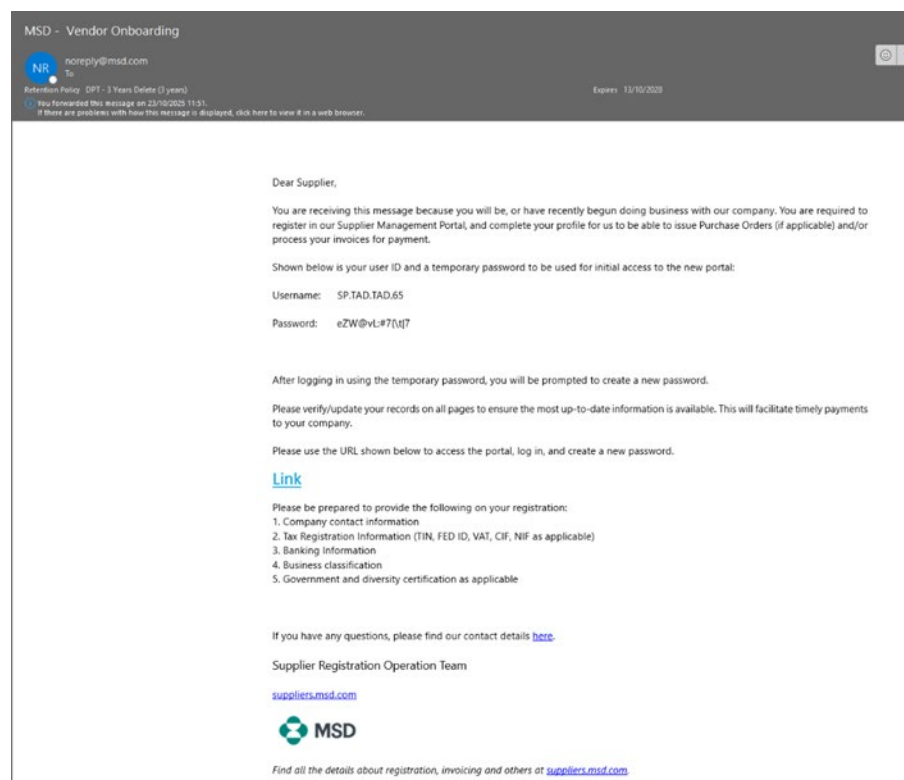


## 现有供应商如何更新数据 (旧有供应商/尚未应用Apex注册的供应商)

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](mailto: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?](#)

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










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**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** 

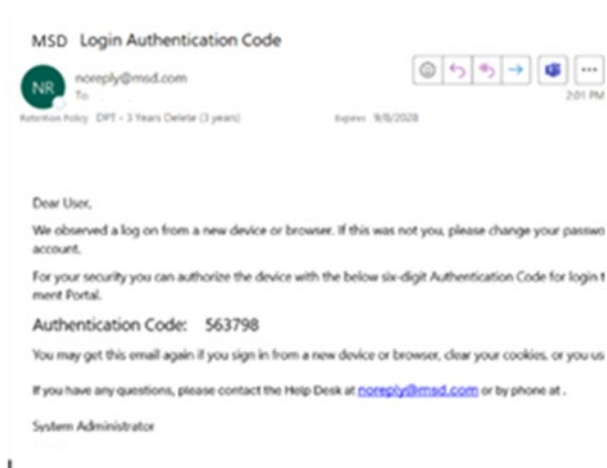
Passkeys are a substitute for passwords that provide faster, easier, and more secure sign-ins. Unlike passwords, passkeys are always strong and phishing-resistant and stored in user's device. These include smart phones, USB Keys, Face ID and Windows Hello.

**Enter Passkey Device Name**

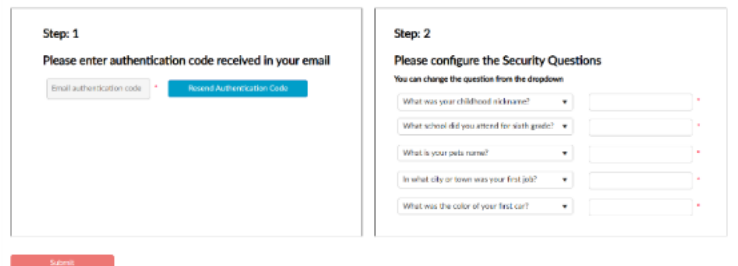
Device Name	Created Date	
<input type="text"/> 	<input type="text"/>  	
<div><input type="text"/></div>		

---

您将收到一封来自 [noreply@msd.com](mailto: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”。

A screenshot of the MSD login authentication code form. It is divided into two steps. Step 1 is titled "Please enter authentication code received in your email" and contains a text input field for the "Email authentication code" and a blue "Reset Authentication Code" button. Step 2 is titled "Please configure the Security Questions" and contains a dropdown menu for "What was your childhood nickname?" and five text input fields for "What school did you attend for sixth grade?", "What is your pet's name?", "In what city or town was your first job?", and "What was the color of your first car?". A red "Submit" button is located at the bottom left of the form.

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**

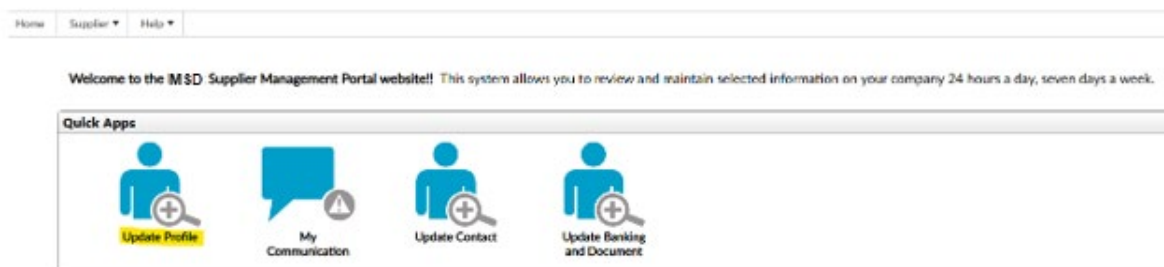
  
Update Profile

  
My Communication

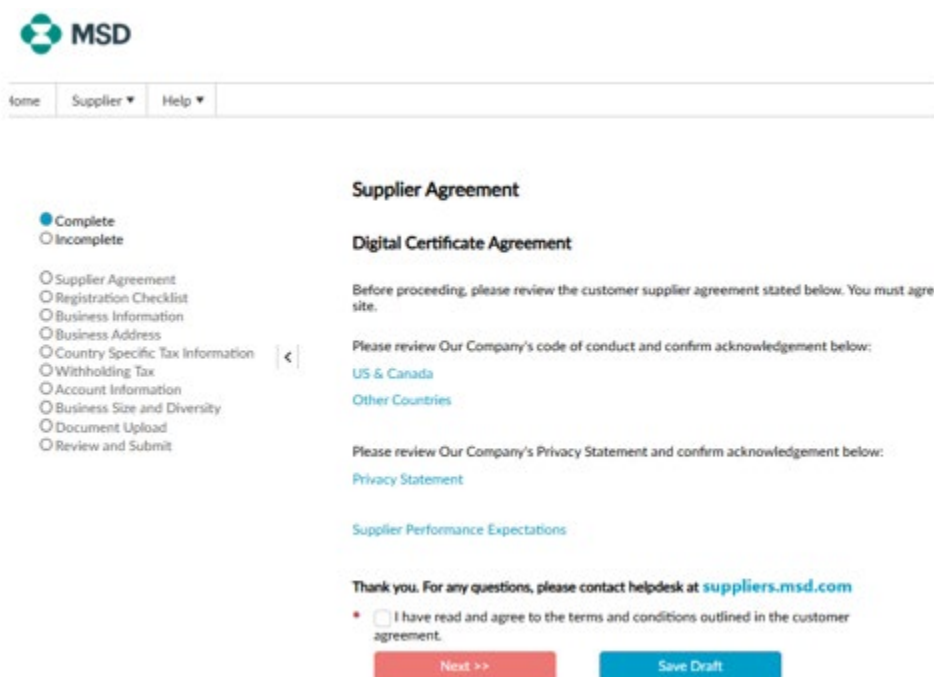
  
Update Contact

  
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。



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）。

● 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](mailto:suppliers.msd.com)

\* ☐ I have read and agree to the terms and conditions outlined in the customer agreement.

Next >>

Save Draft

请查看并更新联系信息/公司名称，如适用。

点击“编辑”。

● 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:
- \* 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
<input type="checkbox"/> Edit	JOE	SMITH	Primary	JOE.SMITH@COMPANY.COM	<input type="button" value="Resend"/>


### Classification Number

Add New Classification			
Classification	DUNS Number		Delete
DUNS NUMBER		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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Next >>

Save Draft



[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:

Supplier Name:

Company Name DBA:

Remittance Email ID:

Contact Information

Please click "Edit" to update the primary contact information

	First Name	Last Name
<a href="#">Edit</a>	JOE	SMITH

Classification Number

Add New Classification

Classification	DUNS Number	Delete
DUNS NUMBER		<a href="#">Edit</a> <a href="#">Delete</a>

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Next >>

Save Draft

Contact Information

Contact Type:

First Name:

Last Name:

Contacts Email Id:

Confirm Email Id:

Preferred Language:

	Type	CountryCode	Number	Extension	Delete
<a href="#">Edit</a>	Primary	Czech Republic	+420777777777		<a href="#">X</a>

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

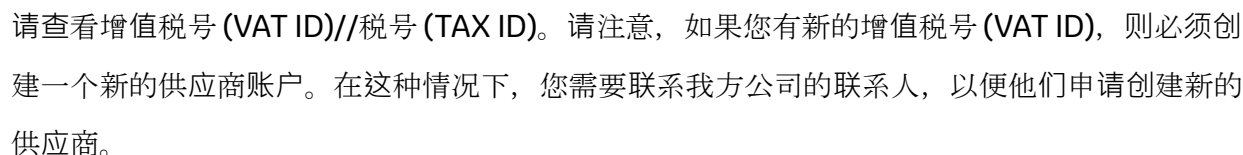
In order to add Physical Address, please click the Edit button associated with the Physical address.

	Address Type	Street	City	State	Country
<a href="#">Edit</a>	Physical Address	898/8 ADDRESS	PRAHA	Praha, Hlavní mesto	Czech Republic

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Next >>

Save Draft

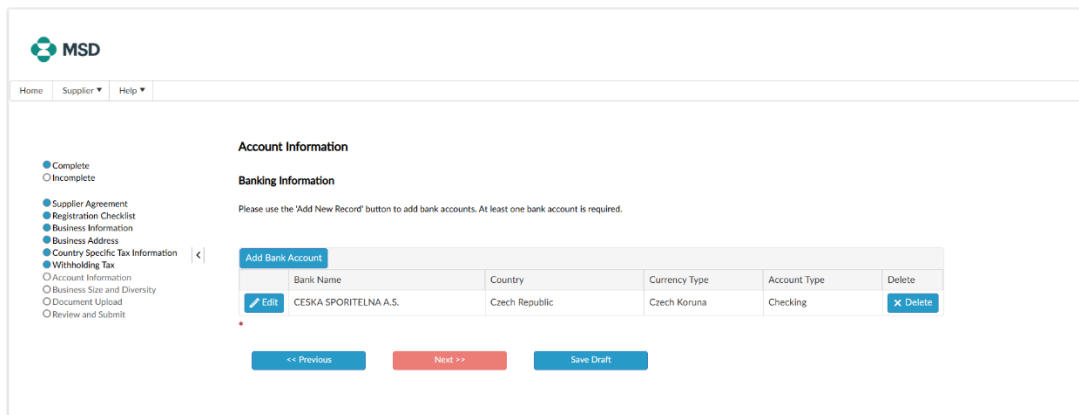


仅当您是供应到国际时，此项才适用。

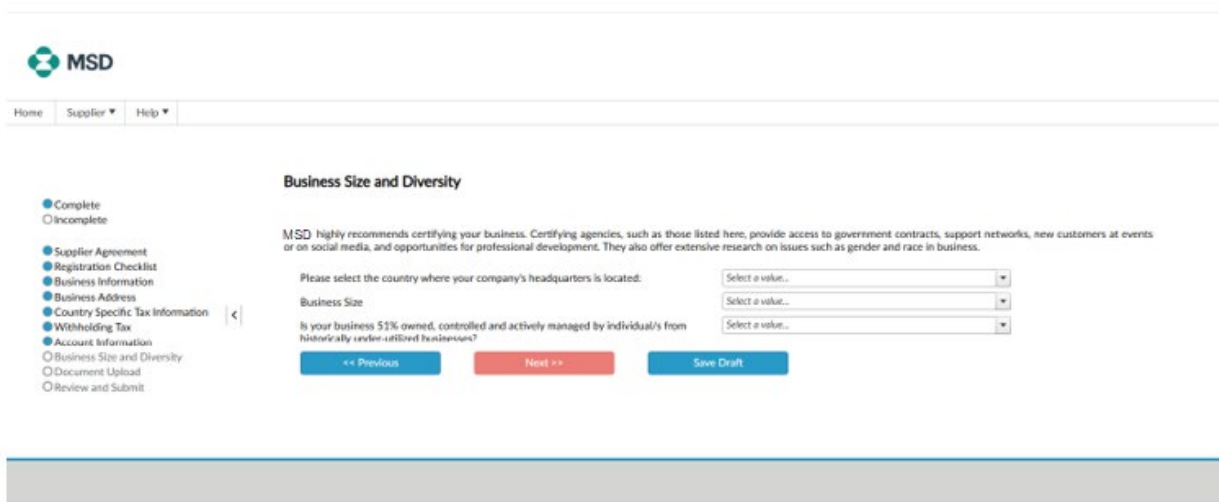
注意：如果在此框中填写了详细信息，您将需要附上预扣税证明。



点击“**编辑**”按钮，查看您的银行信息。



请查看并更新“**企业规模和多元化**”信息，如适用。



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

银行证明必须与字段中输入的所有银行数据相符。附件必须以只读格式上传。

**注意：此文件需要由您的银行出具，而非贵公司。**


**MSD**

[Home](#)
[Supplier ▼](#)
[Help ▼](#)

### 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.

☒ 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

Add New Record

Document Name	File Type	Expiration Date	Uploaded Date	Linked To	Electronic Signature	Remove	Regenerate Document
<a href="#">Bank Proof</a>	Banking Proof		9/26/2025	Supplier		✕	

◀

1

▶

Page size: 10 ▼

1 items in 1 pages

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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.

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Thank you. For any questions, please contact helpdesk at [suppliers.msd.com](mailto:suppliers.msd.com)

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[Save Draft](#)

[Submit](#)

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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。