

REGISTRATION ON SAP ARIBA NETWORK – STANDARD ACCOUNT

Manual

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REGISTRATION – STEP 1



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...

The screenshot shows an email interface. At the top, it says "Thu 4/9/2020 9:22 AM" and the sender is "Allianz Technology SE - TEST" with the email address "<ordersender-prod@ansmtp.ariba.com>". The subject is "Allianz Technology SE - TEST sent a new Purchase Order 2410077044". The recipient is "Heymen, David (Allianz Technology)". Below the header, there is a link to view the message in a web browser and an attachment named "2410077044.htm" (27 KB). A disclaimer follows, stating that replying to the message in SAP Ariba will send the reply to the appropriate recipient and link to the document. The main content area has the SAP Ariba logo and the title "Allianz Technology SE - TEST sent a new order". A note indicates that if multiple email addresses are associated with the organization, the order would be sent to all of them. The main message is titled "Message from your customer Allianz Technology SE - TEST" and contains details about the purchase order, including a recommendation to use an SAP Ariba Network account and a request to pay attention to the terms. A blue button labeled "Process order" is highlighted with a red dashed box. At the bottom, there is contact information for Allianz Technology SE and Dallmayr-TEST, and a reference to the payment terms (NET 0).

REGISTRATION – STEP 2



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!

The top screenshot shows the Ariba Network registration page. The main heading is "Join your customer on Ariba Network!". Below this, there are three columns of benefits: "Strengthen relationships", "Connect faster", and "Reach more customers worldwide". In the center, there is a "Sign up" button and a "Search your company" input field. Below these, there is a "Log in" button and the text "Already have an account? Log in". A red dashed box labeled "a)" highlights the "Sign up" button, and another red dashed box labeled "b)" highlights the "Log in" button. Below the benefits, it says "Ariba Network standard account is Free" and "Learn more".

The bottom screenshot shows the same page, but with a "Review accounts" dialog box open. The dialog box has a title "Potential existing accounts" and a sub-heading "We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account." There is a "Review accounts" button and an "X" button. A red dashed box highlights the "X" button.

REGISTRATION – STEP 3



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 asterisk must be completed.

Ariba Network

Register

Register Cancel

Company information

* Indicates a required field

Company Name *

Country * United Kingdom [GBR] If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address *

Line 1

Line 2

Line 3

Line 4

City *

State *

Postal Code *

User account information

* Indicates a required field

Name * First Name Last Name [SAP Ariba Privacy Statement](#)

Email *

Ariba Network standard account is Free

Already have an account? [Login](#)

Strengthen relationships
Collaborate with your customer on the same secure network.

Connect faster
Exchange documents electronically and streamline communications.

Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.
[Learn more](#)

REGISTRATION – STEP 4



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.

User account information

* Indicates a required field

SAP Ariba Privacy Statement

Name * First Name Last Name

Email *

Use my email as my username

Username *

Must be in email format (e.g. john@newco.com) ⓘ

Must contain a minimum 8 characters including letters and numbers. ⓘ

Password * Enter Password

Repeat Password

Language: English

The language used when Ariba sends you configurable notifications. This is different than your web browser.

Email orders to *

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in

I have read and agree to the Terms of Use

I have read and agree to the SAP Ariba Privacy Statement

Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.
[Learn more](#)

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

REGISTRATION – STEP 5



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

SAP Ariba Network Standard Account Upgrade TEST MODE

What is your primary business role in your company? Selecting a role will help us provide you with a better experience.
You can change your business role at any time on the My Account page.

- Accounts Receivables
- Business Owner
- Customer Service
- E-Commerce
- Field Services
- Finance
- Information Technology
- Marketing
- Order Management
- Sales
- Service Administrator
- Shipping
- Treasury
- Other

Continue to the Ariba Network

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REGISTRATION – STEP 6



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.

...first order is displayed

The screenshot displays the SAP Ariba Network Standard Account interface. On the left, a purchase order (Purchase Order: 2410077044) is shown with details for Allianz Technology SE. A red dashed box highlights the 'Done' button in the top right corner of the interface. On the right, a confirmation email is displayed, titled 'Ariba Commerce Cloud <ordersender-pro...>@ariba.com' and 'Ariba Network Registration Confirmation'. The email content includes account information for David Heymen at Allianz Technology, such as company name, administrator email (david.heymen@allianz.com), Ariba Network ID (AN01507451959-T), and username (TESTDallmayr@allianz.com). The email also provides instructions for signing in and upgrading the account.

...confirmation email

REGISTRATION – STEP 7



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 (<https://service.ariba.com>) 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.

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...home page of standard account (display of order overview – not possible to process orders from here)

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Arriba
2410077044	Allianz Technology SE - TEST	New	4,800.00 EUR	9 Apr 2020	0.00 EUR	Select + Send me a copy to take action Tasks
2410077043	Allianz Technology SE - TEST	New	6,000.00 EUR	9 Apr 2020	0.00 EUR	Select +
2410077041	Allianz Technology SE - TEST	New	6,000.00 EUR	9 Apr 2020	0.00 EUR	Select +
2410077039	Allianz Technology SE - TEST	New	4,800.00 EUR	9 Apr 2020	0.00 EUR	Select +
2410077038	Allianz Technology SE - TEST	New	10,000.00 EUR	9 Apr 2020	0.00 EUR	Select +

...to receive again a copy of the order email push select

...go to your email application to process any order from there

Message from your customer Allianz Technology SE - TEST

This is a purchase order sent to an Allianz entity in your organization. You will find the Allianz buyer entity's specific order, shipping and billing details below in the overview of this purchase order. We recommend that you open a SAP Ariba Network account to process purchase orders electronically. The SAP Ariba Standard Account is free of charge. To see your own status how to proceed, please reach out to the contact for 'Supplier Onboarding' of the Allianz buyer entity in the below purchase order overview. 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](#)