



如何以現有供應商的身份更新資料 (舊版 / 尚未通過 Apex 註冊)

要與我們公司進行交易，您需要完成供應商門戶的註冊流程。供應商帳戶可以通過以下步驟創建：

導航至從 noreply@msd.com 收到的標題為“**MSD - 邀請註冊**”的邀請連結。

系統將提供用戶名和臨時密碼以供登錄使用。首次登錄後，您需要更新密碼。

MSD - Vendor Onboarding

To: noreply@msd.com

Retention Policy: DFT - 3 Years Delete (3 year)
You forwarded this message on 23/10/2025 11:51.
If there are problems with how this message is displayed, click here to view it in a web browser.

Expires: 13/10/2028

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\{t!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

MSD

Find all the details about registration, invoicing and others at suppliers.msd.com

使用提供的“**用戶名**”和“**臨時密碼**”登錄。

Username Password Log In

User name is required.

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

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

可選項—建議您設置通行密鑰以便快速且安全地登錄。您也可以選擇暫時跳過此步驟。

We recommend setting up a passkey [\(i\)](#)

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" value="Delete"/>
<input type="button" value="New"/>	<input type="button" value="Today"/>	<input type="button" value="Clear"/>
<input type="button" value="Back"/>	<input type="button" value="Next"/>	<input type="button" value="Search"/>

Submit **Skip**

您將收到來自 noreply@msd.com 的登錄驗證碼電子郵件。



MSD Login Authentication Code



noreply@msd.com

To



2:01 PM

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

Expires: 9/9/2028

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 or by phone at .

System Administrator

請輸入 6 位數驗證碼至第 1 步，並確保所有安全問題（第 2 步）均正確回答。然後，點擊“提交”。

o

Step: 1
Please enter authentication code received in your email

Email 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 pet's name?
In what city or town was your first job?
What was the color of your first car?

請在“當前密碼”欄位填入提供的臨時密碼。接著，按照強密碼要求設置新密碼。



Change Password

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**

您的帳戶現已啟用。系統將直接帶您進入供應商門戶首頁，您您可以在此查看並更新與您的業務相關的任何數據，例如付款的銀行詳細信息、地址和聯繫信息。

登錄後，您將看到以下作為您的首頁：

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
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要查看並更新您的個人資料，請點擊“更新個人資料”。

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

請點擊菜單中的每個部分，並在必要時查看和更新您的數據。



Supplier 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

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](#)

確保您擁有所需的文件（如適用，例如銀行帳戶更改）。



Home Supplier ▾ Help ▾

Supplier 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

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[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](#)

查看並更新聯繫信息/公司名稱（如適用）。

繼續點擊“編輯”。



Home Supplier ▾ Help ▾

Business Information

- 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

Contact Information

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

	First Name	Last Name	Contact Type	Email	Resend
Edit	JOE	SMITH	Primary	JOE.SMITH@COMPANY.COM	

Classification Number

Add New Classification	DUNS Number	Delete
Classification DUNS NUMBER		Edit X Delete

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[Save Draft](#)

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Home Supplier ▾ Help ▾

Business Information

● Complete
○ Incomplete

- [Supplier Agreement](#)
- [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](#)

Contact Information

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

	Type	CountryCode	Number	Extension	Delete
Edit	Primary	Czech Republic	+420777777777		X

Classification Number

[Add New Classification](#)

Classification	DUNS Number	Edit	Delete
DUNS NUMBER		Edit	X Delete

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

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Contact Information

● Contact Type:	Primary
● First Name:	JOE
● Last Name:	SMITH
● Contacts Email Id:	JOE.SMITH@COMPANY.COM
● Confirm Email Id:	JOE.SMITH@COMPANY.COM
● Preferred Language:	English

如果需要更改地址，請點擊“編輯”——點擊“下一步”以進入另一部分。

Business Address

● 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](#)

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

	Address Type	Street	City	State	Country
Edit	Physical Address	898/8 ADDRESS	PRAHA	Praha, Hlavní město	Czech Republic

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請查看增值稅號// 稅號。請注意，如果您有新的增值稅號，則必須創建新的供應商帳戶。在這種情況下，您需要聯繫我們公司的聯繫人，以便他們可以申請創建新的供應商。

MSD

Home Supplier ▾ Help ▾

Country Specific Tax Information

● 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

* Tax Reporting Country: Czech Republic
* Business Entity Type: Company/Corporation

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

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此操作僅適用於您進行國際供應。

注意：如果在框中填寫了詳細信息，您需要附上預扣稅證明。

Withholding Tax

● 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

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 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:

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通過點擊“編輯”按鈕查看您的銀行信息。

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	Account Type	Delete
<button>Edit</button>	CESKA SPORITELNA A.S.	Czech Republic	Czech Koruna	Checking	<button>X Delete</button>

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請查看並更新“業務規模和多樣性”（如適用）。

Business Size and Diversity

MSD highly recommends certifying your business. Certifying agencies, such as those listed here, provide access to government contracts, support networks, new customers at events or on social media, and opportunities for professional development. They also offer extensive research on issues such as gender and race in business.

Please select the country where your company's headquarters is located:

Business Size

Is your business 51% owned, controlled and actively managed by individual/s from historically under-utilized businesses?

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請上傳所有根據您提供的信息自動填充的所需文件，然後點擊“下一步”。

有效銀行文件的示例（僅適用於添加或編輯銀行帳戶時）

- 銀行信箋 /證明
- 作廢支票



- 銀行指令/銀行對賬單的截圖

銀行證明必須與字段中輸入的所有銀行數據一致。附件必須以只讀格式上傳。

注意：此文件需要由您的銀行出具，而非您的公司。

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Home Supplier ▾ Help ▾

Document Upload

W-9 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	Remove	Regenerate Document
Bank_Proof	Banking Proof		9/26/2025	Supplier	X		

Page size: 10 1 items in 1 pages

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點擊“下一步”繼續。

完成後點擊“提交”。

注意：作為審核流程的一部分，我們的支持團隊可能會聯繫您以確認提交的詳細信息。



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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[Save Draft](#)

[Submit](#)

如果您的提交被拒絕或退回以補充更多詳細信息，請參閱我們的指南“[更正已被退回的問卷](#)”。