

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 **Org ID** assigned to your account in Story Studio.
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

Ready to Register! Follow this link > [Snap Supplier Registration Link](#)

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.



The screenshot shows the 'Supplier Registration' page with a dark background and a stylized orange and black graphic on the right. The main heading is 'Supplier Registration'. Below it, the section 'Enter your email' is displayed. It includes the instruction 'Get a one-time access code to start.' and a text input field labeled 'Email' with a 'Required' label to its right. A 'Send Access Code' button is positioned below the input field.

Access Code for Your Supplier Registration External > Inbox x [External] x

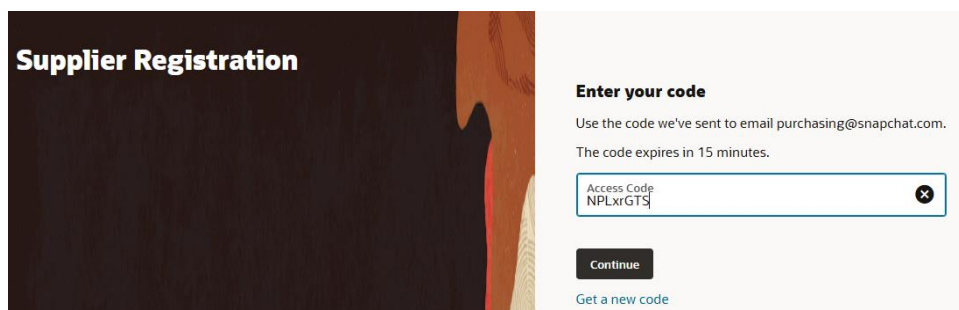
ephz-dev1.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com
to me ▾

12:28 PM (0 minutes ago)

Here's the access code you requested.


NPLxrGTS

 An imageThe code expires in 15 minutes.



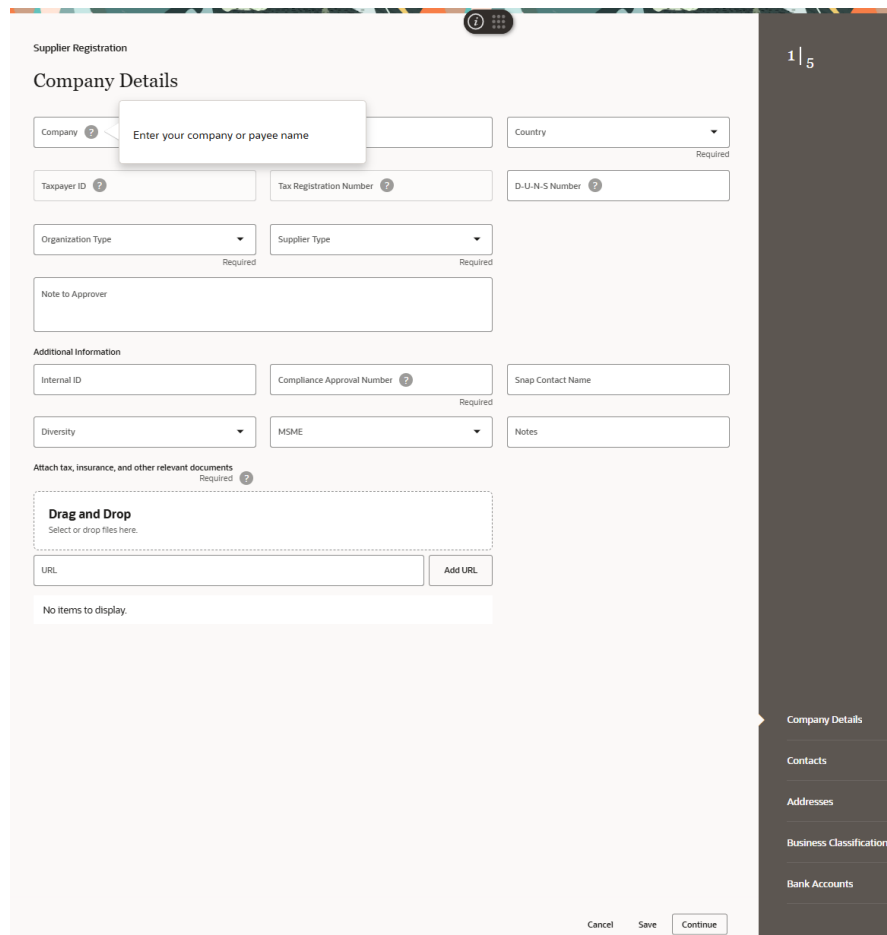
The screenshot shows the 'Supplier Registration' page with a dark background and a stylized orange and black graphic on the right. The main heading is 'Supplier Registration'. Below it, the section 'Enter your code' is displayed. It includes the instruction 'Use the code we've sent to email purchasing@snapchat.com. The code expires in 15 minutes.' and a text input field labeled 'Access Code' with the value 'NPLxrGTS' and a close button (X) to its right. A 'Continue' button is positioned below the input field. At the bottom, there is a link 'Get a new code'.

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.

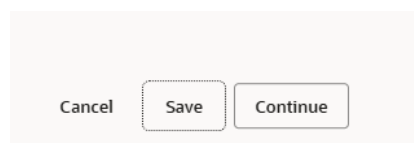
- **Supplier Type:** Select **RevShare**. This ensures proper classification.
- A supporting bank document is required for all suppliers. If this is not supplied, it will delay registration approval.
- If the payee is in the United States a completed **IRS W-9** required. If the payee is outside the 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.



The screenshot shows the 'Supplier Registration' form, specifically the 'Company Details' section. The form includes fields for Company name (with a tooltip 'Enter your company or payee name'), Country, Taxpayer ID, Tax Registration Number, D-U-N-S Number, Organization Type, and Supplier Type. There is a 'Note to Approver' text area. Below these are 'Additional Information' fields: Internal ID, Compliance Approval Number, Snap Contact Name, Diversity, MSME, and Notes. A section for 'Attach tax, insurance, and other relevant documents' features a 'Drag and Drop' area with the instruction 'Select or drop files here.', a 'URL' input field, and an 'Add URL' button. At the bottom right, there are 'Cancel', 'Save', and 'Continue' buttons. A sidebar on the right shows a progress indicator '1 | 5' and a list of steps: 'Company Details' (active), 'Contacts', 'Addresses', 'Business Classifications', and 'Bank Accounts'.

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.



This image is a close-up of the bottom right corner of the form, showing three buttons: 'Cancel', 'Save', and 'Continue'.

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.

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name Required Last Name Required

Email Required Job Title ?

Country CN Mobile +86

Country CN Phone +86 Ext

Country CN Fax +86

Is this an administrative contact?
Administrative contact will receive general communications from us. ☒ Yes ☐ No ?

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. ☒ Yes ☐ No ?

[+ Add Another Contact](#) ?

Last updated 9 minutes ago

Cancel Save Continue

2 | 5

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

3. Address

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

Supplier Registration

Addresses

Enter at least one address.

Address 1 ?

Address Name Required

What's this address used for? Select both the address purposes

☒ Receive Purchase Orders ☒ Receive Payments ☐ Bid on RFQs

Country/Region China

Postal Code Province Prefecture

Country or District Street Address Additional Address Line

Email

Country US Phone Ext

Country US Fax

Which contacts are associated to this address?

☐ courtney Merrick2
purchasing@inapchat.com acct

[+ Add Another Address](#)

Last updated 10 minutes ago

Cancel Save Continue

3 | 5

Company Details

Contacts

Addresses

Business Classifications


Bank Accounts

4. Business Classifications

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

The screenshot shows the 'Business Classifications' section of the Supplier Registration form. A dropdown menu is open, displaying a list of classification options: Small Business, Minority Owned, LGBT-Owned Business, Woman Owned, Service-disabled Veteran Owned, Veteran Owned, Native American Owned, 8(a)-certified small, and Disadvantaged owned. The form includes a 'Cancel' button, a 'Save' button, and a 'Continue' button. A sidebar on the right contains navigation links: Company Details, Contacts, Addresses, Business Classifications (which is highlighted), and Bank Accounts. The page number '4 | 5' is visible in the top right corner.

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.

The screenshot shows the 'Bank Accounts' section of the Supplier Registration form. It features a form for 'Bank account 1' with fields for Country (United States), Branch Number, Bank, Bank Branch, Account Number (marked as Required), Currency, Account Type, and Account Holder. A '+ Add Another Bank Account' button is located below the form. The sidebar on the right contains navigation links: Company Details, Contacts, Addresses, Business Classifications, and Bank Accounts (which is highlighted). The page number '5 | 5' is visible in the top right corner.

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.

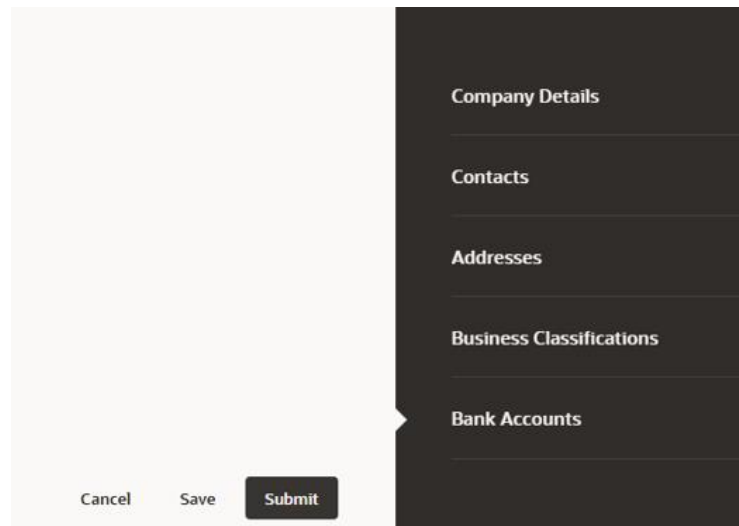
Once submitted a Success page will appear.

Next Steps

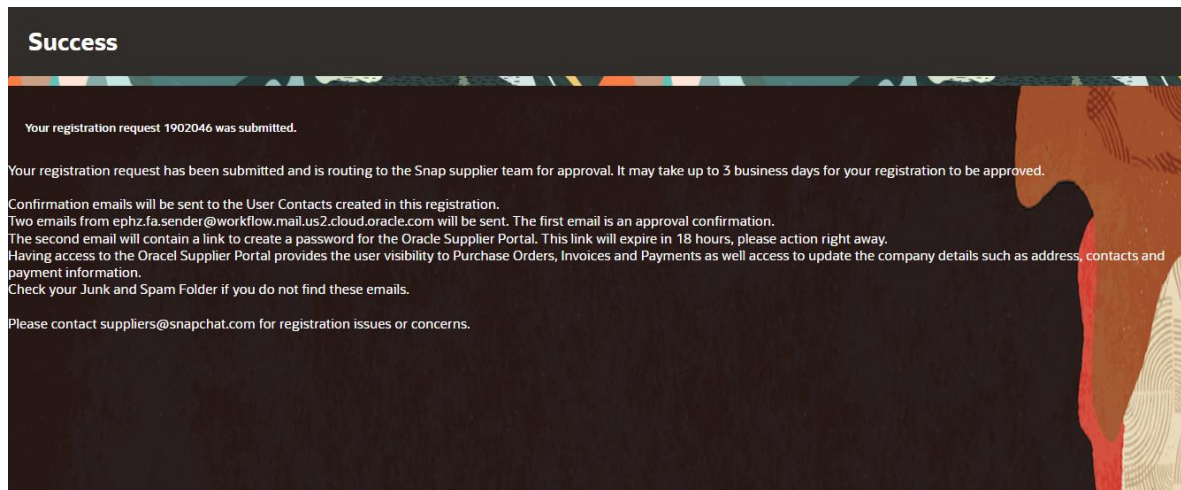
Once submitted the registration goes through an approval review process. If additional information is needed the email address on file will receive a request from Suppliers@snapchat.com.

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.



The image shows a registration form interface. On the right side, there is a dark sidebar with white text listing navigation options: "Company Details", "Contacts", "Addresses", "Business Classifications", and "Bank Accounts". The "Company Details" option is currently selected. The main area on the left is a light gray form. At the bottom of the form, there are three buttons: "Cancel", "Save", and "Submit".



Snap Contacts

AP@SNAPCHAT.COM – Global Payment, invoice and account questions and concerns

SUPPLIERS@SNAPCHAT.COM – Portal registration and supplier profile management questions and concerns