

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.

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1. Register on Coupa Supplier Portal (CSP)

The screenshot shows an email titled "Profile Information Request" from the Coupa Supplier Portal. The email is from "Coupa Supplier Portal" and is addressed to the user. The email content includes the Suntory logo, a greeting, and instructions for updating the company profile on Coupa. It lists two actions: 1. Register on Coupa Supplier Portal (if not already done) or Login to Coupa Supplier Portal using the email address on which this system generated notification is received. It is mandatory to login using this email address as the onboarding form is sent on this email. 2. After successful creation and/or Login in to Coupa Supplier Portal, you need to navigate to Profile > Information Request and you will be able to see the Onboarding form there. Once completed, you will have the option to send the form for approval. At this stage it will go via the internal approval process. A link to the Coupa Supplier Portal User Guide: [Supplier Onboarding on Coupa](#) is provided. The email is signed by the Suntory Oceania Supplier Enablement Team. At the bottom of the email, there are two buttons: "Join and Respond" and "Respond Without Joining". The Coupa logo and "Business Spend Management" are also visible at the bottom of the email content area.

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.

Your Coupa Verification Code Inbox x

 Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>
to me ▾

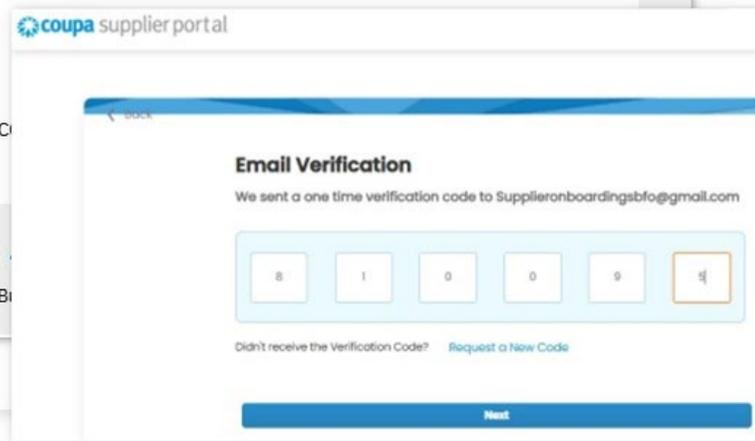


Your Coupa Verification Code

Below is the secure verification code you requested. Enter the 6-digit code in Coupa to verify it's you.

810095

If you didn't request this code please contact your administrator.



coupa supplier portal

[back](#)

Email Verification

We sent a one time verification code to Supplieronboardingsbfo@gmail.com

8	1	0	0	9	5
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Didn't receive the Verification Code? [Request a New Code](#)

[Next](#)

 coupa supplier portal

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 displays the Coupa Supplier Portal interface. The top navigation bar includes 'Invoices', 'Orders', 'Business Profile', and 'Service Sheet'. The 'Business Profile' tab is active, and the 'Legal Entities' sub-tab is selected. A 'Create' button is visible in the 'Legal Entities' section. A modal window titled 'Create Legal Entity' is open, containing the following fields and sections:

- 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 of the modal, 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 'coupa supplier portal', 'SUPPLIER', 'NOTIFICATIONS 1', and 'HELP'. Below this is a main menu with 'Business Profile' highlighted (step 1). A secondary menu shows 'Information Requests' highlighted (step 2). The main content area is titled 'Suntory Beverage & Food International' and 'Form Responses'. A 'Select Customer' dropdown menu is open, showing 'Suntory Beverage & Food International' selected (step 3). Below the dropdown is a table with columns 'Form', 'Status', 'Created Date', and 'Submitted At'. The first row is highlighted (step 4) and contains the text 'SBFO - Supplier Creation External Form - Ongoing', 'New', '06/23/25', and 'None'. The table also includes pagination information: 'Per page 15 | 45 | 90'.

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.

Add Remit-To 1

How would you like to be paid? 2

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

Suntary 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? 3

Yes

No

* Bank Country/Region 4

New Zealand

* Account Name 5

Standard User Testing

* Bank Account Number 6

068899900

* Bank and Branch Code 7

123629

* Account Currency 8

NZD

Active

Active 9

Adding Payment Details:

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

2. Click on 

3 - 9. **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)

10. **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**.



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

5. Any Questions?

- √ Email us at sbfo.supplier@suntory.com
- √ Reach out to your Point of Contact from Suntory Oceania.