

Welcome to Snap's new Supplier Portal!

You should have received an email from your Snap contact with a link to the Supplier Portal, a Compliance Approval Number and this guide to walk you through the steps needed to complete the onboarding process. If you have not received the Compliance Approval Number you will not be able to sign up for the portal as it is a mandatory requirement. Please work with your Snap contact to get that information.

Before you begin, the process will go faster if you have the following items readily available:

- Compliance Approval Number
- D-U-N-S number or Taxpayer ID or Taxpayer Registration Number
- If US based supplier - a copy of your W-9 Form
- Banking information
- Any other pertinent contact information or addresses

Once you click on the Oracle Supplier portal registration link you will be taken to the Register Supplier landing page. Please note that anytime you see a field with an asterisk (\*) next to it is required. Here you will need to fill out your Company Name, Tax Organization Type, Compliance Approval Number, and at least one of the following fields: D-U-N-S Number, Taxpayer ID, or Taxpayer Registration Number. If you are a US based supplier please upload your W-9 form by clicking the plus sign under Attachments.

Register Supplier: Company Details ?

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company

\* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments (Suppliers from United States are required to upload W9 Form)

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

Additional Information

Internal ID

\* Compliance Approval Number

Diversity

MSME

Once you have completed this section please scroll to the bottom and enter your contact information.

## Your Contact Information

Enter the contact information for communications regarding this registration.

\* **First Name**

\* **Last Name**

\* **Email**

\* **Confirm Email**

After completing this page click Next in the top right corner.

1 — 2 — 3 — 4 — 5 — 6

Company Details — Contacts — Addresses — Business Classificati... — Bank Accounts — Review

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

This will take you to the contacts page when you can edit, add and delete contacts for your Company. Please be sure that there is always an Administrative contact selected. Once you

[Next](#)

have added all necessary contacts please click .

On the Addresses section, click the plus/Create sign to add as many addresses as are needed.

## Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes.

Actions ▼ View ▼ Format ▼ [+ Create](#) [Edit](#) [Delete](#) [Freeze](#) [Detach](#) [Wrap](#)

Address Name	Address
No data to display.	

Columns Hidden 3

Once you click Create you will be redirected to the Create Address Screen. Please first select the Country associated with the location. The country will default based on the location of the Snap entity you are conducting business with. Please be sure to fill in the Address Name,

Country, Address Line(s), City or Town, and Postal Code. You can also associate a contact with each address. There is the option to select the address purpose - Ordering, Remit to, or RFQ or Bidding. After you have filled out all the necessary information click Ok to complete the step or Create Another to add additional locations.

#### Create Address

\* Address Name

\* Country

United Kingdom

▼

\* Address Line 1

Address Line 2

Address Line 3

\* City or Town

County

Postcode

\* Address Purpose

☐ Ordering

☐ Remit to

☐ RFQ or Bidding

Phone

44

▼

Fax

44

▼

Email

▲ Address Contacts

Select the contacts that are associated with this address.

Actions ▼ View ▼ Format ▼   Freeze  Detach  Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another OK Cancel

Once all the necessary addresses have been entered please click Next. This will take you to the Business Classification step. Snap is committed to creating a fair and inclusive culture. Please complete the Diversity information in your Profile tab. By doing so, you are helping Snap assess its supply base for internal analyses, reporting, and metrics, which may be made available in public reports. Please click the plus sign and fill out all pertinent information by clicking the down arrow under Classification and selecting the correct attribute.



## Register Supplier: Business Classifications ?

☐ None of the classifications are applicable

Actions ▼ View ▼ Format ▼ 

+

×

 Freeze  Detach  Wrap

Register Supplier: Business Classifications ?

UNBANS

CLASSIFICATIONS ACCOUNTS



Back Next Save for Later Register Cancel


☐ None of the classifications are applicable

Actions ▼ View ▼ Format ▼ 

+

×

 Freeze  Detach  Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
<div>▼</div>		▼			monthly	monthly	None	

Upon completion click Next to move on to the next step - Bank Accounts.



Under Register Supplier: Bank Accounts please click

On the Create Bank Account screen please select the appropriate country and enter the Bank, Bank Branch and Account Number or IBAN as well as currency. **\*\*Entering all this information correctly will help ensure that Snap payment proceeds in a timely manner\*\***

#### Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country	<input type="text"/>
Bank	<input type="text"/>
Branch	<input type="text"/>
Account Number	<input type="text"/>

IBAN	<input type="text"/>
Currency	<input type="text"/>

#### Additional Information

Account Name	<input type="text"/>	Agency Location Code	<input type="text"/>
Alternate Account Name	<input type="text"/>	Account Type	<input type="text"/>
Account Suffix	<input type="text"/>	Description	<input type="text"/>
Check Digits	<input type="text"/>		

#### Comments

Note to Approver

Create Another OK Cancel

Click OK upon completion or Create Another to add additional accounts. Click Next and you will be taken to a review screen. Please review all of the information for completeness and accuracy and click Register.

Company Details

Contacts

Addresses

Business Classification

Bank Accounts

Review

Review Supplier Registration: Sugar Plums LLC

Back Next Save for Later Register Cancel

Company Details

Company Sugar Plums LLC

Tax Organization Type LLC - C Corp

Supplier Type Supplier

Corporate Web Site

Additional Information

Internal ID

D.U.N.S Number 345678921

Tax Country

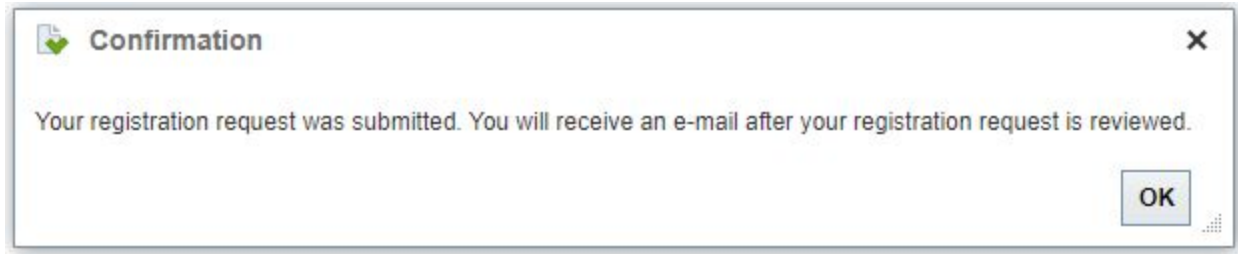
Taxpayer ID

Tax Registration Number

Note to Approver

Diversity

You will be greeted with the below pop up confirmation:



Congratulations! You have completed the onboarding process for the Snap Supplier Portal. Your information is now being routed to the Accounts Payable team for review and approval. Once approved you will receive several email notifications from the Supplier Portal and Purchase Requisition and Purchase Orders may not be completed in the system.

Should you have any questions or issues please contact [suppliers@snap.com](mailto:suppliers@snap.com)

### Registration Confirmation

You will receive several confirmation and set up emails from oracle.cloud.com once your supplier registration request has been reviewed and approved. The first email will be to confirm that your registration has been approved:

Your registration request to be a supplier for Setup Enterprise (BU GB 2015) was approved.

## Registration Request Details

**Registration Request** 4001

**Request Date** 12/13/2020

**Requested By** Papa Drosselmeyer

**Company** Sugar Plums LLC

The second email is a Welcome EMail and the text will be as shown below. Please note: you will not be resetting a password but creating a new one - so create a new password in both fields - the initial registration and password confirmation field. Passwords should be alphanumeric and contain a special character.

Dear Papa Drosselmeyer,

Congratulations! Your Snap Portal account has been successfully created.

Please follow the link below to reset your password.

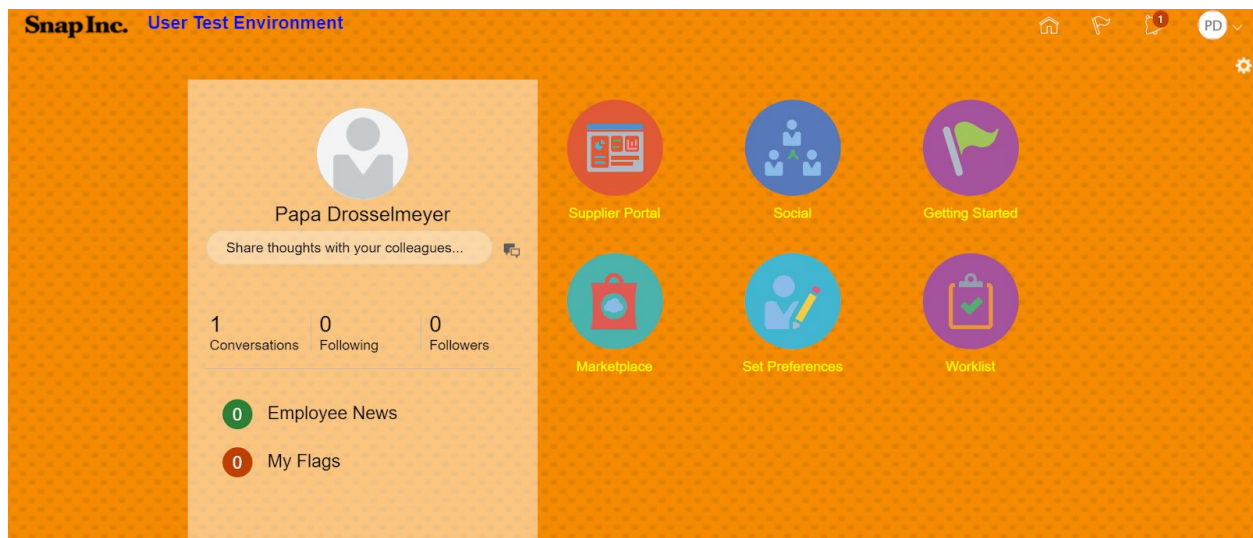
[https://ephz-test.fa.us2.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase\\_gid=8a937ee0832f472bb50b2e17ec25afab](https://ephz-test.fa.us2.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase_gid=8a937ee0832f472bb50b2e17ec25afab)

For any issues, contact [suppliers@snapchat.com](mailto:suppliers@snapchat.com).

Thank You,  
Snap Inc.

Finally, you will receive two other emails confirming the access levels granted within the portal and a welcome message from the Snap Procurement team.

After setting your password you will be taken to the home screen of the supplier portal:



For instructions on how to upload invoices, check status on invoices and other navigation needs please refer to the Guide to the Supplier Portal found on the [Snap Suppliers Reference page](#).