Supplier Onboarding Ariba User Guide

Provide Bank Information
for ACH payment

For Suppliers

Purpose of this Document

Document Purpose:

The purpose of this document is to provide detailed guidance for IPG's suppliers to navigate the supplier onboarding portal (SAP Ariba Network) and complete the various supplier onboarding forms from the system:

► Providing bank information to IPG for ACH payments

Document Structure:

Each form has its own section outlining step-by-step directions and supplemental screenshots to successfully register to become a new supplier with IPG.

Also included in this document is a section for suppliers to reach out to Ariba in the event they have questions or run into any technical issues.

Scenario

A role-based scenario, providing an overview of the objectives from an operational business perspective

Instructions

Detailed instructions of the testing process, including visual depictions of the steps to help walk testing participants through the process

Key

#	Required	This process step is critical and should be completed before proceeding to the next step
#	Optional	This process step is not critical for the end-to-end process
#	Conditional	This process step is informed by a predecessor. It may or may not appear depending how driving questions are answered
?	Help tip	Footnotes or additional information that may be helpful to understand how certain functionality works in the solution

Document Contents

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Invitation to Provide Bank Details

For scenarios where Supplier is only asked to provide bank details

Invitation to Provide Bank Details

Scenarios

For specific scenarios where the supplier will be asked to provide only bank information, *the supplier contact will receive an email notification, inviting them to respond to IPG's questionnaire:* ***Vendor Bank Information for ACH*** *through the Ariba Network – the supplier-side of IPG's supplier onboarding portal. If you already have an Ariba Network account, log in with existing credentials.*

1 The Supplier contact will receive an email from IPG Corporate asking them to provide bank information for ACH payments.

2 Click the link to **submit the questionnaire**.

> **?** The email will have a link to IPG's training and support materials where the supplier can access materials to assist in completing this questionnaire.
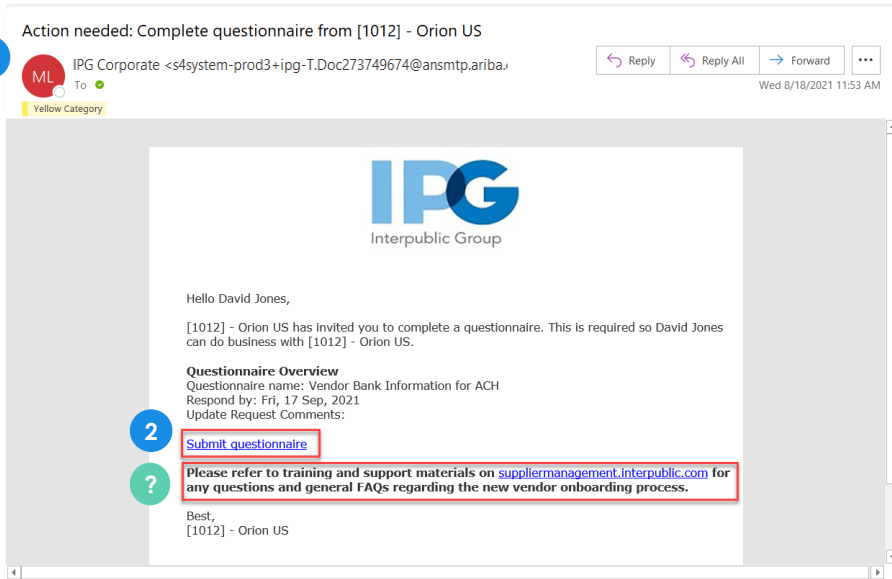
3 If the supplier contact does not have an SAP Ariba Network account, click **Sign Up** on the webpage.

> **?** If the supplier contact does have an account, then they can **Log In** with their existing credentials instead.
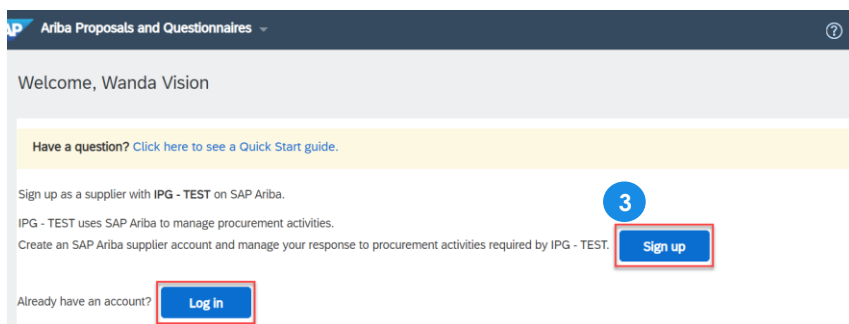
Create Ariba Network Account

4 The Ariba Network signup page will display some information (like address, name, email, etc.) that is already populated.

5 Change the **username** and **password** to something you will remember.

Company information

Indicates a required field

4

Company Name: *	ThinkVision
Country/Region: *	United States [USA]
Address: *	W 52nd St
	Line 2
	Line 3
City: *	New York
State: *	New York [US-NY]
Zip: *	10019

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.

User account information

Indicates a required field

Name: *	Wanda	Vision
Email: *	melissa.louie@ey.com	

☐ Use my email as my username

5

Username: *	wandavision@thinkvision.com
Password: *	••••••••
	••••••••
Language:	English
Email orders to: *	melissa.louie@ey.com

SAP Ariba Privacy Statement

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

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

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

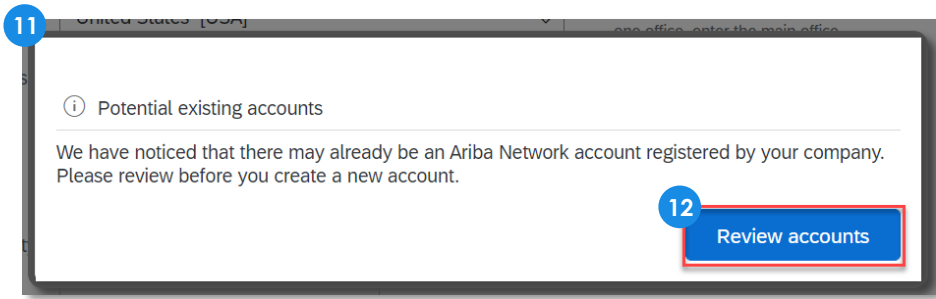*Customers may send you their orders through Ariba Network. To send orders to*

6 At the bottom of the form, the supplier contact will be prompted to select the product / services they provide. **This is only for SAP Ariba Network purposes, not IPG. Search or Browse for a product / service and select it.** Do the same with the **Ship to or Service Location.**

7 Type in Tax ID, if applicable.

8 Type in DUNS Number, if applicable.

9 Accept the terms of use and privacy policy.

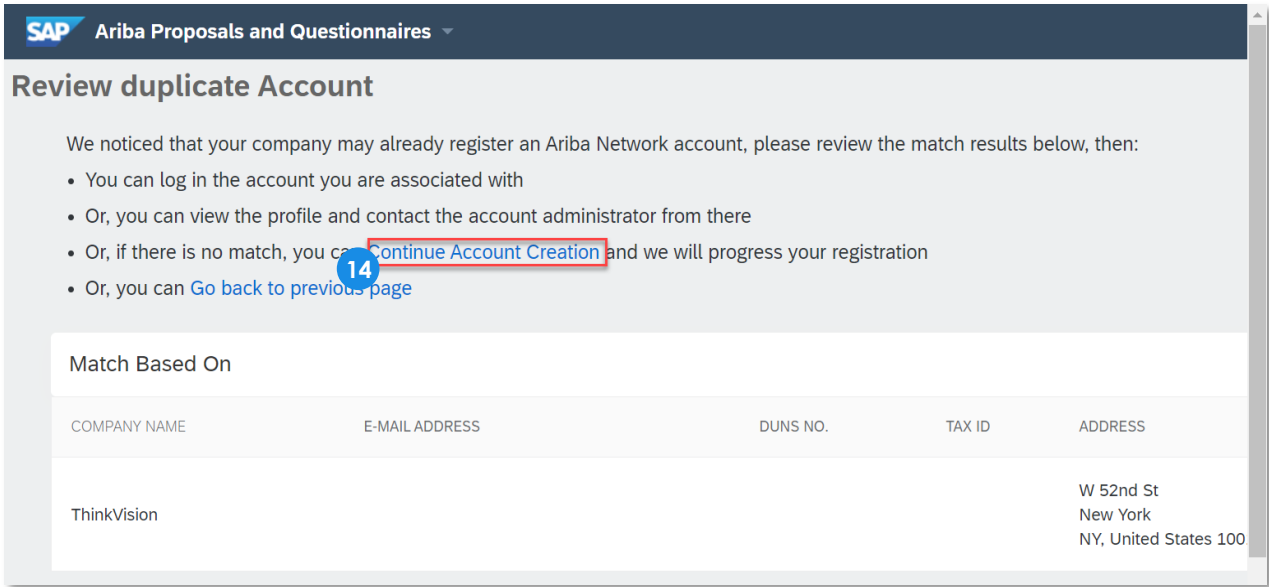**10** Click **Create account and continue.**

organization, create a distribution list and enter the email address here. You can change this anytime.

6

Tell us more about your business

Product and Service Categories: *	Enter Product and Service Categories [Add] -or- Browse
	Telemarketing X
Ship-to or Service Locations: *	Enter Ship-to or Service Location [Add] -or- Browse
	New York - United States X
Tax ID:	Optional
DUNS Number:	Optional

Enter your nine-digit Company Tax ID number. **7**

Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ **8**

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 Create account and continue 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 the system has previously been captured by your organization in a separate data [...] y residing within the Russian federation.

9

☑ I have read and agree to the Terms of Use

☑ I have read and agree to the SAP Ariba Privacy Statement

10 [Create account and continue] [Cancel]

Required   # Optional   # Conditional   ? Help Tip

Create Ariba Network Account

11 As the account is created, a pop-up notification **may** appear informing the supplier contact that their company has an Ariba Network profile. The supplier contact will have the option to merge their account to their company's overall profile.

12 The SAP Ariba Network will identify this based on the supplier contact's email domain. Click **Review accounts** to continue.

11

ⓘ Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

12 [Review accounts]

13 Scroll down to see potential company matches.

14 If the search results **do not match** your company, click **Continue Account Creation** to start completing IPG's registration form.

SAP Ariba Proposals and Questionnaires ▾

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can Continue Account Creation and we will progress your registration

   14
- Or, you can Go back to previous page

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
ThinkVision				W 52nd St New York NY, United States 100

Required   # Optional   # Conditional   ? Help Tip

Create Ariba Network Account

15 If the search results **do match** your company, click on the ⚬⚬⚬ icon.

16 Then click **View profile** to confirm the company.

17 If it looks like a match, **Contact Admin** and reach out to the supplier profile administrator to merge the accounts.

18 If not, click **Cancel** and continue to create the new account.

Required   **#** Optional   **#** Conditional   **?** Help Tip
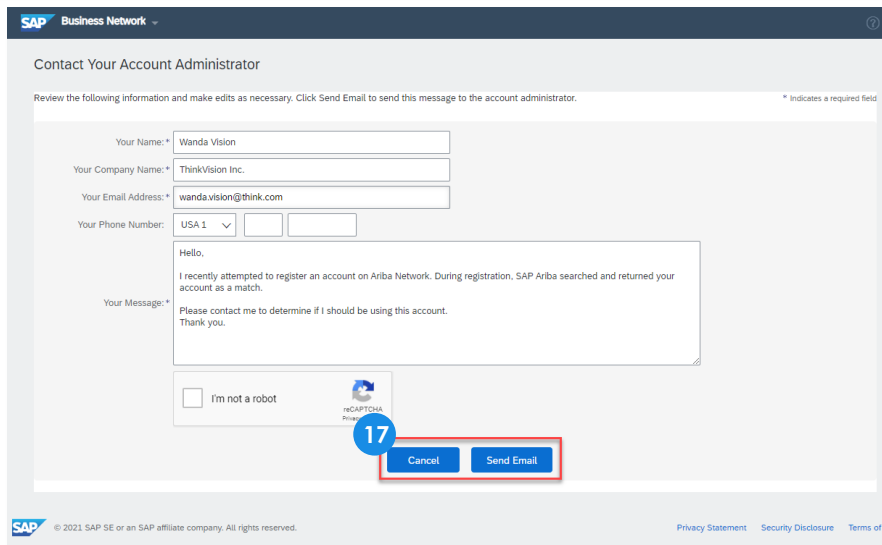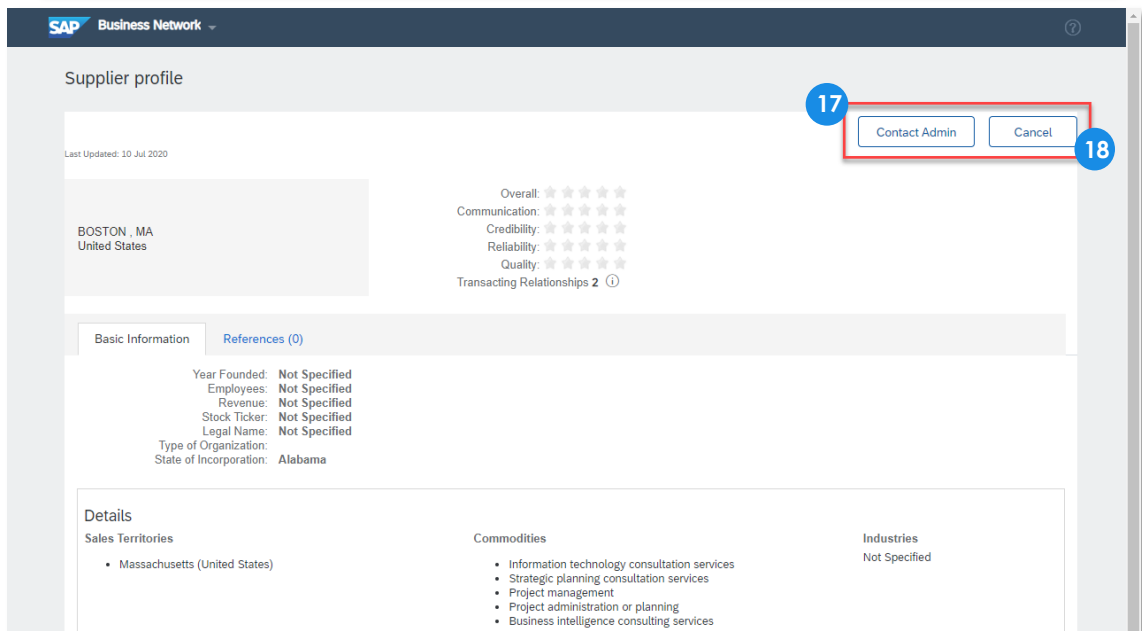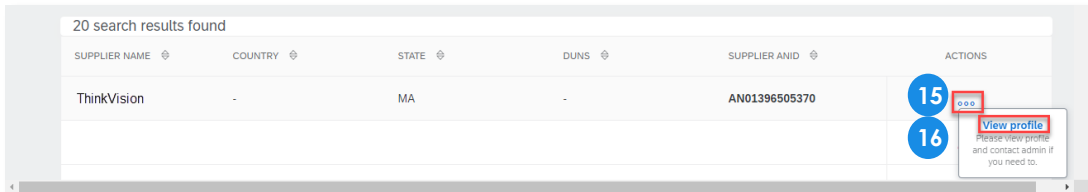
Complete Bank Questionnaire

Complete Bank Questionnaire

1 After creating an account, the supplier will be taken directly to the questionnaire. **The supplier will have 30 days to respond to the questionnaire.**

2 Click on the **Add Bank Information (0)** hyperlink to expand the bank details page.

3 Click **Add Bank Information.**

Complete Bank Questionnaire

4 Then populate the supplier bank details.

- Choose Bank Type from drop-down.
- Choose Country from drop-down.
- Type in Name.
- Type in Bank Branch.
- Type in Street.
- Type in State/Province/Region.
- Type in Postal Code.
- Type in Account Holder Name.

- Type in Bank Key/ABA Routing Number.
- Type in Account Number.
- Type in IBAN Number.
- Type in Swift Code.
- Choose Bank Account Type from drop-down.
- Attach a bank reference, bank statement, voided check, or deposit slip from the nominated bank account, and click **Save**.

4 [Save] [Cancel]

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6 Bank Information

Bank Information (1)

Name ↑		
4 ▼ Bank Information #1	Delete	
	* Bank Type:	No Choice ∨
	Country:	(no value) ∨
	Name:	
	Bank Branch:	

[Add an additional Bank Information]

(*) indicates a required field

5 The respondent will be taken back to the questionnaire page. Once complete, click **Submit Entire Response**. Then click **OK**.

All Content

Name ↑		
1 **Bank Information**	Add Bank Information (1)	
(*) indicates a required field		

5 [Submit Entire Response] | [Save draft] | [Compose Message] | [Excel Import]

Required # Optional # Conditional ? Help Tip