



Supplier Onboarding Ariba User Guide

Log In to an Existing Ariba Network
Account

For Suppliers

Log In with an Existing Ariba Network Account

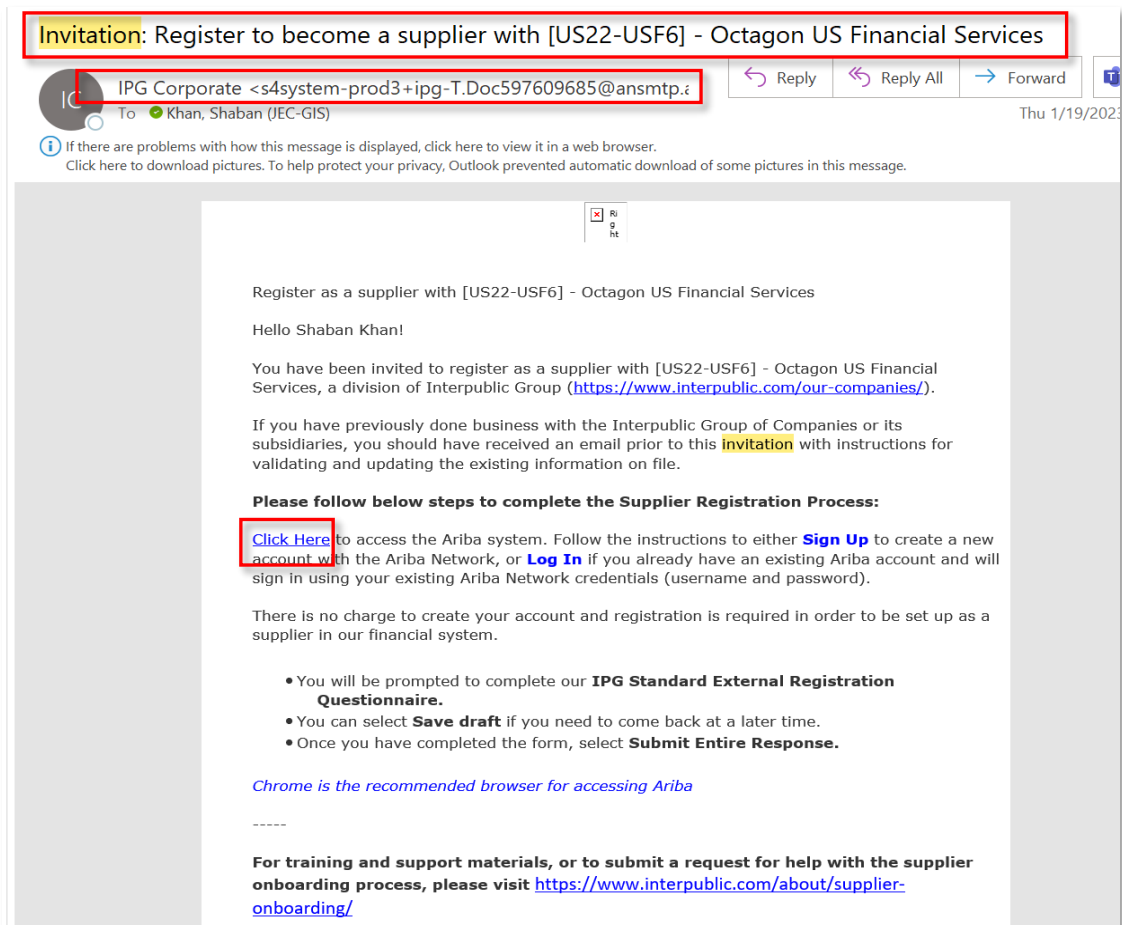
Scenarios

The supplier contact will receive an email notification, inviting them to register on the Ariba Network – the supplier-side of the portal. If you already have an Ariba Network account with other customers that use Ariba, follow these steps to log in with existing credentials.

1. **The supplier will receive an email notification, requesting them to sign up or log in to the Ariba Network.** The system generated email will be sent from IPG Corporate.

Click on the [Click Here](#) link in the email.

- **NOTE:** To access training and support materials, paste the provided link into your browser to access IPG documentation.
- **NOTE:** For **foreign suppliers located outside the agency location**, **complete the Foreign tax process.** The tax documentation attachment will be required as you complete the Registration form in Ariba.



Log In with Existing Ariba Network Account

2. If the supplier contact already has an SAP Ariba Network account **that they use for other customers that use Ariba**, click **Log In**.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. At the top, there's a header with the SAP logo and the text 'Ariba Proposals and Questionnaires'. Below the header, a welcome message says 'Welcome, Wanda Vision'. A yellow banner contains the text 'Have a question? Click here to see a Quick Start guide.' Below this, there's a section for signing up as a supplier with IPG - TEST on SAP Ariba. It states 'IPG - TEST uses SAP Ariba to manage procurement activities.' and 'Create an SAP Ariba supplier account and manage your response to procurement activities required by IPG - TEST.' There are two buttons: 'Sign up' and 'Log In'. The 'Log In' button is highlighted with a red box.

3. You will be directed to another page, prompting the existing **username** and **password** credentials. Enter your credentials.
If you forgot your username or password, click the associated links on this page.
4. Then click **Continue**.

The screenshot shows the 'Enter Your Account Information' page. At the top, there's a header with the SAP logo and the text 'Ariba Proposals and Questionnaires'. Below the header, the title 'Enter Your Account Information' is displayed. A note states '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.' There are two input fields: 'Username: *' and 'Password: *'. The 'Username' field contains the text 'martin.acme@acme.com'. The 'Password' field contains a series of asterisks. Below the input fields, there are two links: 'Forgot Username' and 'Forgot Password'. At the bottom right, there are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is highlighted with a red box.

Log In with Existing Ariba Network Account

1. Upon successfully logging in with your Ariba Network account, the supplier will be taken directly to IPG’s registration form to fill out and submit to IPG.
- NOTE:** The supplier will only be taken directly to the registration form page if he/she followed the link in the invitation or reminder email.

IPG’s registration form:

< 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 ⓘ

Acme Inc.

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) ⓘ

Show More

Street: 800 Frank St ⓘ

Street 2: ⓘ

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

IPG’s daily reminder email to register:

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

IP Corporate

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

Thu 9/23/2021 10:40 PM

Flag for follow up.

Reply

Reply All

Forward

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

The supplier has 28 days to complete the form and submit their information. After 28 days, the supplier will need to follow up with IPG to ask to be reinvited. For more information, please see [IPG’s supplier site](#).