

Criar uma conta de fornecedor no Portal Apex

Para realizar transações com a nossa empresa, é necessário concluir o processo de registo no portal do fornecedor. Uma conta de fornecedor pode ser criada usando os seguintes passos:

MSD - Onboarding of the Vendor

 noreply@msd.com
 To: 
 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: 7kSHW1Jh5bn27@l88c9
 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

Entre no link de convite recebido de noreply@msd.com com o título “**MSD - Onboarding of the Vendor**”.

Um nome de usuário e uma senha temporária serão fornecidos para fins de login. Após o **login inicial**, será necessário **atualizar a sua senha**.

Username Password **Log In**
① User name is required.
 Remember Me [Forgot your password?](#) [Login with Passkey](#)
[First time user/Forgot username?](#)

Faça login com o **nome de usuário e a senha temporária** fornecidos.

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

Device Name **Register Device**

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

Submit **Skip**

Opcional:

Recomenda-se configurar uma chave de acesso para logins rápidos e seguros. Pode evitar esta passagem por agora.

Login Authentication Code

NR noreply@msd.com To 2:01 PM

Retention Policy DPT - 3 Years Delete (3 years) Expires 9/8/2028

Dear User,
We observed a log on from a new device or browser. If this was not you, please change your password.
For your security you can authorize the device with the below six-digit Authentication Code for login to the Patient 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 or by phone at .
System Administrator

Receberá um e-mail com o código de autenticação de login de noreply@msd.com.

Step: 1

Please enter authentication code received in your email

[Resend Authentication Code](#)

[Submit](#)

Step: 2

Please configure the Security Questions

You can change the question from the dropdown

What was your childhood nickname?	▼	<input style="width: 100%; height: 20px; border: 1px solid #ccc;" type="text"/>
What school did you attend for sixth grade?	▼	<input style="width: 100%; height: 20px; border: 1px solid #ccc;" type="text"/>
What is your pet's name?	▼	<input style="width: 100%; height: 20px; border: 1px solid #ccc;" type="text"/>
In what city or town was your first job?	▼	<input style="width: 100%; height: 20px; border: 1px solid #ccc;" type="text"/>
What was the color of your first car?	▼	<input style="width: 100%; height: 20px; border: 1px solid #ccc;" type="text"/>

Insira o código de 6 dígitos e certifique-se de que todas as perguntas de segurança sejam respondidas corretamente. **Em seguida, clique em “Enviar”**

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](#)

Preencha a **senha atual** com a senha temporária fornecida. Em seguida, siga os requisitos de senha forte para **configurar uma nova senha**.

Sua conta agora está criada. Chegará à página inicial do Portal do Fornecedor, onde deverá preencher os dados relevantes para sua empresa, **como detalhes bancários para pagamento, endereço, e informações de contato**.



[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](#)

É necessário revisar e reconhecer nosso código de conduta. Clique nas **caixas de seleção do Acordo**.

Clique em “**Avançar**” para continuar.

Forneça as informações necessárias na **Lista de Verificação de Registro** antes de se registrar.

Exemplo: Comprovante bancário e comprovante fiscal, conforme aplicável.

Clique em “**Avançar**” para continuar.



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

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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
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
 Edit	Primary	United States	(310)-523-6489		X
* Phone Type: Primary * Phone Country Code: United States * Contact Phone Number: (310)-523-6489 Extension: <input type="text"/> Update Discard					

Insira o seu **número de contato** clicando no botão “**Editar**” e continue com o botão “**Atualizar**”.

Clique em “**Avançar**” para continuar

Business Address

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

	Address Type	Street	City
 Edit	Physical Address		

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Insira o **endereço da sua empresa** clicando no botão “**Editar**”.

Preencha todos os campos obrigatórios e clique em “**Ok**”. Se você tiver uma conta existente na Rede Ariba que deseja usar para nos enviar faturas, insira-a aqui.

Clique em “**Avançar**” para continuar.

Country Specific Tax Information

* Tax Reporting Country:	<input type="text" value="Select a value..."/>										
* Business Entity Type:	<input type="text" value="Select a value..."/>										
Add New Tax Information <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Country</th> <th>Tax Type</th> <th>Tax Id Number</th> <th>Validation</th> </tr> </thead> <tbody> <tr> <td>Edit</td> <td>India</td> <td>TAX REGISTRATION NUMBER</td> <td></td> <td></td> </tr> </tbody> </table>			Country	Tax Type	Tax Id Number	Validation	Edit	India	TAX REGISTRATION NUMBER		
	Country	Tax Type	Tax Id Number	Validation							
Edit	India	TAX REGISTRATION NUMBER									
<< Previous Next >> Save Draft											

Selecione a resposta apropriada **para as informações fiscais da sua empresa** e clique no botão “**Editar**” **para inserir o número fiscal.**

Tax Information

* Country:	<input type="text" value="India"/>
* Tax Type:	<input type="text" value="GST"/>
* Tax Id:	<input type="text"/>
* Address:	<input type="text" value="Select a value..."/>
Ok Discard	

Insira o ID fiscal da sua empresa e clique em **“Ok”**

Clique em **“Avançar”** para continuar

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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Isso se aplica **apenas se você fornecer internacionalmente.**

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

Insira suas **Informações Bancárias** clicando no botão **“Adicionar Conta Bancária”**.

Clique em **“Avançar”** para continuar.

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		

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](#)

Por favor, complete todos os **campos obrigatórios**. É importante preencher a **chave bancária correta** para garantir a precisão das informações bancárias que serão preenchidas automaticamente.

Você também pode alterar manualmente o endereço, se necessário.

Nota: Uma Conta Corrente refere-se a uma Conta de Depósito à Vista.

Clique em “Ok” & “Avançar” para continuar

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	Electr. Signature
Upload	Banking Proof					
« Previous	Page size: 10	Next »	Save Draft			

Por favor, **carregue** todos os **documentos necessários**, que foram preenchidos automaticamente com base nas informações fornecidas, e clique em “Avançar.”

Exemplo de Documentação Bancária Válida:

- Papel timbrado/Certificado do Banco
- Cheque Anulado
- Captura de tela das instruções bancárias/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.

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.msdd.com

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[Submit](#)

Clique em “Enviar” após a conclusão.

Nota: Como parte do processo de revisão, você pode ser contatado pela nossa equipe de suporte para confirmar os detalhes da submissão.

Caso sua submissão tenha sido rejeitada ou retornada para detalhes adicionais, [consulte nosso guia sobre “.”](#)
