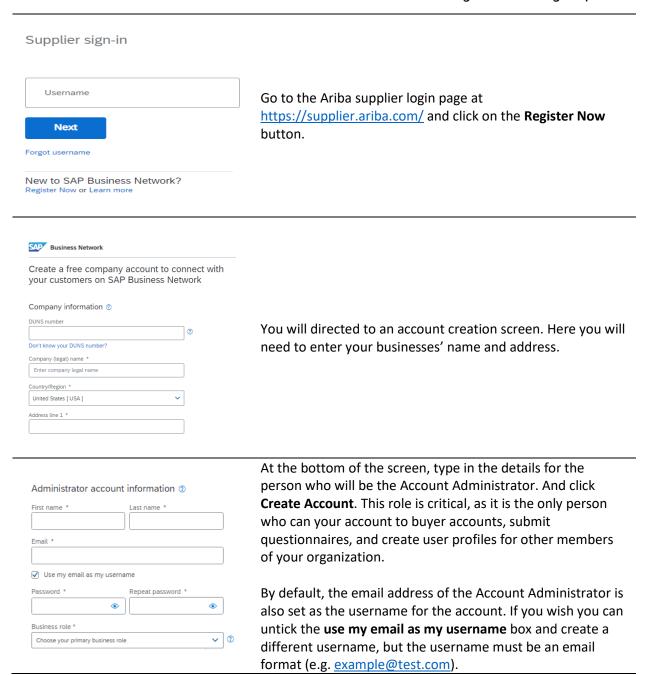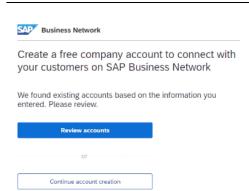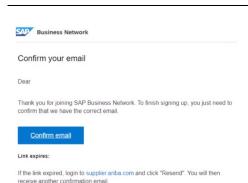## Creating a New Ariba Account

In order to transact with MSD over Ariba, an Ariba account is necessary. By default, the account creation process creates a **Standard Account** which does not require any subscription fees. After the account creation, suppliers have the option to choose an **Enterprise Account**, which does carry subscription fees. An Enterprise Account is not mandatory in order to transact with MSD over Ariba. An Ariba Account can be created using the following steps:

Go to the Ariba supplier login page at https://supplier.ariba.com/ and click on the **Register Now** button.

You will directed to an account creation screen. Here you will need to enter your businesses' name and address.

At the bottom of the screen, type in the details for the person who will be the Account Administrator. And click **Create Account**. This role is critical, as it is the only person who can your account to buyer accounts, submit questionnaires, and create user profiles for other members of your organization.

By default, the email address of the Account Administrator is also set as the username for the account. If you wish you can untick the **use my email as my username** box and create a different username, but the username must be an email format (e.g. example@test.com).

Based on the details you entered, Ariba may locate accounts already existing for your organization. You may click **Review accounts** to look at the details of those accounts, or, if you still wish to create a new account, click **Continue account creation**.

You will receive an email confirmation request to the email address you entered. Click the **Confirm email** button to continue

Please choose your organizations' **Product and Service Categories** and **Ship-to or Service Locations** and click the **Add** button. Please note that Ariba has a predefined list if product and service categories. If you do not find one that matches your organization completely, you may choose the definition that most accurately describes your organization.

You can also choose to click **Remind me later** to skip this step for now.

Your account is now created. Your will be taken to your home screen, with default seatings for your Workbench and Widgets, which can be customized to fir your needs.