

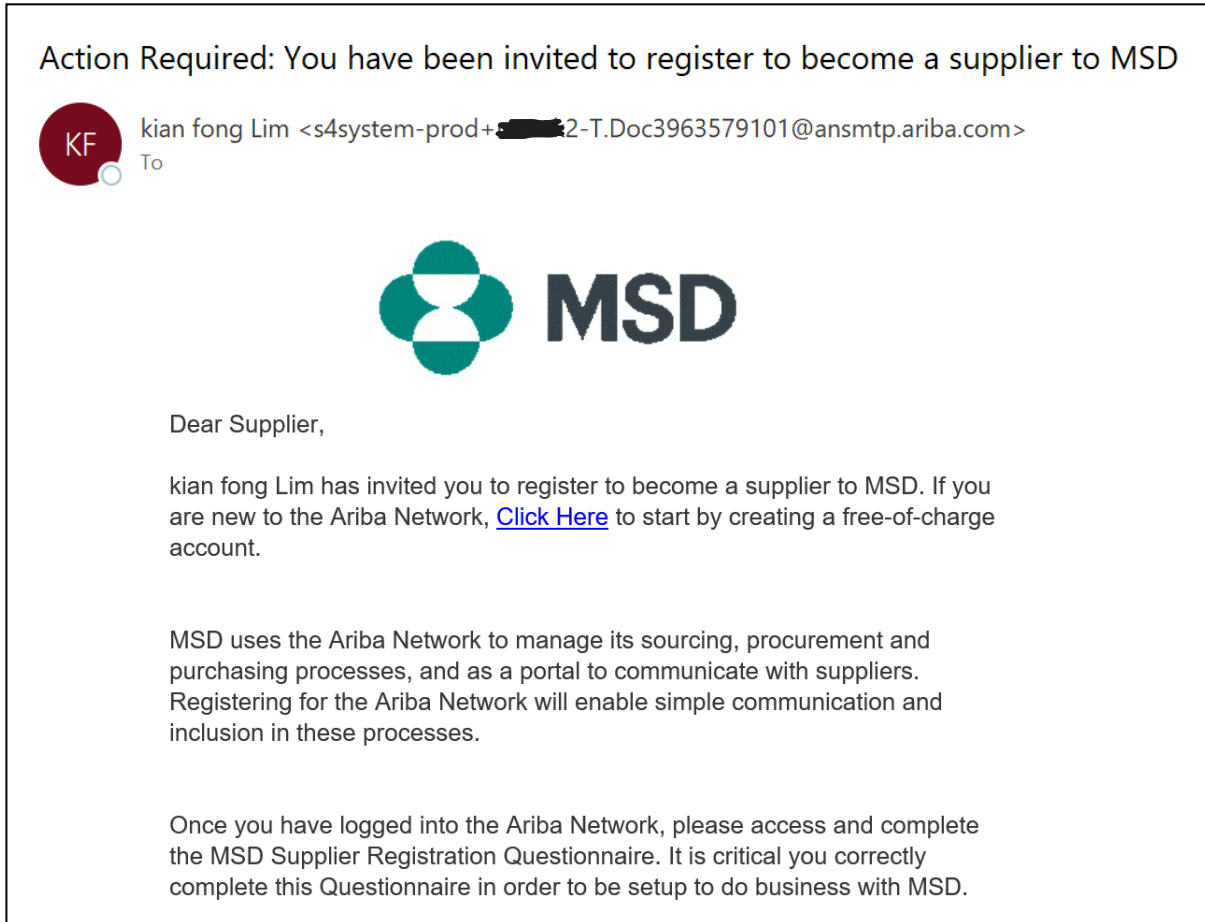
SAP Ariba 

Logging into the Ariba Network to complete the Supplier Registration Questionnaire

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.



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

The screenshot shows the SAP Ariba Proposals and Questionnaire interface. The header bar is dark blue with the SAP logo and the text 'Ariba Proposals and Questionnaire'. Below the header, the main content area is white. At the top left, it says 'Welcome, Tim Jones'. A yellow banner with a star icon contains the text 'Have a question? Click here to see a Quick Start guide.' Below this, there are two registration paths: 'Scenario A' (Sign up) for new users and 'Scenario B' (Log In) for existing users. A section titled 'About Ariba Network' provides information about the platform and lists several benefits and tasks. On the right side, there is a sidebar with a search bar and a list of help topics, each marked with a star icon. The bottom of the sidebar has 'Top 5 FAQs', 'Documentation', and 'Support' links.

★ 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”.

SAP Ariba Proposals & Questionnaires

Create account

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

Company information

* Indicates a required field

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

Use my email as my username

Username: test-karina.nikolaeva@sap.com

Password: Enter Password

Repeat Password

Language: English

Email orders to: karina.nikolaeva@sap.com

User account information

User account information

SAP Ariba Privacy Statement

* Indicates a required field

Must be in email format (e.g. john@newco.com)

Must contain a minimum 8 characters including letters and numbers.

The language used when Ariba sends you configurable notifications. This is different than your web browser.

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business

Product and Service Categories: Enter Product and Service Categories [Add] -or- Browse

Ship-to or Service Locations: Sweden [Add] -or- Browse

Tax ID: Optional

Enter your Company Tax ID number

Enter your company's tax identification number and tax identification number. Do not

Create account and continue Cancel

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.

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](#)

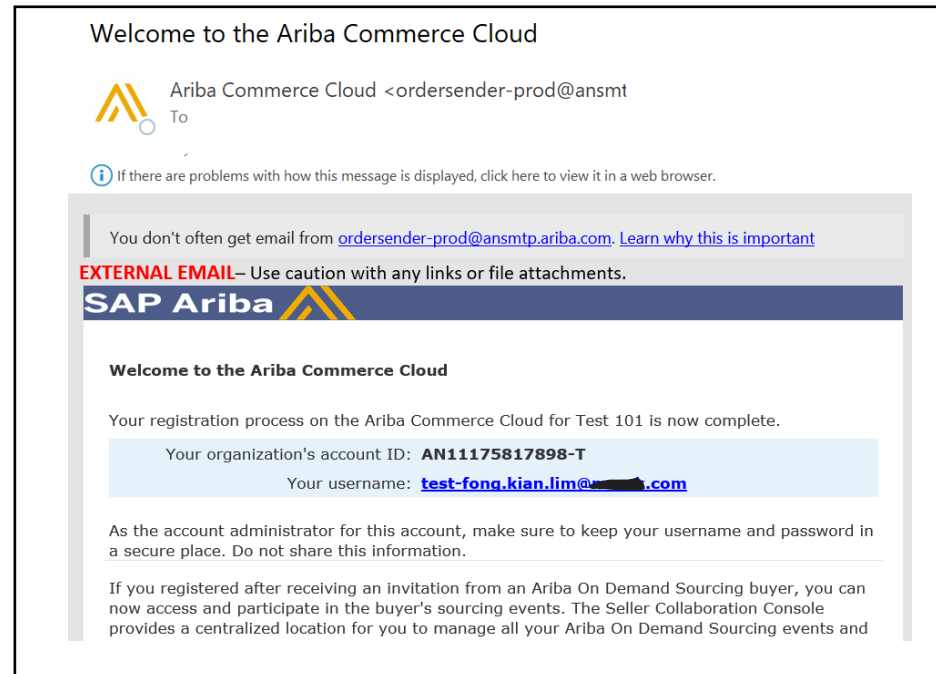
Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID
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Scenario A: Supplier Registration - Email Confirmation

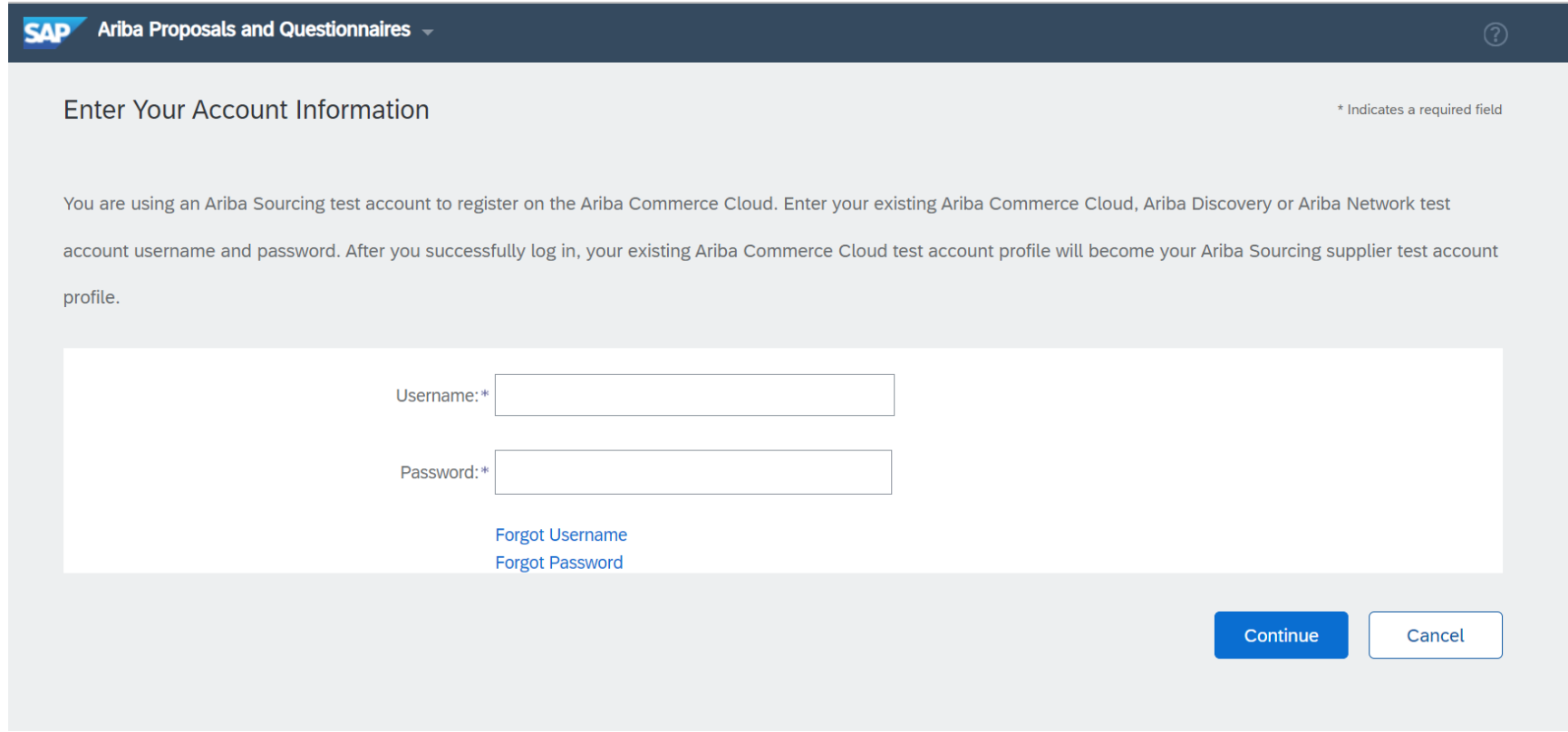
IMPORTANT: Upon clicking “Create account and continue” you will receive the below auto-email confirming a new account created on the Ariba Commerce Cloud for your supplier organization.

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.



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 has a light gray background. The title 'Enter Your Account Information' is displayed on the left, with a help icon on the right. A note explains that the user is using a test account to register on the Ariba Commerce Cloud. The login form contains two input fields: 'Username:*' and 'Password:*'. Below the password field are links for 'Forgot Username' and 'Forgot Password'. At the bottom right, there are 'Continue' and 'Cancel' buttons.

Supplier Registration – MSD Registration Questionnaire

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

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 *

1.3 Country code (main and mobile telephone numbers) * Unspecified ▾

1.4 Main telephone number *

1.5 Mobile telephone number *

1.6 Main address *
Show More
Street: ⓘ House Number: ⓘ
Street 2: ⓘ
Street 3: ⓘ
District: ⓘ
Postal Code: ⓘ City: ⓘ
Country: ⓘ Region: ⓘ

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Supplier Registration – MSD Registration Questionnaire

Once all questions have been answered, click the Submit button

The screenshot shows a web-based questionnaire titled "Doc2464785608 - Supplier Registration Questionnaire". In the top right corner, a clock icon indicates "Time remaining: 364 days 23:56:17". The form is organized into sections: "All Content", "1.10 Are you willing and able to provide electronic catalog content via the Ariba Network?", "1.11 Are you open to transacting with us using Recipient Created Tax Invoices?", "1.12 Transaction Information" (expanded), "2 Bank Information", and "3 Tax Information" (expanded). Under "1.12", there are fields for "E-mail address for purchase orders" (test@po.com) and "E-mail address for accounts receivable" (test@ar.com). Under "3 Tax Information", there is a "Country" dropdown set to "United States (US)" and a table for tax information:

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

At the bottom of the form, there are buttons for "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import". A note at the bottom states "(*) indicates a required field". A white dialog box is overlaid in the center, containing a green checkmark icon, the text "Submit this response?", and "Click OK to submit." Below the text are two buttons: "OK" and "Cancel".

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.

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) ⓘ									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <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	
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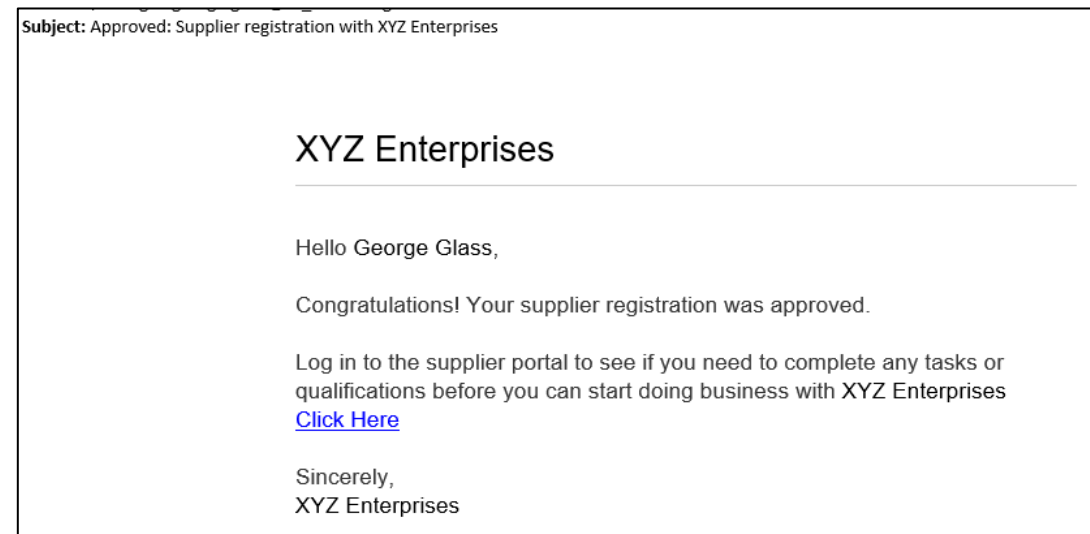
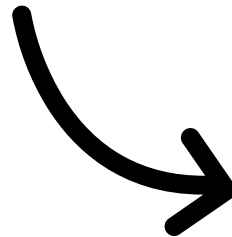
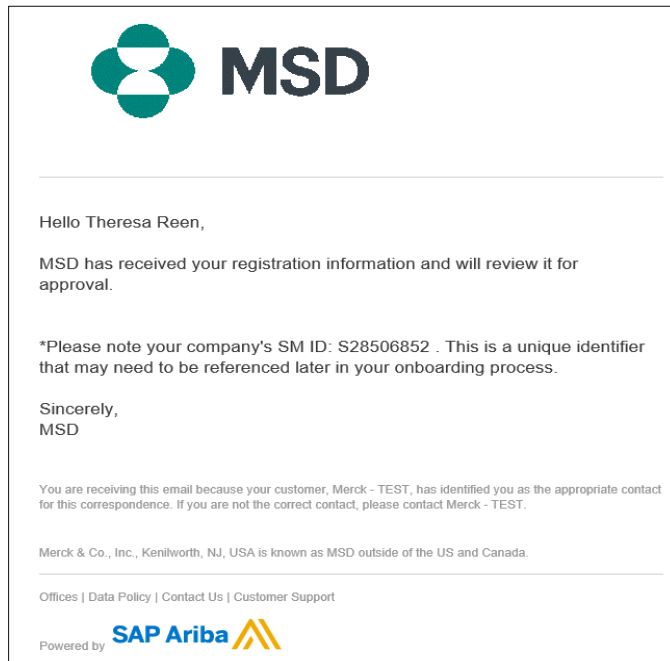
[Compose Message](#)

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.

The screenshot shows the SAP Ariba Supplier 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 SAP Ariba logo is displayed. The main content area is titled 'Supplier Login' and contains two input fields: 'User Name' and 'Password'. Below these fields is a blue 'Login' button and a link for 'Forgot Username or Password'. To the right of the login form, there is a promotional banner for '2023 Supplier Centre of Excellence Webinars' featuring a photo of two people and a 'Learn More' button. At the bottom of the banner, there are five small blue dots, with the fourth one being larger, indicating the current slide in a sequence.

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.



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.

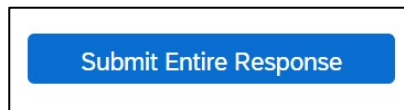
Revise Response ⓘ

⚠ 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.



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/>

[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.

Thank you!

THE BEST RUN 