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

Document Contents

<u>Click to navigate to the section:</u>

Self-Report Information Updates

Supplier Maintenance Overview

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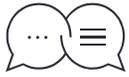
A benefit of the supplier portal is that it empowers suppliers to self-maintain the data they share with IPG. In instances where company information changes or needs to be updated, such as bank information, certificate expirations or address information, the supplier contact can log in and make those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

Required   # Optional   # Conditional   ? Help Tip

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.

? **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:

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

Required   **#** Optional   **#** Conditional   **?** Help Tip

Self-Report Changes on Registration Form

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

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.

Required   # Optional   # Conditional   ? Help Tip

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.

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

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

Required   Optional   Conditional   ? Help Tip

Self-Report Changes on Registration Form

Submitting your revised Registration Form

9 Once the information as 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.

Required   Optional   Conditional   Help Tip