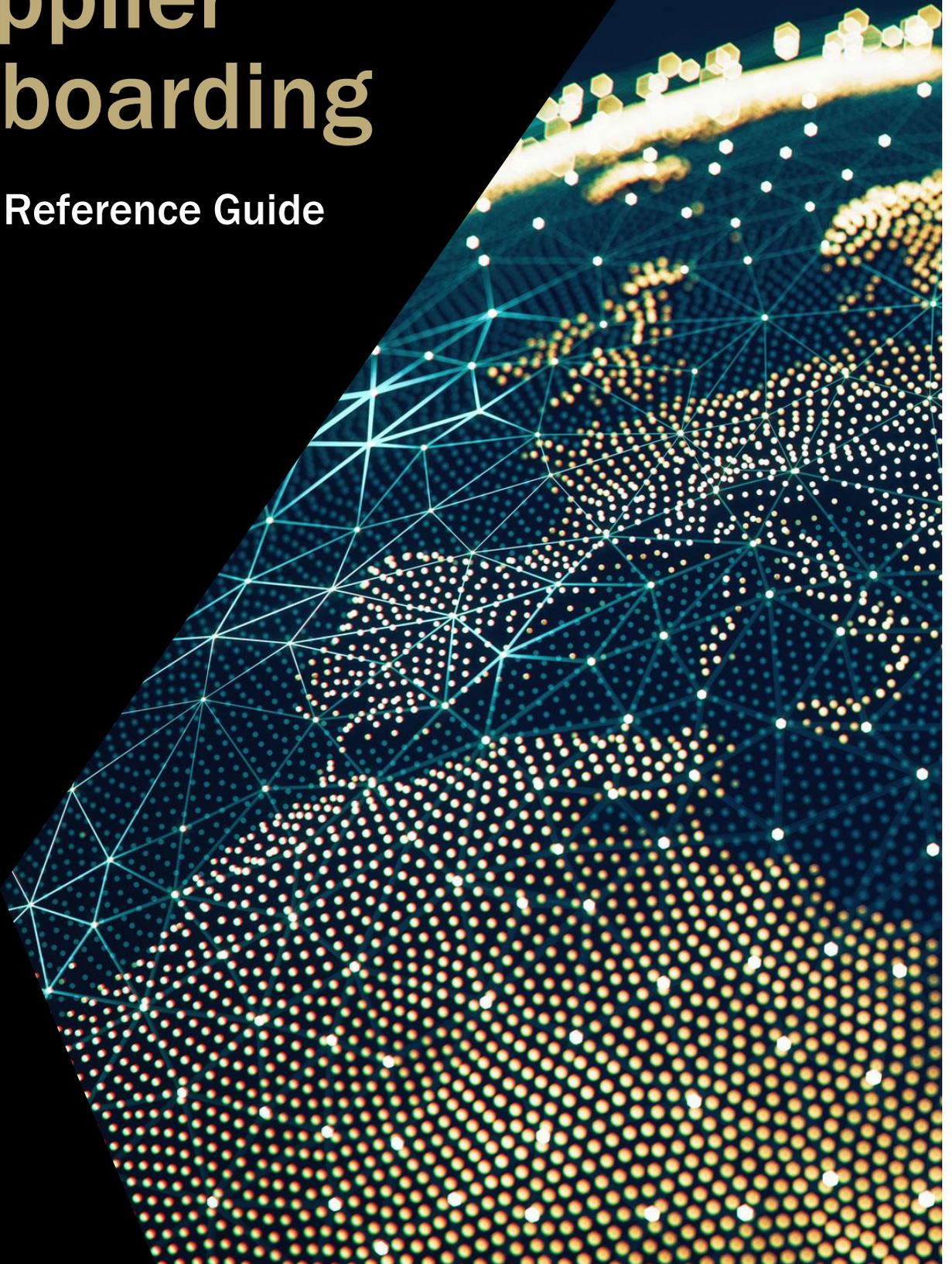


# SAP Ariba Supplier Onboarding

Quick Reference Guide





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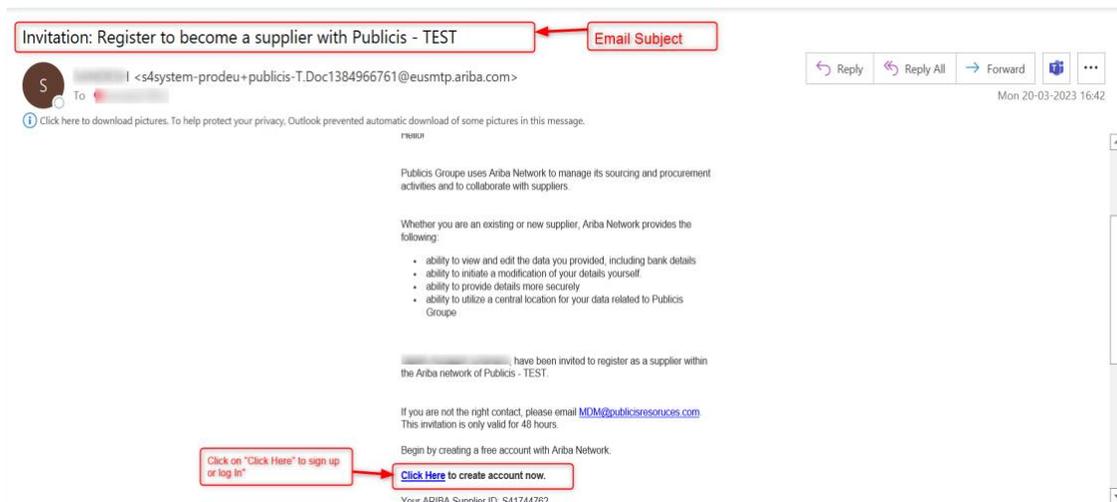
## Introduction

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.

## 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.

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with PUBLICIS GROUPE on SAP Ariba.  
PUBLICIS GROUPE uses SAP Ariba to manage procurement activities.  
Create an SAP Ariba supplier account and manage your response to procurement activities required by PUBLICIS GROUPE. [Sign up](#)

Already have an account? [Log in](#)

**About Ariba Network**

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

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.

Enter Your Account Information

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. **Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network account username and password.** After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username:

Password:

[Forgot Username](#) [Forgot Password](#)

**to retrieve your existing username or reset your password click on highlighted option**

**Recover your username**  
Enter the email address you **used to register with SAP Business Network**  
Email address:

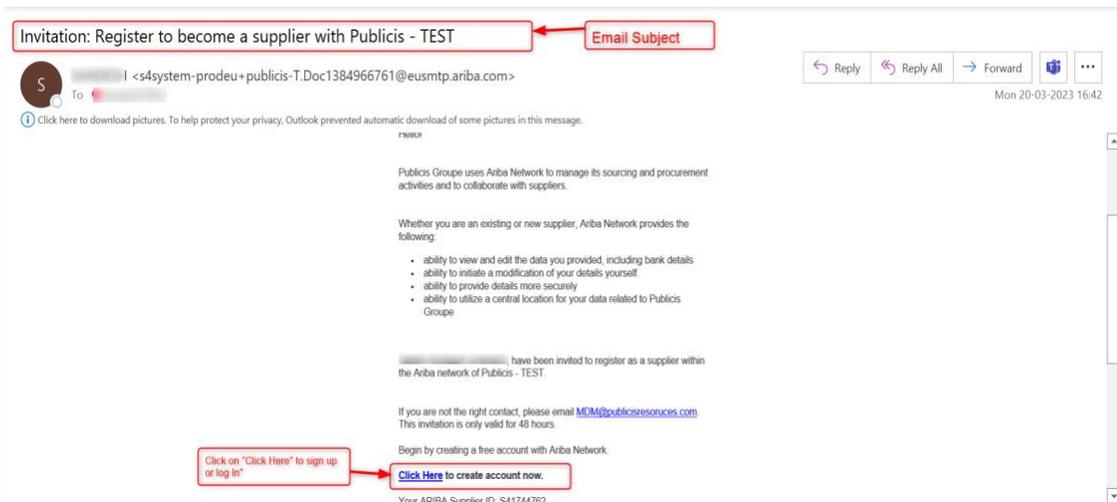
[Continue](#) [Cancel](#)



## Creating a New Account

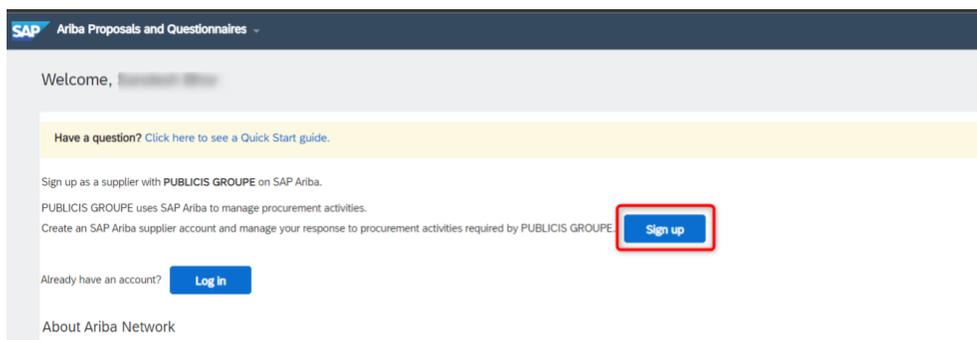
Follow the steps below to register your organization on the Publicis Groupe Ariba Network site. Suppliers who are new to the Ariba Network will have to create an SAP Ariba Supplier account to manage procurement activities.

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.

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by PUBLICIS GROUPE.

**Company information**

\* Indicates a required field

Company Name:\*

Country/Region: United States [USA]

Address:\*

Line 1

Line 2

Line 3

City:\*

State: Alabama [US-AL]

Zip:\*

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

4. Enter your desired user account details. Please note that the username field **must** be in email format.

**User account information**

\* Indicates a required field

Name:\*

Email:\*

Use my email as my username

Username:\*

test-@

Must be in email format(e.g john@newco.com)

Password:\*

Enter Password

Repeat Password

Language: English

Email orders to:\*

SAP Business Network Privacy Statement

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.



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

Tell us more about your business

Product and Service Categories:   -or-  Click on browse to add service and Location

Ship-to or Service Locations:   -or-  Click on browse to add service and Location

Tax ID:  Enter your nine-digit Company Tax ID number.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

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.

SAP Ariba Proposals and Questionnaires

### Product and Service Category Selection

Search

Click 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.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search >*

Agricultural & Fishing Machinery >	Clothing >	Athletic wear >	Boys athletic wear
Agricultural & Fishing Services >	Footwear >	Clothing accessories >	Girls athletic wear
Apparel, Luggage & Personal Care >	Luggage, Handbags, Packs & Cases >	Coats and jackets >	Mens athletic wear
Chemicals >	Personal Care Products >	Dresses and skirts and saris and kimonos >	Womens athletic wear
Cleaning Supplies >	Sewing Supplies & Accessories >	Folkloric clothing >	
Computer Hardware, Software & Telecom >		Hosiery >	
Construction & Maintenance Services >		Nightwear >	
Construction Materials >		Overalls and coveralls >	

My Selections (0)

No items



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

Tell us more about your business

Product and Service Categories: \* Computer  -or-

Ship-to or Service Locations: \*

Tax ID:

DUNS Number:

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please

You can also type keyword, and select your service or category

- Computer hardware maintenance or support
- Computer accessories
- Computer support work surfaces
- Computer support storage accessories
- Computer support parts or accessories
- Computer support organization
- Computer programmers
- Computer support furniture
- Computer Services
- Computer or network or internet security

Bradstreet. By default, DUNS number is appended

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

SAP Ariba Proposals and Questionnaires

### Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

Global **1**

Select Ship-to or Service Locations

Click a country/region to add and click the + icon. States or provinces are displayed after you click a country/region. Click OK to save your changes.

- North America >
- Central America >
- South America >
- The Caribbean >
- Northern Europe >
- Western Europe >
- Eastern Europe >
- Central Europe >

No Items

No Items

My Selections (0)

No Items

**2**



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

Product and Service Categories: Computer Add -or- Browse  
Tshirts X Clothing accessories X

Ship-to or Service Locations: Enter Ship-to or Service Location Add -or- Browse  
Global X

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use  
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Create account and continue Cancel

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

**CONFIRM DOMAIN**

The domain you specified does not match your company's domain. Do you still want to use it?

Yes No

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

SAP Arriba Proposals and Questionnaires Standard Account Get enterprise account TEST MODE

PUBLICIS - TEST

Welcome to the Arriba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Arriba, 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
Supplier Registration Questionnaire	Dxc138679710	4/30/2023 4:54 PM	In Registration

Qualification Questionnaires

Title	ID	End Time	Commodity	Regions	Status
No items					



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

Ariba Sourcing

Go back to Publicis - TEST Dashboard Click here to go back to homepage

Company Settings SB Bhor Feedback Help Messages

Desktop File Sync

Console Doc1385075710 - Supplier Registration Questionnaire Time remaining 20 days 05:32:26

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

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

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 Add Legal Name Validation Document (1)

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

## 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.

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

SAP Ariba Proposals and Questionnaires Standard Account Get eligible account Test view

PUBLICIS - TEST

Please make sure you are off Ariba proposal tab. If you have asked for this document then you can access Publicis questionnaire.

Click here to access Registration questionnaire

Supplier Registration Questionnaire

Title	ID	End Time	Status
Supplier Registration Questionnaire	Doc1385075710	4/30/2023 4:54 PM	In Registration



## 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.

The screenshot displays the Ariba Sourcing interface for a Supplier Registration Questionnaire. The page title is "Doc1303857940 - Supplier Registration Questionnaire". A timer in the top right corner indicates "Time remaining: 29 days 23:44:13". The form is organized into sections: "1. General Supplier Information", "2. Address Details", "3. Tax Information", "4. Banking Information", "5. Additional Tax Info...", and "6. Your Contact Profile". Red callout boxes highlight key features: "Supplier form Content" points to the left sidebar; "Fill in all the relevant details in the form. Mandatory field appear with asterisk!" points to a dropdown menu; "Supplier need to fill registration form information" points to a red asterisk on a field; "Time remaining to complete the Registration form" points to the timer; "Use this button to have better view of the form" points to a full-screen icon; "Submit Entire Response" points to the bottom button; and "Supplier can save filed information before submitting" points to the "Save draft" button.

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



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

6.6 Email : Purchase Orders Add Email : Purchase Orders (1) 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).

8 General Terms & Conditions

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

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

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

< Go back to Publicis - TEST Dashboard

Console

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

7 General Terms & Cond...

8

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 required.

< Previous | Next >

Desktop File Sync

Time remaining 20 days 03:59:01

All Content

Name 1

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

3.2 Tax

Country/Region: France (FR)

Tax Name Tax Type 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

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

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

Registration Questionnaires					
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.

Registration Questionnaires					
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.

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

1. General Supplier Information

2. Address Details

3. Tax Information

4. Banking Information

5. Additional Tax Info...

6. Your Contact Profile

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

Click on Revise Response to update any sections/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

▼ 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.

The screenshot shows the 'Your Contact Profile' section of a supplier registration questionnaire. The form includes the following fields and options:

- 6.1.1 First Name: SB
- 6.1.2 Last Name: Bhor
- 6.1.3 Email Address: sandesh.bh...
- 6.1.4 Telephone: [Empty field]
- 6.1.5 Role on supplier's organization: Unspecified
- 6.2 Do you want to provide secondary contact details?: No
- 6.4 Email : Remittance Advice: Add Email : Remittance Advice (1) Less
- 6.5 Do you want to provide email contact(s) for receiving Purchase Orders?: No

At the bottom of the form, there are four buttons: **Submit Entire Response**, **Save draft**, **Compose Message**, and **Excel Import**. A red callout box with the text 'Add or Update the filled Information' points to the form fields.

## 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, or 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.