



기존 공급업체로서 데이터를 업데이트하는 방법 (레거시 / 아직 Apex를 통해 등록되지 않음)

당사와 거래하려면 공급업체 포털에서 등록 절차를 완료해야 합니다. 공급업체 계정은 다음 단계를 통해 생성할 수 있습니다:

“MSD - Invitation to Register”라는 제목으로 noreply@msd.com에서 받은 초대 링크로 이동합니다.

로그인 목적으로 사용자 이름과 임시 비밀번호가 제공됩니다. 초기 로그인 후 비밀번호를 업데이트해야 합니다.

The screenshot shows an email from noreply@msd.com with the subject "MSD - Invitation to Register". The email body contains the following text:

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

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



제공된 “사용자 이름”과 “임시 비밀번호”로 로그인합니다.

Username Password Log In

① User name is required.

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

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

선택 사항—빠르고 안전한 로그인 설정을 위해 패스키를 설정하는 것이 권장됩니다. 이 단계를 지금 건너뛸 수도 있습니다.

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

Device Name Register Device

Device Name	:	Created Date	:	
<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>	<input type="button" value="▼"/>	
<input type="button" value="◀"/>	<input type="button" value="◀"/>	<input type="button" value="▼"/>	<input type="button" value="▶"/>	<input type="button" value="▶"/>

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

noreply@msd.com에서 [로그인 인증 코드 이메일을 받게 됩니다.](#)



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

1단계에 6자리 코드를 입력하고 모든 보안 질문(2단계)에 올바르게 답변하십시오. 그런 다음 “제출”을 클릭합니다.

The image shows two screenshots of a web-based authentication process. The left screenshot, titled "Step: 1", asks for an "authentication code received in your email" and provides "Email authentication code" and "Resend Authentication Code" buttons. The right screenshot, titled "Step: 2", asks to "configure the Security Questions" and lists five dropdown questions: "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?", and "What was the color of your first car?". Both screenshots include a "Submit" button at the bottom.

제공된 임시 비밀번호로 “**현재 비밀번호**”를 입력하십시오. 그런 다음 강력한 비밀번호 요구 사항을 따라 **새 비밀번호**를 설정하십시오.



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**

계정이 활성화되었습니다. 공급업체 포털 홈페이지로 바로 이동하여, 결제용 은행 정보, 주소 및 연락처 정보와 같은 비즈니스 관련 데이터를 검토 및 업데이트할 수 있습니다.

로그인하면 다음이 홈페이지로 표시됩니다:

Home Supplier ▾ Help ▾

Welcome to the MIO 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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프로필을 검토하고 업데이트하려면 Update Profile을 클릭하십시오.

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

메뉴에서 각 섹션을 클릭하여 데이터를 검토하고 필요한 경우 업데이트하십시오.

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](#)

필요한 문서가 모두 준비되었는지 확인하십시오(은행 계좌 변경 시 해당).



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](#)

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

[Next >>](#)

[Save Draft](#)

연락처 정보/회사 이름을 검토하고 필요한 경우 업데이트하십시오.

“편집”을 클릭하십시오.



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

[=> Previous](#)

[Next >>](#)

[Save Draft](#)

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

Contact Information

Please click "Edit" to update the primary contact information.

	Type	CountryCode	Number	Extension	Delete
<input type="button" value="Edit"/>	Primary	Czech Republic	+420777777777		<input type="button" value="X"/>

Classification Number

Add New Classification

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

Contact Information

Primary
JOE
SMITH
JOE.SMITH@COMPANY.COM
JOE.SMITH@COMPANY.COM
English

Ok **Discard**

주소 변경이 필요한 경우 “편집”을 클릭하고 “다음”을 클릭하십시오.

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, Hlavní město	Czech Republic

<< Previous **Next >>** **Save Draft**



VAT ID// TAX ID를 검토하십시오. 새로운 VAT ID가 있는 경우 새 공급업체 계정을 생성해야 한다는 점을 알려드립니다. 이 경우, 당사 연락처에 문의하여 새 공급업체 생성을 요청해야 합니다.

MSD

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: 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

**
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이는 국제적으로 공급하는 경우에만 적용됩니다.

참고: 상자에 세부 정보가 입력된 경우 원천징수 증명서를 첨부해야 합니다.

MSD

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

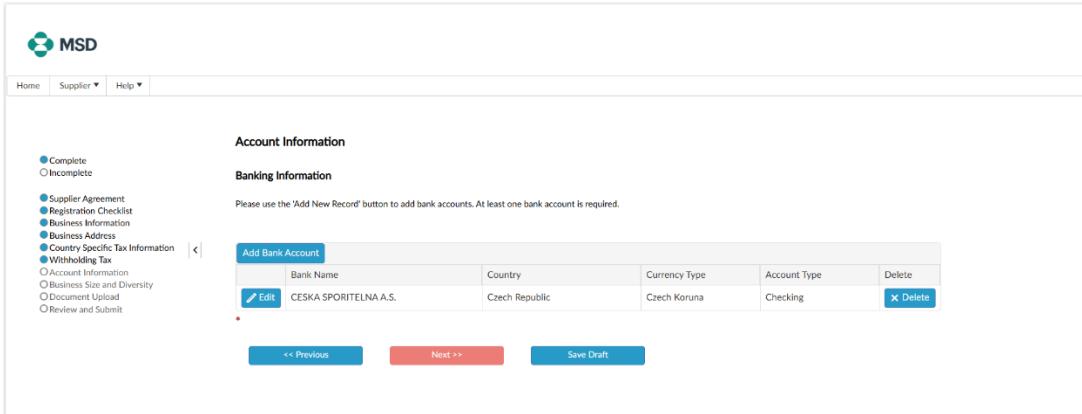
Please note if you supply internationally, withholding tax may apply. For withholding tax exemptions, ensure that you attach all necessary tax forms (Tax Residence Certificate and if necessary other local forms that may be required) & mention the withholding tax percentage if applicable.
If one of the 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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“편집” 버튼을 클릭하여 은행 정보를 검토하십시오.



Home Supplier ▾ Help ▾

Complete
 Incomplete

Supplier Agreement
 Registration Checklist
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 Business Size and Diversity
 Document Upload
 Review and Submit

Account Information

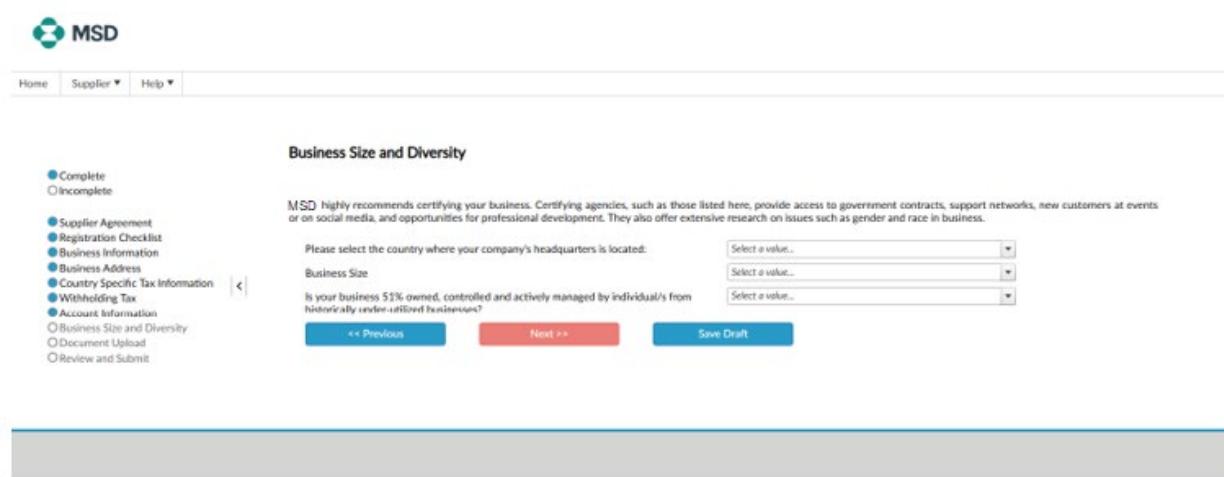
Banking Information

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
	CESKA SPORITELNA A.S.	Czech Republic	Czech Koruna	Checking	

< << Previous Next >> Save Draft

“비즈니스 규모 및 다양성”을 검토하고 필요한 경우 업데이트하십시오.



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 Size and Diversity

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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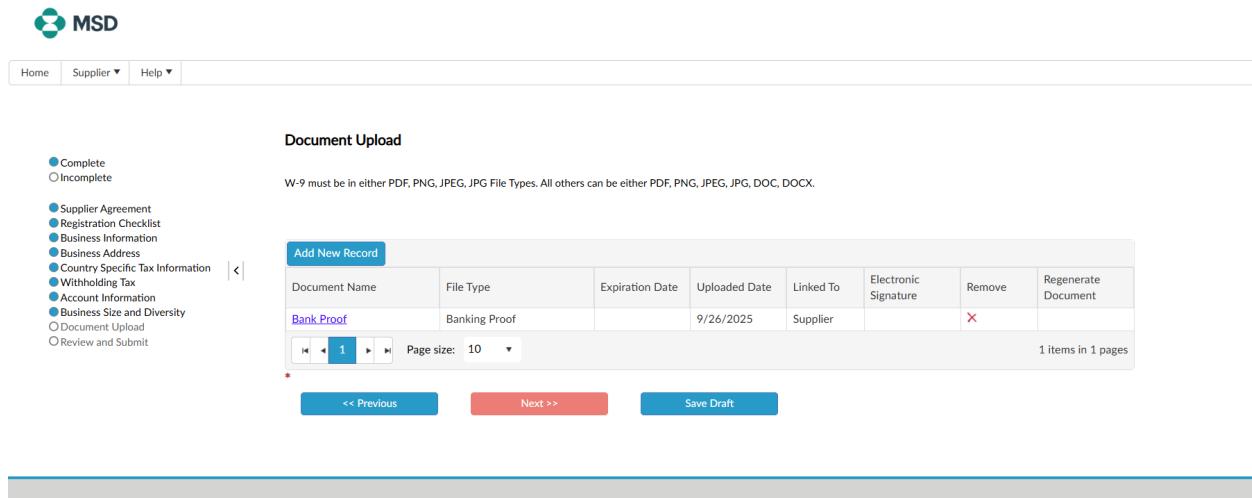
제공된 정보에 따라 자동으로 채워진 모든 필수 문서를 업로드하고 “다음”을 클릭하십시오.

유효한 은행 문서의 예(은행 계좌 추가 또는 편집 시에만 해당)

- 은행 레터헤드/증명서
- 무효화된 수표
- 은행 지침/은행 명세서 스크린샷

은행 증명서는 입력된 모든 은행 데이터와 일치해야 합니다. 첨부 파일은 읽기 전용 형식으로 업로드해야 합니다.

참고: 이 문서는 귀하의 은행에서 발행해야 하며, 귀사의 문서가 아닙니다



The screenshot shows the 'Document Upload' section of the MSD system. On the left, there's a sidebar with navigation links: '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'. A 'Complete' radio button is selected. The main area has a heading 'Document Upload' and a note: 'W-9 must be in either PDF, PNG, JPEG, JPG File Types. All others can be either PDF, PNG, JPEG, JPG, DOC, DOCX.' Below this is a table titled 'Add New Record' with columns: Document Name, File Type, Expiration Date, Uploaded Date, Linked To, Electronic Signature, Remove, and Regenerate Document. A single row is shown: 'Bank Proof' (File Type: Banking Proof, Expiration Date: 9/26/2025, Linked To: Supplier). At the bottom are buttons for '<< Previous', 'Next >>', and 'Save Draft'.

“다음”을 클릭하여 계속 진행하십시오



완료 후 “제출”을 클릭하십시오.

참고: 검토 과정의 일환으로 지원 팀이 제출 세부 정보를 확인하기 위해 연락할 수 있습니다.

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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[Submit](#)

귀하의 제출물이 거부되었거나 추가 세부정보를 위해 반환된 경우, “[재제출을 위해 반환된 설문지 수정](#)”에 대한 가이드를 참조하십시오.