



Supplier Onboarding Ariba User Guide

Provide Bank Information
for ACH payment

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:

- ▶ Providing bank information to IPG for ACH payments

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:

01.	<u>Invitation to Provide Bank Details</u>4
	<u>Invitation to Provide Bank Details</u>5
	<u>Create Ariba Network Account</u>6
02.	<u>Complete Bank Questionnaire</u>9

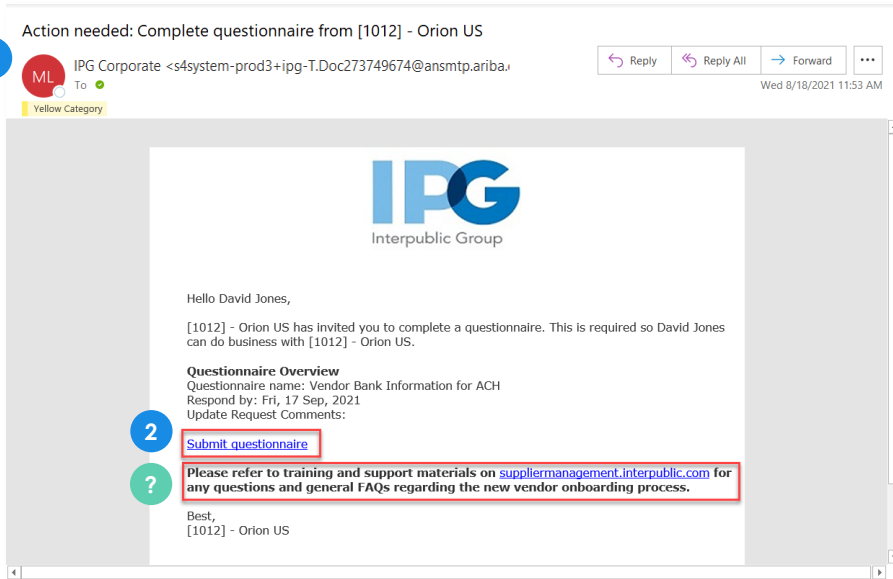
Invitation to Provide Bank Details

For scenarios where Supplier is only asked to provide bank details

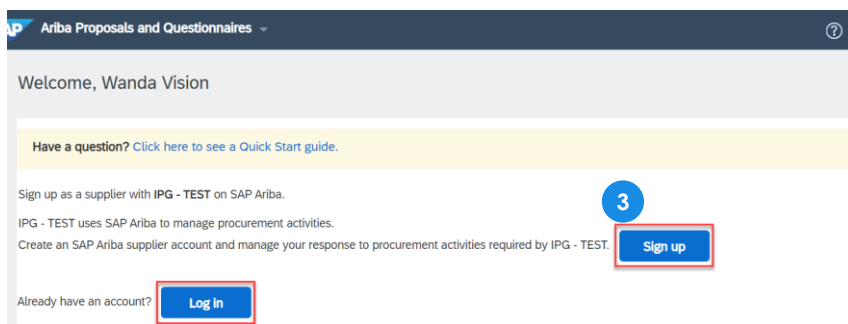
Scenarios

For specific scenarios where the supplier will be asked to provide only bank information, the supplier contact will receive an email notification, inviting them to respond to IPG's questionnaire: **Vendor Bank Information for ACH** through the Ariba Network – the supplier-side of IPG's supplier onboarding portal. If you already have an Ariba Network account, log in with existing credentials.

- 1 The Supplier contact will receive an email from IPG Corporate asking them to provide bank information for ACH payments.
- 2 Click the link to **submit the questionnaire**.
 - ? The email will have a link to IPG's training and support materials where the supplier can access materials to assist in completing this questionnaire.



- 3 If the supplier contact does not have an SAP Ariba Network account, click **Sign Up** on the webpage.
 - ? If the supplier contact does have an account, then they can **Log In** with their existing credentials instead.



Create Ariba Network Account

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

5 Change the **username** and **password** to something you will remember.

6 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**.

7 Type in Tax ID, if applicable.

8 Type in DUNS Number, if applicable.

9 Accept the terms of use and privacy policy.

10 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 added later.

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 email must be in a specific format and passwords must contain a minimum of eight characters with specific requirements. A link to the SAP Ariba Privacy Statement is provided.

Tell us more about your business: This section includes "Product and Service Categories" (Telemarketing selected) and "Ship-to or Service Locations" (New York - United States selected). It also has fields for Tax ID and DUNS Number, both marked as optional.

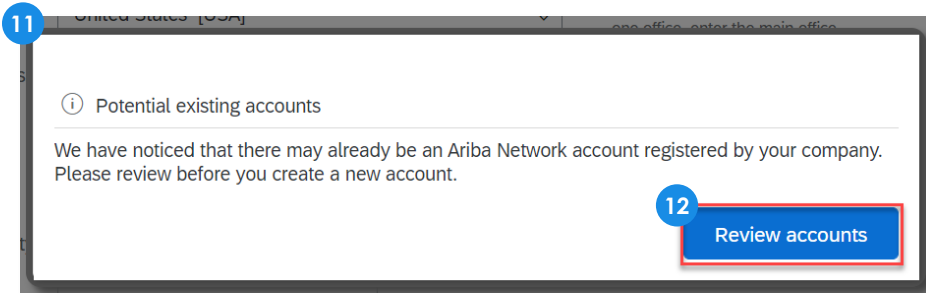
Terms and Conditions: At the bottom, there are two checkboxes: "I have read and agree to the Terms of Use" and "I have read and agree to the SAP Ariba Privacy Statement", both of which are checked.

Buttons: A "Create account and continue" button is highlighted in red, along with a "Cancel" button.

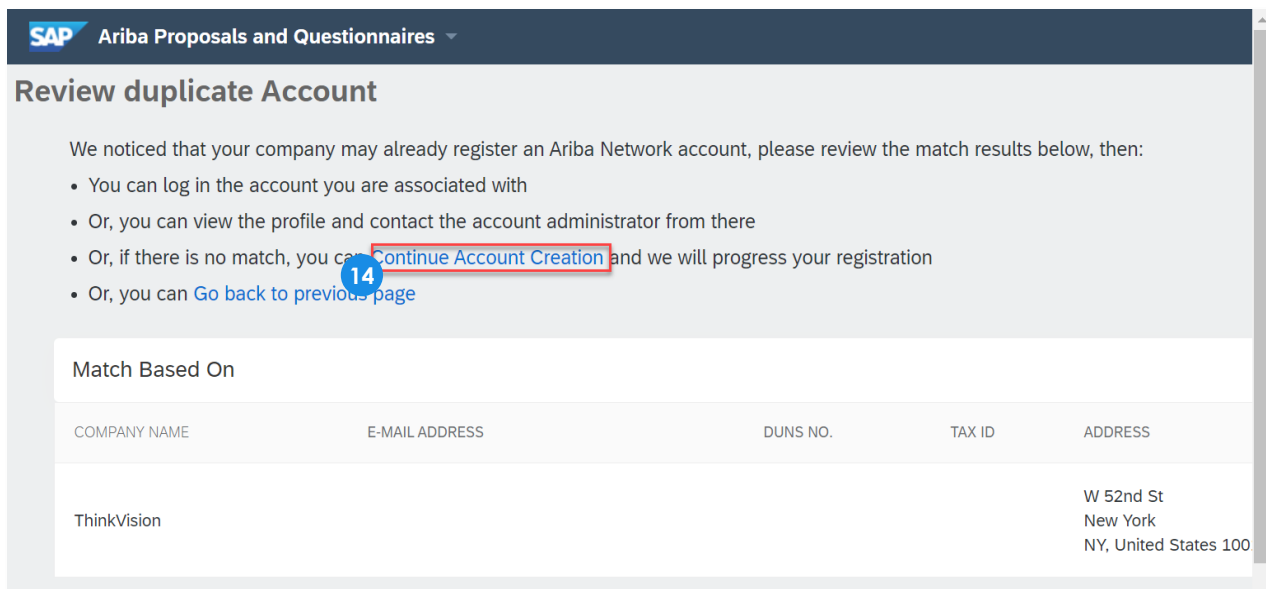
Numbered callouts (4-10) are placed over the form to indicate the steps described in the text. Callout 4 points to the Company Name field. Callout 5 points to the Username and Password fields. Callout 6 points to the Product and Service Categories and Ship-to or Service Locations sections. Callout 7 points to the Tax ID field. Callout 8 points to the DUNS Number field. Callout 9 points to the Terms of Use and Privacy Statement checkboxes. Callout 10 points to the "Create account and continue" button.

Create Ariba Network Account

- 11 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.
- 12 The SAP Ariba Network will identify this based on the supplier contact's email domain. Click **Review accounts** to continue.

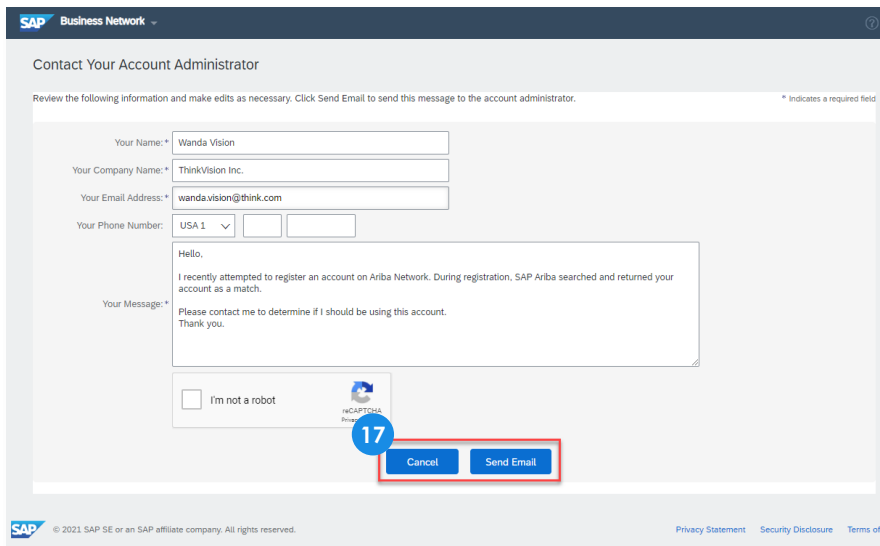
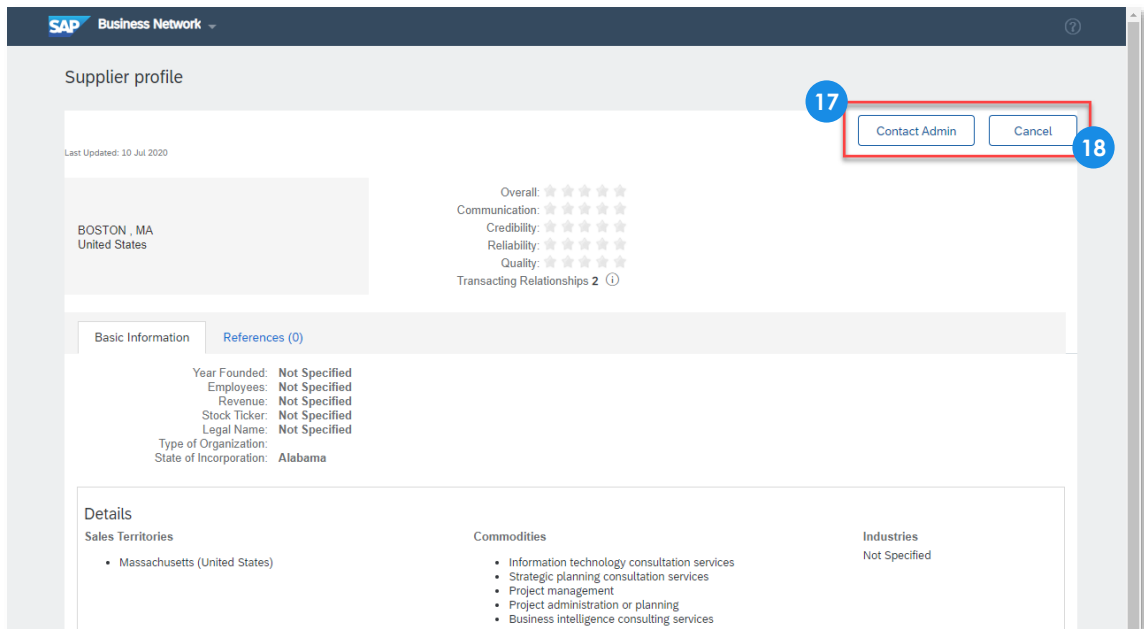
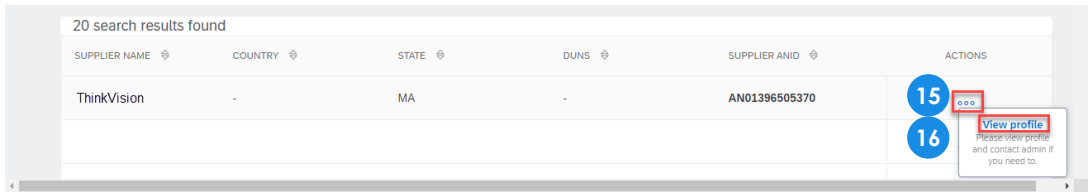


- 13 Scroll down to see potential company matches.
- 14 If the search results **do not match** your company, click **Continue Account Creation** to start completing IPG's registration form.



Create Ariba Network Account

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



Complete Bank Questionnaire

Complete Bank Questionnaire

- 1 After creating an account, the supplier will be taken directly to the questionnaire. **The supplier will have 30 days to respond to the questionnaire.**
- 2 Click on the **Add Bank Information (0)** hyperlink to expand the bank details page.

Ariba Sourcing

Company Settings | David Jones | Help Center

< Go back to IPG - TEST Dashboard

Desktop File Sync

1 Time remaining 29 days 23:42:53

Console Doc261005852 - Vendor Bank Information for ACH

Event Messages
Event Details
Response History
Response Team

All Content

Name ↑

1 Bank Information

2 Add Bank Information (0)

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

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- 3 Click **Add Bank Information**.

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 1 Bank Information

Bank Information (0)

Name ↑

No items

3 Add Bank Information

(*) indicates a required field

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Complete Bank Questionnaire

4 Then populate the supplier bank details.

- Choose Bank Type from drop-down.
- Choose Country from drop-down.
- Type in Name.
- Type in Bank Branch.
- Type in Street.
- Type in State/Province/Region.
- Type in Postal Code.
- Type in Account Holder Name.
- Type in Bank Key/ABA Routing Number.
- Type in Account Number.
- Type in IBAN Number.
- Type in Swift Code.
- Choose Bank Account Type from drop-down.
- Attach a bank reference, bank statement, voided check, or deposit slip from the nominated bank account, and click **Save**.

? Note: A warning message will be displayed if Ariba detects a virus in your uploaded attachments. The document may be removed.

A screenshot of a questionnaire form. At the top right, there is a blue circle with the number '4' next to a blue 'Save' button, which is highlighted with a red rectangular box. To the right of the 'Save' button is a 'Cancel' button. Below the buttons, a yellow banner contains the text: 'Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.'

5 The respondent will be taken back to the questionnaire page. Once complete, click **Submit Entire Response**. Then click **OK**.

A screenshot of the questionnaire page. At the top, it says 'All Content'. Below that is a table with one row: '1 Bank Information' and 'Add Bank Information (1)'. A note below the table says '(*) indicates a required field'. At the bottom of the page, there are four buttons: 'Submit Entire Response' (highlighted with a red box), 'Save draft', 'Compose Message', and 'Excel Import'.