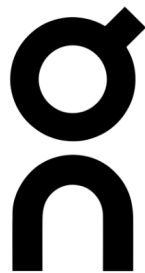




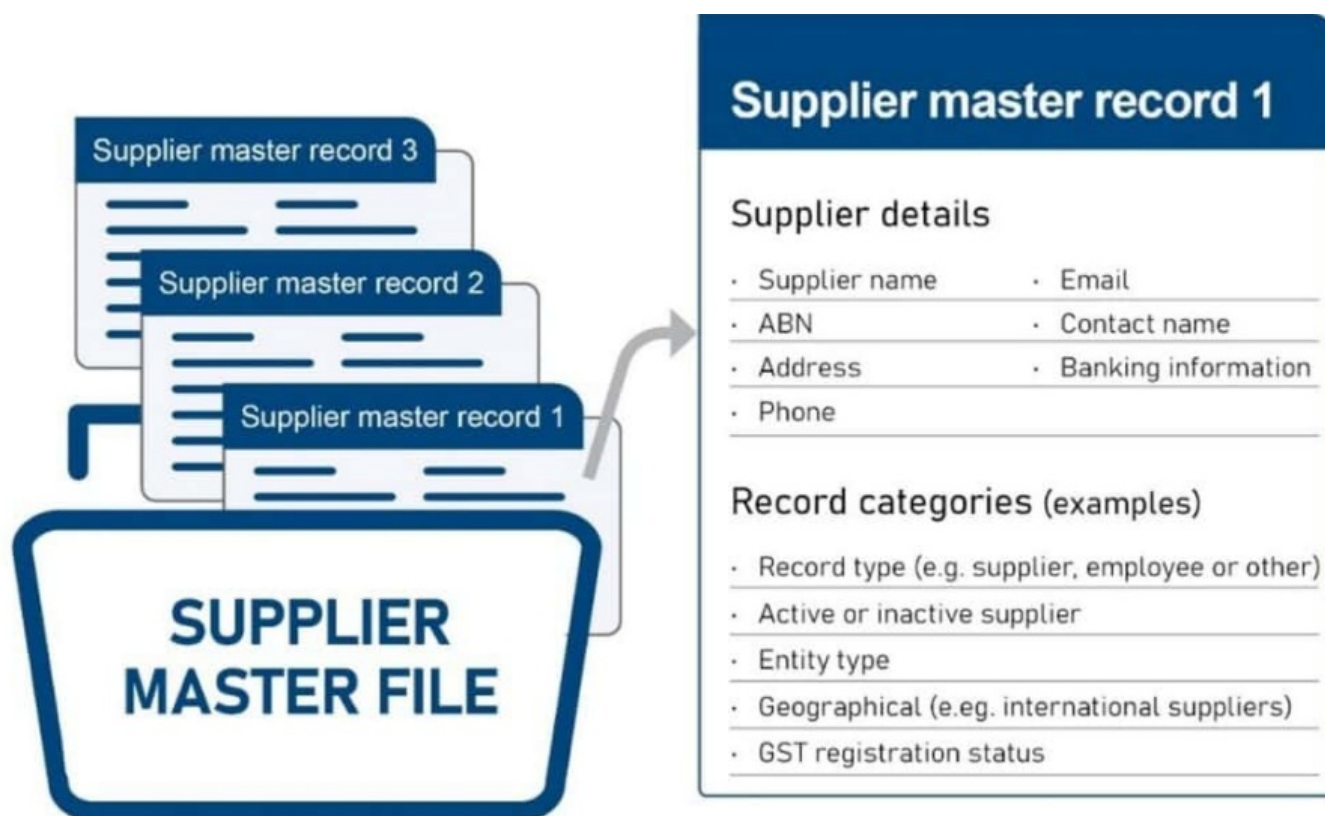
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ON Cut Information Update Guide for Suppliers



Specifications

- **Product Name:** Coupa Information Update Guide for Suppliers
- **Designed for:** Suppliers without a linked Coupa Supplier account
- **Main Features:** Supplier onboarding, Purchase Order management, Information update

Product Usage Instructions

Supplier Onboarding Process:

Welcome to On's Coupa Information Update Guide for Suppliers. This guide is designed to assist suppliers in onboarding to the Coupa system for managing purchase orders, invoices, and payments.

Option 1: Join and Respond (Recommended)

1. Sign up for a free Coupa Supplier Portal (CSP) account.
2. Connect with On in the Coupa portal.
3. Fill out On's specific request for additional information (auto-filled through initial registration).

Why is CSP recommended? Faster payments, fewer delays, full visibility.

Option 2: Respond without Joining

1. Opt not to register for a Coupa Supplier account.
2. Fill out On's specific form with essential details.

Step 1: Register on the Coupa Supplier Portal (CSP)

1. You will receive an email from On with instructions to either Join and Respond or Respond without Joining.
2. If signing up for CSP, click on Join and Respond and follow the detailed steps provided.
3. To create your Coupa Supplier Portal account, click on Create an Account and fill out the required information.

Please note that until your onboarding process in Coupa is completed, On cannot send you Purchase Orders or process invoices for payment.

Welcome to On's Coupa Information Update Guide for Suppliers

This guide is designed for suppliers who do not yet have a linked Coupa Supplier account. We have partially migrated your data to Coupa. You now have two options to provide the necessary, additional information required to ensure you have a complete supplier record in our system, to allow for purchase orders, invoices, and payments.

Join and respond (recommended)

1. Sign up for a free Coupa Supplier Portal (CSP) account
2. Connect directly with On in the Coupa portal
3. Fill out On's specific request for additional information (most of which will be auto filled through your initial Coupa registration)

Why is CSP recommended?

Faster payments, fewer delays, full visibility

Respond without joining

1. Opt to not register for a Coupa Supplier account
2. Fill out On's specific form with the essential details that are required

Please see the following slides for detailed guides on both options

Join and respond (recommended)

1. Sign up for a free Coupa Supplier account
2. Connect directly with On in the Coupa portal
3. Fill out On's specific request for additional information (most of which will be auto filled through your initial Coupa registration)

The goal of this guide is to support you as you navigate the supplier onboarding process with our Procurement system, Coupa.

This portal is free and makes it easier for you to:

- Submit invoices – create and track payments in real time
- Update your company information
- Receive and manage purchase orders
- Communicate directly with On in one place

Please keep in mind that, until your onboarding process in Coupa is fully completed (where you have provided your contact information, address, banking details, etc.), On cannot send you Purchase Orders or process invoices for payment.

Step 1. Register on the Coupa Supplier Portal (CSP)

1. You have received an email from On asking you to update to Join and Respond or Respond without Joining
2. If you would like to sign up to CSP, please click on "Join and Respond, and follow the steps detailed in the next slides
3. If you would like to "Respond without Joining", please go to page 18 to see detailed steps

Please click “Create an Account” to create your Coupa Supplier Portal account

Coupa

Profile Information Request

Hello Supplier,

ON - UAT has chosen Coupa as their supplier management platform.

In order to prevent lost documents and ensure you are paid on time, ON - UAT has requested you to provide information about your company.

Within the next 48 hours, please respond below to provide this information. Welcome!

Vatsalya Mishra
ON - UAT

[Join and Respond](#) [Respond Without Joining](#)

Login

* Email

[Continue](#)

New to Coupa? [CREATE AN ACCOUNT](#)

[Forgot your password?](#)

1. Please fill out the required information to create your account on the Coupa Supplier Portal
2. Please note that some fields are very similar to the ones requested by On for our own onboarding process, meaning that you might need to introduce them again once you start completing On's info request form
3. You will receive a one-time code on your email that you will need to type in Coupa to be able to continue with the CSP profile creation

Create an Account

ON - UAT is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with ON - UAT so you're ready to do business together.

* **Business Name**
165 Mercer Property Owner LLC
Your legal business name (or legal personal name if an individual)

* **Email**
vatsalyamishra@outlook.com

* **First Name** * **Last Name**
Vatsalya Mishra

* **Password** * **Confirm Password**
Use at least 8 characters and include a number and a letter.

* **Country/Region** * **Tax Registration** ⓘ
 #####

☐ I do not have a Tax ID

☐ I accept the [Privacy Policy](#) and the [Terms of Use](#)

Create an Account

Already have an account? [LOG IN](#)

[Forward this to someone](#)

NOTE: The Privacy Policy and T&Cs are Coupa's internal policies, not On's ones. On's policies / T&Cs are clearly reflected on our contracts and Purchase Orders.

- Once you have created your account, Coupa will send a certification code to your email address. Please enter the verification code and progress to providing /finalizing the onboarding information
- Please provide your primary address to complete your account details
- Please ensure you enter your payment information accurately

Email Verification
We sent a one time verification code to supplier3@gmail.com

Didn't receive the Verification Code? [Request a New Code](#)

Coupa Supplier Portal Onboarding
Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

[Account Details](#) [Payment Information](#)

Primary Address

* Country/Region * Address Line 1 Address Line 2

* City * State * Postal Code

Coupa Supplier Portal Onboarding
Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

Primary Address saved successfully

[Account Details](#) [Payment Information](#)

Virtual Card

Please enter the following information to receive Virtual Card payments.

* Payment Method Name * Email Address

☐ My company does not accept Virtual Card payments.

Step 2. Coupa Supplier Portal (CSP) Onboarding

1. You will be asked to provide further payment details
2. Please complete and verify the information for Bank Transfer, and Check
3. In case your company does not accept Bank Transfer or Check payments, you can select this option, as depicted turquoise box in the screenshot
4. Proceed to the net step by clicking “next”

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

Great News! The payment information has been successfully saved.

Account Details Payment Information

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

* Payment Method Name ⓘ

* Bank Account Country/Region Gibraltar * Bank Account Currency GIP

Beneficiary Name Bank Name

Account Number Confirm Account Number

IBAN Confirm IBAN

Routing (Bank Code) Number Bank Code

☐ My company expects international payments

Branch Code Bank Account Type Business

Email Address ⓘ Remit-To Code ⓘ

Supporting Documents ⓘ Drop or Browse Files Browse

☐ My company does not accept Bank Transfer payments.

Next

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

Great News! The payment information has been successfully saved.

Account Details Payment Information

Check

Please enter the following information to receive Check payments.

* Payment Method Name ⓘ

Country/Region United States

* Street 1 Street Address or P.O. Box

Street 2 Unit, Building or Floor Number

+ Street 3

* City

* State

* Zip Code


Remit-To Code ⓘ

☐ My company does not accept Check payments.

Next

Step 3. Creation of the Coupa Supplier Portal (CSP)

1. Success! You have created an account on the Coupa Supplier Portal
2. Next step: Please complete On's supplier update form
3. Some fields will be pre-filled, please review and add any missing details
4. Please note, this step is required before you can start doing business with On



Company ABC

[Profile Preview](#) |
 [Copy Profile URL](#) |
 [Download as PDF](#)

Company Info

Company Name

XX

Industry

About

Tax ID

XX

Year Established

Commodities

Products and Services

PO Email

Website

DUNS

Company Size

Ownership Type

Areas Served

No coverage in areas

Contacts

Add User

Search

Name	Primary Contact	Email	Work Number	Purpose	Actions
XX	Yes	XX		Accounting, Diversity, Legal, Procurement, Risk, Sales, Sourcing	

Per page: 5 | 15 | 30

Addresses

Add Address

Search

Address	Primary Address	City	State	Postal Code	Country/Region	Actions
	Yes					

Per page: 5 | 15 | 30

Step 4. Accessing On's External Update Form for Supplier

In the top menu, please select "Information Requests" to open On's supplier Update Form

1. Please look for the form named "External Update Form for Supplier"
2. Please click the link and provide the required information

The top screenshot shows the 'coupa supplier portal' interface. The 'Business Profile' tab is selected, and the 'Information Requests' sub-tab is highlighted with a red circle. The page displays 'Company ABC' with a profile preview and a list of information requests. A yellow banner at the top indicates 'Action Required'.

The bottom screenshot shows the 'Form Responses' section for the 'ON - UAT' profile. A table lists the responses, with the 'External Update Form for Supplier' highlighted by a red circle. The table has columns for Form, Status, Created Date, and Submitted At.

Form	Status	Created Date	Submitted At
External Update Form for Supplier	New	02/26/25	None

Step 5. Complete your primary company details

Please fill in any missing fields and ensure their accuracy

1. Please indicate whether you are registered for Tax/VAT in your home jurisdiction
 1. If you select Yes, please ensure your Tax/VAT number is correct
 2. If you select No, please describe why you are not registered for tax

Primary Details

*** Company Name**

Trading as name / known as

*** Legal Entity Name**

i.e. Registered Name / Company name stated in your business license

Parent Company Name

If applicable

*** Which country are you registered in?**

If you are registered in multiple countries, please select the country you will be providing services from.

Tax Information

*** In your market jurisdiction are you registered for TAX / VAT?**

☐ Yes

☐ No

Step 6. Complete your commodity and payment terms

1. Please specify which goods or services your company provides
2. On typically operates on Net 30 payment terms
 1. If you agree, select Yes
 2. If you do not agree, please select No and choose from the alternative payment term options in the dropdown

Commodity and Payment Terms

*** Primary commodity under which the goods / services you provide to On fall under?**

Please search for the main goods/services you will be providing On.

*** On operates on a standard payment term of Net 30 Days, do you agree to that?**

Select

*** On operates on a standard payment term of Net 30 Days, do you agree to that?**

No - I have another agreement

*** What did you agree on and with who is your contact at On?**

*** Please share copy of agreement as proof of payment terms**

No file chosen

On Contact Name

*** On operates on a standard payment term of Net 30 Days, do you agree to that?**

No - I don't accept

*** Please provide the reason, proposed terms and contact person this is being discussed with at On.**

On Contact Name

Contact Name of the On Team member agreed with

*** On operates on a standard payment term of Net 30 Days, do you agree to that?**

No - I am providing service t...

*** On Japan's operates on a standard payment term of Net 60 Days, do you agree to that?**

Yes

- **“No, I have another agreement”**

Please share the details for this agreement and your contact at On, and share a copy of agreement as proof of payment terms

- **“No, I don’t accept”**

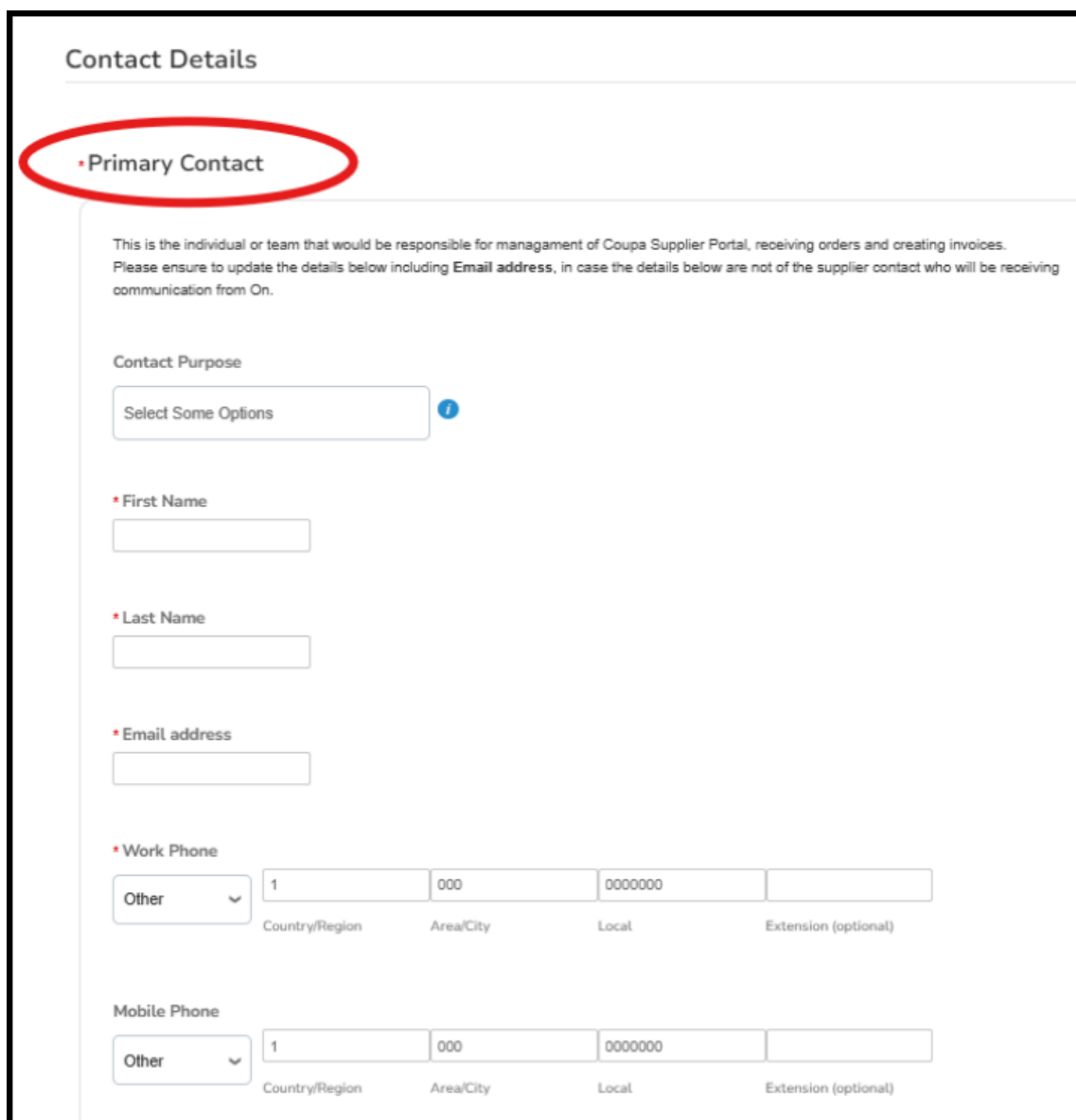
Please provide the reason, proposed terms and contact person this is being discussed with at On

- **“No, I am providing service to Japan”**

1. Please state whether you agree with a standard payment term of Net 60 days
2. If you do not accept or have another agreement, please provide the necessary details

Step 7. Complete your primary contact information

Please provide details for the individual responsible for managing the CSP, receiving purchase orders, and creating invoices



Contact Details

• Primary Contact

This is the individual or team that would be responsible for management of Coupa Supplier Portal, receiving orders and creating invoices. Please ensure to update the details below including Email address, in case the details below are not of the supplier contact who will be receiving communication from On.

Contact Purpose

Select Some Options i

*** First Name**

*** Last Name**

*** Email address**

*** Work Phone**

Other ▼

Country/Region Area/City Local Extension (optional)

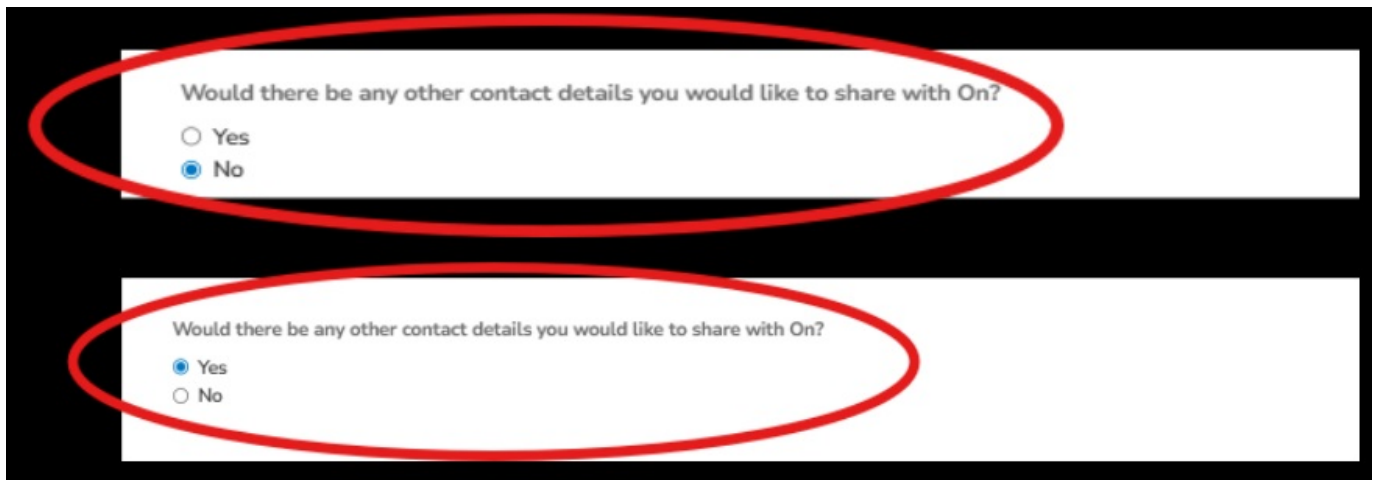
Mobile Phone

Other ▼

Country/Region Area/City Local Extension (optional)

Step 8. Complete your primary contact information

Indicate if you would like to share further contact details (e.g. other team members who should also receive Coupa notifications)



Would there be any other contact details you would like to share with On?

☐ Yes

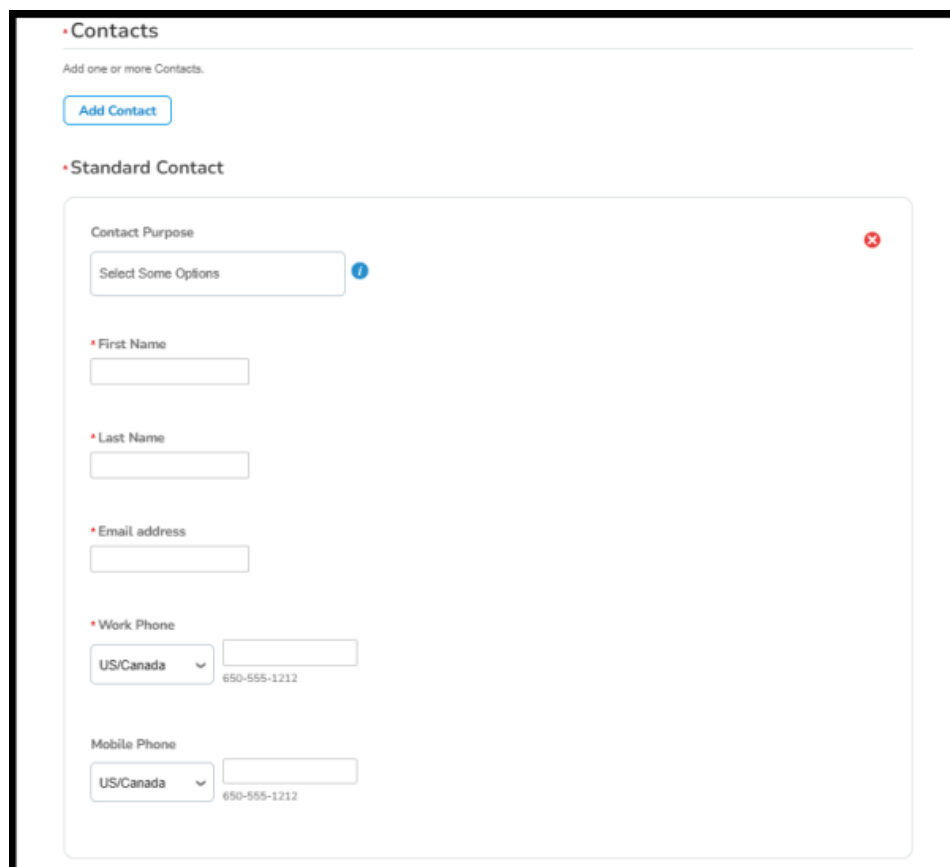
☒ No

Would there be any other contact details you would like to share with On?

☒ Yes

☐ No

If you would like to share any other contact details with On, please fill out the required information



• Contacts

Add one or more Contacts.

[Add Contact](#)

• Standard Contact

Contact Purpose

Select Some Options

• First Name

• Last Name

• Email address

• Work Phone

US/Canada 650-555-1212

Mobile Phone

US/Canada 650-555-1212

Step 9. Complete your purchase order preferences

Please select how you would like to receive your purchase orders. Our options include email, Coupa Supplier Portal, or cXML

***How do you want to receive purchase orders?**

Select ▼

In case you choose Coupa Supplier Portal, you will still have the option to choose an email ID where you can receive Purchase Orders.
If you want to receive POs via cXML, you will be asked to provide a contact name for any followup needed related to setup of cXML.

1. When you choose Coupa Supplier Portal, you will still have the option to choose an email ID where you can receive Purchase Orders
2. Please provide the PO email, which should be the contact person / team who should receive the order to deliver goods / services. This can be the primary contact, or an alternative address
3. If you want to receive Pos via cXML, you will be asked to provide a contact name for any followup needed related to setup of cXML

<p>*How do you want to receive purchase orders?</p> <p>Coupa Supplier Portal ▼</p> <p><small>In case you choose Coupa Supplier Portal, you will still have the option to choose an email ID where you can receive Purchase Orders. If you want to receive POs via cXML, you will be asked to provide a contact name for any followup needed related to setup of cXML.</small></p> <p>PO Email <input type="text"/></p> <p><small>PO email should be the contact person / team who should receive order to deliver goods/services. (This is used to communicate the orders from Cx, and can be the primary contact, or an alternative address)</small></p>	<p>*How do you want to receive purchase orders?</p> <p>Email ▼</p> <p><small>In case you choose Coupa Supplier Portal, you will still have the option to choose an email ID where you can receive Purchase Orders. If you want to receive POs via cXML, you will be asked to provide a contact name for any followup needed related to setup of cXML.</small></p> <p>PO Email <input type="text"/></p> <p><small>PO email should be the contact person / team who should receive order to deliver goods/services. (This is used to communicate the orders from Cx, and can be the primary contact, or an alternative address)</small></p>	<p>*How do you want to receive purchase orders?</p> <p>cXML ▼</p> <p><small>In case you choose Coupa Supplier Portal, you will still have the option to choose an email ID where you can receive Purchase Orders. If you want to receive POs via cXML, you will be asked to provide a contact name for any followup needed related to setup of cXML.</small></p> <p><small>*Provide a contact name, in case any followup is required for anything related to setup of cXML.</small></p> <p><input type="text"/></p>
--	--	--

Step 10. Complete your company address, and banking and payment details

Please provide your primary address, which is the main business address where you operate

*** Primary Address**

Address Purpose
Select Some Options ⓘ

*** Region**
Country/Region
United Kingdom ▼

State Region
None ▼

State ISO Code
[Text Field]

Address Name
[Text Field]

*** Street Address**
[Text Field]

*** City**
[Text Field]

*** Postal Code**
[Text Field]

Location Code
[Text Field]

Please note address name and state is an important field to be populated as it is required by On's ERP. Approvers to validate

- Please add and verify your bank account information, and ensure you choose the correct currency if you accept multiple currencies
- Please review the bank country/region to ensure you have selected correctly

Banking and Payment Details

*** Preferred Currency**
[Dropdown]

*** Select the bank country / region**
Other ✕ ▼

This will be the country / region where your bank is located.

Step 11. Review or add a Remit-To Address

Guidelines for the Remit-To Address Section (Banking Information in Coupa)

Note: This section is not applicable to suppliers who cannot be paid electronically in the US or Canada. If this applies to you, please indicate accordingly in your responses above.

1. Review Existing Details:

If you have previously shared your banking information with us, please ensure you thoroughly review the details provided in this section.

2. **Bank Country/Region Consistency:**

Confirm that the Bank Country/Region selected in the Remit-To section below matches the Bank Country/Region provided above.

3. **Updating Banking Information:**

- If you need to update your banking information, locate the Remit-To Address under the *Remit-To Addresses* section.
- Select Inactive for the previously provided address.
- Then click the Add Remit-To icon, followed by the Add Payment Method icon.

- **Entering Updated Banking Details:**

After clicking the relevant icon, a widget will appear. Select the appropriate payment method option and input the following required fields:

- **Payment Method Name**
- **Bank Account Country/Region**
- **Bank Account Currency**
- **Beneficiary Name**
- **Bank Name**
- Once entered, click Save. A green confirmation will appear if the update is successful.
- Review the updated bank information carefully and ensure all mandatory fields are completed.

4. **Bank Account in Another Country:**

If you have an additional bank account located in a different country, select Yes when asked: *“Do you have a bank account in a different country?”* Then, provide the necessary supporting documentation for verification.

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](#)

Remit-To Address

Please select Inactive only in case the below bank account will NOT be used for transactions with On

Active

Fiscal Address

This is the invoice purpose address

Address Name
150 Holbom

Specific Identifier for your location

Street Address
150 Holbom

Street Address 2

Street Address 3

Street Address 4

Region

Country/Region
United Kingdom

State Region
England - ENG

State ISO Code
GB-ENG

State Region field is required to be populated in most regions.

Postal Code
EC1N 2NS

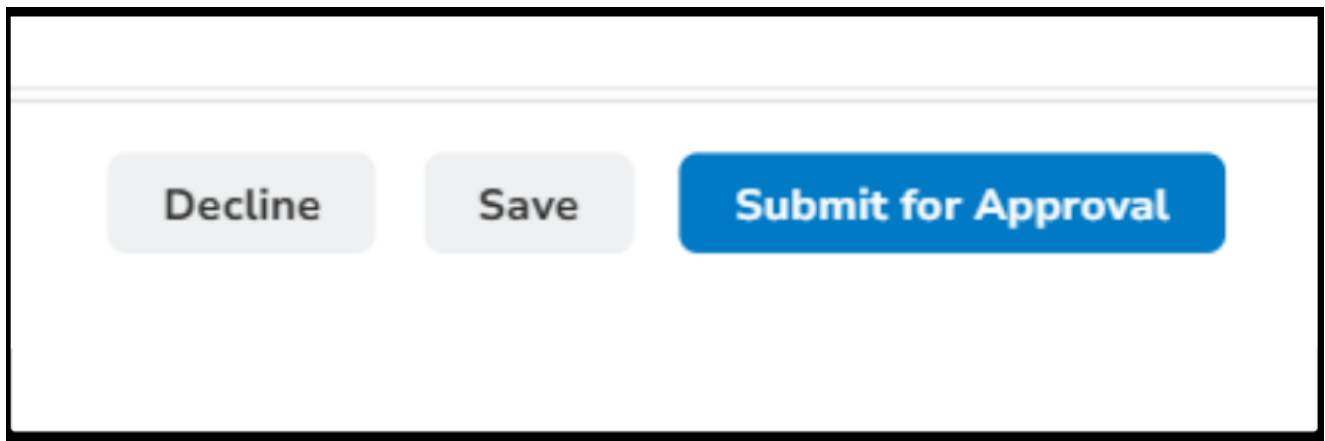
Account Currency
GBP

Payment Remittance Email Address

1. Please review or add a Remit-to address (this address is critical for invoicing purposes, so please ensure it is accurate)
2. Please complete the required fields
3. If a remit-to address is already listed and needs updating, select “Inactive” for the old entry before creating a new one
4. Please provide a Bank Supporting Document of your bank account information and details, or bank statement showing you're registered address and account details.
5. If you have more than one bank account (e.g. in a different country/currency), select “Yes”, and provide the relevant details

Step 12. Conduct a final check and submit for approval

1. Please review all the information you have entered to ensure accuracy (especially the bank account and address details=)
2. Click submit for approval
3. After On reviews and approves your banking details, you will be able to receive payments directly via the specified bank account



Decline Save Submit for Approval

Respond without joining

1. Opt to not register for a Coupa Supplier account
2. Please ensure all required fields in On's form are completed accurately
3. Review and verify the provided information before submission
4. Submit the form and wait for On's approval – once approved, you will be ready to transact with On!

The goal of this guide is to support you as you navigate On's External Supplier Update Form. Please note, while it is possible to provide On with the necessary transaction details without creating a Coupa Supplier Portal, it is not recommended. This is because it will limit your access to purchase orders, and may make invoicing and payment tracking more manual, which can increase the likelihood of errors and delays.

Please keep in mind that, until we have recorded and approved all your required contact and financial data, On cannot send you Purchase Orders or process invoices for payment.

Step 1. Answer On's Supplier Update Form



Profile Information Request

Hello Supplier,

ON - UAT has chosen Coupa as their supplier management platform.

In order to prevent lost documents and ensure you are paid on time, ON - UAT has requested you to provide information about your company.

Within the next 48 hours, please respond below to provide this information. Welcome!

Vatsalya Mishra
ON - UAT

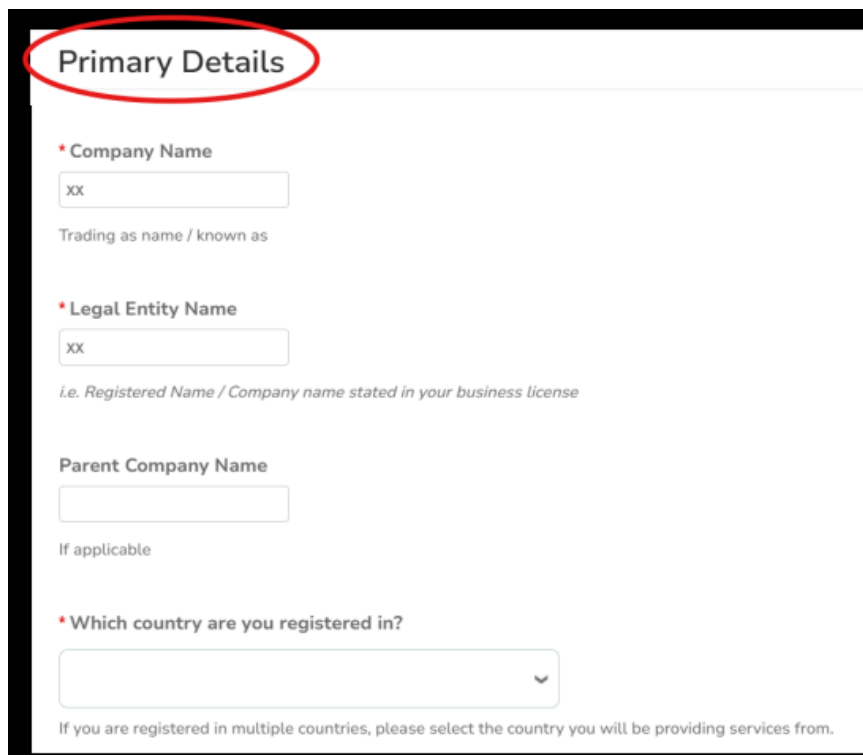
Join and Respond

Respond Without Joining

1. You have received an email from On asking you to update to Join and Respond or Respond without Joining
2. If you would like to Join and Respond, click “Join and Respond”, and follow the steps detailed in the previous slides, starting from page 3
3. If you would like to “Respond without Joining”, please see the steps as detailed in the upcoming slides

Step 2. Complete your primary company details

Please fill in any missing fields and ensure their accuracy



Primary Details

* Company Name

XX

Trading as name / known as

* Legal Entity Name

XX

i.e. Registered Name / Company name stated in your business license

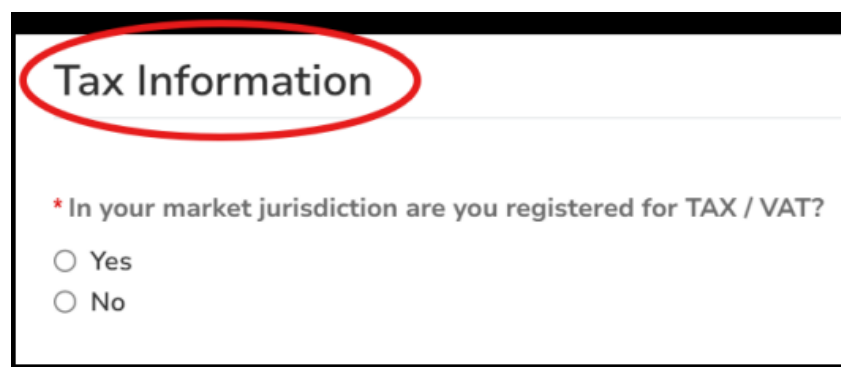
Parent Company Name

If applicable

* Which country are you registered in?

If you are registered in multiple countries, please select the country you will be providing services from.

1. Please indicate whether you are registered for Tax/VAT in your home jurisdiction
 1. If you select Yes, please ensure your Tax/VAT number is correct
 2. If you select No, please describe why you are not registered for tax



Tax Information

* In your market jurisdiction are you registered for TAX / VAT?

☐ Yes

☐ No

Step 3. Complete your commodity and payment terms

1. Please specify which goods or services your company provides
2. On typically operated on Net 30 payment terms
 1. If you agree , select Yes
 2. If you do not agree, please select No and choose from the alternative payment term options in the dropdown

The screenshot shows a web form titled "Commodity and Payment Terms". The form is divided into three columns and a large purple rectangular area on the right. Red circles and arrows highlight specific elements:

- Column 1:**
 - Question: "Primary commodity under which the goods / services you provide to On fall under?" with a search box below it.
 - Question: "On operates on a standard payment term of Net 30 Days, do you agree to that?" with a "Select" dropdown.
 - Option: "No - I have another agreement" (circled in red).
 - Question: "What did you agree on and with who is your contact at On?" with a text box.
 - Question: "Please share copy of agreement as proof of payment terms" with a "Choose File" button and "No file chosen" text.
 - Field: "On Contact Name" with a text box.
- Column 2:**
 - Question: "On operates on a standard payment term of Net 30 Days, do you agree to that?" with a "No - I don't accept" option (circled in red).
 - Question: "Please provide the reason, proposed terms and contact person this is being discussed with at On." with a text box.
 - Field: "On Contact Name" with a text box.
 - Field: "Contact Name of the On Team member agreed with" with a text box.
- Column 3:**
 - Question: "On operates on a standard payment term of Net 30 Days, do you agree to that?" with a "No - I am providing service t..." option (circled in red).
 - Question: "On Japan's operates on a standard payment term of Net 60 Days, do you agree to that?" with a "Yes" option (circled in red).

Red arrows indicate a flow from the "Select" dropdown in Column 1 to the "No - I don't accept" option in Column 2, and from the "No - I am providing service t..." option in Column 3 to the "Yes" option in Column 3.

1. "No, I have another agreement"

Please share the details fo this agreement and your contact at On, and share a copy of agreement as proof of payment terms

2. "No, I don't accept"

Please provide the reason, proposed terms and contact person this is being discussed with at On

3. "No, I am providing service to Japan"

1. Please state whether you ygree with a standard payment term of Net 60 days
2. If you do not accept or have another agreement, please provide the necessary details

Step 4. Complete your primary contact information


Please provide details for the individual responsible for managing the CSP, receiving purchase orders, and creating invoices

Contact Details

• Primary Contact

This is the individual or team that would be responsible for management of Coupa Supplier Portal, receiving orders and creating invoices. Please ensure to update the details below including Email address, in case the details below are not of the supplier contact who will be receiving communication from On.

Contact Purpose


Select Some Options 

* First Name

* Last Name

* Email address


* Work Phone

Other 

1 000 0000000

Country/Region Area/City Local Extension (optional)

Mobile Phone

Other 

1 000 0000000

Country/Region Area/City Local Extension (optional)

Indicate if you would like to share further contact details (e.g. other team members who should also receive Coupa notifications)

Would there be any other contact details you would like to share with On?

☐ Yes

☒ No

Would there be any other contact details you would like to share with On?

☒ Yes

☐ No

If you would like to share any other contact details with On, please fill out the required information

• Contacts

Add one or more Contacts.

[Add Contact](#)

• Standard Contact

Contact Purpose
Select Some Options ⓘ

• First Name

• Last Name

• Email address

• Work Phone
US/Canada 650-555-1212

Mobile Phone
US/Canada 650-555-1212

Step 5. Complete your purchase order preferences

Please select how you would like to receive your purchase orders. Our options include email, Coupa Supplier Portal, or cXML

*** How do you want to receive purchase orders?**

Select

In case you choose Coupa Supplier Portal, you will still have the option to choose an email ID where you can receive Purchase Orders. If you want to receive POs via cXML, you will be asked to provide a contact name for any followup needed related to setup of cXML.

*** How do you want to receive purchase orders?**

Coupa Supplier Portal ⓘ

In case you choose Coupa Supplier Portal, you will still have the option to choose an email ID where you can receive Purchase Orders. If you want to receive POs via cXML, you will be asked to provide a contact name for any followup needed related to setup of cXML.

PO Email

PO email should be the contact person / team who should receive order to deliver goods/services. (This is used to communicate the orders from Cx, and can be the primary contact, or an alternative address)

*** How do you want to receive purchase orders?**

Email ⓘ

In case you choose Coupa Supplier Portal, you will still have the option to choose an email ID where you can receive Purchase Orders. If you want to receive POs via cXML, you will be asked to provide a contact name for any followup needed related to setup of cXML.

*** PO Email**

PO email should be the contact person / team who should receive order to deliver goods/services. (This is used to communicate the orders from Cx, and can be the primary contact, or an alternative address)

*** How do you want to receive purchase orders?**

cXML ⓘ

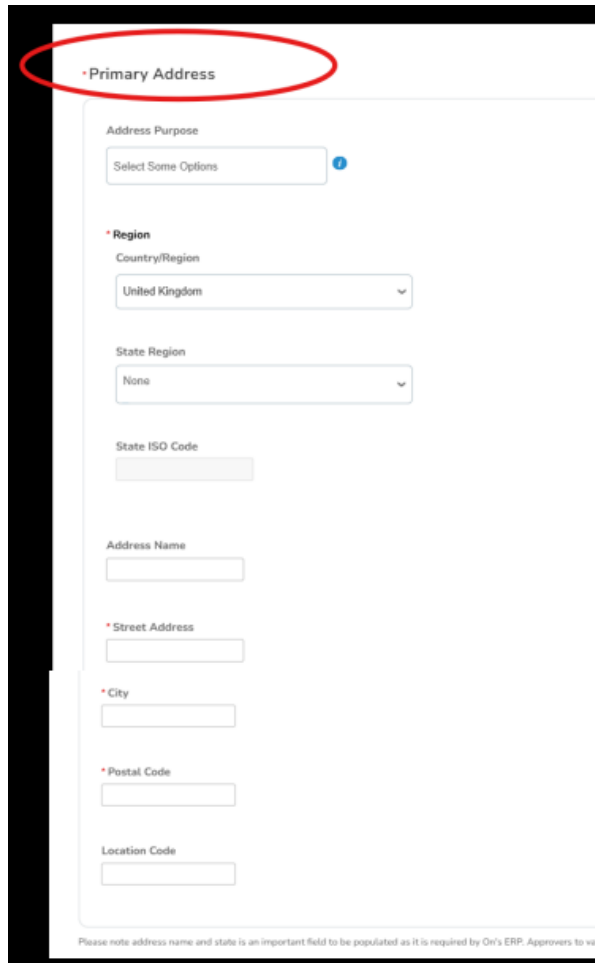
In case you choose Coupa Supplier Portal, you will still have the option to choose an email ID where you can receive Purchase Orders. If you want to receive POs via cXML, you will be asked to provide a contact name for any followup needed related to setup of cXML.

*** Provide a contact name, in case any followup is required for anything related to setup of cXML**

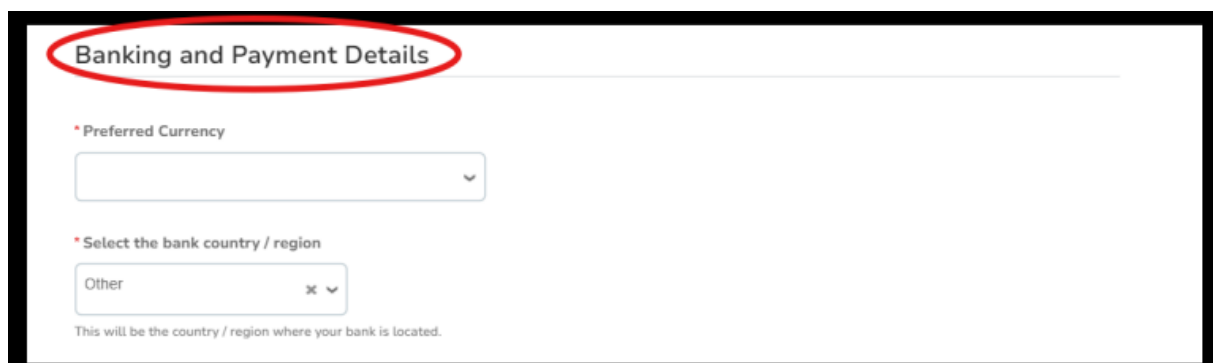
1. When you choose Coupa Supplier Portal, you will still have the option to choose an email ID where you can receive Purchase Orders
2. Please provide the PO email, which should be the contact person/team who should receive the order to deliver goods/services. This can be the primary contact, or an alternative address
3. If you want to receive Pos via cXML, you will be asked to provide a contact name for any followup needed related to setup of cXML

Step 6. Complete your company address, and banking and payment details

Please provide your primary address, which is the main business address where you operate

A screenshot of a web form titled "Primary Address" (circled in red). The form contains several fields: "Address Purpose" with a dropdown menu showing "Select Some Options"; "Region" with a "Country/Region" dropdown set to "United Kingdom" and a "State Region" dropdown set to "None"; "State ISO Code" with an empty text box; "Address Name" with an empty text box; "Street Address" with an empty text box; "City" with an empty text box; "Postal Code" with an empty text box; and "Location Code" with an empty text box. A small blue information icon is next to the "Address Purpose" dropdown. At the bottom, a note states: "Please note address name and state is an important field to be populated as it is required by Qr's ERP. Approvers to v".

1. Please add and verify your bank account information, and ensure you choose the correct currency if you accept multiple currencies
2. Please review the bank country/region to ensure you have selected correctly

A screenshot of a web form titled "Banking and Payment Details" (circled in red). The form contains two main sections: "Preferred Currency" with a dropdown menu, and "Select the bank country / region" with a dropdown menu showing "Other" and a small "x" icon. Below the second dropdown, a note states: "This will be the country / region where your bank is located."

Step 7. Review or add a Remit-To Address

Remit-To Address Guidelines for Coupa Banking Information Collection

Important: This section does not apply to suppliers who cannot be paid electronically in

the US or Canada. If this is the case, please clearly state this in your responses above.

1. Review Existing Banking Information

- If you have previously provided your banking details, carefully review the information displayed in the Remit-To section below to ensure it is accurate and up to date.

2. Confirm Country/Region Consistency

- Ensure that the Bank Country/Region selected in the Remit-To section below matches the Bank Country/Region entered earlier in the form.

3. Updating Banking Information

- If you need to make changes to your existing bank details:
- Mark the previously provided Remit-To Address as Inactive (found under the *Remit-To Addresses* section).
- Click on the Add Remit-To button.
- Then select the Add Payment Method icon to enter your updated banking information.

4. Entering New Bank Information

- After clicking the icon to add a payment method:
 - Select the appropriate **payment method option** (e.g., Bank Transfers).
- A widget will appear on the right where you must enter the following fields:
 - **Payment Method Name**
 - **Bank Account Country/Region**
 - **Bank Account Currency**
 - **Beneficiary Name**
 - **Bank Name**
 - **Once the fields are completed:**
 - **Click Save.**
- A green confirmation will appear, indicating the update was successful.
- Review all entered details and complete any additional required fields.

5. Additional Bank Accounts in Other Countries

- If you also have a bank account in a different country from the one listed above:
- Select Yes for the question: *“Do you have a bank account in a different country?”*
- Provide the relevant supporting documentation as requested.

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](#)

Remit-To Address

Please select inactive only in case the below bank account will NOT be used for transactions with On

Active

Fiscal Address

This is the invoice purpose address

Address Name
150 Holborn

Specific Identifier for your location

Street Address
150 Holborn

Street Address 2

Street Address 3

Street Address 4

Region

Country/Region
United Kingdom

State Region
England - ENG

State ISO Code
GB-ENG

State Region field is required to be populated in most regions.

Postal Code
EC1N 2NS

Account Currency
GBP

Payment Remittance Email Address

1. Please review or add a Remit-to address (this address is critical for invoicing purposes, so please ensure it is accurate)
2. Please complete the required fields
3. If a remit-to address is already listed and needs updating, select “Inactive” for the old entry before creating a new one
4. Please provide a Bank Supporting Document of your bank account information and details, or bank statement showing you're registered address and account details.
5. If you have more than one bank account (e.g. in a different country/currency), select “Yes”, and provide the relevant details

Step 8. Conduct a final check and submit for approval

1. Please review all the information you have entered to ensure accuracy (especially the bank account and address details)
2. Click submit for approval
3. After On reviews and approves your banking details, you will be able to receive payments directly via the specified bank account

Decline

Save

Submit for Approval

Please note that submitting the form does not mean that the onboarding process is already approved and finalised from On's side. We will review the information and get back to you if any changes or clarifications are needed.

FAQ


Q: Why is CSP recommended for suppliers?

A: CSP is recommended for faster payments, fewer delays, and full visibility into the procurement process.

Q: What happens if I don't complete the onboarding process in Coupa?

A: Until your onboarding process is fully completed, On cannot send you Purchase Orders or process invoices for payment.

Documents / Resources

	On Cut Information Update Guide for Suppliers [pdf] User Guide Cut Information Update Guide for Suppliers, Information Update Guide for Suppliers, Update Guide for Suppliers, for Suppliers
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References

- [User Manual](#)

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