

AIG Company Store Purchases for Business Use

The AIG Company Store carries in-stock AIG branded products and merchandise available for business use.

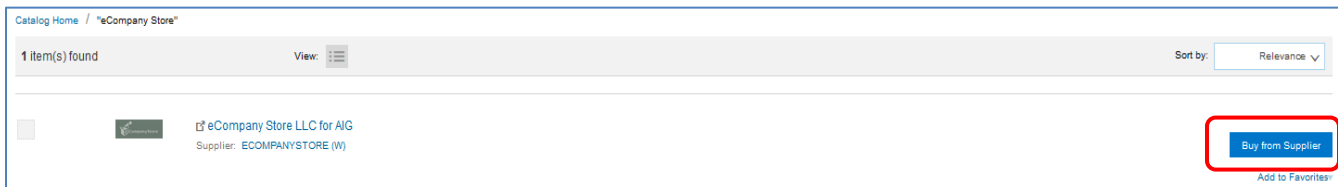
All purchases for business use and charging to a CBD or Cost Center must be made through AIG's procurement system, [Ariba](#).

Placing your order in Ariba

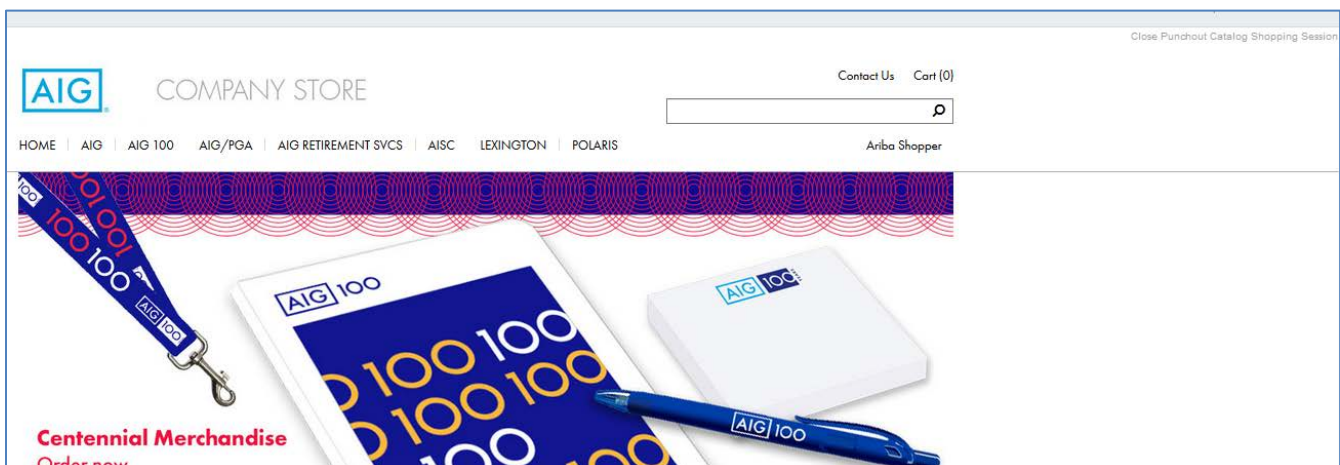
- Log in to [Ariba](#) and enter the vendor name "eCompany Store" in the Search field and hit enter or click on the magnifying glass

A screenshot of the Ariba search bar. On the left, there is a dropdown menu labeled "All Categories" with a downward arrow. To its right is a search input field containing the text "eCompany Store". On the far right of the search bar, there is a magnifying glass icon and a small downward arrow.

- Click on "Buy from Supplier"

A screenshot of the Ariba search results page. At the top, it says "Catalog Home / 'eCompany Store'". Below that, it indicates "1 item(s) found". There is a "View:" dropdown menu and a "Sort by: Relevance" dropdown menu. The main content area shows a search result for "eCompany Store LLC for AIG" with the supplier "ECOMPANYSTORE (W)". On the right side of this result, there is a blue button labeled "Buy from Supplier" which is highlighted with a red rectangle. Below this button is a smaller link that says "Add to Favorites".

- The system will automatically direct you to the "Punchout Catalog Shopping Session" as shown below

A screenshot of the AIG Company Store Punchout Catalog Shopping Session. The page header includes the AIG logo, "COMPANY STORE", and navigation links for "HOME", "AIG", "AIG 100", "AIG/PGA", "AIG RETIREMENT SVCS", "AISC", "LEXINGTON", and "POLARIS". There is also a "Contact Us" link and a "Cart (0)" indicator. A search bar is present. Below the header, there is a banner for "Centennial Merchandise" featuring a blue lanyard with "AIG 100" text, a blue pen with "AIG 100" text, and a white notepad with "AIG 100" text. The text "Order now" is visible at the bottom left of the banner. The page title is "Close Punchout Catalog Shopping Session".


- Begin searching for items to purchase, enter quantities and click "Add to Cart"

- When ready to process your cart, click on “Cart” to view your items
- Once items are confirmed, click on “Send to Ariba” to proceed with the order

AIG COMPANY STORE Contact Us **Cart (1)**

HOME | AIG | AIG 100 | AIG/PGA | AIG RETIREMENT SVCS | AISC | LEXINGTON | POLARIS Ariba Shopper

Cart Send to Ariba


 AIG100 5 Panel Cotton Cap Navy 1 \$7.10
Product Number: AIG08002500
[Delete](#)

Subtotal:* \$7.10
*before applicable taxes

Send to Ariba

Need other items?
Continue Shopping


You might also like

 **AIG 100 Tote Bag Navy**
\$3.54
Shop Now

- Click on “Proceed to Checkout” to complete the order

AW402979

✓ This item has been recently added

 **AIG100 5 Panel Cotton Cap Navy** 1 x \$7.10 USD

Review Cart Proceed to Checkout

Buy from Supplier
[Add to Favorites](#)

- Enter all required (*) details on the initial page as shown below.
- NOTE: if shipping is required to a non-AIG office location, be sure to add a note in the Comments section and email the instructions to kking@ecompanystore.com.
- Click the “Visible to Supplier” box.

AR402397: Print Continue Shopping Delete Save Submit

Summary

Title: Cap One

Purchasing Unit: US Purchasing Unit

On Behalf Of: Sonia C. Yost

Delay Purchase Unit:

Company Code: 1279 (AIG PC Global Serv. Inc.)

Estimated Sales Tax: \$0.00 USD

Note on Estimated Sales Tax: This is an estimated sales tax amount and is used for fiscal approval purposes only. The actual sales tax amount will be verified as part of the invoice processing.

My Labels: Apply Label

Deliver To: Sonia C. Yost

Need-by Date:

Deliver to Floor/Suite: 12

Deliver to Phone Number: 5351

Ship to Postal Address:

Comments:

Visible to Supplier

Attachments: Add Attachment

Cart Summary

ECOMPANYSTORE L. (1)	\$7.10 USD
Total (1 item)	\$7.10 USD

- Scroll down below the “Approval Flow” section to see the “Line items” section

Deliver To: Sonia C. Yost

Need-by Date:

Deliver to Floor/Suite: 12th

Deliver to Phone Number: 7136315351

Ship to Postal Address:

Comments: ship to home

Visible to Supplier

Attachments: Add Attachment

▼ Approval Flow

Show Approval Flow

▼ Line Items

1 Item Total Hide Details

No.	Type	Description	Qty	Unit	Price	Amount
1		AIG100-5 Panel Cotton Cap Navy	1	each	\$7.10 USD	\$7.10 USD

Supplier Part #: AIG00002500

Commodity Code: Sales and business promotion activities - Marketing Services Sales and Promotion

Material Group: M370005 (MARKETING SERVICES SALES AND PROMOTION)

Purch Org: US01 (US Entity)

Vendor: 1000003251 (ECOMPANYSTORE (PHC))

Line Item Text: 1000003201

Contact: V030

Payment Terms: V030

Deliver to Floor/Suite:

Deliver to Phone Number:

Additional Remarks for SAP:

Actions More Import Accounting Update Total

Continue Shopping Delete Save Submit

This is where the shipping address and cost center to be charged are assigned for each individual item.

- Click on the box to the left of the first item and then click on “Actions” at the bottom of the page and select Edit.

The screenshot displays the SAP Approval Flow interface. At the top, there is a tab labeled "Line Items" which is highlighted with a red box. Below this, a table lists two items. The first item, "Transparent Blue Pens", has a checkbox to its left, also highlighted with a red box. The table columns are No., Type, Description, Qty, Unit, Price, and Amount. The second item is "markers". At the bottom of the interface, there is a row of buttons: "Actions", "More", "Import Accounting", and "Update Total". The "Actions" button is highlighted with a red box.

No.	Type	Description	Qty	Unit	Price	Amount
1		Transparent Blue Pens	100	each	30.23 USD	342.00 USD
2		markers	20	each	31.00 USD	620.00 USD

This is a close-up of the "Actions" dropdown menu. The menu is open, showing options: "Copy", "Edit", and "Delete". The "Edit" option is highlighted with a red box.

Entering Shipping Address and Cost Centers

- Scroll down to the “Accounting – by Line Item” section. Note that the “Bill To” and the “Cost Center” may automatically be defaulted to your location. If the purchase is to be charged to a different cost center, it may be adjusted here, as needed.
- Confirm or select the “Bill To” location.
- Confirm or select the “Cost Center”.
- If line items are to be split among different cost centers, click on “Split Accounting” to complete the split.
- Shipping – by Line item – you must select a shipping address from the drop down list. Click on “Search More” to expand the locations to select from.
- Enter the Floor/Suite and Phone Number.
- Click OK when complete.
- If you have multiple line items, and all are being charged and shipped to the same locations, select the box right below “Line Items” on the header (see screen shot above) to select and update all line items with the same information. If items are being charged or shipped differently, update each line item separately by repeating these steps for each line item.

Contract: [redacted] **There are 3 problems that require completion or correction in order to complete your request.**
Mouse over the red icons to learn more. Use the Next and Previous links to step through the errors as needed. < Previous | Next >

Additional Remarks for SAP: [redacted]

Accounting - by Line Item

Account Assignment: * K (Cost center) ▾
Item Category: * Material ▾
Account Type: Cost Center ▾
Bill To: * ▾
Cost Center: ▾
GL Account: 6000101210 (Advertising & Sales-Busi ... ▾
Internal Order: (no value) ▾

Split Accounting

Shipping - by Line Item

Ship To: * (no value) ▾
Deliver To: * Sonia C. Yost
Need-by Date: [redacted] ⓘ
Deliver to Floor/Suite: * [redacted]
Deliver to Phone Number: * [redacted]
Ship-to Postal Address:
Purchase Group: US1 (US Purch Agents) ▾

Comments - by Line Item

Add Comment

Attachments - by Line Item

Add Attachment

OK Cancel

Shipping - by Line Item

Ship To: * (no value) ▾

Deliver To: * 0248-ST00422-1161 (AIG)

Need-by Date: 0248-ST00308-1161 (AIG)

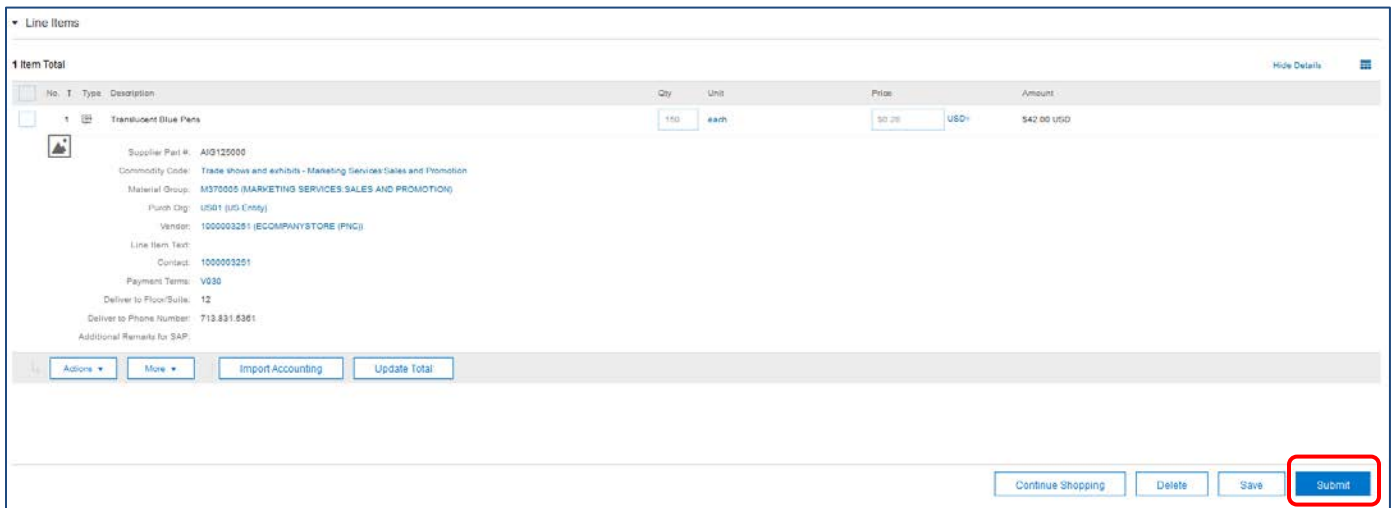
Deliver to Floor/Suite: * 0248-ST01189-1161 (AIG)

Deliver to Phone Number: * 0248-ST00422-1279 (AIG)

Ship-to Postal Address: 0248-ST00206-1161 (AIG)

Search more

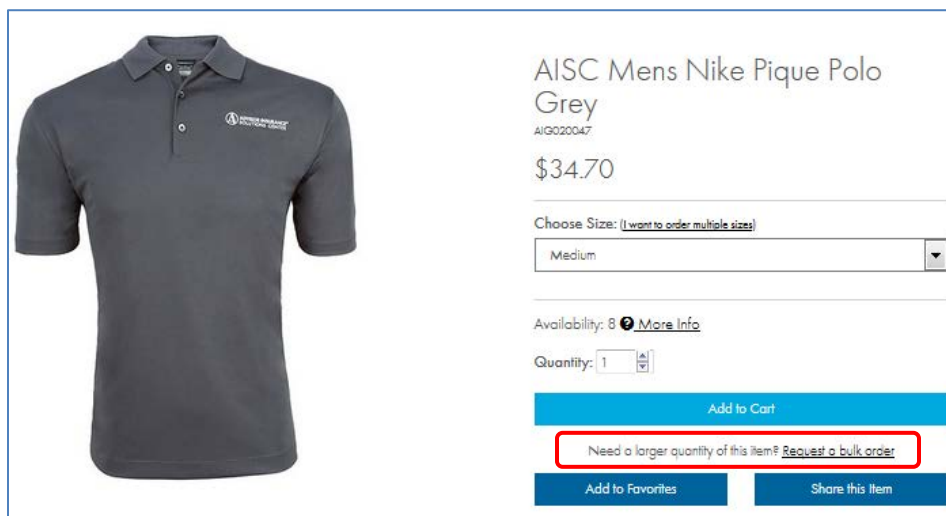
- Once all line items are updated with the shipping address and cost centers and no errors appear, click on “Submit” to complete the order.



- Ariba will generate an email confirmation to the requestor reflecting the purchase requisition submitted. Note that this is not the purchase order as it is not generated until after the request is fully approved.
- Once the request is fully approved, the requestor will receive a notification confirming the approval and the assigned purchase order number.
- If an order needs to be rushed, follow up with the approver to expedite the approval.
- Contact AIG’s account representative immediately if there are any shipping instruction exceptions. They must have detail instructions prior to receiving the purchase order.
- If any changes to an order are needed, you may contact the vendor to hold the order however, note that the vendor must receive a revised PO to proceed with the order. Submit a [PO Change Request](#) in Ariba. In all instances, the vendor invoice **must** match the PO in order to process payment effectively and efficiently.
- If any Ariba assistance is needed, refer to the [Ariba Support Team](#).

Bulk Orders


If a large quantity of items is needed where there aren’t enough in inventory, you may submit a “bulk order” request. Click on the “Request a bulk order” link as shown below



- Complete the Bulk Order Request form and click “Send Request”

Bulk Order Request

Please fill out the form and an account manager will contact you to take care of your order.



AISC Mens Nike Pique Polo Grey - AIG02004703

Customer Information

* Full Name

Company

* Email

* Phone

Fax

Contact Method Email Phone

Shipping Information

Street Address

City

State/Region

Country

Zip/Postal Code

Bulk Order Request Details

* Event Date

* Requested By Date

Notes

Send me a copy of this request

* Quantity Needed	Available	Qty
Size		
Medium	8	<input type="text"/>
2X-Large	5	<input type="text"/>

- Note that bulk orders are non-inventory items therefore, a non-catalog purchase requisition will need to be created in Ariba to place the order
- Upon receiving the Bulk Order Request form, the account representative will contact you to confirm the request and provide an Order Confirmation
- Create a non-catalog purchase requisition in Ariba using the order confirmation to enter the item(s) being purchased. See the “Ariba Non-Catalog Purchases for Promotional Products” document for step by step instructions on submitting the order.