



# Source-to-Pay (STP) Transformation Supplier Onboarding Ariba User Guide

Info Maintenance

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:

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# Self-Report Information Updates

# Supplier Maintenance Overview

## Supplier Maintenance - What is it?



A benefit of the supplier portal is that it empowers suppliers to self-maintain the data they share with IPG. In instances where company information changes or needs to be updated, such as bank information, certificate expirations or address information, the supplier contact can log in and make those updates.

## Setting the Context



There may be a case where company information changes, affecting the accuracy of the data previously collected.

To update the information, log in to the Ariba Network and locate the applicable form (registration form or questionnaires sent to suppliers) to revise your response. Your submitted updates will be reviewed and approved by IPG, after which you will receive a confirmation email.

## Key Benefits

- 1 Suppliers can self-report and maintain their own data (e.g contact information)  
Suppliers can leverage their existing SAP Ariba Network accounts
- 2 when onboarding with IPG

## Process Flow



Supplier



IPG

Self-reports any information updates via the supplier portal



Reviews supplier-initiated updates and approve to update supplier information

# Self-Report Changes on Registration Form

- ▶ Below is an overview of the External Registration Form where updates will be managed. Most of the information from the supplier's previous submission can be updated, however there are a few items that are locked for editing.

01.

Editable

## General Supplier Information

Basic supplier information. Most of this information will be pre-populated.

### What to prepare:

- Remit email address

02.

Editable

## Contact Information

Supplier Business Contact Information will be pre-populated.

### What to prepare:

- Finance Contact details (if app.)

03.

Editable

## Supplier Classification

Primary supplier service category will be pre-populated. Supplier may include additional categories.

### What to prepare:

- N/A

04-05.

## Tax Information

Collects tax information based on the supplier type (domestic / Foreign)

### What to prepare:

- Tax Documentation (Tax ID)

06.

Editable

## Payment Information

Captures payment method (Only applies to vendors working with US / CA Agencies). Global is Electronic

### What to prepare:

- N/A

07.- 08.

Editable

## Bank Information

If the payment method is Electronic (ACH/Wire):

### What to prepare:

- Bank details
  - Bank statement
- OR
- Bank letter stating ownership

09.-10.

Editable

## Alternate Remittance Address

If the payment method is Check (US / CA agencies only):

### What to prepare:

- Remit address info

11.

Editable

## Third Party Management

If the respondent is a third party management company:

### What to prepare:

- Existing contract (if app.)
- New contract (if app.)

12.

Editable

## Diversity Information

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

### What to prepare:

- N/A

13.

Editable

## Worker Classification

Only applicable for domestic individuals in the US / CA.

### What to prepare:

- DBA certificate/sales tax number (if app.)
- Website (if app.)
- Copy of advertisement (if app.)

14.

Editable

## Other Information Acknowledgment

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

### What to prepare:

- N/A

# Self-Report Changes on Registration Form

To begin making updates:

- 1 Navigate to <https://supplier.ariba.com> and enter login credentials.
- 2 When the supplier logs in, find the completed Registration Form. This form should be in **Registered** status.



Supplier Login

1 martin.acme@acme.com

.....

Login

Forgot Username or Password

IPG - TEST

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time	Event Type	Participated
No Items				

Risk Assessments

Title	ID	End Time	Event Type
No Items			

Registration Questionnaires

Title	ID	End Time	Status
Status: Completed (1)			
Standard External Registration Questionnaire	Doc246342917	7/21/2021 8:17 PM	Registered

? **NOTE:** If the Registration Form is **not in Registered status**, the supplier will **still be able to revise your response**. They will just receive a pop-up message verifying that they want to make changes:

⚠ Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK Cancel

- 3 From the form, click **Revise Response** to open the form up for editing.

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
- 5 Payment Information
- 6 Bank Information
- 11 Third Party Management
- 12 Diversity Information
- 14 Other Information

You have submitted a response for this event. Thank you for participating.

3 Revise Response

All Content

Name	
1 General Vendor Information	
1.1 Vendor Name	Acme Inc.
1.2 DBA Name	
1.3 Vendor Address	
Show More	
Street:	Franklin Street
Street 2:	
Street 3:	
District:	
Postal Code:	10019 City: New York
Country:	United States Region / State: New York (NY)
1.4 URL (web address)	
1.5 DUNS Number	
1.6 Telephone Number	1234567890
1.7 Remit email address	melissa.louie@ey.com
2 Contact Information	

Compose Message

# Self-Report Changes on Registration Form

4 The form will open up for editing. Update the necessary information.

For updates, there are three sections that require additional instruction:

- ▶ **Tax Information**
- ▶ **Bank Information**
- ▶ **Alternate Remittance Address**

## Tax Information Section

5 Notice that this section is mostly locked for editing. The only question the supplier is able to edit is the tax attachment.

? If the supplier needs to update the file, click **Update file** and select a document from your desktop.



# Self-Report Changes on Registration Form

## Updating Bank Information or Alternate Remittance Address

The supplier may add additional bank details (if paid electronically) or remittance addresses (if paid by check), but the supplier **should not delete existing bank information or remittance addresses**.

6 To do so, click the **Add Bank Information** (or Add Alternate Remittance Address) link to open the data entry page. Existing bank details will be there.

6 Payment Information

6.1 Please select your payment method.

Please consider IPG's **primary** 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.

6.4 Please describe any Intermediary or Beneficiary banking arrangements, if applicable

\* Electronic (ACH / Wire) v

### 8 Bank Information

6 Add Bank Information (0)

7 Then click **Add an additional Bank Information** and **scroll down** to see the editable fields to enter the new bank details.

8 When complete, click **Save** when complete.

All Content > 6 Bank Information

Bank Information (1)

Name ↑	
Bank Information	Country: United States Name: Bank of America Bank Branch: Street: 52nd Street City: New York State/Province/Region: NY Postal Code: 10019 Account Holder Name: Bruce Wayne

7 Add an additional Bank Information (\*) indicates a required field

All Content > 6 Bank Information

Bank Information (2)

Name ↑	
Bank Information #2	Bank Type: No Choice v Country: (no value) v Name: Bank Branch: Street: City: State/Province/Region: Postal Code: Account Holder Name:

8 Add an additional Bank Information (\*) indicates a required field

# Self-Report Changes on Registration Form

## Submitting your revised Registration Form

9 Once the information has been updated, scroll to the bottom of the page and click **Submit Entire Response** to send the updates for IPG to review.

**NOTE: Save your draft** at any time and come back to update the form at a later time.

Console

Doc652027050 - Standard External Registration Questionnaire

Time remaining  
27 days 23:59:35

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 General Vendor  
Infor...

2 Contact Information

3 Supplier  
Classification

4 Tax Information

6 Payment  
Information

8 Bank Information

11 Third Party  
Management

14 Other Information  
Ac...

All Content

Name ↑

applicable

8 Bank Information

Add Bank Information (0)

11 Third Party Management

11.1

Are you a third party management company acting as an agent for receipt of the payment?

\* Unspecified ▾

14 Other Information Acknowledgement

14.1 By providing this information you acknowledge and agree to [IPG's Vendor Portal Privacy Notice](#). In connection with your services to IPG, you agree to comply with all applicable laws and [IPG's Supplier Code of Conduct](#), which could be accomplished by adhering to similar requirements in your internal code of conduct or internal policies.

14.2

Please acknowledge the below policy:  
IPG follows a 'No Purchase Order, No Payment' policy. This means that when a supplier submits an invoice for payment, it MUST have a valid Purchase Order listed on the invoice. Any supplier invoice not referencing a valid Purchase Order will be returned to the supplier unpaid.

All invoices should be submitted to the accounts payable team for processing via the email address on the Purchase Order.

\* Unspecified ▾

14.3 Please provide any additional comments related to your submission ⓘ

14.4 Please provide any additional attachments related to your submission ⓘ

Attach a file

(\*) indicates a required field

9

Submit Entire Response

Save draft

Compose Message

Excel Import