

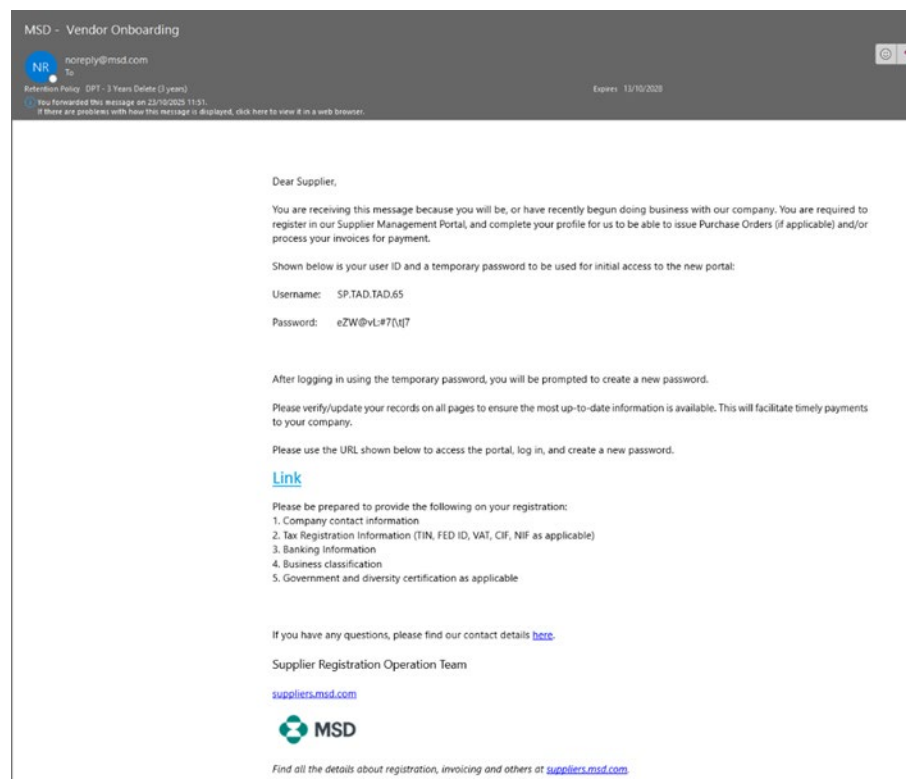


现有供应商如何更新数据 (旧有供应商/尚未应用Apex注册的供应商)

若要与我方公司进行交易，您需要在供应商门户上完成注册流程。您可以按照以下步骤创建供应商账户：

请点击您收到来自 noreply@msd.com 的邀请链接，该邮件标题为“**MSD - Invitation to Register**”。

您将获得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。



请使用提供的“用户名”和“临时密码”登录。



① User name is required.

☐ Remember Me?

[Forgot your password?](#)

[Login with Passkey](#)

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

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。

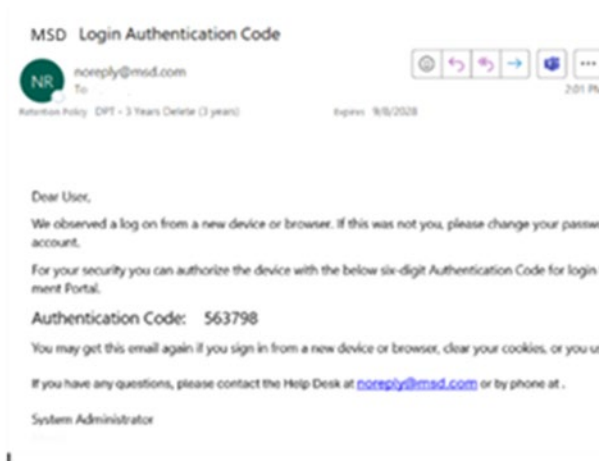
We recommend setting up a passkey ⓘ

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	Calendar Filter	
Previous Next Refresh		Refresh

您将收到一封来自 noreply@msd.com 的登录验证码邮件。



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”。

Step: 1

Please enter authentication code received in your email

Email authentication code

Reset Authentication Code

Submit

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“当前密码”字段中填写所提供的临时密码。然后，按照强密码要求设置新密码。



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: *

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

您的账户现已激活。您将直接跳转至供应商门户主页，您可以在该页面查看&更新与您的业务相关的任何数据，例如用于付款的银行详细信息、地址和联系信息。

登录后，您将看到如下主页：

[Home](#) [Supplier](#) [Help](#)

Welcome to the **MSD Supplier Management Portal website!!** This system allows you to review and maintain selected information on your company 24 hours a day, seven days a week.

Quick Apps

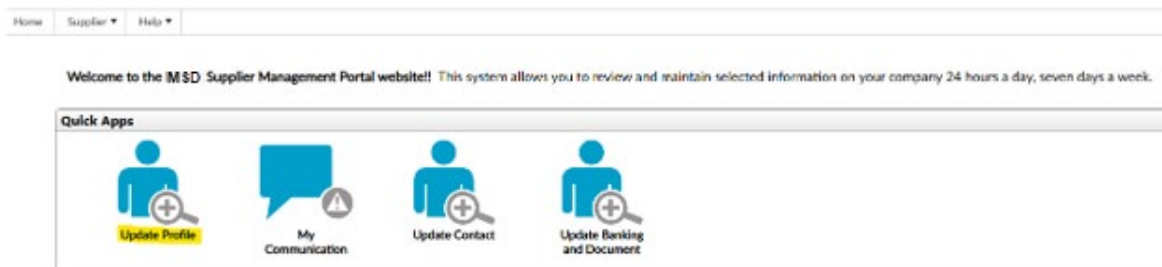

Update Profile


My Communication


Update Contact


Update Banking and Document

如需查看和更新您的资料，请点击“更新资料”。



请点击菜单中的各个部分，根据需要查看和更新您的数据。

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](#)

请确保您已准备好所有必要文件，如适用（例如银行账户变更）。



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

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[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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请查看并更新联系信息/公司名称，如适用。

点击“编辑”。



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- Complete
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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	Contact Type	Email	Resend
☐	JOE	SMITH	Primary	JOE.SMITH@COMPANY.COM	Resend

Classification Number

Add New Classification		
Classification	DUNS Number	Delete
DUNS NUMBER		Edit Delete

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Home Supplier Help

Complete

Incomplete

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:

Supplier Name:

Company Name DBA:

Remittance Email ID:

Contact Information

Please click "Edit" to update the primary contact information

Edit

First Name

Last Name

JOE

SMITH

Classification Number

Add New Classification

Classification

DUNS Number

DUNS NUMBER

Edit

Delete

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Next >>

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Contact Information

Contact Type:

First Name:

Last Name:

Contacts Email Id:

Confirm Email Id:

Preferred Language:

Primary

JOE

SMITH

JOE.SMITH@COMPANY.COM

JOE.SMITH@COMPANY.COM

English

	Type	CountryCode	Number	Extension	Delete
Edit	Primary	Czech Republic	+420777777777		X

OK

Discard

如果需要更改地址，请点击“编辑”——然后点击“下一步”进入下一部分。

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

Business Address

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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点击“**编辑**”按钮，查看您的银行信息。

MSD

Home Supplier Help

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

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请查看并更新“**企业规模和多元化**”信息，如适用。

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Business Size and Diversity

MSD 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:

Business Size:

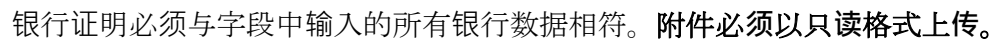
Is your business 51% owned, controlled and actively managed by individual/s from historically under-served businesses?

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系统已根据您提供的信息自动填充了所需文件列表，请**上传**所有这些文件，然后点击“**下一步**”

正规银行文件的示例（仅在添加或编辑银行账户时适用）

- 银行抬头信纸/证明
- 作废支票
- 银行指令/银行对账单的截图



点击“下一步”继续。

完成后点击“提交”。

注意：作为审核流程的一部分，我们的支持团队可能会联系您，以确认提交的详细信息。



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](#)

如果您的提交被拒绝或因需要补充更多信息而被退回，请参阅我们的“[更正已发回重审的问卷](#)”指南。