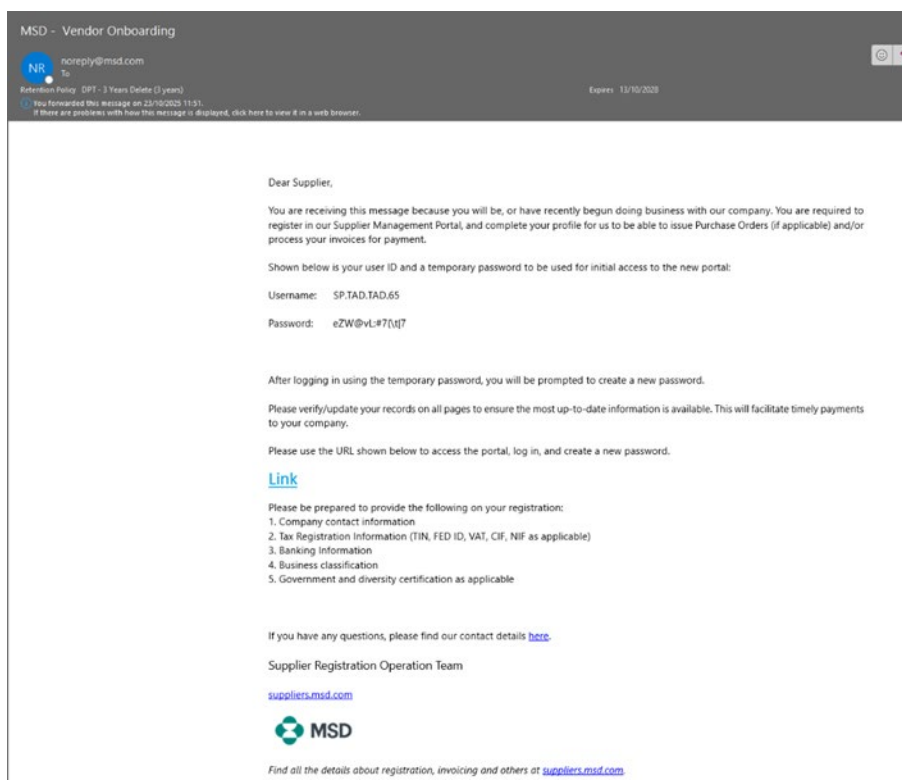


Cómo actualizar datos como proveedor existente (legado / aún no registrado a través de Apex)

Para realizar transacciones con Nuestra Empresa, se requiere completar el proceso de registro en el portal de proveedores. Una cuenta de proveedor puede ser creada siguiendo los siguientes pasos:

Navegue al enlace de invitación recibido de noreply@msd.com con el título “**MSD - Invitación para registrarse**”.

Se proporcionará un nombre de usuario y una contraseña temporal para fines de inicio de sesión. Después del **primer inicio de sesión**, se requiere **actualizar su contraseña**.



Inicie sesión con el “**nombre de usuario**” y la “**contraseña temporal**”.

 User name is required.

☐ Remember Me?

[Forgot your password?](#)

[Login with Passkey](#)

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

Opcional—Se recomienda configurar una clave de acceso para inicios de sesión rápidos y seguros. También puede optar por omitir este paso por ahora.

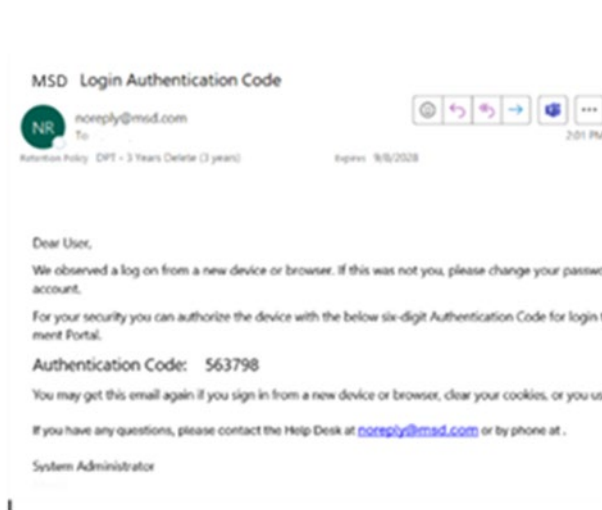
We recommend setting up a passkey 

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.

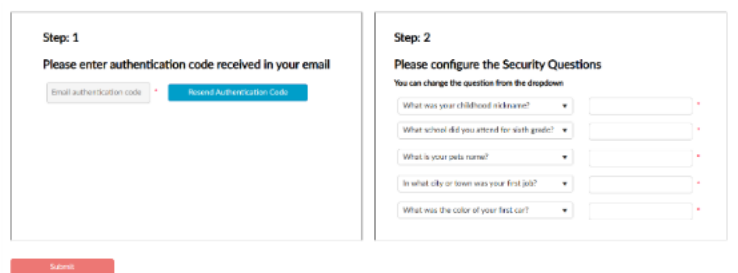
Enter Passkey Device Name

Device Name	Created Date	
	 	
    		

Recibirá un correo electrónico con un código de autenticación de inicio de sesión de noreply@msd.com.



Por favor, ingrese el código de 6 dígitos en el Paso 1 y asegúrese de responder correctamente todas las preguntas de seguridad (Paso 2). Luego, haga clic en “**Enviar**”

The image shows a two-step login process. Step 1 is titled "Please enter authentication code received in your email" and features a text input field for the code and a blue "Resend Authentication Code" button. Step 2 is titled "Please configure the Security Questions" and includes a dropdown menu to select a question from a list of five: "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?", and "What was the color of your first car?". Each question has a corresponding text input field. A red "Submit" button is located at the bottom left of the form.

Por favor, complete la “**contraseña actual**” con la contraseña temporal proporcionada. Luego, siga los requisitos de contraseña segura para **configurar una nueva contraseña**.

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:

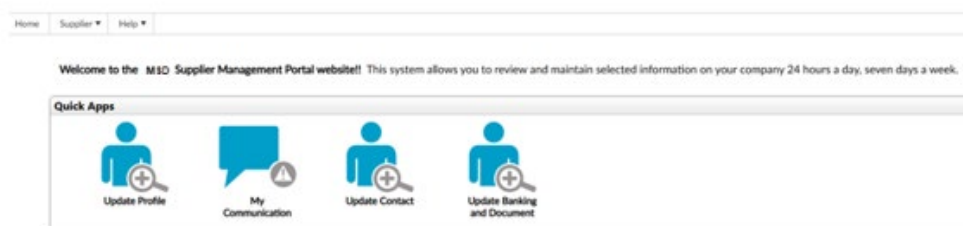
New Password:

Re-enter Password:

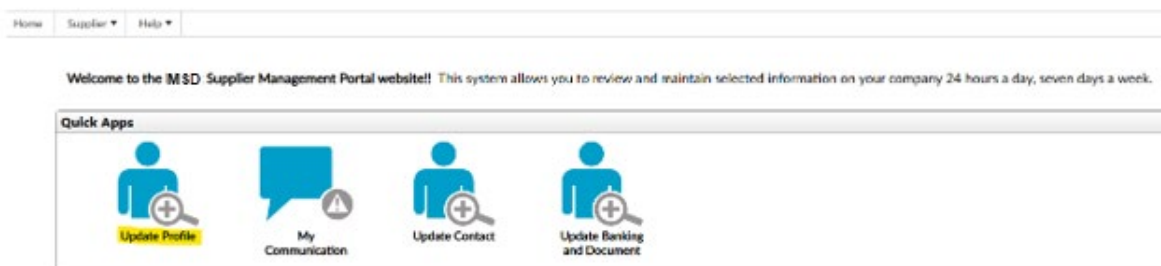
[Change Password](#) [Cancel](#)

Su cuenta ahora está activa. Será llevado directamente a la página de inicio del Portal de Proveedores, donde **podrá revisar y actualizar cualquier dato relevante para su negocio, como detalles bancarios para pagos, dirección e información de contacto.**

Una vez que haya iniciado sesión, verá esto como su página de inicio:



Para revisar y actualizar su perfil, haga clic en Actualizar Perfil



Por favor, haga clic en cada sección del menú y revise y actualice sus datos, si es necesario.



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- ☐ 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.

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Asegúrese de tener todos los documentos necesarios si corresponde (cambio de cuenta bancaria)

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Supplier Agreement

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[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.

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Revise y actualice la información de contacto/nombre de la empresa si corresponde.

Proceda a hacer clic en “**Editar**”.

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- ☐ 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

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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
	JOE	SMITH

Classification Number

Add New Classification

Classification	DUNS Number	Delete
DUNS NUMBER		

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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

	Type	CountryCode	Number	Extension	Delete
	Primary	Czech Republic	+420777777777		

Ok

Discard

Haga clic en **“Editar”** si corresponde un cambio de dirección – haga clic en **“Siguierte”** para ir a otra sección

Complete

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ERP Information

Business Size and Diversity

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Business Address

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

	Address Type	Street	City	State	Country
	Physical Address	898/8 ADDRESS	PRAHA	Praha, Hlavni mesto	Czech Republic

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Por favor, revise el ID de IVA// ID de Impuestos. Tenga en cuenta que si tiene un nuevo ID de IVA, se debe crear una nueva cuenta de proveedor. En este caso, debe comunicarse con su contacto en Nuestra Empresa para que puedan solicitar la creación de un nuevo proveedor.



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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	
Edit	Czech Republic	ICO NUMBER	27950883	TAX NUMBER VALID. ENTITY NAME MISMATCHED, NAME FOUND: TOM-CAT 2007, S.R.O.	✕ Delete
Edit	Czech Republic	VAT REGISTRATION NUMBER (VAT)			✕ Delete
Edit	Czech Republic	DIC NUMBER			✕ Delete

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Esto es **solo aplicable** si suministra internacionalmente.

Nota: Se requerirá adjuntar un Certificado de Retención si los detalles están completados en el cuadro

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- ERP Information
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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:

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Revise su **Información Bancaria** haciendo clic en el botón **"Editar"**.



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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
Edit CESKA SPORITELNA A.S.	Czech Republic	Czech Koruna	Checking	Delete

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Por favor, revise y actualice **"Tamaño y Diversidad del Negocio"** si corresponde

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 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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Por favor, **cargue todos los documentos requeridos** que se han autocompletado según la información proporcionada, y haga clic en “**Siguiente**”.

Ejemplo de Documentación Bancaria Válida (aplicable solo al agregar o editar una cuenta bancaria)

- Membrete/Certificado Bancario
- Cheque Anulado
- Captura de pantalla de instrucciones bancarias/estado de cuenta bancario

La prueba bancaria debe coincidir con todos los datos bancarios ingresados en los campos. **El archivo adjunto debe cargarse en un formato de solo lectura.**

Nota: Este documento debe ser emitido por su banco, no por Su Empresa

Document Upload

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☐ Incomplete

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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

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1 items in 1 pages

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Haga clic en “**Siguiente**” para continuar

Haga clic en “**Enviar**” al completar.

Nota: Como parte del proceso de revisión, nuestro equipo de soporte podría contactarlo para confirmar los detalles de la presentación



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

En caso de que su envío haya sido rechazado o devuelto para obtener detalles adicionales, consulte nuestra guía sobre “[Corregir un cuestionario que ha sido enviado para su reenvío.](#)”