

This document is intended to be a quick resource to assist **Suppliers** in accessing and navigating the Supplier portal. This document covers:

1. Overview of Supplier Registration
2. Creating an Ariba Network account (or log in to an existing account)
3. Getting Help
4. Getting in touch with IPG
5. Completing the Supplier Registration Form
6. Completing Diversity Certificate Questionnaires
7. Responding to Risk Assessment(s)
8. Self-reporting information changes via the Ariba Network

Supplier Registration - What is it?



IPG is launching a new Supplier management program which requires Suppliers to register via the SAP Ariba Network. The Ariba Network offers increased information security and efficiency in the Supplier onboarding process by allowing Suppliers to self-register via the Ariba Network.

Responding to the Supplier Registration Form - Sections:

<p>01.</p> <p>General Supplier Information</p> <p>Basic Supplier information</p> <p>What to Prepare:</p> <ul style="list-style-type: none">• Remit email address	<p>02.</p> <p>Contact Information</p> <p>Supplier contact(s) information</p> <p>What to Prepare:</p> <ul style="list-style-type: none">• N/A	<p>03.</p> <p>Supplier Classification</p> <p>Supplier service category</p> <p>What to Prepare:</p> <ul style="list-style-type: none">• N/A	<p>04-05.</p> <p>Tax Information</p> <p>Tax information based on the Supplier type/location</p> <p>What to Prepare:</p> <ul style="list-style-type: none">• W-9/W-9• Tax IDs	<p>06.</p> <p>Payment Information</p> <p>Captures payment method</p> <p>What to Prepare:</p> <ul style="list-style-type: none">• N/A	<p>07.- 08.</p> <p>Bank Information</p> <p>Bank details if the payment method is Electronic (ACH/Wire)</p> <p>What to Prepare:</p> <ul style="list-style-type: none">• Bank details• Bank statement
<p>09.-11.</p> <p>Alternate Remittance Address</p> <p>Remit info if the payment method is Check</p> <p>What to Prepare:</p> <ul style="list-style-type: none">• Remit address info	<p>12.</p> <p>Third Party Management</p> <p>If the respondent is a third party management company</p> <p>What to Prepare:</p> <ul style="list-style-type: none">• Existing contract (if app.)	<p>13.</p> <p>Diversity Information</p> <p>Diversity classification and determines certificates to be sent</p> <p>What to Prepare:</p> <ul style="list-style-type: none">• Diverse classification• Certificate info (if app.)	<p>14.</p> <p>Worker Classification</p> <p>Only applicable for domestic individuals</p> <p>What to Prepare:</p> <ul style="list-style-type: none">• DBA certificate/sales tax number (if app.)• Website (if app.)• Copy of advertisement (if app.)• Proof of Workers Compensation coverage (if app.)	<p>15.</p> <p>Other Information Acknowledgment</p> <p>Acknowledgement of IPG's policies and Supplier Code of Conduct</p>	

Creating an Ariba Network Account

The Supplier will receive an email notification requesting sign up or log in to the Ariba Network. For foreign Suppliers, follow instructions for the Comply process.

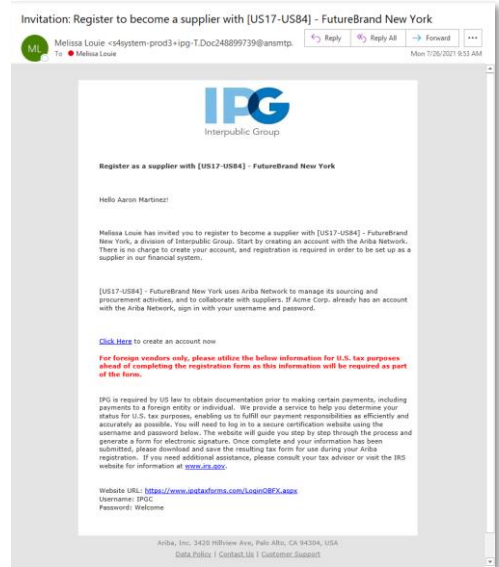
If the Supplier is creating a new account, they should verify any pre-populated information. Fill out the form accordingly and make sure to click **Create account and continue**.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your registration in a separate data repository residing within the Russian federation.

I have read and agree to the Terms of Use

I have read and agree to the SAP Ariba Privacy Statement

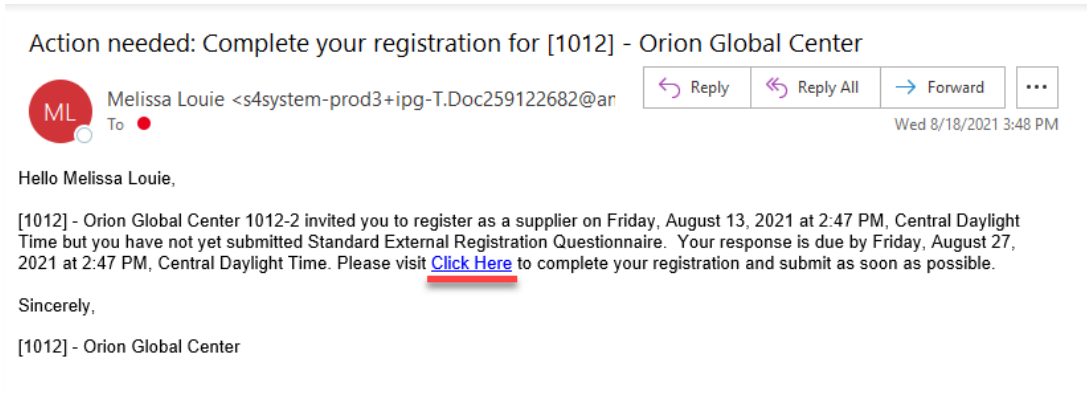
[Create account and continue](#) [Cancel](#)



Can't find the Supplier invitation email?


The system will automatically send reminder emails on a daily basis for each day the Registration form is not complete.

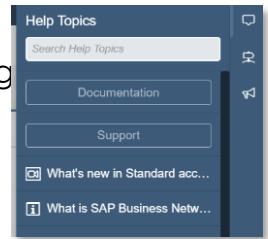
Within this email, there is a link that will take the supplier to the Ariba Network to complete the Registration form.



Need Help?

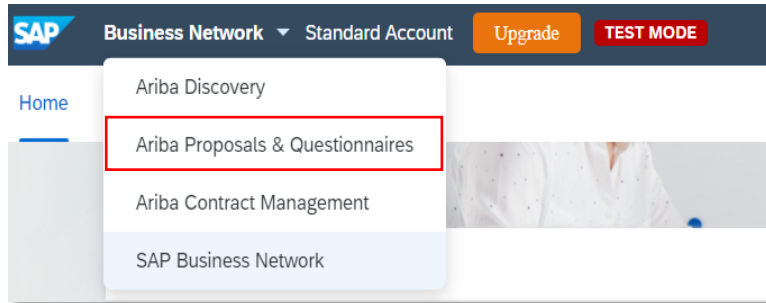
For homepage navigation issues:

Search by question topic, find documentation, and more by clicking on the **help button**:  on the right hand corner of the page.



Can't find the registration form?:

When the Supplier first signs in, they will be led to **homepage** – SAP Business Network. To access all Supplier onboarding documents, toggle on **the Business Network dropdown** and click into the **Ariba Proposals & Questionnaires tab**.



Issues responding to the form/questionnaire?:

Click on the link below to visit the **IPG Supplier Onboarding support page**. Here you will find general information about the **Ariba Registration process** and what to expect, as well as **Supplier Onboarding Files** which will take you through the registration process step by step. There are also instructions on completing **Diversity Certificate Questionnaires**, **Risk Assessment Questionnaires**, and making changes to your information after you have registered.

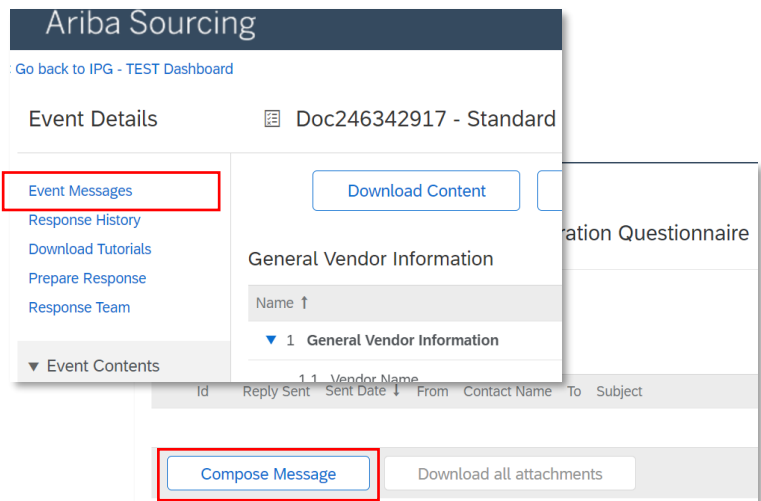
<https://www.interpublic.com/about/supplier-onboarding/>

Get in touch with IPG

If you want to respond to a question sent as a message within the Ariba system:

Click into the registration form and click **Event Messages**.

Then, click **Compose Message** to write an email to IPG. Attach a file if needed and click **Send**. The message history will be displayed after sending.



Complete the Supplier Registration Form

Directions:

After accessing the form, fill out the fields as prompted.

Some information has been pre-populated by IPG. Review and update if needed.

This form is dynamic – as questions are answered, the form may update to only ask for necessary and applicable information.

NOTE: When adding details for either:

- **Bank Information** (if **Electronic** payment method is being used)
- **Alternate Remittance Address** (if **Check** payment method is being used)

Follow the steps shown. Add multiple bank accounts or remit addresses, if applicable.

Example: Adding Bank Information

The screenshot shows the 'Bank Information' section of the form. The 'Add Bank Information (0)' button is highlighted with a red box. A red arrow points from the 'Example: Adding Bank Information' title to this button. Below, another screenshot shows the 'Add Bank Information' form with fields for Bank Type, Country, Name, and Bank Branch, and a blue 'Add an additional Bank Information' button at the bottom.

Click **Submit Entire Response** when complete. Another option is to **Save a draft** and come back to the response at a later time.

Certificate Questionnaire for Diversity Classification – What is it?

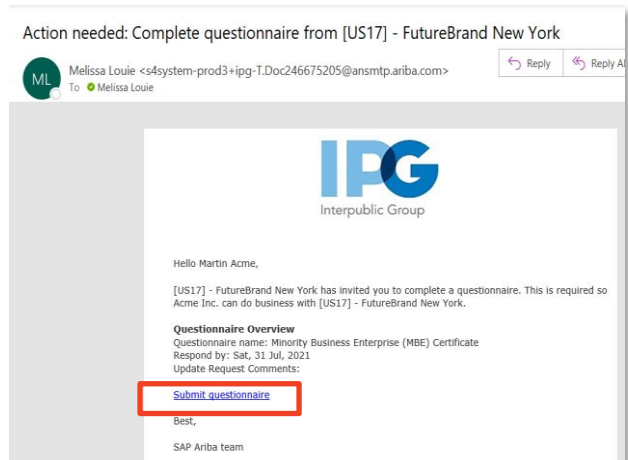


When a Supplier registers, they are able to identify diversity classifications and associated certifications. IPG will send a short follow-up questionnaire (one per certification) for a Supplier to complete and submit for IPG approval.

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

Complete the Certificate Questionnaire for Diversity Classification

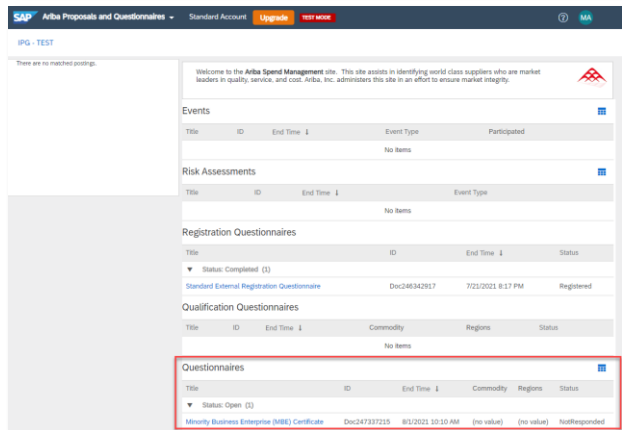
For **each diversity certificate the Supplier holds**, an email will be received to provide IPG with key information. This form is important in providing IPG with holistic diversity data. Click on the link from the email and log in to Ariba Network to get to the questionnaire.



Locate the certificate form under the **Questionnaires** section. Click into the form and complete with the certification details.

Once complete, **Submit Entire Response**.

NOTE: Save a draft at any time and come back to complete the form.



The Supplier will be notified via email when IPG has approved the certificate questionnaire.

Respond to Risk Assessment(s)

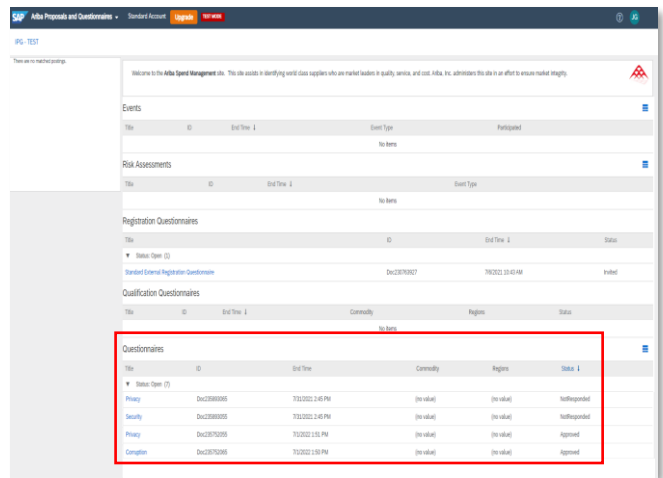
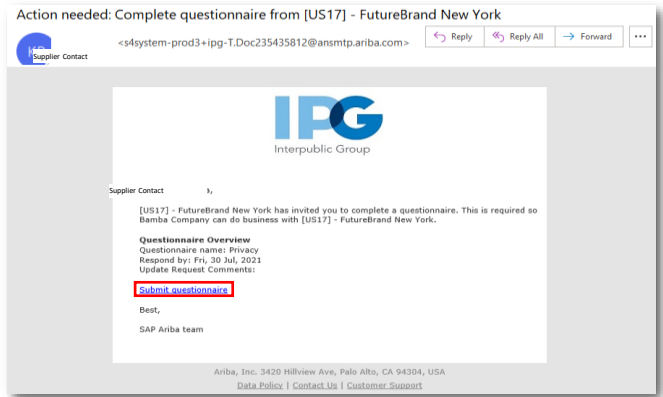
Depending on the product(s)/ service(s) being provided, the Supplier may receive an email to complete a **risk assessment**. These assessments are important to IPG's ability to understand the Supplier's security, privacy, and corruption/fraud posture.

Click on the link from the email and log in to Ariba Network to access the questionnaire.

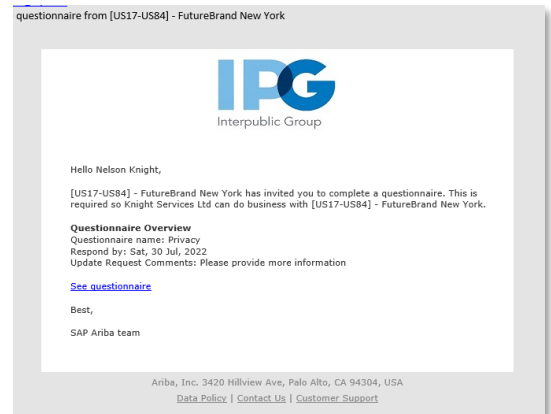
Locate the risk assessments under the **Questionnaires** section. Click into the form and complete the form.

Once complete, **Submit Entire Response**.

NOTE: Save a draft at any time and come back to complete the form.



If IPG requests any additional information, the Supplier contact be notified via email. Click the embedded link and log in to update and respond to their feedback.



Self-Report Information Changes

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

To update information, log in to the Ariba Network and click into the registration form and click **Revise Response**. Any submitted updates will be reviewed and approved by IPG, after which the Supplier will receive a confirmation email.

To begin making updates:

Navigate to www.supplier.ariba.com and enter login credentials.

Find the form to be edited and click **Revise Response**.

NOTES:

- **Tax information** is **not** editable on the Registration form. Only the **tax attachment** can be updated.
- If the Supplier needs to edit bank information, only **add additional bank information**. Do not delete previous accounts.
- OR – If the Supplier needs to edit alternate remittance address, only **add additional alternate remittances**. Do not delete previous addresses.

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

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

The screenshot shows the 'Response Team' interface. On the left, there is a sidebar with 'Event Contents' and a list of sections: 1 General Vendor Information, 2 Contact Information, 3 Supplier Classification, 4 Tax Information, 5 Payment Information, and 6 Bank Information. The main area is titled 'All Content' and shows a table with columns for 'Name' and 'Value'. The first row is '1.1 Vendor Name' with the value 'Acme Inc.'. The second row is '1.2 DBA Name' with a help icon. Below this, there is a 'Show More' link and a list of address fields: 'Street: Franklin Street', 'Street 2: (i)', 'Street 3: (i)', 'District: (i)', and 'Postal Code: 10019 (i) City'. A blue button labeled 'Revise Response' with a help icon is highlighted with a red box in the top right corner.

The screenshot shows the bottom portion of the registration form. It includes sections for '12.7 Is your company registered in SAM (System for Award Management)?' with a dropdown menu set to 'No', '14 Other Information Acknowledgement' with several acknowledgment questions (14.1, 14.2, 14.3) and dropdown menus set to 'Yes, I acknowledge' or 'Yes, I accept', and '14.4 Please provide any additional comments related to your submission' with a text input field. At the bottom, there are five buttons: 'Submit Entire Response' (highlighted with a red box), 'Reload Last Bid', 'Save draft' (highlighted with a red box), 'Compose Message', and 'Excel Import'.