

SLP - How to Respond to an MSD Questionnaire via the Ariba Network



Purpose:

This information will provide instructions to suppliers about how to respond to MSD Questionnaires for collecting Diversity or Sustainability information.

Trigger:

Supplier receives an email from MSD Procurement, via Ariba, to login to the Ariba Network and complete the relevant Questionnaire.

Helpful Hints:

The supplier must login to the Ariba Network in order to respond to Questionnaires. If the Supplier has already responded to another questionnaire, like the Registration questionnaire, or a Sourcing event, they will need to respond to the subsequent questionnaire from the same Ariba Network account.

Explanation	Screenshot
<p>1. As the supplier contact, you will receive an email that MSD is requesting you to complete a Questionnaire to collect additional information from your company. Click the Submit Questionnaire link to login to the Ariba Network and complete the questionnaire.</p>	

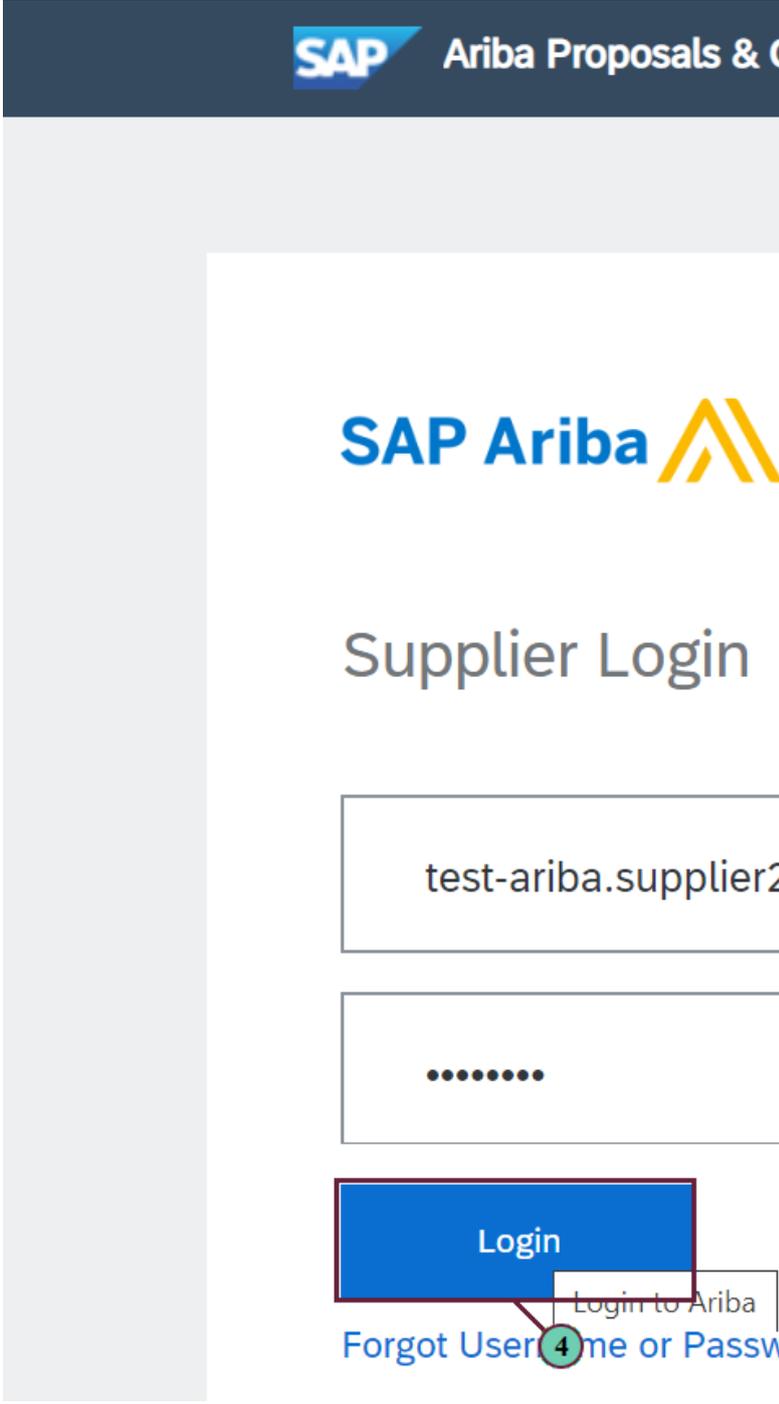
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Explanation	Screenshot
<p>2. The link from the email will direct you to the Ariba Network. If you, or someone else from your company, have already responded to a questionnaire or sourcing event for MSD, you will need to respond to this questionnaire under the same AN ID. If you do not have access to your company's Ariba Network account, contact your system administrator and request they provision you.</p> <p>Enter your username in the Supplier Login box.</p>	
<p>3. Enter in the Password box.</p>	

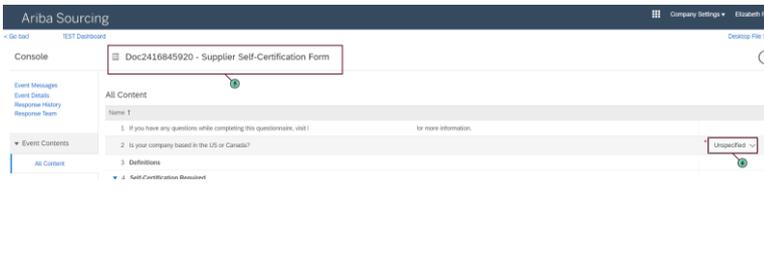
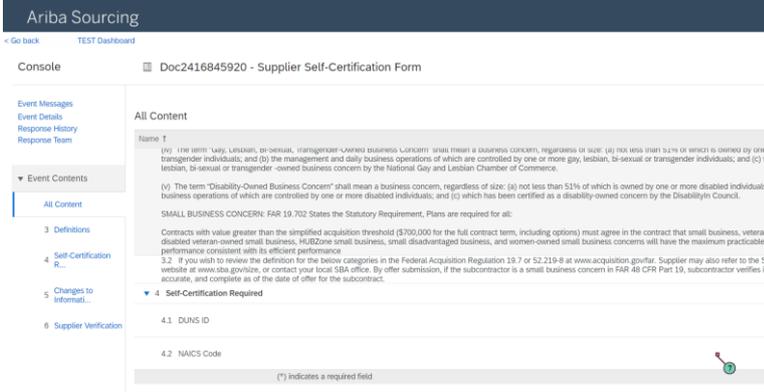
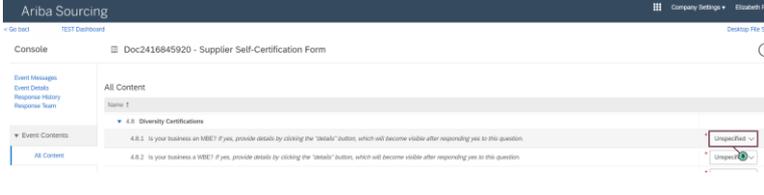
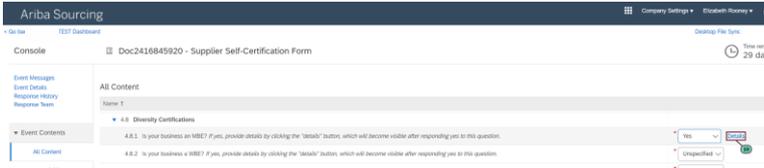
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Explanation	Screenshot
<p>4. Click </p>	

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Explanation	Screenshot
<p>5. Once you are logged in, you will be directed to the Questionnaire MSD has asked you to complete.</p> <p>6. Proceed to fill out the form by responding to the questions.</p>	
<p>7. Review the information, then scroll to complete the form.</p>	
<p>8. Some MSD Questionnaires will request you to provide Certificate information, like Diversity or Sustainability certificates.</p>	
<p>9. If your company has the certificate being asked about, answer the question Yes</p>	
<p>10. Click the Details link to provide additional details about the certificate your company possesses.</p>	

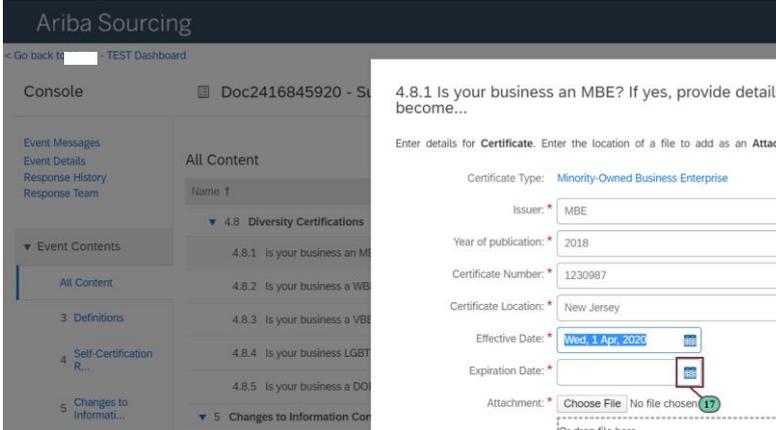
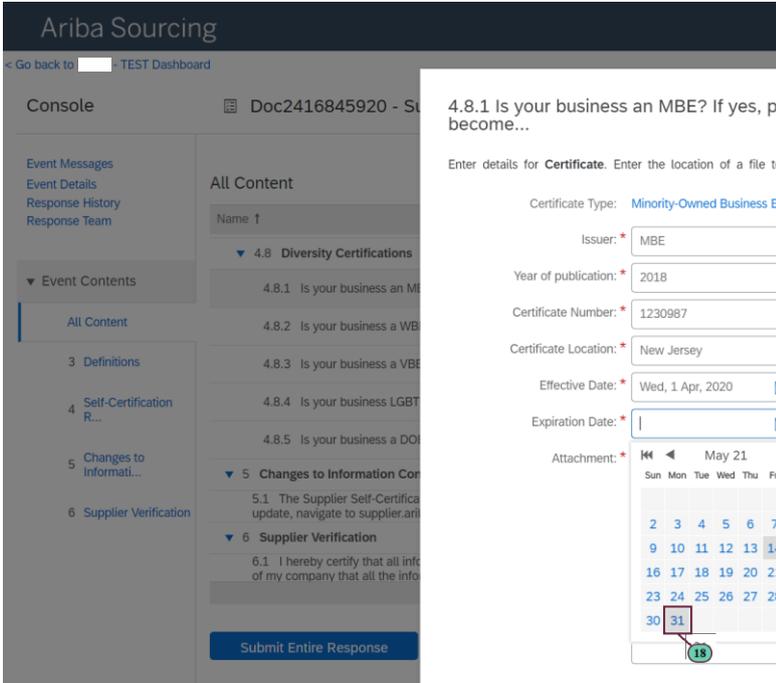
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Explanation	Screenshot
<p>11. Provide the certificate metadata, starting with the certificate Issuer.</p> <p>12. Enter the Year of Publication.</p> <p>13. Provide the Certificate Number.</p> <p>14. Provide the Certificate Location.</p>	
<p>15. Click the Calendar icon to select the Effective Date.</p>	
<p>16. Select the effective date.</p>	

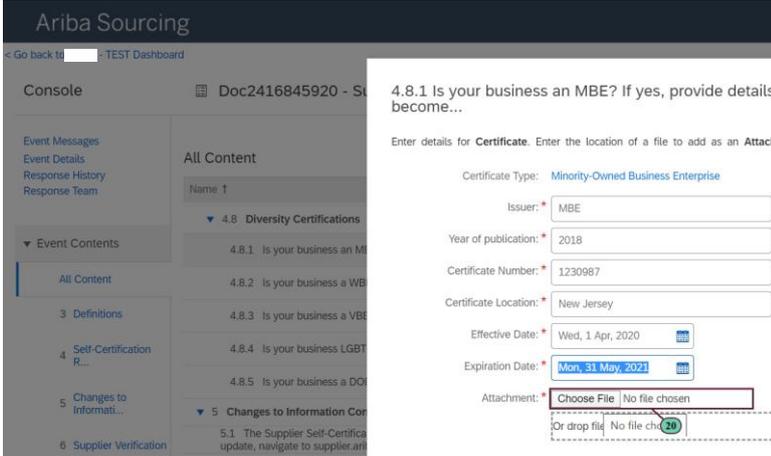
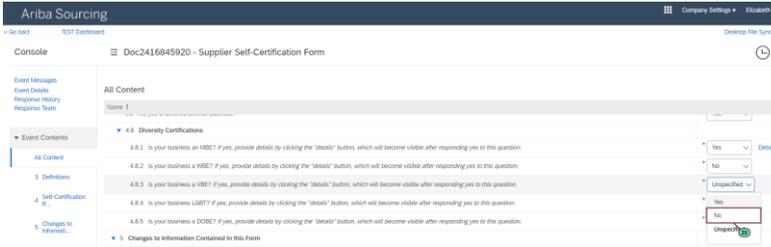
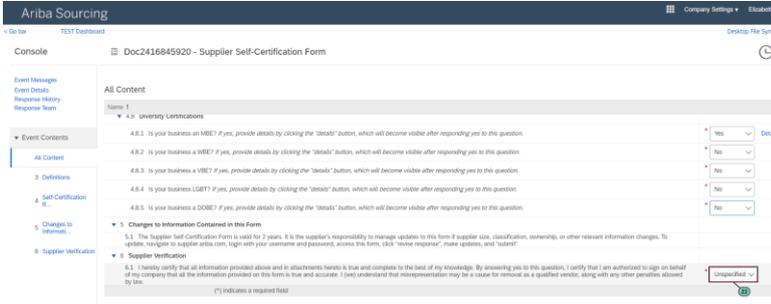
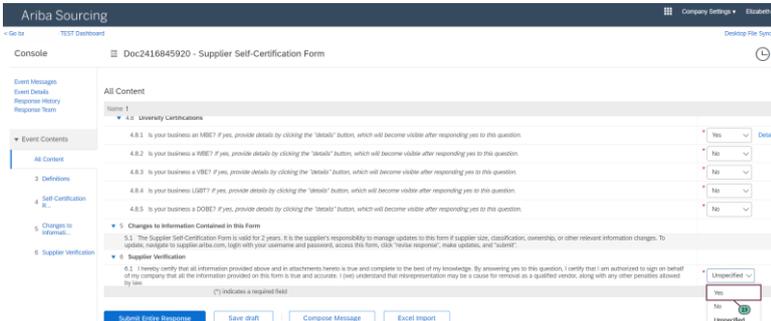
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Explanation	Screenshot
<p>17. Click  the calendar icon to select the expiration date.</p>	
<p>18. Select the expiration date.</p>	

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Explanation	Screenshot
<p>19. Click Ok to save the certificate data.</p> <p>20. Click to browser and add an Attachment of the certificate itself.</p>	
<p>21. Continue completing the remainder of the form.</p>	
<p>22. Review the Supplier Verification information.</p>	
<p>23. Agree by selecting Yes.</p>	

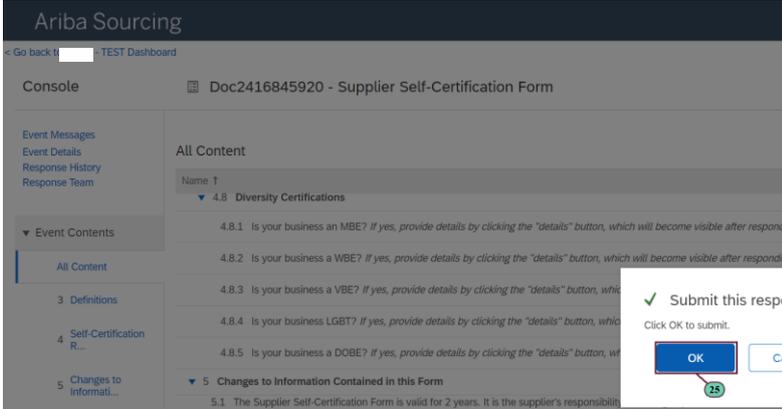
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Explanation	Screenshot
<p>24. When finished completing the Questionnaire, click Submit Entire Response to submit the questionnaire to MSD for review & approval.</p>	

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Explanation	Screenshot
<p>25. Click .</p>	 <p>The screenshot shows the Ariba Sourcing interface for a 'Supplier Self-Certification Form'. A modal dialog box is open with the title 'Submit this response' and a green checkmark icon. The dialog contains the text 'Click OK to submit.' and two buttons: 'OK' and 'Cancel'. A red circle with the number '25' is drawn around the 'OK' button. The background interface shows a list of questions under 'Diversity Certifications' and 'Changes to Information Contained in this Form'.</p>