



기존 공급업체로서 데이터를 업데이트하는 방법 (레거시 / 아직 Apex를 통해 등록되지 않음)

당사와 거래하려면 공급업체 포털에서 등록 절차를 완료해야 합니다. 공급업체 계정은 다음 단계를 통해 생성할 수 있습니다:

“MSD - Invitation to Register”라는 제목으로 noreply@msd.com에서 받은 초대 링크로 이동합니다.

로그인 목적으로 사용자 이름과 임시 비밀번호가 제공됩니다. 초기 로그인 후 비밀번호를 업데이트해야 합니다.

The screenshot shows an email titled "MSD - Vendor Onboarding" from noreply@msd.com. The email body addresses the supplier and explains that they are required to register in the Supplier Management Portal. It provides a temporary username "SP.TAD.TAD.65" and a temporary password "eZW@vL#7(!)7". The email also includes a link to access the portal and a list of information required for registration: 1. Company contact information, 2. Tax Registration Information (TIN, FED ID, VAT, CIF, NIF as applicable), 3. Banking Information, 4. Business classification, and 5. Government and diversity certification as applicable. The email concludes with contact details for the Supplier Registration Operation Team and the website suppliers.msd.com.

MSD - Vendor Onboarding

noreply@msd.com
To: [Redacted]
Retention Policy: GPT - 3 Years Delete (3 years)
Expires: 11/10/2023 11:51
You forwarded this message on 23/10/2023 11:51.
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(!)7

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

제공된 “사용자 이름”과 “임시 비밀번호”로 로그인합니다.



ⓘ User name is required.

☐ Remember Me?

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

선택 사항—빠르고 안전한 로그인 설정을 위해 패스키를 설정하는 것이 권장됩니다. 이 단계를 지금 건너뛸 수도 있습니다.

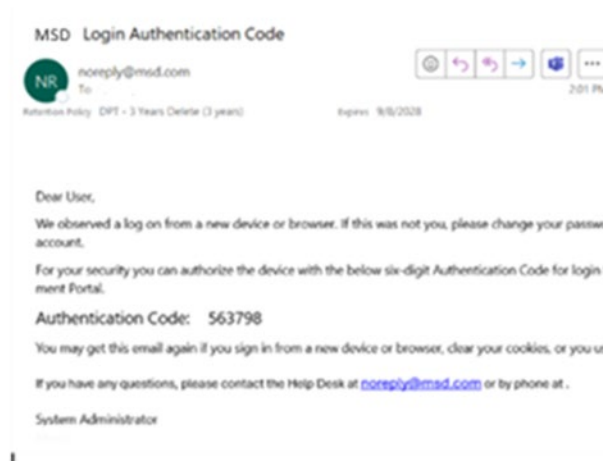
We recommend setting up a passkey ⓘ

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
⏮ ⏪ ⏩ ⏭ Dropdown Refresh	

noreply@msd.com에서 [로그인 인증 코드 이메일](#)을 받게 됩니다.



1단계에 6자리 코드를 입력하고 모든 보안 질문(2단계)에 올바르게 답변하십시오. 그런 다음 “제출”을 클릭합니다.

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?

제공된 임시 비밀번호로 “현재 비밀번호”를 입력하십시오. 그런 다음 강력한 비밀번호 요구 사항을 따라 새 비밀번호를 설정하십시오.



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](#)

계정이 활성화되었습니다.공급업체 포털 홈페이지로 바로 이동하며, 결제용 은행 정보, 주소 및 연락처 정보와 같은 비즈니스 관련 데이터를 검토 및 업데이트할 수 있습니다.

로그인하면 다음이 홈페이지로 표시됩니다:

[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

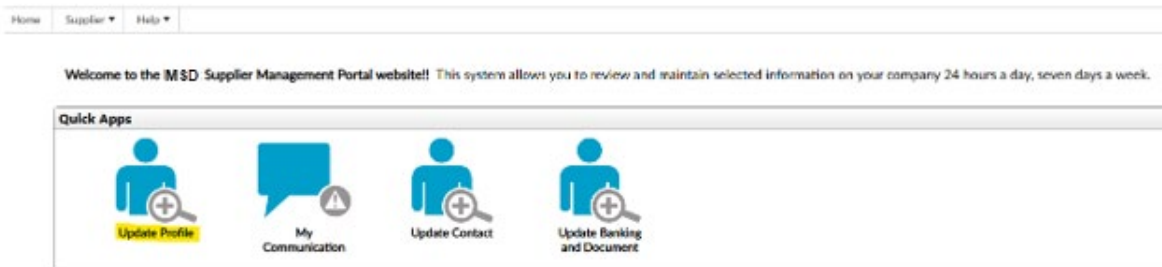

Update Profile


My Communication

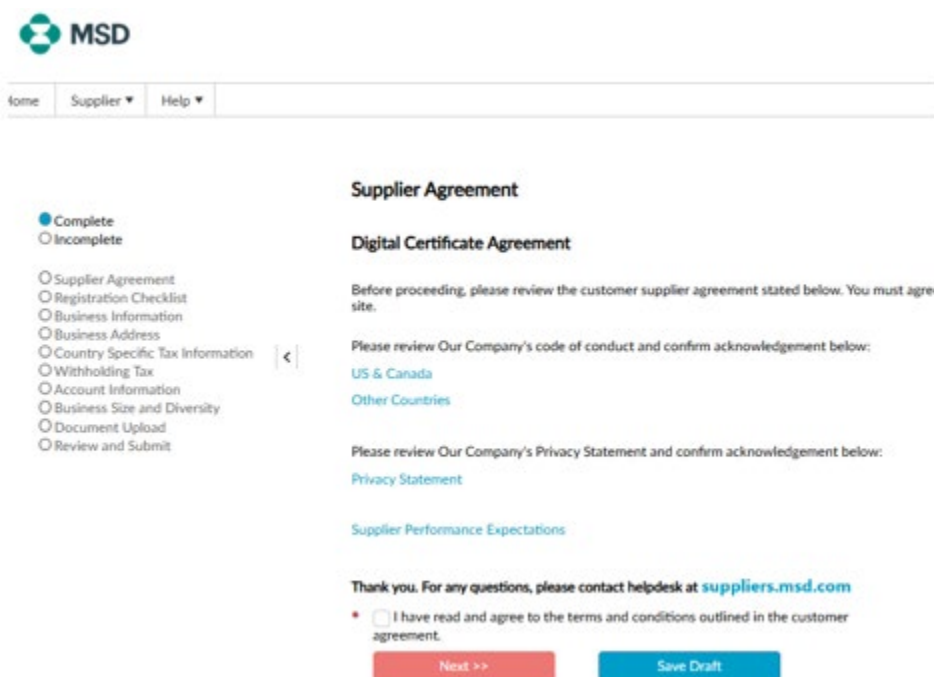

Update Contact


Update Banking and Document

프로필을 검토하고 업데이트하려면 Update Profile을 클릭하십시오.



메뉴에서 각 섹션을 클릭하여 데이터를 검토하고 필요한 경우 업데이트하십시오.



필요한 문서가 모두 준비되었는지 확인하십시오(은행 계좌 변경 시 해당).



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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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연락처 정보/회사 이름을 검토하고 필요한 경우 업데이트하십시오.

“편집”을 클릭하십시오.



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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	Resend

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

Edit

First Name

Last Name

JOE

SMITH

Classification Number

Add New Classification

Classification

DUNS Number

DUNS NUMBER

Edit

Delete

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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
Primary	Czech Republic	+420777777777		X

OK

Discard

주소 변경이 필요한 경우 “편집”을 클릭하고 “다음”을 클릭하십시오.

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Business Address

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

Edit

Address Type

Street

City

State

Country

Physical Address

898/8 ADDRESS

PRAHA

Praha, Hlavní mesto

Czech Republic

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VAT ID// TAX ID를 검토하십시오. 새로운 VAT ID가 있는 경우 새 공급업체 계정을 생성해야 한다는 점을 알려드립니다. 이 경우, 당사 연락처에 문의하여 새 공급업체 생성을 요청해야 합니다.


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Country Specific Tax Information

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Tax Reporting Country:

Czech Republic

Business Entity Type:

Company/Corporation

Add New Tax Information

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

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이는 국제적으로 공급하는 경우에만 적용됩니다.

참고: 상자에 세부 정보가 입력된 경우 원천징수 증명서를 첨부해야 합니다.


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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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“편집” 버튼을 클릭하여 은행 정보를 검토하십시오.



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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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“비즈니스 규모 및 다양성”을 검토하고 필요한 경우 업데이트하십시오.


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Business Size and Diversity

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- ☐ Review and Submit

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?

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제공된 정보에 따라 자동으로 채워진 **모든 필수 문서를** 업로드하고 “다음”을 클릭하십시오.

유효한 은행 문서의 예(은행 계좌 추가 또는 편집 시에만 해당)

- 은행 레터헤드/증명서
- 무효화된 수표
- 은행 지침/은행 명세서 스크린샷

은행 증명서는 입력된 모든 은행 데이터와 일치해야 합니다. 첨부 파일은 읽기 전용 형식으로 업로드해야 합니다.

참고: 이 문서는 귀하의 은행에서 발행해야 하며, 귀사의 문서가 아닙니다

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Document Upload

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		✖	

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“다음”을 클릭하여 계속 진행하십시오



완료 후 “제출”을 클릭하십시오.

참고: 검토 과정의 일환으로 지원 팀이 제출 세부 정보를 확인하기 위해 연락할 수 있습니다.

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](#)

귀하의 제출물이 거부되었거나 추가 세부정보를 위해 반환된 경우, “**재제출을 위해 반환된 설문지 수정**”에 대한 가이드를 참조하십시오.