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”.

2. Click on the “Join and Respond” button and create an account in the Coupa Supplier Portal.
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.mark@marquette.edu
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
4. Complete the Supplier Information fields; “Name”, “Organization Type”, “Country/Region of Operation”.

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@
* Work Phone  US/Canada  +1 (414) 288-9632

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</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>Street Address 2</td>
<td></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>
<tr>
<td>Location Code</td>
<td></td>
</tr>
<tr>
<td>PO Box</td>
<td></td>
</tr>
<tr>
<td>PO Box Postal Code</td>
<td></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.***
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.

**Tax And Certificate Information**

* 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**

Type: W9

Saved Attachments: W9-Test.pdf

Attachments: Add File

* To be on-boarded you MUST ATTACH your W6 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
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

** 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.
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 choosing populated address, you will be directed to the Banking Information section.
***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?

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.
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.
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.

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