



Coupa Supplier Portal Activation

The goal of this guide is to inform Kyverna's suppliers on the steps to activate their Coupa Supplier Portal (CSP) account and create/share their Payment Method for invoice payments. The steps below align with two different scenarios for connecting with Kyverna in the CSP: Suppliers with existing CSP Access & Suppliers new to the CSP, please reference the section of this guide that pertains to your scenario.

Suppliers with Existing CSP Access

1. You will receive an email to connect with Kyverna via the CSP – it will prompt you to “Log in” to the portal
2. Upon logging into the CSP via the Email link, you will be prompted to complete a few pop-up forms, including sharing an existing Payment Account with Kyverna. If you already have Payment Accounts setup in the CSP, you can share them on this pop-up by selecting the Bank Transfer account and clicking “Save and Next”
 - a. **Note:** you will be required to attach a Voided Check or Bank Statement to the “Supporting Documents” section for account verification

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

CSP
Bank of CSP - *****3345 | Supporting Documents: Sample Bank Letter.PNG

i kyverna therapeutics sandbox has requested Voided Check, Bank Statement for the account verification. Ensure all documents are uploaded in the Supporting Documents for the selected payment method.

Supporting Documents * *i*

Drop or Browse Files

Browse

Δ Do not upload customer-specific documents. Files uploaded here are shared with all your customers linked to this payment method.

Sample Bank Letter.PNG

+ Add New

Do not accept Bank Transfer payments from this customer

Cancel

Save and Next



3. To confirm you have shared the Payment Account with Kyverna, and/or to manage your Payment Accounts, navigate to the Business Profile tab and then the Payment Methods sub-tab
4. Proceed through Authentication (MFA code or Email/Text code)
5. Your Payment Methods will be listed out in the table – confirm that “Kyverna Therapeutics, Inc.” is listed in the *Shared With Customers* table column – if so, you have completed the necessary steps
6. If Kyverna is not listed as a shared customer, locate the account you’d like to share / receive invoice payments to, and click the link icon, when hovering it reads, “Share Payment Method”

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'coupa Supplier Portal' and various menu items like 'Invoices', 'Orders', 'Business Profile', 'Payments', 'Service Sheets', 'Items', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Community', 'Add-ons', and 'Dashboards'. Below this, a secondary navigation bar highlights 'Payment Methods' under the 'Business Profile' section. The main content area is titled 'Payment Methods' and features a table with the following data:

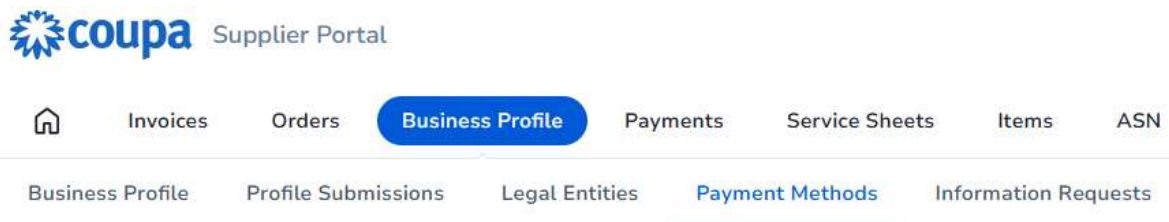
Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
Bank Transfer	CSPTST	United States	USD	Global Internal Inc.	Kyverna Therapeutics Sandbox	Active	Share Payment Method

7. Kyverna Therapeutics, Inc. will appear in the pop-up to share, select them and click “Share Payment Method”. You should be routed back to the Payment Methods table, and you should see Kyverna listed in the *Shared With Customers* table column – you have completed the necessary steps

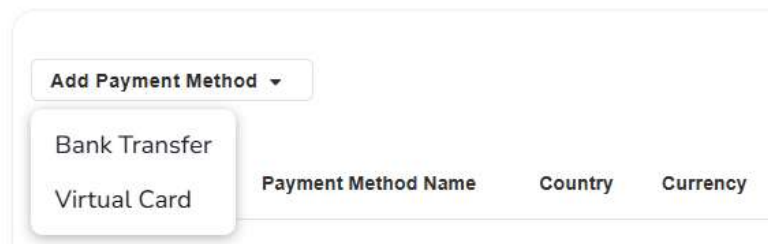


Suppliers New to the CSP

1. You will receive an email from Kyverna to connect with them in the Coupa Supplier Portal. The email will come from do_not_reply@supplier.coupahost.com. Within the email, select “Join Coupa Supplier Portal” and follow the prompts to begin setting up your account
 - a. **Note:** *If you are not the correct recipient for this request, click “Forward Invitation” and then click the hyperlink to “Forward this to someone”.*
2. Follow the smart onboarding forms to set up Multi Factor Authentication, capture your Primary Address, and set up a Payment Account. When prompted to select a “Subscription” – selecting the Free/Basic account is sufficient to unlock the core benefits of the CSP
3. Once the smart onboarding pop-up forms are completed, navigate to the Business Profile tab and then Payment Methods sub-tab
4. If you were prompted to provide a payment account within the onboarding forms, you should see it listed in this table along with “Kyverna Therapeutics, Inc.” listed in the Shared with Customers table column – if so, you have completed the necessary steps
5. If you were not prompted to provide a payment account within the onboarding forms, your Payment Methods table should be blank. To add an account, click “Add Payment Method” and select “Bank Transfer” (Kyverna currently does not accept Virtual Card as a form of invoice payment)



Payment Methods



6. Fill out the pop-up to Add Payment Account. Attach either a voided check or bank statement to the *Supporting Documents* section. Once complete, click “Save”
7. Once the new account is added successfully, check the box to share the new payment account with Kyverna and then click “Save”

Add Payment Method



Great News! The payment information has been successfully saved.



Select customers with whom you want to share CSPTTEST and click Save.

Customer	CSPTTEST
Select All	<input type="checkbox"/>
Kyverna Therapeutics Sandbox	<input type="checkbox"/>

- You will be routed back to the Payment Methods table – this is where the account can be managed going forward. No further action is needed at this time, the payment account has been shared with Kyverna as long as you see “Kyverna Therapeutics, Inc.” in the *Shared With Customers* table column