

# Getting Started with IPG on the SAP Ariba Portal

For suppliers located inside the United States

## Gather documents to be submitted

In preparation for receiving an Ariba Network invitation, please collect the following documents:

### ❑ Bank support:

- A bank statement showing the Account Holder Name and the full account number. A bank statement printed from an on-line banking account is acceptable. Transactional details can be redacted.
- A voided check
- A preprinted deposit slip that includes the Account Holder Name and the full account number

### ❑ Tax document

- A W-9 must be signed and dated with a date within the last 18 months. The signature cannot be a typed name, this must be a physically signed PDF, or a PDF digitally signed. Here are a few pointers when completing the General Vendor Information section of the Ariba SLP External Registration Form, leveraging your tax forms:

Ariba Registration Form Question	If your company uses a DBA name:	If your company does <u>not</u> use a DBA:
<u>1.1 Business name to be displayed on Payments/PO's</u>	Input your DBA business name which should appear on PO's and Invoices (Box 2 from your W-9)	Input your business's legal name which should appear on PO's and Invoices (Box 1 from your W-9)
<u>1.2 Business name continuation (over 35 characters):</u>	Keep this field blank, unless your business name in 1.1 is more than 35 characters	Keep this field blank, unless your business name in 1.1 is more than 35 characters
<u>1.3 Name as shown on Tax Returns, if different from above</u>	Input your business's legal name (Box 1 from your W-9)	Keep this field blank
<u>1.4 Name as shown on Tax Returns (over 35 characters)</u>	Keep this field blank unless the business name in 1.3 is more than 35 characters	Keep this field blank
1.5 Vendor address	The address entered here should agree with the address on your tax document (W-9)	

- ❑ **Diversity certificates** if your organization is classified diverse and certified

# Getting Started with IPG on the SAP Ariba Portal

For suppliers located outside of the United States

## Comply Process

For United States tax purposes, additional steps are required **before** completing the IPG Standard External Registration Questionnaire steps outlined above. This information will be required as part of the form.

IPG is required by US law to obtain this documentation prior to making certain payments, including payments to a foreign entity or individual. We provide a service to help you determine your status for U.S. tax purposes, enabling us to fulfill our payment responsibilities as efficiently and accurately as possible.

1. Log in to a secure certification website using the username and password below. The website will guide you step by step through the process and generate a form for electronic signature.

Website URL: <https://www.ipgtaxforms.com/LoginOBFX.aspx>

Username: IPGC

Password: Welcome

2. Once complete and your information has been submitted, please download and save the resulting tax form which you will be required to upload in the **IPG Standard External Registration Questionnaire**.

If you need additional assistance, please consult your tax advisor or visit the IRS website for information at [www.irs.gov](http://www.irs.gov). See *Supplier Registration Instructions for Comply Onboarding* learning materials for additional instructions.

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- A voided check
- A preprinted deposit slip that includes the Account Holder Name and the full account number

### ❑ Tax document

- Your W-8 form produced via the Comply registration process outlined in the 'Comply Process' section above

# Getting Started with IPG on the SAP Ariba Portal

For suppliers located inside OR outside of the United States

To begin your registration with IPG on the SAP Ariba Network portal, follow the steps below after receiving your initial invitation email:

If you are a supplier **without** an existing Ariba Network (AN) account:

1. Click the unique link in the IPG Registration invitation email
2. Select **Sign Up** to create an account with the Ariba Network. There is no charge to create your account. Registration is required to be set up as a supplier in our financial system.
3. Complete the initial set of Ariba Network questions and select 'Create account and continue.'
4. You will then be prompted to complete the **IPG Standard External Registration Questionnaire**. If you need to come back at a later time, you can select 'Save draft.'
5. Once you have completed the form, select **Submit Entire Response**.

If you are a supplier **with** an existing Ariba Network (AN) account:

1. Click the unique link in the IPG Registration invitation email
2. Select **Log In** to sign in with your existing Ariba Network credentials (username and password).
3. You will then be prompted to complete our **IPG Standard External Registration Questionnaire**. If you need to come back at a later time, you can select 'Save draft.'
4. Once you have completed the form, select **Submit Entire Response**.