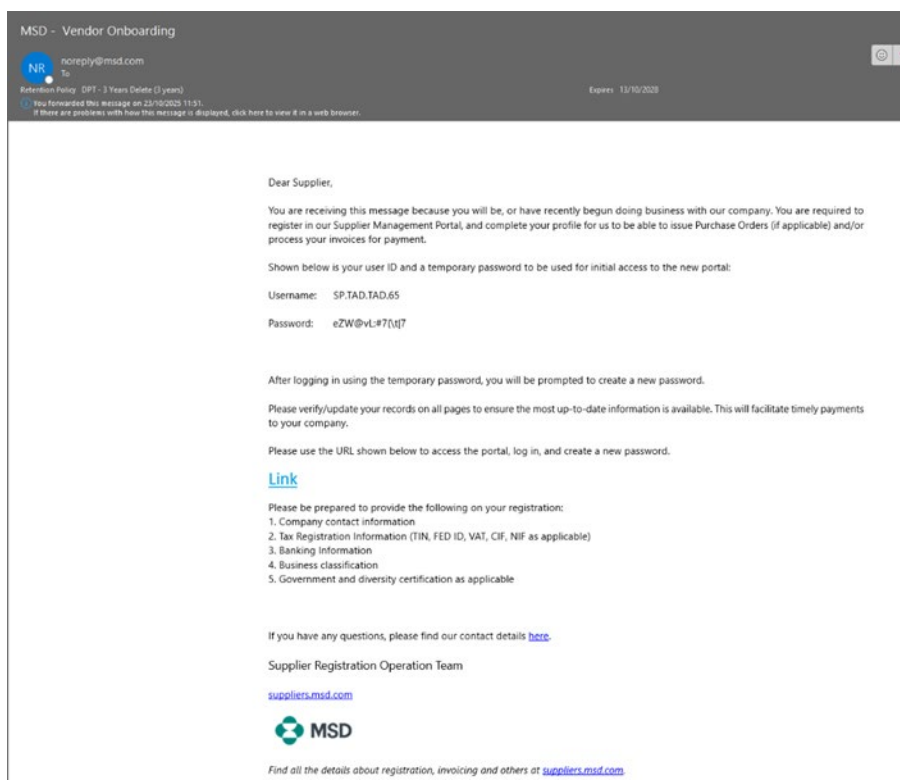


# Cómo actualizar datos como proveedor existente (legado / aún no registrado a través de Apex)

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:


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. Después del **primer inicio de sesión**, se requiere **actualizar su contraseña**.



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

---

 User name is required.

☐ Remember Me?


[Forgot your password?](#)

[Login with Passkey](#)

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










---

**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** 

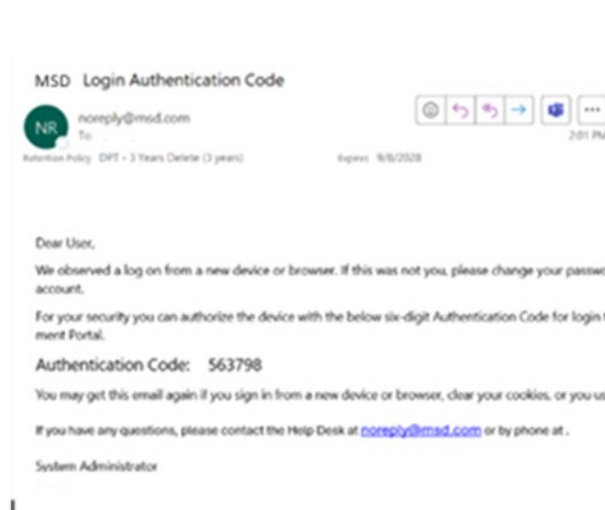
Passkeys are a substitute for passwords that provide faster, easier, and more secure sign-ins. Unlike passwords, passkeys are always strong and phishing-resistant and stored in user's device. These include smart phones, USB Keys, Face ID and Windows Hello.

**Enter Passkey Device Name**

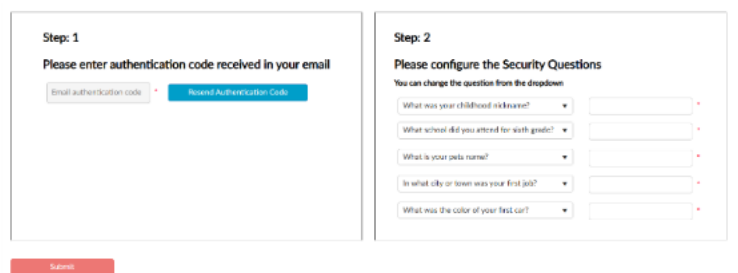
Device Name	Created Date	
<input type="text"/> 	<input type="text"/>  	
  <input type="text"/>   		

---

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




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**”

The image displays two steps of a login process. Step 1, titled "Please enter authentication code received in your email", features a text input field for the code and a blue "Resend Authentication Code" button. Step 2, titled "Please configure the Security Questions", includes a dropdown menu to select a question and five corresponding text input fields for the answers. The questions are: "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?", and "What was the color of your first car?". A red "Submit" button is located at the bottom left of the form.

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



- 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**

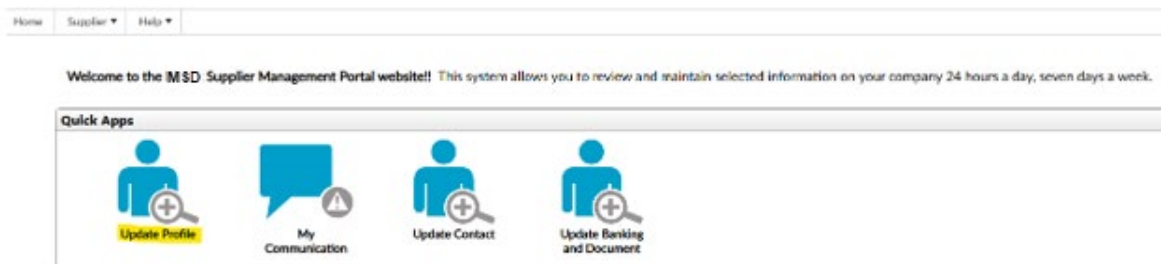
  
Update Profile

  
My Communication


  
Update Contact

  
Update Banking and Document

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



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



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

### 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

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

● 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

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

Proceda a hacer clic en “**Editar**”.

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


## Classification Number

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

<< Previous

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>

<< Previous

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

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

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, Hlavni mesto	Czech Republic

<< Previous

Next >>

Save Draft

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.



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

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	
<div>Edit</div>	Czech Republic	ICO NUMBER	27950883	TAX NUMBER VALID. ENTITY NAME MISMATCHED, NAME FOUND: TOM-CAT 2007, S.R.O.	<div>✕ Delete</div>
<div>Edit</div>	Czech Republic	VAT REGISTRATION NUMBER (VAT)			<div>✕ Delete</div>
<div>Edit</div>	Czech Republic	DIC NUMBER			<div>✕ Delete</div>

<< Previous


Next >>

Save Draft

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

● 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

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:

<< Previous

Next >>

Save Draft

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



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.

Add Bank Account

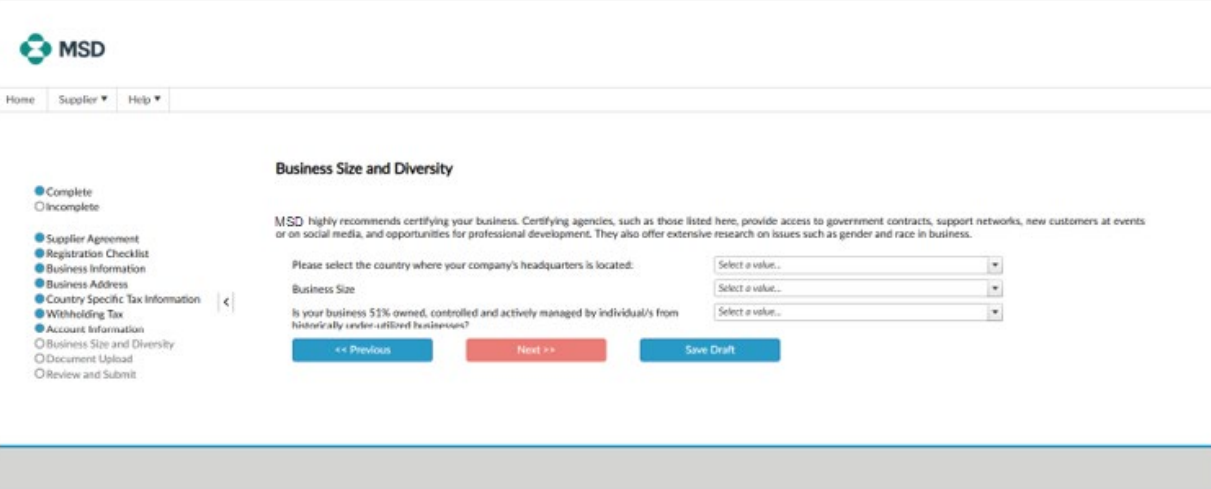
Bank Name	Country	Currency Type	Account Type	Delete
<div>Edit</div> CESKA SPORITELNA A.S.	Czech Republic	Czech Koruna	Checking	<div>X Delete</div>

<< Previous

Next >>

Save Draft

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



The screenshot shows the MSD Business Size and Diversity form. On the left, there is a sidebar with a list of sections: Complete, Incomplete, Supplier Agreement, Registration Checklist, Business Information, Business Address, Country Specific Tax Information, Withholding Tax, Account Information, Business Size and Diversity, Document Upload, and Review and Submit. The 'Business Size and Diversity' section is currently selected. The main content area has the title 'Business Size and Diversity' and a paragraph stating: '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.' Below this, there are three dropdown menus: 'Please select the country where your company's headquarters is located:', 'Business Size', and 'Is your business 51% owned, controlled and actively managed by individual/s from historically under-utilized businesses?'. At the bottom of the form, there are three buttons: '<< Previous', 'Next >>', and 'Save Draft'.

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: 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.

---

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

<< Previous

Save Draft

Submit

---

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.](#)”