



在Apex Portal中创建新的供应商账户

若要与我方公司交易，您需要在供应商门户网站上完成注册流程。您可按照以下步骤创建供应商账户：

MSD - Onboarding of the Vendor

noreply@msd.com
To: [redacted]

Retention Policy DPT - 3 Years Delete (3 years) Expires 10/1/2028

 if there are problems with how this message is displayed, click here to view it in a web browser.

Dear Supplier,

You are receiving this message because you will be, or have recently begun doing business with our company. You are required to register in our Supplier Management Portal, and complete your profile for us to be able to issue Purchase Orders (if applicable) and/or process your invoices for payment.

Shown below is your user ID and a temporary password to be used for initial access to the new portal:

Username: SP2DEYU45
Password: 7x5mW1JH5on27@86c9

After logging in using the temporary password, you will be prompted to create a new password.

Please verify/update your records on all pages to ensure the most up-to-date information is available. This will facilitate timely payments to your company.

Please use the URL shown below to access the portal, log in, and create a new password.

[Link](#) [Link](#)

Please be prepared to provide the following on your registration:
1. Company contact information
2. Tax Registration information (TIN, FED ID, VAT, CIF, NIF as applicable)
3. Banking information

请访问您从 noreply@msd.com 收到的邀请链接，该邮件标题为“**MSD - Onboarding of the Vendor**”。

邮件中会提供用于登录的用户名和临时密码。首次登录后，**您需要更新密码**。

 User name is required.

☐ Remember Me? [Forgot your password?](#)

[First time user/Forgot username?](#)

使用提供的用户名和临时密码登录。

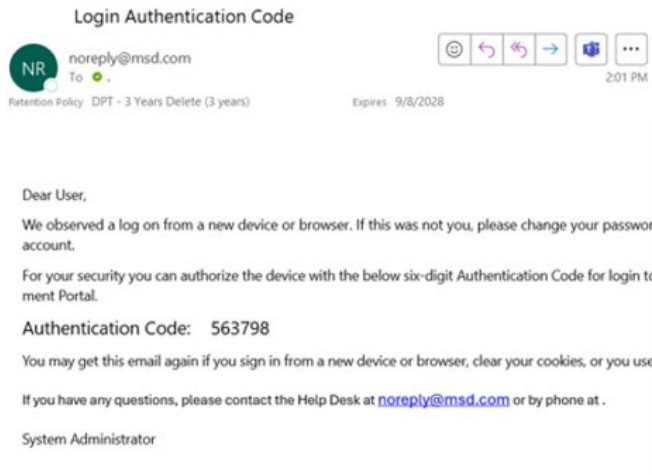
We recommend setting up a passkey 

Passkeys are a substitute for passwords that provide faster, easier, and more secure sign-ins. Unlike passwords, passkeys are always strong and phishing-resistant and stored in user's device. These include smart phones, USB Keys, Face ID and Windows Hello.

Enter Passkey Device Name

Device Name	Created Date

可选：
建议您设置通行密钥，以便快速、安全地登录。您也可以暂时跳过此步骤。



您将收到一封来自 noreply@msd.com 的登录验证码邮件。

Step: 1
Please enter authentication code received in your email

Step: 2
Please configure the Security Questions
You can change the question from the dropdown

What was your childhood nickname?

What school did you attend for sixth grade?

What is your pet's name?

In what city or town was your first job?

What was the color of your first car?

请在步骤1中输入 6位数验证码，并确保正确回答所有防御问题（步骤2）。然后，点击“提交”。

Change Password

For account security, the administrator has requested you to update your password before continuing.

Strong Password requirements
Must be between 11 and 20 character(s) long with 'no spaces'
Must contain at least 1 numeric character(s)
Must contain at least 1 upper case character(s)
Must contain at least 1 lower case character(s)
Must not be the same as the 'Username'
Must contain at least 1 of the following special character(s) (no other special characters are allowed):
- + { } * , . : [] \ | _ @ #

Current Password:

New Password:

Re-enter Password:

请在当前密码字段中填入提供的临时密码。然后，按照强密码要求设置新密码。

至此，您的账户已创建成功。系统会将您直接转至供应商门户主页，您必须在该页面填写与贵公司业务相关的数据，例如用于付款的银行账户信息、地址和联系信息。



MSD

home

Supplier

Help

Complete

Incomplete

Supplier Agreement

Registration Checklist

Business Information

Business Address

Country Specific Tax Information

Withholding Tax

Account Information

Business Size and Diversity

Document Upload

Review and Submit

Supplier Agreement

Digital Certificate Agreement

Before proceeding, please review the customer supplier agreement stated below. You must agree site.

Please review Our Company's code of conduct and confirm acknowledgement below:

US & Canada

Other Countries

Please review Our Company's Privacy Statement and confirm acknowledgement below:

Privacy Statement

Supplier Performance Expectations

Thank you. For any questions, please contact helpdesk at [suppliers.msd.com](#)

☐ I have read and agree to the terms and conditions outlined in the customer agreement.

Next >>

Save Draft

Registration Checklist

Please be prepared to provide the following before you proceed with registration:

1. Company contact information
2. Tax Registration Information (TIN, FED ID, VAT, CIF, NIF as applicable)
3. Banking Information
4. Business classification
5. Government and diversity certifications

Thank you. For any questions, please contact helpdesk at [suppliers.msd.com](#)

Next >>

Save Draft

Business Information

Supplier Category:

PO (Payment will be made with a Purchase order - PO)

If Supplier is both PO & NPO then select only PO

Division:

HH-Human Health

Supplier Country:

United States

Supplier Name:

NEW TEST PROFILE

Company Name DBA:

ServiceNow Ref#:

Transaction Method

Bank Transfer / Electronic Fund Transfer (EFT)

Remittance Email ID:

EMAIL@EXAMPLE.COM

Contact Information

Please click "Edit" to update the primary contact information.

	First Name	Last Name	Contact Type	Email
Edit	FIRST NAME	LAST NAME	Primary	EMAIL@EXAMPLE.COM

您需要查看并确认我方的行为准则。点击“协议”复选框。

点击“下一步”继续。

在注册前，请根据注册核对清单提供所需信息

示例：银行证明和税务证明（如适用）。

点击“下一步”继续。



Contact Information

Contact Type:

Primary

First Name:

FIRST NAME

Last Name:

LAST NAME

Contacts Email Id:

EMAIL@EXAMPLE.COM

Confirm Email Id:

EMAIL@EXAMPLE.COM

Preferred Language:

English

	Type	CountryCode	Number	Extension	Delete
Edit	Primary	United States	(310)-523-6489		x

Phone Type:

Primary

Phone Country Code:

United States

Contact Phone Number:

(310)-523-6489

Extension:

Update

Discard

点击“编辑”按钮输入您的联系电话，然后点击“更新”按钮。

点击“下一步”继续。

Business Address

点击“编辑”按钮以输入您的公司地址。

In order to add Physical Address, please click the Edit button associated with the Physical address.

Edit

Address Type	Street	City
Physical Address		

<< Previous

Next >>

Save Draft

Address Information

Address Type:

Physical Address

Country:

India

Is it PO BOX Address?

No

House Number:

Street:

District/County:

Postal Code:

City/Town:

State/Province:

Select a value...

PO Delivery E-mail id:

ANID Number:

AN

Ok

Discard

填写所有必填字段，然后点击“确定”。如果您已有 Aribo Network 账户并希望用其向我方开具发票，请在此处输入该账户信息。

点击“下一步”继续。



Country Specific Tax Information

* Tax Reporting Country:

* Business Entity Type:

Add New Tax Information

	Country	Tax Type	Tax Id Number	Validation
	India	TAX REGISTRATION NUMBER		

<< Previous Next >> Save Draft

为您的公司税务信息选择适当的答案，然后点击“编辑”按钮输入税号。

Tax Information

* Country:

* Tax Type:

* Tax Id:

* Address:

Ok Discard

输入您的公司税号，然后点击“确定”。

点击“下一步”继续。

Withholding Tax

Please note if you supply internationally, withholding tax may apply. For withholding tax exemptions, ensure that you attach all necessary tax forms (Tax Residence Certificate and if necessary other local forms that may be required) & mention the withholding tax percentage if applicable.

If one of the following scenarios apply to you, download our Withholding Tax Questionnaire from [Supplier Data Management](#) complete the document and attach it in the 'Document Upload' step:

1. You are based outside of United States of America and providing services to Merck US entity
2. You are based outside of Canada and providing services to Merck Canada entity
3. You are based outside of Poland and providing services to MSD Poland entity
4. You are doing business with Merck Puerto Rico

Withholding Tax Details:

<< Previous Next >> Save Draft

仅当您的供应是国际性时，此项才适用。

注意：如果在此框中填写了详细信息，则需要附上预扣税证明。

Account Information

Banking Information

Please use the 'Add New Record' button to add bank accounts. At least one bank account is required.

Add Bank Account

Bank Name	Country	Currency Type
No records to display.		

* << Previous Next >> Save Draft

点击“添加银行账户”按钮，输入您的银行信息

点击“下一步”继续



Banking Information

*

Address:

All items checked

*

Bank Country:

India

*

Payment Currency:

Indian Rupee

*

IFSC:

ICIC0001618

*

Bank Swift Code:

ICICINBBXXX

*

Account Number:

*

Account Holder:

ABCD

Bank Name:

ICICI BANK LIMITED

Bank Street Name:

ICICI BANK LTD., N. S. ROAD, MOHANBATI, POST RAIGUNJ - 733

Bank City:

UTTAR DINAJPUR

Bank County/District:

Bank State/Region:

Select a value...

Bank Postal Code:

Account Type:

Checking

Ok

Discard

Document Upload

W-9 and 147c must be in either PDF, PNG, JPEG, JPG File Types. All others can be either PDF, PNG, JPEG, JPG, DOC, DOCX.

Add New Record

	Document Name	File Type	Expiration Date	Uploaded Date	Linked To	Electronic Signature
Upload		Banking Proof				

1

Page size: 10

<< Previous

Next >>

Save Draft

Review and Submit

Please hit the **SUBMIT** button to finalize your information for approval.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with MSD and its affiliates.

For any questions, please contact Merck support at suppliers.msd.com

<< Previous

Save Draft

Submit

请填写所有 **必填字段**。请务必填写 **正确的银行代码**，以确保自动填充的银行信息 **准确无误**。

如有需要，您也可以手动修改地址。

注：支票账户是指活期账户。

点击“**确定**”和“**下一步**”继续

请 **上传**所有 **必需文件**（系统已根据您提供的信息 **自动生成**），然后点击“**下一步**”。

正规的银行文件示例：

- 银行信纸抬头/证明
- 作废支票
- 银行指示/银行对账单的截图

银行证明文件必须与字段中输入的所有银行数据一致。**附件必须以只读格式上传。**

注：此文件须由您的银行出具，而非贵公司。

完成时，点击“**提交**”。

注：在审核过程中，我们的支持团队可能会联系您，以确认提交的详细信息

如果您提交的内容被拒绝或因需要补充信息而被退回，请参阅我们的《[更正已发回重填的调查问卷](#)》指南。