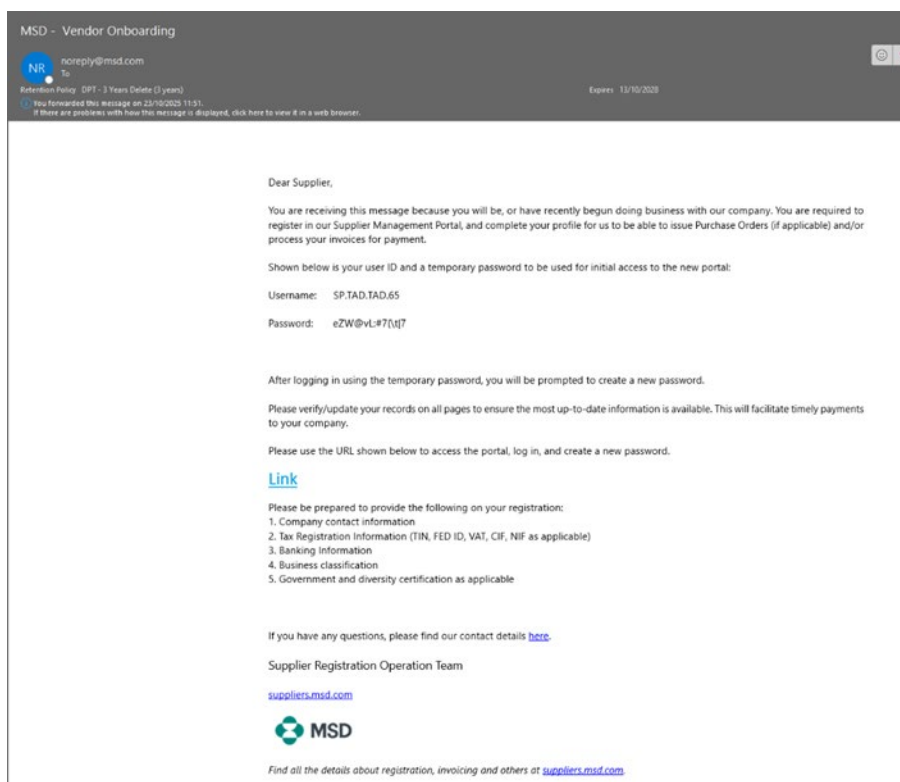


How to update data as an existing supplier (legacy / not registered through Apex yet)

To transact with Our Company, you are required to complete the registration process on the supplier portal. A supplier account can be created using the following steps:

Navigate to the invitation link received from noreply@msd.com with the title “**MSD - Invitation to Register**”.

A username and temporary password will be provided for login purposes. After **initial login**, you are required to **update your password**.



Log in with the given “username” and “temporary password”.



Log In

ⓘ User name is required.

☐ Remember Me?

Forgot your password?

First time user/Forgot username?

Login with Passkey

Optional—It is recommended that you set up a passkey for quick and secure sign-ins. You can also choose to skip this step for now.

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

Register Device

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

⏮ ⏪

⏩ ⏭

🔄

Submit

Skip

You will receive a login authentication code email from noreply@msd.com.



Please input the 6-digit code to Step 1 and ensure all security questions (Step 2) are answered correctly. Then, click “**Submit**”

Step: 1

Please enter authentication code received in your email

Email authentication code

Reset Authentication Code

Submit

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 sixth grade?

What is your pet's name?

In what city or town was your first job?

What was the color of your first car?

Please fill in the “**current password**” with the temporary password provided. Then, follow the strong password requirements to **set up a new password**.



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

Your account is now active. You will be taken directly to the Supplier Portal Homepage, where **you review & update any data relevant to your business such as** bank details for payment, address and contact information.

Once you are logged in, you will see this as your homepage:

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

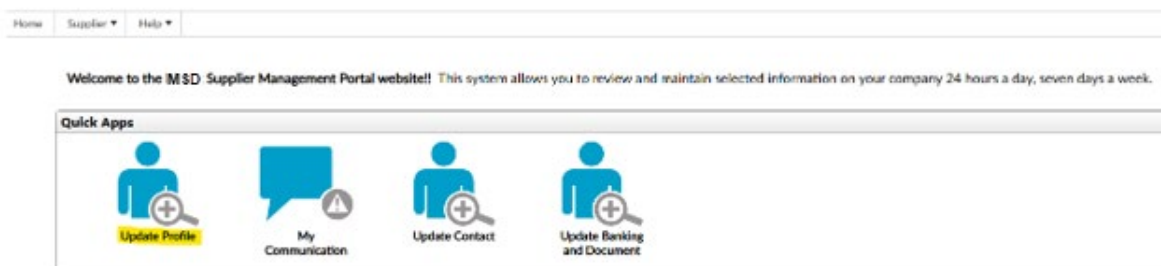
Update Profile

My Communication


Update Contact

Update Banking and Document

To review and update your profile, please click on Update Profile



Please click on each section from the menu and review and update your data, if necessary.



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](#)

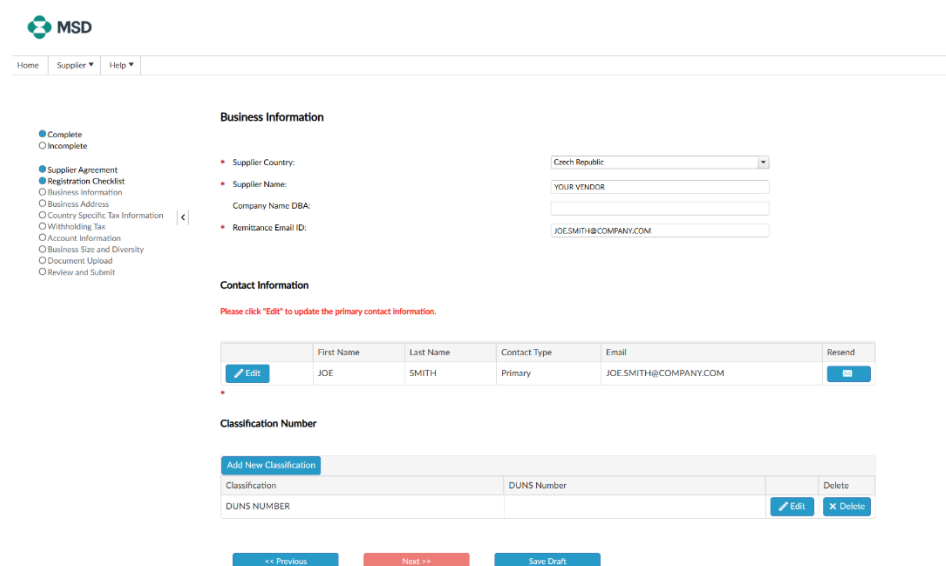
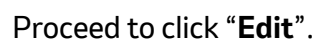
Thank you. For any questions, please contact helpdesk at suppliers.msd.com

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

Next >>

Save Draft

Make sure you have all necessary documents if applicable (bank account change)





MSD

Home

Supplier

Help

● Complete

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○ 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

Edit

First Name

Last Name

JOE

SMITH

Classification Number

Add New Classification

Classification

DUNS NUMBER

DUNS NUMBER

Edit

Delete

<< Previous

Next >>

Save Draft

Contact Information

Contact Type:

First Name:

Last Name:

Contacts Email Id:

Confirm Email Id:

Preferred Language:

Primary

JOE

SMITH

JOE.SMITH@COMPANY.COM

JOE.SMITH@COMPANY.COM

English

Type	CountryCode	Number	Extension	Delete
Primary	Czech Republic	+420777777777		<div>✕</div>

Ok

Discard

Click **“Edit”** if a change of address is applicable – click **“Next”** to get to another section

● 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
Physical Address	898/8 ADDRESS	PRAHA	Praha, Hlavní mesto	Czech Republic

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Save Draft

MSD

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- Supplier ▾
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Country Specific Tax Information

☒ Complete
☐ Incomplete

☒ Supplier Agreement
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☒ 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.	✕ Delete
✎ Edit	Czech Republic	VAT REGISTRATION NUMBER (VAT)			✕ Delete
✎ Edit	Czech Republic	DIC NUMBER			✕ Delete

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

Note: You will be required to attach a Withholding Certificate if details are filled in the box



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:

- You are based outside of United States of America and providing services to Merck US entity
- You are based outside of Canada and providing services to Merck Canada entity
- You are based outside of Poland and providing services to MSD Poland entity
- You are doing business with Merck Puerto Rico

Withholding Tax Details:

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Please **upload** all **required documents** which has been auto-populated based on your information provided, and click **“Next”**.

Example of Valid Bank Documentation (applicable only when adding or editing a bank account)

- Bank Letterhead/Certificate
- Voided Check
- Screenshot of banking instruction/bank statement

Bank Proof must match all bank data entered in the fields. **Attachment must be uploaded in a read-only format.**

Note: This document needs to be issued by your bank, not Your Company

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● Complete

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● Withholding Tax

● Account Information

● Business Size and Diversity

○ Document Upload

○ Review and Submit

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.

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		✖	

1

Page size: 10

1 items in 1 pages

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Click **“Next”** to continue



Click “**Submit**” upon completion.

Note: As part of the review process, you might be contacted by our support team to confirm the submission details

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:helpdesk@suppliers.msd.com)

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[Save Draft](#)

[Submit](#)

In case your submission has been rejected or returned for additional details, please consult our guide on “[Correcting a Questionnaire that has been Sent for Resubmission.](#)”