



Source-to-Pay (STP) Transformation Supplier Onboarding Ariba User Guide

Self-Report Changes after
Initial Registration

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

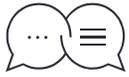
Click to navigate to the section:

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Self-Report Information Updates

Supplier Maintenance Overview

Supplier Maintenance - What is it?



A benefit of the supplier portal is that it empowers suppliers to self-maintain the data they share with IPG. In instances where company information changes or needs to be updated, such as bank information, certificate expirations or address information, the supplier contact can log in and make those updates.

Setting the Context



There may be a case where company information changes, affecting the accuracy of the data previously collected.

To update the information, log in to the Ariba Network and locate the applicable form (registration form or certificate questionnaire) to revise your response. Your submitted updates will be reviewed and approved by IPG, after which you will receive a confirmation email.

Key Benefits

- 1 Suppliers will self-report and maintain their own data including diversity and additional offerings by category, improving accuracy and comprehensiveness
- 2 Any supplier contacts that have Ariba Network logins and passwords can leverage their existing Ariba Network accounts to make changes to their profile

Process Flow



Supplier



IPG

Self-reports any information updates via the supplier portal



Reviews supplier-initiated updates and approve to update supplier information

Self-Report Changes on Registration Form

Below is an overview of the External Registration Form where updates will be managed. Most of the information from the supplier's previous submission can be updated, however there are a few items that are locked for editing.

01. Editable General Supplier Information Supplier may edit fields in this section such as the company name, address, phone number or remit email address.	02. Editable Contact Information Supplier may edit contact information.	03. Editable Supplier Classification Primary supplier category will be locked for editing. Supplier may update other categories.	04-5. Not Editable* Tax Information Most tax information will not be editable. *However, supplier will be able to upload a new tax document
06. Editable Payment Information Supplier may edit the payment method.	07.- 08. Editable Bank Information Supplier should only add additional Bank information. Supplier should not delete previous bank details.	09.-11. Editable Alternate Remittance Address Supplier should only add alternate remittance addresses. Supplier should not delete previous remit addresses.	
12. Editable Third Party Management Supplier contact may edit if they are a third party management company receiving payments on behalf of the supplier.	13. Editable Diversity Information Supplier may update your diversity classification details.	14. Editable Worker Classification Supplier may update any information included as part of the worker classification section.	15. Editable Other Information Acknowledgment Supplier may edit acknowledgements to IPGs policies or provide additional information in the comments section.

Self-Report Changes on Registration Form

To begin making updates:

- 1 Navigate to <http://supplier.ariba.com/> and enter login credentials.
- 2 When the supplier logs in, find the completed Registration Form. This form should be in **Registered** status.

SAP Ariba

Supplier Login

1 martin.acme@acme.com

.....

Login

Forgot Username or Password

The screenshot shows the SAP Ariba Spend Management interface. At the top, there's a navigation bar with 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. Below this, there's a 'Welcome to the Ariba Spend Management site' message. The main content area has three sections: 'Events', 'Risk Assessments', and 'Registration Questionnaires'. The 'Registration Questionnaires' section contains a table with columns for Title, ID, End Time, and Status. A row is highlighted with a red box, showing 'Standard External Registration Questionnaire' with ID 'Doc246342917', End Time '7/21/2021 8:17 PM', and Status 'Registered'. A blue circle with the number '2' is placed over the 'Registered' status.

? **NOTE:** If the Registration Form is **not in Registered status**, the supplier will **still be able to revise your response**. They will just receive a pop-up message verifying that they want to make changes:

The screenshot shows a pop-up dialog box titled 'Revise Response?'. The text inside says: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' There are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

- 3 From the form, click **Revise Response** to open the form up for editing.

The screenshot shows the SAP Ariba Registration Form. At the top, there's a yellow banner that says 'You have submitted a response for this event. Thank you for participating.' Below this, there's a 'Revise Response' button highlighted with a red box and a blue circle with the number '3'. The main content area is titled 'All Content' and contains a table with columns for Name and details. The table has two sections: '1 General Vendor Information' and '2 Contact Information'. The 'General Vendor Information' section includes fields for Vendor Name (Acme Inc.), DBA Name, Vendor Address (Franklin Street, 10019, New York, NY), URL (web address), DUNS Number, Telephone Number (1234567890), and Remit email address (melissa.louie@ey.com). The 'Contact Information' section is partially visible. A 'Compose Message' button is at the bottom.

Self-Report Changes on Registration Form

4 The form will open up for editing. Update the necessary information.

All Content

Name ↑

▼ 1 General Vendor Information

1.1 Vendor Name * Acme Inc.

1.2 DBA Name ⓘ

1.3 Vendor Address

*Show More

Street: Franklin Street ⓘ

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

Postal Code: 10019 ⓘ City: * New York

Country: United States (US) ⓘ Region

1.4 URL (web address) ⓘ

1.5 DUNS Number ⓘ

1.6 Telephone Number * 1234567890

(*) indicates a required field

For updates, there are three sections that require additional instruction:

- ▶ **Tax Information**
- ▶ **Bank Information**
- ▶ **Alternate Remittance Address**

Tax Information Section

5 Notice that this section is mostly locked for editing. The only question the supplier is able to edit is the tax attachment.

? If the supplier needs to update the file, click **Update file** and select a document from your desktop.

All Content

Name ↑

▼ 4 Tax Information

4.1 Are you located outside of the U.S.? ⓘ No

4.3 Are you using a US Social Security Number (SSN)? No

4.4 Please upload W-9 Attachment * W9.jpg Update file Delete file

4.7 Tax Identification Number (EIN) ⓘ

Country: United States (US) ⓘ

Tax Name	TaxType	Tax Number
USA: Employer ID Number	Organization	12-3456789

Self-Report Changes on Registration Form

Updating Bank Information or Alternate Remittance Address

The supplier may add additional bank details (if paid electronically) or remittance addresses (if paid by check), but the supplier **should not delete existing bank information or remittance addresses**.

- 6 To do so, click the **Add Bank Information** (or Add Alternate Remittance Address) link to open the data entry page. Existing bank details will be there.

All Content

Name ↑

5 Payment Information

5.1 Please select your payment method.

Please consider IPG's **primary** payment method is via ACH (U.S.) or Wire (foreign). Please be aware, payments may be delayed if check is selected. All payments processed by IPG Shared Services on behalf of Interpublic Group and its wholly owned agencies will be sent to this bank account. By submitting this registration, you are providing consent to IPG to utilize a third party provider to validate the US banking information provided.

5.2 Please describe any Intermediary or Beneficiary banking arrangements, if applicable

6 Bank Information **6 Add Bank Information (1)**

- 7 Then click **Add an additional Bank Information** and **scroll down** to see the editable fields to enter the new bank details.

All Content > 6 Bank Information

Bank Information (1)

Name ↑

Country: United States

Name: Bank of America

Bank Branch:

Street: 52nd Street

City: New York

State/Province/Region: NY

Postal Code: 10019

Account Holder Name: Bruce Wayne

Bank Information

7 Add an additional Bank Information (*) indicates a required field

- 8 When complete, click **Save** when complete.

All Content > 6 Bank Information

Bank Information (2)

Name ↑

Bank Information #2 Delete

Bank Type: No Choice

Country: (no value)

Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Information

7 Add an additional Bank Information (*) indicates a required field

Self-Report Changes on Registration Form

Submitting your revised Registration Form

9 Once the information has been updated, scroll to the bottom of the page and click **Submit Entire Response** to send the updates for IPG to review.

NOTE: Save your draft at any time and come back to update the form at a later time.

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 General Vendor Infor...
- 2 Contact Information
- 3 Supplier Classification
- 4 Tax Information
- 6 Payment Information
- 7 Bank Information

All Content

Name ↑

7 Bank Information [Add Bank Information \(1\)](#)

▼ 12 Third Party Management

12.1 Are you a third party management company acting as an agent for receipt of the payment? * No ▾

▼ 15 Other Information Acknowledgement

15.1 Do you acknowledge IPG's Vendor Portal Privacy notice? * Yes, I acknowledge ▾
<https://inside.interpublic.com/srv/legal/terms/dataPrivacy.php?id=0>

15.2 Do you accept IPG's Vendor Code of Conduct? * Yes, I accept ▾
www.interpublic.com/about/corporate-governance

15.4 Please provide any additional comments related to your submission ⓘ

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import