



Come aggiornare i dati come fornitore esistente (legacy / non ancora registrato tramite Apex)

Per effettuare transazioni con la nostra azienda, è necessario completare il processo di registrazione sul portale fornitori. Un account fornitore può essere creato seguendo i seguenti passaggi:

Accedi al link di invito ricevuto da noreply@msd.com con il titolo **“MSD - Invito a registrarsi”**.

Un nome utente e una password temporanea saranno forniti per accedere. Dopo **il primo accesso**, è necessario **aggiornare la password**.

MSD - Vendor Onboarding

NR noreply@msd.com To

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

You forwarded this message on 25/10/2023 11:31.

If there are problems with how this message is displayed, click here to view it in a web browser.

Expires: 13/10/2028

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(lt)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.

Accedi con il “**nome utente**” e la “**password temporanea**”.

Username Password Log In

! User name is required.

Remember Me? [Forgot your password?](#) [Login with Passkey](#)

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

Facoltativo—Si consiglia di configurare una chiave di accesso per accessi rapidi e sicuri. Puoi anche scegliere di saltare questo passaggio per ora.

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
<input type="text"/> T	<input type="text"/> C T
◀ ◀ ▼ ▶ ▶	⟳

[Submit](#) [Skip](#)

Riceverai un'email con un codice di autenticazione per l'accesso da noreply@msd.com.

MSD Login Authentication Code

 noreply@msd.com
To

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

Expires: 9/6/2028

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.

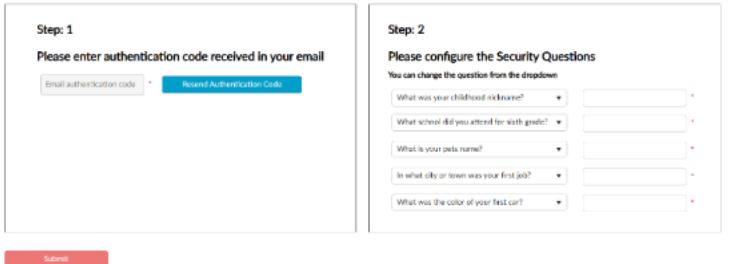
Authentication Code: 563798

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

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

System Administrator

Inserisci il codice a 6 cifre nel Passaggio 1 e assicurati che tutte le domande di sicurezza (Passaggio 2) siano risposte correttamente. Quindi, fai clic su “**Invia**”



Step: 1
Please enter authentication code received in your email

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 9th grade?
What is your pet's name?
In what city or town was your first job?
What was the color of your first car?

Compila il campo “**password attuale**” con la password temporanea fornita. Quindi, segui i requisiti per una password sicura per **impostare una nuova password**.

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**

Il tuo account è ora attivo. Sarai indirizzato direttamente alla Homepage del Portale Fornitori, dove **potrai rivedere e aggiornare qualsiasi dato rilevante per la tua attività, come i dettagli bancari per i pagamenti, l'indirizzo e le informazioni di contatto.**

Una volta effettuato l'accesso, vedrai questa come tua 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
--	--	--	---



Per rivedere e aggiornare il tuo profilo, fai clic su Aggiorna Profilo

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
--	--	--	---

Fai clic su ogni sezione del menu e rivedi e aggiorna i tuoi dati, se necessario.

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 to the terms and conditions of the agreement in order to access the secure self-service 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](#)

Assicurati di avere tutti i documenti necessari, se applicabile (modifica del conto bancario).



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

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Privacy Statement

Supplier Performance Expectations

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Next >

Save Draft

Rivedi e aggiorna le informazioni di contatto/nome azienda, se applicabile.

Procedi facendo clic su “**Modifica**”.



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
Edit	JOE	SMITH	Primary	JOE.SMITH@COMPANY.COM	

Classification Number

Add New Classification	Classification	DUNS Number	Delete
	DUNS NUMBER		Edit X Delete

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Save Draft

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	
<input type="button" value="Edit"/>	JOE	SMITH	<input type="button" value="Delete"/>

Classification Number

Classification	DUNS Number	
DUNS NUMBER		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Contact Information

Field	Value
Contact Type:	Primary
First Name:	JOE
Last Name:	SMITH
Contacts Email Id:	JOE.SMITH@COMPANY.COM
Confirm Email Id:	JOE.SMITH@COMPANY.COM
Preferred Language:	English

Classification Number

Primary Czech Republic +42077777777

Fai clic su **“Modifica”** se è applicabile una modifica dell'indirizzo – fai clic su **“Avanti”** per passare a un'altra sezione

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
<input type="button" value="Edit"/> Physical Address	898/8 ADDRESS	PRAHA	Praha, Hlavni mesto	Czech Republic



Rivedi il VAT ID// TAX ID. Ti informiamo che se hai un nuovo VAT ID, deve essere creato un nuovo account fornitore. In tal caso, devi contattare il tuo referente presso la nostra azienda affinché possa richiedere la creazione di un nuovo fornitore.

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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"/>

Next >> **Save Draft**

Questo è **applicabile solo** se fornisci a livello internazionale.

Nota: Sarà necessario allegare un Certificato di Ritenuta d'Acconto se i dettagli sono compilati nella casella.

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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.

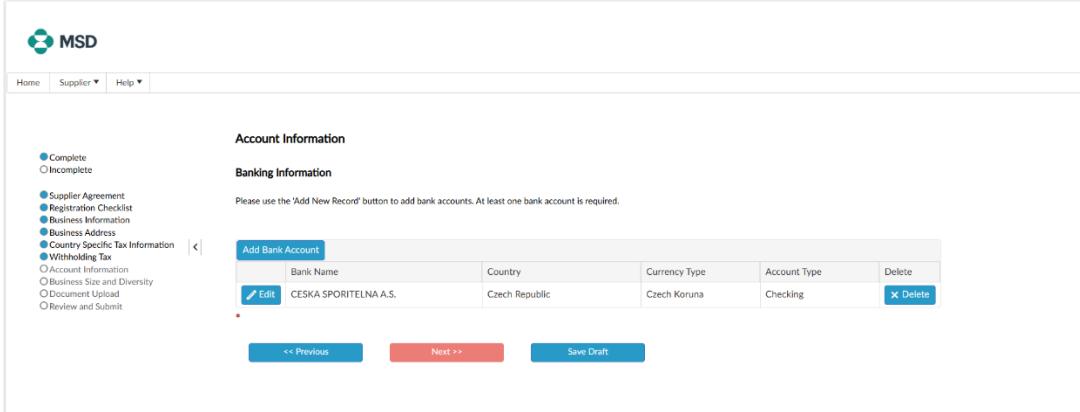
If one of the following scenarios apply to you, download our Withholding Tax Questionnaire from [Supplier Data Management](#) complete the document and attach it in the "Document Upload" step:

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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Rivedi le tue **informazioni bancarie** facendo clic sul pulsante “**Modifica**”.



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Home Supplier ▾ Help ▾

Account Information

Complete
 Incomplete

Supplier Agreement
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 Withholding Tax
 Account Information
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 Document Upload
 Review and Submit

Banking Information

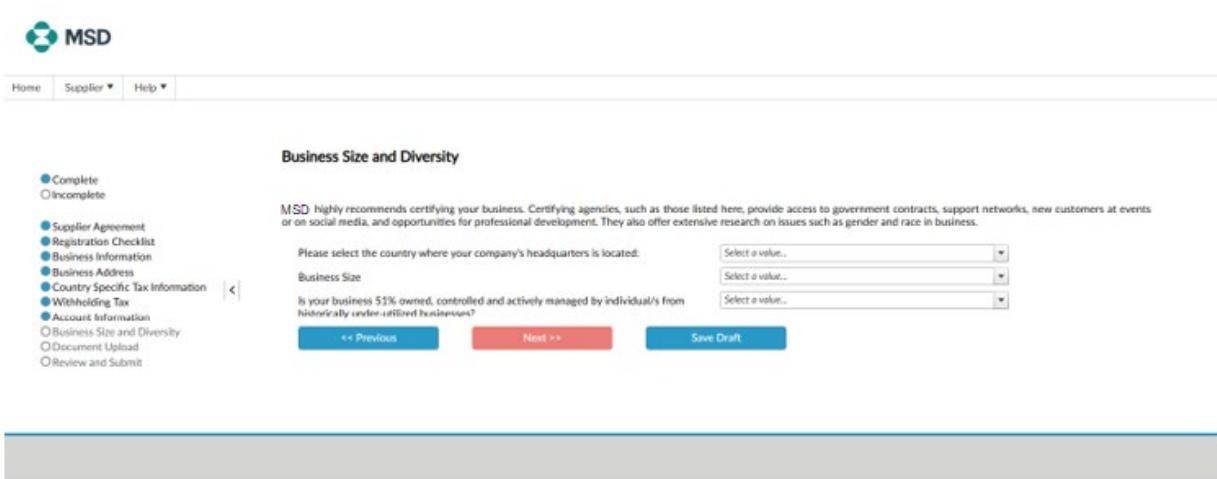
Please use the 'Add New Record' button to add bank accounts. At least one bank account is required.

Add Bank Account

	Bank Name	Country	Currency Type	Account Type	Delete
Edit	CESKA SPORITELNA A.S.	Czech Republic	Czech Koruna	Checking	Delete

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Rivedi e aggiorna “**Dimensione e Diversità Aziendale**” se applicabile



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Home Supplier ▾ Help ▾

Business Size and Diversity

Complete
 Incomplete

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 Business Address
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 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 backgrounds?

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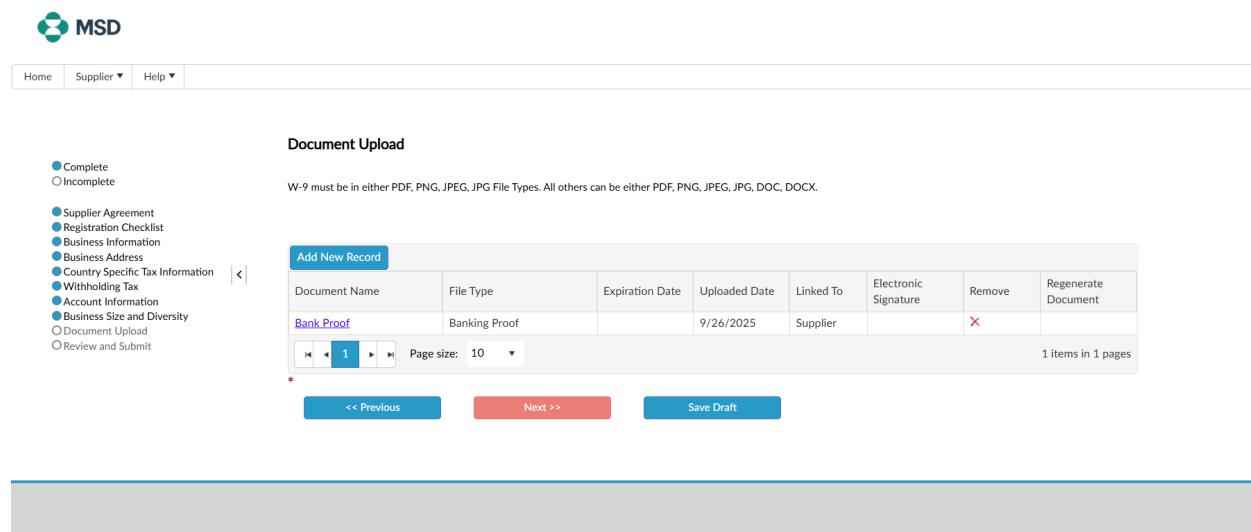
Carica tutti i **documenti richiesti** che sono stati auto-compilati in base alle informazioni fornite e fai clic su “Avanti”.

Esempio di documentazione bancaria valida (applicabile solo quando si aggiunge o si modifica un conto bancario)

- Carta intestata/Certificato della banca
- Assegno annullato
- Screenshot delle istruzioni bancarie/estratto conto bancario

La prova bancaria deve corrispondere a tutti i dati bancari inseriti nei campi. **L'allegato deve essere caricato in un formato di sola lettura.**

Nota: Questo documento deve essere emesso dalla tua banca, non dalla tua azienda



The screenshot shows the 'Document Upload' section of the MSD software. On the left, a sidebar lists document categories: Complete (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) and Incomplete. The main area shows a table with one row of data:

Document Name	File Type	Expiration Date	Uploaded Date	Linked To	Electronic Signature	Remove	Regenerate Document
Bank Proof	Banking Proof		9/26/2025	Supplier		X	

Below the table, there are navigation buttons: '< > 1 < >' and 'Page size: 10'. A note at the bottom right says '1 items in 1 pages'. At the bottom of the screen are buttons for '<< Previous', 'Next >>', and 'Save Draft'.

Fai clic su “Avanti” per continuare



Fai clic su “**Invia**” al completamento.

Nota: Come parte del processo di revisione, potresti essere contattato dal nostro team di supporto per confermare i dettagli della presentazione.

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](#)

Nel caso in cui la tua pratica sia stata respinta o siano richiesti ulteriori dettagli, consulta la nostra guida su “[Correggere un questionario che è stato inviato per la ripresentazione.](#)”