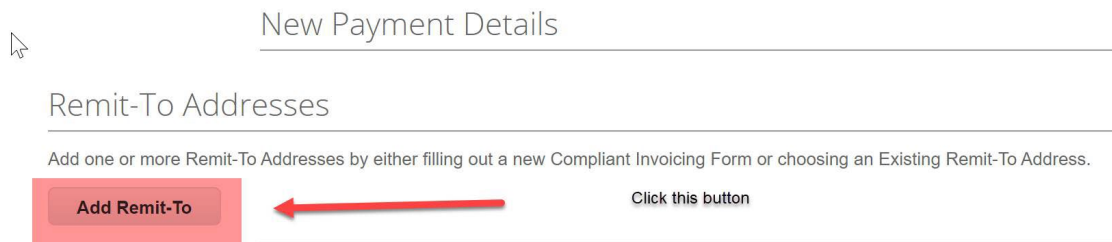


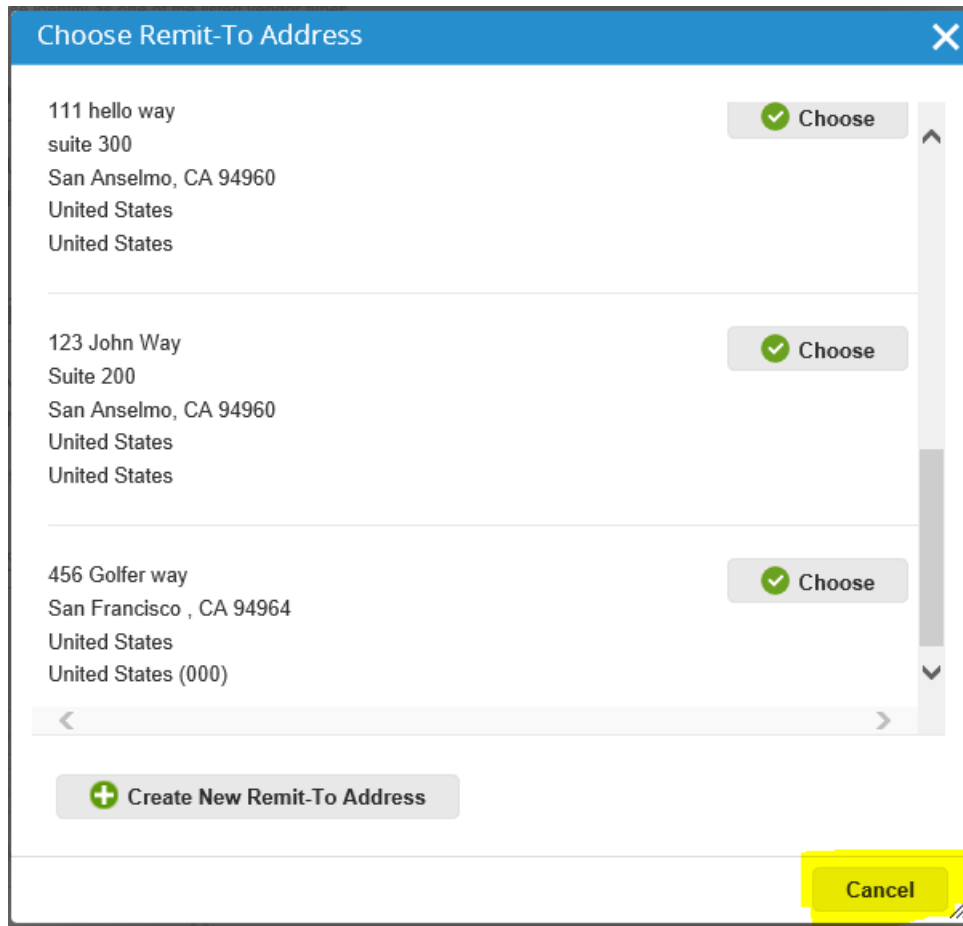
## Coupa: How to Add New Bank Details

Use this guide if you need to replace your existing bank details with new bank details or if you need to add additional bank details.

1. On the **Vendor External Form**, scroll to the **New Payment Details** section.
2. If you are replacing your **existing payment details and no longer wish to use these existing payment details**, please **inactivate** your existing payment details by clicking the inactivate/active dropdown in the existing payment details section.
3. To add a **new remit-to address and bank details** click the **Remit-To** button.



4. Once the below page appears, click the **cancel** button.



5. Fill in the **Remit-To Address** details.

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

**Add Remit-To**

Remit-To Address

Remittance Email

Street Address

Street Address 2

Postal Code

State Region

City

Country/Region

6. Add **Banking Details** (this is required as BioMarin pays electronically).

Payment Details

Remittance Email

Street Address

Street Address 2

Postal Code

State Region

City

Country/Region

**Banking Details**

Bank Country/Region

Bank Name

Please select from the list of banks provided, if your bank does not appear, please select "Not Available" and enter alternate bank below.

Alternate Bank Name

Name of your bank if it does not exist

Bank Currency

Bank Account Number

IBAN Number

ABA Routing / Branch Code

SWIFT Code (BIC)

Bank Code

Please provide Bank Code if applicable.

7. After filling in your bank details, please continue with filling out the Form. When done filling out the form, please click review and submit for approval.

For more information and additional how-to guides, please visit <https://www.biomin.com/suppliers/>.