Coupa Supplier Portal (CSP) & Morningstar's Supplier Information Management Forms

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Background

The Coupa Supplier Portal (CSP) is a free tool for suppliers to easily conduct business with Morningstar using Coupa. You will also can manage various content and settings for your Morningstar profile.

Some of the content and information that is available to manage is:

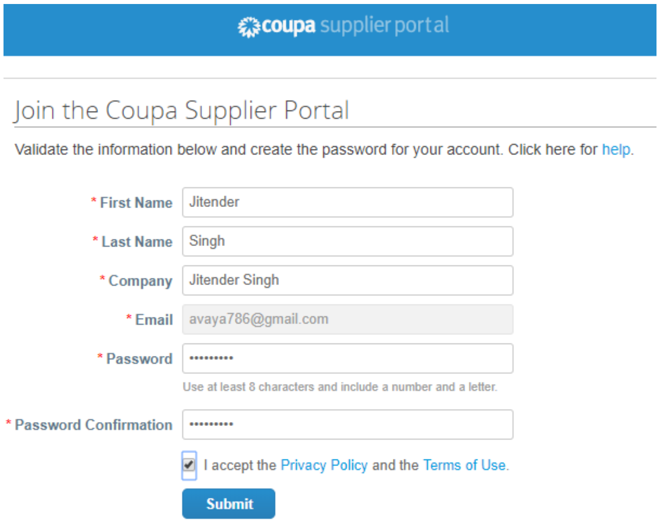
- Manage Company Information
- Ability to view invoice status and payment information
- View purchase orders from all customers - To be available in the future
- Ability to easily create invoices via PO flip - To be available in the future

Please note our supplier set up process consists of two parts:

1. Registering on the Coupa Supplier Portal (not required at this time but encouraged).
2. Completing our online Supplier Information Management forms (required for all suppliers). To learn more about completing our forms without registering for the CSP, please see the COMPLETE MORNINGSTAR'S SUPPLIER INFORMATION MANAGEMENT FORMS SECTION.

Register for the CSP with an Invitation from Morningstar

You will receive an e-mail from our Coupa system (do_not_reply@supplier.coupahost.com) with a unique link to join the Coupa Supplier Portal at the bottom of the email. Click on the link, you will be directed to the CSP to register your account.



1. Fill in the required fields as indicated by the (*).

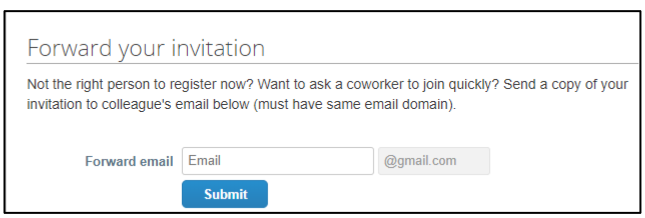
2. You will also be required to check the box to accept the Privacy Policy and the Terms of Use.

3. Hit **Submit**.

Helpful Hint: Save **https://supplier.coupahost.com** as a favorites link for quick access when you need to return to the site.

Log in with an existing account

If you are already on the CSP, login with your existing CSP login & password and follow our setup process starting with COMPLETE MORNINGSTAR'S SUPPLIER INFORMATION MANAGEMENT FORMS SECTION.



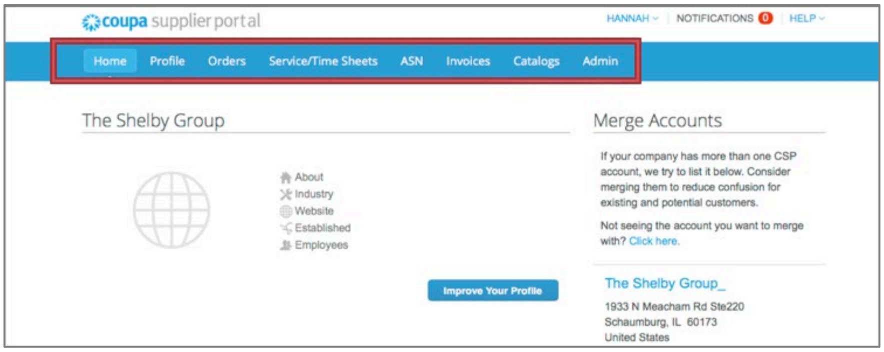
If you are not the correct person to be completing these forms, you have an option to forward your CSP invitation to someone else in your company located below the CSP login details section.

They will receive an invitation to the CSP and will be granted admin access to your company's CSP profile. They will be required to complete Morningstar's Supplier Information Management forms to complete the onboarding process. COMPLETE MORNINGSTAR'S SUPPLIER INFORMATION MANAGEMENT FORMS SECTION.

Understand the CSP Home Screen Structure

1. Navigation Bar

- You can configure your profile/account and administer your connection through the CSP.
- Access to these tabs provides you with real-time status of invoices with Morningstar.
- You can even communicate through the CSP to Morningstar through the comments section on invoices.

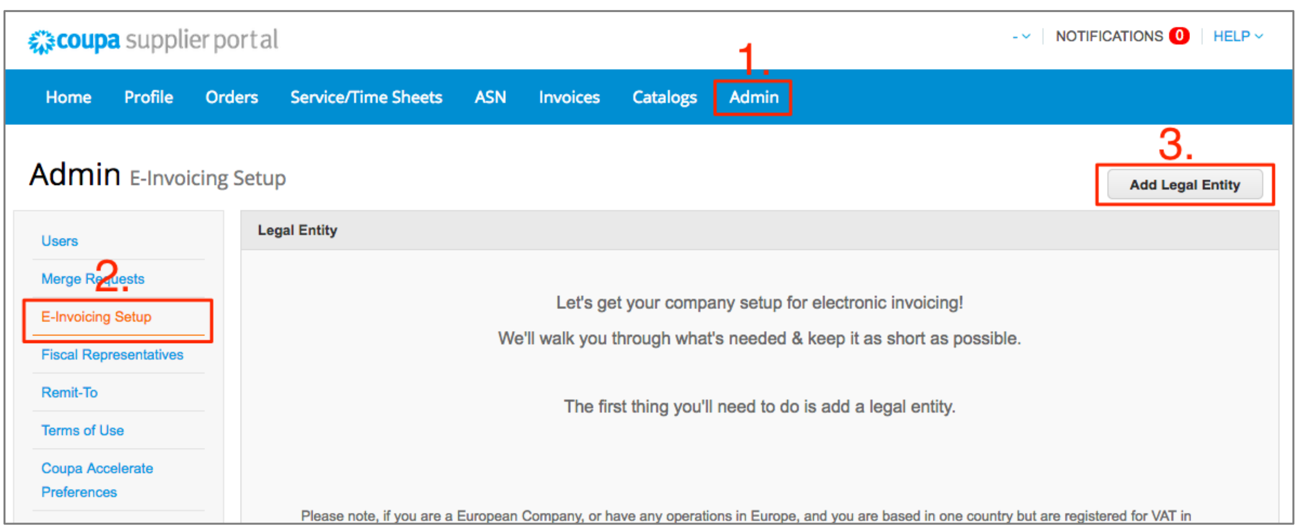


2. Notifications

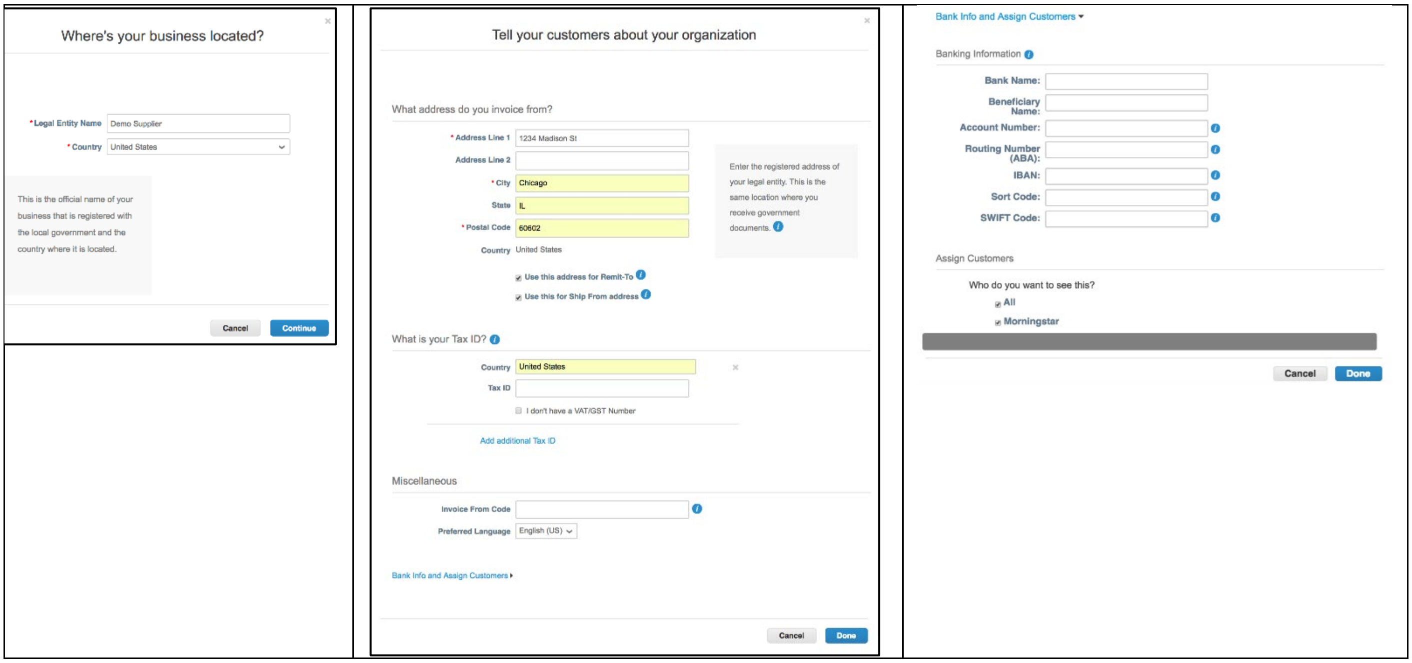
- You'll notice in the top right of the home screen, the red bubble next to Notifications. You can easily see if there is something requiring your attention, such as a request to complete a Supplier Information Management form.

Manage Company Information & Create a Legal Entity

If your company has not connected with other customers on the CSP, you'll need to create a **Legal Entity**. Navigate to the **Admin** tab, click **E-Invoicing Setup**, then hit **Add Legal Entity**.

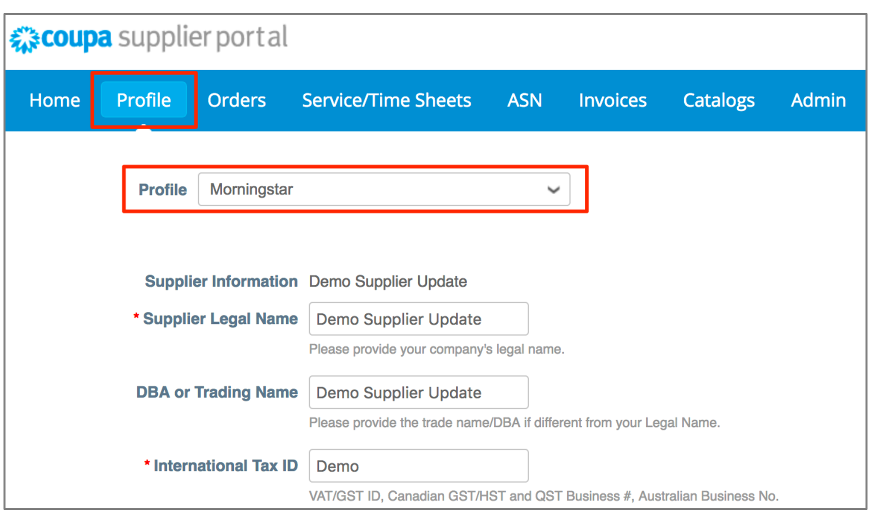


After clicking **Add Legal Entity**, expect to see the following forms that you need to fill out.



- *Where's your business located?:* Complete the "Legal Entity Name" field in addition to selecting a "Country" for your business location.
- *Tell your customers about your organization:* Complete the required fields when the CSP prompts you to complete "What address do you invoice from?". After completing required address information, scroll down and select "Bank Info and Assign Customers" beneath Miscellaneous.
- *Bank Info & Assign Customers:* You can populate your banking details here, but you may not find all the banking detail fields required for your country. There will be an opportunity to edit/complete the banking details as part of the Morningstar specific Supplier Information Management forms. In the Assign Customers section, you must at least click Morningstar. Clicking All will connect this legal entity for all your customers. Click **Done**.

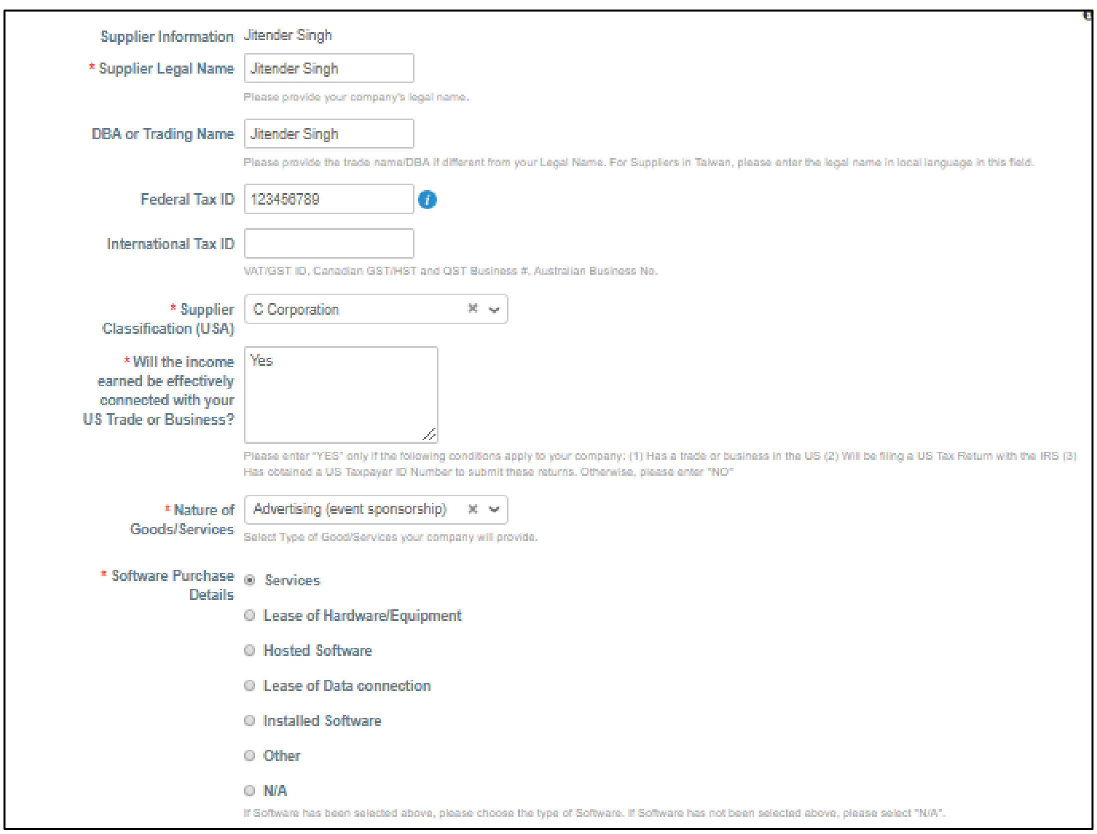
Complete the Morningstar Supplier Information Forms (Required for All Suppliers)



Morningstar will be sending you Supplier Information forms so that we can keep your information updated in our system. Click on the **"Profile"** tab at the top of the page, then select "**Morningstar**" from the Profile drop down. Our Supplier Information Form will appear. If you have not registered for the CSP, click the unique link at the bottom of the email you received from do_not_reply@supplier.coupahost.com to navigate to our online Supplier Information Management forms. Follow the instructions below to complete our forms.

The fields required on our Supplier Information Management forms depend on the location of the Morningstar entity with whom you will be doing business. As a result, you may see some instructions about fields that do not appear on the form our Supplier Management team has sent to you. You can disregard instructions for fields you do not see on your form. We require the following information to approve your form:

1. **Supplier Legal Name**
2. **DBA or Trading Name** (if any)
3. Enter one of the following depending on the Country where you are located. For suppliers working with our US entities one of these fields is always required. For suppliers working with our entities outside US and you are not registered for VAT/GST, please enter '0' in the International Tax ID field.
    a. **Federal Tax Id** (for suppliers in the US)- enter 9 digits without any "-".
    b. **International Tax Id** (for suppliers outside the US).
4. For Suppliers doing business with our Morningstar Entities in the US, please complete the following tax reporting fields. If you are doing business with our entities outside the US, please see step 5.
    a. **Supplier Classification** – Please select the tax classification according to what has been selected on your W-9 or W-8.
    b. **Will the income earned be effectively connected with your US Business Trade**: If you are in the US, this is typically "Yes" (as a result of signing the W-9 form). If you are located outside the US, please review the W-8 form your company is providing and answer "Yes" or "No" as applicable.
    c. **Nature of Goods & Services**: Select according to your Business.
    d. **Software Purchase Details**: Select according to your Business. If we are not purchasing software from you, please select N/A.

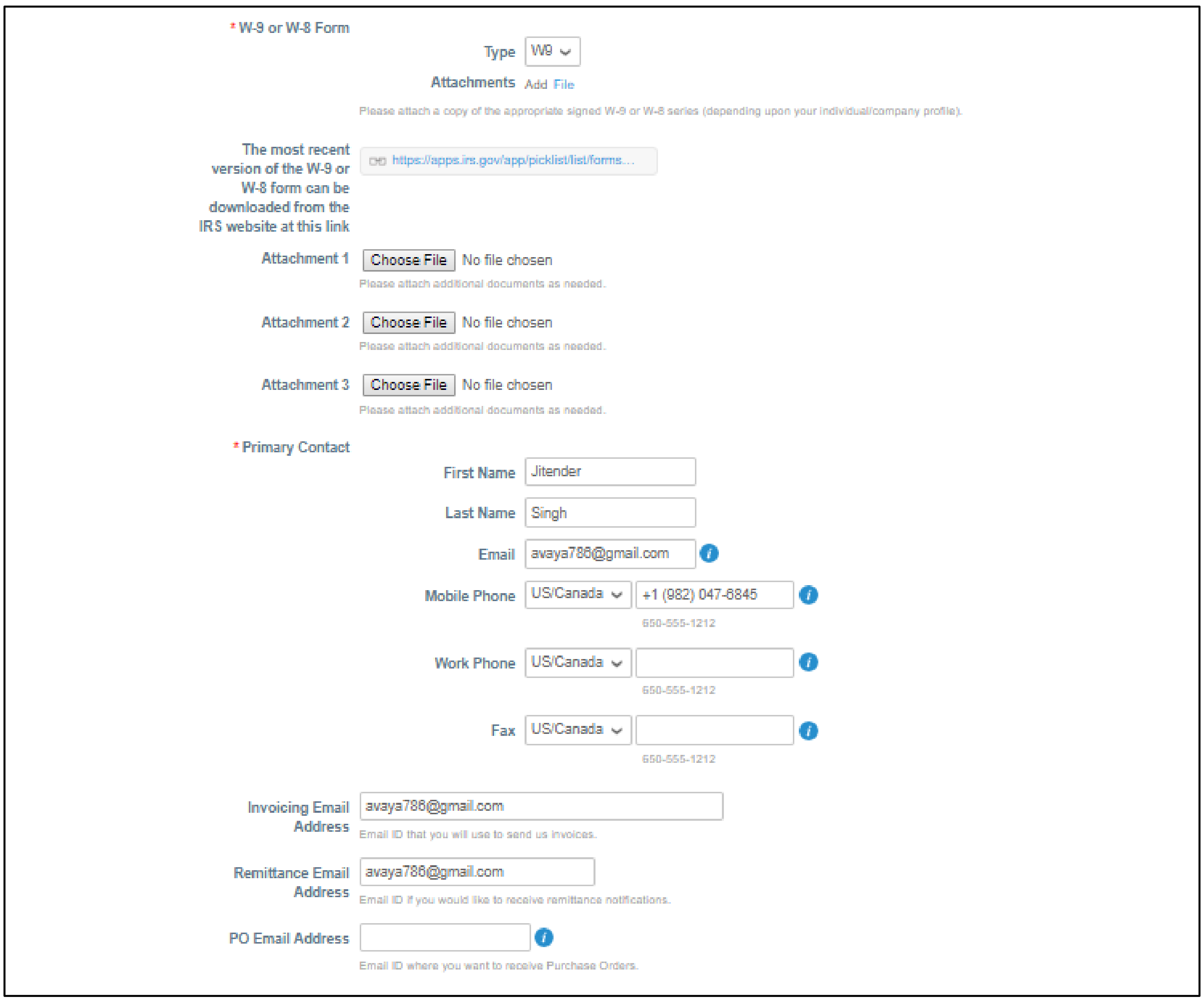

Supplier Information Jitender Singh
* Supplier Legal Name Jitender Singh
Please provide your company's legal name.
DBA or Trading Name Jitender Singh
Please provide the trade name/DBA if different from your Legal Name. For Suppliers in Taiwan, please enter the legal name in local language in this field.
Federal Tax ID 123456789
International Tax ID
VAT/GST ID, Canadian GST/HST and QST Business #, Australian Business No.
* Supplier Classification (USA) C Corporation
* Will the income earned be effectively connected with your US Trade or Business? Yes
Please enter "YES" only if the following conditions apply to your company: (1) Has a trade or business in the US (2) Will be filing a US Tax Return with the IRS (3) Has obtained a US Taxpayer ID Number to submit these returns. Otherwise, please enter "NO"
* Nature of Goods/Services Advertising (event sponsorship)
Select Type of Good/Services your company will provide.
* Software Purchase Details
- Services
- Lease of Hardware/Equipment
- Hosted Software
- Lease of Data connection
- Installed Software
- Other
- N/A

If Software has been selected above, please choose the type of Software. If Software has not been selected above, please select "N/A".

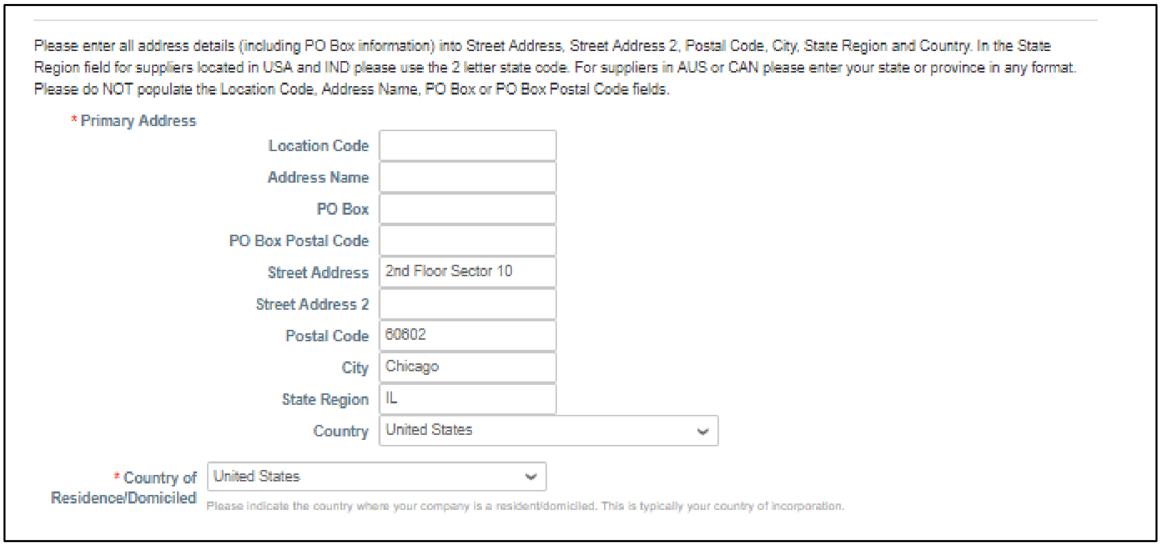
    e. **W-9 or W-8 Form**: Choose the form you are attaching from the drop down and attach the latest signed version in the attachment field. We require suppliers to have a form signed within the last 12 months. We will request new forms every three years.

5. For our suppliers working with Morningstar entities outside the US:
    a. Organization Type: Please select Organization or Individual from the drop down
    b. For our suppliers in India working with Morningstar entities in India:
        i. **PAN No:** Please provide your PAN number in this field
        ii. **Supplier Classification (IND):** Please select your classification from the drop down.

6. **Primary Contact**: Update the Primary Contact details such as First Name, Last Name, Email address (these 3 are required fields), Mobile Phone, Work Phone, Fax no, Invoicing Email Address (the email you will use to send us AP invoices) , Remittance Email Address (if you would like us to send you Remittance notifications when an invoice is paid in our ERP, please include it here) & PO Email Address (in the future, we may require Purchase Orders on our transactions with you. This is the email where you would like us to send those P.O.s).


* W-9 or W-8 Form
Type W9
Attachments Add File
Please attach a copy of the appropriate signed W-9 or W-8 series (depending upon your individual/company profile).
The most recent version of the W-9 or W-8 form can be downloaded from the IRS website at this link https://apps.irs.gov/app/picklist/list/forms....
Attachment 1 Choose File No file chosen
Please attach additional documents as needed.
Attachment 2 Choose File No file chosen
Please attach additional documents as needed.
Attachment 3 Choose File No file chosen
Please attach additional documents as needed.
* Primary Contact
First Name Jitender
Last Name Singh
Email avaya786@gmail.com
Mobile Phone US/Canada +1 (982) 047-6845
650-555-1212
Work Phone US/Canada
650-555-1212
Fax US/Canada
650-555-1212
Invoicing Email Address avaya786@gmail.com
Email ID that you will use to send us invoices.
Remittance Email Address avaya786@gmail.com
Email ID if you would like to receive remittance notifications.
PO Email Address
Email ID where you want to receive Purchase Orders.

7. **Primary Address:** Please read the instructions in the address fields carefully and enter information only in the Street Address, Street Address 2, Postal Code, City, State Region and Country Fields. State/Region is required for suppliers in US (2 letter abbreviation only), India (2 letter abbreviation only), Australia (any format) and Canada (any format).


Please enter all address details (including PO Box information) into Street Address, Street Address 2, Postal Code, City, State Region and Country. In the State Region field for suppliers located in USA and IND please use the 2 letter state code. For suppliers in AUS or CAN please enter your state or province in any format. Please do NOT populate the Location Code, Address Name, PO Box or PO Box Postal Code fields.

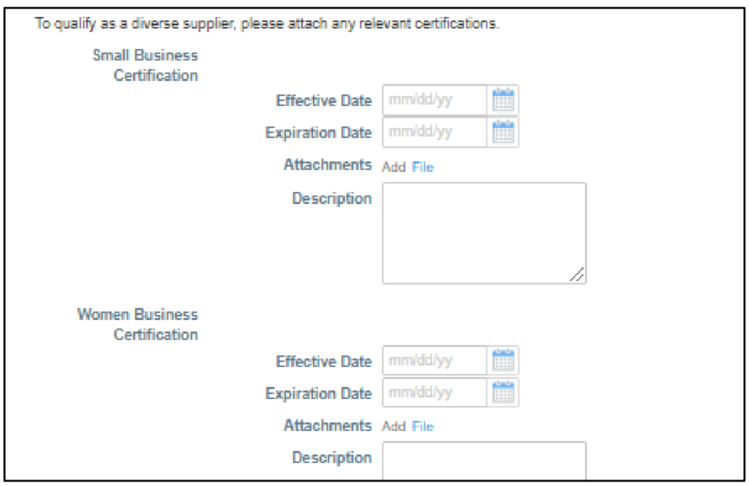
* Primary Address

Location Code	
Address Name	
PO Box	
PO Box Postal Code	
Street Address	2nd Floor Sector 10
Street Address 2	
Postal Code	60602
City	Chicago
State Region	IL
Country	United States

* Country of Residence/Domiciled: United States

Please indicate the country where your company is a resident/domiciled. This is typically your country of incorporation.

8. **Supplier Diversity & Compliance**


To qualify as a diverse supplier, please attach any relevant certifications.

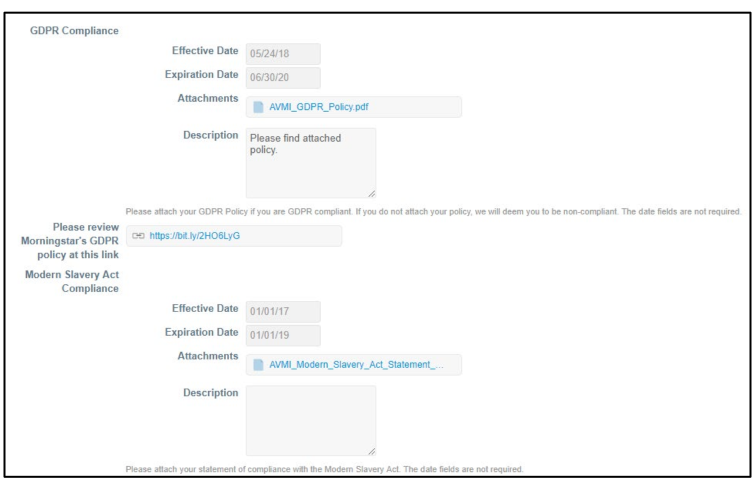
Small Business Certification

Effective Date: mm/dd/yy
Expiration Date: mm/dd/yy
Attachments: Add File
Description

Women Business Certification

Effective Date: mm/dd/yy
Expiration Date: mm/dd/yy
Attachments: Add File
Description

a. For suppliers working with our entities in US and CAN, please complete this section if your company classifies as a diverse supplier.


GDPR Compliance

Effective Date: 05/24/18
Expiration Date: 06/30/20
Attachments: AVMI_GDPR_Policy.pdf
Description: Please find attached policy.

Please attach your GDPR Policy if you are GDPR compliant. If you do not attach your policy, we will deem you to be non-compliant. The date fields are not required.

Please review Morningstar's GDPR policy at this link: https://bit.ly/2HO6LyG

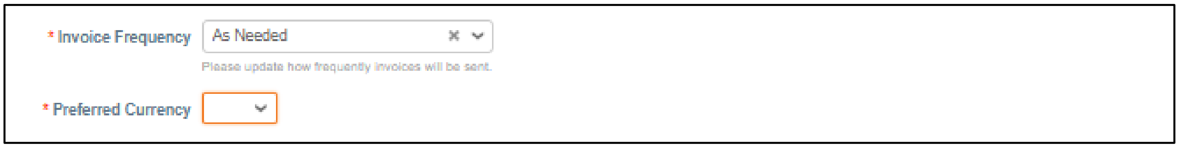
Modern Slavery Act Compliance

Effective Date: 01/01/17
Expiration Date: 01/01/19
Attachments: AVMI_Modern_Slavery_Act_Statement_...
Description

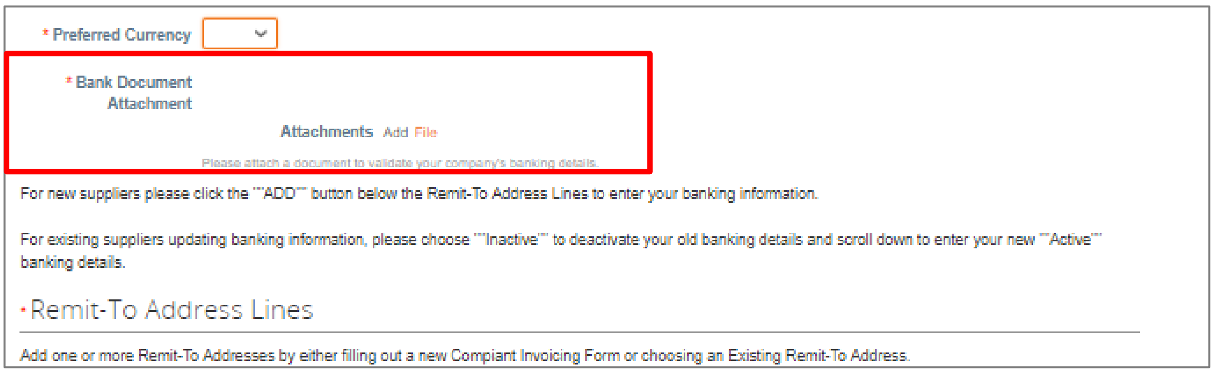
Please attach your statement of compliance with the Modern Slavery Act. The date fields are not required.

b. For Suppliers working with our entities in EMEA, please review and update the GDPR and Modern Slavery Act Compliance sections as applicable.

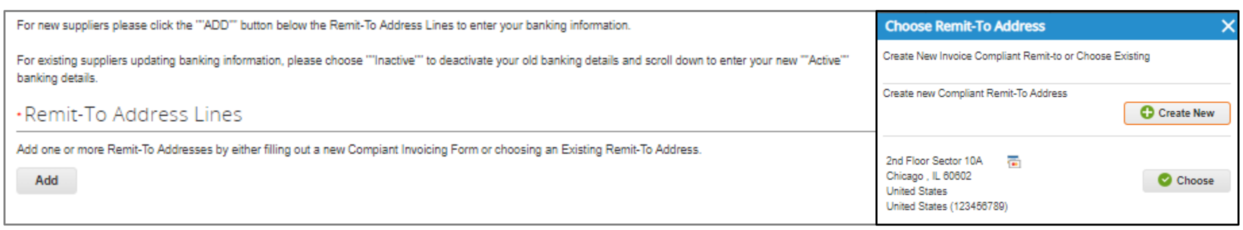
9. **Invoice Frequency and Currency** - Please indicate how often you'll send us invoices and the currency of those invoices.

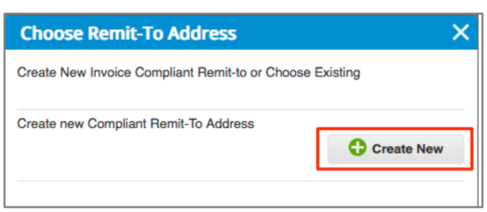


10. **Banking Details-** Please attach a document we can use to verify your banking details, such as a letter from your bank or an ACH authorization letter from your company with the banking details. This field can be found below Preferred Currency and above the Remit to Address Lines section. You will also be required to enter those banking details in the Remit to Address Section. Please see step 14 for more information.



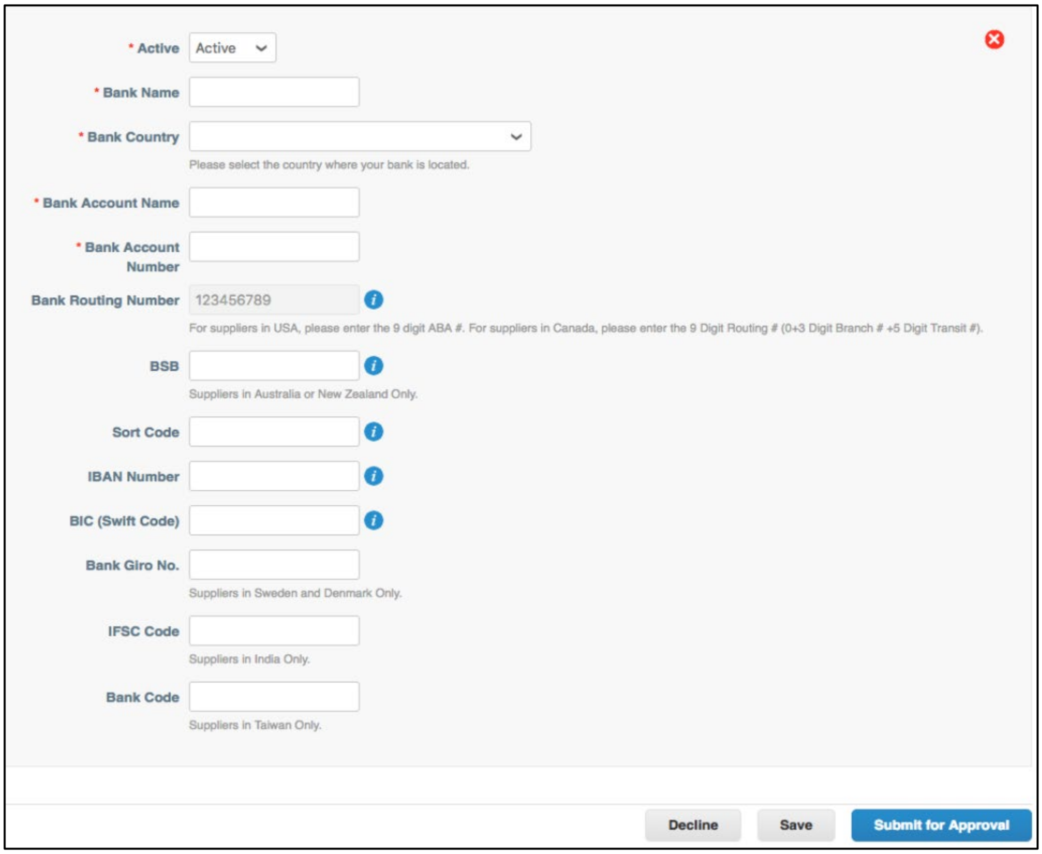
11. **Remit to Address Lines**- this is the section where you are required to enter your banking details. To expand this section, please click the ADD button under Remit to Address Lines. If you have registered on the CSP, please choose your legal entity Remit-To Address. If you have not registered, please proceed to step 16.



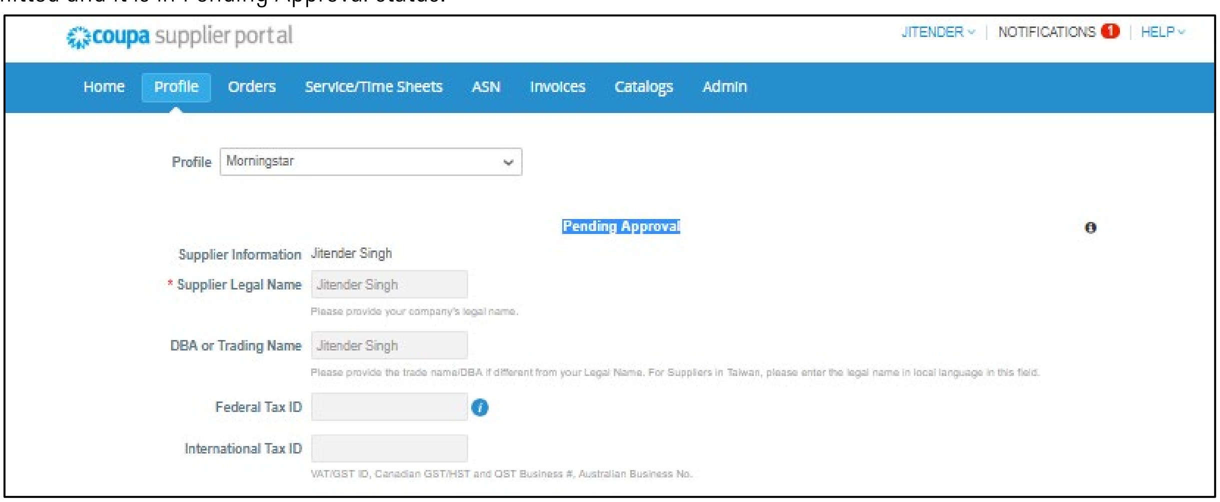


12. If no Remit-To has been created on your CSP account, click **"Create New"** to open the Legal Entity Wizard to set one up. See **Manage Company Information** and **Create Legal Entity Section** above for more details on this step.

13. The banking details entry form will open, please enter your Bank Name, the Bank Country and enter/edit your banking details as needed.



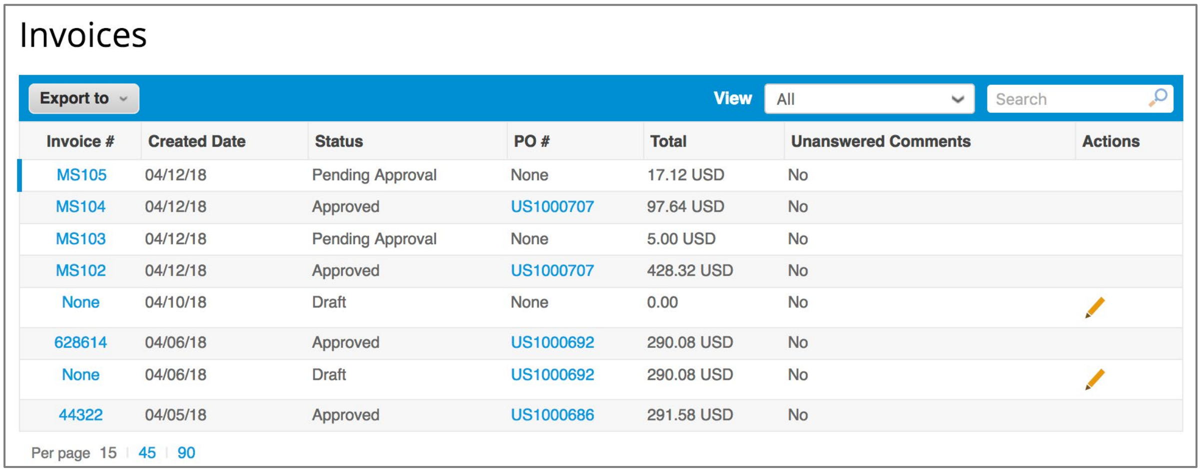
14. Select the **Submit for Approval** button at the bottom of the page. You will see a pop-up that says your form has been submitted and it is in Pending Approval status.



15. Our Financial Shared Services Supplier Management team will review your form to ensure everything is filled out correctly and we have all the information we need. If everything is ok, we'll approve it and your supplier record will be created in Coupa. If we are missing anything, we'll reject the form and let you know what is required to ensure your form is approved.

Other CSP Functionality

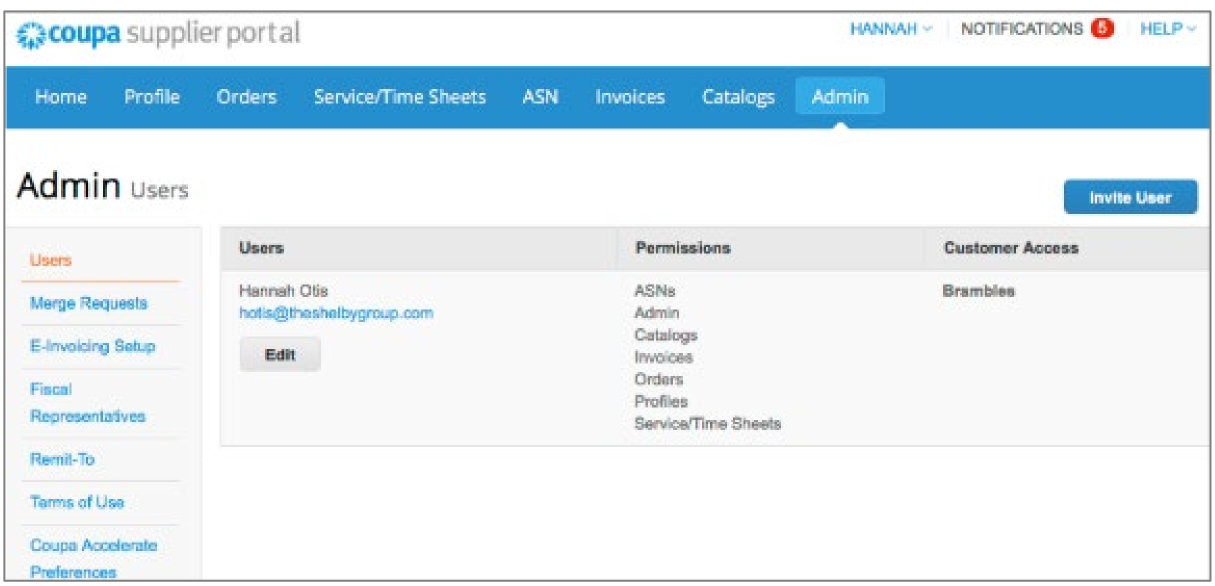
1. Invoices



Invoices

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
MS105	04/12/18	Pending Approval	None	17.12 USD	No	
MS104	04/12/18	Approved	US1000707	97.64 USD	No	
MS103	04/12/18	Pending Approval	None	5.00 USD	No	
MS102	04/12/18	Approved	US1000707	428.32 USD	No	
None	04/10/18	Draft	None	0.00	No	
628614	04/06/18	Approved	US1000692	290.08 USD	No	
None	04/06/18	Draft	US1000692	290.08 USD	No	
44322	04/05/18	Approved	US1000686	291.58 USD	No	

- Selecting the **"Invoices"** tab from the menu will take you to a screen where you can view invoices. This will provide a summary of all previously entered invoices. Clicking on the blue invoice number will open the invoice.
- This screen provides a real-time view into the current stage of the invoice status.
    1. **"Approved"** status indicates the invoice has been processed for payment.
    2. **"Draft"** invoices have not been submitted to Morningstar and can be edited by clicking on the pencil icon in the "Actions" column.
    3. **"Pending Approval"** indicates the invoice is pending approval in Coupa by Morningstar

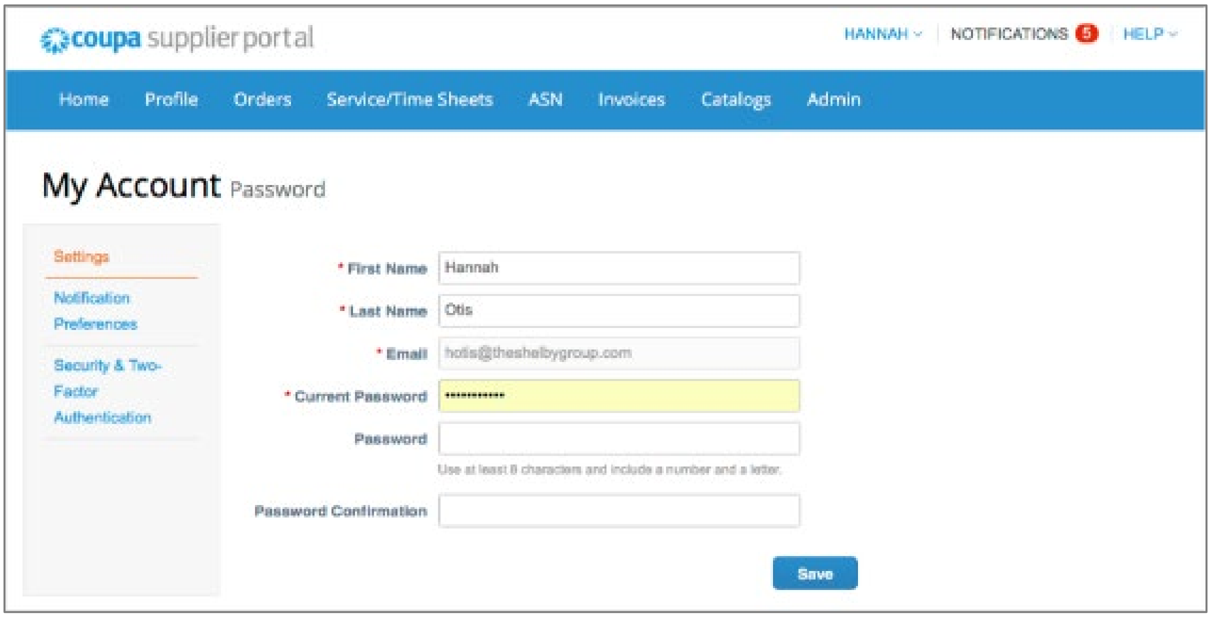


- Selecting the **"Admin"** icon from the menu will take you to a screen where you can administer the users, general company information, merge requests with already existing CSP portals for your company, and remit to addresses for the CSP.
- Each company will have one specific CSP administrator. This is typically the person who received the invitation request from Morningstar.
- Selecting **"Users"** will provide functionality to add other users in your company to utilize the CSP. You can set

their permissions and the customers they can view. You can also transfer the administrative role to another user in your company.

- Selecting **"Merge Requests"** will allow you to merge with any other CSP profiles from your company. This may happen if you have many divisions and customers using Coupa. Use this feature to keep them all together in the CSP.
- Selecting **"Remit To"** allows you to add or change your remit to address in the CSP.

2. My Account



Selecting the **"Account Settings"** option from the dropdown under your name will take you to a screen where you can change your log-in information for the CSP.

- In this screen you can add a photo, change your name, e-mail address and password.
- Selecting the **"Log Out"** icon from the dropdown under your name will log you out of the CSP and bring you back to the log-in screen.

Helpful Hints & Where to Go for Help

- If you need any assistance with the CSP registration process or completing our Supplier Information Management forms, please email MorningstarSupplierMgmt@morningstar.com.

- The recommended browser for Coupa is Chrome. We have experienced functionality and navigation issues using Internet Explorer.

- Please be aware of the autofill settings on your browser. If they are turned on, data may populate incorrectly in the forms.