**Setting Up your MSD Supplier Record**

This is the second part of the supplier registration process with MSD. Your MSD supplier record contains all data relevant to your business: bank details for payment, address, contact information, and more. The record is created and maintained by means of a **questionnaire** sent by MSD and connected to your Ariba profile. This is also known as a **Supplier Questionnaire** or **SLP Questionnaire**.

In order to set up your supplier record you must first create an Ariba account. Please consult our guide on how to create a new Ariba account.

**Please Note:** only the Account Administrator, or someone authorized by them, can fill out and submit the questionnaire.

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|  | Check your email inbox for an invitation to register to become an MSD supplier. Click the link in the invitation to proceed to the Ariba portal. The email header should read "**Invitation: Register to become a supplier with MSD**" |
|  | You will then be prompted to either log in with your existing Ariba credentials or create a new Ariba account if you do not yet have one |
|  | After logging in, you should be directed to the questionnaires section. If this does not happen, please choose the **Ariba Proposals and Questionnaires** option from the drop-down menu on the top left of you screen. |
|  | If you have more than one buyer linked to your account, please verify that you are viewing the correct questionnaire. This buyer name is shown on the top left corner of the screen. |
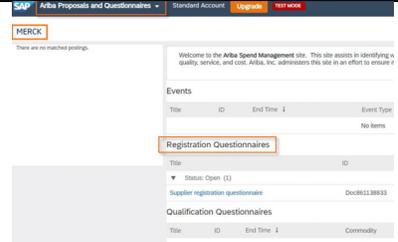
In the **Proposals and Questionnaires** screen, scroll down to the **Registration Questionnaires** section and click the Supplier Registration Questionnaire link.



You will then be directed to the questionnaire. Fill out all the necessary fields. Please be advised – some fields, such as the banking details, will require you to upload **supporting documentation**.



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



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.

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.

In case your submission has been rejected or returned for additional details, please consult our guide on how to correct a questionnaire.