



# Cómo actualizar datos como proveedor existente (legado / aún no registrado a través de Apex)

Para realizar transacciones con Nuestra Empresa, se requiere completar el proceso de registro en el portal de proveedores. Una cuenta de proveedor puede ser creada siguiendo los siguientes pasos:

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Navegue al enlace de invitación recibido de [noreply@msd.com](mailto:noreply@msd.com) con el título “**MSD - Invitación para registrarse**”.

Se proporcionará un nombre de usuario y una contraseña temporal para fines de inicio de sesión. Despues del **primer inicio de sesión**, se requiere **actualizar su contraseña**.

The screenshot shows an email from noreply@msd.com with the subject "MSD - Invitación para registrarse". The email body contains the following information:

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{tj?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](http://suppliers.msd.com)

**MSD**

Find all the details about registration, invoicing and others at [suppliers.msd.com](http://suppliers.msd.com)

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Inicie sesión con el “**nombre de usuario**” y la “**contraseña temporal**”.



<input type="text" value="Username"/>	<input type="text" value="Password"/>	<input type="button" value="Log In"/>
<p><span style="color: orange;">!</span> User name is required.</p>		
<input type="checkbox"/> Remember Me?	<a href="#">Forgot your password?</a>	<a href="#">Login with Passkey</a>
<a href="#">First time user/Forgot username?</a>		

**Opcional**—Se recomienda configurar una clave de acceso para inicios de sesión rápidos y seguros. También puede optar por omitir este paso por ahora.

## We recommend setting up a passkey (i)

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

Register Device

Device Name	Created Date	
<input type="text"/> <input type="button" value="Filter"/>	<input type="text"/> <input type="button" value="Filter"/> <input type="button" value="Reset"/>	<input type="button" value="Refresh"/>

Submit

Skip

Recibirá un correo electrónico con un código de autenticación de inicio de sesión de [noreply@msd.com](mailto:noreply@msd.com).



#### MSD Login Authentication Code



noreply@msd.com

To:

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



2:01 PM

Expires: 9/8/2028

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](mailto:noreply@msd.com) or by phone at .

System Administrator

Por favor, ingrese el código de 6 dígitos en el Paso 1 y asegúrese de responder correctamente todas las preguntas de seguridad (Paso 2). Luego, haga clic en “Enviar”

Step: 1

Please enter authentication code received in your email

Email authentication code:  [Resend Authentication Code](#)

Step: 2

Please configure the Security Questions

You can change the question from the dropdown

What was your childhood nickname?	<input type="text"/>
What school did you attend for sixth grade?	<input type="text"/>
What is your pet's name?	<input type="text"/>
In what city or town was your first job?	<input type="text"/>
What was the color of your first car?	<input type="text"/>

[Submit](#)

Por favor, complete la “**contraseña actual**” con la contraseña temporal proporcionada. Luego, siga los requisitos de contraseña segura para **configurar una nueva contraseña**.



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**

Su cuenta ahora está activa. Será llevado directamente a la página de inicio del Portal de Proveedores, donde **podrá revisar y actualizar cualquier dato relevante para su negocio, como detalles bancarios para pagos, dirección e información de contacto.**

Una vez que haya iniciado sesión, verá esto como su página de inicio:

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
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Para revisar y actualizar su perfil, haga clic en Actualizar Perfil

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
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Por favor, haga clic en cada sección del menú y revise y actualice sus datos, si es necesario.

Home Supplier ▾ Help ▾

**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](mailto:suppliers.msd.com)

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

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Asegúrese de tener todos los documentos necesarios si corresponde (cambio de cuenta bancaria)



Home | Supplier ▾ | Help ▾

## 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

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[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.

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Revise y actualice la información de contacto/nombre de la empresa si corresponde.

Proceda a hacer clic en “**Editar**”.



Home | Supplier ▾ | Help ▾

### 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
<a href="#">Edit</a>	JOE	SMITH	Primary	JOE.SMITH@COMPANY.COM	

### Classification Number

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

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**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

Supplier Country:  
Supplier Name:  
Company Name DBA:  
Remittance Email ID:

**Contact Information**

Please click "Edit" to update the primary contact information

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

**Classification Number**

Add New Classification

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

[Ok](#) [Discard](#)

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Haga clic en “**Editar**” si corresponde un cambio de dirección – haga clic en “**Siguiente**” para ir a otra sección

**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
<a href="#">Edit</a>	Physical Address	898/8 ADDRESS	PRAHA	Praha, Hlavní mesto	Czech Republic

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Por favor, revise el ID de IVA// ID de Impuestos. Tenga en cuenta que si tiene un nuevo ID de IVA, se debe crear una nueva cuenta de proveedor. En este caso, debe comunicarse con su contacto en Nuestra Empresa para que puedan solicitar la creación de un nuevo proveedor.

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**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: 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.	X Delete
Edit	Czech Republic	VAT REGISTRATION NUMBER (VAT)			X Delete
Edit	Czech Republic	DIC NUMBER			X Delete

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Esto es **solo aplicable** si suministra internacionalmente.

*Nota: Se requerirá adjuntar un Certificado de Retención si los detalles están completados en el cuadro*



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:

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Revise su **Información Bancaria** haciendo clic en el botón “**Editar**”.



Home Supplier ▾ Help ▾

### Account 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

### 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
	CESKA SPORITELNA A.S.	Czech Republic	Czech Koruna	Checking	

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Por favor, revise y actualice “**Tamaño y Diversidad del Negocio**” si corresponde

MSD

Home Supplier ▾ Help ▾

**Business Size and Diversity**

● 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

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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Por favor, **cargue** todos **los documentos requeridos** que se han autocompletado según la información proporcionada, y haga clic en “**Siguiente**”.

**Ejemplo de Documentación Bancaria Válida** (aplicable solo al agregar o editar una cuenta bancaria)

- Membrete/Certificado Bancario
- Cheque Anulado
- Captura de pantalla de instrucciones bancarias/estado de cuenta bancario

La prueba bancaria debe coincidir con todos los datos bancarios ingresados en los campos. **El archivo adjunto debe cargarse en un formato de solo lectura.**



*Nota: Este documento debe ser emitido por su banco, no por Su Empresa*

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

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Haga clic en “**Siguiente**” para continuar

Haga clic en “**Enviar**” al completar.

*Nota: Como parte del proceso de revisión, nuestro equipo de soporte podría contactarlo para confirmar los detalles de la presentación*



#### 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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En caso de que su envío haya sido rechazado o devuelto para obtener detalles adicionales, consulte nuestra guía sobre “[Corregir un cuestionario que ha sido enviado para su reenvío.](#)”