

**Publicis- Ariba
Onboarding
User Guide
(Companies/
Corporations/
Organizations)**

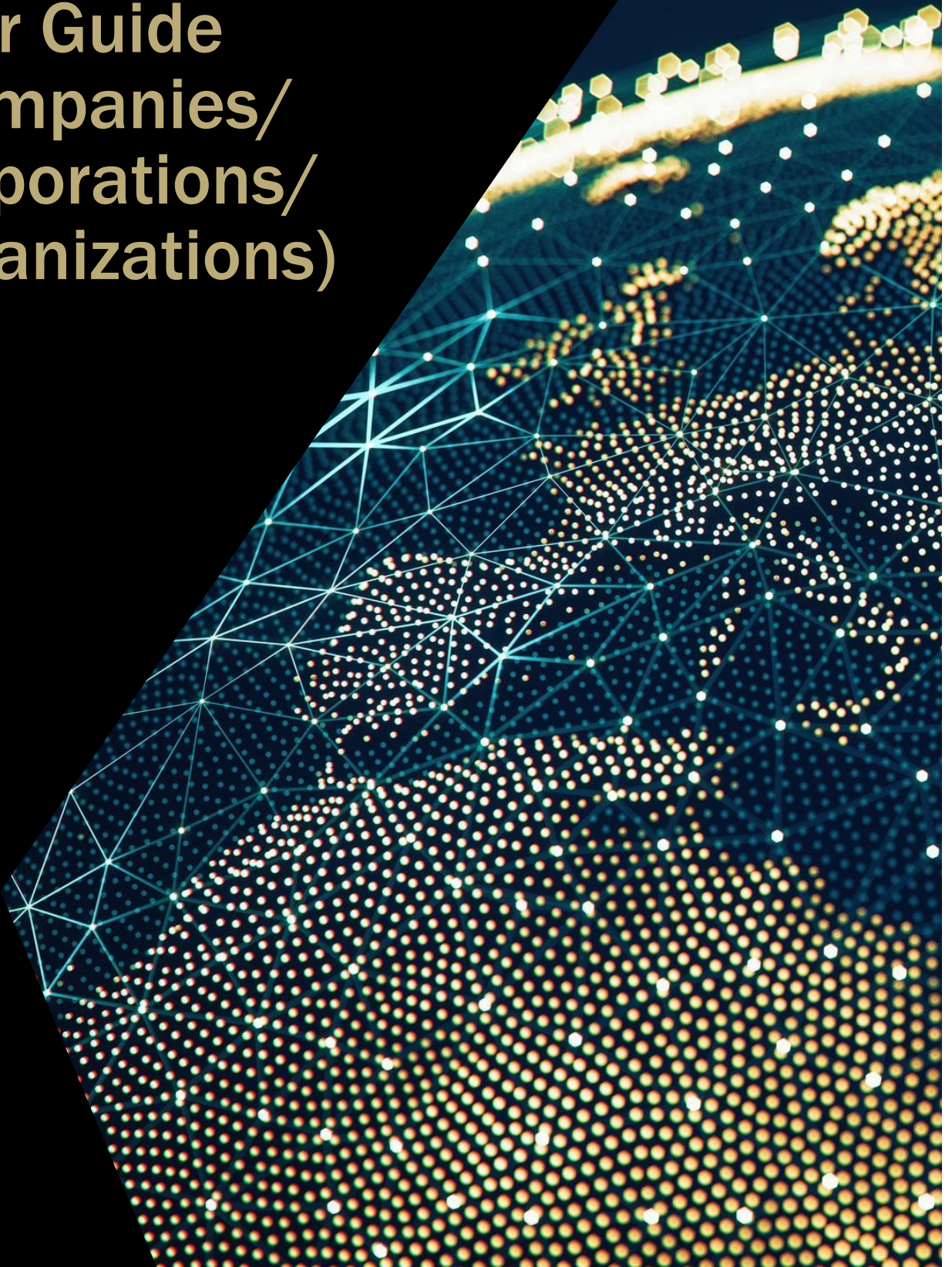




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Introduction

At Publicis Groupe, we are transitioning to the SAP Ariba platform to manage our supplier processes, and as a Supplier, we require your registration in our systems. This is the first step in strengthening our business relationships and allowing for more robust collaboration. This document will guide you through all the steps involved in registering with and onboarding to SAP Ariba.

Registration Process Overview

Publicis Groupe has implemented the SAP Ariba Supplier Lifecycle and Performance (SLP) solution. SAP Ariba SLP helps manage suppliers from onboarding to qualification through a set of linked processes. The Publicis Groupe Buyer initiates the Supplier Request and invites the Supplier to register with Ariba via email. The Supplier accesses the Ariba Network, fills and submits the registration questionnaire. Once reviewed and approved, the Supplier is registered with Publicis Groupe. After registration, further updates may be requested when applicable.

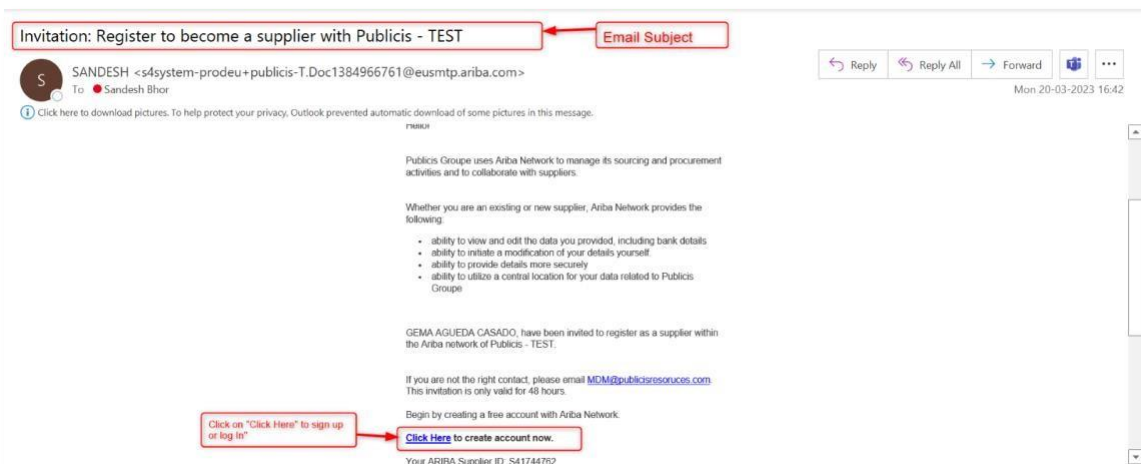


Creating an Ariba Network Account

The Ariba Network is the SAP Ariba Supplier Portal. To continue interacting with Publicis Groupe, registration is required. Creating an account is free of charge. Follow the steps below to create or log in to an account and register with Publicis Groupe.

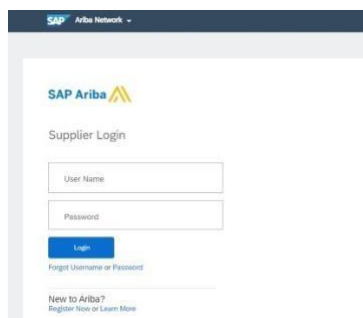
Accessing the Ariba Network

1. When the registration process has been initiated internally by Publicis Groupe, you will receive an invitation email to register.



2. If you have already created an account, click on [Ariba Supplier Login](#) link, which will redirect you to the login page and registration form.

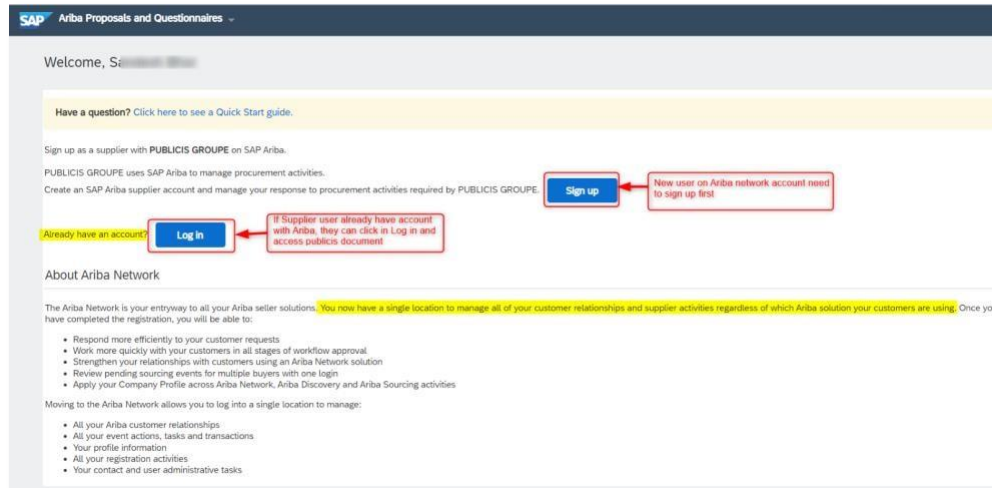
- a. Log in with your credentials.





3. If you do not already have an Ariba Network account, select [Click here](#) to begin the process of creating one. If the link has expired, you can create your account or log in directly from: <https://supplier.ariba.com/>

a. Click Sign Up to begin the process of creating an account.



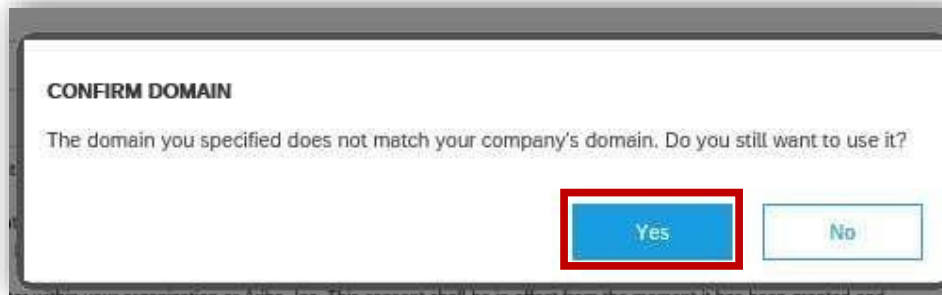
Creating a New User Account

This section details the information needed to create an Ariba Network account and is only for those suppliers who do not already have an Ariba Network Account. Find a video guide [here](#). Find more about common registration issues [here](#).

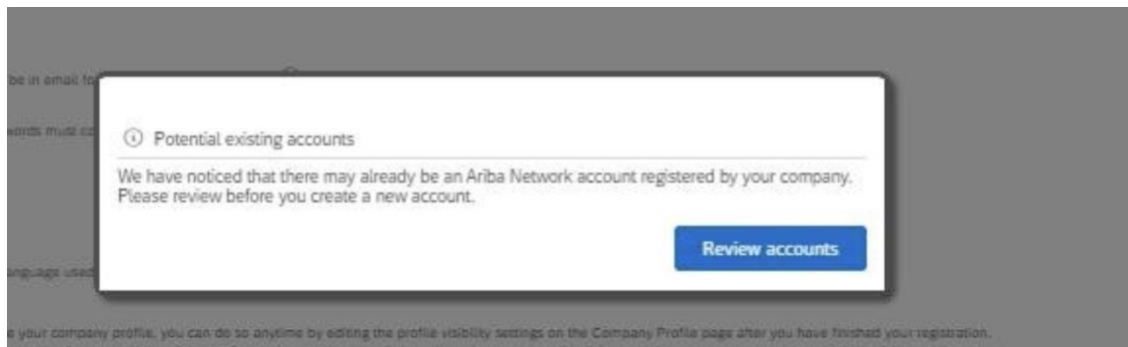
1. Fill in the Company Information section.



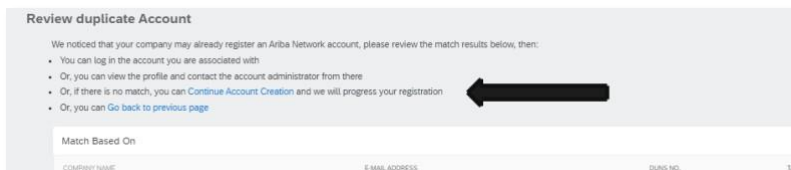
4. If you are using an email domain that is generic or already in use, you may receive the below message. Click Yes.



5. You may also receive a message that potential existing accounts already exist. Click Review Accounts.



- a. A list of existing accounts will display.
- b. If an existing account from your organization exists and you want to utilize it, contact the person who manages the existing account for your company. They can create an Ariba login for you and then you can access the questionnaire.
- c. Click Continue Account Creation if the account listed is not one you want to use.



6. Once account completion is complete, you will receive a welcome email from Ariba.



Welcome to the Ariba Commerce Cloud



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

To ● S [redacted]

i If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

x Right-click or tap and hold here to

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Amazon India is now complete.

Your organization's account ID: [redacted]

Your username: [redacted]

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:



Completing the Publicis Groupe Registration Form

Once you have activated your Ariba Network account, you must complete the Publicis registration form to continue with your processes.

How to submit the registration form

1. In the Ariba Proposal and Questionnaire tab, click Supplier Registration Questionnaire to access the form.

There are no matched postings.

Arriba Proposals and Questionnaires -

- Arriba Discovery
- Arriba Proposals And Questionnaires
- Arriba Contracts
- SAP Business Network

Home

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
No Items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc1385075710	4/19/2023 4:54 PM	In Registration

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No Items					

2. Complete the Supplier Registration Questionnaire form.

- Supplier Registration form supplier need to fill required information mark with Asterisk(*) mark and attach supporting document.
- **Save Draft:** Please use this option after every section answer filled, to avoid data loss due to inactive session or if you want submit response later.
- **Time remaining:** Time to complete and submit registration form.
- **Compose Message:** “Compose Message” button for any questions related to completing the questionnaire. Your questions will be sent to the correct owner at Publicis Groupe.
Note: Before raising question please read Publicis FAQ and Error document, it will help you to clear your queries.
- **Excel Import:** This option is to export excel template to filled information in excel and upload to filled date.
 - Limitation Excel Import can not attach file and fill Bank and tax information, supplier user need fill details over portal only.



3. Submit the Supplier Registration form for approval by clicking **Submit Entire Response**.

Steps to follow submit Registration form

- 1) Fill supplier registration form information
 - a. If require detail assistance to fill form, please refer below [Supplier Detail user guide](#).
 - b. If facing any error, please check Error code file and FAQ
 - c. If you have any question related to registration form reach to Publicis team with compose message functionality.
- 2) Use Save Draft: Save your answers after every section content to avoid data lost due to inactive session.
- 3) Submit response with Blue Highlighted “**Submit Entire Response**”



Ariba Sourcing

Company Settings | 50 Hour | Feedback | Help | Messages

Go back to Publics - TEST Dashboard

Desktop File Sync

Console

Doc1303857940 - Supplier Registration Questionnaire

Time remaining to complete the Registration form: 29 days 23:44:13

Use this button to have better view of the form

Supplier form Content

All Content

1.1 Are you an individual? No

1.2 Supplier Full Legal Name (If more than 35 chars use question 1.3)

1.3 Additional Supplier Full Legal Name

1.4 Do you perform business under different name than your Legal Name? No

1.6 Legal Name Validation Document

1.6.1 Legal Name Validation Document Add Legal Name Validation Document (0)

2 Address Details

2.1 General instructions to be followed by Suppliers while

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Submit Registration Information Supplier can save filled information before submitting

Fill in all the relevant details in the forms. Mandatory field appear with asterisk *

Supplier need to fill registration form Information

If required fields are left blank or not in appropriate format, there will be an error message.

Go back to Publics - TEST Dashboard

Console

Doc1303857940 - Supplier Registration Questionnaire

Time remaining: 20 days 03:59:01

There are 3 problems that require completion or correction in order to complete your request. Mouse over the red icons to learn more. Use the *Next* and *Previous* links to step through the errors as needed.

System will show message if any required information is pending to submit.

find any discrepancies, please contact at MDM@publicsresources.com

Country/Region: France (FR)

Tax Name	TaxType	Tax Number
France: VAT Registration Number	Organization	*
France: SIRET Number	Organization	*
France: SIREN Number	Organization	*

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Registration Form Sections and Question Detail Guide

This section details the various parts of the form.

Section 1: General Supplier Information

- **Section 1 includes questions 1.1 through 1.6. Fields marked with an asterisk require an answer. Time Remaining informs the supplier of the due date for submitting the registration form.**

- **Visibility Condition (VC) means some questions' visibility depends on the answer of the previous questions. For example: If the supplier answers NO to question 1.4, they will not see question 1.5.**



- Event Details
- Response History
- Response Team

Event Contents

All Content

- 1 General Supplier Inf...
- 2 Address Details
- 3 Tax Information

All Content

Name ↑	
1 General Supplier Information	
1.1 Are you an individual? ⓘ	<input type="text" value="No"/>
1.2 Supplier Full Legal Name (If more than 35 chars use question 1.3) ⓘ	<input type="text" value="Amazon India"/>
1.3 Additional Supplier Full Legal Name ⓘ	<input type="text"/>
1.4 Do you perform business under different name than your Legal Name? ⓘ	<input type="text" value="No"/>
1.6 Legal Name Validation Document Less...	
Note:	

Question 1.4 answer "No" then Q.1.5 is hidden



- If the supplier answers YES to question 1.4, they will see question 1.5.

- Question 1.6 requires a Legal Name Document attachment from the supplier. Follow the below system criteria to attach the document successfully.
 - Please attach official supporting documentation that supports Legal Name entered from question 1.2 and 1.3.
 - Please ensure that file name is not more than 45 characters, or it will not be stored with Publicis Groupe.
 - Please ensure your attachment size does not exceed maximum size limit of 1 MB.
 - Note that the allowed file format is PDF only.

Please follow below steps to attach document



Event Contents

1.2 Supplier Full Legal Name (If more than 35 chars use question 1.3)

1.3 Additional Supplier Full Legal Name

1.4 Do you perform business under different name than your Legal Name?

1.6 Legal Name Validation Document Less...

Note:

- Please attach official supporting documentation that supports Legal Name entered question 1.2 and 1.3.
- Please ensure that file name should not be more than 45 chars, else supporting will not be stored with Publicis Groupe.
- Please ensure your attachment size should not exceed maximum size limit of 1 MB.
- Allowed file format is PDF, else supporting will not be stored with Publicis Groupe.

1.6.1 Legal Name Validation Document 1 Click here

All Content > 1.6.1 Legal Name Validation Document

Legal Name Validation Document (0)

Name ↑

No Items

2 Step 2-Click here

(*) Indicates a required field

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 1.6.1 Legal Name Validation Document

Legal Name Validation Document (1)

Name ↑

Legal Name Validation Document #1 Delete

Please specify document type

Attachment 4

(*) indicates a

3 Choose document type from list

- Unspecified
- FR - [Company Registration Certificate]
- US - [Company Registration Certificate]
- IN - [Company Registration Certificate]
- DE - [Company Registration Certificate]
- GB - [Company Registration Certificate]
- ES - [Company Registration Certificate]



Event Contents

1.2 Supplier Full Legal Name (if more than 25 chars use question 1.3)

1.3 Additional Supplier Full Legal Name

1.4 Do you perform business under different name than your Legal Name?

1.5 Legal Name Validation Document

Note:

- Please attach official supporting documentation that supports Legal Name entered question 1.2 and 1.3.
- Please ensure that file name should not be more than 45 chars, file supporting will not be stored with Publicis Group.
- Please ensure your attachment size should not exceed maximum size limit of 1 MB.
- Allowed file format is PDF, else supporting will not be stored with Publicis Group.

1.5.1 Legal Name Validation Document

1 Click here

Legal Name Validation Document (0)

Name 1

No items

2 Step 2-Click here

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.

Legal Name Validation Document #1

Name 1

Legal Name Validation Document #1

Please specify document type

Attachment

3 Choose document type from list

4 Attach a file

Section 2: Address Details

Provide exact address details as mentioned in one of the residence certificates in question 1.6.

- **Mandatory details for all locations**
 - Street
 - City
 - Postal / Zip Code
 - Country / Region
- **Mandatory details for Indian addresses only**
 - State / Province / Region
- **Optional details for all locations**
 - Street 1
 - Street 2
 - PO Box
 - PO Box Postal Code
 - PO Box Deviating Region
 - PO Box Deviating Country
- **Optional details for US addresses**
 - District (County)



Mandatory required field mark in Red Box,
For India state also mandatory(mark in
green box)

2.2 Address Details ⓘ

Show More

Street: KL Street ⓘ

House Number: ⓘ

Street 2: ⓘ

District: ⓘ

Postal Code: 75116 ⓘ

City: Ain ⓘ

Country/Region: France (FR) ⓘ

State/Province/Region: Ain (01) ⓘ



- **Note: The postal code field is country specific. For example: France requires a 5-digit code. The system will not accept any other format.**

Name 1 ❗ ZipCode is not in valid format. Allowed format is NNNNN.

2 Address

2.1 General instructions to be followed by Suppliers while entering their registered address:
Please provide exact address details as mentioned in one of the residence certificates provided in Question 1.6
Details mandatory at all geographies:
Street (For entering House No & Street)
City
Postal Code/Zip
Country/Region
3. Details mandatory for Indian addresses but optional for others:
State/Province/Region
4. Details optional at all geographies:
Street 1, Street 2, PO Box, PO Box Postal Code, PO Box Region, PO Box Country
5. Details optional/applicable for US addresses:
District (County)
6. Rest of other address details will not be noted by Publicis Groupe.

+ Show Less

Street: House Number:

Street 2:

Street 3:

District:

Postal Code: City:

Country/Region: State/Province/Region:

PO Box:

PO Box Postal Code:

PO Box Country/Region: PO Box State/Province/Region:

(*) indicates a required field

Section 3: Tax Information

Please follow these general instructions when entering tax information.

- The system captures Tax IDs as per tax resident country.
- Ensure that the country provided in Section 2 for address is same as Tax resident country.
- Enter NA for tax types that are not relevant.
- If the provided Tax ID(s) are not in the correct format, Publicis Groupe will automatically reject the profile and supplier must update and re-submit the response.



- If you are already registered as a supplier with Publicis Groupe, then you are not allowed to change your provided Tax IDs. If you find any discrepancies, please contact MDM@publicisresources.com.

Question 3.2: Tax

- Choose Tax country from list.

Country/Region: (no value) Choose Tax country from List

Country/Region
(no value)
Afghanistan (AF)
Aland Islands (AX)
Albania (AL)
Algeria (DZ)
American Samoa (AS)
Andorra (AD)
Angola (AO)

- After selection, a country-specific tax field will open. Find the below examples for reference.

- France

Country/Region: France (FR) France country, listed country specific filed will pop up.

Tax Name	TaxType	Tax Number
France: VAT Registration Number	Organization	<input type="text"/>
France: SIRET Number	Organization	<input type="text"/>
France: SIREN Number	Organization	<input type="text"/>

- India

Country/Region: India (IN) India required Tax Information

Tax Name	TaxType	Tax Number
India: Personal Identification Number (PAN)	Organization	<input type="text"/>
India: GST Identification Number(GSTIN)	Organization	<input type="text"/>

Question 3.3: Tax Certificate Document

- Attach official supporting documentation that matches supporting tax documents entered question 3.2 and 1.3.
- Please ensure that file name is not more than 45 characters, or it will not be stored with Publicis Groupe.
- Please ensure your attachment size does not exceed maximum size limit of 1 MB.
- Note that the allowed file format is PDF only.



1. To attach, first click Add Tax Certificate document.

3.3 Tax Certificate document Add Tax Certificate document (0) 1 Click here

Note:

- Please attach official supporting documentation that supports VAT/Tax Ids entered in Question 3.1.
- Please ensure that file name should not be more than 45 chars, else supporting will not be stored with Publicis Groupe.
- Please ensure your attachment size should not exceed maximum size limit of 1 MB.
- Allowed file format is PDF, else supporting will not be stored with Publicis Groupe.

All Content > 3.3 Tax Certificate document

Tax Certificate document (0)

Name ↑

No Items

2 Click here Add Tax Certificate document (*) indicates a required field

2. Click Attach File > Choose File.

Acting as: Sandesh Bhor

Save Cancel

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 3.2 Tax Certificate document

Tax Certificate document (1)

Name ↑

▼ Tax Certificate document #1 Delete 3 Click here to attach

Upload Certificate Attach a file Add Attachment (*) indicates a required field

Add an additional Tax Certificate document

Add Attachment OK Cancel

Enter the location of 4 to add as an Attachment. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: 4 Click here to choose file from system Choose File No file chosen

Or drop file here No file chosen

5 OK Cancel

3. Click Save when done.

6 Click to Save attach file Save Cancel

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 3.2 Tax Certificate document

Tax Certificate document (1)

Name ↑

▼ Tax Certificate document #1 Delete

Upload Certificate Tax1.pdf Update file Delete file Using below option supplier can update or Delete file

Click here to add additional Tax Document (Optional) Add an additional Tax Certificate document (*) indicates a required field



Section 4: Bank Information

Bank related questions

1. Suppliers need to answer below mandatory questions with selection Yes/No, depends on answer few more required questions will be visible to answer (Shown in screenshot 2).

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 General Supplier Inf...
- 2 Address Details
- 3 Tax Information
- 4 Banking Information

Banking Information (Section 4 of 6) << Prev | Next >>

Name 1

4 Banking Information

4.1 Will you be working with a US agency of Publicis Groupe? * Unspecified

4.3 Do you want to provide your Bank Details ? * Unspecified

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Screenshot 2:

- Question 4.1 answer Yes, will show additional question, supplier need to give answer to each required * question

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 General Supplier Inf...
- 2 Address Details
- 3 Tax Information
- 4 Banking Information
- 5 Additional Tax Infor...
- 6 Your Contact Profile

Banking Information (Section 4 of 6) << Prev | Next >>

Name 1

4 Banking Information

4.1 Will you be working with a US agency of Publicis Groupe? * Yes

4.2 US : Preferred Banking

4.2.1 Will you be invoicing in US Dollars ? * Yes

4.2.2 Do you accept virtual credit cards as preferred mode of payments? ① * Yes

4.2.3 Email Address for virtual credit card ① *

4.3 Do you want to provide your Bank Details ? * Yes

4.4 Bank Details Add Bank Details (0)

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Questions visibility depends on previous question answer.

Please follow these general instructions when entering bank information.

- When entering Account Name, ensure no special characters are entered.
- Please ensure that file name is not more than 45 characters, or it will not be stored with Publicis Groupe.
- Please ensure your attachment size does not exceed maximum size limit of 1 MB.
- Note that the allowed file format is PDF only.
- Please attach on of the below supporting documentation files that supports Bank Details for Question 4.4:
 - Copy of a Voided cheque OR
 - Official Document issued by the bank OR
 - Copy of an Invoice



Follow the below steps to add Bank Details:

1. Click Add Bank Details.

Banking Information (Section 4 of 7) < Prev | Next >

Name ↑

4 Banking Information

4.1 Will you be working with a US agency of Publicis Groupe? *

4.3 Do you want to provide your Bank Details ? *

4.4 Bank Details Add Bank Details (0) Less...

Note:

All Content > 4.4 Bank Details

Bank Details (0)

Name ↑

No Items

Add Bank Details 2 Click here (*) indicates a required field

2. Fill in the Bank Details.

- a. Suppliers must follow the above instructions for bank details to be accepted by Publicis Groupe.
- b. Supplier can add a maximum of four Bank Details.
- c. For Bank Account Validation details:
 - i. IBAN specific country: skip bank key and account number field
 - ii. Non-IBAN country: complete bank key and account number field
- d. Required fields include:
 - i. Bank document attachment
 - ii. Bank Currency
 - iii. Bank Type
 - iv. Account Holder Name
 - v. IBAN or Bank key/IFSC code and Account Number



Bank Details (1)

Name 1

Upload your bank details document

Bank Account Currency: Unspecified

Bank Type: No Choice

Country/Region: (no value)

Bank Name: [Text Field]

Bank Branch: [Text Field]

Street: [Text Field]

City: [Text Field]

State/Province/Region: [Text Field]

Postal Code: [Text Field]

Account Holder Name: [Text Field]

Bank Key/ABA Routing Number: [Text Field]

Account Number: [Text Field]

IBAN Number: [Text Field]

SWIFT Code: [Text Field]

Bank Control Key: No Choice

Unspecified

Andoran peseta [ADP]

United Arab Emirates Dirham [AED]

Afghani [AFN]

Albanian Lek [ALL]

Armenian Dram [AMD]

West Indian Guilder [ANG]

Angolanische Kwanza [AOA]

Argentine Peso [ARS]

Austrian Schilling [ATS]

Australian Dollar [AUD]

3 Attach bank document here

4 Choose Bank account currency

5 Choose Bank type

6

7

8

Click here to add additional bank details, new form will be added on same screen

Add an additional Bank Details

(*) indicates a required field

3. Add multiple bank accounts if applicable
 - a. Click Add Additional Bank Details.
 - b. Fill in the new form.
 - c. Click Save.

Ariba Sourcing

Go back to Publics - TEST Dashboard

Company Settings | SID Error | Help | Messages

Desktop File Sync

After filling bank details Click on Save button

8 Save Cancel

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.

Bank Details (1)

Bank Details #1

Upload your bank details document

Bank Account Currency: European Euro [EUR]

Bank Type: No Choice

Country/Region: (no value)

Tips for entering bank details:

- **IBAN:Refers to International Bank Account Number.**
 - **How Can I Get an IBAN?**
You can request an IBAN if you are a customer of a bank in an IBAN region. Note that an IBAN can only be used to receive payments, and is not used when making withdrawals.
 - **What Does an IBAN Number Look Like?**
An IBAN number contains up to 34 alphanumeric characters. It is prefaced by a two-character country code, two check digits, and a Basic Bank Account Number (BBAN) that contains specific bank and account details.



- **Bank Country:**Refers to Country in which Bank Account exist.
- **Bank Key/ABA Routing Number/IFSC Code:**A bank key or ABA Routing Number or IFSC Code is a key that uniquely identifies your bank in a specific country. It is the detailed address information about the bank account with the account number. In other words, the identification of the bank branch is the bank key, each bank key represents a particular bank branch.
- **Account Number:**A bank account number is a unique set of digits assigned to the account holder when you open a bank account. Financial institutions will assign such numbers to each account you hold. Businesses and banks use these numbers to identify your account.
- **SWIFT Code:**Society of Worldwide Interbank Financial Telecommunication (SWIFT) is an 8-to-11-character code, also known as Bank Identifier Code (BIC). Each bank has a unique SWIFT code indicating its name, location, and branch.
- **Bank Currency:**The currency in which an account is maintained and shall be any one of the currencies in which the Bank may offer services from time to time.

Section 5: Additional Tax Information and Exemptions

Follow the below steps for Section 5.

- **For Question 5.1, if the answer is YES, please attach supporting certificate.**

5 Additional Tax Information & Exemptions

5.1 Are you subjected to withholding and/or income reporting? Yes No **Select Yes**

5.2 Withholding certificate Add Withholding certificate (0) Less... [Click here to attach](#)

Note:

- [Repeatably withholding tax country](#)

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.

All Content > 5.2 Withholding certificate

Withholding certificate (1)

Name	Delete
Withholding certificate #1	Delete
Withholding Tax Country	Unspecified
Please upload withholding certificate	Attach a file

[Add an additional Withholding certificate](#)

(*) Indicates a required field

- **For Question 5.3, if the answer is YES, please attach supporting certificate.**

5.3 Are you having any exemption certificate? Yes No

5.4 Exemption certificate Add Exemption certificate (0) Less... [Click here to attach](#)

Note:

- Supplier can provide exemption certificates (enabling lower deduction for WHT retention) within validity period as per legal requirements of countries in which they are interested to perform their business with Publicis Groupe.
- Please attach lower deduction or exemption certificate as per DTT or local requirements
- Please ensure that file name should not be more than 45 chars, else supporting will not be stored with Publicis Groupe.
- Please ensure your attachment size should not exceed maximum size limit of 1 MB.
- Allowed file format is PDF, else supporting will not be stored with Publicis Groupe.



All Content > 5.4 Exemption certificate

Exemption certificate (0)

Name 1

No items

Add Exemption certificate 3 (*) indicates a required field

Save Cancel

Save details

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 5.4 Exemption certificate

Exemption certificate (1)

Name 1

Exemption certificate #1 Delete

Withholding Tax County

Exemption cert. no.

Exemption rate

Exemption start date

Exemption end date

Exemption Reason

Please upload exemption certificate

Add an additional Exemption certificate (*) indicates a required field

Fill the exemption details 4

Attach a file 5

5.3 Are you having any exemption certificate? Yes No

5.4 Exemption certificate

Add Exemption certificate (1)

Less...

- For Question 5.5, if the answer is YES, please attach supporting certificate.

5.5 Are you planning to engage with one or more Indian Publicis agency(ies)? Yes No 1

5.6 India: MSME Registration Details

5.6.1 Classification for GST: 2

5.6.2 Are you registered under Micro Small & Medium Enterprises (MSME)? 3

5.5 Are you planning to engage with one or more Indian Publicis agency(ies)? Yes No

5.6 India: MSME Registration Details

5.6.1 Classification for GST: 4

5.6.2 Are you registered under Micro Small & Medium Enterprises (MSME)?

Select GST classification from list

- Unspecified
- Registered [1]
- Not Registered [2]
- Composite Scheme [3]
- Special Economic Zone [4]

- For Question 5.6.2., if the answer is YES, please attach supporting certificate.

5.6 India: MSME Registration Details

5.6.1 Classification for GST:

5.6.2 Are you registered under Micro Small & Medium Enterprises (MSME)? Yes No

5.6.3 Please provide MSME registration number

5.6.4 Certificate Issue Date

5.6.5 Please attach MSME Certificate

Attach certificate here

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import



Section 6: Your Contact Profile

Please fill your primary supplier contact person, Secondary contact is optional, select yes to Question 6.2.
Remittance and PO contact: Please click on Add email: to submit Remittance and PO Contact details.

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 1 General Supplier Inf...
- 2 Address Details
- 3 Tax Information
- 4 Banking Information
- 5 Additional Tax Infor...
- 6 Your Contact Profile
- 8 General Terms & Cond...

Your Contact Profile (Section 6 of 7) ⏪ Prev | Next ⏩

Name 1

▼ 6 Your Contact Profile

6.1 Primary Supplier Contact

6.1.1 First Name * SB

6.1.2 Last Name * [Redacted]

6.1.3 Email Address * [Redacted]

6.1.4 Telephone [Redacted]

6.1.5 Role on supplier's organization [Redacted]

6.2 Do you want to provide secondary contact details? No

6.4 Email: Remittance Advice Add Email: Remittance Advice (0) Less...

Please provide email contact(s) for sending remittance advices to your Account Receivables department.

6.5 Do you want to provide email contact(s) for receiving Purchase Orders? Yes

6.6 Email: Purchase Orders Add Email: Purchase Orders (0) Less...

Please provide email contact(s) for receiving Purchase Orders.

Note:

- The email address(es) provided here will be used for all the entities within Publicis Groupe.
- The agency(s) processing purchase orders will have all the control on communicating Purchase Orders to alternative email address(es).

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Section 8: General Terms and Condition

Please give your response to Publicis Terms and Condition.

General Terms & Conditions (Section 7 of 7) ⏪ Prev

Name 1

▼ 8 General Terms & Conditions

8.1 Provide self-declaration that above provided details are correct to best of my knowledge Yes

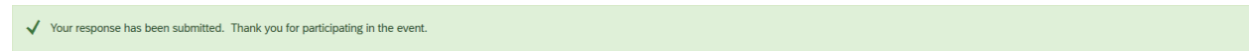
(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Submitting the Publicis Groupe Registration Form

Once you have submitted the questionnaire, you will be notified in the questionnaire itself at the top of the screen with the following message:



You will be able to see the status of your application in the "Proposals and questionnaires" tab in the "Registration questionnaires" section under "Status."

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Supplier registration questionnaire	Doc477239743	2/12/2021 2:12 PM	All commodities All	All All / All	Pending Approval

Depending on your answers, the Publicis team can reject and ask for correction or give approval to become registered Publicis supplier. If you receive the email notification with rejection comment, then you must access your Ariba Network account and the questionnaire section and take necessary action.

Once you send the response, it will be reviewed and evaluated to proceed with the approval or rejection.

Once the registration form is approved, the status will be updated to Registered, which completes the registration process at Publicis Groupe.

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Registration Questionnaire	Doc1374684444		(no value)	(no value)	Registered

Updating the Publicis Groupe Registration Form

After a supplier is registered with Publicis Groupe, the supplier can update their information in the form until the due date. Follow the below steps to update the Supplier Registration Questionnaire for approval.

1. Log in to the Ariba Network with correct credentials.



2. Use the [following link](#) or link within the invitation email to access Publicis Support Business Network.

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

[Home](#)

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc1385075710	4/19/2023 4:54 PM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

3. Click on **Revise Response** to access the registration form. Note that the **Revise Response** button is visible only when the previous response was **Approved** by the Buyer, and Supplier was successfully registered in Publicis Sap Ariba SLP system.

Console

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

You have submitted a response for this event. Thank you for participating.

Click on **Revise Response** to update any section/fields on the form.
Note: that "Revise Response" button is visible only when the previous response was Approved by the Buyer and Supplier was successfully registered in Lupin Sap Ariba SLP system

Revise Response

All Content

Name ↑

▼ 1 General Supplier Information	
1.1 Are you an individual ?	No
1.2 Supplier Full Legal Name (If more than 35 chars use question 1.3) ⓘ	Reebok India
1.3 Additional Supplier Full Legal Name ⓘ	SB BH
1.4 Do you perform business under different name than your Legal Name ?	No
▼ 1.6 Legal Name Validation Document	
1.6.1 Legal Name Validation Document	View Legal Name Validation Document (1)

Compose Message

4. Update the required information, upload new certificates or attachments, etc. as needed.
5. Click **Save Draft** to save changes before submitting.



6. Once done with updates, click Submit Entire Response to send to Publicis Groupe for approval.

Freelancer / Individual SLP Registration Guide

How to fill Supplier Questionnaire –Freelancer

Q. 1.1 Are you an individual/freelancer/contractor/single-member LLC?

Questions 1.1 Response Decide whether the supplier is a company or an individual/ Freelancer,

The supplier is an individual/ Freelancer then his information will be secured on the PIIP portal or section 8 will start appearing where the individual will get the link of PIIP portal where he must secure his bank and Tax details.



- Event Messages
- Event Details
- Response History
- Response Team

Event Contents

All Content

- 1 General Supplier Inf...
- 2 Address Details
- 4 Banking Information
- 5 Additional Tax Infor...
- 6 Your Contact Profile
- 8 Personally Identifica...
- 9 General Terms & Cond...

Personally Identifiable Information

(Section 6 of 7) < Prev | Next >

Name †

[URL to Access PIIP Portal](#)

8 Personally Identifiable Information

8.1 Please enter your personally identifiable information (PII)

Note: Your user credentials to access the PII Portal have been emailed to you in your mailbox from the address 'Invoice_es2p@excelerateds2p.com' with the subject '[IMPORTANT] User Credentials for Publicis Groupe PII Portal'.

[PIIP Data Entry Link](#)

8.2 Have you submitted your banking and personally identifiable information via a separate PIIP account created via sign-up or login using the link in question 8.1?

Unspecified

Note: Your profile will be auto-rejected if you do not provide banking and personally identifiable information via a separate PIIP account.

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

**** Apart from the Banking and Tax section all the details remain the same for individuals/freelancers.**

The screenshot shows the SAP PIIP Agency interface. At the top, there is a header with the SAP logo and 'PIIP Agency'. Below this, there is a form area. On the right side of the form, there is a preview of an invitation email. The email text includes: 'Invitation: Register to become a supplier with Publicis - TEST', 'On behalf of Publicis Agency +rsqsystem-prod@publicis-1 Doc1846184480@eventp.ariba.com', 'Hi, We would like to', 'Hi, Test PIIP Case 1, have been invited to register as a supplier within the Ariba network of Publicis - TEST', 'This invitation is valid until: 28 Dec', 'Your Ariba Supplier ID: S68721589', and 'Click here to create Ariba account now or to log in with you existing username and password'. Below the email preview, there is a form with two fields: 'Supplier ID: * S68721589' and 'Email: * sandesh.bhor...'. A red box highlights the Supplier ID field with the text 'In Invitation email supplier got Supplier ID'. At the bottom right of the form, there are two buttons: 'Validate' and 'Cancel'.



Supplier ID: S68721589
Email: sandesh.bhor@publicisresources.com
First Name: SANDESH
Last Name: BHOR
Country: FR
Phone:

Click On Continue

>> Continue

SCP - Test

Log On

Email or User Name

Continue

Click on Continue





Personally Identifiable Information Page

Enter your personally identifiable information and click 'Submit':

You will be asked to provide your:

- Banking Details**
Note:
 - While entering Account Name kindly ensure no special characters are entered.
 - Please attach one of the below-mentioned supporting documentation that supports Bank details.
 - Copy of a Voided cheque OR
 - Official Document issued by the bank OR
 - A copy of an Invoice
 - Please ensure that the **file name is not more than 45 chars**, else supporting will not be stored with Publicis Groupe.
 - Please ensure your attachment size should not exceed the **maximum size limit of 1 MB**.
 - Allowed file format is PDF**, supporting will not be stored with Publicis Groupe.
- Resident Tax Information (If Applicable)**
Note:
 - Captures Tax IDs as per tax resident country.
 - Always ensure that the **Country provided under Address Question 2.2 on the ARIBA Supplier Registration Questionnaire** is the same as the **Tax Resident Country** chosen on this form.
 - In case any of the displayed tax types are not relevant then please enter 'NA'
 - If the **provided tax ID (s) are not as per country-specific format** then Publicis Groupe will automatically **reject the profile** and the supplier needs to update and re-submit the response.
 - If you are **already registered as a supplier** with Publicis Groupe, you are **not allowed to change your provided tax IDs**. If you find any discrepancies, please contact us at aribasupport@publicisgroupe.net
- Required Documentation (Inclusive but not limited to):**
 - W9/WB for US and CA Suppliers
 - Kbis for French Suppliers
 - Certificate of Incorporation for Great Britain
 - VAT Registration Certification VAT countries

Note:
Please attach official supporting documentation that supports VAT/Tax IDs entered.

<https://support.ariba.com/Item/view/206323>

Review PII Page Information and click on OK to proceed

Enter S

Frequently Asked Questions

Navigation on the Ariba Network

I have already logged in, unable to see questionnaire, what do I do now?
After logging into the Ariba Network homepage you will be directed to the Ariba Network homepage where you will be able to access the functionalities.

In this case, to continue with the registration process we will access the Proposals and

SAP Business Network | Jerald Account | Get enterprise account | TEST MODE

Home | Ariba Discovery | Ariba Proposals & Questionnaires | Ariba Contract Management | SAP Business Network

0 Enablement Tasks

My widgets | 0% Customize

Company profile
35% Completed
Complete your company profile to increase your chances of being discovered by new buyers.

My leads
You have no open leads matching your company profile. View all leads

Download app
We are now mobile.
Download on the App Store | Get it on Google Play

Shipment tracking
Purchase order no. [input]
Track



questionnaires page, to do so you must click on Ariba Network located in the upper left corner of the screen, as you can see in the following image:



By selecting "Proposals and questionnaires," you will be redirected to the page where you will have access to: Publicis registration form, to which you are invited, etc.

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire		4/19/2023 4:54 PM	In Registration

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
-------	----	------------	-----------	---------	--------

How to request assistance from SAP Ariba Support

NOTE: Please note If you have query/issues with Registration form questions, then please read FAQ, Error list (<https://support.ariba.com/item/view/206323>) and details questionnaire guide with screenshot mentioned above, still If it doesnot resolve then reach to Publicis team with Compose message functionality or email to Ariba Support Team aribasupport@publicisgroupe.net

What is the help center?

The SAP Help Center is a feature that you can access from your Ariba Network account, allowing you access to a variety of information that you may find useful.

How do I access the help center?

The Help Center is visible in the top righthand corner of the screen and can be accessed by clicking on the icon.

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

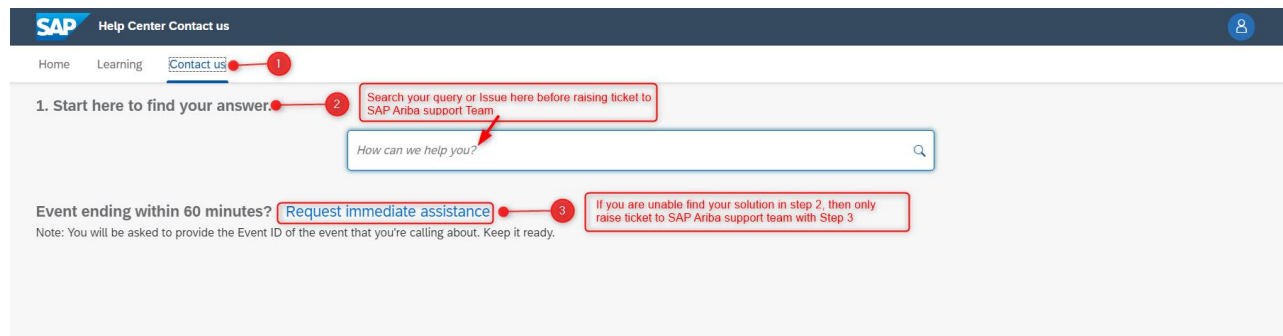
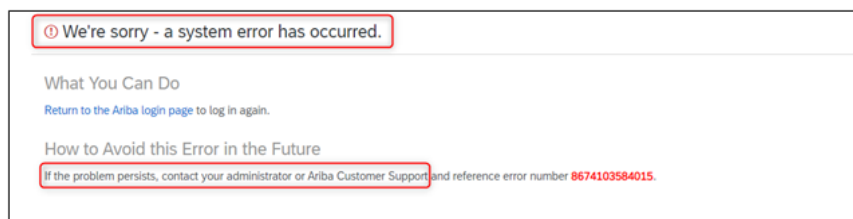
Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc1385075710	4/19/2023 4:54 PM	In Registration



Once you click on Help center, a tab will open like the one shown below, where you can do the following:

1. Access “Contact us” Search SAP's search engine for information using key terms. See the Frequently Asked Questions (FAQ), you can get more information by clicking on each search.
2. Click on “Request Immediate assistance” to raise support request to the SAP Ariba Support team. SAP Ariba team can only support issues related to account maintenance, login/access issues, technical issue-Event having error like system error (shown in below screenshot).





SAP Help Center Contact us

Home Learning Contact us

Requested language of support: English Change? **Select Language you prefer to communicate**

Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service.

1. Tell us what you need help with.

Subject: * Help with event ending soon

Document or Event Number: *

Company that invited you: *

Time remaining in event: *

Registration Questionnaires

Title: ID

Status: Open (1)

Supplier Registration Questionnaire

Doc1385075710

Event Document ID you can find it on homepage or in Invitation email start with "Doc"

2. Please review your contact information for correctness:

First name: *

Last name: *

Username: *

Company: *

Email: sandesh.bhor@publicisresources.com

Phone: *

Extension: *

Confirm phone: *

My phone number is correct.

Do not record my phone call.

Ariba Network ID: * AN11172614032-T

To see how your data is used by SAP Ariba, you can visit the [SAP Ariba Privacy Statement](#).

Submit Cancel

Fill the required company and contact information and click on submit

Can't find the invitation email?

Look out for an email with the following details:

From: Publicis

Subject: Invitation: Register to become a supplier with Publicis

Invitation: Register to become a supplier with Publicis - TEST **Email Subject**

5

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Publicis Groupe uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers.

Whether you are an existing or new supplier, Ariba Network provides the following:

- ability to view and edit the data you provided, including bank details
- ability to initiate a modification of your details yourself
- ability to provide details more securely
- ability to utilize a central location for your data related to Publicis Groupe

GEMA AGUEDA CASADO, have been invited to register as a supplier within the Ariba network of Publicis - TEST.

If you are not the right contact, please email NDM@publicisresources.com. This invitation is only valid for 48 hours.

Begin by creating a free account with Ariba Network.

Click on "Click Here" to sign up or log in" **Click Here to create account now.**

Your ARIBA Supplier ID: S41744762

Reply Reply All Forward

Mon 20-03-2023 16:42



- If you are having issues locating this email, please ensure you check any junk, spam, or trash folders for this email.
- The supplier will also receive daily reminder emails for each day the Registration form is not complete and submitted back to Publicis.

From: Publicis

Subject: Action needed: Complete your registration for [Publicis]

This email also has the “Click Here” link to provide the supplier access to the Ariba Network. The supplier can complete PUBLICIS’s registration form by clicking through this link.

- PLEASE BE SURE TO ACCESS ARIBA THROUGH THE EMAIL LINK.
- The supplier has 30 days to complete the form and submit their information. After 30 days, the supplier will need to follow up with Publicis to ask to be reinvited. Please work with your Publicis contact.

How do you recover your username and password?

- There are options to recover Username or Password, click the corresponding Forgot Username or Password links and enter the email address used to register with the Ariba Network
- Supplier can access login page with below URL

<https://service.ariba.com/Sourcing.aw/109578006/aw?awh=r&awssk=POLQvx8o&dard=1&ancdc=1>

Supplier Login

User Name

Password

Login

Forgot Username or Password

Recover your username

Enter the email address you used to register with SAP Business Network.

Email address

Submit Cancel

Reset your password

Enter the email address you used to register with SAP Business Network.

Email address

Submit Cancel



How do you link Ariba Network accounts?

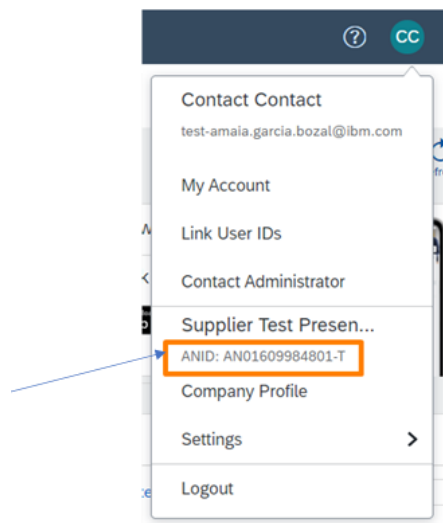
I have several accounts; can I link them?

If you have multiple user accounts on the Ariba Network and want to centralize them in a way that makes it easier for you to manage them, you can do so by using the User ID.

Important: Once two accounts are linked, it is not possible to unlink them.

How do I link my accounts?

To access the Ariba Network account linking process you must first open the drop-down menu from your profile icon, which is located to the right of the support center icon in the top right corner, as shown in the image below.



In this menu you can see your Ariba Network ID or ANID as well as your account type. ANID as well as your account type. You can also modify various configurable aspects of your SAP Ariba Network account, such as subscriptions or company profile.

To start the process of linking your accounts you will need to click on Link User IDs, this will direct you to the tab shown on the next page of the document, where you will need to choose the type of linking method.

To access Linking Accounts for Ariba Network, select the option Link User IDs Ariba Network Account Linking Process Window:



Link User IDs

If you have multiple user accounts, you can link your user IDs together. By linking your user IDs you can:

- Log in to all your accounts using one username and password
- Switch between your multiple accounts

1

APPROVAL NEEDED

Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.

Username:*

2

NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

Username:*

Password:*

There are two methods for linking accounts depending on whether the secondary account credentials are available. Both methods are defined below:

- 1. Approval required:** If the credentials of the secondary account are not available, the linking must be done through the first method, by which the user requests the owner/administrator of the second account. To do this, you only need to enter the recipient user and he/she will receive a link through which he/she can link both accounts.
- 2. Approval not required:** If you have the credentials of the second account (username and password), you can link them without the need for intervention of the administrator of the second account. To do so, you only need to enter them, and this account will automatically be defined as a secondary account to the one currently in use.

How do I contact the Publicis team about a registration event that I am participating in?

(Note: Please Read Error Code and FAQ document before contacting, we have listed queries from supplier in FAQ and Error information in Error codes document)
<https://support.ariba.com/item/view/206323>

Answer

If you have any questions regarding the content of an event/questionnaire that you are participating in, you can contact the project owner by sending message. There are two ways to send a message from an event or questionnaire.

The first way to send a message is:

- 1) Access the event/ questionnaire from the ARIBA Network Supplier Dashboard.



[Download Tutorials](#)
[Update Profile](#)

[Home](#)

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time	Event Type	Participated
No Items				

Registration Questionnaires

Title	ID	End Time	Commodity	Regions	Status
Status: Open (1)					
Supplier Registration Questionnaire	Doc1347969447	4/10/8106 1:03 AM	(no value)	(no value)	Registered

Qualification Questionnaires

Title	ID	End Time	Commodity	Regions	Status
No Items					

Questionnaires

Title	ID	End Time	Commodity	Regions	Status
Status: Open (2)					
CSR Environmental Social Governance (ESG) Questionnaire Questionnaire	Doc1389315491	4/22/2023 11:19 AM	(no value)	(no value)	Not Responded
CSR General Information Questionnaire	Doc1389315478	4/22/2023 11:19 AM	(no value)	(no value)	Not Responded

2) Click Event Messages.

Console

[Event Messages](#) **2**

[Event Details](#)
[Response History](#)
[Response Team](#)

Event Contents

All Content

1 General Supplier Inf...

2 Address Details

3 Tax Information

4 Banking Information

5 Additional Tax Infor...

6 Your Contact Profile

8 General Terms & Cond...

You have submitted a response for this event. Thank you for participating.

[Revise Response](#)

All Content

Name 1

1 General Supplier Information

1.1 Are you an individual? No

1.2 Supplier Full Legal Name (if more than 35 chars use question 1.3) Hessol Tankstelle

1.3 Additional Supplier Full Legal Name Hessol Tankstelle GmbH & Co. KG

1.4 Do you perform business under different name than your Legal Name? No

1.6 Legal Name Validation Document [View...](#)

Note:

- Please attach official supporting documentation that supports Legal Name entered question 1.2 and 1.3.
- Please ensure that file name should not be more than 65 chars, else supporting will not be stored with Publicis Groupe.
- Please ensure your attachment size should not exceed maximum size limit of 1 MB.
- Allowed file format is PDF, else supporting will not be stored with Publicis Groupe.

1.6.1 Legal Name Validation Document [View Legal Name Validation Document \(1\)](#)

2 Address Details

[Compose Message](#)

3) Click Compose Message.

Event Messages - Supplier Registration Questionnaire [Back to Console](#)

Messages

Id	Reply Sent	Sent Date	From	Contact Name	To	Subject
MSG149670493	Not Applicable	02/22/2023 10:05 PM	Publicis - TEST	Ashish Kumar Rawat	Carmen Metje	Invitation: Register to become a supplier with Publicis - TEST

[View](#) [Reply](#) [Compose Message](#) **3** [Download all attachments](#)

[Back to Console](#)

4) Enter your message.



Compose New Message Send Cancel

From: Hessel Tankstelle (Carmen Metje)
To: Project Team
Subject: Doc1347969447 - Supplier Registration Questionnaire

Attachments: Attach a file

Subject of message can be customized as per user preference

Files can be dragged or click browse and select the file to attach. Multiple files can be attached of size less than 100 MB.

Message content

Hi,
This is just a test.
Kindly ignore.
Thanks

Send Cancel

5) Click Send.

Compose New Message

From: Hessel Tankstelle (Carmen Metje)
To: Project Team
Subject: Doc1347969447 - Supplier Registration Questionnaire

Attachments: Attach a file

Hi,
This is just a test.
Kindly ignore.
Thanks

Send Cancel

6) All the sent and received message logs can be visible below:

Messages

Id	Reply Sent	Sent Date	From	Contact Name	To	Subject
MSG154626108	No	03/23/2023 11:48 AM	Hessel Tankstelle	Carmen Metje	Participants (0) Team (20)	Doc1347969447 - Supplier Registration Questionnaire
MSG149670493	Not Applicable	02/22/2023 10:05 PM	Publicis - TEST	Ashish Kumar Rawat	Carmen Metje	Invitation: Register to become a supplier with Publicis - TEST

View Reply Compose Message Download all attachments

Back to Console

The second way to compose a message within an event or questionnaire:

- 1) Once in the event/questionnaire, locate the Compose Message Button.
- 2) Click Save Draft.



Console Doc1389250646 - Supplier Registration Questionnaire Time remaining 29 days 19:24:39

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

Name 1

1 General Supplier Information

1.1 Are you an individual? No

1.2 Supplier Full Legal Name (if more than 35 chars use question 1.3)

1.3 Additional Supplier Full Legal Name

1.4 Do you perform business under different name than your Legal Name? No

1.6 Legal Name Validation Document Less...

Note:

- Please attach official supporting documentation that supports Legal Name entered question 1.2 and 1.3.
- Please ensure that file name should not be more than 45 chars, else supporting will not be stored with Publicis Groupe.
- Please ensure your attachment size should not exceed maximum size limit of 1 MB.
- Allowed file format is PDF, else supporting will not be stored with Publicis Groupe.

1.6.1 Legal Name Validation Document Add Legal Name Validation Document (1)

2 Address Details

2.1 General instructions to be followed by Suppliers while entering their registered address:
Please provide exact address details as mentioned in one of the residence certificates provided in Question

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

3) Click Compose Message.

Console Doc1389250646 - Supplier Registration Questionnaire Time remaining 29 days 19:24:39

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

Name 1

1 General Supplier Information

1.1 Are you an individual? No

1.2 Supplier Full Legal Name (if more than 35 chars use question 1.3)

1.3 Additional Supplier Full Legal Name

1.4 Do you perform business under different name than your Legal Name? No

1.6 Legal Name Validation Document Less...

Note:

- Please attach official supporting documentation that supports Legal Name entered question 1.2 and 1.3.
- Please ensure that file name should not be more than 45 chars, else supporting will not be stored with Publicis Groupe.
- Please ensure your attachment size should not exceed maximum size limit of 1 MB.
- Allowed file format is PDF, else supporting will not be stored with Publicis Groupe.

1.6.1 Legal Name Validation Document Add Legal Name Validation Document (1)

2 Address Details

2.1 General instructions to be followed by Suppliers while entering their registered address:
Please provide exact address details as mentioned in one of the residence certificates provided in Question

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

4) Enter your message and attach any files your need to.

5) Click Send.

Compose New Message Send Cancel

From: BROWN & SIMCOCKS (Robert Greek)

To: Project Team

Subject: Doc1389250646 - Supplier Registration Questionnaire

Attachments: Attach a file

Rich text editor content:
-110
this is just a test.
kindly ignore.
Thanks

Note

The messages are not set up with appropriate data protection measures. Hence, it is recommended not to include sensitive personal data (for example, social security numbers) or personal data (for example, phone numbers) in



messages or attachments posted in the **Messages** tab.

How to access Publicis's Supplier Documents



Supplier FAQ(Frequently asked Questions) Document.

Error List Document

Supplier Quick user guide document

Please use below Link to access supplier user Guide Document.

<https://support.ariba.com/item/view/206323>

	Publicis Supplier Management & Sourcing Events	
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Becoming a Publicis Supplier

Publicis Groupe is always looking for ways to improve efficiencies, better serve our customers, and build stronger relationships with our suppliers. We are excited to announce that we are partnering with SAP Ariba to streamline our procurement and accounts payable processes. This new supplier collaboration platform will replace our current manual processes with a robust technology-enabled solution.

To provide goods/services to Publicis Groupe, your organization will be invited to the SAP Business Network via email to provide information that adheres to our diligence process, ensuring a collaborative relationship between your organization and Publicis Groupe.

Publicis Groupe will use two fundamental documents to select your organization and qualify it. Additional documents may be requested later to improve certificate management.

Depending on your company profile, the regions you operate and categories you render your services to, we may have to submit only one or multiple documents, or only a subset. These documents include:

- Registration Questionnaire:** You will receive an invitation via email to provide information about your company. This form allows us to keep your company's details updated in our system. The guides to complete our registration questionnaire are available in the "Responding to a Registration Questionnaire" section below.
- Qualification Questionnaire(s):** This set of documents is a follow-up invitation after the registration questionnaire has been completed. It contains some general questionnaire to be filled by all and additional ones which may be applicable based on the category, product/goods and the country that you supply to. At first only a very limited range of suppliers will be covered by this category. The guides to complete this questionnaire will be available in the "Responding to a Qualification Questionnaire" section below.
- Certification Request(s):** This type of document is **not** yet planned at Publicis Groupe. It aims to collect certificates from suppliers and their renewals. When this process is implemented, the guides related to those questionnaires will be available in the "Providing a Certificate" section below.

<p>Completing a Registration Questionnaire (Coming Soon)</p> <ul style="list-style-type: none"> Publicis - Ariba Onboarding Introduction letter Publicis - Ariba Onboarding Quick reference Guide Publicis - Ariba Onboarding user Guide ARIBA Tutorial to easily register and gain access to the SAP Business Network <p>Experiencing issues? (Coming Soon)</p> <ul style="list-style-type: none"> ARIBA - FAQ for business network (coming soon) Publicis - FAQ for our suppliers Publicis - List of common integration errors (coming soon) 	<p>Completing a Qualification Questionnaire (Coming Soon)</p> <ul style="list-style-type: none"> Publicis - Introduction to our qualification process (coming soon) Publicis - Qualification Questionnaire Guide (coming soon) <p>Experiencing issues? (Coming Soon)</p> <ul style="list-style-type: none"> Troubleshooting Guide: refer to the FAQ for registration
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