



# Supplier Update

## User Guide

This User Guide outlines steps on UPDATING existing supplier information to ensure we have up to date information.

December 2025

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# 1. Log In & Access Update Form on Coupa Supplier Portal (CSP)

The screenshot displays the Coupa Supplier Portal interface. At the top left, the logo reads "coupa supplier portal". Below it is a "Login" section with a red circle '1' next to the "Login" text. There is an "Email" input field and a blue "Continue" button. Below the button, it says "New to Coupa? CREATE AN ACCOUNT" and "Forgot your password?".

Below the login section is a navigation bar with "coupa supplier portal" on the left and "SUPPLIER", "NOTIFICATIONS 27", and "HELP" on the right. The main navigation menu includes "Invoices", "Orders", "Business Profile" (highlighted with a red circle '2'), "Service Sheets", "ASN", "Sourcing", "Forecasts", "Catalogs", "Add-ons", and "More...". A secondary menu below it includes "Business Profile", "Legal Entities", "Information Requests" (highlighted with a red circle '3'), "Performance Evaluation", and "Subscriptions".

The main content area shows "Suntory Beverage & Food International - [redacted]". On the right, a "Profile" dropdown menu is open, showing "Suntory Beverage & Food International - Prad..." (highlighted with a red circle '4') and "Suntory Beverage & Food International - SBF NZ Ltd".

Below the profile is a "Form Responses" section with a table. A red circle '5' is placed over the table. The table has columns for "Form", "Status", "Created Date", and "Submitted At".

| 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         |

At the bottom left of the table, it says "Per page: 15 | 45 | 90".

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 \*

\*

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

• You can also receive Update Form which we might send when needed. The form name starts with **SBFO – Supplier Update**.

## 2. Update Existing Information on Coupa Supplier Portal (CSP)

**Supplier Update External Form**

You have been sent this form to update the previously submitted Supplier Information.

\* For any queries regarding the supplier onboarding process please email : [support@coupa.com](#)

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### General Information

Supplier Number  
29519\_F

**1** \* Supplier Name  
Kaprx\North Phase Consulting  
Please enter the name in following format: Trading Name | Legal Name

**2** \* Supplier Parent Legal Entity  
North Phase  
International Companies Only.

**3** Business Type  
Private Company  
Please enter any one option that is suitable.  
1. Private Company  
2. Public Company  
3. Sole Trader  
4. Partnership  
5. Other

**4** ATO - Payment Times Reporting Scheme  
 Turnover < \$10m p/a  
 Turnover > \$10m p/a  
AU Suppliers Only

**5** Primary Contact

\* Supplier Contact First Name  
North

\* Supplier Contact Last Name  
Phase

**6** PO Email  
Supplier.Sim1+KaprX@gmail.com  
Please fill-in an email address to be receive the Purchase Orders over email

**7** Payment Remittance advice email  
Supplier.Sim1+NthPhse@gmail.com  
Please fill-in an email address to be notified for invoices paid.

### Address Information

**8** Street Address  
123 North Phase

Street Address 2  
KaprX

**9** Sundry Oceania & Sundry Group Policies  
Please review the Code of Conduct Policy, Supplier Guidelines, No PO No Pay Policy and

**10** Membership Confirmation | Sedex | Ecovadis |  
All Suppliers under Raw Materials, Packaging and Third Party Manufacture are required to register. This form will be rejected if a direct category vendor is not registered to Sedex

### Business & Tax Registration Details

**11** Tax Identification Number  
\* For New Zealand: GST / IRD  
\* For Australia: ABN  
\* For Others: Tax Registration Number OR VAT

Tax Registration Supporting Document  
Choose File No file chosen

**12** Business Registration Number  
1234567891012  
\* For New Zealand: NZBN  
\* For Australia: ABN  
\* For Others: Business Registration Number

Business Registration Supporting Document  
Choose File No\_deposit...vailable.pdf

- Once you access the form in Edit mode, you can update the information.
- You will notice that most of the information is pre-populated from the information previously submitted and approved.

**Note:** Fields marked \* are mandatory to be populated.

### 3. Update Existing Payment Details

**\*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** **2**

**\*Bank Account Details**

**Bank Account Details**

**How would you like to be paid?**

All Methods | Bank Transfers | Remit-To Addresses | Virtual Cards | Add Payment Method

Suntory Beverage & Food International prefers Virtual Cards, Bank Transfers, Remit-To Addresses Payments.

**Bank Account Details**

When providing your bank information, please enter the details separately into the correct fields, without dashes or spaces.

**For New Zealand Accounts:**

- Bank and Branch Code: Enter the first 6 digits (e.g., 123456)
- Bank Account Number: Enter the next digits plus suffix together (e.g., 789101100)

**For Australian Accounts:**

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

**Important:**

- Enter numbers only. No dashes (-) or spaces.
- Please double-check before submitting to avoid onboarding delays.

**\* Is the Bank located in Australia?**

Yes  
 No **4**

**\* Bank Country/Region**  
New Zealand

**\* Account Name**  
North Phase KaprX Ltd

**\* Bank Account Number**  
0888111

**\* Bank and Branch Code**  
123456

**SWIFT Code (BIC)**

**IBAN Number**

**Bank Control Key**

**\* Account Currency**  
NZD

**Active**  
Active

**\* Bank Account Details Confirmation Supporting Document**

**\* Attachments** **5**

Add File

No\_deposit\_slip\_available.pdf

**You can attach:**

- Bank Statement
- Bank Deposit Slip
- Authorised Account Number Confirmation from Bank

**PN:** The supporting document must be dated and issued within the last 3 months.

#### Important Note:

- The existing bank details on the form **CANNOT** be overwritten and will be greyed out.
- You **MUST** delete the existing bank details and add a new following the steps below:

1. Delete Existing Bank Details: Click on 
2. Click on Add Remit-To
3. Close the Dialog Box by clicking on 
4. 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)

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

- Complete the rest of the form questionnaire and attach relevant certifications
- 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**.



The screenshot displays a form submission interface. At the top right, there are three buttons: 'Decline' (grey), 'Save' (grey), and 'Submit for Approval' (green). Below these is a 'Comments' section with a '0' icon and a 'Mute Comments' dropdown menu. A text input field is present with a green 'Enter Comment' placeholder. Below the input field, there is a link for 'Add File | URL' and a note: 'Send Comment notification to a user by typing @name (ex. @JohnSmith)'. At the bottom right of the comment section is a green 'Add Comment' button.

## 4. Any Questions?

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