Supplier Onboarding SAP Ariba User Guide

Update Registration Information if IPG Requests Additional Information

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

Document Contents

Click to navigate to the section:

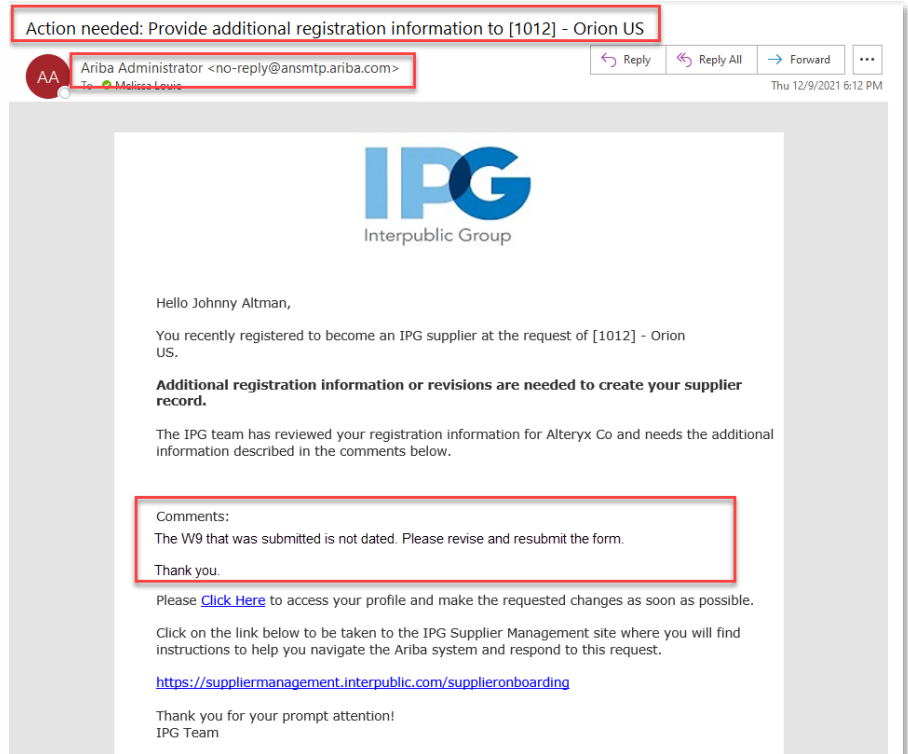## Providing additional information on the Registration Form

1 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.
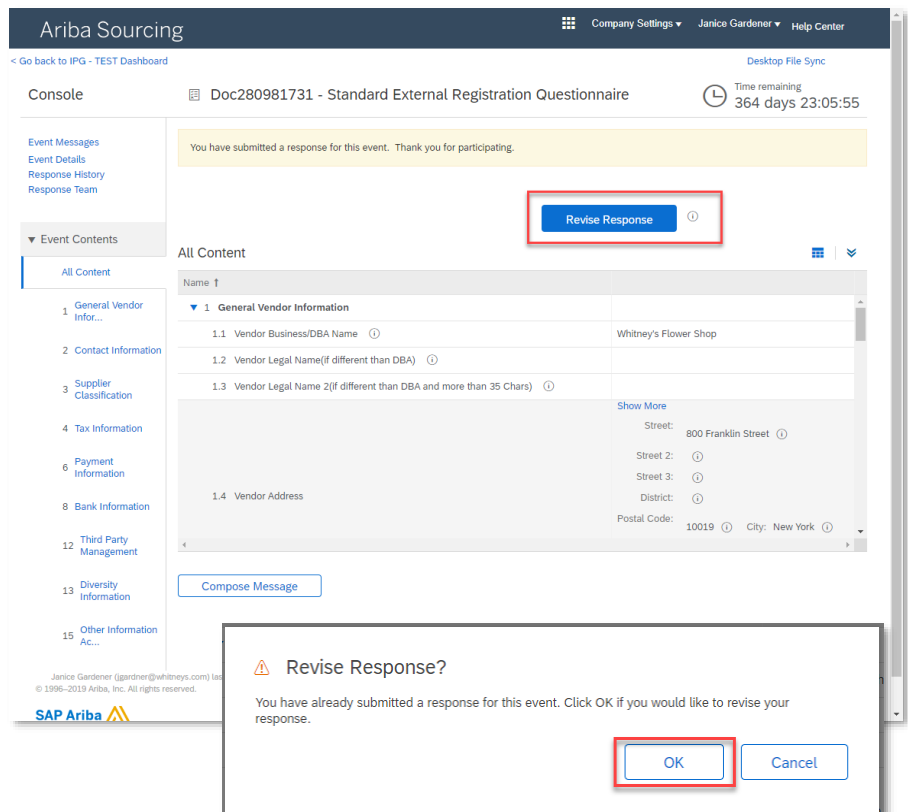
3 Click the embedded link in the email and sign in with your Ariba Network login credentials.

Action needed: Provide additional registration information to [1012] - Orion US

Ariba Administrator <no-reply@ansmtp.ariba.com>
To ● Melissa Louis
Thu 12/9/2021 6:12 PM

↩ Reply   ↩ Reply All   → Forward   ⋯

IPG
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 Click Here 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.

https://suppliermanagement.interpublic.com/supplieronboarding

Thank you for your prompt attention!
IPG Team

4 After you log in successfully, you should be taken directly to your registration form.

5 Click **Revise Response.**

6 Then, click **OK** to the pop up message.

Ariba Sourcing

⊞ Company Settings ▼ Janice Gardener ▼ Help Center

< Go back to IPG - TEST Dashboard

Desktop File Sync

Console   📄 Doc280981731 - Standard External Registration Questionnaire
🕐 Time remaining 364 days 23:05:55

Event Messages
Event Details
Response History
Response Team

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

Revise Response

▼ Event Contents

All Content

Name ↑		
▼ 1 General Vendor Information		
1.1 Vendor Business/DBA Name ⓘ		Whitney's Flower Shop
1.2 Vendor Legal Name(if different than DBA) ⓘ		
1.3 Vendor Legal Name 2(if different than DBA and more than 35 Chars) ⓘ		

All Content

1 General Vendor Infor...

2 Contact Information

3 Supplier Classification

4 Tax Information

6 Payment Information

8 Bank Information

12 Third Party Management

13 Diversity Information

15 Other Information Ac...

Show More
Street: 800 Franklin Street ⓘ
Street 2: ⓘ
Street 3: ⓘ
District: ⓘ
1.4 Vendor Address
Postal Code: 10019 ⓘ City: New York ⓘ

Compose Message

Janice Gardener (jgardner@whitneys.com) las...
© 1996–2019 Ariba, Inc. All rights reserved.

SAP Ariba ⚠

⚠ **Revise Response?**

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

OK   **Cancel**

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.

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   📄 Pending Resubmission

(2) Event Messages
Event Details
Response History
Response Team

> You have submitted a response to the questionnaire.

▼ Event Contents

All Content

All Content

Name ↑	
▼ 1 General Vendor Information	
1.1 Business name to be displayed on Payments/PO's ⓘ	Fresh Direct
1.2 Business name continuation (over 35 characters) ⓘ	
1.3 Name as shown on Tax Returns continuation (over 35 characters) ⓘ	
1.4 Name as shown on Tax Returns, if different from above ⓘ	
	Show More
	Street: 90 Wet St ⓘ
	Street 2: ⓘ
	Street 3: ⓘ
1.5 Vendor Address	District: ⓘ
	Postal Code: 11103 ⓘ City: New York ⓘ
	Country/Region: United ⓘ Region / State: New

1 General Vendor Infor...
2 Contact Information
3 Supplier Classification
4 Tax Information
6 Payment Information
11 Third Party Management
12 Diversity Information
13 Worker Classification
14 Other Information

(1) Compose Message

Need More Support?

Access IPG's Supplier Site

1 If you log into the [Ariba Network](#) 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**.
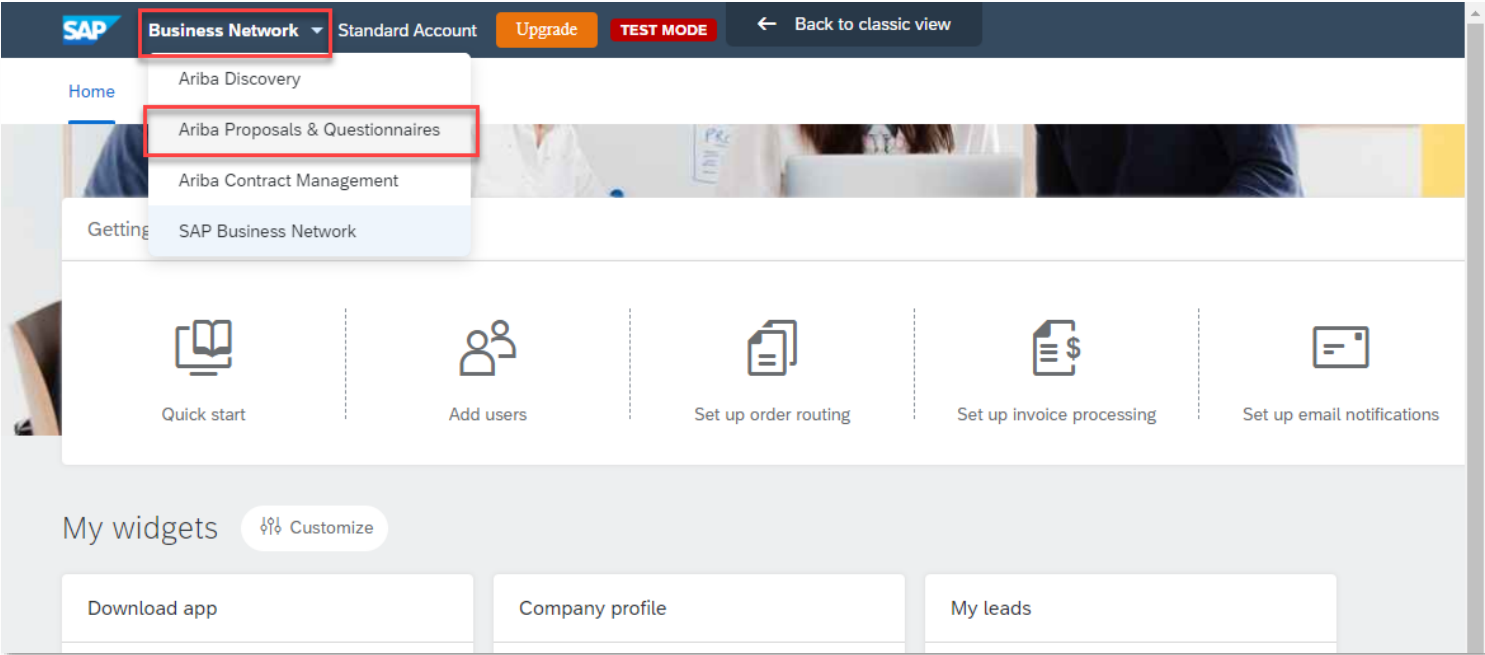
3 You'll see all your IPG questionnaires.

4 At the top of the page, there is a help banner with access to [IPG's Supplier Site](#). You'll have access to all supplier training materials and FAQs.