

本文件旨在作為快速資源，協助供應商存取和導覽供應商入口網站。本文件包含：

- 1. 供應商註冊概覽
- 2. 建立 Ariba Network 帳戶（或登入現有帳戶）
- 3. 取得協助
- 4. 與 IPG 取得聯繫
- 5. 填寫供應商註冊表單
- 6. 回覆風險評估
- 7. 透過 Ariba Network 自行報告資訊變更

供應商註冊－它是什麼？



IPG 已開始利用 SAP Ariba Network 實施供應商管理計畫。Ariba Network 允許供應商透過 Ariba Network 自行註冊，進而提高了供應商入職流程中的資訊安全性和效率。

回覆供應商註冊表單－各部分：

01. 一般供應商 資訊 大部分資訊將由該代理機構預先填入。您必須在此部分中包含匯款電子郵件地址。	02. 聯絡人資訊 業務聯絡資訊為預先填入。也可以提供財務聯絡方式。	03. 供應商分類 主要供應商類別為預先填入。您可以新增其他類別。	04 - 05. 稅務資訊 根據供應商類型收集稅務資訊。	06. 付款資訊 取得付款方式（僅適用於與美國合作的供應商/CA 代理機構）。否則，預設付款方式為電子	07. - 08. 銀行資訊 如果付款方式為電子（ACH/電匯），則允許供應商提供銀行詳細資訊。
09. - 10. 備用匯款地址 如果付款方式為支票（僅限美國/加拿大/菲律賓代理機構），則允許您提供匯款詳細資訊。	11. 第三方管理 確定受訪者是否為代表供應商接收付款的第三方管理公司。	12. 多元性資訊 取得多元性指標以確定是否應向 供應商發送「多元性問卷」。	13. 勞工分類 如果供應商為國內個人，則在某些地區需要填寫。	14. 其他資訊確認 要求供應商確認 IPG 的政策和供應商行為準則。	

建立 Ariba Network 帳戶

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**。對於國外供應商，請遵循合規流程的說明。

如果供應商正在建立新帳戶，他們應該驗證任何預先填入的資訊。填寫表單並確保點擊「**建立帳戶並繼續**」。

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](#)

Invitation: Register to become a supplier with [US22-USF6] - Octagon US Financial Services

IPG Corporate <s4system-prod3+ipg-T.Doc597609685@ansmtp.i>
To: Khan, Shaban (JEC-GIS)

Thu 1/19/2022

Reply Reply All Forward

It there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Register as a supplier with [US22-USF6] - Octagon US Financial Services

Hello Shaban Khan!

You have been invited to register as a supplier with [US22-USF6] - Octagon US Financial Services, a division of Interpublic Group (<https://www.interpublic.com/our-companies/>).

If you have previously done business with the Interpublic Group of Companies or its subsidiaries, you should have received an email prior to this invitation with instructions for validating and updating the existing information on file.

Please follow below steps to complete the Supplier Registration Process:

[Click Here](#) to access the Ariba system. Follow the instructions to either **Sign Up** to create a new account with the Ariba Network, or **Log In** if you already have an existing Ariba account and will sign in using your existing Ariba Network credentials (username and password).

There is no charge to create your account and registration is required in order to be set up as a supplier in our financial system.

- You will be prompted to complete our **IPG Standard External Registration Questionnaire**.
- You can select **Save draft** if you need to come back at a later time.
- Once you have completed the form, select **Submit Entire Response**.

Chrome is the recommended browser for accessing Ariba

For training and support materials, or to submit a request for help with the supplier onboarding process, please visit <https://www.interpublic.com/about/supplier-onboarding/>.

找不到供應商邀請電子郵件？

若未填寫註冊表單，系統將每天自動發送提醒電子郵件。

此電子郵件中包含一個連結，供應商可以透過該連結進入 Ariba Network 填寫註冊表單。

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

 Melissa Louie <s4system-prod3+ipg-T.Doc259122682@an>
To: ●

Reply Reply All Forward ...

Wed 8/18/2021 3:48 PM

Hello Melissa Louie,

[1012] - Orion Global Center 1012-2 invited you to register as a supplier on Friday, August 13, 2021 at 2:47 PM, Central Daylight Time but you have not yet submitted Standard External Registration Questionnaire. Your response is due by Friday, August 27, 2021 at 2:47 PM, Central Daylight Time. Please visit [Click Here](#) to complete your registration and submit as soon as possible.

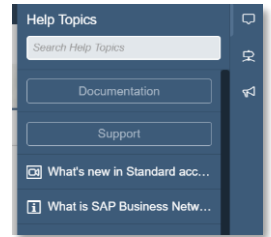
Sincerely,

[1012] - Orion Global Center

需要協助？

關於首頁導覽問題：

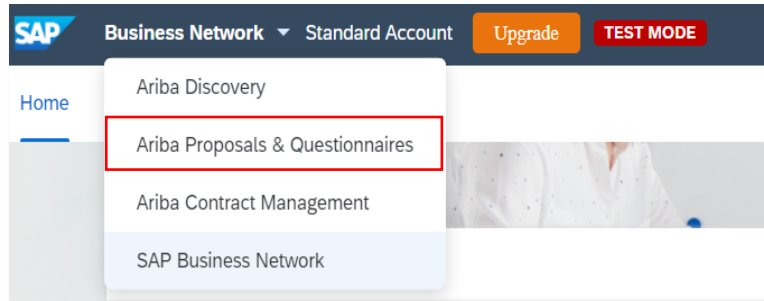
點擊**協助按鈕**，按照問題主題來搜尋、尋找文件等協助：位於頁面右上角。



找不到註冊單？：

當供應商首次登入時，他們將被導向**首頁** - SAP Business Network。

若要存取所有供應商入職文件，請切換到「**Business Network**」下拉式選單並點擊「**Ariba 提案與問卷**」選項卡。



回覆表單/問卷時遇到問題？

點擊下面的連結前往 **IPG 供應商入職支援頁面**。您可以在這裡找到有關 **Ariba 註冊流程**和預期內容的一般資訊，以及可引導您逐步完成註冊流程的「**供應商入職文件**」。也有關於如何完成「**風險評估問卷**」以及註冊後如何變更資訊的說明。

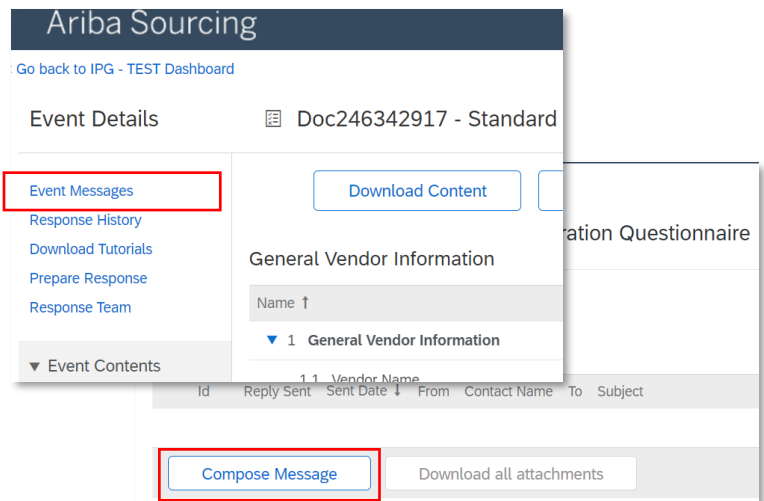
<https://www.interpublic.com/about/supplier-onboarding/>

與 IPG 取得聯繫

如果您想要回覆 **Ariba** 系統內以訊息形式傳送的問題：

點擊進入註冊表單，然後點擊「**事件訊息**」。

接著，點擊「**撰寫訊息**」，向 IPG 發送一封電子郵件。如果需要，請附加文件，然後點擊「**傳送**」。發送後將顯示訊息歷史記錄。



填寫供應商註冊表單

說明：

存取表單後，根據提示填寫各項欄位。

部分資訊已由 IPG 預先填入。如需要，請再次檢查並更新。

此為動態表單－表單可能會隨著問題的答覆更新為僅要求必要且適用的資訊。

注意：新增以下任一詳細資訊時：

- 銀行資訊（若使用電子付款方式）
- 備用匯款地址（若使用支票付款方式）

請依照所示步驟進行操作。如適用，請新增多個銀行帳戶或匯款地址。

範例：新增銀行訊息

The screenshot displays the IPG Supplier Registration form. The left sidebar shows the navigation menu with 'Event Contents' expanded. The main content area shows the 'All Content' section with a list of sections: 1. General Vendor Information, 2. Contact Information, 3. Supplier Classification, 4. Tax Information, 5. Payment Information, 6. Bank Information, and 7. Third Party Management. The 'Bank Information' section is highlighted, showing a table with 0 items. A red box highlights the 'Add Bank Information (0)' button. A red arrow points from this button to the 'Add Bank Information' button in the 'Bank Information (0)' section. Below, the 'Bank Information (1)' section shows a form for adding a new bank account with fields for Bank Type, Country, Name, and Bank Branch. The 'Add an additional Bank Information' button is at the bottom.

完成後點擊「提交所有回覆」。另一個選項是「保存草稿」，並於稍後再回覆。

回覆風險評估

根據所提供的產品/服務，供應商可能會收到一封電子郵件以完成**風險評估**。這些評估對於 IPG 瞭解供應商的安全、隱私和腐敗/詐欺狀況的能力至關重要。

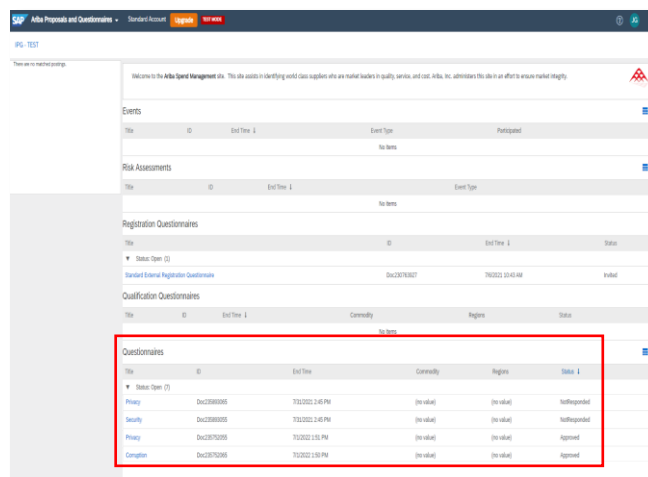
請**點擊電子郵件中的連結**並登入 Ariba Network 以存取問卷。



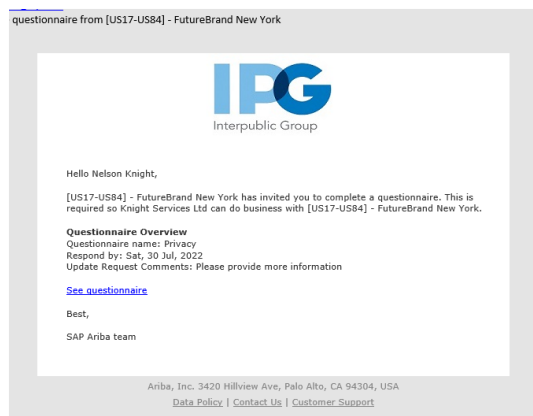
在「**問卷調查**」部分下可以找到風險評估。點擊進入表單並填寫。

完成後，點擊「**提交所有回覆**」。

注意：請隨時**儲存草稿**並繼續或於稍後填寫表單。



如果 IPG 要求任何其他資訊，將透過電子郵件通知供應商聯絡人。點擊嵌入的連結並登入，以更新並回應他們的反饋。



自我報告資訊變更

可能會出現公司資訊發生變化的情況，進而影響先前收集資料的準確性。

若要更新資訊，請登入 Ariba Network 並點擊註冊表單，然後點擊「修改回覆」。任何提交的更新都將由 IPG 審核和批准，之後供應商將收到一封確認電子郵件。

如要開始進行更新：

前往 <https://supplier.ariba.com> 並輸入登入憑證。

找到需要編輯的表單並點擊「修改回覆」。

注意：

- 稅務資訊在註冊表單上則不可編輯。僅可以更新稅務附件。
- 如果供應商需要編輯銀行資訊，只需要**新增額外的銀行資訊**。請不要刪除先前的帳戶。
- 或 – 如果供應商需要編輯備用匯款地址，則只需要**新增額外的備用匯款地址**。請不要刪除先前的地址。

資訊更新後，捲動到頁面底部並點擊「提交所有回覆」以發送更新供 IPG 審核。

注意：儲存草稿並於稍後更新表單。

Response Team

▼ Event Contents

All Content

1 General Vendor Information

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

Revise Response

All Content

Name ↑

▼ 1 General Vendor Information

1.1 Vendor Name Acme Inc.

1.2 DBA Name ⓘ

Show More

Street: Franklin Street

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

Postal Code: 10019 ⓘ ⓘ City

12.7 Is your company registered in SAM (System for Award Management)? * No ▼

▼ 14 Other Information Acknowledgement

14.1 Do you acknowledge IPG's Vendor Portal Privacy notice? * Yes, I acknowledge ▼

<https://inside.interpublic.com/srv/legal/terms/dataPrivacy.php?id=0>

14.2 Do you accept IPG's Vendor Code of Conduct? * Yes, I accept ▼

www.interpublic.com/about/corporate-governance

14.3 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:

For DXTRA agencies: AP-IPGDXTRA@interpublic.com
For all other agencies: ipgssaccountspayable@interpublic.com

14.4 Please provide any additional comments related to your submission ⓘ

(*) Indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import