

Correcting a Questionnaire that has been Sent for Resubmission

As part of MSD's supplier registration process, a questionnaire is used to set up a supplier profile within MSD's internal Database. Once a supplier questionnaire that have been submitted, it is reviewed by MSD personnel. As a result, some questionnaires can be sent back to the supplier for correction if one or more of the entries in the submission is found to be incorrect, missing, or not in line with MSD policy. A questionnaire can be resubmitted using the following steps:

Hello

Additional registration information is required from MSD



We have reviewed your registration information and require additional information. Please consult the comments below to understand the corrective actions you must perform.

Comments: Dear Supplier,

To provide this additional information please go to your Registration Questionnaire [Click Here](#).

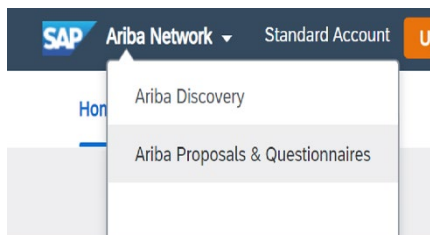
You will be notified of the request for resubmission via email with the header "**Action required: Provide additional registration information**". The email will detail the reason for the request, and what information is missing or needs correction.

Supplier Login

[Forgot Username or Password](#)

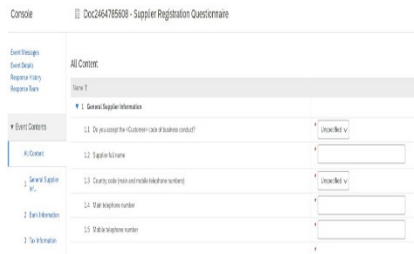
Either click on the link in the notification email , or go to the Ariba supplier login page at <https://supplier.ariba.com/> and login to the relevant account.



Once in your profile, click on the **Ariba Network** button on the top left corner of the screen, and choose the **Ariba Proposals & Questionnaires** option in the drop-down menu

Registration Questionnaires		
Title	ID	End Time ↓
▼ Status: Open (1)		
Supplier registration questionnaire	Doc1900396153	4/3/2021 10:29 AM

Scroll down to the **Registration Questionnaires** section and click the **Supplier Registration Questionnaire** link.



In the questionnaire, correct **only the data detailed in the email notification**.

Submit Entire Response

Click the **Submit Entire Response** button at the bottom at the questionnaire once finished. and confirm the submission when prompted by clicking OK.

✓ **Submit this response?**

Click OK to submit.

OK

Cancel

You will prompted again if you wish to submit the questionnaire. Click the **OK** button if you wish to submit the response or the **Cancel** button if your wish to make further corrections before submitting.

A message confirming the submission will appear on screen.

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

The questionnaire will then be reviewed by MSD and either approved or sent back to be refilled if corrections are necessary.

Please Note: As part of review process, you might be contacted by MSD personnel to confirm the submission details.