

## 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

Powered by Coupa

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](mailto: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.

- o Hint: Completing the "Remit-To" section up front significantly reduces future invoicing issues.
- o 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.
- o 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](mailto: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.



Powered by 

## 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

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"

Basics

Profile

## Tell us about your business

\* Company Name   
Your official registered company name

Website

\* Country/Region  

\* Address Line 1

Address Line 2

\* City

State

\* Postal Code

Also use this address as  **Invoice-from location**  
Must match your official registered company address

**Pay to location (Remit-To)**

**Ship from location**

Advanced invoicing  **We support integration for invoicing (cXML or SFTP) and plan to use it with Marquette University**

**Next**

5. Click "Take Me There"



Powered By coupa

✓  
Basics

●  
Profile

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".

Marquette University

Profile Marquette University

✓ We have auto-filled some information from your Public Profile.

Supplier Information JAMBA HOLDINGS LLC

### Supplier Information

\* Name JAMBA HOLDINGS LLC

Doing Business As Name

\* Organization Type

\* Country/Region of Operation United States

7. Contact information will be automatically populated

### Contact Information

\* Primary Contact (Only one can exist)

### Primary Contact

\* First Name TOM

\* Last Name PETTY

\* Email address JAMBAHOLDINGSLLC@C ⓘ

\* Work Phone US/Canada +1 (414) 288-9632  
650-555-1212

Mobile Phone US/Canada  
650-555-1212

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

The form contains the following fields:

- Country/Region: United States (dropdown)
- Address Name: [empty]
- Street Address: 1 MAIN ST
- Street Address 2: [empty]
- City: MILWAUKEE
- State Region: Select an Option (dropdown)
- Postal Code: 53022
- Location Code: [empty]
- PO Box: [empty]
- PO Box Postal Code: [empty]

A callout box with the text "Enter state information" points to the State Region dropdown menu.

\*\*\* 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 (xxxxxxxx). 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.

## Tax And Certificate Information

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\* Are you a US or an International based company?  
 United States  
 International

\*\* 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?  
 Yes  
 No

### Federal Tax Form

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Type

Saved Attachments

Attachments [Add File](#)

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\* To be on-boarded you MUST 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

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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 MUST 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

## Banking & Remittance Information

\* How would you like to be paid by Marquette?

Virtual Pay Card (Net 15) ✕ ▼

\*\*\* HINT FOR VIRTUAL PAY CARD \*\*\*

Suppliers will receive an automated email notification for each payment. These emails will contain a link to a secure web portal where the supplier will obtain the unique 16-digit Visa virtual credit card number, the amount to charge, and the other pertinent details of the transaction needed to process and reconcile the payments. You will receive further instructions for processing from a U.S. Bank representative.

\* Standard processing fees administered by the supplier's merchant acquiring bank will apply

\*\*\* HINT FOR DIRECT DEPOSIT/ACH PAYMENT \*\*\*

Please enter your Remit-To Email address below and complete the Remit-To section by clicking the "Add" button. The following fields are required: BENEFICIARY NAME, BANK NAME, BANK ACCOUNT NUMBER, & BANK ROUTING NUMBER.

\*\*\* HINT FOR CHECK PAYMENT \*\*\*

If you've selected to be paid via check, please complete the Remit-To information section by clicking the "Add" button and leave the Banking Information blank.

Remit-To Email

\*\*\* Please complete this field if you have selected Virtual Pay Card or Direct Deposit/ACH for your payment method \*\*\*

## Remit-To Addresses

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

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.

## Remit-To Addresses

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

### 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 53022  
United States  
United States

✔ Choose

If choosing populated address, you will be directed to the Banking Information section

◀ ▶

+ Create New Remit-To Address

Cancel

\*\*\*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"

×

### Where's your business located?

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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.

**\* Legal Entity Name**

**Country/Region**

This is the official name of your business that is registered with the local government and the country/region where it is located.

Cancel Continue

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

×

## Tell your customers about your organization

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Which customers do you want to see this?

All

Marquette University

What address do you invoice from?

\* Address Line 1

Address Line 2

\* City

State

\* Postal Code

Country

Use this address for Remit-To  ⓘ

Use this for Ship From address  ⓘ

**REQUIRED FOR INVOICING**

Enter the registered address of your legal entity. This is the same location where you receive government documents. ⓘ

What is your Tax ID? ⓘ

Country

Tax ID

I don't have Tax ID Number

×

Add additional Tax ID

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### Miscellaneous

Invoice From Code

Preferred Language

Cancel Save & Continue

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

×

### Where do you want to receive payment?

1 2 3 4

**\* Payment Type** Bank Account ▾

- Address
- Bank Account
- Virtual Card

Banking information

Bank Account Country: United States ▾

Bank Account Currency: ▾

Bank Name:

Beneficiary Name:

Routing (Bank Code) Routing Numt ▾

Number:

Account Number:

Confirm Account Number:

IBAN:

SWIFT/BIC Code:

Bank Account Type: Business ▾

**RECOMMENDED**

Note: Banking info added here is NOT automatically sent to your customer(s). If they don't have it already - please use their payment info change process (which may be outside of Coupa for some buying organizations). [i](#)

Bank address

Address Line 1:

Address Line 2:

City:

State: Select an Option ▾

Postal Code:

What is your Remit-To Address?

Address Line 1 45 Pointe Place

Address Line 2

City Milwaukee

State WI

Postal Code 53233

Country United States

Cancel Save & Continue

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

✕

### Where do you want to receive payment?

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1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next. [Add Remit-To](#)

Remit-To Account	Remit-To Address	Status	
Address	45 Pointe Place Milwaukee WI 53233 United States	Active	<a href="#">Manage</a>

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Deactivate Legal Entity Cancel Next

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

✕

### Where do you ship goods from?

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1 2 3 4

For many countries including different shipping details on the invoice is required if they are different to where your legal entity is registered. [Add Ship From](#)

Title	Status	
45 Pointe Place Milwaukee WI 53233 United States	Active	<a href="#">Manage</a>

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Deactivate Legal Entity Done

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

✕

### Setup Complete

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1 2 3 4

Do you want to Add Remit-To Address to the customer profile now?

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Add Later Add Now

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

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## Ownership

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**Small Business  
Enterprise**

Effective Date  

Expiration Date  

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?  Yes  No

Products Terms & Conditions  Standard\_Purchase\_Order\_Terms\_and\_...

\* Do you agree to the Standard Terms & Conditions?  Yes  No

Click Submit for Approval to complete the form

Decline Save **Submit for Approval**

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