

Supplier Information Management (SIM)

Bill & Melinda Gates Medical Research Institute (Gates MRI) Key Takeaways



Gates MRI Supplier Information Requirements

NOTE: Gates MRI's customer name in Coupa is **Bill & Melinda Gates Foundation and its Subsidiaries**.

- SIM Forms for Gates MRI will have "Bill & Melinda Gates Medical Research Institute" in the header.
- It is recommended to join the Coupa Supplier Portal (CSP) to have a more seamless SIM experience.

General Updates

- If Gates MRI needs updated information from your organization a SIM request for Updated Information will be sent to your Primary Contact via email.

Updating your Gates MRI Profile in the CSP:

- **Self Service Update:** If a Gates MRI Onboarding or Update SIM form is available in the profile section of the CSP, submit a revised form to Gates MRI for review.
- **Request an Update:** If there are no Gates MRI SIM forms available in the profile section of the CSP, email supplierhelp@gatesmri.org to request an Update Form.

Updating your Gates MRI Profile via Supplier Actionable Notification (SAN):

- If you have elected to not join the CSP and need to share updated information with Gates MRI, email supplierhelp@gatesmri.org to request an Update form.

Tax ID Updates

NOTE: Gates MRI requires a new supplier record be created when there is a tax ID change.

If your tax ID has changed and you do not have an Update form visible in the profile section of the CSP:

1. Email supplierhelp@gatesmri.org to request a New Supplier form. Provide the email address it should be sent to.
2. Gates MRI will review your request and send a New Entity Information.
3. Complete and submit the form. Once reviewed, Gates MRI will send an Onboarding form.
4. You will receive an email notification once Gates MRI has reviewed the form and created a new supplier record.

Please contact supplierhelp@gatesmri.org if you are experiencing difficulties or have questions regarding supplier information management processes and requirements for Gates MRI.