



# Supplier Onboarding

## User Guide

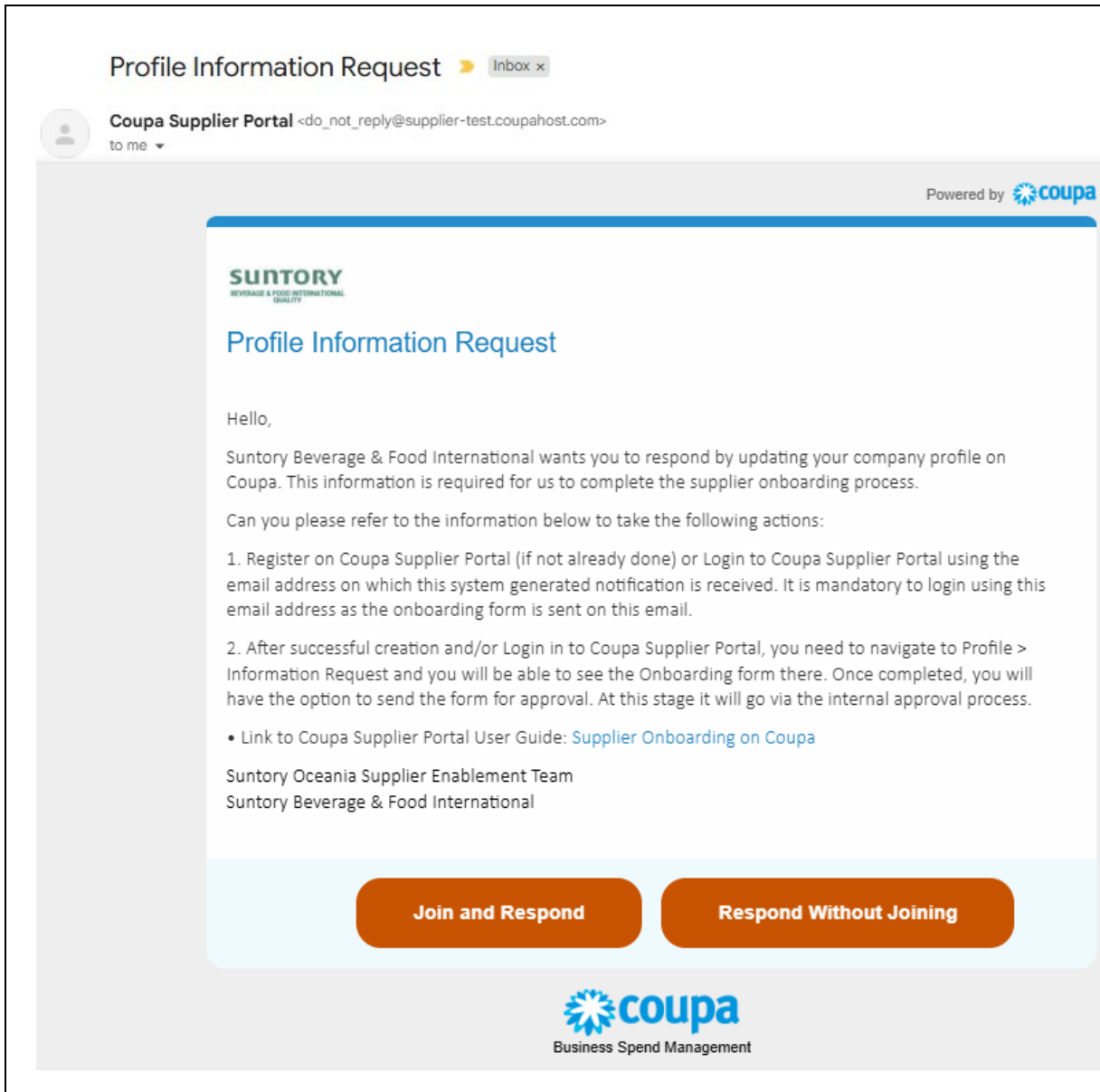
This User Guide describes how to register onto the **Coupa Supplier Portal (CSP)** and completing the **Onboarding form** to ensure we have up to date information from the supplier.

June 2025

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# 1. Register on Coupa Supplier Portal (CSP)



1. You will receive the email invitation to Register on Coupa Supplier Portal.

2. Click on **Join and Respond**

## NOTE:

- If you click on **Respond Without Joining**, you will be required to fill the onboarding questionnaire in one go as you will have no option to **Save**.

## Create an account

We use Coupa to manage purchase orders, invoices, and communicate with our suppliers. We'll walk you through a quick and easy setup for your account, so we're ready to do business together. RM41 Coupa Test!

\* Business Name

P & R Limited

Your legal business name (or legal personal name if an individual)

\* Email

Supplieronboardingsbfo@gmail.com

\* First Name

Supplier

\* Last Name

Onboarding

\* Password

\*\*\*\*\*



\* Confirm Password

\*\*\*\*\*



Use at least 8 characters and include a number and a letter.

\* Country/Region

New Zealand



\* IRD Number



123456789

☐ I do not have a Tax ID

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

Create an account

Already have an account? [Log In](#)

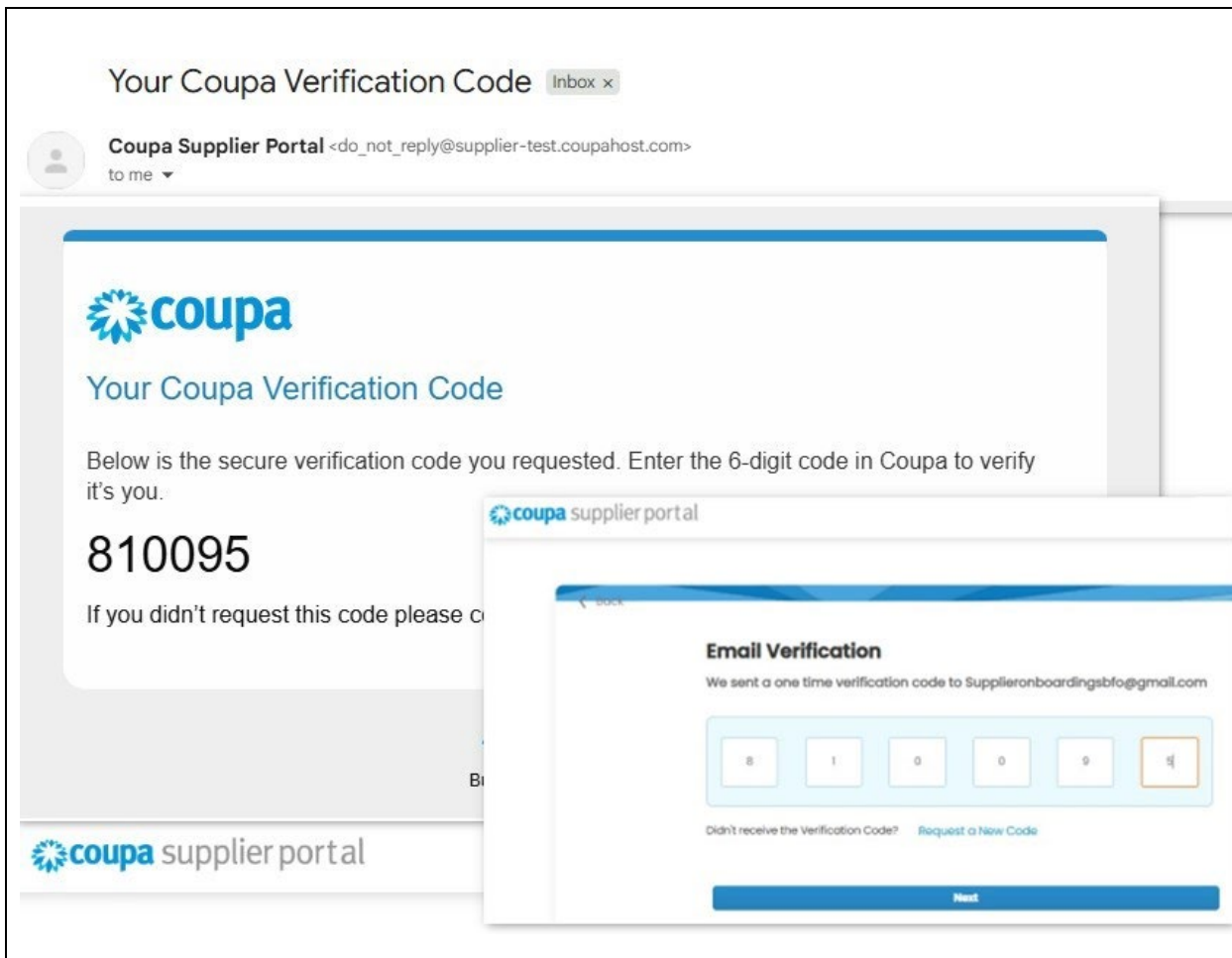
[Forward this to someone](#)

3. **Enter** the mandatory details.

4. Click on **Create an account**

### NOTE:

- If you already have an account on Coupa Supplier Portal, click on **Log In**
- You have the option to forward the onboarding request actions to another of your team member if they are on the same domain. Click on **Forward this to someone** and enter the email address.



5. The **6-digit email verification code** will be sent on the email entered during registration.

6. **Enter** the 6-digit email verification code

7. Click on **Next**

## 2. Add Legal Entity on Coupa Supplier Portal (CSP)

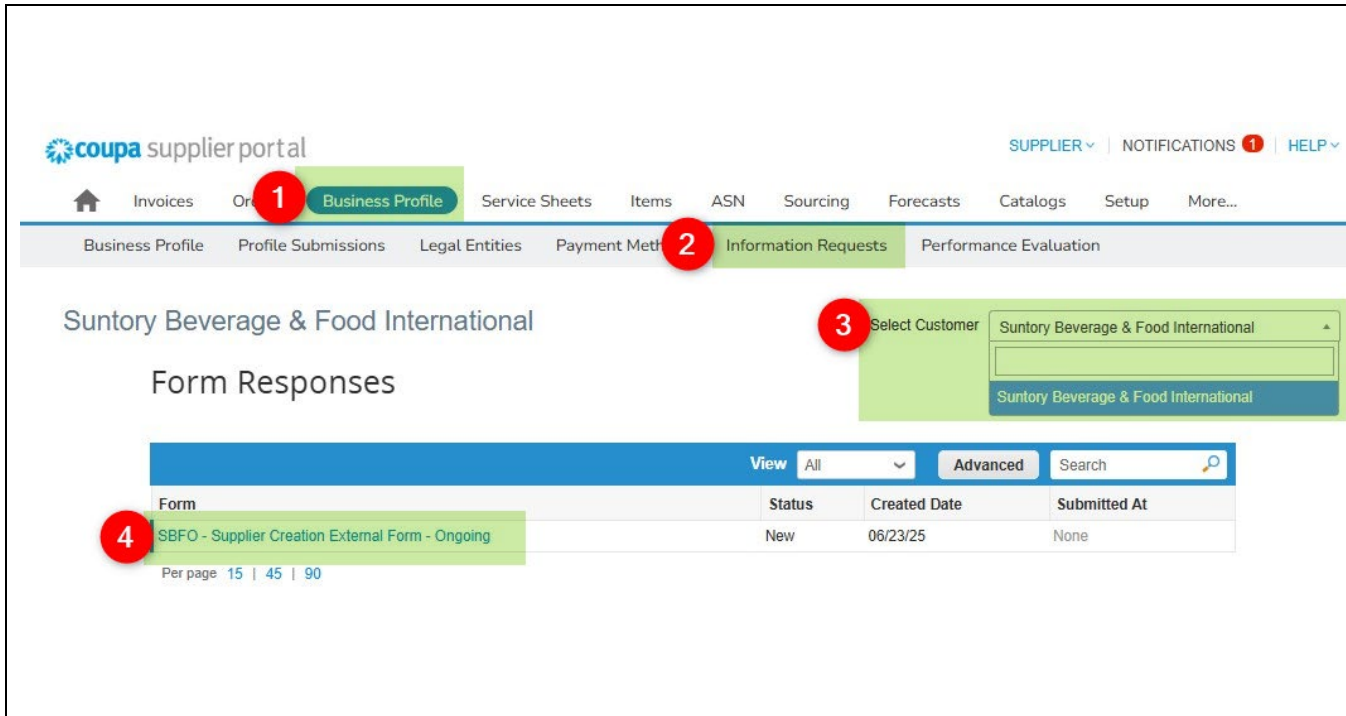
The screenshot shows the Coupa Supplier Portal (CSP) interface. The top navigation bar includes 'Invoices', 'Orders', 'Business Profile', and 'Service Sheet'. The 'Business Profile' tab is selected, and the 'Legal Entities' sub-tab is active. A 'Create' button is visible in the top left of the 'Legal Entities' section. The 'Create Legal Entity' form is open, showing the following fields:

- Legal Entity Name:** P & R Limited
- Country/Region:** New Zealand
- Tax Registrations:**
  - Country/Region:** New Zealand
  - VAT ID:** 123456789
  - ☐ I don't have a Tax ID Number
- Invoice From Address:**
  - Country/Region:** New Zealand
  - Address Line 1:** 123 Supplier Onboarding St...
  - Address Line 2:** (empty)
  - City:** Auckland
  - State:** Auckland
  - Postal Code:** 1025
  - Invoice From Code:** (empty)
  - Preferred Language:** English (New Zealand)
- Ship From Address:**
  - ☒ Same as Invoice From Address

At the bottom right of the form, there are 'Cancel' and 'Save' buttons.

1. Click on **Business Profile**
2. Click on **Legal Entities**
3. Click on **Create**
4. **Enter** all the mandatory details
3. Click on **Save**

### 3. Completing Supplier Onboarding Form on Coupa Supplier Portal (CSP)



The screenshot displays the Coupa Supplier Portal interface. The top navigation bar includes 'Invoices', 'Orders', 'Business Profile' (1), 'Service Sheets', 'Items', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Setup', and 'More...'. Below this, a secondary bar shows 'Business Profile', 'Profile Submissions', 'Legal Entities', 'Payment Methods', 'Information Requests' (2), and 'Performance Evaluation'. The main content area is titled 'Suntory Beverage & Food International' and 'Form Responses'. A 'Select Customer' dropdown menu (3) is open, showing 'Suntory Beverage & Food International'. Below the dropdown is a table with the following data:

Form	Status	Created Date	Submitted At
SBFO - Supplier Creation External Form - Ongoing	New	06/23/25	None

At the bottom of the table, it says 'Per page 15 | 45 | 90'. The 'SBFO - Supplier Creation External Form - Ongoing' row is highlighted (4).

#### Accessing the onboarding Form:

1. Click on **Business Profile**
2. Click on **Information Requests**
3. Select **Customer** *Suntory Beverage & Food International* from drop down
4. Click on **SBFO - Supplier Creation External Form**

#### Completing the onboarding Form:

- ✓ General Information
- ✓ Communication Details
- ✓ Address Information
- ✓ Accepting Suntory Oceania & Suntory Group Policies
- ✓ Membership Confirmation
- ✓ Business & Tax Registration Details
- ✓ Payment Details (follow the steps shown below)
- ✓ Safety, Compliance & Risk Management | Supplier Diversity | Corporate Social Responsibility | Health & Safety | Sustainability |

## 4. Adding Payment Details on Supplier Onboarding Form

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.

**1** Add Remit-To

How would you like to be paid?

All Methods Bank Transfers Checks Credit Cards

Suntory Beverage & Food International prefers Credit Cards, Bank Transfers, Checks

**2** Add Payment Method

**3** Add Payment Method

Payment Method {}

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

\* Payment Method Name ⓘ  
Bank Transfer

\* Bank Account Country/Region ⓘ  
New Zealand

\* Bank Account Currency ⓘ  
NZD

Beneficiary Name ⓘ  
P & R Limited

Bank Name ⓘ  
ASB Bank

Account Number ⓘ  
789101100

Confirm Account Number ⓘ  
789101100

Bank Code ⓘ  
123629

☐ My company expects to receive urgent/wire payments

Branch Code ⓘ  
123629

Beneficiary Type ⓘ  
Business

Remittance Email ⓘ  
Supplieronboardingstfo@gmail.com

Remit-To Code ⓘ

Supporting Documents ⓘ  
Drop or Browse Files  
Browse

**4** Save

### Adding Payment Details:

1. Click on **Add Remit-To**

2. Click on **Add Payment Method** & select **Bank Transfer**. **We only accept Bank Transfers**

3. **Enter** all the mandatory bank account details in the below format:

#### For New Zealand Accounts:

- **Bank & Branch Code:** Enter the first 6 digits (e.g., 123456)
- **Bank A/C Number:** Enter the next digits plus suffix (e.g., 789101100)

#### For Australian Accounts:

- **BSB Number:** Enter the 6-digit BSB (e.g., 123456)
- **Bank A/C Number:** Enter full account number (e.g., 789101112)

4. Click on **Save**

5. **Attach** Bank Account Details Confirmation Supporting Document



- ✓ Once all the required details are filled in, scroll to the bottom of page, and click on **Submit for Approval**.
- ✓ You also have the option to **Save** if you cannot complete the form in one go.
- ✓ If you have any questions, you can enter in the comment section and click on **Add Comment**.



Decline Save **Submit for Approval**

0 Comments [Mute Comments](#) ▼

Enter Comment

Add File | URL

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment

## 5. Any Questions?

- ✓ Email us at [sbfo.supplier@suntory.com](mailto:sbfo.supplier@suntory.com)
- ✓ Reach out to your Point of Contact from Suntory Oceania.