

## NEW VENDOR REGISTRATION PROCESS - MEDIAHUB

For **NEW** Co-Op partners (*have never participated in Google or Social Co-Op program*):

- First, Application must be submitted and approved by Mediahub (MH) prior to campaign start. Send completed application to [margaree.brown@mediahubww.com](mailto:margaree.brown@mediahubww.com)
- Second, once Mediahub has reviewed your application, we will begin the vendor setup process in our billing system.
  
- Once our initial setup takes place, you will receive an email from the **Interpublic Group Ariba Administrator**, to complete a Supplier Questionnaire. The subject line will read: **“Action Needed: Complete your registration for MullenLowe, US – Mediahub”**. Please click into the link at your earliest opportunity as it **expires after 9 days**. We have 30 days from the initial email to complete the setup process. If you run into issues, you can request support at the link below: <https://suppliermanagement.interpublic.com/supplieronboarding>
  - In order to complete the online questionnaire, you’ll need the following documentation:
    - **Bank support:** A copy of your bank statement with full account holder name and number, voided check, or deposit (**bank letters are NOT acceptable**)
    - **Tax document:** W9 (signed within 2 years)
      - *For foreign vendors, before logging in, you’ll need to complete the Comply process which will automatically generate and provide a W8 form, which you can use instead of W9*
    - **Vendor request, Tax Doc and Bank documents need to match: Name, address, etc.**
  - *Whoever completes online registration form will receive reimbursement checks in mail (i.e. if agency should receive checks on VA partners behalf, agency needs to complete form using their documentation).*

The Mediahub Operations team will provide support and answer any questions throughout the registration process.