## Funding Process - What to Expect

## 1 Review Online Resources

## 8 Submission closed/completed

Once you complete the Tangible Benefit Reconcilliation step the Portal Admin will validate your information and close the submission. You will receive an email confirmation advising you that this submission has been closed. $\qquad$

Review training resources and FAQ s on how to use the sponsorship portal.


## 2 submit your request via

 our sponsorship request portalYou will receive a confirmation email upon the completion of your submission.

## 4 If Additional Information

## is Needed

## 6 Payment

If you indicated that you wished to be paid sales tax, payment will be issued once we receive your detailed invoice. Your invoice must be received within 5 days of your email notification of approval. If you did not indicate that you wished to be paid sales tax, payment will be issued as soon as the request has been fully approved.

## 3 Submission Review and

 ApprovalYour submission will be reviewed for completeness and compliance to Merck's Funding's Requirements and Principles.


## 5 Decision

If we need more information make a decision, you will receive an email from the
Portal Administrator.

