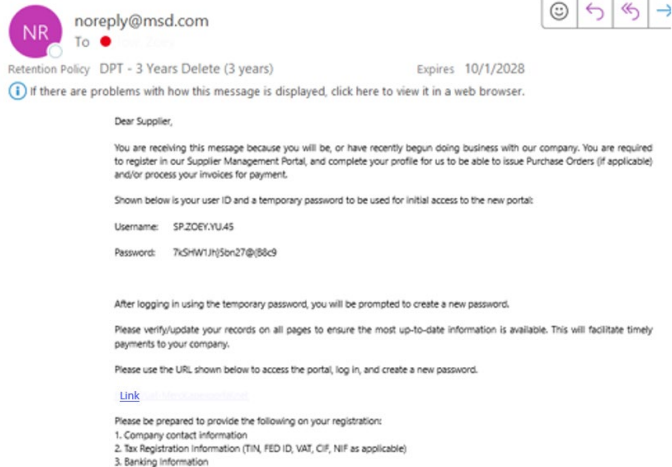




Criar uma conta de fornecedor no Portal Apex

Para realizar transações com a nossa empresa, é necessário concluir o processo de registo no portal do fornecedor. Uma conta de fornecedor pode ser criada usando os seguintes passos:

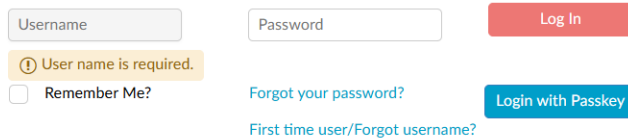
MSD - Onboarding of the Vendor



The screenshot shows an email from noreply@msd.com with the subject 'MSD - Onboarding of the Vendor'. It contains a temporary username 'SP2DEYU45' and password '7x5HWJHj5on27@58c9'. The email also includes a link to the portal and instructions on what information to provide during registration.

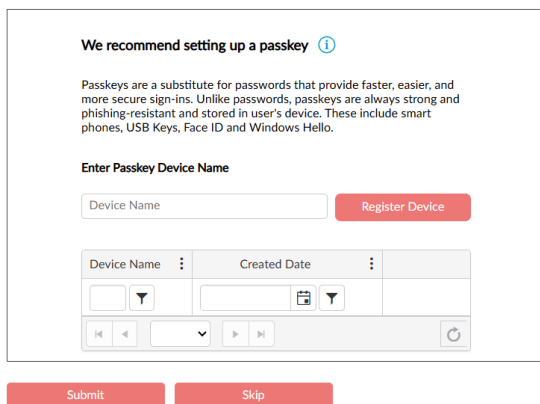
Entre no link de convite recebido de noreply@msd.com com o título “**MSD – Onboarding of the Vendor**”.

Um nome de usuário e uma senha temporária serão fornecidos para fins de login. Após o **login inicial**, será necessário **atualizar a sua senha**.



The screenshot shows a login form with fields for 'Username' and 'Password'. There is a 'Log In' button and a 'Forgot your password?' link. A message states 'User name is required.' and there is a 'Remember Me?' checkbox.

Faça login com o **nome de usuário e a senha temporária** fornecidos.



The screenshot shows a screen titled 'We recommend setting up a passkey'. It explains that passkeys are a substitute for passwords and are more secure. There is a section 'Enter Passkey Device Name' with a 'Device Name' input field and a 'Register Device' button. Below this is a table with columns 'Device Name' and 'Created Date'. At the bottom are 'Submit' and 'Skip' buttons.

Opcional:

Recomenda-se configurar uma chave de acesso para logins rápidos e seguros. Pode evitar esta passagem por agora.



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 the 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 a different email address.

If you have any questions, please contact the Help Desk at noreply@msd.com or by phone at 1-800-451-7237.

System Administrator

Receberá um e-mail com o código de autenticação de login 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](#)

Insira o código de 6 dígitos e certifique-se de que todas as perguntas de segurança sejam respondidas corretamente. **Em seguida, clique em “Enviar”**

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:

[Change Password](#) [Cancel](#)

Preencha a **senha atual** com a senha temporária fornecida. Em seguida, siga os requisitos de senha forte para **configurar uma nova senha**.

Sua conta agora está criada. Chegará à página inicial do Portal do Fornecedor, onde deverá preencher os dados relevantes para sua empresa, **como detalhes bancários para pagamento, endereço, e informações de contato**.



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

É necessário revisar e reconhecer nosso código de conduta. Clique nas **caixas de seleção do Acordo**.

Clique em **“Avançar”** para continuar.

Forneça as informações necessárias na Lista de Verificação de Registro antes de se registrar.

Exemplo: Comprovante bancário e comprovante fiscal, conforme aplicável.

Clique em **“Avançar”** para continuar.

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



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

Insira o seu **número de contato** clicando no botão **“Editar”** e continue com o botão **“Atualizar”**.

Clique em **“Avançar”** para continuar

Business Address

Insira o **endereço da sua empresa** clicando no botão **“Editar”**.

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

	Address Type	Street	City
Edit	Physical Address		

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Preencha todos os campos obrigatórios e clique em **“Ok”**. Se você tiver uma conta existente na Rede Ariba que deseja usar para nos enviar faturas, insira-a aqui.

Clique em **“Avançar”** para continuar.

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



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		

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Selecione a resposta apropriada **para as** informações fiscais da sua empresa e clique no botão “**Editar**” **para inserir o número fiscal.**

Tax Information

* Country:

* Tax Type:

* Tax Id:

* Address:

Ok Discard

Insira o ID fiscal da sua empresa e clique em “**Ok**”

Clique em “**Avançar**” 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:

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Isso se aplica **apenas se você fornecer internacionalmente.**

Nota: Será necessário anexar um Certificado de Retenção se os detalhes forem preenchidos na caixa.

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

Insira suas **Informações Bancárias** clicando no botão “**Adicionar Conta Bancária**”.

Clique em “**Avançar**” para continuar.



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

Por favor, complete todos os **campos obrigatórios**. É importante preencher a **chave bancária correta** para garantir a precisão das informações bancárias que serão preenchidas automaticamente.

Você também pode alterar manualmente o endereço, se necessário.

Nota: Uma Conta Corrente refere-se a uma Conta de Depósito à Vista.

Clique em “Ok” & “Avançar” 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

Electr Signati

Upload

Banking Proof

1

Page size: 10

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Por favor, **carregue** todos os **documentos necessários**, que foram preenchidos automaticamente com base nas informações fornecidas, e clique em “Avançar.”

Exemplo de Documentação Bancária Válida:

- Papel timbrado/Certificado do Banco
- Cheque Anulado
- Captura de tela das instruções bancárias/extrato bancário

A prova bancária deve corresponder a todos os dados bancários inseridos nos campos. **O anexo deve ser carregado em formato somente leitura.**

Nota: Este documento precisa ser emitido pelo seu banco, não pela sua empresa.

Clique em “Enviar” após a conclusão.

Nota: Como parte do processo de revisão, você pode ser contatado pela nossa equipe



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](#)

de suporte para confirmar os detalhes da
submissão.

Caso sua submissão tenha sido rejeitada ou retornada para
detalhes adicionais, [consulte nosso guia sobre “.”](#)
