

Supplier Onboarding Ariba User Guide

General Ariba Help Guide

For Suppliers



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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		
	Instructions	
A role-based scenario, providing an	Detailed instructions of the testing	
overview of the objectives from an	process, including visual depictions of	
operational business perspective	the steps to help walk testing	
	participants through the process	

Кеу	
Required	This process step is critical and should be completed before proceeding to the next step
Øptional	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

IPG's Registration Invitation Email

Can't find the invitation email?

Look out for an email with the following characteristics:

From: IPG Corporate

	ct: Invitation: Reaister to become a supplier with [IPG Agen ation: Register to become a supplier with [1000-10000030] - Procuremnt
	IPG Corporate <s4system-prod3+ipq-t.doc61402ℓ all="" forward<="" reply="" th="" ←="" →="" ≪=""></s4system-prod3+ipq-t.doc61402ℓ>
IC	10 O Briana L Mullian Wed 2/8/2023
This	ر sender s4system-prod3+ipg-T.Doc614026981@ansmtp.ariba.com is from outside your organization،
	Interpublic Group
	Register as a supplier with [1000-10000030] - Procuremnt
	Hello Briana Mullan!
	You have been invited to register as a supplier with [1000-10000030] - Procuremnt, a division of Interpublic Group (<u>https://www.interpublic.com/our-companies/</u>).
	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:
	<u>Click Here</u> 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 <u>https://www.interpublic.com/about/supplier-onboarding/</u>
	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.

If you are having issues locating this email, please ensure you check any junk, spam or trash folders for this email.

NOTE: The **"Click Here"** link provided in this email is critical in ensuring suppliers can log in or sign up for an Ariba Network account. From there, the supplier will be taken to the Registration form to complete.

PLEASE BE SURE TO ACCESS ARIBA THROUGH THE EMAIL LINK.

Can't find the invitation email?

3 The supplier will also receive daily reminder emails for each day the Registration form is not complete and submitted back to IPG.

Look out for an email with the following characteristics:

From: IPG Corporate

Subject: Action needed: Complete your registration for [IPG Agency]

Action needed: Complete your registration for [1012] - Orion US			
IPG Corporate <s4system-prod3+ipg-t.doc276027921@ansmtp.ariba.com></s4system-prod3+ipg-t.doc276027921@ansmtp.ariba.com>	S Reply	S Reply All	\rightarrow Forward \cdots
			Thu 9/23/2021 10:40 PM
(i) 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 submitted Standard External Registration Questionnaire. Your response is due by Wednesday, Octob visit <u>Click Here</u> to complete your registration and submit as soon as possible.	,		,
Please refer to training and support materials on			

4 This email also has the "Click Here" link to provide the supplier access to the Ariba Network. The supplier can complete IPG's registration form by clicking through this link.

PLEASE BE SURE TO ACCESS ARIBA THROUGH THE EMAIL LINK.

5 The supplier has **3 weeks** to complete the form and submit their information. After 3 weeks, the supplier will need to follow up with IPG to ask to be reinvited. Please work with your IPG contact.

Log In Issues

Having log in issues?

Error: Account already merged to another Ariba Sourcing user account

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 anot Sourcing user account.	her Ariba Sourcing user account. Please enter another Ariba	Commerce Cloud, Ariba Discovery, or Ariba Network username and password to merge to your Ariba
Username:*	martin.acme@acme.com	
Password:*		
	Forgot Username Forgot Password	

If so, it could be that your Ariba Network login credentials already exist, but are linked to another Ariba Network account.

Option 1: Merge accounts

- If you have the option, you may merge your and new account under one account.
- 2 This will ensure you can log in to all your accounts using one username and password and switch between multiple accounts.
- 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.

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 Ariba Proposals and Questionnaires Ariba Proposals and Questionnaires Ariba Proposals and Account Ariba Proposals Ariba Proposals A	TEST MODE
Link User IDs	
If you have multiple user accounts, you can link your user IDs together. By linking your user Log in to all your accounts using one username and password Switch between your multiple accounts	IDs you can:
APPROVAL NEEDED	NO APPROVAL NEEDED
Send a link request to another account. After the request is approved by the other account, the to accounts will be linked.	No Enter the username and password of another account to which you want to link.
Username: *	Username: *
Send link request	Password:*
	Link accounts

Having log in issues?

Error: Account already merged to another Ariba Sourcing user account

Option 2: Ask IPG to re-invite you to generate a new link

- Sometimes there are instances where IPG's Ariba Buyer account needs to be linked with the supplier's Ariba Network account. If you continue to encounter issues, ask you IPG contact to re-invite you.
- 2 This will generate a new Ariba link, which you should be able to use to access IPG's registration form.

Forget your username or password to the Ariba Network?

After creating an account – The supplier contact will receive an email from the Ariba Network confirming the supplier's Ariba Network account ID and username.

The supplier contact's username will be in this email, which may be helpful for future reference.

Welcome to the Ariba Commerce Cloud		
Ariba Commerce Cloud <ordersender-prod@ansmtp.ari< td=""><td>← Reply</td><td>Keply All</td></ordersender-prod@ansmtp.ari<>	← Reply	Keply All
To OPARISA Louie If there are problems with how this message is displayed, dick here to view it in a web brow: Click here to download pictures. To help protect your privacy. Outlook prevented automatic.		a nictures in this n
Right-click or top and hold here to download pictures. To help protect your privacy. Outlook prevented automatic		
Welcome to the Ariba Commerce Cloud		
Your registration process on the Ariba Commerce Cloud for ThinkVision is r	iow complete.	
Your organization's account ID: AN01700015443-T Your username: wandavision@thinkvision.com		
As the account administrator for this account, make sure to keep your user a secure place. Do not share this information.	name and pas	sword in
If you registered after receiving an invitation from an Ariba On Demand So	urcing buyer,	you can

Recover your username

- it is defined a second second terms with CAD Due

- Another resource available is to navigate to <u>https://supplier.ariba.com</u> to access the login page.
- There are options to recover Username or Password, click the corresponding Forgot Username or Password links and enter the email address used to register with the Ariba Network.

	Network.
Supplier Login	Email address
User Name	Submit Cancel
Password	Reset your password Enter the email address you used to register with SAP Business
Login Forgot Username or Password	Network.
	Submit Cancel

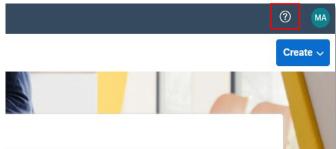
Homepage Navigation

Ariba Network homepage

- Upon logging in, suppliers will be brought to their homepage dashboard.
 Suppliers can access several resources for additional assistance such as:
 - Search Ariba's database for answers to questions
 - View frequently asked questions from other suppliers
 - Set their company's profile visibility settings
- 2 To access help resources, click on the **help button**: 1 in the top right corner of the homepage.

SAP Business Network 👻 Standard Account	Ipgrade TEST MODE ← Ba	ack to classic view	0 😈
Home Workbench Catalogs			Create ~
Overview Getting started ⁵			
0			
Enablement Tasks			
4			
My widgets			
Download app	Company profile	My leads	
We are now mobile.		A 1	Feedback
Consider play	35%		_
	Completed	You have no open leads matching your	
		company profile. View all leads	
V	Complete your company profile to increase		

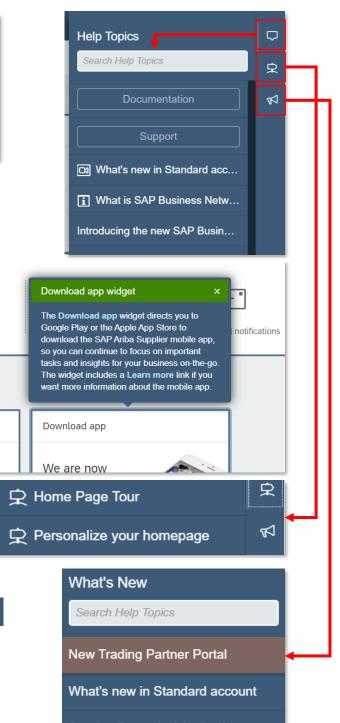
Ariba Network homepage



Search for different **Help Topics** by clicking on this icon: topics are organized based on the page the supplier is currently on.

E.g. from the homepage, homepage navigation topics are available to search. If the supplier is operating within the registration form, they will see topics related to that. ۱g

- 2 For **Guided Tours** of the homepage, click on this icon: 👳
- For new features, click on this icon: in the right-hand panel.



Coming Soon: Activity feed

Change your company's profile visibility settings

Suppliers have the option to adjust their company's profile visibility settings. Other potential customers may be able to search for your company based on the type of goods or services your company provides, potentially generating more business.

To change these settings, click on your initials in n the top right. Then, click Company Profile.

	The second se		Canceltest@test.com
	Eng.		My Account
Overview Getting started			Link User IDs
0			Contact Administrator
Enablement Tasks			Cancel Test ANID: AN01774393934-T
L.			Standard account
			Company Profile
			Company Prome
My widgets 👯 Customize	•		Settings >
My widgets Mt Customize	Company profile	My leads	
Download app		My leads	Settings >
Download app We are now mobile.	Company profile	My leads	Settings >
Download app		My leads	Settings >

2 Scroll down a bit. On the right-hand side, click **Profile Visibility Settings**.

			>> 12
Company Name:*	Acme Inc.	Short Description	100
		Website	
Other names, if any:		Annual Revenue	Search
		Certifications	
		D-U-N-S Number	How do I complete/update my Customer Requested Profile?
Networkld:	AN01774393934-T 🚯	Business Type	
Short Description:	0	Industries	How to update your company profile
		Company Description	How do I upload a logo to my company profile?
	Characters left: 100	Company Logo	company profile?
Website:			Company profile fields
Public Profile:	http://discovery.ariba.com/profile/AN01774393934-T Customize URL	Share Your Public Profile	How do I update my company's tax
Privacy Statement:	SAP Ariba Privacy Statement 🤝		ID number?
		Click here to get your Ariba	How to create an SAP Ariba Discovery posting
ddress		badge.	Discovery passing
Address 1:*	800 Frank St	Find us on Aribe Network	How to search on customer part number or customer location
Address 2:			How to disable the messaging functionality
Address 3:		View Public Profile	How to disable the messaging
City:*	New York	2 Profile Visibility Settings	View more
State:*	New York [US-NY] ~		
Zip:*	10019		Top 5 Standard account FAQs
Country/Region:*	United States [USA]		
182 10 11			Documentation 🖓 Support

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Change your company's profile visibility settings

- 3 Read through the different options to modify the company's profile visibility on the Ariba Network. Check or toggle your preferences accordingly.
- 4 Once done, click **OK** to save your profile preferences.

All buying organizations on Ariba Network can view your organization's basic profile. To attract valuable customers and enable your existing customers to plan effectively, ensure that your profile information is complete and accurate. Select options to make your business profile visible to all buying organizations or to allow potential new customers to contact you.	>> ď
Supplier Profile Visibility for Ariba Discovery and Ariba Network	Search
Droose whether your company will appear in search results when Ariba Discovery users and Ariba Network buyers or suppliers search for suppliers. To increase your company's visibility for new business opportunities, make sure this option is unchecked.	
📝 Do not expose my company in search results on Ariba Discovery and Ariba Network 🛈	Supplier Basics (4.33)
Extended Profile Visibility	How do I complete/update my Customer Requested Profile?
Each friba Network configuration area allows you to provide additional information about your business transaction capabilities and preferences. Select who can view this information, referred to as your extended profile:	What browser versions are certified for SAP Ariba cloud solutions?
Make my extended profile available ONLY to my current and pending Ariba Network customers	How do I see Ariba applications in a different language?
Expose My Activity Statistics	After you register
Choose whether you want to share your company's transactional information on Ariba solutions with Ariba Discovery users.	Introduction to the dashboard (11.47)
Do not expose my Ariba Sourcing activity statistics	How to access a sourcing event?
Do not expose my Ariba Network activity statistics	How do I submit an invoice from a Standard account?
Do not expose my Ariba Discovery activity statistics	How do I process an order in my Ariba Network Standard account?
Contact My Company	View more
Choose whether buying organizations can send you a direct message using Ariba Discovery and whether other supplier users can contact your account administrator when they register or perform an existing supplier search. This safe and secure method or if communication concests email addresses from inquirem and tacks all communication in a central location. You receive an email notification when you receive a new message.	Top 5 Standard account FAQs
Do not allow buyers to contact my company using Ariba Discovery	
Allow other suppliers to contact my account administrator	
<u> </u>	Documentation Q Support

Access IPG's Questionnaires

Can't find IPG's questionnaires?

- The **SAP Business Network homepage** is the default after the supplier logs in.
- 2 To access all supplier onboarding documents, toggle on the **Business Network** dropdown and click into the **Ariba Proposals & Questionnaires** tab.

SAP	Business Network - Sandard Account	grade TEST MODE	← Back to	classic view	
Home	Ariba Discovery				
	2 Ariba Proposals & Questionnaires	1	Cine and		
	Ariba Contract Management				
	C SAP Business Network				
	O Enablement Tasks				
Μ	ly widgets 🕅 Customize				
	Download app	Company profile		My leads	
	We are now mobile.				

- 3 This will bring you to all questionnaires IPG has sent you for onboarding. Forms you may see include:
 - Standard External Registration Questionnaire
 - Diversity Certificate Questionnaires (if applicable)
 - Risk Control Assessments (if applicable)
 - Bank Modular Questionnaires (if applicable)

SAP Ariba Proposals and Questionnaires	Standard Account	Upgrade	TEST MODE			0 🔟	
IPG - TEST							
There are no matched postings.	Please refer to tra	ining and supp	ort materials on I	PG's Supplier Site for any questions and general FAQs rega	rding the new vendor onboarding process.	~	,
	Events						ł.
	Title	ID	End Time 🏼 🌡	Event Type	Participated		
				No items			
	Risk Assessment	ts					ł.
	Title	ID		End Time ↓	Event Type		
				No items			
	Registration Que	estionnaires	5				
	Title			ID	End Time ↓	Status	
	▼ Status: Open (1	L)					
3	Standard External Re	gistration Ques	tionnaire	Doc299901995	11/16/2021 12:57 PM	Invited	

EG

Need to access IPG's supplier help center?

IPG has a variety of resources available to their suppliers to help them through the onboarding process.

To access, make sure you're on the Ariba Proposals and Questionnaires tab. If you have multiple customers on using the Ariba Network, ensure you have clicked on the IPG tab:

Ariba Proposals and Questionnaires 🚽	Standar	rd Account	Upgrade	TEST MODE		0	Π
IPG -							
There are no matched postings.				oort materials on IPC onboarding process		y questions and general	
	Events						Π
Click this link to ac	2003	IP	Lnd Time	L .	Event Type	Participated	
IPG's Supplier Site				1	No items		
any questions you		ssment	S				
	Title	ID	En	d Time 👃	Ev	ent Type	
				1	No items		

2 In the top banner, there is a link to IPG's external supplier site with instructions on how to register and complete any onboarding processes IPG has.

		몸 <u>Print</u>
	Supplier Onboarding Information	
Supplier Management Home	IPG is launching a new Supplier management program which requires Suppliers to register via the Ariba Network. The SAP Ariba Network offers increased information security and efficiency in the Supplier onboarding process by allowing Suppliers to self-register and maintain their data.	SAP
Types of Goods and Services We Buy	 New suppliers invited to register after 8/23/2021 with IPG will receive an system email from t domain @ansmtp.ariba.com; if you have an existing Ariba profile you can log in with your 	he
Supplier Onboarding	username and password otherwise you can create a new account on the Ariba network. • IPG suppliers onboarded prior to 8/23/2021 should maintain the current process for supplier	data
Supplier Diversity	updates; in January 2022 IPG will begin transitioning existing suppliers to SAP Ariba.	uata
Diverse Categories and Requirements	Below you will find the following learning materials available to support your onboarding process via SAP Ariba Network:	a the
Becoming a Certified Diverse Supplier	Supplier Registration FAQs	
Supplier Diversity FAQ's	Supplier Cheat Sheet Supplier End User Guides Create an Ariba Network Account & Help Guide Create an Ariba Network Account & Help Guide Registration & Diversity Rest Assessment & Info Maintenance Provide Bank Information - only for specific scenarios Supplier Registration Instructions for Comply - applicable for foreign vendors only For any questions prior to registering on the Ariba network, please reach out to IPGSupplierPortal@interpublic.com. For any questions during the registration process, please contact IPG via the SAP Ariba Network messaging functionality.	
	Supplier Onboarding Files	
	General Supplier Onboarding IPG Supplier Registration FAOs Aug 20 2021 Supplier Cheat Sheet Aug 20 2021 Supplier Cheat Sheet Aug 20 2021 Respond to Registration Form Updates Sep 28 2021 Supplier End User Guide Provide Bank Information Sep 10 2021 Registration & Diversity Sep 28 2021 Provide Bank Information Sep 10 2021 Registration & Diversity Sep 28 2021 Provide Bank Information Sep 10 2021 Resistration & Diversity Sep 28 2021 Comply On-boarding Individual Aug 19 2021 Comply On-boarding Entity Aug 19 2021	
	Terms & Conditions Copyright® 2021 Interpublic Group of Companies	

Ask Questions to IPG

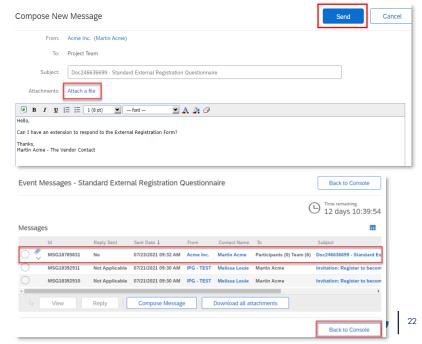
Need to communicate with IPG for registration form questions?

If you're unsure on how to answer a specific question or field within one of IPG's forms, click into the Questionnaire/Form you have a question about. Then, click Event Messages.

Ariba Proposals and Questionnaires 👻	Standard Account Upgrade TEST MODE	G) 🔟
IPG - TEST			
There are no matched postings.	Please refer to training and support materials or vendor onboarding process.	IPG's Supplier Site for any questions and general FAQs regarding the new	
	Registration Questionnaires		
	Title	ID End Time ↓	Status
	Status: Open (1) Standard External Registration Questionnaire	Doc299901995 11/16/2021 12:57 PM	Invited

Ariba Sourc	ing	< Go back to IPG - TEST Dashboard
Go back to IPG - TEST Dashbo	bard	Event Messages - Standard External Registration Questionnaire
Event Details	Doc246342917 - Standard	
Event Messages Response History	Download Content	Messages
Download Tutorials Prepare Response	General Vendor Information	Id Reply Sent Sent Date \downarrow From Contact Name To Subject
Response Team	Name 1	
▼ Event Contents	1 General Vendor Information 1.1 Vendor Name	Compose Message Download all attachments

- 2 This will lead you to Event Messages where you can view old messages or **Compose Message** for new questions you might have for IPG.
- 3 After clicking on **Compose Message**, check necessary details like subject. Files can also be attached by clicking on the corresponding blue link. Once done, make sure to click the **Send** button. IPG will receive a notification email.
- After the message is sent, view all the sent/received messages. Then to go back to the dashboard, click Back to Console.



Need to communicate with IPG for registration form questions?

The supplier will be notified by email when IPG responds to your message:

The supplier can always check the **Event Messages** site on the Ariba Network manually as well to see status of replied messages.

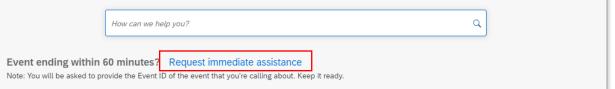
RE: Doc246636699 - Standard External Registration Questionnaire							
IPG Corporate <s4system-prod3+ipg-t.doc273749674@ansmtp.arib;< td=""><td>eply 🖔 Reply A</td><td>II → Forward ···· Fri 7/23/2021 9:46 AM</td></s4system-prod3+ipg-t.doc273749674@ansmtp.arib;<>	eply 🖔 Reply A	II → Forward ···· Fri 7/23/2021 9:46 AM					
HI Martin, Please provide your response as soon as possible so that we may conduct necess and register your for purchasing. Id: MSG18785831 Sent: 07/23/2021 09:32 AM Subject: Doc246636699 - Standard External Registration Questionnaire Hello, Can I have an extension to respond to the External Registration Form? Thanks, Martin Acme - The Vendor Contact	sary validations						
4							

Request Assistance from SAP Ariba Support

Need technical assistance from Ariba?

For help with specific topics related to the Ariba >>മ് Network, your profile, or technical issue, use the help **button** at the top right of the screen: Search. Search Ariba documentation and FAQ pages by How do I complete my Customer typing in and searching your issue. **Requested Profile?** Why can't I find an event? 3 If the documentation is not helpful click Support at the bottom of the page. Can't find what you are looking for? Try these search tips. The supplier has options to reach out to Ariba 🔤 How do I navigate through the directly and further search for more checklist to submit my response? documentation. My can't I see my task on the Proposals tab? After clicking on the **Support** link, another window will open up. Participating in events (4:53) 6 🔤 I need help accessing a sourcing Search more specifically in the search box or event click Contact Us to start talking to an SAP Ariba I need help connecting with a representative. customer SAP Help Center Home Error: "User already exists. Please enter a different username." while Home Learning Contact us reaisterina How can we help you? 🔤 How do I register on SAP Ariba Sourcing? ledge base articles, documentation, and tutorials q Try "cancel order", "email notifications", "user authorization" Mow do I access and change the former administrator's account? Topics we recommend for yo I need help connecting with a cu Mage Can my company have multiple Depending on what you are doing in Ariba, there are different ways of connecting with customers. If you will be exchanging transaction documents (purchase orders, invoices, etc.) with your customer through Ariba, you will have to establish a trading relationship with them first. If you will be participating in a... accounts? 2 FAQ View homepage Supplier Basics (4:33) Jun 15. 2021 How to access a sourcing event? Question: How to access a sourcing event Answer. You can access a sourcing event to which you have been invited in two Through the invitation email the buyer sends By going to the Ariba Proposals & Questionnaires page (click the app dropdow in the upper-left corner of the... How to pay a new Transaction 2 Service invoice FAQ View more 🖸 Event participation View homepage RFQ Soundard accounts Jun 29, 2021 Documentation 🗛 Support Error: "User already exists. Please enter a different username." while registering SAP Help Center Contact us Home Learning Contact us

1. Start here to find your answer.



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