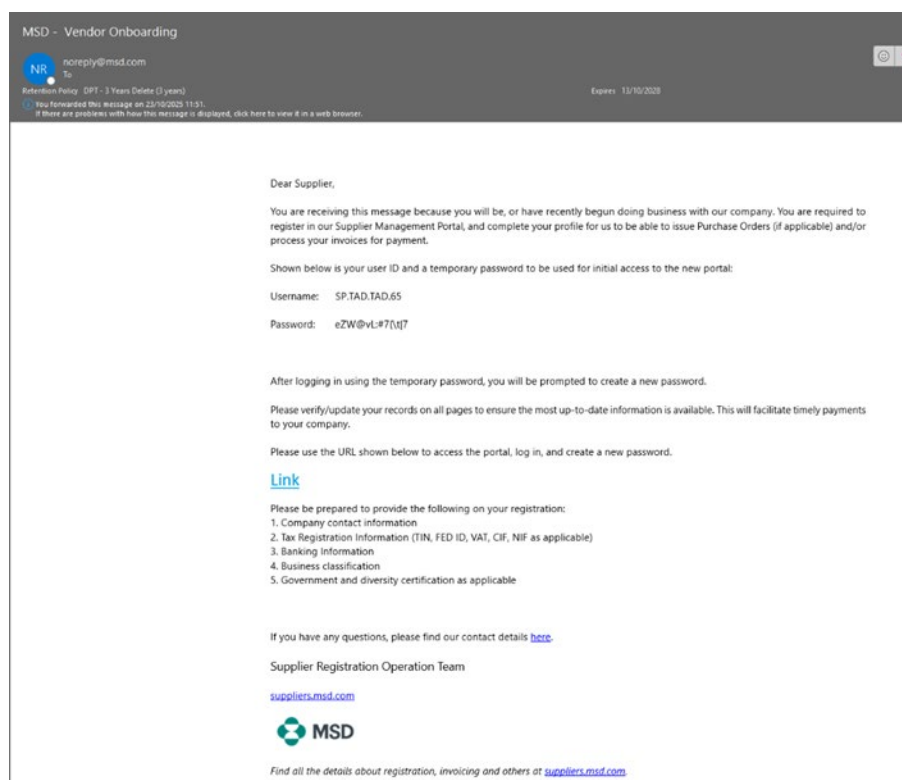


# Como atualizar dados como um fornecedor existente (legado / ainda não registado através do Apex)

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](mailto: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**.



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

---

 User name is required.

☐ Remember Me?


[Forgot your password?](#)

[Login with Passkey](#)

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










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**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** 

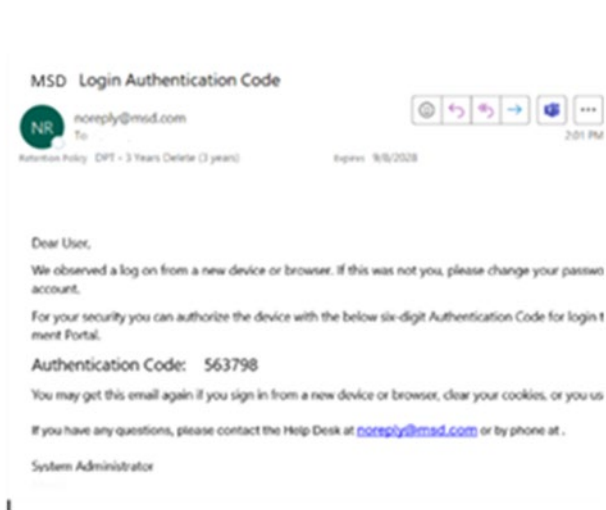
Passkeys are a substitute for passwords that provide faster, easier, and more secure sign-ins. Unlike passwords, passkeys are always strong and phishing-resistant and stored in user's device. These include smart phones, USB Keys, Face ID and Windows Hello.

**Enter Passkey Device Name**

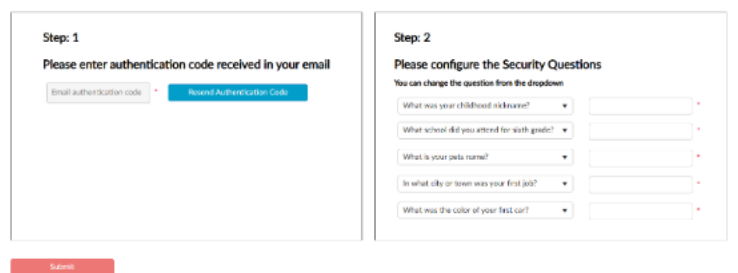
Device Name	Created Date
<input type="text"/> 	<input type="text"/>  
<div><input type="text"/></div>	

---

Você receberá um e-mail de código de autenticação de login de [noreply@msd.com](mailto:noreply@msd.com).




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**”

The image shows a two-step login process. Step 1 is titled "Please enter authentication code received in your email" and features a text input field for the "Email authentication code" and a blue button labeled "Resend Authentication Code". Step 2 is titled "Please configure the Security Questions" and includes a dropdown menu to select a question from a list: "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 question has a corresponding text input field. A red "Submit" button is located at the bottom left of the form.

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



- 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:

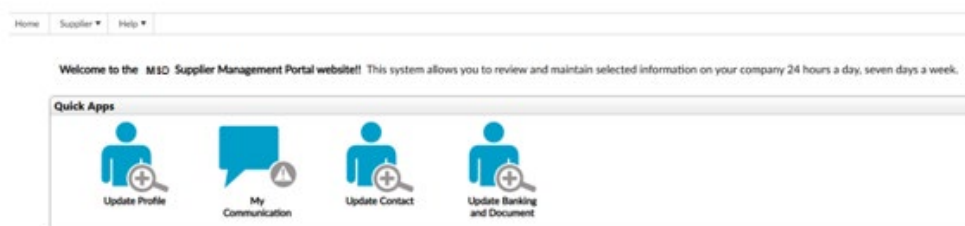
New Password:

Re-enter Password:

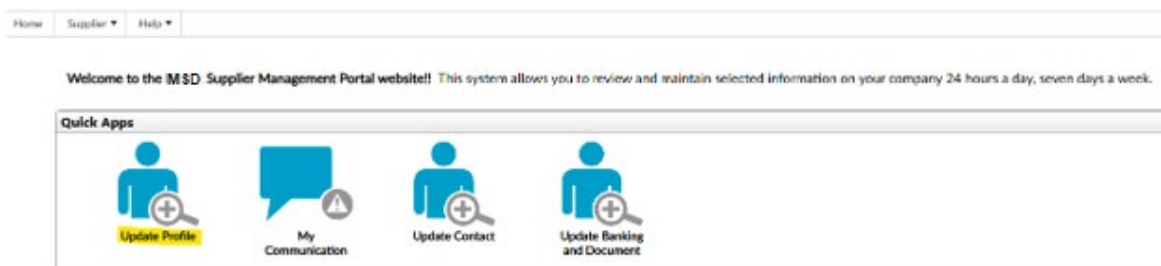
[Change Password](#) [Cancel](#)

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:



Para revisar e atualizar seu perfil, clique em Atualizar Perfil



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



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](mailto:suppliers.msd.com)

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

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

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○ 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](mailto:suppliers.msd.com)

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

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

Prossiga clicando em “**Editar**”.

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○ 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
<a href="#">Edit</a>	JOE	SMITH	Primary	JOE.SMITH@COMPANY.COM	<a href="#">Resend</a>


## Classification Number

<a href="#">Add New Classification</a>		
Classification	DUNS Number	<a href="#">Delete</a>
DUNS NUMBER		<a href="#">Edit</a> <a href="#">X Delete</a>

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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
<a href="#">Edit</a>	JOE	SMITH

Classification Number

Add New Classification

Classification	DUNS Number	Delete
DUNS NUMBER		<a href="#">Edit</a> <a href="#">Delete</a>

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[Next >>](#)
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Contact Information

Contact Type:

First Name:

Last Name:

Contacts Email Id:

Confirm Email Id:

Preferred Language:

	Type	CountryCode	Number	Extension	Delete
<a href="#">Edit</a>	Primary	Czech Republic	+420777777777		<a href="#">X</a>

[Ok](#)
[Discard](#)

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

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Business Address

In order to add Physical Address, please click the Edit button associated with the Physical address.

	Address Type	Street	City	State	Country
<a href="#">Edit</a>	Physical Address	898/8 ADDRESS	PRAHA	Praha, Hlavni mesto	Czech Republic

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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.



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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	
<div>Edit</div>	Czech Republic	ICO NUMBER	27950883	TAX NUMBER VALID. ENTITY NAME MISMATCHED, NAME FOUND: TOM-CAT 2007, S.R.O.	<div>✕ Delete</div>
<div>Edit</div>	Czech Republic	VAT REGISTRATION NUMBER (VAT)			<div>✕ Delete</div>
<div>Edit</div>	Czech Republic	DIC NUMBER			<div>✕ Delete</div>

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Isso é aplicável apenas se você fornecer internacionalmente.

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





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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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Revise suas **Informações Bancárias** clicando no botão **"Editar"**.



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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

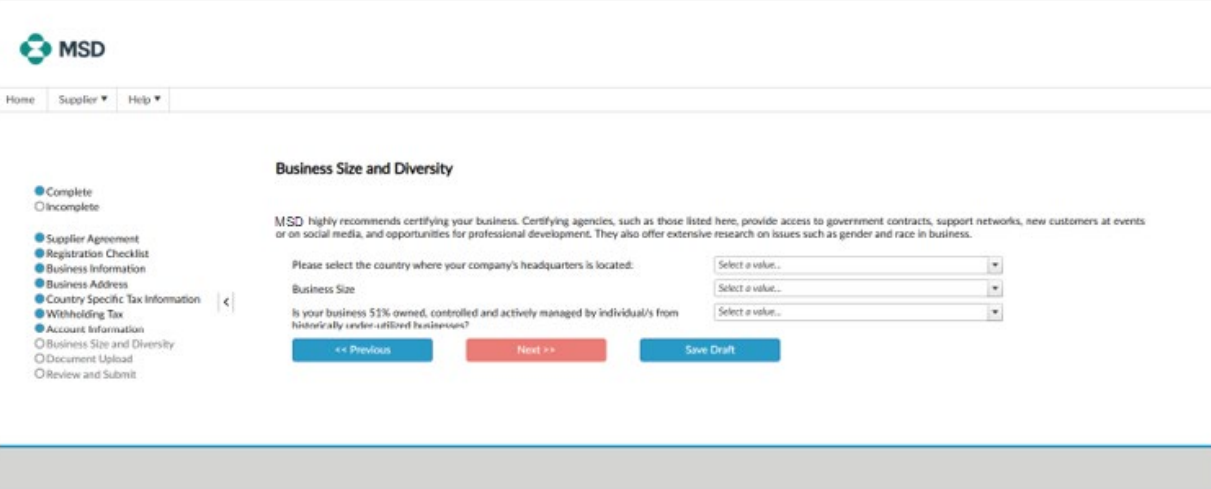
Bank Name	Country	Currency Type	Account Type	Delete
<div>Edit</div> CESKA SPORITELNA A.S.	Czech Republic	Czech Koruna	Checking	<div>X Delete</div>

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Por favor, revise e atualize **"Tamanho e Diversidade do Negócio"** se aplicável



The screenshot shows the MSD Business Size and Diversity form. At the top left is the MSD logo. Below it is a navigation bar with links: Home, Supplier, and Help. On the left side, there is a sidebar with a list of steps: Complete (selected), Incomplete, Supplier Agreement, Registration Checklist, Business Information, Business Address, Country Specific Tax Information, Withholding Tax, Account Information, Business Size and Diversity (current step), Document Upload, and Review and Submit. The main content area is titled "Business Size and Diversity" and contains a paragraph about MSD's recommendation for certifying businesses. Below this, there are three dropdown menus for selecting the country, business size, and whether the business is 51% owned, controlled, and actively managed by individual/s from historically under-utilized businesses. At the bottom of the form are three buttons: Previous, Next, and Save Draft.

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*



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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
<a href="#">Bank Proof</a>	Banking Proof		9/26/2025	Supplier		✖	

1

Page size: 10

1 items in 1 pages

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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](mailto:suppliers.msd.com)

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Submit

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