

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
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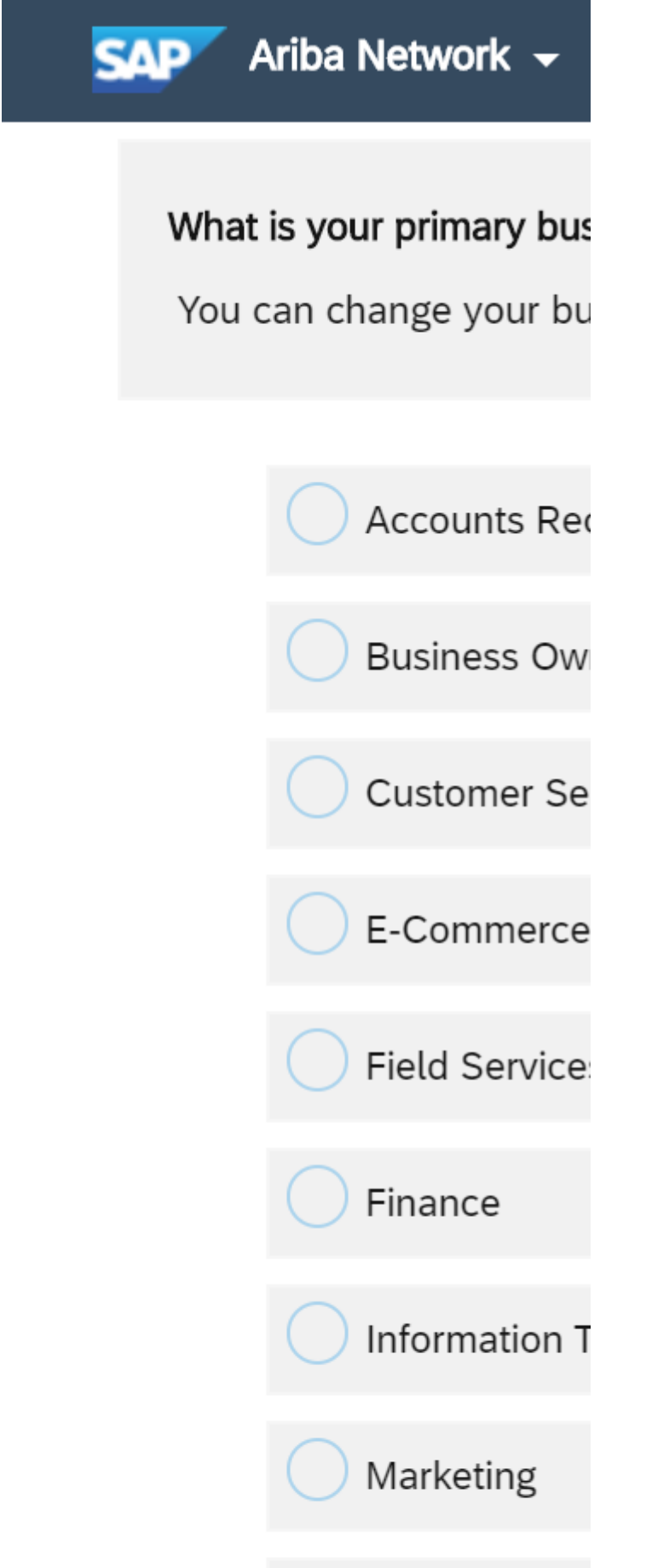
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Explanation	Screenshot
<p>1. Navigate to the Ariba Network in your browser by going to: supplier.ariba.com. You can also use the link from your original invite email to get you to the Ariba Network login screen. Provide your username.</p> <p>2. Enter 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>	

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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, a vertical list of business roles is displayed, 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>

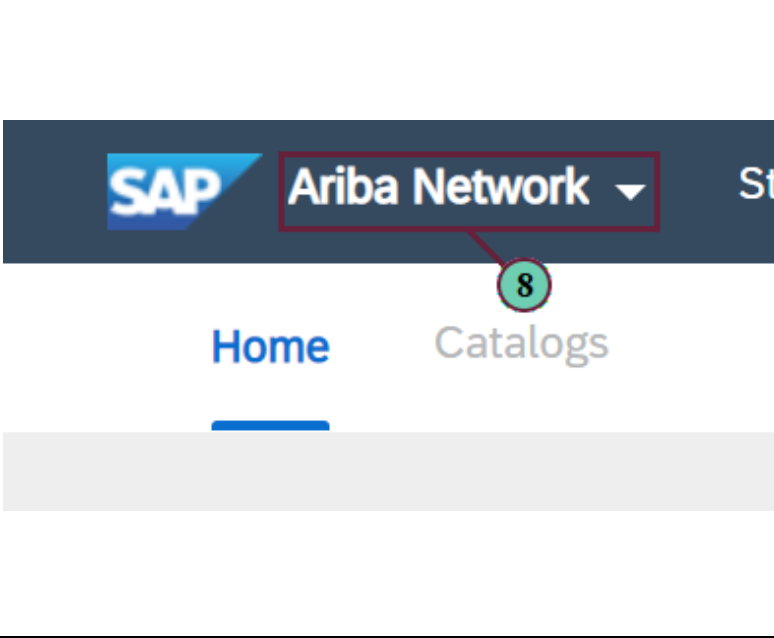

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Explanation	Screenshot
<p>7. Click Continue to the Ariba Network.</p>	<p>The screenshot displays a list of radio button options for selecting a business function. The 'Sales' option is selected. Below the list is a blue button labeled 'Continue to the Ariba Network', which is highlighted with a red rectangular box. A callout bubble with the number '7' points to this button. At the bottom of the screenshot, the SAP logo and the text '© 2019 SAP SE or an SAP affiliate company. All rights reserved.' are visible.</p>

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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>	


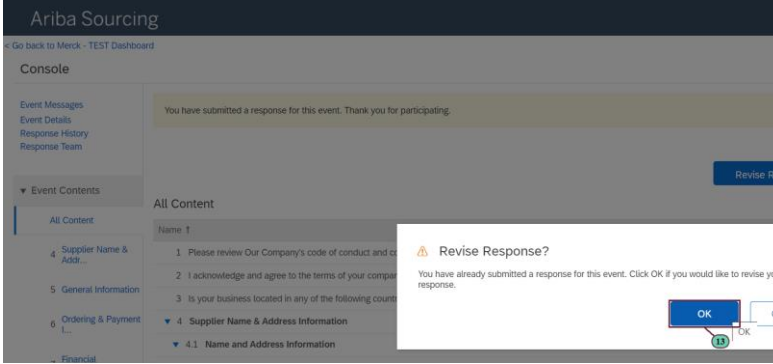
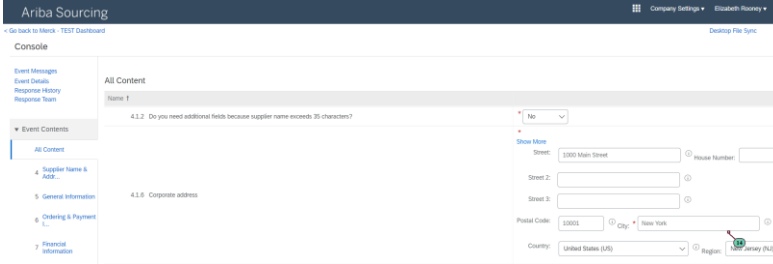
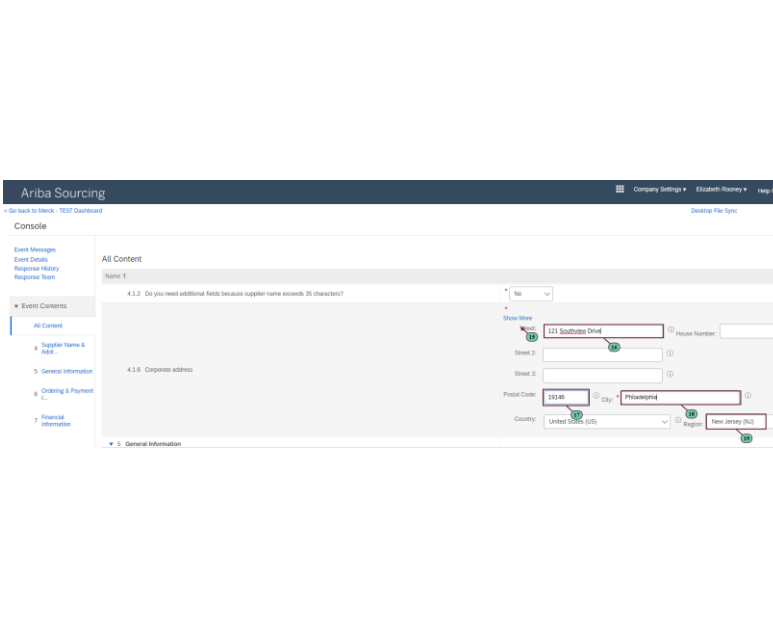
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Explanation	Screenshot
<p>10. Scroll down on the Proposals & Questionnaires tab to find the Registration Questionnaire.</p>	
<p>11. Click on the Supplier Registration Questionnaire to open it. Notice the current status of the questionnaire is Registered. 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>	

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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>	

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


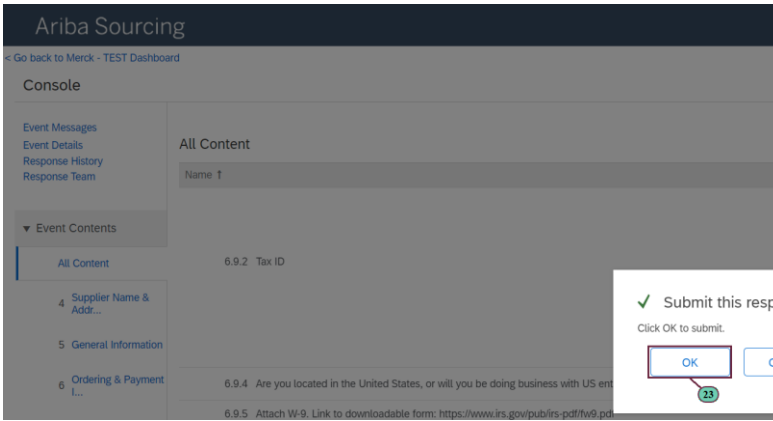
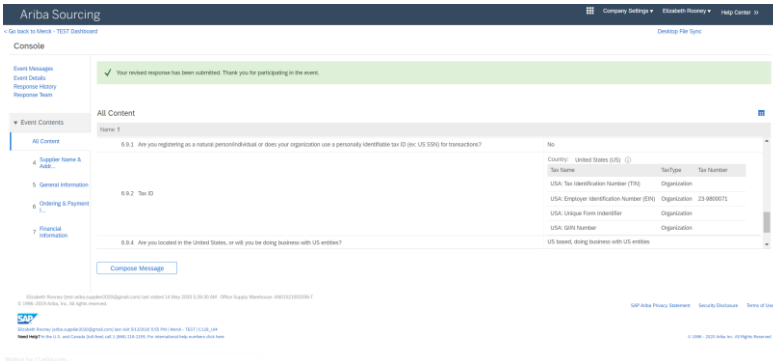
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Explanation	Screenshot
<p>22. Click Submit Entire Response</p> <p>Submit Entire Response</p> <p>to submit your updated response for review & approval.</p>	<p>The screenshot displays the Ariba Sourcing interface. At the top, it says 'Ariba Sourcing' and provides a link to 'Go back to Merck - TEST Dashboard'. Below this is a 'Console' section with a left-hand navigation menu. Under 'Event Contents', the 'All Content' option is selected. The main area shows a list of content items, with '6.9.2 Tax ID' visible. A 'Submit Entire Response' button is highlighted with a red box, and a callout bubble with the number '22' points to it.</p>

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<p>23. Click </p>																					
	 <table border="1" data-bbox="678 952 1347 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>23-985071</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	23-985071		USA, Unique Form Identifier	Organization			USA, GIN Number	Organization		
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