

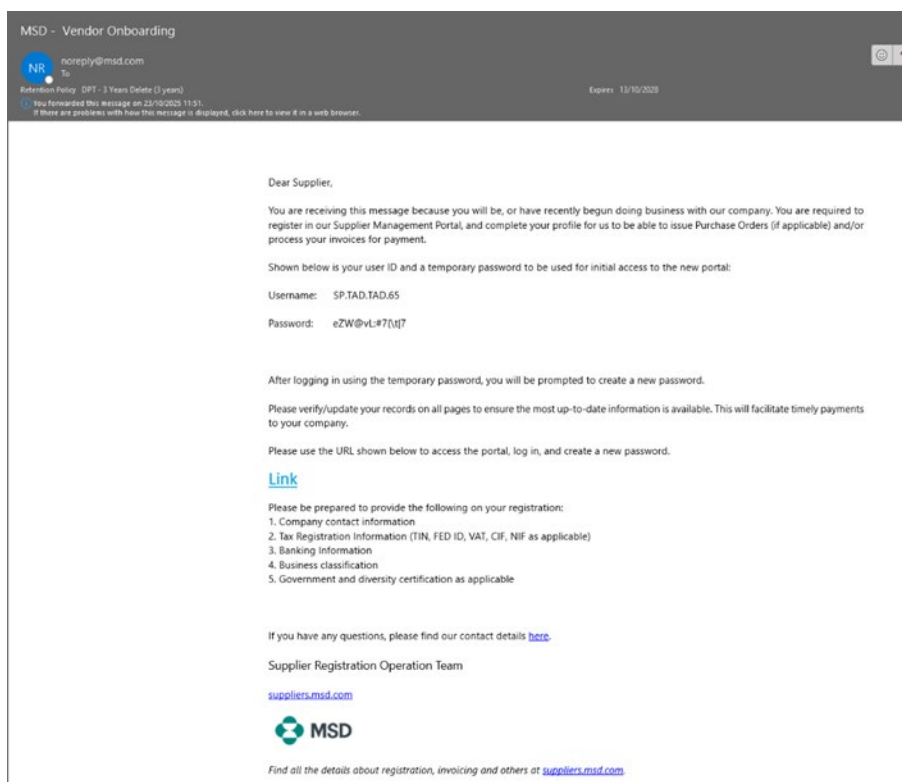


如何以現有供應商的身份更新資料 (舊版 / 尚未通過 Apex 註冊)

要與我們公司進行交易，您需要完成供應商門戶的註冊流程。供應商帳戶可以通過以下步驟創建：

導航至從 noreply@msd.com 收到的標題為“**MSD - 邀請註冊**”的邀請連結。

系統將提供用戶名和臨時密碼以供登錄使用。首次登錄後，您需要更新密碼。



使用提供的“用戶名”和“臨時密碼”登錄。



❗ User name is required.

☐ Remember Me?

[Forgot your password?](#)

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

可選項—建議您設置通行密鑰以便快速且安全地登錄。您也可以選擇暫時跳過此步驟。

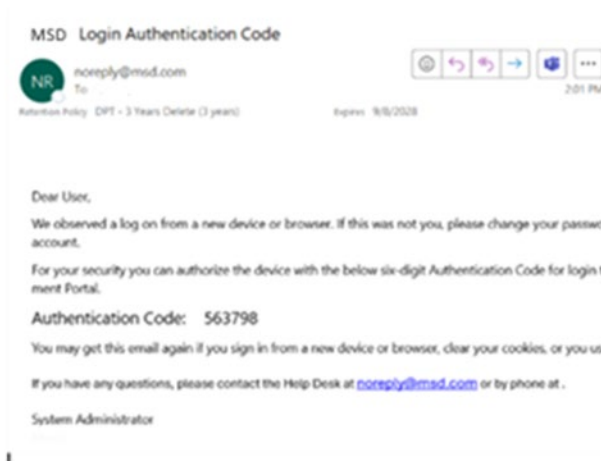
We recommend setting up a passkey ⓘ

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
Previous	Next

您將收到來自 noreply@msd.com 的登錄驗證碼電子郵件。



請輸入 6 位數驗證碼至第 1 步，並確保所有安全問題（第 2 步）均正確回答。然後，點擊“提交”

。

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?

請在“當前密碼”欄位填入提供的臨時密碼。接著，按照強密碼要求設置新密碼。

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:

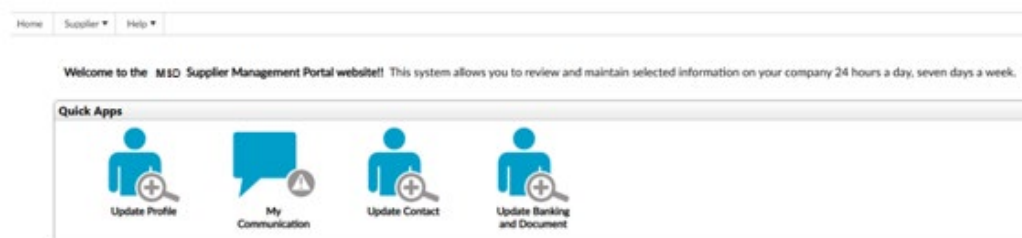
Change Password

Cancel

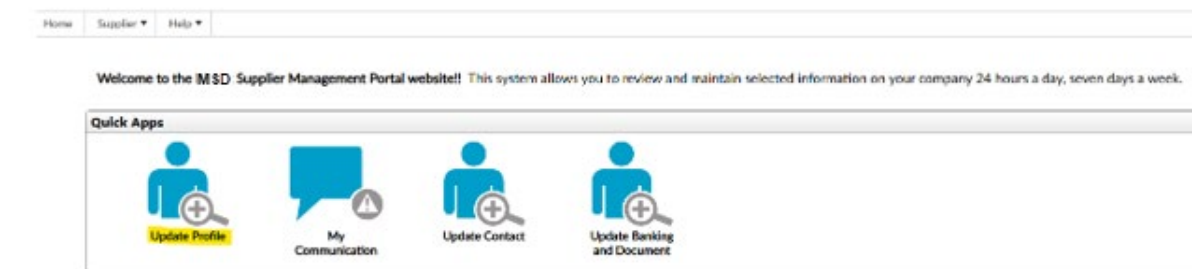


您的帳戶現已啟用。系統將直接帶您進入供應商門戶首頁，您您可以在此查看並更新與您的業務相關的任何數據，例如付款的銀行詳細信息、地址和聯繫信息。

登錄後，您將看到以下作為您的首頁：



要查看並更新您的個人資料，請點擊“更新個人資料”。



請點擊菜單中的每個部分，並在必要時查看和更新您的數據。



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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.

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確保您擁有所有必要的文件（如適用，例如銀行帳戶更改）。



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查看並更新聯繫信息/公司名稱（如適用）。

繼續點擊“編輯”。

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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	✕ Delete

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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
Edit	JOE	SMITH	Primary	JOE.SMITH@COMPANY.COM	

Classification Number

Add New Classification

Classification	DUNS Number		Delete
DUNS NUMBER		Edit	✕ 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	+420777777777		✕

OK

Discard



如果需要更改地址，請點擊“編輯”——點擊“下一步”以進入另一部分。

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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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請查看增值稅號// 稅號。請注意，如果您有新的增值稅號，則必須創建新的供應商帳戶。在這種情況下，您需要聯繫我們公司的聯繫人，以便他們可以申請創建新的供應商。

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Country Specific Tax Information

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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此操作僅適用於您進行國際供應。

注意：如果在框中填寫了詳細信息，您需要附上預扣稅證明。



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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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通過點擊“編輯”按鈕查看您的銀行信息。

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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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請查看並更新“業務規模和多樣性”（如適用）。



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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-utilized businesses?

Select a value..

Select a value..

Select a value..

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請上傳**所有**根據您提供的信息自動填充的**所需文件**，然後點擊“**下一步**”。

有效銀行文件的示例（僅適用於添加或編輯銀行帳戶時）

- 銀行信箋 / 證明
- 作廢支票
- 銀行指令 / 銀行對賬單的截圖

銀行證明必須與字段中輸入的所有銀行數據一致。附件必須以**只讀格式**上傳。

注意：此文件需要由您的銀行出具，而非您的公司。



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W-9 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	Remove	Regenerate Document
Bank Proof	Banking Proof		9/26/2025	Supplier		X	

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點擊“下一步”繼續。

完成後點擊“提交”。

注意：作為審核流程的一部分，我們的支持團隊可能會聯繫您以確認提交的詳細信息。

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



如果您的提交被拒絕或退回以補充更多詳細信息，請參閱我們的指南“[更正已被退回的問卷](#)”。