



Mersana Therapeutics Supplier Portal Registration User Guide

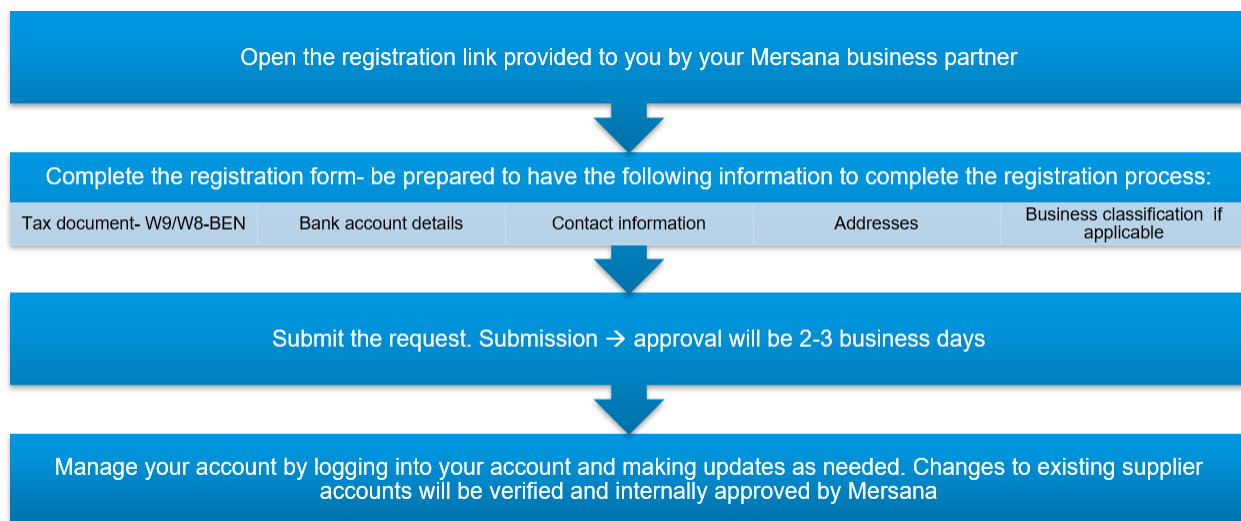


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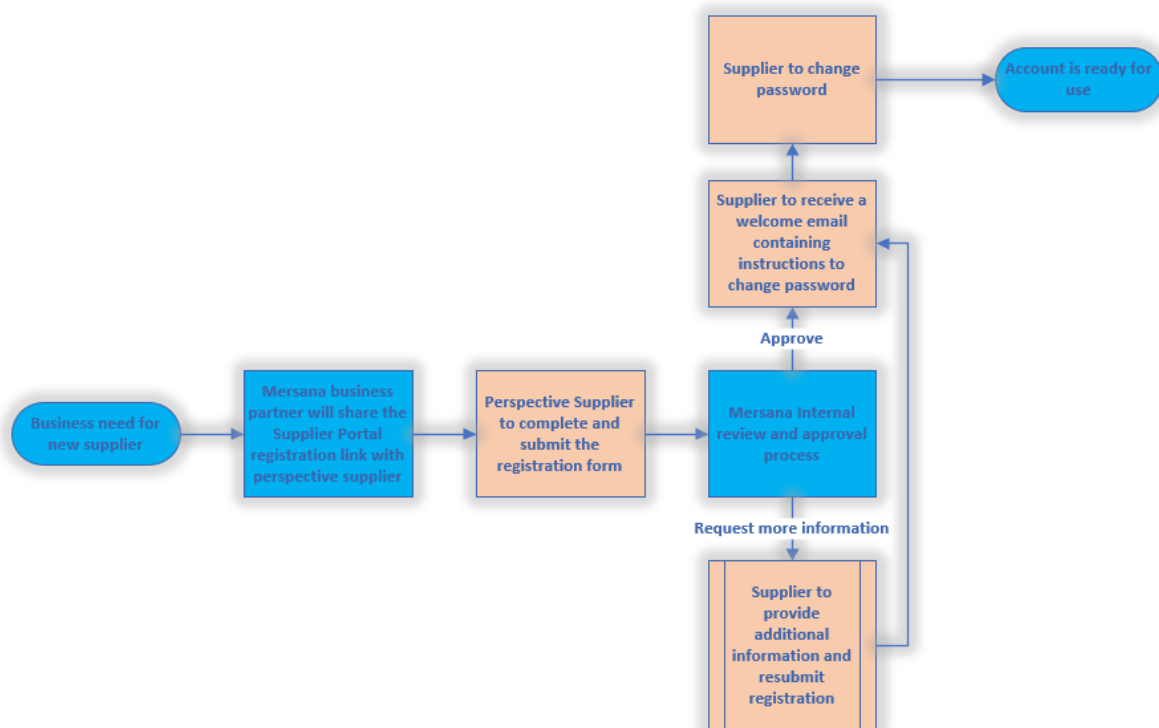


Registration Process





Registration Creation → Approval Workflow





1. Company Details

*Required fields are marked with an asterisk. Complete the following fields

1. Company name- Type- must match relevant tax doc: W-9 or W8-BEN
2. Tax Org Type: must match tax doc (W-9 or W8-BEN)
3. Corporate Web Site
4. D-U-N-S #: If applicable
5. Tax Country: must match tax doc-
 - a. W-9/W8-BEN
6. Taxpayer ID: SS/TIN
7. Tax Registration #: If applicable
8. Note to Approver: Any relevant additional information needed by the Mersana approver
9. Attachments: Attach PDF version of your tax doc (W-9 or W8-BEN) and ACH Bank Details

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 Details

* Company

* Tax Organization Type

Corporate Web Site

* Attachments

Attach required documents (W9/W8-BEN/Banking Instructions)

D-U-N-S Number

Tax Country

Taxpayer ID

Tax Registration Number

Note to Approver

Additional Information

Tax Form Date

W9/W8 Provided

Preferred Payment Method

Bank Name

Bank Address

Bank Routing Number

Bank Account Number

Mersana Contact Name

Mersana Contact Email

Troubleshooting Contact

User Account Setup Guide <https://www.mersana.com/>

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

1. Company Details- Additional Information

1. Tax Form Date: The date the W-9 or W8-BEN was signed
2. W-9 or W8-BEN: Must select yes
3. Preferred Payment Method: Select default payment method. Note- ACH is Mersana's preferred method of payment



4. Bank Name: Name of the bank that we will submit invoice payment via ACH
5. Bank Address: Your bank address
6. Bank Routing Number: Your bank routing number
7. Bank Account Number: Your bank routing number
8. Mersana Contact Name: Your Mersana contact
9. Mersana Contact Email: Your Mersana contact email address

1. Company Details- Your Contact Information

1. First Name, Last Name, and email address: This should be the person that is submitting the registration request

2. Contacts- Create Contact

1. Here you can add additional company contacts

Register Supplier: Contacts ⓘ

Enter additional contacts if required

Actions ▾ View ▾ Format ▾ + Create ✎ Edit ✕ Delete 📄 Freeze 📄 Detach 📄 Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Contact, Supplier Test		SupplierTestContact@co...	✓	✓	✎	✕

Columns Hidden: 7

2. To create select the “+” symbol on the menu bar
3. Complete the form:
 - First Name
 - Last Name
 - Phone
 - Email Address
 - Check *Administrative contact* is an additional account manager



Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title ☐ Indicate this contact is an administrative contact who will be notified of the registration review outcome

☐ Administrative contact

Phone

Phone 2

Fax

* Email

User Account

☐ Request user account

Roles

Actions View Format Freeze Detach Wrap

Role	Description
No data to display.	

Create Another OK Cancel

4. Check *Request User Account* if this additional contact should have access to this account for management purposes

User Account

☒ Request user account

Roles

Actions View Format Freeze Detach Wrap

Role	Description
Mersana Supplier Self Service Admin	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...

Create Another OK Cancel

3. Addresses- Add Order Address

Here you will add your company address and a remit address. If the remit address is the same, you will add one address and select *Ordering* and *Remit*

1. To create addresses, select the "+" symbol on the menu bar



Register Supplier: Addresses

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

Company Details | Contacts | **Addresses** | Business Classification | Review

Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					

Columns Hidden: 3

2. Address Purpose: If the order address and the remit address are the same select *Ordering* and *Remit*. If the order address is different from your main address a second address for remit address
3. Please name the order the address *Main*
4. Please name the remit address *Remit*

Create Address

* Address Name: MAIN

* Country: United States

Address Line 1: 123 Supplier Address

Address Line 2:

City: Cambridge

State: Ma

Postal Code: 02139

* Address Purpose: ☒ Ordering
☐ Remit to
☐ RFQ or Bidding

Phone: 1 617 444-4444 Ext.

Fax:

Email: SupplierPOAddress@supplier.com

Address Contacts

Select the contacts that are associated with this address.

Actions View Format Edit Delete Freeze Detach Wrap

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

Columns Hidden: 4

Create Another OK Cancel

5. Select *OK*
6. You can edit or delete address here

Register Supplier: Addresses

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

Company Details | Contacts | **Addresses** | Business Classification | Review

Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
REMIT	567 Remit Address Road ANDOVER, MA 02113	+1 (888) 999-7777	Remit to	/	X
MAIN	123 Supplier Address, CAMBRIDGE, MA 02139	+1 (617) 444-4444	Ordering	/	X

Columns Hidden: 3



4. Business Classification

1. Add Business Classification if applicable
2. If none of the business classification are applicable, please select *None of the classifications are applicable*
3. To add Business Classification, select the “+” symbol on the menu bar and complete the form

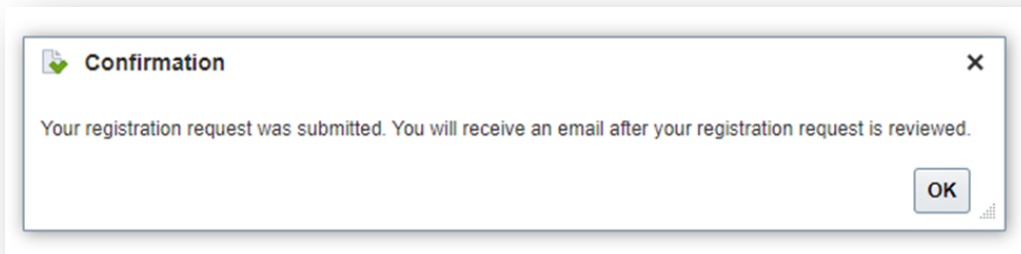
5. Review

1. This screen displays a summary view of your registration form
2. Review your registration form before submitting
3. You can make edits by browsing to the various sections
4. Select *Register* once the review has been completed

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
File	From Supplier	ACH Bank Instructions.docx	ACH Bank Instructions.docx	ACH Bank Details	anonymous	05/24/2022 13:10
File	From Supplier	W9.docx	W9.docx	W9	anonymous	05/24/2022 13:09



5. You will receive a confirmation screen informing you that your registration has been submitted
6. You will receive an email from the Mersana Supplier Administrator after your request has been reviewed and approved



Welcome Email

1. Once your registration has been approved, you will receive a welcome email with instructions to change your password
2. Once the password has been changed, you will have full access to your profile

