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.

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Step 2

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

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Step 3

Complete the Information Request to confirm your details with PwC.

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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

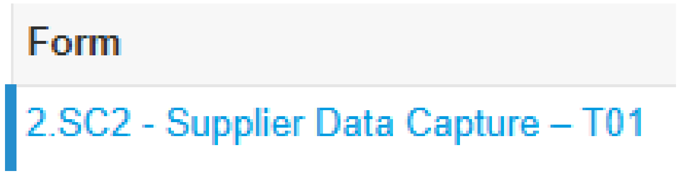
If you choose ‘Join and Respond’, you will need to enter your company details (bank account, address, entity name, etc.) to create your profile in Coupa. Please note that after creating your Coupa Supplier Portal profile, you must **still complete the Information Request form** under 'Business Profile'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



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

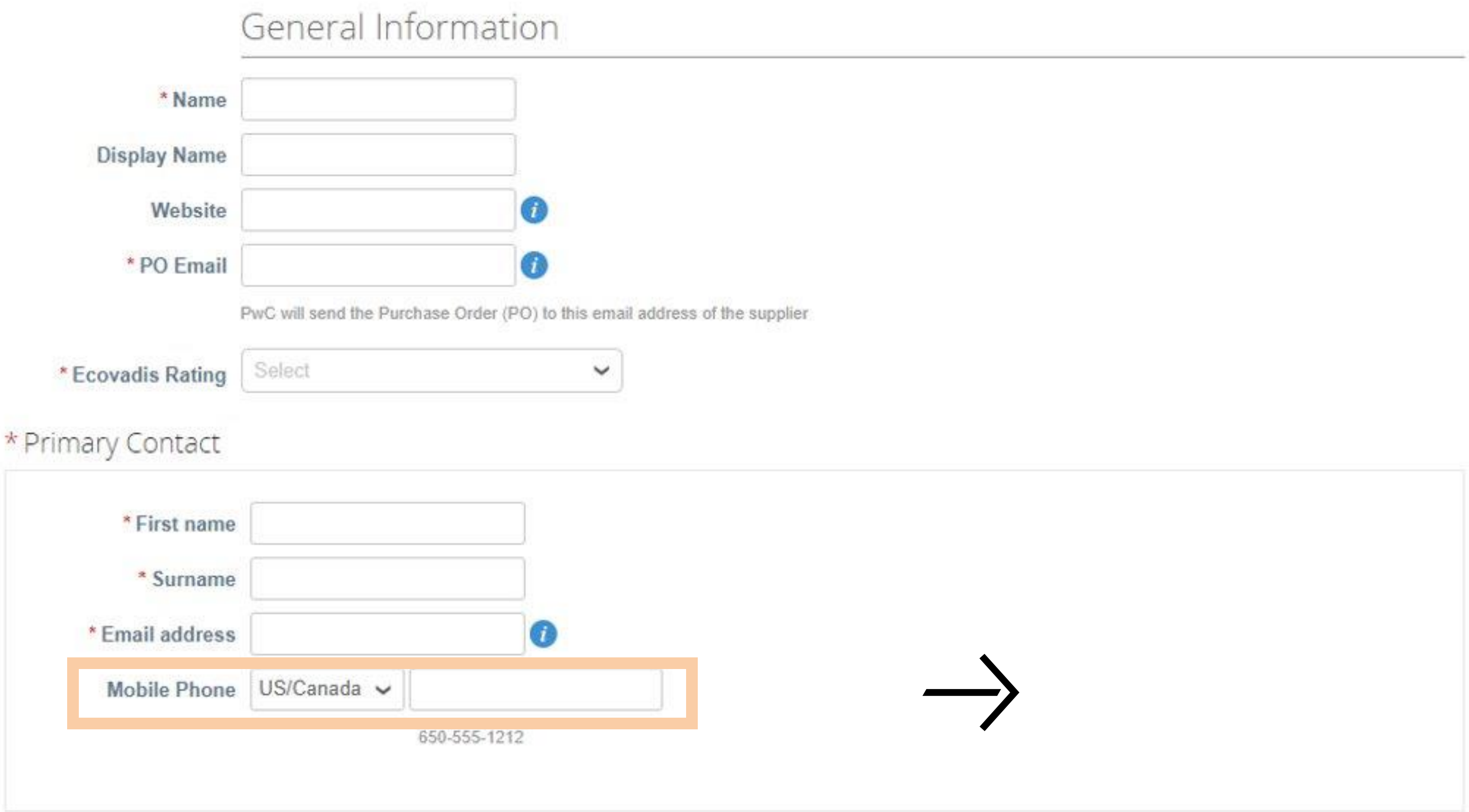
Step 3

Complete 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.

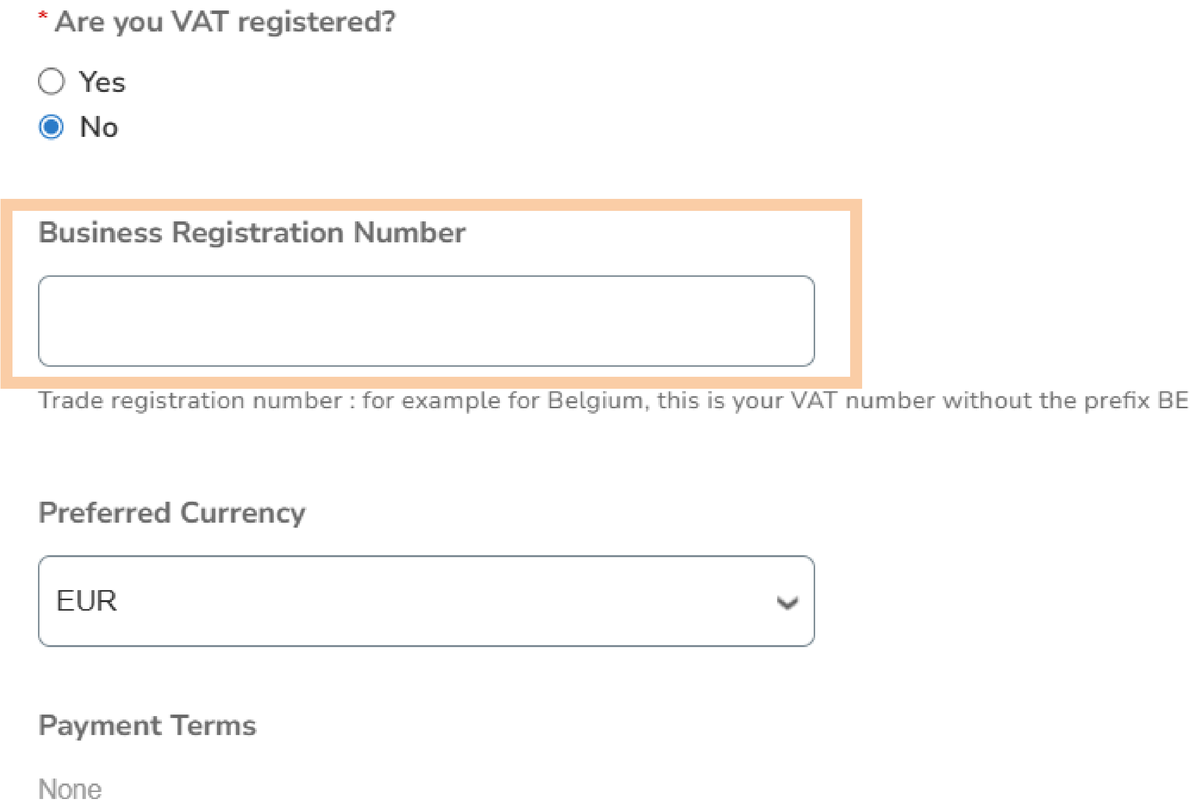


Mobile Phone is optional. However, it is recommended to leave this field blank.

Step 3

B. Tax Registration

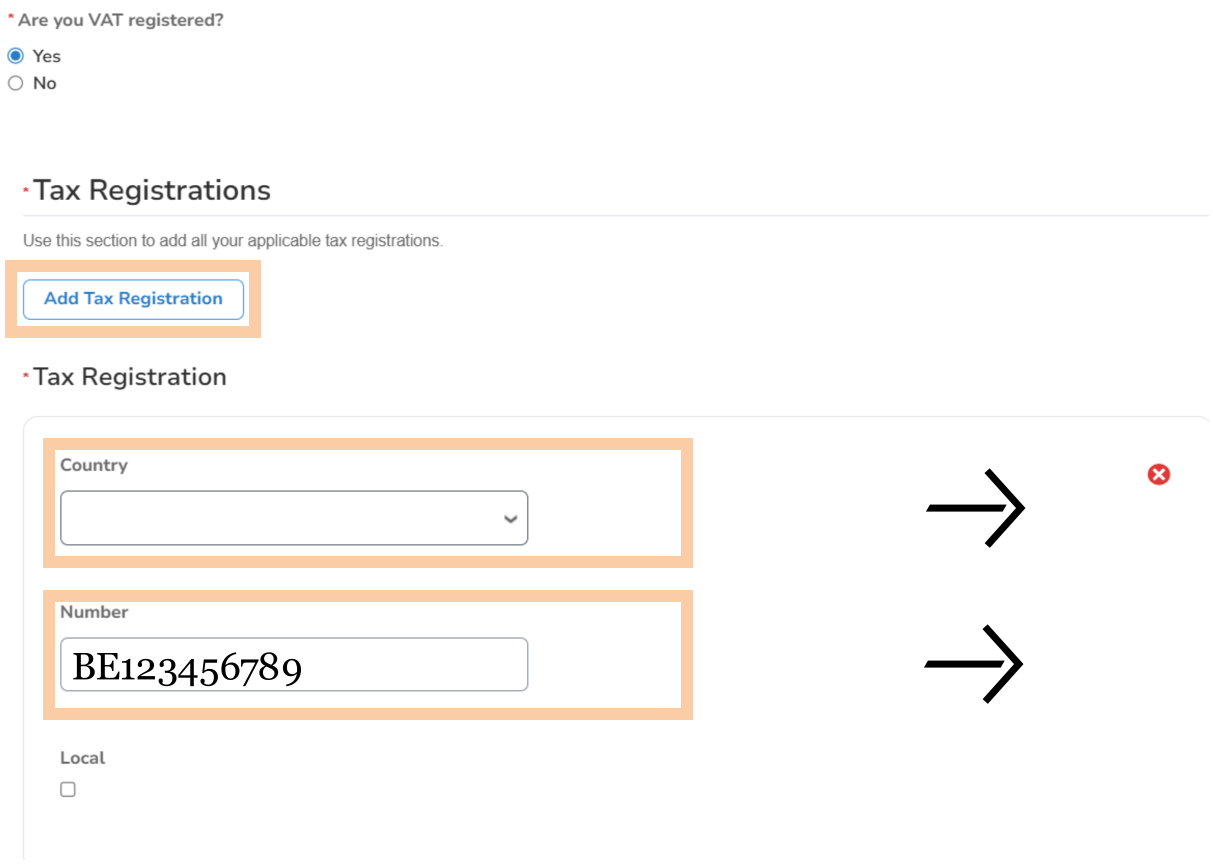
If you are **not** VAT registered select 'No' and fill in your Business registration Number.



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.



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

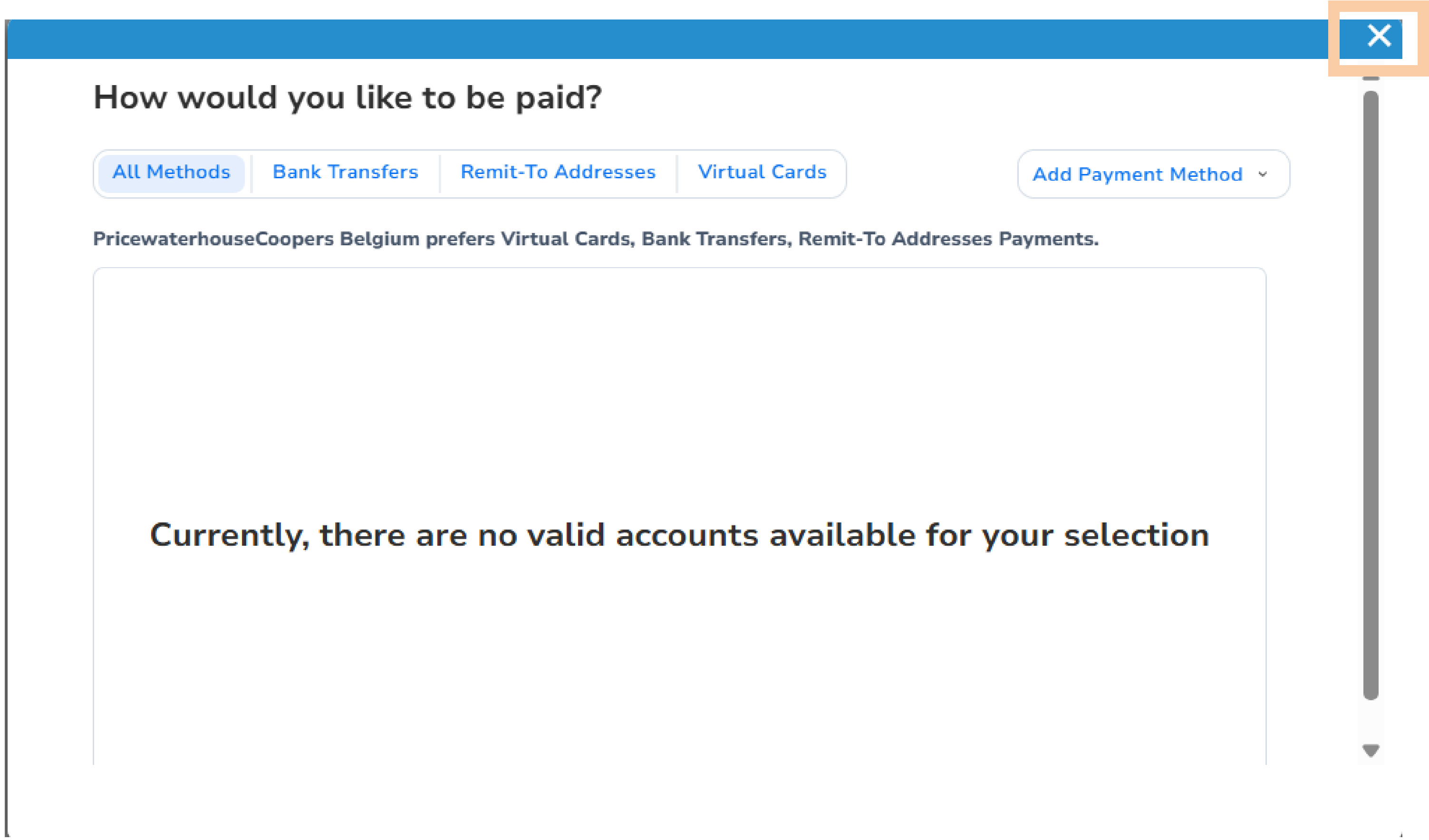
* Do you want to add additional banking information?

- ○ Yes
- ◉ No

Step 3

C. Bank information

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

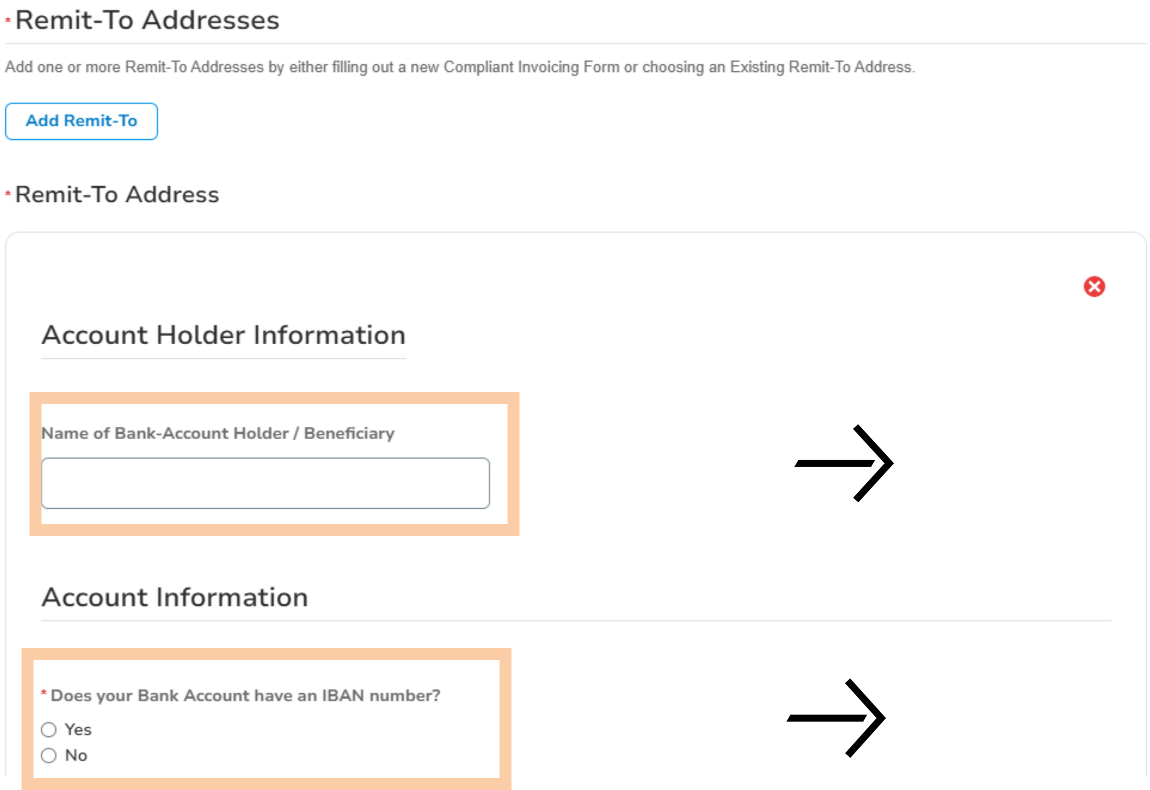


To complete your bank details in the quickest way, simply click the cross icon.

Step 3

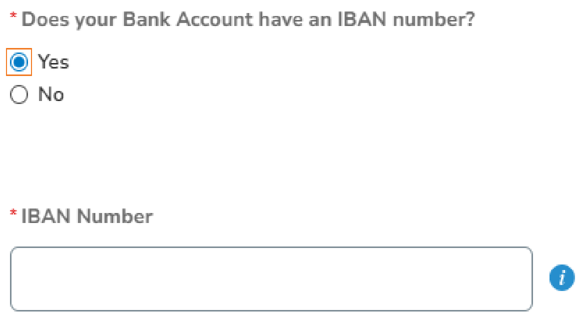
C. Bank information

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



Fill in the name of the bank account holder.

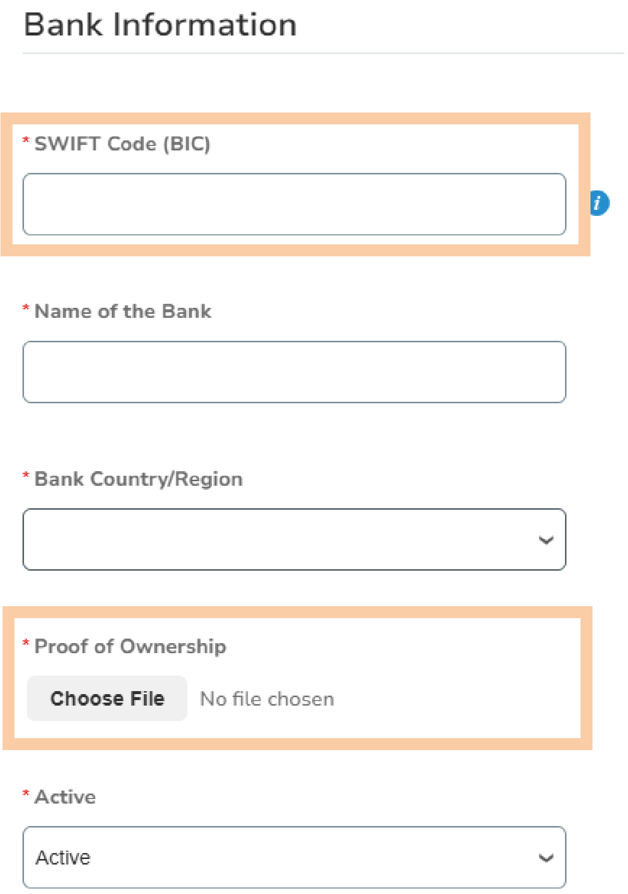
Select 'Yes' to enable the IBAN field to enter your IBAN details.



Step 3

C. Bank information

Enter all required bank details.



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

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.

Step 3

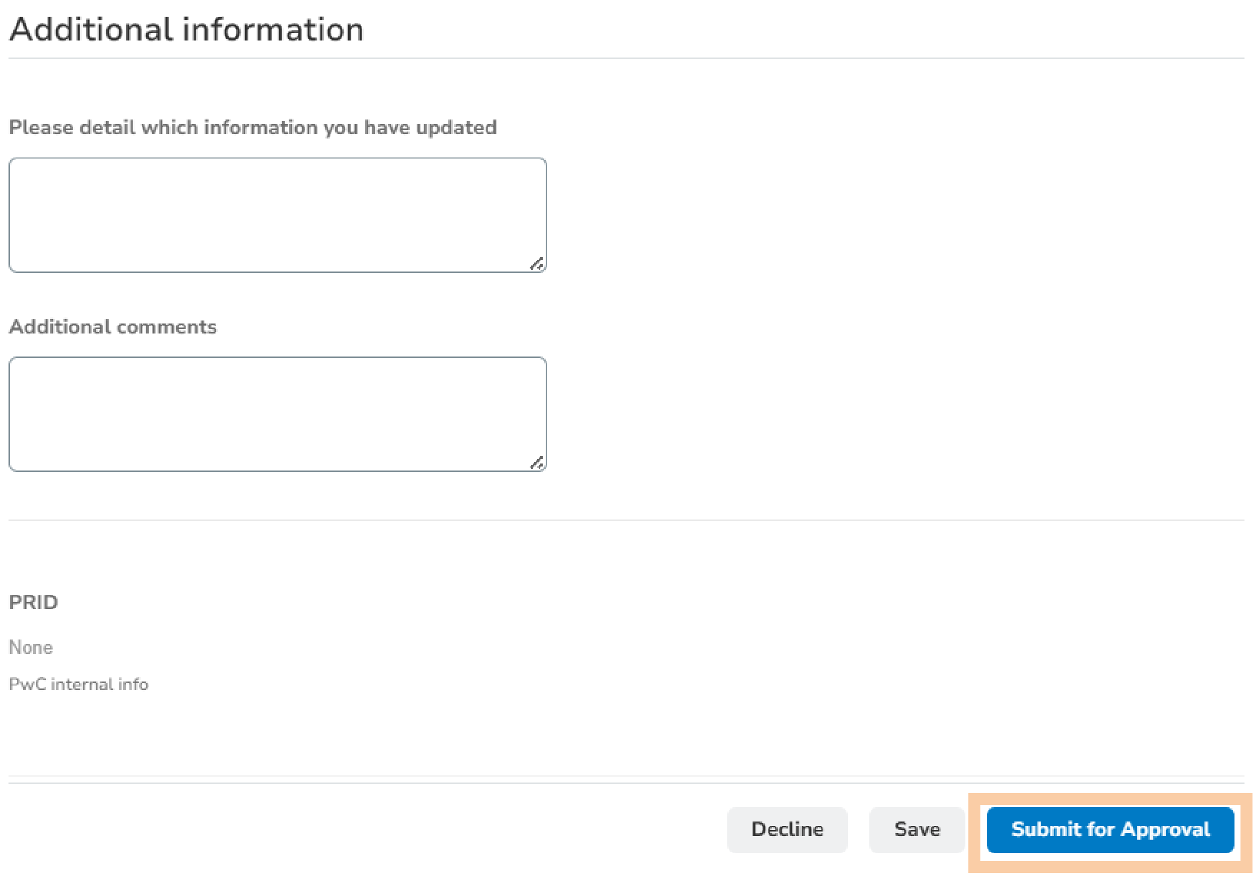
C. Bank information

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

Step 3

D. Additional information

If needed, you may add additional comments



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

Powered by coupa

Profile Info Recently Updated for PricewaterhouseCoopers Belgium on Coupa

Hi

Your company's profile information was recently updated and sent to PricewaterhouseCoopers Belgium on Coupa. This information is important and can contain pay-to information, tax registration, compliance ceritification information, and more.

Please help us ensure security by notifying your customer if this change is inaccurate or unexpected. If the change is expected you can ignore this message.

Thanks!

View Profile Info

coupa
Business Spend Management

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

pwc.com