

## Registering with MSD as a Brand-New Supplier

- 1) You will first receive an email titled: “Action Required: You have been invited to register to become a supplier to MSD”. Please check your spam folder if you cannot find it.
- 2) Once you have clicked on the link in the email, you will log in to your Ariba Network account if you already have one, but please ensure that this is the account you want to use to transact with MSD. If you are not an Ariba Network user or want to use a separate Ariba account to use with MSD, create an account. **There is no cost to register or transact with MSD via this platform.**
- 3) You will now be able to complete the registration questionnaire we have sent you and **submit** it for review. If there are any issues detected after submission, our Supplier Onboarding and Administration (SOA) team will reach out and assist you.

**For a more detailed step-by-step guide, use the attached:**

**Guide for Completing Registration Questionnaire:**

**[English](#) [Dutch](#) [French](#) [German](#) [Spanish](#) [Portuguese](#) [Japanese](#) [Italian](#) [Korean](#) [Chinese \(Simplified\)](#) [Chinese\(TW\)](#) [Bahasa Indonesia](#)**

- 4) Once this is approved, you have completed the first registration and can now manage your company information directly in the SLP module of SAP Ariba.
- 5) A second part of the registration process is acceptance of the Trading Relationship Request (TRR). This will allow MSD to transact with you over the Ariba Network. The benefits to you will be full visibility into your invoice status, easier payments, and avoidance of lost invoices.
- 6) It is possible that the email requiring your acceptance of the TRR comes attached in our first purchase order to you, or it may be sent as a separate email. In this email, click the link under “Action Required” and log in to your Ariba account. **\*Caution: If you have multiple Ariba accounts, please ensure that you are logging into the Ariba account you would like to use with MSD when you accept this TRR.**

**For a more detailed step-by-step guide, use the attached:**

**How to Accept a TRR - A Step-by-Step Guide:**

[English](#) - [French](#) - [German](#) - [Spanish](#) - [Portuguese](#) - [Japanese](#) - [Italian](#) - [Korean](#) - [Chinese \(Simplified\)](#) - [Chinese\(TW\)](#) - [Bahasa Indonesia](#) - [Dutch](#)

- 7) Once you have submitted your acceptance of the TRR, you can now transact with MSD over the Ariba Network, and still directly manage your data in the SLP module of SAP Ariba.