

# Warner Music Group Supplier / Vendor Process

**Who:** Suppliers/Vendors engaging with our [Warner Music Latina](#) and [Warner Chappell Music Canada](#) businesses.

**What:** New system and process in SAP Ariba to manage your payments, data/information, invoice tracking, and much more.

## Key Information:

- **WMG Vendor Website** includes system login instructions, training, guidelines, contact form and other resources.
- **No fees** or subscriptions to create an Ariba Network account [here](#).
- **Invoices require** a Purchase Order (PO) number and to be in PDF format (one invoice per PDF).
  - Note: [Non-pdf format](#) files would be discarded/ignored.
- **Faster payment**, create an electronic invoice from the PO in the Ariba Network. [WMG Preferred Option](#).

## Getting Started

1. WMG Contact sends invite to your email address to join network.
2. You receive the invite and login to create an account in ARIBA.
3. You fill out the questionnaire and attach required tax and banking documents.
4. WMG approves questionnaire or request additional information or documentation.
5. You receive an email of successful registration with your new vendor number.
6. Begin transactions with WMG.

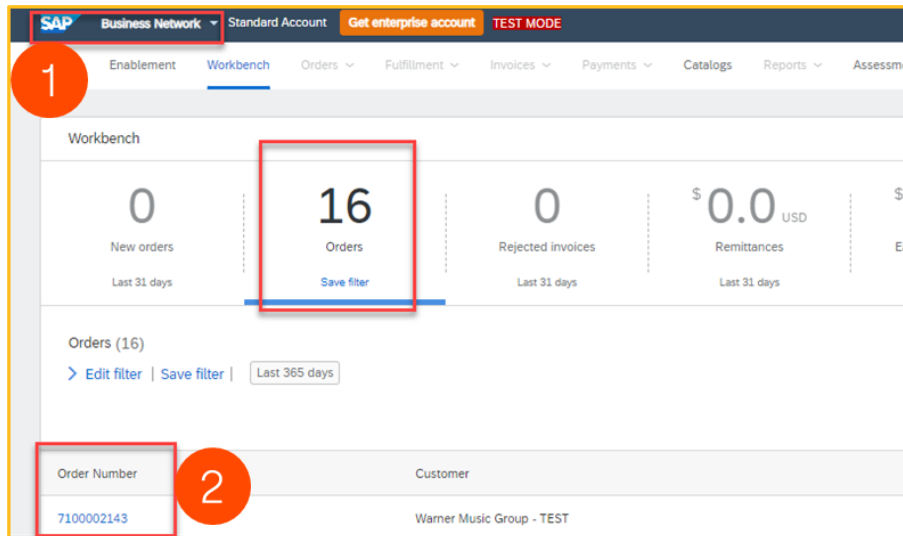
## Required Registration Information:

- Vendor/Company name
- Country/Region
- Address
- Email – this is how Warner and SAP Ariba will communicate with you.
  - Purchase Orders would be sent to this email as well.
- Type of product or services provided.
- Ship-to or where services are delivered.
- Organization type – e.g., corporate, or individual/sole proprietorship.
- Tax information: country, tax ID, if vendor is applicable to withholding tax. [Note](#) that attachment with tax information is required to confirm information provided.
- Payment method & bank information. [Note](#) that attachment with bank information is required to confirm information provided.
- To have read and agreed with the WMG Vendor Code of Conduct.

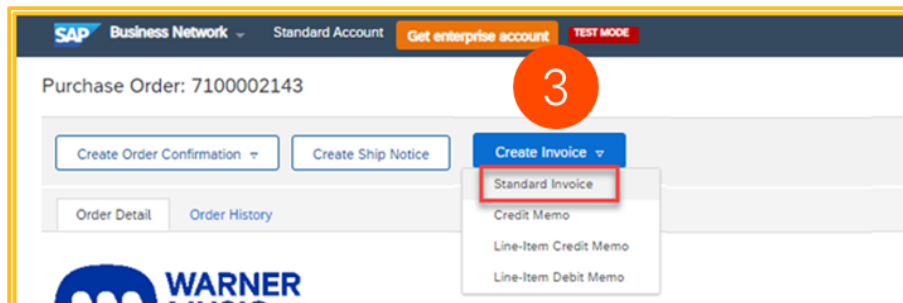
Click for step-by-step instructions and guidelines [here](#)

# Getting Paid – Invoice Process

1. Once you are in the Ariba Network, go to **Business Network** tab and search for Purchase Orders (POs).
2. Click on the **Order Number** for the PO you want to convert into an invoice.



3. Click on **Create Invoice** and select **Standard Invoice**.



4. Complete all mandatory fields in the section that opens (e.g., invoice number, invoice date, tax information) and click Submit. Submitted invoices will be automatically sent to WMG Accounts Payable to process for payment once the WMG requestor confirms receipt of goods or services.

Click for step-by-step instructions and guidelines [here](#)



## ADDITIONAL RESOURCES

Visit the [WMG Vendor Website](#) for system login instructions, training materials, contact form to raise a question, and other resources.

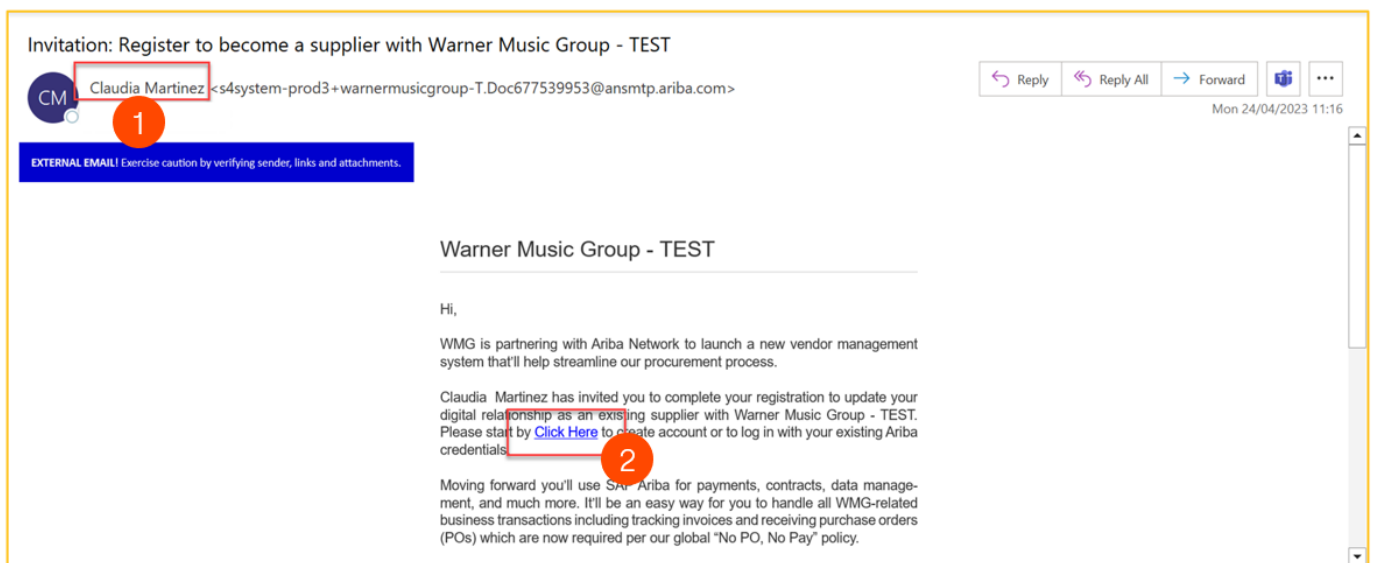
SAP Ariba guide for how to navigate in the Ariba Network [here](#).  
Video for how to create an invoice from a Purchase Order [here](#).

# Appendix

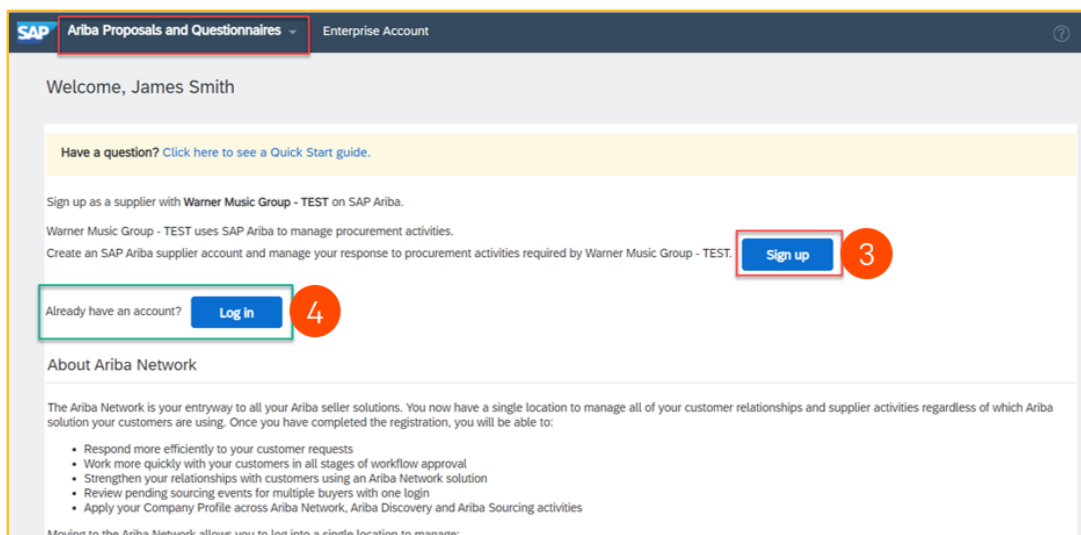
## Getting Started

Once the WMG contact sends invite, the vendor receives the invite email with link to join Ariba Network.

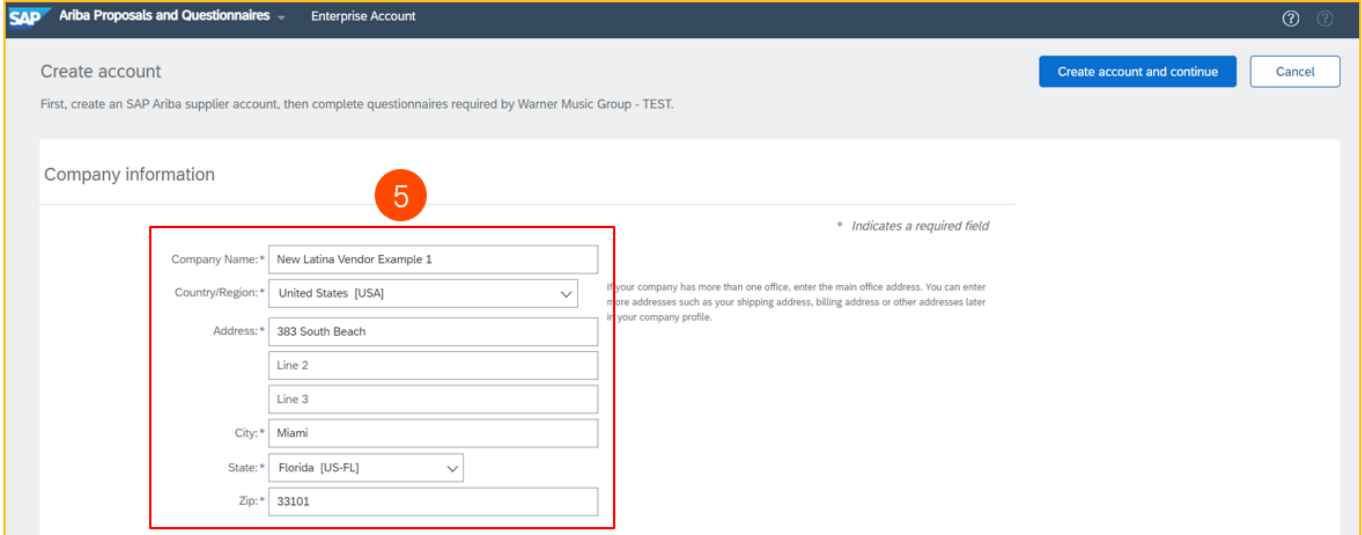
1. The email is sent from WMG contact
2. To get onboarded, click the link.



3. If you are accessing the WMG Ariba page for the first time and don't have any previous login, click the **Sign Up** button to register.
4. If you already have a login detail, then click the **Log In** button.



- On clicking the **Sign Up** button, you will be asked to enter all the relevant information about you or your company.



SAP Ariba Proposals and Questionnaires - Enterprise Account

Create account Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Warner Music Group - TEST.

Company information \* Indicates a required field

Company Name: \* New Latina Vendor Example 1

Country/Region: \* United States [USA]

Address: \* 383 South Beach

Line 2

Line 3

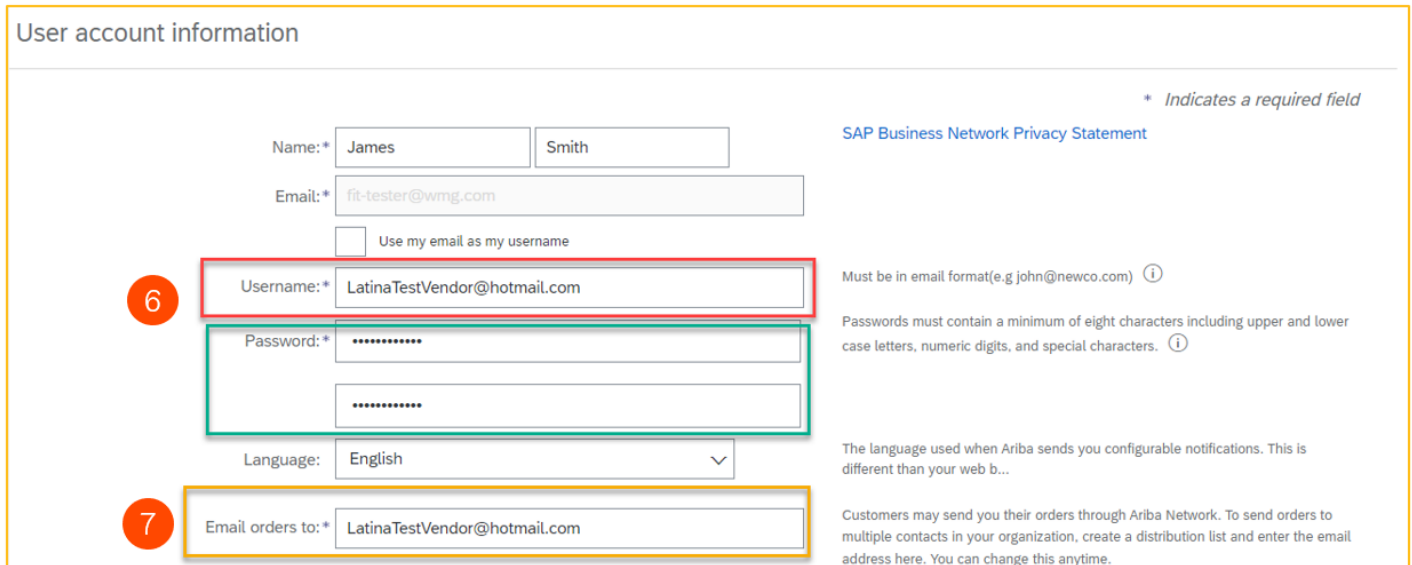
City: \* Miami

State: \* Florida [US-FL]

Zip: \* 33101

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

- Enter all the relevant account Information: Name, Username, Password and Email address.
- In the **Email Orders to** field, enter the email address where you want to receive the Purchase Orders.



User account information \* Indicates a required field

Name: \* James Smith

Email: \* fit-tester@wmg.com

Use my email as my username

Username: \* LatinaTestVendor@hotmail.com SAP Business Network Privacy Statement

Must be in email format(e.g john@newco.com) ⓘ

Password: \* [Redacted]

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

Language: English

The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to: \* LatinaTestVendor@hotmail.com

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

8. In the **Product and Service Categories** field, search for a suitable **Product** category. Choose **Musicians services**, if you do not find something suitable.
9. In the **Ship-to Service Locations** field, search for the country you are in as a vendor then Agree to T&C's.
10. Click to select the checkboxes to agree to **Terms & Conditions**.

[Create account and continue](#)

Tell us more about your business

Product and Service Categories: \*   -or- [Browse](#)

8  x

Ship-to or Service Locations: \*   -or- [Browse](#)

9  x

Tax ID:  Enter your nine-digit Company Tax ID number.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

10. **ADDRESS RECOMMENDATION** section displays recommended address, which you can accept or continue with your original entry.
11. **Potential existing accounts** popup window displays notification that there may be an existing account linkage which you can accept or click the **Review accounts** button to review accordingly.

**ADDRESS RECOMMENDATION**

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We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

You entered:	We recommend:
383 South Beach Miami Florida USA, 33101	383 South Dr Miami Florida USA, 33166-5943

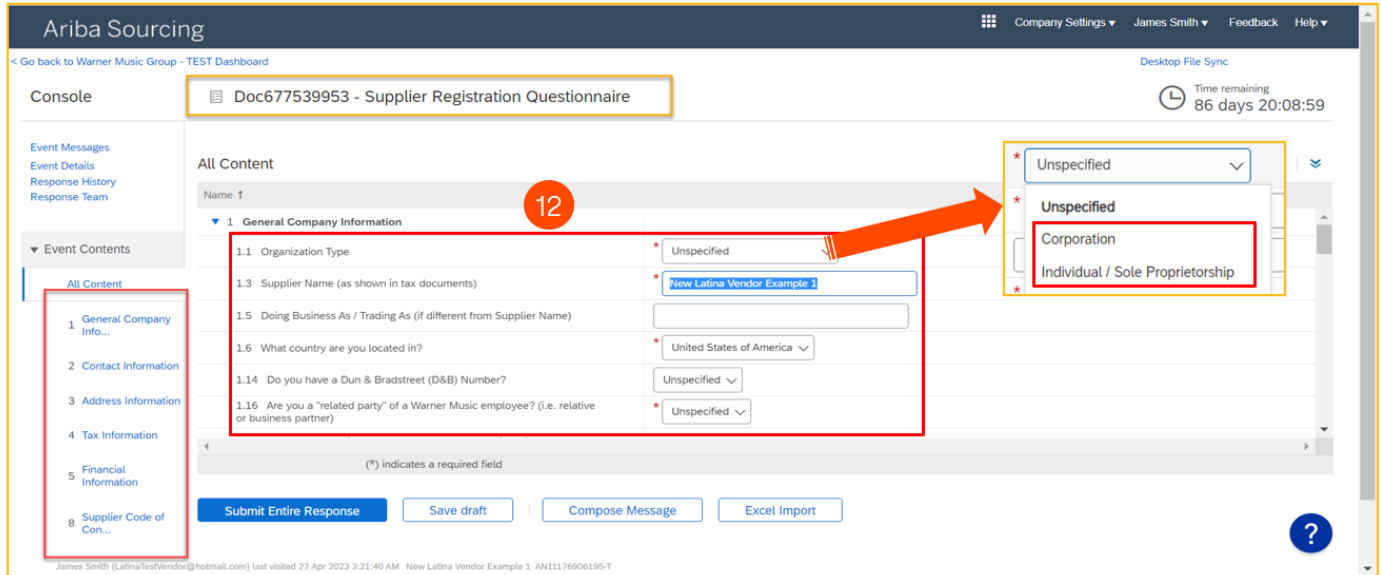
10

ⓘ Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

11

12. In the **General Company Information** section, complete all mandatory fields marked with \*.  
 In the **Organization Type** field, Choose either: **Corporation** (Business); or **Individual/Sole Proprietorship** (Paid as an individual using a SSN or setup as a sole trader for tax purposes)



Ariba Sourcing  
 Company Settings | James Smith | Feedback | Help

< Go back to Warner Music Group - TEST Dashboard

Doc677539953 - Supplier Registration Questionnaire

Time remaining: 86 days 20:08:59

1. General Company Information

1.1 Organization Type \* Unspecified

1.3 Supplier Name (as shown in tax documents) \* New Latina Vendor Example 1

1.5 Doing Business As / Trading As (if different from Supplier Name)

1.6 What country are you located in? \* United States of America

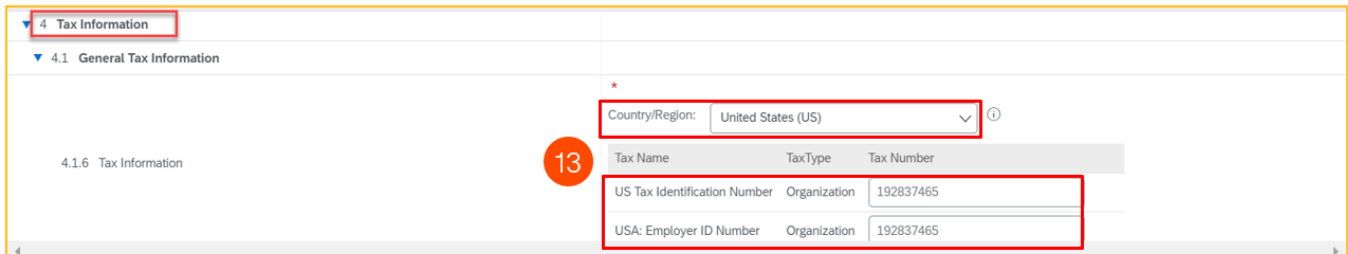
1.14 Do you have a Dun & Bradstreet (D&B) Number? Unspecified

1.16 Are you a "related party" of a Warner Music employee? (i.e. relative or business partner) \* Unspecified

(\*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

13. In the **General Tax Information** section, choose **Country/Region** (e.g., United States) and enter the Tax information details: **Tax Identification Number** and **Employer ID Number**.



4 Tax Information

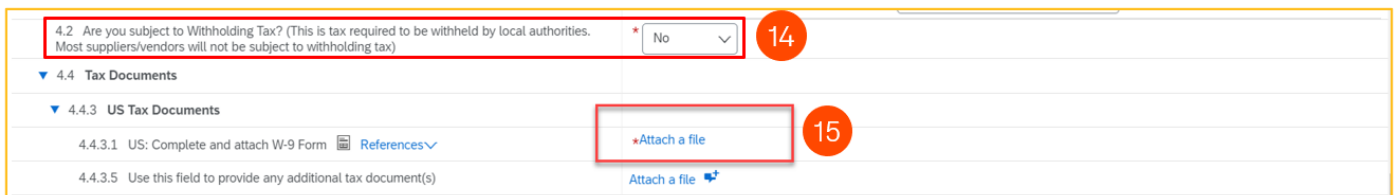
4.1 General Tax Information

Country/Region: United States (US)

4.1.6 Tax Information

Tax Name	TaxType	Tax Number
US Tax Identification Number	Organization	192837465
USA: Employer ID Number	Organization	192837465

14. Choose **Yes** from the dropdown, if you are subject to **Withholding Tax** and fill in other information required.
15. You must **Attach** appropriate tax backup documentation using the **Attach a file** link (e.g., W9 Form).



4.2 Are you subject to Withholding Tax? (This is tax required to be withheld by local authorities. Most suppliers/vendors will not be subject to withholding tax) \* No

4.4 Tax Documents

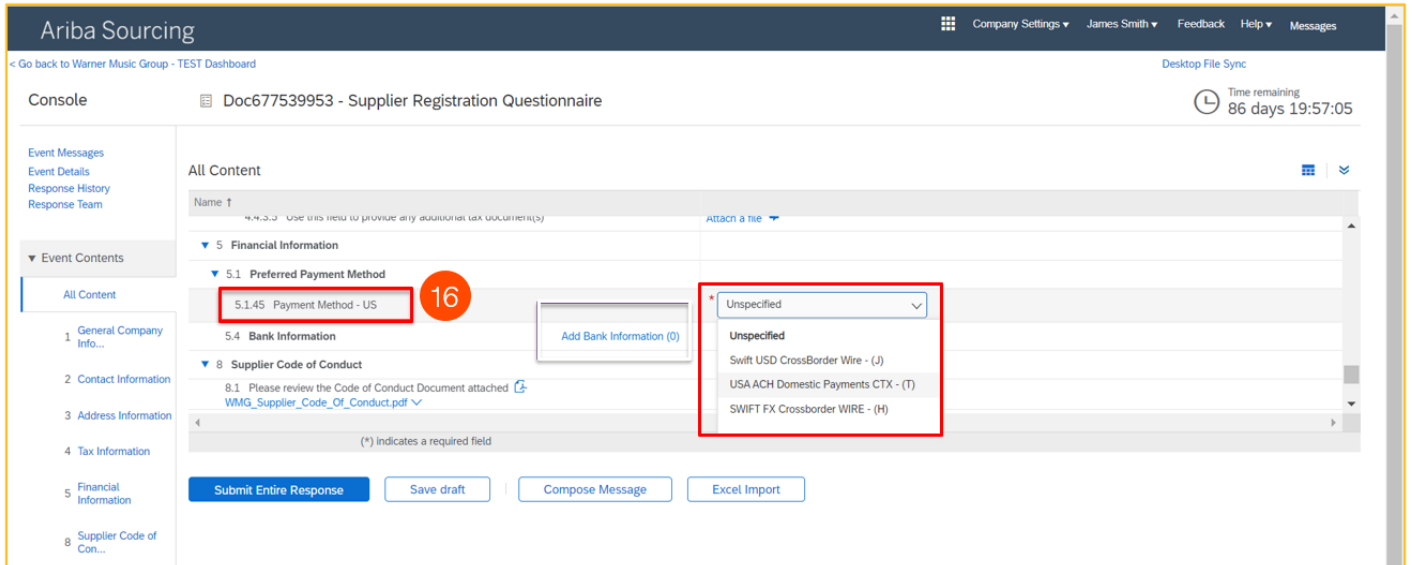
4.4.3 US Tax Documents

4.4.3.1 US: Complete and attach W-9 Form [References](#)

4.4.3.5 Use this field to provide any additional tax document(s)

[Attach a file](#)

16. Next, choose a **Payment Method**.

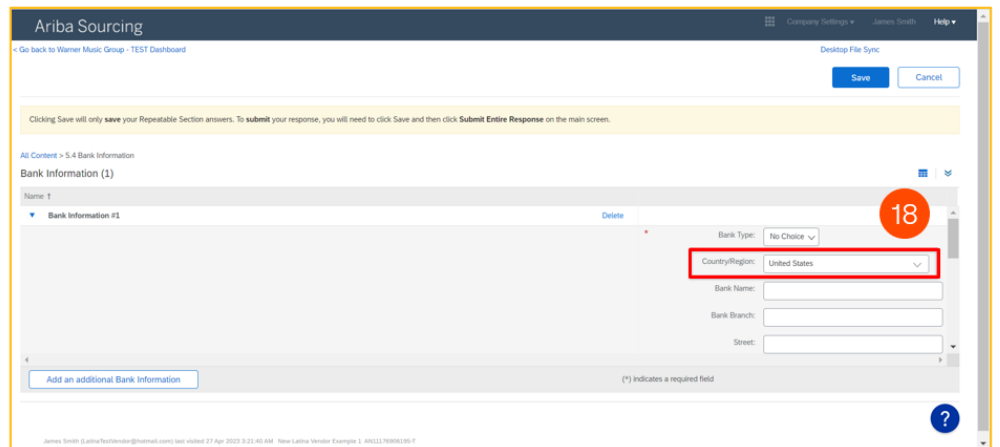
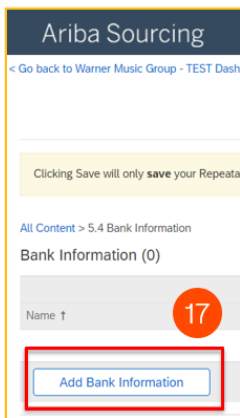


Note: USA Domestic Suppliers/Banks should select T – ACH  
 Note: Foreign Suppliers/Banks should select H – SWIFT CrossBorder.

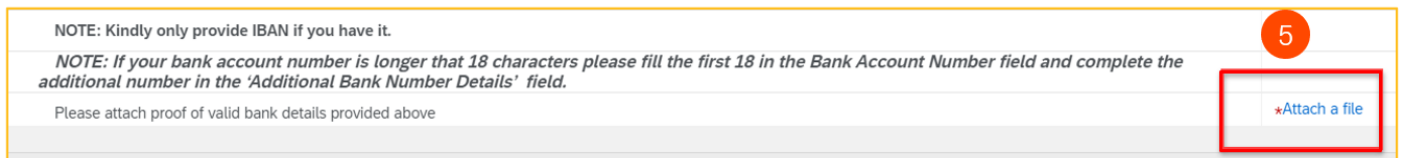
17. In the **Bank Information** section, click **Add Bank Information** button.

18. Choose **Country/region** (e.g., United States).

- Enter the appropriate banking information in the following fields:
  - Account Number
  - Account Holder Name
  - Bank Key/ABA Routing Number
  - Bank Control Key (country specific)




19. Attach backup document for the banking data using **Attach a file** link.



20. Read the **Code of Conduct** and select **Yes** if you agree with it.

21. Submit your completed registration questionnaire by clicking the **Submit Entire Response** button.

▼ 8 Supplier Code of Conduct <span style="float: right;">20</span>	
8.1 Please review the Code of Conduct Document attached  <a href="#">WMG_Supplier_Code_Of_Conduct.pdf</a> ▼	
8.2 Do you agree with our Code of Conduct? Please select Yes/No	<input type="text" value="* Yes"/> ▼
9 By submitting this Registration Information, I am certifying that the information provided above is an accurate and complete representation of fact, upon which Warner Music Group will rely when making any payment. I agree to promptly update this form upon recognition of any errors or changes to the information provided.	
10 <b>If you need help with the questionnaire, please contact WMG Service Desk at <a href="mailto:GBS_Servicedesk_Americas@wmg.com">GBS_Servicedesk_Americas@wmg.com</a></b>	
(*) Indicates a required field	
<span style="float: left;">21</span> <input type="button" value="Submit Entire Response"/>   <input type="button" value="Save draft"/>   <input type="button" value="Compose Message"/>   <input type="button" value="Excel Import"/>	

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## Getting Paid – Invoice Process

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Invoices will enable vendors to receive payment from Warner Music Group for provided goods and/or services.

**Please follow these rules of engagement when you invoice to ensure a smooth payment process:**

**Invoice format:** Missing information or incorrect invoice file formats will not be processed.

- Electronically submitted invoices must be in a .pdf file format ONLY.  
Note: Non-.pdf format files would be discarded/ignored.
  
- Only one single invoice can be submitted and included in the .pdf file.  
Note: More than one invoice can be sent in a single email, if they are individual .pdf documents (1 .pdf file = 1 invoice).
  
- Invoices must include the following:
  1. Full Remittance address and legal name.
  2. Accurate legal name and billing address of the WMG Legal Entity.
    - Warner Chappell Music Canada Ltd.; 8 Spadina Ave, Suite 200, Toronto, Ontario, M5V 0S8
    - Warner Music Latina Inc.; 555 Washington Avenue, 4th Floor, 33136, Miami Beach
  3. Valid 10-digit WMG Purchase Order number (\*) This is now MANDATORY.
    - Invoices with NO Purchase Order Numbers will be sent back to Suppliers for further corrections.
  4. Invoice Number and Invoice Date.  
Note: Future Invoice Date is NOT allowed.
  5. Vendor VAT/Tax number, if applicable.
  6. VAT/GST tax amount and percentage, if applicable.
  7. Net, tax, gross amounts and invoice currency.
  8. Goods or services description (as per the purchase order).  
Note: Suggest having the same invoice line(s) order as the Purchase Order.

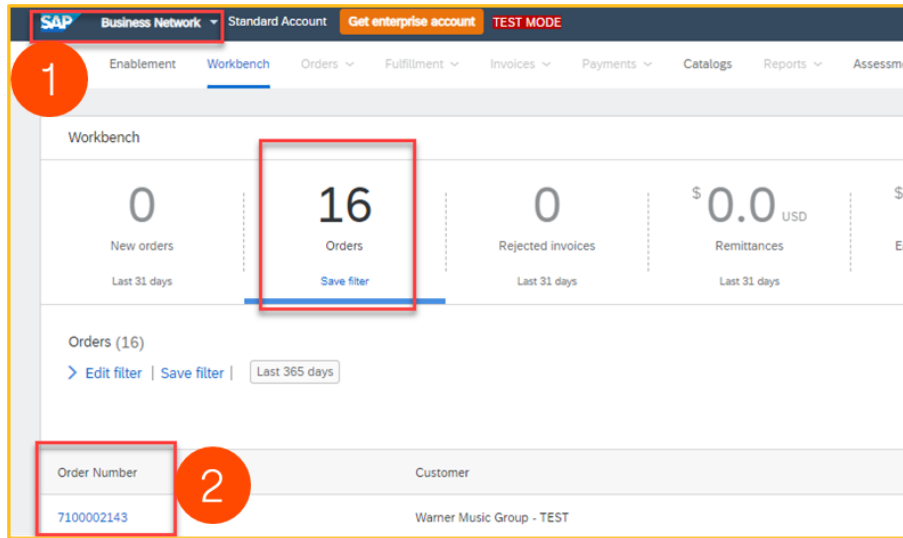
**Invoice Submission Options:**

**Only one option should be followed.**

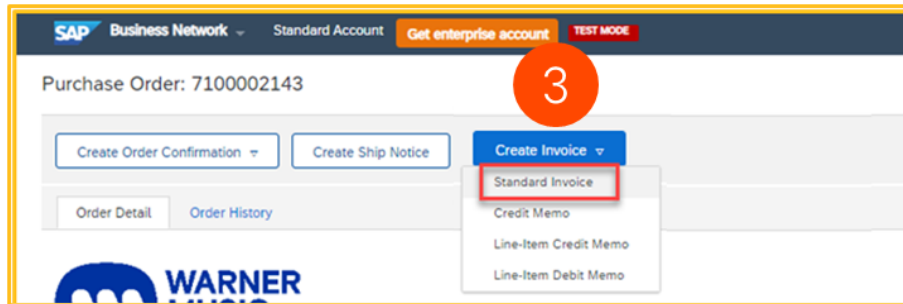
(Option 1 – Ariba Supplier Network site PO Flipping will have faster payment processing times)

**Option 1: For faster payment, create electronic invoice from purchase order (PO Flipping)** in the SAP Supplier Ariba Network.

1. Once you are in the Ariba Network, go to **Business Network** tab and search for Purchase Orders (POs).
2. Click on the **Order Number** for the PO you want to convert into an invoice.



3. Click on **Create Invoice** and select **Standard Invoice**.



4. Complete all mandatory fields in the section that opens (e.g., invoice number, invoice date, tax information) and click Submit. Submitted invoices will be automatically sent to WMG Accounts Payable to process for payment once the WMG requestor confirms receipt of goods or services.

Video with detailed instructions [here](#).

### **Option 2:**

**Email .pdf invoice** to WMG Invoice Processing Team:

Note: Non-.pdf format files would be discarded/ignored.

- **Invoice Email Account for Warner Music Latina USA:** [USA\\_Invoices@wmg.com](mailto:USA_Invoices@wmg.com)
- **Invoice Email Account for Warner Chappell Music Canada:** [CAN\\_Invoices@wmg.com](mailto:CAN_Invoices@wmg.com)

\*No other WMG employees need to be included in the email.

\*Please follow above email rules while sending .pdf files to these accounts.

**Note: Payments will not be made on statements, proformas, contracts, quotes, or estimates.**