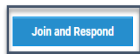


### Create Coupa Supplier Account

From the email invitation, click on the **Join and Respond** button.

Hello Supplier,  
 Gossamer Bio needs you to provide information about your company electronically in order to prevent lost documents and make sure you are paid on time. They manage this information with Coupa, their chosen platform for Spend Management. Within the next 48 hours, please respond below to provide this information.  
 Note: Not providing this information in a timely manner may impact your ability to do business and get paid. Let us know if you are unable to do so for any reason.  
 Welcome!  
 Gossamer Bio



Add a password and click on the **Get Started** button

Navigate to Profile -> Your Customer Profiles

- From the **Profile** dropdown menu select Gossamer Bio, Inc.

### 2) Supplier/Payee Request Section

- Select Vendor Type: Company or Individual
  - Are you doing business as a Corporation or Sole Proprietorship?
- Doing Business As Name
  - This is an optional field and may be used if you are a sole proprietorship,

but also work under a different business name.

- Remit Name
  - Payment name
    - This may be an individual or a company name.
- Legal Name
- Remit Email
  - Payment notifications are sent to this email address.

### Supplier/Payee Request

### 3) Primary Contact Section

- Review and confirm the contact information provided. Update, if necessary.

### 4) Tax Information

- Are you a U.S based supplier? Yes or No
- Please provide your Tax ID
- Federal Tax Form
  - Type

- Select W9 or W8 from the dropdown menu

- Click on the **File** hyperlink and attach a completed W9 or W8

### Tax Information

### \* Federal Tax Form

### 5) Compliance Section

- This section is dedicated to vendors who will host or store PII data.
  - If applicable, please select the type of data collected or stored from the menu provided
    - Upload a current compliance document with the upload option.
  - If not applicable, please select None or Other and provide a brief description in the space provided.
  - Provide the email address for a compliance contact.

### 6) Additional Supplier Information

- a) Payment Method
  - i) From the dropdown window, please select a preferred payment type
    - (1) Banking details will be added in the Remit-to-Address section below.
- b) PO Email
  - i) Please provide an email notification address.
- c) Country of Operations

#### Additional Supplier Information

Payment Method

It is to the supplier's benefit to select their preferred payment type.

PO Email

Country of Operation

### 7) Remit-To- Addresses Section

- a) Click on the **Add Remit-To** button

#### Remit-To Addresses

**Add Remit-To**

- b) Click on the **Create New** button

Create new Compliant Remit-To Address

**Create New**

- c) **Where's your business located** popup window

- i) Enter **Legal Entity Name**

- ii) Select the Country of Operations from the dropdown window.

\* Legal Entity Name

Country

- d) Add Legal Address

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

- e) Add Tax Information

What is your Tax ID?

Country

Tax ID

I don't have Tax ID Number

[Add additional Tax ID](#)

- f) Miscellaneous Section

- i) This section is optional and may be left blank.

- g) Click on the **Save and Continue** button to add the Remit-To address details to the account.

**Cancel** **Save & Continue**

- h) Review and confirm Remit-To address

- i) Click the **Save and Continue** button

- j) Click on the **Next** button
- k) Click on the **Done** button
- l) Click on the **Add Now** button

- 8) **Bank Remittance Information(required if payment method is wire or ACH)**

- a) Add Bank Name, Address, and Beneficiary Name
- b) Select if the bank is US or International
  - i) Add account (IBAN) and routing numbers (SWIFT) in the fields provided.
  - ii) Intermediary Bank Details
    - (1) These fields are optional and may be left blank if they are not applicable to your organization.

- 9) Click on the Save for Approval button to submit your vendor details to Gossamer Bio.

**Decline** **Save** **Submit for Approval**

**Coupa Notification**

- 1. Coupa will issue a notification to confirm a supplier information has been submitted. The notification is for informational purposes only. Action is not required.