



Supplier Onboarding SAP Ariba User Guide

Provide Diversity Certification Details

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:

- ▶ External Registration Form
- ▶ Certificates
- ▶ Risk Assessments
- ▶ Self-reporting any information updates through the SAP Ariba Network

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 |

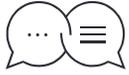
Click to navigate to the section:

| | | |
|-----|--|---|
| 01. | Diversity Certificates | 4 |
| | • Complete Certificate Questionnaire | 6 |
| | • Submit Certificate Questionnaire | 9 |

Diversity Certificates

Diversity Certificates Overview

Certificate - What is it?



Certificates help IPG manage and maintain diversity data. The Certificate Questionnaire is a short form that collects key information like certificate ID, the certifying organization, expiration date, etc.

Setting the Context



When suppliers register, they identify whether or not they are diverse supplier. If they hold any certifications, IPG will send a short follow-up questionnaire (one per certification) to the supplier to share key details (e.g. expiration date).

**This process runs independently of the registration process and will not affect the supplier setup time.*

Key Benefits

- 1 Suppliers can self-report and maintain their own diversity certificate data and upload copies of certifications
- 2 Self-reported supplier diversity certifications are tracked with automated follow ups for expiring certificates

Process Flow



IPG



Supplier

Sends IPG's certificate questionnaires to the Supplier where applicable



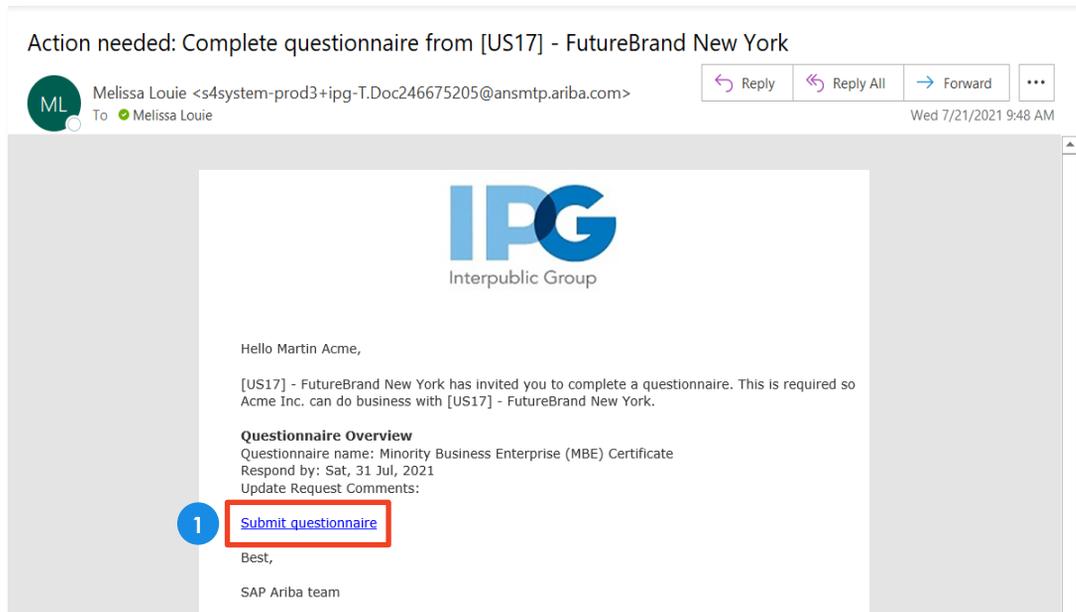
Provides certificate information if they are certified

Scenarios

If the Supplier is certified for a diverse classification, a separate email for **each certificate held** will be sent to the supplier to provide IPG with some key information after the Registration form is submitted. This certification form is important in providing IPG with holistic diversity data.

- 1 If the supplier identifies that they are certified for a diverse classification, IPG will send an email, inviting the supplier to provide details on the certification. Click the embedded link.

NOTE: The supplier will receive one email per certification. Do not respond to these emails.



- 2 Log in with your credentials.

SAP Ariba

Supplier Login

martin.acme@acme.com

.....

Login

[Forgot Username or Password](#)

Complete Diversity Certificate Questionnaire

3 After clicking the link in the email and successfully logging in, the supplier should be taken directly to the certificate form to respond.

Doc246675205 - Minority Business Enterprise (MBE) Certificate Time remaining
9 days 23:54:55

All Content

| Name 1 | |
|--|---|
| ▼ 1 Minority Business Enterprise (MBE) Certificate | |
| 1.1 Certifying Organization | * Unspecified <input type="text"/> <input type="checkbox"/> Other <input type="text"/> |
| 1.2 Certificate Number | * <input type="text"/> |
| 1.3 Certificate Location ⓘ | <input type="text"/> |
| 1.4 Effective Date | <input type="text"/> |
| 1.5 Expiration Date | * <input type="text"/> |
| 1.7 Attachment | * Attach a file <input type="text"/> |
| 1.8 Additional Certification Details | <div style="border: 1px solid gray; height: 40px;"></div> |

(*) indicates a required field

[Submit Entire Response](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

4 If the supplier logged in via <http://supplier.ariba.com/> they will need to navigate to **Ariba Proposals and Questionnaires** and locate the certificate form under the **Questionnaires** section

SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE

IPG - TEST

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

| Title | ID | End Time ↓ | Event Type | Participated |
|----------|----|------------|------------|--------------|
| No items | | | | |

Risk Assessments

| Title | ID | End Time ↓ | Event Type |
|----------|----|------------|------------|
| No items | | | |

Registration Questionnaires

| Title | ID | End Time ↓ | Status |
|--|--------------|-------------------|------------|
| ▼ Status: Completed (1) | | | |
| Standard External Registration Questionnaire | Doc246342917 | 7/21/2021 8:17 PM | Registered |

Qualification Questionnaires

| Title | ID | End Time ↓ | Commodity | Regions | Status |
|----------|----|------------|-----------|---------|--------|
| No items | | | | | |

Questionnaires

| Title | ID | End Time ↓ | Commodity | Regions | Status |
|--|--------------|-------------------|------------|------------|--------------|
| ▼ Status: Open (1) | | | | | |
| Minority Business Enterprise (MBE) Certificate | Doc247337215 | 8/1/2021 10:10 AM | (no value) | (no value) | NotResponded |

Complete Diversity Certificate Questionnaire

Complete the form as prompted:

- 5 Select the certifying organization. Select from the dropdown or check the **Other** box and type in the certifying organization.
- 6 Enter the **Certificate number**.
- 7 Type in the **Certificate Location**.
- 8 Click into the **Effective Date and Expiration Date** fields and select dates from the calendar view.
- 9 Attach a copy of the certificate from your desktop by clicking **Attach a file**. Then click **Choose File** and select the file on your desktop before clicking **OK**.
- 10 Provide any additional comments or notes regarding the certification, if desired.

1.1 Certifying Organization

Unspecified

Unspecified

National Minority Supplier Development Council (NMSDC)

Self Certify

Doc246675205 - Minority Business Enterprise (MBE) Certificate

All Content

1.1 Certifying Organization

1.2 Certificate Number

1.3 Certificate Location

1.4 Effective Date

1.5 Expiration Date

1.7 Attachment

1.8 Additional Certification Details

Submit Entire Response Save draft Compose Message Excel Import

1.4 Effective Date Sun, 4 Jul, 2021

1.5 Expiration Date Mon, 4 Jul, 2022

(*) indicates a required field

Add Attachment

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment: Choose File Diverse Certificate.jpg

OK Cancel

Submit Diversity Certificate Questionnaire

11 Then click **Submit Entire Response** once the response is complete.

NOTE: Click **Save draft** at any time and come back to complete the form. Keep in mind the due date – the timer is posted in the top right of the screen.

12 Then click **OK** to submit this form for approval.

Doc246675205 - Minority Business Enterprise (MBE) Certificate Time remaining 9 days 23:52:22

All Content

Name ↑

▼ 1 Minority Business Enterprise (MBE) Certificate

1.1 Certifying Organization * National Minority Supplier Development Council (NMSDC) Other

1.2 Certificate Number * 123456

1.3 Certificate Location ⓘ

1.4 Effective Date Sun, 4 Jul, 2021

1.5 Expiration Date * Mon, 4 Jul, 2022

1.7 Attachment * Diverse Certificate.jpg

1.8 Additional Certification Details

(*) indicates a required field

11 |

✓ Submit this response?

Click OK to submit.

12

Submit Diversity Certificate Questionnaire

Approved: Minority Business Enterprise (MBE) Certificate submitted to [US17] - FutureBrand New York

AA Ariba Administrator <no-reply@ansmtp.ariba.com>
To: Melissa Louie
Wed 7/21/2021 10:10 AM



Hello Martin Acme,
[US17] - FutureBrand New York has approved the questionnaire that you completed.
Questionnaire Overview
Questionnaire name: Minority Business Enterprise (MBE) Certificate
You'll be notified if any other tasks require your attention.
Best,
SAP Ariba team

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

13 The supplier will be notified via email when IPG has approved the certificate. If the supplier logs into their account, they will see updates in their dashboard in the **Questionnaires** and **Certificates** section.

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

| Title | ID | End Time | Event Type | Participated |
|----------|----|----------|------------|--------------|
| No Items | | | | |

Risk Assessments

| Title | ID | End Time | Event Type |
|----------|----|----------|------------|
| No Items | | | |

Registration Questionnaires

| Title | ID | End Time | Status |
|--|--------------|------------------|----------------------|
| Status: Open (1) | | | |
| Standard External Registration Questionnaire | Doc246636699 | 8/4/2021 8:13 PM | Pending Resubmission |

Qualification Questionnaires

| Title | ID | End Time | Commodity | Regions | Status |
|----------|----|----------|-----------|---------|--------|
| No Items | | | | | |

Questionnaires

| Title | ID | End Time | Commodity | Regions | Status |
|--|--------------|--------------------|------------|------------|----------|
| Status: Open (1) | | | | | |
| Minority Business Enterprise (MBE) Certificate | Doc246675205 | 7/21/2022 10:06 AM | (no value) | (no value) | Approved |

Certificates

| Certificate Info | Effective | Expiration | Attachment | Questionnaire |
|--|-----------|------------|---|---|
| Minority Business Enterprise (MBE) Certificate | 7/4/2021 | 7/4/2022 | Diverse Certificate.jpg | Minority Business Enterprise (MBE) Cert |

14 If IPG requests any additional information, the supplier will also be notified via email. Click the embedded link and log in to update and respond to IPG's feedback.

Action needed: Provide additional registration information to [US17] - FutureBrand New York

AA Ariba Administrator <no-reply@ansmtp.ariba.com>
To: Melissa Louie
Wed 7/21/2021 8:13 PM
Follow up. Start by Wednesday, July 21, 2021. Due by Wednesday, July 21, 2021.



Hello Martin Acme,
Additional registration information is needed to create your supplier record.
[US17] - FutureBrand New York reviewed your registration information and needs the additional information described in the comments below.

Comments: test

To provide the additional information, click on this [link Click Here](#) to access your registration questionnaire.

14