



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**。

The screenshot shows an email from 'noreply@msd.com' with the subject 'MSD - Invitation to Register'. The email header includes 'From: noreply@msd.com', 'To: [REDACTED]', 'Subject: MSD - Invitation to Register', 'Date: 13/10/2020', and 'Expires: 13/10/2020'. The body of the email is as follows:

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{t]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

请使用提供的“用户名”和“临时密码”登录。

Username Password Log In

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 Register Device

Device Name	Created Date
[Placeholder]	[Placeholder]
[Placeholder]	[Placeholder]
◀ ▶ ▼ ▶ ⟳	

Submit Skip

您将收到一封来自 noreply@msd.com 的登录验证码邮件。

MSD Login Authentication Code



noreply@msd.com

To



2:01 PM

Retention Policy: DPT + 3 Years Delete (3 years)

Expires: 9/9/2028

Dear User,

We observed a log on from a new device or browser. If this was not you, please change your password account.

For your security you can authorize the device with the below six-digit Authentication Code for login to the Management Portal.

Authentication Code: 563798

You may get this email again if you sign in from a new device or browser, clear your cookies, or you use a different browser.

If you have any questions, please contact the Help Desk at noreply@msd.com or by phone at .

System Administrator

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

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 6th 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”。

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

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

Complete
Incomplete

Supplier 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)。

Supplier Agreement

- 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

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](#)

请查看并更新联系信息/公司名称，如适用。

点击“编辑”。

Business 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

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

[=> Previous](#)

[Next >>](#)

[Save Draft](#)

Home | Supplier ▾ | Help ▾

Business Information

● Complete
○ Incomplete

● Supplier Agreement
● 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

Contact Information

Please click "Edit" to update the primary contact information

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

Classification Number

[Add New Classification](#)

Classification	DUNS Number	Delete
DUNS NUMBER		Edit X Delete

[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。

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 město	Czech Republic

[* << Previous](#) [Next >>](#) [Save Draft](#)



请查看增值税号 (VAT ID)//税号 (TAX ID)。请注意，如果您有新的增值税号 (VAT ID)，则必须创建一个新的供应商账户。在这种情况下，您需要联系我方公司的联系人，以便他们申请创建新的供应商。

MSD

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: * Business Entity Type:

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

*

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。

MSD

Home Supplier ▾ Help ▾

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.

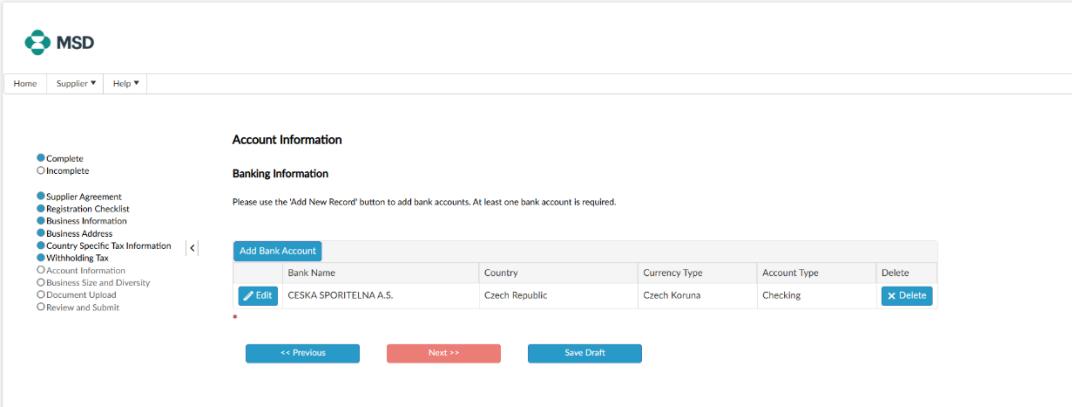
If one of the following scenarios apply to you, download our Withholding Tax Questionnaire from [Supplier Data Management](#) complete the document and attach it in the "Document Upload" step:

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:

<< Previous

点击“编辑”按钮，查看您的银行信息。



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

Account Information

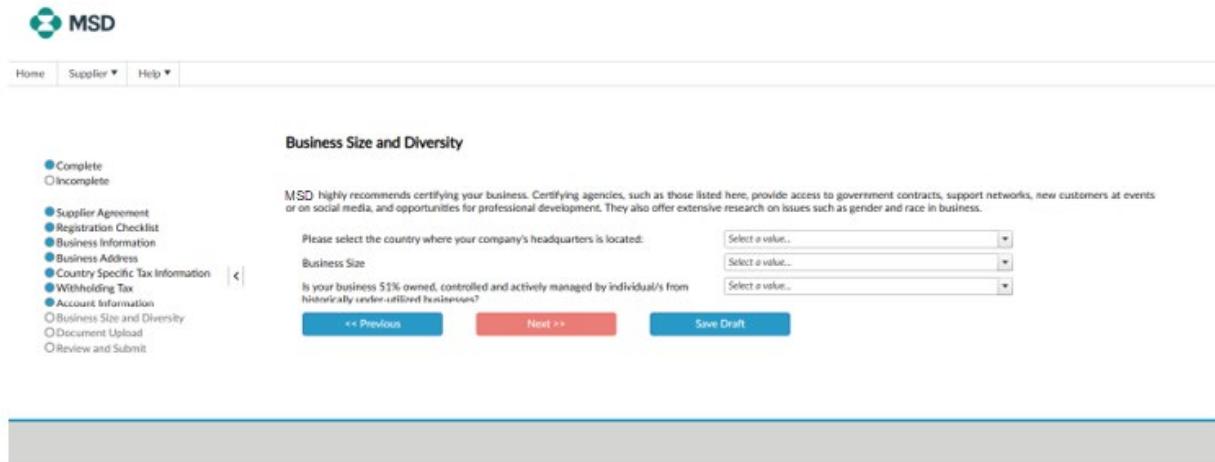
Banking Information

Please use the 'Add New Record' button to add bank accounts. At least one bank account is required.

	Bank Name	Country	Currency Type	Account Type	Delete
<input checked="" type="checkbox"/> Edit	CESKA SPORITELNA A.S.	Czech Republic	Czech Koruna	Checking	<input type="button" value="Delete"/>

< << Previous Next >> Save Draft

请查看并更新“企业规模和多元化”信息，如适用。



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 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-represented businesses?

< << Previous Next >> Save Draft

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

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

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		

Page size: 10 1 items in 1 pages

< << Previous Next >> Save Draft

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

[«« Previous](#)

[Save Draft](#)

[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。