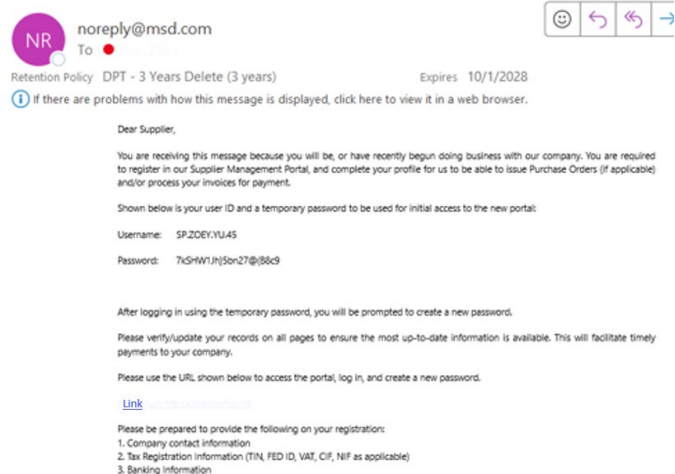


在 Apex Portal 中創建新的供應商帳戶

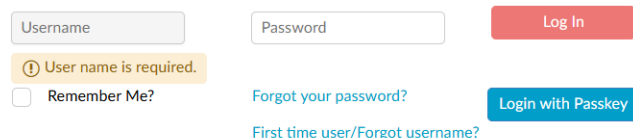
爲了與本公司進行交易，您需要完成供應商門戶的註冊流程。可以按照以下步驟創建供應商帳戶：

MSD - Onboarding of the Vendor

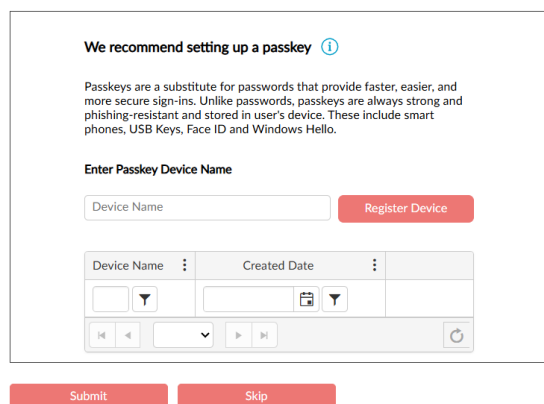


導航至從 noreply@msd.com 收到的標題為“MSD - Onboarding of the Vendor”的邀請連接。

系統將提供用戶名和臨時密碼以供登入使用。在首次登錄後，**您需要更新密碼。**



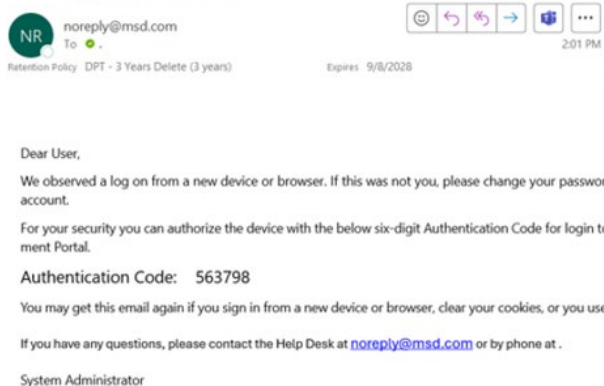
使用提供的用戶名和臨時密碼登入。



可選項：

建議您設置通行密鑰以快速且安全地登入。您也可以選擇暫時跳過此步驟。

Login Authentication Code



您將收到來自 noreply@msd.com 的登入驗證碼電子郵件。

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 sixth grade?

What is your pet's name?

In what city or town was your first job?

What was the color of your first car?

請將 6 位數驗證碼輸入至步驟 1，並確保所有安全問題（步驟 2）均正確回答。然後，點擊“提交”。

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:

請在當前密碼欄中填寫提供的臨時密碼。然後，按照強密碼要求設置新密碼。

您的帳戶現已創建。系統將直接帶您進入供應商門戶主頁，您需要填寫與您的業務相關的數據，例如付款的銀行詳細信息、地址和聯繫信息。



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

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

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

您需要審閱並確認我們的行為準則。點擊協議的選框。

點擊“下一步”繼續。

Registration Checklist

Please be prepared to provide the following before you proceed with 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 certifications

Thank you. For any questions, please contact helpdesk at suppliers.msd.com

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

在註冊之前，請在註冊清單中提供所需信息。例如：適用的銀行證明和稅務證明。

點擊“下一步”繼續。

Business Information

* Supplier Category: PO (Payment will be made with a Purchase order - PO) ▼

If Supplier is both PO & NPO then select only PO

* Division: HH-Human Health ▼

* Supplier Country: United States ▼

* Supplier Name: NEW TEST PROFILE

Company Name DBA:

ServiceNow Ref#:

Transaction Method: Bank Transfer / Electronic Fund Transfer (EFT) ▼

* Remittance Email ID: EMAIL@EXAMPLE.COM

Contact Information

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

	First Name	Last Name	Contact Type	Email
	FIRST NAME	LAST NAME	Primary	EMAIL@EXAMPLE.COM

Contact Information ✕

* Contact Type: Primary ▼


* First Name: FIRST NAME

* Last Name: LAST NAME

* Contacts Email Id: EMAIL@EXAMPLE.COM

* Confirm Email Id: EMAIL@EXAMPLE.COM

* Preferred Language: English ▼

	Type	CountryCode	Number	Extension	Delete
	Primary	United States	(310)-523-6489		✕

* Phone Type: Primary ▼

* Phone Country Code: United States ▼

* Contact Phone Number: (310)-523-6489

Extension:

Update Discard


點擊“編輯”按鈕輸入您的聯繫電話，然後繼續點擊“更新”按鈕。

點擊“下一步”繼續。

Business Address

點擊“編輯”按鈕輸入您的業務地址。

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

	Address Type	Street	City
	Physical Address		

* << Previous Next >> Save Draft

Address Information ✕

* Address Type: Physical Address ▼

填寫所有必填欄目並點擊“確定”。如果您有現有的 Ariba Network 帳戶並希望用於向我們開具發票，請在此輸入。

點擊“下一步”繼續。

Country Specific Tax Information

Tax Reporting Country:

Select a value...

Business Entity Type:

Select a value...

Add New Tax Information

	Country	Tax Type	Tax Id Number	Validation
<div>Edit</div>	India	TAX REGISTRATION NUMBER		

<< Previous

Next >>

Save Draft

為您的公司稅務信息選擇適當的答案，然後點擊“編輯”按鈕輸入稅號。

Tax Information

Country:

India

Tax Type:

GST

Tax Id:

Address:

Select a value...

輸入您的公司稅務號並點擊“確定”。

點擊“下一步”繼續。

Ok

Discard

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:

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

此步驟僅適用於您進行國際供應。

注意：如果在框中填寫了詳細信息，您需要附上預扣稅證明。

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

No records to display.

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

點擊“添加銀行帳戶”按鈕，輸入您的銀行信息。

點擊“下一步”繼續

Banking Information

Address:	<input type="text" value="All items checked"/>
Bank Country:	<input type="text" value="India"/>
Payment Currency:	<input type="text" value="Indian Rupee"/>
IFSC:	<input type="text" value="ICIC0001618"/>
Bank Swift Code:	<input type="text" value="ICICINBBXXX"/>
Account Number:	<input type="text"/>
Account Holder:	<input type="text" value="ABCD"/>
Bank Name:	<input type="text" value="ICICI BANK LIMITED"/>
Bank Street Name:	<input type="text" value="ICICI BANK LTD., N. S. ROAD, MOHANBATI, POST RAIGUNJ - 733"/>
Bank City:	<input type="text" value="UTTAR DINAJPUR"/>
Bank County/District:	<input type="text"/>
Bank State/Region:	<input type="text" value="Select a value..."/>
Bank Postal Code:	<input type="text"/>
Account Type:	<input type="text" value="Checking"/>

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

請完成所有必填欄位。填寫正確的銀行代碼以確保自動填入的銀行資訊準確無誤（此操作非常重要）。

如有必要，您也可以手動修改地址。

注意：支票帳戶指的是活期帳戶。

點擊“確定”和“下一步”以繼續。

請上傳所有必需的文件，這些文件已根據您提供的資訊自動填入，然後點擊“下一步”。

有效銀行文件範例：

- 銀行信箋/證明書
- 作廢支票
- 銀行指示/銀行對帳單的截圖

Document Upload

W-9 and 147c 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
<div>Upload</div>		Banking Proof				

<<

<

1

>

>>

Page size: 10

<< Previous

Next >>

Save Draft

- 銀行證明必須與欄位中輸入的所有銀行資料一致。

附件必須以唯讀格式上傳。

注意：此文件需由您的銀行出具，而非您的公司。

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

完成後點擊“提交”。

注意：作為審核過程的一部分，我們的支援團隊可能會聯繫您以確認提交的詳細資訊。

如果您的提交被拒絕或退回以補充詳細資訊，請參閱我們的指南“[更正已被退回的問卷](#)”。