



Supplier Onboarding Ariba User Guide

Log In to an Existing Ariba Network
Account
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
Foreign Vendor	Vendors located outside of the agency country
Vendor Registration	This process encompasses two parts and is required for the vendor to be onboarded: (1) Obtaining crucial vendor information such as bank information, tax IDs, etc. (2) Shared Services validations and necessary approvals
Domestic Individual Tax Review	Vendors who are individuals located within the agency country may undergo the Domestic Individual Vendor Tax Review
Foreign Vendor Tax Review¹	Vendors that are located outside of the agency country will register to become a vendor and will undergo the Foreign Vendor Tax Review
Category Classification	The category/-ies best associated with the product / service the Vendor is providing. This will feed into how you can search for and filter through existing vendor records
Diversity / Certifications	Suppliers may hold certifications related to diversity classifications. If applicable, the supplier will receive separate Diversity Questionnaire (includes certificate details) to complete. This process will not delay the registration process

Notes:

¹ Vendors working with UK Agencies are excluded from this process

Log In with an Existing 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 already have an Ariba Network account with other customers that use Ariba, follow these steps to log in with existing credentials.

- 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 [Click Here](#) 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 agency location**, **complete the Foreign tax process**. The tax documentation attachment will be required as you complete the Registration form in Ariba.

The screenshot shows an email from IPG Corporate to Shaban Khan. The subject is "Invitation: Register to become a supplier with [US22-USF6] - Octagon US Financial Services". The email body contains the following text:

Register as a supplier with [US22-USF6] - Octagon US Financial Services

Hello Shaban Khan!

You have been invited to register as a supplier with [US22-USF6] - Octagon US Financial Services, a division of Interpublic Group (<https://www.interpublic.com/our-companies/>).

If you have previously done business with the Interpublic Group of Companies or its subsidiaries, you should have received an email prior to this invitation with instructions for validating and updating the existing information on file.

Please follow below steps to complete the Supplier Registration Process:

- 1** [Click Here](#) to access the Ariba system. Follow the instructions to either **Sign Up** to create a new account with the Ariba Network, or **Log In** if you already have an existing Ariba account and will sign in using your existing Ariba Network credentials (username and password).

There is no charge to create your account and registration is required in order to be set up as a supplier in our financial system.

- You will be prompted to complete our **IPG Standard External Registration Questionnaire**.
- You can select **Save draft** if you need to come back at a later time.
- Once you have completed the form, select **Submit Entire Response**.

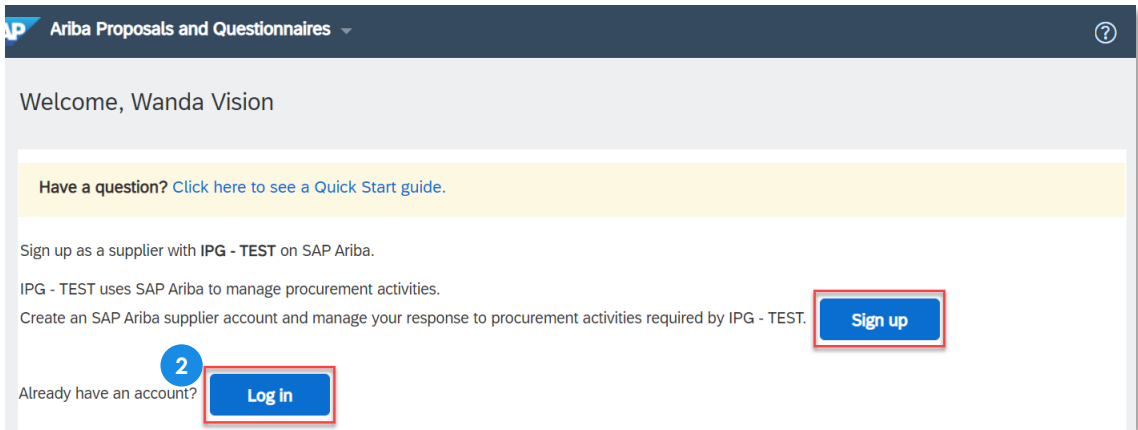
Chrome is the recommended browser for accessing Ariba

For training and support materials, or to submit a request for help with the supplier onboarding process, please visit <https://www.interpublic.com/about/supplier-onboarding/>

? Note: If you are a foreign vendor working with a US IPG Agency, registration via Comply is required. Comply is used to ensure all submissions are compliant with U.S tax laws. Please refer to the related materials on our supplier onboarding site linked above.

Log In with Existing Ariba Network Account

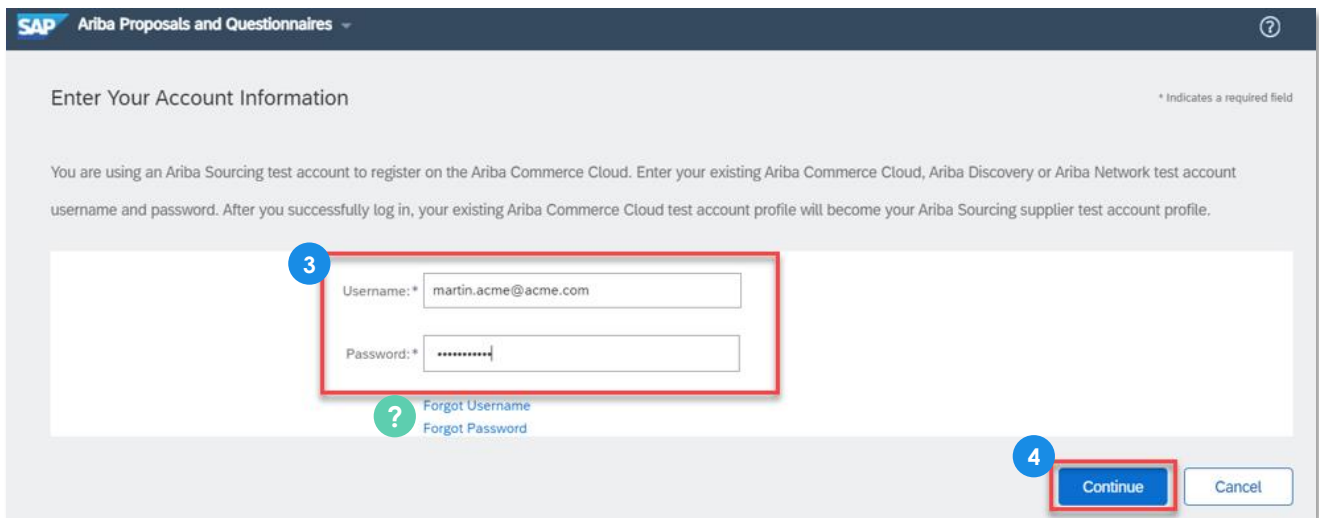
- 2 If the supplier contact already has an SAP Ariba Network account **that they use for other customers that use Ariba**, click **Log In**.



- 3 You will be directed to another page, prompting the existing **username** and **password** credentials. Enter your credentials.

? If you forgot your username or password, click the associated links on this page.

- 4 Then click **Continue**.



Log In with Existing Ariba Network Account

18 Upon successfully logging in with your 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 Information
- 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 ⓘ *

1.2 Vendor Business/DBA Name 2 (for long names/continuation of Vendor Business/DBA Name) ⓘ

1.3 Vendor Legal Name(if different than DBA) ⓘ

1.4 Vendor Legal Name 2(if different than DBA and more than 35 Chars) ⓘ

*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, 2021 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](#).

Did you receive this error message when trying to enter your existing Ariba Network login credentials?

! The username and password you entered has already merged to another Ariba Sourcing user account. Please enter another Ariba Commerce Cloud, Ariba Discovery, or Ariba Network username and password to merge to your Ariba Sourcing user account.

Username:*

Password:*

[Forgot Username](#)
[Forgot Password](#)

If so, you may have another account with IPG with the same login credentials. You can merge your existing and new account under one account.

This will ensure you can log in to all your accounts using one username and password and switch between multiple accounts.

- 1 If you'd like to approve and verify the account linkage, enter the existing username under the **Approval Needed** section to send the request to the account's associated email address.
- 2 If you'd like to link without approval, enter the username and password of the account you'd like to link under the **No Approval Needed** section.

SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE

Link User IDs

If you have multiple user accounts, you can link your user IDs together. By linking your user IDs you can:

- Log in to all your accounts using one username and password
- Switch between your multiple accounts

1

APPROVAL NEEDED

Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.

Username:*

[Send link request](#)

2

NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

Username:*

Password:*

[Link accounts](#)