USE OF THE ARIBA NETWORK FOR STANDARD ACCOUNT SUPPLIERS

Guide

Status: July 2019



REGISTRATION



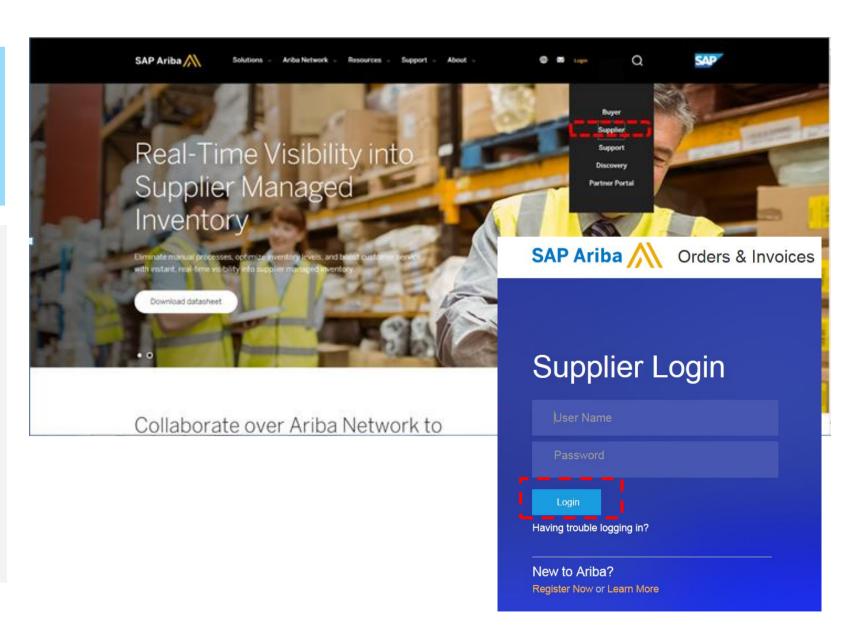
This document explains the features of the Ariba Network Portal for Standard Account suppliers.

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".



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

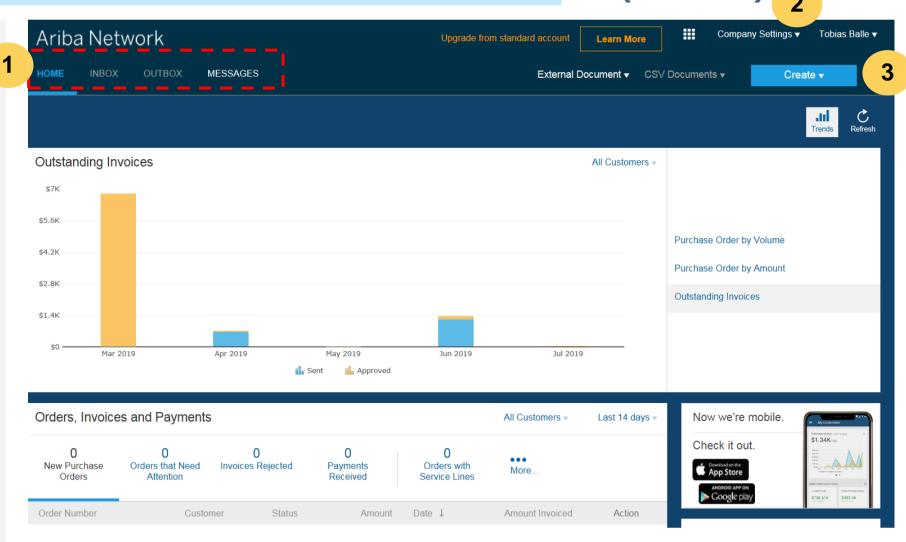
Only the "Home" menu is active here. The other menus are only available after a paid upgrade to an "Enterprise" account.

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

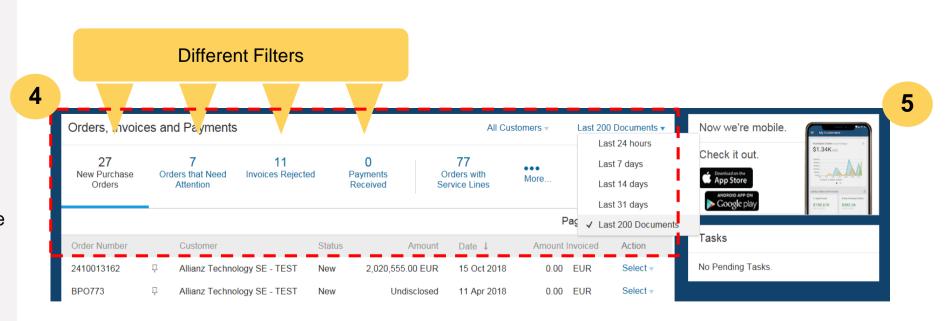
This overview shows you your 200 most recent documents (orders, invoices) you have exchanged with Allianz.

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



FILTER DOCUMENTS BY PERIOD RANGE

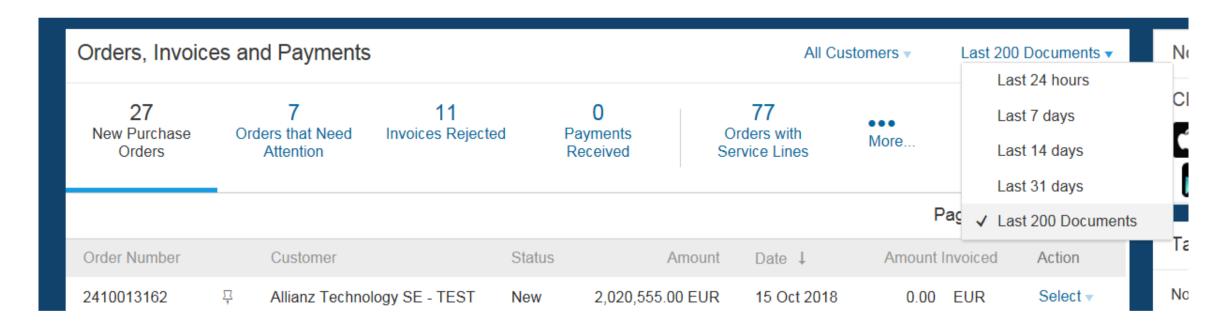


You can set the period in which the documents were exchanged.

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!



RESEND ORDER-EMAIL FUNCTION

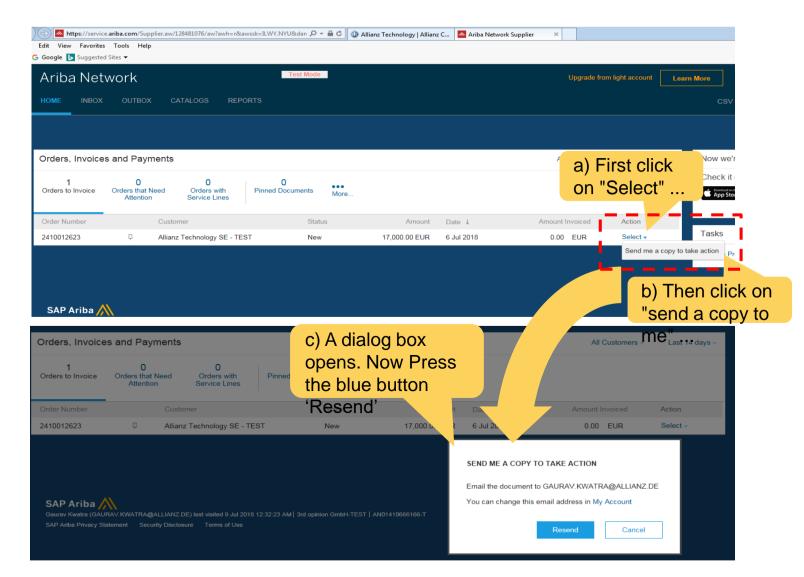


To create an invoice, please initiate from the order eMail you have received.

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.



USE OF ADDITIONAL FILTERS

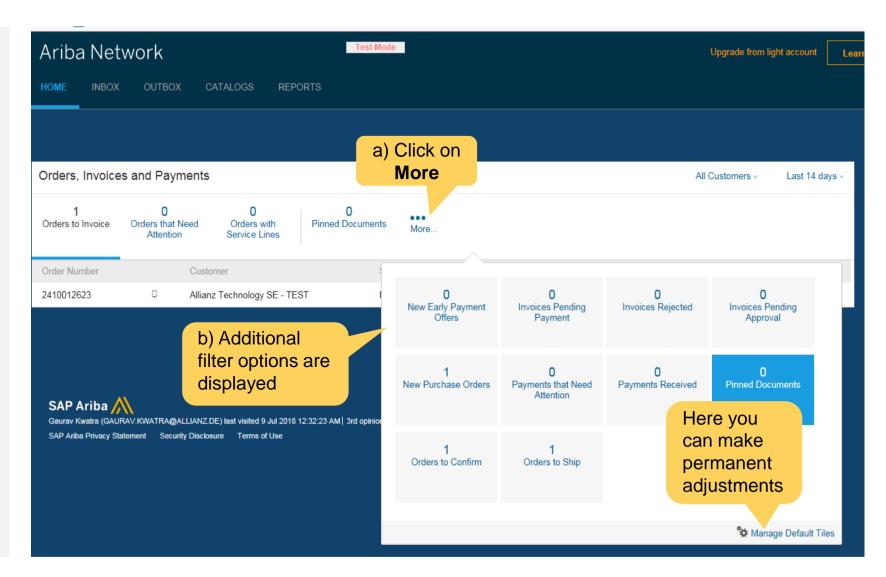


In the Menu overview of "Orders, Invoices and Payments", there are four standard filter options. You can also see the option 'More'

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".



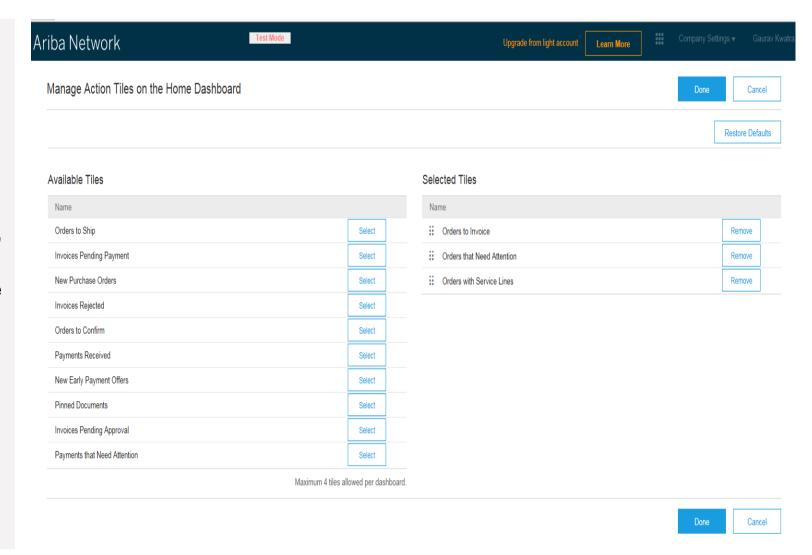
ADJUSTMENT OF THE DISPLAYED STANDARD FILTERS



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



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.

