



# Supplier Onboarding Ariba User Guide

Create an Ariba Network  
Account to Register with IPG

For Suppliers

# Overview

# 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
- ▶ 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 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

# Supplier Registration: Key Terms Definition

Key Term	Definition
<b>Foreign Vendor</b>	Vendors located outside of the agency country
<b>Vendor Registration</b>	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
<b>Domestic Individual Tax Review</b>	Vendors who are individuals located within the agency country may undergo the Domestic Individual Vendor Tax Review
<b>Foreign Vendor Tax Review<sup>1</sup></b>	Vendors that are located outside of the agency country will register to become a vendor and will undergo the Foreign Vendor Tax Review
<b>Category Classification</b>	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
<b>Diversity / Certifications</b>	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

## Notes:

<sup>1</sup> Vendors working with UK Agencies are excluded from this process

# Create Ariba Network Account

## Scenarios

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.

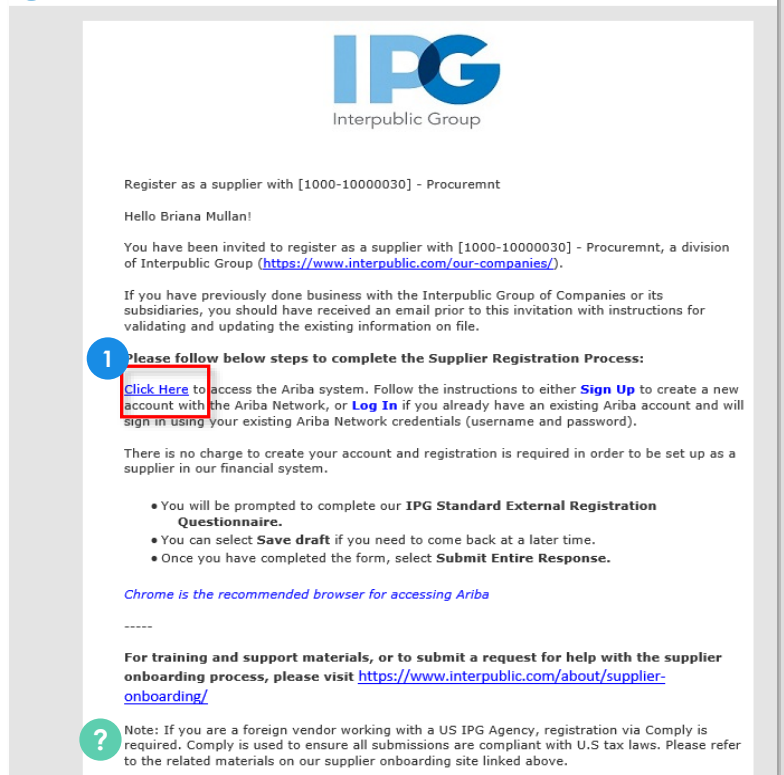
- 1 **The supplier will receive an email notification, requesting them to sign up or log in to the Ariba Network.** The system generated email will be sent from IPG Corporate.

Click on the link in the email.

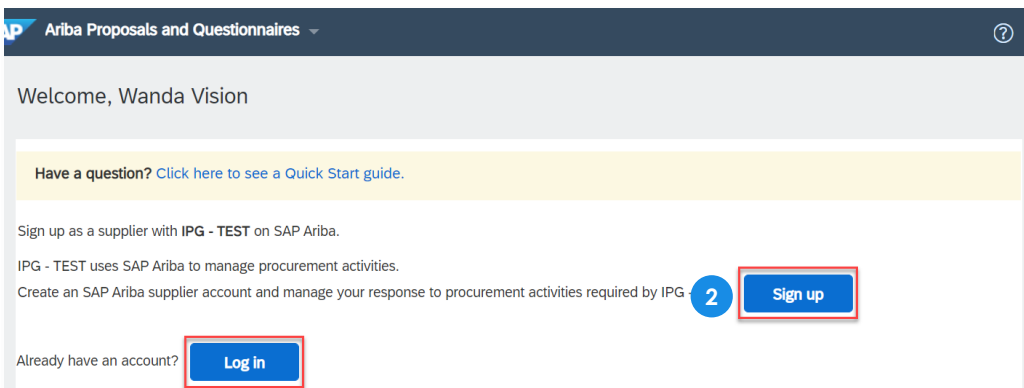


? **NOTE:** To access training and support materials, paste the provided link into your browser to access IPG documentation.

? **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.



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



# Create Ariba Network Account

3 The Ariba Network signup page will display some information (like address, name, email, etc.) that is already populated.

4 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**.

6 Type in Tax ID, if applicable.

7 Type in DUNS Number, if applicable.

8 Accept the terms of use and privacy policy.

9 Click **Create account and continue**.

The screenshot shows the Ariba Network account creation form, divided into two main sections: "Company information" and "User account information".

**Company information:** Fields include Company Name (ThinkVision), Country/Region (United States [USA]), Address (W 52nd St), Line 2, Line 3, City (New York), State (New York [US-NY]), and Zip (10019). A note indicates that if a company has more than one office, the main office address should be entered, with other addresses entered later in the profile.

**User account information:** Fields include Name (Wanda Vision), Email (melissa.louie@ey.com), Username (wandavision@thinkvision.com), Password (masked), Language (English), and Email orders to (melissa.louie@ey.com). A note states that the username must be in email format and passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. A link to the SAP Ariba Privacy Statement is provided.

**Tell us more about your business:** Fields include Product and Service Categories (Telemarketing), Ship-to or Service Locations (New York - United States), Tax ID (Optional), and DUNS Number (Optional). A note explains that the nine-digit Company Tax ID number is entered by default, and the nine-digit number issued by Dun & Bradstreet is appended with "-T" in test accounts.

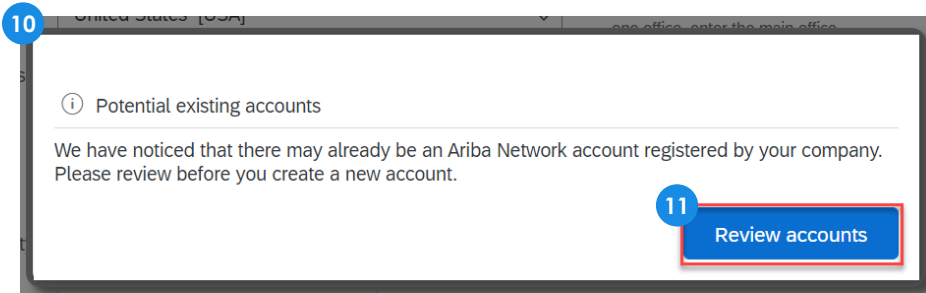
**Terms and Conditions:** Two checkboxes are present: "I have read and agree to the Terms of Use" and "I have read and agree to the SAP Ariba Privacy Statement".

**Buttons:** "Create account and continue" and "Cancel".

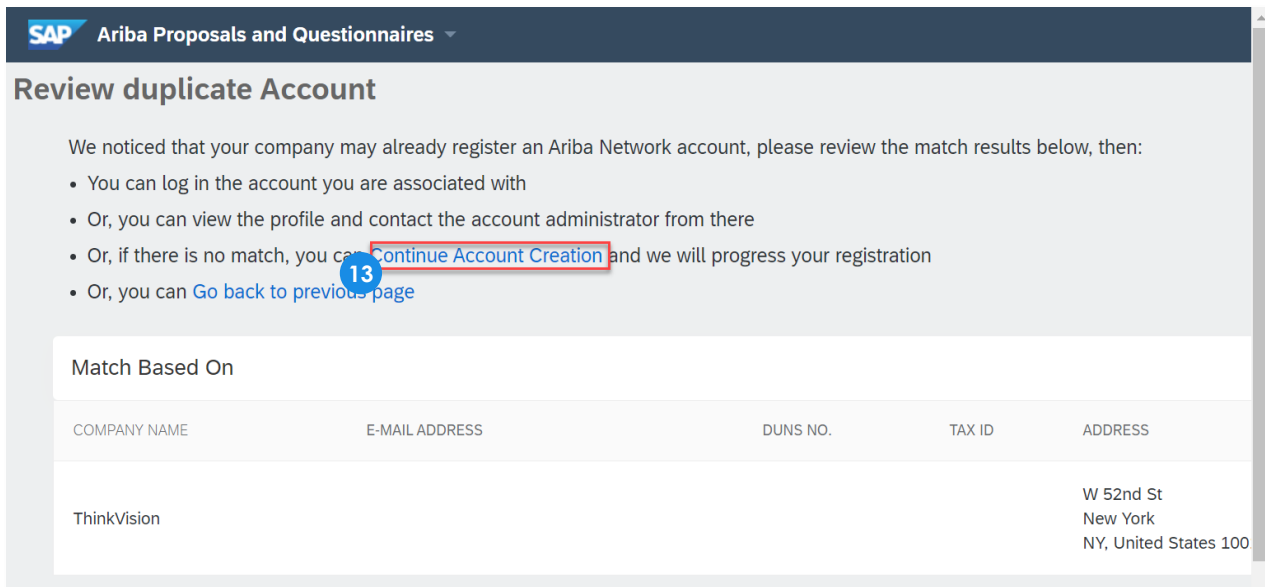
Numbered callouts 3 through 9 highlight specific fields and actions as described in the text on the left.

# Create Ariba Network Account

- 10 As the account is created, a pop-up notification **may** 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.



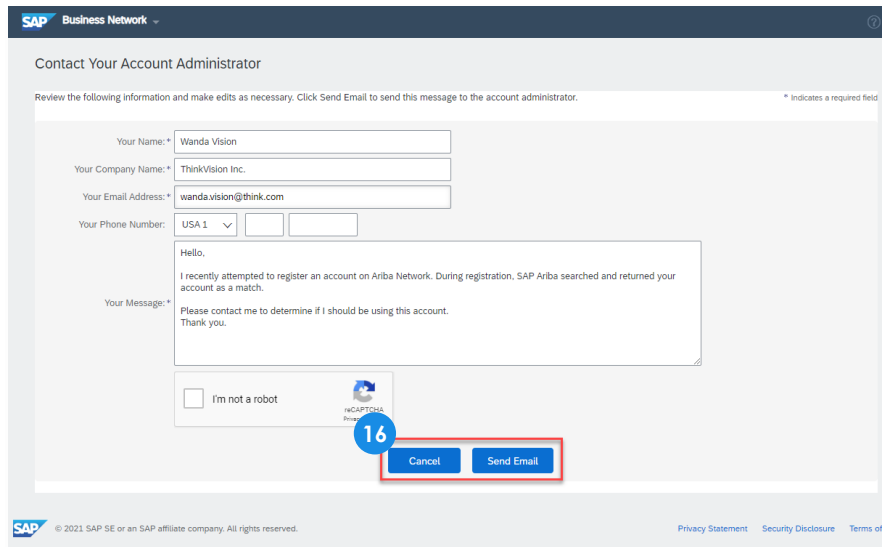
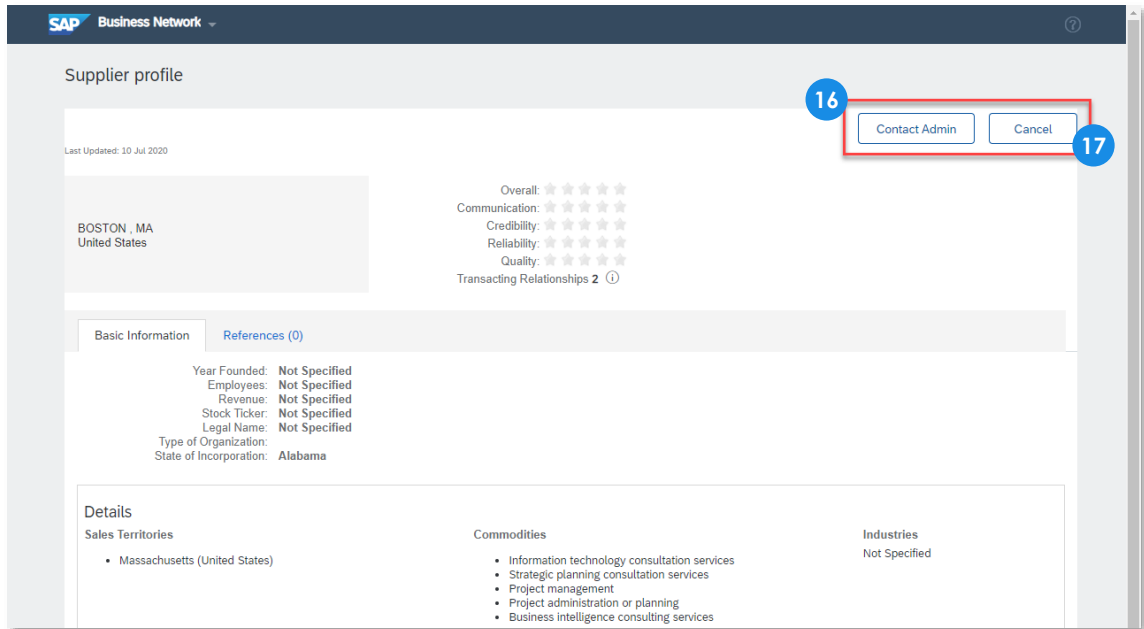
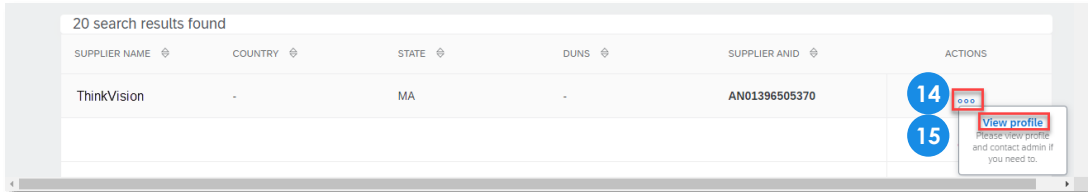
- 12 Scroll down to see potential company matches.
- 13 If the search results **do not match** your company, click **Continue Account Creation** to start completing IPG's registration form.





# Create Ariba Network Account

- 14 If the search results **do match** your company, click on the **...** icon.
- 15 Then click **View profile** to confirm the company.
- 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.



# Create Ariba Network Account

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 Registration Questionnaire Time remaining 19 days 19:15:17

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

### All Content

Name ↑

▼ 1 General Vendor Information

1.1 Vendor Business/DBA Name ⓘ	* Acme Inc.
1.2 Vendor Business/DBA Name 2 (for long names/continuation of Vendor Business/DBA Name) ⓘ	
1.3 Vendor Legal Name(if different than DBA) ⓘ	
1.4 Vendor Legal Name 2(if different than DBA and more than 35 Chars) ⓘ	

\*Show More

Street: 800 Frank St ⓘ

Street 2: ⓘ

(\* indicates a required field)

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> Reply | Reply All | Forward | ...

Thu 9/23/2021 10:40 PM

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 visit [Click Here](#) to complete your registration and submit as soon as possible.**

**Please refer to training and support materials on <https://suppliermanagement.interpublic.com/supplieronboarding>. for any questions and general FAQs 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](#).