

This document is intended to be a quick resource to assist **Suppliers** in accessing and navigating the Supplier portal. This document covers:

- 1. Overview of Supplier Registration
- 2. Creating an Ariba Network account (or log in to an existing account)
- 3. Getting Help
- 4. Getting in touch with IPG
- 5. Completing the Supplier Registration Form
- 6. Responding to Risk Assessment(s)
- 7. Self-reporting information changes via the Ariba Network

Supplier Registration - What is it?



IPG has a Supplier management program in place utilizing the SAP Ariba Network. The Ariba Network offers increased information security and efficiency in the Supplier onboarding process by allowing Suppliers to self-register via the Ariba Network.

Responding to the Supplier Registration Form - Sections:

01.

General Supplier 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 supplier category will be pre-populated. You may include additional categories .

04-05.

Tax Information

Collects tax information based on the supplier type.

06.

Payment Information

Captures payment method (Only applies to suppliers 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 supplier to provide bank details.

09.-10.

Alternate Remittance Address

If the payment method is Check (US / CA / PH 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 supplier.

12.

Diversity Information

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

13.

Worker Classification

To be completed in some regions if the supplier is a domestic individual.

14.

Other Information Acknowledgment

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

## Creating an Ariba Network Account

The Supplier will receive an email notification requesting sign up or log in to the Ariba Network. For foreign Suppliers, follow instructions for the Comply process.

If the Supplier is creating a new account, they should verify any pre-populated information. Fill out the form accordingly and make sure to click **Create account and continue**.

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)

Reply Reply All Forward

Thu 1/19/2022

If 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/>.

## Can't find the Supplier invitation email?

The system will automatically send reminder emails on a daily basis for each day the Registration form is not complete.

Within this email, there is a link that will take the supplier to the Ariba Network to complete the Registration form.

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.

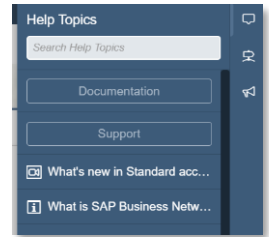
Sincerely,

[1012] - Orion Global Center

## Need Help?

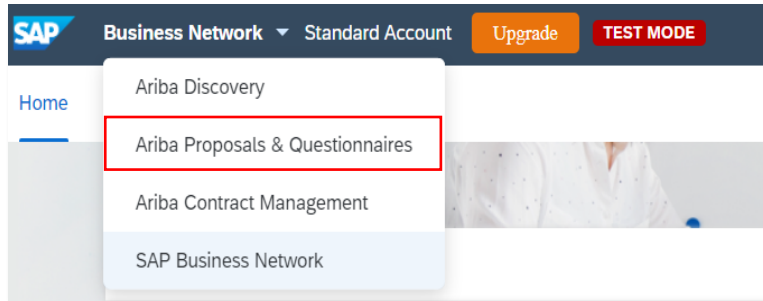
### For homepage navigation issues:

Search by question topic, find documentation, and more by clicking on the **help button**:  on the right hand corner of the page.



### Can't find the registration form?:

When the Supplier first signs in, they will be led to **homepage** – SAP Business Network. To access all Supplier onboarding documents, toggle on **the Business Network dropdown** and click into the **Ariba Proposals & Questionnaires** tab.



### Issues responding to the form/questionnaire?:

Click on the link below to visit the **IPG Supplier Onboarding support page**. Here you will find general information about the **Ariba Registration process** and what to expect, as well as **Supplier Onboarding Files** which will take you through the registration process step by step. There are also instructions on completing **Risk Assessment Questionnaires**, and making changes to your information after you have registered.

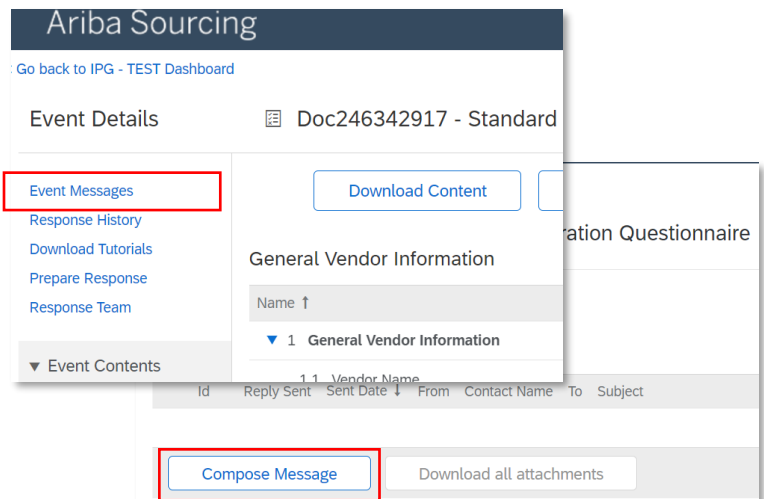
<https://www.interpublic.com/about/supplier-onboarding/>

## Get in touch with IPG

If you want to respond to a question sent as a message within the Ariba system:

Click into the registration form and click **Event Messages**.

Then, click **Compose Message** to write an email to IPG. Attach a file if needed and click **Send**. The message history will be displayed after sending.



# Complete the Supplier Registration Form

## Directions:

After accessing the form, fill out the fields as prompted.

Some information has been pre-populated by IPG. Review and update if needed.

This form is dynamic – as questions are answered, the form may update to only ask for necessary and applicable information.

**NOTE:** When adding details for either:

- **Bank Information** (if **Electronic** payment method is being used)
- **Alternate Remittance Address** (if **Check** payment method is being used)

Follow the steps shown. Add multiple bank accounts or remit addresses, if applicable.

## Example: Adding Bank Information

The screenshot shows the 'Bank Information' section of the form. The 'Add Bank Information (0)' button is highlighted with a red box. A red arrow points from the 'Example: Adding Bank Information' title to this button. Below, another red arrow points to the 'Add an additional Bank Information' button. The form also shows a 'Save' button and a 'Submit Entire Response' button.

Event Messages  
Event Details  
Response History  
Response Team

All Content

Name 1

4.4 Please upload W-9 or W-8 Attachment [+ Attach a file](#)

▼ Event Contents

All Content

1 General Vendor Infor...

2 Contact Information

3 Supplier Classification

4 Tax Information

▼ 5 Payment Information

5.1 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.

Electronic (ACH / Wire) ▼

6 Bank Information [Add Bank Information \(0\)](#)

▼ 9 Third Party Management

9.1

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 (0)

Name 1

No Items (\*) Indicates a required field

[Add Bank Information](#)

Save

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 1

▼ Bank Information #1 [Delete](#)

Bank Type: No Choice ▼

Country: (no value)

Name:

Bank Branch:

[Add an additional Bank Information](#) (\*) Indicates a required field

Click **Submit Entire Response** when complete. Another option is to **Save a draft** and come back to the response at a later time.

## Respond to Risk Assessment(s)

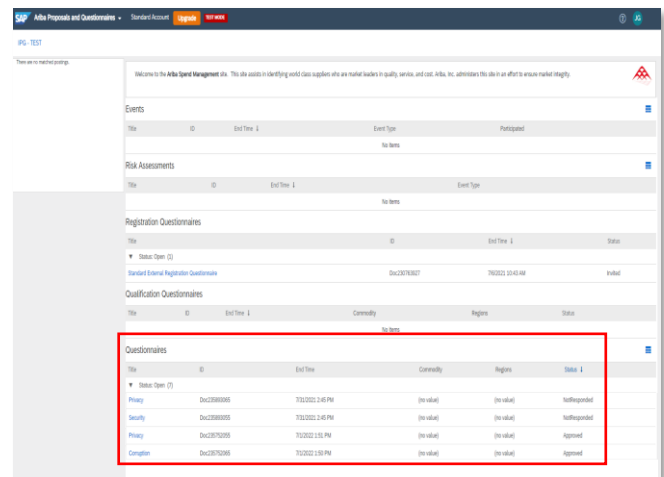
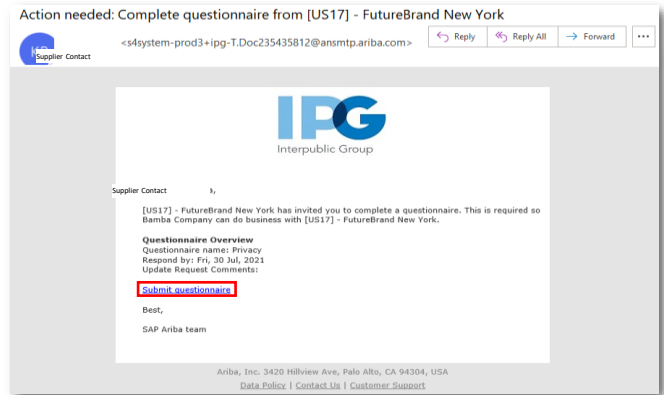
Depending on the product(s)/ service(s) being provided, the Supplier may receive an email to complete a **risk assessment**. These assessments are important to IPG's ability to understand the Supplier's security, privacy, and corruption/fraud posture.

**Click on the link from the email** and log in to Ariba Network to access the questionnaire.

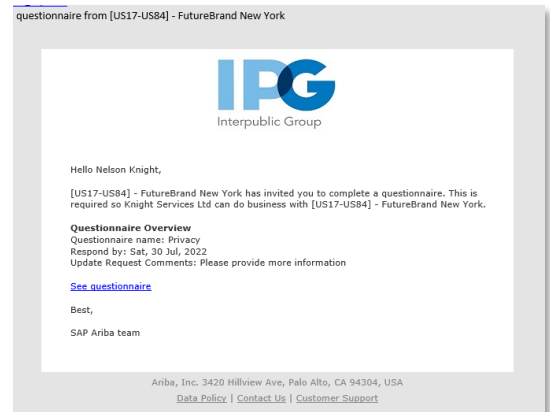
Locate the risk assessments under the **Questionnaires** section. Click into the form and complete the form.

Once complete, **Submit Entire Response**.

**NOTE: Save a draft** at any time and come back to complete the form.



If IPG requests any additional information, the Supplier contact be notified via email. Click the embedded link and log in to update and respond to their feedback.



## Self-Report Information Changes

There may be a case where company information changes, affecting the accuracy of the data previously collected.

To update information, log in to the Ariba Network and click into the registration form and click **Revise Response**. Any submitted updates will be reviewed and approved by IPG, after which the Supplier will receive a confirmation email.

### To begin making updates:

Navigate to <https://supplier.ariba.com> and enter login credentials.

Find the form to be edited and click **Revise Response**.

### NOTES:

- **Tax information** is **not** editable on the Registration form. Only the **tax attachment** can be updated.
- If the Supplier needs to edit bank information, only **add additional bank information**. Do not delete previous accounts.
- OR – If the Supplier needs to edit alternate remittance address, only **add additional alternate remittances**. Do not delete previous addresses.

Once the information has been updated, scroll to the bottom of the page and click **Submit Entire Response** to send updates for IPG to review.

**NOTE:** Save a draft and come back to update the form at a later time.

The screenshot shows the 'Response Team' interface. On the left, a sidebar lists 'Event Contents' with categories: All Content, General Vendor Information, Contact Information, Supplier Classification, Tax Information, Payment Information, and Bank Information. The main area displays 'All Content' with a table of items. Item 1, 'General Vendor Information', is expanded, showing fields for 'Vendor Name' (Acme Inc.), 'DBA Name', and 'Vendor Address'. A 'Show More' link is visible. A red box highlights the 'Revise Response' button in the top right corner.

The screenshot shows the bottom portion of the registration form. It includes questions 12.7, 14, 14.1, 14.2, 14.3, and 14.4. Question 12.7 asks if the company is registered in SAM. Question 14 asks for acknowledgment of IPG's Vendor Portal Privacy notice. Question 14.1 asks for acknowledgment of the IPG's Vendor Code of Conduct. Question 14.2 asks for acknowledgment of the IPG's policy. Question 14.3 asks for acknowledgment of the IPG's policy. Question 14.4 asks for additional comments. A red box highlights the 'Submit Entire Response' button at the bottom left. Other buttons include 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'.