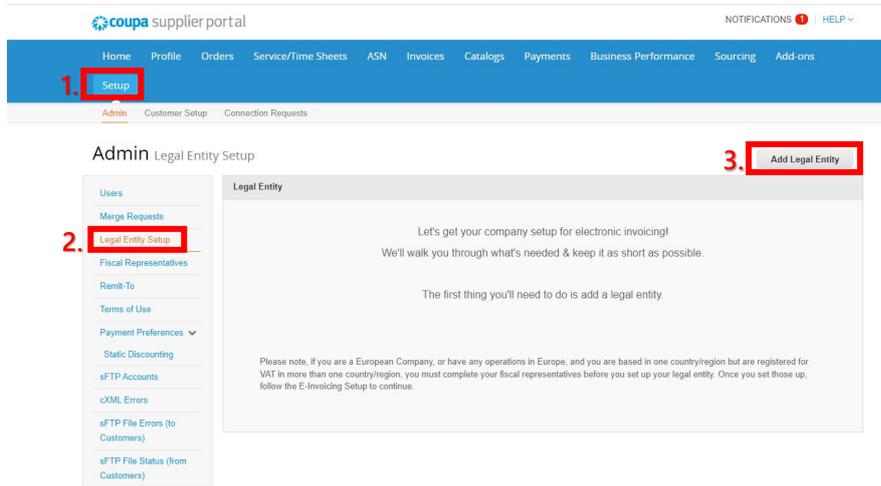


# Coupa Supplier Portal – 5 key steps for onboarding

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

## Add Legal Entity

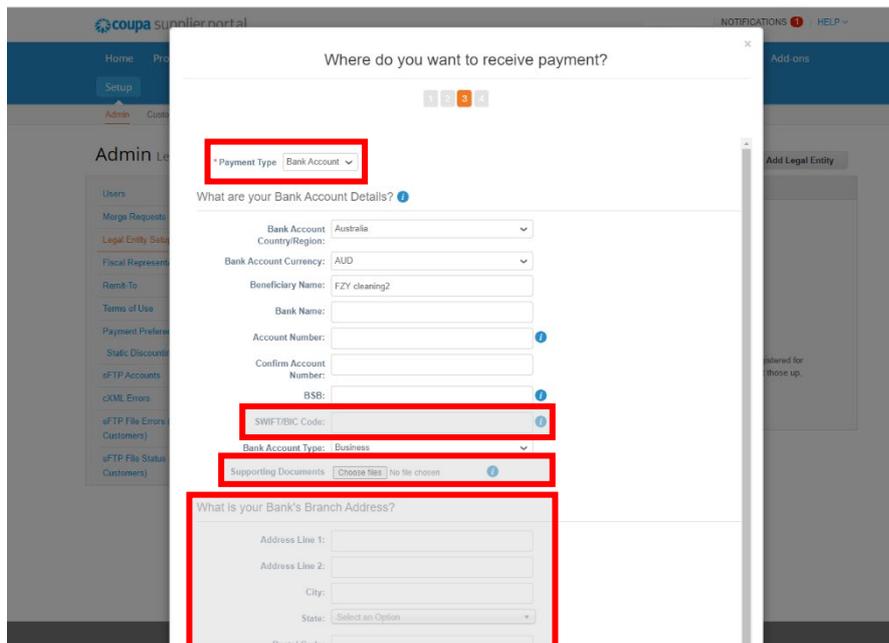
1. Go to Setup
2. Select Legal Entity Setup
3. Select Add Legal Entity.



## Add Bank Account Details

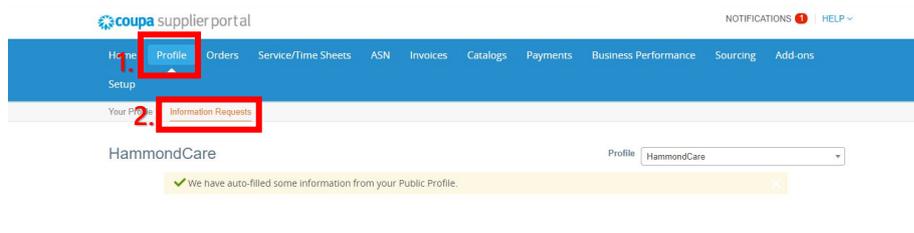
Payment Type select **Bank Account**, then enter your banking details. Note: The SWIFT/BIC Code, Supporting Documents and Bank Address are not required here.

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).

**Work Phone**

Other

Country/RegionArea/City    Local    Extension (optional)

For phone details outside of US and Canada, please select "others" to indicate country code and area code

**Mobile Phone**

Other

Country/RegionArea/City    Local    Extension (optional)

For phone details outside of US and Canada, please select "others" to indicate country code and area code

## 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.

### Payment Details

- \* Action  Existing Supplier no action (view existing bank account)
- New Supplier to select / add a bank account / address, or Existing Supplier to update bank account / address

To select or update your Remit-To address / bank account, please click the Add Remit-To button, then choose existing, or create a new Remit-To address / bank account

### \* Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

**Add Remit-To**

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

The screenshot shows a dialog box titled "Choose Remit-To Address" with a close button (X) in the top right corner. A yellow banner at the top contains the text: "This customer requires you to choose a Remit-To Address that includes payment information." Below the banner, the text reads "Choose existing or create new Remit-To Address:". The main content area is divided into two columns. The left column contains the address: "Level 9", "Street", "Canberra City", "Australia". The right column is labeled "Bank Account" and contains a "Choose" button with a green checkmark icon, which is highlighted with a red box and labeled "b.". At the bottom right of the main content area, there is another "Choose" button with a green checkmark icon. At the bottom left, there is a button with a green plus icon and the text "Create New Remit-To Address".

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

The screenshot shows a form titled "\* Vendor Bank Details" with a close button (X) in the top right corner. The form contains several input fields: "Bank Name", "Account Name", "BSB" (with a note "(must be six digits only)"), "Account Number" (with a note "(must be six digits only)"), and "Remittance Email" (with a note "must be valid email"). Below these fields, there is a note: "k Details must include a copy of supporting documents, e.g., a screenshot or picture of the top section of a bank statement or deposit slip, showing the account name, BSB and account number". At the bottom left, there is a section labeled "c." with three buttons: "Bank Attachment", "Choose File", and "No file chosen". The "Bank Attachment" button is highlighted with a red box.

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.

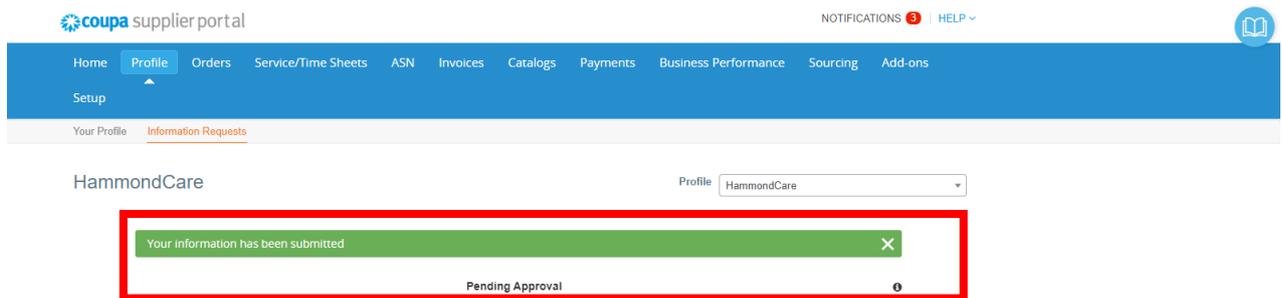
Ensure all fields marked with an \* are complete.

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



The screenshot shows a 'Service Agreement' form. At the top, there is a header 'Service Agreement' and a sub-header 'Service Agreement' with a PDF icon and the filename 'ServiceAgreement\_Coupa\_v0.2.pdf'. Below this, there is a checkbox labeled '\* Accept Service Agreement' which is checked. Underneath the checkbox, it says 'Please read and accept the Service Agreement'. At the bottom of the form, there are three buttons: 'Decline', 'Save', and 'Submit for Approval'. The 'Submit for Approval' button is highlighted with a red box.

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



The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and 'supplier portal' text. On the right, there are 'NOTIFICATIONS 3' and 'HELP' links. Below the navigation bar, there is a menu with items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Payments, Business Performance, Sourcing, and Add-ons. The 'Profile' item is selected. Below the menu, there is a 'Setup' section with 'Your Profile' and 'Information Requests' links. The main content area shows 'HammondCare' and a 'Profile' dropdown menu set to 'HammondCare'. A green success message bar is displayed at the top of the main content area, containing the text 'Your information has been submitted' and a close button (X). Below the message bar, it says 'Pending Approval' and a notification icon.