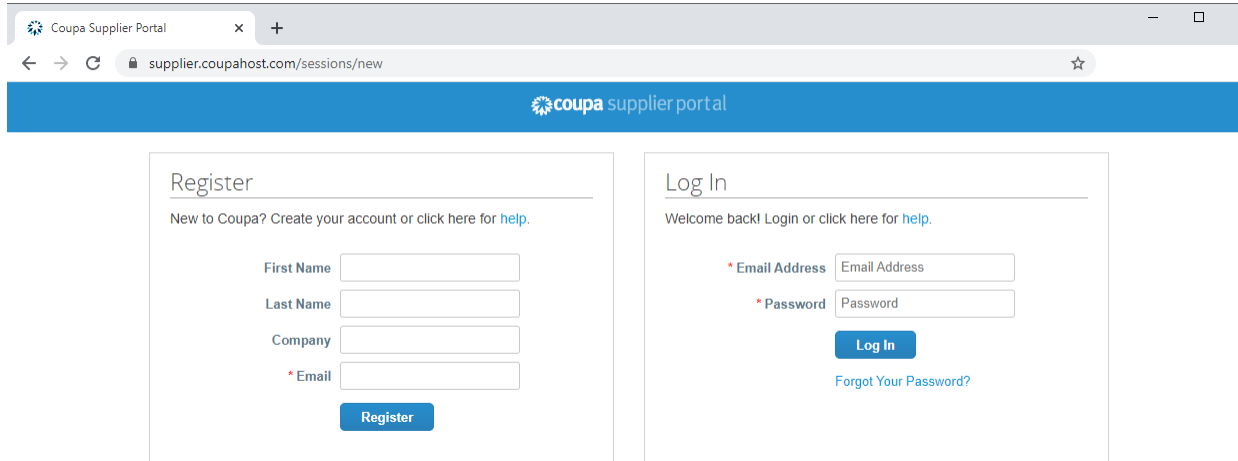


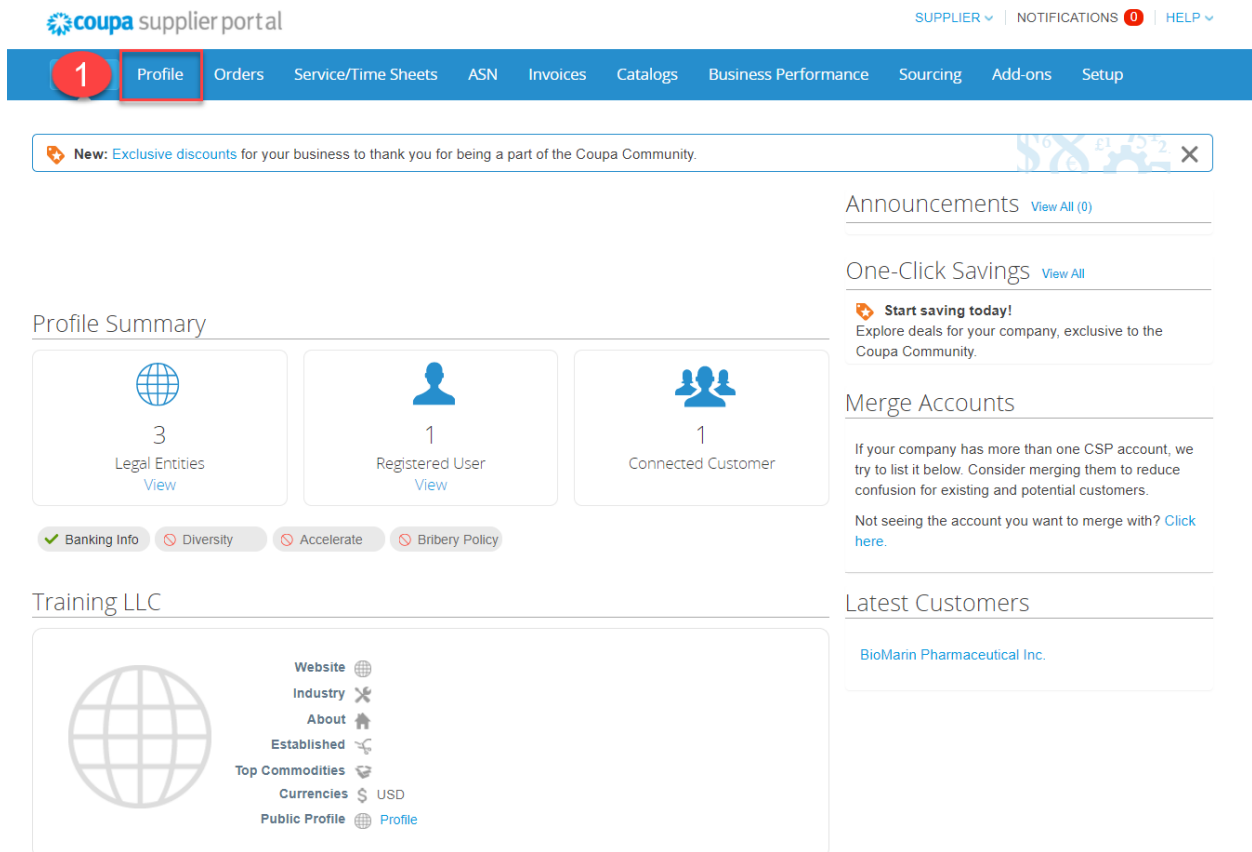
BioMarin Supplier Onboarding: How to Access the Vendor Onboarding Form

The Vendor Onboarding Form is used to input a Supplier’s details into BioMarin’s system or update existing information (i.e. address, name, bank details).

To access the **vendor onboarding form** from the **Coupa Supplier Portal**, navigate to [this link](https://supplier.coupahost.com/sessions/new) (<https://supplier.coupahost.com/sessions/new>) and follow the steps listed below.



1. Click the **Profile** button from the menu bar.



2. Select **Your Customer Profiles**.
3. Select **BioMarin Pharmaceuticals, Inc.** from the profile dropdown. If you have more than one site with BioMarin, you will need to be sure to select the correct site.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the following items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. Below this, a secondary navigation bar shows 'Your Profile' with a red circle '2' next to it, and a dropdown menu labeled 'Your Customer Profiles' with a red box around it. The main content area is titled 'BioMarin Pharmaceutical Inc.' and has a red circle '3' next to a dropdown menu labeled 'Profile' which is set to 'BioMarin Pharmaceutical Inc.'. Below this, there is a section for 'Supplier Information' with the text 'Training LLC'. The main form is titled 'Vendor Onboarding Form' and contains the following sections:

- Vendor Legal Business Name:** A text input field containing 'Training LLC'. Below it is the text 'What is your legally registered name?'.
- DBA Name:** An empty text input field. Below it is the text 'What name do you do business as?'.
- Vendor Contact Details:** A section with the text 'Please validate that the contact details below are accurate. Any changes made will be provided to BioMarin Pharmaceuticals.' and 'You may also provision additional users via (Admin > Users) in the Coupa Success Portal.'
- Primary Contact (Only one can exist):** A section titled 'Supplier Contact Details' with the following fields:
 - * First Name:** A text input field containing 'First'. Below it is the text 'Supplier Contact's First Name'.
 - * Last Name:** A text input field containing 'Last'. Below it is the text 'Supplier Contact's Last Name'.
 - * Email address:** A text input field containing 'Sales@supplier.com'. Below it is the text 'Supplier Contact's Email ID'.
 - Work Phone:** A dropdown menu set to 'US/Canada' and a text input field containing '+1 (650) 555-1212'. Below it is the text 'Supplier Contact's Phone #'.

4. Continue to fill out the Vendor Onboarding Form. Please click the add-remit-to button.