

## Supplier Onboarding Ariba User Guide

## Create an Ariba Network Account to Register with IPG

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
- 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	Detailed instructions of the testing
overview of the objectives from an	process, including visual depictions of
operational business perspective	the steps to help walk testing
	participants through the process

Кеу	
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 <sup>1</sup>	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

#### - Scenarios

Required

Optional

Conditional

Help Tip

The supplier contact will receive an email notification, inviting them to register on the Ariba Network – the supplier-side of the portal. If you do not have an Ariba Network account, follow these steps.



Corporate.

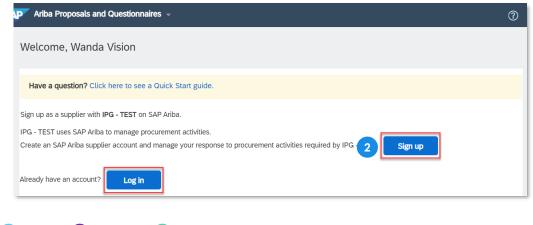
Click on the link in the email.

**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 US, complete the Comply tax process. The W-8 attachment will be required as you complete the Registration form.



If the supplier contact does not have an SAP Ariba Network account, click Sign Up on the webpage.



- 3 The Ariba Network signup page will display some information (like address, name, email, etc.) that is already populated.
- Change the username and password to something you will remember.
- ? NOTE: The username must take an email format, but may be different than your email address, if needed.

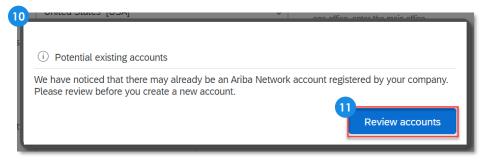
- 5 At the bottom of the form, the supplier contact will be prompted to select the product / services they provide. This is only for SAP Ariba Network purposes, not IPG. Search or Browse for a product / service and select it. Do the same with the Ship to or Service Location.
- 5 Type in Tax ID, if applicable.
- Type in DUNS Number, if applicable.
- 8 Accept the terms of use and privacy policy.
- P Click Create account and continue.

# Optional

# Required

			* Indicates a required field
3 Co	mpany Name:*	ThinkVision	
	ountry/Region:*	United States [USA]	If your company has more than one office, enter the main office
	Address:*	W 52nd St	address. You can enter more addresses such as your shipping
		Line 2	address, billing address or other addresses later in your company
		Line 3	profile.
	City:*	New York	
	State: *	New York [US-NY]	
	Zip:*	10019	
User ac	count info	rmation	
			<ul> <li>Indicates a required field</li> <li>SAP Ariba Privacy</li> </ul>
	Name:*		Statement
	Email:*	melissa.loule@ey.com	
4	Username:*	Use my email as my username	Must be in email format(e.g
		wandavision@thinkvision.com	john@newco.com) (i) Passwords must contain a
	Password:*		minimum of eight characters including upper and lower case letters, numeric digits,
			and special characters.
	Landuada	English V	The language used when Ariba sends you
	Language:	Engusn	configurable notifications. This is different than your web b
Er	nail orders to: *	melissa.louie@ey.com	Customers may send you their orders through Ariba
			Network. To send orders to
		di	rganization, create a stribution list and enter the mail address here. You can nange this anytime.
ell us mo	ore about y	our business	
Produc	ct and Service*	Enter Product and Service Categories	Add -or- Browse
riodu	Categories:	Telemarketing X	Aug - Browse
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- As the account is created, a pop-up notification <u>may</u> appear informing the supplier contact that their company has an Ariba Network profile. The supplier contact will have the option to merge their account to their company's overall profile.
- 11 The SAP Ariba Network will identify this based on the supplier contact's email domain. Click Review accounts to continue.



- 12 Scroll down to see potential company matches.
  - 13 If the search results do not match your company, click Continue Account Creation to start completing IPG's registration form.

SAP Ariba Prop	osals and Questionnaires 👻			^ _
Review dupli	cate Account			
<ul><li>You can log</li><li>Or, you can v</li><li>Or, if there is</li></ul>	t your company may already register an Ariba Netw n the account you are associated with view the profile and contact the account administrate no match, you can <u>continue Account Creation</u> and Go back to previous page	or from there		below, then:
Match Based	On			
COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
ThinkVision				W 52nd St New York NY, United States 100

- If the search results **do match** your company, click on the •••• icon. 14
- Then click View profile to confirm the company. 15
  - - 16 If it looks like a match, Contact Admin and reach out to the supplier profile administrator to merge the accounts.
    - 17 If not, click **Cancel** and continue to create the new account.

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<						you need to.
SAP	Business Network 🚽					
Su	Ipplier profile				16	
Last	Updated: 10 Jul 2020				Co	ntact Admin Cancel
E	BOSTON , MA Jnited States		Communicati Credibil Reliabil Qual	all: ify: ify: ify: Relationships <b>2</b> ①		
	Basic Information	References (0)				
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	Details					
	Sales Territories  • Massachusetts (Unite	d States)	<ul> <li>Stra</li> <li>Pro</li> <li>Pro</li> </ul>	ities prmation technology consultation serv ategic planning consultation services ject management ject administration or planning siness intelligence consulting services	ices	tries pecified
	SAP Busines	s Network 👻				0
	Contact Yo	our Account Administrat	or			
	Review the follo	wing information and make edits as	necessary. Click Send Email to send	this message to the account administrator.		* Indicates a required field
	Your C	Your Name:* Wanda Vision ompany Name:* ThinkVision Inc.				
		Email Address: * wanda.vision@th	nink.com			
	Your	Phone Number: USA 1 V				
		account as a mai	oted to register an account on Ariba N tch. ne to determine if I should be using t	Network. During registration, SAP Ariba search his account.	ed and returned your	
		i'm not a	a robot	Cancel Send Email	ß	
			L	Send Email		
	© 2021 SAP	SE or an SAP affiliate company. All rig	hts reserved.		Privacy Statement S	ecurity Disclosure Terms of U

18 Upon successfully creating an 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:**

< Go back to IPG - TEST Dashboard			Desktop File Sync
Console	🗉 Doc299901995 - Standard External Registrat	B Time remaining 19 days 19:15:17	
Event Messages Event Details Response History	All Content		
Response Team	Name †		
	▼ 1 General Vendor Information		<u>^</u>
<ul> <li>Event Contents</li> </ul>	1.1 Vendor Business/DBA Name ①	* Acme Inc.	
All Content	1.2 Vendor Business/DBA Name 2 (for long names/continuation of Vendor Business/DBA Name)		
1 General Vendor Infor	1.3 Vendor Legal Name(if different than DBA) (i)		
2 Contact Information	1.4 Vendor Legal Name 2(if different than DBA and i) (i) more than 35 Chars)		
		*Show More	
3 Supplier Classification		Street: 800 Frank St	(i)
4 Tax Information		Street 2:	·
6 Payment Information	(*) indicates a required field		•
8 Bank Information	Submit Entire Response Save draft	Compose Message	Excel Import

#### IPG's daily reminder email to register:

Action needed: Complete your registration for [1012] - Orion US						
IPG Corporate <s4system-prod3+ipg-t.doc276027921@ansmtp.ariba.com></s4system-prod3+ipg-t.doc276027921@ansmtp.ariba.com>		≪ Reply All	$\rightarrow$ Forward	•••		
			Thu 9/23/2021 1	0:40 PM		
1 Flag for follow up.						
Hello Jane Doe,						
[1012] - Orion US 1012-1 invited you to register as a supplier on Wednesday, September 15, 2021 at 8:09 AM, India Standard Time but you have not yet submitted Standard External Registration Questionnaire. Your response is due by Wednesday, October 8, 6104 at 8:59 AM, India Standard Time. Please vis to Cilck Here to complete your registration and submit as soon as possible.						
Please refer to training and support materials on <a href="https://suppliermanagement.interpublic.com/supplieronboarding_for-any-questions-and-general-FAQs">https://suppliermanagement.interpublic.com/supplieronboarding_for-any-questions-and-general-FAQs</a> regarding the new vendor onboarding process.						
Sincerely,						
[1012] - Orion US						

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.