

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. Responding to Risk Assessment(s)
7. 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:

01. General Vendor Information

Most of this information will be pre-populated by the Agency. You must include Remit email address in this section.

02. Contact Information

The Business Contact Information will be pre-populated. Finance Contact details may also be provided.

03. Supplier Classification

Primary vendor category will be pre-populated. You may include additional categories

04-05. Tax Information

Collects tax information based on the vendor type.

06. Payment Information

Captures payment method (Only applies to vendors working with US / CA Agencies). Otherwise, the default payment method is Electronic

07.- 08. Bank Information

If the payment method is Electronic (ACH/Wire), allows the vendor to provide bank details.

09.-10. Alternate Remittance Address

If the payment method is Check (US / CA agencies only), allows you to provide remit details.

11. Third Party Management

Determines If the respondent is a third party management company receiving payments on behalf of the vendor.

12. Diversity Information

Captures diversity indicator to determine if the 'Diversity Questionnaire' should be sent to the vendor.

13. Worker Classification

To be completed if the vendor is a domestic individual

14. Other Information Acknowledgment

Asks the vendor to acknowledge IPG's policies and vendor code of conduct.

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 organization 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

Invitation: Register to become a supplier with [US22-USF6] - Octagon US Financial Services

IPG Corporate <s4system-prod3+ipg-T.Doc597609685@ansmtp.z>
To: Khan, Shaban (JEC-GIS)

[Reply](#) [Reply All](#) [Forward](#)

Thu 1/19/2021

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

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:

[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.

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.

Action needed: Complete your registration for [1012] - Orion Global Center

 Melissa Louie <s4system-prod3+ipg-T.Doc259122682@ar>
To: 

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Wed 8/18/2021 3:48 PM

Hello Melissa Louie,


[1012] - Orion Global Center 1012-2 invited you to register as a supplier on Friday, August 13, 2021 at 2:47 PM, Central Daylight Time but you have not yet submitted Standard External Registration Questionnaire. Your response is due by Friday, August 27, 2021 at 2:47 PM, Central Daylight Time. Please visit [Click Here](#) to complete your registration and submit as soon as possible.

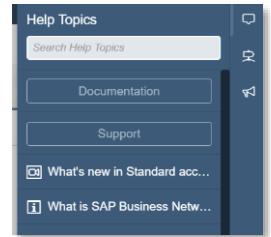
Sincerely,

[1012] - Orion Global Center

Need Help?

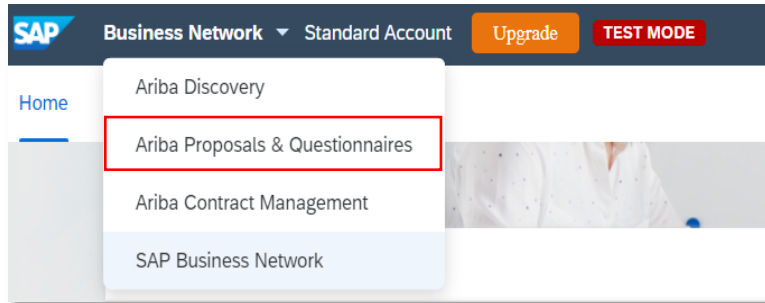
For homepage navigation issues:

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 **Risk Assessment Questionnaires**, and making changes to your information after you have registered.

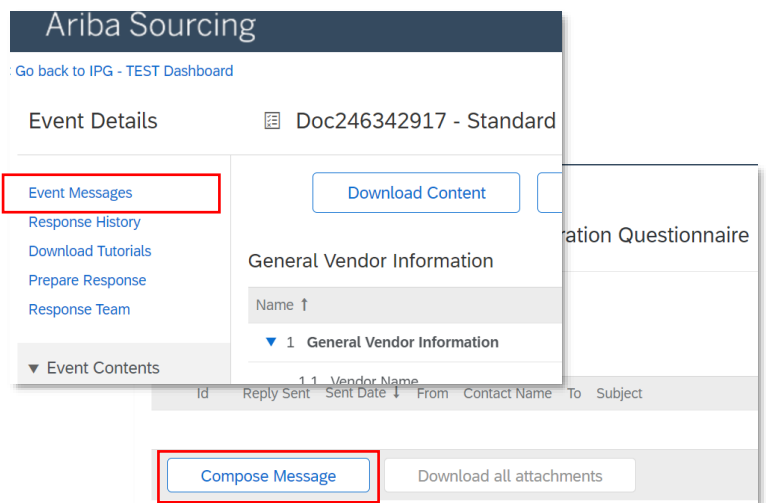
<https://www.interpublic.com/about/supplier-onboarding/>

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.

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

Example: Adding Bank Information

The screenshot shows the 'Bank Information' section of the form. The 'Payment Information' section is expanded, showing '5.1 Please select your payment method.' with a dropdown menu set to 'Electronic (ACH / Wire)'. Below this, the 'Bank Information' section is highlighted with a red box, showing '6 Bank Information' and 'Add Bank Information (0)'. A red arrow points from this button to the 'Add Bank Information' button in the next step. The next step shows the 'Bank Information (1)' section with a table for adding bank information. The table has columns for 'Name', 'Bank Type', 'Country', 'Name', and 'Bank Branch'. The 'Add an additional Bank Information' button is highlighted at the bottom.

Respond to Risk Assessment(s)

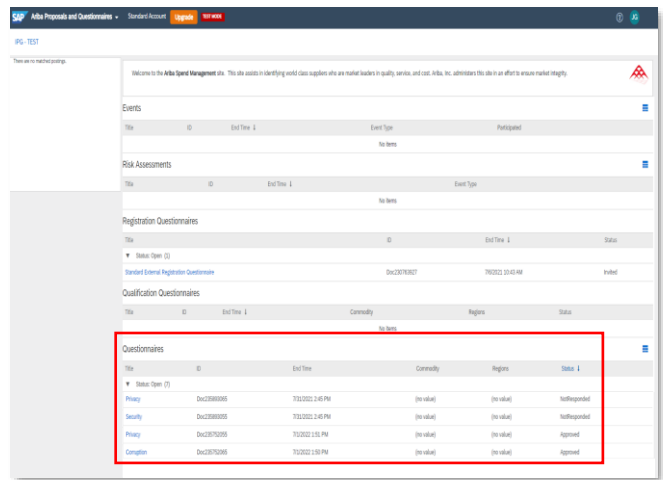
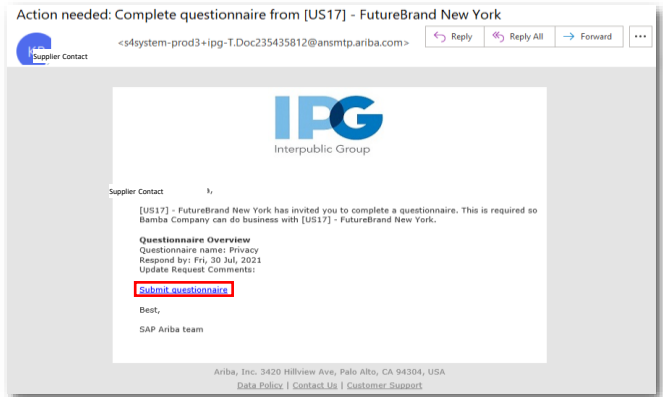
Depending on the product(s)/ service(s) being provided, the Supplier may receive an email to complete a **risk assessment**. These assessments are important to IPG's ability to understand the Supplier's security, privacy, and corruption/fraud posture.

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

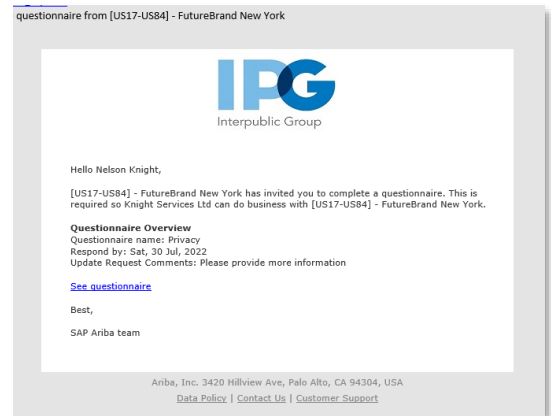
Locate the risk assessments under the **Questionnaires** section. Click into the form and complete the form.

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 <https://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 red box highlights the 'Revise Response' button 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 sub-sections (14.1, 14.2, 14.3, 14.4) and dropdown menus set to 'Yes, I acknowledge' or 'Yes, I accept'. At the bottom, there are several buttons: 'Submit Entire Response' (highlighted in a red box), 'Reload Last Bid', 'Save draft' (highlighted in a red box), 'Compose Message', and 'Excel Import'.