

Supplier Onboarding SAP Ariba User Guide

Update Registration Information if IPG Requests Additional Information

For Suppliers



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

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I Got An Email Requesting Additional Information

Providing additional information on the Registration Form

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



5 Click **Revise Response**.



Action needed: Provide additional registration information to [1012] - Orion US		
AA Ariba Administrator <no-reply@ansmtp.ariba.com> → Reply 《 Reply All → Thus</no-reply@ansmtp.ariba.com>	Forward	•••
	112/3/20210.12	2 PIVI
Interpublic Group		
Hello Johnny Altman, You recently registered to become an IPG supplier at the request of [1012] - Orion US. Additional registration information or revisions are needed to create your supplier record. The IPG team has reviewed your registration information for Alteryx Co and needs the additional information described in the comments below.		
Comments: The W9 that was submitted is not dated. Please revise and resubmit the form. Thank you. Please <u>Click Here</u> to access your profile and make the requested changes as soon as possible. Click on the link below to be taken to the IPG Supplier Management site where you will find instructions to help you navigate the Ariba system and respond to this request. <u>https://suppliermanagement.interpublic.com/supplieronboarding</u> Thank you for your prompt attention! IPG Team		

Ariba Sourcin	g 🎬 ca	mpany Settings ▼ Janice Gardener ▼	'Help Center		
Go back to IPG - TEST Dashboard Desktop File Sync					
Console	Doc280981731 - Standard External Registration Question	aire \bigcirc $\stackrel{\text{Time remains}}{364}$ da	ining Iys 23:05:55		
Event Messages Event Details	You have submitted a response for this event. Thank you for participating.				
Response History Response Team	Revise	Response			
 Event Contents 	All Content		• •		
All Content	Name †				
General Vendor	▼ 1 General Vendor Information				
ino	1.1 Vendor Business/DBA Name (i)	Whitney's Flower Shop			
2 Contact Information	1.2 Vendor Legal Name(if different than DBA) (j)				
3 Supplier Classification	1.3 Vendor Legal Name 2(if different than DBA and more than 35 Chars)				
4 Tax Information		Show More Street: 800 Franklin Street (D		
6 Payment Information		Street 2: (j) Street 3: (j)			
8 Bank Information	1.4 Vendor Address	District: (j) Postal Code: 10010 (j) Cibr N	au Vark		
12 Third Party Management	τ	10013 () City. N	> 101K		
13 Diversity Compose Message					
15 Other Information Ac					
Janice Gardener (igurdhere) (igurdhere) withreys.com) las e 1969–2019 Arbo, inc. All rights reserved.					
SAP Ariba A You have already submitted a response for this event. Click OK if you would like to revise your response.					
		ОК С	Cancel		

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.

E Doc280981731 - Star	ndard External Registrat	ion Questionnaire	Home remaining 364 days 23:05:21
Latest comment [9/23/2021]: Hello, The W9 that was submitted is not dat Thank you,	ed. Please revise and resubmit the f	orm.	
All Content			=
Name †			
Please select your payment me Please consider IPG's primary p (U.S.) or Wire (foreign). Please delayed if check is selected. All Shared Services on behalf of In owned agencies will be sent to this registration, you are providi third party provider to validate t provided.	trod. bayment method is via ACH be aware, payments may be payments processed by IPG terpublic Group and its wholly this bank account. By submitting ng consent to IPG to utilize a he US banking information	* Electronic (ACH / Wire) V	
6.4 Please describe any Intern banking arrangements, if applic	nediary or Beneficiary able		
8 Bank Information	Add Bank Information (1)		
 (*) indicates a 	equired field		•
Submit Entire Response Excel Import	Reload Last Bid	Save draft Con	npose Message

Have a Question for IPG?

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.

Console		Doc621453647 - Standard External Registration Questionnaire	E Pending Resubmission	
Console Console Console Console Contents Feedback Contents All Content Contact Information Classification Classifica	nt Messages nt Details	You have submitted a response to the questionnaire.		
	ponse History ponse Team			
		All Content		
▼ E	Event Contents	Name †		
	All Content	▼ 1 General Vendor Information		A
	1 General Vendor	1.1 Business name to be displayed on Payments/PO's (i)	Fresh Direct	
	1 Infor	1.2 Business name continuation (over 35 characters) ①		
	2 Contact Information	1.3 Name as shown on Tax Returns continuation (over 35 characters) (i)		
	3 Supplier	1.4 Name as shown on Tax Returns, if different from above		
	Classification		Show More	
	4 Tax Information		Street:	90 Wet St (i)
	Payment		Street 2:	
	Information	1.5 Vendor Address	District:	() ()
	11 Third Party Management		Postal Code:	11103 (i) City: New York (i)
	12 Diversity Information		Country/Region:	United (i) Region / State: New (i)
	13 Worker Classification	Compose Message		
	14 Other Information			

Need More Support?

Access IPG's Supplier Site

- If you log into the <u>Ariba Network</u> 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**.



You'll see all your IPG questionnaires.

3

4

At the top of the page, there is a help banner with access to <u>IPG's Supplier Site</u>. You'll have access to all supplier training materials and FAQs.

SAP Ariba Proposals and Questionnaires 👻	Standard Accou	unt Upgrade	TEST MODE			0) JG
IPG - TEST							
There are no matched postings.	Please refer to training and support materials on IPG's Supplier Site for any questions and general FAQs regarding the new vendor onboarding process.				neral FAQs		
	Events						
	Title ID	D End Tir	me 🖡	Event Type	Part	ticipated	
	No items						
	Risk Assessm	ents					
	Title	ID	End Time 👃		Event Type		
				No items			
	Registration C	Questionnaii	res				
	Title			ID	End Time 👃	Status	
	 Status: Ope 	n (1)					
	Standard Externa	l Registration Q	uestionnaire	Doc280981731	9/23/2022 3:51 PM	Pending Res	ubmission
	Qualification	Questionnai	ires				
	Title ID	End Time	€↓	Commodity	Regions	Status	
				No items			