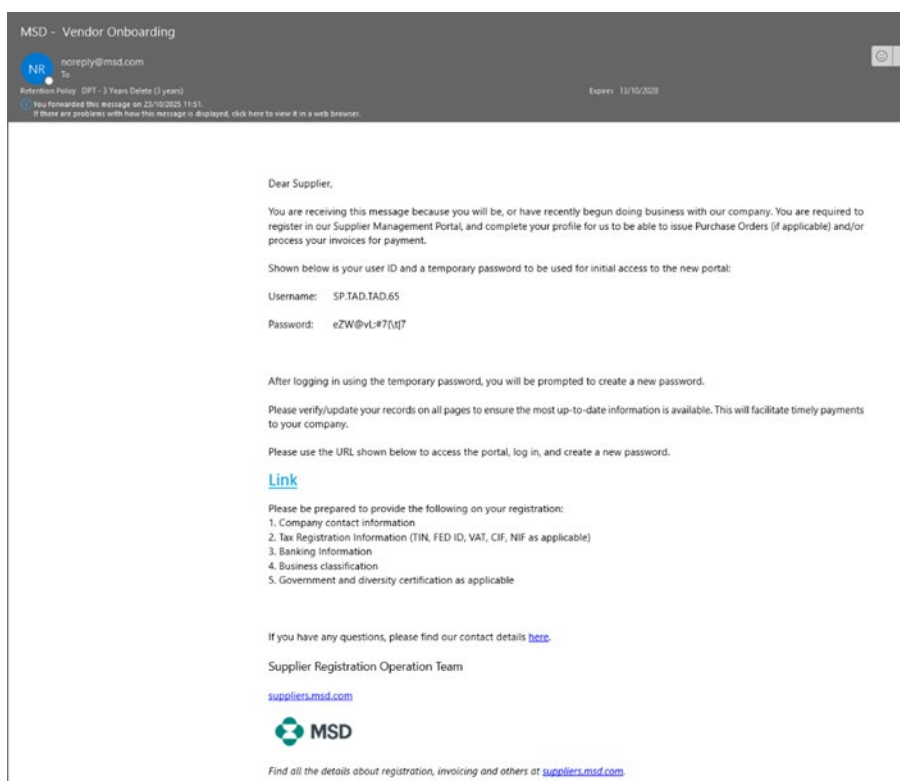


Comment mettre à jour les données en tant que fournisseur existant (ancien / pas encore enregistré via Apex)

Pour effectuer des transactions avec Notre Société, vous devez compléter le processus d'enregistrement sur le portail fournisseur. Un compte fournisseur peut être créé en suivant les étapes suivantes :

Accédez au lien d'invitation reçu de noreply@msd.com avec le titre “**MSD - Invitation à s'enregistrer**”.

Un nom d'utilisateur et un mot de passe temporaire seront fournis pour la connexion. Après la **première connexion**, vous devez **mettre à jour votre mot de passe**.



MSD - Vendor Onboarding

 noreply@msd.com
To: [Redacted]
Refetch Policy: DPT - 3 Years (Delete 3 years)
Expires: 11/10/2023
You forwarded this message on 23/10/2023 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(lj7

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

Connectez-vous avec le “nom d'utilisateur” et “mot de passe temporaire”.

 User name is required.

☐ Remember Me?

[Forgot your password?](#)

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

Optionnel—Il est recommandé de configurer une clé d'accès pour des connexions rapides et sécurisées. Vous pouvez également choisir de passer cette étape pour le moment.

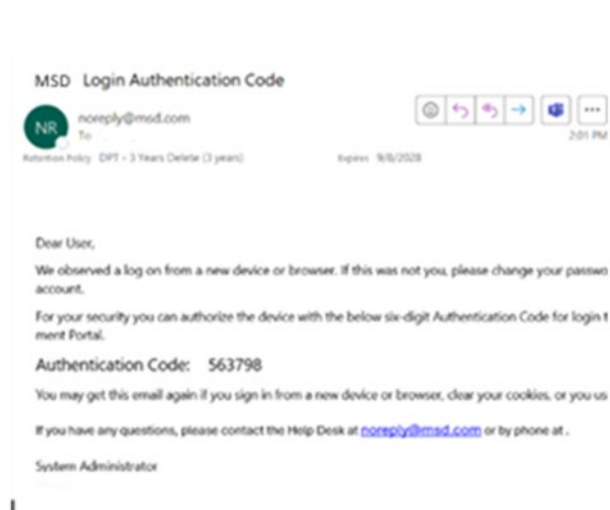
We recommend setting up a passkey 

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.

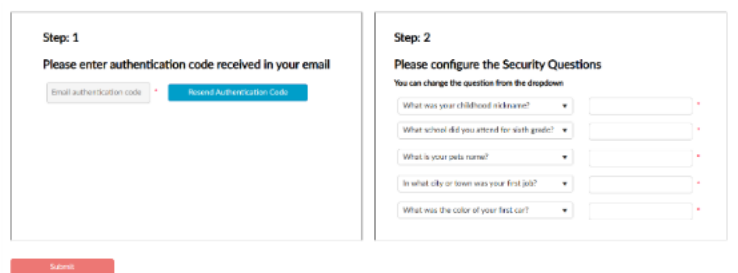
Enter Passkey Device Name

Device Name	Created Date	
	 	
    		

Vous recevrez un e-mail contenant un code d'authentification de connexion de noreply@msd.com.



Veuillez saisir le code à 6 chiffres à l'étape 1 et vous assurer que toutes les questions de sécurité (étape 2) sont correctement répondues. Ensuite, cliquez sur “**Soumettre**”

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 "Email authentication code" and a blue button labeled "Insert Authentication Code". Step 2 is titled "Please configure the Security Questions" and includes a dropdown menu to select a question from a list: "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 is followed by a text input field. A red "Submit" button is located at the bottom left of the form.

Veuillez remplir le “**mot de passe actuel**” avec le mot de passe temporaire fourni. Ensuite, suivez les exigences de mot de passe fort pour **configurer un nouveau mot de passe**.

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:

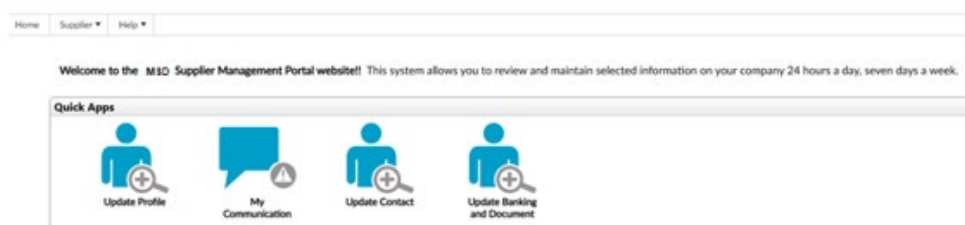
New Password:

Re-enter Password:

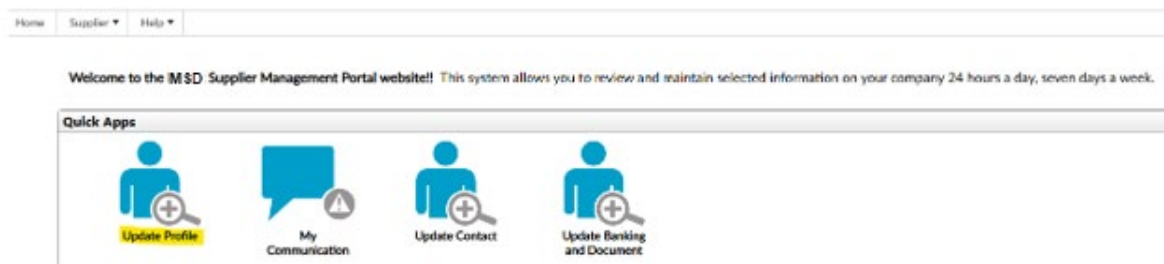
[Change Password](#) [Cancel](#)

Votre compte est maintenant actif. Vous serez directement dirigé vers la page d'accueil du portail fournisseur, où **vous pouvez examiner & mettre à jour toutes les données pertinentes pour votre entreprise telles que les coordonnées bancaires pour les paiements, l'adresse et les informations de contact.**

Une fois connecté, vous verrez ceci comme page d'accueil :



Pour examiner et mettre à jour votre profil, veuillez cliquer sur Mettre à jour le profil



Veuillez cliquer sur chaque section du menu, examiner et mettre à jour vos données, si nécessaire.



Home Supplier Help

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☐ Incomplete

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☐ 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

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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Assurez-vous d'avoir tous les documents nécessaires si applicable (changement de compte bancaire)

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- Review and Submit

Supplier Agreement

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[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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Examinez et mettez à jour les informations de contact / le nom de l'entreprise si applicable.

Procédez en cliquant sur **“Modifier”**.

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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	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		

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
	Primary	Czech Republic	+420777777777		✕

Ok

Discard

Cliquez sur **“Modifier”** si un changement d'adresse est applicable – cliquez sur **“Suivant”** pour accéder à une autre section

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○ Incomplete

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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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Veuillez examiner L'IDENTIFIANT TVA// L'IDENTIFIANT FISCAL. Veuillez noter que si vous avez un nouvel identifiant TVA, un nouveau compte fournisseur doit être créé. Dans ce cas, vous devez contacter votre interlocuteur chez Notre Société afin qu'il puisse demander la création d'un nouveau fournisseur.



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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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Cela ne s'applique **que si vous fournissez à l'international.**

Remarque : Vous devrez joindre un certificat de retenue si des détails sont remplis dans la case.

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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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Examinez vos **informations bancaires** en cliquant sur le bouton **“Modifier”**.



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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
	CESKA SPORITELNA A.S.	Czech Republic	Czech Koruna	Checking	

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Veuillez examiner et mettre à jour **“Taille de l'entreprise et diversité”** si applicable

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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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Veuillez **télécharger** tous les **documents requis** qui ont été automatiquement remplis en fonction des informations fournies, puis cliquez sur “**Suivant**”.

Exemple de documentation bancaire valide (applicable uniquement lors de l'ajout ou de la modification d'un compte bancaire)

- En-tête de banque /Certificat bancaire
- Chèque annulé
- Capture d'écran des instructions bancaires/relevé bancaire

La preuve bancaire doit correspondre à toutes les données bancaires saisies dans les champs.
La pièce jointe doit être téléchargée dans un format en lecture seule.

Remarque : Ce document doit être délivré par votre banque, et non par Votre Société

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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

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1 items in 1 pages

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Cliquez sur “**Suivant**” pour continuer

Cliquez sur “**Soumettre**” une fois terminé.

Remarque : Dans le cadre du processus de révision, vous pourriez être contacté par notre équipe de support pour confirmer les détails de la soumission



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

Si votre soumission a été rejetée ou renvoyée pour des détails supplémentaires, veuillez consulter notre guide intitulé «[Corriger un questionnaire qui a été envoyé pour une nouvelle soumission.](#)»