Omnicom

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:
- Remit email address

02.

Contact Information

Supplier Business Contact Information will be pre-populated.

What to prepare:
- Finance Contact details (if app.)

03.

Supplier Classification

Primary supplier service category will be pre-populated. Supplier may include additional categories.

What to prepare:
- N/A

04-05.

Tax Information

Collects tax information based on the supplier type (domestic / Foreign)

What to prepare:
- 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:
- N/A

07.- 08.

Bank Information

If the payment method is Electronic (ACH/Wire):

What to prepare:
- Bank details
- Bank statement

OR
- Bank letter stating ownership

09.-10.

Alternate Remittance Address

If the payment method is Check (PH, HK, UAE, Qatar and Bahrain agencies only):

What to prepare:
- Remit address info

Editable

11.

Third Party Management

If the respondent is a third party management company:

What to prepare:
- 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:
- N/A

13.

Worker Classification

Only applicable for domestic individuals in the US / CA / APAC.

What to prepare:
- DBA certificate/sales tax number (if app.)
- Website (if app.)
- Copy of advertisement (if app.)

14.

Other Information Acknowledgment

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

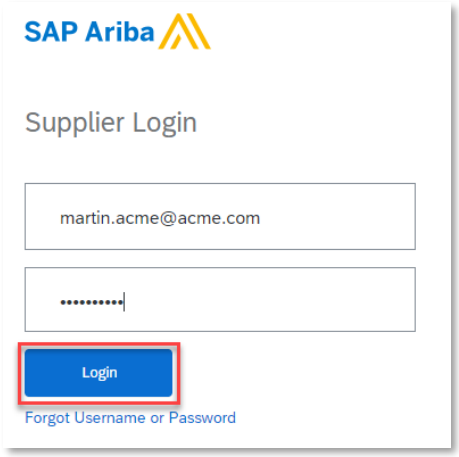
What to prepare:
- N/A

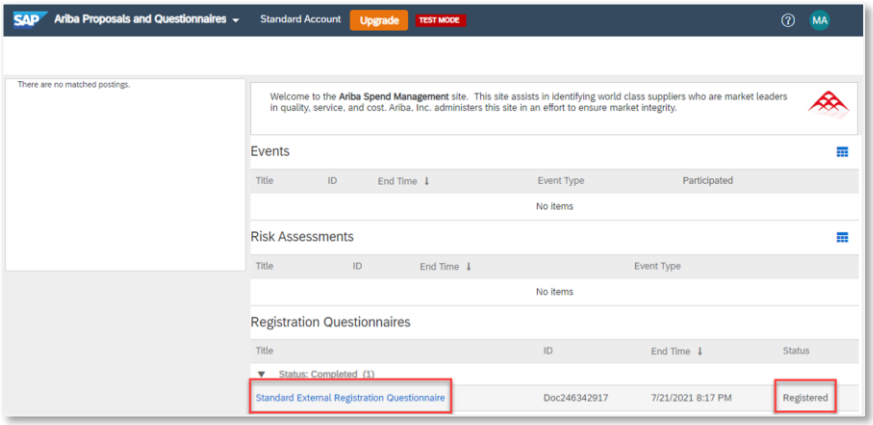
Self-Report Changes on Registration Form

To begin making updates:

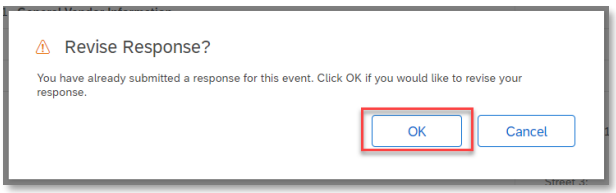
1. Navigate to https://supplier.ariba.com and enter login credentials.

2. When the supplier logs in, find the completed Registration Form. This form should be in **Registered** status.

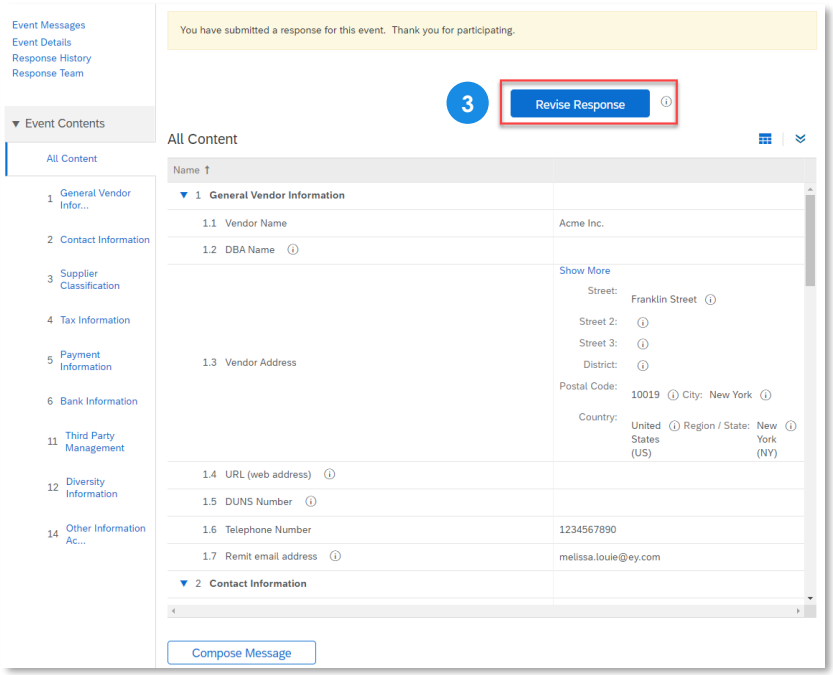




- **NOTE:** If the Registration Form is **not in Registered status**, the supplier will **still be able to revise your response**. They will just receive a pop-up message verifying that they want to make changes:

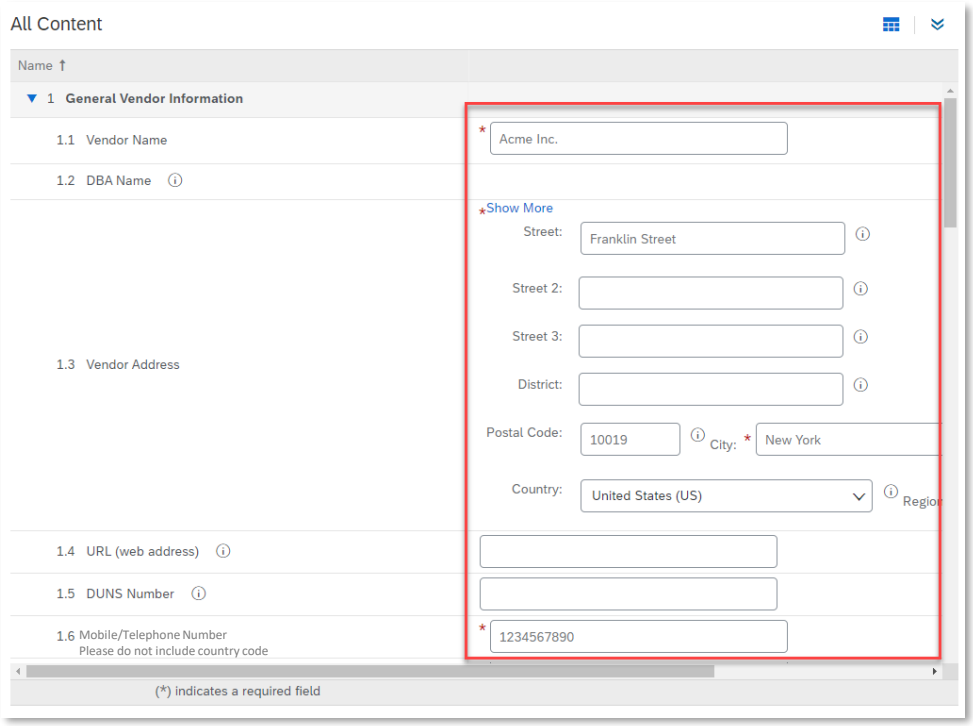


3. From the form, click **Revise Response** to open the form up for editing.



Self-Report Changes on Registration Form

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

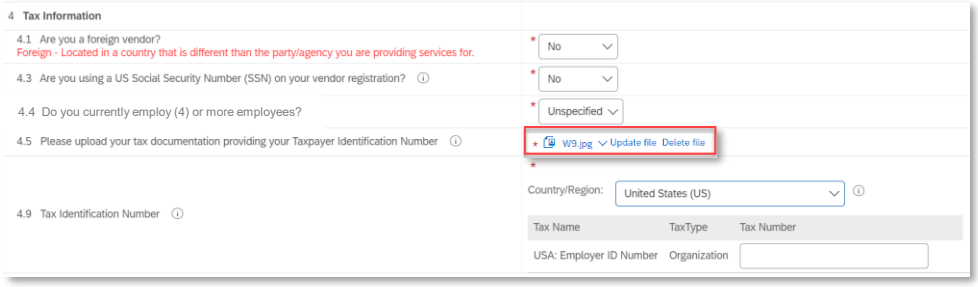


For updates, there are three sections that require additional instruction:

- **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.

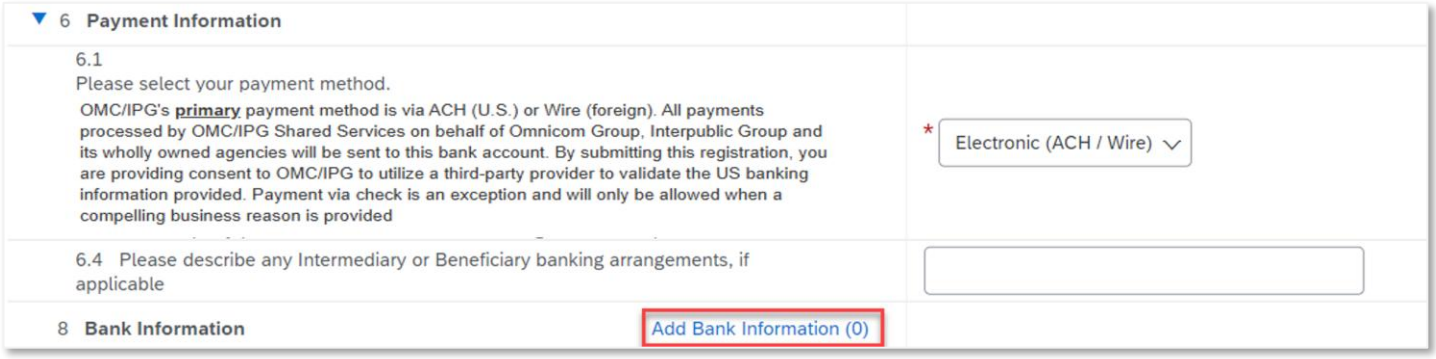
  A warning message will be displayed if Ariba detects a virus in your uploaded attachments. The document may be removed.

Self-Report Changes on Registration Form

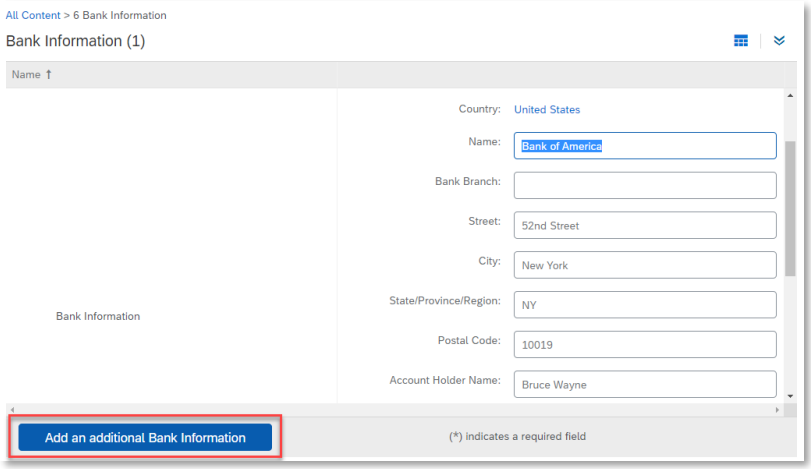
Updating Bank Information or Alternate Remittance Address

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**.

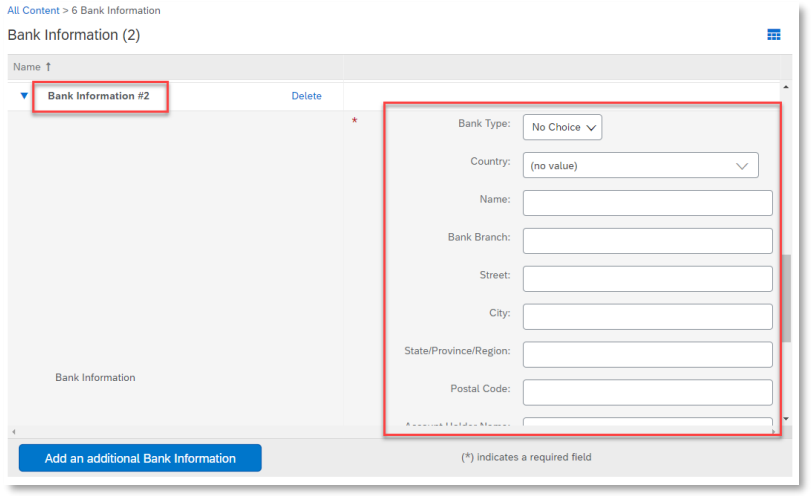
6. To do so, click the **Add Bank Information** (or Add Alternate Remittance Address) link to open the data entry page. Existing bank details will be there.



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.



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 Omnicom to review.

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

