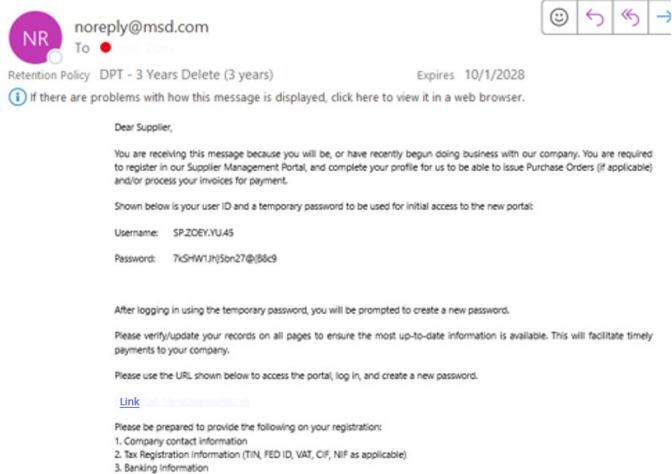




Creación de una nueva cuenta de proveedor en el portal Apex

Para realizar transacciones con nuestra empresa, se requiere completar el proceso de registro en el portal de proveedores. Una cuenta de proveedor puede ser creada siguiendo los siguientes pasos:

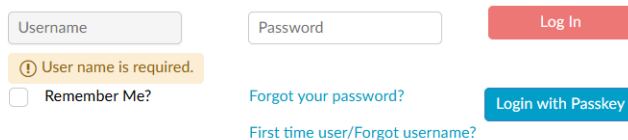
MSD - Onboarding of the Vendor



The screenshot shows an email invitation from MSD. It includes a header with the MSD logo and the email address noreply@msd.com. The email body contains a greeting 'Dear Supplier,' followed by an explanation of the invitation. It provides a temporary username 'SP2OEYU45' and a temporary password '7KSHWJH5on27@88c9'. It also includes a link to the portal and instructions on what to do after logging in, such as updating records and providing registration information.

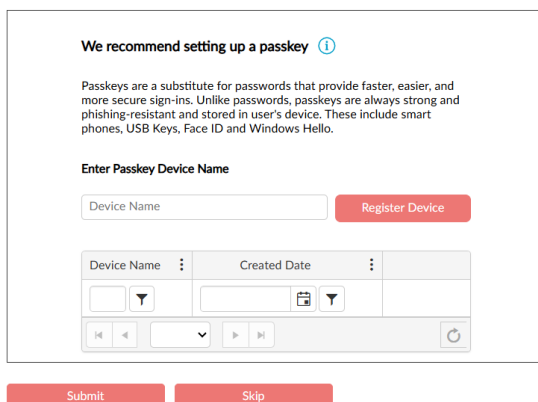
Navegue al enlace de invitación recibido de noreply@msd.com con el título “**MSD - Incorporación del proveedor**”.

Se proporcionará un nombre de usuario y una contraseña temporal para fines de inicio de sesión. Después del **primer inicio de sesión**, se requiere actualizar **su contraseña**.



The screenshot shows a login form with fields for 'Username' and 'Password'. There is a 'Log In' button. Below the fields, there is a message 'User name is required.' and a 'Remember Me?' checkbox. There are also links for 'Forgot your password?' and 'First time user/Forgot username?'. A 'Login with Passkey' button is also visible.

Inicie sesión con el **nombre de usuario** y la **contraseña temporal** proporcionados.



The screenshot shows a 'We recommend setting up a passkey' form. It includes a heading 'We recommend setting up a passkey' with an information icon. Below it, there is a paragraph explaining what passkeys are. The form has a section 'Enter Passkey Device Name' with a 'Device Name' input field and a 'Register Device' button. Below this, there is a table with columns 'Device Name' and 'Created Date'. The table has a search bar and a refresh button. At the bottom, there are 'Submit' and 'Skip' buttons.

Opcional:

Se recomienda que configure una clave de acceso para inicios de sesión rápidos y seguros. También puede optar por omitir este paso por ahora.



Login Authentication Code

 noreply@msd.com
To: [redacted]
Retention Policy: DPT - 3 Years Delete (3 years) Expires: 9/8/2028 2:01 PM

Dear User,

We observed a log on from a new device or browser. If this was not you, please change your password account.

For your security you can authorize the device with the below six-digit Authentication Code for login to ment Portal.

Authentication Code: 563798

You may get this email again if you sign in from a new device or browser, clear your cookies, or you use

If you have any questions, please contact the Help Desk at noreply@msd.com or by phone at .

System Administrator

Recibirá un correo electrónico con un código de autenticación de inicio de sesión de noreply@msd.com.

Step: 1 Please enter authentication code received in your email Email authentication code Resend Authentication Code	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?
Submit	

Por favor, inserte el código de 6 dígitos en el Paso 1 y asegúrese de responder correctamente todas las preguntas de seguridad (Paso 2). Luego, haga clic en **“Enviar”**.



Change Password

MSD

• 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: *

Por favor, complete la **contraseña actual** con la contraseña temporal proporcionada. Luego, siga los requisitos de contraseña segura para **configurar una nueva contraseña**.

Su cuenta ahora está creada. Será llevado directamente a la página de inicio del portal de proveedores, donde deberá completar los datos relevantes para su negocio, **como detalles bancarios para el pago, dirección, e información de contacto**.

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.

Se requiere que revise y reconozca nuestro código de conducta. Haga clic en las **casillas de verificación del acuerdo**.

Haga clic en “**Siguiente**” para continuar



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

Proporcione la información requerida en la **lista de verificación de registro** antes de registrarse.

Ejemplo: Prueba bancaria y prueba fiscal según corresponda

Haga clic en “**Siguiente**” para continuar

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

Ingrese su **número de contacto** haciendo clic en el botón “**Editar**” y continúe con el botón “**Actualizar**”.

Haga clic en “**Siguiente**” para continuar

Business Address

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

Address Type

Street

City

Edit	Physical Address		
-----------------	------------------	--	--

<< Previous

Next >>

Save Draft

Ingrese la **dirección de su negocio** haciendo clic en el botón “**Editar**”.



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
	FIRST NAME	LAST NAME	Primary	EMAIL@EXAMPLE.COM

Complete todos los campos obligatorios y haga clic en “**Aceptar**”. Si tiene una cuenta existente en Ariba Network que desea usar para facturarnos, por favor ingrésela aquí.

Haga clic en “**Siguiente**” para continuar.

Country Specific Tax Information

Tax Reporting Country: Select a value...

Business Entity Type: Select a value...

Add New Tax Information

	Country	Tax Type	Tax Id Number	Validation
	India	TAX REGISTRATION NUMBER		

<< Previous Next >> Save Draft

Seleccione la respuesta adecuada para la **información fiscal de su empresa** y haga clic en el botón “**Editar**” para ingresar el número fiscal.



Tax Information

* Country:

* Tax Type:

* Tax Id:

* Address:

Ok

Discard

Ingrese el **ID fiscal de su empresa** y haga clic en **“Aceptar”**.

Haga clic en **“Siguiente”** para continuar

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

Esto es **solo aplicable** si realiza suministros internacionales.

Nota: Se requerirá adjuntar un certificado de retención si se completan los detalles en el cuadro.

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

Ingrese su **información bancaria** haciendo clic en el botón **“Agregar cuenta bancaria”**

Haga clic en **“Siguiente”** para continuar

Banking Information

* Address:

* Bank Country:

* Payment Currency:

* IFSC:

* Bank Swift Code:

* Account Number:

* Account Holder:

Bank Name:

Bank Street Name:

Bank City:

Bank County/District:

Bank State/Region:

Bank Postal Code:

Account Type:

Ok

Discard

Por favor, complete todos **los campos obligatorios**. Es importante ingresar la **clave bancaria correcta** para garantizar la precisión de la información bancaria que se completará automáticamente.

También puede modificar manualmente la dirección, si es necesario.

Nota: Una cuenta de cheques se refiere a una



cuenta corriente.

Haga clic en “**Aceptar**” y “**Siguiente**” para continuar

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	Electronically Signed
Upload		Banking Proof				

Page size: 10

[<< Previous](#) [Next >>](#) [Save Draft](#)

Por favor, **cargue todos los documentos requeridos**, que se han completado automáticamente según la información proporcionada, y haga clic en “Siguiente.”

Ejemplo de documentación bancaria válida:

- Membrete/Certificado del banco
- Cheque anulado
- Captura de pantalla de instrucciones bancarias/estado de cuenta

La prueba bancaria debe coincidir con todos los datos bancarios ingresados en los campos. **El archivo adjunto debe cargarse en un formato de solo lectura.**

Nota: Este documento debe ser emitido por su banco, no por su empresa.

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](#)

Haga clic en “**Enviar**” al completar.

Nota: Como parte de el proceso de revisión, nuestro equipo de soporte podría contactarlo para confirmar los detalles de la presentación.

En caso de que su presentación haya sido rechazada o devuelta para **obtener detalles adicionales**, consulte nuestra guía sobre “**Corregir un cuestionario que ha sido enviado para reenvío.**”