



# Supplier Onboarding Ariba User Guide

Create an Ariba Network  
Account to Register with IPG

For Suppliers

# Overview

# 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

# Supplier Registration: Key Terms Definition

Key Term	Definition
<b>US Domestic Third party</b>	Supplier is based in the U.S. providing goods / services to IPG
<b>Foreign Supplier</b>	Supplier is based outside of the U.S providing goods / services to IPG; undergoes Comply Tax review
<b>US Domestic Individual Person</b>	Supplier is an individual person providing goods / services to IPG and using a social security # (SSN); Worker Classification is required and may be eligible to be set up as a temp employee of the Agency instead of as a Supplier
<b>Supplier Registration</b>	IPG leverages the SAP Ariba Network to onboard new suppliers. Suppliers will provide key information such as bank info, tax IDs, diversity classification, etc. to register as a supplier with IPG
<b>Comply</b>	Foreign suppliers registering to become a supplier with IPG will undergo this tax process. When the supplier receives an email to register with IPG, directions will be provided to complete and upload their W-8 form while registering
<b>Category Classification</b>	The category/-ies best associated with the product / service the supplier is providing to IPG
<b>Diversity Certificates / Certifications</b>	Suppliers may hold certifications related to diversity classifications. If applicable, the supplier will receive separate certificate questionnaires (one per certification) to complete. This process will not delay the registration process

# Create Ariba Network Account

## Scenarios

The supplier contact will receive an email notification, inviting them to register on the Ariba Network – the supplier-side of the portal. If you do not have an Ariba Network account, follow these steps.

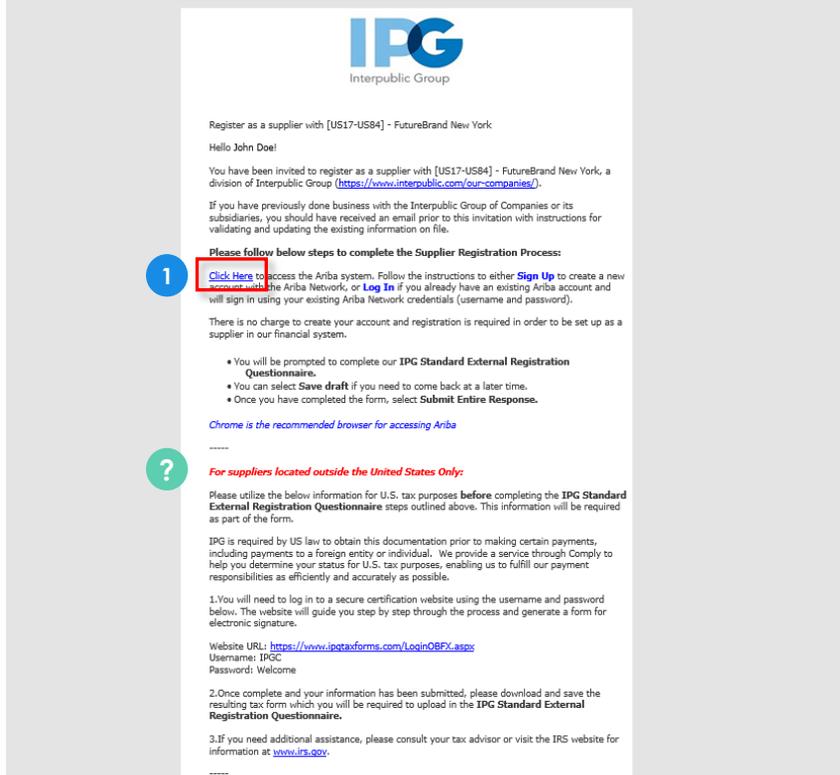
- 1 **The supplier will receive an email notification, requesting them to sign up or log in to the Ariba Network.** The system generated email will be sent from IPG Corporate.

Click on the link in the email.

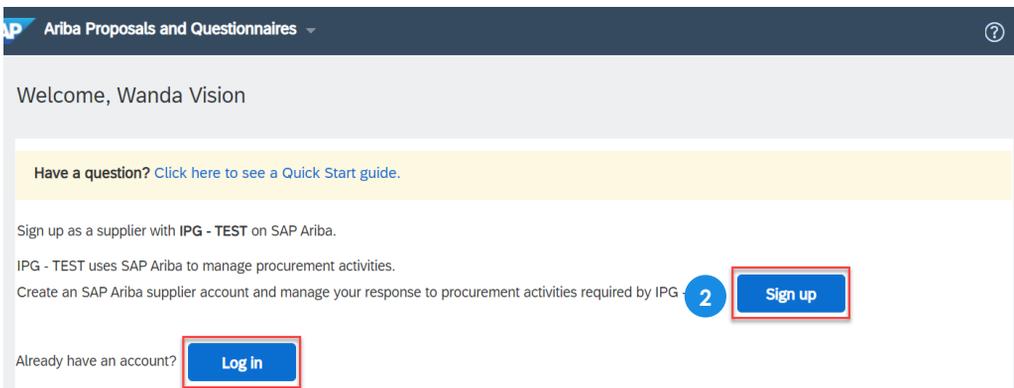
? **NOTE:** To access training and support materials, paste the provided link into your browser to access IPG documentation.

? **NOTE:** For foreign suppliers located outside the US, **complete the Comply tax process.** The W-8 attachment will be required as you complete the Registration form.

Invitation: Register to become a supplier with [US17-US84] - FutureBrand New York



- 2 If the supplier contact does not have an SAP Ariba Network account, click **Sign Up** on the webpage.



# Create Ariba Network Account

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

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

? **NOTE:** The username must take an email format, but may be different than your email address, if needed.

5 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**.

6 Type in Tax ID, if applicable.

7 Type in DUNS Number, if applicable.

8 Accept the terms of use and privacy policy.

9 Click **Create account and continue**.

The screenshot shows the Ariba Network account creation form, divided into two main sections: "Company information" and "User account information".

**Company information:** Fields include Company Name (ThinkVision), Country/Region (United States [USA]), Address (W 52nd St), Line 2, Line 3, City (New York), State (New York [US-NY]), and Zip (10019). A note indicates that if a company has more than one office, the main office address should be entered.

**User account information:** Fields include Name (Wanda Vision), Email (melissa.louie@ey.com), Username (wandavision@thinkvision.com), Password (masked), Language (English), and Email orders to (melissa.louie@ey.com). A note states that the username must be in email format and passwords must contain a minimum of eight characters with specific requirements.

**Tell us more about your business:** Fields include Product and Service Categories (Telemarketing), Ship-to or Service Locations (New York - United States), Tax ID (Optional), and DUNS Number (Optional). A note explains that the DUNS number is issued by Dun & Bradstreet.

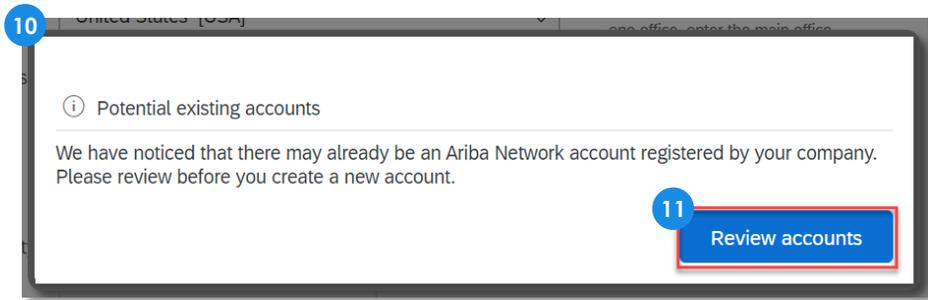
**Terms and Conditions:** Two checkboxes are present: "I have read and agree to the Terms of Use" and "I have read and agree to the SAP Ariba Privacy Statement".

**Buttons:** "Create account and continue" and "Cancel".

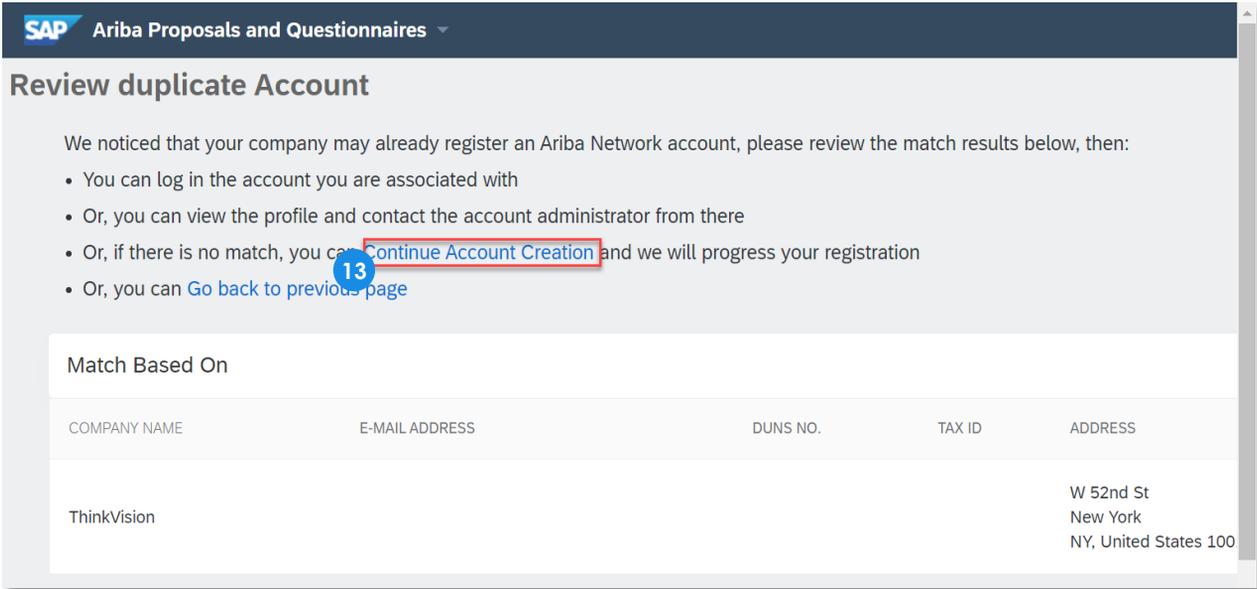
Numbered callouts (3-9) highlight specific fields and actions as described in the text on the left.

# Create Ariba Network Account

- 10 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.
- 11 The SAP Ariba Network will identify this based on the supplier contact's email domain. Click **Review accounts** to continue.



- 12 Scroll down to see potential company matches.
- 13 If the search results **do not match** your company, click **Continue Account Creation** to start completing IPG's registration form.



# Create Ariba Network Account

- 14 If the search results **do match** your company, click on the **...** icon.
- 15 Then click **View profile** to confirm the company.
- 16 If it looks like a match, **Contact Admin** and reach out to the supplier profile administrator to merge the accounts.
- 17 If not, click **Cancel** and continue to create the new account.

20 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
ThinkVision	-	MA	-	AN01396505370	<b>14</b> <b>15</b> <b>...</b> <b>View profile</b> Please view profile and contact admin if you need to.

SAP Business Network

### Supplier profile

Last Updated: 10 Jul 2020

BOSTON, MA  
United States

Overall: ★★★★★  
Communication: ★★★★★  
Credibility: ★★★★★  
Reliability: ★★★★★  
Quality: ★★★★★  
Transacting Relationships 2 ⓘ

**16** **Contact Admin** **17** **Cancel**

Basic Information | References (0)

Year Founded: Not Specified  
Employees: Not Specified  
Revenue: Not Specified  
Stock Ticker: Not Specified  
Legal Name: Not Specified  
Type of Organization:  
State of Incorporation: Alabama

Details

Sales Territories  
• Massachusetts (United States)

Commodities  
• Information technology consultation services  
• Strategic planning consultation services  
• Project management  
• Project administration or planning  
• Business intelligence consulting services

Industries  
Not Specified

SAP Business Network

### Contact Your Account Administrator

Review the following information and make edits as necessary. Click Send Email to send this message to the account administrator. \* Indicates a required field

Your Name: \* Wanda Vision  
Your Company Name: \* ThinkVision Inc.  
Your Email Address: \* wanda.vision@think.com  
Your Phone Number: USA 1 [ ] [ ]

Your Message: \*  
Hello,  
I recently attempted to register an account on Ariba Network. During registration, SAP Ariba searched and returned your account as a match.  
Please contact me to determine if I should be using this account.  
Thank you.

I'm not a robot

**16** **Cancel** **Send Email**

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18 Upon successfully creating an Ariba Network account, the supplier will be taken directly to IPG's registration form to fill out and submit to IPG.

**NOTE:** The supplier will only be taken directly to the registration form page if he/she followed the link in the invitation or reminder email.

## IPG's registration form:

< Go back to IPG - TEST Dashboard Desktop File Sync

Console Doc299901995 - Standard External Registration Questionnaire Time remaining 19 days 19:15:17

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
- 8 Bank Information

### All Content

Name ↑

▼ 1 General Vendor Information

1.1 Vendor Business/DBA Name (*)	<input type="text" value="Acme Inc."/>
1.2 Vendor Business/DBA Name 2 (for long names/continuation of Vendor Business/DBA Name)	<input type="text"/>
1.3 Vendor Legal Name(if different than DBA)	<input type="text"/>
1.4 Vendor Legal Name 2(if different than DBA and more than 35 Chars)	<input type="text"/>

\*Show More

Street:

Street 2:

(\*) indicates a required field

## IPG's daily reminder email to register:

Action needed: Complete your registration for [1012] - Orion US

IPG Corporate <s4system-prod3+ipg-T.Doc276027921@ansmtp.ariba.com> Reply Reply All Forward ...

Thu 9/23/2021 10:40 PM

Flag for follow up.

Hello Jane Doe,

[1012] - Orion US 1012-1 invited you to register as a supplier on Wednesday, September 15, 2021 at 8:09 AM, India Standard Time but you have not yet submitted Standard External Registration Questionnaire. Your response is due by Wednesday, October 8, 6104 at 8:59 AM, India Standard Time. **Please visit [Click Here](#) to complete your registration and submit as soon as possible.**

**Please refer to training and support materials on <https://suppliermanagement.interpublic.com/supplieronboarding>. for any questions and general FAQs regarding the new vendor onboarding process.**

Sincerely,  
[1012] - Orion US

The supplier has 2 weeks to complete the form and submit their information. After 2 weeks, the supplier will need to follow up with IPG to ask to be reinvited. For more information, please see [IPG's supplier site](#).