Supplier Onboarding Ariba User Guide

Log In to an Existing Ariba Network Account

For Suppliers

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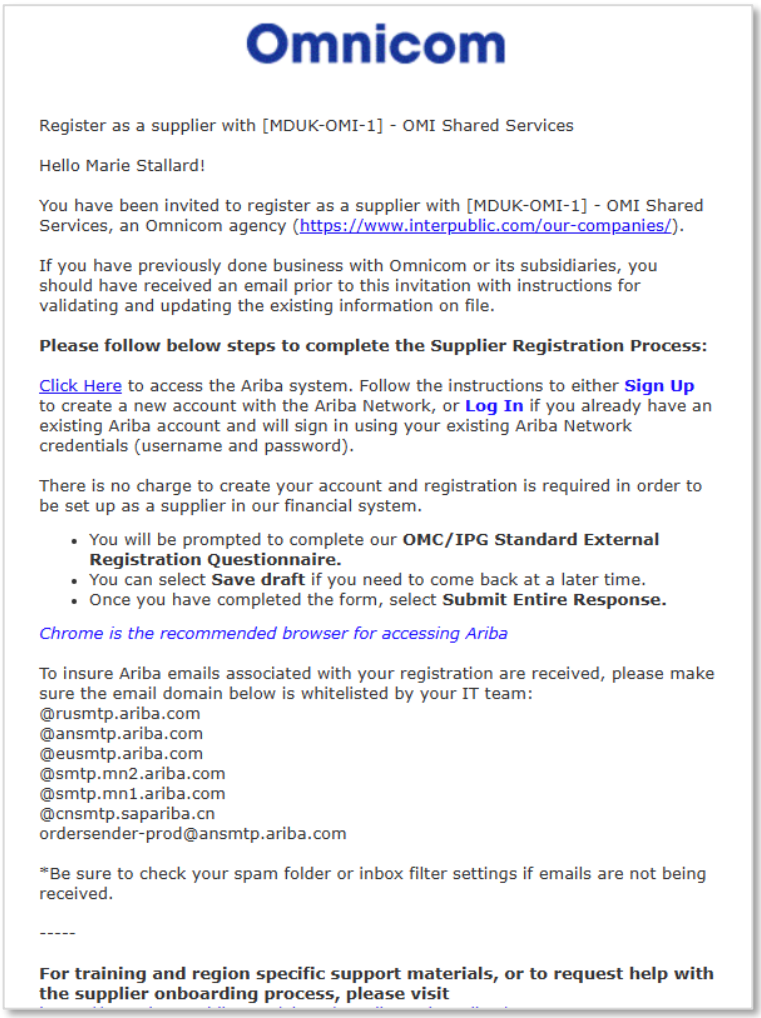
Scenarios

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 Omnicom 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 Omnicom 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.



Omnicom

Register as a supplier with [MDUK-OMI-1] - OMI Shared Services

Hello Marie Stallard!

You have been invited to register as a supplier with [MDUK-OMI-1] - OMI Shared Services, an Omnicom agency (https://www.interpublic.com/our-companies/).

If you have previously done business with Omnicom 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 **OMC/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

To insure Ariba emails associated with your registration are received, please make sure the email domain below is whitelisted by your IT team:
@rusmtp.ariba.com
@ansmtp.ariba.com
@eusmtp.ariba.com
@smtp.mn2.ariba.com
@smtp.mn1.ariba.com
@cnsmtp.sapariba.cn
ordersender-prod@ansmtp.ariba.com

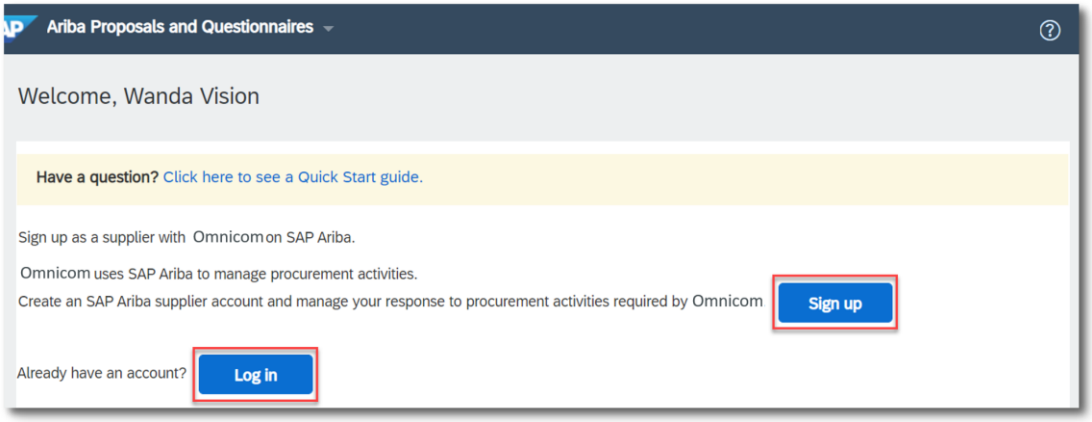
*Be sure to check your spam folder or inbox filter settings if emails are not being received.

For training and region specific support materials, or to request help with the supplier onboarding process, please visit

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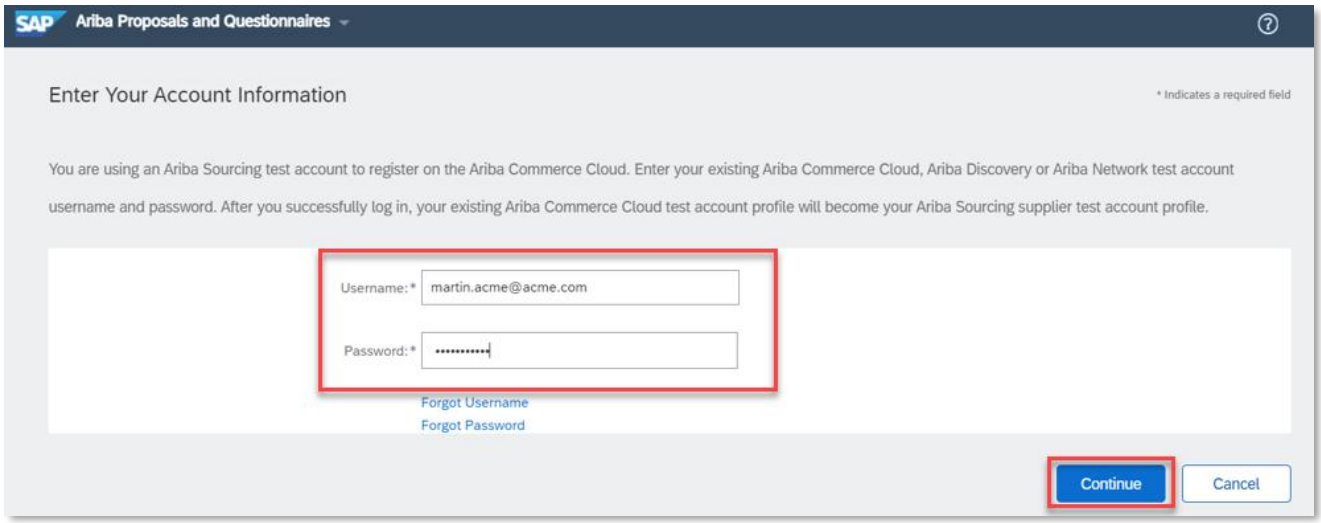
2. If the supplier contact already has an SAP Ariba Network account **that they use for other customers that use Ariba**, click **Log In**.



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**.



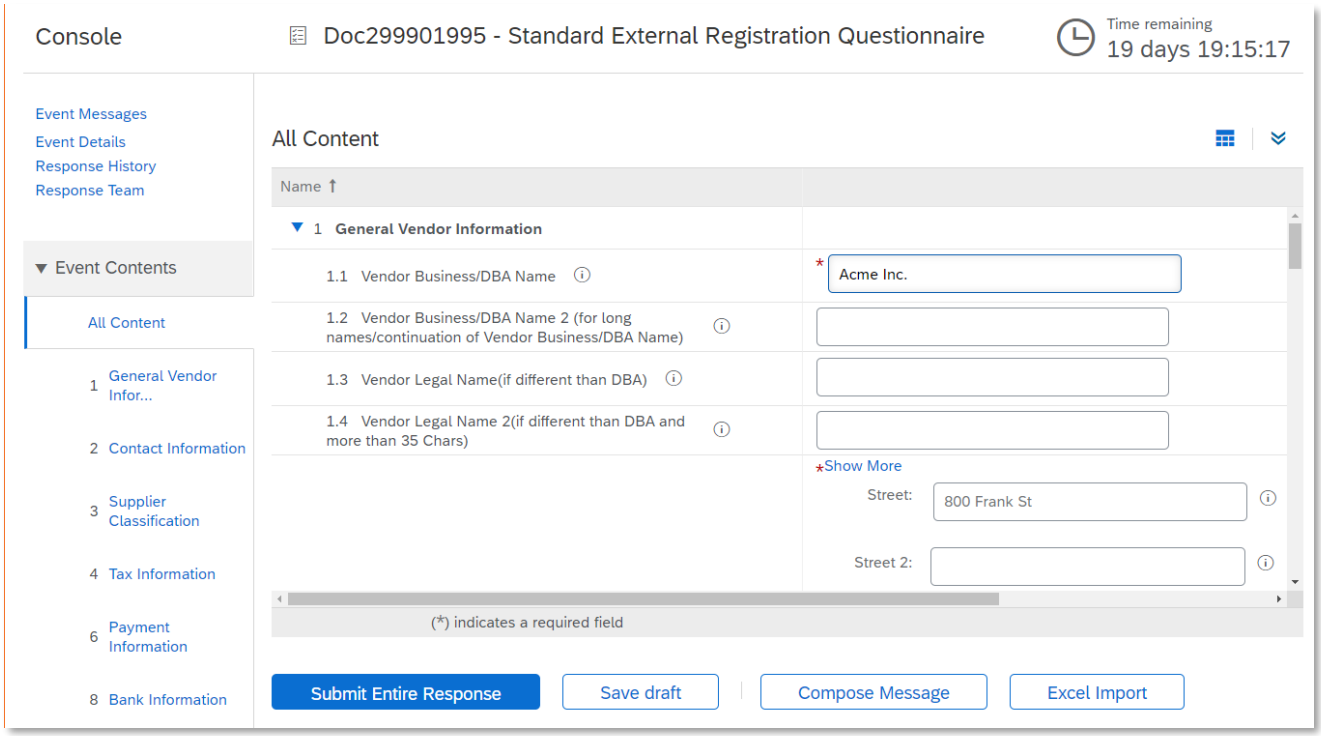
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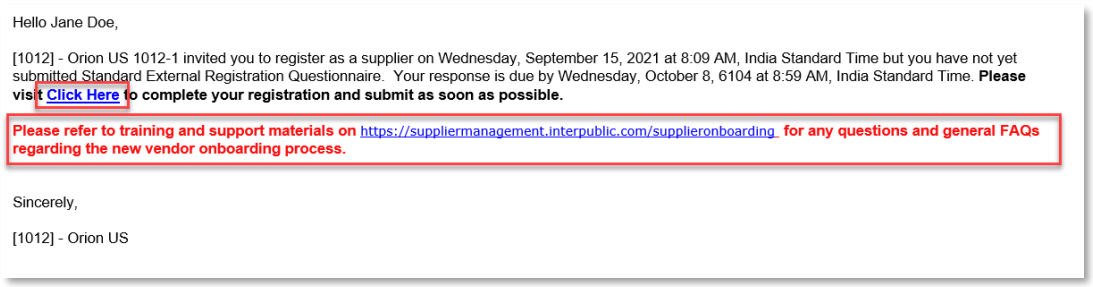
1. Upon successfully logging in with your Ariba Network account, the supplier will be taken directly to Omnicom's registration form to fill out and submit to Omnicom.

   - **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.

Omnicom's registration form:



Omnicom's daily reminder email to register:



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 Omnicom to ask to be reinvited. For more information, please see **IPG's supplier site**.

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