

How to Conduct Business with Moloco

We are excited to work with you. This reference guide will provide you with instructions on:

1. How to onboard as a Moloco supplier
2. How to submit invoices
3. Who to contact if you have questions.

How to onboard as a Moloco supplier

Moloco uses Zip as our Source to Pay tool. In order to onboard as a Moloco supplier, we ask that you accept our Zip Supplier Portal (ZSP) invite which will have an email subject: **Action required – You've been invited to complete tasks for Moloco** which you can start the supplier onboarding process and apply your invoice to the purchase order (PO). This will ensure we have all the necessary information to manage and pay you. Zip Supplier Portal is an integrated online platform shared by businesses and their suppliers. The supplier portal is used for entering supplier information, submitting documents, displaying status, and communicating through the Zip Supplier Portal (ZSP). By joining the Zip Supplier Portal, you will be able to manage your banking information, view and acknowledge your Moloco purchase orders, submit invoices, and view your invoice status in real time. Participation in the Zip Supplier Portal program is essential for simplifying and streamlining how you engage with Moloco and will offer benefits such as a simpler E-invoicing process and accelerating successful payment of invoices submitted to Moloco.

Benefits of Zip Supplier Portal

- ✓ Use one single tool with fully electronic flow from Ordering to Invoicing
- ✓ Payment information available in ZSP
- ✓ Receive and review Purchase Orders through ZSP
- ✓ Upload Invoice through ZSP & track payments
- ✓ Work collaboratively on the platform.

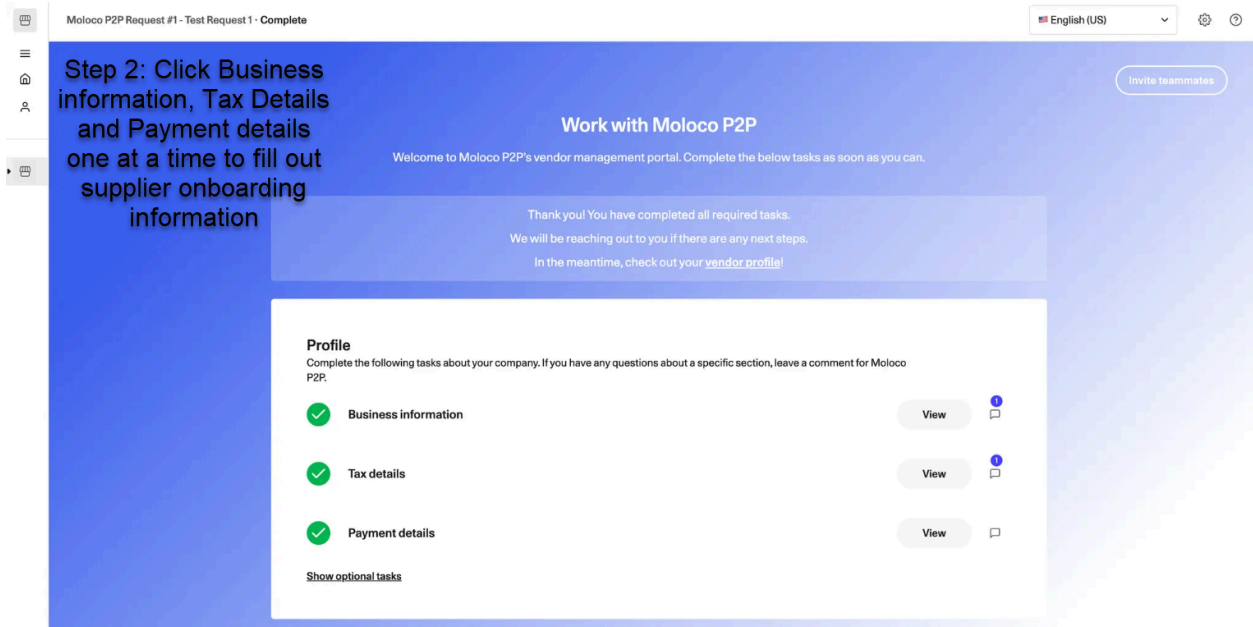
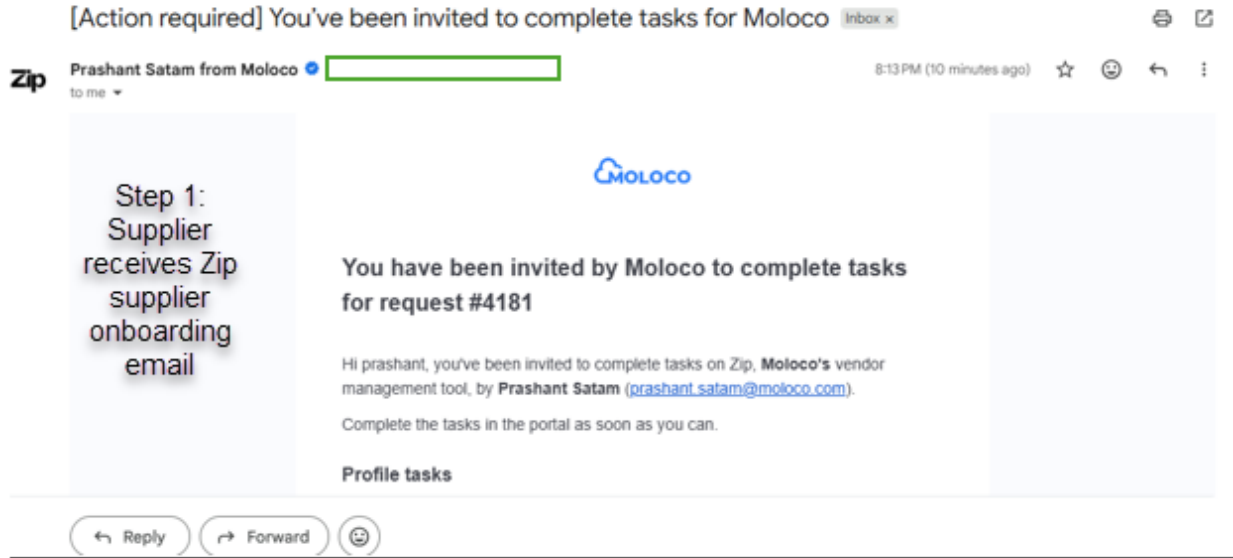
If you have any questions regarding this request, please contact SupplierOnboarding@moloco.com

If you choose to not join Zip's Supplier Portal, we require you send the following documents to SupplierOnboarding@moloco.com to set up your supplier profile in our Zip System.

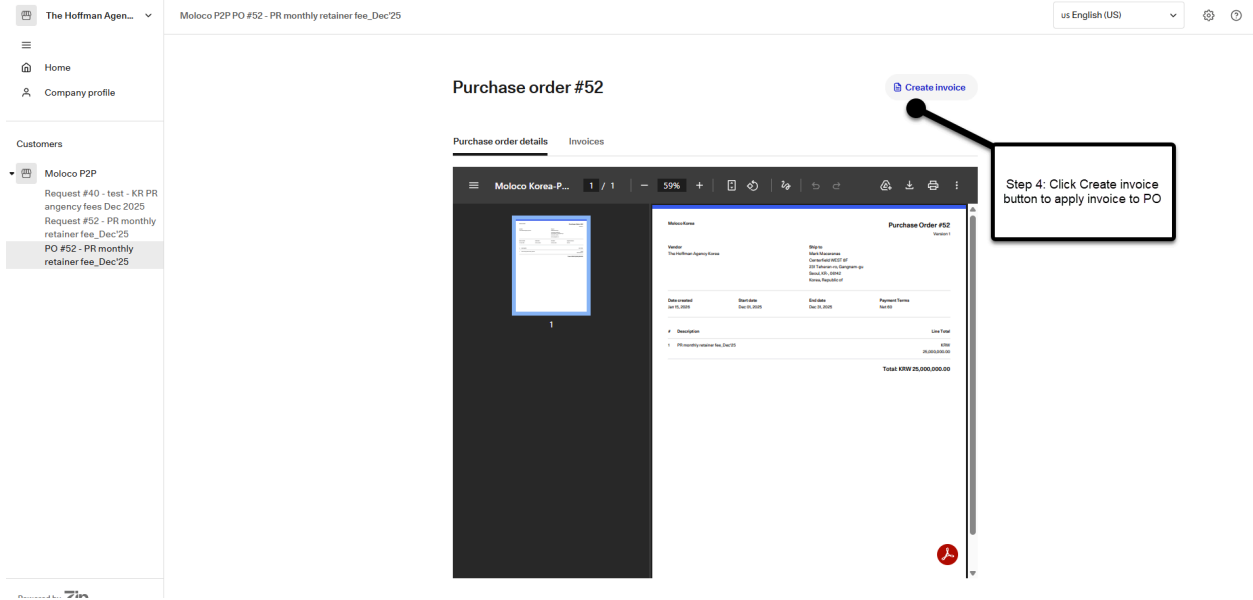
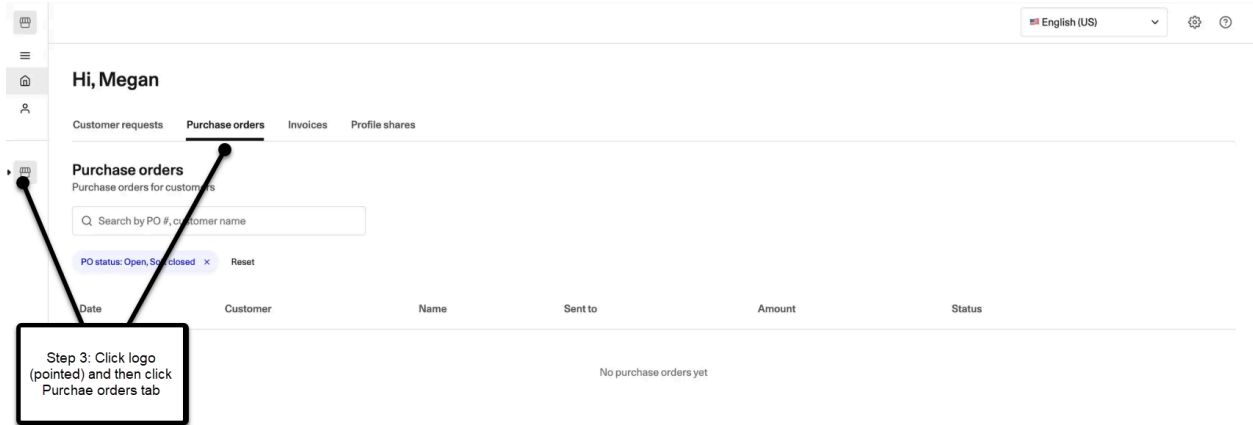
1. Business Registration Copy / Number
2. W8BEN / 8BEN / W9 (Whichever is applicable)
3. Payment Remittance information (Bank Account number, Bank Name & Address, Swift Code /Routing Number)

Step by Step Reference Guide for Zip Supplier Portal

1.



Steps 3 and 4 below are applicable if PO was sent to the supplier. This would enable the supplier to view PO and please select the PO that is associated with the invoice and upload the file. Please ignore for now until PO is sent.



2. Suppliers can also choose to send invoices directly to our Accounts Payable team. Invoices should reference the PO number.

- a) US & EMEA suppliers can send invoices to usap@moloco.com
- b) APAC suppliers can send invoices to sgap@moloco.com

NEED ADDITIONAL HELP?

- Suppliers who do not join ZSP, can send an email to SupplierOnboarding@moloco.com to update any information under their supplier profile (email address / contact person details / Tax or Remit to Information) or documents.

- US & EMEA suppliers can send invoices to usap@moloco.com
- APAC suppliers can send invoices to sgap@moloco.com
- For any queries or support, please reach out to SupplierOnboarding@moloco.com