



wintershall dea

HOW TO UPDATE YOUR SUPPLIER RECORD IN COUPA

# COUPA SUPPLIER PORTAL (CSP) USER GUIDE

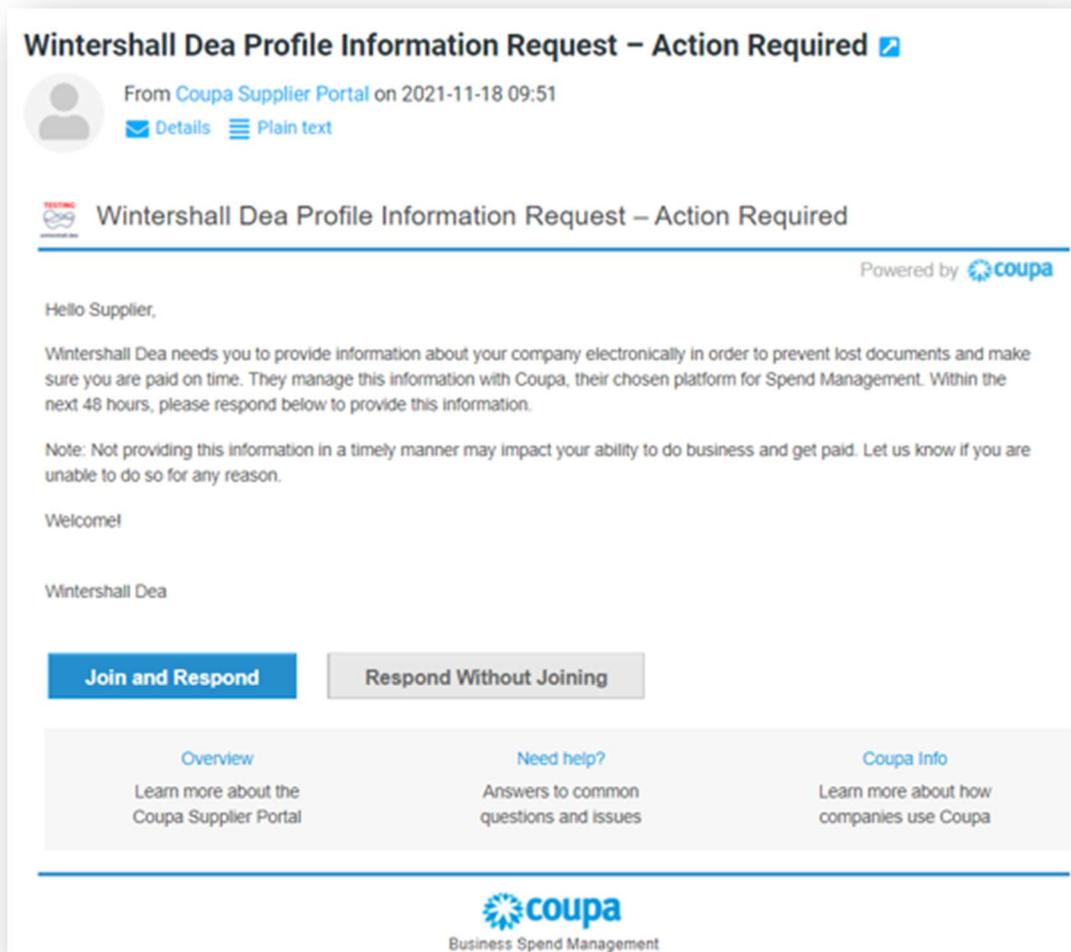
Version 1.0 (December 2021)

## HOW TO UPDATE YOUR SUPPLIER RECORD IN COUPA

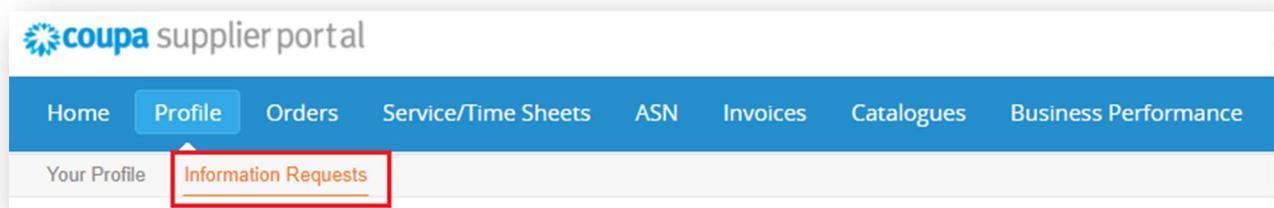
### Supplier Information Request

You will receive this request in order to complete all the necessary information regarding your company. Wintershall Dea will send the request and you can access it in two ways:

- By clicking on the link from the email that you received



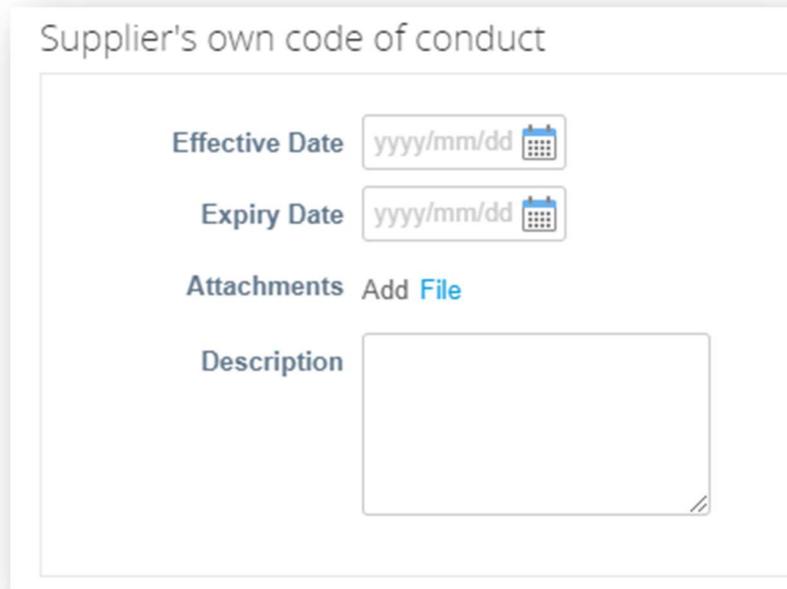
- By logging into your CSP (Coupa Supplier Portal) account, selecting the Profile tab from the top blue bar and then clicking on 'Information Request' which is directly underneath the Profile tab



Both mentioned ways will bring you to a page where you will have to fill in the necessary information. You will not have to complete every field, only the ones that have a red asterisk \* before them or any other field that applies to your company

### What you need to fill in

**Do you accept Wintershall Dea's Supplier Code of Conduct?** You will have to choose Yes or No. You can read our Code of Conduct by clicking on the highlighted document above. If you choose No, you will have to attach your own code of conduct below.



The image shows a form titled "Supplier's own code of conduct". It contains four main sections: "Effective Date" with a text input field containing "yyyy/mm/dd" and a calendar icon; "Expiry Date" with a text input field containing "yyyy/mm/dd" and a calendar icon; "Attachments" with a blue "Add File" link; and "Description" with a large empty text area.

**Supplier Legal Entity Name.** Please complete with your full company name.

**PO Email.** Also known as the PO Transmission Email Address, this is the email address to which you will receive Purchase Order notifications.

**Primary Address.** Please complete the fields with your address as shown in the following example:

\* Primary Address

Country/Region	Germany
Address Name	Wintershall Dea Supplier
Street Address	Rosenweg 20
Street Address 2	
City	Berlin
State Region	
Postal Code	12345
Location Code	
PO Box	
PO Box Postal Code	

**Supplier Primary Contact.** You are required to complete the first three fields: First Name, Last Name and Email Address.

**Remit-To Address.** If you already have set-up your Remit-To Address you can select it by clicking 'Add Remit-To' which will pop-out a new window where you can choose your existing Remit-To Address

Choose Remit-To Address

Choose a Remit-to Location below - Recommended  
*It's a few more fields, but provides compliance, verification and re-usability. Otherwise, click 'Cancel' to add info to you customer's form manually.*

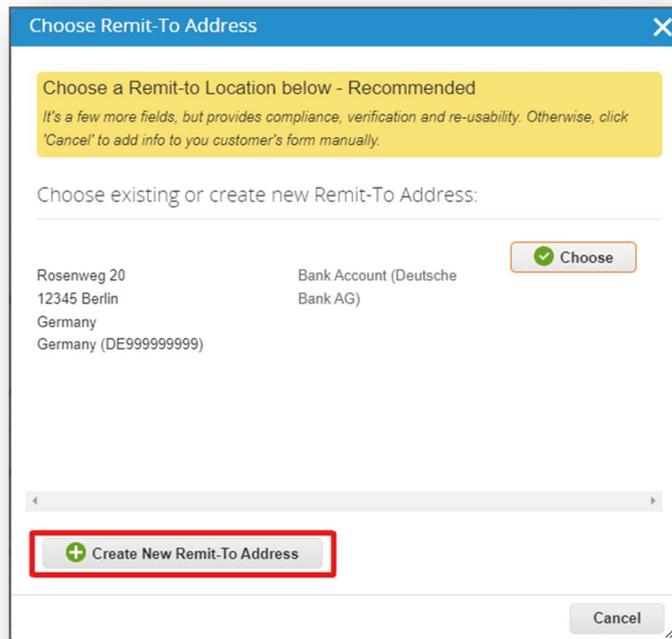
Choose existing or create new Remit-To Address:

Rosenweg 20 12345 Berlin Germany Germany (DE999999999)	Bank Account (Deutsche Bank AG)	Choose
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+ Create New Remit-To Address

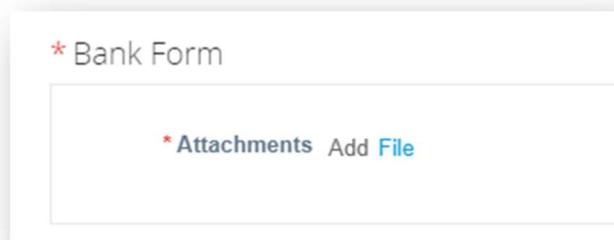
Cancel

If you don't have a Remit-To Address set up, you need to click on 'Add Remit-To' and then click on 'Create New Remit-To-Address'



This will take you to another window where you will have to fill out the fields and click continue, this will take you to the next page. There are short descriptions on every page about what information needs to be filled in and there are red asterisks next to every mandatory field as well.

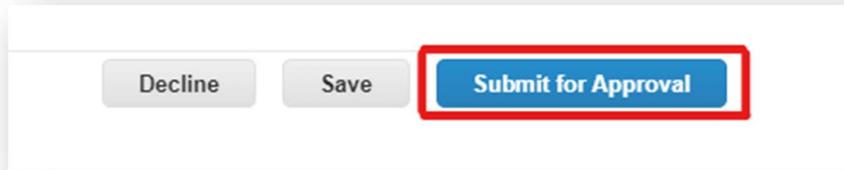
**Bank Form.** You need to attach a document which can be used as evidence of your bank details, e.g. an empty sheet of your letter head paper that contains your Remit-To. You can attach this file by clicking on the highlighted 'File' and selecting the document you would like to upload



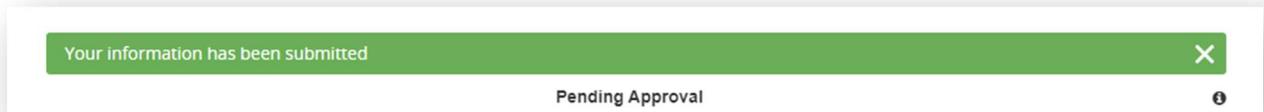
You can set up your account to create electronic invoices from the Admin > Legal Entity Setup page. You can add, manage, or deactivate legal entities, or manage remit-to accounts.

You can provide more remit-to accounts and add this information to your legal entities so that your customers can use different payment methods when working with you.

After completing all the mandatory information simply click on submit at the end.



In case you missed something it won't let you submit it and it will highlight any missing information. If everything is filled out correctly you will get the following message at the top of the page:



[https://success.coupa.com/Suppliers/For\\_Suppliers/Coupa\\_Supplier\\_Portal](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal)

## IMPRINT

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