



Supplier Creation Coupa Supplier Portal for GCC



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Objective

Update your Company profile on a new Spend Management Platform and improve communication with GCC.



Introduction

In this platform you can retrieve, organize, and manage all your information while maximizing the engagement with GCC with improved data quality, ensuring minimum risk and high efficiency.

◆ Supplier Creation- Supplier Invitation from GCC

 GCC Profile Information Request - Action Required

Powered by 

Hello,

GCC is inviting you to register as a supplier. In order to do so, it is necessary to create your account in Coupa, our chosen platform for Spend Management, and provide information about your company electronically in order to prevent lost documents and make sure you are paid on time. Within the next 48 hours, please respond below to provide this information.

Before you begin, be sure to have on hand the following information:

- W-9 form
- Banking information (for payments)
- Voided check / Bank statement
- Accounts Receivable Contact

If you are not able to provide the mentioned information please forward this invitation to the correct contact by click in "Join" then, in Coupa's login page, you will see at the bottom a Forward section where you can enter the correct contact e-mail. Please consider that your account will be linked to the e-mail provided.

Note: Not providing this information in a timely manner may impact your ability to do business and get paid.

If you have questions, please contact us at vendorgcc@gcc.com

Welcome!

Procurement GCC



Join and Respond

- You'll receive a request to update your Information on the Coupa platform. Please follow the link and complete the next steps.

WELCOME!!

◆ Supplier Creation- Supplier

Join Coupa Supplier Portal (CSP)

Join the Coupa Supplier Portal

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

* First Name

* Last Name

* Company

* Department

* Role

* Email

* 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](#).

- Please write and validate your information and create your own personal password for your account.
- Accept the Privacy Policy and Terms of Use of the portal.
- Click on “Submit” button to Access to the portal.
- After the format loads, please fill the required blanks.

On the guide section, you can check on the instructions for updating your information

◆ Supplier Creation- Supplier

Join Coupa Supplier Portal (CSP)

Join the Coupa Supplier Portal

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 - Accept the Privacy Policy and Terms of Use of the portal.
 - Click on “Submit” button to Access to the portal.
-
- To forward the invitation to someone else in your organization, you can do it from here:

Forward Your Invitation

Not the right person to register now? Want to ask a coworker to join quickly? Send a copy of your invitation to a colleague's email below (must have the same email domain).

Forward Email

◆ Supplier Creation- Supplier Vendor Registration Form

GCC Supplier Information Form

Instructions [GCC_Supplier_Manual_in_the_CSP.pdf](#)

Download the file and review for detailed instructions of this form.

* Name

* Business Name (DBA)

For businesses and persons with no DBA, repeat the name.

* Are you a Contractor? Yes
 No

* Commodity ▼

* Organization Type ▼

* Tax Classification ▼

* Tax ID (SSN / EIN)

* W9 / W8 Attachment No file chosen

VENDOR REGISTRATION FORM

- **Name.-** Write/Confirm your Company Name registered in GCC.
- **Business Name (DBA).-** Write the Business Name or the “Doing Business As” name.
- **Contractor.-** Select Yes or No.
- **Commodity.-** Choose the commodity of your company.
- **Tax Classification.-** Select from dropdowns the tax classification of your company.
- **Tax ID (SSN/ EIN).-** Enter your Tax ID (Tax Payer Identification Number).
- **W9 / W8 Attachment.-** Attach the file that verifies your Tax ID.

◆ Supplier Creation- Supplier Address and Contact Information

Address and Contact Information

* Primary Address

Location Code	<input type="text"/>	
Address Name	<input type="text"/>	
PO Box	<input type="text"/>	
PO Box Postal Code	<input type="text"/>	
Street Address	<input type="text"/>	←
Street Address 2	<input type="text"/>	
Postal Code	<input type="text"/>	←
City	<input type="text"/>	←
State Region	<input type="text"/>	←
Country	<input type="text" value="United States"/>	←

Street Address, Postal Code, City, State and Country MUST BE FILLED. Other fields are optional

Address and Contact Information

Primary Address

Read the small grey letters below to see which spaces to fill.

- **Fill the Address Information that you want to register on GCC system.**

◆ Supplier Creation- Supplier Sales Contact Information

Sales Contact Information

* First Name Sales Contact

* Last Name Sales Contact

* Email Sales Contact 

* Work Phone Sales Contact

Mobile Phone Sales Contact

* Purchase Order Email 
e-mail to receive Purchase Orders. Repeat if it is the same as the sales contact.

Sales Contact Information

- **First Name Sales Contact.-** Write your Sales Contact First Name.
- **Last Name Sales Contact.-** Write your Sales Contact Last Name.
- **Email Sales Contact.-** Write your Sales Contact Registered Email.
- **Work Phone.-** Write your Sales Contact Work Phone.
- **Purchase Order Email.-** Write the email where you want to receive your Purchase Orders.

◆ Supplier Creation- Supplier Accounts Receivables Contact Information

Accounts Receivable Contact Information

* Full Name Accounts
Receivable

* Email Accounts
Receivable

* Work Phone
Accounts Receivable

Accounts Receivables Contact Information

- **Name Accounts Receivable.-** Write the Full Name of the Accounts Receivables Contact.
- **Email Accounts Receivable.-** Write the Accounts Receivables Contact Email.
- **Work Phone Accounts Receivable.-** Write the Accounts Receivables Contact Phone.

◆ Supplier Creation-Supplier Payment Information / Remit-To-Addresses

Payment Information

To add payment information, click the ADD REMIT-TO button and follow the instructions.

*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

Choose Remit-To Address

Choose a Remit-to Location below - Recommended
*It's a few more fields, but provides compliance, verification, and re-usability.
Otherwise, click 'Cancel' to add info to your customer's form manually.*

Create new Compliant Remit-To Address

 Create New



2

1. Click on the Add Button.

2. An emergent window will appear with the legend on the title: "Choose Remit-To Address". Click on "+ Create New".

A Bank Information Section will appear.
Continue to the next page for the instructions.

◆ Supplier Creation- Supplier Payment Information

Where's your business located? ×

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

* Legal Entity Name

Country

This is the official name of your business that is registered with the local government and the country where it is located.

1. **Legal entity Name.-** Give a name to the payment entity you are creating.
2. **Country.-** Select the country of your fiscal address.

◆ Supplier Creation- Supplier Payment Information

Tell your customers about your organization

Which customers do you want to see this?

- 1 All
 GCC

What address do you invoice from?

2

* Address Line 1

Address Line 2

* City

State

* Postal Code

Country United States

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents. *i*

- Use this address for Remit-To *i*
- Use this for Ship From address *i*

1. **Customers to share information with.-** By joining the CSP (Coupa Supplier Portal) you will be able to interact with more customers and your information can be shared within your accounts. Select all if you have only one payment method for all your customers.

2. **Address.-** Enter the address details of your legal entity.

3. **Tax ID.-** Same Tax ID information you entered in the previous section (for legal entity record).

What is your Tax ID? *i*

3

Country United States

Tax ID

◆ Supplier Creation- Supplier Payment Information

Where do you want to receive payment?

1 2 3 4

* Payment Type Address

Address

What is your Re **Bank Account** Virtual Card?

Address Line 1 117 State Hwy 337 South

Address Line 2

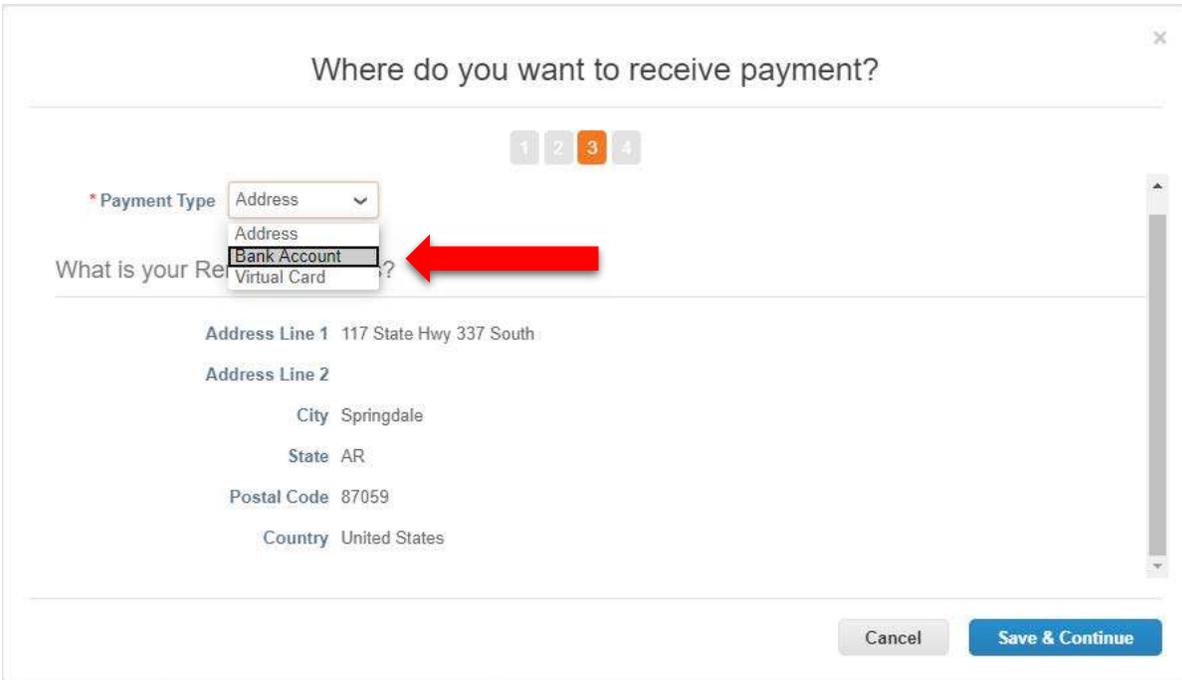
City Springdale

State AR

Postal Code 87059

Country United States

Cancel Save & Continue



Payment Type – In GCC the preferred payment method is ACH. Please select the option “Bank Account” to submit you bank account details to receive payments from GCC.

◆ Supplier Creation- Supplier Payment Information

*Payment Type Bank Account ▾

Banking information ⓘ

Bank Account Country: United States ▾

Bank Account Currency: ▾

Bank Name:

Beneficiary Name:

Routing (Bank Code) Number: Routing Num ▾

Account Number: ⓘ

Confirm Account Number:

IBAN: ⓘ

SWIFT/BIC Code: ⓘ

Bank Account Type: Business ▾

Bank address

Address Line 1:

Address Line 2:

City:

State: Select an Option ▾

Postal Code:

RECOMMENDED

Note: Banking info added here is NOT automatically sent to your customer(s). If they don't have it already - please use their payment info change process (which may be outside of Coupa for some buying organizations). ⓘ

Payment Type – When selecting the payment type “Bank Account”, fields for bank account details will appear.

Please fill your bank account details.

****For Foreign suppliers with bank accounts outside the US, IBAN and SWIFT codes are mandatory.**

◆ Supplier Creation- Supplier Payment Information

Where do you want to receive payment? ×

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next. Add Remit-To

Remit-To Account	Remit-To Address	Status	
Bank Account Wells Fargo My beneficiary name *****3456 111444555	117 State Hwy 337 South Springdale AR 87059 United States	Active	Manage

Deactivate Legal Entity Cancel Next

Review your payment information just created and click “Next”

◆ Supplier Creation- Supplier Payment Information

Where do you ship goods from? ×

1 2 3 4

For many countries including different shipping details on the invoice is required if they are different to where your legal entity is registered. Add Ship From

Title	Status
117 State Hwy 337 South Springdale AR 87059 United States	Active

Manage

Deactivate Legal Entity Done

If you ship goods from a different location and want to include that information in your invoices you can manage from here, otherwise, click “done”.

Setup Complete ×

1 2 3 4

Do you want to Add Remit-To Address to the customer profile now?

Add Later Add Now

Click the blue button “Add Now” to register the information in GCC profile.

◆ Supplier Creation- Supplier Contractor Documents

Contractor Certifications Section

GCC required forms for Contractors

- GCCA_INDEMNITY_AND_HOLD_HAR...
- GCCA_Contractor_PreQual_Checklist.pdf
- GCCA_Safety_and_Health_performance...
- GCCA_Safety_Procedure_Agreement.pdf
- GCCA_Safety_Outline_Contractors.pdf

* Required forms Attachments

Select File

If needed, zip (compress) all files you need to send to GCC and attach here

To all our Contractors.

Read and fill all the required Contractor forms and upload the files to the attachments section.

◆ Supplier Creation- Supplier

Code of Ethics, Privacy Policy & Environmental, Quality and Health & Safety requirements

Code of Ethics and Privacy Policy

By accessing this website and any of its applications, as well as any other GCC website or printed material, you agree to abide by these terms and conditions for the gathering, use, transfer and storage of your personal information, which, at all times, shall be treated in accordance with the provisions of the Federal Law on Protection of Personal Data Held by Individuals. If you do not agree to be bound by any of these terms and conditions, please refrain from using this website, its applications and/or printed material.

Our Privacy Policy is available in the following link: <http://www.gcc.com/aviso-de-privacidad/>

In addition, we consider our vendors as strategic stakeholders, therefore GCC has introduced a Code of Ethics and Vendors Conduct manual in accordance with the principles and values of GCC. The Vendor Code must be acknowledged and shall be attached to the corresponding agreements.

Vendor Ethic and Conduct Guidelines

Vendor_Ethic_and_Conduct_Guidelines...

* I Accept the Code of Ethics, Conduct Guidelines and Privacy Policy

Environmental, Quality and Health & Safety requirements

The vendor will be subject to the GCC policies and all that is necessary to comply with the health and safety norms that applies within the GCC facilities (ISO 45001), environmental (ISO 14001), quality (ISO 9001), 5S system, as well as the legal regulations that applies for the compliance of the norms; this declared within the Coupa platform

All the documents and requirements will be corroborated and validated before entering the GCC facilities

* I agree to comply with the Environmental, Quality and Health & Safety requirements

* I Accept

I certify that the information supplied herein is true and correct and that all required licenses and permits are in full force and effect. All information provided will be treated as confidential. I accept the default/negotiated pay terms.

Decline

Save

Submit for Approval

Please read all the guidelines and if agree, accept by checking the boxes.

“Submit for approval”.

***If there are any errors in the form, you'll not be able to continue and the fields that need to be attended will be highlighted in red.*

◆ Supplier Creation- Supplier

Pending approval

 coupa supplier portal

MIKE ▾ NOTIFICATIONS 0 HELP ▾

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Add-ons Admin

Profile GCC ▾

Pending Approval ⓘ

Supplier Information MWV Switzerland Ltd

Supplier Portal Guide

- *At the top of the page you will see the message “pending Approval”. That indicates the form has been successfully sent to GCC.*
- *You’ll receive an email when the final approval has been completed in GCC.*