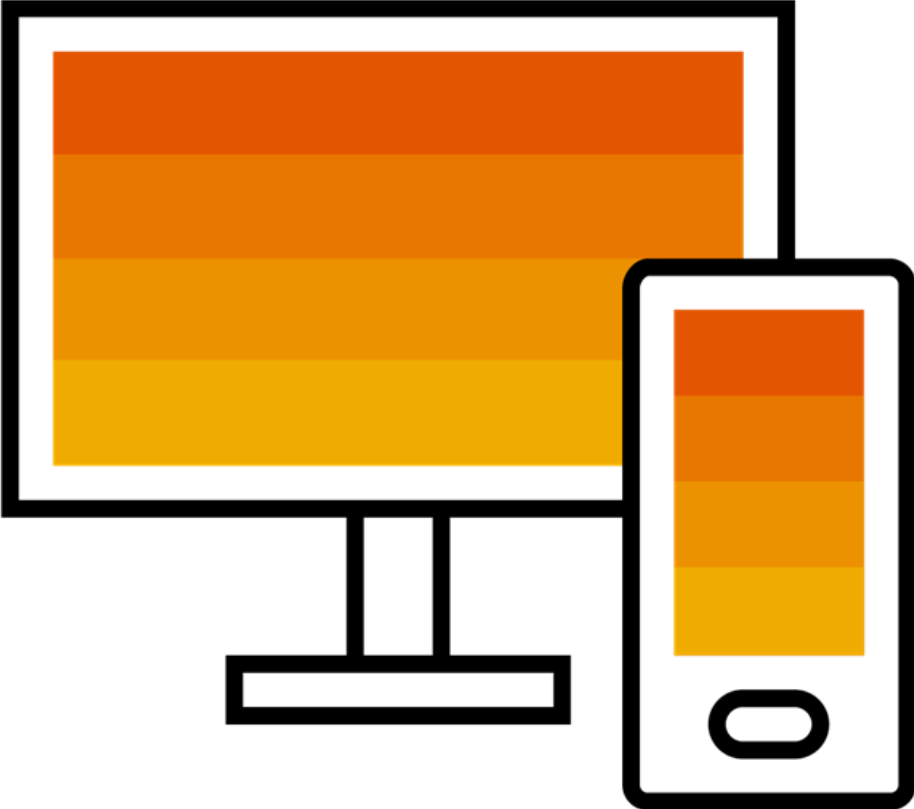


# MSD

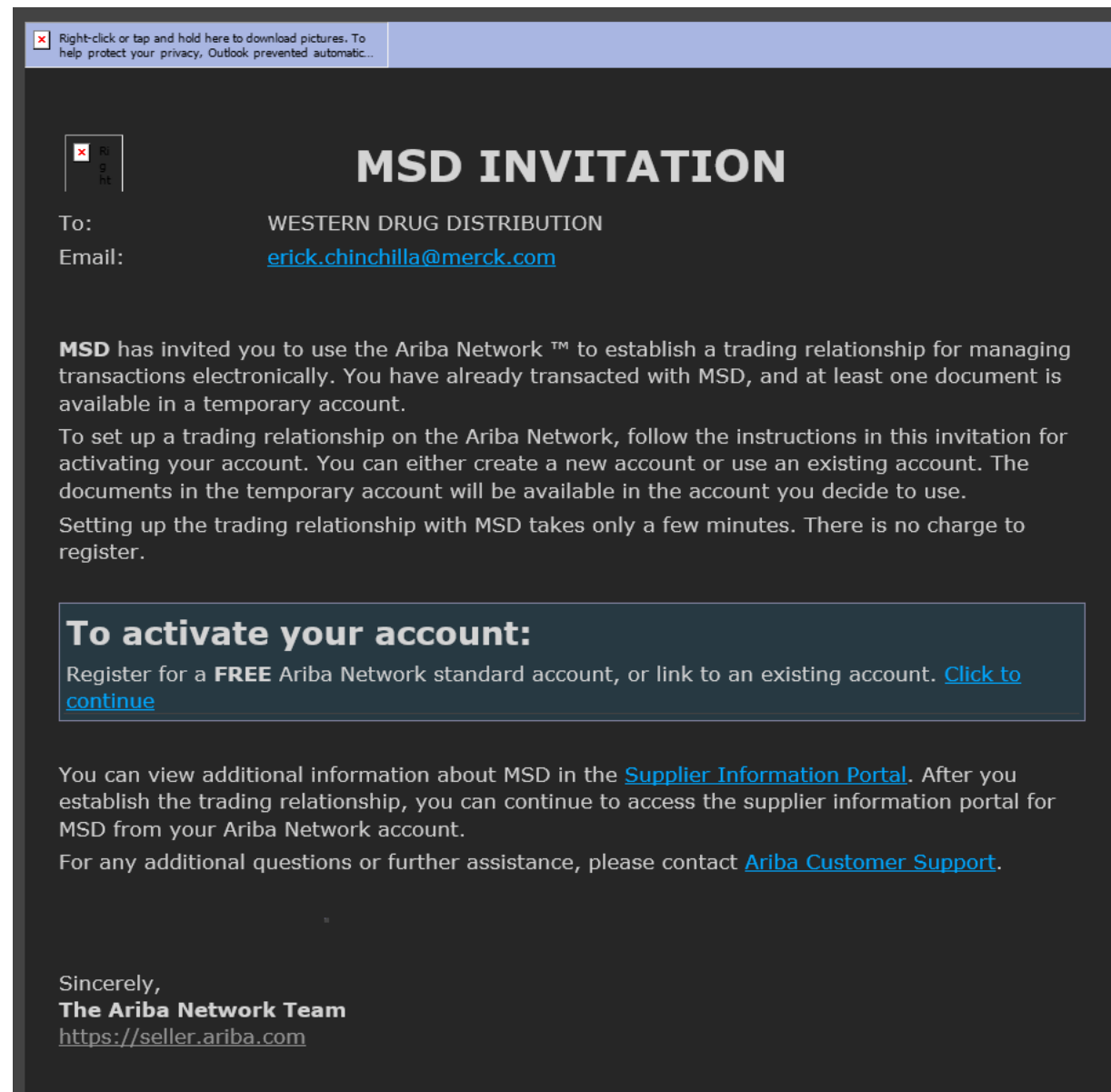
## Quick Reference Guides

PUBLIC



# How to Accept a TRR

A trading relationship invitation begins with an email sent by a buyer and directed to either the ANID number of an existing account or a link to set up a new account. This email is an invitation to connect with a buyer enabling you to start receiving orders and / or submitting invoices on the Ariba Network. Only the account administrator can click to use an existing account when establishing a trading relationship.



Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**MSD INVITATION**

To: WESTERN DRUG DISTRIBUTION  
Email: [erick.chinchilla@merck.com](mailto:erick.chinchilla@merck.com)

**MSD** has invited you to use the Ariba Network™ to establish a trading relationship for managing transactions electronically. You have already transacted with MSD, and at least one document is available in a temporary account.

To set up a trading relationship on the Ariba Network, follow the instructions in this invitation for activating your account. You can either create a new account or use an existing account. The documents in the temporary account will be available in the account you decide to use.

Setting up the trading relationship with MSD takes only a few minutes. There is no charge to register.

**To activate your account:**  
Register for a **FREE** Ariba Network standard account, or link to an existing account. [Click to continue](#)

You can view additional information about MSD in the [Supplier Information Portal](#). After you establish the trading relationship, you can continue to access the supplier information portal for MSD from your Ariba Network account.

For any additional questions or further assistance, please contact [Ariba Customer Support](#).

Sincerely,  
**The Ariba Network Team**  
<https://seller.ariba.com>

## Steps to accept the TRR:

- Click the link in the email that says **Click here to proceed**.
- The invitation link then prompts you to **Create New Account** or **Use Existing Account**. Select the option which best reflects your situation.
  - If you register with a new account, be sure to click the activation link in the email sent to you to verify your email address.
- Once logged in, in the upper-right corner of the application, click [**user initials**] > **Settings** and select **Customer Relationships**.
- If necessary, select any **Pending** trading relationships and click **Approve**.
- If you would like current or future trading relationships to be automatically accepted, please ensure that this preference is selected at the top of the page.


If this process was unsuccessful:


- Determine if the email link is outdated or still valid.
- Check to make sure all customer requested surveys and tasks are completed.
- Contact [Ariba Support](#) if your buyer claims that orders have already been sent or for any additional help.


# Email to supplier to complete configuration tasks

MSD Requests You to Complete Configuration Tasks for Purchase Order activity on Ariba Network

 MSD <ordersender-prod@ansmtp.ariba.com>  
To [redacted]


 If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 Right-click or tap and hold here to



To [redacted]

This notification contains important information about your Ariba® Network account (ANID: AN01582350825).  
Your customer, **MSD** requires you to complete configuration tasks for the following activities:

 **Purchase Order**


This activity tracks all purchase order related tasks. You may have already completed some of these tasks in an earlier activity.

**WHAT YOU NEED TO DO**  
To complete your new activity:

- Log in to your Ariba Network supplier account (<https://supplier.ariba.com>).
- Click the Enablement Tasks tab.
- View your task list and complete the remaining tasks. You may have already completed some of the tasks.
- View additional information about your customer in the [Supplier Information Portal](#), accessible through your supplier account.

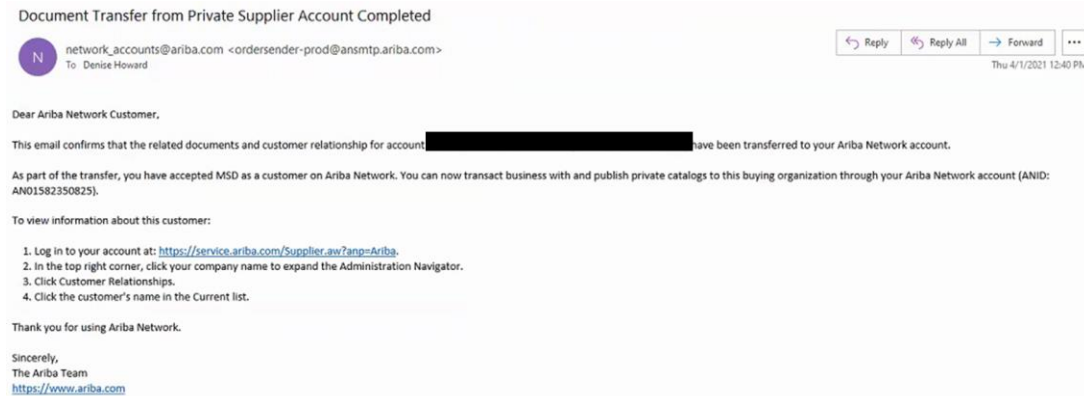
Sincerely,  
**The Ariba Network Team**

If you have any questions, contact [Ariba Network Support](#).



- Click on the first link in the email
- This should take you to the Ariba Network login page where you are prompted to log in
- Either log in with your username and password or create an account if you don't already have one


# AN Confirmation email




- This is a confirmation email the supplier will receive once they log into their Ariba Network account
- It is confirming that they are now enabled on the Network and can now transact on the Network

# Email to supplier when ANID is linked to MSD

Your First Trading Relationship on the Ariba Network

 The Ariba Network Team <ordersender-prod@ansmtp.ariba.com>  
To [REDACTED]

 If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear [REDACTED]

You now have an active trading relationship with *MSD*.

**Signing in**

[To sign in](#) to your account, use the username and password that you created when you registered.

**Things You can do**

When you sign in to Ariba Network, you can:

- Respond to emailed orders.
- View recent orders on the home page and resend them by email.
- Access features that your buyer supports, like order confirmations and ship notices.
- Check invoice status or create non-PO invoices, if your buyer supports them.
- Set up your company profile to attract potential customers.

Contact MSD if you have questions about the relationship.

Thank you for using Ariba Network.

Sincerely,  
**The Ariba Network Team**  
<https://seller.ariba.com>

- This is an email that will be sent to the supplier once they have established a relationship with MSD on the Ariba Network

# How to accept a TRR Manually

1. **Click on the Customer Relationships link in the Settings menu found under your account initials.**
2. **Choose** to accept customer relationships either automatically or manually.
3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
4. **Find** potential customers in Potential Relationships tab.

The screenshot displays the 'Account Settings' interface with the following elements:

- Account Settings** header with tabs: Customer Relationships, Users, Notifications, Account Hierarchy.
- Current Relationships** and **Potential Relationships** tabs.
- Preference section: "I prefer to receive relationship requests as follows:" with radio buttons for "Automatically accept all relationship requests" (selected) and "Manually review all relationship requests".
- Update** button (circled with a yellow '2').
- Pending** section with a table header: "Customer" and "Requested Date ↓". The table content is "No items".
- Approve** and **Reject** buttons (circled with a yellow '3').
- Current** section with a table header: "Customer" and "Approved Date". The table content includes a checkbox, "JuntOrg - 5wGooVd565589e2100950820", and "25 Nov 2015".
- Rejected** section with a table header: "Customer" and "Rejected Date ↓". The table content is "No items".

# How to Link 2 Ariba Network Accounts

- Scenario : Supplier has two AN accounts (Account 1 and Account 2) with two different AN IDs and wants to link the two
- Log into Ariba Network
- Select supplier/vendor for Account 2
- Send TRR to vendor
- Instruct vendor to click link in the email and log into the AN with login credentials from Account 1
- Accounts will be linked



# How do I process an order in my Ariba Network Standard account?

- To process a purchase order with a Standard account, please click **Process order** in the purchase order email notification that you should have received from your customer.
- After you register or log in to your Ariba Network Standard account, you are taken to the purchase order details page, where you can create order confirmations, create ship notices, and create invoices against the purchase order.
- If you misplace the original email notification for a particular purchase order, you can send a new copy of the email from the home dashboard of your Standard account.

# How do I resend an order for my Standard account?

With Standard accounts, you receive purchase orders through email and process them by clicking the **Process Order** button. If you misplace a purchase order email notification, follow the below steps to send a copy:

- Sign in to your [Ariba Network](#) Standard account.
- In the **Orders, Invoices, and Payments** dashboard, click **More**.
- Click the **Purchase Orders** tile.
- Under the **Action** column, click **Select > Send me a copy to take action**.
- This will resend the purchase order to your user's email address configured in the **My Account** section.
- The default view for the **Orders, Invoices and Payments** dashboard is the last 14 days. If needed, this filter can be changed by clicking **Last 14 days** in the top right corner of the dashboard and selecting a different view.

# How do I submit an invoice from a Standard account?

- Click **Process Order** from the purchase order notification email. If you have not yet [registered](#) an account, this button will allow you to do so. If you already have an account, log in.
- Click **Create Invoice**. This button will be grayed out if your customer requires you to create an order confirmation or ship notice first. Hover over the grayed out button to see what is required.
- Enter all required information (marked with an asterisk\*).
- Click **Next** to review the invoice.
- Click **Submit**.

\*If you have misplaced the purchase order email notification, please see **slide 8** for directions on how to resend it. If you have not received one, check your junk mail folder or spam filter settings to verify that automated emails from SAP Ariba are not blocked from your email account before [contacting your customer](#) to confirm that it was sent.

\*To view a video tutorial on submitting invoices through a Standard account, click [here](#).

# How do I invoice a purchase order if I lose the email notification?

If you misplace a purchase order email notification, follow the steps below:

- Log in to your [Ariba Network](#) Standard account.
- In the **Orders, Invoices, and Payments** dashboard section of your account click **More**.
- Click the **Orders to Invoice** square.
- Click **Select > Send me a copy to take action** in the **Action** column next to the purchase order you would like to invoice.

# Why was my invoice rejected?

- You can review the reason your invoice was rejected in the email notification from your customer. If you need further clarification, [contact your customer](#).

## **Additional Information**

- After your invoice is rejected, you need to submit a corrected invoice so your customer can process it for payment. Depending on your customer's [invoicing rules](#), you might be able to reuse the invoice number from your rejected invoice. If not, you'll need to choose a unique invoice number when submitting the corrected invoice.

# How to View Purchase Orders on the AN (1/2)

1. Click on Inbox tab to manage your Purchase Orders.
2. Inbox is presented as a list of the Purchase Orders received by Merck.
3. Click the link on the Order Number column to view the purchase order details.
4. Search filters allows you to search using multiple criteria.

The screenshot displays the Ariba Network interface. At the top, there is a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. A 'Test Mode' button is located in the top right corner. Below the navigation bar, there is a search bar with filters for 'Orders and Releases', 'All Customers', and 'Order Number'. The main content area shows a table of purchase orders. The table has columns for Type, Order Number, Customer, Inquiries, Ship To Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The table contains two rows of data. A 'Test Mode' button is visible in the top right corner.

Type	Order Number	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	20151016_KPBP01	Ariba, Inc. - TEST		Sandbox Buyer - Test Praha Czech Republic	20.00 EUR	17 Apr 2016	New	Invoice	0.00 EUR	Original	Actions -
Order	20150415_PO1	Ariba, Inc. - TEST		Sandbox Buyer - Test Praha Czech Republic	295.00 EUR	15 Apr 2016	Invoiced	Invoice	252.25 EUR	Original	Actions -

# How to View Purchase Orders on the AN (2/2)

5. Click the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
6. Toggle the Table Options Menu to view ways of organizing your Inbox.

▼ Search Filters

5 Customer: All Customers

Order Number:

Partial number  Exact number

Buyer Location Code:

Invoice Number:

Show orders by:  Creation Date  Inquiry Date

Date Range: Last 14 days  
4 Jan 2017 - 17 Jan 2017

Min. Amount:  Minimum

Max. Amount:  Maximum

Order Status: All

View: All except hidden orders

Search only blanket purchase orders

Search only scheduling agreement releases

Search only pinned orders

Number of Results: 100

Search Reset

Show / Hide Columns

6

Type

Order Number

Ver

Customer

# How to View Purchase Order Details

1. View the details of your order. The order header includes the order date and information about the buying organization and supplier. Note: You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking Resend button.
2. Line Items section describes the ordered items. Each line describes a quantity of items Merck wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub -total is located at the bottom of the purchase order

Purchase Order: PO72547

1

Create Order Confirmation  Create Ship Notice  Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 <i>Copy Paper White, A3, 80gsm (ream 500 sheets)</i>	Material	10 (EA)	18 Nov 2015
2	GOODS_02 <i>Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)</i>	Material	10 (BX)	18 Nov 2015

Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00  
Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00  
This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.

2

Create Order Confirmation  Create Ship Notice  Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend



# How to Invoice via PO Flip

To create a PO -Flip invoice (an invoice created and submitted on the Ariba Network):

1. From the home screen within your Ariba Network account, select the Create dropdown menu and select PO Invoice.
2. For PO Invoice select a PO number.
3. Click on the Create Invoice button and then choose Standard Invoice.
4. Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable. Review your invoice for accuracy on the Review page. If no changes are needed, click Submit to send the invoice to Merck.

