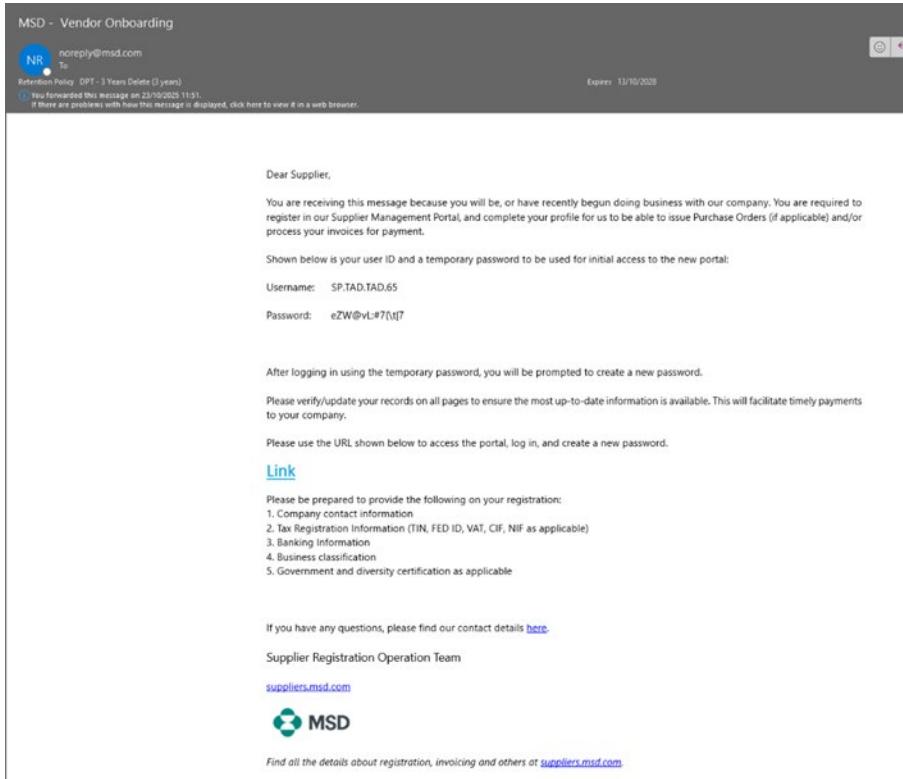


Como atualizar dados como um fornecedor existente (legado / ainda não registado através do Apex)

Para transacionar com a Nossa Empresa, é necessário concluir o processo de registo no portal do fornecedor. Uma conta de fornecedor pode ser criada usando as seguintes etapas:

Navegue até o link de convite recebido de noreply@msd.com com o título “**MSD - Convite para Registro**”.

Um nome de usuário e uma senha temporária serão fornecidos para fins de login. Após o **login inicial**, será necessário **atualizar sua senha**.



The image shows an email from MSD - Vendor Onboarding. The subject line is "MSD - Convite para Registro". 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(t|)?

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.

Faça login com o “**nome de usuário**” e “**senha temporária**”.

Username Password Log In

① User name is required.

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

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

Opcional—Recomenda-se configurar uma chave de acesso para logins rápidos e seguros. Você também pode optar por pular esta etapa por enquanto.

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="text"/>
<input type="button"/>	<input type="button"/>
<input type="button"/>	<input type="button"/>

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

Você receberá um e-mail de código de autenticação de login de noreply@msd.com.

MSD - Login Authentication Code

NR noreply@msd.com To noreply@msd.com

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

Expires: 9/8/2028

2:01 PM



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

Por favor, insira o código de 6 dígitos na Etapa 1 e certifique-se de que todas as perguntas de segurança (Etapa 2) sejam respondidas corretamente. Em seguida, clique em “Enviar”

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"/>

Por favor, preencha a “**senha atual**” com a senha temporária fornecida. Em seguida, siga os requisitos de senha forte para **configurar uma nova senha**.

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**

Sua conta agora está ativa. Você será levado diretamente à Página Inicial do Portal do Fornecedor, onde **poderá revisar e atualizar quaisquer dados relevantes para o seu negócio, como detalhes bancários para pagamento, endereço e informações de contato.**

Depois de fazer login, você verá esta como sua página inicial:

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
----------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------



Para revisar e atualizar seu perfil, clique em Atualizar Perfil

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
--------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------

Por favor, clique em cada seção do menu e revise e atualize seus dados, se necessário.

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](#)

Certifique-se de ter todos os documentos necessários, se aplicável (alteração de conta bancária)

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](#)

Revise e atualize as informações de contato/nome da empresa, se aplicável.

Prossiga clicando em “**Editar**”.

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

* 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	

*

Classification Number

[Add New Classification](#)

Classification	DUNS Number	Delete
DUNS NUMBER		Edit X Delete

[<< Previous](#)

[Next >>](#)

[Save Draft](#)

Home | Supplier ▾ | Help ▾

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](#)

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

Clique em “**Editar**” se uma alteração de endereço for aplicável – clique “**Próximo**” para ir para outra seção

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

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

Por favor, revise o ID de IVA// ID Fiscal. Informamos que se você tiver um novo ID de IVA, uma nova conta de fornecedor deve ser criada. Nesse caso, você precisa entrar em contato com seu contato na Nossa Empresa para que eles possam solicitar a criação de um novo fornecedor.

 **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:

* 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"/>

*

Isso é **aplicável apenas** se você fornecer internacionalmente.

Nota: Será necessário anexar um Certificado de Retenção se os detalhes forem preenchidos na caixa

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:

[<< Previous](#)

[Next >>](#)

[Save Draft](#)

Revise suas Informações Bancárias clicando no botão “Editar”.

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

[<< Previous](#)

[Next >>](#)

[Save Draft](#)

Por favor, revise e atualize “Tamanho e Diversidade do Negócio” se aplicável

MSD

Home Supplier ▾ Help ▾

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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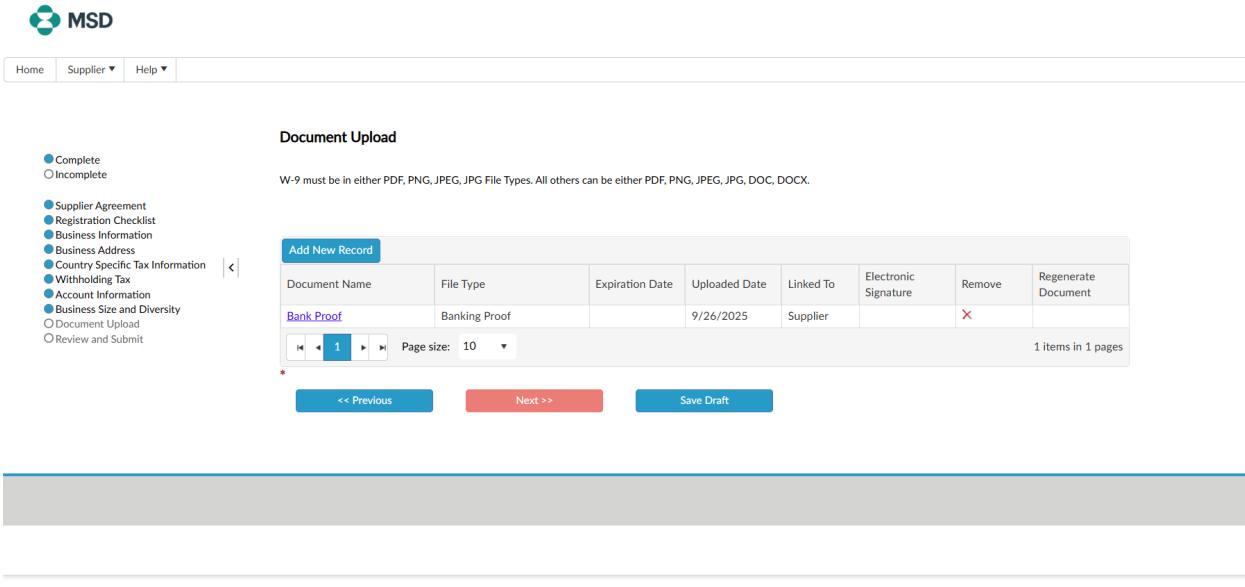
Por favor, **carregue** todos os **documentos necessários** que foram preenchidos automaticamente com base nas informações fornecidas e clique em “**Próximo**”.

Exemplo de Documentação Bancária Válida (aplicável apenas ao adicionar ou editar uma conta bancária)

- Papel timbrado/certificado do banco
- Cheque anulado
- Captura de tela da instrução bancária/extrato bancário

A prova bancária deve corresponder a todos os dados bancários inseridos nos campos. **O anexo deve ser carregado em formato somente leitura.**

Nota: Este documento precisa ser emitido pelo seu banco, não pela Sua Empresa



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.

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

Page size: 10

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Clique em “Próximo” para continuar

Clique em “Enviar” ao concluir.

Nota: Como parte do processo de revisão, você pode ser contatado por nossa equipe de suporte para confirmar os detalhes da submissão



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

[<< Previous](#)

[Save Draft](#)

[Submit](#)

Caso sua submissão tenha sido rejeitada ou devolvida para detalhes adicionais, consulte nosso guia sobre **“Corrigir um Questionário que foi Enviado para Reenvio.”**