

# SLP — 通过 Ariba Network 更新注册问卷



## 目的:

此信息的目的是指导供应商如何通过 **Ariba Network** 自行管理其 **MSD** 供应商注册问卷的更新事项。

## 触发因素:

供应商确定需要更改其在供应商注册问卷中提供的信息，例如银行帐户详细信息、**PO** 通讯邮件、地址。

## 实用提示:

供应商必须登录 **Ariba Network** 进入注册问卷进行更新。必须使用首次回答问卷时使用的同一凭证进行登录。

可以通过原始邀请电子邮件中的链接登录 **Ariba Network**，或者直接在浏览器中导航到 **supplier.ariba.com**，然后使用凭证登录。

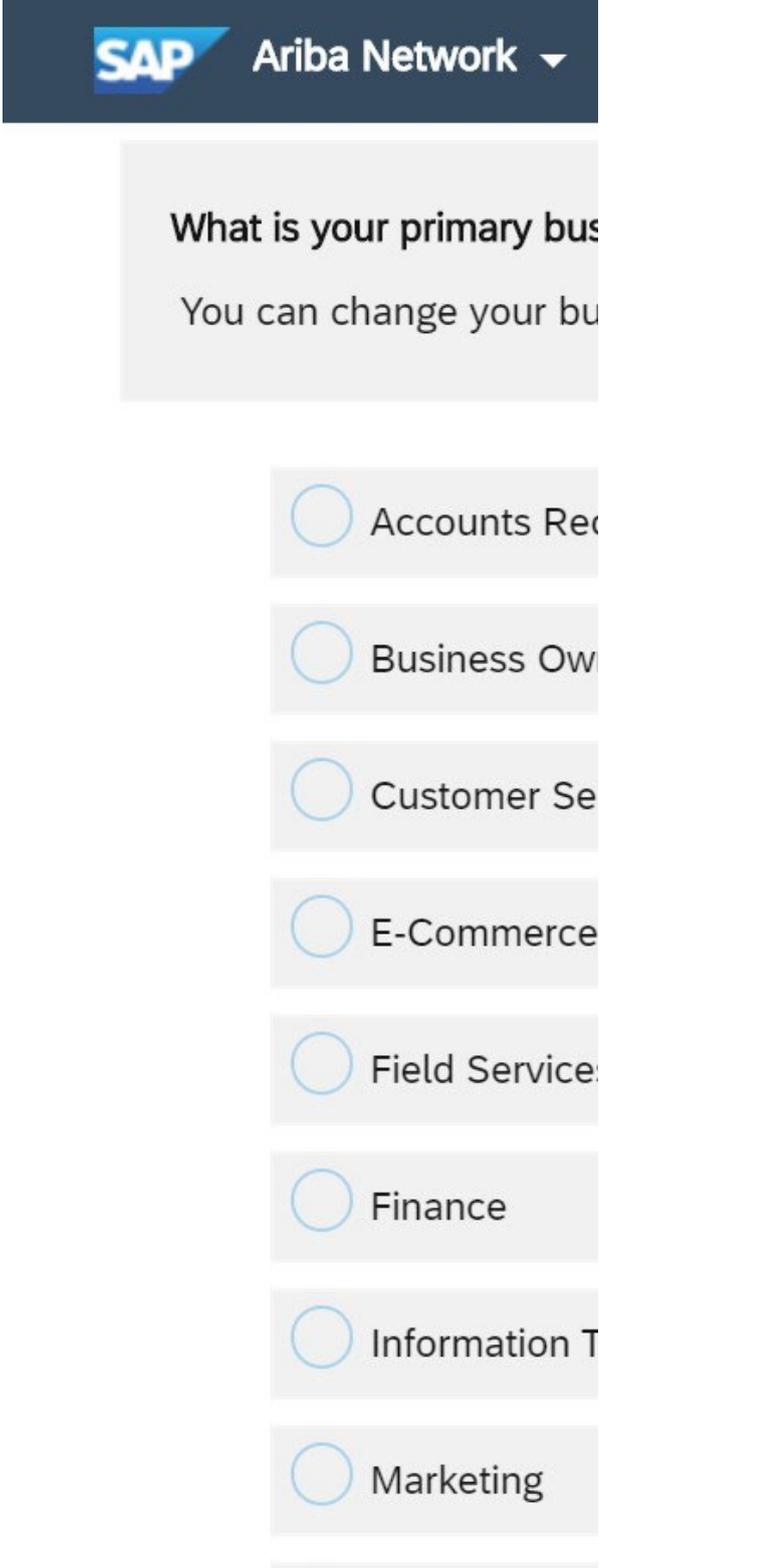
注册问卷位于供应商的 **Ariba Network** 帐户中的 **Proposals & Questionnaires**（提案和问卷）选项卡下。

说明	屏幕截图
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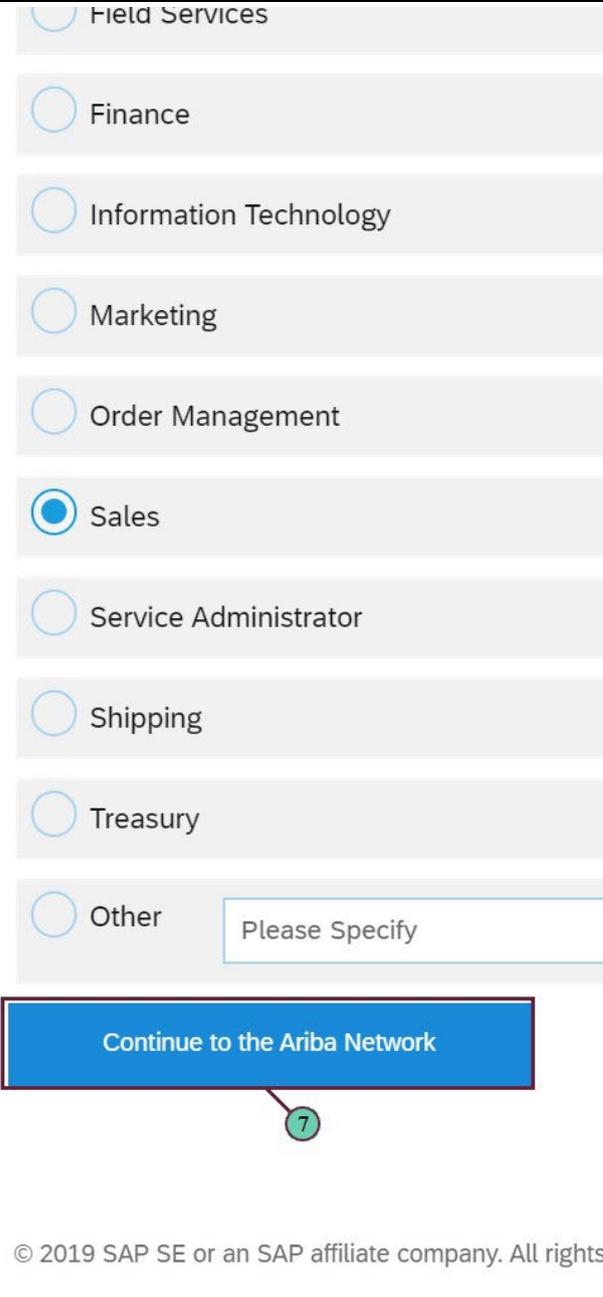


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<p>1. 在浏览器中通过以下网址导航到 Ariba Network: <b>supplier.ariba.com</b>。您也可通过原始邀请电子邮件中的链接进入 Ariba Network 登录界面。提供您的用户名。</p> <p>2. 在<b>供应商登录框</b>中输入您的<b>用户名</b>。在您首次注册 Ariba Network 后，您将收到一封来自 Ariba 的电子邮件，主题为“欢迎使用 Ariba Commerce Cloud”。此电子邮件中包含了您的用户名和 ANID。</p> <p>3. 在<b>供应商登录框</b>中输入您的 <b>User Name</b>（用户名）。</p> <p>4. 单击 <b>Password</b>（密码）并输入您的密码。如果您忘记了密码，单击 <b>Having trouble logging in?（登录时遇到问题？）</b> 按钮寻回您的凭证。</p> <p>5. 单击 <b>Login</b>（登录）登录您的 Ariba Network 帐户。</p>	

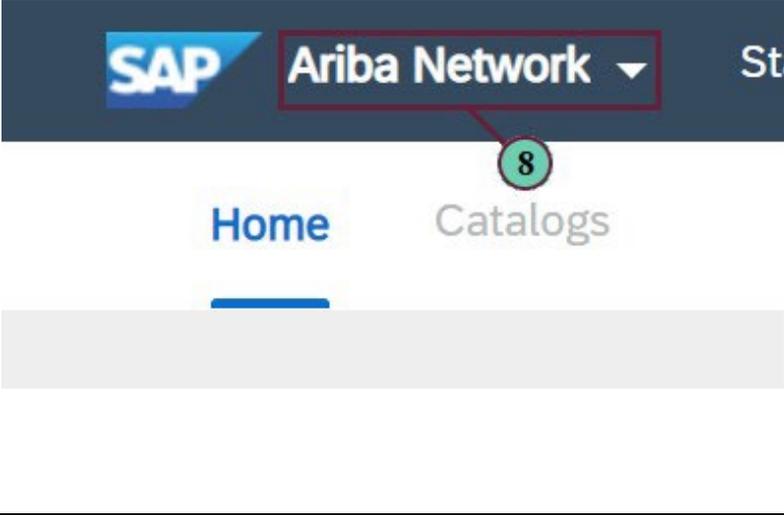


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<p>6. 如果这是您在初始设置后第一次登录您的 Ariba Network 帐户，系统可能会要求您提供一些其他信息，比如您在您公司里的职位。从选项列表中选择您的业务角色。</p>	



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<p>7. 单击 <b>Continue to the Ariba Network</b>（继续登录 Ariba Network）。</p>	

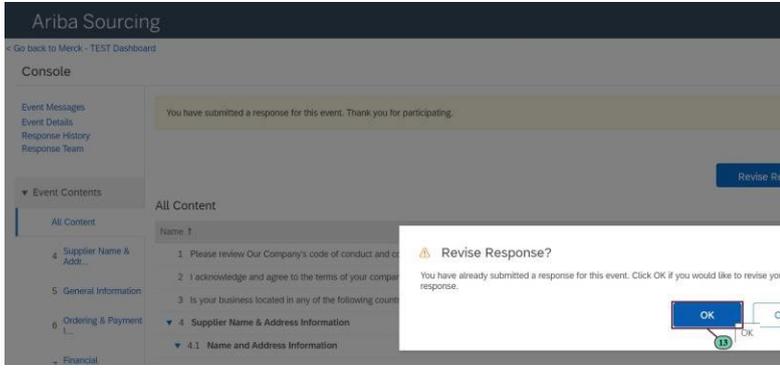
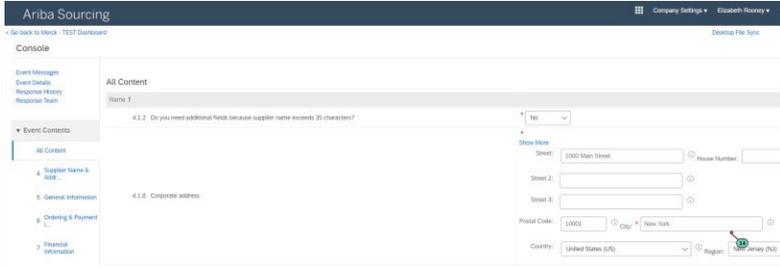
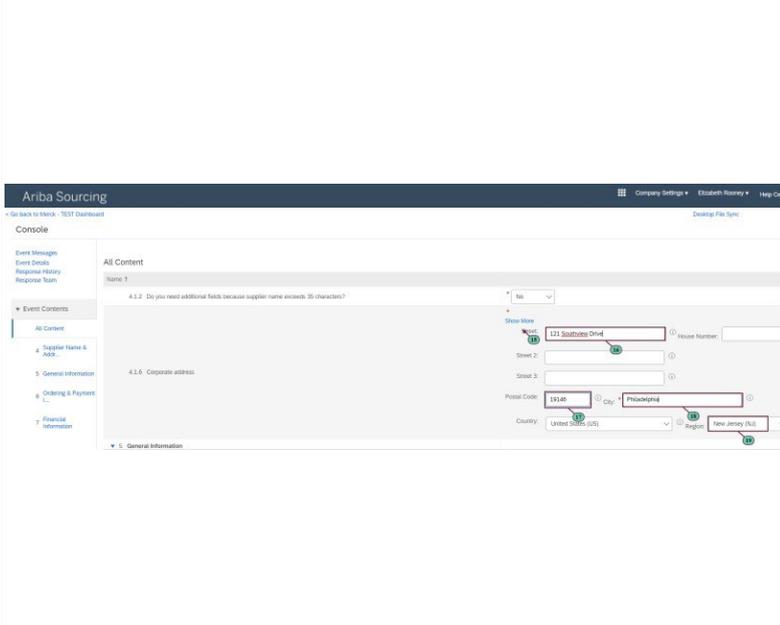


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<p>8. 登录后，您可能会进入默认的 Ariba Network 订单、发票和付款总视图。 注册问卷与其他供应商管理问卷及寻源活动均位于 Ariba Network 的 Proposals &amp; Questionnaires（提案和问卷）选项卡下。在屏幕的左上方，单击 <b>Ariba Network</b> 按钮打开下拉列表。</p>	
<p>9. 单击 <b>Ariba Proposals &amp; Questionnaires</b>（Ariba 提案和问卷）选择该条目。</p> <p>Ariba Proposals &amp; Questionnaires</p>	



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<p>10. 向下滚动 <b>Proposals &amp; Questionnaires</b>（提案和问卷）选项卡，找到 <b>Registration Questionnaire</b>（注册问卷）。</p>	
<p>11. 单击 <b>Supplier Registration Questionnaire</b>（供应商注册问卷）打开问卷。注意问卷的当前状态应为已注册。这意味着您的初始回答已获批准，因此您在 MSD 已是已注册状态。</p>	
<p>12. 单击 <b>Revise Response</b>（修改回答）</p> <p><b>Revise Response</b> 以提交更改或更新首次在注册问卷中所提供的信息。</p>	



说明	屏幕截图
<p>13. 单击  确认您想修改回答，并打开问卷进行编辑。</p>	
<p>14. 导览到您想要编辑的问卷部分。</p>	
<p>15. 如果您的地址需要更新，请在地址字段编辑您的最新地址。</p> <p>16. 提供最新街道名。</p> <p>17. 提供最新邮政编码。</p> <p>18. 提供最新城市名。</p> <p>19. 选择 <b>Region</b>（地区）下拉菜单。</p>	

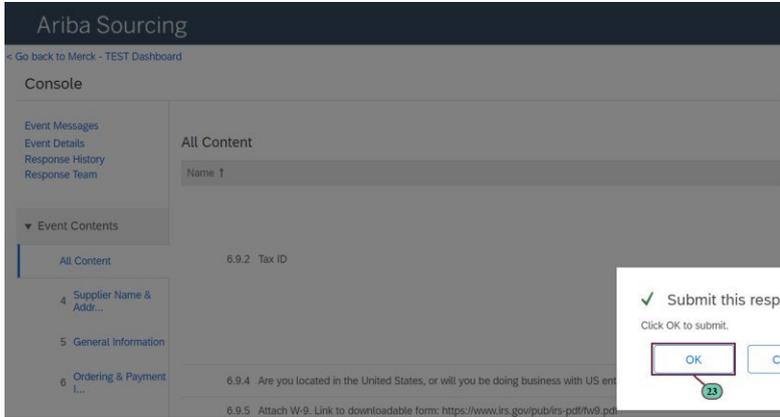
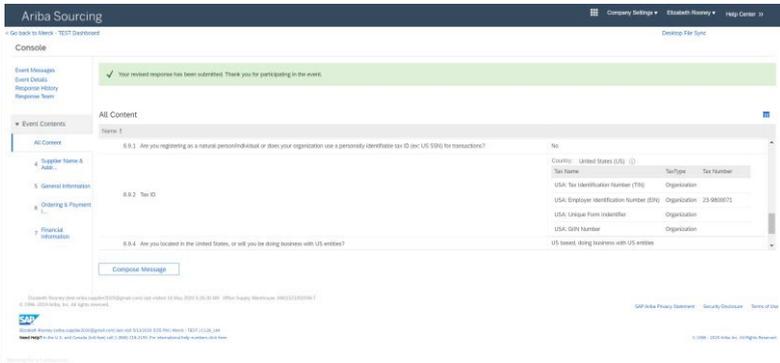


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	<p>The screenshot shows the 'General Information' section of the Ariba Sourcing registration form. The 'Region' dropdown is set to 'New Jersey (NJ)'. The 'Country' dropdown is set to 'United States (US)'. The 'City' dropdown is set to 'Philadelphia'. The 'Postal Code' field contains '19145'. The 'Street' field contains '123 Southview Drive'. The 'House Number' field is empty. The '4.1.0 Corporate address' field is empty. The '4.1.2 Do you need additional fields because supplier name exceeds 35 characters?' dropdown is set to 'No'. The 'Submit Entire Response' button is highlighted in blue.</p>
<p>20. 提供最新地区。</p>	<p>The screenshot shows the 'General Information' section of the Ariba Sourcing registration form. The 'Region' dropdown is set to 'Pennsylvania (PA)'. The 'Country' dropdown is set to 'United States (US)'. The 'City' dropdown is set to 'Philadelphia'. The 'Postal Code' field contains '19145'. The 'Street' field contains '123 Southview Drive'. The 'House Number' field is empty. The '4.1.0 Corporate address' field is empty. The '4.1.2 Do you need additional fields because supplier name exceeds 35 characters?' dropdown is set to 'No'. The 'Submit Entire Response' button is highlighted in blue.</p>
<p>21. 检查表格，确定是否需要更新其他信息。</p>	<p>The screenshot shows the 'Tax Information' section of the Ariba Sourcing registration form. The '6.9 Tax Information' section is expanded. The '6.9.1 Are you registering as a natural person/individual or does your organization use a personally identifiable tax ID (ex: US SSN) for transactions?' dropdown is set to 'No'. The 'Country' dropdown is set to 'United States (US)'. The 'Tax Name' field contains 'USA: Tax Ident'. The '6.9.2 Tax ID' field is empty. The 'Submit Entire Response' button is highlighted in blue.</p>



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<p>22. 单击 <b>Submit Entire Response</b> (提交全部回答),</p> <p><b>Submit Entire Response</b></p> <p>提交您已更新的答案, 以供审批。</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' item is selected. The main area shows a list of content items, with '6.9.2 Tax ID' visible. At the bottom of the page, a blue button labeled 'Submit Entire Response' is highlighted with a red box, and a callout bubble with the number '22' points to it. The footer of the page indicates the user 'Elizabeth Rooney' last visited on 14 May 2020 at 5:26:30.</p>



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	 <table border="1" data-bbox="790 952 1189 1075"> <thead> <tr> <th>Country</th> <th>United States (US)</th> <th>TaxType</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>23-9800071</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)	TaxType	Tax Number	USA: Tax Identification Number (TIN)	Organization			USA: Employer Identification Number (EIN)	Organization	23-9800071		USA: Unique Form Identifier	Organization			USA: GIN Number	Organization		
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