

Supplier Onboarding Guide

August 2021



Sealed Air[®]

Coupa SIM Onboarding Process Guide

Dear Valued Vendor,

Welcome to Coupa! We appreciate your partnership with us and look forward to working together as we continue to automate our Source-to-Pay (S2P) processes!

Coupa allows for electronic ordering, sourcing, and invoice processing and will enable easier day-to-day interactions including:

- Prompt, automated payment for invoices submitted in accordance with our agreed terms
- Greater control, automation & visibility over the entire order management process
- Simplified, self-service management of your vendor profile (remit to addresses, banking information, etc)
- Reduction/Elimination of paper transaction documents
- Ability to develop new business opportunities with other customers via the Coupa Supplier Portal

What's next?

Sealed Air needs you to provide information about your company electronically in order to prevent lost documents and make sure you are paid on time. Sealed Air manages this information with Coupa, their chosen platform for Spend Management. Within the next 48 hours, please respond below to provide this information.

1. Press the Add Remit-to button and fill in the Remit-to information; please use your Primary address as your remit-to.
2. Fill in your banking information
3. Please attach 1 PDF or ZIP file with
 - EU: Banking proof
 - North America: Banking proof and tax ID form (W9 or W8)

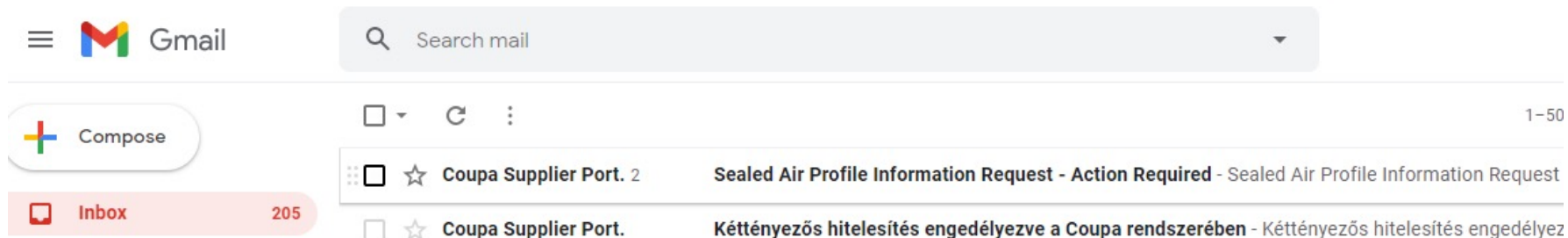
Link to our [Sealed Air Internet Supplier site](#)

Coupa SIM Onboarding Process Guide – cont.

You will receive an email from the Coupa Supplier Portal requiring you to fill out your company profile. Please see the example below of what the email will look like.

If you do not see this email

- please make certain to check your SPAM or JUNK folders.
- If you still do not see your email invitation to Coupa, please contact your Purchasing representative. Please verify the email address and contact information.
- **NOTE: this invitation request will expire 15 days from the date it was sent. Please make certain to fill out the request as soon as possible.**





Coupa SIM Onboarding Process Guide – cont.

Below is an example of the Profile Information Request email.

- Press the **Join and Respond** button. This will take you to the pop-up to create your password.

Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>
to SEESIM05022020+164

 **Sealed Air Profile Information Request - Action Required**

Powered by 

Dear Valued Vendor,

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What's next?

Join and Respond

Coupa SIM Onboarding Process Guide – cont.

Create a password and accept the Privity Policy and the Terms of Use and then press **Get Started**

 **coupa**

Create your business account

Sealed Air is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Sealed Air so you're ready to do business together.

Email

Password


Use at least 8 characters and include a number and a letter.

Password Confirmation

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

Get Started

Coupa SIM Onboarding Process Guide – cont.

S Sealed Air Powered By 

Progress: Basics (active) | Payment | Profile

Tell us about your business i

* Company Name Please do not modify this
Your official registered company name

Website

* Country/Region ▼

* Address Line 1 This information is prepopulated. Please verify and update accordingly
Address Line 2

* City

State


* Postal Code


✔ All set for now. On your first invoice with Sealed Air, we will guide you through your legal entity setup.

Next



Coupa SIM Onboarding Process Guide – cont.

Would you like to offer discounts to get paid faster? 

 Payment Discount Preferences

Your default payment term	Automatically replace with this discount (you can change this later)
Net 30	None
Net 45	None
Net 60	None
Net 75	None
Net 90	None
Net 120	None

Use these preferences for all your customers

This is not live yet, please press NEXT

Next

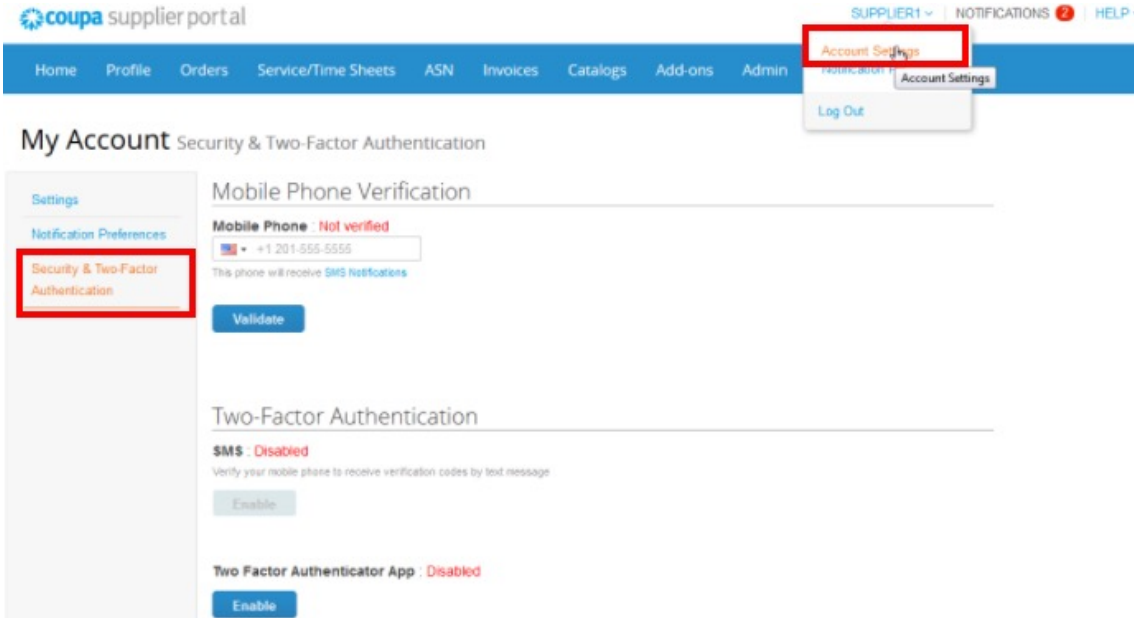
Take Me There



Coupa SIM Onboarding Process Guide – cont.

Before starting the registration suppliers must complete the 2 factor authentication for which there is a guide:

[https://success.coupa.com/Suppliers/For Suppliers/Coupa Supplier Portal/Get Started with the CSP/Enable or Disable Two-Factor Authentication](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Get_Started_with_the_CSP/Enable_or_Disable_Two-Factor_Authentication)



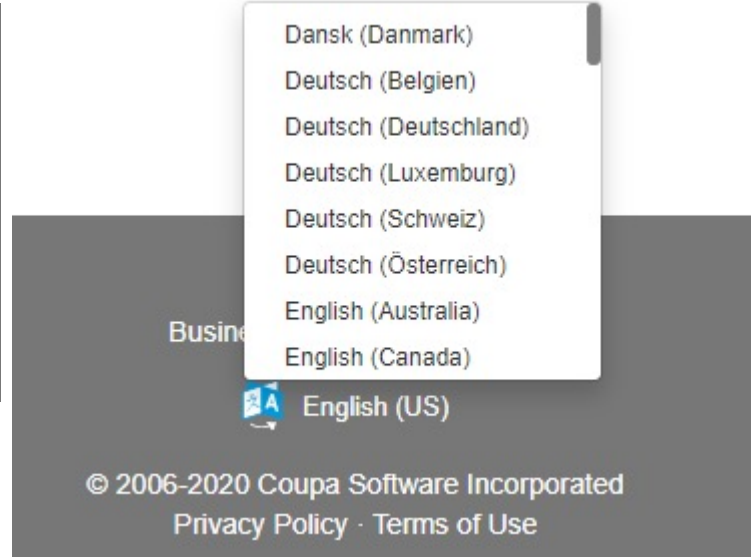
Vendors can enable either the SMS or the 2-factor authentication app.

Click **“Remember this computer for 30 day”** if you are not using a shared or public computer and click Enable. This allows vendors not to have to verify at each log on, but only once in a month.

Coupa SIM Onboarding Process Guide – cont.

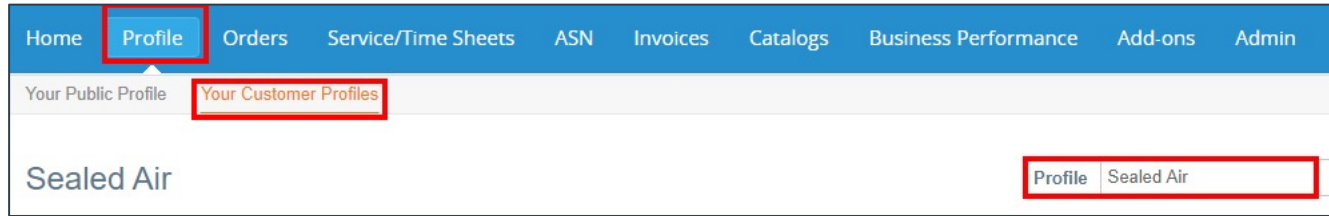
Portal language can be modified based on the supplier preferred display language

At the bottom of the Coupa Supplier Portal page you can adjust it



Coupa SIM Onboarding Process Guide – cont.

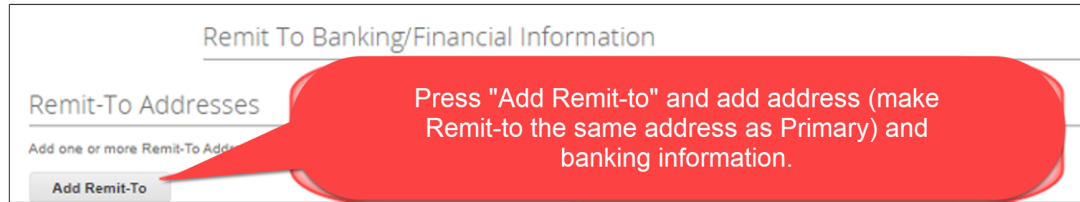
Go to the 'Profile' tab. You may have other customers using Coupa. Please choose the Sealed Air profile to fill out.



Coupa SIM Onboarding Process Guide – cont.

- Press the 'Add Remit-To' button
 - This will take you to a pop-up to 'Create New' Remit-to address.
 - **NOTE: If your company is already working with Coupa, you may already have a Remit-To address created, which then you can select.**

All Sealed Air vendors must fill out the Sealed Air Profile information. Not filling out Remit-To and Banking may delay payments!



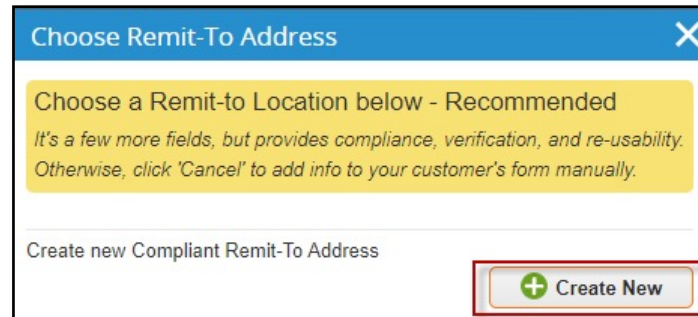
Remit To Banking/Financial Information

Remit-To Addresses

Add one or more Remit-To Address

Add Remit-To

Press "Add Remit-to" and add address (make Remit-to the same address as Primary) and banking information.



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 your customer's form manually.*

Create new Compliant Remit-To Address

+ Create New

Coupa SIM Onboarding Process Guide – cont.

- Fill in the Remit-To address
 - **NOTE: Where possible, please make the Remit-To and Primary address match.**
- Miscellaneous information requirements vary by country. Only mandatory fields need to be filled
- Press 'Save & Continue'

Where's your business located?

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

* Legal Entity Name

Country

This is the official name of your business that is registered with the local government and the country where it is located.

Type in your company legal name and the Country where your business is located

Cancel Continue

COUNTRY SPECIFIC MISC INFORMATION in the APPENDIX

Miscellaneous Information

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

* Legal Entity Name LEAN FLEXIBLES LIMITED

Country United Kingdom

* Type of Company

Board of Directors

Miscellaneous information requirements vary by country. Only mandatory fields need to be filled

Conducting business in certain countries requires your invoice to contain specific information about your company.

Cancel Save & Continue

Coupa SIM Onboarding Process Guide – cont.

Tell your customers about your organization

1 2 3 4

Which customers do you want to see this?

All
 Sealed Air - QA

What address do you invoice from?

* Address Line 1

Address Line 2

* City

State

* Postal Code

Country United Kingdom

Use this address for Remit-To
 Use this for Ship From address

What is your Tax ID?

Country United Kingdom

* VAT ID

I don't have a VAT/GST Number

REQUIRED FOR INVOICING
Enter the registered address of your legal entity. This is the same location where you receive government documents.

In case your Remit to address is the same as your primary address make sure you fill in the information exactly the same way

Banking Information

* Beneficiary Name

Bank Name

* Bank Account Number

Bank Routing Number

IBAN Number

SWIFT Code (BIC)

Account Type

Bank Address

Bank City

In case you are invoicing Sealedair in EURO currency filling the IBAN and SWIFT codes are mandatory

Attachments No files

Please attach - W8, Banking Information, etc.

Upload your banking information and W9 for US vendors or W8 for foreign vendors doing business in US. EU vendors may upload bank statement showing beneficiary name and bank account number

* Attachments [AUDITINGSERVICEAUSTIN.PDF](#)

Upload a ZIP file. For EU: Please attach proper documentation to support Banking or Government (if as needed). For North America: Banking and W8 or W9.

Sealed Air Code of Conduct

To review Sealed Air's Code of Conduct policies please copy and paste link below to your browser:
<https://www.sealedair.com/company/code-of-conduct>

Check the box below if you agree.

* I agree to Sealed Air's Code of Conduct Yes

Vendor Bank Change Liability

You acknowledge that Coupa and Customer are entitled to rely on the accuracy of Your information that You provide to Coupa and/or upload to the Service, including Your payment and banking information. Neither Coupa nor Customer are responsible for any erroneous, misapplied, or misrouted payments resulting from errors or unauthorized payment information. Check the box below that you understand.

* Vendor Bank Change Liability Yes

Submit for Approval

Attachments:
Coupa will only accept one document. Please use zip or scan your document.

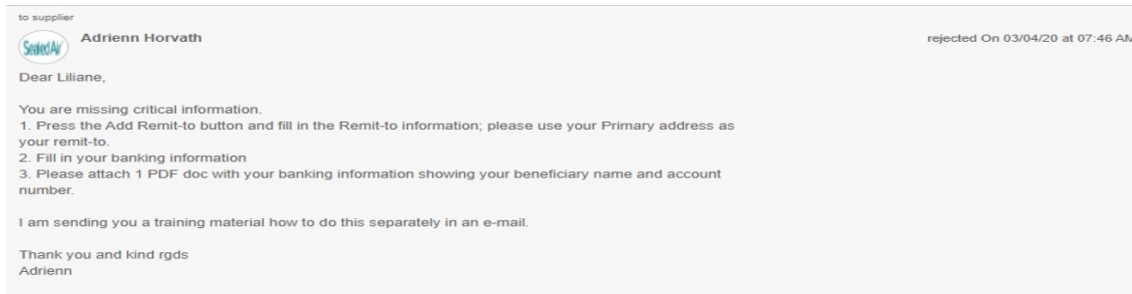
Coupa SIM Onboarding Process Guide – cont.

Your information has been submitted

Next Steps:

Once you have submitted your form, the following will take place:

1. Form is approved
 - a. Vendor is complete – Process is done.
 - b. Vendor is 'Active' in Coupa. Vendor is now able to receive POs and create/submit invoices. [Click to add text](#)
2. Form is rejected
 - a. Form will be sent back to the vendor with Comments on what is needed to be fixed. NOTE: comments are found at the bottom of the form, see example below.
 - b. Vendor must make the appropriate changes to the form and re-submit. The form will go back through the review process until approved.



APPENDIX

COUNTRY SPECIFIC MISC INFORMATION

COUPA FORM COUNTRY SPECIFIC MISC INFORMATION

GERMANY

* Legal Entity Name	<input type="text" value="SIEBERT GMBH"/>
Country	<input type="text" value="Germany"/>
* Board of Directors	<input type="text"/>
* Legal type of company	<input type="text"/>
* Registered seat	<input type="text"/>
* Chairman of the Board	<input type="text"/>
* Court of registration	<input type="text"/>
* Commercial Register & Number	<input type="text"/>
Remark if company in liquidation	<input type="text"/>

FRANCE

* Legal Entity Name	<input type="text" value="GEFRAN FRANCE SA"/>
Country	<input type="text" value="France"/>
* Co Reg Num.	<input type="text"/>
* Place of Reg.	<input type="text"/>
* Legal Status	<input type="text"/>
* Share Capital	<input type="text"/>

Enter a number with two decimal points (eg 15096,00)

COUPA FORM COUNTRY SPECIFIC MISC INFORMATION

ITALY

* Legal Entity Name

Country

* Co Reg Num.

* Type of Company

* Place of Reg.

* Permit Number

* Permit Date

Enter a date with the following specification: YYYY-MM-DD (eg 1984-05-30)

* Liquidation State

* Share Capital

Enter a number with two decimal points (eg 15096,00)

* Sole Shareholder

Liabile Company

* Tax Regime

HUNGARY

* Legal Entity Name

Country/Region

Type of Company

Registered seat

POLAND

* Legal Entity Name

Country/Region

Type of Company

Place of Reg.

Permit Number

Permit Date

Enter a date with the following specification: YYYY-MM-DD (eg 1984-05-30)

Share Capital

Enter a number with two decimal points (eg 15096,00)

COUPA FORM COUNTRY SPECIFIC MISC INFORMATION

NETHERLAND

* Legal Entity Name	<input type="text" value="test"/>
Country/Region	<input type="text" value="Netherlands"/>
* Co Reg Num.	<input type="text"/>

BELGIUM

* Legal Entity Name	<input type="text" value="test"/>
Country/Region	<input type="text" value="Belgium"/>
* Co Reg Num.	<input type="text"/>
* Type of Company	<input type="text"/>
* Place of Reg.	<input type="text"/>
Liquidation State	<input type="text"/>
* Register Legal Entities	<input type="text"/>
License Number	<input type="text"/>

AUSTRIA

* Legal Entity Name	<input type="text" value="test"/>
Country/Region	<input type="text" value="Austria"/>
* Co Reg Num.	<input type="text"/>
* Place of Reg.	<input type="text"/>

SERBIA

* Legal Entity Name	<input type="text" value="test"/>
Country/Region	<input type="text" value="Serbia"/>
Co Reg Num.	<input type="text"/>

LUXEMBURG

* Legal Entity Name	<input type="text" value="test"/>
Country/Region	<input type="text" value="Luxembourg"/>
* Co Reg Num.	<input type="text"/>
* Type of Company	<input type="text"/>
Share Capital	<input type="text"/>

COUPA FORM COUNTRY SPECIFIC MISC INFORMATION

FINLAND

* Legal Entity Name	test
Country/Region	Finland
* Co Reg Num.	<input type="text"/>
Liquidation State	<input type="text"/>

UNITED KINGDOM

* Legal Entity Name	FLEXIPLAS LIMITED
Country	United Kingdom
* Type of Company	<input type="text"/>
Board of Directors	<input type="text"/>

NORWAY

* Legal Entity Name	test
Country/Region	Norway
* Co Reg Num.	<input type="text"/>

IRELAND

* Legal Entity Name	test
Country/Region	Ireland
Liquidation State	<input type="text"/>
Preference Agreement	<input type="text"/>
Company in examinership	<input type="checkbox"/>
Company is being wound up	<input type="checkbox"/>
Receiver of the property of a company has been appointed	<input type="checkbox"/>

COUPA FORM COUNTRY SPECIFIC MISC INFORMATION

SLOVENIA

* Legal Entity Name	<input type="text" value="test"/>
Country/Region	<input type="text" value="Slovenia"/>
* Co Reg Num.	<input type="text"/>
* Type of Company	<input type="text"/>
* Place of Reg.	<input type="text"/>
* Share Capital	<input type="text"/>
Enter a number with two decimal points (eg 15096,00)	
Unpaid Share Capital	<input type="text"/>
Enter a number with decimal points (eg 15096.00)	

SLOVAKIA

* Legal Entity Name	<input type="text" value="test"/>
Country/Region	<input type="text" value="Slovakia"/>
* Co Reg Num.	<input type="text"/>
* Type of Company	<input type="text"/>
* Registered seat	<input type="text"/>
* Court of registration	<input type="text"/>

CZECH REPUBLIC

* Legal Entity Name	<input type="text" value="test"/>
Country/Region	<input type="text" value="Czech Republic"/>
Co Reg Num.	<input type="text"/>
Permit Date	<input type="text"/>
Enter a date with the following specification: YYYY-MM-DD (eg 1984-01-01)	
Registered seat	<input type="text"/>
File Reference No.	<input type="text"/>

COUPA FORM COUNTRY SPECIFIC MISC INFORMATION

Countries where NO misc. Information required

- Denmark
- Spain
- Switzerland
- Sweden
- South Africa
- Portugal
- Turkey