

CSP – Supplier Requalification



More informationn

- **Editing time: max. 30 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-explanator**

Process of the Supplier-Information Form



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Information Mail

You will receive an email like the one on the right for you to get started with updating your supplier information.

Upon receiving the email, we ask you to complete this information form within two weeks.

For some information, you will only need to confirm the accuracy or correct and complete it if necessary. Other information must be filled out completely and documents must be uploaded.

Aktualisieren Sie Ihr Profil für vitra Posteingang x



vitra <do_not_reply@vitra-test.coupa.com>
an mich ▾

vitra. Aktualisieren Sie Ihr Profil für vitra
Test-Instanz

Powered by coupa

Lieber Lieferant,

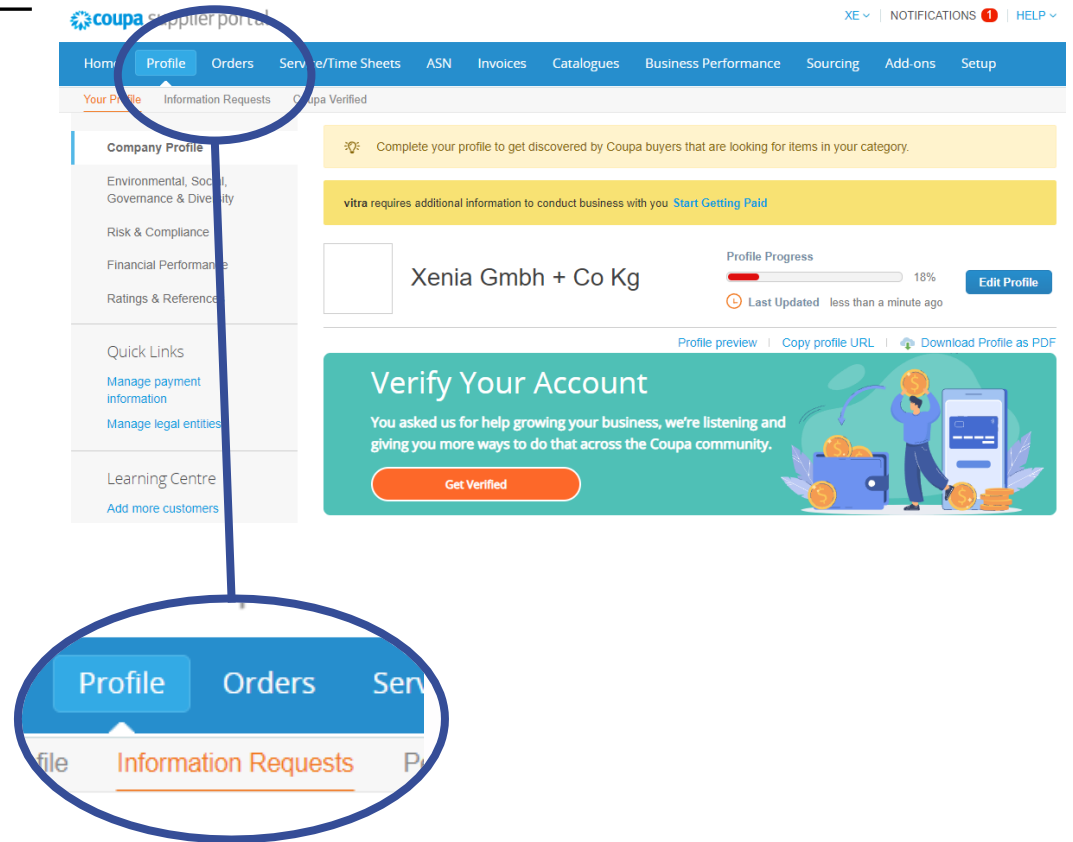
wie angekündigt werden wir die Coupa Software auch für die Verwaltung unserer Lieferanteninformationen nutzen. Um Ihre Daten zu verwalten, klicken Sie bitte auf die Schaltfläche "Profil aktualisieren". Loggen Sie sich in Ihr Coupa-Profil ein und fahren Sie mit dem Rezertifizierungs-/Aktualisierungsprozess fort. Eine ausführliche Dokumentation zu unserem Lieferanteninformationsformular finden Sie auf unser Supplier Website unter "Existing supplier - supplier information form". Bitte füllen Sie diese Informationen innerhalb der nächsten zwei Wochen aus. Vielen Dank für Ihre Unterstützung! Mit freundlichen Grüßen, VITRA Procurement Team

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[Datenschutzhinweise / Data protection notes](#)

[Profil aktualisieren](#)

Supplier Information Form

If you click on "Profile" and "Information Request" you will find the Supplier Information form.



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!

* 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. 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.

Primärkontakt/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	<input type="text" value="Select Some Options"/>	
* First Name	<input type="text"/>	
* Last Name	<input type="text"/>	
* Email address	<input type="text"/>	
* Work Phone	Other <input type="text"/>	
	<input type="text"/>	<input type="text"/>
	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	US/Canada <input type="text"/>	
	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	<input type="text"/>	
	Please enter the email address to receive purchase orders from us	
* Order Communication Language	<input type="text" value="Select"/>	
	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 check the current tax information and indicate if it is correct or not.

If you would like to change your tax information, click «No» and contact your strategic buyer.

You are currently registered with the following tax registration information:

International Tax ID *****6789

Local Tax Number None

* Is the shown tax information still correct?
 Yes
 No

Supplier Information Form

Tax and payment data

Payment data

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

If you want to enter new bank details, click "Yes", if you want payments to be sent to the previous bank details, click "No".

If you have specified "Yes", click the button "Add remit-to" then 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 by you and is completed by our Strategic Purchasing.

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.