



Source-to-Pay (STP) Transformation Supplier Onboarding Ariba User Guide

Self-Report Changes after Initial
Registration

For Suppliers

Self-Report Changes on Registration Form

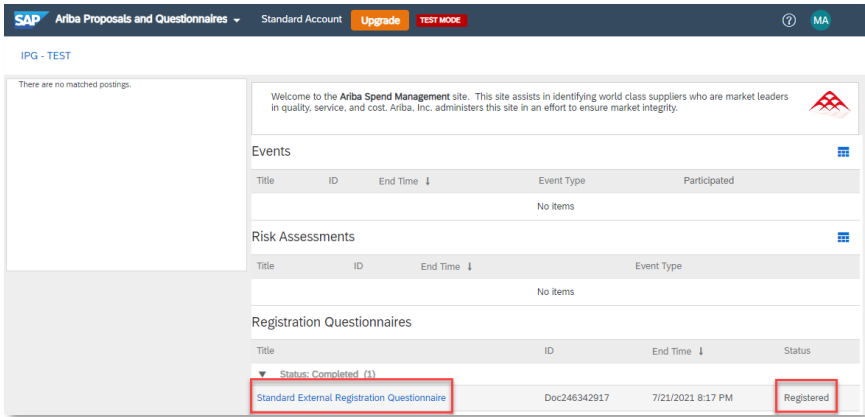
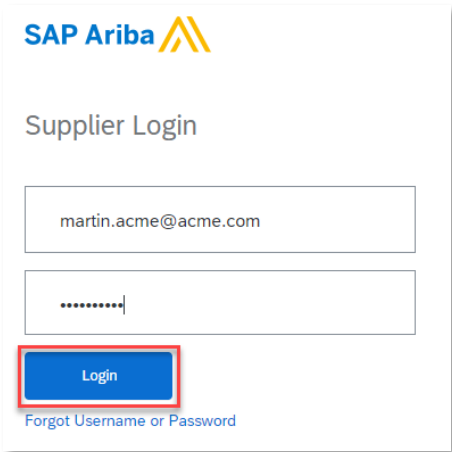
- Below is an overview of the External Registration Form where updates will be managed. Most of the information from the supplier's previous submission can be updated, however there are a few items that are locked for editing.

Editable			
01. General Supplier Information Basic supplier information. Most of this information will be pre-populated. What to prepare: <ul style="list-style-type: none">Remit email address	02. Contact Information Supplier Business Contact Information will be pre-populated. What to prepare: <ul style="list-style-type: none">Finance Contact details (if app.)	03. Supplier Classification Primary supplier service category will be pre-populated. Supplier may include additional categories. What to prepare: <ul style="list-style-type: none">N/A	04-05. Tax Information Collects tax information based on the supplier type (domestic / Foreign) What to prepare: <ul style="list-style-type: none">Tax Documentation (Tax ID)
Editable			
06. Payment Information Captures payment method (Only applies to vendors working with US / CA Agencies). Global is Electronic What to prepare: <ul style="list-style-type: none">N/A	07.- 08. Bank Information If the payment method is Electronic (ACH/Wire): What to prepare: <ul style="list-style-type: none">Bank detailsBank statement OR <ul style="list-style-type: none">Bank letter stating ownership	09.-10. Alternate Remittance Address If the payment method is Check (US / CA agencies only): What to prepare: <ul style="list-style-type: none">Remit address info	
Editable			
11. Third Party Management If the respondent is a third party management company: What to prepare: <ul style="list-style-type: none">Existing contract (if app.)New contract (if app.)	12. Diversity Information Captures diversity indicator to determine if the 'Diversity Questionnaire' should be sent to the supplier. What to prepare: <ul style="list-style-type: none">N/A	13. Worker Classification Only applicable for domestic individuals in the US / CA. What to prepare: <ul style="list-style-type: none">DBA certificate/sales tax number (if app.)Website (if app.)Copy of advertisement (if app.)	14. Other Information Acknowledgment Asks the supplier to acknowledge IPG's policies and supplier code of conduct. What to prepare: <ul style="list-style-type: none">N/A

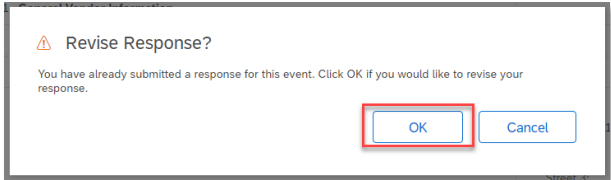
Self-Report Changes on Registration Form

To begin making updates:

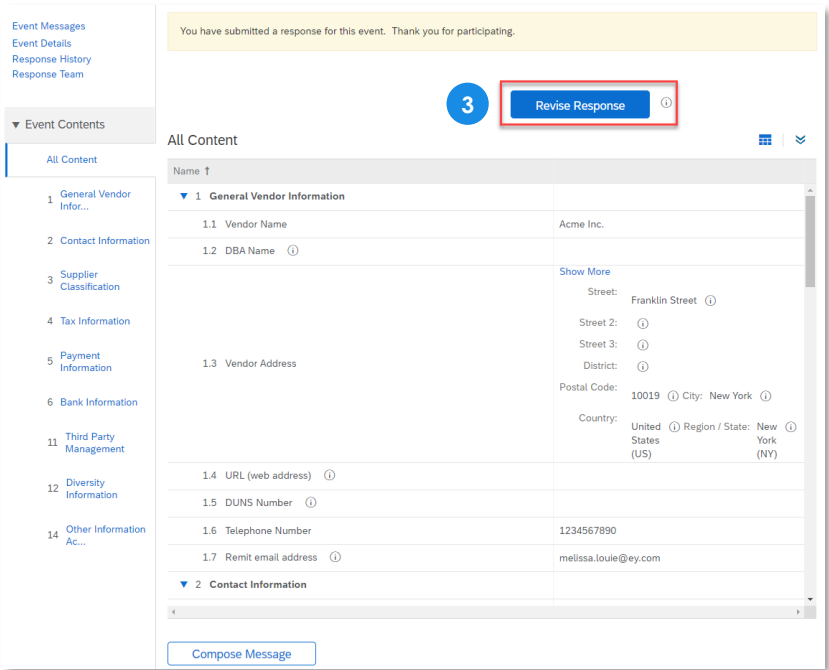
1. Navigate to <https://supplier.ariba.com> and enter login credentials.
2. When the supplier logs in, find the completed Registration Form. This form should be in **Registered** status.



- **NOTE:** If the Registration Form is **not in Registered status**, the supplier will **still be able to revise your response**. They will just receive a pop-up message verifying that they want to make changes:



3. From the form, click **Revise Response** to open the form up for editing.



Self-Report Changes on Registration Form

4. The form will open up for editing. Update the necessary information.

The screenshot shows a web form titled "All Content" with a "Name" dropdown. The "General Vendor Information" section is expanded, showing fields for Vendor Name (Acme Inc.), DBA Name, Vendor Address (Franklin Street, Street 2, Street 3, District, Postal Code 10019, City New York, Country United States (US)), URL (web address), DUNS Number, and Mobile/Telephone Number (1234567890). A red box highlights the address and contact information fields. A legend at the bottom indicates that an asterisk (*) denotes a required field.

For updates, there are three sections that require additional instruction:

- **Tax Information**
- **Bank Information**
- **Alternate Remittance Address**

Tax Information Section

5. Notice that this section is mostly locked for editing. The only question the supplier is able to edit is the tax attachment.

- If the supplier needs to update the file, click **Update file** and select a document from your desktop.

The screenshot shows the "Tax Information" section of a registration form. It includes questions about foreign vendor status, SSN usage, and employee count. The "Please upload your tax documentation" question has a red box highlighting the "W9.jpg" file and the "Update file" button. Below these are fields for Country/Region (United States (US)), Tax Name, Tax Type, and Tax Number.

A warning message will be displayed if Ariba detects a virus in your uploaded attachments. The document may be removed.

Self-Report Changes on Registration Form

Updating Bank Information or Alternate Remittance Address

The supplier may add additional bank details (if paid electronically) or remittance addresses (if paid by check), but the supplier **should not delete existing bank information or remittance addresses**.

- 6. To do so, click the **Add Bank Information** (or Add Alternate Remittance Address) link to open the data entry page. Existing bank details will be there.

▼ 6 Payment Information

6.1
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.

6.4 Please describe any Intermediary or Beneficiary banking arrangements, if applicable

★

Electronic (ACH / Wire) ▼

8 Bank Information

Add Bank Information (0)

- 7. Then click **Add an additional Bank Information** and **scroll down** to see the editable fields to enter the new bank details.

- 8. When complete, click **Save** when complete.

All Content > 6 Bank Information

Bank Information (1)

Name ↑

Country: United States

Name: Bank of America

Bank Branch:

Street: 52nd Street

City: New York

State/Province/Region: NY

Postal Code: 10019

Account Holder Name: Bruce Wayne

Add an additional Bank Information

(*) indicates a required field

All Content > 6 Bank Information

Bank Information (2)

▼ Bank Information #2

Delete

★

Bank Type: No Choice ▼

Country: (no value) ▼

Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Add an additional Bank Information

(*) indicates a required field

IPG | 5

Self-Report Changes on Registration Form

Submitting your revised Registration Form

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

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

Console

Doc652027050 - Standard External Registration Questionnaire

Time remaining
27 days 23:59:35

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

11 Third Party Management

14 Other Information Ac...

All Content

Name ↑

applicable

8 Bank Information

Add Bank Information (0)

▼ 11 Third Party Management

11.1

Are you a third party management company acting as an agent for receipt of the payment?

* Unspecified ▼

▼ 14 Other Information Acknowledgement

14.1

By providing this information you acknowledge and agree to [IPG's Vendor Portal Privacy Notice](#). In connection with your services to IPG, you agree to comply with all applicable laws and [IPG's Supplier Code of Conduct](#), which could be accomplished by adhering to similar requirements in your internal code of conduct or internal policies.

14.2

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.

* Unspecified ▼

14.3

Please provide any additional comments related to your submission ⓘ

14.4

Please provide any additional attachments related to your submission ⓘ

Attach a file

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import