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Coinbase Vendor Registration Help Guide (via Zip Portal)

Approved Vendors will receive an invitation to register through Coinbase's Vendor Portal (hosted securely by Zip).

What to Expect:

Vendor Registration will require the company representative to complete the following tasks:
- Complete Vendor Form
- Complete Business Form
- Complete Tax Form and/or upload a valid W9/W8 if working with a Coinbase entity
- Complete Payment/ Banking information

1. You will receive an email from ZIP Notifications <notifications@ziphq.com> with the subject line: **[Action required] You've been invited to work with Coinbase.**


2. Click on **Get Started**, you will be prompted to log in to the Vendor Portal and create a password.
   a. Creating login credentials for the vendor portal allows you to pause if need be, and come back and finish supplying the requested information later on.
   b. Your email address will be your login name for the vendor portal. It is automatically filled in for you, and cannot be changed. This provides security both for your company and for your potential customer. Simply enter a new password that meets the specified criteria in the **New Password** field. Then, enter it again in the **Confirm New Password** field and click **Submit**.

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3. Complete all Questionnaires. To begin, you can either click the link for the questionnaire or click the **Complete** button to the right of the questionnaire.As you respond to each question, your responses are saved automatically. Click **Mark as Complete** when you are finished.
   a. You can now close the browser tab containing the survey. If you refresh the main page of the vendor portal, a check mark appears next to the completed survey, so you can see at a glance which items are still outstanding.
4. Click on the **Upload** button to the right of Upload W-8 OR W-9 to upload the file.
   NOTE: Coinbase Global Inc, and its affiliated US entities are required by the IRS to collect a W-9 from US vendors or W-8 from International vendors.
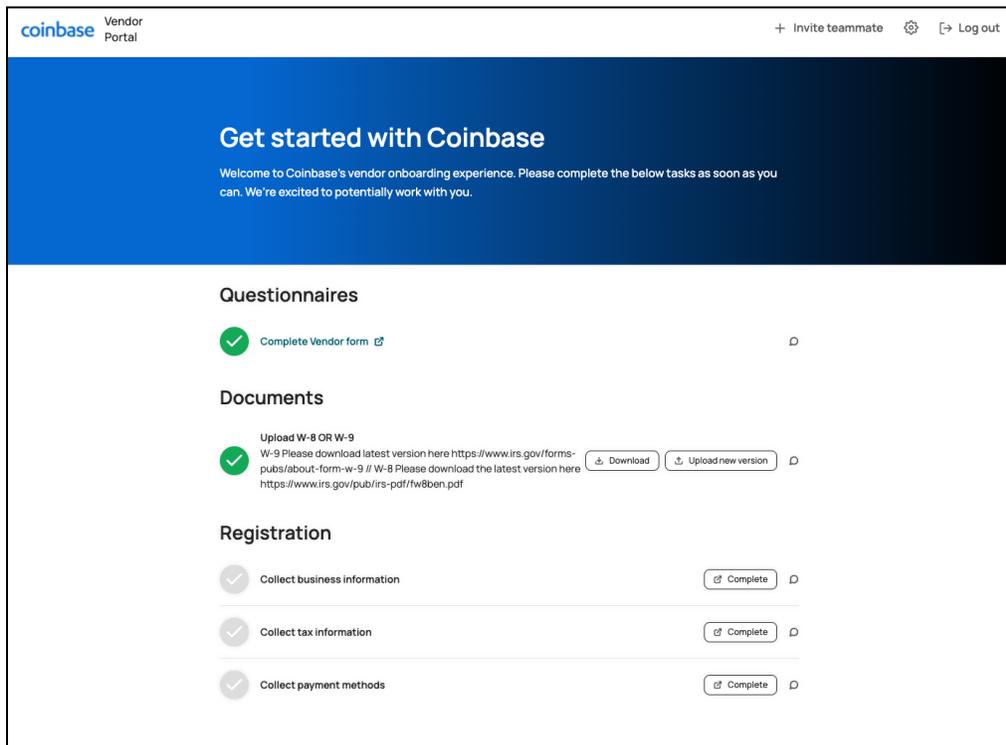
5. To invite a teammate to the vendor portal**,** click **+ Invite teammate** at the upper right-hand corner of the page to invite them to the vendor portal.
   a. The **Invite teammate** page appears. Simply fill in your associate's details, optionally enter a message to your associate, and then click Send **invite**. Zip immediately sends an email message to the specified person, containing your note (if any) and a link to log in to the vendor portal.
6. To download a document template and Upload a Completed Document, in the **Documents** section of the main vendor portal page, Coinbase will list any required documents.
   a. Click the **Template** link to download the template file.
   b. Once you have completed the requested document, click the **Upload** button to the right of the corresponding document name on the vendor portal, to upload the file.

c. Browse to the document file on your network or local device, and select the file to upload it.

Once the upload has completed, the vendor portal shows a new **Download** button that you can use to download the file you had previously uploaded. You can also use the **Upload new version** button to replace the document file with a newer version.

7. If you need to ask a question or leave a comment for the Coinbase Vendor Management team, there are a couple of ways you can go about it.

a. If your question or comment relates to a specific question in a questionnaire, position your mouse cursor in the upper right-hand corner of the question. The option to **Add a comment** appears, and you can click it to open the comment dialogue

b. Alternatively, on the main page of the vendor portal, click the speech bubble icon to the right of the questionnaire or document that your question or comment is about.

What to expect after completing all vendor questionnaires:

1) All questionnaires and tax forms (if applicable) in ZIP will be reviewed for completeness before they can be approved

2) Once approved, you will receive an email with next steps and invoice requirements

3) If you are providing services for a **Coinbase US entity**, you will receive an email invitation from Coupa Supplier Portal (CSP) to connect with us with the subject line "Coinbase has added you as a supplier on the CSP". Note: If you cannot find it in your inbox, please check your spam inbox. The sender of this email is: do_not_reply@supplier.coupahost.com