Supplier Request for Information form

1. If you have never performed a business activity for Marquette University and have been approved as a new supplier or if you are an existing supplier that has not completed a Coupa Profile, you will receive an email from the "Coupa Supplier Portal" with the subject line "Request for Information from Marquette University".



Marquette University Profile Information Request - Action Required



Marquette University is excited to invite you to participate in our procure-to-pay system provided by Coupa and branded MARQetplace! In order to transact business efficiently, MU requests that you complete the two-step process outlined below. Once registered, you can do things with Marquette University (and your other buying organizations that use Coupa) like view purchase orders, create invoices, manage POs and invoices, get real-time SMS alerts, and much more.

NOTE #1: DO NOT FORWARD THIS EMAIL-if you are not the correct account administrator for Marquette University please send the correct contact information including an email address to vendoradd@marquette.edu and we will resend the invitation.

NOTE #2: PLEASE USE GOOGLE CHROME AS YOUR BROWSER.

STEP ONE: Register an account and connect with Marquette on the Coupa Supplier Portal

STEP TWO: Complete your "Profile" by filling in the required fields in the form that appears after registering with the Coupa Supplier Portal.

- Hint: Completing the "Remit-To" section up front significantly reduces future invoicing issues.
- Payment Hints be sure to complete the banking section, including remit-to address and choice of payment.
 Choosing VIRTUAL PAY CARD has significant benefits both to you and Marquette University.
- For Direct Deposit/ACH payment Enter your Remit-To email address and complete the Remit-To section by clicking the "Add" button.
- o For Check payment leave the banking information section blank.

Please follow this link for detailed instructions on how to best set up your account: CSP Instructions
Use the "Join and Respond" button below to complete the process.

If you have any questions, please email vendoradd@marquette.edu

Welcome! Marquette University

Join and Respond

Respond Without Joining

2. Click on the "Join and Respond" button and create an account in the Coupa Supplier Portal.

Join and Respond

Create a password and confirm this password for COUPA Supplier Portal entry. Accept the privacy policy and terms by checking the I ACCEPT box. Click GET STARTED.





Create your business account

Welcome to Marquette University!

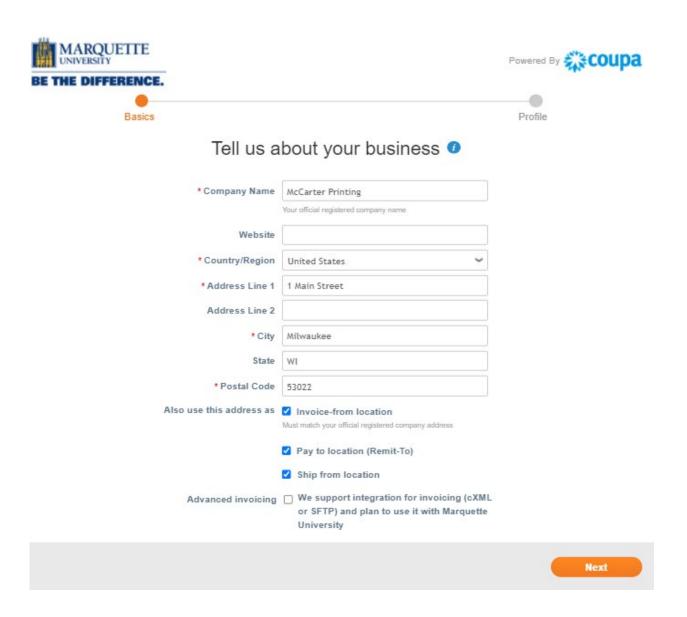
We are excited to work with you. Please click on the link below for detailed instructions on how to complete your Coupa Supplier Portal profile.

COUPA SUPPLIER PORTAL INSTRUCTIONS

- *** A FEW HELPFUL ONBOARDING TIPS***
- Complete the Remit-To section
- Select payment method: Virtual Pay Card (preferred), ACH, or Check
- Agree to one of our Terms & Conditions

Email	hendricks.mark4974@gmail.com				
Password					
	Use at least 8 characters and include a number and a letter.				
Password Confirmation					
	☐ I accept the Privacy Policy and the Terms of Use.				
Get Started					
	Having an issue with signup?				
	Forward this to someone				

3. Fill out the following fields: Company Name, Country/Region, Address Line 1, City, State, and Postal Code. Click "Next"



5. Click "Take Me There"



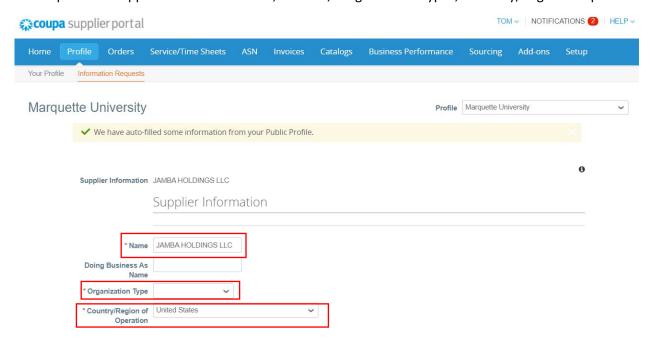
You are one step away from doing business with Marquette University!



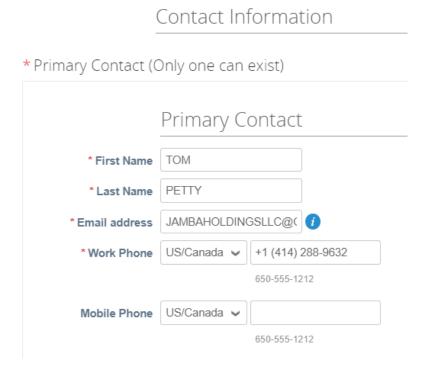
Marquette University requires some additional information

Take Me There

4. Complete the Supplier Information fields; "Name", "Organization Type", "Country/Region of Operation".



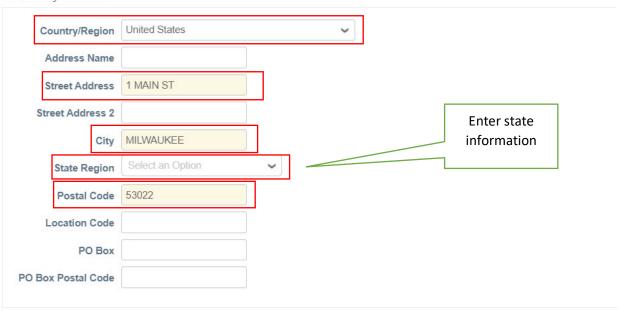
7. Contact information will be automatically populated



5. Primary address fields must contain "Country/Region", "Street Address", "City", "State Region" and "Postal Code". If your address is a PO Box, enter as the "Street Address"

STATE/REGION DOES NOT APPEAR AS A REQUIRED FIELD, YET MUST BE COMPLETED.

* Primary Address



^{***} Please enter address or PO Box in the Street Address field. Foreign entities are required to fill in the State Region field. If not applicable, enter your city name.

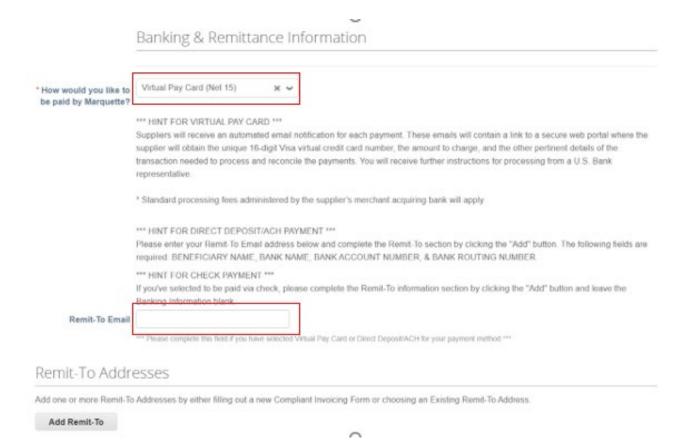
6. If United States is selected, the Federal Tax ID or SSN field appears. If International the International Tax ID field appears. Enter the Tax ID or SSN without dashes (xxxxxxxxx). If you select "Yes" for "Are you using your Social Security # as your tax identifier", a series of required questions will appear. If "No", the questions will not appear.

	lax And Certificate Information		
*Are you a US or an International based company?			
	** Do not enter your banking information in the REMIT TO fields if you have a foreign bank account.**		
* Are you using your Social Security # as your tax identifier?	○ No		
Federal Tax Form			
Type Saved Attachments	W9 ✓ W9-Test.pdf		
Attachments	Add File		
* To be on-boarded you MUS * Federal Reportable	T ATTACH your W8 or W9 form. ***		
i ederai Neportable	Check box if you are required to file an information return with the IRS. Do not check if tax exempt or a corporation.		
Tax-Exempt Other Explanation			

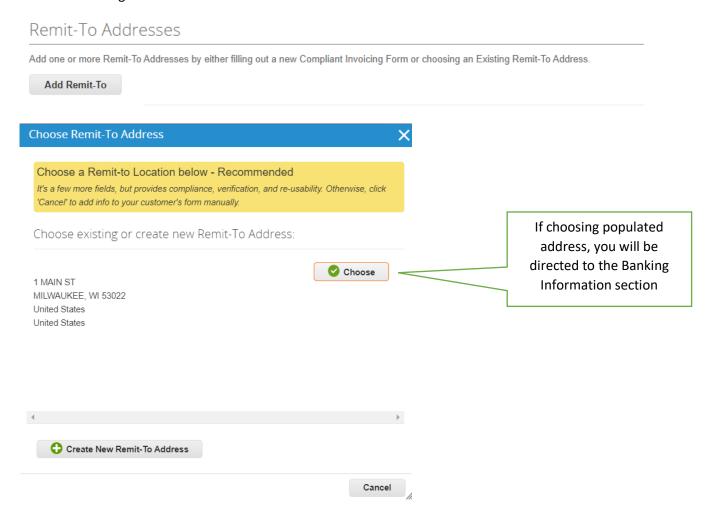
7. Attach W-9 or W8BEN. Click on File to add. If you are Federally Reportable, check box. If exempt enter exemption information in "Tax-Exempt Other Explanation" field.

* Federal Tax Form	
Type Attachments	Add File
*** To be on-boarded you MUS	T ATTACH your W8 or W9 form. ***
* Federal Reportable	Check box if you are required to file an information return with the IRS. Do not check if tax exempt or a corporation.
Tax-Exempt Other Explanation	

8. Select how you would like to be paid by Marquette University. Choose either Virtual Pay Card (Net15 payment terms offered and preferred), ACH or Check (Net 45 payment terms). You will see various hints to assist you in completing this section based on your payment choice

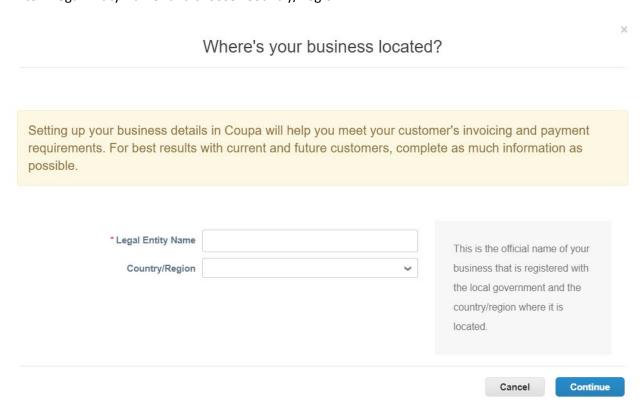


9. Click on the "Add Remit-to" button to create a Remit-to Address and to enter banking information for ACH payments. If selecting to be paid via check, select the "Add Remit-to" button, fill out the remit to address and leave the banking information blank.

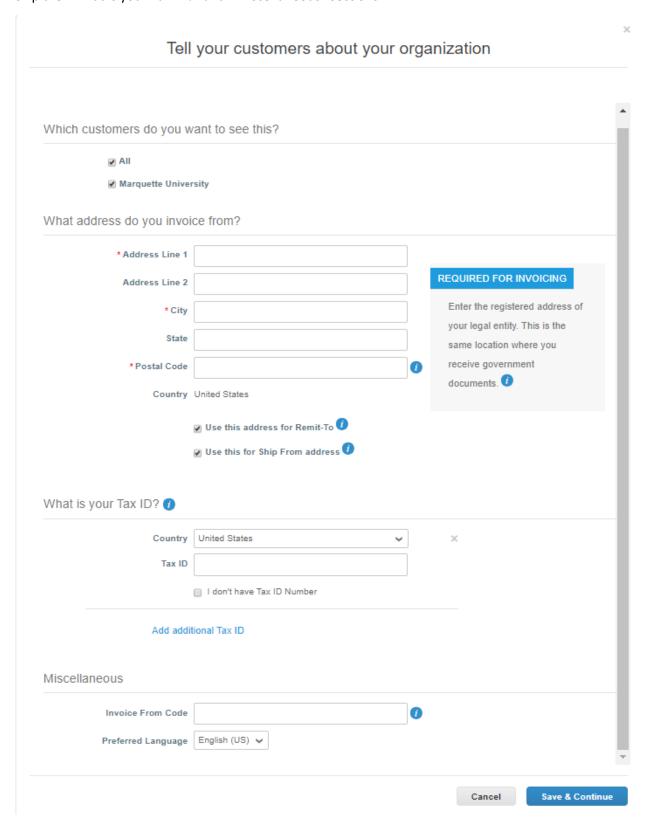


***If you choose the populated address, you will be directed to the banking section. If you choose "create new remit to address", you will be directed to a new window.

Enter "Legal Entity Name" and choose "Country/Region"



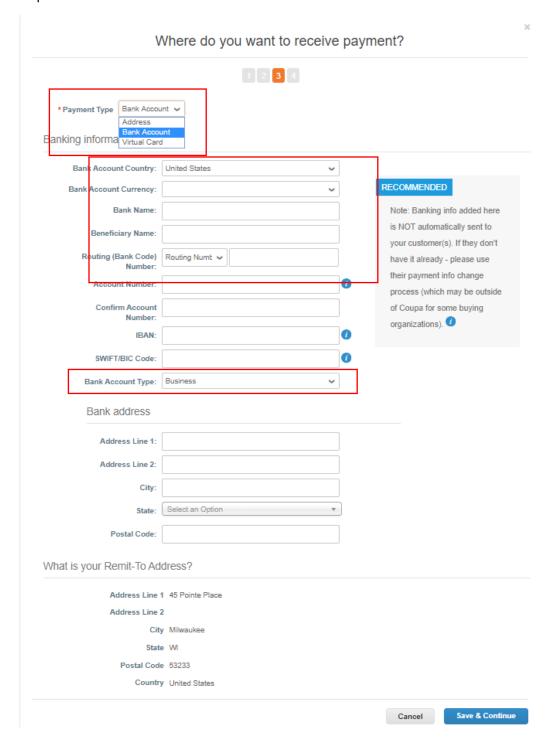
Complete the "What address do you invoice from?" section and click the "Save and Continue" button. You can skip the "What is your Tax ID?" and "Miscellaneous" sections



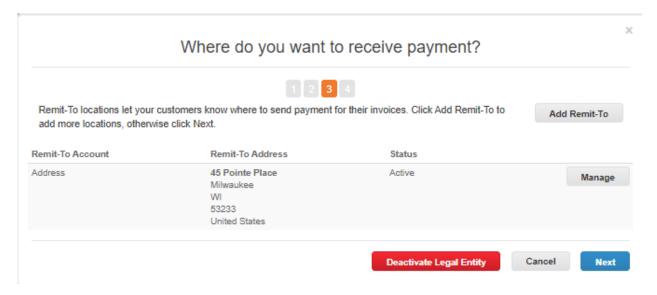
10. If you selected Virtual Pay Card in Step 8, DO NOT SELECT VIRTUAL PAY CARD HERE.

Select "Address" for check or "Bank Account" for ACH deposit. **DO NOT ENTER VIRTUAL CARD HERE-select above in Step 8.**

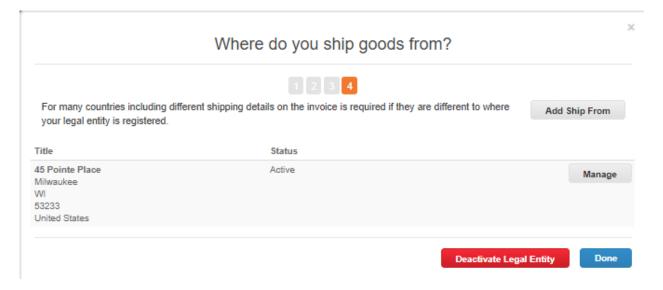
If choosing ACH, Enter the Bank Name, Beneficiary Name, Routing Number, Account Number, Confirm Account Number, and Bank Account Type to complete the banking information section. The rest of the fields are not required. You can leave all other fields blank and scroll to the bottom of the



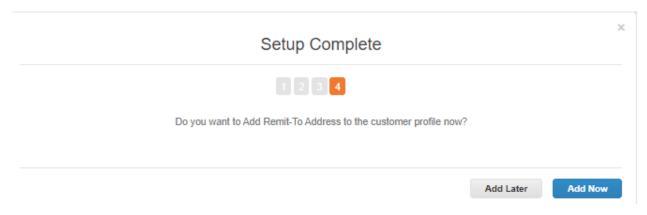
Confirm the information is correct and click the "Next" button



Confirm the information is correct and click the "Done" button



The system will ask if you want to add another Remit-To address, if complete, click the "Add Now" button



11. If appropriate Indicate if you are a Small Business, Minority Business, or Women Business Enterprise. If none of the above leave blank.

- la : .a				
ship				
mall Business				
Enterprise				
	Effective Date	mm/dd/yy		
	Expiration Date	mm/dd/yy	0-0	
	Attachments	Add File		
	Description			
				//

12. You must select and agree to at least one set of Terms & Conditions. Fellowship or Stipend should NOT be selected for speaker agreements, please select standard services.

	Goods/Services Terms & Conditions *** You MUST select Yes to one of the below terms ***		
* Are you receiving a fellowship or stipend?	○ Yes● No		
* Will you be supplying standard products?			
Products Terms & Conditions	Standard_Purchase_Order_Terms_and	Click Submit for Approval to	
* Do you agree to the Standard Terms & Conditions?		complete the form	
		Decline Save Submit in Approval	

13. You will receive a confirmation email once the form is approved by Marquette University.