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”.

Hello Supplier,
Marquette University is excited to invite you to participate in our new 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: 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 Marquette will resend the invitation.

STEP 1: Click on the “Join and Respond” button below, create your account and connect with Marquette on the Coupa Supplier Portal.

STEP 2: 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. If payment via check is preferred leave the banking information section blank.

Please follow this link for detailed instructions on how to best set up your account: Supplier CSP Instructions
If you have any questions, please email vendoradd@marquette.edu
Welcome!
Marquette University
2. Click on the “Join and Respond” button and create an account in the Coupa Supplier Portal.

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: Check or direct deposit
- Agree to one of our Terms & Conditions

Email: JAVEHOLDINGSLLC@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
3. Fill out the following fields: Company Name, Country/Region, Address Line 1, City, State, and Postal Code. Click “Next”
4. Click “Next”. Skip this section

Would you like to offer discounts to get paid faster?

Payment Discount Preferences

- Your default payment term
  - Net 30
  - Net 45
  - Net 50
  - Net 75
  - Net 90
  - Net 120

- Automatically replace with this discount (you can change this later)
  - None

- Use these preferences for all your customers

Back  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
6. Complete the Supplier Information fields; “Name”, “Organization Type”, “Country/Region of Operation”.

7. Contact information will be automatically populated

* Primary Contact (Only one can exist)
8. 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

* Primary Address

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country/Region</td>
<td>United States</td>
</tr>
<tr>
<td>Address Name</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td>1 MAIN ST</td>
</tr>
<tr>
<td>City</td>
<td>MILWAUKEE</td>
</tr>
<tr>
<td>State Region</td>
<td>Select an Option</td>
</tr>
<tr>
<td>Postal Code</td>
<td>53022</td>
</tr>
</tbody>
</table>

*** 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.”***
9. 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.

10. 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.
11. Select how you would like to be paid by Marquette. Choose either Check or Direct Deposit (ACH). If selecting Direct Deposit (ACH) enter a Remit-to email address.

12. Click on the “Add Remit-to” button to create a Remit-to Address and to enter banking information. If selecting to be paid via check, select the “Add” button and leave the banking information blank.
13. Follow the prompts to add your Remit-to and banking information if necessary. If you “Create New Remit-To Address, follow the prompts to enter

Choose Remit-To Address

Choose a Remit-to Location below - Recommended
It's a few more fields, but provides compliance, verification, and re-usability. Otherwise, click ‘Cancel’ to add info to your customer's form manually.

Choose existing or create new Remit-To Address:

1 MAIN ST
MILWAUKEE, WI 53222
United States
United States

Enter “Legal Entity Name” and choose “Country/Region”

Where's your business located?

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.
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.
Select the payment type. Select “Address” for check or “Bank Account” for ACH deposit. Marquette University currently does not utilize “Virtual Pay” 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 screen to select “Save & Continue”
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.

14. If appropriate, indicate if you are a Small Business, Minority Business, or Women Business Enterprise. If none of the above leave blank.
15. 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.

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