SUPPLIERWISE

Supplier Onboarding SAP Ariba User Guide

Update Registration Information if OMC Requests Additional Information

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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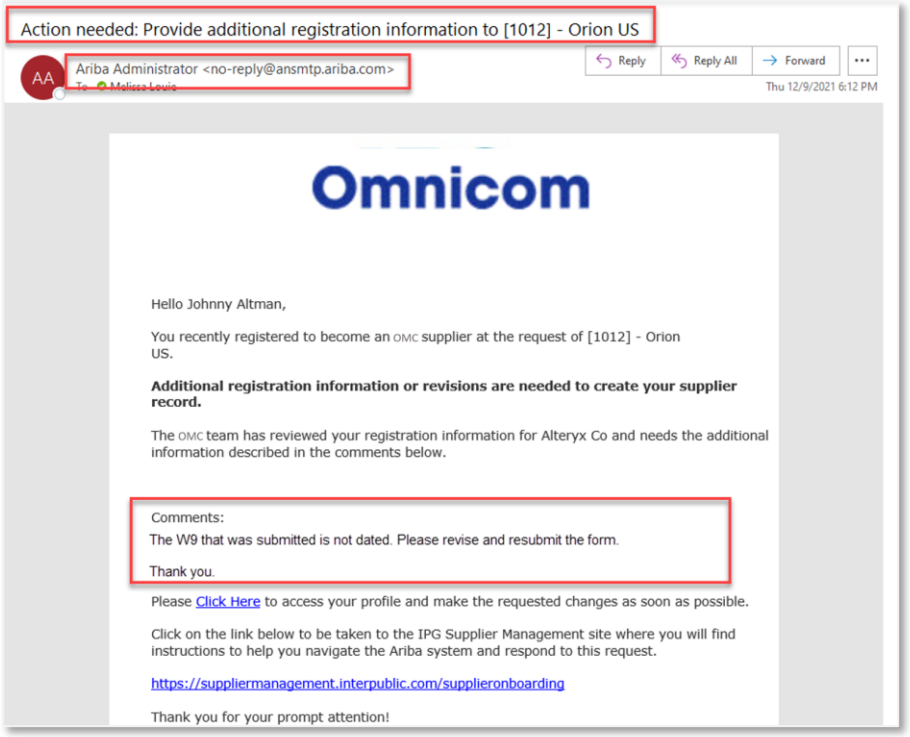
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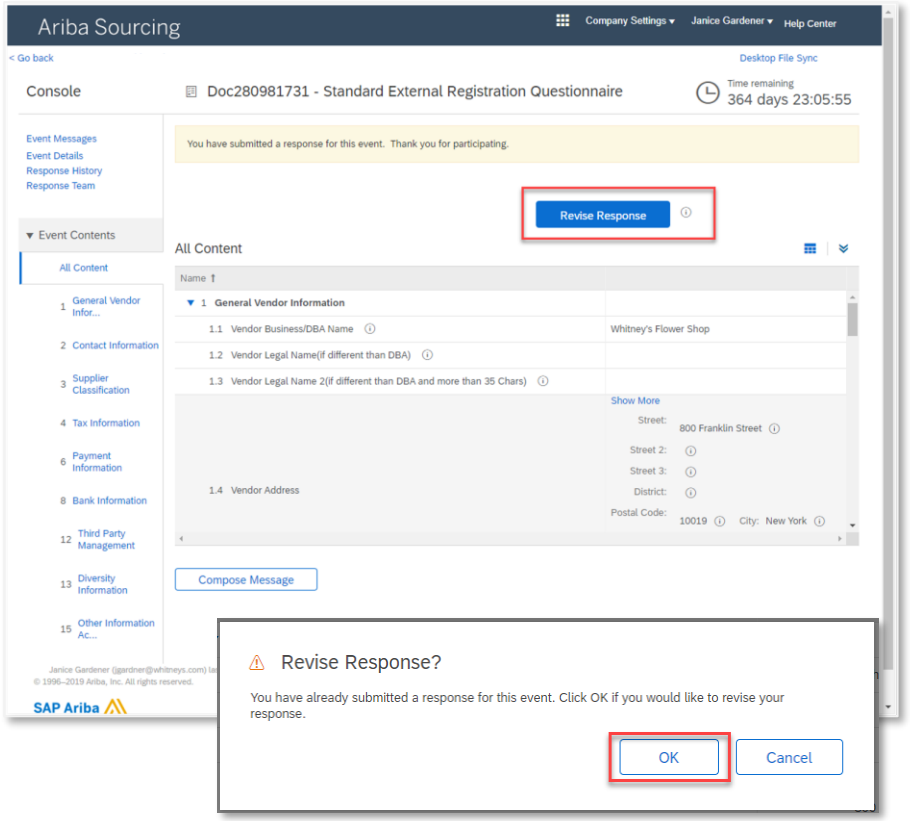
I Got An Email Requesting Additional Information

Providing additional information on the Registration Form

1. Be on the lookout for follow-up emails from Omnicom requesting additional information from your response to the Registration Form.
    - **Sent From:** Ariba Administrator
    - **Subject:** Action Needed: Provide additional registration information
2. The body of the email contains comments directly from Omnicom. The comments will tell you what you need to update on your Registration Form.
3. Click the embedded link in the email and sign in with your Ariba Network login credentials.

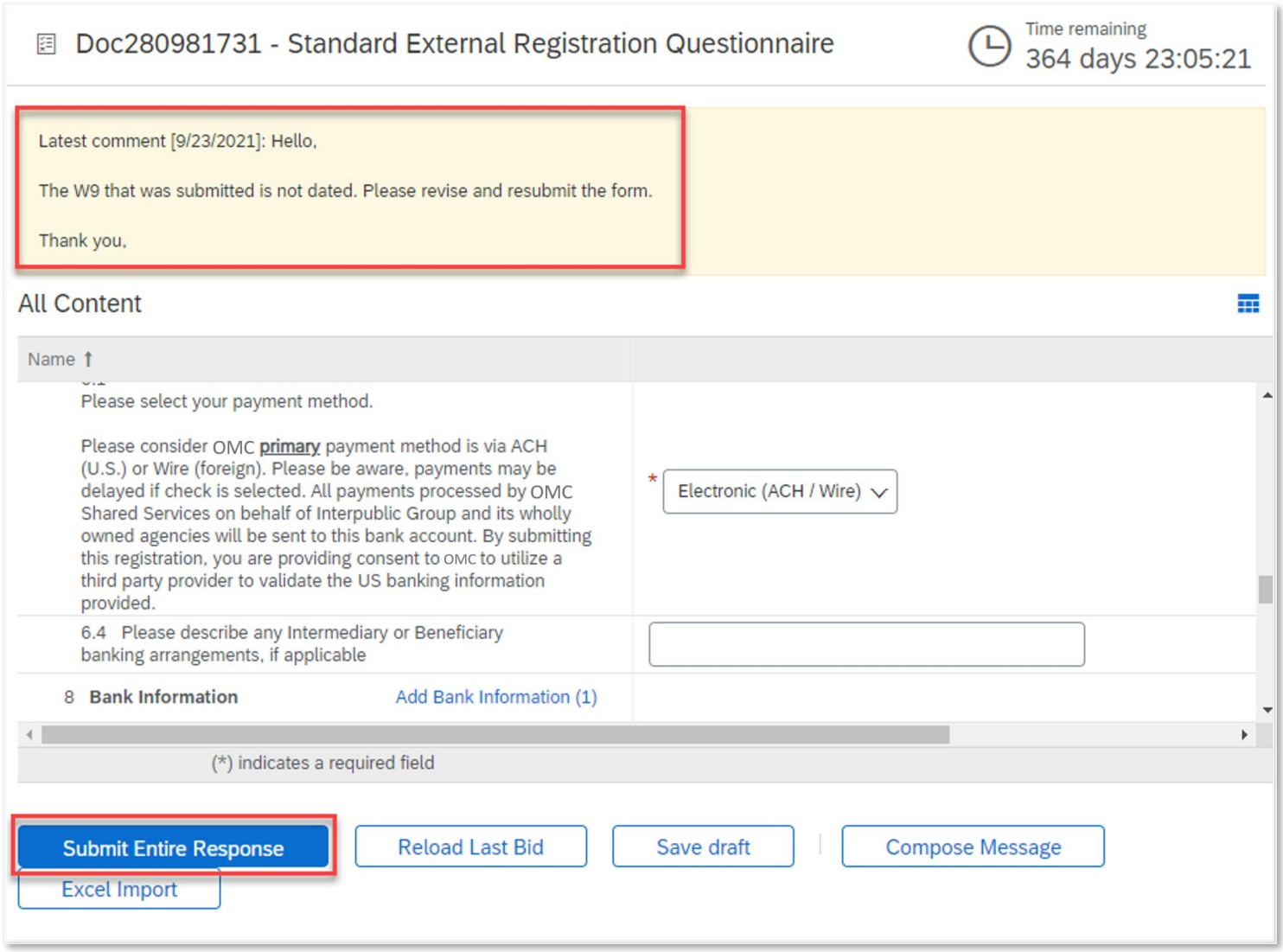


4. After you log in successfully, you should be taken directly to your registration form.
5. Click **Revise Response.**
6. Then, click **OK** to the pop up message.



I Got An Email Requesting Additional Information

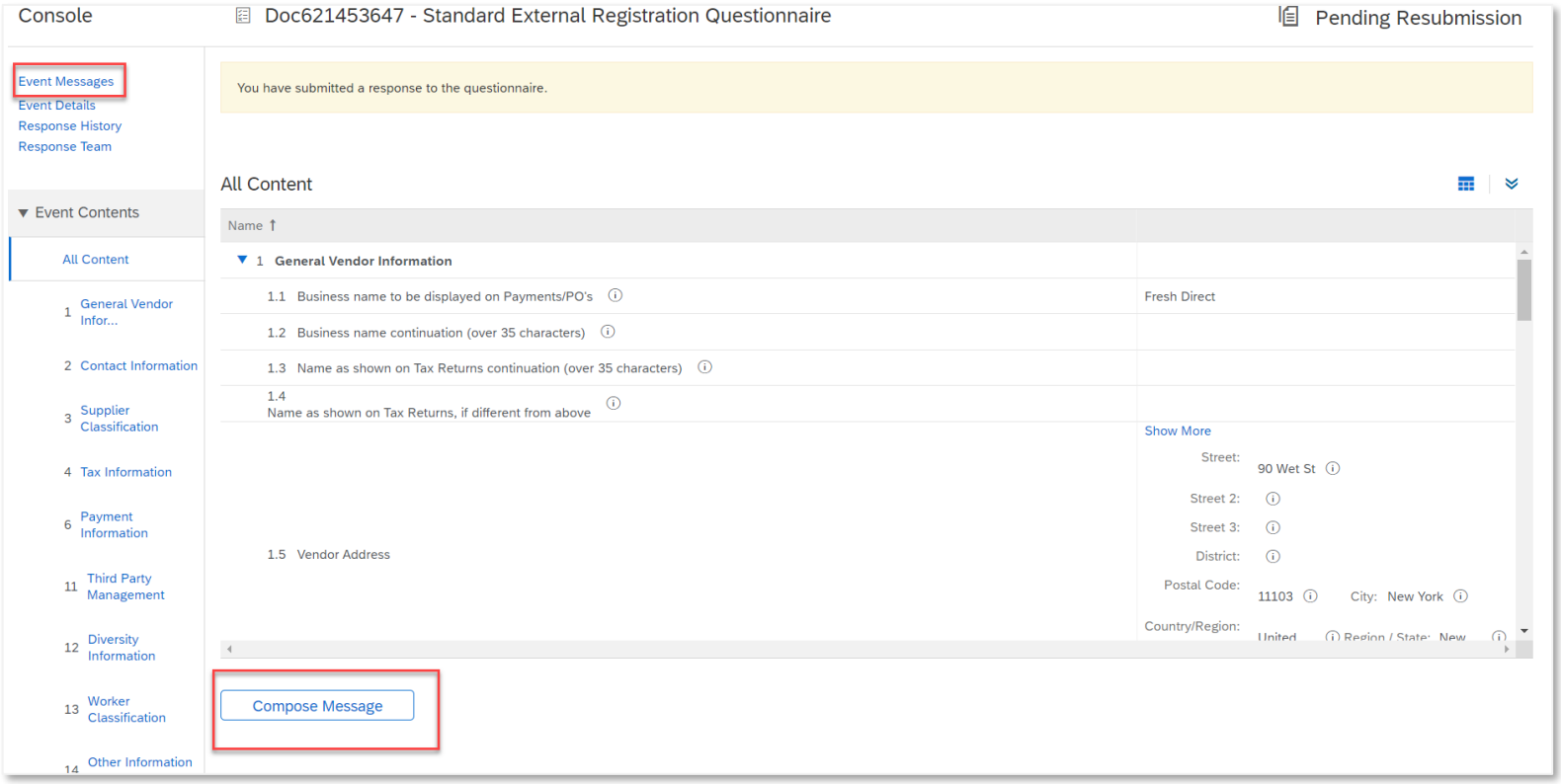
6. You'll see the comments again at the top of the page in the yellow box.
7. Edit the information in the appropriate section.
8. Then, click **Submit Entire Response** to return your updates back to Omnicom.



Have a Question for Omnicom?

Ask Omnicom a question

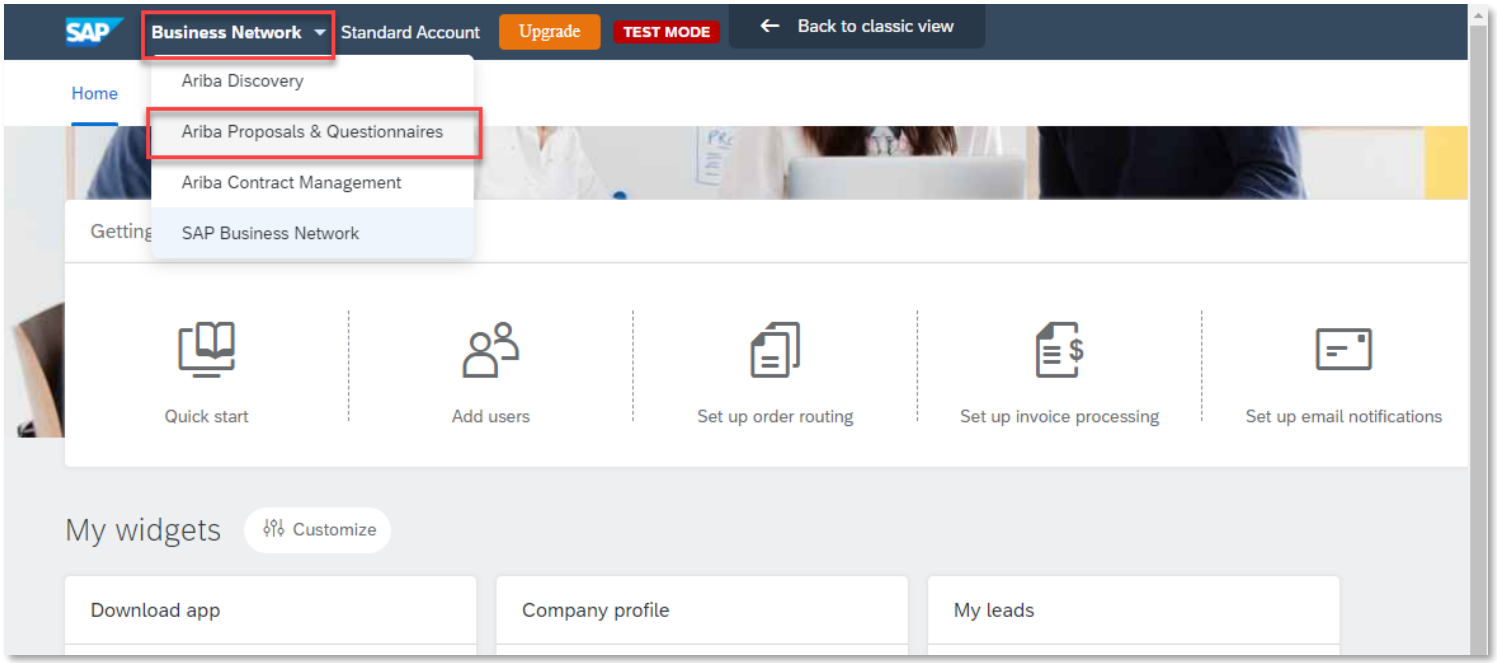
1. If you are editing the registration form, click **Compose Message** at the bottom of the page to draft a message back to Omnicom and attach documents, if necessary.
2. You can also click **Event Messages** at the top to **Compose Message**.
3. Click **Send** once your message is complete.



Need More Support?

Access IPG's Supplier Site

1. If you log into the Ariba Network with your credentials, you'll be brought to your Ariba home page.
2. To view your Omnicom onboarding documents, toggle the **Business Network** tab to **Ariba Proposals & Questionnaires**.



3. You'll see all your Omnicom questionnaires.
4. At the top of the page, there is a help banner with access to IPG's Supplier Site. You'll have access to all supplier training materials and FAQs.

