

To: Supplier

Copy: Stakeholder or Procurement

Dear Supplier,

Thank you for your partnership with MSD. You have been invited to complete MSD's Supplier Registration Questionnaire. This MSD specific requirement enables you to directly manage key, confidential data such as address and banking details. **Registration is self-service** via the Ariba Network. Please follow the guidance below to complete registration as quickly as possible.

**Reminder: Access registration questionnaire link from [ansmtp.ariba.com](mailto:ansmtp.ariba.com) email, and not via links provided below.**

#### What actions do I need to take?

- Locate the email titled **"Action Required: You have been invited to register to become a supplier to MSD"** from the email address **ansmtp.ariba.com**.
- Open this email, click on the link that says, "Click here" and login to the Ariba Network. Complete & submit the MSD registration questionnaire.
  - Note: You will only be able to access the MSD Supplier Registration questionnaire through the link in the invitation email.
- **When you need to update your company's information**, login to the Ariba Network, access the MSD Registration questionnaire you submitted, click "Revise Response" and make the required updates and submit

#### How do I access the Ariba Network after my initial Registration is complete?

- Navigate to the <http://supplier.ariba.com/> and login with your username & password
- In the top left of the screen, you will see "Ariba Network". Click on the dropdown and select "Ariba Proposals & Questionnaires".
- Under the Registration Questionnaires header, you will find the Supplier Registration Questionnaire. Click to open.
- Latest version of the W9 (form can be located at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- The Bank Proof attachment should be one of the following (1) voided check (2) formal bank letter (3) bank statement.

It is expected that you will submit your Supplier Registration Questionnaire within **5 business days** from receiving this email. After that you will start to be contacted by our support team.

Thank you for your partnership with MSD. We appreciate your support in ensuring the adoption of our modern and secure supplier management processes. If you have any issues completing the above processes, please contact us based on your region:

- Americas: [aribansetteam@merck.com](mailto:aribansetteam@merck.com)
- EMEA: [emea\\_enablement@msd.com](mailto:emea_enablement@msd.com)

Attachments: Completing the Supplier Registration Questionnaire Job Aid; Registering with MSD via the Ariba Network (original email)