

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):

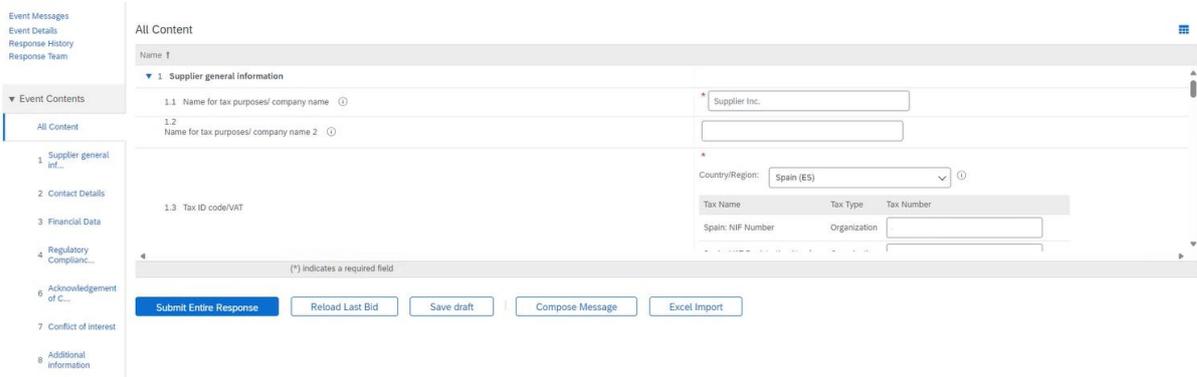


- 2- You should access the Ariba website by clicking on the mentioned link.



- 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.



- 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.



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

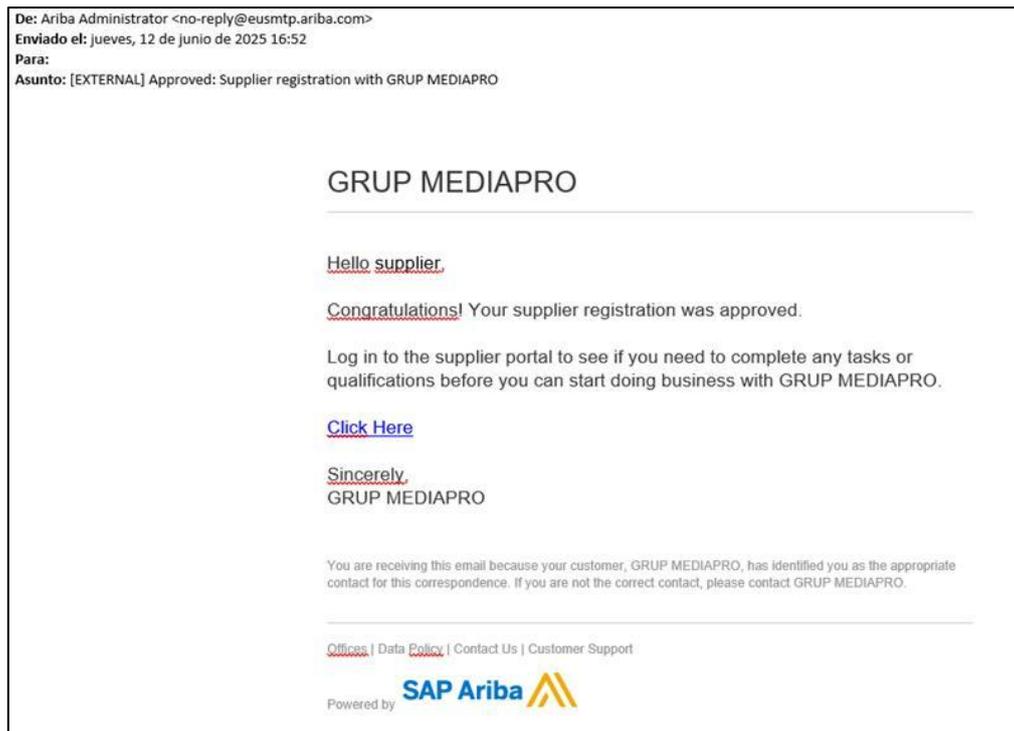
✓ Submit this response?

Click OK to submit.



- 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:



- 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.



The screenshot shows a form titled "All Content" with a section for "Supplier general information". There are two fields: "1.1 Name for tax purposes/ company name" and "1.2 Name for tax purposes/ company name 2". The first field is marked with an asterisk (*) and contains the text "Supplier Inc.". A blue arrow points to the asterisk, indicating that this field is mandatory.

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



1.9 Is it a special employment centre? ⓘ Unspecified ▾

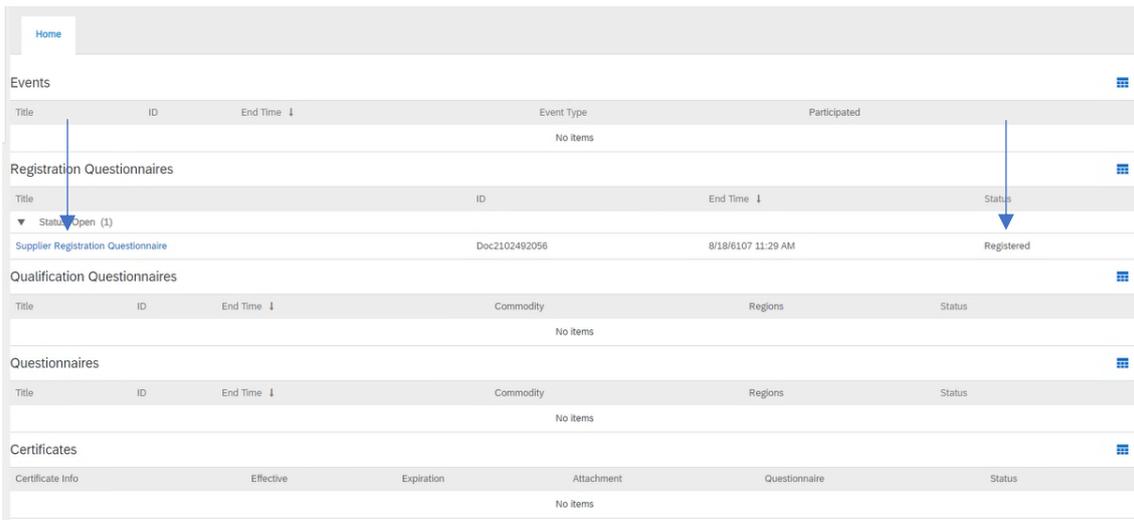
Please do not forget to attach the mandatory files requested in some of the questions. If you do forget, you will receive an error message requesting the specific documentation.



Attach bank ownership certificate, no more than 6 months old. * Attach a file

Where can you check the status of your requests?

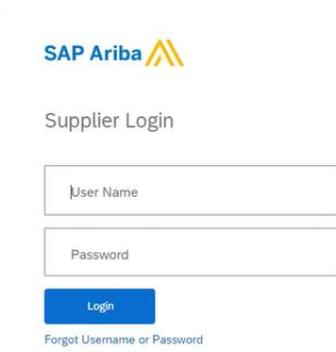
You will be able to check questionnaires status and pending tasks in the events panel. See an example below:



Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc2102492056	8/18/6107 11:29 AM	Registered

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

Supplier Login

User Name

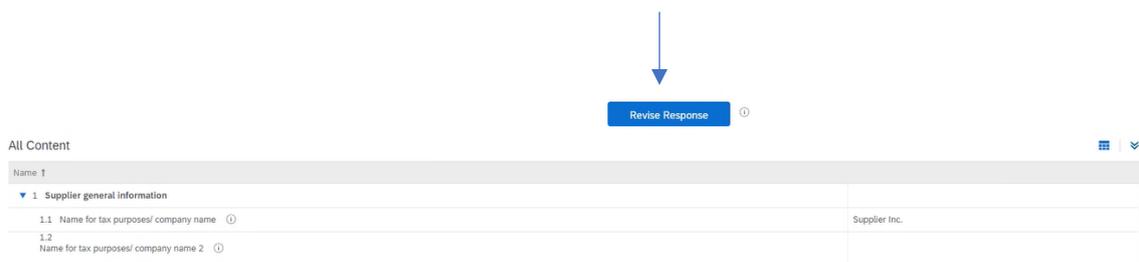
Password

Login

[Forgot Username or Password](#)

In case so, please proceed with the following steps:

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



All Content

Revise Response

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

- 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 event. Click OK if you would like to revise your response.

OK 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 Arizona, AR Arkansas, CA California, CO Colorado, CA-LA Los Angeles Metro, CA-SAC Sacramento Metro, CA-SD Metro de San Diego, CA-SF Bahía de San Franci..., CT Connecticut, DE Delaware, DC Distrito de Columbia, FL Florida, HI Hawai, ID Idaho, IL Illinois, IN Indiana, IA Iowa, KS Kansas, KY Kentucky, LA Luisiana, ME Maine, MD Maryland, MA Massachusetts, MI Michigan, MN Minnesota, MS Mississippi, MO Missouri, MT Montana, NE Nebraska, NV Nevada, NH Nueva Hampshire, NJ Nueva Jersey, NM Nuevo México, NY Nueva York, NC Carolina del Norte, ND Dakota del Norte, OH Ohio, OK Oklahoma, OR Oregon, PA Pensilvania, RI Rhode Island, SC Carolina del Sur, SD Dakota del Sur, TN Tennessee, TX Texas, UT Utah, VT Vermont, VA Virginia, WA Washington, WV Virginia Occidental, 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":



- 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:

Events						
Title	ID	End Time ↓	Event Type	Participated		
No Items						
Registration Questionnaires						
Title	ID	End Time ↓	Status			
▼ Status: Open (1)						
Supplier Registration Questionnaire	Doc2102492056	8/18/6107 11:29 AM	Registered			
Qualification Questionnaires						
Title	ID	End Time ↓	Commodity	Regions	Status	
No Items						
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 Arizona, AR Arkansas, CA California, CO Colorado, CA-LA Los Angeles Metro, CA-SAC Sacramento Metro, CA-SD Metro de San Diego, CA-SF Bahía de San Franci..., CT Connecticut, DE Delaware, DC Distrito de Columbia, FL Florida, HI Hawái, ID Idaho, IL Illinois, IN Indiana, IA Iowa, KS Kansas, KY Kentucky, LA Luisiana, ME Maine, MD Maryland, MA Massachusetts, MI Michigan, MN Minnesota, MS Mississippi, MO Missouri, MT Montana, NE Nebraska, NV Nevada, NH Nueva Hampshire, NJ Nueva Jersey, NM Nuevo México, NY Nueva York, NC Carolina del Norte, ND Dakota del Norte, OH Ohio, OK Oklahoma, OR Oregón, PA Pensilvania, RI Rhode Island, SC Carolina del Sur, SD Dakota del Sur, TN Tennessee, TX Texas, UT Utah, VT Vermont, VA Virginia, WA Washington, WV Virginia Occidental, WI Wisconsin, WY Wyoming 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: onboardingariba@mediapro.tv.