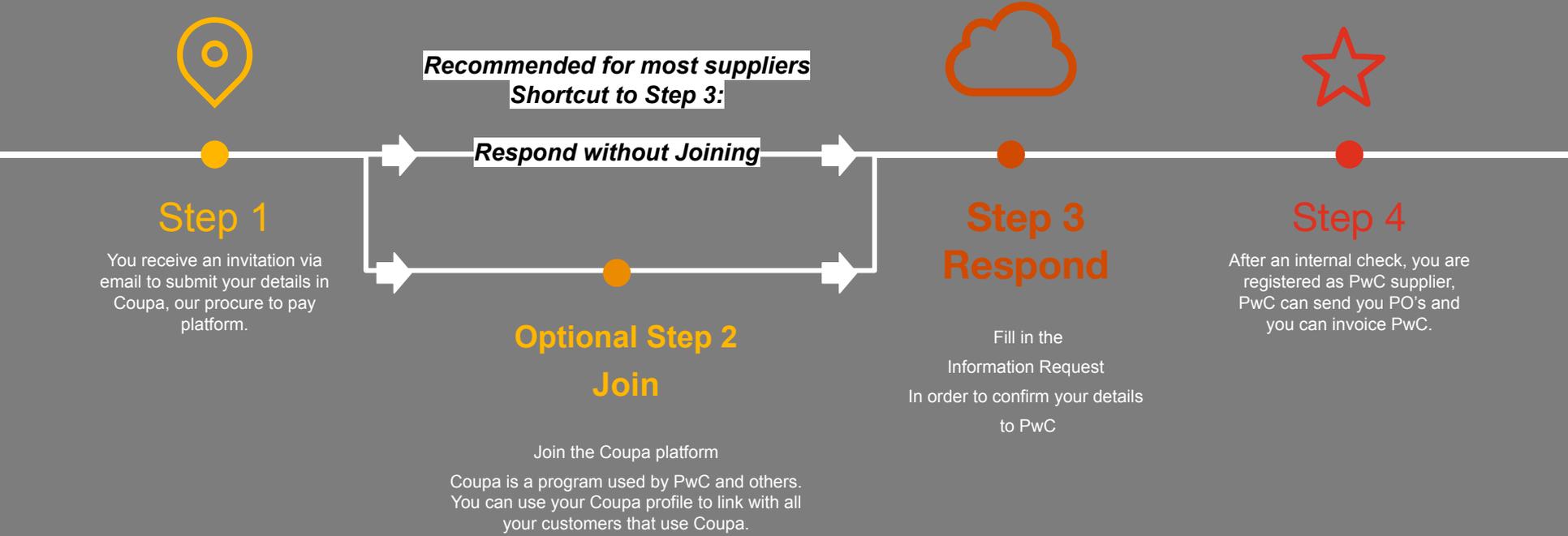




Register in Coupa  
as a PwC supplier

# How to become a registered supplier of PwC





## Step 1

You receive an invitation via email to submit your details.



### PricewaterhouseCoopers Belgium Profile Information Request - Action Required

Hello Supplier,

*PricewaterhouseCoopers Belgium* wants you to respond by updating your company profile on Coupa, their chosen platform for Spend Management. This information is required so they can transact with you electronically.

Coupa's Supplier Portal is completely free, setup is fast and it helps you better transact and communicate electronically. Find out more using the links below.

You can respond and send your information to your customer without joining, but joining allows you to more easily update your company info if it ever changes, as well as do things with *PricewaterhouseCoopers Belgium* (and your other buying organisations that use Coupa) like view purchase orders, create invoices, manage POs and invoices, get real-time SMS alerts and much more.

Use the buttons to either respond or decline, or forward this request to another person at your company.

Welcome!

Join and Respond

Respond Without Joining

## Join

Select this option if you want to maintain your profile and look for extra customers that use Coupa.

Important: it is not sufficient to create a profile on coupa, to get registered as supplier for PwC - see next slide

## Respond only

Select this option if you just want to register as PwC supplier. This is the easiest and fastest way to register as a PwC supplier

**Recommended for most suppliers**  
**Shortcut to Step 3**

The email looks like this

# Optional

You fill in your data (bank account, address, entity name etc.)

in order to create your profile on Coupa

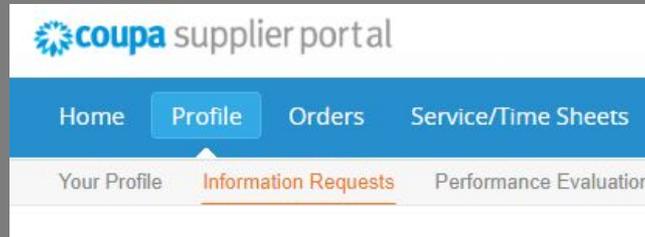
## Step 2 Join



Join and Respond

Fill in the Information Request  
In order to confirm your details to PwC

## Step 3 Respond



**After you created a profile in coupa supplier portal, You still need to fill in the Information Request ! You can find the Information Request form you need to fill in under the tab "Profile"**

*Recommended for most suppliers*

Respond Without Joining



Step 3

Fill in the Information Request

See next sides for a detailed step-by-step guide

# A. General information

1. Fill in the general information and the primary contact details of your company

General Information

\* Name

Display Name

Website  

\* PO Email  

PwC will send the Purchase Order (PO) to this email address of the supplier

\* Ecovadis Rating

\* Primary Contact

\* First name

\* Surname

\* Email address  

Mobile Phone

650-555-1212

**!** Remember to select the appropriate ecovadis rating in the dropdown

Select 

Platinum

Gold

Silver

Bronze

Rating but no medal

No Ecovadis rating

## 2. Fill in your address details

\* Primary Address

Address Purposes  ⓘ

\* Region

Country/Region

State Region

State ISO Code

Address Name

\* Street Address

Street Address 2

Street Address 3

Street Address 4

\* City

\* Postal Code

Location Code

v4 in UAT but 0. Primary Contact SC2 – V01 in PROD

\* Primary Address

Address Purposes  ⓘ

\* Region

Country/Region

State Region

State ISO Code

⚠ • Region requires both fields to be complete

***Make sure to fill in the State Region to avoid an error message at the end***

### 3. Fill in your tax registration information

\* Are you VAT registered?  Yes  
 No

→ If you are VAT Registered please select 'Yes' and **click on Add Tax Registration** (next slide) - note that this is mandatory and not filling it in will result in an error

→ If you are not VAT Registered please select 'No' and just enter your Business Registration Number

\*Tax Registrations

Use this section to add all your applicable tax registrations.

**Add Tax Registration**

Business Registration Number

Trade registration number - for example for Belgium, this is your VAT number without the prefix BE

Preferred Currency

Payment terms

Bank Information

If you already have a remit-to address registered for PwC, you can see it here below.  
Registered addresses/bank account details cannot be edited.  
If you want to delete this address, please set it inactive in the first field of the corresponding address.

\*Tax Registrations

Use this section to add all your applicable tax registrations.

**Add Tax Registration**

\*Tax Registration

Country/Region

Number

Local

Business Registration Number

Trade registration number - for example for Belgium, this is your VAT number without the prefix BE

Preferred Currency

Payment terms

Bank Information

If you already have a remit-to address registered for PwC, you can see it here below.  
Registered addresses/bank account details cannot be edited.  
If you want to delete this address, please set it inactive in the first field of the corresponding address.

\*Tax Registrations

---

Use this section to add all your applicable tax registrations.

**Add Tax Registration**

\* Tax Registration

Country/Region   

Number

Local

Business Registration Number

Trade registration number : for example for Belgium, this is your VAT number without the prefix BE

Preferred Currency  

Payment terms None

---

Bank Information

---

If you already have a remit-to address registered for PwC, you can see it here below.  
Registered addresses/bank account details cannot be edited.  
If you want to delete this address, please set it inactive in the first field of the corresponding address.

- Select your Country/Region in the dropdown and enter your Tax Registration Number
- Enter your Business Registration Number
- Note that the payment terms will be filled in by procurement based on the contract between parties

# B. Bank Information

## 1. Add your remit-to address(es)

\*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**

\* Do you want to add  Yes additional banking information?  No

\*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**

Click on **Add Remit-To**

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address

## Respond

\* Remit-To Address

Account Holder Information ✖

Name of Bank-Account Holder / Beneficiary

Account Information

\* Does your Bank Account have an IBAN number?  Yes  No

Account Currency

Bank Information

\* SWIFT Code (BIC) ?

\* Name of the Bank

\* Bank Country/Region

\* Proof of Ownership  No file chosen

\* Active

in PROD this is Remit\_to\_creation\_V02 <-> in UAT 0. Remit\_to\_creation\_V9

\* Do you want to add additional banking information?  Yes  No

Account Information

\* Does your Bank Account have an IBAN number?  Yes  No

\* IBAN Number ?

Account Currency

Remember to click **yes** on the above question so you can fill in your IBAN to assure correct payment

# C. Additional information

Additional information

Additional comments

PRID None  
PwC internal info

Decline Save **Submit for Approval**

If necessary you can add some additional comments.

***! Don't forget to submit for approval.***

***Once the form is submitted for approval, your info is sent to PwC's database and after an internal check you will be registered as supplier for PwC Belgium.***

# We are happy to welcome you as a registered supplier !

If you have any more questions, don't hesitate to contact us at:

[be\\_procurement@pwc.com](mailto:be_procurement@pwc.com)

