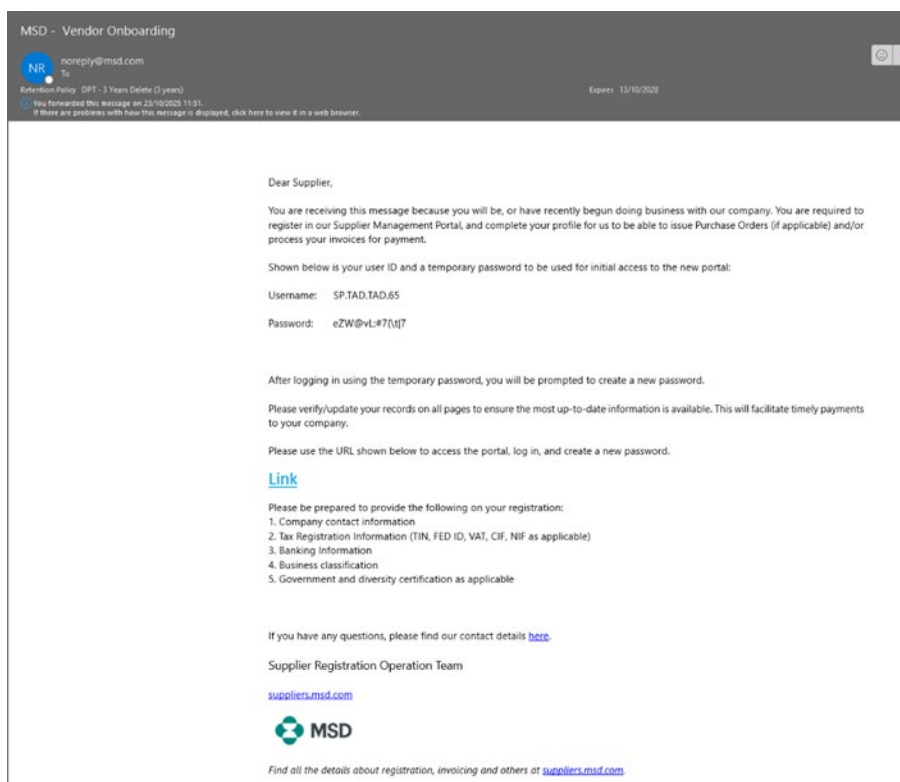


How to update data as an existing supplier (legacy / not registered through Apex yet)


To transact with Our Company, you are required to complete the registration process on the supplier portal. A supplier account can be created using the following steps:

Navigate to the invitation link received from noreply@msd.com with the title “**MSD - Invitation to Register**”.

A username and temporary password will be provided for login purposes. After **initial login**, you are required to **update your password**.



Log in with the given “**username**” and “**temporary password**”.


 User name is required.

☐ Remember Me?

[Forgot your password?](#)










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

Optional—It is recommended that you set up a passkey for quick and secure sign-ins. You can also choose to skip this step for now.

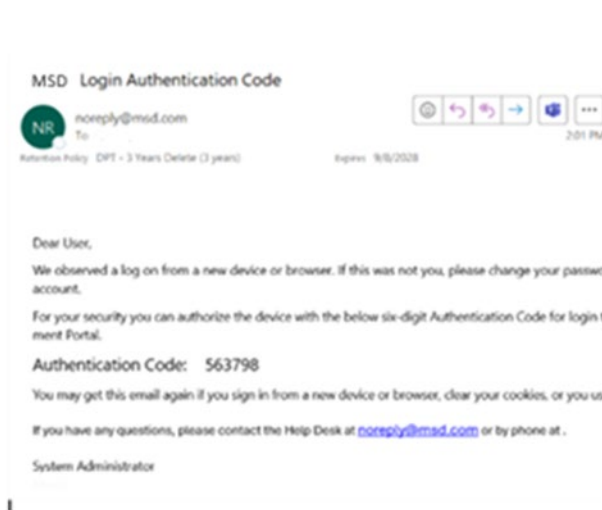
We recommend setting up a passkey 

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.

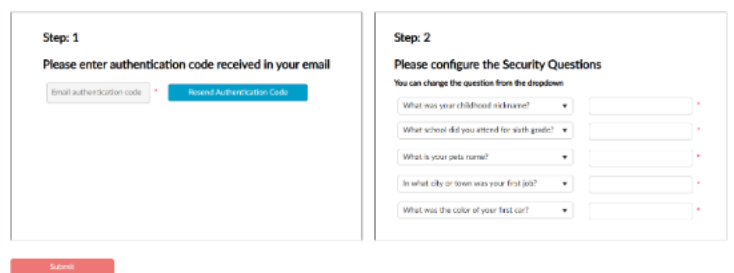
Enter Passkey Device Name

Device Name	Created Date	
<input type="text"/> 	<input type="text"/>  	
  <input type="text"/>   		

You will receive a login authentication code email from noreply@msd.com.




Please input the 6-digit code to Step 1 and ensure all security questions (Step 2) are answered correctly. Then, click “**Submit**”

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 "Reset Authentication Code" button. A red "Submit" button is located below the input field. 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 for the answer. A red "Submit" button is located below the input fields.

Please fill in the “**current password**” with the temporary password provided. Then, follow the strong password requirements to **set up a new 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:

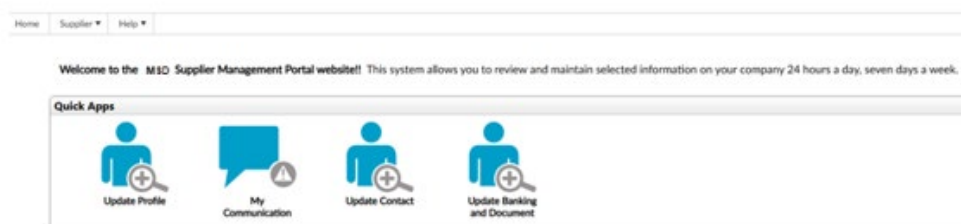
New Password:

Re-enter Password:

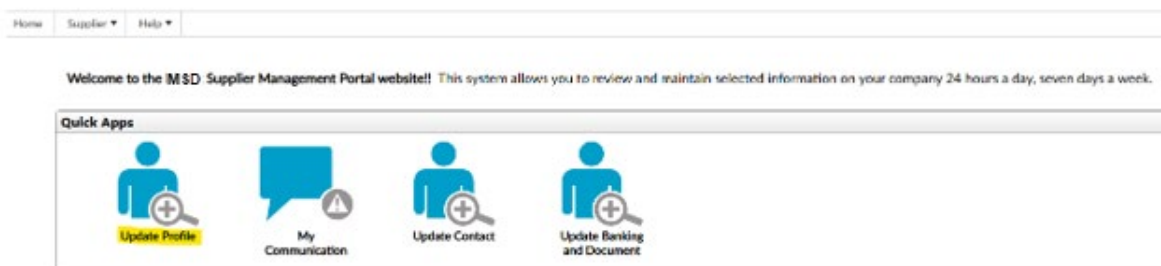
[Change Password](#) [Cancel](#)

Your account is now active. You will be taken directly to the Supplier Portal Homepage, where **you review & update any data relevant to your business such as** bank details for payment, address and contact information.


Once you are logged in, you will see this as your homepage:



To review and update your profile, please click on Update Profile



Please click on each section from the menu and review and update your data, if necessary.



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

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

Make sure you have all necessary documents if applicable (bank account change)

☒ Complete
☐ Incomplete

- ☐ Supplier Agreement
- ☐ Registration Checklist
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☐ I have read and agree to the terms and conditions outlined in the customer agreement.

[Next >>](#)

[Save Draft](#)

Review and update contact information/ company name if applicable.

Proceed to click **"Edit"**.

☒ 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:

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
Edit	Primary	Czech Republic	+420777777777		X

Ok

Discard

Click **"Edit"** if a change of address is applicable – click **"Next"** to get to another section

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, Hlavní mesto	Czech Republic

<< Previous

Next >>

Save Draft

This is **only applicable** if you supply internationally.

Note: You will be required to attach a Withholding Certificate if details are filled in the box

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:

- You are based outside of the United States of America and providing services to the US entity of Merck & Co., Inc., Rahway, NJ, USA.
- You are based outside of the United States of America and providing services to the Canada entity of Merck & Co., Inc., Rahway, NJ, USA.
- You are based outside of Poland and providing services to MSD Poland entity
- 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

Review your **Banking Information** by clicking the “**Edit**” Button.



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

< |

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
<div>Edit</div> CESKA SPORITELNA A.S.	Czech Republic	Czech Koruna	Checking	<div>✕ Delete</div>

<< Previous

Next >>

Save Draft

Please review and update “**Business Size and Diversity**” if applicable

● 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:

Select a value...

Business Size

Select a value...

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

Select a value...

<< Previous

Next >>

Save Draft


Please **upload** all **required documents** which has been auto-populated based on your information provided, and click “**Next**”.

Example of Valid Bank Documentation (applicable only when adding or editing a bank account)

- Bank Letterhead/Certificate
- Voided Check
- Screenshot of banking instruction/bank statement

Bank Proof must match all bank data entered in the fields. **Attachment must be uploaded in a read-only format.**

Note: This document needs to be issued by your bank, not Your Company



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

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

Page size: 101 items in 1 pages

<< Previous

Next >>

Save Draft

Click “**Next**” to continue



Click “**Submit**” upon completion.

Note: As part of the review process, you might be contacted by our support team to confirm the submission details

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

In case your submission has been rejected or returned for additional details, please consult our guide on “[Correcting a Questionnaire that has been Sent for Resubmission.](#)”