

SAP Ariba Mediaproveedor. User Guide. Supplier Portal Registration.



Grup Mediapro has developed this guide to facilitate the completion of the steps needed to register as suppliers in Grup Mediapro through our new SAP portal Ariba - Mediaproveedor.

To be able to fill in Grup Mediapro external questionnaire through the platform, you will have to register previously in the Ariba portal.

Follow these steps to complete our registration questionnaire:

1- You need to receive an invitation from your direct contact at Grup Mediapro to register in our system. Find following an example of the invitation you should receive (depending on the language you have configured):

GRUP N	/IEDIAPRO
Register as	a supplier with GRUP MEDIAPRO
Hellolprovee to register to account with Business Nel collaborate w Business Nel create accou	<u>dor</u> "Departamento de proveedores/ compliance" has invited you become a supplier with GRUP MEDIAPRO. Start by creating an SAP Business Network. It's free.GRUP MEDIAPRO uses SAP twork to manage its sourcing and procurement activities and to rith suppliers. If CASO 3005 already has an account with SAP twork, sign in with your username and password. <u>Click Here</u> to nt now
Acces to <u>Quie</u> Mediapro	<u>k User Guide</u> and <u>video</u> explaining the registration process in Grup

2- You should access the Ariba website by clicking on the mentioned link.





- 3- You will be able to log in if you already have an account or creating a new account on the portal itself by selecting "Sign up".
- 4- The system will redirect you to a page where you will enter a set of mandatory data to create your account on Ariba Business Network.
- 5- Save the data once you have entered all the required information.
- 6- Once the account has been created, you will be redirected to the questionnaire where you should register as a supplier in our system.

See following an example of the registration questionnaire.

Event Messages Event Details	All Content		
Response Team	Name †		
	▼ 1 Supplier general information		
▼ Event Contents	1.1 Name for tax purposes/ company name ①	* Supplier Inc.	
All Content	1.2 Name for tax purposes/ company name 2 ①		
Supplier general inf Contact Details Financial Data	1.3 Tax (D code/VAT	* Country/Region: Spain (ES) v 0. Tar Nume Tax Type Tax Number Spain: NiF Number Organization .	
4 Regulatory	4	a coma con con a con l	•
Company	(*) indicates a required field		
6 Acknowledgement of C	Submit Entre Response Reload Last Bid Save draft Compose Message	Excel Import	
7 Conflict of interest			
8 Additional information			

- 7- You will have to answer the questions included in the different sections. Some of them will have been filled in previously by your main contact in Grup Mediapro. You may update the data as needed. To modify the data, simply click on the field you want to edit and change its content.
- 8- Once you have filled in all the data, you must click on the "Submit Entire Response" button.

Submit Entire Response	Save draft	Compose Message	Excel Import

9- The following question will pop up, asking for your confirmation to send the answer.



10- Choose 'Ok' and the questionnaire will be sent to Mediapro for validation.



- 11- Once this process has been completed, it will be validated by our supplier registration team who may approve, deny or request additional information to you.
- 12- You will receive an email with any of these actions to keep you posted.
- 13- As soon as your request has passed all internal validations and once registered in the system, you will receive an informative email. The email you will receive once the supplier is registered in the system will have the following format:

Enviado el: jueves. 12 de junio de	2025 16:52
Para:	
Asunto: [EXTERNAL] Approved: Su	upplier registration with GRUP MEDIAPRO
	GRUP MEDIAPRO
	Hello supplier,
	Congratulations! Your supplier registration was approved.
	Log in to the supplier portal to see if you need to complete any tasks or
	qualifications before you can start doing business with GRUP MEDIAPRO.
	Click Here
	Sincerely,
	GRUP MEDIAPRO
	You are receiving this email because your customer, GRUP MEDIAPRO, has identified you as the appropriate
	contact for this correspondence. If you are not the correct contact, please contact GRUP MEDIAPRO.
	Offices Data Policy Contact Us Customer Support
	CAD Avilla A

14- Once you have received this email, you will be registered in our supplier portal.

Remarks

Some of the questions are mandatory (marked with an asterisk) and some are optional. Remember that if you do not complete the mandatory questions, you will not be able to send the questionnaire to us for processing the creation or for updating your data.

All Content	
Name †	
▼ 1 Supplier general information	▼
1.1 Name for tax purposes/ company name ①	* Supplier Inc.
1.2 Name for tax purposes/ company name 2 ①	

Some of the questions have explanatory texts or validation rules (i.e. emails addresses formats, tax identification numbers...).

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Please do not forget to attach the mandatory files requested in some of the questions. If you do forget, you will receive an error message requesting the specific documentation.



Where can you check the status of your requests?

You will be able to check questionnaires status and pending tasks in the events panel. See an example below:

			=		
Event Type	Participated				
No items					
			=		
ID	End Time ↓	Status			
		▼			
Doc2102492056	8/18/6107 11:29 AM	Registered			
Commodity	Regions	Status			
No litems					
Commodity	Regions	Status			
No Rems					
			-		
Expiration Attachment	Questionnaire	Status			
No items					
	Event Type No items ID Doc2102492056 Doc2102492056 Ocommodity No items Commodity No items Expiration Attachment No items	Event Type Participated No Items Participated ID End Time 1 Doc2102492056 018/6107 11:29 AM Doc2102492056 018/6107 11:29 AM Occommodity Regions No Items Regions Commodity Regions Commodity Regions So Items Output Attachment Questionnaire No Items No Items	Event Type Participated No items Image: Status ID End Time 1 Doc2102492056 B1B/6107 1129 AM Doc2102492056 B1B/6107 1129 AM Doc2102492056 B1B/6107 1129 AM Regions Status Commodity Regions No items Status Fepiration Attachment Expiration Attachment		

How may you update your data?

You may always have the chance to access our portal by entering your user and password and register / update your data.



SAP	Ariba	1
		// X V

Supplier Login

User Name	
Password	
Login	

In case so, please proceed with the following steps:

- 1- Access the questionnaire you need to update.
- 2- Click on 'Revise Response'.

	↓ ↓	
	Revise Response	
All Content		m *
Name †		
▼ 1 Supplier general information		
1.1 Name for tax purposes/ company name ()		Supplier Inc.
1.2 Name for tax purposes/ company name 2 ①		

3- A pop-up will show up asking if you want to review the answer and proceed with any modification:

Revise Response?		
You have already submitted a response for this eve	nt. Click OK if you would like to	revise your response
	ОК	Cancel

4- Once you have modified the data, you will have to send the questionnaire again:

Submit Entire Response	Save draft	Compose Message	Excel Import

Any modifications will be validated internally and updated in the system.

How may you manage the certification / homologation process?



Once suppliers are registered and their data has been validated in the system, additional documentation will be requested (if necessary) for their certification and homologation. This will be needed to guarantee the payment of the invoices recorded in our system.

In this case, you will receive an email requesting the completion of certain documents and certificates.

You can always access through the link included in the email you may receive, or by accessing the Ariba portal in the corresponding section:

Questionnaires					=
Title	ID	End Time \$	Commodity	Regions	Status
 Status: Open (1) 					
General Qualification	Doc2102790011	8/24/2024 9:33 AM	All Commodities All	USA Estados Unidos, AL Alabama, AK Alaska, AZ Atricon, AR Akanasa, CA California, CO Colorado, CX-LA Los Angeles Metro, CA-SAC Sacamento Metro, CA-SD Meto de San Diego, CA-SP, Bahi de San Francl, CT Connecticut, EX Hawai, ID Idaho, IL Ilinois, Ilinoidana, IA Nova, IKS Ananasa, Ni Indiana, IA Nova, IKS Ananasa, YO Kentucky, LA Luisiana, ME Maine, MD Maryland, NA Massaschuetzk, Mi Khingan, MM Minnesota, MS Massispipi, MO Missouri, NT Monta, NK, CK Carolia del Nova, ND Dakota del Nora, NH Navas HampShire, NJ Nueva Jersey, NIN Nuevo México, NH Nueva HampShire, NJ Nueva Jersey, NIN Nuevo México, NH Nueva Ham, KC Carolia del Nora, ND Dakota del Nora, DS Dakota del Sur, TN Honnesser, TX Texas, UT Utah, VT Wermont, VA Virglinia, VA Waashington, VV Virglinia Cocciental, Wi Wisconsin, WY Wyoming View more	Not Responded

- 1- You will access the specific questionnaire, fill in the requested questions and attach all the necessary annexes.
- 2- Once mandatory questions have been answered, you should click on "Submit Entire Response":

Submit Entire Response	Save draft	Compose Message	Excel Import	

3- Once this process has been completed, our supplier registration team will review the information received and may approve, deny or request additional information.

As stated above you will always be able to check the status of all registrations and updates in the dashboard, as shown below:

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Events							
Title	ID End 1	lime ↓		Event Type	Participated		
				No items			
Registration Questio	nnaires						
Title			ID		End Time ↓	Status	
▼ Status: Open (1)							V
Supplier Registration Ques	tionnaire		Doc21024920	956	8/18/6107 11:29 AM	Regis	tered
Qualification Question	onnaires						
Title	ID End Time	4	Commod	ity	Regions	Status	
				No items			
Questionnaires							
Title	ID	End Time ↓	Commodity	Regions			Status
▼ Status: Open (1)							
General Qualification	Dec2102790011	8/24/2024 9:33 AM	All Commodities All	USA Estados Unidos, AL Albabran, AK Alaska, AZ Arizona, AR Arkanass, LC Adlifornia, CO Colorado, CA-LA Los Angeles Metro, CA-SAC Sacramento Metro, CA-SD Metro do San Diego, CA-SP Bahi de San Franci, CT Connecticut, DE Delavare, DC Distaho, IL Illinois, H Havaki, D Lotaho, IL Illinois, M Natore, Alas Martinois, Carlon Martinois, Martinois, M Natore, Alas Ma Massachusetts, M Mchigan, M M Minnesota, MS Massachusetts, M Mchigan, M M Manas, M Massachusetts, M Mchigan, M Massachusett, M Massachusett, M Mchigan, M Massachusett, M Massachusett, M McHassachusett, SD Dakota del Sur, TN Tennessee, TX Texas, J Utah, TV Termont, Va Virginia, W Washington, WV Wirginia Occidental, WI Wisconsin, WV Wyoning View more			Not Responded

How may I solve my issues and doubts?

For any doubts regarding the registration in SAP Ariba Business Network, you can consult SAP Ariba portal website.

For any questions regarding the registration process of our internal Grup Mediapro questionnaire you can send an email to the following address and we will answer promptly: <u>onboardingariba@mediapro.tv.</u>