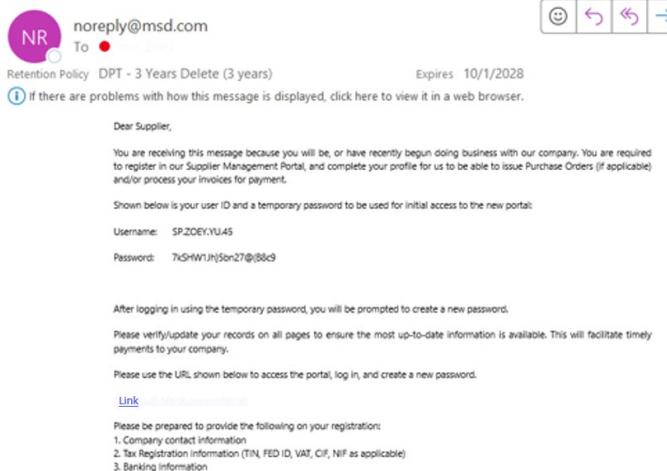


# Creazione di un nuovo account fornitore nel portale Apex

Per effettuare transazioni con la nostra azienda, è necessario completare il processo di registrazione sul portale fornitori. Un account fornitore può essere creato seguendo i seguenti passaggi:

## MSD - Onboarding of the Vendor



The screenshot shows an email from noreply@msd.com to the recipient. It includes a retention policy of 3 years, an expiration date of 10/1/2028, and a link to view the message in a web browser. The message body contains a Dear Supplier greeting, instructions for registration, user ID and temporary password information, and a link to access the portal.

**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: SPZOEYU45  
Password: 7kSHW1Jh5bn27@l8dc9

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.

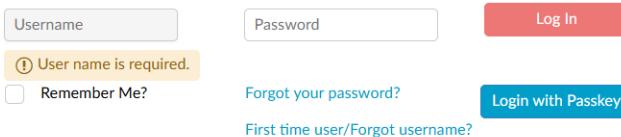
[Link](#)

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

Accedi al link di invito ricevuto da [noreply@msd.com](mailto:noreply@msd.com) con il titolo “**MSD - Onboarding del fornitore**”.

Verranno forniti un nome utente e una password temporanea per accedere. Dopo **il primo accesso**, è necessario aggiornare **la password**.



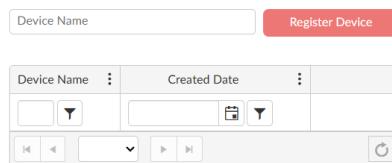
The screenshot shows a login interface with fields for Username and Password, a Log In button, and a Remember Me checkbox. Below the fields are links for forgot password and first-time user/forgot username.

Accedi con il **nome utente** e la **password temporanea** forniti.

## We recommend setting up a passkey [①](#)

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



The screenshot shows a form for entering a passkey device name. It includes a Device Name field, a Register Device button, and a table for managing devices. The table has columns for Device Name, Created Date, and actions. At the bottom are Submit and Skip buttons.

Device Name	Created Date	Action
[Empty]	[Empty]	[Delete]
[Next]	[Previous]	[Search]

## Opzionale:

Si consiglia di configurare una chiave di accesso per accessi rapidi e sicuri. Puoi anche scegliere di saltare questo passaggio per ora.

#### Login Authentication Code



Riceverai un'email con il codice di autenticazione per l'accesso da [noreply@msd.com](mailto:noreply@msd.com).

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](mailto:noreply@msd.com) or by phone at ...

System Administrator

**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?

Inserisci il codice a 6 cifre nel Passaggio 1 e assicurati che tutte le domande di sicurezza (Passaggio 2) siano risposte correttamente. Quindi, clicca su "**Invia**".

## 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**

Compila la **password attuale** con la password temporanea fornita. Quindi, segui i requisiti per una password sicura per **impostare una nuova password**.

Il tuo account è ora creato. Verrai indirizzato direttamente alla homepage del portale fornitori, dove **dovrai inserire i dati pertinenti alla tua attività, come i dettagli bancari per il pagamento, l'indirizzo e le informazioni di contatto**.

## MSD

Home Supplier ▾ Help ▾

### Supplier Agreement

#### Digital Certificate 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

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**

È necessario esaminare e riconoscere il nostro codice di condotta. Clicca sulle **caselle di controllo dell'accordo**.

Clicca su “Avanti” per continuare

Fornisci le informazioni richieste **nella lista di controllo della registrazione** prima di registrarti.

Esempio: Prova bancaria e prova fiscale, se applicabile

Clicca su “Avanti” per continuare



## 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](mailto:suppliers.msd.com)

[Next >>](#)

[Save Draft](#)

### Business Information

\* Supplier Category:

If Supplier is both PO & NPO then select only PO

\* Division:

\* Supplier Country:

\* Supplier Name:

Company Name DBA:

ServiceNow Ref#:

Transaction Method:

\* Remittance Email ID:

### Contact Information

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

	First Name	Last Name	Contact Type	Email
<a href="#">Edit</a>	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		X
* Phone Type: Primary * Phone Country Code: United States * Contact Phone Number: (310)-523-6489 Extension: <input type="button" value="Update"/> <input type="button" value="Discard"/>					

Inserisci il **tuo numero di contatto** cliccando sul pulsante “**Modifica**” e continua con il pulsante “Aggiorna”.

Clicca su “**Avanti**” per continuare

#### Business Address

Inserisci l' **indirizzo della tua attività** cliccando sul pulsante “**Modifica**”.

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

	Address Type	Street	City
	Physical Address		

Compila tutti i campi obbligatori e clicca su “**Ok**”. Se hai un account Ariba Network esistente che desideri utilizzare per fatturarci, inseriscilo qui.

Clicca su “**Avanti**” per continuare.

#### Country Specific Tax Information

\* Tax Reporting Country:

\* Business Entity Type:

Add New Tax Information				
	Country	Tax Type	Tax Id Number	Validation
<a href="#">Edit</a>	India	TAX REGISTRATION NUMBER		

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

Selezione la risposta appropriata per le informazioni fiscali **della tua azienda** e clicca sul pulsante “Modifica” per inserire il numero fiscale.

#### Tax Information

\* Country:

\* Tax Type:

\* Tax Id:

\* Address:

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

Inserisci l' **ID fiscale della tua azienda** e clicca su “Ok”.

Clicca su “**Avanti**” per continuare

#### 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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Questo è **applicabile solo se fornisci a livello internazionale**.

*Nota: Sarà necessario allegare un certificato di ritenuta d'acconto se i dettagli sono compilati nella casella.*

Inserisci le **tue informazioni bancarie** facendo clic sul pulsante “**Aggiungi conto bancario**”.

Fai clic su “**Avanti**” per continuare

## 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
No records to display.		

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

### Banking Information

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

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

Si prega di completare tutti i **campi obbligatori**. È importante inserire il **codice bancario corretto** per garantire l'accuratezza delle informazioni bancarie che verranno compilate automaticamente.

È inoltre possibile modificare manualmente l'indirizzo, se necessario.

*Nota: Un conto corrente si riferisce a un conto ordinario.*

Fare clic su “**Ok**” & “**Avanti**” per continuare

### 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	Electrc Signat
<a href="#">Upload</a>	Banking Proof					
<a href="#">«</a> <a href="#">»</a> <a href="#">1</a>	Page size: 10	<a href="#">▼</a>				

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

Si prega di **caricare** tutti i **documenti richiesti**, che sono stati compilati automaticamente in base alle informazioni fornite, e fare clic su “Avanti.”

### Esempio di documentazione bancaria valida:

- Intestazione/Certificato della banca
- Screenshot di assegno annullato
- Istruzioni bancarie/estratto conto Screenshot

La prova bancaria deve corrispondere a tutti i dati bancari inseriti nei campi. **L'allegato deve essere caricato in formato di sola lettura.**

*Nota: Questo documento deve essere emesso dalla vostra banca, non dalla vostra azienda.*

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#### 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](#)

Fare clic su “**Invia**” al termine.

**Nota:** Come parte del processo di revisione, potreste essere contattati dal nostro team di supporto per confermare i dettagli della presentazione

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Nel caso in cui la vostra pratica sia stata respinta o siano stati richiesti ulteriori dettagli , consultate la nostra guida su “[Correggere un questionario che è stato inviato per la ripresentazione.](#)”

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