


# Apex 포털에서 새 공급업체 계정 생성

당사와 거래하려면 공급업체 포털에서 등록 절차를 완료해야 합니다. 공급업체 계정은 다음 단계를 통해 생성할 수 있습니다:

## MSD - Onboarding of the Vendor


**noreply@msd.com**  
 To: [Redacted]

Retention Policy DPT - 3 Years Delete (3 years) Expires 10/1/2028  
 ⓘ 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: SP20EYU45  
Password: 7d5HW1Jh5on27@/56c9

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](#) [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

noreply@msd.com 에서 받은 “**MSD - 공급업체 온보딩**” 제목의 초대 링크로 이동합니다.

로그인 목적으로 사용자 이름과 임시 비밀번호가 제공됩니다. 초기 로그인 후 비밀번호를 업데이트해야 합니다.

ⓘ User name is required.

☐ Remember Me? [Forgot your password?](#)

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

제공된 사용자 이름과 임시 비밀번호로 로그인합니다.

### 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"/>



### 선택 사항:

빠르고 안전한 로그인 설정을 위해 패스키를 설정하는 것이 권장됩니다. 이 단계를 지금 건너뛸 수도 있습니다.

### Login Authentication Code



noreply@msd.com  
To: [redacted]

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

If you have any questions, please contact the Help Desk at [noreply@msd.com](mailto:noreply@msd.com) or by phone at .

System Administrator

noreply@msd.com 에서 로그인 인증 코드 이메일을 받게 됩니다.

#### Step: 1

Please enter authentication code received in your email

Email authentication code

[Resend Authentication Code](#)

[Submit](#)

#### 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?

6 자리 코드를 1 단계에 입력하고 모든 보안 질문(2 단계)에 올바르게 답변하십시오. 그런 다음 “제출”을 클릭합니다.

## 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

제공된 임시 비밀번호로 현재 비밀번호를 입력하십시오. 그런 다음 강력한 비밀번호 요구 사항을 따라 새 비밀번호를 설정하십시오.

계정이 생성되었습니다. 공급업체 포털 홈페이지로 바로 이동하며, 결제용 은행 정보, 주소 및 연락처 정보와 같은 비즈니스 관련 데이터를 입력해야 합니다.



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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당사의 행동 강령을 검토하고 확인해야 합니다. 동의 확인란을 클릭하십시오.

계속하려면 “다음”을 클릭합니다.

## 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](https://suppliers.msd.com)

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등록 전에 등록 체크리스트에 필요한 정보를  
제공하십시오.

예: 은행 증명 및 세금 증명서(해당되는 경우)


계속하려면 “다음”을 클릭합니다.

### 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
 Edit	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


연락처 번호를 “편집” 버튼을 클릭하여 입력하고 “업데이트” 버튼으로 계속 진행하십시오.

계속하려면 “다음”을 클릭합니다.

## Business Address

“편집” 버튼을 클릭하여 사업 주소를 입력합니다.

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

	Address Type	Street	City
	Physical Address		

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Address Information

\*
Address Type:
Physical Address

\*
Country:
India

\*
Is it PO BOX Address?
No

House Number:

\*
Street:

District/County:

\*
Postal Code:

\*
City/Town

State/Province:
Select a value...

\*
PO Delivery E-mail id:

ANID Number:
AN\_

Ok
Discard


모든 필수 필드를 입력하고 “확인”을 클릭합니다. 당사에 송장을 발행하기 위해 사용하려는 기존 **Ariba Network** 계정이 있는 경우 여기에 입력하십시오.

계속하려면 “다음”을 클릭합니다.

### Country Specific Tax Information

- \* Tax Reporting Country:
- \* Business Entity Type:

Add New Tax Information

	Country	Tax Type	Tax Id Number	Validation
	India	TAX REGISTRATION NUMBER		

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회사 세금 정보에 적합한 답변을 선택하고 “편집” 버튼을 클릭하여 세금 번호를 입력합니다.

### Tax Information

- \* Country:
- \* Tax Type:
- \* Tax Id:
- \* Address:

Ok
Discard

회사 세금 ID 를 입력하고 “확인”을 클릭합니다.

계속하려면 “다음”을 클릭합니다.

### 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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이는 국제적으로 공급하는 경우에만 적용됩니다.

참고: 상자에 세부 정보를 입력한 경우 원천징수 증명서를 첨부해야 합니다.

은행 정보를 입력하세요. “은행 계좌 추가” 버튼을 클릭하여

계속하려면 “다음”을 클릭하세요.

## 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.		

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### 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 - 731
- Bank City: UTTAR DINAJPUR
- Bank County/District:
- Bank State/Region: Select a value...
- Bank Postal Code:
- Account Type: Checking

Ok
Discard

모든 필수 필드를 완료하십시오. 은행 정보의 정확성을 보장하기 위해 올바른 은행 키를 입력하는 것이 중요합니다.

필요시 주소를 수동으로 수정할 수도 있습니다.

*참고: 당좌 계좌는 현재 계좌를 의미합니다.*

계속하려면 “확인” 및 “다음”을 클릭하십시오.

## 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
<span style="color: blue;">↑</span> Upload		Banking Proof				

1

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제공된 정보에 따라 자동으로 채워진 필수 문서를 업로드하고 “다음”을 클릭하십시오.

**유효한 은행 문서의 예: 은행 레터헤드/증명서,**

- 무효화된 수표
- , 은행 지침/은행 명세서 스크린샷
- 

은행 증명서는 입력된 모든 은행 데이터와 일치해야 합니다. 첨부 파일은 읽기 전용 형식으로 업로드해야 합니다.

*참고: 이 문서는 귀하의 회사가 아닌 귀하의 은행에서 발행해야 합니다.*



#### 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

완료 후 “제출”을 클릭하십시오.

참고: 검토 과정의 일환으로 제출 세부 사항을 확인하기 위해 지원 팀에서 연락을 받을 수 있습니다.

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제출이 거부되거나 추가 세부 사항을 위해 반환된 경우,  
“재제출을 위해 전송된 설문지를 수정하는 방법”에 대한  
가이드를 참조하십시오.

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