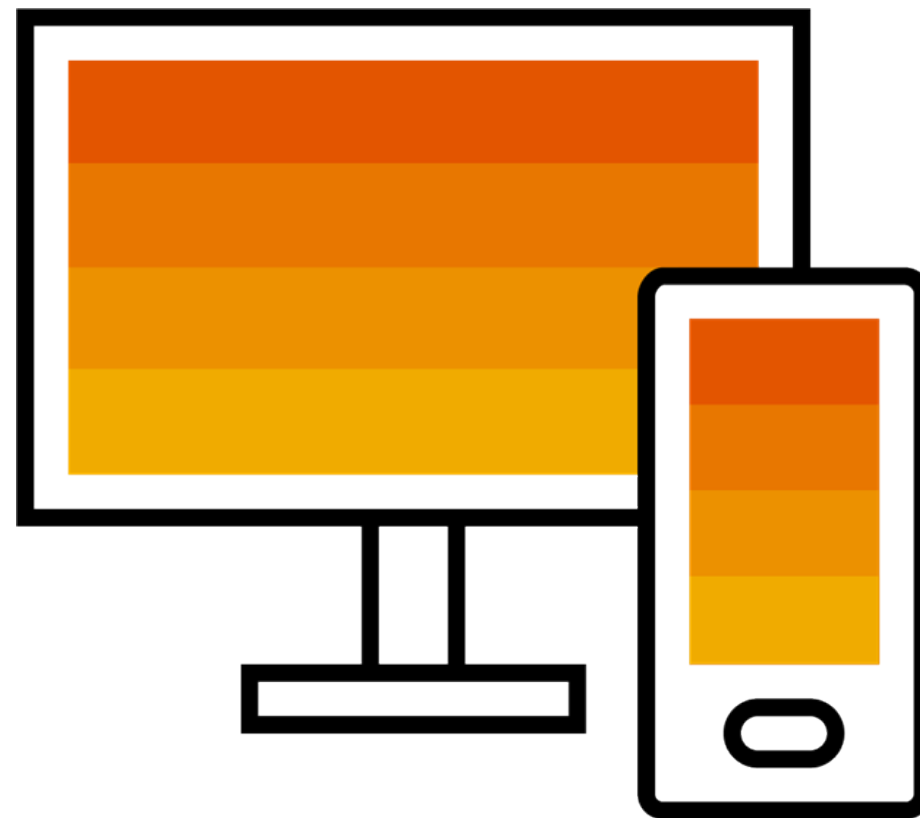




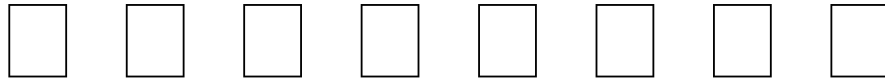
# MSD 快速參考指南

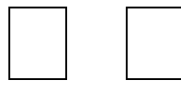
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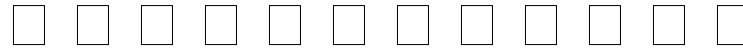














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 (TRR)

  
  
 ANID   
  
  
 Ariba Network   
 /   
  
  


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



## 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](#).

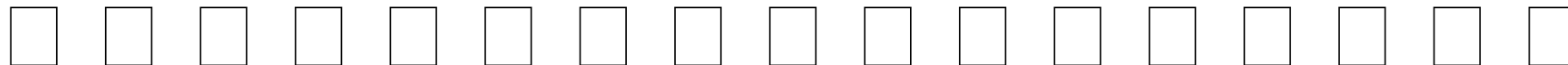
Sincerely,  
**The Ariba Network Team**  
<https://seller.ariba.com>



# TRR

- **Click here to proceed**
- **[user initials]**  
  - **Settings**
  - **Customer Relationships**
  - **Approve**

- **Ariba**



### 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 [Redacted]

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.

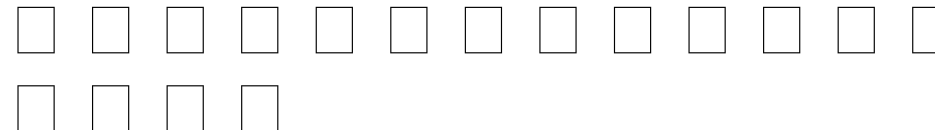
Sincerely,  
**The Ariba Network Team**

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

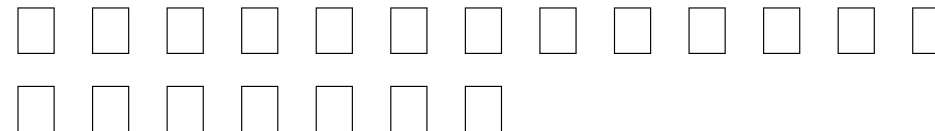
- [Redacted]



- [Redacted] **Ariba Network**



- [Redacted]





AN [ ] [ ] [ ] [ ] [ ] [ ]

Document Transfer from Private Supplier Account Completed

network\_accounts@ariba.com <ordersender-prod@ansmtp.ariba.com>  
To: Denise Howard

Reply Reply All Forward Thu 4/1/2021 12:40 PM

Dear Ariba Network Customer,

This email confirms that the related documents and customer relationship for account [REDACTED] have been transferred to your Ariba Network account.

As part of the transfer, you have accepted MSD as a customer on Ariba Network. You can now transact business with and publish private catalogs to this buying organization through your Ariba Network account (ANID: AN01S82350825).

To view information about this customer:

1. Log in to your account at: <https://service.ariba.com/Supplier.aw?anp=Ariba>.
2. In the top right corner, click your company name to expand the Administration Navigator.
3. Click Customer Relationships.
4. Click the customer's name in the Current list.

Thank you for using Ariba Network.

Sincerely,  
The Ariba Team  
<https://www.ariba.com>

- [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] Ariba  
Network [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  
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□ ANID □ □ □ 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.

Rightclick or tap and hold here t...

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>

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□ □ MSD □ □ □ □ □ □ □ □ □ □  
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# TRR

- 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.

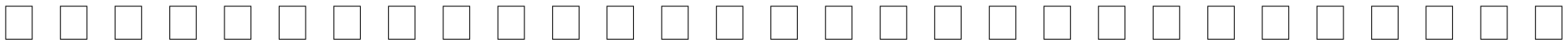
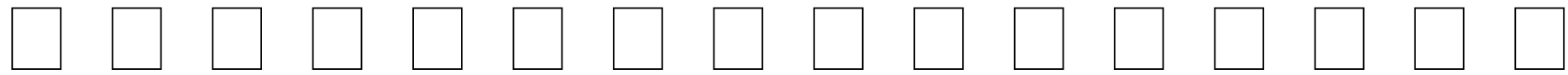
The screenshot shows the 'Account Settings' interface with the 'Customer Relationships' tab selected. It features three sub-tabs: 'Current Relationships', 'Potential Relationships', and 'Account Hierarchy'. Under 'Current Relationships', there are radio buttons for 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. An 'Update' button is highlighted with a yellow circle containing the number '2'. Below this are three sections: 'Pending' (with 'Approve' and 'Reject' buttons, the latter highlighted with a yellow circle containing '3'), 'Current' (with a 'Reject' button), and 'Rejected'.

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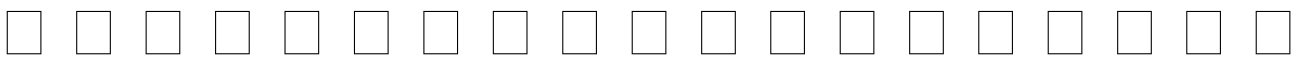
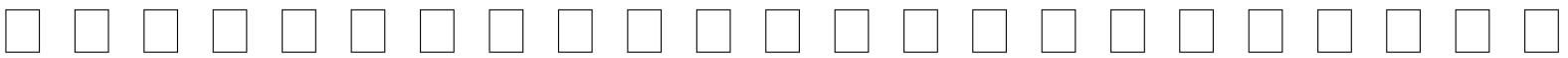
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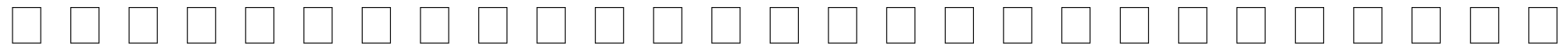
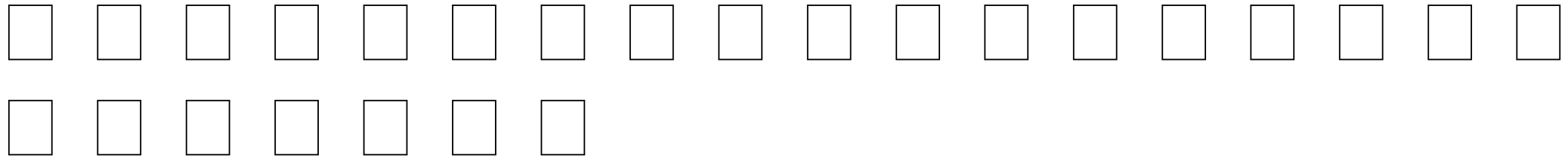


## Process Order

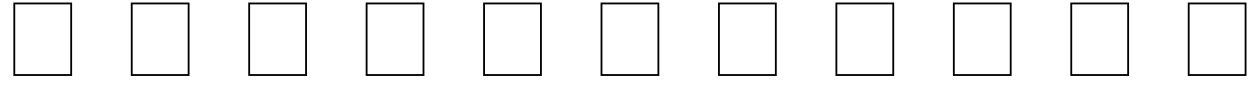


- [Ariba Network](#)
- **More**
- **Purchase Orders**
- **Action** **Select** > **Send me a copy to take action**
- **My Account**
- **Last 14 days** 14

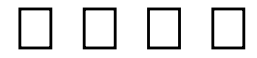




- [Ariba Network](#)
- **More**
- **Orders to Invoice**
- **Action** **Select**  
 > **Send me a copy to take action**



- 



-



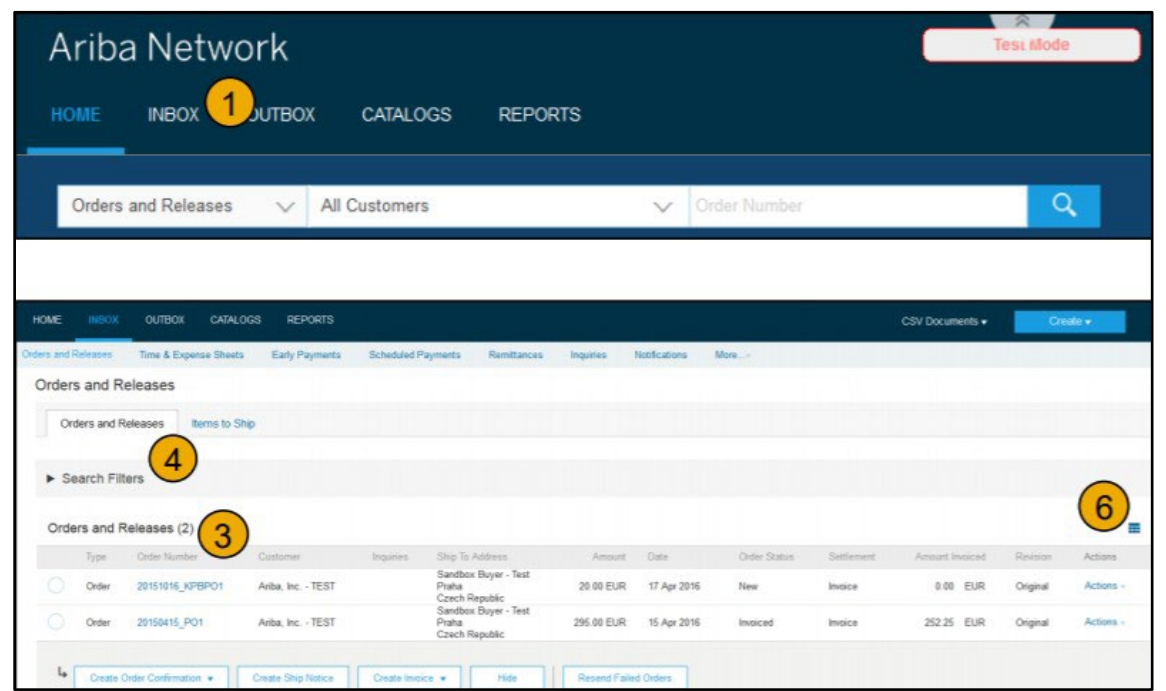
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2. □ □ □ □ MSD □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

3. □

4. □



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5. □ □ □ Search Filters □

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ Search □ □ □ □ □

6. □ □ Table Options □

□ □ □ □

▼ 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 ▾

Show / Hide Columns 6

- Type
- Order Number
- Ver
- Customer





# PO Flip

PO-Flip Ariba Network

1. Ariba Network Create PO Invoice PO
2. PO PO
3. Create Invoice Standard Invoice
4. PO Review Submit MSD

