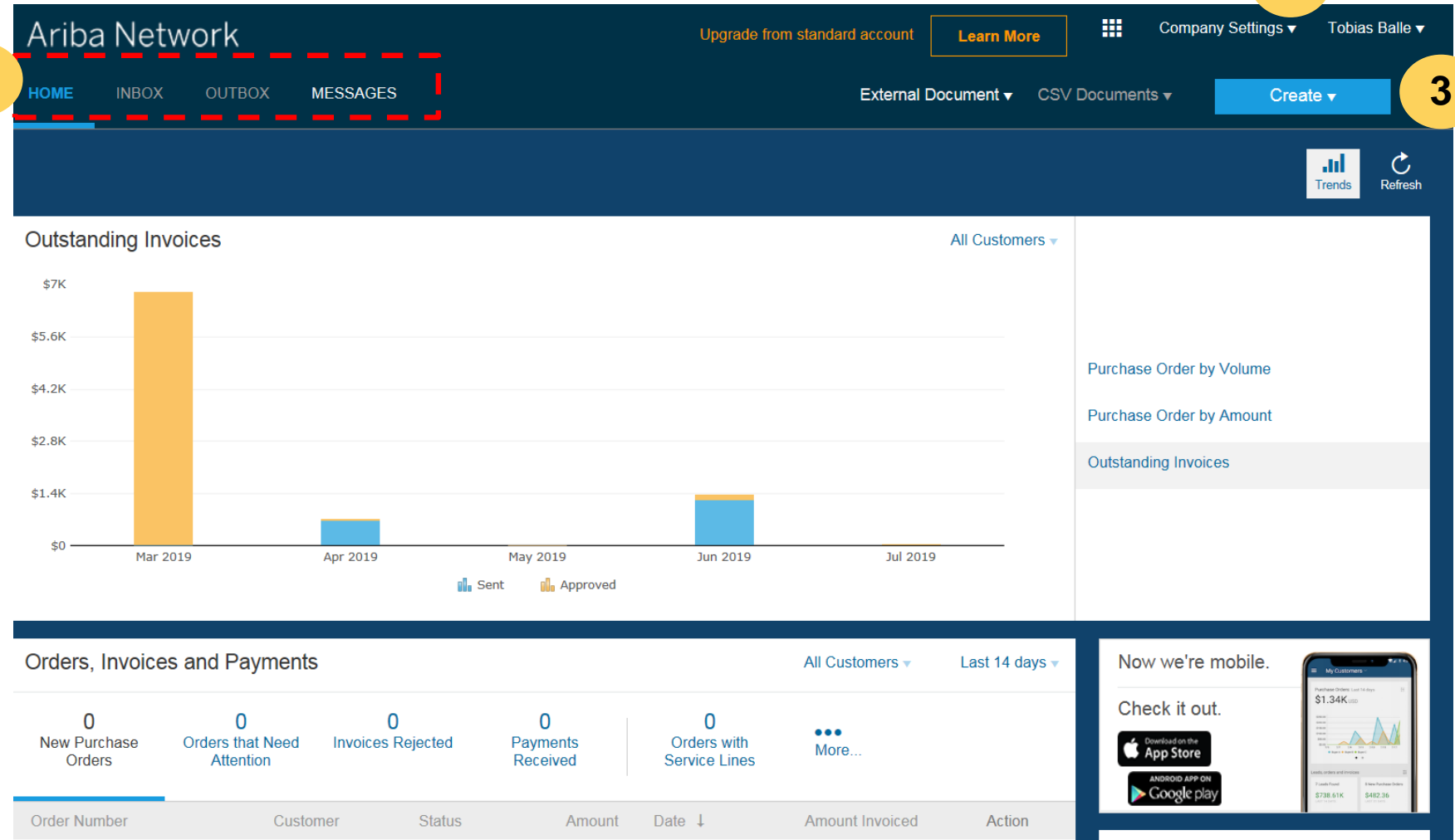
Only the "Home" menu is active here. The other menus are only available after a paid upgrade to an "Enterprise" account.

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.



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

4

Different Filters

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...

Last 24 hours

Last 7 days

Last 14 days

Last 31 days

✓ Last 200 Documents

5

Now we're mobile.

Check it out.

Download on the App Store

ANDROID APP ON Google play

Tasks

No Pending Tasks.

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

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!

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...

Page

Last 24 hours
Last 7 days
Last 14 days
Last 31 days
✓ Last 200 Documents

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"

SEND ME A COPY TO TAKE ACTION

Email the document to GAURAV.KWATRA@ALLIANZ.DE

You can change this email address in [My Account](#)

Resend Cancel

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 shows the Ariba Network interface. At the top, there's a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. Below this, the main heading is 'Orders, Invoices and Payments'. There are four standard filter options: 'Orders to Invoice' (1), 'Orders that Need Attention' (0), 'Orders with Service Lines' (0), and 'Pinned Documents' (0). A 'More...' button is next to 'Pinned Documents'. A yellow callout bubble points to the 'More...' button with the text 'a) Click on More'. Below the filters, there's a table with columns 'Order Number' and 'Customer'. The first row shows '2410012623' and 'Allianz Technology SE - TEST'. A second yellow callout bubble points to the table with the text 'b) Additional filter options are displayed'. A dialog box is open, showing 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 the dialog box with the text 'Here you can make permanent adjustments'. At the bottom of the dialog box, there's a 'Manage Default Tiles' button.

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

DoneCancel

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.

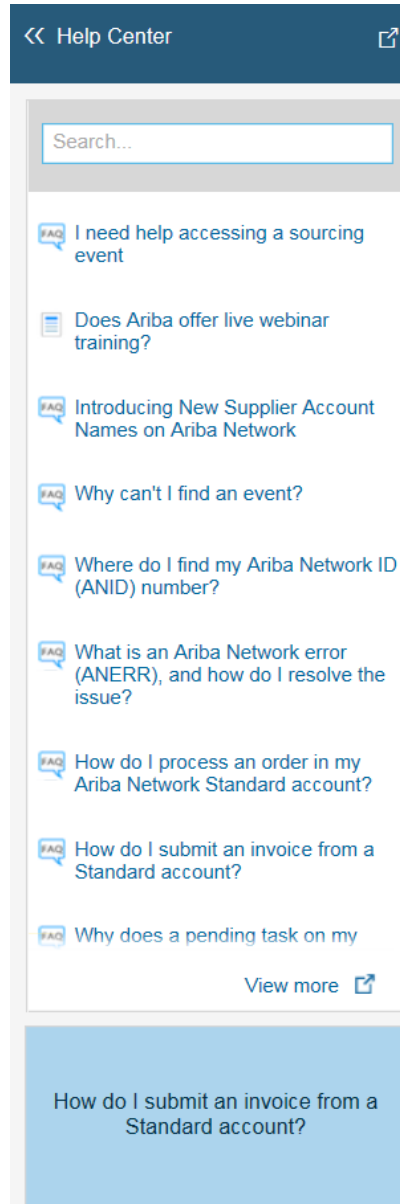
DoneCancel

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 Allianz UK directly via the Allianz UK Supplier Portal:

www.allianz.com/procurement

or by emailing:

procurementhelpdesk@allianz.co.uk