SAP Ariba Supplier Onboarding

Quick Reference Guide
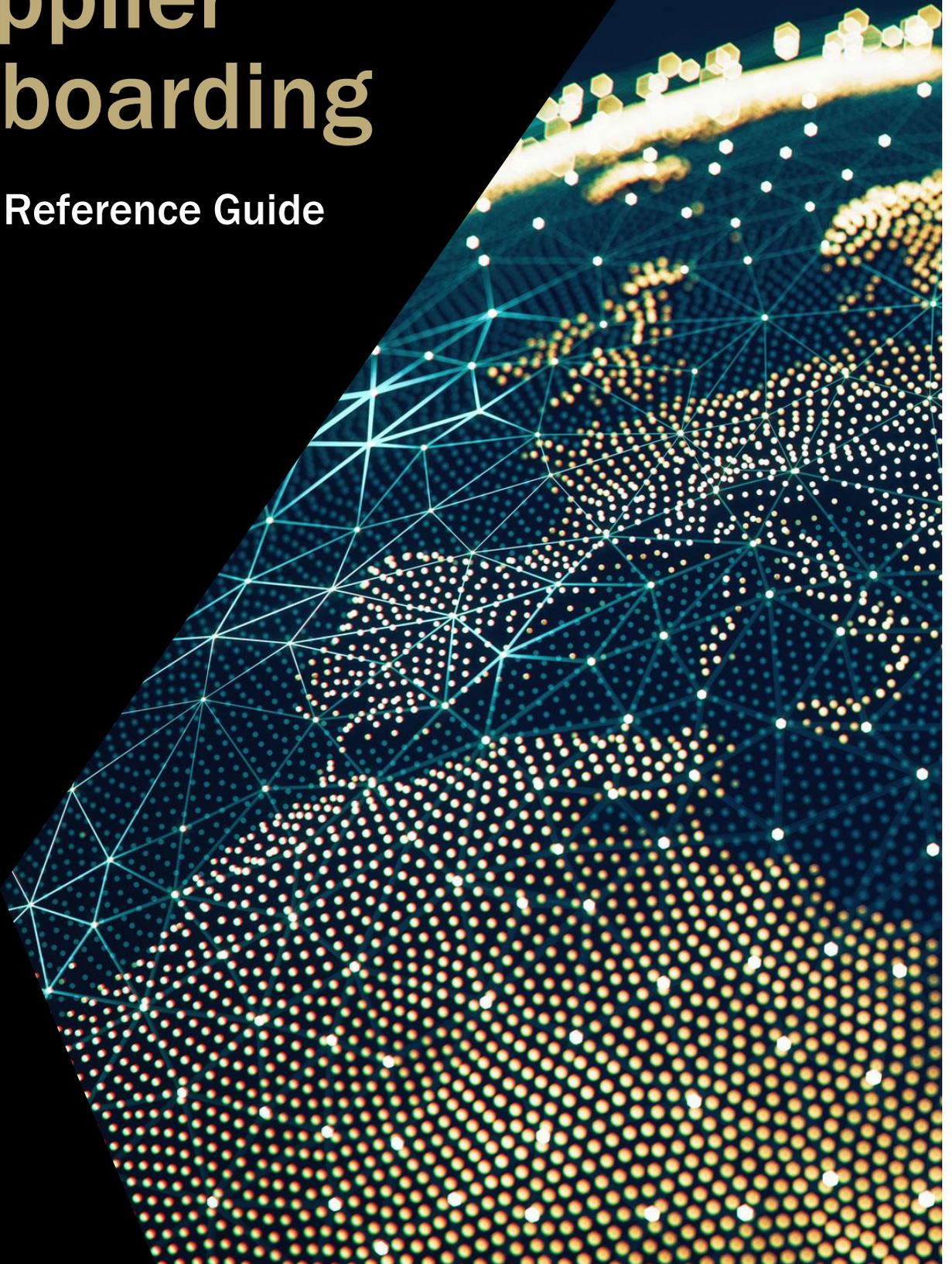
Table of Contents

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.

Logging in with an Existing Account

Follow the steps below to register your organization on the Publicis Groupe Ariba Network site. Suppliers who have an existing account within the Ariba Network can log in to complete the Publicis Groupe registration forms.

1. If Publicis Groupe has invited you to register on the Ariba Network, then you will receive an email notification. The registration email will look like the email provided below. Click on the **Click here** link to log into your account.
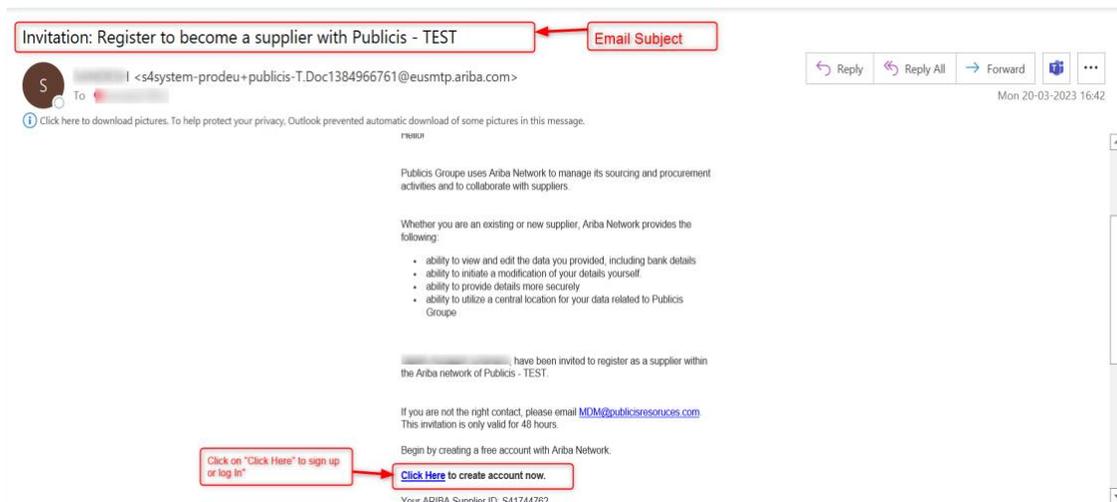
Note: Please check your **Junk / Spam** folder if you are expecting a registration email and cannot find it.

2. If you would like to know additional details regarding the Ariba Network, click on the Quick Start Guide. If you already have account, click on the **Log in** button.

3. Enter your existing Ariba Network username and password. Then click **Continue**. Once logged in, you will be able to complete the Publicis Groupe registration forms. You can reset your password or recover your username with linked email address.

Creating a New Account

Follow the steps below to register your organization on the Publicis Groupe Ariba Network site. Suppliers who are new to the Ariba Network will have to create an SAP Ariba Supplier account to manage procurement activities.

1. If Publicis Groupe has invited you to register on the Ariba Network, then you will receive an email notification. The registration email will look like the email provided below. Click on the **Click here** link to log into your account.
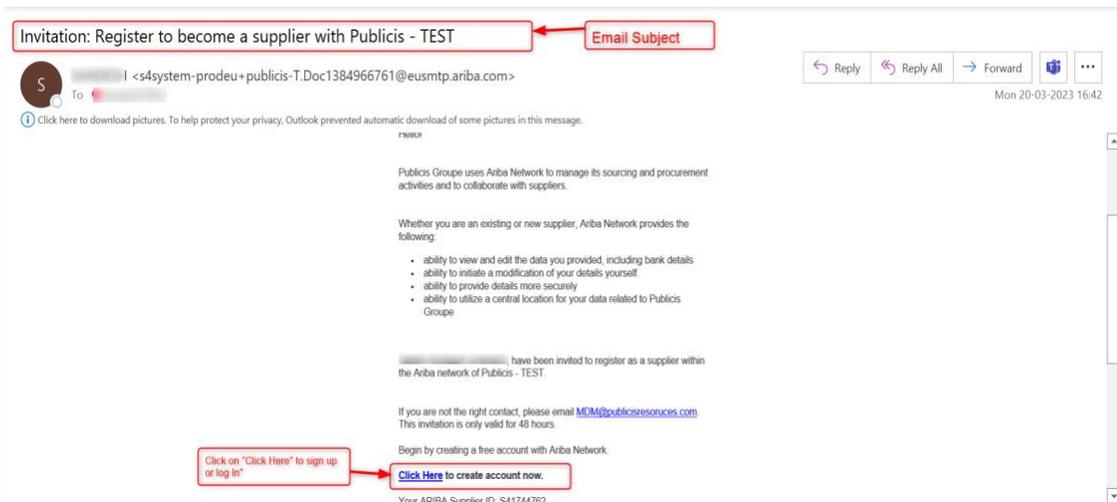
Note: Please check your **Junk / Spam** folder if you are expecting a registration email and cannot find it.

2. For Suppliers who are new to the Ariba Network, click the **Sign Up** button.
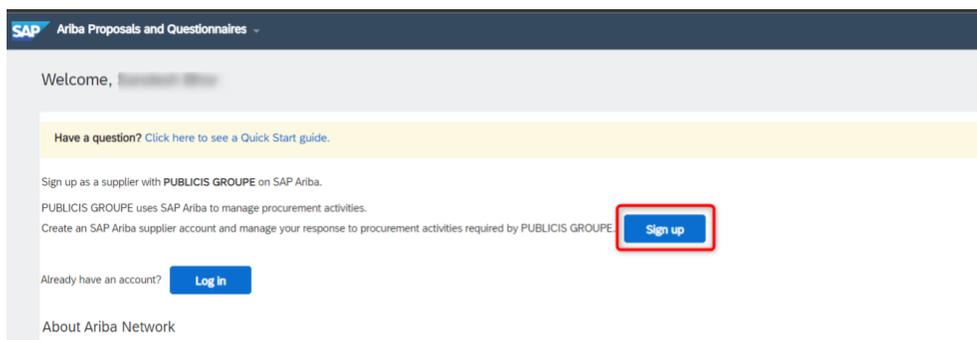
3. Enter your company name and address details.

4. Enter your desired user account details. Please note that the username field <u>must</u> be in email format.

5. Click **Browse** to add relevant Product and Service Categories and Ship-to or Service Locations.

6. Find the Product and Service category you want to add and click the **+ icon**. Lower-level product and service categories are displayed after you click a product and service category. Click **OK** to save your changes.

You can also use search engine, type keyword of your business service or category and select from match.

7. Select the territories that your company serves. If your company offers global coverage, choose Global. Click **OK** to save your changes.

8. Review the Terms of Use and Privacy Statement and check the box if you agree. Then click on **Create account and continue.**

9. You may receive the **Confirm Domain** prompt if your email address does not match your business name. Click on the **Yes** button to proceed.

10. You will be directed to your company dashboard. Please click on the **PUBLICIS Account** tab.

11. Using the invitation email link, the supplier can directly access the questionnaire. To see the homepage click on **Go back to Publicis - TEST Dashboard.**

Submitting a Supplier Registration Questionnaire

Follow the below steps to submit a Supplier Registration Questionnaire for approval. The Publicis Groupe requested registration form will be visible on the Ariba homepage. Make sure you are in the **Ariba Proposal and Questionnaire tab** to see the Publicis Groupe questionnaire and event.

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

2. Complete the Supplier Registration Questionnaire.

- Suppliers must fill in all the required fields, which are marked with an asterisk, and attach supporting documents.
- Use the **Save Draft** button often to avoid data loss or if you want to submit responses later.
- Refer to **Time Remaining** to see how much time you must complete and submit the registration form.
- Use the **Compose Message** button for any questions related to completing the questionnaire. Your questions will be sent to the correct owner at Publicis Groupe.
- Use the **Excel Import** button to import data in Excel format. Please note that an Excel import cannot attach files with Bank and Tax information. Users must fill those details in the portal.

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

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

4. Note: At this stage, the profile request is still Pending Approval.

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Supplier Registration Questionnaire	Doc1344214729		(no value)	(no value)	Pending Approval

5. Once approved by Publicis Groupe, the status of request will change to Registered.

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

Updating a Supplier Registration Questionnaire

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.

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.

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.

Support

For Technical Issues:
Please refer to supplier detail user guide to raise request to SAP Ariba support team. This guide also references several common issues such as problems with your forgotten password, of if you need to reassign an Ariba Administrator access due to an employee leaving the company.

For Non-Technical Issues:
For non-technical issues related to registration, please read the FAQ and ERROR data file. For other queries, please use the **Compose Message** functionality to reach to Publicis Groupe team.