



Twitter Supplier Onboarding Guide

(Suppliers/ Payees/ Partners)

Ready to do business with Twitter? Need a PO or Payment? Don't delay! We'll need to set up your business with an account in our system prior to PO or Payment. Please complete the application process within **3 business days** of receiving your invitation. Application must be **submitted and approved** for payment processing.

We'll need the right contact person. Please provide your Twitter contact with the email of someone who will have **banking information, tax information (with authority to complete and sign tax forms), and business contacts.**

If you are not the right person to complete this information, please contact vendor_mgmt@twitter.com with the right contact.

Table of Contents

| | |
|--|---|
| Company Information | 2 |
| Location Information | 3 |
| Contact Information | 4 |
| Bank Information | 5 |
| Attachments | 6 |
| Summary (Almost done!) | 8 |
| What to expect upon application submission | 8 |



Note: From any screen, you can review the **FAQs (Frequently Asked Questions)** for additional information, ask us a question via **Talk to Twitter**, and switch languages.

CHRISK Vendor Onboarding **In Progress**
Requested By: Venkatesh Jakka | Supplier Contact: CHRIS KWAN | CHRISK@TWITTER.COM

Company Information | Location Information | Contact Information | Bank Information | Attachments | Summary

Company Information Save Next

Supplier Name

Trading/Doing business as (DBA) Website

Industry Classification: Utility Business Classification: Not Applicable Payment Currency Accepted: Select...

Tax Info

Tax Country: United States Tax Identification Number (TIN): DUNS:

Additional Information

List all countries you will perform services for Twitter (e.g. US, India) For work with Twitter Inc (US), list all states where work will be performed (e.g. CA, TX)

Diversity Classification

| # | Classification | Applicable? | Is Certified? | Certificate Number | Certifying Agency | Expiration Date |
|---|---|--------------------------|--------------------------|--------------------|-------------------|-----------------|
| 1 | Non-US business or Not a disadvantaged owned business | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 2 | MIPR Assisting Agency | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 3 | Minority Owned | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 4 | Large Business Enterprise | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 5 | Hub Zone Small Business | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 6 | Government or Non Profit | <input type="checkbox"/> | <input type="checkbox"/> | | | |

Talk to Twitter

No comments yet!

Write your message here...

FAQ's

How do I know which tax forms are required? Where can I find them?

In Documents tab, tax forms will be applicable based on supplier tax country and Twitter entity (country) you are working with. A "placeholder card" will show the specific tax form required based on tax country rules. You can find all tax forms and templates under "Templates". If you are unsure how to complete the tax document, please ask your local tax advisor for assistance.

How do I update my account information?

Once you are an approved supplier/payee, you will receive login credentials to give you access to your company account. We recommend adding another company.

Company Information

Company Information

Please enter details about your business setup.

- **Supplier Name** and **Trading/ Doing business as (DBA)** must match exactly how your business is officially registered
- **Industry Classification** – select the industry that closely matches the main service your business performs
- **Business Classification**
 - For US payees, this should match your W9 record.
 - For foreign payees being paid from Twitter Inc (US) this should match W8 classification.
 - All other payees – select “Not Applicable”
- **Payment Currency accepted.** You can enter one or multiple currency abbreviations. Only enter applicable currencies you will work with Twitter AND if your bank will accept those currencies.
 - Example: USD, EUR, JPY

Tax Information

- **Tax Country:** Choose the tax country your business is registered in
- **Tax Identification Number:** Enter valid Tax ID / VAT ID

NOTE: For US and International – Tax and VAT validation with your registered company name will be done with a 3rd party provider during this process.



Additional information

- List all countries you will perform services for Twitter
- If performing work for Twitter Inc. (USA), list all states where work will be performed (i.e. California, New York)

Diversity Classification

If applicable, specify your Diversity Classification. If you are a Certified Diverse Supplier, please attach a copy of your certification in “Attachments” section.

Otherwise, select option 1 – Non US Business or not a disadvantaged business.

NEW SUPPLIER Vendor Onboarding In Progress
Requested By: Roselle Lagunzad Supplier Contact: JOAN JETT NEWTWITTERSUPPLIER@GMAIL.COM

Company Information Location Information Contact Information Bank Information Attachments Summary

Company Information Save Next

Supplier Name
NEW SUPPLIER *

Trading/Doing business as (DBA) Website

Industry Classification
Other x Business Classification
Select... Payment Currency Accepted
Select...

Tax Info

Tax Country
United States x Tax Identification Number (TIN)
e.g., XX-XXXXXXX * DUNS

Additional Information

List all countries you will perform services for Twitter (e.g. US, India) For work with Twitter Inc (US), list all states where work will be performed (e.g. CA, TX)

*mandatory fields

Location Information

Click “New Location” to add your address information for each type of record:

- Corporate Address (select Purchasing checkbox)
- Remittance Address (if different from corporate address) (select Pay (remittance) checkbox)
- Any additional office locations that will have different working relationships or separate banking information
 - NOTE: Legal firms, please add applicable office locations to be added to Legal Tracker (Serengeti)

Additional Information

For each location added, provide:

- **PO Email** – (if applicable) a PO will be sent to this email. We recommend a group distribution email not tied to specific individual
- **Remittance Email address** – all payment notices will be sent to this email. We recommend a group distribution email not tied to specific individual
- **Billing Email** – a contact to assist us with any billing issues. We recommend a group distribution email not tied to specific individual.



CHRISK

Vendor Onboarding In Progress
Requested By: Venkatesh Jakka Supplier Contact: CHRIS KWAN CHRISK@TWITTER.COM

Company Information Location Information Contact Information Bank Information Attachments Summary

Location Information

New Location Save Save & Next



No Locations

Use the button to create Location

New Location

CHRISK

Vendor Onboarding In Progress
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Company Information Location Information Contact Information Bank Information Attachments Summary

Location Information

Locations New Location Save Save & Next

Country United States Currency USD

Address

Address Line1 Address Line2

City - Type to see more options... Province

State Select... Zip Code

Additional Information

PO Email Remittance Email Billing Issues Email

Phone Purchasing (Registered Company address) Pay (Remittance Address)

Contact Information

Add more contact details to your profile. If applicable, click "New Contact" to provide additional contacts.

NEW SUPPLIER

Vendor Onboarding In Progress
Requested By: Roselle Lagunzad Supplier Contact: JOAN JETT NEWTWITTERSUPPLIER@GMAIL.COM

Company Information Location Information Contact Information Bank Information Attachments Summary

Contact Information

New Contact Save Save & Next

JOAN JETT
NEWTWITTERSUPPLIER@GMAIL.COM
User

Created a day ago



NEW SUPPLIER Vendor Onboarding In Progress
Requested By: Roselle Lagunzad Supplier Contact: JOAN JETT ✉ NEWTWITTERSUPPLIER@GMAIL.COM

Company Information Location Information **Contact Information** Bank Information Attachments Summary

Contact Information < Contacts + New Contact Save > Save & Next

| | |
|---|---------------------|
| First Name * JOAN | Last Name * JETT |
| Job Title | Department |
| Email * NEWTWITTERSUPPLIER@GMAIL.COM | Telephone |

Require Portal Access ⓘ This will enable Supplier Portal Access to the user

Associated Locations + New

| Address Name | Delete |
|--------------|--------|
|--------------|--------|

Bank Information

Click “New Bank” for each bank account electronic payment will be sent to.

Note: All banking is validated with a 3rd party. All banking must be accurate (no errors).

TIP: If you incorrectly entered the account and encountered an “INVALID” error, you must re-enter the entire account again so that your information is “reprocessed”.

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Company Information Location Information Contact Information **Bank Information** Attachments Summary

Bank Information + New Bank Save > Save & Next


No Banks
Use the button to create Bank
+ New Bank



NEW SUPPLIER Vendor Onboarding In Progress
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Company Information Location Information Contact Information Bank Information Attachments Summary

Bank Information < Banks + New Bank Save Save & Next

Require Intermediary Bank Details Are International Payments Allowed?

Country: United States * Accepted Currency: USD
Routing Number * SWIFT Code
Bank Name * Branch Name
Account Number * Beneficiary Name: NEW SUPPLIER *
Address1 City
State Zip Code

Payment Method: Select...
ACH
WIRE

Attachments

Based on your company's **TAX COUNTRY** and **Twitter entity** (e.g. Twitter Inc. Twitter International Company, Twitter Asia Pacific Pte Ltd), we may require certain tax forms and certifications. The tax form needed is identified in red. The example below shows a W-9 is required.

Click "Tax Templates" to get an electronic form to fill out during this process (recommended) OR upload the current tax form required.

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Attachments Tax Templates + New Attachment Save & Next

Please see below for required tax forms marked with (*). Click on "Tax Templates" to complete

W-9*
Drop File Here...

Tax Templates dropdown menu:
W9
W8
W8 ECI
W8 EXP
W8 IMY
W8 BENE
India Form NO 10F
India No PE Certificate
India Tax Residency
Twitter WHT Vendor Declaration Form
Certificate of No US Activities
CA F590
CA F587



If you are unsure how to complete your tax form, please contact your local tax advisor. Twitter cannot give specific tax advice.

Note: All applications with tax forms will go through a tax review process. Our tax form review team will reach out to the contact for more information or require additional forms via email from **Proc-tax@twitter.com**.

Summary (Almost done!)

Terms & Conditions

Review and agree with business terms by checking the box. Any separate Master Services Agreement contract between Twitter and Payee will supersede PO terms.

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Terms & Conditions

Accept All

I hereby acknowledge the information I provided is complete and accurate. If anything changes, I will update my information on Twitter's Supplier portal and/or notify vendor_mgmt@twitter.com of any changes.

I agree to Twitter's regional [PO Terms and Conditions](#).

I agree to abide by [Twitter's Supplier Code of Conduct](#).

I agree to [Twitter's Invoice Submission requirements](#).

Do you want to participate in early discount programs?

Name of Person completing the form *

Sign (enter name) and Submit!

What to expect upon application submission

You will receive an email notification during each phase of the application process.

- Application in Review
- Tax form review (if applicable)
- Application Approved/ Rejected