

## 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 Coupa as our Source to Pay tool. In order to onboard as a Moloco supplier, we ask that you accept our Coupa Supplier Portal (CSP) invite. This will ensure we have all the necessary information to manage and pay you.

Coupa 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 Coupa Supplier Portal (CSP).

By joining the Coupa 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 Coupa 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 Coupa Supplier Portal

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

If you have any questions regarding this request, please contact [SupplierOnboarding@moloco.com](mailto:SupplierOnboarding@moloco.com)

If you choose to not join Coupa's Supplier Portal, we require you send the following documents to [SupplierOnboarding@moloco.com](mailto:SupplierOnboarding@moloco.com) to set up your supplier profile in our Coupa 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 Coupa Supplier Portal

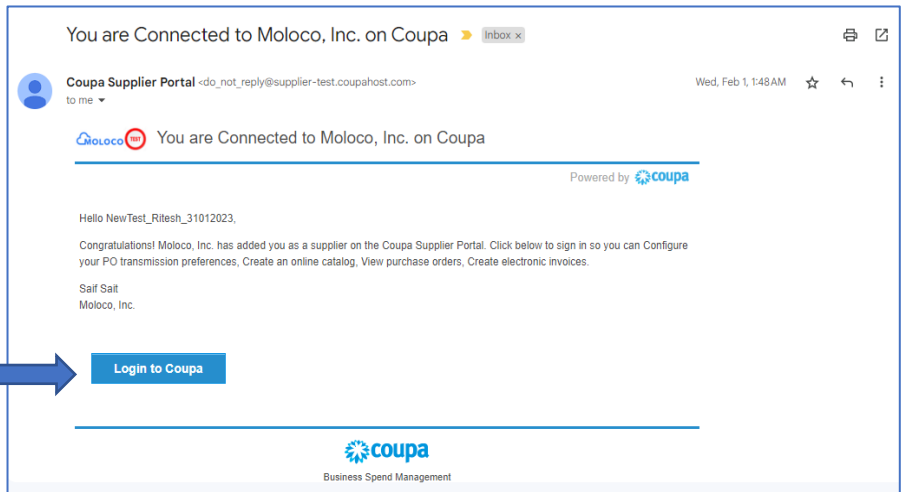
## Step 1

Suppliers will receive email notification from Coupa when onboarding is initiated by Moloco Team.



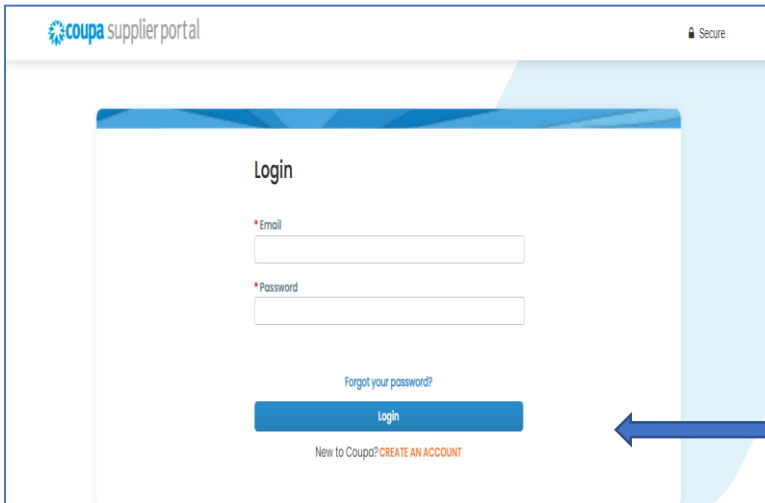
## Step 2

Click on "Login to Coupa."



## Step 3

Click on "Create an Account."



### Step 4: Update Information

- Supplier Business Name
- Email Address of supplier contact
- First & Last Name of Supplier Contact
- Create Password
- After Updating above information Click on “Create an Account “

**Note:** Fields marked in \* (Asterisk) are Mandatory Fields.

**Create an Account**  
Grow your Business on Coupa with a Free Account

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

\* Email

\* 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](#)

**Step 5:** Please login to Coupa Supplier Portal using the email address & password which was created in Step 4

**coupa** supplier portal Secure

**Login**

\* Email

\* Password

[Forgot your password?](#)

**Login**

New to Coupa? [CREATE AN ACCOUNT](#)

**Step 6:** Update your company profile by populating the information in the “Profile” page. after updating the Information, click “Save & Go Next” at the bottom of the page.

**Step 7:** Under “Set Up”, Click on Legal Entity.

The screenshot shows the 'Admin Legal Entity Setup' page. On the left is a sidebar with navigation options: Users, Merge Requests, Merge Suggestions, Requests to Join, Legal Entity Setup (highlighted), Fiscal Representatives, Remit-To, Terms of Use, sFTP Accounts, cXML Errors, and sFTP File Errors (to Customers). The main area displays the 'Legal Entity' 'Saif\_Test' with an 'Add Legal Entity' button. Below this is a table with columns: Invoice From, Remit-To Accounts, Locations, TAX IDs, and Customers. The 'Remit-To Accounts' column is expanded to show details for 'ABC Bank', including beneficiary name 'Saif\_Test', account number, transit code 'ICIC0000002', and address '38 Park Majestique, Undri, Pune 411060 India'. The 'Customers' column lists 'Moloco, Inc. - Test - Swapnil 260123' and 'Moloco, Inc. - NewTest\_Ritesh\_31012023 Moloco, Inc. - Test - 02.01.2023'.

**Step 8:** Update Legal Entity Name of your Organization, Country / Region & Invoice Address.

The modal dialog box is titled 'Where's your business located?'. It features a yellow banner with the text: '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.' Below the banner are two input fields: 'Legal Entity Name' (a text box) and 'Country/Region' (a dropdown menu). To the right of these fields is a grey box containing the text: 'This is the official name of your business that is registered with the local government and the country/region where it is located.' At the bottom right of the modal are two buttons: 'Cancel' and 'Continue'.

**Step 9:** Update Remit to Information (Bank Account Details): **This is mandatory information.**  
This will enable E-Invoicing for future transactions.

**Step 10:** Once the above steps are completed under Legal Entity, Setup will be completed. Click on “Done” to finish.

Moloco Sourcing team will not be able to view information filled by supplier under above steps if the external form is not submitted. Onboarding process is completed only after the external is approved by Moloco’s Sourcing team.

**Step 11:** Submitting external form: Under the “Profile” Page, click on “Information Requests” to view the external form.

**Step 12:** Information will be auto populated based on the information filled in Legal Entity setup. Verify the details &, if needed, update accordingly.

**Supplier Information**

\* Supplier Name Saif\_Test

\* Doing Business As (DBA) Saif\_Test  
For US companies, as it appears on line 2 of your W9

\* Goods and Services Provided MRO items

\* PO Email saif.sait@moloco.com ⓘ

\* Contact Form

First Name saif

Last Name Sait

Email address Saif.sait@wms.com ⓘ

Work Phone US/Canada 650-555-1212

Mobile Phone US/Canada +1 ( ) 099-0005 650-555-1212

Fax US/Canada 650-555-1212

\* Physical Address

Address Purpose HQ ⓘ

\* Region

Country/Region United States

State Region American Samoa - AS ⓘ

State ISO Code US-AS

Address Name

\* Street Address 1234

Street Address 2

Street Address 3

Street Address 4

\* City Boston

\* Postal Code 12345

Location Code

**Step 13:** Update Tax Registration details & attach supporting document (Business Registration Copy / W8BEN / 8BEN (Whichever is applicable). After filling the details, submit the form.

**- Tax Registrations**

Use this section to add all your applicable tax registrations.

**Add Tax Registration**

Tax Classification

Social Security Number 541476463

\* Federal Tax Form / W9

\* Type W9

\* Attachments Add File Anurag\_Agarwal.docx

**Step 14:** Suppliers will receive a confirmation through email when Moloco’s Sourcing team has approved the external form. Supplier onboarding process is now complete.

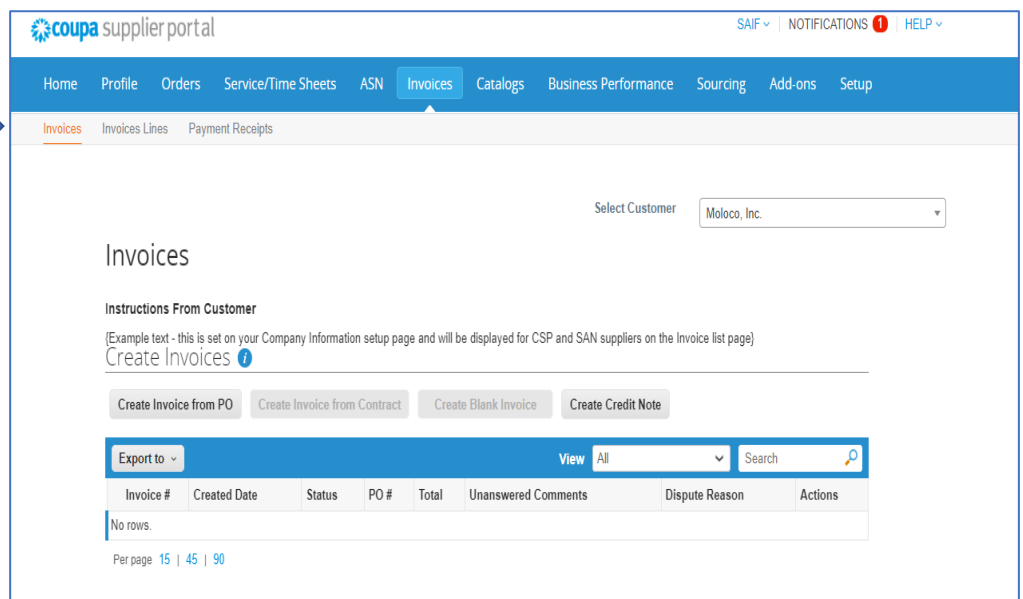
Note: If supplier wants to update / change any information under their profile, they can fill a new external form & submit it for Moloco Sourcing teams review & approval. (Refer Step 11 to see where external form is available). Changes will be updated to suppliers’ profile after Moloco’s Sourcing team approves the external form.

**How to Send Invoices**

**1. Directly into Coupa**

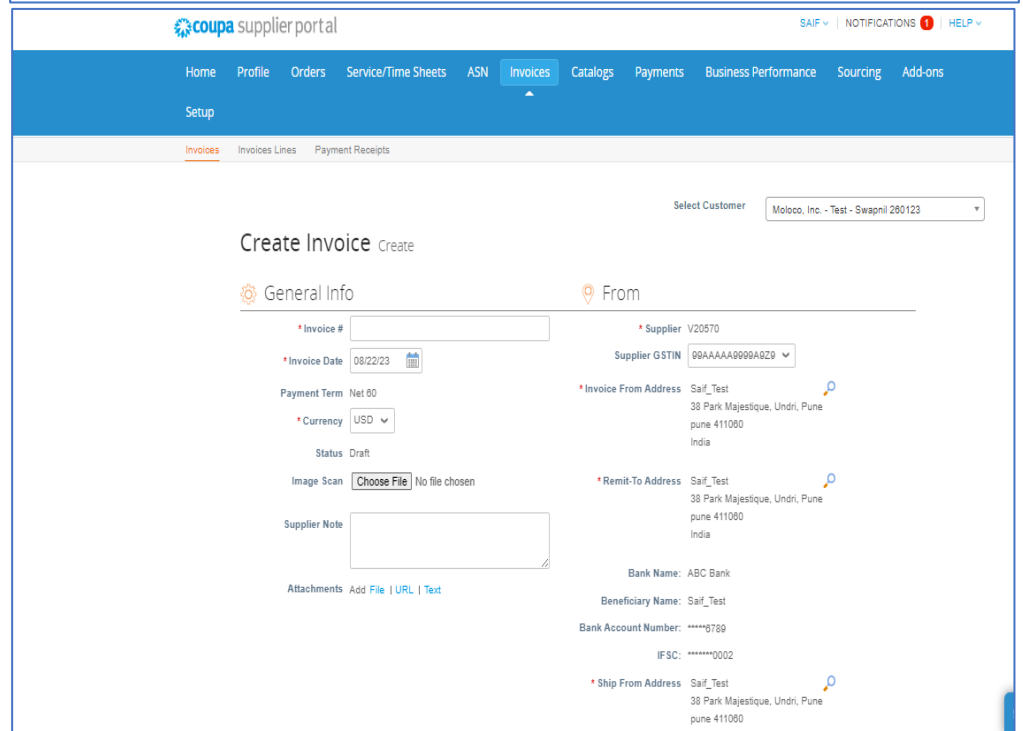
**1.A**

Click on Invoices under home page.



**1.B**

Click on Create Invoices from PO



**1.C**

Please fill Invoice details ( Invoice #, Invoice date, Currency ), attach copy of Invoice and submit for approval.

Note :“Invoice from address” and “Remit to Information” will be auto populated based on the information filled under Step 8.

**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](mailto:usap@moloco.com)
- b. APAC suppliers can send invoices to [sgap@moloco.com](mailto:sgap@moloco.com)



**NEED ADDITIONAL HELP?**

- Suppliers who do not join CSP, can send an email to [SupplierOnboarding@moloco.com](mailto: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](mailto:usap@moloco.com)
- APAC suppliers can send invoices to [sgap@moloco.com](mailto:sgap@moloco.com)
- For any queries or support, please reach out to [SupplierOnboarding@moloco.com](mailto:SupplierOnboarding@moloco.com).