CREATE AND SEND AN INVOICE FROM A STANDARD ACCOUNT

Guide
Status: July 2019

Allianz (ılı)

Allianz Technology SE - TEST sent a new Purchase Order 2410012265

"Allianz Technology SE - TEST" <ordersender-prod@ansmtp.ariba.com>

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Sent:
To:

✉ Message 🖹 2410012265.htm (27 KB)

You can reply to this message. Ariba Network or other Ariba cloud services will send your reply to the appropriate message recipient(s) and link it to its corresponding document. SAP Ariba stores your contact information (email and name) according to the policy at https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html. By replying to this message, you're accepting the terms in the policy.

❌ Right-click here to ...

Allianz Technology SE - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer Allianz Technology SE - TEST

This is a purchase order sent by an Allianz entity to your organization.
You will find the Allianz buyer entity's specific order, shipping and billing details below in the overview of this purchase order.

Please pay attention to the Allianz buyer entity's purchase order terms below in the overview of the purchase order.
Additionally please pay attention to the invoicing terms on the purchase order to check how invoicing should be performed for the Allianz buyer entity for this purchase order.

❌

Process order

You will receive an email including your Purchase Order details from Ariba.

Click on the **'Process Order'** button in the email and you will be automatically re-directed to the Ariba login Page. Please sign in with your login credentials.

SAP Ariba ⟋⟍ Orders & Invoices

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

Alternatively you can find the Purchase Order emails after login to the Ariba Network:

a) Under the **'Action'** tab, click on **'Select'**
b) Choose **'Send me a copy to take action'**
c) Click on **"Resend"**.

After few minutes, you will receive the email in your Inbox which is linked to your Ariba Account.

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Process order

Ariba Network   Test Mode   Up

Purchase Order: 2410012702

Create Order Confirmation ▼ | Create Service Sheet | Create Invoice ▼ | Print ▼ | Download PDF | Download CSV | Resend

Confirm Entire Order
Update Line Items   er History
Reject Entire Order

From:
Allianz Deutschland AG
Postfach 100433
96056 Bamberg

Germany

To:
3rd opinion GmbH-TEST
Kleifeld 30
30539 Hannover

Germany
Phone:
Fax:
Email: GAURAV.KWATRA@ALLIANZ.DE

In your email please click on the button **"Process Order"**.

This will take you to the Ariba Network and the Purchase Order will be displayed.

The **"Create Order Confirmation"** tab allows you to inform your customer that you received the order and indicates whether you can fulfil it.

If you agree to fulfil the whole order click on the "**Create Order Confirmation**' tab and then select '**Confirm Entire Order**' from the dropdown.

If there is more than one line item on the Purchase Order you have the option to "Update Line Items".

You can also '**Reject Entire Order**' if you find any issues with the Purchase Orders.

If you select '**Confirm Entire Order**' you be asked to complete the Order Confirmation Header.

1. Enter your order "**Confirmation Number".** This can be any value from your internal systems, such as your order processing application.

2. You can optionally provide details such as the estimated **shipping date, tax costs and comments**.

3. Click **"Next"** to move to the "Review Order Confirmation" page.

Once you have reviewed the order confirmation click **"Submit"** to send it to your customer.

The status on the invoice will change to "confirmed".

You will receive an email confirmation.

To create the Invoice, click on the Tab called '**Create Invoice**' and then select '**Standard Invoice**' from the dropdown.

If you would like to fulfil only part of the order, send an invoice for the delivered goods and send another invoice later when you deliver the remaining goods.

Please note that for all **service** Purchase Orders a Service Sheet will be automatically generated when you create an invoice. After entering and sending the invoice the service notification, the so-called 'service entry sheet' is automatically created and sent to the requestor in Allianz for approval.

When the service entry sheet is approved by the requestor, invoice processing is triggered.

3.1– INVOICE HEADER 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: the **Header** section which summarises the invoice and the **Line Item** section which lists the items being invoiced.

In the **Header Section** please enter your invoice number. This is a number from your own internal processing systems.

1. If you would like to add any commentary or attach a document at this header level please click on **"Add to Header"**.

2. Please enter the "**Service Start**" and "**End Date**", which are mandatory.

3. If you entered your **Tax ID** under your Company Profile then it will be auto populated. Please refer to the registration guidance video for further details.

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1. To add line item on a service invoice, click on Tab '**Add/Update**' and then select '**Add General Service**'

2. After inserting the line item, please add the **'Description'**.

3. Quantity: For Service Orders, enter quantity as 1.

4. UOM (Unit of Measurement): As this is case sensitive, please note the following.
- Search the correct UOM code in Ariba. For example: EA (each), MON (month), HUR (hours), DAY (days).
- Always enter the UOM code in capital letters.

Unfortunately Ariba Network does not support checks on the validity of entered values for UOM....please ensure that you enter the correct code for UOM as explained above.

5. Unit Price: Enter price per unit (if applicable) otherwise enter the total sum (net value).

6. Now enter the **Service Start** and **End Date** in the given fields as well. This is mandatory!

3.5 – ENTERING TAX ON THE INVOICE

1. For tax relevant invoices, please add Tax to the line item, by checking the boxes (1) as shown.

2. Click '**Add to included items'.**

3. Use this function for invoices with multiple line items with different tax categories.

4. TIP : If you have multiple line items, you can add them from here. The same applies for Travel Costs. Please refer previous slide as how to add line item.

5. After entering all the details, click on save then click on **Next.**

3.6 – SUBMISSION OF INVOICE VIA ARIBA NETWORK

Once you have reviewed the invoice click **"Submit"** and your invoice will be sent to Allianz.

You can also **"Print"** a copy of the invoice or **"Exit"** the invoice if you do not want to submit.
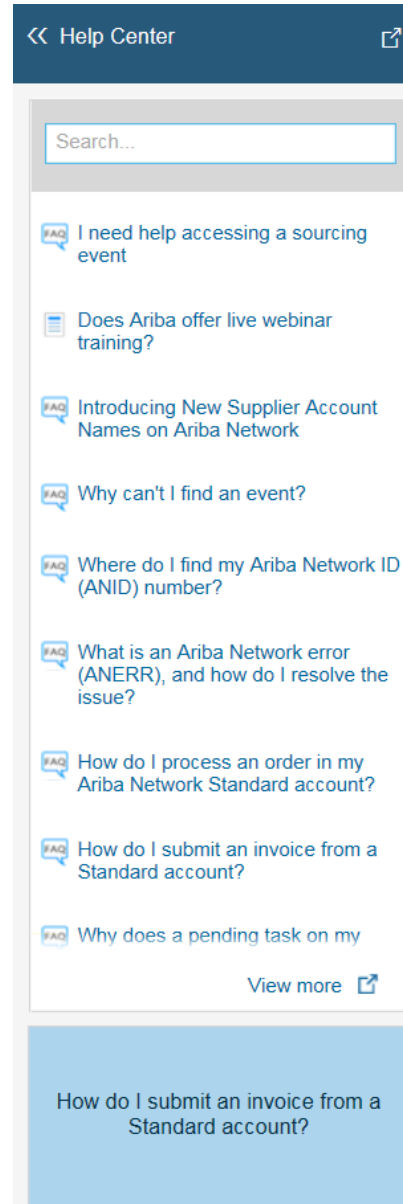
You will receive an email confirmation with the invoice attached.

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.

‹‹ Help Center

Search...

FAQ I need help accessing a sourcing event

☰ Does Ariba offer live webinar training?

FAQ Introducing New Supplier Account Names on Ariba Network

FAQ Why can't I find an event?

FAQ Where do I find my Ariba Network ID (ANID) number?

FAQ What is an Ariba Network error (ANERR), and how do I resolve the issue?

FAQ How do I process an order in my Ariba Network Standard account?

FAQ How do I submit an invoice from a Standard account?

FAQ Why does a pending task on my

View more

How do I submit an invoice from a Standard account?

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