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 Review[1]	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

Log In with 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.

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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.

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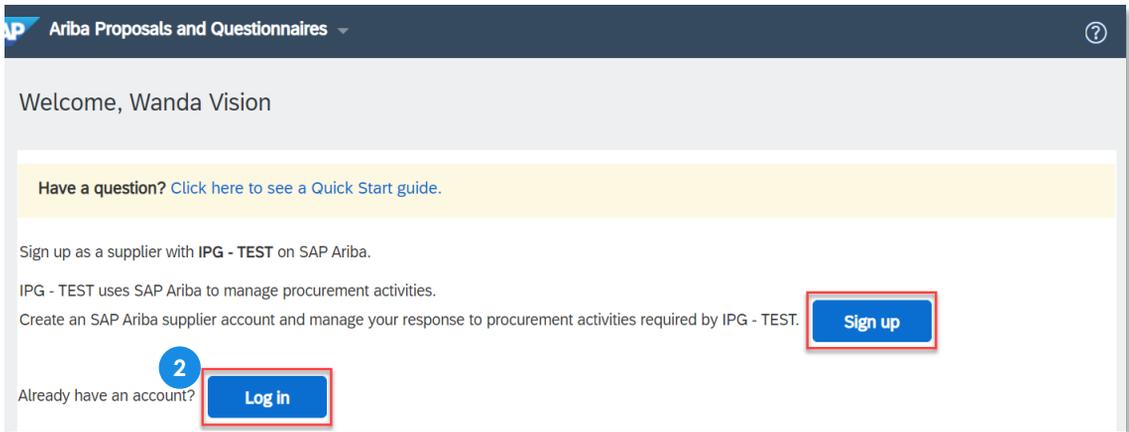
3 You will be directed to another page, prompting the existing **username** and **password** credentials. Enter your credentials.

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

4 Then click **Continue**.
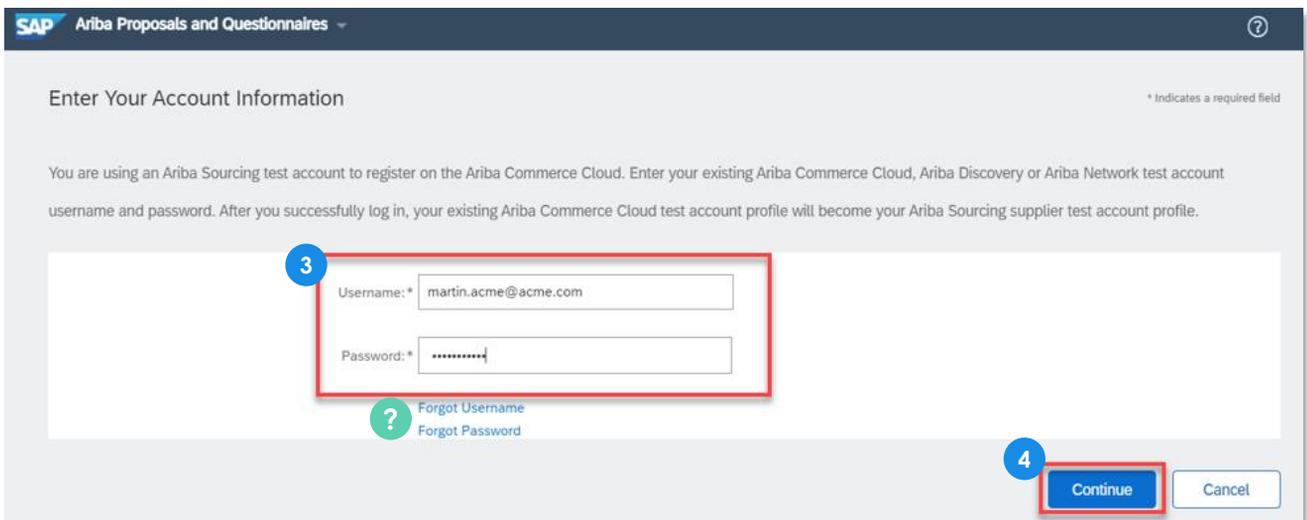
18 Upon successfully logging in with your Ariba Network account, the supplier will be taken directly to IPG's registration form to fill out and submit to IPG.

? **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:

IPG's daily reminder email to register:

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**.

Troubleshooting Errors

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 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: * martin.acme@acme.com
>
> 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

Required   **#** Optional   **#** Conditional   **?** Help Tip