

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.

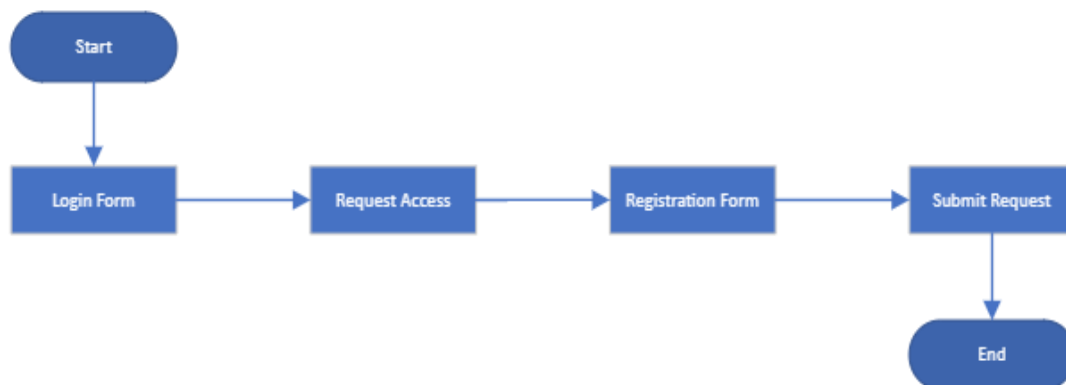
4. Pre-Requisites

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

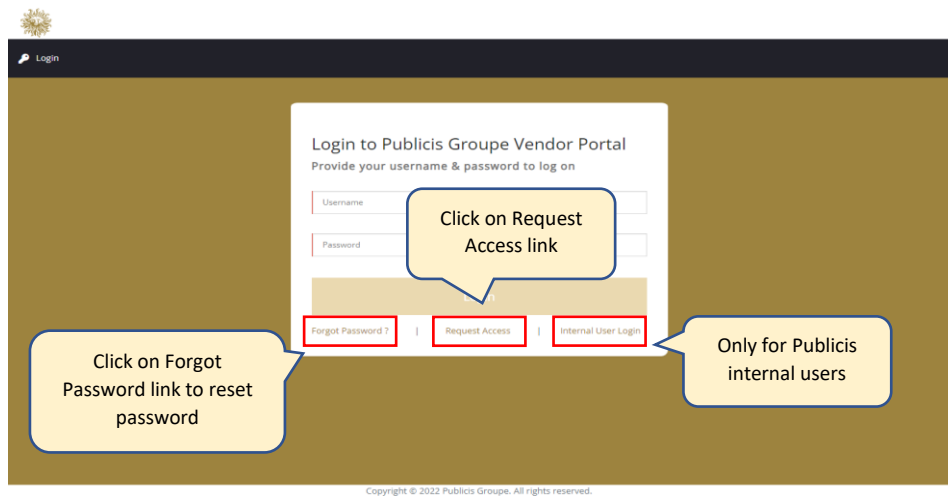
6.1. General:

- 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.



- 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

Register
/ Supplier Register

Agency Information

Supplier Information

Address

Contact Information

Bank Information

User Information

Attachments

+ Attachment

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

Check List:
Please refer to the following for the supporting documents required:

Name/Business Registration/Tax No
- Company: Business/Tax Registration Certificate/Documents
- 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

Disclaimer

The registering organisation (the "Supplier") has the right to 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 suppliers 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.
2. Authenticity of information - The information provided in the registration is an accurate representation of the Supplier. The Supplier is required to keep all contact information updated. Publicis Groupe reserves the right to verify the information submitted, in the manner it deems fit. If such information is found to be false, incorrect or out of date, Publicis Groupe may revoke the Supplier's access to the application and/or any of Publicis Groupe's web portal services.
3. Access - The Supplier agrees to safeguard all passwords and/or login credentials to ensure that no unauthorized person will have access to its account and that no persons authorized to have access will make any unauthorized use. If the Supplier becomes aware of any unauthorized third-party access to the Supplier's account, the Supplier must notify Publicis Groupe immediately.
4. Disclaimer - Registration approval does not connote a preferred supplier status or indicate that the Supplier is on a preferred list.
5. Caveat - The agreement with the Supplier is non-exclusive 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.
6. Non-Disclosure Agreement (NDA) - Neither the Supplier nor Publicis Groupe shall, without written consent of the other party (which shall not be unreasonably withheld) publicly or otherwise disclose the existence of these terms and conditions or release any publicity regarding these terms and conditions. This provision shall survive the expiration, termination or cancellation of these terms and conditions. Any knowledge or information which the Supplier may disclose to Publicis Groupe shall not be deemed to be confidential or proprietary information and shall be acquired by Publicis Groupe free from any restrictions as to use or disclosure thereof. The attached NDA must be signed and returned to Publicis Groupe as a condition for successful registration.
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 duly authorized representative of the relevant agency in Publicis Groupe.
8. Privacy Notice - By providing any personal data, the 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 services were engaged by Publicis Groupe. When the Supplier provides any personal data to the Publicis Groupe, the Supplier affirms that it is knowingly and voluntarily providing the information. Any entity within the Publicis Groupe may also share such information with affiliate companies and related bodies corporate worldwide, or any contractors or agents that are engaged from time to time, and those entities will be obliged to protect the Supplier's personal information pursuant to the applicable data protection laws.

I have read and agree to the Terms of Use

Agency Information:

Agency Information

Country i ▼


Agency ▼

Agency Representative

Below information needs to be filled:

1. Country
2. Agency
3. Agency Representative

Supplier Information:


Register

Register
/ Supplier Register

Supplier Information

Country ▼

Company Name

Supplier Tax Status ▼

BRN/NRIC
--Select-- ▼

Business Registration Number

Tax Type
--Select-- ▼

Tax Number

Payment Terms ▼

Others - Please specify

Product Service Categories ▼

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

Address +

Street Address

City

State

Country Name ▼

Postal Code

Click on plus (+) icon to add multiple addresses

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 | Bank & Branch Code/ BSB |
| 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', 'jpeg', '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 to access and modify its personal data from within the application, by contacting the **IT administrator** within Publicis Groupe.

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Organizations who agree to register as prospective suppliers 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.
2. Authenticity of information - The information provided in the registration is an accurate representation of the Supplier. The Supplier is required to keep all contact information updated. Publicis Groupe reserves the right to verify the information submitted, in the manner it deems fit. If such information is found to be false, incorrect or out of date, Publicis Groupe may revoke the Supplier's access to the application and/or any of Publicis Groupe's web portal services.
3. Access - The Supplier agrees to safeguard all passwords and/or login credentials to ensure that no unauthorized person will have access to its account and that no persons authorized to have access will make any unauthorized use. If the Supplier becomes aware of any unauthorized third-party access to the Supplier's account, the Supplier must notify Publicis Groupe immediately.
4. Disclaimer - Registration approval does not connote a preferred supplier status or indicate that the Supplier is on a preferred list.

Publicis Groupe 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.

Publicis Groupe shall, without written consent of the other party (which shall not be unreasonably withheld) publicly or otherwise disclose the information regarding these terms and conditions. This provision shall survive the expiration, termination or cancellation of these terms and conditions. Publicis Groupe shall not be deemed to be confidential or proprietary information and shall be acquired by Publicis Groupe free from any NDA must be signed and returned to Publicis Groupe as a condition for successful registration.

Publicis Groupe shall not be bound by any 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 representative of the relevant agency in Publicis Groupe.

By providing any personal data, the 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 services were engaged by Publicis Groupe. When the Supplier provides any personal data to the Publicis Groupe, the Supplier affirms that it is knowingly and voluntarily providing the information. Any entity within the Publicis Groupe may also share such information with affiliate companies and related bodies corporate worldwide, or any contractors or agents that are engaged from time to time, and those entities will be obliged to protect the Supplier's personal information pursuant to the applicable data protection laws.

I have read and agree to the Terms of Use

Checking this check box is mandatory to submit the details.

Submit Details

Reset Button to clear the form

Submit Button to save the form

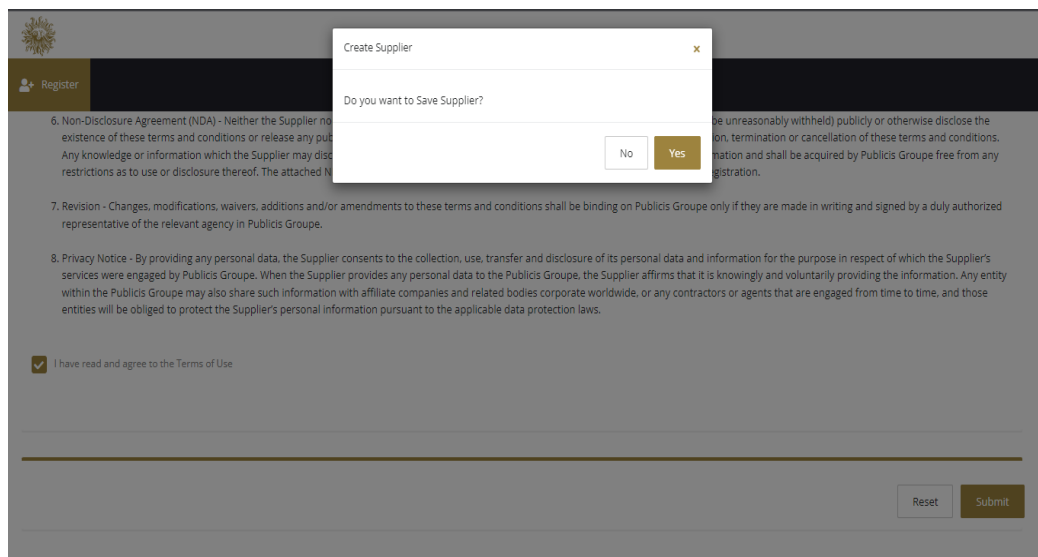
Reset Button

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.

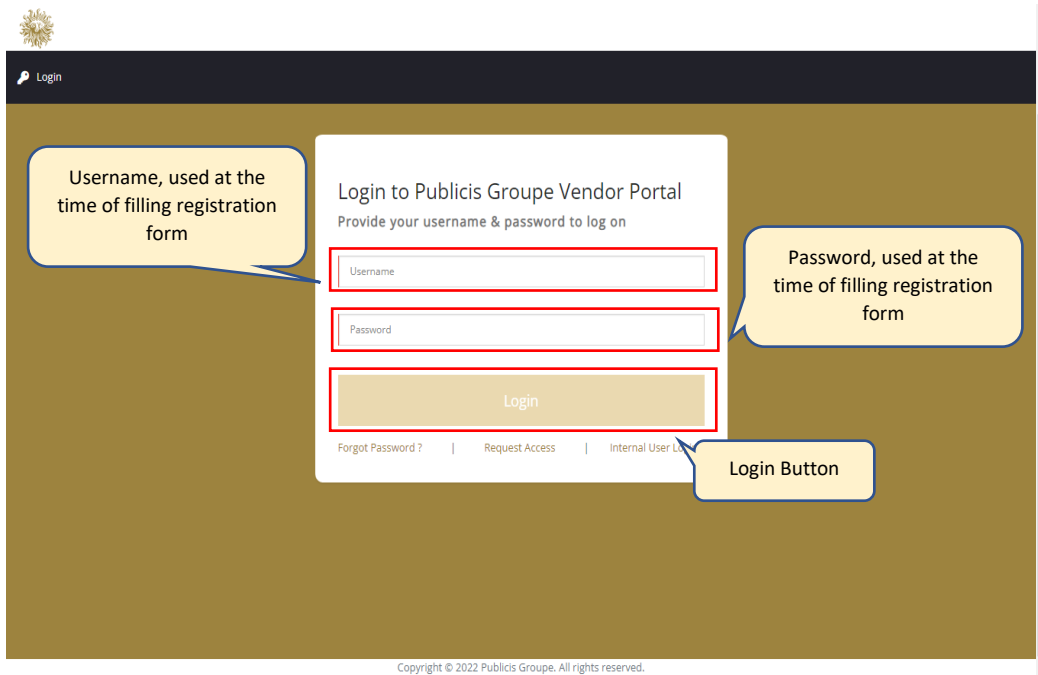
Confirmation



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



Username, used at the time of filling registration form

Username

Password

Password, used at the time of filling registration form

Login

Login Button

Forgot Password? | Request Access | Internal User Login

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

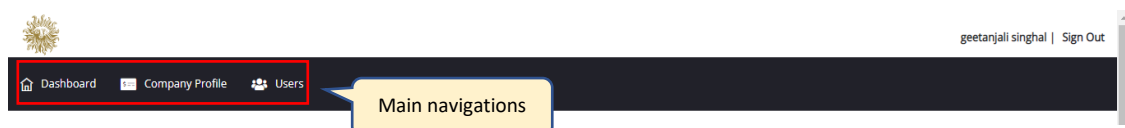
Below fields needs to be filled before login in application:

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





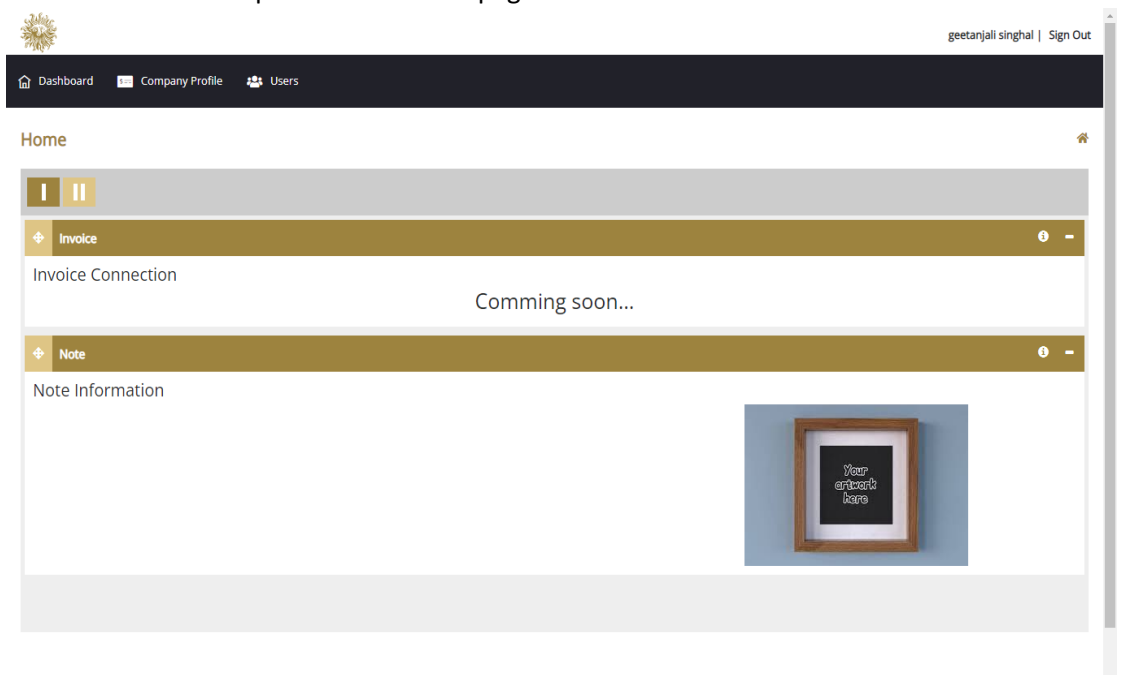
7.2.2. Supplier (Non-Admin)



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.



7.4. Company Profile – Supplier Admin

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

The screenshot shows a web application interface for managing suppliers. At the top, there is a navigation bar with 'Dashboard', 'Company Profile', and 'Users'. The user 'geetanjali singhal' is logged in. The main content area is titled 'Supplier' and contains a table of suppliers. A 'Column Filters' box is positioned above the table. The table has columns for Supplier ID, Country, Company Name, Email, Payment Term, Supplier Code, Status, Created Date, and Action. A callout points to the grid's settings menu, stating: 'Click to view additional features of grid like show/hide of columns, export data in excel etc'. Another callout points to the 'Action' column, stating: 'Can view the details of selected supplier'. A third callout points to the 'Items per page' dropdown at the bottom, stating: 'Select to change items per page(10,15,20)'. The table shows one supplier with ID 6029, Country Malawi - MW, Company Name Tata, Email geetanjalisinghal@g..., Payment Term 14 Days, Supplier Code, Status Draft, and Created Date 09-Mar-2022. The footer contains the text 'Copyright © 2022 Publicis Groupe. All rights reserved.'

All above commented functionalities will be available for all grids.

7.5. View Supplier Info

asd | Sign Out

Dashboard Company Profile Users

Agency Information

Country: Singapore - SG Agency Representative: test Agency: 133 Lux.

Supplier Information

Supplier Name: asd Supplier Tax Status: Taxable BRN/NRIC: Company
 Business Registration Number: 123 Tax Type: GST Tax Number: 123
 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

Title: First Name: Shayan Last Name:
 Email: testuat123@gmail.com Phone: 123 Fax:

Bank Information

Account Holder Name: asd Bank Currency: Singapore Dollar - SGD Bank Account Number: 123
 Bank & Branch Code/ BSB Type: Bank & Branch Code Bank & Branch Code/ BSB Value: 123 Bank Name: asd
 SWIFT Code: 123 IBAN:

Attachments

Neilson & Kantar Sync.docx

Cancel

All address details

Basic detail of Agency

Basic detail of selected supplier

Contact information of supplier

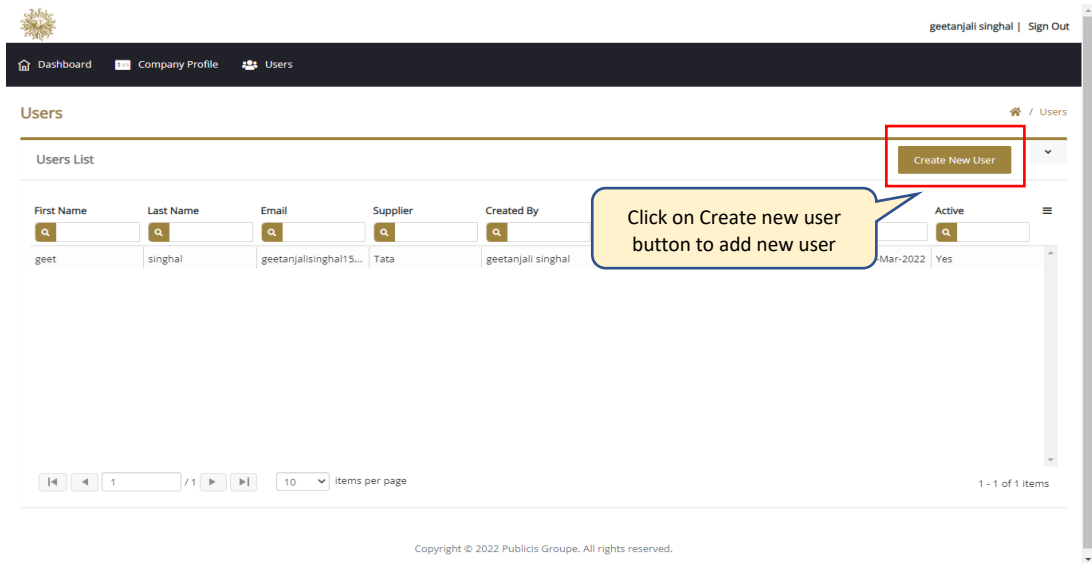
Bank Details of supplier

Attachments of supplier

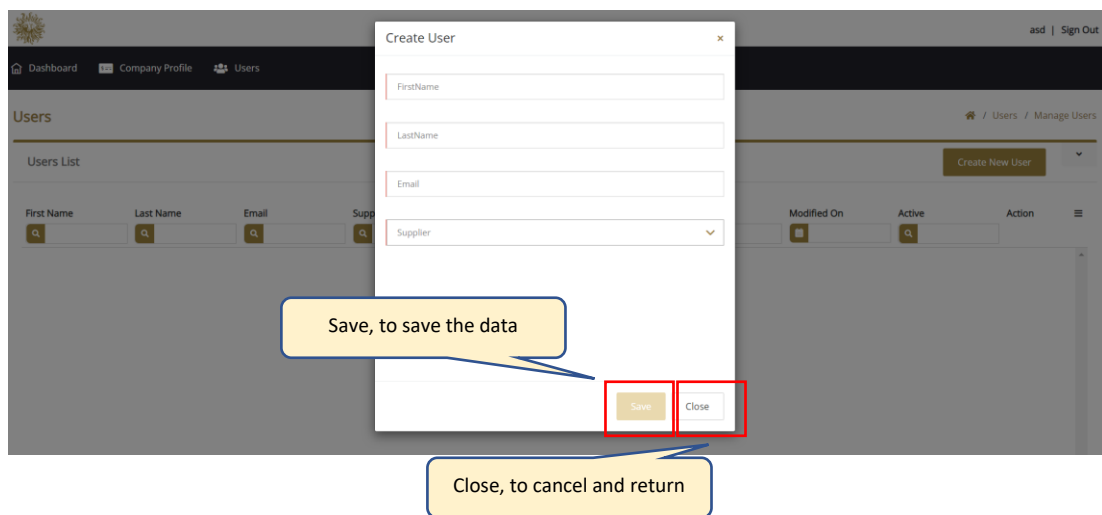
Click on Cancel button to go back to dashboard

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.



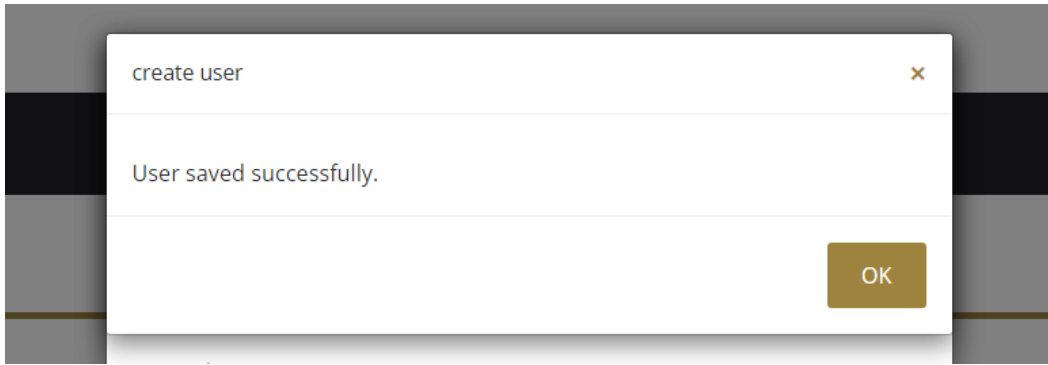
7.7. Create New User – Supplier Admin



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.



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

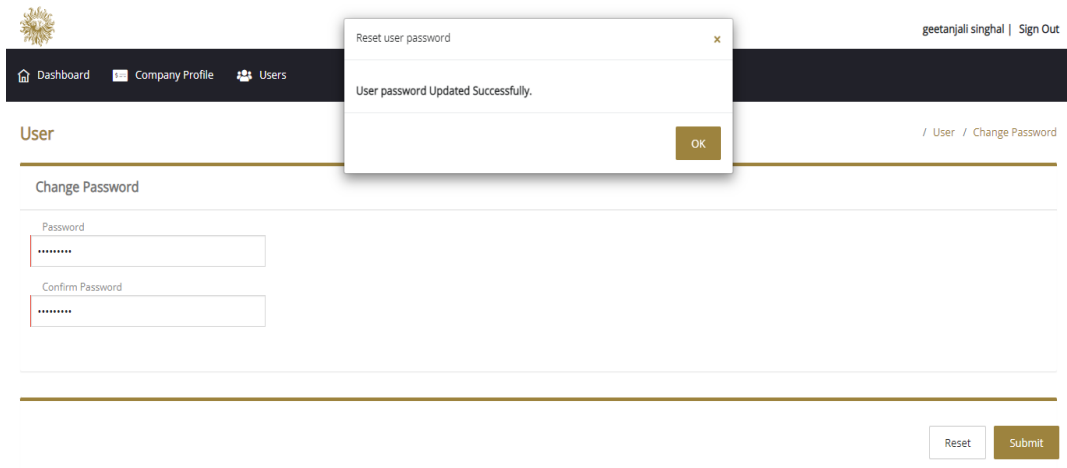
7.8. Change Password

Click on change password from Users menu

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.



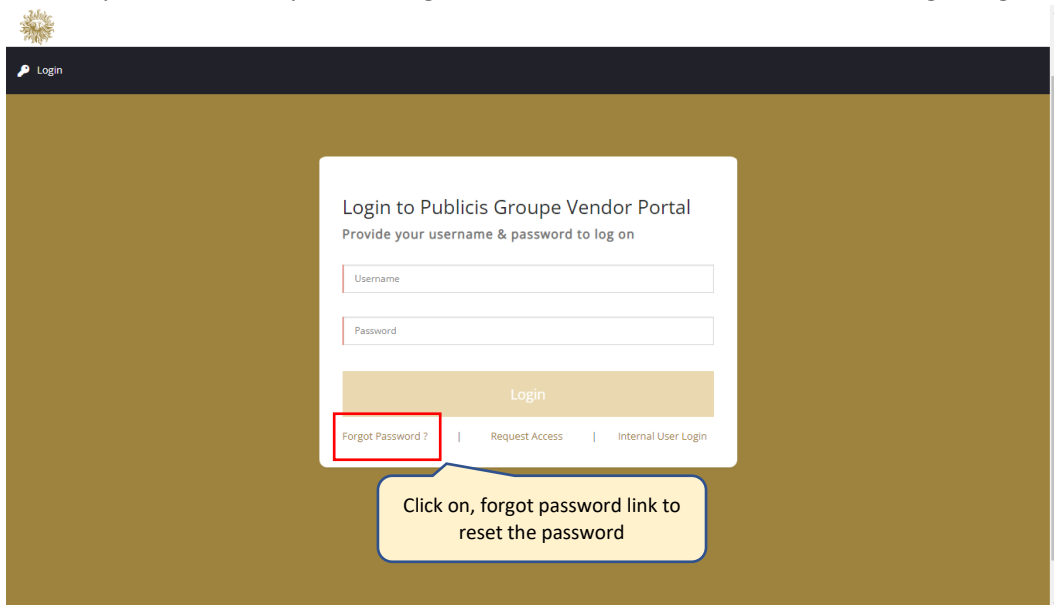
Copyright © 2022 Publicis Groupe. All rights reserved.

7.9. Sign Out

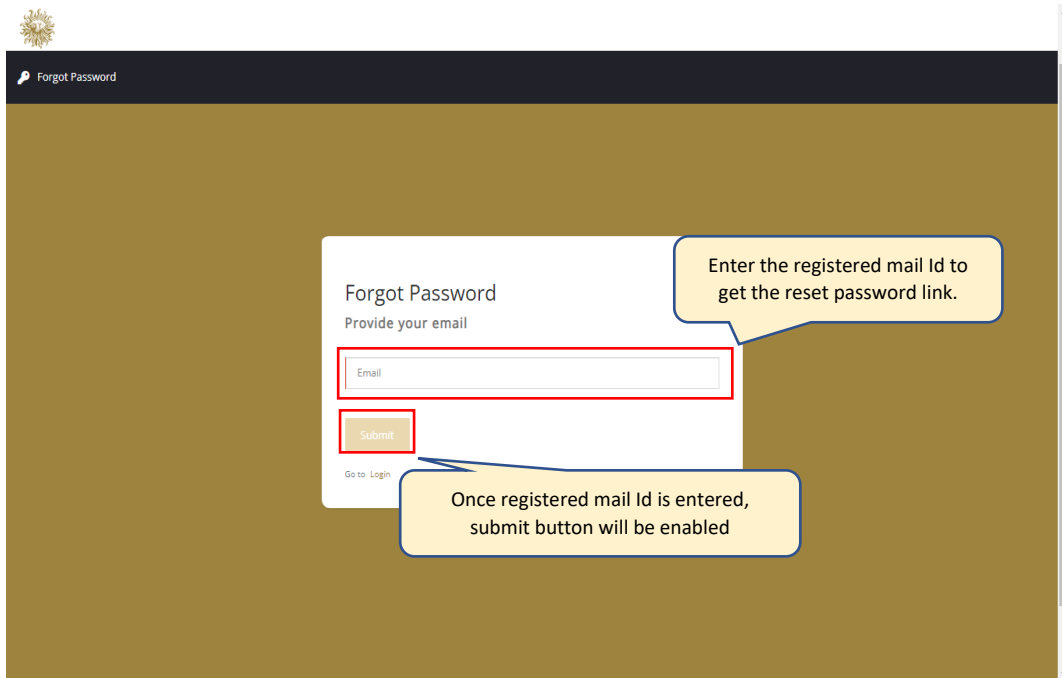


7.10. Forgot Password

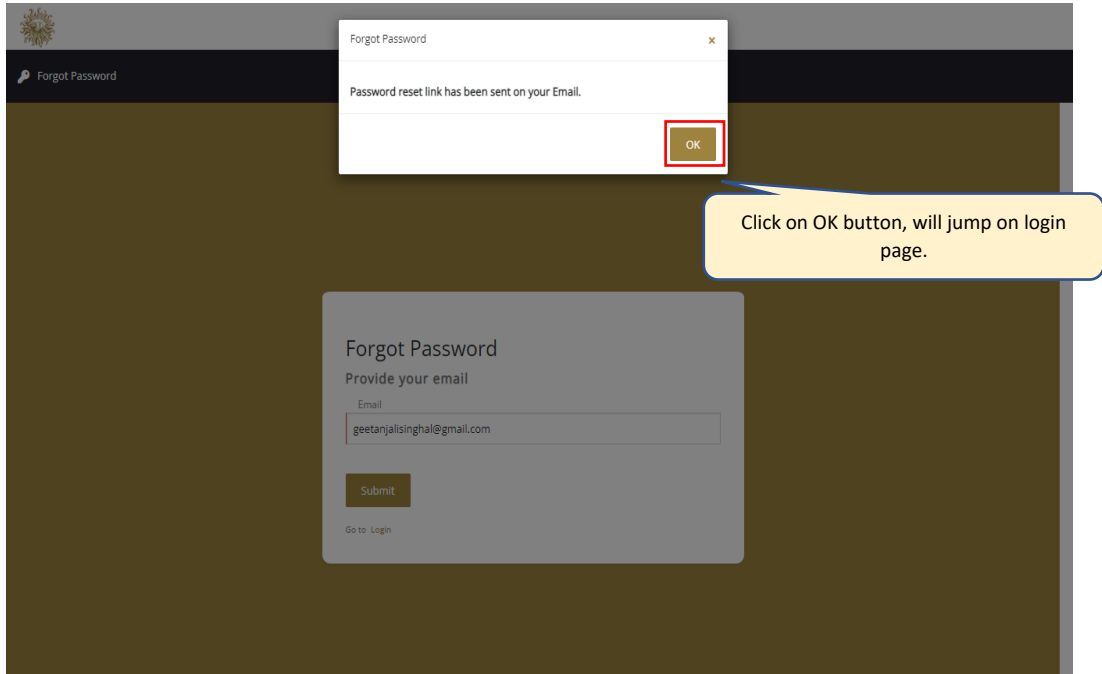
In case, password is misplaced, Forgot Password link can be used from the Login Page.



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.



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,
Vendor Portal Administrator

Click on this link to reset the password

On click of [here](#) link, below page will open in browser.

The screenshot shows a web browser window with a dark header containing a logo and the text 'Change Password'. The main content area has a brown background. A white form titled 'Change Password' is centered, with the subtitle 'Provide new password'. It contains three input fields: 'Password', 'Confirm Password', and a 'Submit' button. Three callout boxes provide instructions: 'Enter New Password' points to the 'Password' field, 'Enter password again to confirm' points to the 'Confirm Password' field, and 'Click Submit, once new password is filled' points to the 'Submit' button.

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