



## Supplier Onboarding SAP Ariba User Guide

Update Registration Information if IPG  
Requests Additional Information

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
- ▶ 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 |

Click to navigate to the section:

|     |   |   |
|-----|---|---|
| 01. | <a href="#">I Got An Email Requesting Additional Information.....</a> | 4 |
| 02. | <a href="#">Have a Question for IPG?.....</a>                         | 6 |
| 03. | <a href="#">Need More Support?.....</a>                               | 7 |

# I Got An Email Requesting Additional Information

## Providing additional information on the Registration Form

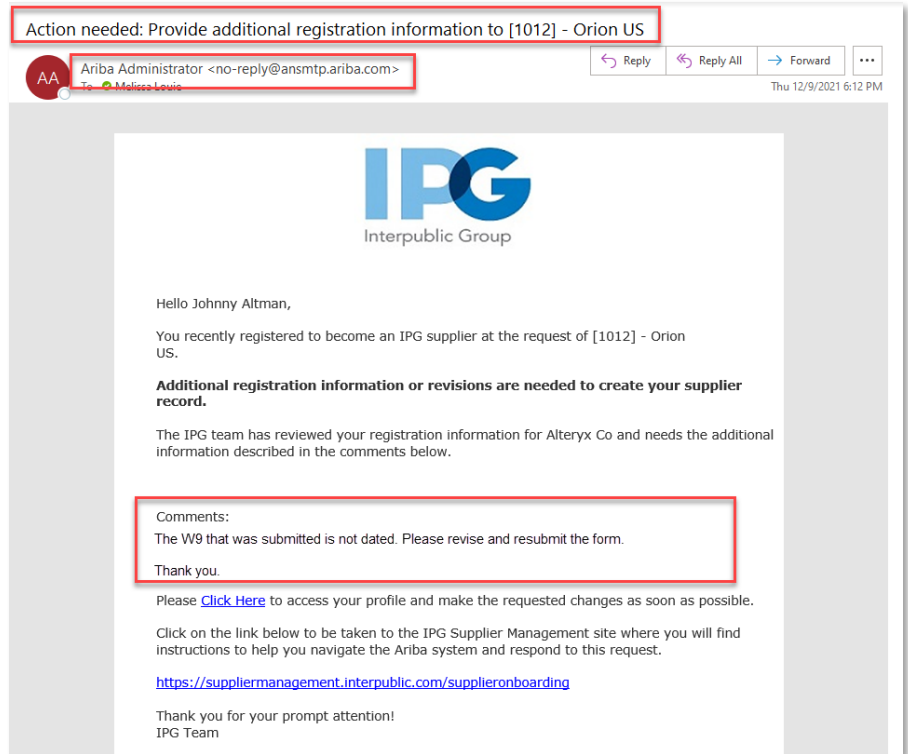
1 Be on the lookout for follow-up emails from IPG requesting additional information from your response to the Registration Form.

**Sent From:** Ariba Administrator

**Subject:** Action Needed: Provide additional registration information

2 The body of the email contains comments directly from IPG. The comments will tell you what you need to update on your Registration Form.

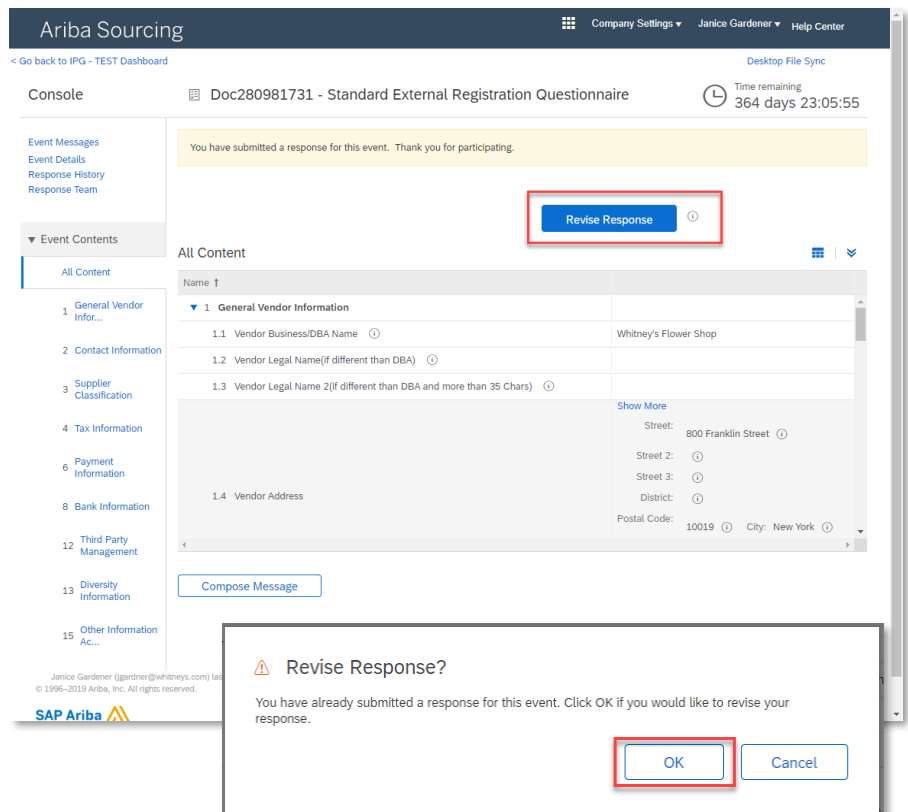
3 Click the embedded link in the email and sign in with your Ariba Network login credentials.



4 After you log in successfully, you should be taken directly to your registration form.

5 Click **Revise Response**.

6 Then, click **OK** to the pop up message.



# I Got An Email Requesting Additional Information

- 7 You'll see the comments again at the top of the page in the yellow box.
- 8 Edit the information in the appropriate section.
- 9 Then, click **Submit Entire Response** to return your updates back to IPG.

Doc280981731 - Standard External Registration Questionnaire Time remaining  
364 days 23:05:21

Latest comment [9/23/2021]: Hello,

The W9 that was submitted is not dated. Please revise and resubmit the form.

Thank you,

**All Content**

| Name ↑   |  |
|--|--|
| Please select your payment method.   |  |
| Please consider IPG's <b>primary</b> payment method is via ACH (U.S.) or Wire (foreign). Please be aware, payments may be delayed if check is selected. All payments processed by IPG Shared Services on behalf of Interpublic Group and its wholly owned agencies will be sent to this bank account. By submitting this registration, you are providing consent to IPG to utilize a third party provider to validate the US banking information provided. | * <input type="text" value="Electronic (ACH / Wire)"/> |
| 6.4 Please describe any Intermediary or Beneficiary banking arrangements, if applicable  | <input type="text"/>                                   |
| <b>8 Bank Information</b> <a href="#">Add Bank Information (1)</a>   |  |

(\*) indicates a required field

Submit Entire ResponseReload Last BidSave draftCompose Message  
Excel Import

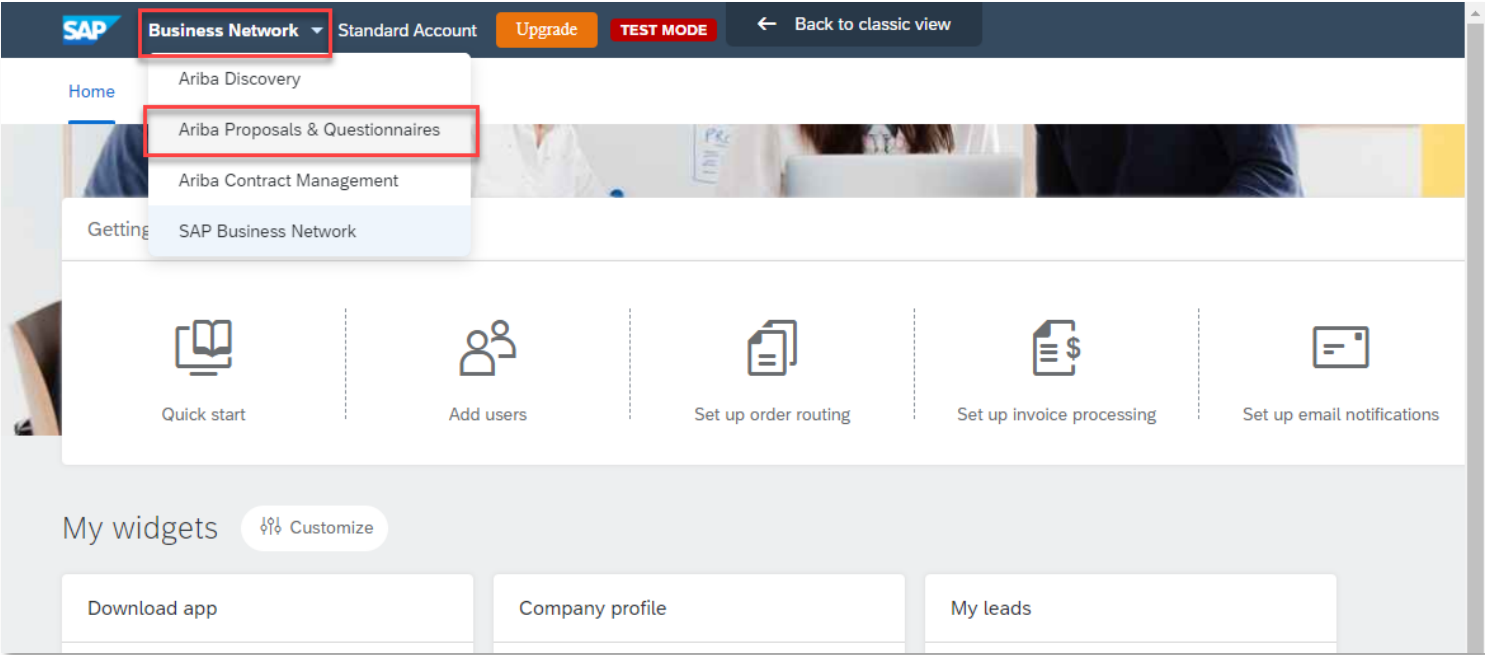
## Ask IPG a question

- 1 If you are editing the registration form, click **Compose Message** at the bottom of the page to draft a message back to IPG and attach documents, if necessary.
- 2 You can also click **Event Messages** at the top to **Compose Message**.
- 3 Click **Send** once your message is complete.

The screenshot displays the IPG registration questionnaire interface. At the top, the console shows 'Doc280981731 - Standard External Registration Questionnaire' and a timer for '364 days 22:53:29'. On the left sidebar, the 'Event Messages' link is highlighted with a red box. The main content area shows a yellow message box with the text: 'Latest comment [9/23/2021]: Hello, The W9 that was submitted is not dated. Please revise and resubmit the form. Thank you,'. Below this is a table of questionnaire sections. The '12 Third Party Management' section is expanded, showing question 12.1: 'Are you a third party management company acting as an agent for receipt of the payment?' with a dropdown menu set to 'No'. At the bottom of the interface, the 'Compose Message' button is highlighted with a red box, along with other buttons like 'Submit Entire Response', 'Reload Last Bid', 'Save draft', and 'Excel Import'.

## Access IPG's Supplier Site

- 1 If you log into the [Ariba Network](#) with your credentials, you'll be brought to your Ariba home page.
- 2 To view your IPG onboarding documents, toggle the **Business Network** tab to **Ariba Proposals & Questionnaires**.



- 3 You'll see all your IPG questionnaires.
- 4 At the top of the page, there is a help banner with access to [IPG's Supplier Site](#). You'll have access to all supplier training materials and FAQs.

