COUPA SUPPLIER PORTAL

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





In the email invite you receive, click

Join the Coupa Supplier Portal

Important: The person at your company who will serve as

Join and Respond

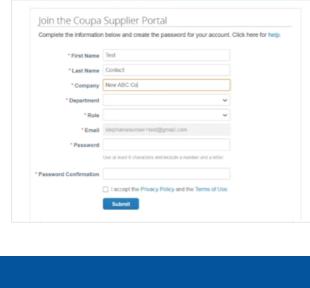


the primary contact for BioMarin should be the one to join the Supplier Portal. If this is you, create your new account and password on the screen shown below. Or, forward the invite using the button near the bottom. Pro-Tip: We'll pre-populate as many fields as possible with



these as needed. **⊕**coupa

the information BioMarin has on file for you. You may edit





Company

First Name

- Department: Select
- Role: Select Email
- Password and confirmation:
- 8 character minimum with at least one number and letter

Supplier Contact Details

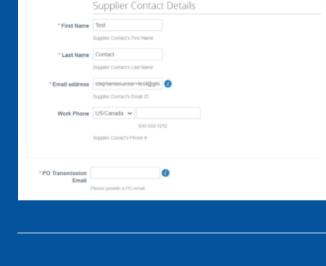


Privacy Policy and Terms of Use:

DBA (Doing Business As): If applicable

Complete Your Customer Profile Vendor Legal Business Name

- Primary Contact (Only one can exist)

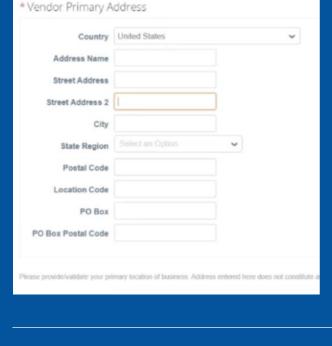


BioMarin's primary contact. First Name Last name

one designated person who will serve as

Fill out this section with the contact info for the

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



Country

Street Address 2

Vendor Primary Address

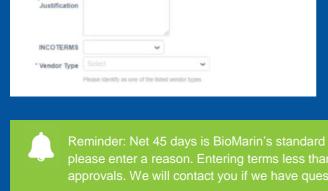
Address Name **Street Address**

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

City State Region

mailed to.

- **Postal Code** Location Code: For BioMarin use.
 - Please leave blank PO Box PO Box Postal Code
- **Payment Terms**



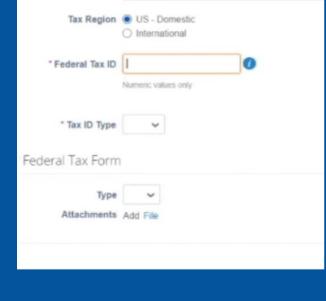
Payment Terms

Terms other than 45 days, please explain

INCO Terms: International Commercial Terms

Payment Terms: Net 45 days is our standard Payment Terms Justification: If you choose

- Vendor Type: If you're unsure, choose "Supplier"



Tax Details

Tip: The tax region you choose will determine the information

Tax Details



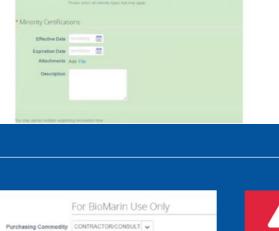
Federal Tax Form Type: Choose to provide a W8 or W9

Attachments: Add your W8 or W9

SSN (Social Security Number)

International Tax ID is the only requirement

Choose whether your business is a minority



* Are you a certified () Yes

Effective Date movidityy

Expiration Date Immiddity 🏥

Which customers do you want to see this?

BA Routing / Branch Code 002255447

SWIFT Code (BIC)

Attachments Add File

enterprise?

Aleska Native Corporation and Indian Tribe (ANC)
Historically Black College and University #86CU) and Mir Historically Undentifized Business Zone (HUBZone)
Large Business Enterprise (LBE)

Minority Certificate Upload

enterprise. If Yes, select all minority classifications that may apply. Then attach and provide the details

Minority Certificate Upload

of your certification(s), you may upload as many as applicable.

Caution: Look out for fields labeled Admin or A Purchasing Commodity | CONTRACTOR/CONSULT | 🕶 BioMarin Use Only. Please leave these as-is and do not edit. Workers Compensation Insurance **Insurance Certificates** Liability Insurance Upload

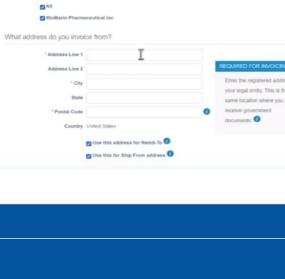
Effective Date Providing

Expiration Date mmodifyy (iii)

Ι

Attachments Add File

Description



Tell your customers about your organization

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

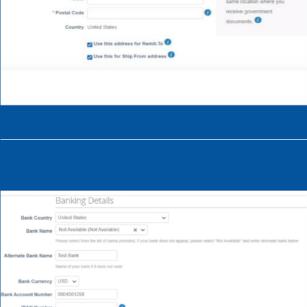
check if it's the same as your Remit-To and

Tax ID: Confirm or enter this information

Liability and Workers Compensation insurance

forms aren't required. But, the more

information you provide to us the better.



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Tip: The location of your bank will determine

Preferred Language: Select Confirm your Remit-To address

Confirm your Ship-From address Click Add Now

Ship-From addresses

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

SWIFT Code (BIC): Bank Code Note: If you use an Intermediary Bank,

International Banks **IBAN Number:**

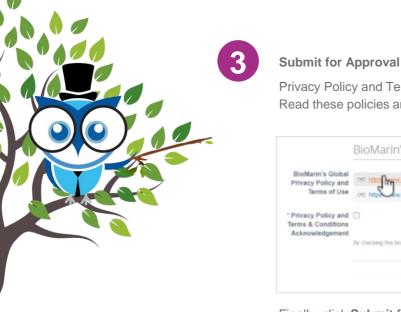
payment information

enter those details in the fields provided.

BioMarin's Global Privacy Policy and Terms of Use

Check to acknowledge your

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



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.

Finally, click Submit for Approval.



SUCCESS!

ноот!

Supplier Portal should we have additional questions.



HABA AMBANGA A



Watch our video Tutorial

Maintain Your Supplier Profile in Coupa

ноот!



Email Us





