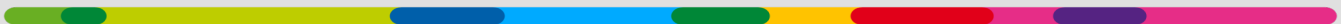




Purchase to Pay

**Create or Update Supplier  
Information in Coupa  
Supplier Portal**

*As of MAY 2019*



## Overview

Suppliers can create or update contact and payment information for transacting with ENGIE via two methods:

- Provide information via email using a one-time link
- Registering on the **Coupa Supplier Portal (CSP)** and completing the requested profile information

CSP registration is recommended as it is a free tool that allows suppliers to do business with customers with the ability to acknowledge purchase orders, submit invoices, and maintain contact/payment information in real time.

## Objective

This job aid describes the process on how to create or update your supplier information via the Coupa Supplier Portal (CSP).

## Steps to Create/Update Supplier Data in CSP:

If you are a new vendor doing business with ENGIE, or if you are an existing vendor needing to update your contact/payment information, Engie procurement will send you an e-mail from Coupa to update your information. To request an invitation to register or update, please send an email to [engiena-centralprocurement@engie.com](mailto:engiena-centralprocurement@engie.com). In this email, there will be a link to join and register for the CSP to update your information. **Click 'Join and Respond' to begin.**

## Request for Information from ENGIE North America

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Dear Valued Supplier,

ENGIE North America would like to conduct business with you through Coupa, our online procurement tool. In order to provide timely payments, Engie wants to ensure that your profile is valid and up to date.

To get started, please submit your complete company information. You can do this in two ways (see instructions at end of email):

1. You can do a one-time registration; or,
2. You can register directly through the Coupa Supplier Portal (CSP) free-of-charge.

We highly recommend registering through the CSP as it provides the following benefits:

- Self-maintenance of company and payment information
- Viewing and acknowledging your purchase order
- Creating electronic invoices and credit notes
- Visibility to invoice approval status and payment details
- Ability to have multiple users in your account to track the activity and complete necessary procurement and invoicing actions

The options for submitting invoices to ENGIE are as follows:

- Via the CSP – please click [here](#) for a demonstration on how to submit via the CSP
- Via email – please see how-to video [here](#)
- Via direct email – [invoices@engiena.coupahost.com](mailto:invoices@engiena.coupahost.com) . Please make sure you include the PO # written on it

When submitting your information, please provide a Federal Tax ID and ACH banking information. Please ensure that the form is submitted with all required data. If the form is incomplete, it will be returned to this email address for resubmission.

**Most Common reasons why a new vendor form is rejected:**

1.- For US vendors: 10 digits zip code: the form requires to enter a 10 digits zip code in the "Remit to address" and "Primary Address", if you do not know your complete zip code you can find it here: <https://m.usps.com/m/ZipLookupAction?search=address>

2.- W9 or WB8 out of date: the form requires to enter a W9 or WB8 signed in the last 12 months.

Please click on the first link to begin registration without signing up for the Coupa Portal

Please click on the second link to begin registration for the Coupa Portal.

\*\*\*

[Join and Respond](#)

[Respond Without Joining](#)

## Join Coupa Supplier Portal

A register to CSP portal screen is displayed. Register and Login to the CSP by creating an account.

- 1 Enter first name in the **First Name** field.
  - 2 Enter last name in the **Last Name** field.
- Note: Additional users can be added after registering for the portal.
- 3 Enter company name in the **Company** field.
  - 4 Enter and confirm a password in the **Password** and **Password Confirmation** field.
  - 5 Select the **I accept the Privacy Policy and the Terms of Use** checkbox.
  - 6 Click the **Submit** button.

coupa supplier portal

### Join the Coupa Supplier Portal

Validate the information below and create the password for your account. [Click here for help.](#)

\* First Name CDW

\* Last Name Supplier

\* Company CDW Supplier

\* Email engie.supplier+90009@gmail.com

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

\* Password Confirmation .....

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

Submit

## Welcome Screen

The Welcome to the New Coupa Supplier Portal screen is displayed.

- 7 Click the **Skip** or **Close** button.

Welcome to Coupa Supplier Portal

✓ Create Invoices & Get Status Updates

✓ Update Profile & Payment Info

✓ View & Respond to Purchase Orders

✓ Create Time Sheets & ASNs Against Orders

✓ Host & Manage Catalogs

✓ Get Real-Time SMS & Email Notifications

coupa supplier portal

Skip Next

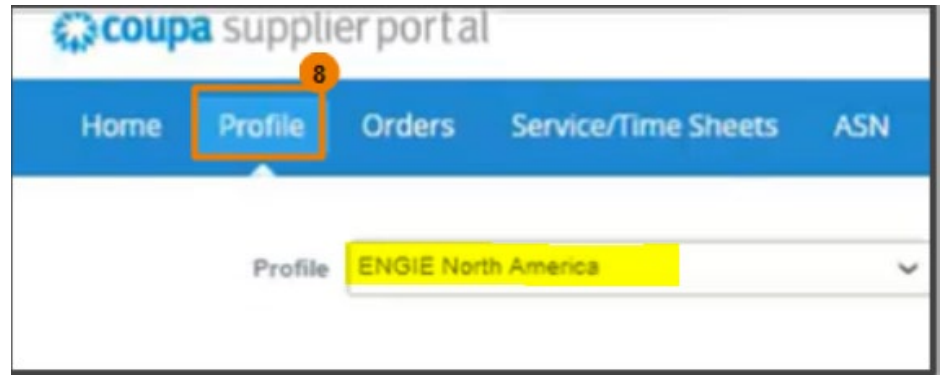
## Coupa supplier portal home page

- 8 Click the **Profile** tab to update contact/payment information.

*Note: You may be directed straight to your profile section if ENGIE has requested this information.*



**Note:** The Profile tab is the only place where updates to contact, remittance, and payment information will be acknowledged. Any changes completed in the Admin tab will not be sent to ENGIE.



## Profile Screen

- 9 Populate the mandatory fields (any field with red asterisk \*)
- **Supplier Legal Name**
  - **Display or DBA Name**
  - **Physical Address:** For postal codes, please refer to hints in form for country-specific format requirements. (10-digit zip required for US postal codes)
  - **Physical Address State/Region**
  - **Primary Contact**
  - **PO Email:** this email address will receive PO email notifications
  - **PO Method**
  - **PO Change Method**
  - **DUNS Number**
  - **Are you an ISN relevant vendor?**



**Note:** Hover over the blue "i" icon for direction on character limitations for specific fields. These character count requirements must be met to submit forms.

Supplier Information: DRIVEN

### Contact and General Information

\* Supplier Legal Name: DRIVEN

\* Display or DBA Name: DRIVEN

\* First Name: vicky

\* Last Name: Ling 9

\* Email address: ja.supplier@gmail.com i must be valid email

Mobile Phone: US/Canada  999-999-1212

Work Phone: US/Canada  999-999-1212

Fax: US/Canada  999-999-1212

\* PO Email:  i

Please enter the email address in which you would like to receive purchase orders. You are also able to receive requests for PO directly from your email.

PO Method:  Hint: Please Select From Other options (e.g., XML, etc.) require additional setup.

PO Change Method:  Hint: Please Select From Other options (e.g., XML, etc.) require additional setup.

**IT IS REQUIRED TO USE 9-DIGIT ZIP+4 FORMAT (e.g. 77056-3831) FOR THE POSTAL CODE OF THE PRIMARY ADDRESS**

\* Primary Address

Location Code	DRIVEN
Address Name	
PO Box	
PO Box Postal Code	
Street Address	21 Upgrade street
Street Address 2	21 Upgrade street2
Postal Code	11111
City	San Mateo
State Region	CA
Country	United States

IT IS REQUIRED TO USE 9-DIGIT ZIP+4 FORMAT (e.g. 77056-3831) FOR THE POSTAL CODE OF THE PRIMARY ADDRESS

\* Physical State/Region:

DUNS Number:  i

Are you an ISN relevant vendor?

Effective Date:  i

Expiration Date:  i

Attachments: [Add File](#)

Description:

If yes, please attach verification and include any details below.

10 Scroll-down and populate the following mandatory fields:

- **U.S. Tax ID:** must be a valid federal tax ID, SSN should not be used
- **Business Classification**
- **Account Currency**
- **U.S. Federal Tax Form**

**Tax Information**

\* U.S. Tax ID  ⓘ

1099 Classification

\* Business Classification

\* Account Currency

U.S. Withholding Tax

\* U.S. Federal Tax Form

Attachments [Add File](#)

Attach the appropriate IRS document (W9, W-8BEN, W-BEN-E) signed and dated within the last 12 months.

11 Scroll-down to populate the following fields, if applicable:

- **Minority and Small Business Information**

**Minority and Small Business Information**

Minority Owned Business

Minority Owned Certificate Date  ⓘ  
This field is required if minority owned business.

12 Scroll-down to populate the mandatory fields

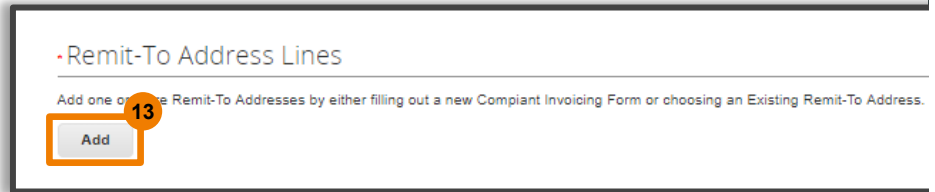
- **Remittance Advice Email:** This will be the email where payment notifications will be sent
- **Pay Method:** ACH or Wire Transfer

\* Remit-to State/Region

\* Remittance Advice Email   
Please enter email in which payment notifications will be sent to.

\* Pay Method

- 13 Scroll-down to the **Remit-To Address Lines** section and click the **Add** button to add the Remit-To address.



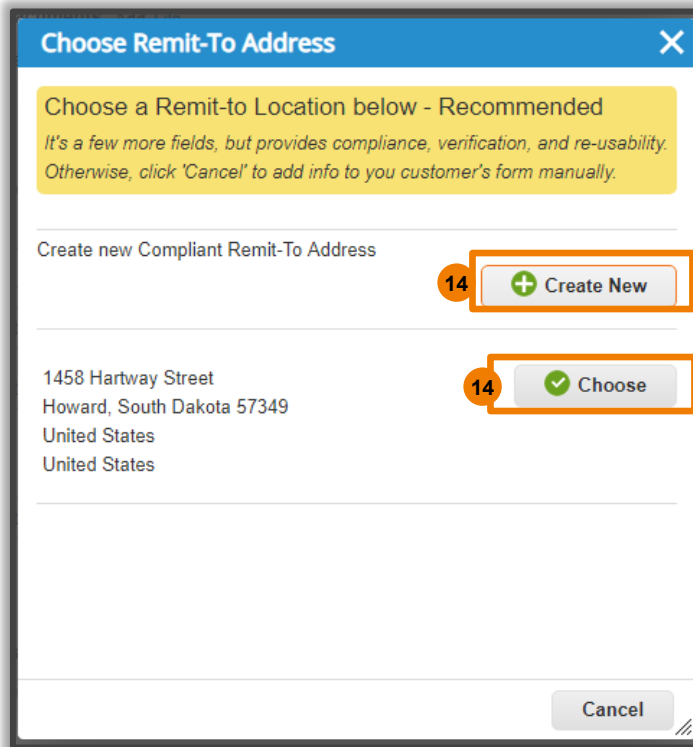
**Choose Remit-To Address window**

The **Choose Remit-To Address** pop-up is displayed. You can select from the two options.

- 14 Click the **Create New** button to create a new Remit-To address

OR

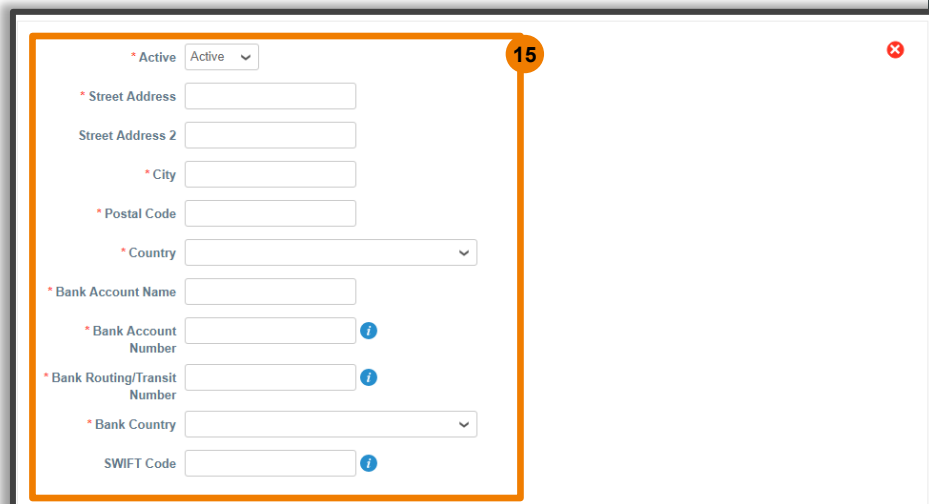
Click **Choose** to update the existing Remit to Address.



**Note:** Only one active remit-to address / banking info is allowed. If you need to update an existing remit-to address, please inactivate the current remit-to and add a new active field.

- 15 If the **Create New** button is selected, populate the following mandatory fields:

- **Active**
- **Street Address**
- **City**
- **Postal Code**
- **Country**
- **Bank Account Name**
- **Bank Account Number**
- **Bank Routing/Transit Number**
- **Bank Country**

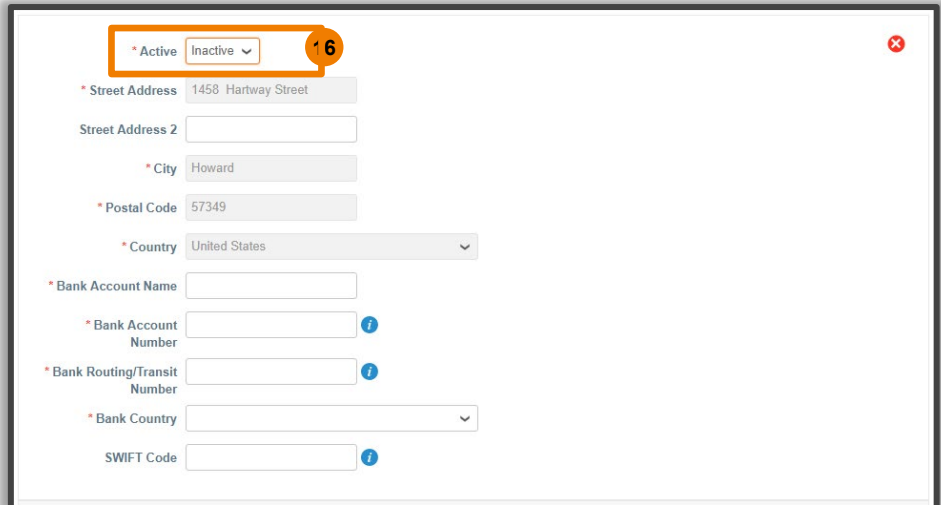




16 If the **Choose** button is selected, change the status of the existing remit to address to *Inactive*

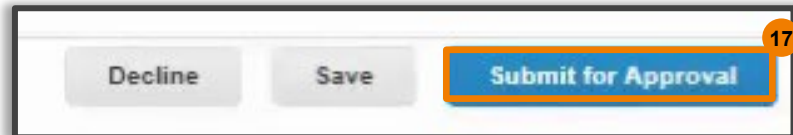
- **Active:** Set to *Inactive*

Then refer to Step 15 to create a new remit to address.



A screenshot of a web form with a dropdown menu at the top. The dropdown menu is open, showing 'Active' and 'Inactive' options. A red circle with the number '16' is placed over the 'Inactive' option. The form contains several input fields: 'Street Address' (1458 Hartway Street), 'Street Address 2', 'City' (Howard), 'Postal Code' (57349), 'Country' (United States), 'Bank Account Name', 'Bank Account Number', 'Bank Routing/Transit Number', 'Bank Country', and 'SWIFT Code'. Each field has a red asterisk indicating it is required. There are also blue information icons next to some fields.

17 Click the **Submit for Approval** button.



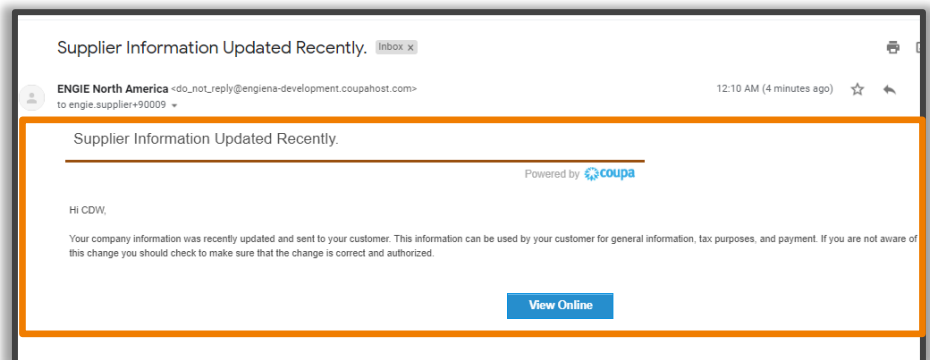
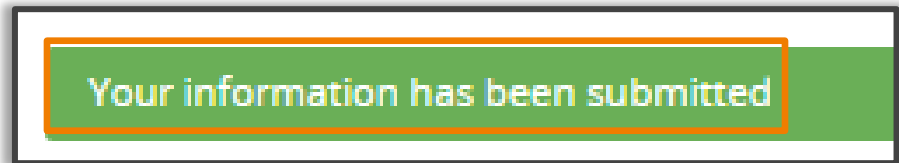
A screenshot of three buttons: 'Decline', 'Save', and 'Submit for Approval'. The 'Submit for Approval' button is highlighted with a red box and a red circle with the number '17'.

### Supplier Data created or updated

A success message stating that the information is successfully submitted is displayed.

### Confirmation Email

Once the information has been submitted, the supplier will receive an email notification confirming the information has been updated.



## Notes for Canada based Suppliers

The same process is also carried out for a Canada supplier.

The New Supplier Request Form is slightly different for a Canada Supplier. Please follow the instruction in the hints below each tax field on format for entry.

The following fields are unique to the Canada supplier:

- **CAN: GST/HST No.**
- **CAN: BC Provincial Sales Tax (PST) No.**
- **CAN: MB Provincial Sales Tax (PST) No.**
- **CAN: Quebec Sales Tax (QST) No.**
- **CAN: SK Provincial Sales Tax (PST)**
- **Canada Withholding Tax**

Profile | ENGIE North America

Supplier Information: Canada Supplier

Contact and General Information

\* Supplier Legal Name: Canada Supplier

\* Display or DBA Name: Canada Supplier

\* Physical Address

Location Code: USM

Address Name:

PO Box:

PO Box Postal Code: 8815 County Road 28

Street Address: North

Postal Code: USM

City: Ontario

State Region:

Country: Canada

\* First Name: Canada

\* Last Name: Supplier

\* Email address: engie.supplier100@gmail.com

Mobile Phone: USCanada

Work Phone: USCanada

Fax: USCanada

\* Physical Province: Minnesota (MN)

DUNS Number:

\* PO Email: engie.supplier100@gmail.com

Tax Information

Please enter your tax identification numbers

\* CAN: GST/HST No.:

CAN: BC Provincial Sales Tax (PST) No.:

CAN: MB Provincial Sales Tax (PST) No.:

CAN: Quebec Sales Tax (QST) No.:

CAN: SK Provincial Sales Tax (PST) No.:

Canada Withholding Tax: Select an Option

\* Account Currency: CAD

Are you an IBM related vendor?

Type:

Effective Date: 1/1/2019

Expiration Date: 12/31/2019

Attachments: Add File

Description:

Please click "Add" to enter Remittance and Banking Details

\* Remit-to Province: Minnesota (MN)

\* Remittance Address: engie.supplier100@gmail.com

\* Pay Method: Bank Transfer (ACH)

To update your remit-to banking details, please follow the below instructions:

1. Mark existing remit-to banking details as "Inactive"
2. Click "Add"
3. Fill out address and banking details and ensure the "Active" flag is set

\* Remit-To Address Lines

Add one or more Remit-To Addresses by either filling out a new Company Matching Form or pressing an Existing Remit-To Address.

Add

Cancel Save Submit for Approval