

Coupa Supplier Portal

Supplier Information Update

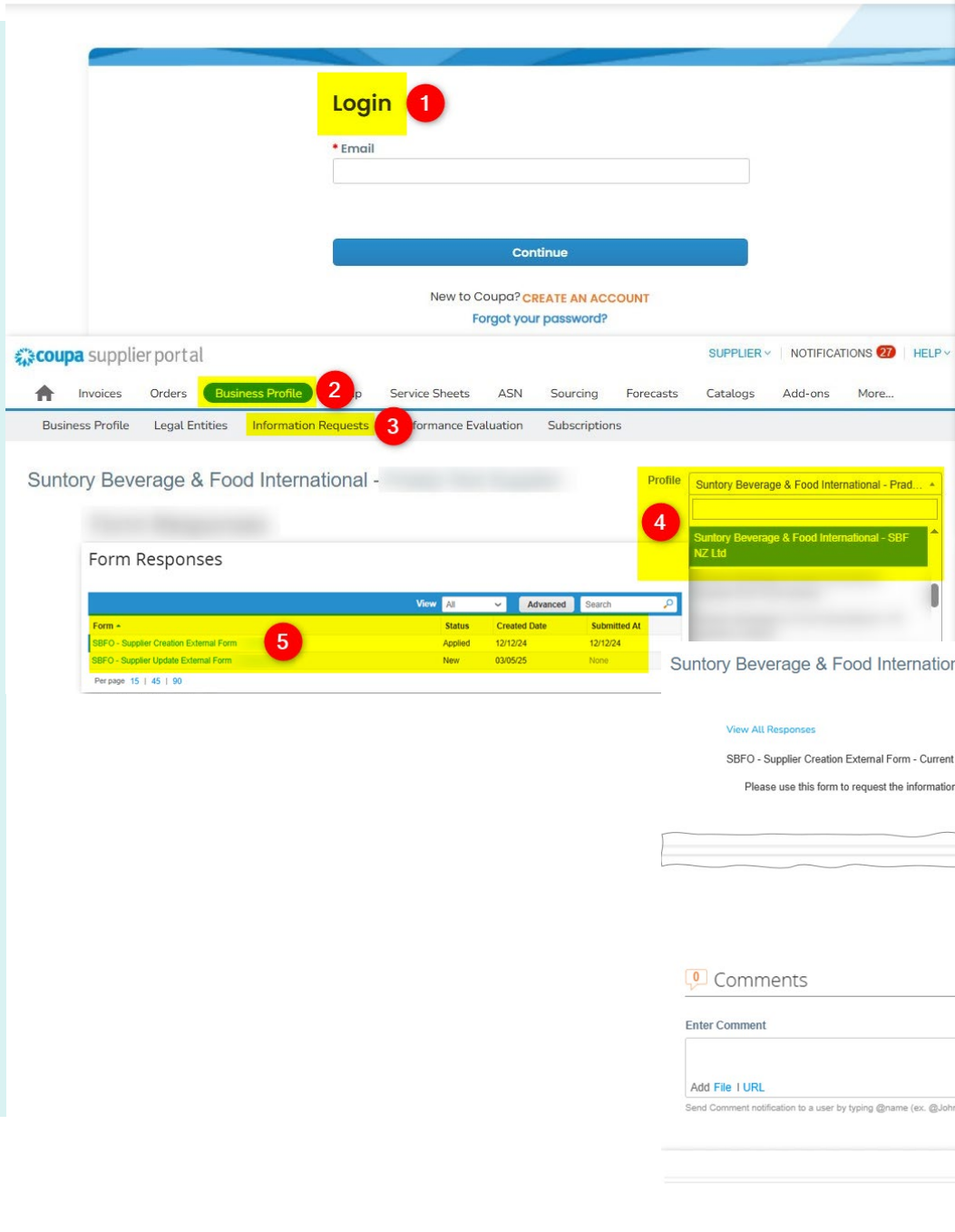
This guide provides step-by-step instructions for suppliers to **Update Supplier Information** on **Coupa Supplier Portal**.

SUNTORY
OCEANIA

1. Log in to **Coupa Supplier Portal** :
<https://supplier.coupahost.com/sessions/new>
2. Click on **Business Profile**
3. Click on **Information Requests**
4. Under **Profile** dropdown, select **Suntory Beverages & Food International**
5. Under Form Responses, click on the form with **latest created date** *
6. Scroll to the bottom of page > Click on **Update Info**
7. **Update the information** in relevant field as needed
8. Click on **Submit for Approval**

* If the Creation Form your previously submitted had incorrect information or needs update to previously submitted information, you can follow the above steps to update information and re-submit to us. The Status of this form will be either **Applied** or **Pending Approval**.

We can also send the Update Form (this will be the case when your initial onboarding is completed). The Status of this form will be either **New**, **Draft**, **Applied** or **Pending Approval**.



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'coupa supplier portal', 'SUPPLIER', 'NOTIFICATIONS 27', and 'HELP'. The main navigation menu has 'Invoices', 'Orders', 'Business Profile' (highlighted with a red circle 2), 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Add-ons', and 'More...'. The 'Business Profile' dropdown is open, showing 'Suntory Beverage & Food International - Prad...' (highlighted with a red circle 4) and 'Suntory Beverage & Food International - SBF NZ Ltd'. The 'Information Requests' tab is selected (highlighted with a red circle 3). The 'Form Responses' table shows a list of forms, with the first row highlighted (red circle 5):

Form	Status	Created Date	Submitted At
SBFO - Supplier Creation External Form	Applied	12/12/24	12/12/24
SBFO - Supplier Update External Form	New	03/05/25	None

The 'Update Info' button is highlighted with a red circle 6. The 'Submit for Approval' button is highlighted with a red circle 8. The 'Comments' section is visible at the bottom, with a text area for 'Enter Comment' and a 'Add Comment' button.

Any Questions?

- 1.You can drop a comment under the Comment Section located at the end of Form.
- 2.Email us at sbfo.supplier@suntory.com
- 3.Reach out to your Point of Contact at Suntory Oceania.