

SLP - Updating the Registration Questionnaire via the Ariba Network



Purpose:

This information will provide instructions to suppliers about how to self-manage updates to their MSD Supplier Registration Questionnaire via the Ariba Network.

Trigger:

Supplier identifies a need to make a change to the information they provided in their Supplier Registration Questionnaire - ex: bank details, PO comms email, address.

Helpful Hints:

The supplier must login to the Ariba Network to access the Registration Questionnaire to make an update. They must login with the same credentials they used initially to respond to the questionnaire.

They can login to the Ariba Network by using the link from their original invitation email, or they can simply navigate to supplier.ariba.com in their browser and login with their credentials.

The Registration Questionnaire is located on the Proposals & Questionnaires tab within the Supplier's Ariba Network account.

Explanation	Screenshot
-------------	------------

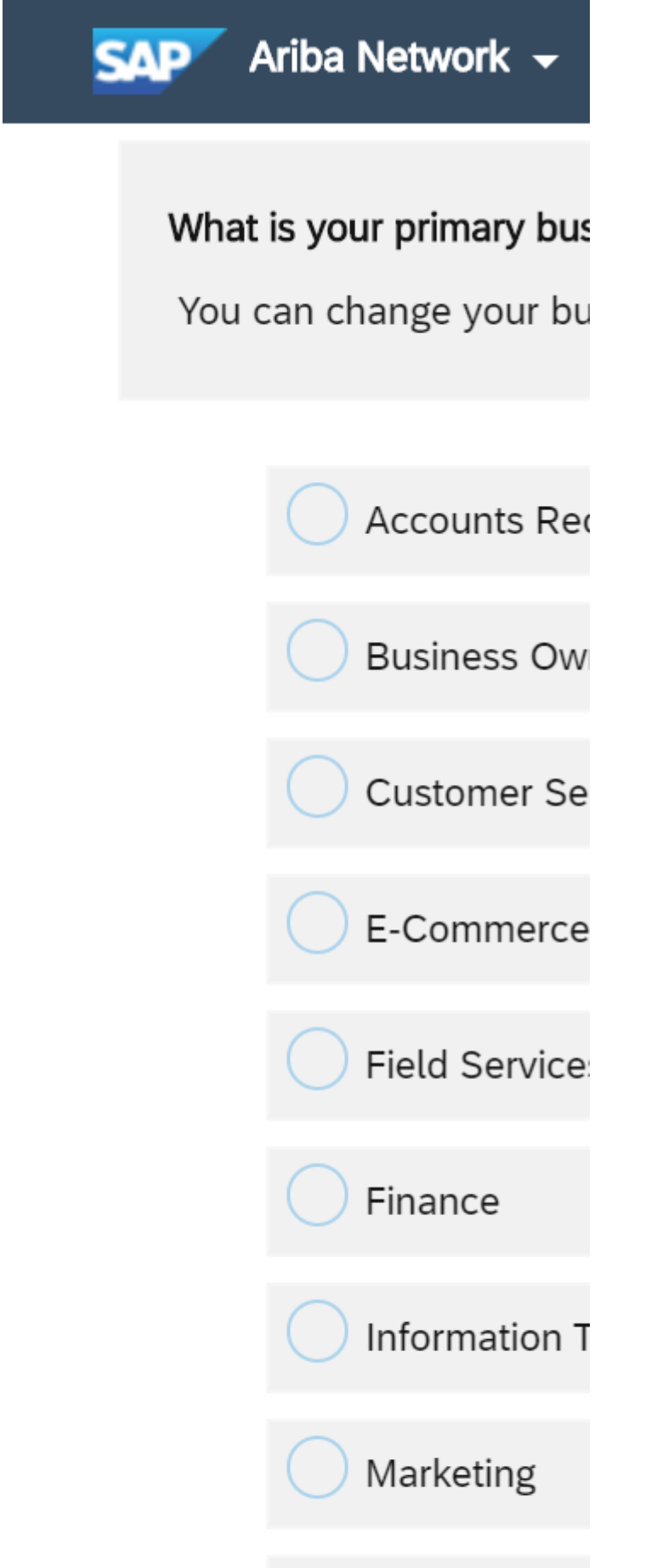
SLP - Updating the Registration Questionnaire via the Ariba Network



Explanation	Screenshot
<p>1. Navigate to the Ariba Network in your browser by going to: supplier.ariba.com. You can also use the link from your original invite email to get you to the Ariba Network login screen. Provide your username.</p> <p>2. Enter your username in the Supplier Login box. After your initial registration on the Ariba Network, you will have received an email from Ariba saying "Welcome to the Ariba Commerce Cloud". Your username & ANID can be found in this email.</p> <p>3. Enter your User Name in the Supplier Login box.</p> <p>4. Click Password and enter your password. If you forget your password, click the Having trouble logging in? button to recover your credentials.</p> <p>5. Click Login to login to your Ariba Network account.</p>	

SLP - Updating the Registration Questionnaire via the Ariba Network



Explanation	Screenshot
<p>6. If it is your first time logging back into your Ariba Network account after the initial setup, you may be asked to provide some additional information, like your role within your company. Select your business role from the list of choices.</p>	 <p>The screenshot shows the SAP Ariba Network interface. At the top, there is a dark blue header with the SAP logo and the text 'Ariba Network' followed by a dropdown arrow. Below the header, a light gray box contains the text: 'What is your primary business role?' and 'You can change your business role at any time.' Below this, there is a vertical list of business roles, each with a radio button to its left. The visible roles are: Accounts Receivable, Business Owner, Customer Service, E-Commerce, Field Services, Finance, Information Technology, and Marketing. The bottom of the list is cut off by the table border.</p>

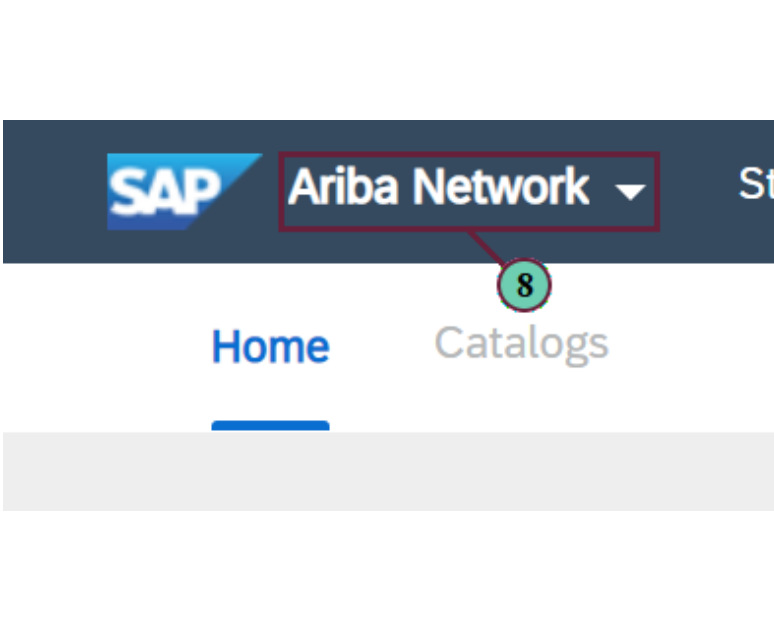

SLP - Updating the Registration Questionnaire via the Ariba Network



Explanation	Screenshot
<p>7. Click Continue to the Ariba Network.</p>	

SLP - Updating the Registration Questionnaire via the Ariba Network



Explanation	Screenshot
<p>8. When logged in, you may be defaulted to the general Ariba Network view of Orders, Invoices, and Payments. The Registration Questionnaire, along with other supplier management questionnaires and sourcing events, are located on the Proposals & Questionnaires tab of the Ariba Network. At the top left of the screen, click the Ariba Network button to open a dropdown list.</p>	
<p>9. Select the entry Ariba Proposals & Questionnaires by clicking it.</p> <p>Ariba Proposals & Questionnaires</p>	


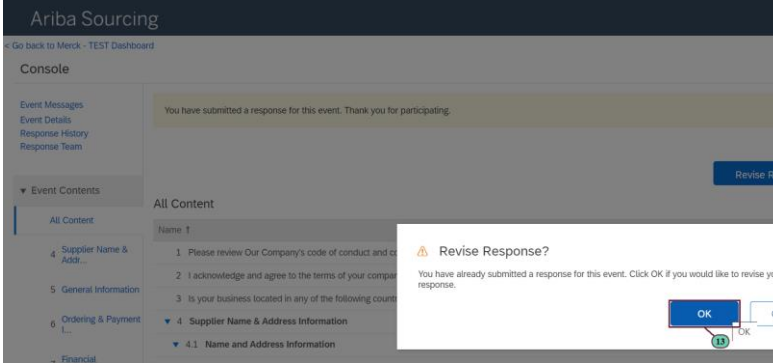
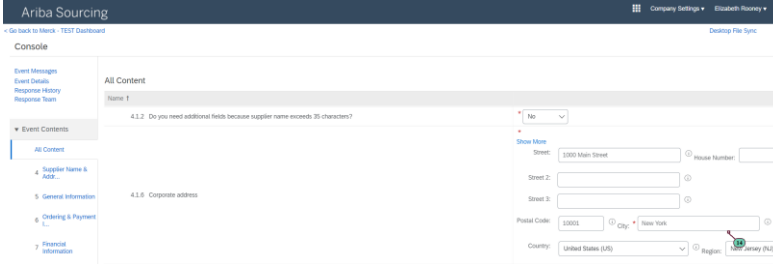
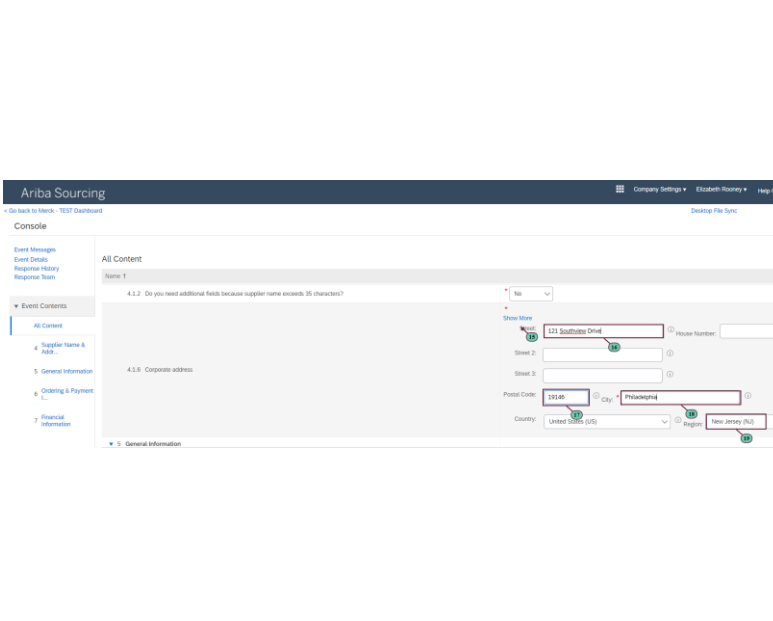
SLP - Updating the Registration Questionnaire via the Ariba Network



Explanation	Screenshot
<p>10. Scroll down on the Proposals & Questionnaires tab to find the Registration Questionnaire.</p>	
<p>11. Click on the Supplier Registration Questionnaire to open it. Notice the current status of the questionnaire is Registered. This means your initial response was approved, so you reached a Registered status with MSD.</p>	
<p>12. Click Revise Response to submit a change or update to the information initially provided in the Registration Questionnaire.</p>	

SLP - Updating the Registration Questionnaire via the Ariba Network



Explanation	Screenshot
<p>13. Click  to confirm you would like to revise your response and open the questionnaire for editing.</p>	
<p>14. Navigate to the area of the questionnaire which you would like to edit.</p>	
<p>15. If your address needs updating, edit the address fields to your updated address.</p> <p>16. Provide the updated Street.</p> <p>17. Provide the updated Postal Code.</p> <p>18. Provide the updated City.</p> <p>19. Select the Region drop down.</p>	

SLP - Updating the Registration Questionnaire via the Ariba Network



Explanation	Screenshot
<p>20. Provide the Updated Region.</p>	
<p>21. Review the form to identify if additional updates are needed.</p>	


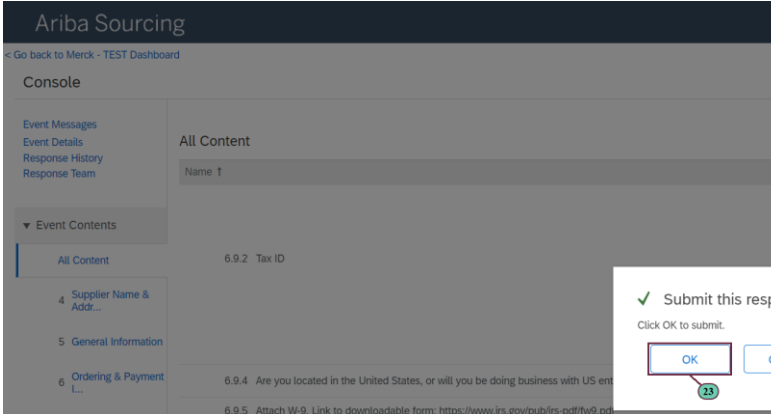
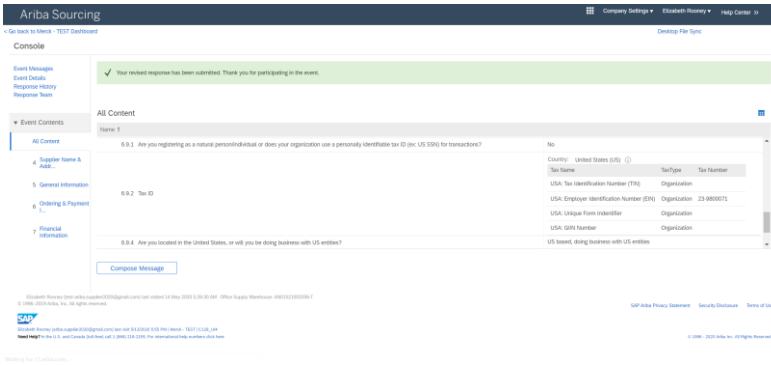
SLP - Updating the Registration Questionnaire via the Ariba Network



Explanation	Screenshot
<p>22. Click Submit Entire Response</p> <p>Submit Entire Response</p> <p>to submit your updated response for review & approval.</p>	

SLP - Updating the Registration Questionnaire via the Ariba Network



Explanation	Screenshot																				
<p>23. Click </p>																					
	 <table border="1" data-bbox="1005 952 1340 1075"> <thead> <tr> <th>Country</th> <th>United States (US)</th> <th>Tax Type</th> <th>Tax Number</th> </tr> </thead> <tbody> <tr> <td>USA, Tax Identification Number (TIN)</td> <td>Organization</td> <td></td> <td></td> </tr> <tr> <td>USA, Employer Identification Number (EIN)</td> <td>Organization</td> <td>23-985871</td> <td></td> </tr> <tr> <td>USA, Unique Form Identifier</td> <td>Organization</td> <td></td> <td></td> </tr> <tr> <td>USA, GIN# Number</td> <td>Organization</td> <td></td> <td></td> </tr> </tbody> </table>	Country	United States (US)	Tax Type	Tax Number	USA, Tax Identification Number (TIN)	Organization			USA, Employer Identification Number (EIN)	Organization	23-985871		USA, Unique Form Identifier	Organization			USA, GIN# Number	Organization		
Country	United States (US)	Tax Type	Tax Number																		
USA, Tax Identification Number (TIN)	Organization																				
USA, Employer Identification Number (EIN)	Organization	23-985871																			
USA, Unique Form Identifier	Organization																				
USA, GIN# Number	Organization																				