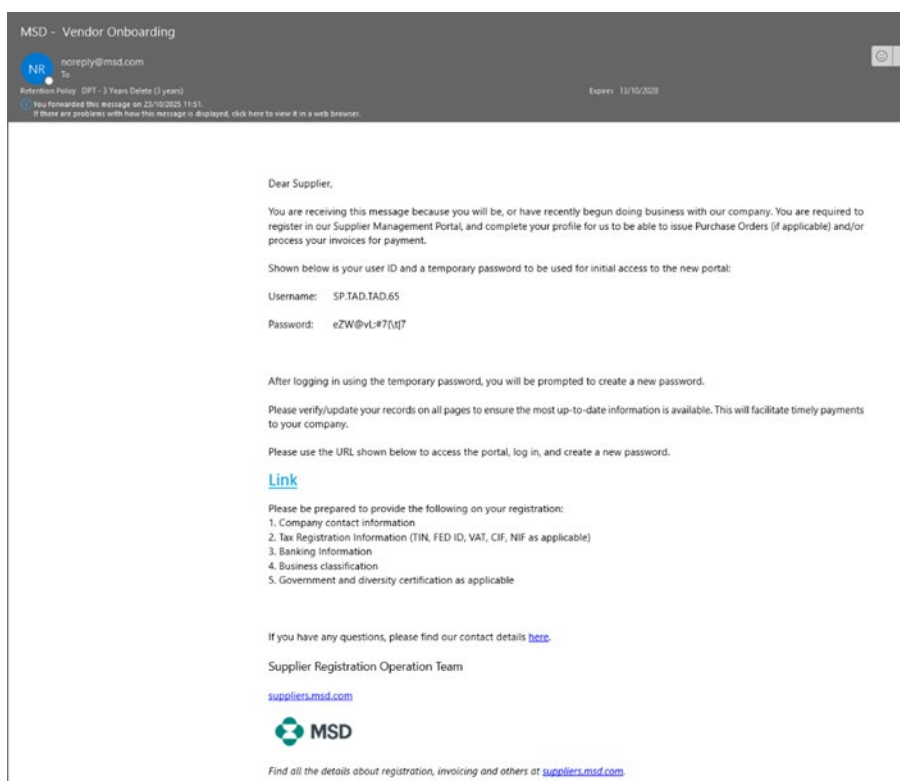


Hoe gegevens bij te werken als een bestaande leverancier (legacy / nog niet geregistreerd via Apex)

Om transacties uit te voeren met Ons Bedrijf, moet u het registratieproces op het leveranciersportaal voltooien. Een leveranciersaccount kan worden aangemaakt met de volgende stappen:

Navigeer naar de uitnodigingslink ontvangen van noreply@msd.com met de titel “**MSD - Uitnodiging om te registreren**”.

Een gebruikersnaam en tijdelijk wachtwoord worden verstrekt voor inlogdoeleinden. Na **de eerste inlog** moet u **uw wachtwoord bijwerken**.



MSD - Vendor Onboarding

 noreply@msd.com
To: [redacted]
Refetch Policy: DPT - 3 Years (Delete 3 years)
Expires: 11/10/2023
You forwarded this message on 23/10/2023 11:51.
If there are problems with how this message is 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(!q?

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

 MSD

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

Log in met de verstrekte “**gebruikersnaam**” en “**tijdelijk wachtwoord**”.

 User name is required.

☐ Remember Me?

[Forgot your password?](#)

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

Optioneel—Het wordt aanbevolen om een toegangssleutel in te stellen voor snelle en veilige aanmeldingen. U kunt er ook voor kiezen om deze stap voorlopig over te slaan.

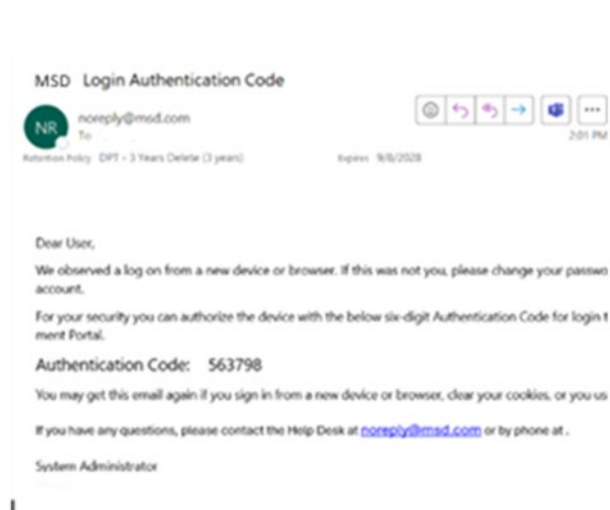
We recommend setting up a passkey 

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.

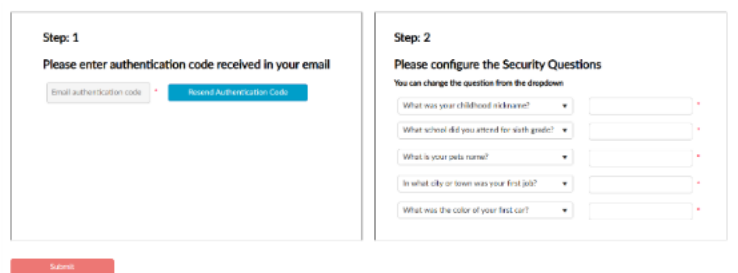
Enter Passkey Device Name

Device Name	Created Date	
	 	
 		

U ontvangt een e-mail met een inlogauthenticatiecode van noreply@msd.com.



Voer de 6-cijferige code in bij Stap 1 en zorg ervoor dat alle beveiligingsvragen (Stap 2) correct worden beantwoord. Klik vervolgens op “**Verzenden**”



The screenshot displays two steps of a login process. Step 1, titled "Please enter authentication code received in your email", features a text input field labeled "Email authentication code" and a blue button labeled "Insert Authentication Code". Below Step 1 is a red "Submit" button. Step 2, titled "Please configure the Security Questions", includes a sub-header "You can change the question from the dropdown" and five dropdown menus with corresponding text input fields. 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?". Each dropdown menu has a red asterisk next to it, indicating a required field.

Vul het “**huidige wachtwoord**” in met het verstrekte tijdelijke wachtwoord. Volg vervolgens de vereisten voor een sterk wachtwoord om **een nieuw wachtwoord in te stellen**.

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:

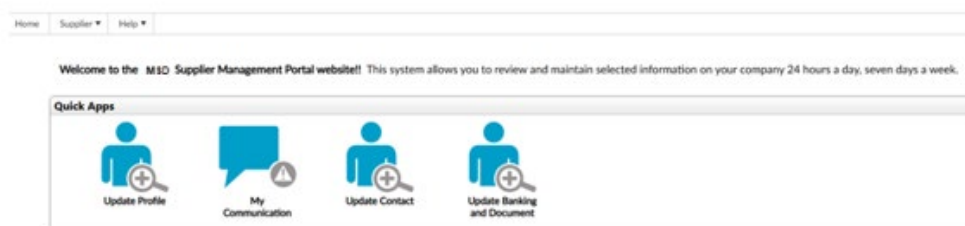
New Password:

Re-enter Password:

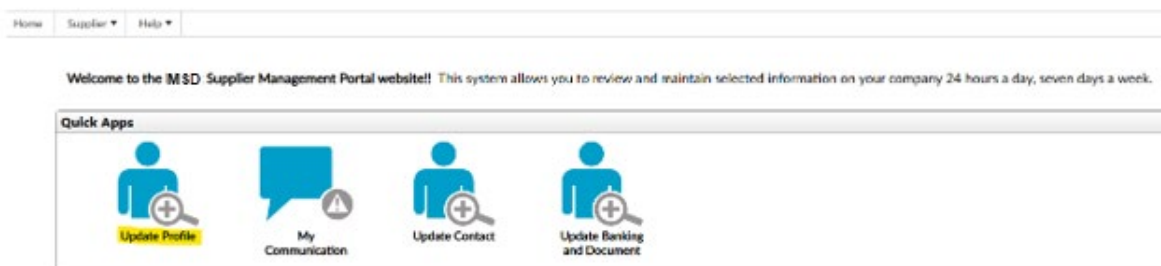
[Change Password](#) [Cancel](#)

Uw account is nu actief. U wordt direct naar de startpagina van het leveranciersportaal gebracht, waar u **gegevens kunt bekijken & bijwerken die relevant zijn voor uw bedrijf, zoals bankgegevens voor betaling, adres en contactinformatie.**

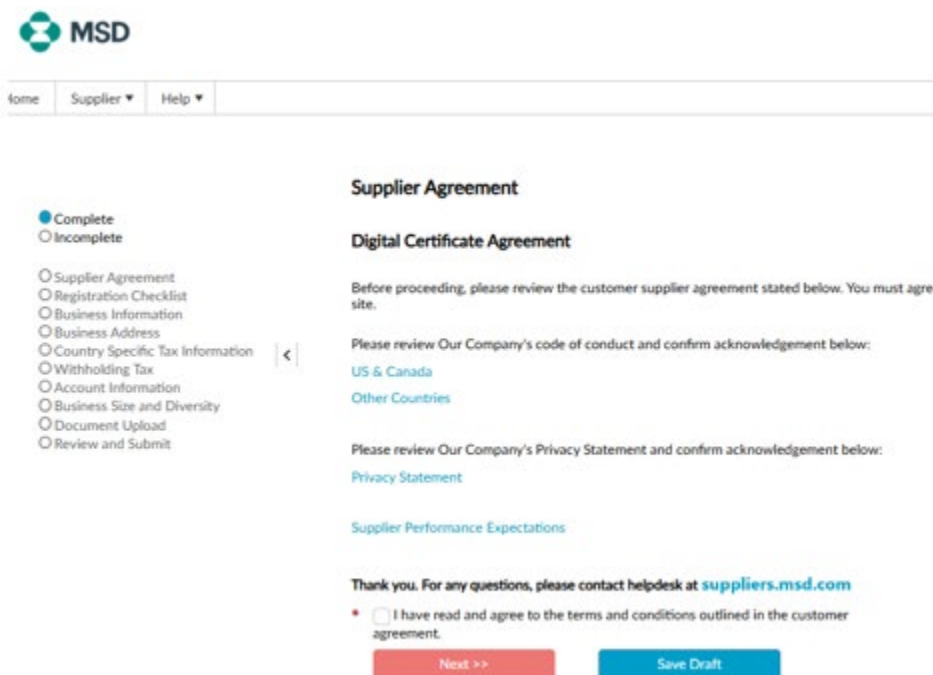
Zodra u bent ingelogd, ziet u dit als uw startpagina:



Om uw profiel te bekijken en bij te werken, klikt u op Profiel bijwerken



Klik op elk onderdeel in het menu en bekijk en werk uw gegevens bij indien nodig.



Zorg ervoor dat u alle benodigde documenten heeft indien van toepassing (bankrekeningwijziging)

● 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.

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Bekijk en werk contactinformatie/ bedrijfsnaam bij indien van toepassing.

Klik op “Bewerken”.

● 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
Edit	JOE	SMITH	Primary	JOE.SMITH@COMPANY.COM	Resend

Classification Number

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

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○ 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
	JOE	SMITH

Classification Number

Add New Classification

Classification	DUNS Number	Delete
DUNS NUMBER		

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Contact Information

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

	Type	CountryCode	Number	Extension	Delete
	Primary	Czech Republic	+420777777777		

Ok

Discard

Klik op **“Bewerken”** als een adreswijziging van toepassing is – klik op **“Volgende”** om naar een ander onderdeel te gaan

● 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, Hlavni mesto	Czech Republic

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Controleer het btw-nummer// belastingnummer. Houd er rekening mee dat als u een nieuw btw-nummer, er een nieuw leveranciersaccount moet worden aangemaakt. In dat geval moet u contact opnemen met uw contactpersoon bij Ons Bedrijf zodat zij een nieuwe leveranciersaanmaak kunnen aanvragen.



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○ 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	
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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Dit is **alleen van toepassing** als u internationaal levert.

Opmerking: U moet een bronbelastingcertificaat bijvoegen als gegevens in het vak zijn ingevuld



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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:

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Controleer uw **bankgegevens** door op de knop “**Bewerken**” te klikken.



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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	X Delete

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Controleer en werk “**Bedrijfsgrootte en Diversiteit**” bij indien van toepassing



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● Business Information

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○ 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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Upload alle **vereiste documenten** die automatisch zijn ingevuld op basis van de door u verstrekte informatie, en klik **“Volgende”**.

Voorbeeld van geldige bankdocumentatie (alleen van toepassing bij het toevoegen of bewerken van een bankrekening)

- Bankbriefhoofd/Certificaat
- Geannuleerde cheque
- Screenshot van bankinstructies/bankafschrift

Bankbewijs moet overeenkomen met alle bankgegevens die in de velden zijn ingevoerd.

Bijlage moet worden geüpload in een alleen-lezen formaat.

Opmerking: Dit document moet worden uitgegeven door uw bank, niet door Uw Bedrijf



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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

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Klik op “**Volgende**” om door te gaan

Klik op “**Verzenden**” na voltooiing.

Opmerking: Als onderdeel van het beoordelingsproces kunt u worden benaderd door ons ondersteuningsteam om de indieningsdetails te bevestigen



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

Als uw inzending is afgewezen of teruggestuurd voor aanvullende details, raadpleeg dan onze gids over “[Een vragenlijst corrigeren die is teruggestuurd voor herindiening.](#)”