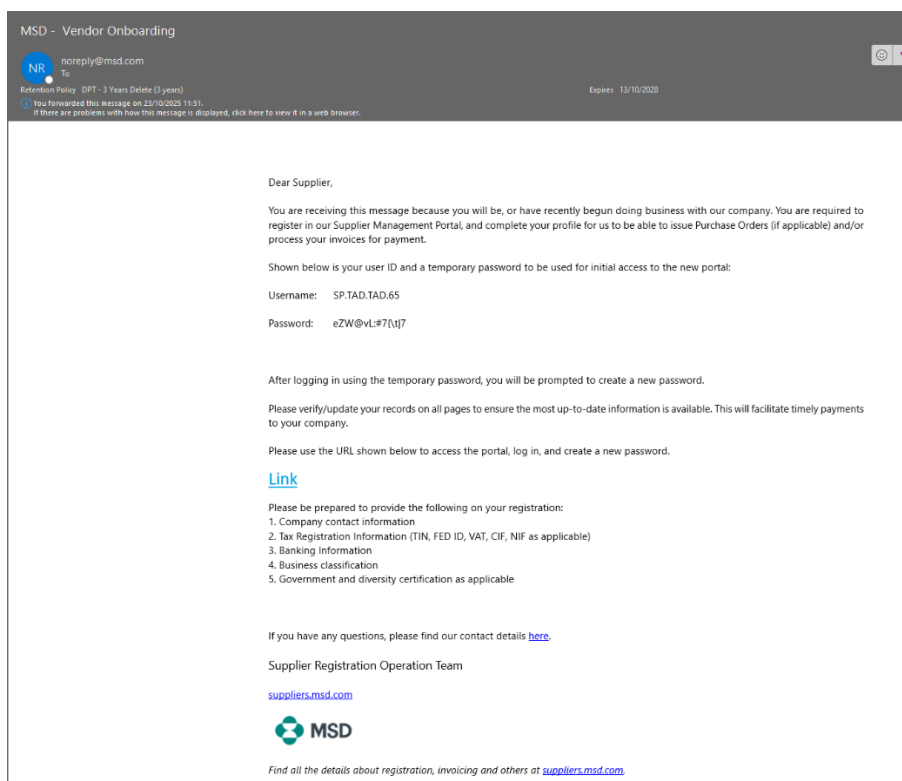


Come aggiornare i dati come fornitore esistente (legacy / non ancora registrato tramite Apex)

Per effettuare transazioni con la nostra azienda, è necessario completare il processo di registrazione sul portale fornitori. Un account fornitore può essere creato seguendo i seguenti passaggi:

Accedi al link di invito ricevuto da noreply@msd.com con il titolo “MSD - Invito a registrarsi”.

Un nome utente e una password temporanea saranno forniti per accedere. Dopo il **primo accesso**, è necessario **aggiornare la password**.



MSD - Vendor Onboarding

NR noreply@msd.com
To: [redacted]
Retention Policy: DPT - 3 Years Delete (3 years)
Expires: 12/10/2020
You forwarded this message on 22/10/2020 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(1)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.

Accedi con il “nome utente” e la “password temporanea”.

 User name is required.

☐ Remember Me?

[Forgot your password?](#)

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

Facoltativo—Si consiglia di configurare una chiave di accesso per accessi rapidi e sicuri. Puoi anche scegliere di saltare questo passaggio per ora.

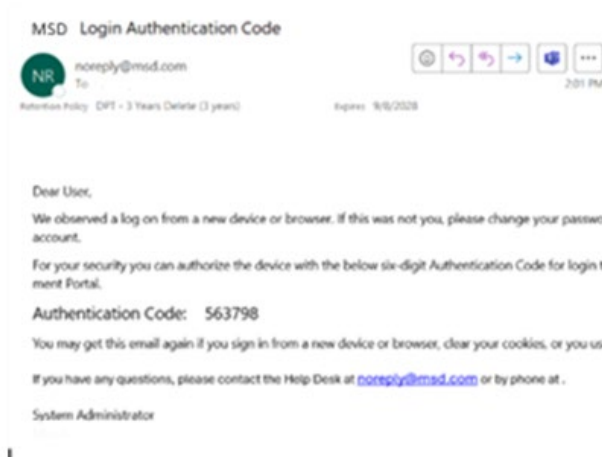
We recommend setting up a passkey 

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.

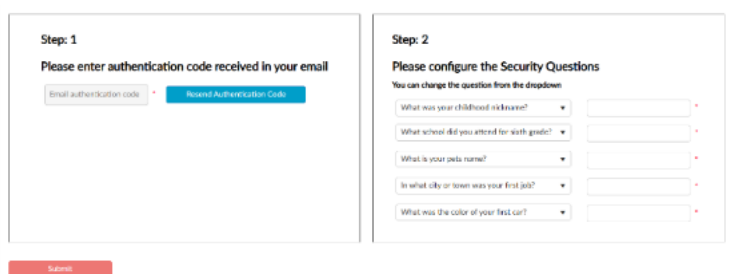
Enter Passkey Device Name

Device Name	Created Date	
	 	
 		

Riceverai un'email con un codice di autenticazione per l'accesso da noreply@msd.com.



Inserisci il codice a 6 cifre nel Passaggio 1 e assicurati che tutte le domande di sicurezza (Passaggio 2) siano risposte correttamente. Quindi, fai clic su “**Invia**”



Compila il campo “**password attuale**” con la password temporanea fornita. Quindi, segui i requisiti per una password sicura per **impostare una nuova password**.

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](#)

Il tuo account è ora attivo. Sarai indirizzato direttamente alla Homepage del Portale Fornitori, dove **potrai rivedere e aggiornare qualsiasi dato rilevante per la tua attività, come i dettagli bancari per i pagamenti, l'indirizzo e le informazioni di contatto.**

Una volta effettuato l'accesso, vedrai questa come tua homepage:

[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

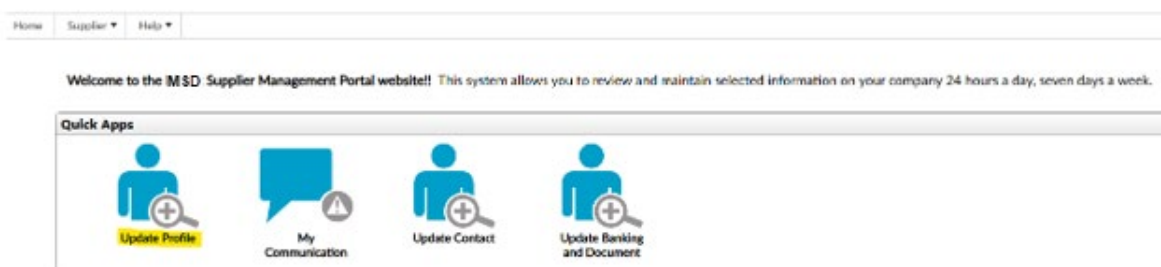

Update Profile


My Communication

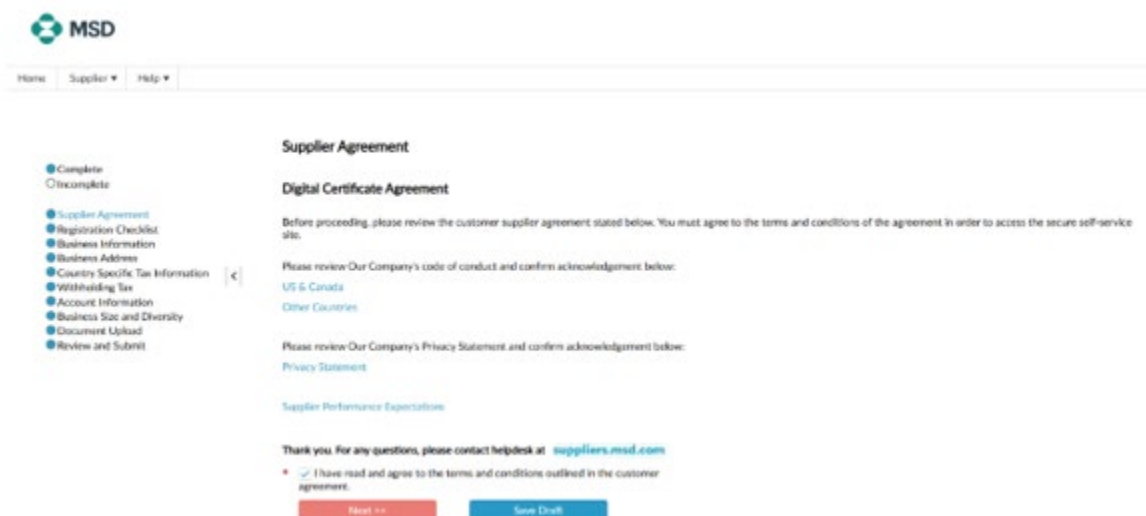

Update Contact


Update Banking and Document

Per rivedere e aggiornare il tuo profilo, fai clic su **Aggiorna Profilo**



Fai clic su ogni sezione del menu e rivedi e aggiorna i tuoi dati, se necessario.



Assicurati di avere tutti i documenti necessari, se applicabile (modifica del conto bancario).

☒ 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 to the terms and conditions of the agreement in order to access the secure self-service also.

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.

[Back <](#)

[Save Draft](#)

Rivedi e aggiorna le informazioni di contatto/nome azienda, se applicabile.

Procedi facendo clic su **“Modifica”**.

☒ 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](#)

MSD

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

Edit

First Name

JOE

Last Name

SMITH

Classification Number

Add New Classification

Classification

DUNS NUMBER

DUNS Number

Delete

<< Previous

Next >>

Save Draft

Contact Information

Contact Type:

Primary

First Name:

JOE

Last Name:

SMITH

Contacts Email Id:

JOESMITH@COMPANY.COM

Confirm Email Id:

JOESMITH@COMPANY.COM

Preferred Language:

English

Type

CountryCode

Number

Extension

Delete

Edit

Primary

Czech Republic

+42077777777

x

OK

Discard

Fai clic su **“Modifica”** se è applicabile una modifica dell'indirizzo – fai clic su **“Avanti”** per passare a un'altra sezione

● 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.

Edit

Address Type

Physical Address

Street

898/8 ADDRESS

City

PRAHA

State

Praha, Hlavni mesto

Country

Czech Republic

<< Previous

Next >>

Save Draft

Rivedi il VAT ID// TAX ID. Ti informiamo che se hai un nuovo VAT ID, deve essere creato un nuovo account fornitore. In tal caso, devi contattare il tuo referente presso la nostra azienda affinché possa richiedere la creazione di un nuovo fornitore.



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

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

<< Previous

Next >>

Save Draft

Questo è **applicabile solo** se fornisci a livello internazionale.

Nota: Sarà necessario allegare un Certificato di Ritenuta d'Acconto se i dettagli sono compilati nella casella.

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.

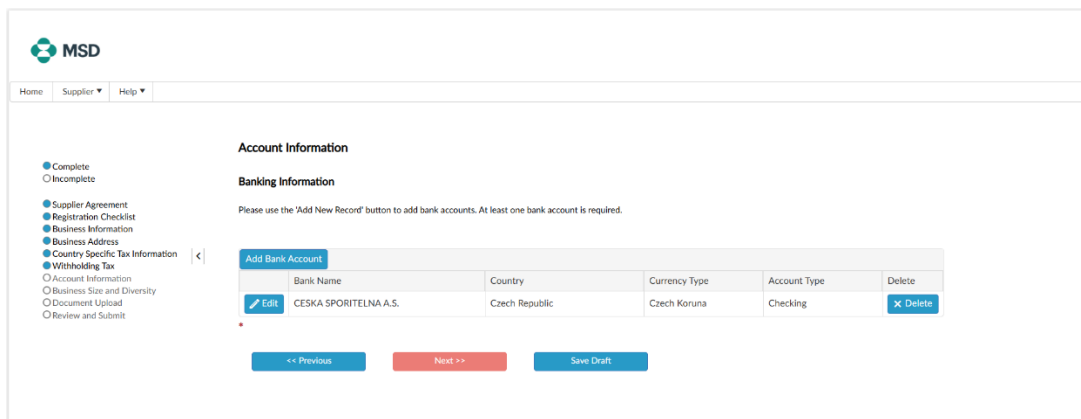
Withholding Tax Details:

<< Previous

Next >>

Save Draft

Rivedi le tue **informazioni bancarie** facendo clic sul pulsante “**Modifica**”.



MSD

Home Supplier Help

Account Information

Banking Information

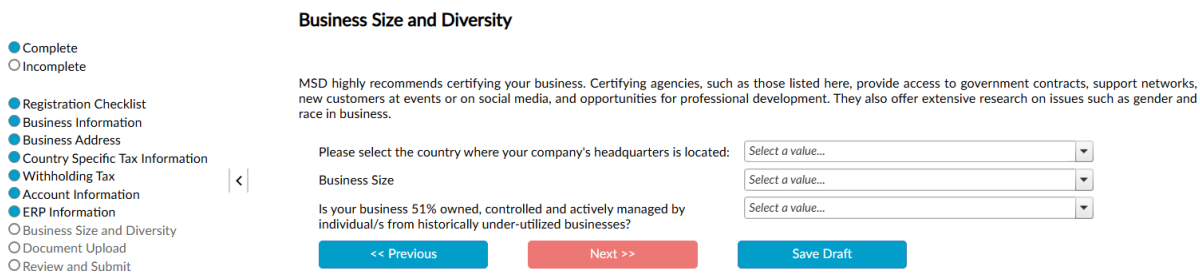
Please use the 'Add New Record' button to add bank accounts. At least one bank account is required.

Add Bank Account

Bank Name	Country	Currency Type	Account Type	Delete
Edit CESKA SPORITELNA A.S.	Czech Republic	Czech Koruna	Checking	Delete

< Previous Next >> Save Draft

Rivedi e aggiorna “**Dimensione e Diversità Aziendale**” se applicabile



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?

<< Previous Next >> Save Draft

Carica tutti i **documenti richiesti** che sono stati auto-compilati in base alle informazioni fornite e fai clic su “**Avanti**”.

Esempio di documentazione bancaria valida (applicabile solo quando si aggiunge o si modifica un conto bancario)

- Carta intestata/Certificato della banca
- Assegno annullato
- Screenshot delle istruzioni bancarie/estratto conto bancario

La prova bancaria deve corrispondere a tutti i dati bancari inseriti nei campi. **L'allegato deve essere caricato in un formato di sola lettura.**

Nota: Questo documento deve essere emesso dalla tua banca, non dalla tua azienda



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: 10 ▼

1 items in 1 pages

<< Previous

Next >>

Save Draft

Fai clic su “**Avanti**” per continuare

Fai clic su “**Invia**” al completamento.

Nota: Come parte del processo di revisione, potresti essere contattato dal nostro team di supporto per confermare i dettagli della presentazione.

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](mailto:helpdesk@suppliers.msd.com)

<< Previous

Save Draft

Submit

Nel caso in cui la tua pratica sia stata respinta o siano richiesti ulteriori dettagli, consulta la nostra guida su “[Correggere un questionario che è stato inviato per la ripresentazione.](#)”