

SAP Ariba 

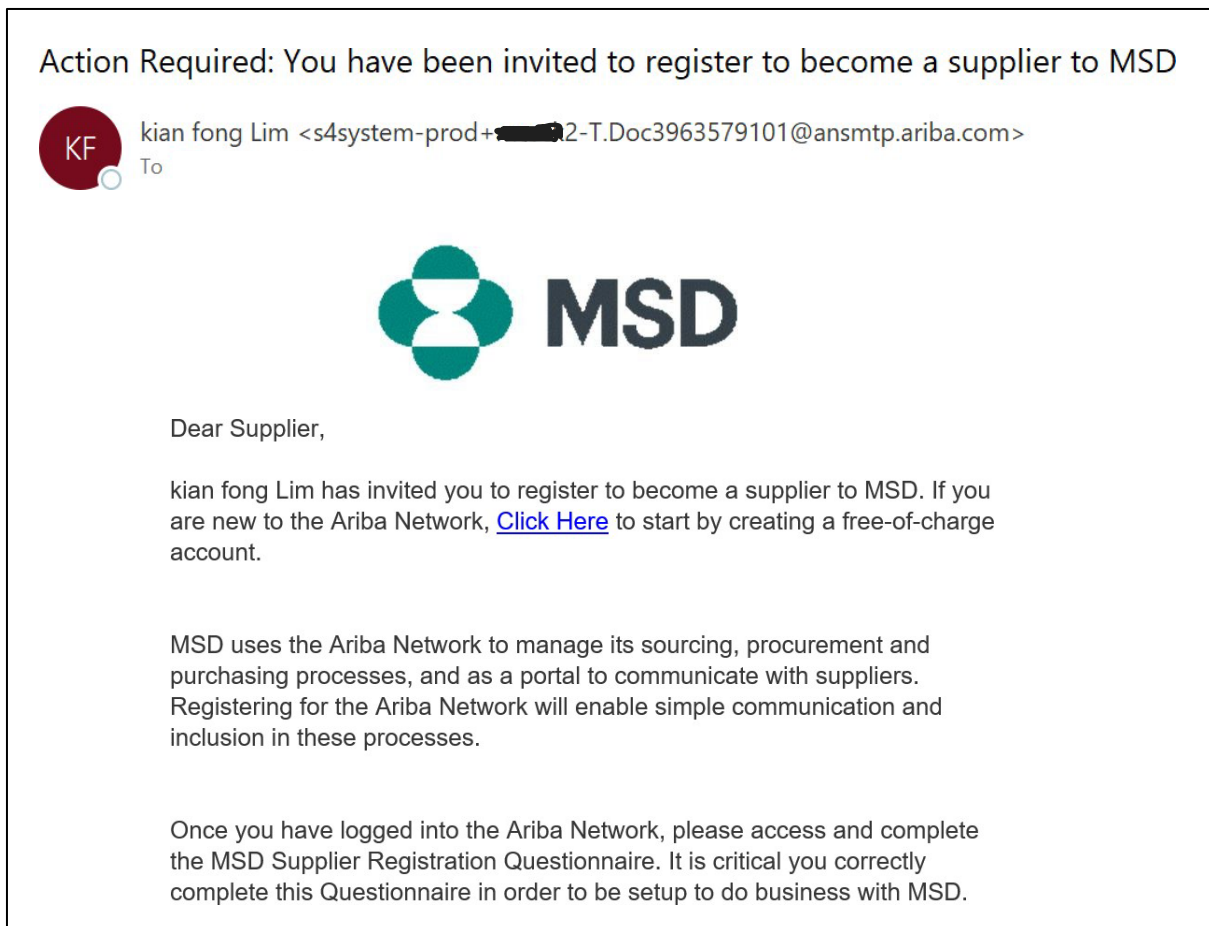
登录 Ariba Network 完成供应商注册问卷

THE BEST RUN 

MSD 供应商注册邀请电子邮件

您将收到一封请您在 MSD 注册的邀请电子邮件。

点击“**Click Here**”（点击此处）链接进行注册。请注意，注册链接将在 30 天后过期。

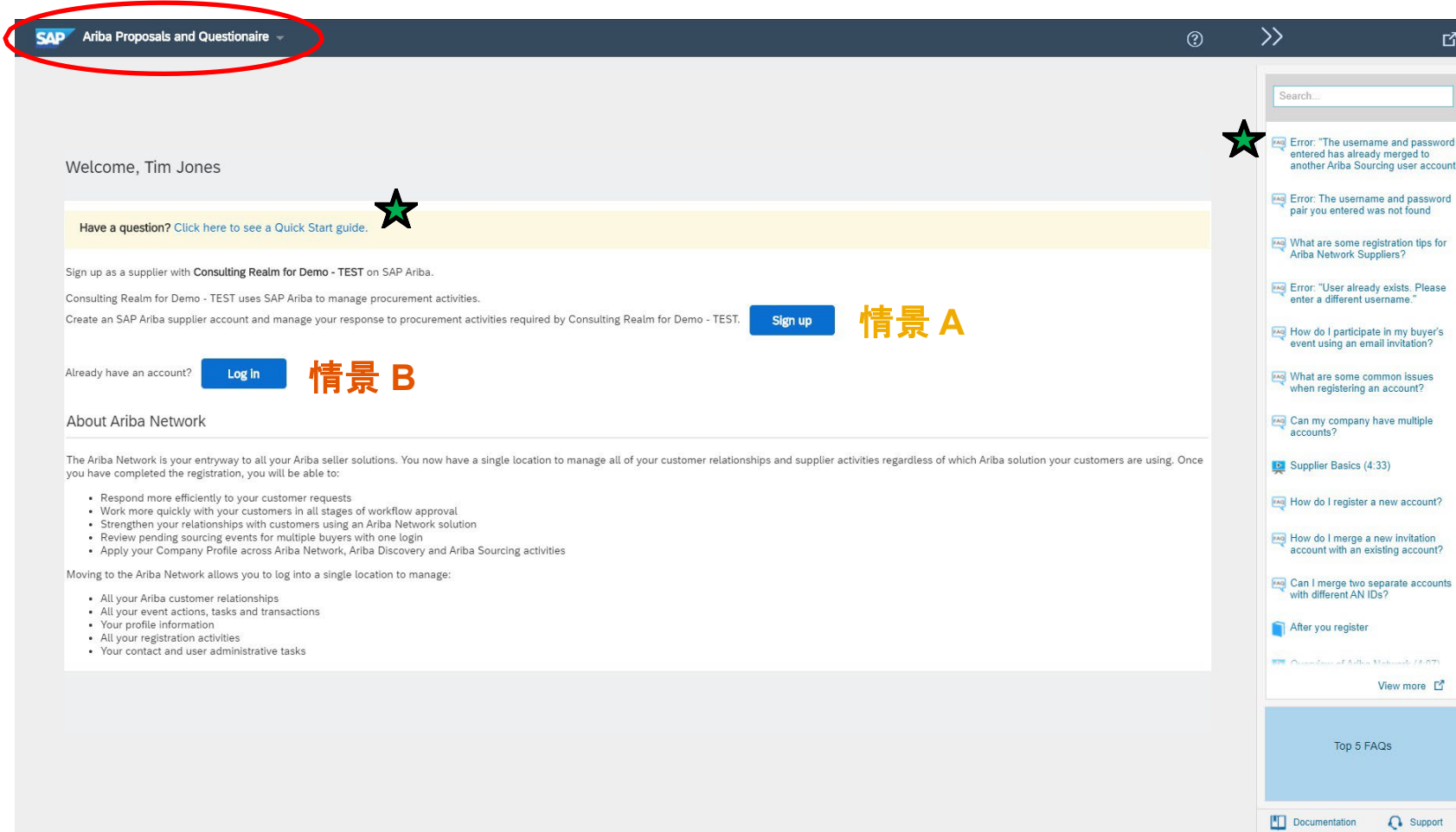


供应商注册

您将进入欢迎页面 — **Ariba Proposals & Questionnaires** (Ariba 提案和问卷), 然后可以执行两种操作:

情景 A: 如果您没有 Ariba Network 帐户, 请点击 **Sign up** (注册)

情景 B: 如果您已有 Ariba Network 帐户, 请点击 **Log In** (登录)



★ 请注意, 您可在 AN 门户中直接获取快速入门指南、常见问题解答和其他帮助信息。

情景 A: 供应商注册 — 注册

要创建新帐户，请填写所有必填字段，然后点击“Create account and continue”（创建帐户并继续）。

The screenshot shows the 'Create account' form in SAP Ariba. The 'Create account and continue' button is highlighted with a red circle. The form is divided into two main sections: 'Company information' and 'User account information'.

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

Tell us more about your business:

- Product and Service Categories: Enter Product and Service Categories
- Ship-to or Service Locations: Sweden
- Tax ID: Optional

情景 A: 供应商注册 — 注册 (包括重复帐户检查)

Ariba Network 可能会发现您的公司已经拥有 Ariba Network 的帐户。如果标记了可能存在重复帐户，则应予以审核。许多供应商选择在一个 AN 帐户下管理其所有供应商的所有 Ariba 活动。一些供应商则选择以更加分散的方式进行此管理。检查可能的重复帐户之后，您可以选择：

A：继续创建帐户，或者

B：返回上一页，选择使用现有帐户的现有凭证进行登录

如果您认为其中一个被标记的帐户确实属于您的公司，但您没有此帐户的登录凭证，请与您的 Ariba 帐户管理员联系，并要求他们为您设置对 Proposals & Questionnaires (提案和问卷) 的访问权限。

The screenshot shows a registration form with fields for Company Name, Country, Address, Line, City, and State. A warning box is overlaid on the form, containing the text: "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." A "Review accounts" button is visible at the bottom right of the warning box.

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](#)

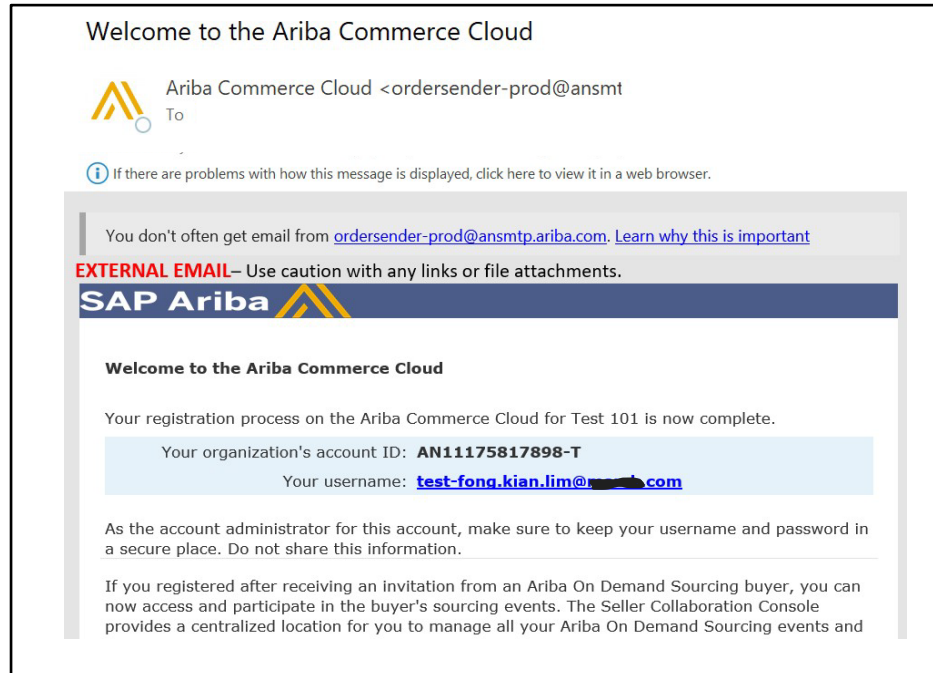
Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID

情景 A: 供应商注册 — 电子邮件确认

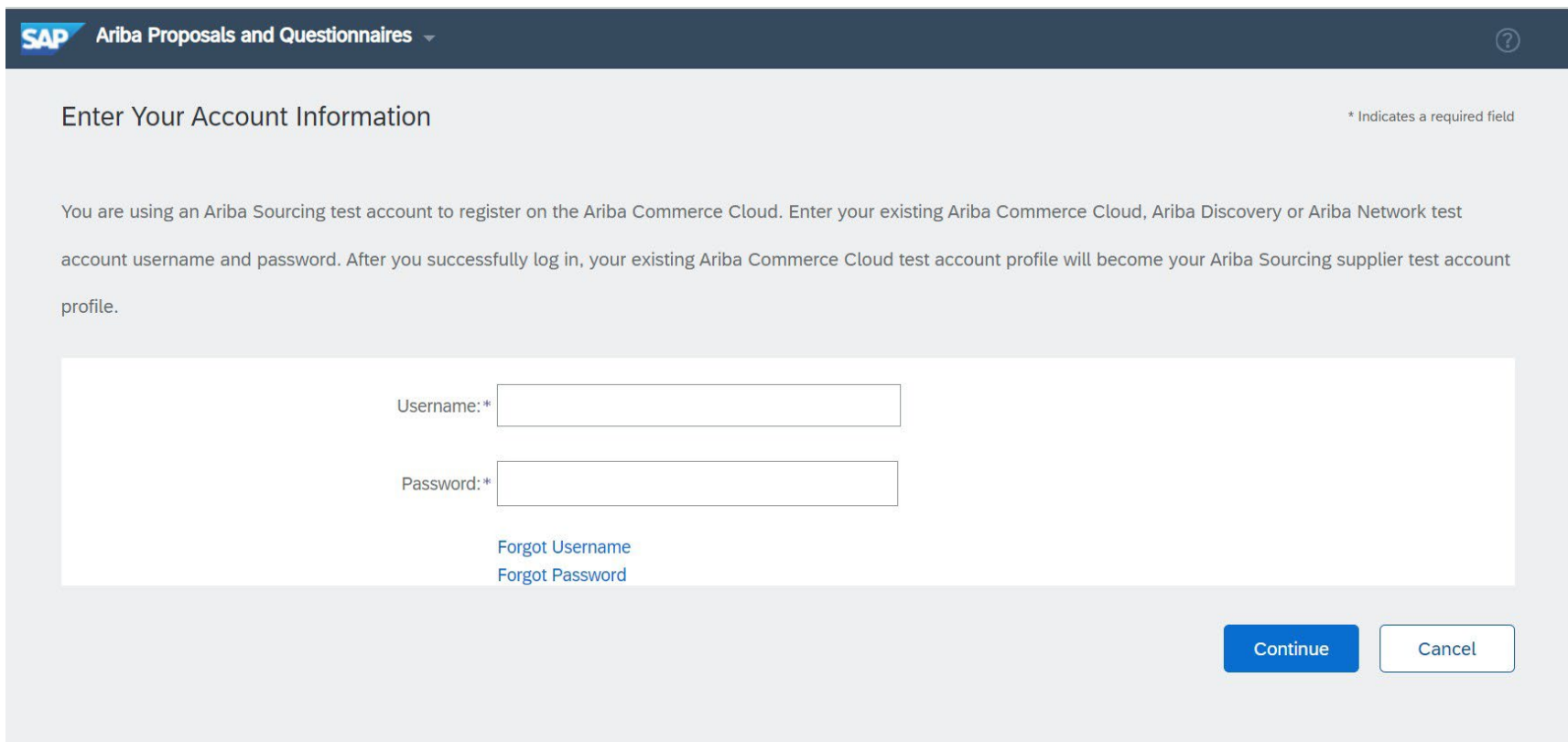
重要提示： 点击“Create account and continue”（创建帐户并继续）后，您将收到一封自动电子邮件，确认在 Ariba Commerce Cloud 上为您的供应商组织创建了新帐户，如下所示。

此确认并不表示您的 MSD 供应商注册问卷已完成和已批准。



情景 B: 登录到现有帐户

如果您已有帐户，使用您的现有帐户凭证登录即可。



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". Below the header, the main content area is light gray. The title "Enter Your Account Information" is displayed on the left, and a small question mark icon is on the right. A note states: "* Indicates a required field". Below this, a paragraph explains: "You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile." The login form consists of two input fields: "Username:*" and "Password:*", both with asterisks indicating they are required. Below the password field are two links: "Forgot Username" and "Forgot Password". At the bottom right, there are two buttons: a blue "Continue" button and a white "Cancel" button with a gray border.

供应商注册 — MSD 注册问卷

填写标有星号的所有必填字段以完成 MSD 注册问卷。

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

Event Messages

Event Details

Response History

Response Team

▼ 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

供应商注册 — MSD 注册问卷

回答完所有问题后，点击 Submit（提交）按钮

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)

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	

(* indicates a required field)

Submit Entire Response Save draft Compose Message Excel Import

✓ Submit this response?

Click OK to submit.

OK Cancel

供应商注册 — MSD 注册问卷

您的回答提交成功！

问卷的状态变为“Pending Approval”（等待审批），同时问卷将被传送以供审批。在此阶段，您不能再修改您的回答或重新访问草稿，但您可以通过注册链接邮件联系我们。获得批准后，注册将再次开放，供您更新信息。

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
▼ 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	View Bank Information (1)
▼ 3 Tax Information	

Country: United States (US) ⓘ

Tax Name	TaxType	Tax Number
USA:		
Social Security Number	Organization	

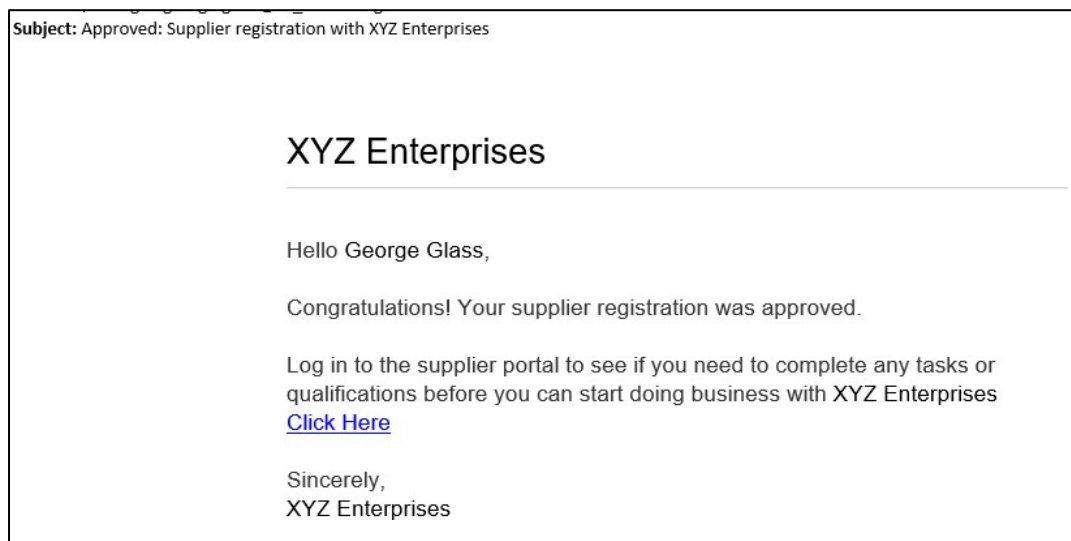
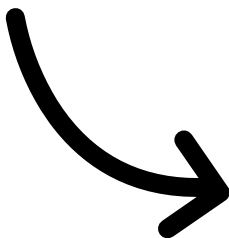
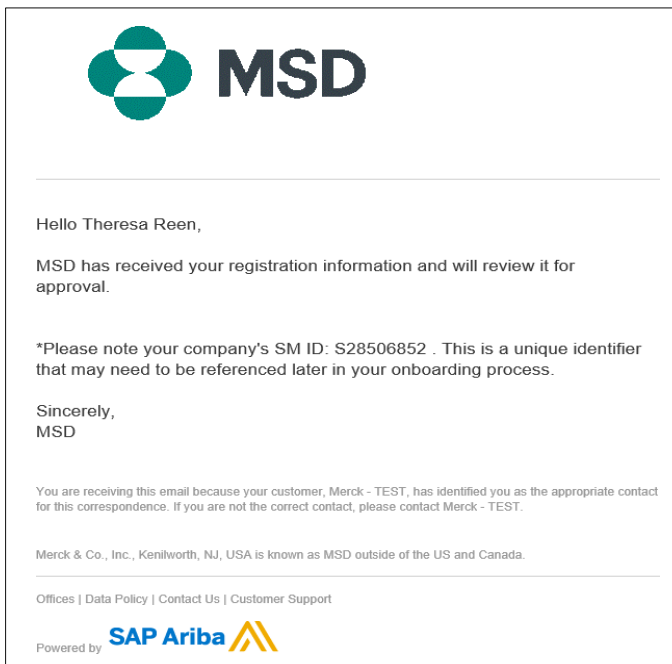
[Compose Message](#)

供应商注册 — MSD 注册问卷

提交回答后，您将收到一封自动电子邮件，通知您请求已发送给 MSD 审批。

- **下一个步骤**：MSD 审核注册信息。
- 您的注册获得批准后，您将收到一封批准确认电子邮件。

此确认表示您的 MSD 供应商注册问卷已完成并提交。批准电子邮件表示 MSD 批准了注册问卷中提供的信息。



自主管理供应商详细信息

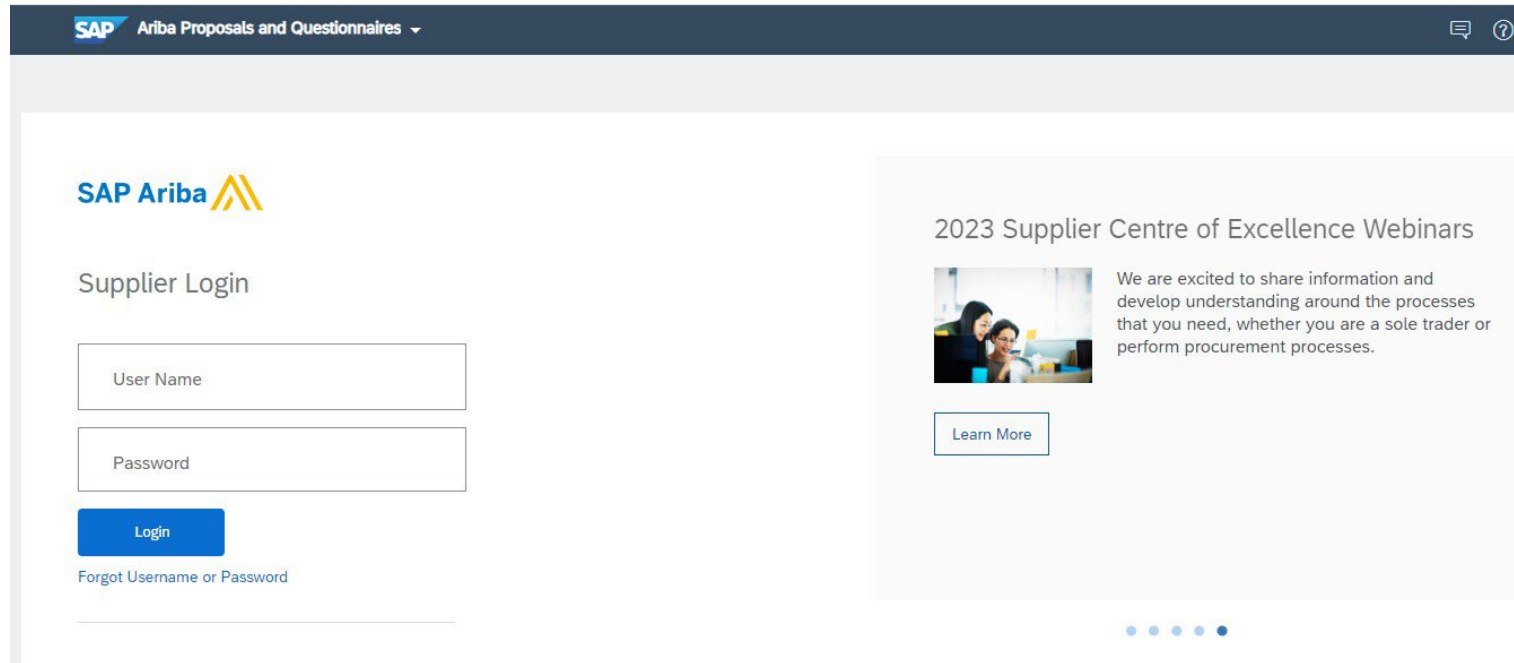
- 使用 Ariba 管理供应商的一个优势在于它允许供应商自行维护其数据。
- 供应商注册问卷经 MSD 批准后，将重新开放以供更新信息。如果贵公司的信息在任何时候发生变化，您应登录 Ariba 并更新注册问卷，以反映变化。

self service

重新登录 Ariba Network

请注意，一旦您通过邀请电子邮件成功注册，即可以重复使用邀请链接跳转到 Ariba 登录屏幕。

您也可以直接导航到 <http://proposals.seller.ariba.com> 进行登录。我们建议将此页面添加为书签，以便日后更轻松地访问 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](#)

更新注册问卷

登录您的 Ariba Network 帐户后，请确保您位于“Questionnaires & Proposals”（问卷和提案）选项卡的正确客户选项卡下。



导航到 Registration Questionnaires（注册问卷）部分。您将会看到注册问卷。请注意问卷的状态。如果处于“Registered”（已注册）状态，您将能够更新问卷。如果处于 Registered（已注册）以外的其他状态，您将无法更新问卷。点击问卷以打开。

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

打开问卷后，您会看到您已经提交了回答，但您有机会修改回答。确认您想修改回答，随后问卷将打开以供编辑。

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

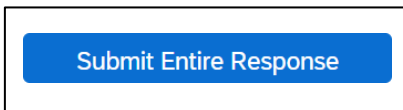
Revise Response ⓘ

⚠ Revise Response?

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

OK
Cancel

完成必要的更新后，点击“Submit Entire Response”（提交完整回答）。更新将传送给 MSD 进行审批。



其他资源

有用的链接

- **Ariba 帮助中心** — <https://connect.ariba.com/anfaq.htm>
- **Ariba 供应商引导流程网页** — <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.

谢谢！

THE BEST RUN 