# View organisation details

# **○ Step 1**

Log into the **Supplier/ Partner portal** 

#### Welcome to MSD's Secure Access Login

To keep your data safe, we need to confirm it's really you. Please choos a log in method to secure your credentials.

Login using a RealMe⊛ account.

Partner/Supplier Login ☑

## Step 2

After logging in, click on the **Supplier Portal** tile – you will then have access to the Supplier/Partner portal home page and task bar.



# Step 3

From the task menu, select **Manage Profile**.

Company Profile

Manage Profile

Steps continue on the next page

#### Step 4

This will take you to the **Company Profile** landing page. You can view your organisation's information by selecting any of the profile categories.



### Step 5

To update your organisation's information, please refer to the Navigating the Supplier/Partner Portal User Guide:

# Resources to guide you through the changes

This guide provides step-bystep instructions on how to manage and maintain your supplier profile.



Other quick reference guides are available at:

Resources to guide you through the changes

