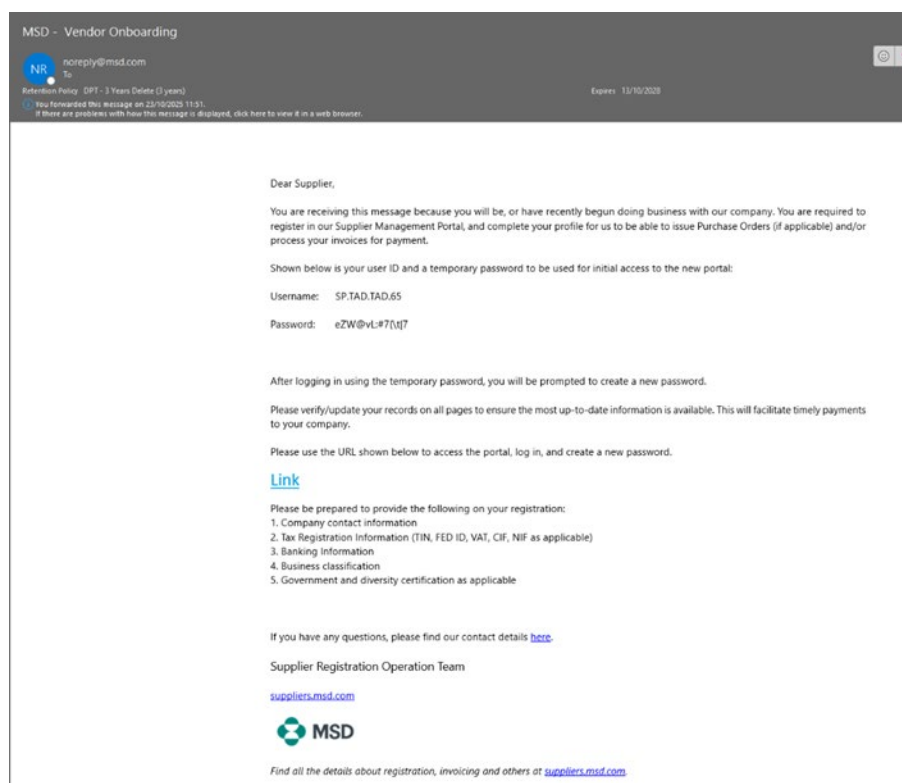


如何以現有供應商的身份更新資料 (舊版 / 尚未通過 Apex 註冊)


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。



使用提供的“用戶名”和“臨時密碼”登錄。

 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。

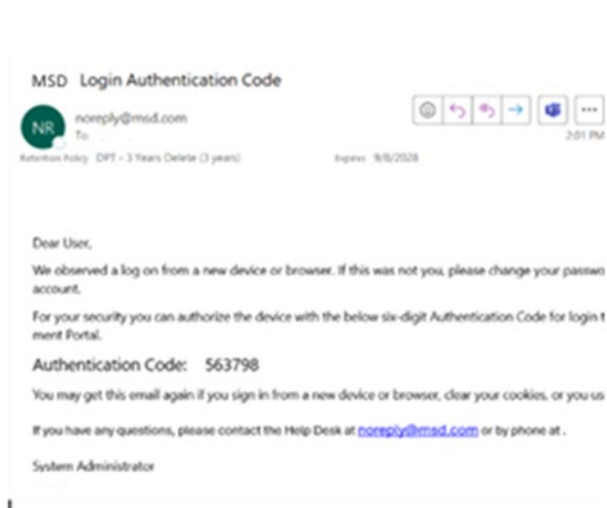
We recommend setting up a passkey 

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"/>

您將收到來自 noreply@msd.com 的登錄驗證碼電子郵件。




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	Step: 2
<p>Please enter authentication code received in your email</p> <div><input type="text" value="Email authentication code"/> <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"/>	

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



- 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

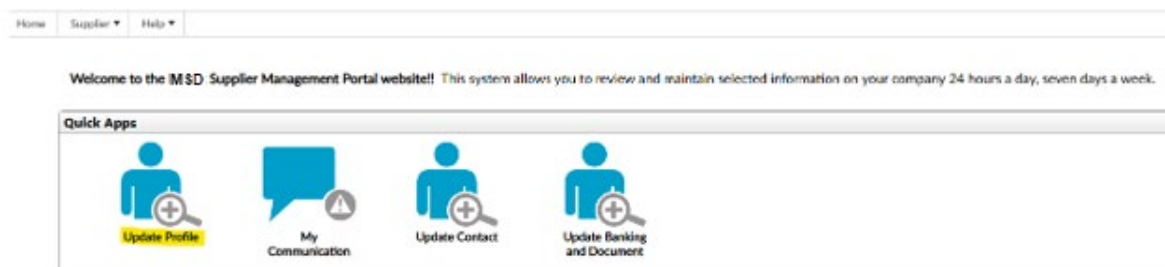

Update Profile


My Communication

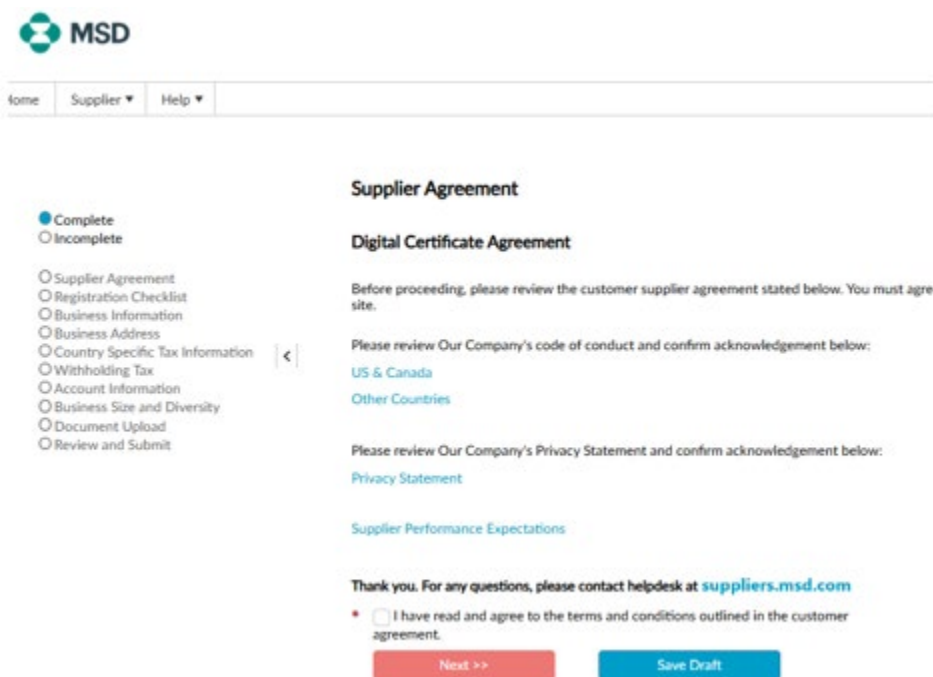

Update Contact


Update Banking and Document

要查看並更新您的個人資料，請點擊“更新個人資料”。



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。



確保您擁有所有必要的文件（如適用，例如銀行帳戶更改）。

● 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

查看並更新聯繫信息/公司名稱（如適用）。

繼續點擊“編輯”。

● 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

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
Edit	JOE	SMITH	Primary	JOE.SMITH@COMPANY.COM	Resend


Classification Number

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

<< Previous

Next >>

Save Draft



[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

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
Edit	JOE	SMITH

Classification Number

Add New Classification

Classification	DUNS Number	Delete
DUNS NUMBER		Edit Delete

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

Contact Information

Contact Type:

First Name:

Last Name:

Contacts Email Id:

Confirm Email Id:

Preferred Language:

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

Ok

Discard

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。

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
Edit	Physical Address	898/8 ADDRESS	PRAHA	Praha, Hlavni mesto	Czech Republic

<< Previous

Next >>

Save Draft

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。



HomeSupplier ▼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

Country Specific Tax Information

Tax Reporting Country:

Czech Republic

Business Entity Type:

Company/Corporation

Add New Tax Information

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

<< Previous

Next >>

Save Draft

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。

● 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

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 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.

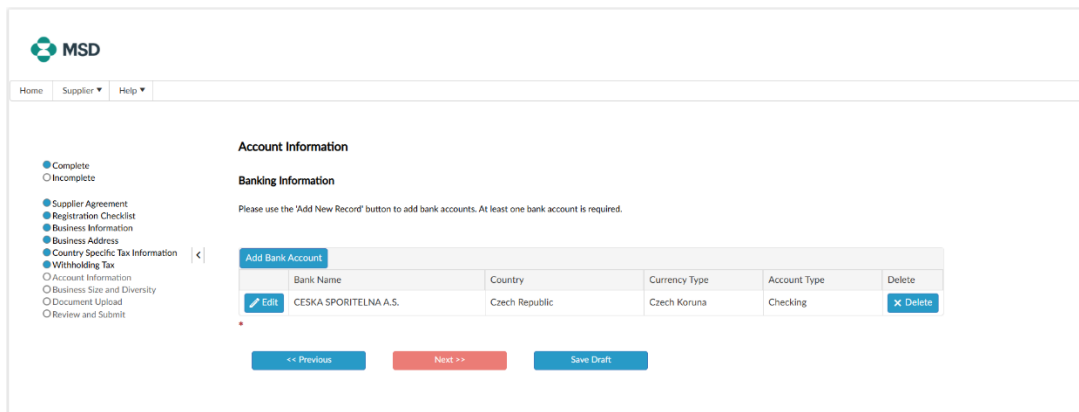
Withholding Tax Details:

<< Previous

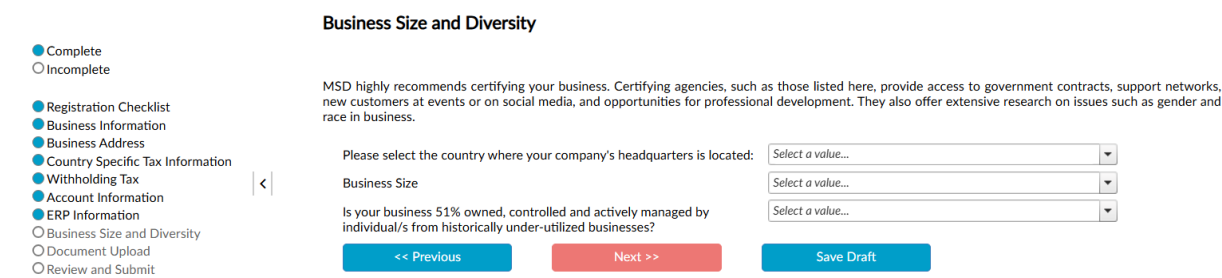
Next >>

Save Draft

通過點擊“**編輯**”按鈕查看您的銀行信息。



請查看並更新“**業務規模和多樣性**”（如適用）。



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。



Home Supplier Help

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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		✖	

1 items in 1 pages

<< Previous

Next >>

Save Draft

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

<< Previous

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](#)”。