Welcome to the Snap Supplier Registration User Guide

Completing this process is the first step in receiving payments as a Snap Supplier.
Please ensure you have the following information and documents ready before starting the registration process.

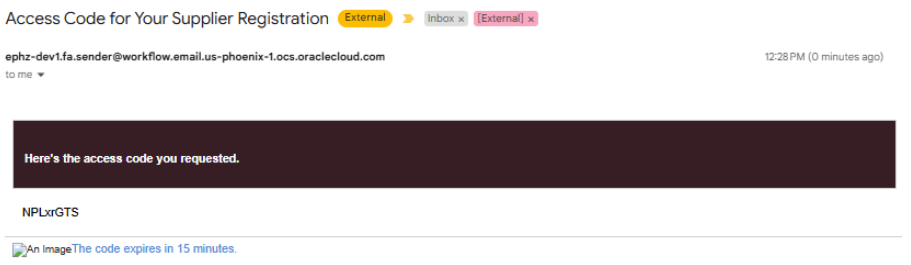
1. **Compliance Approval Number**: This is the issued Iron Clad approval number.
2. **Payment Information** on company or bank letterhead (attachment is required).
3. **Valid Tax Document**: one of the following documents must be attached (attachment is required).
    a. If your business is not registered in the United States and you are not working with a US Snap entity, such as Snap Inc or Snap LLC, a tax document is not required.

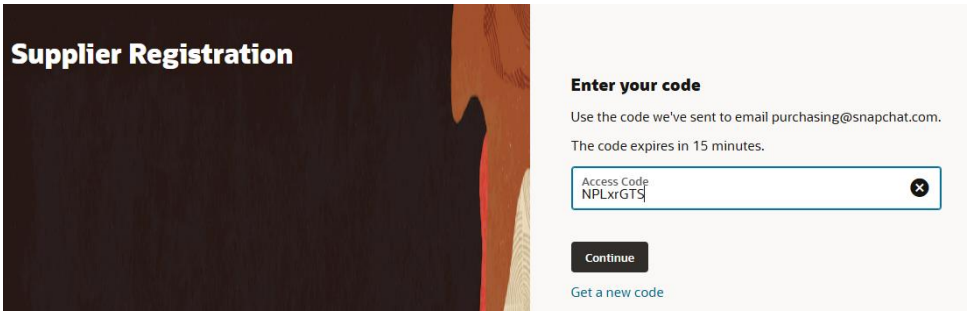
Classification	Tax Form	Instructions
United States Resident	IRS W-9	IRS W-9 Instructions
Non-US Individual*	IRS W-8BEN Individual	W-8BEN Instructions
Non-US Entity or Corporation*	IRS W-8BEN-E Entity	W-8BEN-E Instructions
Non-US Individual or entity ***and*** not associated with a Snap US entity	Documentation is not required	Enter your local tax ID in the Taxpayer ID field and Vat ID in the Tax Registration Number field

---

1. Validate your email

Enter an email address you have access to. Oracle will email an access code to the email address provided at this state. That access code is required to start the registration process.



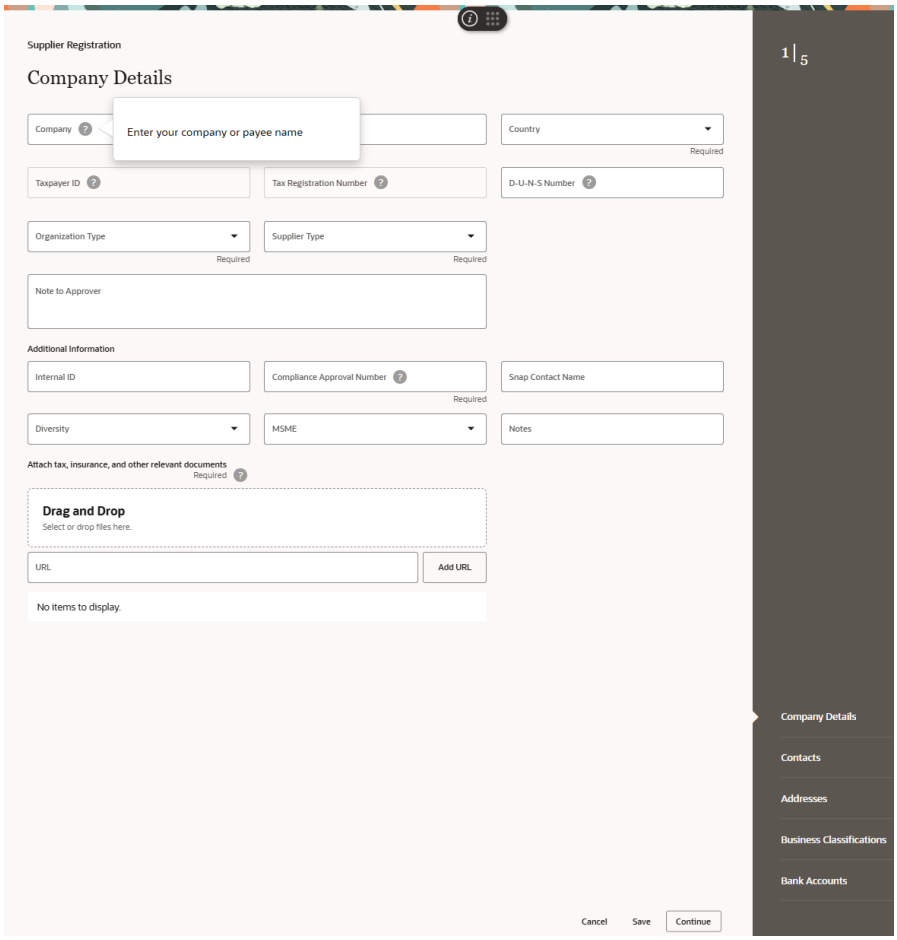


2. Company Details

Complete each required field on the page. Hover over the help text for additional information

Supporting documents should be added to this page using the Drag and Drop field.

- A supporting bank document is required for all suppliers. If this is not supplied, it will delay registration approval.
- If the payee is in the United States a completed IRS W-9 required. If the payee is outside the United States and being paid from Snap Inc, Snap LLC or PSA then a completed IRS W-8 is required.
- If the company is classified as MSME a supporting MSME certificate must be attached.



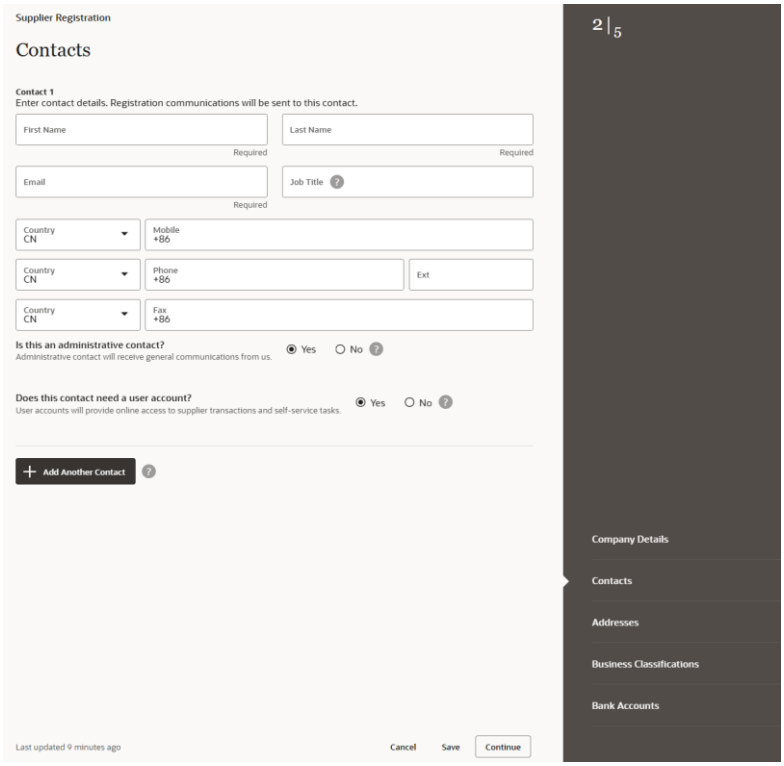
Click **Save** to make sure the information entered is saved. Clicking save allows you to leave and come back to finish the registration later.

Click **Continue** to move onto the next page.

3. Contacts

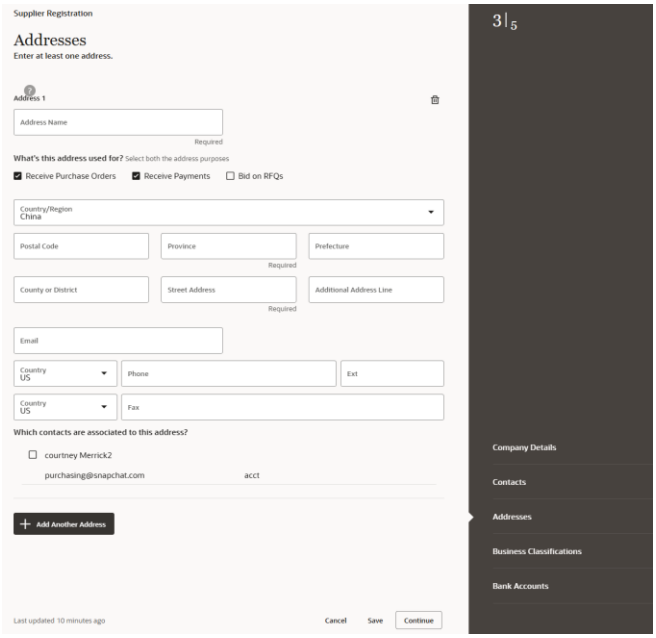
Contacts will receive general emails about the account and, depending on the access level, will be able to make changes to the account.

Contacts can also be used to drive notifications. Use the Job Title to identify emails that should receive Purchase Order copies or payment notifications.



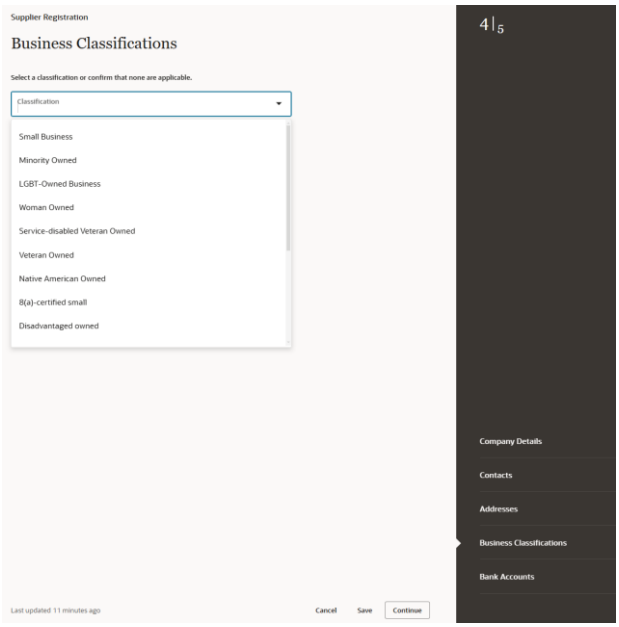
3. Address

Enter the business address. Receive Purchase Orders **and** Receive Payments must be checked to move forward.



4. Business Classifications

Select a Classification that applies. If this does not apply leave blank or select *None of the classifications are applicable*.

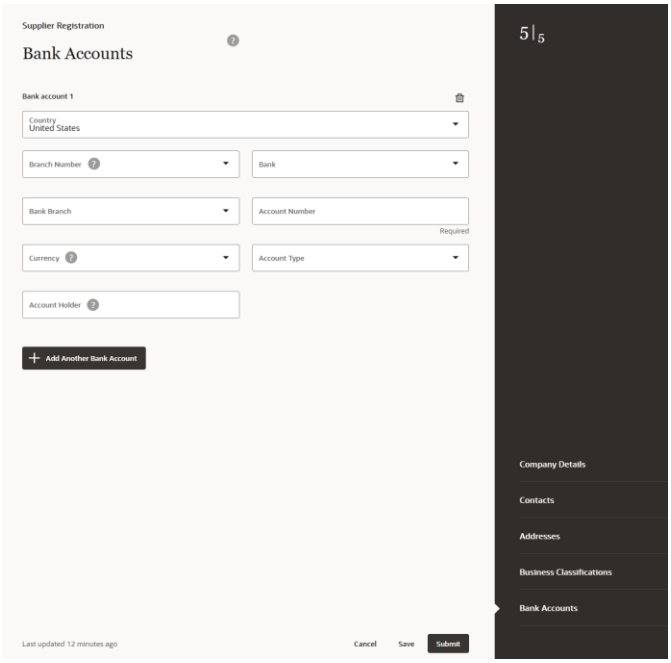


5. Bank Accounts

Complete each required field on the page. Hover over the help text for additional information
The required fields will be determined based on the bank's country.

*If you cannot locate the required bank, branch and/or branch number in the drop down, **leave it blank**. The Supplier team will update the missing details during the approval process.

Add a currency only if the bank account is restricted to a specific currency. If the bank account accepts multiple currencies, leave the Currency field blank.



6. Submit

Once all information is entered click **Submit**
If any errors pop up use the page directly on the right-hand side of the page to transfer to that page.

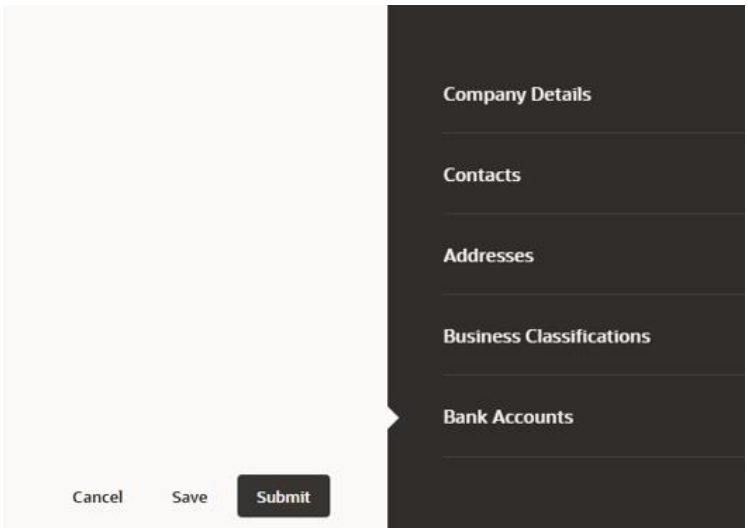
Once submitted a Success page will appear.

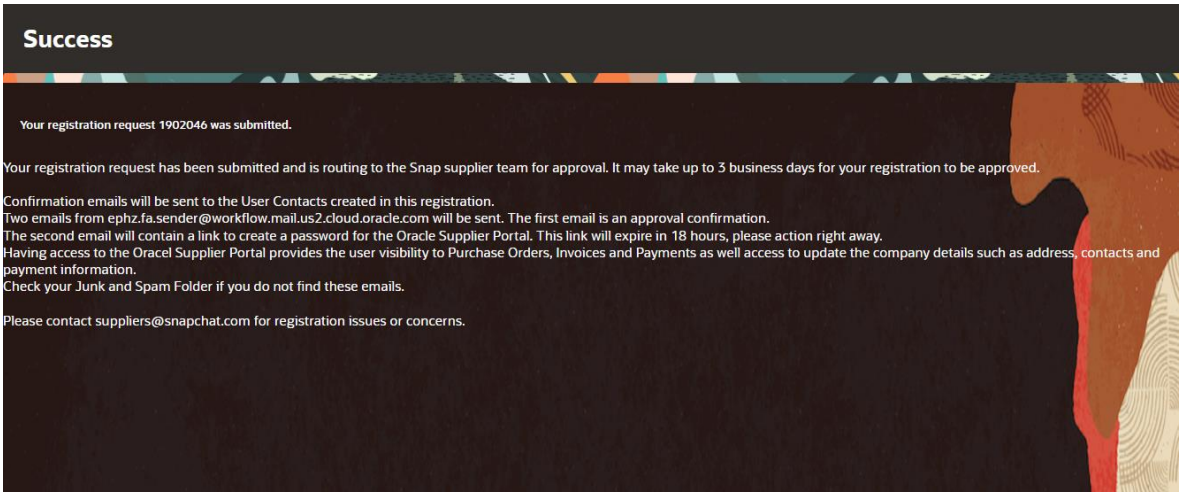
Next Steps

Once submitted the registration goes through an approval review process. If additional information is needed the email address on file will receive a request from Suppliers@snapchat.com.

Complete registrations are approved within 3 business days. A delay in receiving documents or details will cause a delay in the approval.

Once approved a Welcome email will be sent to the email address used in this registration.





Snap Contacts

AP@SNAPCHAT.COM – Global Payment, invoice and account questions and concerns
AP.INVOICES@SNAPCHAT.COM – Invoice submission only (not used for correspondence)
PURCHASING@SNAPCHAT.COM – Purchase Order questions and concerns
SUPPLIERS@SNAPCHAT.COM – Portal registration and supplier profile management questions and concerns
Additional information can be found on this Snap page Purchase Orders and Payments