SAP Ariba ⋀⋀

Logging into the Ariba Network to complete the Supplier Registration Questionnaire

THE BEST RUN **SAP**

MSD Supplier Registration Invite email

You will receive an **invitation by email** to register with MSD.

Click on the "**Click Here**" link to register. Note the registration link will expire in 30 days.

Action Required: You have been invited to register to become a supplier to MSD

KF kian fong Lim <s4system-prod+merck2-T.Doc3963579101@ansmtp.ariba.com>
To

✚ MSD

Dear Supplier,

kian fong Lim has invited you to register to become a supplier to MSD. If you are new to the Ariba Network, Click Here to start by creating a free-of-charge account.

MSD uses the Ariba Network to manage its sourcing, procurement and purchasing processes, and as a portal to communicate with suppliers. Registering for the Ariba Network will enable simple communication and inclusion in these processes.

Once you have logged into the Ariba Network, please access and complete the MSD Supplier Registration Questionnaire. It is critical you correctly complete this Questionnaire in order to be setup to do business with MSD.

Supplier Registration

You will be directed to the **Welcome page – Ariba Proposals & Questionnaires** with two ways to proceed:

Scenario A: Click **Sign up**, if you don't have an Ariba Network Account

Scenario B: Click **Log In**, if you already have an Ariba Network Account

Notice the Quick Start Guide, FAQs, and other Help information available to you directly in the AN portal.

Scenario A: Supplier Registration - Sign Up

To create a new account, fill in all required fields and click "Create account and continue".

Scenario A: **Supplier Registration - Sign Up** (Including Duplicate Account Check)

The Ariba Network might notice that **your company already has an account** on the Ariba Network. **If potential duplicates are flagged**, they should be reviewed. Many suppliers choose to manage all of their Ariba activities with all of their suppliers under one AN account. Some suppliers choose to manage in a more decentralized way. After reviewing the potential duplicate accounts, you can choose to:

A: Continue to Account Creation, or
B: Go back to the previous page to choose to Login with your existing credentials for an existing account

If you think one of the flagged accounts looks like it does belong to your company, but you do not have login credentials for this account, get in touch with your Ariba Account Administrator and ask them to set you up with access to Proposals & Questionnaires.

Scenario A: Supplier Registration - Email Confirmation

IMPORTANT: Upon clicking "Create account and continue" you will receive the below auto-email confirming a new account created on the Ariba Commerce Cloud for your supplier organization.

This confirmation does not indicate completion nor approval of your Supplier Registration Questionnaire for MSD.

!
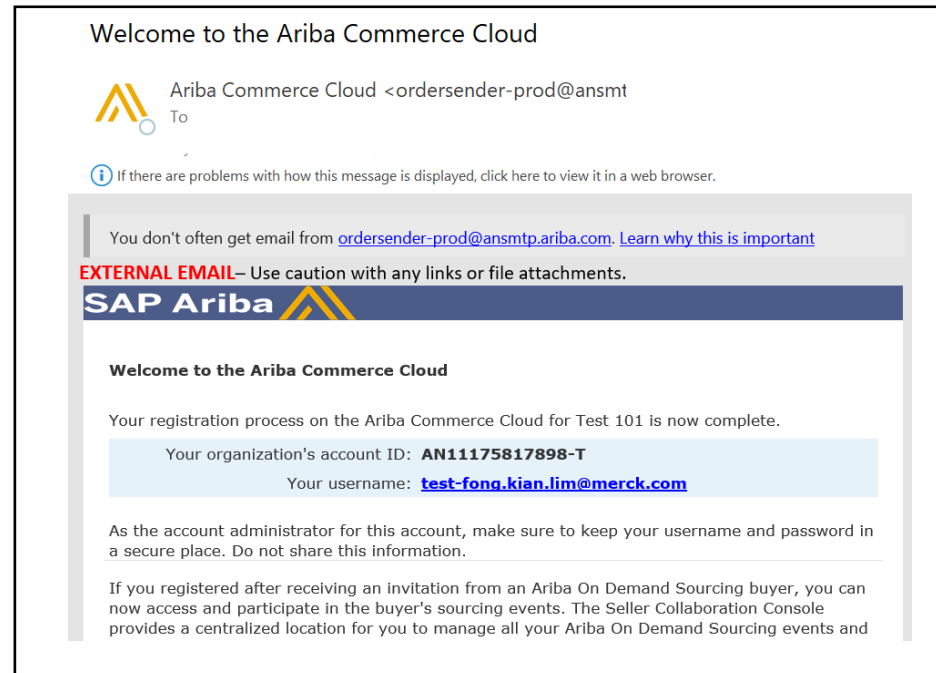
Scenario B: Log In to an Existing Account

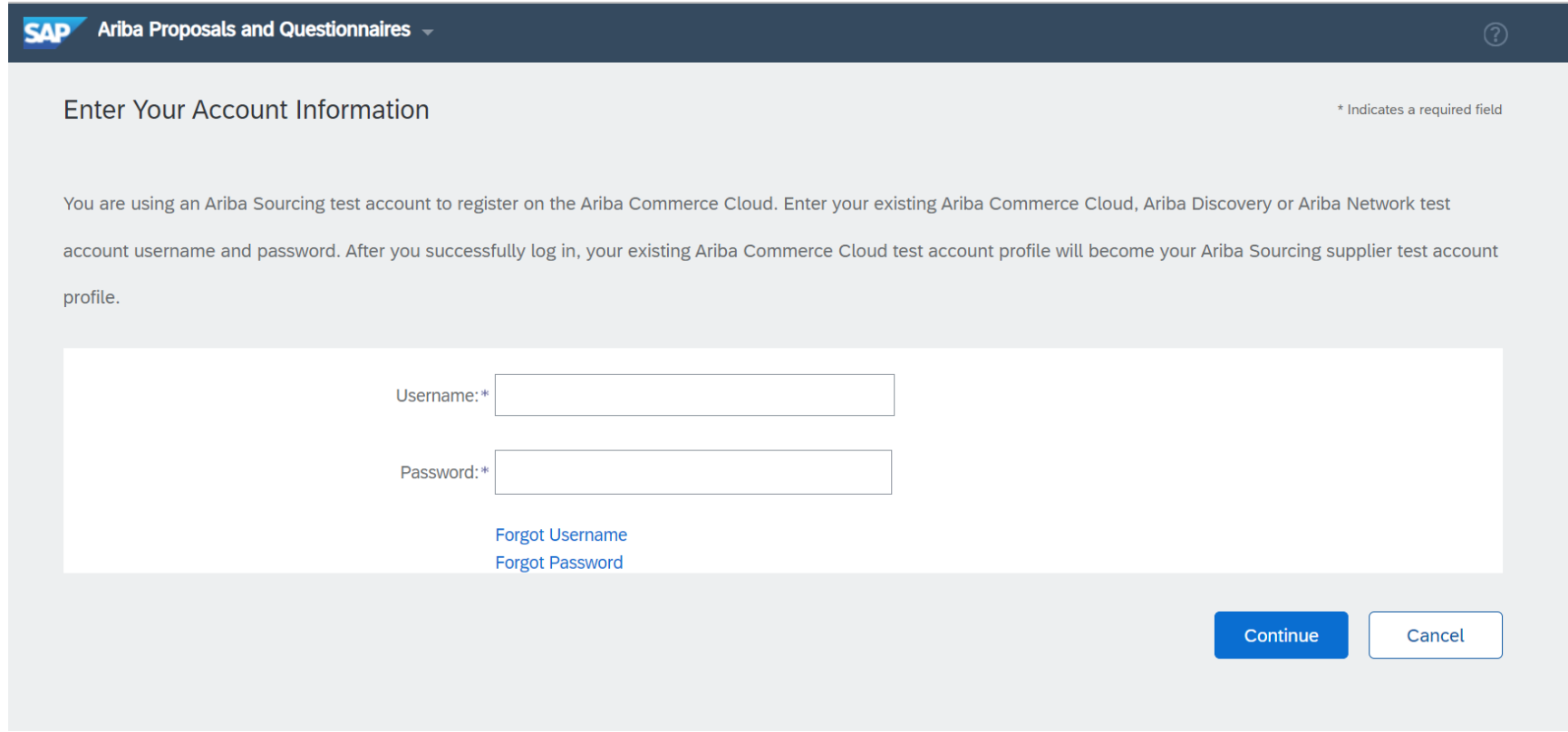If you have an account, log in with your existing account credentials.

Supplier Registration – MSD Registration Questionnaire

Fill in all required fields marked with an asterisk to complete the MSD Registration Questionnaire.

Supplier Registration – MSD Registration Questionnaire

Once all questions have been answered, click the Submit button

Supplier Registration – MSD Registration Questionnaire

Your response has been successfully submitted!

The status of questionnaire is changed to "Pending Approval" while the questionnaire is routed for approvals. At this stage, you no longer can amend your response or revisit the draft, however you can contact us on the email with registration link. After it is approved, the registration will open again, to allow for updates.

Supplier Registration – MSD Registration Questionnaire

Upon response submission, you will receive an auto-email informing the request is sent for MSD approval.

➢ **Next step:** MSD to review the registration information.

➢ Once your registration is approved, you will receive a confirmation of approval.

This confirmation indicates completion and submission of your supplier registration questionnaire for MSD. The approval email indicates that MSD approved the information provided on the registration questionnaire.
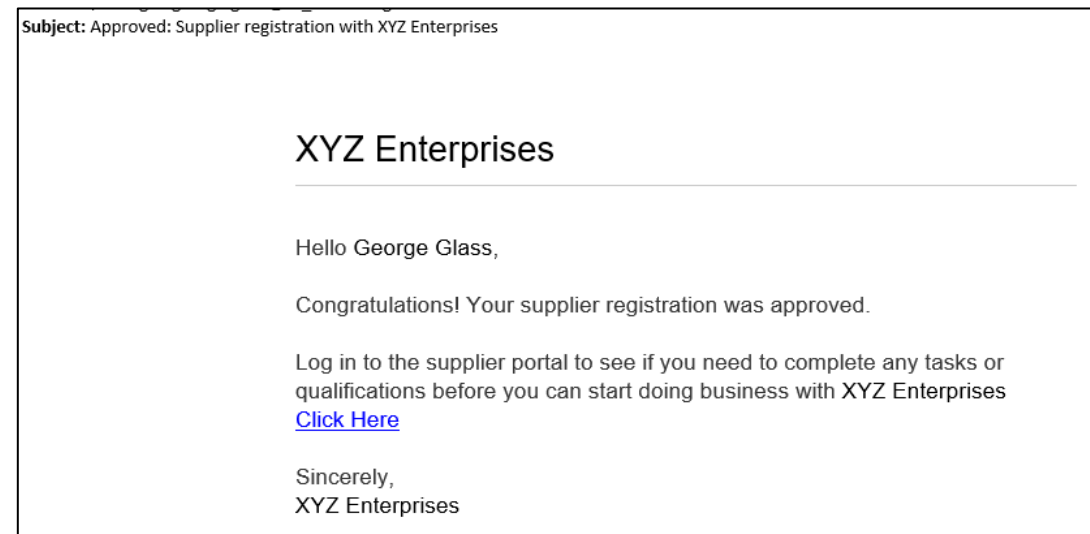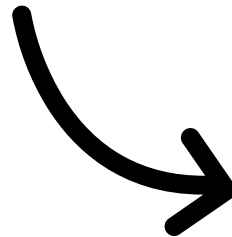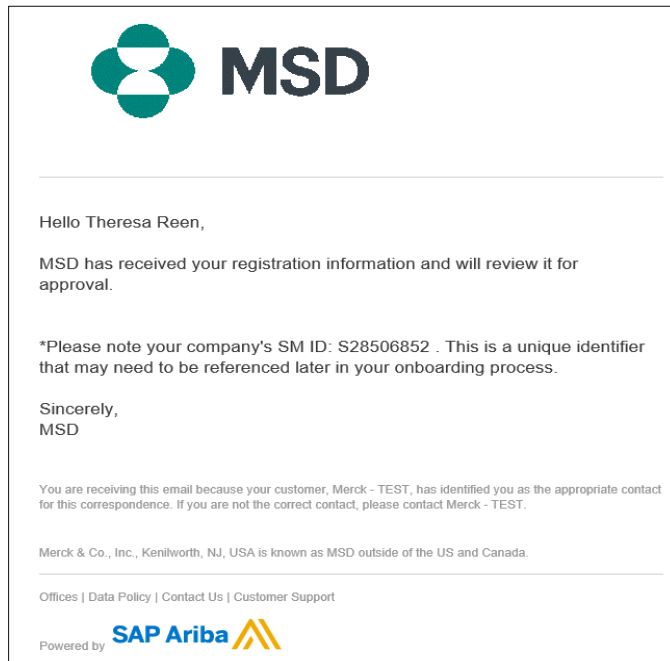
Self-Managing Supplier Details
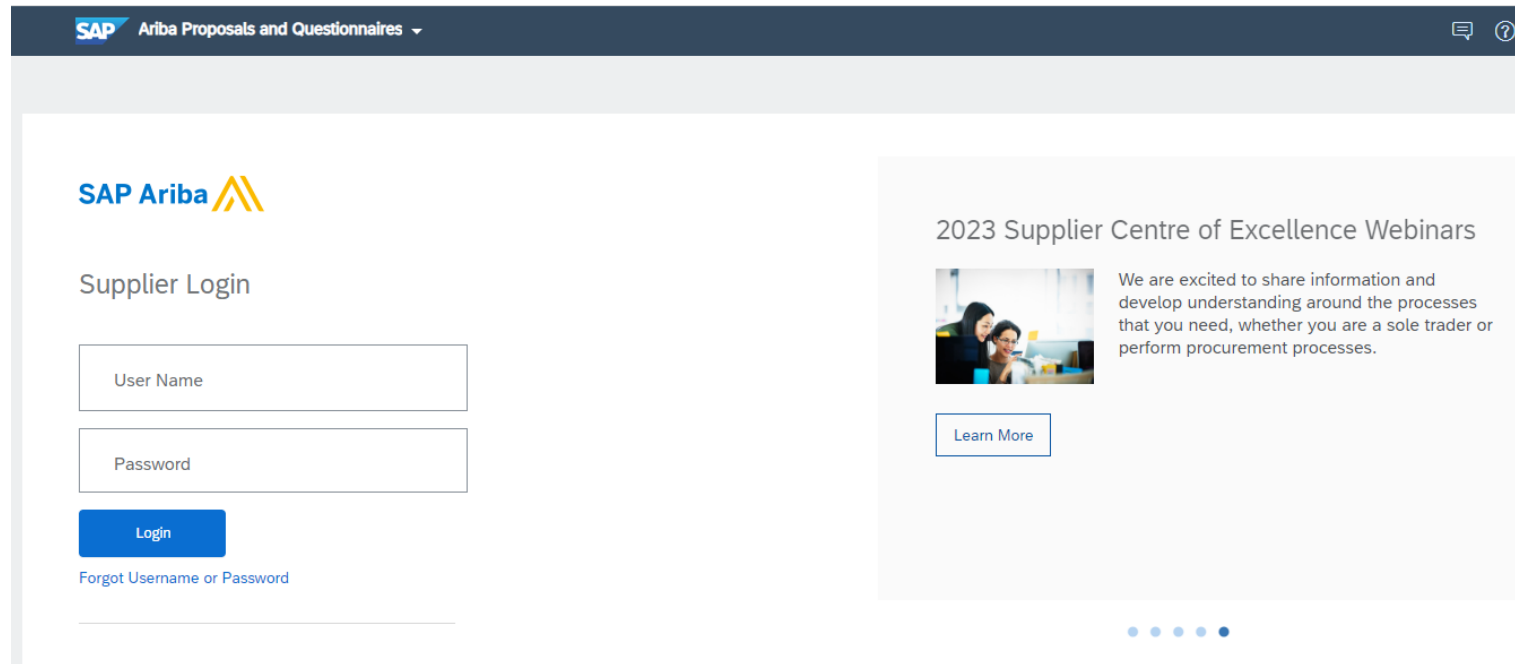
- One of the benefits of using Ariba for supplier management is that it allows suppliers to self-maintain their data.

- After the supplier registration questionnaire is approved by MSD, it will reopen to allow for updates. If at any time your company's information changes, you should log into Ariba and update the registration questionnaire to reflect the change.

self service

Logging back into the Ariba Network

Please note that once you've successfully registered through the invitation email, the invitation link can be reused to redirect you to the Ariba login screen.

You can also navigate directly to http://proposals.seller.ariba.com to login. We recommend bookmarking this page to easily access the Ariba Network moving forward.

AP SE or an SAP affiliate company. All rights reserved. | INTERNAL   13

Updating the Registration Questionnaire

Once logged into your Ariba Network account, ensure you are on the "Questionnaires & Proposals" tab and under the correct customer tab.

SAP Ariba Proposals & Questionnaires ▾

Navigate to the Registration Questionnaires section. You will see the registration questionnaire. Notice the status of the questionnaire. If it is in a "Registered" status, you will be able to update it. If in a different status than Registered, you will not be able to make an update. Click on the questionnaire to open it.

Registration Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier registration questionnaire	Doc1900396153	4/3/2021 10:29 AM	Building and Construction... View more	ALL ALL	Registered

Once you open the questionnaire, you will see that you've already submitted a response, but you have an opportunity to Revise Response. Confirm you would like to revise your response, then, the questionnaire will be open for editing.

You have submitted a response for this event. Thank you for participating.
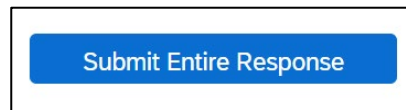
Revise Response ⓘ

⚠ Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK   Cancel

After you've made the necessary updates, click "Submit Entire Response". The updates will route to MSD for approval.

Submit Entire Response

Additional Resources

Useful Links

- **Ariba Help Center** - https://connect.ariba.com/anfaq.htm
- **Ariba Supplier Onboarding Page -** https://suppliers.msd.com/overview/onboarding-registered-supplier/

MSD   Supplier Onboarding   Sourcing   Contracting   Purchase Order   Invoices   Support Contact Details

Supplier Onboarding

MSD has deployed SAP Ariba's solutions to ensure a smooth procure-to-pay process, reduce errors and collaborate efficiently. MSD will send you purchase orders through Ariba Network (AN), and we will receive your respective electronic invoices through the same platform.

Depending on SAP Ariba Account that you will have, you will receive an email from ordersender-prod@ansmtp.ariba.com with instructions for joining the Ariba Network or you will receive an interactive PO with the same instructions. This will include a request for establishing a Trading Relationship Request (TRR) with MSD via the Ariba Network.

SAP Ariba

Thank you!

THE BEST RUN **SAP**