

Supplier Portal Registration User Guide

Overview

This guide provides step-by-step instructions for registering as a new supplier in the Mersana Supplier Portal. Please complete each section carefully to ensure a smooth registration process.

Prerequisites

Before beginning your registration, please have the following documents ready:

- Tax documentation (W-9 for US suppliers, W-8BEN for international suppliers)
- ACH or Bank Payment Details
- Company information

Registration Process

Step 1: Company Details

Complete all required fields (*) with accurate information:

- Company Name: Enter exactly as it appears on your tax documentation
- Website: Provide your corporate website URL
- **Country**: Select the country referenced in your tax form
- Taxpayer Number: Enter your Social Security/Tax ID Number
- D-U-N-S Number: Optional, if applicable
- Organization Type: Must match your tax documentation
- Supplier Type: Select the appropriate category
- Note to Approver: Optional additional context about your registration
- Attachments: Upload PDF versions of:
 - Tax documentation (W-9 or W-8BEN)
 - ACH/Bank Payment Details



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Step 2: Contact Information

Provide details for your primary contact:

- First and last name
- Email address
- Country
- Phone number
- Specify if this is an administrative contact
- Determine user account requirements
- Assign user roles (minimum one role required)
 - o Recommendation: Mersana Supplier Self Service Admin for profile management



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Adding Additional Contacts

• Use the "+" symbol in the menu bar to add more contacts as needed

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Step 3: Address Information

Add two addresses:

- 1. Company Address
- 2. Remittance Address (can be the same as company address)
- Required fields include:
 - Address name
 - Country/region
 - Address lines
 - City
 - State/Province
 - Postal code
 - Contact email
 - Phone number

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TEST Vendor	TestVendor@TEST.com		Addresses
- Add Another Address			Business Classifications
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Step 4: Business Classification

- Add relevant business classifications
- If no classifications apply, select "None of the classifications are applicable"



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Step 5: Questionnaire- Payment and Banking Details

Provide comprehensive banking information:

- Payment Method: Select method
- Payment Currency
- Bank Name
- Bank Address
- Bank Account Number
- Bank Routing Number
- Additional international payment details (if applicable):
 - o IBAN
 - o SWIFT Code
 - o Bank Sorting Code

Step 6: Documentation

Upload required documents:

- Tax documents (W-9 or W-8)
- Bank details documentation
- Tax form signature date
- Mersana contact information



Questionnaire	51
Supplier Bank Account Details 🗢	015
Section 1 of 1	
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 a. ACH (Mersana preferred method) 	
) b. Check	
C. Wire (International Only)	
2. Payment Currency	
USD	
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After Submission

Confirmation

- You will receive a confirmation screen upon submission
- A Mersana Supplier Administrator will review your registration

Welcome Email

- Once approved, you'll receive a welcome email
- Instructions for password change will be included
- After password setup, you'll have full profile access

Confirmation	×
our registration request was submitted. You w	ill receive an email after your registration request is reviewed.
	OK

Support

For registration assistance, contact:

• <u>Purchasing@Mersana.com</u>

Tips for Successful Registration

- Double-check all entered information
- Ensure document uploads are clear and legible
- Have all required documents prepared before starting
- Use a secure, stable internet connection during registration

Troubleshooting

If you encounter issues:



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- Check document format and file size •
- Contact support if problems persis •