



SAP Ariba 

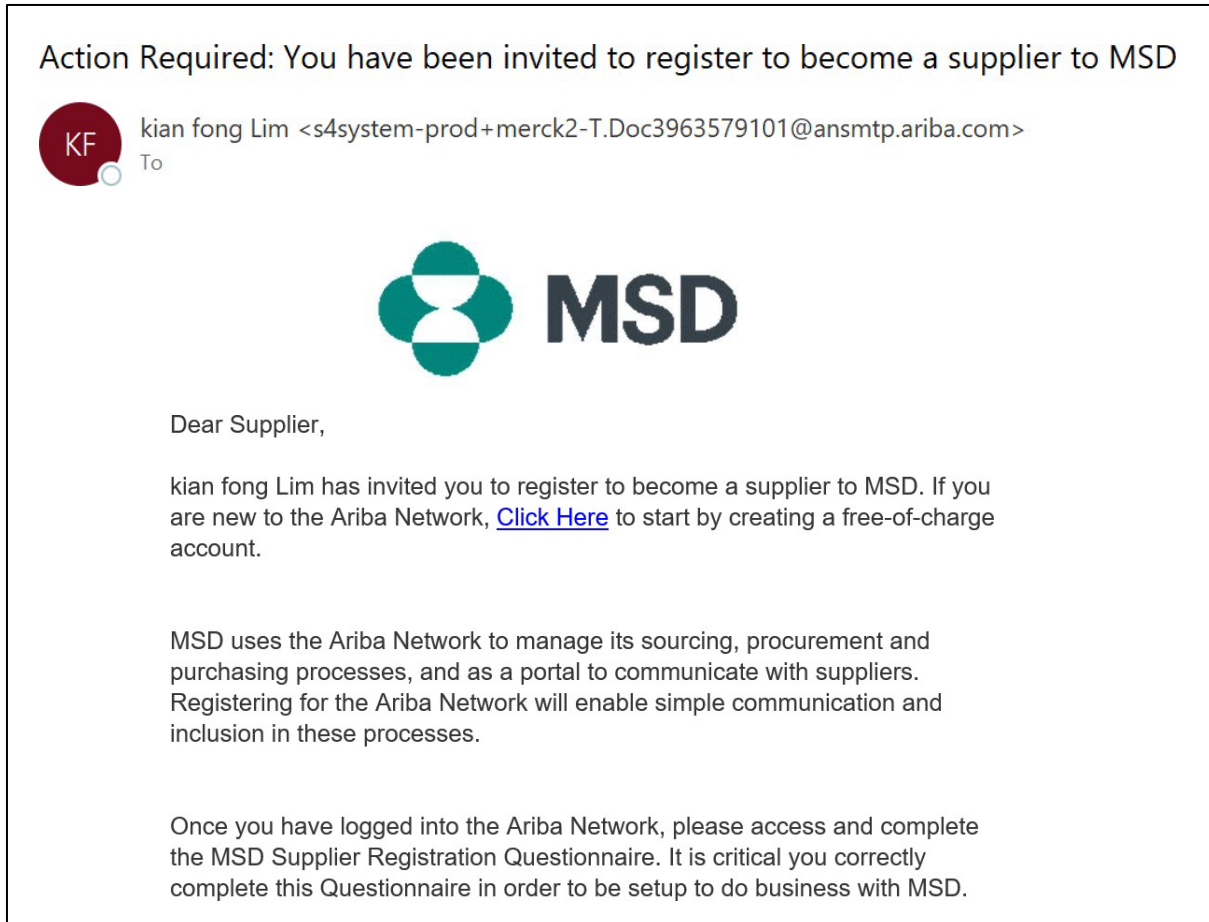
# 登入 Ariba Network 以完成供應商註冊問卷

THE BEST RUN 

# MSD 供應商註冊邀請電子郵件

您將收到向 MSD 註冊的邀請電子郵件。

按一下「**CLICK HERE**」（按一下這裡）連結以註冊。注意，註冊連結將在 30 天後過期。

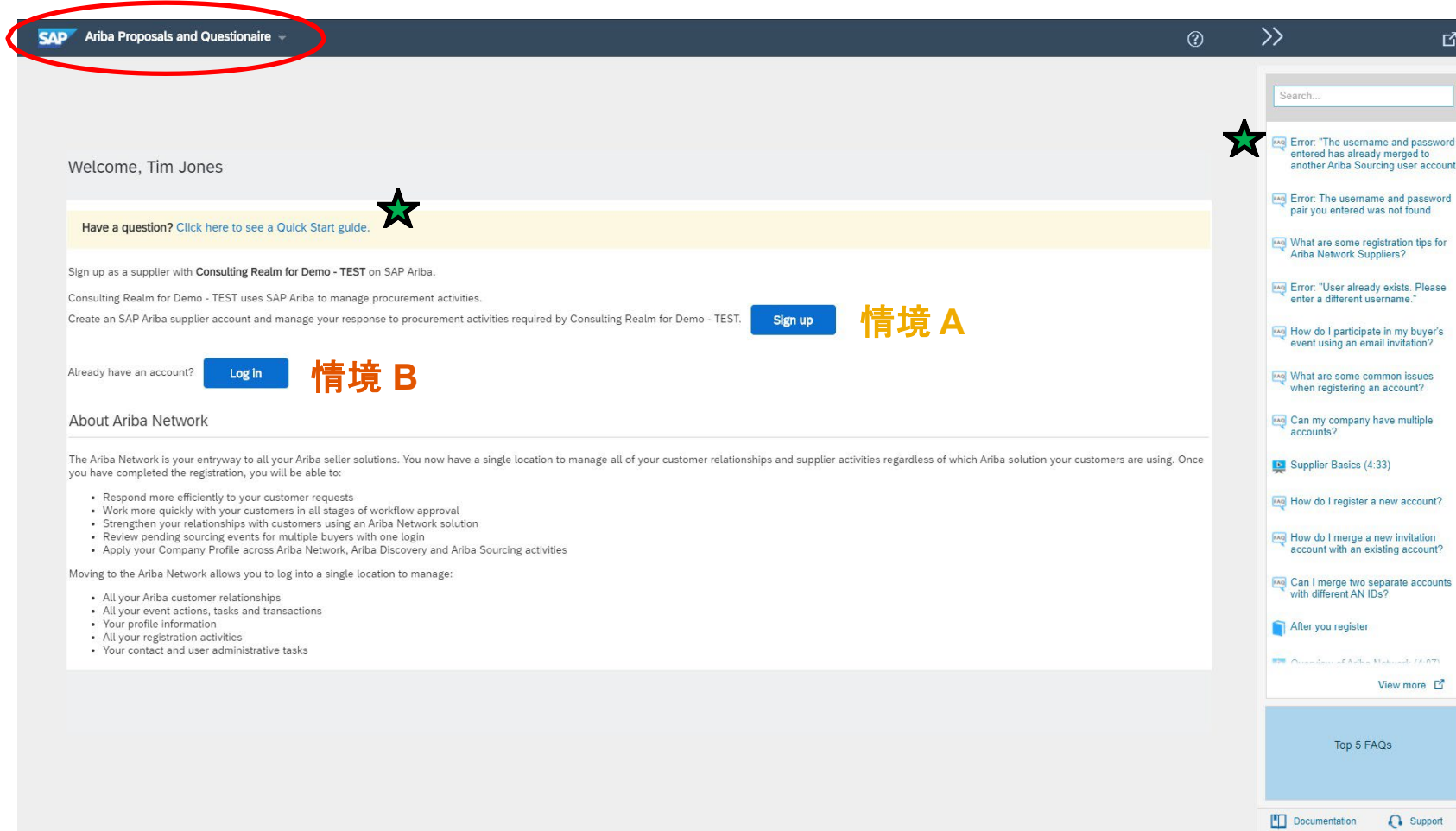


# 供應商註冊

您將被轉到歡迎頁面 — **Ariba Proposals & Questionnaires** (Ariba 建議書和問卷)，並可透過兩種方式繼續：

**情境 A**：如果您沒有 Ariba Network 帳戶，請按一下 **Sign up** (註冊)

**情境 B**：如果您已有 Ariba Network 帳戶，請按一下 **Log In** (登入)



★ 請注意 AN 入口網站中提供的快速入門指南、常見問題解答和其他幫助資訊，您可以直接查看。

## 情境 A：供應商註冊 — 註冊

要建立新帳戶，請填寫所有必填欄位，然後按一下「Create account and continue」（建立帳戶並繼續）。

**Create account**

First, create an SAP Ariba supplier account, then complete questionnaires required by Volvo Information Technology AB - TEST.

**Company information**

Company Name: \* ARIBA SUPPLIER TRAINING

Country: \* United States [USA]

Address: \* Line 1  
Line 2  
Line 3

City: \*

State: \* Alabama [US-AL]

Zip: \*

**User account information**

Name: \* Karina Nikolaeva

Email: \* karina.nikolaeva@sap.com

Username: \* test-karina.nikolaeva@sap.com

Password: \* Enter Password

Repeat Password

Language: \* English

Email orders to: \* karina.nikolaeva@sap.com

**SAP Ariba Privacy Statement**

**Tell us more about your business**

Product and Service Categories: \* Enter Product and Service Categories

Ship-to or Service Locations: \* Sweden

Tax ID: \* Optional

**Create account and continue** Cancel

## 情境 A：供應商註冊 — 註冊（含重複帳戶檢查）

Ariba Network 可能會提示在 Ariba Network 上貴公司已經擁有帳戶。如果標記了潛在重複帳戶，應對其進行審核。許多供應商選擇透過一個 AN 帳戶管理與其所有供應商的所有 Ariba 活動。一些供應商選擇以更加分散的方式進行管理。審核潛在重複帳戶後，您可以選擇：

A：繼續建立帳戶，或者

B：返回上一頁，選擇使用現有帳戶的現有憑據登入

如果您認為其中一個標記的帳戶看起來屬於貴公司，但您沒有此帳戶的登入憑據，請與您的 Ariba 帳戶管理員取得聯絡，要求他們為您設置建議書和問卷存取權限。

Information

\* Indicates a required field

Company Name: \* Ru

Country: \* Un

Address: \* 34

Lin

Line 3

City: \* Cape May

State: \* New Jersey [US-NJ] ▼

**Potential existing accounts**

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

[Review accounts](#)

SAP Ariba Proposals and Questionnaire

### Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

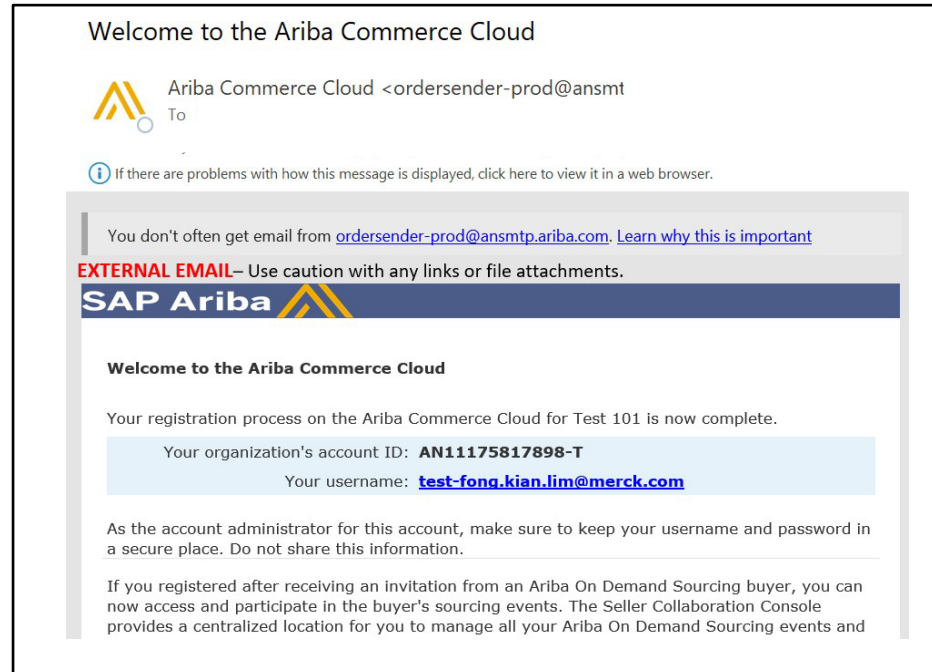
Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID
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## 情境 A：供應商註冊 — 電子郵件確認

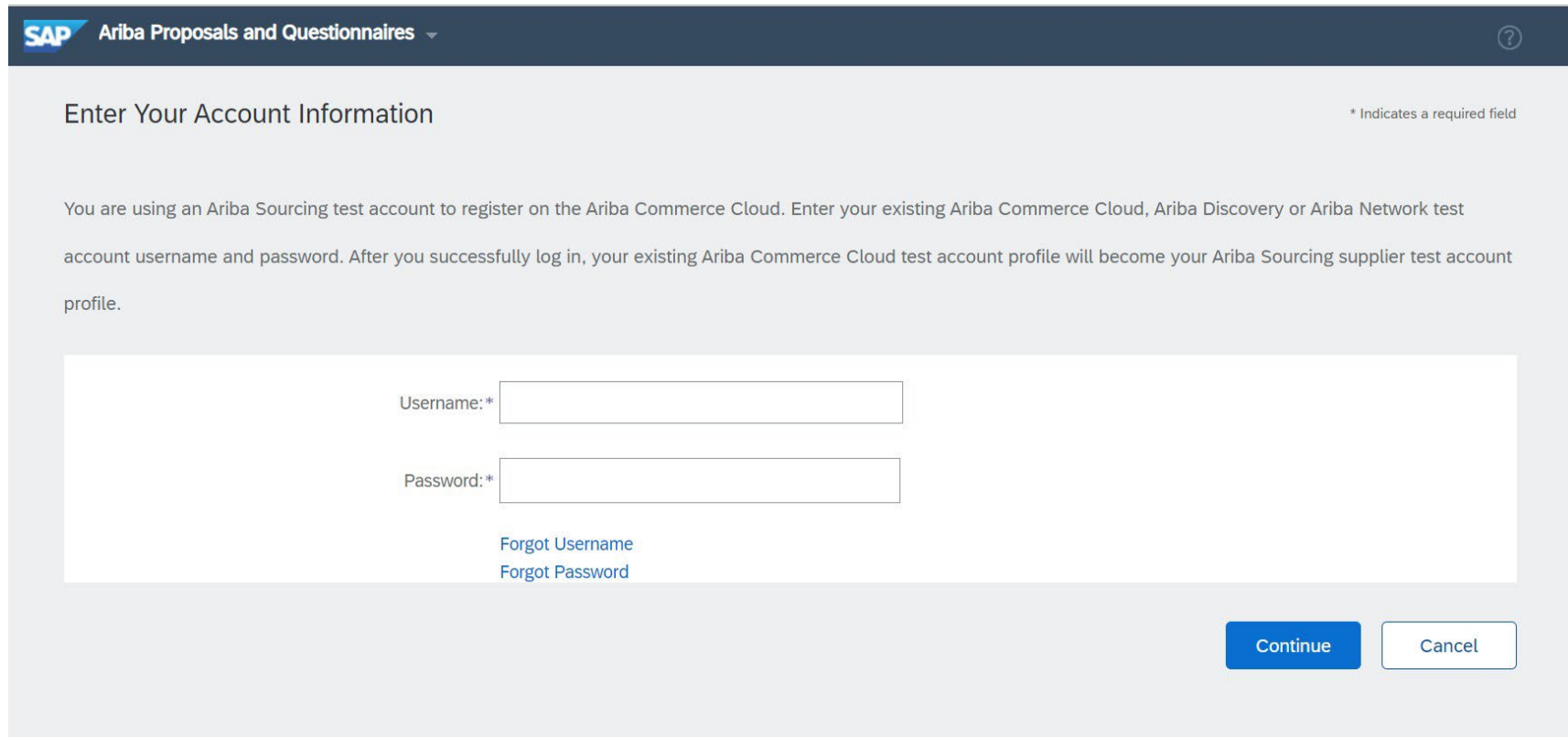
**重要提示：**按一下「Create account and continue」（建立帳戶並繼續）後，您將收到以下自動發送的電子郵件，確認已在 Ariba Commerce Cloud 上為您的供應商組織建立了一個新帳戶。

**此確認並不表示您的 MSD 供應商註冊問卷已完成或獲得批准。**



## 情境 B：登入現有帳戶

如果您擁有帳戶，請使用現有帳戶憑據登入。



The screenshot shows the SAP Ariba login interface. At the top, there is a dark blue header with the SAP logo and the text "Ariba Proposals and Questionnaires" followed by a dropdown arrow. A help icon (question mark) is in the top right corner. Below the header, the main content area has a light gray background. The title "Enter Your Account Information" is displayed on the left, and a note "\* Indicates a required field" is on the right. A paragraph of text explains that the user is using an Ariba Sourcing test account to register on the Ariba Commerce Cloud and should enter their existing Ariba Commerce Cloud, Ariba Discovery, or Ariba Network test account username and password. Below this text is a white form box containing two input fields: "Username:\*" and "Password:\*". Below the password field are two links: "Forgot Username" and "Forgot Password". At the bottom right of the form box are two buttons: a blue "Continue" button and a white "Cancel" button with a gray border.

# 供應商註冊 – MSD 註冊問卷

填寫標有星號的所有必填欄位以完成 MSD 註冊問卷。

Console
Doc2464785608 - Supplier Registration Questionnaire
🕒 Time remaining  
364 days 23:58:36

Event Messages

Event Details

Response History

Response Team

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▼ Event Contents

All Content

1 General Supplier Inf...

2 Bank Information

3 Tax Information

All Content

Name ↑

▼ 1 General Supplier Information

1.1 Do you accept the <Customer> code of business conduct?	* Unspecified ▾
1.2 Supplier full name	* <input type="text"/>
1.3 Country code (main and mobile telephone numbers)	* Unspecified ▾
1.4 Main telephone number	* <input type="text"/>
1.5 Mobile telephone number	* <input type="text"/>
1.6 Main address	<p>* Show More</p> <p>Street: <input type="text" value="345 Ocean Drive"/> ⓘ House Number: <input type="text"/> ⓘ</p> <p>Street 2: <input type="text"/> ⓘ</p> <p>Street 3: <input type="text"/> ⓘ</p> <p>District: <input type="text"/> ⓘ</p> <p>Postal Code: <input type="text" value="08204"/> ⓘ City: <input type="text" value="Cape May"/> ⓘ</p> <p>Country: <input type="text" value="United States (US)"/> ⓘ Region: <input type="text" value="New Jersey (NJ)"/> ⓘ</p>

(\*) indicates a required field

Submit Entire Response
Save draft
Compose Message
Excel Import



# 供應商註冊 – MSD 註冊問卷

回答完所有問題後，按一下 Submit（提交）按鈕

Doc2464785608 - Supplier Registration Questionnaire 🕒 Time remaining  
364 days 23:56:17

All Content ☰ | ⌵

Name ↑

1.10 Are you willing and able to provide electronic catalog content via the Ariba Network? \* No ▾

1.11 Are you open to transacting with us using Recipient Created Tax Invoices? \* No ▾

▼ 1.12 Transaction Information

1.12.1 E-mail address for purchase orders \* test@po.com

1.12.2 E-mail address for accounts receivable \* test@ar.com

2 Bank Information

▼ 3 Tax Information

3.1 Tax number(s)

(\*) indicates a required field

Country: United States (US) ▾ ⓘ

Tax Name	TaxType	Tax Number
USA: Social Security Number	Organization	
USA: Employer ID Number	Organization	23-2344563
USA: Unique Firm Identifier	Organization	

Submit Entire Response Save draft Compose Message Excel Import

✔ Submit this response?

Click OK to submit.

OK Cancel

# 供應商註冊 – MSD 註冊問卷

您的回答已成功提交！

傳送問卷以供批准時，問卷的狀態更改為「Pending Approval」（待批准）。在此階段，您不能再修改您的回答或重新查看草稿，但您可以透過註冊連結中提供的電子郵件聯絡我們。獲得批准後，註冊將再次開放，以允許更新。

Doc2464785608 - Supplier Registration Questionnaire Pending Approval

You have submitted a response to the questionnaire.

All Content ☰

Name ↑										
and Invoices, electronically via the Ariba Network?	Yes									
1.10 Are you willing and able to provide electronic catalog content via the Ariba Network?	No									
1.11 Are you open to transacting with us using Recipient Created Tax Invoices?	No									
<b>▼ 1.12 Transaction Information</b>										
1.12.1 E-mail address for purchase orders	test@po.com									
1.12.2 E-mail address for accounts receivable	test@ar.com									
<b>2 Bank Information</b>	<a href="#">View Bank Information (1)</a>									
<b>▼ 3 Tax Information</b>										
	Country: United States (US) ⓘ									
	<table border="1"> <thead> <tr> <th>Tax Name</th> <th>TaxType</th> <th>Tax Number</th> </tr> </thead> <tbody> <tr> <td>USA:</td> <td></td> <td></td> </tr> <tr> <td>Social Security Number</td> <td>Organization</td> <td></td> </tr> </tbody> </table>	Tax Name	TaxType	Tax Number	USA:			Social Security Number	Organization	
Tax Name	TaxType	Tax Number								
USA:										
Social Security Number	Organization									

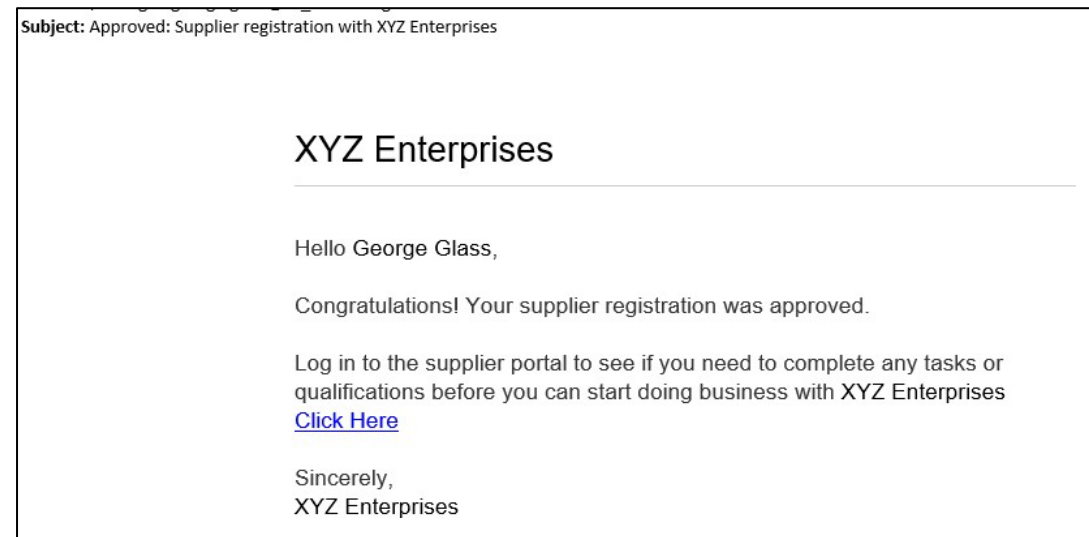
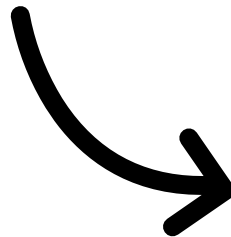
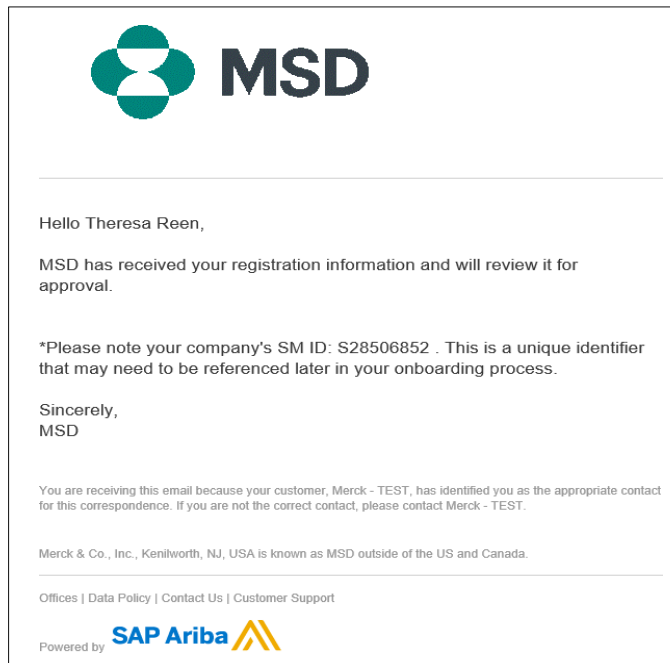
[Compose Message](#)

# 供應商註冊 – MSD 註冊問卷

提交回答後，您將收到一封自動發送的電子郵件，告知已發送請求供 MSD 批准。

- 後續步驟：MSD 審核註冊資訊。
- 您的註冊獲得批准後，您將收到批准確認。

此確認表示您已完成並提交 MSD 供應商註冊問卷。批准電子郵件表示 MSD 批准了註冊問卷中提供的資訊。



## 自行管理供應商詳細資訊

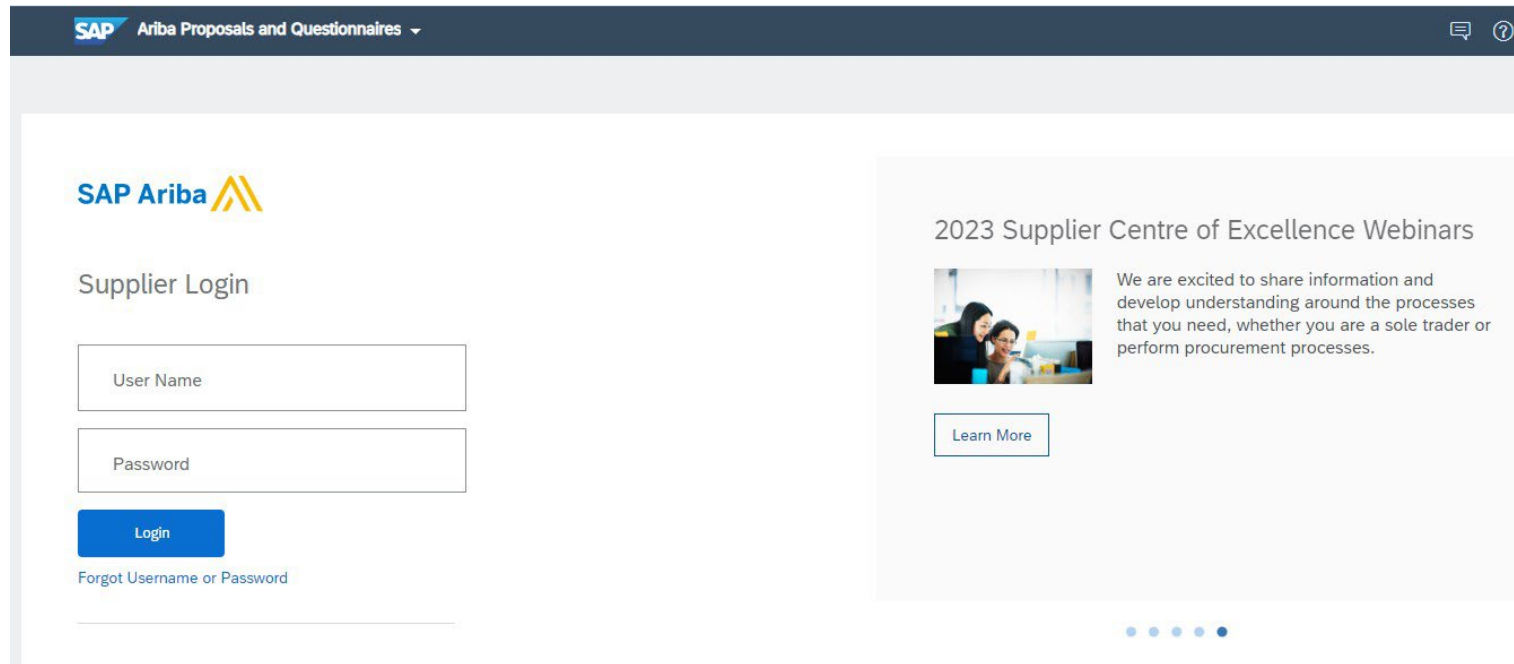
- 使用 Ariba 進行供應商管理的好處之一是，它允許供應商自行維護其數據。
- 供應商註冊問卷經 MSD 批准後，將重新開放以允許更新。如果在任何時候貴公司的資訊發生變化，您應該登入 Ariba 並更新註冊問卷以反映變化。

# self service

# 重新登入 Ariba Network

請注意，透過邀請電子郵件成功註冊後，可以重複使用該邀請連結將您重定向到 **Ariba** 登入螢幕。

您還可以直接導覽到 <http://proposals.seller.ariba.com> 進行登入。我們建議將此頁面添加為書籤，以便之後可以輕鬆地存取 Ariba Network。



SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

2023 Supplier Centre of Excellence Webinars

We are excited to share information and develop understanding around the processes that you need, whether you are a sole trader or perform procurement processes.

[Learn More](#)

# 更新註冊問卷

登入您的 Ariba Network 帳戶後，請確保您位於「Questionnaires & Proposals」（問卷和建議書）標籤頁中正確的客戶標籤頁下。



導覽至 Registration Questionnaires（註冊問卷）部分。您將看到註冊問卷。注意問卷的狀態。如果處於「Registered」（已註冊）狀態，您將能夠對其進行更新。如果處於「Registered」（已註冊）以外的狀態，您將無法進行更新。按一下問卷以打開它。

Registration Questionnaires <span style="float: right;">☰</span>					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
<a href="#">Supplier registration questionnaire</a>	Doc1900396153	4/3/2021 10:29 AM	Building and Construction... <a href="#">View more</a>	ALL ALL	Registered

打開問卷後，您會看到您已經提交了回答，但您有機會 Revise Response（修訂回答）。確認您想要修訂回答，然後問卷將打開以供編輯。

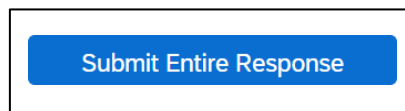
You have submitted a response for this event. Thank you for participating.

[Revise Response](#) ⓘ

⚠ Revise Response?

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

完成必要的更新後，按一下「Submit Entire Response」（提交完整回答）。更新的内容將傳送給 MSD 以供批准。



## 其他資源

### 實用連結

- **Ariba 客服中心** - <https://connect.ariba.com/anfaq.htm>
- **Ariba 供應商引入頁面** - <https://suppliers.msd.com/overview/onboarding-registered-supplier/>



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.

謝謝！

