

Dear Supplier,

Action required: Register on Ariba to continue transacting with MSD.

You have received an invitation to Register on the Ariba Supplier Lifecycle Portal (SLP) from [Owner Name] on [Begin Date].

The Ariba Supplier Lifecycle Portal (SLP) is a **required step** that enables you to manage confidential information such as e-mail, address, and banking details.

It is critical that you complete the SLP Questionnaire within **5 days**. By completing the SLP Questionnaire within **5 days**, this will allow MSD to validate your data and **enable you to transact with us** in a timely manner.

The next steps:

1. Search for an email titled "Action Required: You have been invited to register to become a supplier to MSD".
2. Open this email and click on the link included.
 - o If you are already **an Ariba Network user**, login with your existing username and password.
 - o If you are **not an Ariba Network user**, create an account. **Note:** There is **no cost to register** for, or to transact with MSD via this platform.
3. Once your information is submitted and approved, update and submit your account information.

Once your information is submitted and approved you will:

- o update your information as necessary in the future **directly via the Ariba Network**.
- o do all sourcing events, contract negotiations, and risk assessments **directly via the Ariba Network**

Do you need help?

If you cannot locate the Registration e-mail or require further assistance, **please reply to this email**.

One-stop Procurement Support (OPS) is available to assist with answering questions regarding how to complete the form, the type of supporting documentation required, system challenges, etc.

For your convenience, attached is a Quick Reference Guide.

Best regards,
Enablement Team