

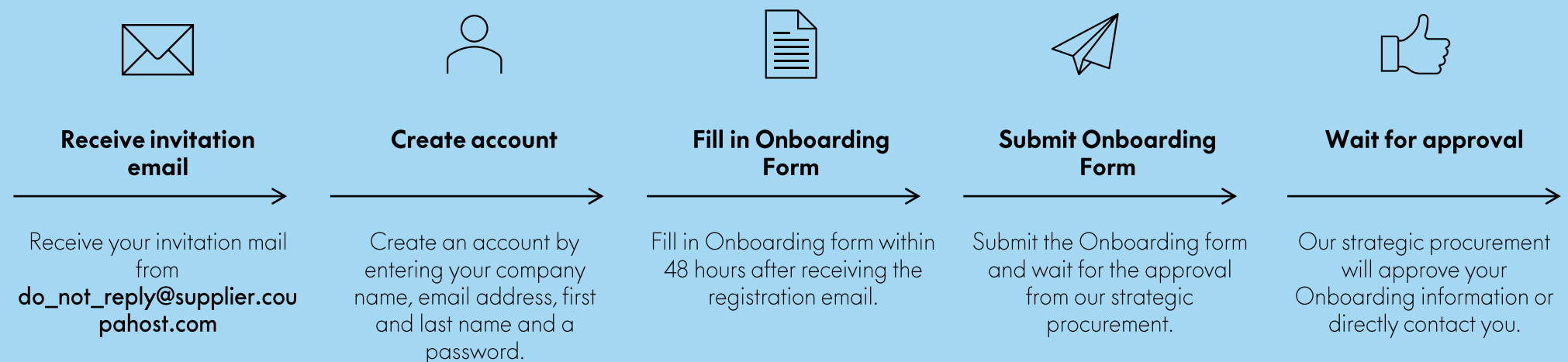
Onboarding Guide



More information

- **Please register within 48 days after receiving the registration e-mail and fill out the supplier self-disclosure form.**
- **Editing time: 30-45 minutes**
- **The use of the Coupa Supplier Portal is completely free of charge for you as our supplier!**
- **Some fields will be explained in detail, others are self-explanatory**

Process of Onboarding



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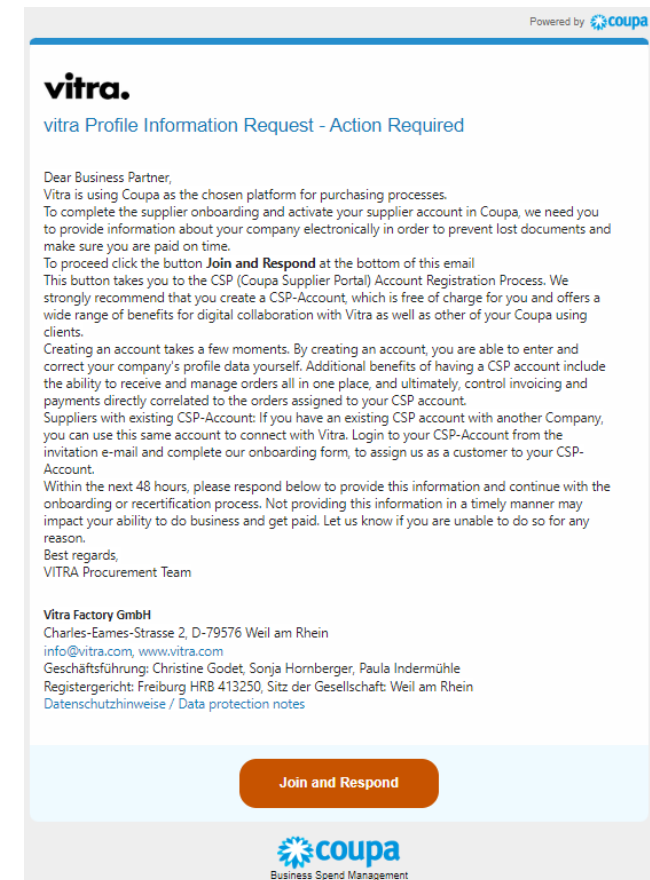
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Registration Mail

You will receive an email like the one below for you to get started.
The sender of this email is
do_not_reply@supplier.coupa.com.

To get started, click “Join and Respond” located at the bottom of the email.

This form must be completed within 48 hours from opening this e-mail, so that we can ensure a smooth and fast onboarding process.




Powered by 

vitra.
vitra Profile Information Request - Action Required

Dear Business Partner,
Vitra is using Coupa as the chosen platform for purchasing processes.
To complete the supplier onboarding and activate your supplier account in Coupa, we need you to provide information about your company electronically in order to prevent lost documents and make sure you are paid on time.
To proceed click the button **Join and Respond** at the bottom of this email.
This button takes you to the CSP (Coupa Supplier Portal) Account Registration Process. We strongly recommend that you create a CSP-Account, which is free of charge for you and offers a wide range of benefits for digital collaboration with Vitra as well as other of your Coupa using clients.
Creating an account takes a few moments. By creating an account, you are able to enter and correct your company's profile data yourself. Additional benefits of having a CSP account include the ability to receive and manage orders all in one place, and ultimately, control invoicing and payments directly correlated to the orders assigned to your CSP account.
Suppliers with existing CSP-Account: If you have an existing CSP account with another Company, you can use this same account to connect with Vitra. Login to your CSP-Account from the invitation e-mail and complete our onboarding form, to assign us as a customer to your CSP-Account.
Within the next 48 hours, please respond below to provide this information and continue with the onboarding or recertification process. Not providing this information in a timely manner may impact your ability to do business and get paid. Let us know if you are unable to do so for any reason.
Best regards,
VITRA Procurement Team

Vitra Factory GmbH
Charles-Eames-Strasse 2, D-79576 Weil am Rhein
info@vitra.com, www.vitra.com
Geschäftsführung: Christine Godet, Sonja Hornberger, Paula Indermühle
Registergericht: Freiburg HRB 413250, Sitz der Gesellschaft: Weil am Rhein
[Datenschutzhinweise / Data protection notes](#)

Join and Respond

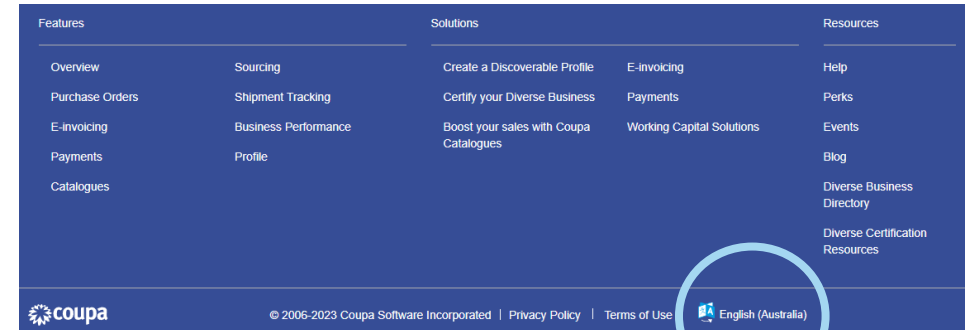

Business Spend Management

Registration in the Coupa Supplier Portal

Select language

Before you start to create an account, ensure that your language is adjusted to English. Scroll down to the bottom of the page and click on the box (marked in red here). A dropdown list will appear and you can select a language.

→ **Remember: Some fields are only available in English or German.**
Unless you did not select German the fields will appear in English.



Registration in the CSP

Create account

By clicking “Join and Respond”, you will be prompted to the standard page of the Coupa Supplier Portal (CSP) at the top. Here you can create a new profile by entering your company name, email address, first and last name and a password.

If you already use the Coupa Supplier Portal, log in to your existing account. But please use the link in the registration email anyway. This is the only way you will be linked to us once.

→ **Privacy Policy and Terms of Use:** To create your profile, you must also agree to the Coupa Terms of Use and Privacy Policy. More information about the privacy regulations can be found in the FAQ on our “Vitra for Vendors” webpage.

I accept the [Privacy Policy](#) and the [Terms of Use](#)

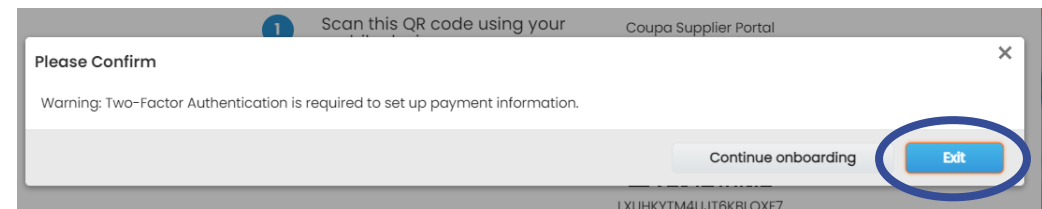
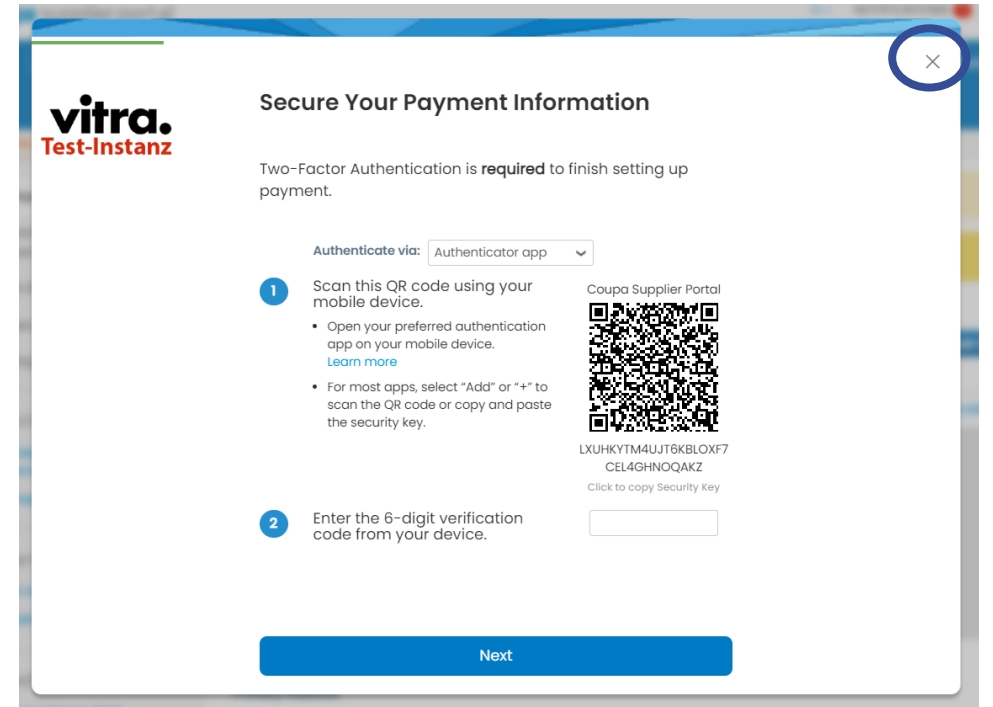
After clicking on „Create account“ your CSP account will be created and you will be redirected straight to the CSP.

Registration in the CSP

Your contact information

After creating your account, you will be automatically forwarded to two-factor authentication. You can activate this, but it is not mandatory.

You can close the window with the cross in the right-hand corner and click on "Exit" in the second pop-up window. Two-factor authentication is only necessary if you process bank payments within Coupa - however, this is not planned with Vitra.



Supplier Information Form

After closing the box via the cross at the top right, click on "Profile" in the header (blue bar) and then on "Information Request" in the grey area. Wait a few seconds, then the Vitra supplier information form will appear.

You can fill in your public profile under "Your profile". But this is not necessary for the use of Coupa with Vitra.

The screenshot displays the Coupa Supplier Portal interface. A blue navigation bar at the top contains the following items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogues, Business Performance, Sourcing, Add-ons, and Setup. The 'Profile' item is circled in blue. Below the navigation bar, a grey sub-header contains 'Your Profile', 'Information Requests', and 'Coupa Verified'. The 'Information Requests' item is also circled in blue. A blue line connects the 'Profile' and 'Information Requests' items to a circular inset at the bottom of the page, which provides a magnified view of the 'Profile' and 'Information Requests' items in the navigation bar.

The main content area shows the 'Company Profile' section for 'Xenia Gmbh + Co Kg'. It includes a progress bar for 'Profile Progress' at 18% and an 'Edit Profile' button. A yellow banner indicates that 'vitra requires additional information to conduct business with you' and provides a 'Start Getting Paid' link. A green banner at the bottom of the page reads 'Verify Your Account' and includes a 'Get Verified' button.

Supplier Information Form

Vitra profile

In the drop-down menu "Profile" at the top right, please select Vitra. Now you can start filling in the onboarding form.

→ Remember: All fields, marked with a red star * are mandatory fields.

Please read all the information thoroughly, as it provides valuable advice that will considerably simplify the completion of the form.

vitra

Profile vitra

✓ We have auto-filled some information from your Public Profile.



Supplier Information Xenia Lea 1 GmbH

WELCOME TO THE VITRA SUPPLIER DATA UPDATE PROCESS

Vitra – a family-owned company for over 80 years – believes in enduring relationships with customers, employees, designers and partners. Our company stands for sustainable growth and the mission to increase the value of good design through outstanding products. To produce durable products, we believe in the need for an elaborate development phase, top quality materials and extensive testing procedures. Trusting business relationships, that satisfy our high quality demands, sustainable use of materials and capacity for innovation, are essential for our supply chain management. We selected Coupa as our business spend management platform. Coupa is a cloud-based software that fosters efficient collaboration between customers and suppliers.

Today we are contacting you to ask you to review and update the data we hold about you. If there is any incorrect or outdated data or expired certificates, please amend or update the outdated information/certificates directly in this form. Thank you for helping us keep your company data up to date.

Supplier Information Form

Initial Data Submission

For the initial onboarding process you must select the Form Response Type "Initial Data Submission".

Now you can start to fill in all information.

FORM RESPONSE TYPE

IMPORTANT: BEFORE YOU START TO ENTER DATA, MAKE SURE TO SELECT WHETHER YOU ARE DOING AN INITIAL DATA SUBMISSION OR A DATA UPDATE. THIS SELECTION DETERMINES THE FIELDS THAT WILL BE DISPLAYED TO YOU!

SUPPLIERS THAT JUST CREATED THE CSP-ACCOUNT OR SUPPLIERS WITH EXISTING CSP-ACCOUNT THAT WAS JUST LINKED WITH VITRA: PLEASE SELECT "INITIAL DATA SUBMISSION"

SUPPLIERS THAT ALREADY COMPLETED THE INITIAL DATA SUBMISSION: PLEASE SELECT "DATA UPDATE"

* Form Response Type Initial Data Submission
 Data Update

Please select the sections you would like to change data in!

SUPPLIERS THAT ALREADY COMPLETED THE INITIAL DATA SUBMISSION: PLEASE SELECT "DATA UPDATE"

* Form Response Type Initial Data Submission
 Data Update

Supplier Information Form

Company basic information

At first, fill in the basic company information. Some of this information has already been provided by our Strategic Purchasing Department. Please correct and complete the information if necessary.

1. Company Basic Information

* Name

Please make sure that the company name is correct and contains the correct company form!

* Primary Address

Address Purpose ⓘ

* 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

* Website ⓘ

Supplier Information Form

Contact data

→ **ATTENTION!** This button in front of the contact can be ignored. Just fill out the contact form below without adding any new contact form.

Primary Contact/Key Account Manager

This is the contact field for your Key Account Manager or the main contact to which we will reach out for general topics.

If your phone number is from a country other than the USA/Canada, always set the phone number to "Other". The phone number is then divided into three parts: The first is the country code (for Germany e.g. 0049), the area code (e.g. 1572) and the main number (e.g. 7032000).

Order processing

Please indicate the email address – a personal or a collective e-mail address - to which all orders shall be sent. Furthermore select the language for communication.

• Contacts

Add one or more Contacts.

Add Contact

* Primary Contact

* Contact Purpose ⓘ

* First Name

* Last Name

* Email address ⓘ

* Work Phone

Country/Region/Area/City Local Extension (optional)

Please enter the country pre-fix without leading zeros and plus sign (e. g. for Germany only 49)

Mobile Phone

650-555-1212

Please enter the country pre-fix without leading zeros and plus sign (e. g. for Germany only 49)

3. Order Processing

* PO Email ⓘ

Please enter the email address to receive purchase orders from us

* Order Communication Language

Please select the language you would like to receive purchase orders from us

Supplier Information Form

Tax and payment data

Please indicate your tax and payment information here.

Tax information

Please indicate if you have a VAT-ID or not.

If you do not have a VAT identification number, please enter your local tax number.

4. Tax and Payment Information

Please enter your tax registration number.

* Do you have a VAT-ID? Yes
 No

Please indicate if your company has a VAT-ID

Supplier Information Form

Tax and payment data

Payment data

Please read the information thoroughly, as it explains in detail how to proceed.

Click “Yes, I would like to enter a bank account.”, then click the button “Add remit-to”, close the pop-up and enter your bank details in the fields we have created for this purpose.

Please add a document confirming the correctness of your bank data (e.g. bank statement, bank confirmation).

IMPORTANT: In this section we are offering the option to add a bank account. Since we are already doing business with your company a bank account is stored in our ERP system, but cannot automatically be migrated to Coupa. Hence, your bank account details must not necessarily be added in Coupa.

NONETHELESS, to proceed without adding a bank account will limit your possibilities to maintain supplier data in the Coupa Supplier Portal in the future. **We strongly recommend to add a bank account!**

* Add bank information? Yes, I would like to enter a bank account
 No, I would like to proceed without adding a bank account

* Bank Account Details

* SEPA-Account? Yes
 No
Is the bank account located inside or outside the SEPA-Region?

* SWIFT Code (BIC) ⓘ

* Account Currency ▾

* Banking Supporting Document

* Attachments [Add](#) [File](#)

Please attach a document to verify the correctness of added bank account details (e.g. account statement or a bank confirmation letter)

Supplier Information Form

Documents, Regulations and Certificates

Please fill in all fields. In some cases, you may need to upload documents and specify the validity period or justify your answer.

You will find more detailed explanations before each prescription.

Supplier Information Form

Internal area

This area cannot be filled in. It will be completed by our Strategic Purchasing Department.

INTERNAL - Yes
Procurement Data No
Enrichment

INTERNAL - Yes
Accounting Data No
Enrichment

Supplier Information Form

Save/Edit

If you have completed the questionnaire, you can submit it for approval.

If you need a break, you can save the information and continue editing at another time.

After the submission of the questionnaire, you will receive a confirmation e-mail.

If you want to edit your data during the approval process, you must cancel the approval process via the "Withdraw" button and then start again. After changes have been made you can submit the form again for approval.

Decline

Save

Submit for Approval

Withdraw

Supplier Information Form

Comments

This comment field allows you to send messages to us or notify your colleagues.

By adding an @ in front of a person's name, messages are addressed directly to him or her.

The screenshot shows a comment form with the following elements:

- Header: "Comments" with a speech bubble icon and a "Mute Comments" dropdown menu.
- Text input field: Labeled "Enter Comment" with a placeholder "Add File | URL" and a small icon on the right.
- Footer: A small note "Send Comment notification to a user by typing @name (ex. @JohnSmith)" and an "Add Comment" button.