

## كيفية تحديث البيانات كمورد موجود (حتى الآن Apex قديم / غير مسجل عبر)

:لإجراء معاملات مع شركتنا، يُطلب منك إكمال عملية التسجيل على بوابة الموردين. يمكن إنشاء حساب المورد باستخدام الخطوات التالية

. "دعوة للتسجيل - MSD" بعنوان [noreply@msd.com](mailto:noreply@msd.com) انتقل إلى رابط الدعوة الذي تم استلامه من

سيتم توفير اسم مستخدم وكلمة مرور مؤقتة لأغراض تسجيل الدخول. بعد تسجيل الدخول الأولي، يُطلب منك تحديث كلمة المرور الخاصة بك.

MSD - Vendor Onboarding

NR

noreply@msd.com

To

Retention Policy: DPT - 3 Years Delete (3 years)

Expires: 12/10/2028

You forwarded this message on 22/10/2022 11:51.

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: SP.TAD.TAD.65

Password: eZW@vL#7(1)7

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
4. Business classification
5. Government and diversity certification as applicable

If you have any questions, please find our contact details [here](#).


Supplier Registration Operation Team

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

 MSD

Find all the details about registration, invoicing and others at [suppliers.msd.com](https://suppliers.msd.com).

. "قم بتسجيل الدخول باستخدام "اسم المستخدم" و "كلمة المرور المؤقتة".


 User name is required.

☐ Remember Me?

[Forgot your password?](#)

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

**اختياري**—يُوصى بإعداد مفتاح مرور لتسجيل الدخول السريع والأمن. يمكنك أيضًا اختيار تخطي هذه الخطوة في الوقت الحالي.

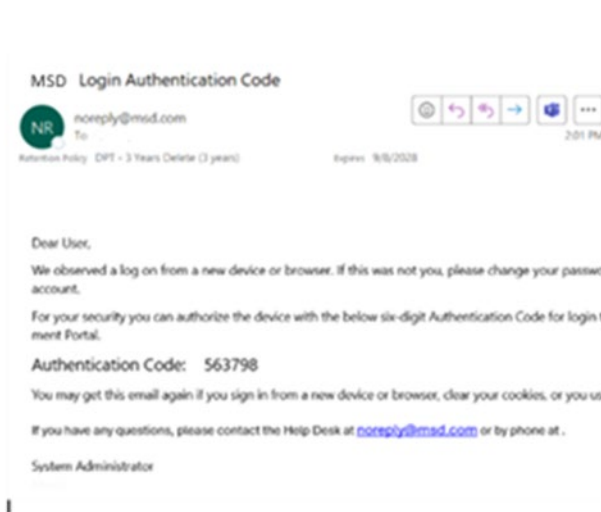
**We recommend setting up a passkey** 

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"/>
<input type="button" value="Filter"/>	<input type="button" value="Filter"/>
<input type="button" value="Previous"/>	<input type="button" value="Next"/>

ستتلقى بريدًا إلكترونيًا يحتوي على رمز مصادقة تسجيل الدخول من [noreply@msd.com](mailto:noreply@msd.com).




يرجى إدخال الرمز المكون من 6 أرقام في الخطوة 1 والتأكد من الإجابة على جميع أسئلة الأمان (الخطوة 2) بشكل صحيح. ثم انقر على "إرسال".

Step: 1	Step: 2
<p>Please enter authentication code received in your email</p> <div><input type="text" value="Email authentication code"/></div> <div><input type="button" value="Resend Authentication Code"/></div>	<p>Please configure the Security Questions</p> <p>You can change the question from the dropdown</p> <div><div>What was your childhood nickname?</div><div>What school did you attend for sixth grade?</div><div>What is your pet's name?</div><div>In what city or town was your first job?</div><div>What was the color of your first car?</div></div>
<input type="button" value="Submit"/>	

يرجى ملء "كلمة المرور الحالية" بكلمة المرور المؤقتة المقدمة. ثم اتبع متطلبات كلمة المرور القوية لإعداد كلمة مرور جديدة.

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](#)


حسابك الآن نشط. سيتم نقلك مباشرة إلى الصفحة الرئيسية لبوابة الموردين، حيث يمكنك مراجعة وتحديث أي بيانات ذات صلة بعملك مثل تفاصيل البنك للدفع، العنوان ومعلومات الاتصال.


بمجرد تسجيل الدخول، سترى هذا كصفحتك الرئيسية


Home Supplier Help


Welcome to the MSD Supplier Management Portal website!! This system allows you to review and maintain selected information on your company 24 hours a day, seven days a week.

**Quick Apps**

 Update Profile

 My Communication

 Update Contact

 Update Banking and Document

لمراجعة وتحديث ملفك الشخصي، يرجى النقر على تحديث الملف الشخصي

Home Supplier Help

Welcome to the MSD Supplier Management Portal website!! This system allows you to review and maintain selected information on your company 24 hours a day, seven days a week.

Quick Apps

- Update Profile
- My Communication
- Update Contact
- Update Banking and Document

يرجى النقر على كل قسم من القائمة ومراجعة وتحديث بياناتك إذا لزم الأمر

Home Supplier Help

**Supplier Agreement**

**Digital Certificate Agreement**

Before proceeding, please review the customer supplier agreement stated below. You must agree to the terms and conditions of the agreement in order to access the secure self-service 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.

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

تأكد من توفر جميع المستندات اللازمة إذا كان ذلك ينطبق (تغيير حساب البنك)

- 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 to the terms and conditions of the agreement in order to access the secure self-service site.

Please review Our Company's code of conduct and confirm acknowledgement below:

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[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.

Next >>

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راجع وقم بتحديث معلومات الاتصال/اسم الشركة إذا كان ذلك ينطبق

”تابع بالنقر على “تعديل

- Complete
- Incomplete

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- Business Address
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- Account Information
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- Document Upload
- Review and Submit

## Business Information

- Supplier Country:
- Supplier Name:
- Company Name DBA:
- Remittance Email ID:

### Contact Information

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

	First Name	Last Name	Contact Type	Email	Resend
<input checked="" type="checkbox"/> Edit	JOE	SMITH	Primary	JOE.SMITH@COMPANY.COM	<input type="button" value="Resend"/>

### Classification Number

Add New Classification			
Classification	DUNS Number		Delete
DUNS NUMBER		<input checked="" type="button" value="Edit"/>	<input checked="" type="button" value="Delete"/>

<< Previous

Next >>

Save Draft

MSD

Home Supplier Help

Complete

Incomplete

Supplier Agreement

Registration Checklist

Business Information

Business Address

Country Specific Tax Information

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Business Size and Diversity

Document Upload

Review and Submit

Business Information

Supplier Country:

Supplier Name:

Company Name DBA:

Remittance Email ID:

Contact Information

Please click "Edit" to update the primary contact information

Edit

First Name

Last Name

JOE

SMITH

Classification Number

Add New Classification

Classification

DUNS Number

Delete

Edit

Delete

<< Previous

Next >>

Save Draft

Contact Information

Contact Type:

First Name:

Last Name:

Contacts Email Id:

Confirm Email Id:

Preferred Language:

Primary

JOE

SMITH

JOE.SMITH@COMPANY.COM

JOE.SMITH@COMPANY.COM

English

Type	CountryCode	Number	Extension	Delete
<div>Edit</div> Primary	Czech Republic	+420777777777		<div>✕</div>

OK

Discard

انقر على "تعديل" إذا كان تغيير العنوان ينطبق - انقر على "التالي" للانتقال إلى قسم آخر

Complete

Incomplete

Registration Checklist

Business Information

Business Address

Country Specific Tax Information

Withholding Tax

Account Information

ERP Information

Business Size and Diversity

Document Upload

Review and Submit

Business Address

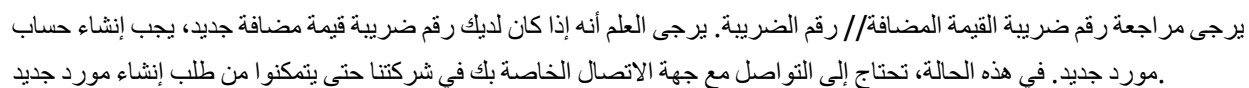
In order to add Physical Address, please click the Edit button associated with the Physical address.

Address Type	Street	City	State	Country
<div>Edit</div> Physical Address	898/8 ADDRESS	PRAHA	Praha, Hlavní mesto	Czech Republic

<< Previous

Next >>

Save Draft



- ☒ Complete
- ☐ Incomplete
- ☒ Supplier Agreement
- ☒ Registration Checklist
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- ☒ Business Address
- ☐ Country Specific Tax Information
- ☐ Withholding Tax
- ☐ Account Information
- ☐ Business Size and Diversity
- ☐ Document Upload
- ☐ Review and Submit

Add New Tax Information					
	Country	Tax Type	Tax Id Number	Validation	
<a href="#">Edit</a>	Czech Republic	ICO NUMBER	27950883	TAX NUMBER VALID. ENTITY NAME MISMATCHED, NAME FOUND: TOM-CAT 2007, S.R.O.	<a href="#">X Delete</a>
<a href="#">Edit</a>	Czech Republic	VAT REGISTRATION NUMBER (VAT)			<a href="#">X Delete</a>
<a href="#">Edit</a>	Czech Republic	DIC NUMBER			<a href="#">X Delete</a>

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

**هذا ينطبق فقط** إذا كنت تقدم خدمات دولية

- ☒ Complete
- ☐ Incomplete
- ☒ Registration Checklist
- ☒ Business Information
- ☒ Business Address
- ☒ Country Specific Tax Information
- ☐ Withholding Tax
- ☐ Account Information
- ☐ ERP Information
- ☐ Business Size and Diversity
- ☐ Document Upload
- ☐ Review and Submit

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 the United States of America and providing services to the US entity of Merck & Co., Inc., Rahway, NJ, USA.
2. You are based outside of the United States of America and providing services to the Canada entity of Merck & Co., Inc., Rahway, NJ, USA.
3. You are based outside of Poland and providing services to MSD Poland entity
4. You are based outside of the United States of America and providing services to the US – Puerto Rico entity of Merck & Co., Inc., Rahway, NJ, USA.

**Withholding Tax Details:**

[<< Previous](#)

Next >>

Save Draft



مثال على وثائق البنك الصالحة (ينطبق فقط عند إضافة أو تعديل حساب بنكي)

- ترويسة البنك/شهادة
- شيك ملغى
- لقطة شاشة لتعليمات البنك/كشف الحساب البنكي

**يجب أن تتطابق إثباتات البنك مع جميع بيانات البنك المدخلة في الحقول. يجب تحميل المرفق بصيغة القراءة فقط**



## Document Upload

- ☒ 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

W-9 must be in either PDF, PNG, JPEG, JPG File Types. All others can be either PDF, PNG, JPEG, JPG, DOC, DOCX.

[illegible][<< Previous](#)

Next >>

Save Draft

انقر على "التالي" للمتابعة

انقر على "إرسال" عند الانتهاء

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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.

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Thank you. For any questions, please contact helpdesk at [suppliers.msd.com](mailto:suppliers.msd.com)

<< Previous

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Submit

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في حال تم رفض طلبك أو إعادته للحصول على تفاصيل إضافية، يرجى الرجوع إلى دليلنا حول "تصحيح استبيان تم إرساله لإعادة التقديم".