



كيفية تحديث البيانات كمورد موجود (حتى الآن Apex قديم / غير مسجل عبر)

لإجراء معاملات مع شركتنا، يُطلب منك إكمال عملية التسجيل على بوابة الموردين. يمكن إنشاء حساب المورد باستخدام الخطوات التالية:

”دعوة للتسجيل - MSD“ بعنوان noreply@msd.com انتقل إلى رابط الدعوة الذي تم استلامه من

سيتم توفير اسم مستخدم وكلمة مرور مؤقتة لأغراض تسجيل الدخول. بعد تسجيل الدخول الأولي، يُطلب منك تحديث كلمة المرور الخاصة بك.

MSD - Vendor Onboarding

 noreply@msd.com
To
Retention Policy: DFT - 3 Years Delete (3 years)
Expires: 11/10/2023

You forwarded this message on 22/10/2023 11:31.
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: SP.TAD.TAD.65
Password: eZW@vL#7(tj7

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](#)

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
4. Business classification
5. Government and diversity certification as applicable

If you have any questions, please find our contact details [here](#).

Supplier Registration Operation Team

suppliers.msd.com

 MSD

Find all the details about registration, invoicing and others at suppliers.msd.com.

”قم بتسجيل الدخول باستخدام “اسم المستخدم” و “كلمة المرور المؤقتة“.



ⓘ User name is required.

☐ Remember Me?

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

اختياري—يُوصى بإعداد مفتاح مرور لتسجيل الدخول السريع والأمن. يمكنك أيضًا اختيار تخطي هذه الخطوة في الوقت الحالي.

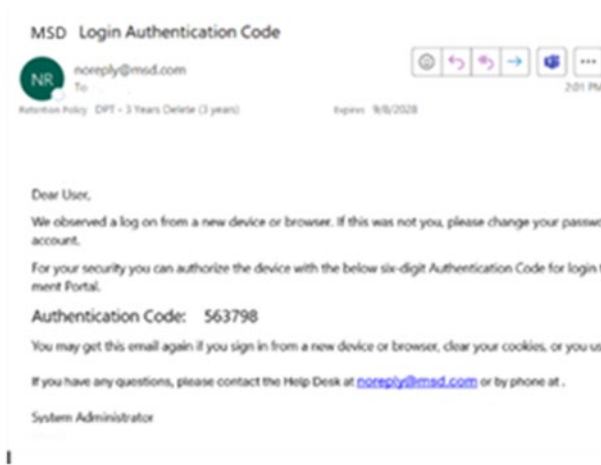
We recommend setting up a passkey ⓘ

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
Filter	Filter
Previous	Next

ستتلقى بريدًا إلكترونيًا يحتوي على رمز مصادقة تسجيل الدخول من noreply@msd.com.



يرجى إدخال الرمز المكون من 6 أرقام في الخطوة 1 والتأكد من الإجابة على جميع أسئلة الأمان (الخطوة 2) بشكل صحيح. ثم انقر على "إرسال".

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?

يرجى ملء "كلمة المرور الحالية" بكلمة المرور المؤقتة المقدمة. ثم اتبع متطلبات كلمة المرور القوية لإعداد كلمة مرور جديدة.

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:

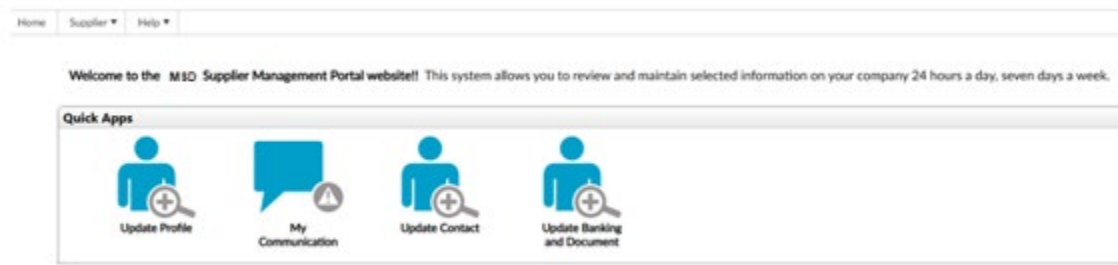
Change Password

Cancel

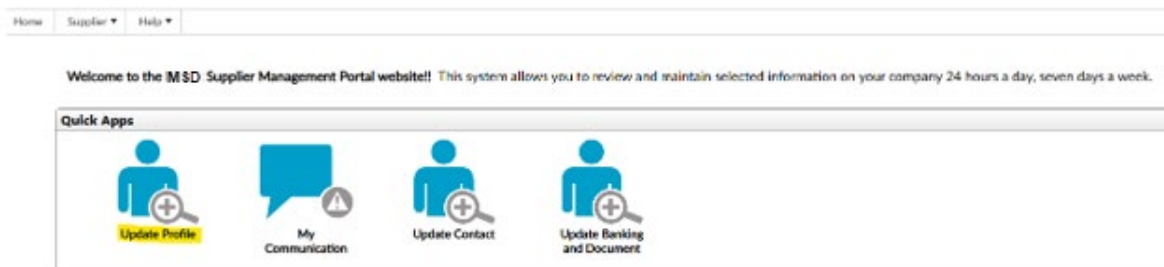


حسابك الآن نشط. سيتم نقلك مباشرة إلى الصفحة الرئيسية لبوابة الموردين، حيث يمكنك مراجعة وتحديث أي بيانات ذات صلة بعملك مثل تفاصيل البنك للدفع، العنوان ومعلومات الاتصال.

بمجرد تسجيل الدخول، سترى هذا كصفحتك الرئيسية



لمراجعة وتحديث ملفك الشخصي، يرجى النقر على تحديث الملف الشخصي



يرجى النقر على كل قسم من القائمة ومراجعة وتحديث بياناتك إذا لزم الأمر.



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 to the terms and conditions of the agreement in order to access the secure self-service 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 >>

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تأكد من توفر جميع المستندات اللازمة إذا كان ذلك ينطبق (تغيير حساب البنك)



Home Supplier Help

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Incomplete

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[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.

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راجع وقم بتحديث معلومات الاتصال/اسم الشركة إذا كان ذلك ينطبق

تابع بالنقر على "تعديل".



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

Business Information

Supplier Country: Czech Republic

Supplier Name: YOUR VENDOR

Company Name DBA:

Remittance Email ID: JOE.SMITH@COMPANY.COM

Contact Information

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

	First Name	Last Name	Contact Type	Email	Resend
Edit	JOE	SMITH	Primary	JOE.SMITH@COMPANY.COM	

Classification Number

Add New Classification

Classification	DUNS Number	Delete
DUNS NUMBER		Edit X Delete

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Next >>

Save Draft



Home Supplier Help

Complete
Incomplete

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- Business Information
- Business Address
- Country Specific Tax Information
- Withholding Tax
- Account Information
- Business Size and Diversity
- Document Upload
- Review and Submit

Business Information

Supplier Country:

Supplier Name:

Company Name DBA:

Remittance Email ID:

Contact Information

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

	First Name	Last Name
Edit	JOE	SMITH

Classification Number

Add New Classification

Classification	DUNS Number	Delete
DUNS NUMBER		Edit X Delete

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Contact Information

Contact Type: Primary

First Name: JOE

Last Name: SMITH

Contacts Email Id: JOE.SMITH@COMPANY.COM

Confirm Email Id: JOE.SMITH@COMPANY.COM

Preferred Language: English

	Type	CountryCode	Number	Extension	Delete
Edit	Primary	Czech Republic	+42077777777		X

Ok

Discard

انقر على "تعديل" إذا كان تغيير العنوان ينطبق - انقر على "التالي" للانتقال إلى قسم آخر



Business Address

- ☒ Complete
☐ Incomplete

- ☒ Registration Checklist
☒ Business Information
☐ Business Address
☐ Country Specific Tax Information
☐ Withholding Tax
☐ Account Information
☐ ERP Information
☐ Business Size and Diversity
☐ Document Upload
☐ Review and Submit

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

	Address Type	Street	City	State	Country
Edit	Physical Address	898/8 ADDRESS	PRAHA	Praha, Hlavní mesto	Czech Republic

*

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يرجى مراجعة رقم ضريبة القيمة المضافة // رقم الضريبة. يرجى العلم أنه إذا كان لديك رقم ضريبة قيمة مضافة جديد، يجب إنشاء حساب مورد جديد. في هذه الحالة، تحتاج إلى التواصل مع جهة الاتصال الخاصة بك في شركتنا حتى يتمكنوا من طلب إنشاء مورد جديد.



Home Supplier Help

Country Specific Tax Information

- ☒ 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

- * Tax Reporting Country: Czech Republic
* Business Entity Type: Company/Corporation

Add New Tax Information					
	Country	Tax Type	Tax Id Number	Validation	
Edit	Czech Republic	ICO NUMBER	27950883	TAX NUMBER VALID. ENTITY NAME MISMATCHED, NAME FOUND: TOM-CAT 2007, S.R.O.	Delete
Edit	Czech Republic	VAT REGISTRATION NUMBER (VAT)			Delete
Edit	Czech Republic	DIC NUMBER			Delete

*

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هذا ينطبق فقط إذا كنت تقدم خدمات دولية.

□□□□□□ □□ □□□□□□□□ □□ □□ □□ □□ □□□□ □□□□ □□ □□□□□□ □□□□□□



Withholding Tax

☒ 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

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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Account Information

☒ 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

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	Account Type	Delete
Edit	CESKA SPORITELNA A.S.	Czech Republic	Czech Koruna	Checking	X Delete

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"راجع معلوماتك المصرفية بالنقر على زر "تعديل

يرجى مراجعة وتحديث “حجم الأعمال والتنوع” إذا كان ذلك ينطبق

Business Size and Diversity

☒ 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

MSO highly recommends certifying your business. Certifying agencies, such as those listed here, provide access to government contracts, support networks, new customers at events or on social media, and opportunities for professional development. They also offer extensive research on issues such as gender and race in business.

Please select the country where your company's headquarters is located:

Select a value..

Business Size

Select a value...

Is your business 51% owned, controlled and actively managed by individual/s from historically under-utilized businesses?

Select a value...

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. "يرجى تحميل جميع المستندات المطلوبة التي تم تعبئتها تلقائيًا بناءً على المعلومات التي قدمتها، ثم انقر على "التالي

مثال على وثائق البنك الصالحة (ينطبق فقط عند إضافة أو تعديل حساب بنكي)

- ترويسة البنك/شهادة
- شيك ملغى
- لقطة شاشة لتعليمات البنك/كشف الحساب البنكي

يجب أن تتطابق إثباتات البنك مع جميع بيانات البنك المدخلة في الحقول. يجب تحميل المرفق بصيغة للقراءة فقط



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

- ☒ 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

Add New Record

Document Name	File Type	Expiration Date	Uploaded Date	Linked To	Electronic Signature	Remove	Regenerate Document
Bank Proof	Banking Proof		9/26/2025	Supplier		✖	

◀

1

▶

Page size: 10

1 items in 1 pages

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انقر على "التالى" للمتابعة

انقر على "إرسال" عند الانتهاء



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.

Thank you. For any questions, please contact helpdesk at suppliers.msd.com

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Submit

في حال تم رفض طلبك أو إعادته للحصول على تفاصيل إضافية، يرجى الرجوع إلى دليلنا حول "تصحيح استبيان تم إرساله لإعادة التقديم".