



供應商入職 **Ariba** 使用者指南

登入現有 Ariba Network 帳戶

適用於供應商

使用現有 **Ariba Network** 帳戶登入

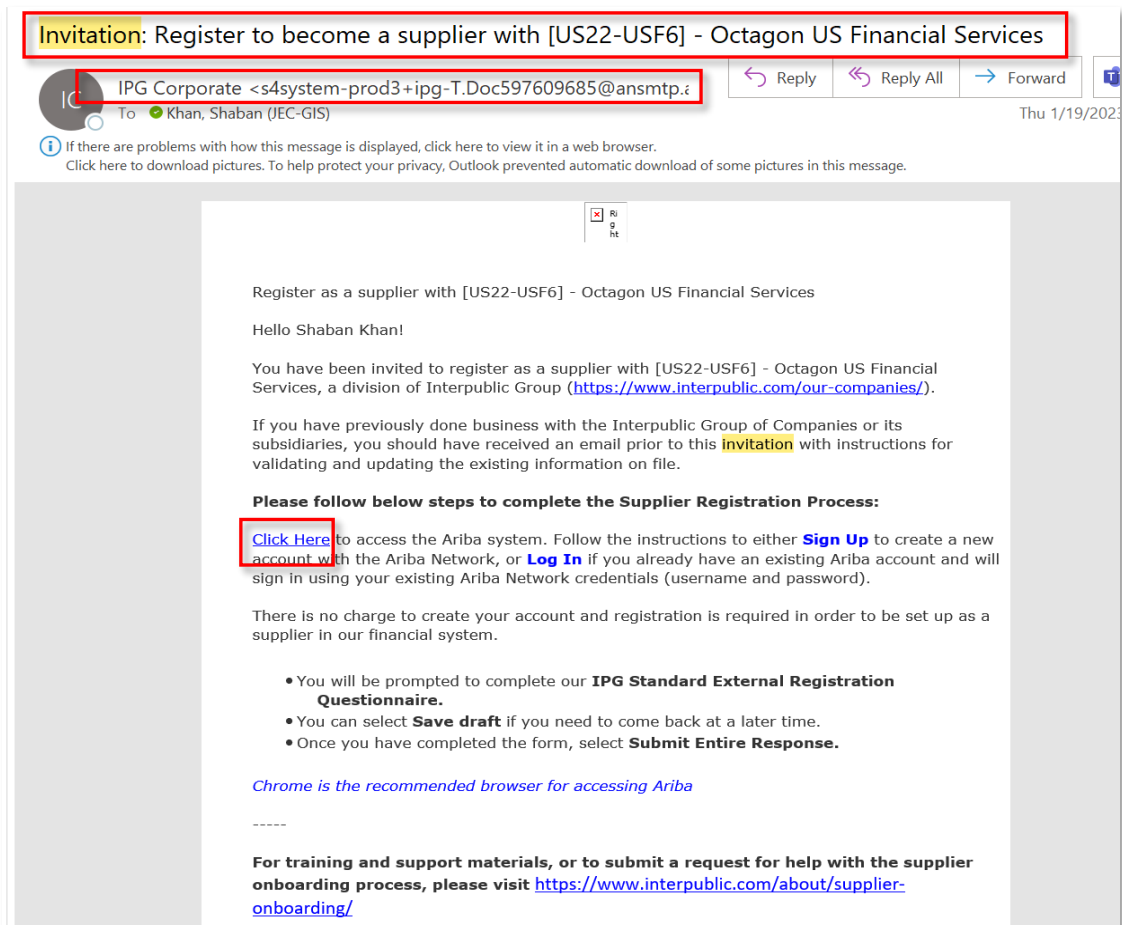
情境

供應商聯絡人將收到一封電子郵件通知，邀請他們在 Ariba Network（入口網站的供應商端）上註冊。如果您已與其他使用 Ariba 的客戶共同擁有 Ariba Network 帳戶，請依照下列步驟使用現有憑證登入。

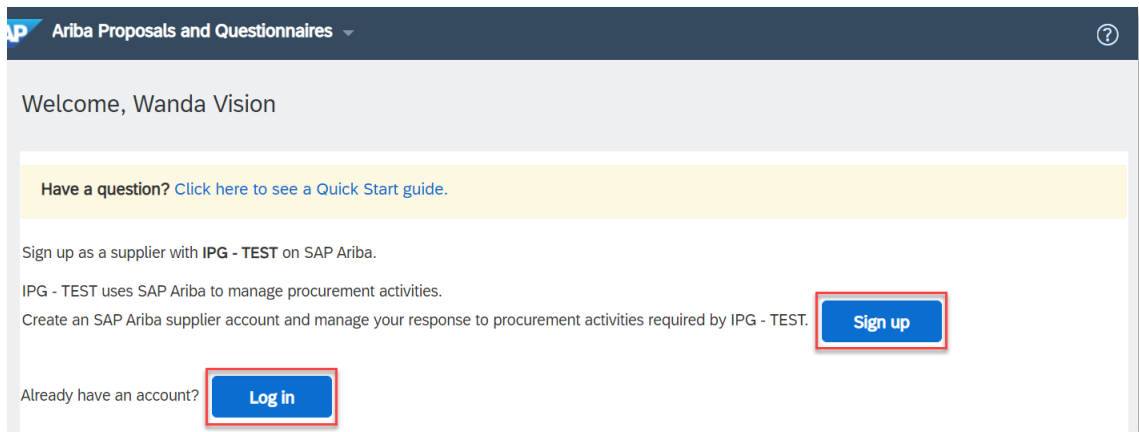
1. 供應商將收到一封電子郵件通知，要求他們註冊或登入 **Ariba Network**。系統產生的電子郵件將由 IPG 公司發送。

點擊電子郵件中的「[點擊此處](#)」連結。

- **注意：**要存取培訓和支援資料，請複製提供的連結並貼到您的瀏覽器中以存取 IPG 文件。
- **注意：**對於位於代理機構所在地以外的國外供應商，請完成國外稅務流程。當您填寫 Ariba 中的註冊表單時，需要附上稅務文件。



2. 如果供應商聯絡人已擁有 SAP Ariba Network 帳戶，並且該帳戶用於其他使用 **Ariba** 的客戶，請點擊「登入」。



SAP Ariba Proposals and Questionnaires

Welcome, Wanda Vision

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **IPG - TEST** on SAP Ariba.

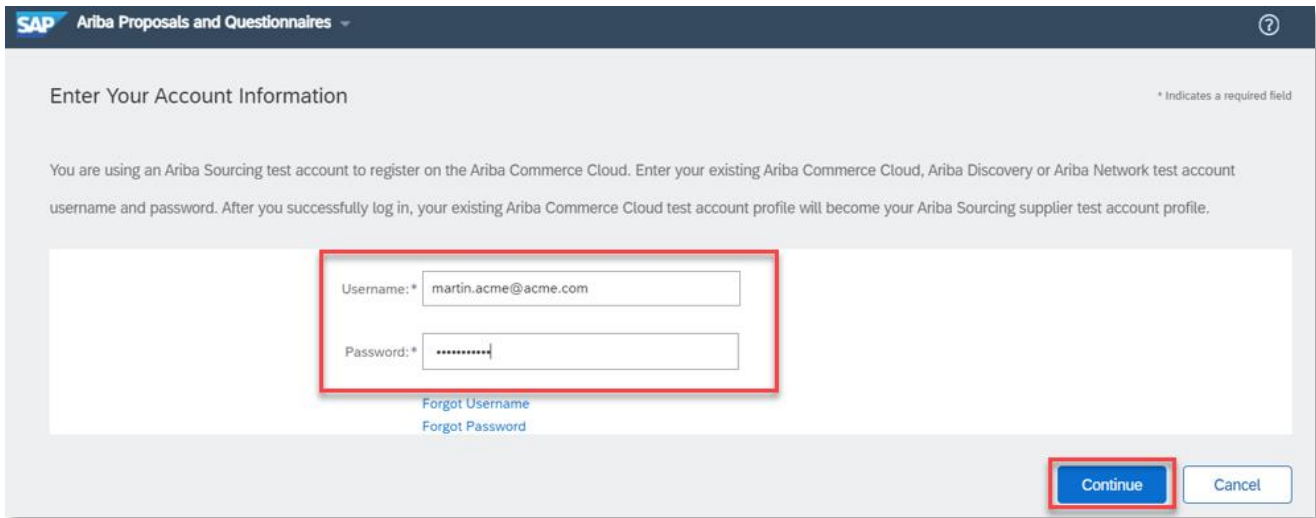
IPG - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by IPG - TEST.

[Sign up](#)

Already have an account? [Log in](#)

3. 您將被導向另一個頁面，提示現有的**使用者名稱**和**密碼**憑證。輸入您的憑證。
如果您忘記使用者名稱或密碼，請點擊此頁面上的相關連結。
4. 然後點擊「**繼續**」。



SAP Ariba Proposals and Questionnaires

Enter Your Account Information

* Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username: *

Password: *

[Forgot Username](#)

[Forgot Password](#)

[Continue](#) [Cancel](#)

使用現有 Ariba Network 帳戶登入

1. 使用您的 Ariba Network 帳戶成功登入後，供應商將直接進入 IPG 的註冊表單，填寫並提交給 IPG。
- 注意：** 供應商只有點擊邀請或提醒電子郵件中的連結才會直接進入登入頁面。

IPG 的註冊表單：

< 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 ⓘ

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) ⓘ

* Acme Inc.

*Show More

Street: 800 Frank St ⓘ

Street 2: ⓘ

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

IPG 每日註冊提醒電子郵件：

Action needed: Complete your registration for [1012] - Orion US

IC

IPG Corporate <s4system-prod3+ipg-T.Doc276027921@ansmtp.ariba.com>

↩ Reply

↩ Reply All

➡ Forward

⋮

Thu 9/23/2021 10:40 PM

① 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

供應商有 28 天的時間來填寫表單並提交他們的資訊。28 天後，供應商將需要追蹤 IPG，要求再次接收邀請。欲瞭解更多資訊，請參閱 [IPG 的供應商網站](#)。

IPG

5