SUPPLIER PORTAL OVERVIEW

User: Suppliers

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 Omnicom
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?



Omnicom 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 (PH, HK, UAE, Qatar and Bahrain 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.

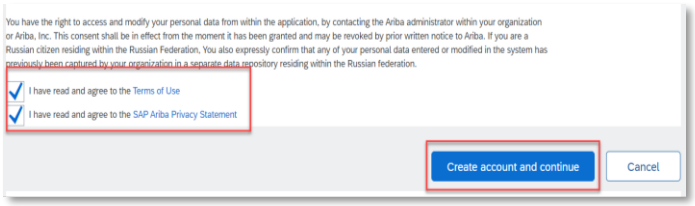
Other Information Acknowledgment

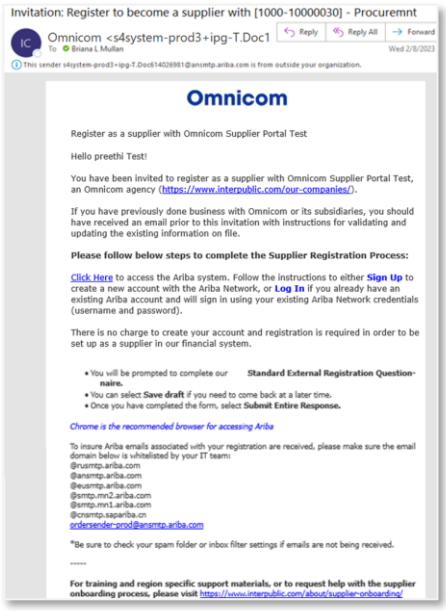
Asks the supplier to acknowledge OMC/IPG's policies and supplier code of conduct.

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**.

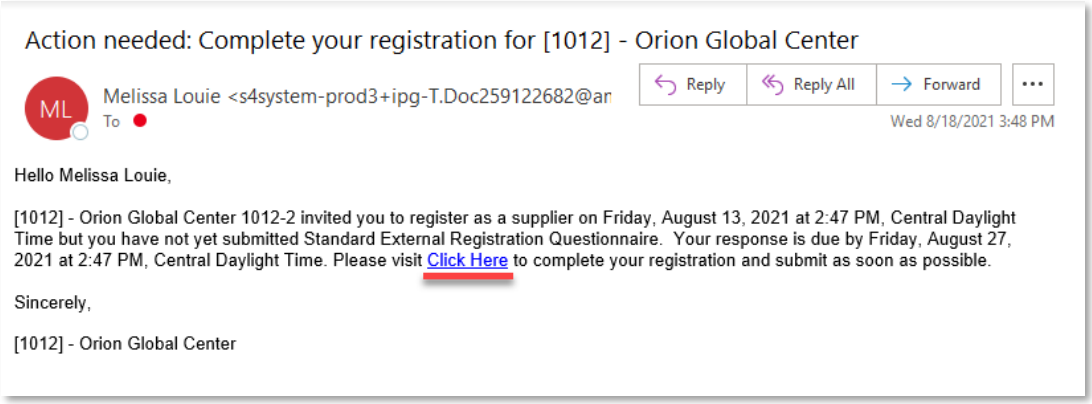




Can't find the Supplier invitation email?

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.

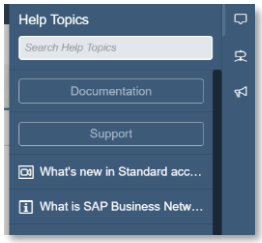


Need Help?

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.

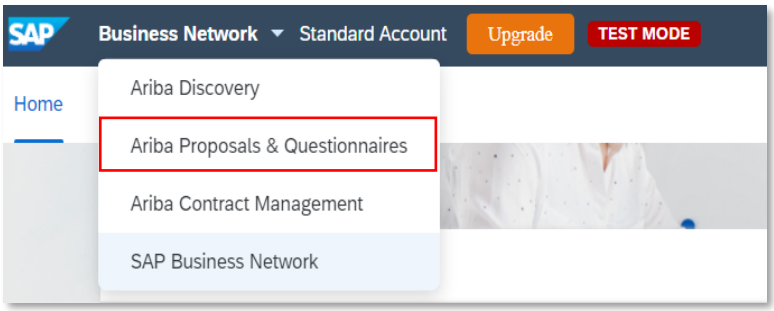




Can't find the registration form?:

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 **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.

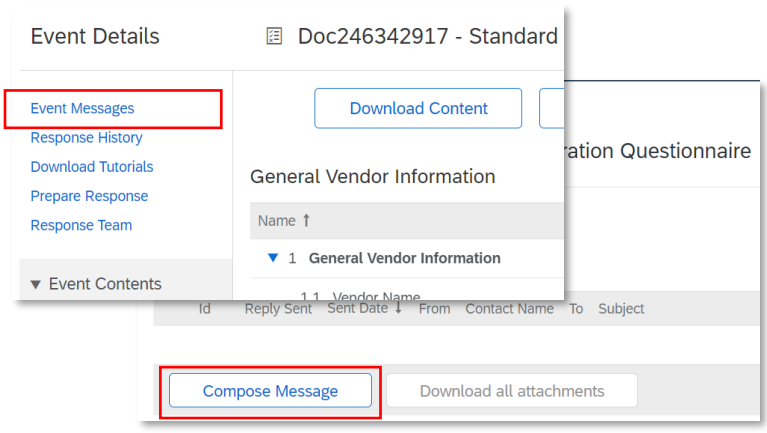
https://www.interpublic.com/about/supplier-onboarding/

Get in touch

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 Omnicom. 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. Review and update if needed.

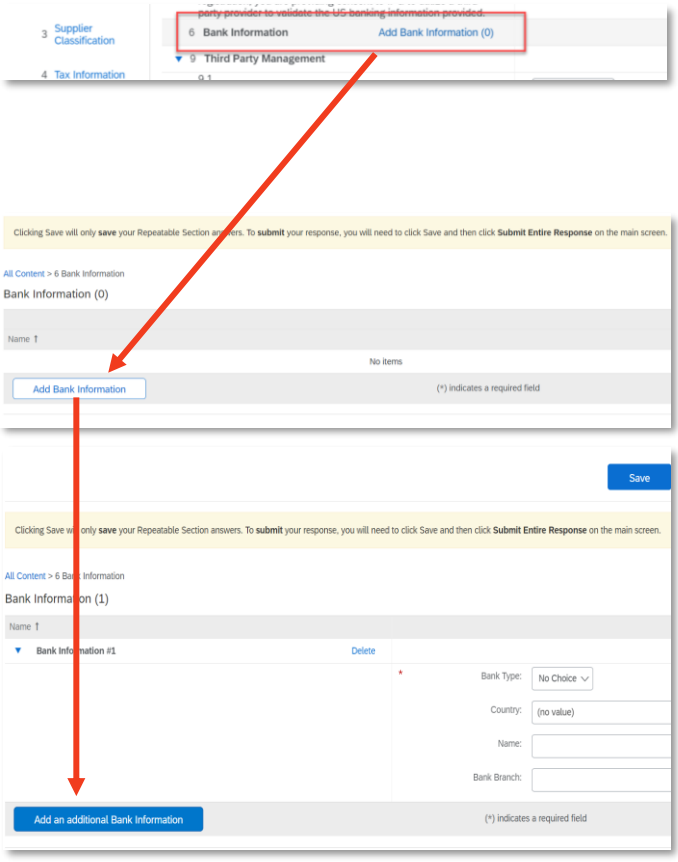
This form is dynamic – as questions are answered, the form may update to only ask for necessary and applicable information.

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

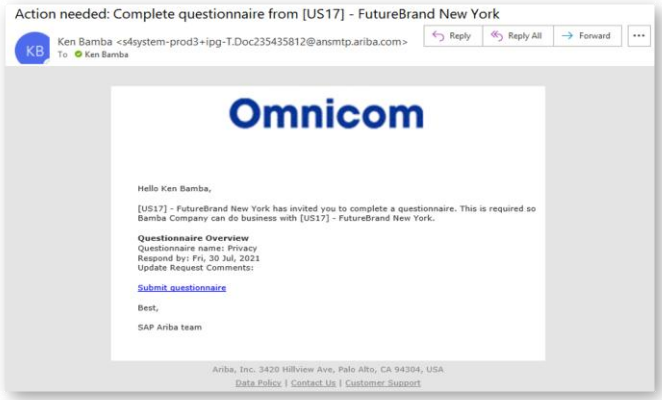


Click **Submit Entire Response** when complete. Another option is to **Save a draft** and come back to the response at a later time.

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 understand the Supplier's security, privacy, and corruption/fraud posture.

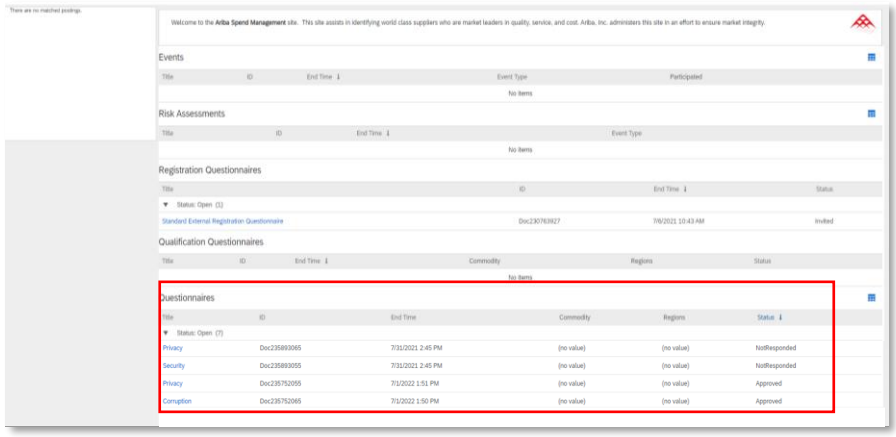
Click on the link from the email and log in to Ariba Network to access the questionnaire.



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 Omnicom 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.



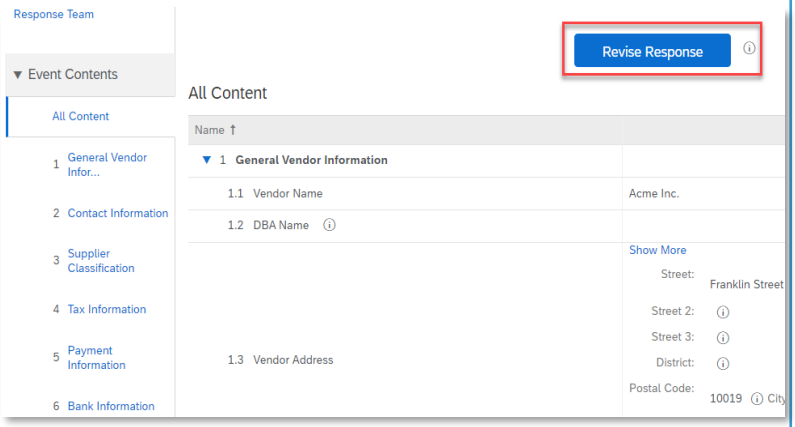
Self-Report Information Changes

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, 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 to be reviewed.

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

