

Comment mettre à jour les données en tant que fournisseur existant (ancien / pas encore enregistré via Apex)

Pour effectuer des transactions avec Notre Société, vous devez compléter le processus d'enregistrement sur le portail fournisseur. Un compte fournisseur peut être créé en suivant les étapes suivantes :

Accédez au lien d'invitation reçu de noreply@msd.com avec le titre "**MSD - Invitation à s'enregistrer**".

Un nom d'utilisateur et un mot de passe temporaire seront fournis pour la connexion. Après **la première connexion**, vous devez **mettre à jour votre mot de passe**.

MSD - Vendor Onboarding

 noreply@msd.com

Retrieved on: 09/07/2020 11:51
Expires: 13/10/2020

You forwarded this message on 23/06/2020 11:51.
If there are problems with this message or the message it 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{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](#).

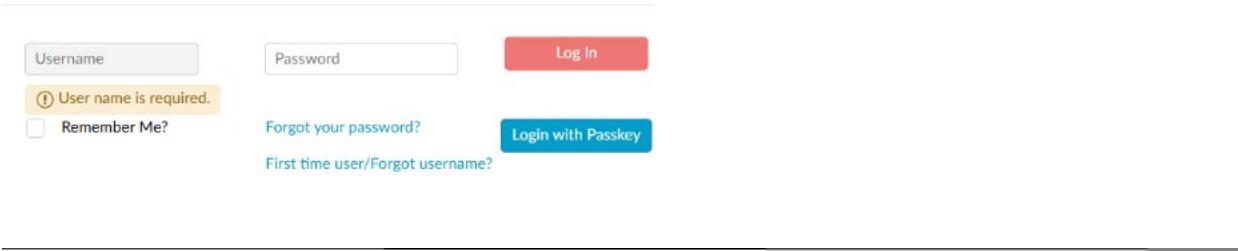
Supplier Registration Operation Team

suppliers.msd.com



Find all the details about registration, invoicing and others at suppliers.msd.com

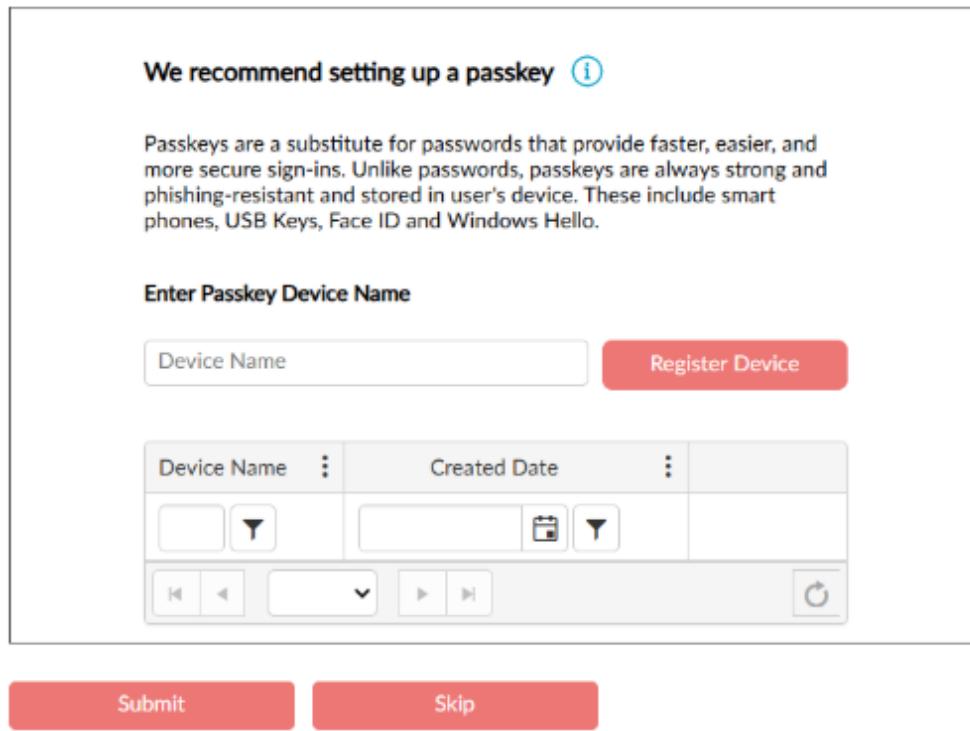
Connectez-vous avec le “**nom d'utilisateur**” et “**mot de passe temporaire**”.



The screenshot shows a login interface with the following elements:

- Two input fields: "Username" and "Password".
- A red "Log In" button.
- A yellow box containing the text "User name is required." with a small info icon.
- A "Remember Me?" checkbox.
- A "Forgot your password?" link.
- A "Login with Passkey" button.
- A link for "First time user/Forgot username?".

Optionnel—Il est recommandé de configurer une clé d'accès pour des connexions rapides et sécurisées. Vous pouvez également choisir de passer cette étape pour le moment.



The screenshot shows a "We recommend setting up a passkey" section with an info icon. It includes a descriptive text about passkeys and a table for entering device names and creation dates. At the bottom are "Submit" and "Skip" buttons.

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.

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

Enter Passkey Device Name

Device Name Register Device

Submit Skip

Vous recevrez un e-mail contenant un code d'authentification de connexion de noreply@msd.com.

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

Veuillez saisir le code à 6 chiffres à l'étape 1 et vous assurer que toutes les questions de sécurité (étape 2) sont correctement répondues. Ensuite, cliquez sur “**Soumettre**”

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?	<input type="text"/>
What school did you attend for 9th 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"/>

Veuillez remplir le “**mot de passe actuel**” avec le mot de passe temporaire fourni. Ensuite, suivez les exigences de mot de passe fort pour **configurer un nouveau mot de passe**.

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:	<input type="text"/>	*
New Password:	<input type="text"/>	*
Re-enter Password:	<input type="text"/>	*

Votre compte est maintenant actif. Vous serez directement dirigé vers la page d'accueil du portail fournisseur, où **vous pouvez examiner & mettre à jour toutes les données pertinentes pour votre entreprise telles que les coordonnées bancaires pour les paiements, l'adresse et les informations de contact.**

Une fois connecté, vous verrez ceci comme page d'accueil :

[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

Pour examiner et mettre à jour votre profil, veuillez cliquer sur Mettre à jour le profil

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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Veuillez cliquer sur chaque section du menu, examiner et mettre à jour vos données, si nécessaire.

Home | Supplier | Help |

Supplier Agreement

Complete
 Incomplete

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](#)

Assurez-vous d'avoir tous les documents nécessaires si applicable (changement de compte bancaire)

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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[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

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Examinez et mettez à jour les informations de contact / le nom de l'entreprise si applicable.

Procédez en cliquant sur “Modifier”.

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
DUNS NUMBER	Edit Delete

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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
Edit	Primary	Czech Republic	+420777777777		X

Classification Number

Add New Classification

Classification	DUNS Number	Edit	Delete
DUNS NUMBER		Edit	X Delete

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

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Cliquez sur “**Modifier**” si un changement d’adresse est applicable – cliquez sur “**Suivant**” pour accéder à une autre section

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 mesto	Czech Republic

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Veuillez examiner L'IDENTIFIANT TVA// L'IDENTIFIANT FISCAL. Veuillez noter que si vous avez un nouvel identifiant TVA, un nouveau compte fournisseur doit être créé. Dans ce cas, vous devez contacter votre interlocuteur chez Notre Société afin qu'il puisse demander la création d'un nouveau fournisseur.

 **MSD**

Home | Supplier ▾ | Help ▾

Country Specific Tax Information

Complete
 Incomplete

Supplier Agreement
 Registration Checklist
 Business Information
 Business Address
 Country Specific Tax Information
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 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="Delete"/>
<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"/>

*

Cela ne s'applique que si vous fournissez à l'international.

Remarque : Vous devrez joindre un certificat de retenue si des détails sont remplis dans la case.

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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Examinez vos **informations bancaires** en cliquant sur le bouton “Modifier”.

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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Veuillez examiner et mettre à jour “**Taille de l'entreprise et diversité**” si applicable

MSD

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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-represented businesses?

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Veuillez **télécharger** tous **les documents requis** qui ont été automatiquement remplis en fonction des informations fournies, puis cliquez sur "**Suivant**".

Exemple de documentation bancaire valide (applicable uniquement lors de l'ajout ou de la modification d'un compte bancaire)

- En-tête de banque /Certificat bancaire
- Chèque annulé
- Capture d'écran des instructions bancaires/relevé bancaire

La preuve bancaire doit correspondre à toutes les données bancaires saisies dans les champs.
La pièce jointe doit être téléchargée dans un format en lecture seule.

Remarque : Ce document doit être délivré par votre banque, et non par Votre Société

MSD

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Document Upload

● Complete
○ Incomplete

● Supplier Agreement
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○ 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
Bank Proof	Banking Proof		9/26/2025	Supplier		

Page size: 10 

   Page size: 10   

1 items in 1 pages

Cliquez sur “**Suivant**” pour continuer

Cliquez sur “**Soumettre**” une fois terminé.

Remarque : Dans le cadre du processus de révision, vous pourriez être contacté par notre équipe de support pour confirmer les détails de la soumission



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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[Save Draft](#)

[Submit](#)

Si votre soumission a été rejetée ou renvoyée pour des détails supplémentaires, veuillez consulter notre guide intitulé «[Corriger un questionnaire qui a été envoyé pour une nouvelle soumission.](#)»