REGISTRATION ON SAP ARIBA NETWORK – STANDARD ACCOUNT

Manual Status: April 2020



This document is a step-by-step guide outlining how to register as **Standard Account** Supplier in Ariba.

Be aware of:

If you already have an Ariba Standard Account used for other customers then you can use this existing account for business with Allianz if you like. This use case is included in this guide as well.

You will receive an e-Mail from the Ariba system relating to your first purchase order from Allianz.

When you are ready to view and start processing your first order, please press the blue **"Process order**" button.

Your web browser will start and will load the Ariba supplier login web page...



Here you have the choice to:

a) Register: Create a new account for Ariba Network in case your company doesn't have any account already. Only IF you like to have a separate new account for business with Allianz you should create a new one.

b) Log in: Log in with an existing Ariba Network account of your company if you already have an account that you want to use for business with Allianz.

Ariba Network tries to detect if there are already existing accounts from your company.

In case it finds existing accounts it shows a "Review Accounts" dialog.

You can skip this dialog if you already know which is the correct existing account by clicking the X.

Be aware of:

The first purchase order and login process will determine which account can be used for business with Allianz for all subsequent orders and invoices!

Check within your Sales department and Accounts/Receivable department which Ariba Network account should be used **before** logging in to any account or creating a new one!



Be aware of:

The following steps apply if you chose to create a new account. If you decided to use an existing account of your company then skip the following steps. There is no registration needed then.

If you decide to select "**Register Now**" on the Ariba Network you will be asked to enter some information.

a) Company information: This is general information about your company. For the most part these are already pre-assigned from the order. Please check the data and change it if necessary.

b) User account information: This is data about the main user of the Ariba Network Portal on the supplier side.

All fields marked with an asterix must be completed.

Register					Re	egister Can
Company informatio	n				Ariba	Network
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User information

Please enter the person responsible for your Allianz Ariba Network account. This person will be the administrator, and can also create other users, for example, employees who will generate invoices through the Ariba Network for Allianz.

You can enter more information about your business by clicking on **"Tell us more about your business"** but this is not mandatory and can be done at a future date if required.

Finally, you must acknowledge that you have read and agreed to the **Terms of Use** and the **SAP Ariba Privacy Statement.**

By pressing the **"register**" button you complete the registration.

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	Repeat Pastword		device and manage customer orders on the go.
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5

Last step of registration process is to choose a personal "role" for your user account.

You c	s your primary incurres role in your company? selecting a role will neep us provide you with a better expenence. an change your business role at any time on the My Account page.
	Accounts Receivables
	Business Owner
	Customer Service
	C E-Commerce
	Field Services
	C Finance
	Information Technology
	Marketing
	Order Management
	Sales
	Service Administrator
	Shipping
	C Treasury
	Other Resurgeredity
	Constinue to the Ariba Network

SAP Ariba Network - Standard Account Upgrade 1657 MODE



... first order is displayed

You will then see your first order in the web interface and can then start working on an order confirmation* or invoice for your first order if you like.

Additionally, you will receive a confirmation email from Ariba Network.

If you push the done button you will be directed to actual home page of the standard account.

* if an order confirmation is needed before delivery should be aligned with the respective procurement department of the Allianz entity that sent you the order.

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SAP Ariba Network Standard Account Upgrade TIST MON Purchase Order: 2410077044 🕑 Create Order Confirmation 🔻 🛛 🍕 Create Ship Notice 🔤 Create Invoice 🔻 | Print - | Download PDF | Download CSV | Reserv 1 Invoices (3:10) Order Detail Order History Thu 4/9/2020 9:59 AM ...confirmation email Allianz (III) Ariba Commerce Cloud <ordersender-pro Ariba Network Registration Confirmation Allianz Technology SE Postfach 100433 95056 Bamberg To Heymen, David (Allianz Technology) Does Ariba offer live webinar training? f If there are problems with how this message is displayed, click here to view it in a web browser. Bing Maps Action Items Payment Terms Routing Status: Sent Comments Comment Type: Body:Dear Supp SAP Ariba 🎊 Welcome to Ariba Network Standard Account de: 0044 ne: 0044_AMOS SE_PU Thank you for registering for an Ariba Network standard account. Here are some info to get you Ship All Items To 710_AMOS_S Fritz-Schäffer-Straße 9 81737 München Your Account Information Company name Dallmayr-TEST Germany Ship To Code: 710_AMOS_S Administrator email david.heymen@allianz.com Ariba Network ID AN01507451959-T Line Items TESTDallmayr@allianz.c Line # Part # / Desc 1 Not Available 0.00 EUR How do I up Signing in To sign in to your account, go to Ariba.com . Use the username and password that you created when you registered. (Your password is encrypted, so we cannot show it here.) Verify your mobile number to establish your identity. Things you can do When you sign in to Ariba Network, you can: Respond to emailed orders. View recent orders on the home page and resend them by email. · Get access to features that your buyer supports, like order confirmations and ship Check invoice status and create non-PO invoices, if your buyer supports them. · Set up your company profile to attract potential customers. Mobile Download the Ariba Supplier Mobile app to your mobile device and manage customer orders and invoices on the go Uporadino Upgrade anytime get full access to features. Learn More . 7



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Here you see the actual home page of your Ariba Network standard account.

Be aware of:

With a standard account (free of charge!) you can only DISPLAY an overview of your incoming purchase orders on the home page.

You can't process the orders (order confirmation* or invoice) from here directly.

In order to directly process orders from the home page you would need to upgrade to an enterprise account (not free of charge!).

You can process your order by again opening the received order email in your email application and clicking the PROCESS button.

In case you lost the original email you can log in to your account

(<u>https://service.ariba.com</u>) and re-send a copy of the order to your email box.

* if an order confirmation is needed before delivery should be aligned with the respective procurement department of the Allianz entity that sent you the order.



