

Creating a Connection between your Ariba Profile and MSD's Ariba Profile

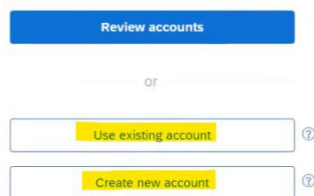
In order to be able to receive Purchase Orders and Invoice MSD over the Ariba Network (AN), a connection must be established between your Ariba account as a supplier and MSD's Ariba account as your client. This is done with an initial email in which will start the process of creating the connection between the two profiles. This is also called a **Trade Relationship Request**, or **TRR**. The TRR can be accepted by following the steps below:

Please Note: only the Account Administrator can accept a TRR.

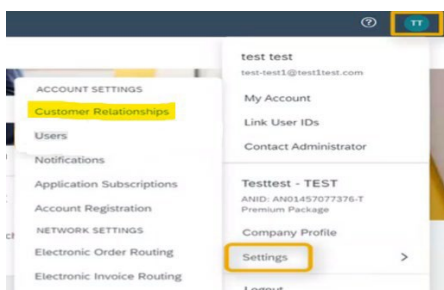


You will receive an E-Mail from Ariba informing you that MSD has asked for your consent to establish Trading Relationship via the Ariba Network. Click the link under the **To activate your account** heading to get started. If you cannot see the invitation in your inbox, please check your spam folder as well. If you do not see the invitation there as well, please contact MSD's **Supplier Onboarding & Administration Team** at emea_enablement@msd.com and they will resolve the issue.

We found existing accounts based on the information in the invite. Please review.



You will be directed to the login screen. If Ariba has indications that you have more than one account, you will be directed to the screen shown on the left. Choose either **Use exiting account** or **create new account**, depending on your preference. If you need information about creating a new account refer to **this article**.



Once you have logged in to your account, the TRR is automatically accepted. You can see your active relationships by going to your **account menu**, clicking on **Settings** and then **Customer Relationships**. You will then be able to see all you current, pending and rejected TRRs.

If you have rejected the TRR previously and now wish to accept it, please contact your relevant SOA Team and they will send you a new one.