

# COUPA SUPPLIER PORTAL

## Quick reference: How to create and update your supplier information in the Coupa Supplier Portal

### 1 Join the Coupa Supplier Portal

In the email invite you receive, click [Join and Respond](#)



**Important:** The person at your company who will serve as the primary contact for BioMarin should be the one to join the Supplier Portal. If this is you, create your new account and password on the screen shown below. Or, forward the invite using the button near the bottom.



**Pro-Tip:** We'll pre-populate as many fields as possible with the information BioMarin has on file for you. You may edit these as needed.

- First Name
- Last Name
- Company
- Department: Select
- Role: Select
- Email
- Password and confirmation: 8 character minimum with at least one number and letter
- Privacy Policy and Terms of Use: Read and accept



### 2 Complete Your Customer Profile

- Vendor Legal Business Name
- DBA (Doing Business As): If applicable

#### Supplier Contact Details

Fill out this section with the contact info for the one designated person who will serve as BioMarin's primary contact.

- First Name
- Last name
- Email Address
- Work Phone
- PO Transmission Email: Your PO's will be sent to this mailbox, typically a central mailbox

#### Vendor Primary Address

Enter your purchasing site address, typically this address is where a PO would have been mailed to.

- Country
- Address Name
- Street Address
- Street Address 2
- City
- State Region
- Postal Code
- Location Code: *For BioMarin use. Please leave blank*
- PO Box
- PO Box Postal Code

#### Payment Terms

- Payment Terms: Net 45 days is our standard
- Payment Terms Justification: If you choose Terms other than 45 days, please explain
- INCO Terms: International Commercial Terms
- Vendor Type: If you're unsure, choose "Supplier"

**Reminder:** Net 45 days is BioMarin's standard payment terms. If you choose different Terms please enter a reason. Entering terms less than Net 45 will trigger additional BioMarin approvals. We will contact you if we have questions or your request is denied.

#### Tax Details

**Tip:** The tax region you choose will determine the information needed in this section.

#### US – Domestic

- Federal Tax ID: Your 9-digit tax ID
- Tax ID Type: Choose TIN (Tax ID Number) or SSN (Social Security Number)
- Federal Tax Form Type: Choose to provide a W8 or W9
- Attachments: Add your W8 or W9

#### International

- Tax ID is the only requirement

#### Minority Certificate Upload

Choose whether your business is a minority enterprise.

If Yes, select all minority classifications that may apply. Then attach and provide the details of your certification(s), you may upload as many as applicable.

**Caution:** Look out for fields labeled *Admin* or *BioMarin Use Only*. Please leave these as-is and do not edit.

#### Insurance Certificates

Liability and Workers Compensation insurance forms aren't required. But, the more information you provide to us the better.

#### Payment Details

If you are new to BioMarin, you will need to add your payment information.

- Click Add Remit-To
- Click Create New
- Enter your legal business name
- Enter the address of your legal entity and check if it's the same as your Remit-To and Ship-From addresses
- Tax ID: Confirm or enter this information
- Preferred Language: Select
- Confirm your Remit-To address
- Confirm your Ship-From address
- Click Add Now

#### Banking Details

- Bank Country
- Bank Name: If you don't see your bank name in the list, choose "Not Available"
- Alternate Bank Name: If you selected "Not Available", enter the bank name here

#### US Banks

- Bank Currency:
- Bank Account Number:
- ABA Routing/Branch Code

#### International Banks

- IBAN Number:
- SWIFT Code (BIC):
- Bank Code

*Note: If you use an Intermediary Bank, enter those details in the fields provided.*

- Check to acknowledge your payment information

**Tip:** The location of your bank will determine the information needed in this section.



### 3 Submit for Approval

Read these policies and Terms of Use to check to accept.

Finally, click **Submit for Approval**.

### 4 Maintain Your Supplier Profile in Coupa

Log into the Supplier Portal and update your information at any time. It's critical we have your most up to date information so there are no delays in processing purchase orders or payments.

## SUCCESS!



If any fields are missing, we'll flag these for you in red.

Otherwise, your form will route for internal BioMarin reviews. Upon approval, you'll receive a confirmation email from BioMarin. Or we will reach out to you through the Coupa Supplier Portal should we have additional questions.

## NEED HELP?



Watch our video Tutorial



Email Us