

User Manual

Vendor Portal

Supplier Registration



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1. Document History

Revision #	Date	Written/Revised By	Reviewed By	Description

2. Sign-Off

Company	Approver	Approved (Yes/No)	Approved Date



3. Introduction

This document will help to understand the process of registering suppliers in Vendor Portal along with all the field details.

4. Pre-Requisites

Below are the pre-requisites for registration in Vendor Portal:

- 1. User must be a registered supplier.
- 2. User must have a valid URL to access the Vendor Portal.
- 3. User must have a valid email id.
- 4. User must have the documents handy like, Bank details, ID's, Address proof's etc.

5. Registration Process Flow

5.1. New supplier registration flow



6. Screen Details

- 6.1. General:
- Fields with red line indication are mandatory fields throughout the application.
- Attachments should be less than or equal to 10 MB maximum.
- Field descriptions are given in field itself.
- Submit/Save button will be enabled only when all the mandatory fields are filled.
- Please read the terms and conditions carefully.



6.2. New Supplier Registration:

1. Request Access:

a. After clicking on Vendor Portal URL, below screen will be visible.

🔑 Login	
Click on Forgot Password link to reset password	Login to Publicis Groupe Vendor Portal Provide your username & password to log on Click on Request Access link Forgot Password? Request Access Internal User Login Only for Publicis internal users

b. Click on Request Access link to get the supplier registration form.

2. Registration Form

- a. After clicking on request link, below screen will be visible which will have multiple sections to fill such as:
 - i. Agency Information
 - ii. Supplier Information
 - iii. Address
 - iv. Contact Information
 - v. Bank Information
 - vi. User Information
 - vii. Attachments
 - viii. Disclaimers

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isclaimer ms and conditions registering organisation the "spepter has the right to access and mobily is personal data from writein the application, by contacting the <u>file-informator</u> within Publicis Groupe. access provided dail be effective from the moment is has been granted by Publicis Groupe and may be received by prior written notice by Publicis Groupe at any time. prioration who agree to register as prospective suppliers will be akked to confirm the following terms and conditions: 1. Authorizing of Information. The information provided in the registration is an accessed register. 2. Automicing of Information. The information provided in the registration is an accessed register in application and access to the application and or application and access to the application and or application and access will be addeed. Findbics Groupe reserves the right to write the information submitted, in the any unsubtrived dup may access to addig and passored to addig from order that the Supplier has completed in the graphic access to the application and/or any of Publics Groupe reserves the right to write the following reserves the to application and/or any of Publics Groupe reserves the right to write the information submitted, and the any unsubtrived dup may access to addig and passored to addig from order the supplice transmitter or order to a preferred su	Void Cheque			
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7. Revision - Changes, modifications, waivers, additions and/or amendments to these terms and conditions shall be binding on Publicis Groupe only if they are made in writing and signed by a duty authorized representative of the relevant agency in Publicis Group. 8. Privacy Nytoice - By providing any personal data, the Supplier consents to the colorisin, use, treater end disclosure of a personal data and information to the purpose in respect of which the Supplier's personal data, the Publicis Group. When the Supplier's personal data to the Publicis Groupe may be shared accessed and the supplier's personal data to the Publicis Groupe may be shared accessed and the supplier's personal data to the Publicis Groupe may be shared accessed. Supplier's personal data to the Publicis Groupe may be shared accessed and the supplier's personal data to the Publicis Groupe may be shared accessed and the supplier's personal information pursuant to the applicable data protection taxe. Internet and agrees to the Terms of Use	publicity regarding these terms and conditions. This provisi confidential or proprietary information and shall be acquire	on shall survive the expiration, termination or cancellation of these te ad by Publicis Groupe free from any restrictions as to use or disclosur-	erms and conditions. Any knowledge or information which the Suppli e thereof. The attached NDA must be signed and returned to Publicis	er may disclose to Publicis Groupe shall not be deemed to be Groupe as a condition for successful registration.
8. Privacy Notice - By providing any present data, the Supplier consens to the collection, use, transfer and disclosure of its privace and information the hugges in respect of which the Supplier's services were engaged by Dublick Groupe. When the Sup provides any present data to the Publick Groupe, the Supplier times that its is knowing and volumariary providing previow within the Public Supplier's period data to the Publick Groupe. By Dublick Groupe. When the Sup worthwells, or any contractors or agents that are engaged from time to time, and those entities will be obliged to protect the Supplier's period information that built information pursuant to the applicable data protection laws. 1 Now read and agree to the Terms of Use	7. Revision - Changes, modifications, waivers, additions and/o	e amendments to these terms and conditions shall be binding on Pub	licis Groupe only if they are made in writing and signed by a duly aut	horized representative of the relevant agency in Publicis Groupe.
) There read and agree to the Terms of Use	 Privacy Notice - By providing any personal data, the Supplie provides any personal data to the Publicis Groupe, the Supp worldwide, or any contractors or approximate that are provided. 	r consents to the collection, use, transfer and disclosure of its person plier affirms that it is knowingly and voluntarily providing the informat rom time to time, and those entities will be obliged to prove the firm.	al data and information for the purpose in respect of which the Supp tion. Any entity within the Publicis Groupe may also share such inform plier's personal information pursuant to the annitrable data occurrent	dier's services were engaged by Publicis Groupe. When the Suppli mation with affiliate companies and related bodies corporate on laws.
Those read and agree to the Terms of Use	menormer, or any contractors or agents that are engaged h	to some, and couse entities will be obliged to protect the Sup	process a periodenia resorressore pursuaris to trie applicable data protection	
	I have read and agree to the Terms of Use			



Agency Information:

Agency Information				
Country 0 V	Agency	~	Agency Representative	
	1			

Below information needs to be filled:

- 1. Country
- 2. Agency
- 3. Agency Representative

Supplier Information:

/ Supplier Reg
~
~

Below information needs to be filled:

- 4. Country
- 5. Company Name
- 6. Supplier Tax Status
- 7. BRN/NRIC
- 8. Business Registration Number
- 9. Tax Type
- 10. Tax Number
- 11. Payment Terms
- 12. Product Service Categories

Address				Click on plus (+) icon to add multiple addresses
Address				*
Street Address Postal Code	City	State	Country Name	

Below information needs to be filled:

- 1. Street Address
- 2. City



- 3. State
- 4. Country Name
- 5. Postal Code

Contact Information

Contact Information							
Title	First Name	Last Name	Email				
Phone	Fax						

Below information needs to be filled:

- 1. Title
- 2. First Name
- 3. Last Name
- 4. Email
- 5. Phone
- 6. Fax

Bank Information

Bank Information				
Finance Contact	Email	Account Holder Name		Bank Currency 🗸
Bank Account Number	Bank Account Type	Bank & Branch Code/ BSB Type Select	~	Bank & Branch Code/ 858
Bank ID Type	Bank Name	SWIFT Code		IBAN

Below information needs to be filled:

- 1. Finance Contact
- 2. Email
- 3. Account Holder Name
- 4. Bank Currency
- 5. Bank Account Number
- 6. Bank Account Type
- 7. Bank & Branch Code/BSB Type
- 8. Bank & Branch Code/BSB
- 9. Bank ID Type
- 10. Bank Name
- 11. SWIFT Code
- 12. IBAN

User Information



User Information							
First Name	Last Name	Email	Password				
Confirm Password							

Below information needs to be filled:

- 1. First Name
- 2. Last Name
- 3. Email
- 4. Password
- 5. Confirm Password

Attachments

+ Attachment

Only below formats should be used (msg, doc, docx, xls, xlsx, eml, pdf, png, jpeg, jpg, zip

Note: Please upload following file formats - 'msg', 'doc', 'docx', 'xls', 'xlsx', 'eml', 'pdf', 'png', 'jpg', 'jpg', 'zip'

Check List:

Please refer to the following for the supporting documents required:

Name/Business Registration/Tax No

-Company: Business/Tax Registration Certificate/Document -Individual/Freelancer: Copy of Identity Card or Passport (Overseas Vendor)

Payment Term/Address (One of below)

-Signed Contract/Agreement by both parties -Supplier PO/Invoice/Estimate

Bank Details (One of below)

-Tax Invoice with bank details -Copy of recent bank statement, screenshot internet banking (within one year) -Void Cheque



Disclaimers

Disclaimer	
Terms and conditions	
The registering organisation (the 'Supplier') has the right t	o access and modify its personal data from within the application, by contacting the IT administrator within Publicis Groupe.
The access provided shall be effective from the moment it	has been granted by Publicis Groupe and may be revoked by prior written notice by Publicis Groupe at any time,
Organizations who agree to register as prospective supplie	irs will be asked to confirm the following terms and conditions:
1, Authorization - This form has been accomplished by	a user from the Supplier who is authorized by the Supplier to accept these terms of registration.
 Authenticity of information - The information provid reserves the right to verify the information submitte application and/or any of Publicis Groupe's web por 	Red in the registration is an accurate representation of the Supplier. The Supplier is required to keep all contact information updated. Publicis Groupe d, in the manner if deems fit, if such information is found to be faile, incorrect or out of date. Publicis Groupe may revoke the Supplier's access to the cal services.
 Access – The Supplier agrees to safeguard all passw make any unauthorized use. If the Supplier become 	ords and/or login oredentials to ensure that no unauthorized person will have access to its account and that no persons authorized to have access will s aware of any unauthorized third-party access to the Supplier's account, the Supplier must notify Publics Groupe immediately.
4. Disclaimer - Registration approval does not connote	a preferred supplier status or indicate that the Supplier is on a preferred list.
	e and Publicis Groupe may engage any other person(s) to provide the Products and/or Services or similar products and services from time to time.
Checking this check hox is	nor Publicis Groupe shall, without written consent of the other party (which shall not be unreasonably withheld) publicly or otherwise disclose the
	ublicity regarding these terms and conditions. This provision shall survive the expiration, termination or cancellation of these terms and conditions.
andatory to submit the details.	NDA must be signed and returned to Publicis Groupe as a condition for successful registration.
	for amendments to these terms and conditions shall be binding on Publicis Groupe only if they are made in writing and signed by a duly authorized
Ottoer any providing any particular use. When the other engaged by Publics Groupe, When th other the dation Groupe may also share such info antities will be obliged to protect the Supplier's pers 11 have read and agree to the Terms of Use 1	Supplier consents to the collection use, transfer and disclosure of its personal data and information for the purpose in respect of which the Supplier's Exposite provides any personal data to the Publics Groupe, the Supplier affirms that it is knowingly and voluntarity providing the information, any entity match with affair affair or consense and charact board corporate workshole, or any contractors or agents that are engaged from time to time, and those and information pursuant to the applicable data protection laws.
Submit Details	Submit Butto to save the for Reset Button to
	clear the form

Reset Button

On click of reset button, all the filled values will be cleared.

Submit Button

On click of submit button, all the information filled in registration form will be submitted and user will get a notification about successful request.

Confirmation

	Create Supplier ×	1
≜ + Register	Do you want to Save Supplier?	
6. Non-Disclosure Agreement (NDA) - Neither the Supplier no existence of these terms and conditions or release any put Any knowledge or information which the Supplier may disc restrictions as to use or disclosure thereof. The attached N	No Yes	se unreasonably withheld) publicly or otherwise disclose the on, termination or cancellation of these terms and conditions, nation and shall be acquired by Publicis Groupe free from any gistration.
 Revision - Changes, modifications, waivers, additions and/o representative of the relevant agency in Publicis Groupe. 	r amendments to these terms and conditions shall be binding on Publicis Groupe	only if they are made in writing and signed by a duly authorized
8. Privacy Notice - By providing any personal data, the Supplie services were engaged by Publics Groupe. When the Suppli within the Publics Groupe may also share such information entities will be obliged to protect the Supplier's personal information.	r consents to the collection, use, transfer and disclosure of its personal data and i re provides any personal data to the Publics Groupe, the Suppler affirms that it i with affiliate companies and related bodies corporate worldwide, or any contract ormation pursuant to the applicable data protection laws.	nformation for the purpose in respect of which the Supplier's knowingly and voluntarily providing the information. Any entity ors or agents that are engaged from time to time, and those
I have read and agree to the Terms of Use		
		Reset



On click of Submit button, a confirmation pop will appear stating "Do you want to save Supplier?", If No button is clicked then user will go back to registration form, If Yes button is clicked then

7. Existing Supplier Process

7.1. Existing Supplier Login

♪ Login		
Username, used at the time of filling registration form	Login to Publicis Groupe Vendor Portal Provide your username & password to log on Username Password Login	Password, used at the time of filling registration form
	Forgot Password ? Request Access Internal User U	Login Button

Once a supplier is registered successfully (Supplier Admin/Supplier), can use the same link to login in the application as shown above.

Below fields needs to be filled before login in application:

- 1. Username
- 2. Password

Note: If incorrect password is entered 5 times in a row, system will disable the account

7.2. Navigations

7.2.1. Supplier Admin

				geetanjali singhal Sign Out
🔒 Dashboard	S== Company Profile	😃 Users 🔫	Main navigations	



			geetanjali singhal Si	gn Out
🔓 Dashboard	See Company Profile	😬 Users		
Home	> Company Profile			*
			geetanjali singhal Si	gn Out
😭 Dashboard	See Company Profile	🏩 Users		
Home		 > Manage User > Change Password 		*

7.2.2. Supplier (Non-Admin)

			geet singhal	Sign Out	*
🔓 Dashboard	Company Profile	🚢 Users			
					1
			geet singhal	Sign Out	Â
습 Dashboard	🐖 Company Profile	📇 Users			
Home	> Company Profile			*	l
*			geet singhal	Sign Out	^
습 Dashboard	Company Profile	😩 Users			
Home		> Change Password		*	

Based on the type of supplier, navigations will be visible to user.

7.3. Dashboard (Landing Page)

No action can be performed on this page.

	•	10		
*			geetanjali singh	ial Sign Out
🔓 Dashboard 🛛 🔚 Company Profile	🚢 Users			
Home				ŕ
Invoice				3 -
Invoice Connection		Comming soon		
Note				ê -
Note Information			Stour articept kars	



7.4. Company Profile – Supplier Admin

All the company profiles added by logged in user will be visible.

Supplier ID Country Company Name Email Payment Term Supplier Code Status Created Date Action = • Q Q	Column Filters						Click to viev show/hide o	v additional of columns, etc	geetanjali singhal features of grid like export data in excel	Sign Out
	Supplier ID Q 6029 1	Country Q Malawi - MW	Company Name Q Tata	Email Q geetanjalisinghal@g Sele prage	Payment Term Q 14 Days ect to chan er page(10	1ge	supplier Code	Status Q Draft	Created Date Action	s of r

All above commented functionalities will be available for all grids.

7.5. View Supplier Info

RE:SOURCES				
INFORMATION TECHNOLOGY				

										asd Sign Out	1
	🔓 Dashboard 🛛 🗔 Company Pr	ofile 🏥 Users								Basic de	etail of Agency
	Agency Information										
	Country:	Singapore - SG		Agency Representative:		test	Agency:		133 Lux,		
	Supplier Information									Basic de	tail of selected
	Supplier Name:	asd		Supplier Tax Status:		Taxable	BRN/NRIC:		Company	5	upplier
All address details	Payment Terms:	14 Days		Created Date:		07-Apr-2022	Status:		Draft		
	Address(es) List										
	Street Address		City		State		Country	Postal Code	Postal Address	Legal Address	
	asd		asd		asd		Singapore - SG	123	YES	YES	
	Contact Information								C		
	Title: Email:	testuat123@gmail.co	m	First Name: Phone:		Shayan 123	Last Name: Fax:		Supp	rmation of lier	
								~			
	Bank Information										
Bank Details of supplier	Account Holder Name:	asd		Bank Currency:		Singapore Dollar - SGD	Bank Accourt	t Number:	123		
	Bank & Branch Code/ BSB Type: SWIFT Code:	Bank & Branch Code		Bank & Branch Code/ B	SB Value:	123	Bank Name:		asd		
	Attachments										
	Neilson & Kantar Sync.docx										
		-									
											' 7
					A	ttachments of supp	olier			Cancel	
									to go back to	dashboard	

7.6. Manage User – Supplier Admin

Click on the Manage User menu to get existing user details. All the users added by logged in user will be visible in the grid.



) Dashboard	Company Profile	🛎 Users				geetanjali singhal	Sign Out
Jsers						*	/ Users
Users List						Create New User	*
First Name	Last Name		Supplier	Created By	Click on Create new use button to add new user	Active	
Reer	Singhan	geeranjansingnan 5	1818	geetanjan singitar		Mar-2022 165	
							÷
			per page			1-1 of 1 r	tems

7.7. Create New User – Supplier Admin

*	Create User ×	asd Sign Out
🔝 Dashboard 🛛 🛅 Company Profile 🛛 😫 Users	FirstName	
Users	LastName	🔏 / Users / Manage Users
Users List	Email	Create New User
First Name Last Name Email Supp	Supplier 🗸	Modified On Active Action =
Save,	to save the data	,
	Save Close	
	Close, to cancel and return	

Below fields needs to be filled to create new user:

- 1. First Name
- 2. Last Name
- 3. Email
- 4. Supplier

After click on Submit if all fields are valid then below pop up will appear.



create user	×	
User saved successfully.		
	ОК	
	_	

On click on OK button, newly added user will start appearing in the user grid.

7.8. Change Password

Click on change password from Users menu

	geetanjali singhal Sign Out
🔓 Dashboard 🔚 Company Profile 🎄 Users	
User	/ User / Change Password
Change Password	
Password	
Confirm Password	Submit, to change the password
	Reset Submit
	Reset, to clear the fields

Below fields needs to be filled by user to change password:

- 1. Password
- 2. Confirm password

Once these fields are filled, need to click on Submit button. After successful submission below pop up will appear saying "User password updated successfully". On click of OK button, pop will disappear.

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	Reset user password x	geetanjali singhal Sign Out
n Dashboard 🔤 Company Profile 🎎 Users	User password Updated Successfully.	
User	ОК	/ User / Change Password
Change Password		
Password		
Confirm Password		
		Reset Submit

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7.9. Sign Out

	geetanjali singhal Sign C	Dut
🔓 Dashboard 🔤 Company Profile 🎎 Users		
	Sign Out, to log off from the application	

7.10. Forgot Password

In case, password is misplaced, Forgot Password link can be used from the Login Page.

✔ Login	
	Login to Publicis Groupe Vendor Portal Provide your username & password to log on Username
	Password Login Forgot Password ? Request Access Internal User Login
	Click on, forgot password link to reset the password

.



Forgot Password Provide your email Email Get Ligh Once registered mail Id is entered, submit button will be enabled	✔ Forgot Password	
		Forgot Password Provide your email Email Submit Goto Left Once registered mail Id is entered, submit button will be enabled

After clicking on Forgot Password, user will jump on the below page.

Once click on Submit Button, below pop up will appear and a mail with reset link will be sent to the registered mail id.

**	Forgot Password ×	
Forgot Password	Password reset link has been sent on your Email.	
	ок	
		Click on OK button, will jump on login page.
	Forgot Password Provide your email Email gettanjalisinghal@gmail.com Submit Gote Legn	

Below is the reset password mail format.



Subject: FW: Vendor Portal 2.0 Forgot Password
Hi geet singhal
You have requested for a new password to login into Publicis Groupe Vendor Portal.
Please click here to reset your password.
Regards, Click on this link to reset the password Vendor Portal Administrator

On click of <u>here</u> link, below page will open in browser.

Change Password			
Click Subr passwo	Change Password Provide new password Password Confirm Password Submit	Enter New Password	

Below fields need to be filled to reset/change the password:

- 1. New Password
- 2. Confirm Password

Once all the fields are filled, submit button will enable. Click on Submit button to change the password.



End of Document

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