



Supplier Onboarding Guide

EXACT
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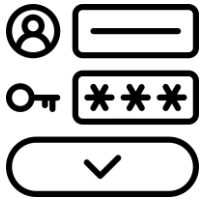
Welcome to the Supplier Onboarding Guide

Exact Sciences utilizes the Coupa Supplier Portal (CSP) to manage supplier information. The guide provides an overview of what to expect during the onboarding process and instructions to complete the questionnaire.

A questionnaire will be sent to gather all the required information to complete the onboarding process. We suggest the questionnaire be completed within 48 hours of receipt. This will help ensure we obtain the proper information to conduct business together and fulfill payment. Errors or missed information in the questionnaire will result in your form being automatically rejected.

Thank you for partnering with us as we carry out our mission to eradicate cancer.

Steps to Successful Onboarding



Receive Invitation

Receive invitation from Exact Sciences.

Create Login

Create a login and password that you can easily remember

Complete questionnaire (within 48 hours)

Information you will need:

- Company Name and Details
- Contact Information
- Banking Information

Submit Form

Once the form is submitted, please expect to hear back from Exact Sciences' Team within two business days

Approval

Exact Sciences will verify the information provided and provide approval or send back the correction form within two business days

Table of Contents

1. Invitation Email
2. Create a Login for Coupa Supplier Portal (CSP)
3. Questionnaire:
 - a. Supplier and General Information
 - b. Supplier Diversity Information
 - c. Primary Contact and Address
 - d. Payment Terms (Non-Standard)
 - e. Remittance Address
 - f. Create Remit to Address
 - g. Banking Information
4. Review and Submit for Approval
5. Questions

Invitation

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Profile Information Request

Hello Supplier,

Exact Sciences wants you to respond by updating your company profile on Coupa, their chosen platform for Spend Management. This information is required so they can transact with you electronically.

Coupa's Supplier Portal is completely free, setup is fast, and it helps you better transact and communicate electronically. Find out more using the links below.

You can respond and send your information to your customer without joining, but joining allows you to more easily update your company info if it ever changes, as well as do things with *Exact Sciences* (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.

Use the buttons to either respond or decline, or forward this request to another person at your company.

Welcome!

[Join and Respond](#)

[Respond Without Joining](#)



Business Spend Management

- ▶ **You will receive an email** like the one to the left for you to get started. If you have cannot find this in your inbox, please check your spam inbox. If you still cannot locate this email, please reach out to coupasupport@exactsciences.com.
- ▶ To get started, **click “Join and Respond”** located at the bottom of the email.
- ▶ **This form should be completed within 48 hours** from opening this email. This is critical to ensure we can begin doing business with you as soon as possible as well as fulfill our payment obligations to you. Errors in form submission and/or missing information will result in a rejection of this form by the Exact Sciences Team and result in delays to successful onboarding.

Create a Login for Coupa Supplier Portal

 coupa supplier portal

Secure

Create an Account

Exact Sciences is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Exact Sciences so you're ready to do business together.

* Business Name
Exact Sciences
Your legal business name (or legal personal name if an individual)

* Email
coupasupport@exactsciences.com

* First Name
Last Name

* Password
Confirm Password
Use at least 8 characters and include a number and a letter.

I accept the [Privacy Policy](#) and the [Terms of Use](#)

[Create an Account](#)

Already have an account? [LOG IN](#)
[Forward this to someone](#)

- ▶ Upon clicking “Join and Respond,” you will be prompted to the page on the left. Here, you will **create your login** by populating the required fields and **accepting Coupa’s Privacy Policy and the Term of Use.**
- ▶ **Not the correct point of contact at your company to fill out the questionnaire?** You can forward the invitation by clicking “Forward this to someone” then entering the email address of the correct contact.


Supplier Information

Supplier Information


* Supplier Full Legal Name

DBA Name

Input DBA if it is included on your W9 for tax and payments purposes.

DUNS Number 

DUNS Number

Website 

Supplier Region

AMER

Fields	Helpful Hints
Supplier Full Legal Name	Provide your company's complete, official, and legal name. (For example, use "Vendor Testing Inc." instead of "Vendor Test.")
DBA	If your business legally operates under an alternative name (a DBA is listed on Name Line 2 of the W9,) enter it here. Please note: In some locations, this may be referred to as your trading name, assumed business name, or alternate business name.
Dun & Bradstreet Number (DUNS Number)	If relevant, please input your Dun & Bradstreet number, commonly referred to as your DUNS. If you do not possess one, you may leave this field empty.
Website	Ensure your website URL begins with http://, https://,ftp://, or file:// (e.g., http://www.exactsciences.com/.)

General Information

General information

* Tax Number Category

For US or Canada please search 'US' or 'Canada' in the search box.

For inquiries regarding Tax Classification or Tax Identification Numbers, please message the Global Supplier Management team via Coupa Messaging

* Federal Tax ID

* Preferred Currency

Organization Type

* Attachment (W9)

* Type

* Attachments

[Add File](#)

Required Fields

Helpful Hints

Tax Number Category

Select the applicable country. Note: Different countries may require distinct information (e.g., US requires TIN, Sweden requires VAT, Canada requires a Business Number, Japan requires an NTA number.)

Federal Tax ID

Please provide Federal Tax ID number.

Preferred Currency

Select preferred currency from the dropdown.

Organization Type

Select organization type from the dropdown, if applicable. Please leave blank if none apply.

Attachment (W9)

This section is relevant solely to suppliers registered in the United States. Please upload your latest Form W-9 or W-8 from the IRS website.

Supplier Diversity Information

Supplier Diversity

Country

Diversity Category

Diversity Certificate

Agency

Effective Date

Expiration Date

Attachments

[Add File](#)

Description


Fields	Helpful Hints
Supplier Diversity	If applicable, please select the country and diversity category (or categories) from the dropdown.
Diversity Certificate	If a diversity category was chosen, please enter the diversity certifying agency, the certification effective and expiration date, and attach a copy of the certificate.


Primary Contact

*** Primary Contact**

First Name

Last Name


Email address 

Work Phone 
US/Canada 650-555-1212

Mobile Phone
US/Canada 650-555-1212

Fax
US/Canada 650-555-1212

*** PO Email**



Required Fields	Helpful Hints
Primary Contact	This person will serve as the main point of contact at your organization for communication from the Exact Sciences team. We require their first name, last name, email address, and phone number.
PO Email	The email address will receive all purchase orders issued to your company by Exact Sciences. Please note: After registration, multiple users can be added to the CSP for online PO access by other members of your company.

Primary Address

• Primary Address

Address Purpose

Select Some Options i

• Region

Country/Region

United States ▾

State Region

None ▾

State ISO Code

Address Name

• Street Address

Required Fields

Primary Address

Helpful Hints

Fill in your complete business address. If you have multiple addresses, use your company's invoicing address.

Required fields: Street Address, City, State/Region, Postal Code, and Country.

Please note: Use your company's address formatting standard.

If your country does not use postal/zip codes, enter 00000.

Remittance Addresses

Remittance Address

* Payment Method

Check payments made in US only

* Remit E-mail

Please provide the email to be used to send remittance advices. If this is not relevant, please put *TBD*

* 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

Required Fields	Helpful Hints
Payment Method	Select payment method from the dropdown. Our preferred payment method is EFT (e.g., ACH or low clearing house.) Specific requirements are listed by bank country in Coupa. Note: Check payments are made in US only
Remit Email	Please provide the email to be used for payment notifications. For paper check payments, please include an email address for the primary contact.
Remit-To Addresses	Click button “Add Remit-To” to add one ore more remit-to addresses.

Banking Information (Part I)

Banking Information

* Please select Bank Region

* Bank Name

* Bank City

* Bank State or Region

* Bank Postal Code

* Bank Account Name

* Bank Account Number



* Bank Country

Required Fields

Banking Information

Helpful Hints

Fill in your company's banking information.

Required fields: Bank Region, Bank Name, Bank City, Bank State or Region, Bank Postal Code, Bank Account Number, and Bank Country.

Banking Information (Part II)

Additional Information

Bank Letterhead Form

Choose File No file chosen

If you are using an intermediary bank for international clearing please attach Bank Letterhead form

Attachment 2

Choose File No file chosen

Attachment 3

Choose File No file chosen

Attachment 4

Choose File No file chosen

Fields	Helpful Hints
Additional Information	Please attach Bank Letterhead form in the case you are using an intermediary bank for international clearing.

Review and Submit for Approval

Comments Mute Comments ▾

Enter Comment

Add File | URL

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment

Decline Save **Submit for Approval**

Fields

Review and Submit

Helpful Hints

If you wish to return to the form later, click the "Save" button.

For any additional information required by Exact Sciences, please enter it in the Comments field.

Once you have thoroughly reviewed everything, click the "Submit for Approval" button. This will send your submission to the Exact Sciences Global Supplier Management team for evaluation.

If any clarifications or adjustments are necessary, the Global Supplier Management team will reach out to you.

Questions?

Email us at coupasupport@exactsciences.com