



供应商入职 Ariba 用户指南

提供银行信息
用于 ACH 付款

对于供应商

本文档的目的

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本文档旨在为 IPG 供应商提供详细指导，以便他们浏览供应商入职门户网站（SAP Ariba Network）并填写系统中的各种供应商入职表格：

- 向 IPG 提供银行信息以进行 ACH 付款

文档结构：

每份表格都各有章节来概述成功注册成为 IPG 新供应商的分步说明和补充截图。

本文档还包括一个章节，支持供应商在有疑问或遇到任何技术问题或与 Ariba 联系。

场景	说明
一个基于角色的场景，从运营业务的角度概述目标	测试流程的详细说明，包括可视化描述各个步骤，以帮助参与者完成整个测试流程

图例		
#	必答题	此过程步骤至关重要，应在进行下一步之前完成
#	选答题	此流程步骤对于端到端流程而言并不重要
#	条件题	此流程步骤由前任告知。它可能出现，也可能不出现，这取决于如何回答驾驶问题
?	帮助提示	脚注或其他信息可能有助于理解解决方案中某些功能性的工作原理

点击导航至章节：

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请提供银行详细信息

对于仅要求供应商提供银行详细信息的情况

邀请提供银行详细信息

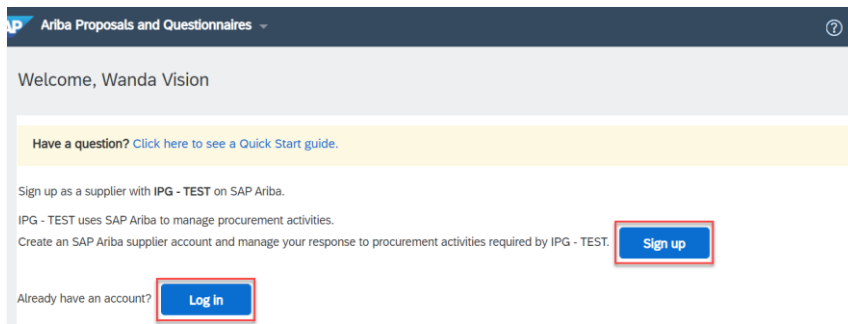
场景

对于要求供应商仅提供银行信息的特定场景，供应商联系人将收到一封电子邮件通知，邀请他们答复 IPG 问卷：通过 Ariba Network (IPG 供应商入职门户网站供应商端) 获取 ACH 的供应商银行信息。如果您已拥有 Ariba Network 账户，请使用现有凭据登录。

1. 供应商联系人将收到 IPG Corporate 发送的电子邮件，要求他们提供 ACH 付款的银行信息。
2. 点击链接 **提交问卷**。
 - 电子邮件中将包含 IPG 培训和支持材料的链接，供应商可以通过该链接获取材料以协助完成此问卷。



3. 如果 供应商联系人没有 SAP Ariba Network 账户，请单击网页上的 **注册**。
 - 如果 供应商联系人 确实有账户，那么他们可以使用现有凭证 **登录**。



- Ariba Network 注册页面将显示一些已填充的信息（如地址、姓名、电子邮件等）。
- 将用户名和密码更改为您能记住的内容。
- 在表单底部，供应商联系人将被提示选择产品 / 他们提供的服务。这仅适用于 SAP Ariba Network 目的，而不适用于 IPG。搜索或浏览产品 / 服务并选择它。对发货至或服务地点执行相同操作。
- 如果适用，请输入税号。
- 如果适用，请输入 DUNS 编号。
- 接受使用条款和隐私政策。
- 单击创建账户并继续。

Company information

* Indicates a required field

Company Name:* ThinkVision

Country/Region:* United States [USA]

Address:* W 52nd St

Line 2

Line 3

City:* New York

State:* New York [US-NY]

Zip:* 10019

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

* Indicates a required field

Name:* Wanda Vision

Email:* melissa.louie@ey.com

☐ Use my email as my username

Username:* wandavision@thinkvision.com

Password:* *****

Language: English

Email orders to:* melissa.louie@ey.com

SAP Ariba Privacy Statement

Must be in email format(e.g john@newco.com) ⓘ

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through Ariba Network. To send orders to

Tell us more about your business

Product and Service* Categories: Enter Product and Service Categories Add -or- Browse

Telemarketing X

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse

New York - United States X

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-I" in test account. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

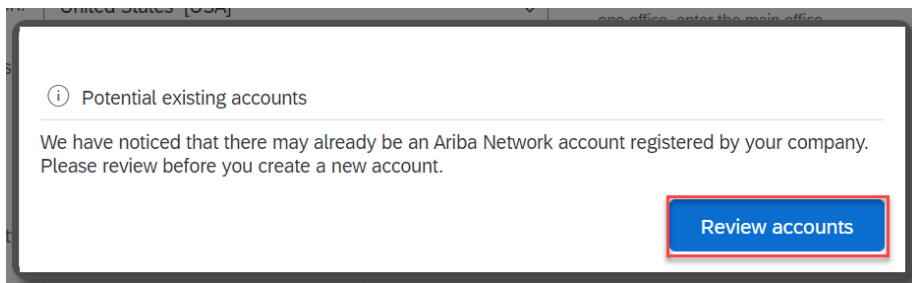
You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

☒ I have read and agree to the Terms of Use

☒ I have read and agree to the SAP Ariba Privacy Statement

Create account and continue Cancel

11. 创建账户后，**可能会** 出现 一个弹出通知，告知供应商联系人其公司拥有 Ariba Network 档案。供应商联系人可以选择将其账户合并到其公司的整体资料中。
12. SAP Ariba Network 将根据供应商联系人的电子邮件域来识别这一点。单击 **审核账户** 以继续。



13. 向下滚动即可查看潜在的公司匹配。
14. 如果搜索结果与您的公司 **不匹配**，请单击 **继续创建账户** 以开始填写 IPG 注册表。

SAP Ariba Proposals and Questionnaires

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can **Continue Account Creation** and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On				
COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
ThinkVision				W 52nd St New York NY, United States 100

15. 如果搜索结果与您的公司 **相匹配**，请点击该图标。
16. 然后点击 **查看资料** 来确认该公司。
17. 如果看起来匹配，**请联系管理员** 并联系供应商资料管理员来合并账户。
18. 如果没有，请单击 **取消** 并继续，以创建 **新账户**。

20 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
ThinkVision	-	MA	-	AN01396505370	<div> <div>...</div> <div>View profile</div> <div>Please view profile and contact admin if you need to.</div> </div>

SAP Business Network

Supplier profile

Last Updated: 10 Jul 2020

BOSTON, MA
United States

Overall: ★★★★★
Communication: ★★★★★
Credibility: ★★★★★
Reliability: ★★★★★
Quality: ★★★★★
Transacting Relationships 2 ⓘ

Contact Admin Cancel

Basic Information **References (0)**

Year Founded: Not Specified
Employees: Not Specified
Revenue: Not Specified
Stock Ticker: Not Specified
Legal Name: Not Specified
Type of Organization:
State of Incorporation: **Alabama**

Details

Sales Territories

- Massachusetts (United States)

Commodities

- Information technology consultation services
- Strategic planning consultation services
- Project management
- Project administration or planning
- Business intelligence consulting services

Industries

Not Specified

SAP Business Network

Contact Your Account Administrator

Review the following information and make edits as necessary. Click Send Email to send this message to the account administrator. * Indicates a required field

Your Name: * Wanda Vision

Your Company Name: * ThinkVision Inc.

Your Email Address: * wanda.vision@think.com

Your Phone Number: USA 1 [] [] []

Your Message: *

Hello,
I recently attempted to register an account on Ariba Network. During registration, SAP Ariba searched and returned your account as a match.
Please contact me to determine if I should be using this account.
Thank you.

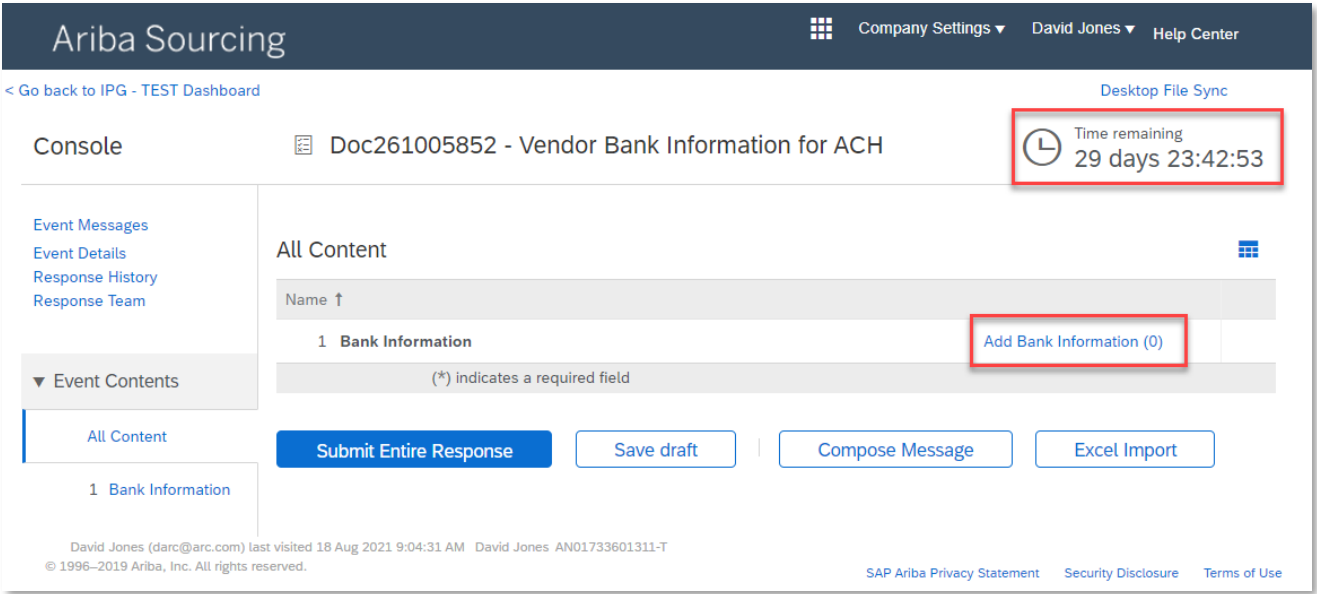
☐ I'm not a robot

Cancel Send Email

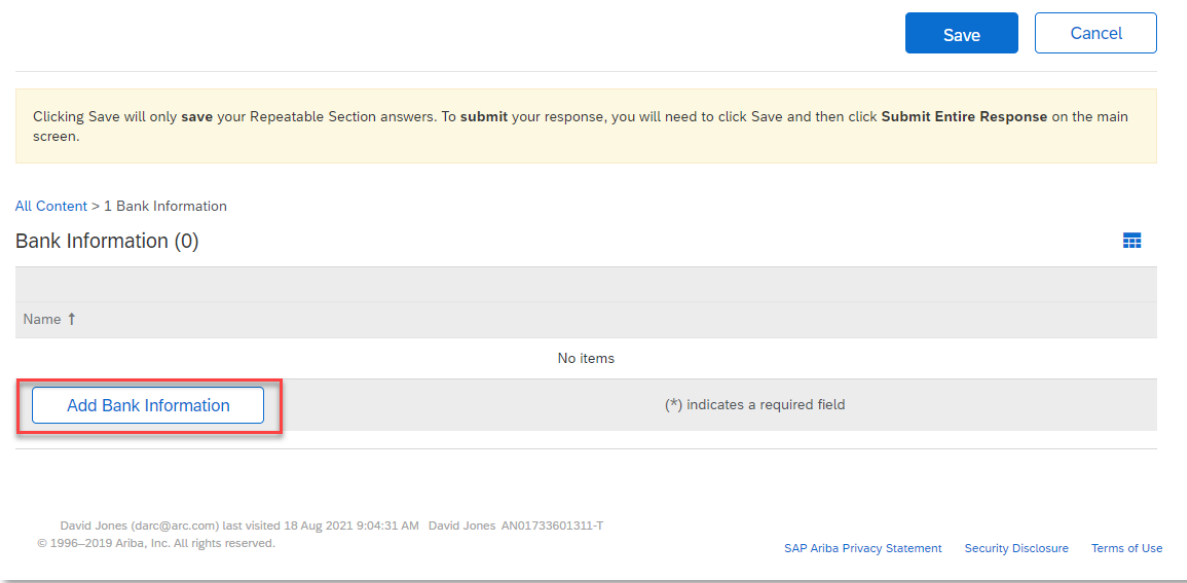
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填写银行问卷

- 1. 创建账户后，供应商将直接进入问卷调查页面。 供应商有 30 天的时间答复问卷。
- 2. 单击 **添加银行信息 (0)** 超链接，展开银行详细信息页面。



- 3. 单击 **添加银行信息**。



3. 然后填写供应商银行详细信息。

- 从下拉菜单中选择银行类型。
- 从下拉菜单中选择国家。
- 输入名称。
- 输入银行分行。
- 输入街道。
- 输入州/省/地区。
- 输入邮政编码。
- 输入账户持有人姓名。
- 输入银行代码/美国银联转帐号码。
- 输入账号。
- 输入 IBAN 号码。
- 输入 Swift 代码。
- 从下拉菜单中选择银行账户类型。
- 附上指定银行账户的银行证明、银行对账单、作废支票或存款单，然后单击 **保存**。
- **注意：**如果 Ariba 在您上传的附件中检测到病毒，将显示一条警告消息。该文件可能会被删除。

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 > 6 Bank Information

Bank Information (1)

Name ↑

▼ Bank Information #1

Delete

*

Bank Type: No Choice ▾

Country: (no value) ▾

Name:

Bank Branch:

Add an additional Bank Information

(*) indicates a required field

4. 受访者将被带返回到问卷页面。完成后，点击 **提交整个答复**。然后点击 **确定**。

All Content

Name ↑

1 Bank Information

Add Bank Information (1)

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import