An ADM User will initiate the New Supplier request and send it to you

Completing a New Supplier Onboarding Form in Coupa SIM

- Required documentation prior to completing form: W8/W9, New Supplier Info Sheet, additional relevant documentation

General Supplier Information

- Legal name and DBA needs to match tax form, do not include punctuation or special characters
- PO Email will be used to transmit electronic POs upon creation in Coupa. Please be sure this is an inbox that is regularly monitored.

Supplier Mailing Address

- Address Name field needs to be left blank
- Street Address field should be used for first line of address

Tax and Payment Information

- Select Tax Location and required fields will populate
  - Do not include any hyphens in the Tax ID field
  - Click the "File" link under attachments and attach W8/W9 here
- Lienholder Indicator field – Select appropriate option and (if needed) attach documentation under Attachments by clicking the "File" link

New Supplier Remit-To Address

- Do not click "Add Remit-To" button unless 2 remits are required
- Check is only permitted for grain suppliers, all other suppliers are required to provide ACH details
- Check or Electronic Payment field needs to align with Pay Type field that follows
  - For Electronic payment, select Electronic paymet for first field and the appropriate option for Pay Type:
    - ACH Grain – CTX
    - ACH Non-grain – CCD
    - SEPA – EMEAI ACH payments
    - Wire Transfer – Not for domestic USD remits
- ACH Authorization form needs to be attached in ACH/Wire Form field – this is a requirement
- Beneficial Ownership form is only required your bank is not in the same country as your company

Business Classification Certifications

- Select No in all fields that do not pertain to your company. If you select yes, the required document upload field will populate

Additional Required Documentation

- If all forms have been uploaded at this point, select no
- If there are additional certifications/support that needs to be attached, select yes and the required document upload field will populate