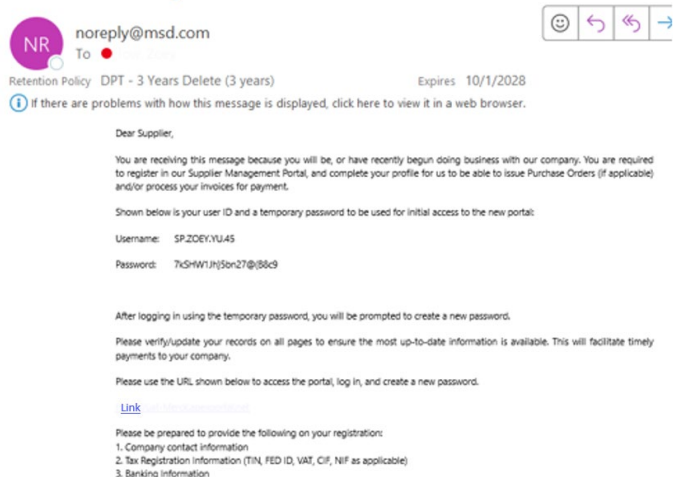


Een nieuw leveranciersaccount aanmaken in Apex Portal

Om zaken te doen met Ons Bedrijf, moet u het registratieproces op het leveranciersportaal voltooien. Een leveranciersaccount kan worden aangemaakt met de volgende stappen:

MSD - Onboarding of the Vendor



Retention Policy DPT - 3 Years Delete (3 years) Expires 10/1/2028

To noreply@msd.com

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: SP2OEYU45

Password: 7hGHW1jH5on27@iB8c9

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.

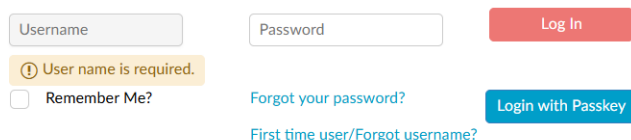
[Link](#)

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

Navigeer naar de uitnodigingslink ontvangen van noreply@msd.com met de titel “**MSD - Onboarding van de leverancier**”.

Een gebruikersnaam en tijdelijk wachtwoord worden verstrekt voor inlogdoeleinden. Na **de eerste inlog** moet u uw wachtwoord **bijwerken**.



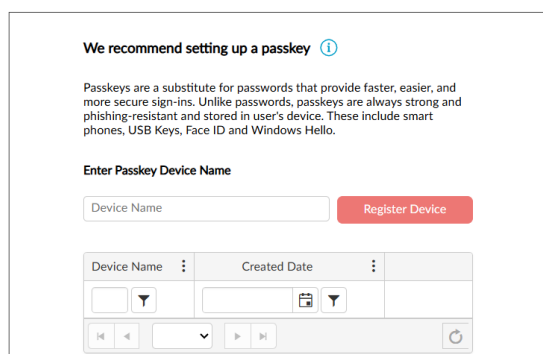
Username Password Log In

User name is required.

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

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

Log in met de verstrekte **gebruikersnaam** en **het tijdelijke wachtwoord**.



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 Register Device

Device Name	Created Date

Submit Skip

Optioneel:

Het wordt aanbevolen om een toegangssleutel in te stellen voor snelle en veilige aanmeldingen. U kunt er ook voor kiezen deze stap voorlopig over te slaan.

The image is a screenshot of an email interface. At the top, the email title is "Login Authentication Code". The sender is "noreply@msd.com" with a green circular profile picture containing the letters "NR". The recipient is "To: [redacted]". The email body contains the following text: "Dear User," followed by "We observed a log on from a new device or browser. If this was not you, please change your password on your account." and "For your security you can authorize the device with the below six-digit Authentication Code for login to the Patient Portal." The authentication code is "563798". Below this, it says "You may get this email again if you sign in from a new device or browser, clear your cookies, or you use a different email address." and "If you have any questions, please contact the Help Desk at noreply@msd.com or by phone at 1-800-451-4273." The email is signed "System Administrator". On the right side, there are icons for email actions (reply, reply all, forward, etc.) and a timestamp "2:01 PM". At the bottom left, the "Retention Policy" is shown as "DPT - 3 Years Delete (3 years)" and the "Expires" date is "9/8/2028".

U ontvangt een e-mail met een inlogauthenticatiecode van noreply@msd.com.

Step: 1

Please enter authentication code received in your email

Email authentication code

Send Authentication Code

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 pets name?

In what city or town was your first job?

What was the color of your first car?

Submit

Voer de 6-cijferige code in bij Stap 1 en zorg ervoor dat alle beveiligingsvragen (Stap 2) correct worden beantwoord. Klik vervolgens op **“Verzenden”**.

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](#)

Vul het **huidige wachtwoord** in met het verstrekte tijdelijke wachtwoord. Volg vervolgens de vereisten voor een sterk wachtwoord om **een nieuw wachtwoord** in te stellen.

Uw account is nu aangemaakt. U wordt direct naar de startpagina van het leveranciersportaal geleid, waar **u gegevens moet invullen die relevant zijn voor uw bedrijf, zoals bankgegevens voor betalingen, adres, en contactinformatie.**



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](#)

U moet onze gedragscode beoordelen en erkennen. Klik op de selectievakjes voor de overeenkomst. **Klik op “Volgende”** om door te gaan.

Klik **“Volgende”** om door te gaan

Vul de vereiste informatie in op de Registratiechecklist **voordat u zich registreert.**

Voorbeeld: Bankbewijs en belastingbewijs indien van toepassing.

Klik **“Volgende”** om door te gaan

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 >>

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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
Edit	Primary	United States	(310)-523-6489	x

- * Phone Type: Primary
- * Phone Country Code: United States
- * Contact Phone Number: (310)-523-6489
- Extension:

[Update](#) [Discard](#)

Voer uw **contactnummer** in door op de knop “**Bewerken**” te klikken en ga verder met de knop “Bijwerken”.

Klik “**Volgende**” om door te gaan

Business Address

Voer uw **bedrijfsadres** in door op de knop “**Bewerken**” te klikken.

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

Address Type	Street	City
Edit	Physical Address	

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](#)

Vul alle verplichte velden in en klik op “**Oké**”. Als u een bestaand Ariba Network-account heeft dat u wilt gebruiken voor facturering, voer het hier in.

Klik “**Volgende**” om door te gaan.

Country Specific Tax Information

* Tax Reporting Country:

* Business Entity Type:

[Add New Tax Information](#)

	Country	Tax Type	Tax Id Number	Validation
Edit	India	TAX REGISTRATION NUMBER		

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Selecteer het juiste antwoord voor uw bedrijfsbelastinginformatie **en klik op de knop “Bewerken”** om het belastingnummer in te voeren.

Tax Information

* Country:

* Tax Type:

* Tax Id:

* Address:

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

Voer uw **bedrijfsbelasting-ID** in en klik op **“Oké”**.

Klik **“Volgende”** om door te gaan

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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Dit is **alleen van toepassing** als u internationaal levert.

Opmerking: U moet een bronbelastingcertificaat bijvoegen als details in het vak zijn ingevuld.

Voer uw **bankgegevens** in door op de knop **“Bankrekening toevoegen”** te klikken.

Klik op **“Volgende”** om door te gaan.

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 - 733
- Bank City: UTTAR DINAJPUR
- Bank County/District:
- Bank State/Region: Select a value...
- Bank Postal Code:
- Account Type: Checking

Ok
Discard

Vul alstublieft alle **verplichte velden** in. Het is belangrijk om de **juiste bankcode** in te vullen om de nauwkeurigheid van de automatisch ingevulde bankgegevens te waarborgen.

U kunt het adres ook handmatig aanpassen, indien nodig.

Opmerking: Een betaalrekening verwijst naar een lopende rekening.

Klik op **“Ok”** & **“Volgende”** om door te gaan.

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	Electro Signati
Upload		Banking Proof				

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Page size: 10

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Upload alstublieft **alle** vereiste documenten, **die automatisch zijn ingevuld op basis van de door u verstrekte informatie**, en klik op **“Volgende.”**

Voorbeeld van geldige bankdocumentatie:

- Bankbriefhoofd/certificaat
- Ongeldige cheque
- Screenshot van bankinstructies/bankafschrift

Bankbewijs moet overeenkomen met alle ingevoerde bankgegevens in de

velden. **Bijlage moet worden geüpload in een alleen-lezen formaat.**

Opmerking: Dit document moet door uw bank worden uitgegeven, niet door uw bedrijf.

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

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Submit

Klik op “**Indienen**” na voltooiing.

Opmerking: Als onderdeel van het beoordelingsproces kan ons ondersteuningsteam contact met u opnemen om de details van de inzending te bevestigen.

In het geval dat uw inzending is afgewezen of is teruggestuurd voor aanvullende details, raadpleeg dan onze handleiding over “Een vragenlijst corrigeren die is teruggestuurd voor herindiening.”
