



Source-to-Pay (STP) Transformation Supplier Onboarding Ariba User Guide

Info Maintenance

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 |

Click to navigate to the section:

| | |
|-----|--|
| 01. | Information Maintenance.....4 <ul style="list-style-type: none">Self-Report Changes on Registration Form.....6 |
|-----|--|

Self-Report Information Updates

Supplier Maintenance Overview

Supplier Maintenance - What is it?



A benefit of the supplier portal is that it empowers suppliers to self-maintain the data they share with IPG. In instances where company information changes or needs to be updated, such as bank information, certificate expirations or address information, the supplier contact can log in and make those updates.

Setting the Context



There may be a case where company information changes, affecting the accuracy of the data previously collected.

To update the information, log in to the Ariba Network and locate the applicable form (registration form or questionnaires sent to suppliers) to revise your response. Your submitted updates will be reviewed and approved by IPG, after which you will receive a confirmation email.

Key Benefits

- 1 Suppliers can self-report and maintain their own data (e.g contact information)
Suppliers can leverage their existing SAP Ariba Network accounts
- 2 when onboarding with IPG

Process Flow



Supplier



IPG

Self-reports any information updates via the supplier portal



Reviews supplier-initiated updates and approve to update supplier information

Self-Report Changes on Registration Form

- ▶ Below is an overview of the External Registration Form where updates will be managed. Most of the information from the supplier's previous submission can be updated, however there are a few items that are locked for editing.

01.

Editable

General Supplier Information

Basic supplier information. Most of this information will be pre-populated.

What to prepare:

- Remit email address

02.

Editable

Contact Information

Supplier Business Contact Information will be pre-populated.

What to prepare:

- Finance Contact details (if app.)

03.

Editable

Supplier Classification

Primary supplier service category will be pre-populated. Supplier may include additional categories.

What to prepare:

- N/A

04-05.

Tax Information

Collects tax information based on the supplier type (domestic / Foreign)

What to prepare:

- Tax Documentation (Tax ID)

06.

Editable

Payment Information

Captures payment method (Only applies to vendors working with US / CA Agencies). Global is Electronic

What to prepare:

- N/A

07.- 08.

Editable

Bank Information

If the payment method is Electronic (ACH/Wire):

What to prepare:

- Bank details
 - Bank statement
- OR
- Bank letter stating ownership

09.-10.

Editable

Alternate Remittance Address

If the payment method is Check (US / CA agencies only):

What to prepare:

- Remit address info

11.

Editable

Third Party Management

If the respondent is a third party management company:

What to prepare:

- Existing contract (if app.)
- New contract (if app.)

12.

Editable

Diversity Information

Captures diversity indicator to determine if the 'Diversity Questionnaire' should be sent to the supplier.

What to prepare:

- N/A

13.

Editable

Worker Classification

Only applicable for domestic individuals in the US / CA.

What to prepare:

- DBA certificate/sales tax number (if app.)
- Website (if app.)
- Copy of advertisement (if app.)

14.

Editable

Other Information Acknowledgment

Asks the supplier to acknowledge IPG's policies and supplier code of conduct.

What to prepare:

- N/A

Self-Report Changes on Registration Form

To begin making updates:

- 1 Navigate to <https://supplier.ariba.com> and enter login credentials.
- 2 When the supplier logs in, find the completed Registration Form. This form should be in **Registered** status.



Supplier Login

1 martin.acme@acme.com

.....

Login

Forgot Username or Password

IPG - TEST

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

| Title | ID | End Time | Event Type | Participated |
|----------|----|----------|------------|--------------|
| No Items | | | | |

Risk Assessments

| Title | ID | End Time | Event Type |
|----------|----|----------|------------|
| No Items | | | |

Registration Questionnaires

| Title | ID | End Time | Status |
|--|--------------|-------------------|------------|
| Status: Completed (1) | | | |
| Standard External Registration Questionnaire | Doc246342917 | 7/21/2021 8:17 PM | Registered |

? **NOTE:** If the Registration Form is **not in Registered status**, the supplier will **still be able to revise your response**. They will just receive a pop-up message verifying that they want to make changes:

⚠ Revise Response?

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

OK Cancel

- 3 From the form, click **Revise Response** to open the form up for editing.

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
- 5 Payment Information
- 6 Bank Information
- 11 Third Party Management
- 12 Diversity Information
- 14 Other Information Ac...

All Content

Name ↑

1 General Vendor Information

| | |
|-------------------------|--|
| 1.1 Vendor Name | Acme Inc. |
| 1.2 DBA Name | |
| 1.3 Vendor Address | Show More Street: Franklin Street Street 2: Street 3: District: Postal Code: 10019 City: New York Country: United States Region / State: New York (NY) |
| 1.4 URL (web address) | |
| 1.5 DUNS Number | |
| 1.6 Telephone Number | 1234567890 |
| 1.7 Remit email address | melissa.louie@ey.com |

2 Contact Information

Compose Message

Self-Report Changes on Registration Form

4 The form will open up for editing. Update the necessary information.

All Content

Name ↑

▼ 1 General Vendor Information

1.1 Vendor Name * Acme Inc.

1.2 DBA Name ⓘ

1.3 Vendor Address

*Show More

Street: Franklin Street ⓘ

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

Postal Code: 10019 ⓘ City: * New York

Country: United States (US) ⓘ Region

1.4 URL (web address) ⓘ

1.5 DUNS Number ⓘ

1.6 Telephone Number * 1234567890

(*) indicates a required field

For updates, there are three sections that require additional instruction:

- ▶ **Tax Information**
- ▶ **Bank Information**
- ▶ **Alternate Remittance Address**

Tax Information Section

5 Notice that this section is mostly locked for editing. The only question the supplier is able to edit is the tax attachment.

? If the supplier needs to update the file, click **Update file** and select a document from your desktop.

4 Tax Information

4.1 Are you a foreign vendor? * No

Foreign - Located in a country that is different than the party/agency you are providing services for.

4.3 Are you using a US Social Security Number (SSN) on your vendor registration? ⓘ * No

4.4 Do you currently employ three (3) or more employees? * Unspecified

4.5 Please upload your tax documentation providing your Taxpayer Identification Number ⓘ * W9.jpg Update file Delete file

4.9 Tax Identification Number ⓘ

Country/Region: United States (US) ⓘ

| Tax Name | TaxType | Tax Number |
|-------------------------|--------------|------------|
| USA: Employer ID Number | Organization | |

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

Self-Report Changes on Registration Form

Updating Bank Information or Alternate Remittance Address

The supplier may add additional bank details (if paid electronically) or remittance addresses (if paid by check), but the supplier **should not delete existing bank information or remittance addresses**.

6 To do so, click the **Add Bank Information** (or Add Alternate Remittance Address) link to open the data entry page. Existing bank details will be there.

6 Payment Information

6.1 Please select your payment method.

Please consider IPG's **primary** payment method is via ACH (U.S.) or Wire (foreign). Please be aware, payments may be delayed if check is selected. All payments processed by IPG Shared Services on behalf of Interpublic Group and its wholly owned agencies will be sent to this bank account. By submitting this registration, you are providing consent to IPG to utilize a third party provider to validate the US banking information provided.

6.4 Please describe any Intermediary or Beneficiary banking arrangements, if applicable

* Electronic (ACH / Wire) v

8 Bank Information

6 Add Bank Information (0)

7 Then click **Add an additional Bank Information** and **scroll down** to see the editable fields to enter the new bank details.

8 When complete, click **Save** when complete.

All Content > 6 Bank Information

Bank Information (1)

| Name ↑ |
|------------------|
| Bank Information |

Country: United States

Name: Bank of America

Bank Branch:

Street: 52nd Street

City: New York

State/Province/Region: NY

Postal Code: 10019

Account Holder Name: Bruce Wayne

7 Add an additional Bank Information (*) indicates a required field

All Content > 6 Bank Information

Bank Information (2)

| Name ↑ |
|---------------------|
| Bank Information #2 |

Bank Type: No Choice v

Country: (no value) v

Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

8 Add an additional Bank Information (*) indicates a required field

Self-Report Changes on Registration Form

Submitting your revised Registration Form

9 Once the information has been updated, scroll to the bottom of the page and click **Submit Entire Response** to send the updates for IPG to review.

NOTE: Save your draft at any time and come back to update the form at a later time.

Console Doc652027050 - Standard External Registration Questionnaire Time remaining 27 days 23:59:35

Event Messages
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- All Content
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- 3 Supplier Classification
- 4 Tax Information
- 6 Payment Information
- 8 Bank Information
- 11 Third Party Management
- 14 Other Information Acknowledgement

All Content

| Name ↑ | | |
|--------------------------------------|--|-----------------|
| applicable | | |
| 8 Bank Information | Add Bank Information (0) | |
| 11 Third Party Management | | |
| 11.1 | Are you a third party management company acting as an agent for receipt of the payment? | * Unspecified ▾ |
| 14 Other Information Acknowledgement | | |
| 14.1 | By providing this information you acknowledge and agree to IPG's Vendor Portal Privacy Notice . In connection with your services to IPG, you agree to comply with all applicable laws and IPG's Supplier Code of Conduct , which could be accomplished by adhering to similar requirements in your internal code of conduct or internal policies. | |
| 14.2 | Please acknowledge the below policy: IPG follows a 'No Purchase Order, No Payment' policy. This means that when a supplier submits an invoice for payment, it MUST have a valid Purchase Order listed on the invoice. Any supplier invoice not referencing a valid Purchase Order will be returned to the supplier unpaid. All invoices should be submitted to the accounts payable team for processing via the email address on the Purchase Order. | * Unspecified ▾ |
| 14.3 | Please provide any additional comments related to your submission ⓘ | |
| 14.4 | Please provide any additional attachments related to your submission ⓘ | Attach a file |

(*) indicates a required field

9 **Submit Entire Response** Save draft Compose Message Excel Import