

Upon setting up your SAP Ariba network account you need to provide Mercury with additional information before you can be set-up as one of our suppliers. This is done by filling in the “Supplier Registration Questionnaire”. Please follow these steps to do so...

1. Your original email invitation will contain the link you need to log into your account, select **[Click here]**
2. Click **[Log In]**
3. Enter your credentials and click **[Continue]**
4. From the **[Registration Questionnaires]** select your **[Supplier registration questionnaire]**

You should now complete the questionnaire bearing in mind these key points of note:

- A. Some of the information will already be prepopulated. You should verify this and correct/update as required
- B. Any field marked with a red asterisk (*) is mandatory and must be completed. **Red Text** will also explain the reason this information is required
- C. **Blue “help” text** will guide you on certain fields
- D. You should ensure that all categories of information are completed, and ensure that you scroll fully to the end of each section
- E. Based on certain conditions, some answers may lead to additional questions being asked
- F. To **[Add Standard Tax Information]**, **[Add Payment Information]** and **[Add Bank Account]** a new window will open up when these options are selected. Ensure you click **[Save]** upon recording information in these windows before continuing.
- G. You can **[Add an additional Tax Account]** and **[Add an additional Bank Account]** if required.
- H. At anytime you can **[Save draft]** for later completion but remember that the information is not provided to Mercury until it is submitted
- I. When done you can **[Submit Entire Response]**
- J. Any errors will now be highlighted and you can use the **[< Previous | Next >]** links to jump straight to them
- K. Upon all errors being corrected the response will now be submitted. Click **[OK]** to complete this process
- L. An onscreen message will now be displayed and you will receive an email confirmation of your submittal

For guidance on “Updating your Company Details” click here [<LINK>](#)