Supplier Onboarding
SAP Ariba User Guide

Complete Omnicom's Registration Form

For Suppliers

Purpose of this Document

Document Purpose:
The purpose of this document is to provide detailed guidance for Omnicom's suppliers to navigate the supplier onboarding portal (SAP Ariba Network) and complete the various supplier onboarding forms from the system:

- External Registration Form
- Risk Assessments
- Self-reporting any information updates through the SAP Ariba Network

Document Structure:
Each form has its own section outlining step-by-step directions and supplemental screenshots to successfully register to become a new supplier with Omnicom.

Also included in this document is a section for suppliers to reach out to Ariba in the event they have questions or run into any technical issues.

Scenario

A role-based scenario, providing an overview of the objectives from an operational business perspective

Instructions

Detailed instructions of the testing process, including visual depictions of the steps to help walk testing participants through the process

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Supplier Registration

Registration Overview

Supplier Registration - What is it?

Omnicom has launched a supplier management program which requires suppliers to register via the SAP Ariba Network. This will increase efficiency in the supplier onboarding process by allowing suppliers to self-register via the SAP Ariba Network.

Setting the Context

Omnicom will invite the supplier to complete or update the registration form and provide important supplier information in order to be set up as an Omnicom supplier.

*The information provided will **route for review and approval** during which Omnicom may request additional information or send you follow on questionnaires (e.g. questions about information provided, diversity certificates, risk questionnaires, etc.)*

Key Benefits

1. Suppliers can self-report and maintain their own data including diversity
2. Suppliers can leverage their existing SAP Ariba Network accounts when onboarding with Omnicom

Process Flow



Supplier



Omnicom

Receives invitation to register on the SAP Ariba Network and self-reports information to register → Reviews and approves supplier registration form. After which, the supplier may be transacted with

External Registration Form Overview

The External Registration Form is either **sent to the vendor contact** (or the Agency Requestor **for alternate process vendor types**). It is broken out into sections, each of which asks for specific vendor information. Below are the sections, their purpose, and scenarios where the vendor might not need to complete the section:

D F AP

01.

General Vendor 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 vendor category will be pre-populated. You may include additional categories.

04-05.

Tax Information

Collects tax information based on the vendor type.

06.

Payment Information

Captures payment method (Only applies to vendors 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 vendor 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 vendor.

12.

Diversity Information

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

13.

IP

Worker Classification

To be completed if the vendor is a domestic individual (Only applies to US/CA/APAC agencies)

14.

Other Information Acknowledgment

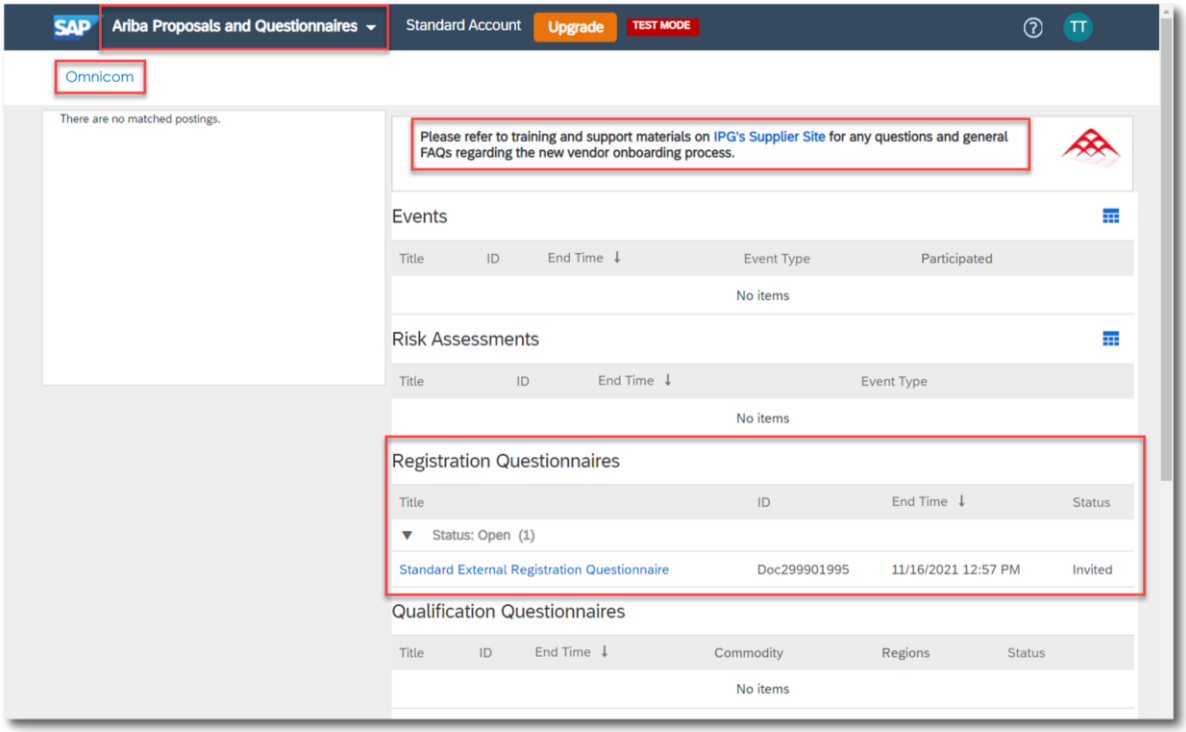
Asks the vendor to acknowledge OMC/IPG's policies and vendor code of conduct.

Confidential- Not for Public Consumption or Distribution

Registration Form: General Supplier Information

After clicking on the registration invitation email and signing in/creating an account, the supplier contact should be taken directly to the **Registration Form.**

The vendor may also log in to their Ariba Network account. Access the Registration form from their **Proposals and Questionnaires** dashboard:



Some notes on the Registration Form:

- **Some information will have defaulted** based on information previously collected. **Verify this information is correct** and make updates as applicable.
- Proceed by **filling in all required fields**, denoted by a red asterisk (*). Optional fields will not be required to successfully submit the form.
- Some questions will have a **help tip** with additional information for clarity. Hover over the help bubble to read the help tip: ⓘ
- Once the form is started, you may save your progress at any time and return to continue filling out this form. Find the **Save Draft** button

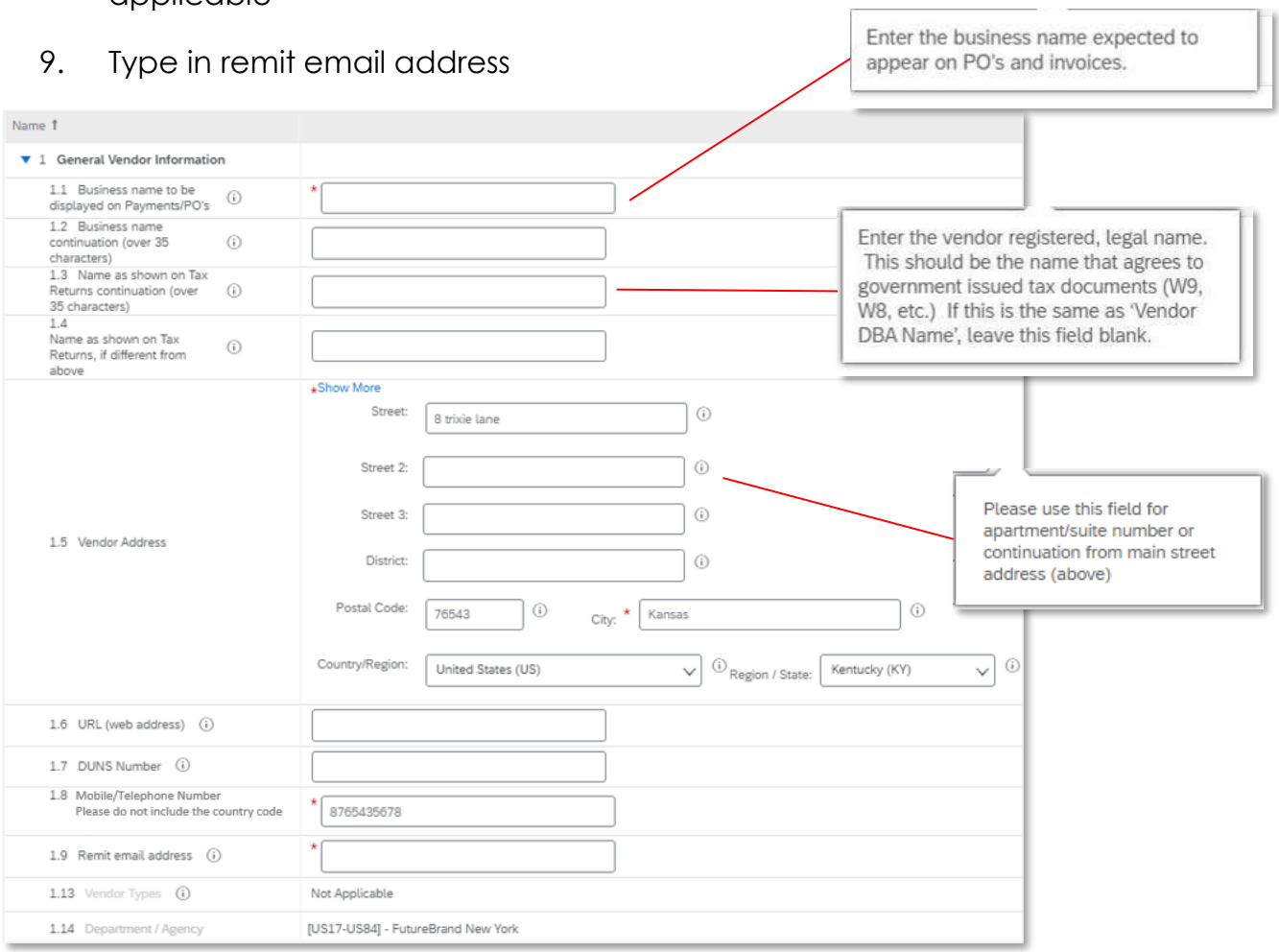


Registration Form: General Supplier Information

Section 1: General Supplier Information confirms general supplier information.

Validate or fill in the following fields:

1. Business name to be displayed on Payments/PO's (special characters are permitted, supplier can provide details in their own language)
2. Business name continuation (over 35 characters)
3. Name as shown on Tax Returns, if different from above
4. Name as shown on Tax Returns continuation (over 35 characters)
5. Vendor Address (special characters are permitted, supplier can provide details in their own language)
6. Copy in URL (web address), if applicable
7. Type in DUNS number, if applicable
8. Mobile/Telephone number is pre-populated from the Agency. Edit if applicable
9. Type in remit email address



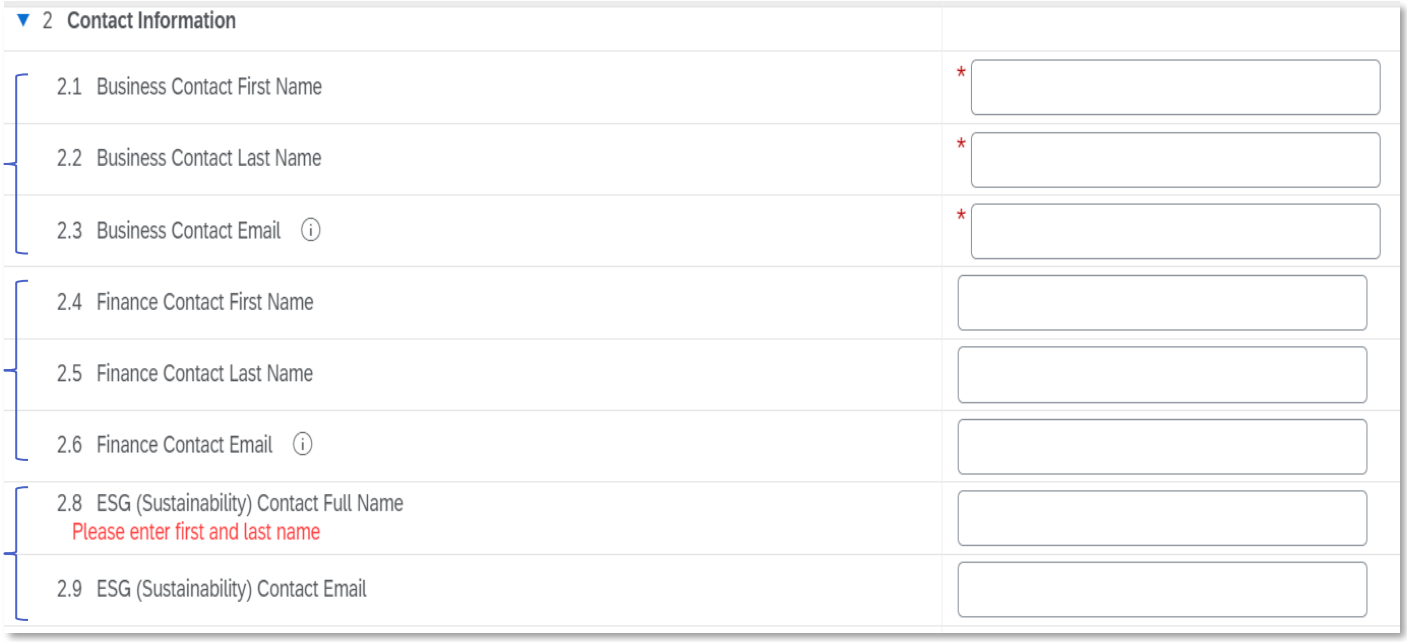
Registration Form: Contact Information

Section 2: Contact Information holds the Supplier's Business and Finance contact information.

1. Business Contact details should be defaulted from the Agency's input. This is the main supplier contact that corresponds with Omnicom.

2. If a Finance Contact is available, there is an option to enter his/her details as well. Omnicom may reach out to the finance contact if there are follow-ups on bank information or invoicing.

3. If an ESG(Sustainability) Contact is available, there is an option to enter his/her details as well.



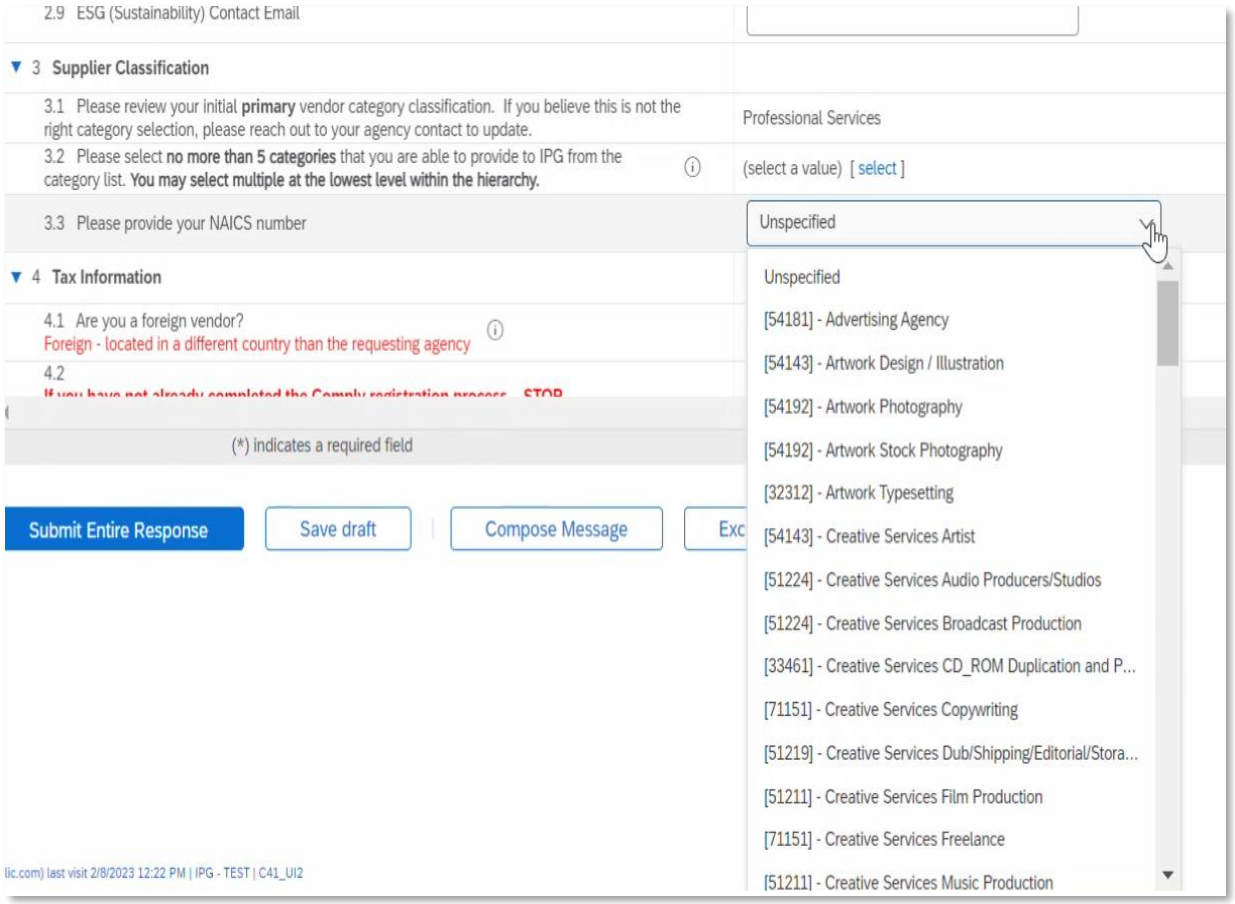
Registration Form: Supplier Classification

Section 3: Supplier Classification classifies the supplier based on Omnicom's custom category taxonomy.

1. Review the initial primary supplier category classification selected by the Agency, if applicable. **This is not editable**. If this classification is not correct, reach out to the Agency contact you are working with.

2. If there are additional service categories the supplier is able to provide, self-select other category classifications. To do so, click **Select** and choose **up to 5 categories <u>from the lowest level</u> of the hierarchy**. Click **Done** once the categories have been selected.

3. If applicable, select NAICS number from the drop-down menu.



Registration Form: Tax Information

Section 4/5: Tax Information collects the supplier's tax information. Depending on the supplier scenario, the available form sections and questions will change:

NOTE: Domestic Third Party Individuals only applies to agencies located inside agency country.

If the supplier is a **Domestic Third Party Individual**, the **Tax Information** section will be completed as follows:

1. The Agency will have pre-populated if you are located outside of the agency country and **No** will be selected for Domestic Third Party Individuals.

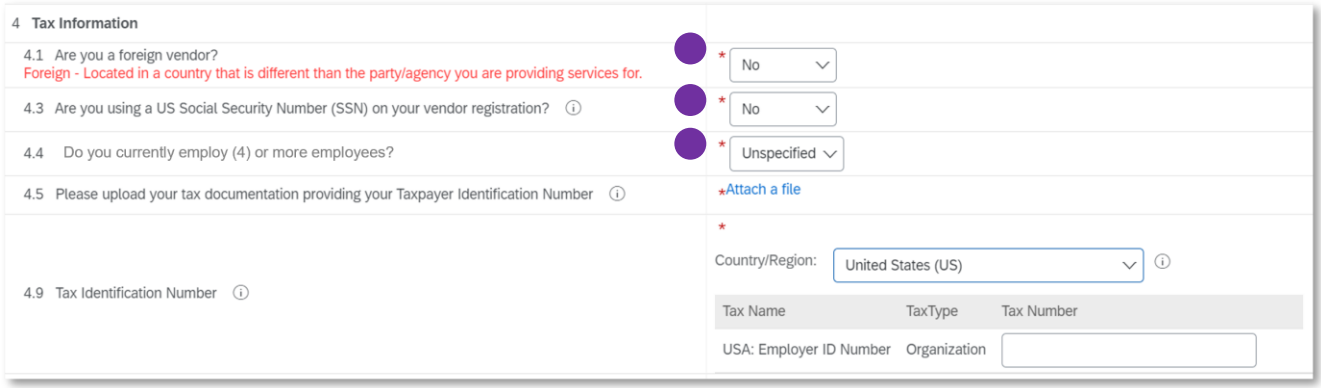
2. If the vendor is using a US Social Security Number as their Tax ID, Yes should be selected. Otherwise, **No** should be selected.

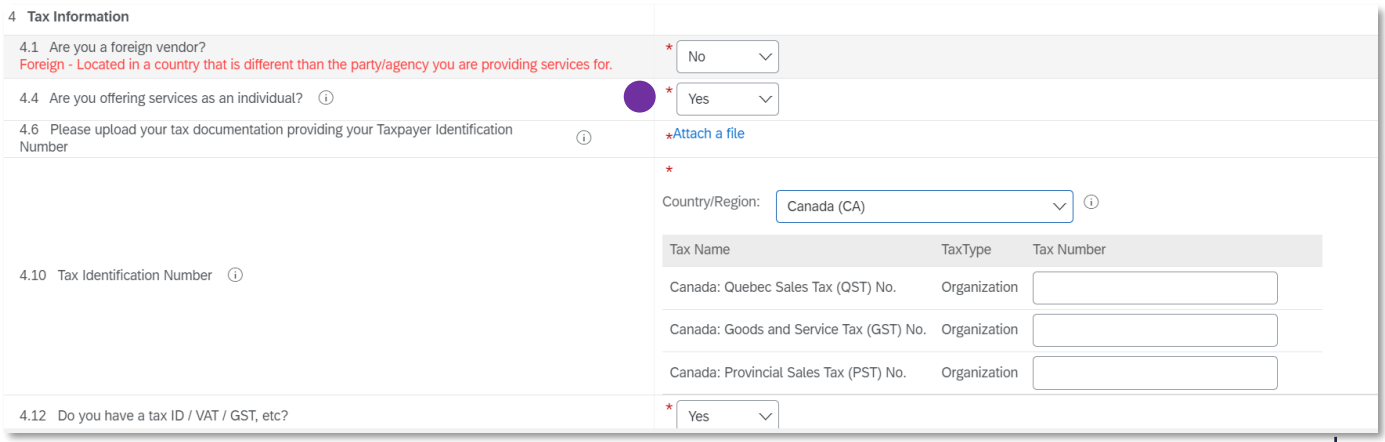
   NOTE: SSN only applies to agencies in the US.

3. Q4.4 will be displayed if the vendor is a US or Canadian Domestic vendor. This question will differ depending on the selected location.

   a) If the vendor is **US Domestic**, and **No** is selected for this question, the workflow will be routed to the Tax Team for review and approval.

   b) If the vendor is **Canada Domestic**, and **Yes** is selected for this question, the workflow will be routed to the Tax Team for review and approval.



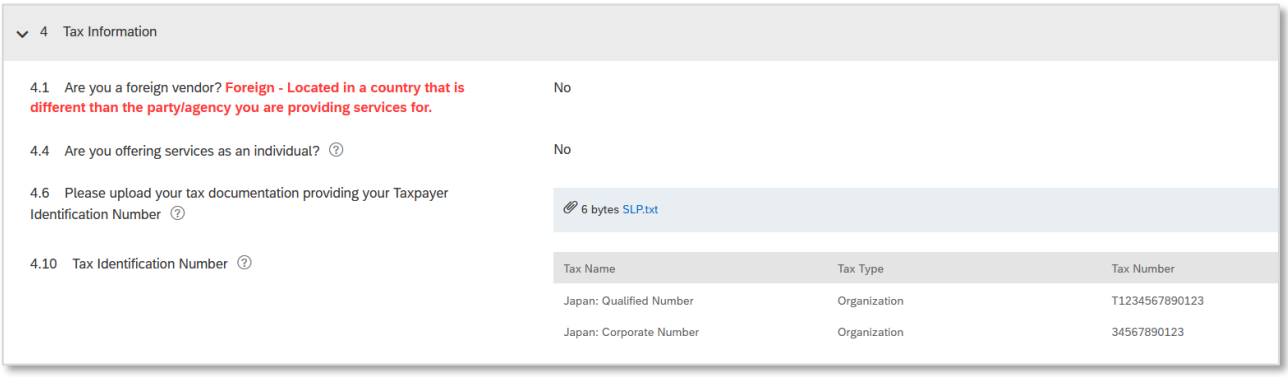


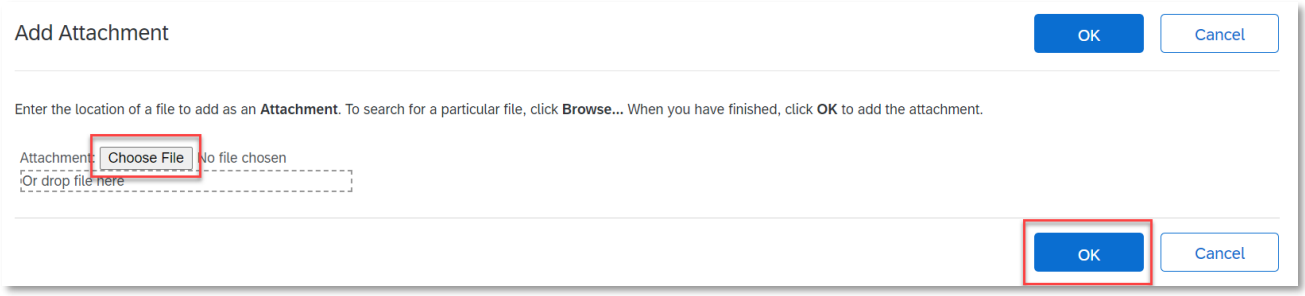
Required Optional Conditional Help Tip

Registration Form: Tax Information

4. Add a Tax Documentation by clicking on the **Attach a file** link and selecting the file from your desktop. Click **OK** once added.

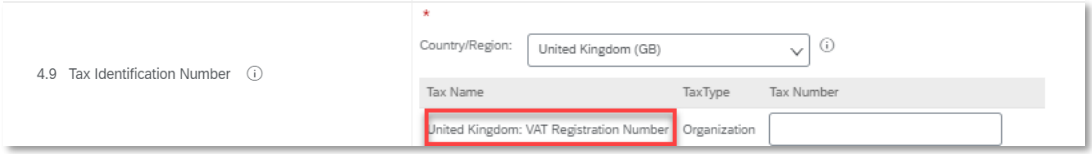
NOTE: A warning message will be displayed if Ariba detects a virus in your uploaded attachments. The document may be removed.





5. For Domestic Third Parties Individuals, type in the country and **select it** to fill in Tax identification Number.

6. If UK is selected for Q4.9, provide the tax ID / VAT / GST, etc, and Q4.11 should be defaulted to **Yes.**



Registration Form: Tax Information

If the supplier is a **Foreign Third Party**, the **Tax Information** section will be completed as follows:

1. The Agency will have pre-populated if you are located outside of the Agency's country. For Foreign Third Parties, this will be **Yes.**

2. For foreign third parties requested by a US agency, information about the Comply process will be displayed if .

   NOTE: Information about the Comply process was also previously provided in the registration invitation email. If the supplier does not complete this process ahead of completing the registration form, **Save current progress in the form!** Then **click the embedded link** and log in with the provided Username and Password.

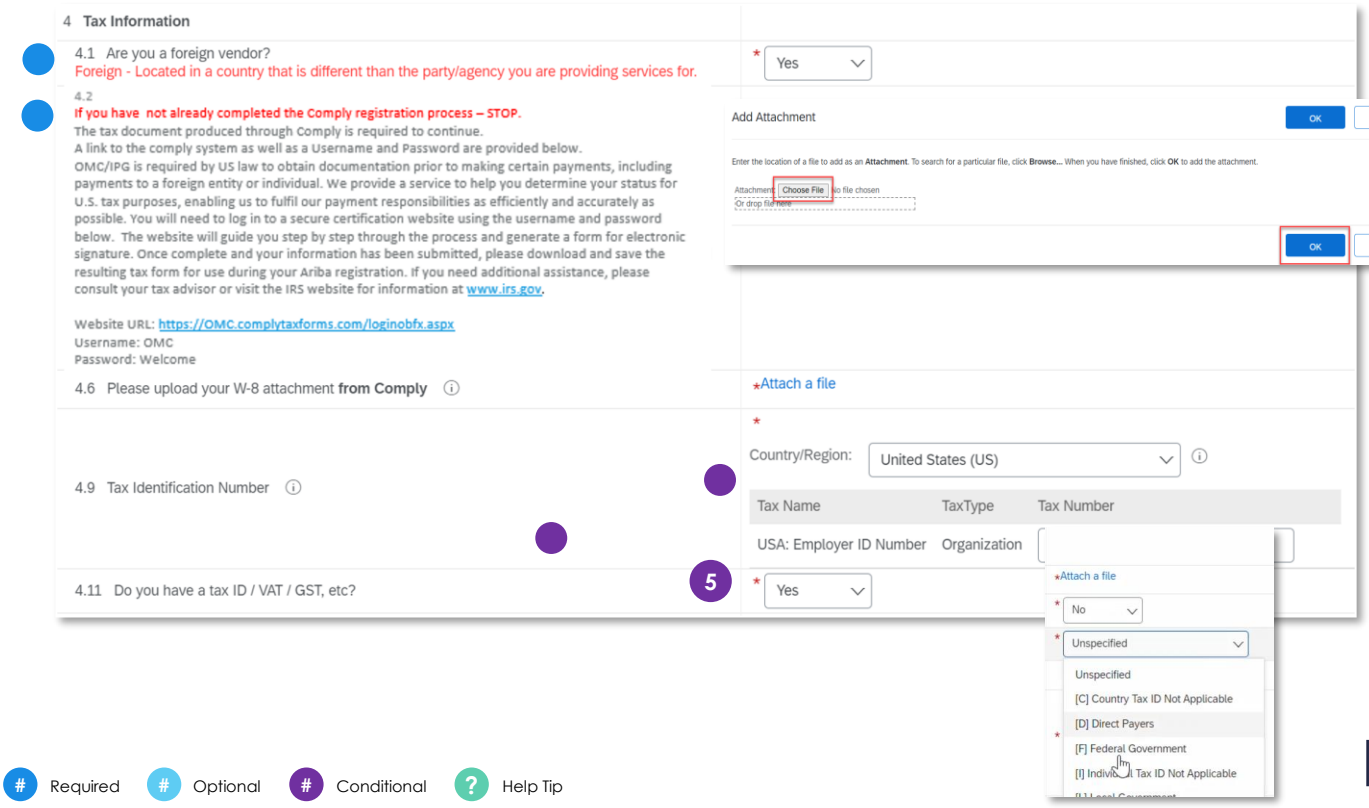
3. After the Comply process is complete, the resulting W8 will be added to the response. Click **Attach a file** and select a file from the desktop.

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

4. Type in the country and select it to display the option to fill in the tax number.

5. The last question asks whether the supplier has a tax ID / VAT / GST, etc. This should default to **Yes.**

6. If **No,** select a reason why from the drop-down



Required Optional Conditional Help Tip

Registration Form: Tax Information

If the supplier is a **Domestic Individual Person**, the **Tax Information** section will be completed as follows:

1. The Agency will have pre-populated if the supplier is located outside of the U.S. For Domestic Individual Persons, this will be **No.**

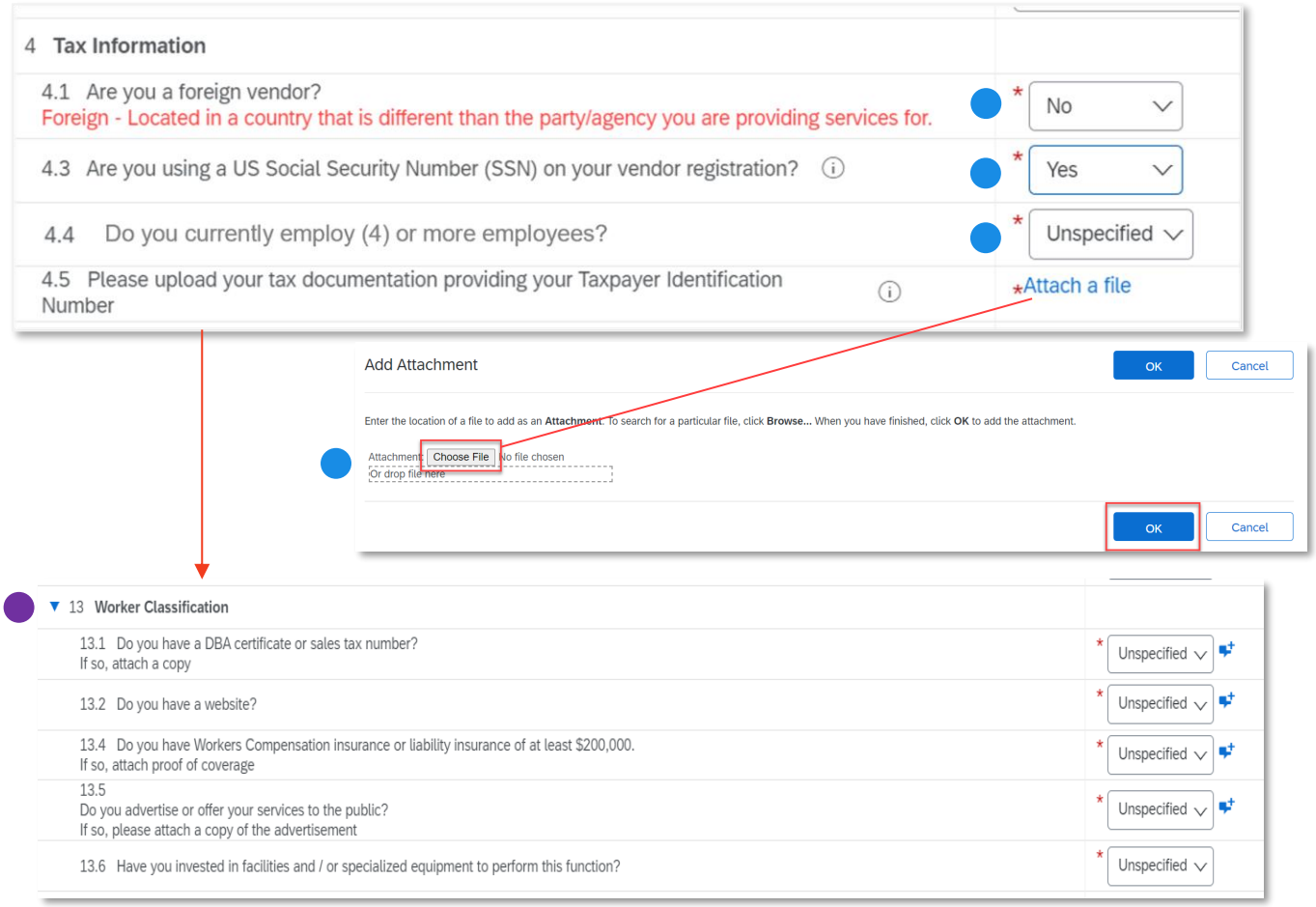
2. If the supplier is using a SSN, **Yes** should be selected.

   NOTE: SSN only applies to agencies in the US.

3. Add a Tax Documentation by clicking on the **Attach a file** link and selecting a file from your desktop. Click **OK** once added.

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

4. For **US domestic individuals**, the **Worker Classification** section should appear in a later section of the form to be completed.



Required Optional Conditional Help Tip

Registration Form: Payment Information

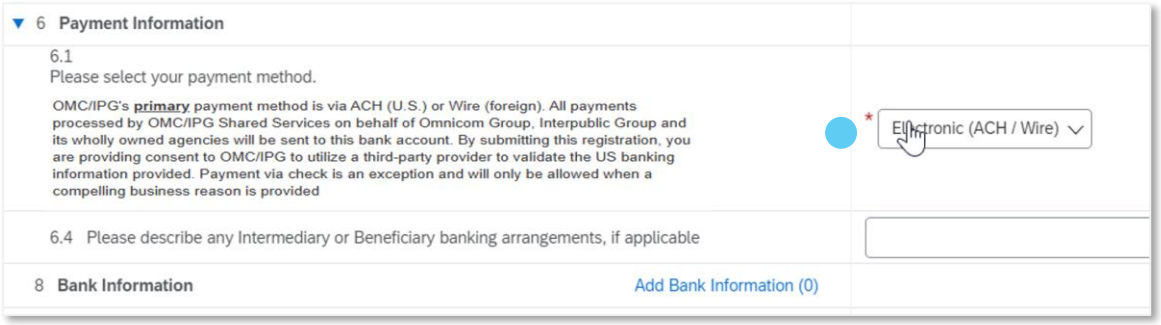
Section 6: Payment Information captures the supplier's payment information.

There are two payment methods: **Electronic** and **Check**.

NOTE: Payment by check is only accepted in the US/Canada/Hong Kong.

- **Electronic (ACH/Wire)** is the preferred payment method and is defaulted on the form.

1. Include any intermediary or beneficiary banking arrangements as applicable.
2. Additionally, selecting an electronic payment method displays **Section 8: Banking Information** for the supplier to add bank details.

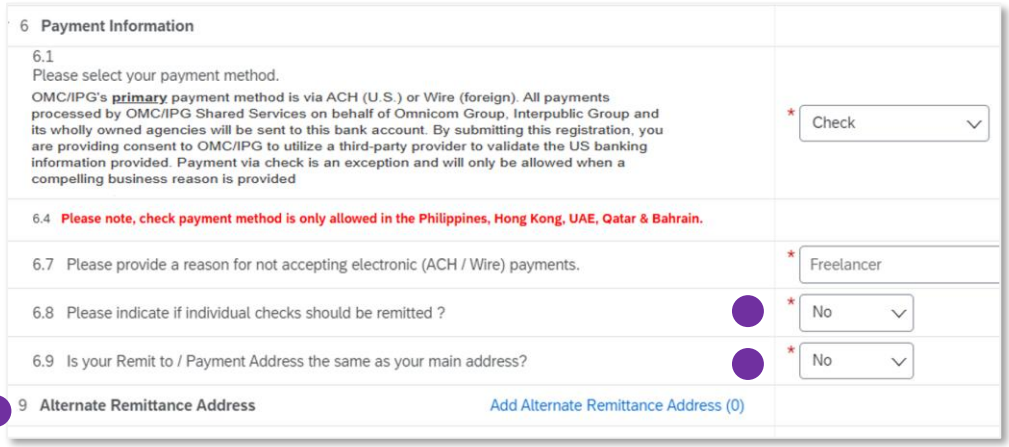


- If **Check is selected:**

3. Provide a reason for choosing check as the payment method. Check is only allowed in the US and Canada. Also indicate if separate checks are needed.



4. Additionally, identify whether or not the Remit to / Payment address is the same as the main address.
5. If **No**, then **Section 9: Alternate Remittance Address** will appear to add remittance details.



Required # Optional # Conditional ? Help Tip

Registration Form: Payment Information

Need to update the bank information previously provided to Omnicom?:

1. If you have previously been onboarded with Omnicom, Omnicom may already have a bank account on file. If you need to update the bank information, you will be requested to provide **the last three payment amounts and transaction dates** for security purposes.

2. Answer **Yes** if you need to update the bank information Omnicom has on file.

3. The next question will then prompt you to provide the last 3 payment amounts and dates. Answer "Yes" if you have been paid at least 3 times by Omnicom. Answer "No" if you have never been paid by Omnicom or have been paid less than 3 times by Omnicom.

4. Provide the payment amounts and dates.

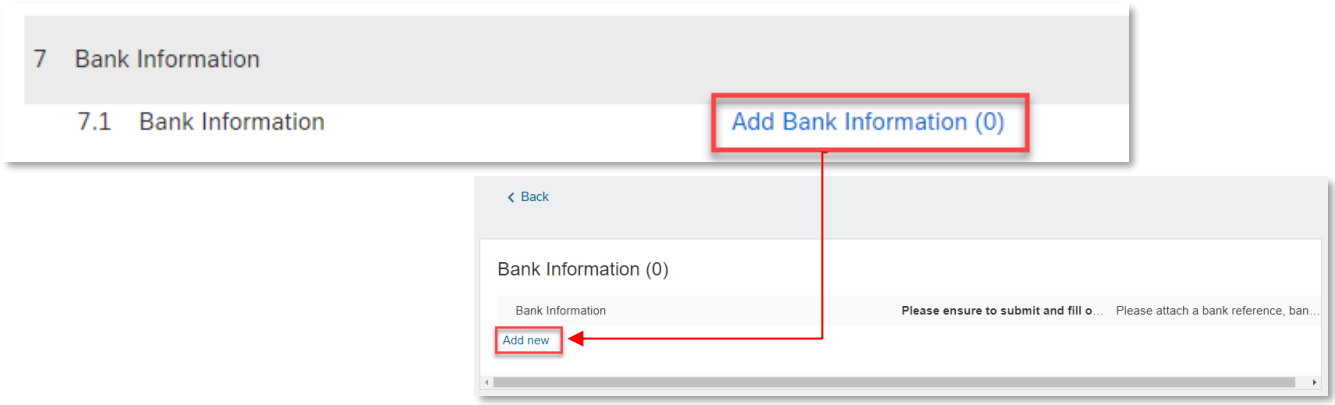
5. Then, you may update your bank information in the next section.



Registration Form: Bank Information

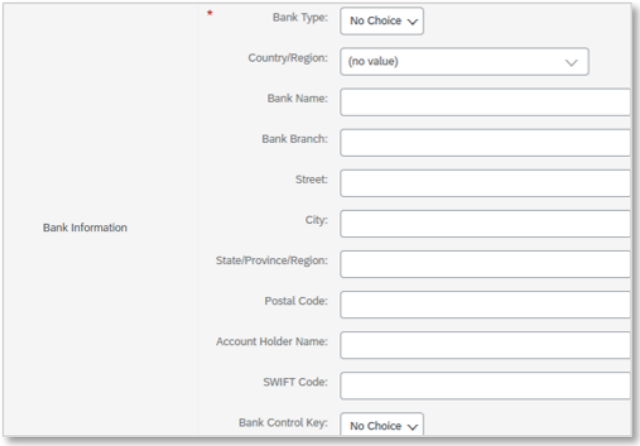
Section 7/8: Bank Information only appears if Electronic payment method is selected. The supplier may provide multiple bank accounts.
Section 7: Bank Information prompts the Agency Requestor to enter the vendor's bank information (if the vendor is not providing their own bank information).

1. Click on the **Add Bank Information** hyperlink, then click **Add new** to begin providing the vendor's bank details.

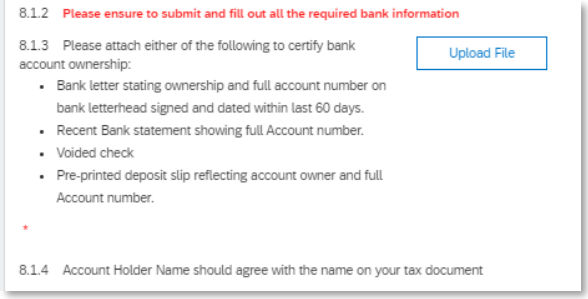


2. The following information should be provided about the vendor's bank account:

- Bank Type
- Country/Region*
- Address
- Bank Account holder name*
- Bank Key /ABA Routing number*
- Account number*
- Swift Code
- Bank Control Keys*



3. A bank reference, bank statement, voided check, or deposit slip from the nominated bank account. Then click **Submit**.



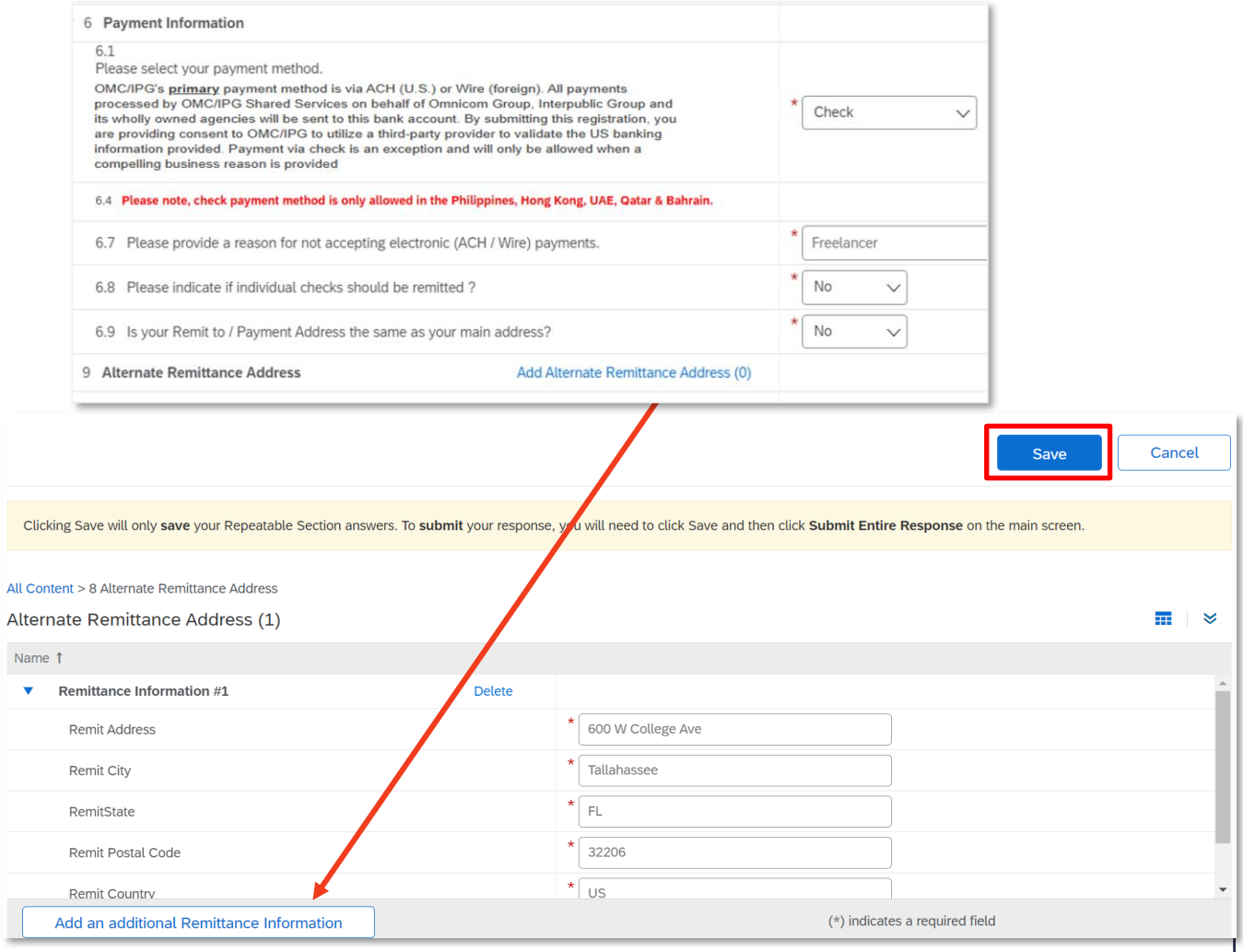
NOTE: A warning message will be displayed if Ariba detects a virus in your uploaded attachments. The document may be removed.

Registration Form: Alternate Remit Address

Section 9/10: Alternate Remit Address only appears if Check payment method is selected. The supplier may provide multiple remit addresses.

1. If **Check** is the payment method, and Remit to/Payment Address is **not the same as your main address**, **Add Alternate Remittance Address** and type in the remittance address details: (Check payment method is only applicable in US/CA)

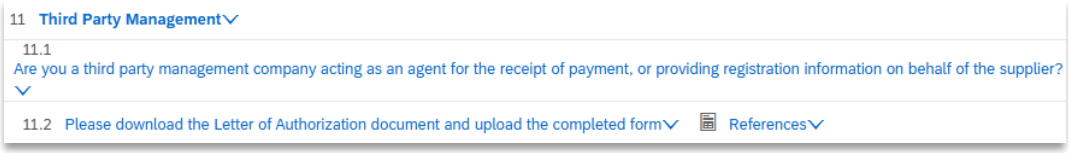
    - Remit Address
    - Remit City
    - Remit State
    - Remit Postal Code
    - Remit Country
    - Remit Email Address and click **Save**.



Registration Form: Third Party Management

Section 11: Third Party Management establishes whether the supplier is a third party management company, and if so, whether there is evidence of the arrangement between the company and the recipient of the payment.

1. Select **Yes** or **No** from the dropdown to indicate whether the supplier is a third party management company acting as an agent for the recipient of the payment, or supplying registration information on behalf of the vendor.



Registration Form: Diversity Information

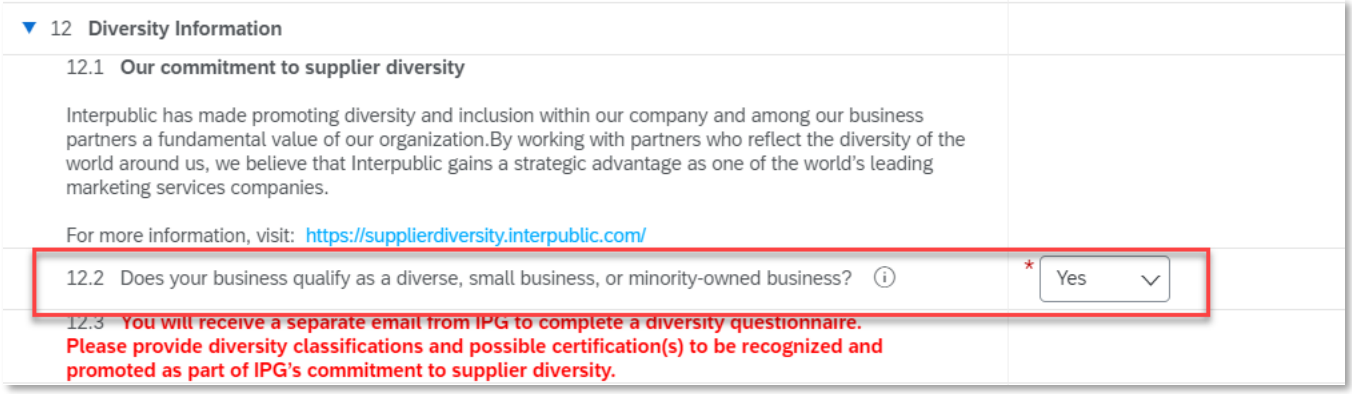
Section 12: Diversity Information collects diversity information and certification information

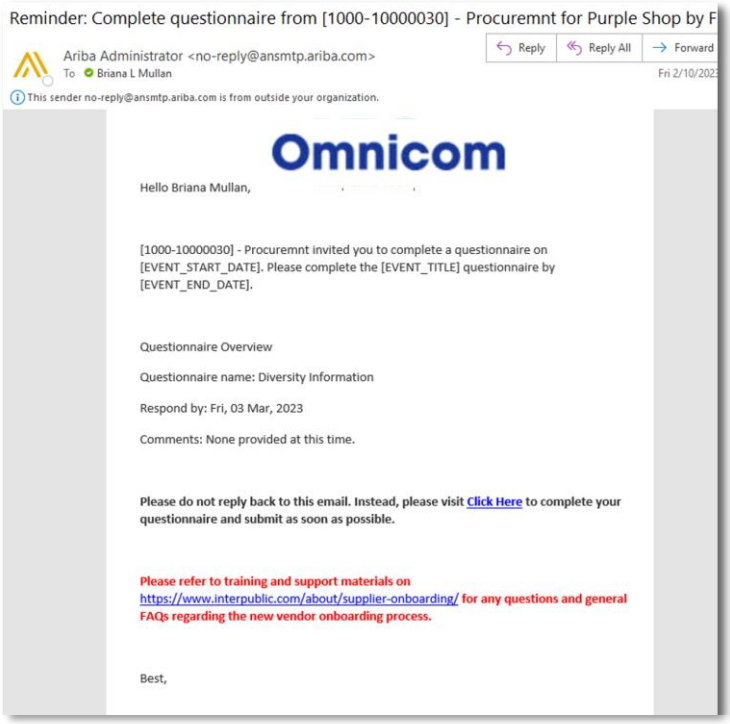
The supplier should read Omnicom's statement and commitment to supplier diversity.

As applicable, select whether your company identifies as a diverse vendor

If **No**: No follow-on questions will appear

If **Yes**: Supplier will be sent an additional Diversity Questionnaire that will allow them to provide diversity and certification details





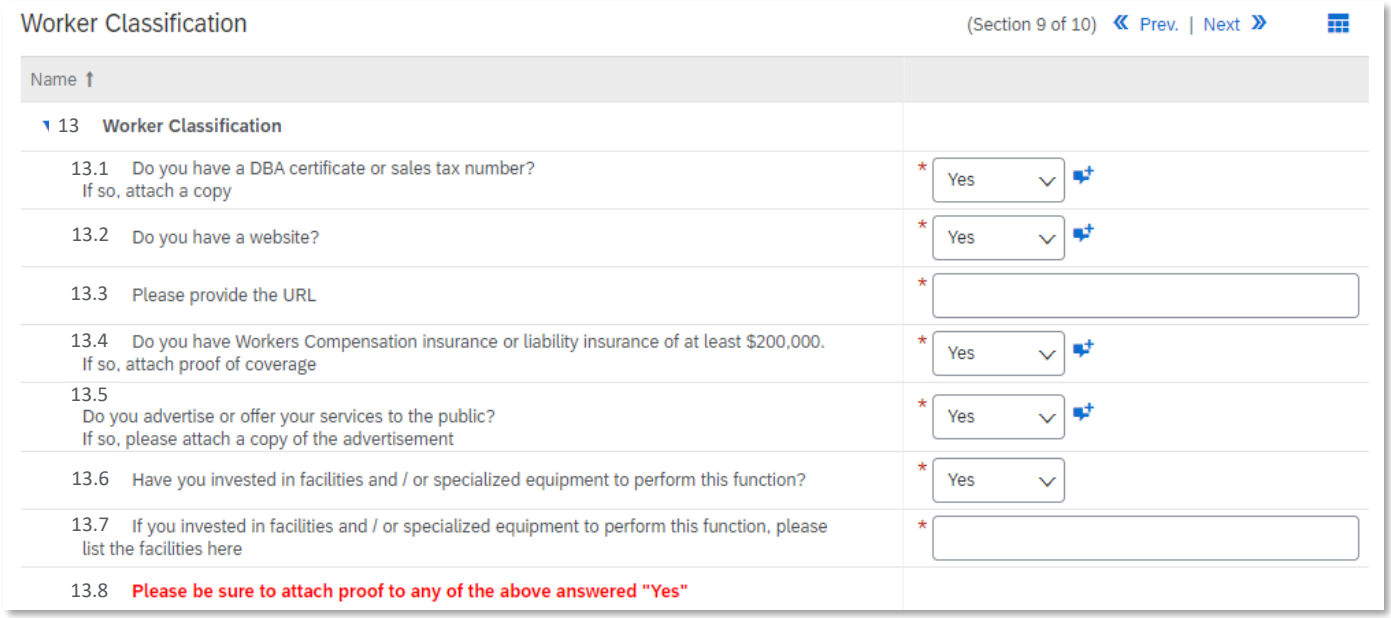
Registration Form: Worker Classification Information

Section 13: Worker Classification only appears if the supplier is an Individual Person using a Social Security Number.

NOTE: Only applicable in US/CA/APAC

Section 13.1 will be displayed if the vendor is an individual US or APAC vendor.

1. Select if the supplier has a DBA certificate or sales tax number from the drop-down and attach a copy if so.
2. Select if the supplier has a website from the drop-down.
3. If **Yes**, copy and paste in the URL.
4. Select if the supplier has Workers Compensation insurance or liability insurance of at least $200,000 from the drop-down and attach proof of coverage if so.
5. Select the supplier advertises or offers services to the public from the drop-down and attach a copy of the advertisement if so.
6. Select if the supplier has invested in facilities and/or specialized equipment to perform the function from the drop-down.
7. If **Yes**, describe these investments.



Registration Form: Worker Classification Information

Section 13: Worker Classification only appears if the supplier is an Individual Person using a Social Security Number.

NOTE: Only applicable in US/CA/APAC

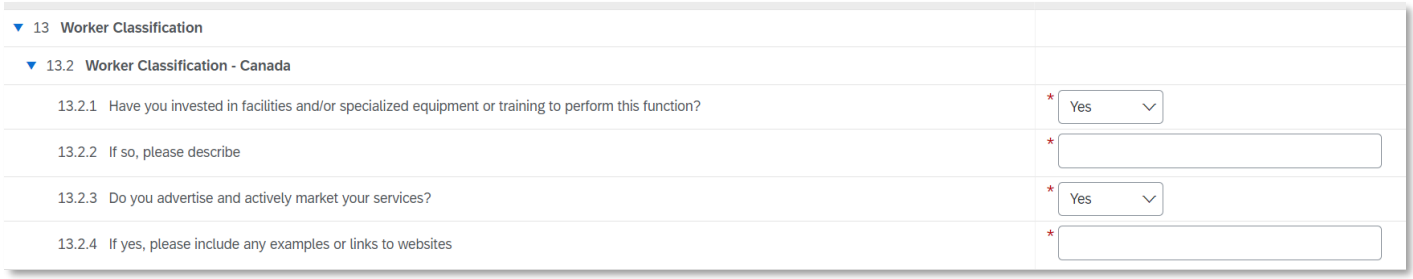
Section 13.2 will be displayed if the vendor is an individual Canadian vendor.

1. Select if the supplier has invested in facilities or specialized equipment or training to perform this function.

2. If **Yes**, please provide a description.

3. Select if you advertise and market your services.

4. If **Yes**, provide links to examples or websites.



Registration Form: Other Information Acknowledgement

Section 14: Other Information Acknowledgement prompts the supplier to acknowledge or not acknowledge OMC/IPG's policies.

1. Acknowledge OMC/IPG's Supplier Code of Conduct.
2. Type in additional comments related to the company's registration information and/or add additional attachments by clicking the icon:



3. Click **Submit Entire Response**. To come back at a later time, **Save a draft** of your progress.

