



Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with Allstate

Welcome!

Congratulations on joining Ariba® Network as a supplier. You're now part of a global network of 4 million companies. Leading businesses like yours have leveraged their Ariba Network Enterprise Accounts to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

If you have previously used Ariba, you might remember the large Customer Information packet. We're excited to present an easier to view customer-specific requirements and information about transacting on the Ariba Network.

Your supplier account has been designed to make transacting with your customers as easy as possible. To get started and trained on how to use your Ariba® Network account with Allstate, please follow the steps below:

1

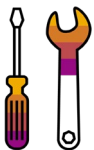


Visit our [Supplier Training page](https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/)

Learn how to set up and operate your supplier account on our detailed Supplier Training Page. If the above hyperlink doesn't work, copy-paste the following link in your browser instead:

https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/

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Review the specifics of transacting with Allstate

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer. This document will help you navigate through the detailed content of our Supplier Training Page.

We wish you a lot of success using Ariba® Network!

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A MESSAGE FROM ALLSTATE'S CHIEF PROCUREMENT OFFICER, CHERYL HARRIS

For more than 85 years, Allstate has been protecting customers from life's uncertainties and preparing them for the future. As the entire marketplace has been disrupted in recent history, it is important for us to continue to change the way we work, evolving with that disruption, which means that Allstate is laser-focused on digitizing and modernizing how we work across many parts of the enterprise, including procurement.

We have full support from our most senior leaders in this transformation and they expect us to get it right. To that point, from now on, we will be evaluating our suppliers based on their ability to do business in an automated, digital way while still delivering value and providing sustainable operations, controls, and compliance!

Our vision is to make the end-to-end procurement-to-payment process digital, effortless, and as integrated as possible. We're excited to be working with the SAP Ariba® Spend Management Solution as the technology platform to enable these modern ways of working.

Moving forward our suppliers are expected to use Ariba to transact with Allstate. Given Allstate's focus on sustaining a cost-conscious culture, we expect our suppliers to fully leverage the Ariba functionality with us, to increase transparency into contract compliance, make the invoice process more efficient, and allow all of us to operate in a more digitized fashion. Supplier compliance to these expectations will be tracked via our supplier management practices, and non-compliance will be a factor considered in future sourcing and contracting opportunities.

We know that many of our suppliers already work with other customers using the Ariba network – we're excited to take advantage of these efficiencies with you!

Thank you again for your partnership in driving a digital, connected, simple experience for both our Suppliers and Allstate.

SCOPE OF ALLSTATE'S PROJECT

This section specifies which documents will be transacted through the Ariba Network. Some of them will be mandatory, others will simply be available if relevant.

Supported Documents On this Ariba Network relationship	Not Supported Documents On this Ariba Network relationship
<ul style="list-style-type: none">• Purchase Orders POs from Allstate will be sent through Ariba Network• Purchase Order Confirmations Apply against a whole PO or line items• Ship Notices Apply against PO when items are shipped• Invoices Apply against a whole PO or line items<ul style="list-style-type: none">○ Partial Invoices○ Non-PO Invoices Against a PO not received through AN○ BPO Invoices Invoices against a blanket purchase order○ Service Invoices Invoices that require service line item details○ Contract Invoices Against contracts• Credit Invoices/Credit Memos Item level credits; price/quantity adjustments	<ul style="list-style-type: none">• Summary or Consolidated Invoices Apply against multiple POs• Invoicing for Purchasing Cards (P-Cards) An invoice for an order placed using a purchasing card• Duplicate Invoices A new and unique invoice number must be provided for each invoice; duplicate invoices will be rejected unless resubmitting a corrected invoice that previously had a failed/rejected status on AN• Paper Invoices Allstate will no longer accept paper invoices and requires invoices to be submitted electronically through Ariba Network• Header Level Credit Memos The Header Level Credit Memo feature is not supported by Allstate• Service Sheets Apply against a PO referencing a service line item

SETTING UP YOUR ACCOUNT

To find general information about **Setting Up Your Account**, use this link to the [Supplier Training Page](#).

Please make sure you complete at least the following chapters of the *Account Administration* section.

- Complete your profile
- Configure your email notifications
- Configure your enablement tasks
- Configure Electronic Order Routing method and notifications
- Configure Electronic Invoice Routing method and Tax Details
- Configure your Remittance Information and payment methods
- Set up a test account

Note: A remittance address and Remit-To ID are required to transact with Allstate.

TRANSACTING ON THE ARIBA NETWORK

Once your account has been setup, you can find detailed instructions about navigating and submitting your documents in the Transacting section of the [Supplier Training Page](#).

Specifics for PURCHASE ORDERS

To find general information about **Purchase Orders**, use this link to the [Supplier Training Page](#). Below are Allstate-specific requirements:

- Suppliers will be expected to largely leverage contracts, contract terms (compliance objects), and purchase orders as a base for invoices going forward, as mentioned in the note from the CPO.
- Additional discussions and details will follow from the Allstate team as we prepare to transact more with Purchase Orders and Ariba Contract Compliance Objects

Specifics for PO CONFIRMATIONS

To find general information about **PO Confirmations**, use this link to the [Supplier Training Page](#). Below are Allstate-specific requirements:

- **Purchase Order Confirmations are optional.**
- Orders may be confirmed multiple times.
- Suppliers may not reject quantities for material orders at the line-item level.
- An estimated shipping date is **required**.

Specifics for SHIP NOTICES

To find general information about **Ship Notices**, use this link to the [Supplier Training Page](#). Below are Allstate-specific requirements:

- **Ship Notices are optional.**
- Suppliers may edit existing ship notices.
- An actual or estimated shipping date is **required**.

Specifics for INVOICES

To find general information about **Invoices**, use this link to the [Supplier Training Page](#). Below are Allstate-specific requirements:

- **Tax data** is accepted at the header level or at the line item level of the invoice.
- **Shipping data** is accepted at the header level or at the line item level.
- Suppliers are required to include an Estimated Shipping Date on Order Confirmations.
- Suppliers are required to include an Actual or Estimated Shipping Date on Ship Notices.
- Suppliers are required to include a Remit To address on invoice.
- Suppliers must have a **Remittance ID** with all Remittance Addresses.
- Suppliers are allowed to back date invoices for 3 days.
- Suppliers must enter taxes at the header/ line item level.
- Suppliers are required to provide a reason for Credit Memos.

HELP & SUPPORT

If you need assistance using Ariba Network, please consult our documentation or contact our Support Team directly from the Help Center. You can also contact our Enablement Team through this [Contact Form](#).

If you need assistance regarding business processes, please contact the Allstate project team at the following email address: AllstateSuppliers@allstate.com.

www.sap.com/contactsap

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