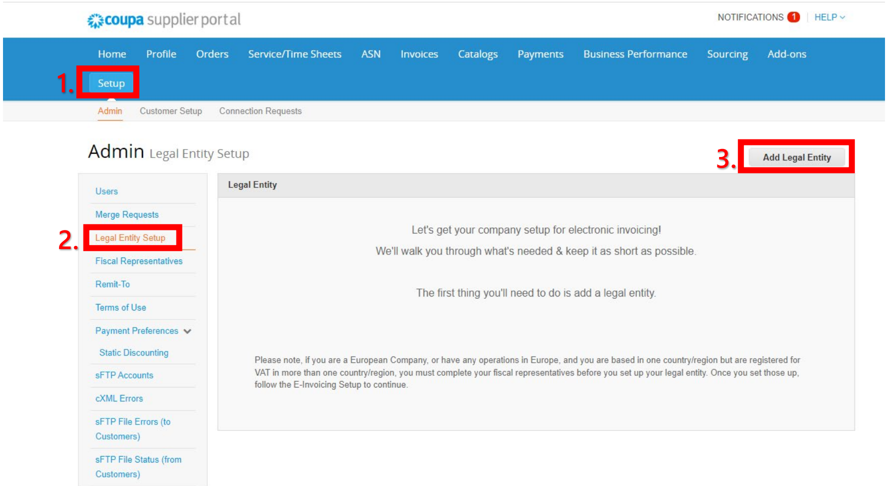
Coupa Supplier Portal – 5 key steps for onboarding

Below are 5 key steps in the supplier onboarding process. Please complete all fields marked with an *.

Add Legal Entity

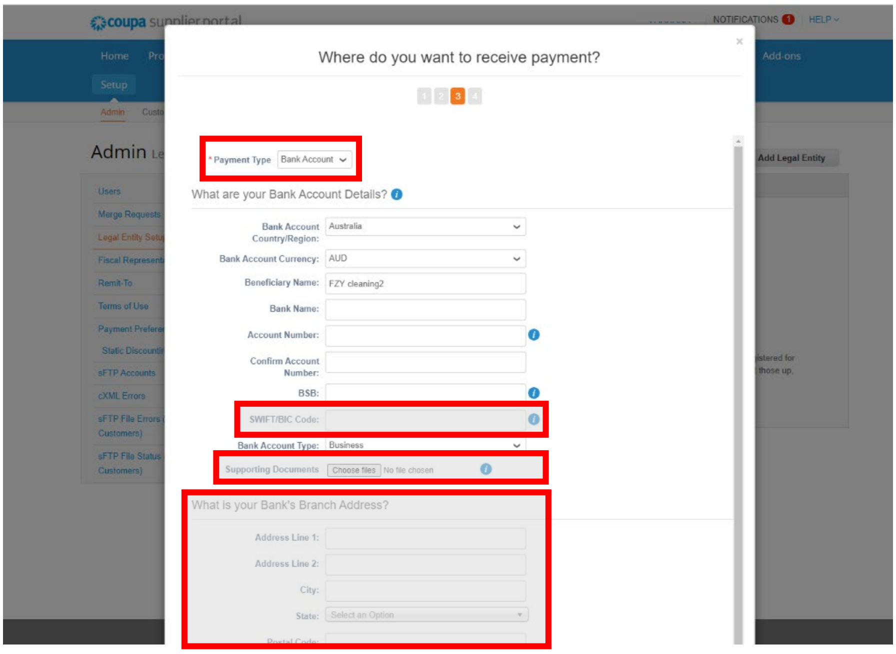
1. Go to Setup
2. Select Legal Entity Setup
3. Select Add Legal Entity.



Add Bank Account Details

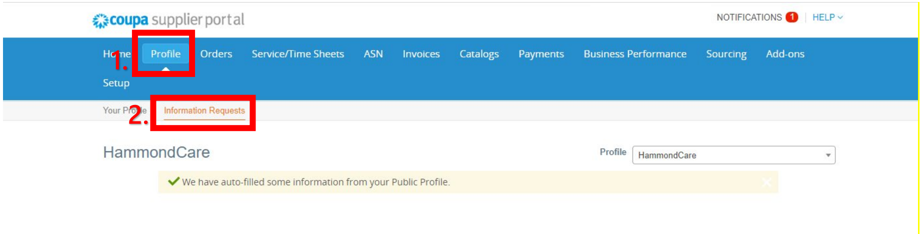
Payment Type select **Bank Account**, then enter your banking details. Note: The SWIFT/BIC Code, Supporting Documents and Bank Address are not required here.

Click **Save & Continue** to proceed.

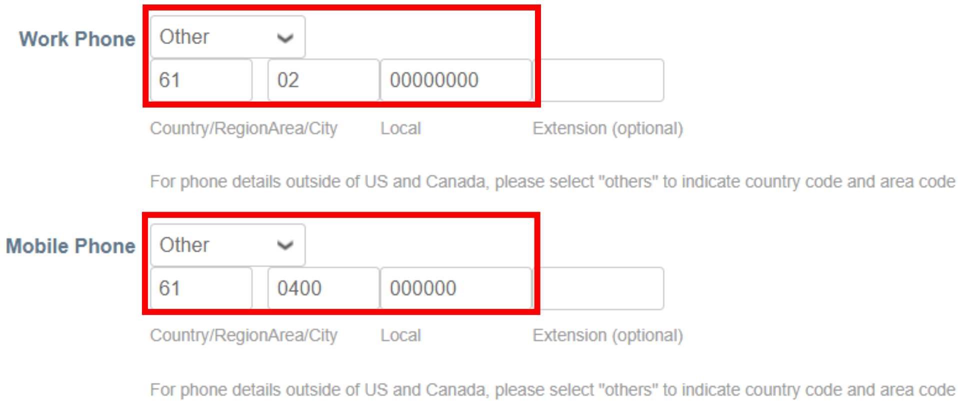


Complete your HammondCare Supplier Profile

1. Go to Profile
2. Select Information Requests and complete the form.



For phone numbers, select "other" and ensure the first 3 boxes are filled (either work OR mobile required).

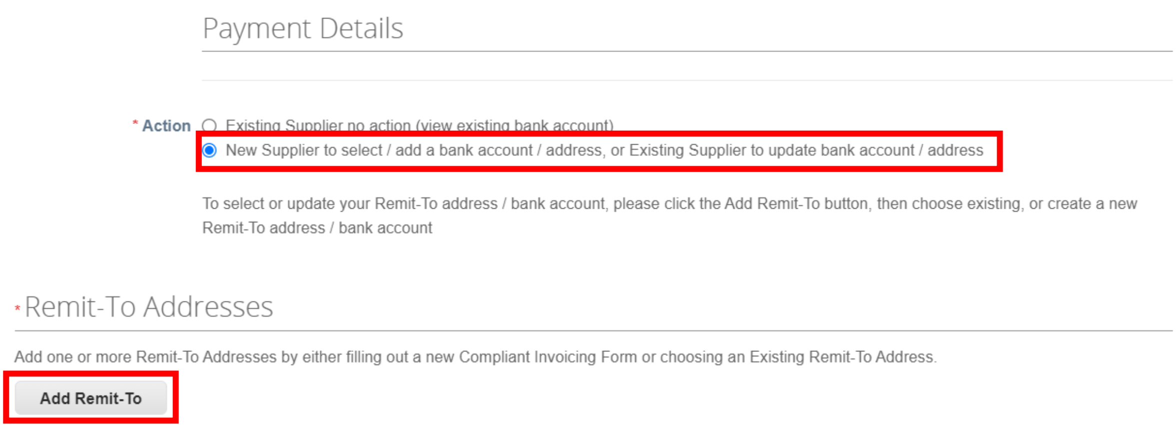


Add Payment Details

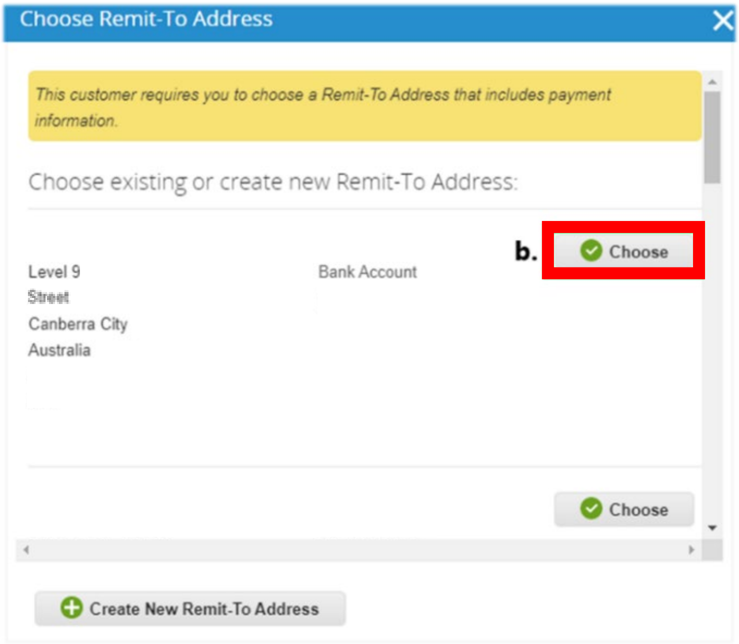
Select the Action for New Supplier under Payment Details.

Add Remit-To Addresses.

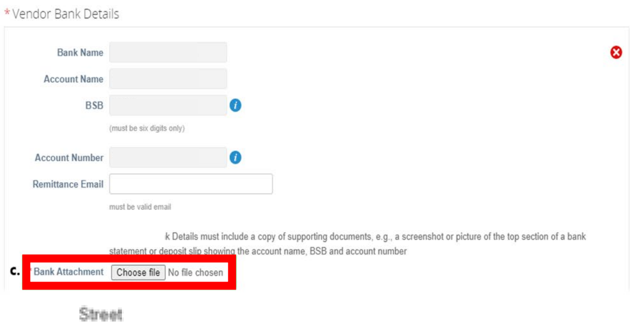
Even if you're an existing supplier, tick the 2nd action and select your remit-to details, as we require your bank details to be linked to your Coupa profile to ensure payment can be processed. Ensure your bank details are visible on the main form before submitting.



Choose existing (this is to link your bank details to your supplier profile).



Scroll up to Vendor Bank Details and upload Bank Attachment/Supporting Document.



Complete the form by uploading all mandatory compliance documents with their accurate Expiration Date.

For Police Check, Covid Vaccination & Safe Work Risk Assessment, expiration date is 3 years from the issue date.

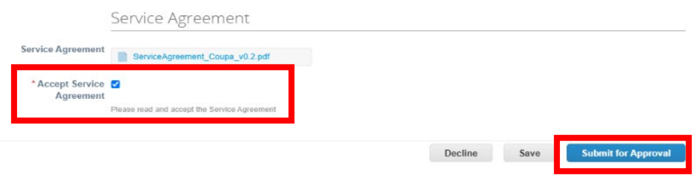
Submit for Approval

Read and accept the Service Agreement.

Before submitting, ensure your bank details are showing on the form. If not, go back and repeat steps 1-4.

Ensure all fields marked with an * are complete.

Submit for Approval or **Save** your changes if you wish to return to complete the form at a later time.



The green bar will display momentarily at the top of the page to indicate the registration has been successfully completed.