



Supplier Onboarding SAP Ariba User Guide

Complete IPG's Registration Form

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.

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Supplier Registration

Supplier Registration - What is it?



IPG is launching a new supplier management program which requires suppliers to register via the SAP Ariba Network. This will increase efficiency in the supplier onboarding process by allowing suppliers to self-register via the SAP Ariba Network.

Setting the Context



IPG will invite the supplier to complete or update the registration form and provide important supplier information in order to be set up as an IPG supplier.

The information provided will **route for review and approval** during which IPG may request additional information or send you follow on questionnaires (e.g. questions about information provided, diversity certificates, risk questionnaires, etc.)

Key Benefits

- 1 Suppliers can self-report and maintain their own data including diversity
- 2 Suppliers can leverage their existing SAP Ariba Network accounts when onboarding with IPG

Process Flow



Supplier



IPG

Receives invitation to register on the SAP Ariba Network and self-reports information to register



Reviews and approves supplier registration form. After which, the supplier may be transacted with

The **External Registration Form** is either **sent to the vendor contact** (or the Agency Requestor **for alternate process vendor types**). It is broken out into sections, each of which asks for specific vendor information. Below are the sections, their purpose, and scenarios where the vendor might not need to complete the section:

D F AP

01.

General Vendor Information

Most of this information will be pre-populated by the Agency. You must include Remit email address in this section.

02.

Contact Information

The Business Contact Information will be pre-populated. Finance Contact details may also be provided.

03.

Supplier Classification

Primary vendor category will be pre-populated. You may include additional categories.

04-05.

Tax Information

Collects tax information based on the vendor type.

06.

Payment Information

Captures payment method (Only applies to vendors working with US / CA Agencies). Otherwise, the default payment method is Electronic

07- 08.

Bank Information

If the payment method is Electronic (ACH/Wire), allows the vendor to provide bank details.

09-10.

Alternate Remittance Address

If the payment method is Check (US / CA agencies only), allows you to provide remit details.

11.

Third Party Management

Determines If the respondent is a third party management company receiving payments on behalf of the vendor.

12.

Diversity Information

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

13.

Worker Classification

To be completed if the vendor is a domestic individual (Only applies to US/CA agencies)

14.

Other Information Acknowledgment

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

Registration Form: General Supplier Information

After clicking on the registration invitation email and signing in/creating an account, the supplier contact should be taken directly to the **Registration Form**.

The vendor may also log in to their Ariba Network account. Access the Registration form from their **Proposals and Questionnaires** dashboard:

There are no matched postings.

Please refer to training and support materials on [IPG's Supplier Site](#) for any questions and general FAQs regarding the new vendor onboarding process.

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: Open (1)			
Standard External Registration Questionnaire	Doc299901995	11/16/2021 12:57 PM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Some notes on the Registration Form:

- ▶ **Some information will have defaulted** based on information previously collected. **Verify this information is correct** and make updates as applicable.
- ▶ Proceed by **filling in all required fields**, denoted by a red asterisk (*). Optional fields will not be required to successfully submit the form.
- ▶ Some questions will have a **help tip** with additional information for clarity. Hover over the help bubble to read the help tip: ⓘ
- ▶ Once the form is started, you may save your progress at any time and return to continue filling out this form. Find the **Save Draft** button

Submit Entire Response

Save draft

Compose Message

Excel Import

Registration Form: General Supplier Information

Section 1: General Supplier Information confirms general supplier information.

Validate or fill in the following fields:

- 1 Business name to be displayed on Payments/PO's
- 2 Business name continuation (over 35 characters)
- 3 Name as shown on Tax Returns, if different from above
- 4 Name as shown on Tax Returns continuation (over 35 characters)
- 5 Vendor Address
- 6 Copy in URL (web address), if applicable
- 7 Type in DUNS number, if applicable
- 8 Telephone number is pre-populated from the Agency. Edit if applicable
- 9 Type in remit email address

Name 1	
1 General Vendor Information	
1.1 Business name to be displayed on Payments/PO's <small>(i)</small>	* <input type="text"/>
1.2 Business name continuation (over 35 characters) <small>(i)</small>	<input type="text"/>
1.3 Name as shown on Tax Returns continuation (over 35 characters) <small>(i)</small>	<input type="text"/>
1.4 Name as shown on Tax Returns, if different from above <small>(i)</small>	<input type="text"/>
Show More	
1.5 Vendor Address	Street: <input type="text" value="8 trixie lane"/> <small>(i)</small>
	Street 2: <input type="text"/> <small>(i)</small>
	Street 3: <input type="text"/> <small>(i)</small>
	District: <input type="text"/> <small>(i)</small>
	Postal Code: <input type="text" value="76543"/> <small>(i)</small> City: <input type="text" value="Kansas"/> <small>(i)</small>
	Country/Region: <input type="text" value="United States (US)"/> <small>(i)</small> Region / State: <input type="text" value="Kentucky (KY)"/> <small>(i)</small>
1.6 URL (web address) <small>(i)</small>	<input type="text"/>
1.7 DUNS Number <small>(i)</small>	<input type="text"/>
1.8 Telephone Number <small>Please do not include the country code</small>	* <input type="text" value="8765435678"/>
1.9 Remit email address <small>(i)</small>	* <input type="text"/>
1.13 Vendor Types <small>(i)</small>	Not Applicable
1.14 Department / Agency	[US17-US84] - FutureBrand New York

Enter the business name expected to appear on PO's and invoices.

Enter the vendor registered, legal name. This should be the name that agrees to government issued tax documents (W9, W8, etc.) If this is the same as 'Vendor DBA Name', leave this field blank.

Please use this field for apartment/suite number or continuation from main street address (above)

Registration Form: Contact Information

Section 2: Contact Information holds the Supplier's Business and Finance contact information.

- 1 Business Contact details should be defaulted from the Agency's input. This is the main supplier contact that corresponds with IPG.
- 2 If a Finance Contact is available, there is an option to enter his/her details as well. IPG may reach out to the finance contact if there are follow-ups on bank information or invoicing.
- 3 If an ESG(Sustainability) Contact is available, there is an option to enter his/her details as well.

▼ 2 Contact Information	
1	2.1 Business Contact First Name * <input type="text"/>
	2.2 Business Contact Last Name * <input type="text"/>
	2.3 Business Contact Email ⓘ * <input type="text"/>
2	2.4 Finance Contact First Name <input type="text"/>
	2.5 Finance Contact Last Name <input type="text"/>
	2.6 Finance Contact Email ⓘ <input type="text"/>
3	2.8 ESG (Sustainability) Contact Full Name <i>Please enter first and last name</i> <input type="text"/>
	2.9 ESG (Sustainability) Contact Email <input type="text"/>

Section 3: Supplier Classification classifies the supplier based on IPG's custom category taxonomy.

- 1 Review the initial primary supplier category classification selected by the Agency, if applicable. **This is not editable**. If this classification is not correct, reach out to the Agency contact you are working with.
- 2 If there are additional service categories the supplier is able to provide, self-select other category classifications. To do so, click **Select** and choose **up to 5 categories from the lowest level of the hierarchy**. Click **Done** once the categories have been selected.
- 3 If applicable, select NAICS number from the drop-down menu.

The screenshot shows a web form titled "2.9 ESG (Sustainability) Contact Email". The form is divided into sections: "3 Supplier Classification" and "4 Tax Information".

Section 3: Supplier Classification

- 3.1 Please review your initial **primary** vendor category classification. If you believe this is not the right category selection, please reach out to your agency contact to update. Professional Services
- 3.2 Please select **no more than 5 categories** that you are able to provide to IPG from the category list. You may select multiple at the lowest level within the hierarchy. (select a value) [select]
- 3.3 Please provide your NAICS number Unspecified

Section 4: Tax Information

- 4.1 Are you a foreign vendor? Foreign - located in a different country than the requesting agency
- 4.2 If you have not already completed the Comply registration process, STOP

(*) indicates a required field

Buttons: Submit Entire Response, Save draft, Compose Message, Exc...

Footer: lic.com | last visit 2/8/2023 12:22 PM | IPG - TEST | C41_UI2

The dropdown menu for 3.3 is open, showing a list of categories:

- Unspecified
- [54181] - Advertising Agency
- [54143] - Artwork Design / Illustration
- [54192] - Artwork Photography
- [54192] - Artwork Stock Photography
- [32312] - Artwork Typesetting
- [54143] - Creative Services Artist
- [51224] - Creative Services Audio Producers/Studios
- [51224] - Creative Services Broadcast Production
- [33461] - Creative Services CD_ROM Duplication and P...
- [71151] - Creative Services Copywriting
- [51219] - Creative Services Dub/Shipping/Editorial/Stora...
- [51211] - Creative Services Film Production
- [71151] - Creative Services Freelance
- [51211] - Creative Services Music Production

Registration Form: Tax Information

Section 4/5: Tax Information collects the supplier's tax information. Depending on the supplier scenario, the available form sections and questions will change:

NOTE: Domestic Third Party Individual only applies to agencies in located inside agency country.

If the supplier is a **Domestic Third Party Individual**, the **Tax Information** section will be completed as follows:

- 1 The Agency will have pre-populated if you are located outside of the agency country and **No** will be selected for Domestic Third Party Individuals.
- 2 If the vendor is using a US Social Security Number as their Tax ID, Yes should be selected. Otherwise, **No** should be selected.

? NOTE: SSN only applies to agencies in the US.

- 3 Q4.4 is only be applicable to US Domestic vendors. If **No** is selected for this question, the workflow will be routed to the Tax Team for review and approval.
- 4 Add a Tax Documentation by clicking on the **Attach a file** link and selecting the file from your desktop. Click **OK** once added.

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

- 5 For Domestic Third Parties Individuals, type in the country and **select it** to fill in Tax identification Number.
- 6 If UK is selected for Q4.9, provide the tax ID / VAT / GST, etc, and Q4.11 should be defaulted to **Yes**.

The screenshot shows the '4 Tax Information' section of a registration form. It includes several questions and a table for tax identification numbers. Numbered callouts (1-6) point to specific elements:

- 1**: Points to the dropdown menu for '4.1 Are you a foreign vendor?' which is set to 'No'.
- 2**: Points to the dropdown menu for '4.3 Are you using a US Social Security Number (SSN) on your vendor registration?' which is set to 'No'.
- 3**: Points to the dropdown menu for '4.4 Do you currently employ three (3) or more employees?' which is set to 'Unspecified'.
- 4**: Points to the '*Attach a file' link for question '4.5 Please upload your tax documentation providing your Taxpayer Identification Number'.
- 5**: Points to the 'Country/Region' dropdown menu in the table, which is set to 'United States (US)'.
- 6**: Points to the 'United Kingdom: VAT Registration Number' field in the table, which is highlighted in red.

The table below shows the tax identification information:

Tax Name	TaxType	Tax Number
USA: Customer ID Number	Organization	
Country/Region:	United States (US)	
Country/Region:	United Kingdom (GB)	
United Kingdom: VAT Registration Number	Organization	

At the bottom of the form, there is a legend for the callout icons: # Required, # Optional, # Conditional, and ? Help Tip.

Registration Form: Tax Information

If the supplier is a **Foreign Third Party**, the **Tax Information** section will be completed as follows:

- 1 The Agency will have pre-populated if you are located outside of the Agency's country. For Foreign Third Parties, this will be **Yes**.
- 2 For foreign third parties requested by a US agency, information about the Comply process will be displayed if .
 - ? **NOTE:** Information about the Comply process was also previously provided in the registration invitation email. If the supplier does not complete this process ahead of completing the registration form, **Save current progress in the form!** Then **click the embedded link** and log in with the provided Username and Password.
- 3 After the Comply process is complete, the resulting W8 will be added to the response. Click **Attach a file** and select a file from the desktop.
 - ? **NOTE:** A warning message will be displayed if Ariba detects a virus in your uploaded attachments. The document may be removed.
- 4 Type in the country and select it to display the option to fill in the tax number.
- 5 The last question asks whether the supplier has a tax ID / VAT / GST, etc. This should default to **Yes**.
- 6 If **No**, select a reason why from the drop-down

4 Tax Information

1 4.1 Are you a foreign vendor?
Foreign - Located in a country that is different than the party/agency you are providing services for.

2 4.2
If you have not already completed the Comply registration process – STOP.
The tax document produced through Comply is required to continue.
A link to the Comply system as well as a Username and Password are provided below.
IPG is required by US law to obtain documentation prior to making certain payments, including payments to a foreign entity or individual. We provide a service to help you determine your status for U.S. tax purposes, enabling us to fulfill our payment responsibilities as efficiently and accurately as possible. You will need to log in to a secure certification website using the username and password below. The website will guide you step by step through the process and generate a form for electronic signature. Once complete and your information has been submitted, please download and save the resulting tax form for use during your Ariba registration. If you need additional assistance, please consult your tax advisor or visit the IRS website for information at www.irs.gov.

Website URL: <https://www.ipgtaxforms.com/LoginOBFX.aspx>
Username : IPGC
Password : Welcome

4.6 Please upload your W-8 attachment from Comply

3 Attach a file

4.9 Tax Identification Number

4 Country/Region: United States (US)

Tax Name	TaxType	Tax Number

6 Website URL: <https://www.ipgtaxforms.com/LoginOBFX.aspx>
Username : IPGC
Password : Welcome

4.11 Do you have a tax ID / VAT / GST, etc?

Please upload your W-8 attachment from Comply

Do you have a tax ID / VAT / GST, etc?

Please provide a valid reason for not including a tax ID

Attachment Information

Please select your payment method.

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 banking information provided.

Attach a file

No

Unspecified

Unspecified

[C] Country Tax ID Not Applicable

[D] Direct Payers

[F] Federal Government

[I] Individual Tax ID Not Applicable

[L] Local Government

Registration Form: Tax Information

If the supplier is a **Domestic Individual Person**, the **Tax Information** section will be completed as follows:

- 1 The Agency will have pre-populated if the supplier is located outside of the U.S. For Domestic Individual Persons, this will be **No**.
- 2 If the supplier is using a SSN, **Yes** should be selected.
 - ? **NOTE: SSN only applies to agencies in the US.**
- 3 Add a Tax Documentation by clicking on the **Attach a file** link and selecting a file from your desktop. Click **OK** once added.
 - ? **NOTE: A warning message will be displayed if Ariba detects a virus in your uploaded attachments. The document may be removed.**
- 4 For **US domestic individuals**, the **Worker Classification** section should appear in a later section of the form to be completed.

4 Tax Information

4.1 Are you a foreign vendor?
Foreign - Located in a country that is different than the party/agency you are providing services for. 1 * No

4.3 Are you using a US Social Security Number (SSN) on your vendor registration? 2 * Yes

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

4.5 Please upload your tax documentation providing your Taxpayer Identification Number 3 * Attach a file

Add Attachment OK Cancel

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachments: Choose File no file chosen
Or drop files here

3 OK Cancel

4 13 Worker Classification

13.1 Do you have a DBA certificate or sales tax number?
If so, attach a copy * Unspecified

13.2 Do you have a website? * Unspecified

13.4 Do you have Workers Compensation insurance or liability insurance of at least \$200,000.
If so, attach proof of coverage * Unspecified

13.5 Do you advertise or offer your services to the public?
If so, please attach a copy of the advertisement * Unspecified

13.6 Have you invested in facilities and / or specialized equipment to perform this function? * Unspecified

Registration Form: Payment Information

Section 6: Payment Information captures the supplier's payment information.

There are two payment methods: **Electronic** and **Check**.

NOTE: Payment by check is only accepted in the US/Canada.

- ▶ **Electronic (ACH/Wire)** is the preferred payment method and is defaulted on the form.
- 1 Include any intermediary or beneficiary banking arrangements as applicable.
- 2 Additionally, selecting an electronic payment method displays **Section 8: Banking Information** for the supplier to add bank details.

The screenshot shows the '6 Payment Information' section. Field 6.1 is a dropdown menu with 'Electronic (ACH / Wire)' selected. A red circle '1' is next to the dropdown. Field 6.4 is a text input field. Below the form, '8 Bank Information' is visible with a link 'Add Bank Information (0)'. A red circle '2' is next to the form area.

▶ If **Check is selected:**

- 3 Provide a reason for choosing check as the payment method. Check is only allowed in the US and Canada. Also indicate if separate checks are needed.

The screenshot shows field 6.8: 'Please indicate if individual checks should be remitted?'. It has a dropdown menu with 'No' selected. A red circle '3' is next to the dropdown.

- 4 Additionally, identify whether or not the Remit to / Payment address is the same as the main address.

- 5 If **No**, then **Section 9: Alternate Remittance Address** will appear to add remittance details.

The screenshot shows the '6 Payment Information' section with 'Check' selected in the dropdown. Below it, field 6.6 contains a red warning message: 'Please note, check payment method is only allowed in the U.S. and Canada. Selecting this outside of the U.S. or Canada is not permitted.' Field 6.7 is a text input field with 'Freelancer' entered. Field 6.8 is a dropdown menu with 'No' selected. Field 6.9 is a dropdown menu with 'No' selected. Below the form, '9 Alternate Remittance Address' is visible with a link 'Add Alternate Remittance Address (0)'. Red circles '3', '4', and '5' are next to fields 6.8, 6.9, and the '9 Alternate Remittance Address' section respectively.

Registration Form: Payment Information

Need to update the bank information previously provided to IPG?:

- 1 If you have previously been onboarded with IPG, IPG may already have a bank account on file. If you need to update the bank information, you will be requested to provide **the last three payment amounts and transaction dates** for security purposes.
- 2 Answer **Yes** if you need to update the bank information IPG has on file.
- 3 The next question will then prompt you to provide the last 3 payment amounts and dates. Answer "Yes" if you have been paid at least 3 times by IPG. Answer "No" if you have never been paid by IPG or have been paid less than 3 times by IPG.
- 4 Provide the payment amounts and dates.
- 5 Then, you may update your bank information in the next section.

6 Payment Information	
6.1 Please select your payment method. <small>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.</small>	* Electronic (ACH / Wire) v
6.4 Please describe any Intermediary or Beneficiary banking arrangements, if applicable	
6.10 Do you want to update your bank Information? ⓘ 2	* Yes v
6.14 Please provide the dates and amounts of the last 3 payments from IPG	
6.15 Have you been paid at least 3 times by IPG? ⓘ 3	* Yes v
6.17 Payment 1	
6.17.1 Please provide payment 1 date	* <input type="text"/>
6.17.2 Please provide payment 1 amount	* <input type="text"/> USD
6.18 Payment 2	
6.18.1 Please provide payment 2 date	* <input type="text"/>
6.18.2 Please provide payment 2 amount	* <input type="text"/> USD
6.19 Payment 3	
6.19.1 Please provide payment 3 date	* <input type="text"/>
6.19.2 Please provide payment 3 amount	* <input type="text"/> USD



Section 6: Payment Information captures the supplier's payment information.

If you are a Craft Translation Provider, you also have the option to be paid by **PayPal**.

▶ If **PayPal** is selected as the payment method:

1 Provide a PayPal Payment Email address.

▼ 6 Payment Information

6.2
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.

* PayPal

6.3 PayPal Payment Email ⓘ

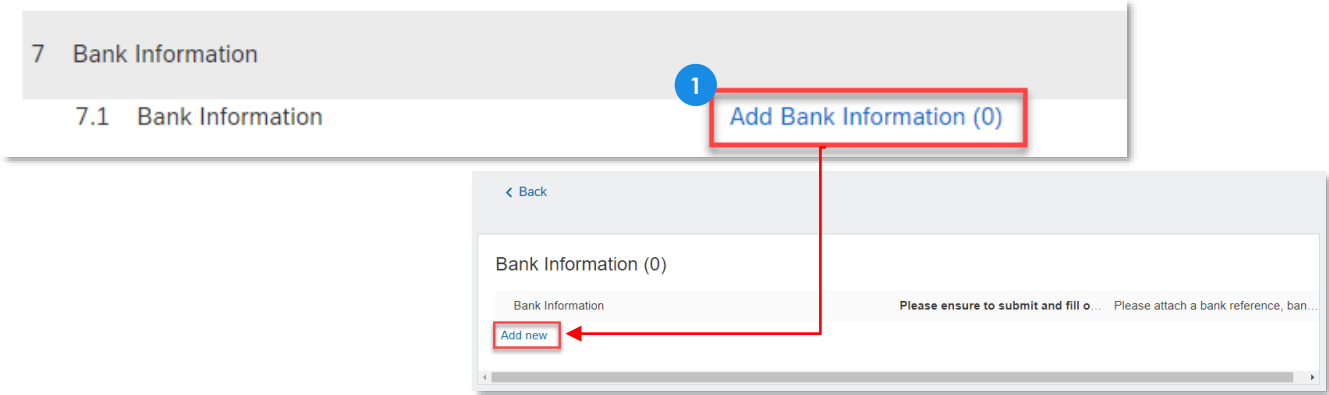
1 * example@example.com

Registration Form: Bank Information

Section 7/8: Bank Information only appears if Electronic payment method is selected. The supplier may provide multiple bank accounts.

Section 7: Bank Information prompts the Agency Requestor to enter the vendor's bank information (if the vendor is not providing their own bank information).

- 1 Click on the **Add Bank Information** hyperlink, then click **Add new** to begin providing the vendor's bank details.



- 2 The following information should be provided about the vendor's bank account:

- Bank Type
- Country/Region
- Account holder name
- Bank key/ABA routing number
- Account number
- SWIFT ID
- Bank control key

- 3 A bank reference, bank statement, voided check, or deposit slip from the nominated bank account

Then click **Submit**.

The image shows a screenshot of the 'Bank Information' form. The form is titled '8.1.1 Bank information *'. It contains several fields: 'Bank Type' (dropdown menu with 'Domestic' selected), 'Country/Region *' (text input with 'United States'), 'Account holder name *' (text input), 'Bank key/ABA routing number *' (text input), 'Account number *' (text input), 'SWIFT' (text input), and 'Bank control key' (text input). There are red error messages: 'This field is required' next to the account holder name, and 'Either account number and bank key are mandatory or IBAN is mandatory' next to the account number. Below the form, there is a section titled '8.1.2 Please ensure to submit and fill out all the required bank information'. Underneath, there is a section '8.1.3 Please attach either of the following to certify bank account ownership:' with a list of requirements: 'Bank letter stating ownership and full account number on bank letterhead signed and dated within last 60 days.', 'Recent Bank statement showing full Account number.', 'Voided check', and 'Pre-printed deposit slip reflecting account owner and full Account number.'. There is an 'Upload File' button. At the bottom, there is a note '8.1.4 Account Holder Name should agree with the name on your tax document'.

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

Registration Form: Alternate Remit Address

Section 9/10: Alternate Remit Address only appears if Check payment method is selected. The supplier may provide multiple remit addresses.

1 If **Check** is the payment method, and Remit to/Payment Address is **not the same as your main address, Add Alternate Remittance Address** and type in the remittance address details: (Check payment method is only applicable in US/CA)

- Remit Address
- Remit City
- Remit State
- Remit Postal Code
- Remit Country
- Remit Email Address, and click **Save**.

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.	* <input type="text" value="Check"/>
6.6 Please note, check payment method is only allowed in the U.S. and Canada. Selecting this outside of the U.S. or Canada is not permitted.	
6.7 Please provide a reason for not accepting electronic (ACH / Wire) payments.	* <input type="text"/>
6.8 Please indicate if individual checks should be remitted ?	* <input type="text" value="No"/>
6.9 Is your Remit to / Payment Address the same as your main address?	* <input type="text" value="No"/>
9 Alternate Remittance Address	1 Add Alternate Remittance Address (0)

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](#) > 8 Alternate Remittance Address

Alternate Remittance Address (1)

Name ↑	
▼ Remittance Information #1 Delete	
Remit Address	* <input type="text" value="600 W College Ave"/>
Remit City	* <input type="text" value="Tallahassee"/>
Remit State	* <input type="text" value="FL"/>
Remit Postal Code	* <input type="text" value="32206"/>
Remit Country	* <input type="text" value="US"/>
Add an additional Remittance Information	(* indicates a required field)

Registration Form: Third Party Management

Section 11: Third Party Management establishes whether the supplier is a third party management company, and if so, whether there is evidence of the arrangement between the company and the recipient of the payment.

- 1 Select **Yes** or **No** from the dropdown to indicate whether the supplier is a third party management company acting as an agent for the recipient of the payment, or supplying registration information on behalf of the vendor.

If **No**, no further questions will be asked in this section.

Third Party Management

Name ↑

▼ 11 Third Party Management

1 11.1
Are you a third party management company acting as an agent for the receipt of payment, or providing registration information on behalf of the supplier?

If **Yes**, you will be asked if there is a contract evidencing the arrangement. The payment method should NOT be ACH.

- 2 If **Yes**, you will be prompted to attach a contract to the question.
 - 3 If **No**, you will be prompted to download the Contract Alternative document and upload a completed contract to the question.
- ? **NOTE: A warning message will be displayed if Ariba detects a virus in your uploaded attachments. The document may be removed.**

Name ↑

▼ 11 Third Party Management

1 11.1
Are you a third party management company acting as an agent for the receipt of payment, or providing registration information on behalf of the supplier? *

11.2
PAYMENT BY CHECK IS REQUIRED for third party payments when engaging Agency and Vendor are both in the US.

11.3 If you are receiving payment or providing registration information on behalf of the supplier, is there an existing contract evidencing this arrangement? *

2 11.4 If yes, please attach contract *

Attach a file

Name ↑

▼ 11 Third Party Management

1 11.1
Are you a third party management company acting as an agent for the receipt of payment, or providing registration information on behalf of the supplier? *

11.2
PAYMENT BY CHECK IS REQUIRED for third party payments when engaging Agency and Vendor are both in the US.

3 11.3 If you are receiving payment or providing registration information on behalf of the supplier, is there an existing contract evidencing this arrangement? *

11.5 If no contract is available, please download the Contract Alternative document and upload the completed form *

References

Attach a file

(*) indicates a required field

Registration Form: Diversity Information

Section 12: Diversity Information collects diversity information and certification information

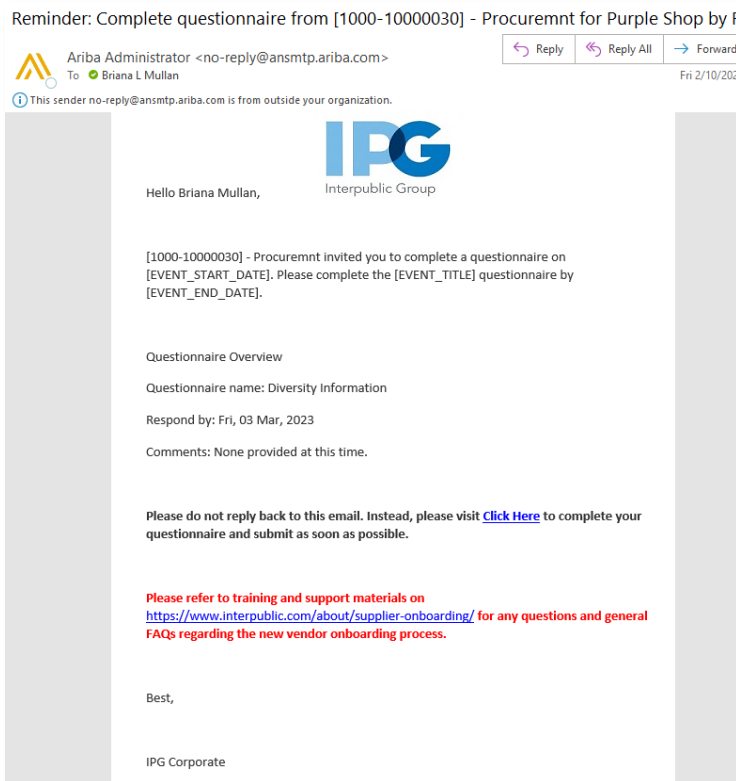
The supplier should read IPG's statement and commitment to supplier diversity.

As applicable, select whether your company identifies as a diverse vendor

1 If **No**: No follow-on questions will appear

1 If **Yes**: Supplier will be sent an additional Diversity Questionnaire that will allow them to provide diversity and certification details

▼ 12 Diversity Information	
12.1 Our commitment to supplier diversity	
Interpublic has made promoting diversity and inclusion within our company and among our business partners a fundamental value of our organization. By working with partners who reflect the diversity of the world around us, we believe that Interpublic gains a strategic advantage as one of the world's leading marketing services companies.	
For more information, visit: https://supplierdiversity.interpublic.com/	
12.2 Does your business qualify as a diverse, small business, or minority-owned business? ⓘ	* Yes ▼
12.3 You will receive a separate email from IPG to complete a diversity questionnaire. Please provide diversity classifications and possible certification(s) to be recognized and promoted as part of IPG's commitment to supplier diversity.	



Section 13: Worker Classification only appears if the supplier is an Individual Person using a Social Security Number.

NOTE: Only applicable in US/CA


- 1 Select if the supplier has a DBA certificate or sales tax number from the drop-down, and attach a copy if so.
- 2 Select if the supplier has a website from the drop-down.
 - 3 If **Yes**, copy and paste in the URL.
- 4 Select if the supplier has Workers Compensation insurance or liability insurance of at least \$200,000 from the drop-down, and attach proof of coverage if so.
- 5 Select the supplier advertises or offers services to the public from the drop-down, and attach a copy of the advertisement if so.
- 6 Select if the supplier has invested in facilities and/or specialized equipment to perform the function from the drop-down.
 - 7 If **Yes**, describe these investments.

Worker Classification
(Section 9 of 10) [◀ Prev.](#) | [Next ▶](#)

	Name ↑	
	13 Worker Classification	
1	13.1 Do you have a DBA certificate or sales tax number? If so, attach a copy	* Yes ▾
2	13.2 Do you have a website?	* Yes ▾
3	13.3 Please provide the URL	* <input style="width: 90%;" type="text"/>
4	13.4 Do you have Workers Compensation insurance or liability insurance of at least \$200,000. If so, attach proof of coverage	* Yes ▾
5	13.5 Do you advertise or offer your services to the public? If so, please attach a copy of the advertisement	* Yes ▾
6	13.6 Have you invested in facilities and / or specialized equipment to perform this function?	* Yes ▾
7	13.7 If you invested in facilities and / or specialized equipment to perform this function, please list the facilities here	* <input style="width: 90%;" type="text"/>
	13.8 Please be sure to attach proof to any of the above answered "Yes"	

Registration Form: Other Information Acknowledgement

Section 14: Other Information Acknowledgement prompts the supplier to acknowledge or not acknowledge IPG's policies.

- 1 Accept/deny acknowledgement of IPG's Supplier Portal Privacy notice.
- 2 Accept/deny IPG's Supplier Code of Conduct.
- 3 For **domestic individuals**, acknowledge IPG's purchase order policy.
- 4 Type in additional comments related to the company's registration information and/or add additional attachments by clicking the icon: 
- 5 Click **Submit Entire Response**. To come back at a later time, **Save a draft** of your progress.

▼ 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.	
1	14.2 Do you acknowledge IPG's Vendor Portal Privacy notice? https://inside.interpublic.com/srv/legal/terms/dataPrivacy.php?id=0	* Yes, I acknowledge ▾
2	14.3 Do you accept IPG's Vendor Code of Conduct? www.interpublic.com/about/corporate-governance	* Yes, I accept ▾

(*) indicates a required field

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

▼ 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.	
3	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.	* Yes, I acknowledge ▾
4	14.3 Please provide any additional comments related to your submission ⓘ	<input type="text"/>
	14.4 Please provide any additional attachments related to your submission ⓘ	Attach a file

(*) indicates a required field

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