



Register in Coupa as a PwC supplier



How to become a registered supplier of PwC

01

Step 1

You will receive an email invitation asking you to submit your details in Coupa. Our procure to pay platform.

02

Step 2

Either create an account to manage your profile and connect with any customers who use Coupa or respond without joining.

03

Step 3

Complete the Information Request to confirm your details with PwC.

04

Step 4

After PwC completes its internal checks, you will be registered as a PwC supplier. Once registered, PwC can issue POs to you, and you can invoice PwC.

01

Step 1

You will receive an email invitation asking you to submit your details in Coupa. Our procure to pay platform.

You will receive an email similar to the example below:



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

02

Step 2

Either create an account to manage your profile and connect with any customers who use Coupa or respond without joining.

Optional:

Join and Respond

If you choose 'Join and Respond', you will need to enter your company details (bank account, address, entity name, etc.) to create your profile in Coupa. Please note that after creating your Coupa Supplier Portal profile, you must **still complete the Information Request form** under 'Business Profile' tab and then 'Information Requests'

Recommended:

Respond Without Joining

If you choose 'Respond without joining' you are immediately sent to the form that is required to be activated: fill in the Information Request to confirm your details with PwC.

03

Step 3

Complete the Information Request to confirm your details with PwC.

Form

2.SC2 - Supplier Data Capture – T01

Fill in the Information Request to confirm your details with PwC.

Step 3


A. General Information


Fill in the general information and 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



Mobile Phone is optional. However, it is recommended to leave this field blank.

Step 3

B. Tax Registration

If you are **not** VAT registered select 'No' and fill in your Business registration Number.

* Are you VAT registered?

☐ Yes

☒ No

Business Registration Number

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

Preferred Currency

EUR



Payment Terms

None

Step 3

B. Tax Registration

If you **are** VAT registered select 'Yes'. Then click 'Add Tax Registration', choose your country and enter your VAT number.

* Are you VAT registered?

☒ Yes

☐ No

* Tax Registrations

Use this section to add all your applicable tax registrations.

Add Tax Registration

* Tax Registration

Country

Number

Local

☐

Select your Country/region in the drop-down.

Your VAT number must begin with the two-letter Country Code followed immediately by your Unique Business Number.

Please **do not include** any spaces, dots or special characters.

Step 3

C. Bank information

Complete the 'Remit-To Addresses' by clicking on 'Add remit-to'.

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.

*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 additional banking information?

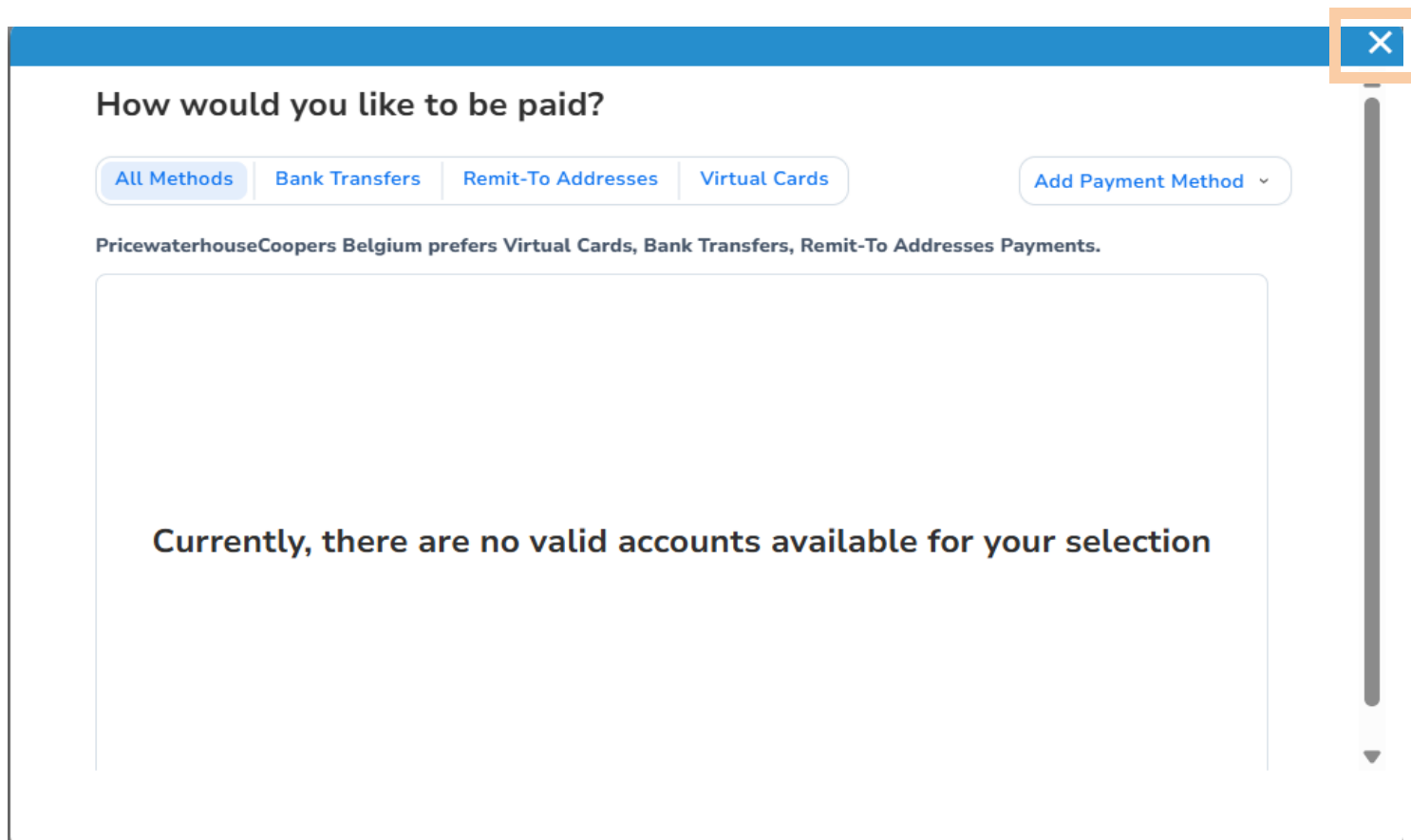
☐ Yes

☒ No

Step 3

C. Bank information

After clicking 'Add remit-to', a pop-up window will appear.



The screenshot shows a web form titled "How would you like to be paid?". At the top, there is a blue header bar with a white "X" icon in a small square, which is highlighted with an orange border. Below the header, the form has a title "How would you like to be paid?" and a row of tabs: "All Methods", "Bank Transfers", "Remit-To Addresses", and "Virtual Cards". To the right of these tabs is a button labeled "Add Payment Method" with a dropdown arrow. Below the tabs, a message states: "PricewaterhouseCoopers Belgium prefers Virtual Cards, Bank Transfers, Remit-To Addresses Payments." The main content area of the form is a large light blue box with the text: "Currently, there are no valid accounts available for your selection". A vertical grey bar with a downward arrow is positioned to the right of the form, and a large black arrow points from the highlighted close button towards the text on the right.

To complete your bank details in the quickest way, simply click the cross icon.

Step 3

C. Bank information

After clicking the cross icon, you will be able to enter the Account Holder information.

• 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

• Remit-To Address

Account Holder Information

Name of Bank-Account Holder / Beneficiary

Account Information

* Does your Bank Account have an IBAN number?

☒ Yes

☐ No

Fill in the name of the bank account holder.

Select 'Yes' to enable the IBAN field to enter your IBAN details.

* Does your Bank Account have an IBAN number?

☒ Yes
☐ No

* IBAN Number

Step 3

C. Bank information

Enter all required bank details.

Bank Information

* SWIFT Code (BIC)



Enter the SWIFT code, do **not** include the three 'XXX' at the end.

* Name of the Bank

* Bank Country/Region

* Proof of Ownership

Choose File No file chosen



Attach the Proof of Ownership.
This document confirms that you are the holder of the bank account.
You can request this document from your bank.

* Active

Step 3

C. Bank information

To add another bank account, select 'Yes'. If you do not wish to add an additional account, select 'No' under Additional Banking Information.

* Do you want to add additional banking information?

☐ Yes

☒ No

Step 3

D. Additional information

If needed, you may add additional comments

Additional information

Please detail which information you have updated

Additional comments

PRID

None

PwC internal info

Decline

Save

Submit for Approval



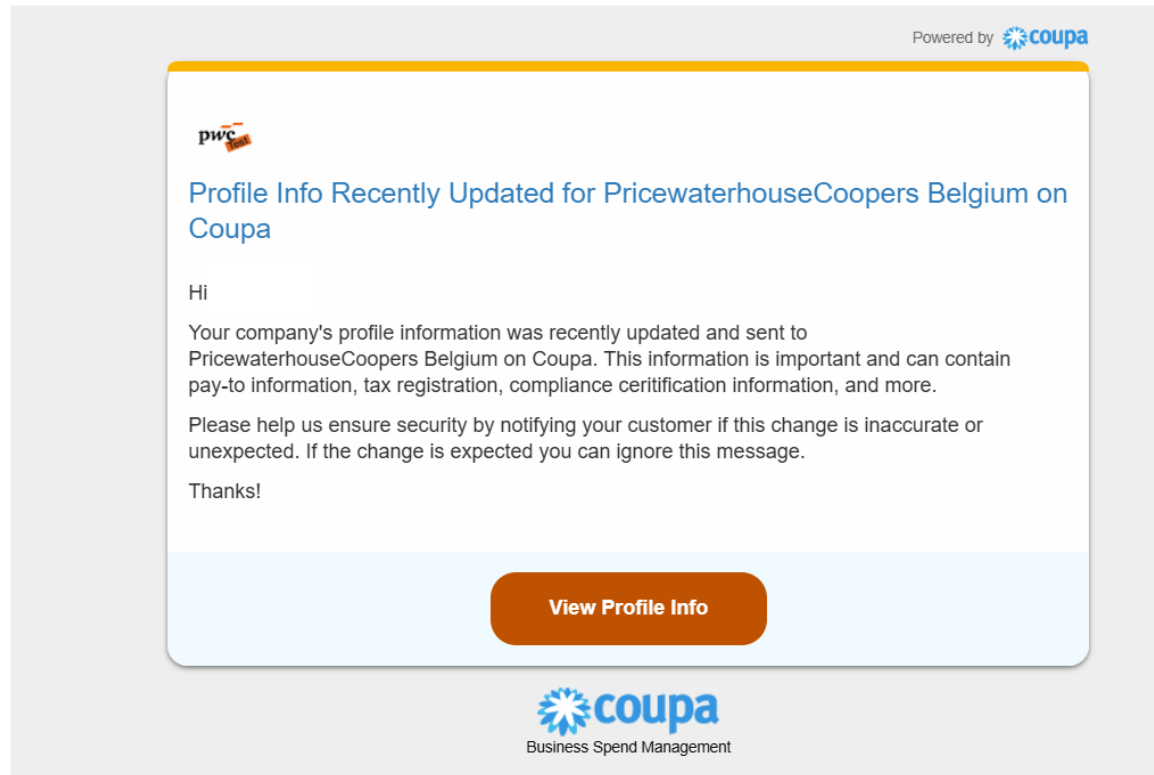
Do not forget to submit it for approval.

Step 3

What happens after submission

After you submit it for approval, you will receive the email shown below.

Profile Info Recently Updated for PricewaterhouseCoopers Belgium on Coupa



04

Step 4

After PwC completes its internal checks, you will be registered as a PwC supplier. Once registered, PwC can issue POs to you, and you can invoice PwC.

We are pleased to welcome you as a registered supplier.

If you have any questions, please do not hesitate to contact us at: be_procurement@pwc.com.

Thank you