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

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Invitation to Provide Bank Details

For scenarios where Supplier is only asked to provide bank details

Invitation 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.*

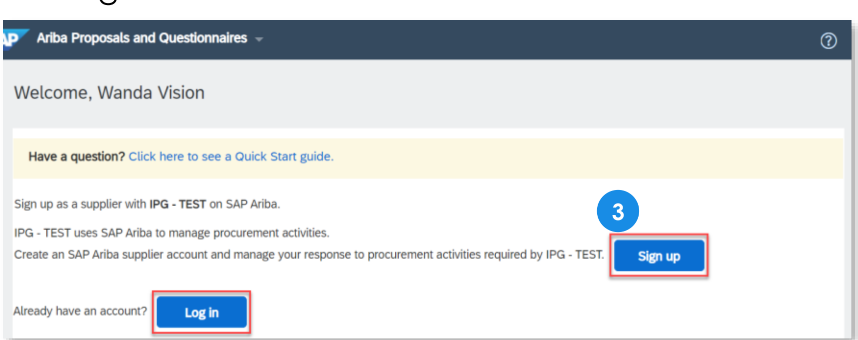
1. The Supplier contact will receive an email from IPG Corporate asking them to provide bank information for ACH payments.

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.

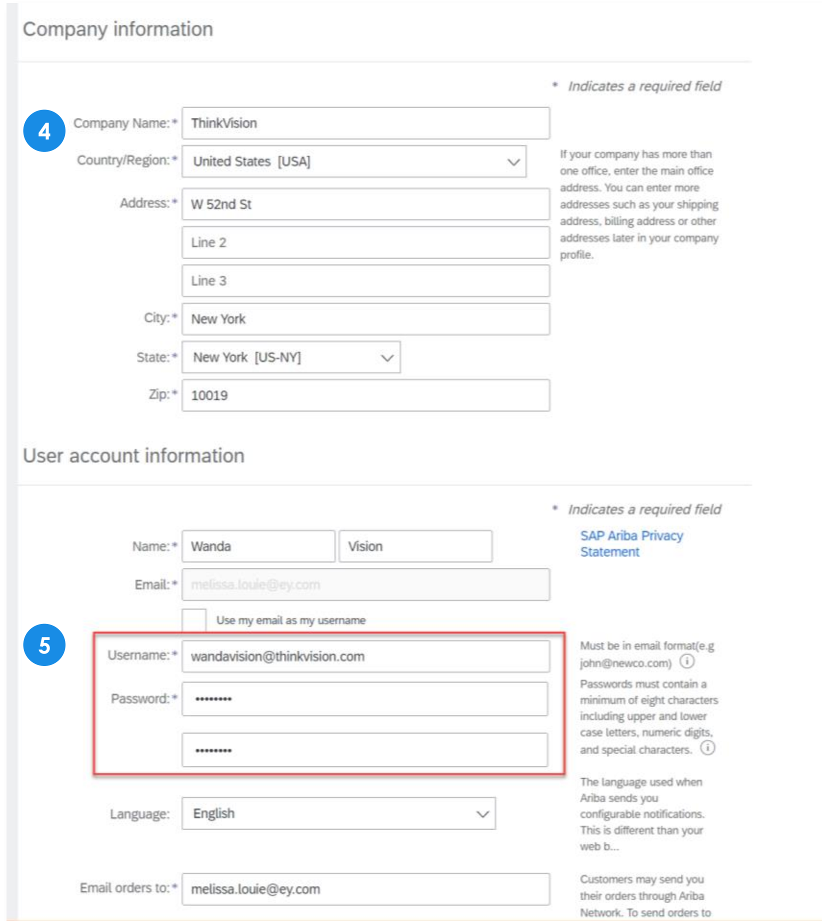
   ? If the supplier contact does have an account, then they can **Log In** with their existing credentials instead.



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.



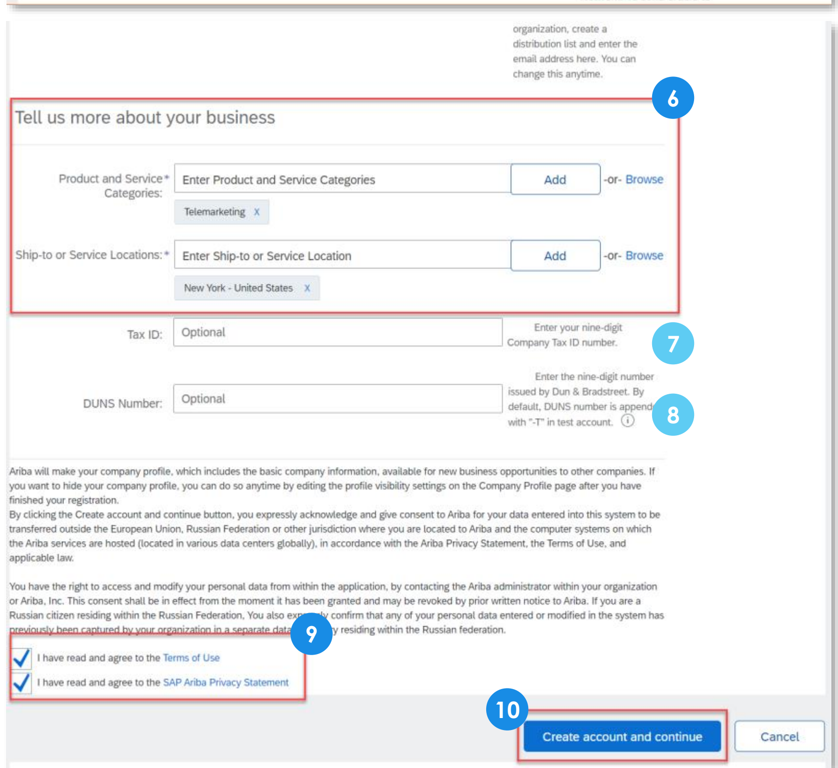
6 At the bottom of the form, the supplier contact will be prompted to select the product / services they provide. **This is only for SAP Ariba Network purposes, not IPG. Search or Browse for a product / service and select it.** Do the same with the **Ship to or Service Location.**

7 Type in Tax ID, if applicable.

8 Type in DUNS Number, if applicable.

9 Accept the terms of use and privacy policy.

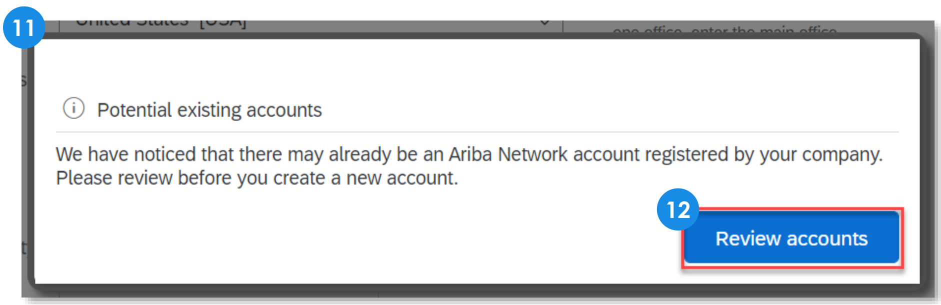
10 Click **Create account and continue.**



Required # Optional # Conditional ? Help Tip

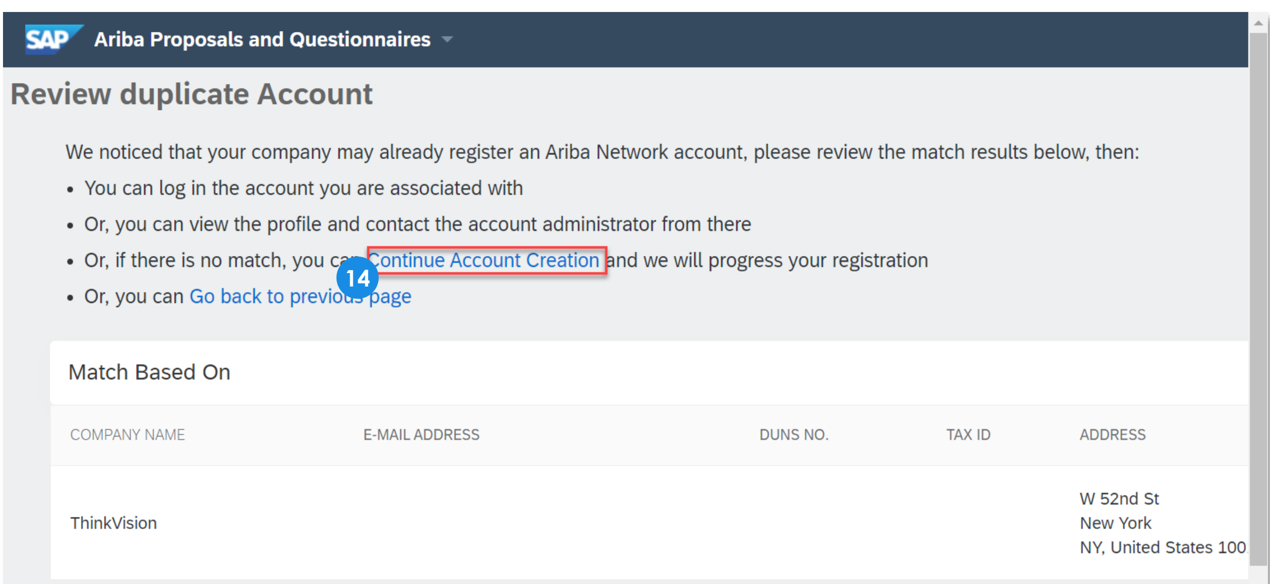
11 As the account is created, a pop-up notification **may** appear informing the supplier contact that their company has an Ariba Network profile. The supplier contact will have the option to merge their account to their company's overall profile.

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.

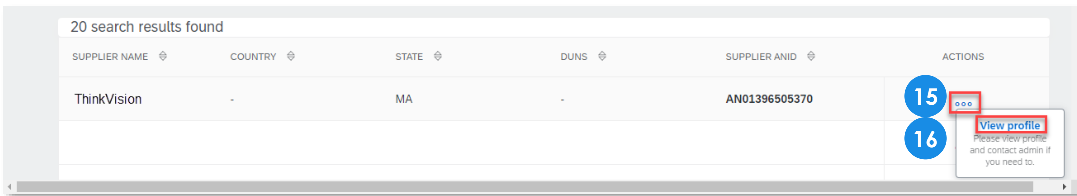


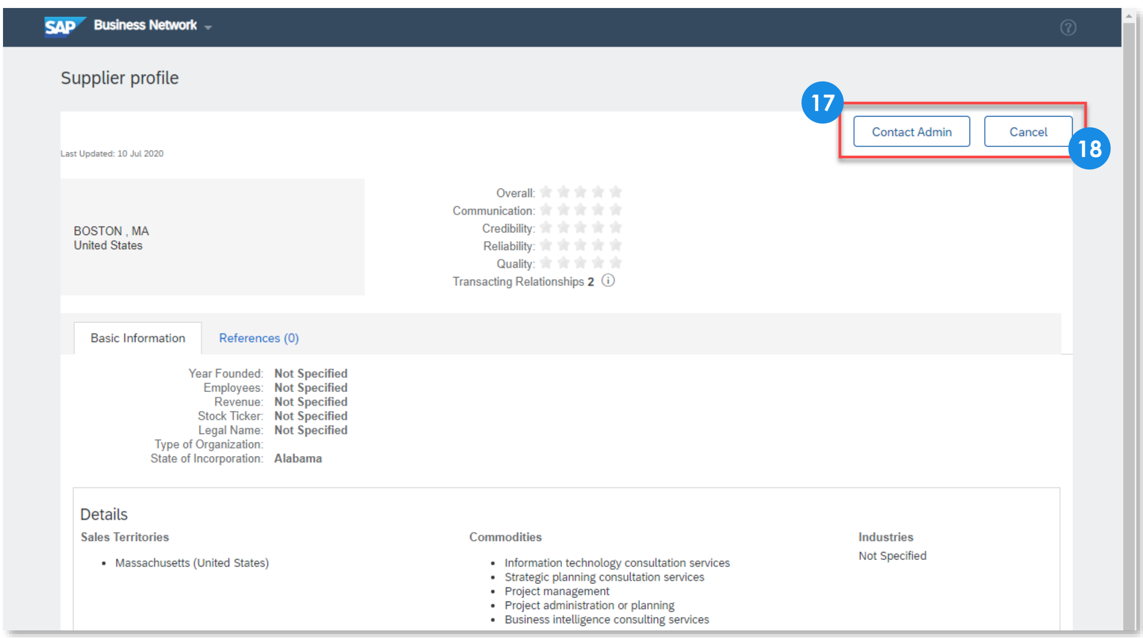
15 If the search results **do match** your company, click on the ∘∘∘ icon.

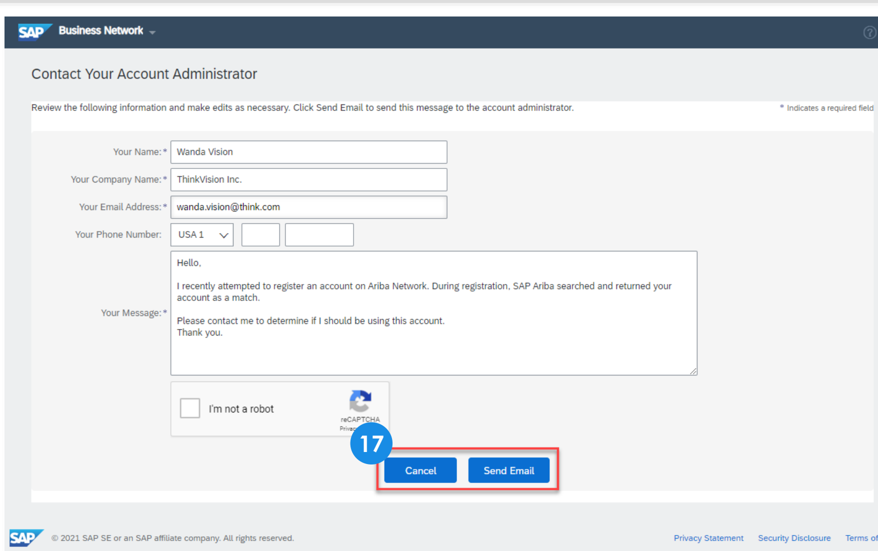
16 Then click **View profile** to confirm the company.

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.





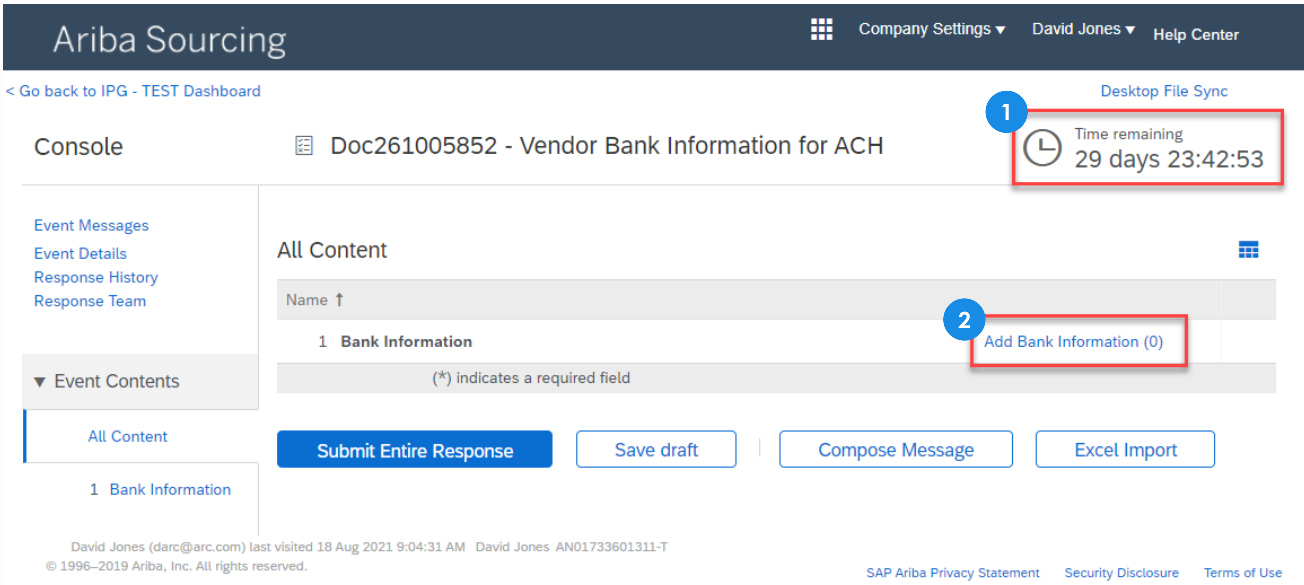


Complete Bank Questionnaire

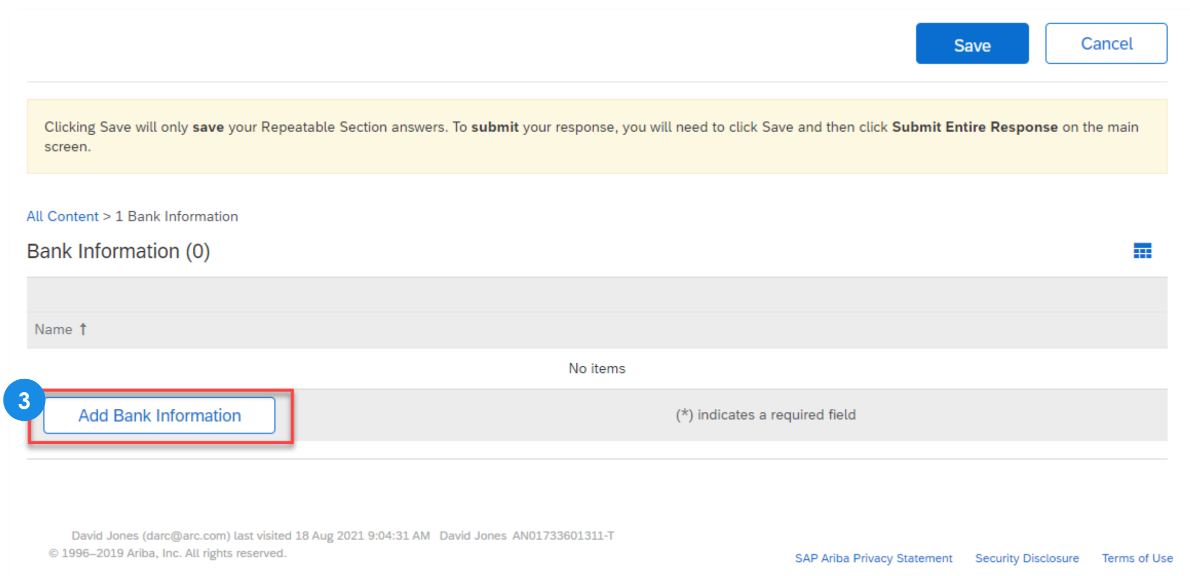
Complete Bank Questionnaire

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.



3. Click **Add Bank Information.**

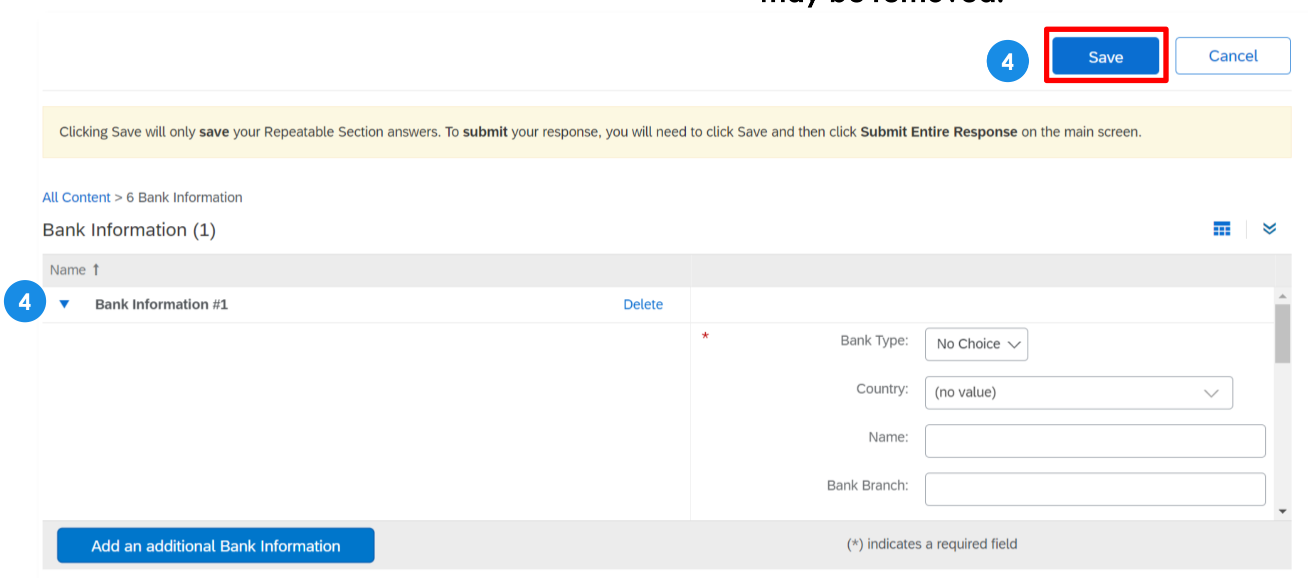


Complete Bank Questionnaire

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.**



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