Ariba Network
Purchase Order Guide

Allianz (ii)

SAP Ariba ◢◣

SAP

Content

1. **Introduction**
2. **Purchase Order Management**
3. **Order Confirmations**
4. **PDF Generation**
5. **Ariba Network Support**

1. Introduction

. **Allianz e-Procurement Process**

- This document contains training for your organization around transacting purchase orders, order confirmations and ship notices with Allianz through the Ariba Network

2. Purchase Order Management

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View Purchase Orders

1. **Click** on Inbox tab to manage your Purchase Orders.

2. **Inbox** is presented as a list of the Purchase Orders received by Allianz.

3. **Click** the link on the Order Number column to view the purchase order details.

4. **Search** filters allows you to search using multiple criteria.

5. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
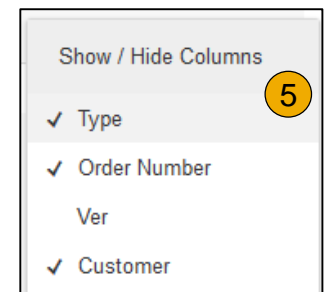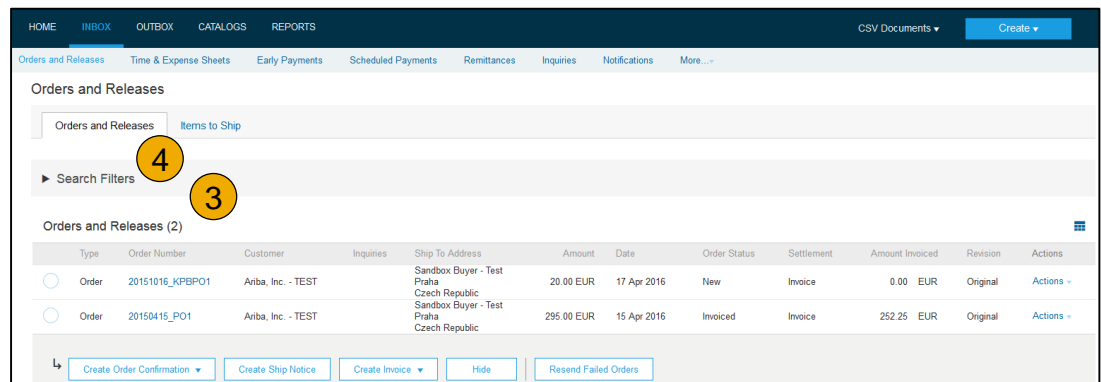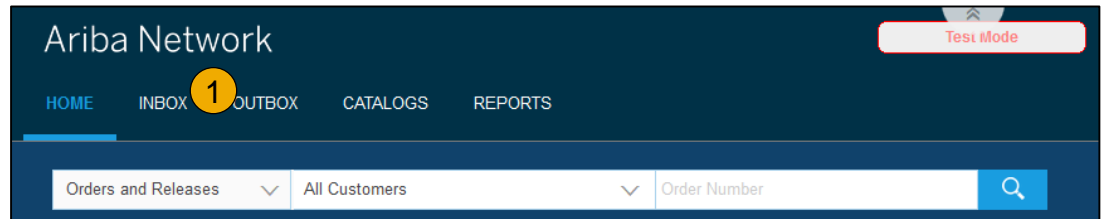
Purchase Order Detail

1. **View** the details of your order. The order header includes the order date and information about the buying organization and supplier.

    Note: You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button.

    Additional options: **Export cXM**L to save a copy of the cXML source information **Order History** for diagnosing problems and for auditing total value

2. **Line Items section** describes the ordered items. Each line describes a quantity of items Allianz wants to purchase.

3. Order Confirmations

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Create Order Confirmation: Confirm Entire Order

Note: Allianz does not require the supplier to confirm the order when the supplier accepts the order.

Only when the supplier does not accept the order as send by Allianz, then the supplier is obliged to use the Updating line item or Reject entire order features explained on the next slides.

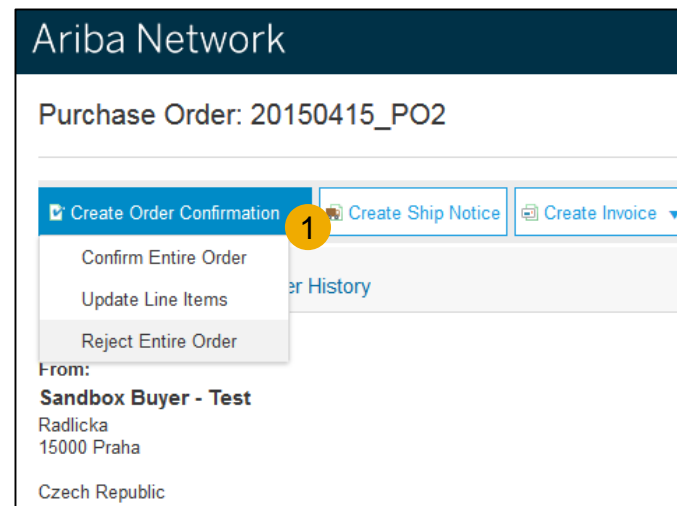This slide explains how to Confirm Entire Order.

1. **Enter** Confirmation Number which   is any number you use to identify the order confirmation**.**

2. **If you specify** Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.

3. **You can group** related line items or kit goods so that they can be processed as a unit.

4. **Click** Next when finished.

5. **Review** the order confirmation and click Submit.

6. **Your order confirmation is sent to Allianz.**

When viewing documents online, links to all related documents are displayed.
Click Done to return to the Inbox.

Create Order Confirmation: Reject Entire Order

1. **From the PO view**, click the Create Order Confirmation button and select to Confirm Entire Order, Update Line Items for individual line items or Reject Entire Order.

2. **Enter a reasons for rejecting** the order in case your buyer requires so
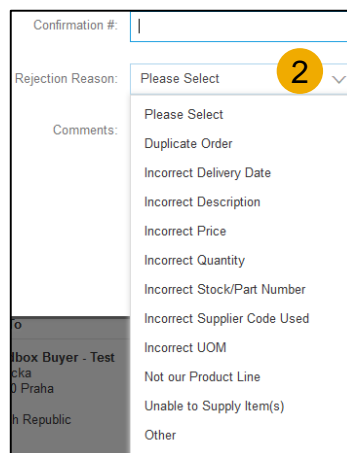
Create Order Confirmation: Update Line Items

1. **Select** Update Line Items, to set the status of each line item.

2. **Fill** in the requested information (the same as for Confirm All option).

3. **Scroll** down to view the line items and choose among possible values:

4. **Confirm** – You received the PO and will send the ordered items.

5. **Backorder** – Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.

6. **Reject –** Enter a reason why these items are rejected in the Comments field by clicking the Details button.

Purchase Order: 20150415_PO2

☑ Create Order Confirmation ▼ | 🚚 Create Ship Notice | 🗐 Create Invoice ▼

Confirm Entire Order

Update Line Items

Reject Entire Order

From:
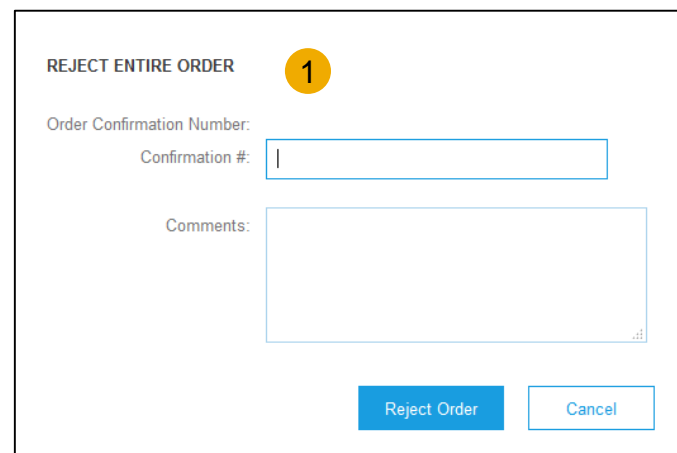**Sandbox Buyer - Test**
Radlicka
15000 Praha

Czech Republic

Confirming PO

① Update Item Status   ▼ Order Confirmation Header

② Review Confirmation

Confirmation #: |
Associated Purchase Order #: ...50415_PO2
Customer: ... Inc. - TEST
Supplier Reference:

SHIPPING AND TAX INFORMATION
☐ Enter shipping and tax information at the line item level.
Est. Shipping Date:
Est. Delivery Date:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR
	Copy Paper White, A3, 80gsm (ream 500 sheets)				

CURRENT ORDER STATUS
● 10 Unconfirmed

Confirm: Backorder: Reject: Details ⓘ

Confirm Order: Update Line Items - Backorder

1. **Enter** the quantity backordered in the Backorder data entry field.

2. **Click** Details to enter Comments and Estimated Shipping and Delivery Dates for the backordered items on the Status Details page.

3. **Click** OK when done.

Note: If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.

4. **Click** Next.

Confirm Order: Update Line Items - Price Change

1. **Enter** the quantity in the Confirm data entry field.

2. **Click** Details to enter the details regarding the price change.

3. **Note** the new price in the Unit Price field on the Status Details page for the line item. Enter a Comment regarding the price change, if needed. Item substitutions for the requested part can also be communicated using the Supplier Part field.

4. **Update** the Description as needed and click OK when done.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)
CURRENT ORDER STATUS

● 10 Unconfirmed ①

Confirm: 1   Backorder: | Reject: Details ①

Item	Part # / Description	Qty	Unit	Need By
1	**GOODS_01**	10	EA	18 Nov 2015

Copy Paper White, A3, 80gsm (ream 500 sheets)

New Order Status: **1 Confirmed**

Est. Shipping Date: | 📅

Est. Delivery Date: 18 Nov 2015 📅

Unit Price: 4.50 EUR ③

Price Unit Quantity:* 1

Unit Conversion:* 1

Price Unit:* EA ④

Supplier Part: GOODS_01

Comments:

Confirm Order: Update Line Items - Reject

1. **Enter** the quantity in the Reject data entry field to reject item.

2. **Click** the Details button to enter a reason for the rejection in the Comments field on the Status Details page.

3. **Click OK** when done.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)
CURRENT ORDER STATUS

⦿ 10 Unconfirmed

Confirm: [   ]   Backorder: [   ]   Reject: [1]   **1**   **2**   Details ⓘ

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)
New Order Status: **1 Rejected**

Rejection Reason: * [Please Select   ⌄]

Comments: [   ]   **3**

OK   Cancel

Confirm Order: Update Line Items

1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.

2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Allianz.

3. **The Order Status will display** as Partially Confirmed if items were backordered or not fully confirmed.

4. **Generate** another order confirmation to set them to confirm if needed.

5. **Click** Done to return to the Inbox.

Purchase Order: 20150415_PO2

☑ Create Order Confirmation ▾ | 🖹 Create Ship Notice | 🖹 Create Invoice ▾ | Hide | Print ▾ | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History

From:
Sandbox Buyer - Test
Radlicka
15000 Praha

Czech Republic

To:
Ariba_TestSuppiler - TEST
Radlicka 3201/14
150 00 Praha 5

Czech Republic
Phone:
Fax:
Email: klaus.puschel@sap.com

Done

5

Purchase Order
(Partially Confirmed)
20150415_PO2
Amount: 295.00 EUR

3

Routing Status: Acknowledged
Related Documents: ☑ 312

Deliver To

4. PDF Generation

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PDF Generation

1. **The option to Download a PDF** version of the PO is now present as shown.

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated [Increased Document Size Support feature].

Purchase Order: 20150415_PO2

1

☑ Create Order Confirmation ▾ | 📄 Create Ship Notice | 📄 Create Invoice ▾ | Hide | Print ▾ | Download PDF | Export cXML | Download CSV | Resend

Save As

⬅ ➡ ▾ | 🖥 Desktop ▸ | ▾ ↻ | Search Desktop 🔍

File name: 20150415_PO2.pdf ▾

Save as type: Adobe Acrobat Document (*.pdf) ▾

▾ Browse Folders | Save | Cancel

Do you want to open or save **20150415_PO2.pdf** from **service.ariba.com**? | Open | Save ▾

5. Ariba Network Support

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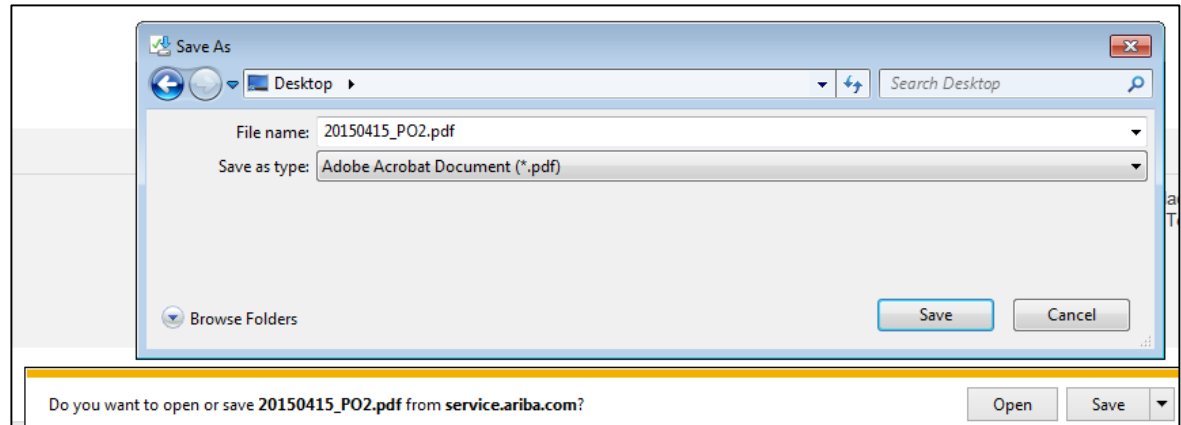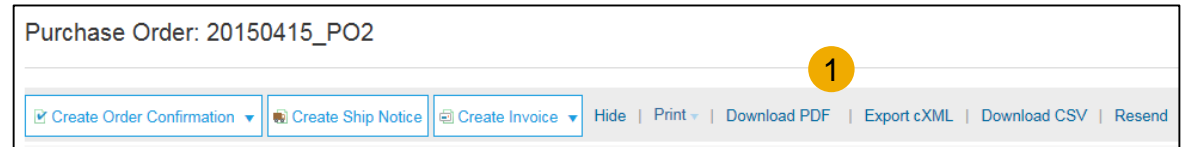
Training and Resources
Allianz Supplier Information Portal

1. **Select** the name of your company in the top right corner and then click the Customer Relationships link.

2. **Select** the buyer name to view transactional rules:
    The Customer Invoice Rules determine what you can enter when you create invoices

3. **Select** Supplier Information Portal to view the following presentations to learn more about transacting with Allianz.

    *   Account Configuration Guide

    *   Purchase Order Guide

    *   Invoice Guide

    *   Supplier Membership Program / Supplier Registration Guide

Training and Resources
Ariba Network Standard Documentation

1. **Go** to: http://supplier.ariba.com and click the Help link.

2. **Click** Help Center.

3. **Click** on Learning Center to access Product Documentation. The Learning Center was created for users interested in technical product documentation. The Learning Center was design to allow you to browse the full library of product documentation and tutorials.

   Note: Only a subset of the documentation is available in a pre-login state.
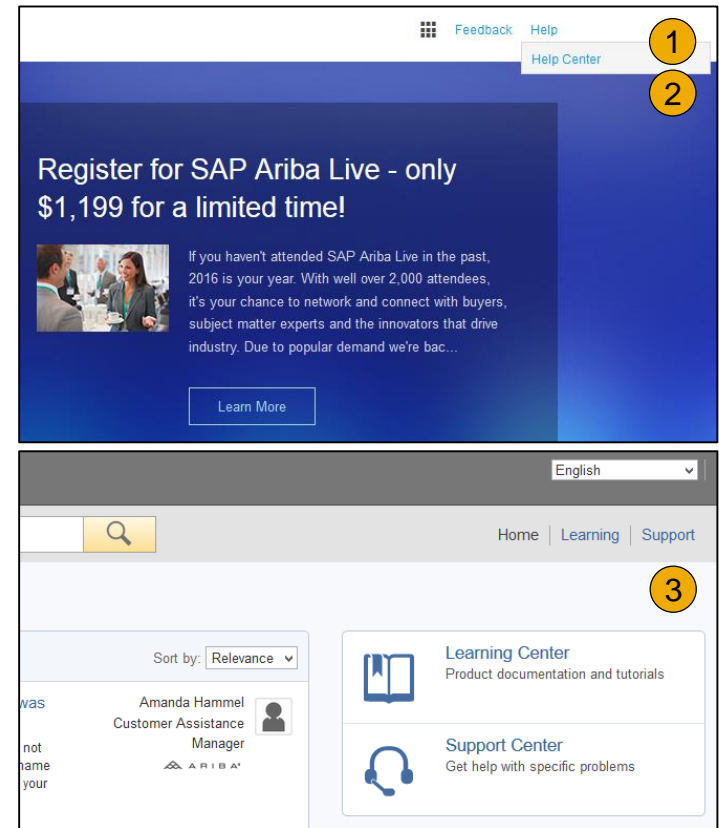
Training and Resources
Ariba Network Standard Documentation

1. **Click** on Help Center to access Standard Documentation material.
2. **Click** Documentation (bottom)
3. **View** Ariba Network Administrator's documentation.
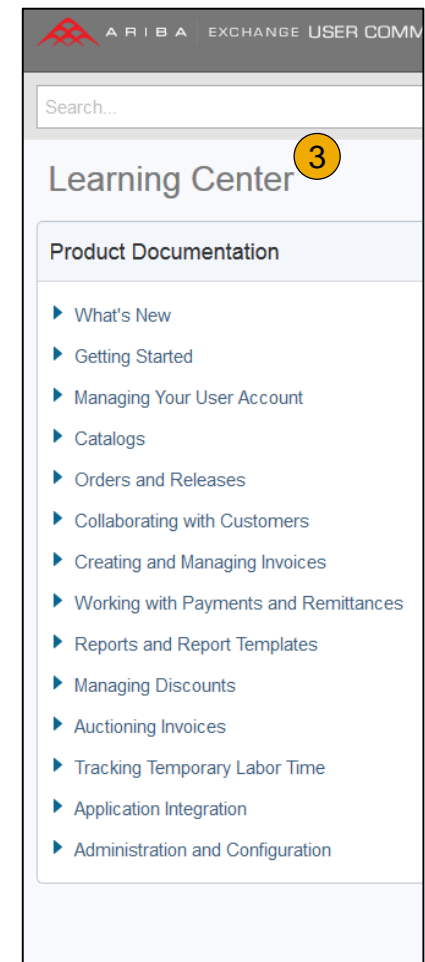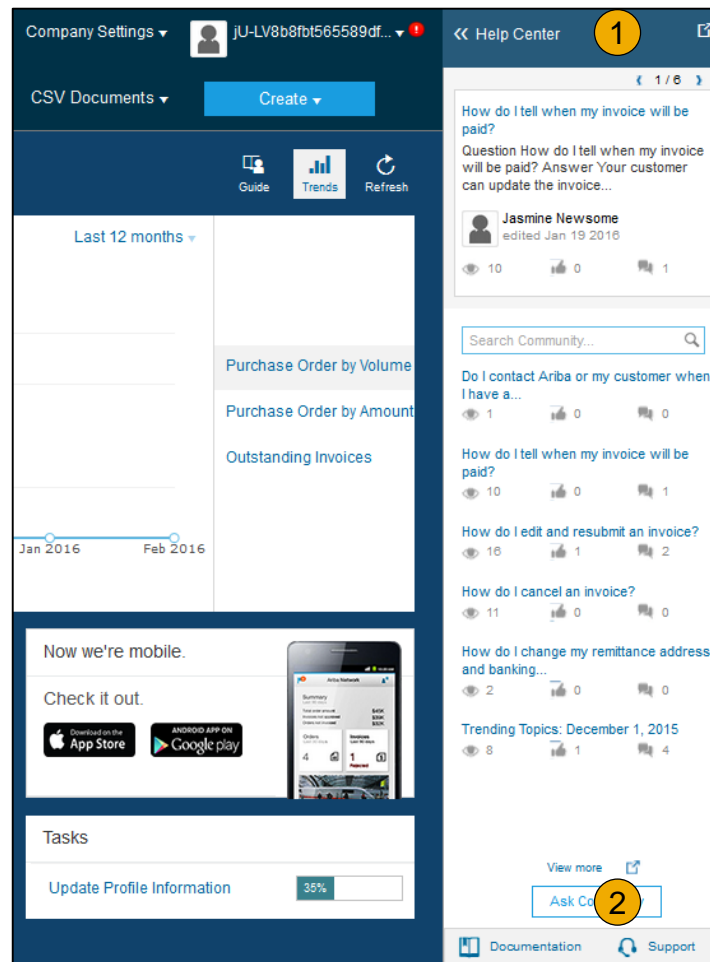
Help Center
Helpful things to know

1. **Popular Topics:** Title links are selected for you based on the solution that you were using, privileges & default language when you clicked on Help.

2. **Click** on the link to view the content item. You will be able engage with the content: author, view how many community users have viewed the content and have flagged the content as being helpful to you, and report problems with the content.

3. **Perform** a search to find content not found under Popular Topics. Results can be sorted or filtered.

4. **Under Learning** you can find the Product Documentation available for Users or Administrators.

5. **Popular Tags**: These are the tags associated with our most popular content items per solution. It is a quick way to find documents related to the topic.
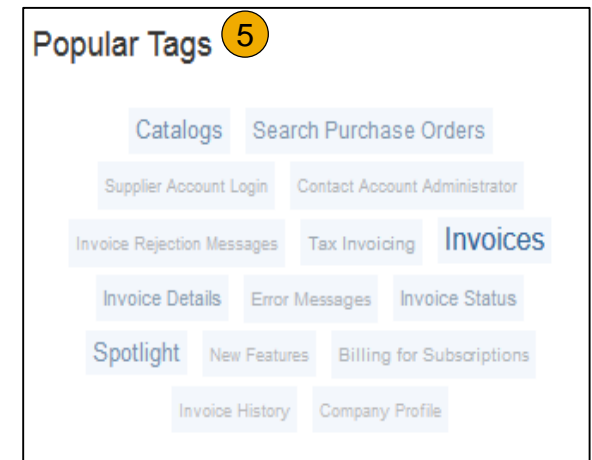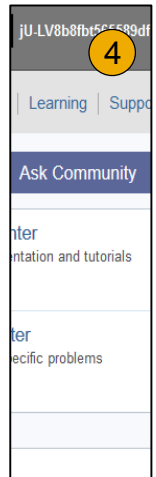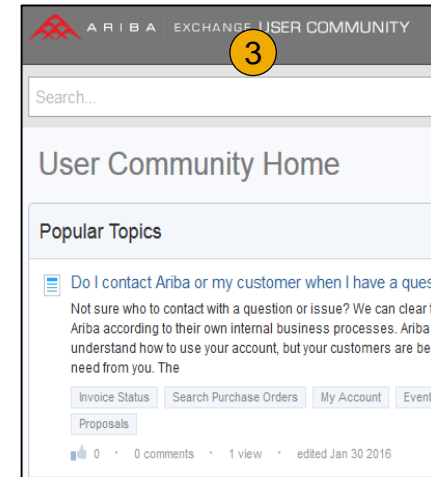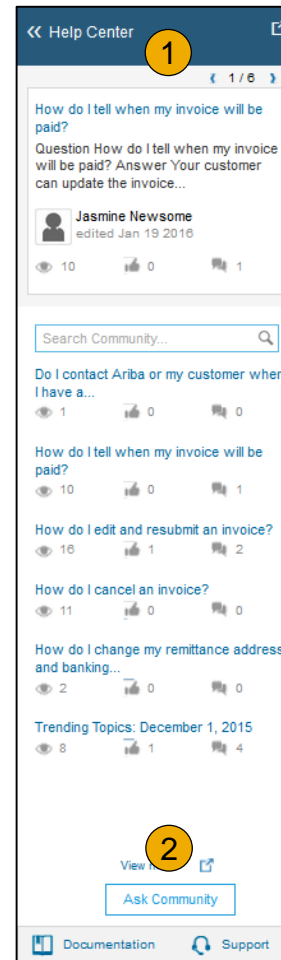
Training and resources
Ariba Network standard documentation and useful links

- **Useful Links**
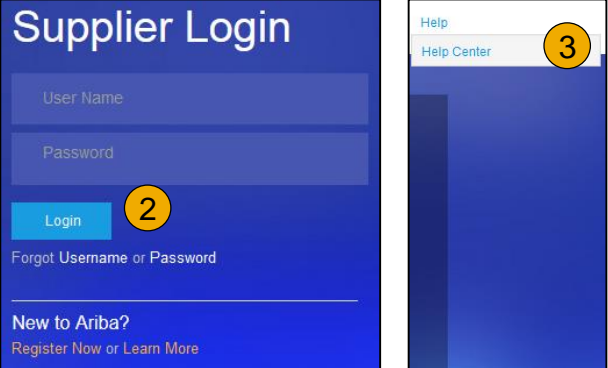
- **Ariba Supplier Membership page** - http://www.ariba.com/suppliermembership

- **Ariba Network Hot Issues and FAQs** - https://connect.ariba.com/anfaq.htm

- **Ariba Cloud Statistics** – http://trust.ariba.com

  - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day

- **Ariba Discovery** - http://www.ariba.com/solutions/discovery-for-suppliers.cfm

- **Ariba Network Notifications** - http://netstat.ariba.com

  - Information about downtime, new releases and new features

Region	Contact Number
North/South America	1 412 222 6153
USA Toll Free	1 866 218 2155
Europe, Middle East and Africa	+44 20 7187 4144
UK Toll free	0800 358 3556
Germany Toll free	0800 101 1989
France Toll free	0800 945 115
The Netherlands Toll free	0800 0200 582
Asia Pacific	+65 6311 4745
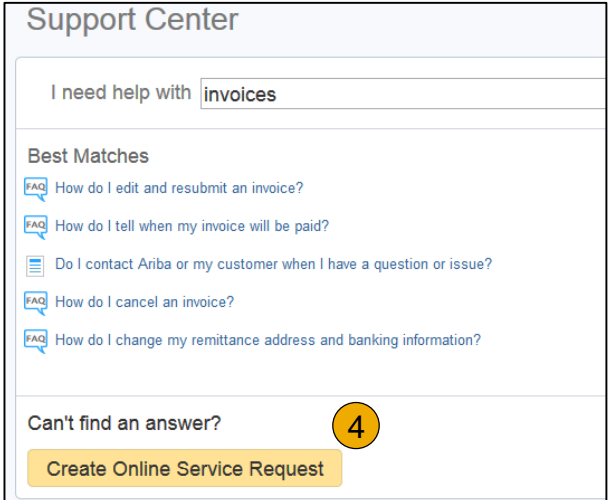
Service Requests
Help Center

1. **Go** to http://supplier.ariba.com

2. **Click** the Help link in the top right corner and click Help Center and go to Support section at the bottom.

3. **Search** for any topic you would like to know more about.

4. **In case** non of the articles answers your question, click on the Create Online Service Request button to contact our Customer Support.

5. **Fill** out our web form. Select Problem Type. Note Allianz in the Issue Description.

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