



## BAGAIMANA CARA MEMASUKKAN INFORMASI KONTAK SAYA

**Panduan Proses** 





## Bagaimana cara memasukkan informasi kontak saya di COUPA

 Anda akan menerima email yang memberi tahu Anda bahwa Anda terhubung ke Organon di Coupa, di mana Anda dapat memperbarui profil Anda yang akan membawa Anda ke halaman di COUPA untuk melengkapi informasi yang diperlukan.





ORGANON Organon UAT You are Connected to Organon on Coupa
Powered by 🎎 coupa
Hello Supplier,
Organon 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 <i>Organon</i> (and your other buying organizations 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!
Log In
****coupa
To get immediate updates via SMS or change notification preferences, go here and adjust your settings

2. Buka Profil Perusahaan lalu Permintaan Informasi. Pastikan untuk memilih Organon di pojok kanan atas.





<b>© coupa</b> supplier portal	HELP -
A Invoices Orders Business Profile Setup Service Sheets ASN Sourcing	Forecasts Catalogs Add-ons More
Business Profile Legal Entities Information Requests Performance Evaluation	
Organon - Test 13JAN2025	Profile Organon - Test 13JAN2025
Ve have auto-filled some information from your Public Profile.	×
Choose the correct State or Region unless you need to keep the current value.	×
Business Partner Data Form 110724	
This form to be used for requesting vendor information/registration directly from the vendor	
Supplier Information	0
Test 13JAN2025	
Coupa how-to guides	
https://www.organon.com/about-organon/suppliers/c	
Vendor Contact Information	

**3.** Anda memiliki formulir yang perlu diisi. Namun, harap diingat bahwa Anda hanya perlu mengisi semua kolom isian dengan tanda bintang merah (\*).





imary Cont	tact	
* Primary Cont	act - First Name	
First Name He	re	
* Primary Cont	act - Last Name	
Last Name He	re	
* Primary Conta	act - Email Address @domain.me	
Primary Contac US/Canada	<b>ct - Mobile Phone</b> <b>650-555-1212</b>	
Primary Conta	ct - Work Phone	
US/Canada	<ul> <li>✓ 321555555555</li> <li>650-555-1212</li> </ul>	
Contact Purpo	se	
Select Some C	Options	





* Region	
Country/Region	
United States	~
State Region	
Alaska - AK	~
State ISO Code	
US-AK	
Address Name	
* Street Address	
Main Road 123	
* City	
New York	
* Postal Code	
12345	





* Tax Category	1
US-USA (US) US01 US Tax mber (US01)	jentification Nu 🗴 🗸
In case of no tax	) of a supplier for an Indian company code, please fill with value "NA" under tax category IN
In case of no tax	O of a supplier for an Indian company code, please fill with value "NA" under tax category IN
In case of no tax * Tax Number	D of a supplier for an Indian company code, please fill with value "NA" under tax category IN
In case of no tax * Tax Number 1234561232N	D of a supplier for an Indian company code, please fill with value "NA" under tax category IN
In case of no tax * Tax Number 1234561232N Please enter the	D of a supplier for an Indian company code, please fill with value "NA" under tax category IN 7 IX number Associated with Tax Category
In case of no tax * Tax Number 1234561232N Please enter the	O of a supplier for an Indian company code, please fill with value "NA" under tax category IN 7 IX number Associated with Tax Category
In case of no tax * Tax Number 1234561232N Please enter the Do you have a	O of a supplier for an Indian company code, please fill with value "NA" under tax category IN 7 ax number Associated with Tax Category additional tax details beyond first set?

**4.** Di **bagian "Alamat Transfer",** Anda perlu menambahkan detail bank perusahaan Anda.



5. Anda akan melihat halaman ini.





	Sector Sector Sector	CIEUII Carus	(+) Add Payment Method

6. Atau Anda memiliki yang ini.

All Methods	Bank Transfers Checks Credit Cards	Add Payment Method
rganon prefers	Credit Cards, Bank Transfers, Checks Payments.	
•	123 Main Road, Hammonton, NJ 08037, United States, United States	Customer Preferred

**7.** Jika yang pertama, Anda akan menemui layar berikut, isilah hanya pada kolom isian yang ditandai dengan tanda bintang merah (\*).





Whe	ere's your business locate	d?	×
Setting up your business details in C requirements. For best results with c possible.	Coupa will help you meet your cust current and future customers, com	omer's invoicing and payment olete as much information as	
* Legal Entity Name * Country/Region	~	This is the official name of your business that is registered with the local government and the country/region where it is located.	
		Cancel Continue	

What address do	you invoice from?		
* Address Line 1		•	
* City		REQUI	RED FOR
State	Select an Option		ING
* Postal Code		Enter the your lega	e registered address of al entity. This is the same
Country/Region	United States	location governm	where you receive ent documents. ᡝ
	Use this address for Remit-To 🥖	5	
	🛛 Use this for Ship From address 🥖		





What is your Tax I	D? 🚺	
Country/Region	United States	×
Tax ID		
	□ I don't have Tax ID Number	
	Add additional Tax ID	

Miscellaneous		
Invoice From Code		1
Preferred Language	English (US) 🗸	

8. Dan di bagian akhir, silahkan klik Save & Continue.



9. Setelah itu, Anda akan menemui layar berikut, silakan pilih **Rekening Bank**.





Where do you want to receive payment?
1 2 3 4 * Payment Type Address What is your R Bank Account Virtual Card Address Line 1 Main road 123 City Hammonton

10. Kemudian Anda perlu memasukkan data di bidang berikut, yang berbeda tergantung pada negara/wilayah rekening bank yang dipilih. Khusus untuk Amerika Serikat, kolom isiannya adalah sebagai berikut:

- Nama penerima
- Nama Bank
- Nomor rekening
- Konfirmasi nomor rekening Anda
- Nomor perutean ACH (jika negara bank **adalah AS**)
- Nomor Perutean Kawat (jika negara bank adalah AS)
- Kode SWIFT/BIC atau tanda centang Bank saya tidak memiliki kode BIC

Jika Anda ragu, ikuti tabel ini:

Bidang Bank	Wajib	Tanah
BOD	Ya	ADUH
Transit-/Institusinummer	Ya	СА
IFSC	Ya	DI





Kode bank	Ya	GB
Nomor Perutean ACH	Ya	KITA
Jumlah perutean kabel	Ya	KITA
Nomor rekening	Ya	AU, CA, DALAM, GB, AMERIKA SERIKAT
Nama Penerima/Pemegang Rekening	Ya	AU, CA, DALAM, GB, AMERIKA SERIKAT
Kode SWIFT/BIC	Jika berlaku	AU, CA, DALAM, GB, AMERIKA SERIKAT
Kode bank	Ya	Semua negara lainnya
Nomor rekening	Ya	Semua negara lainnya
IBAN	Jika berlaku	Semua negara lainnya
Nama Penerima/Pemegang Rekening	Ya	Semua negara lainnya
Kode SWIFT/BIC	Jika berlaku	Semua negara lainnya





١	Where do you want to receive	e payment?
	1 2 3 4	
* Payment Type Bank Accou	unt 🗸	
What are your Bank Acco	ount Details? 🥡	
Bank Account Country/Region:	United States	
State:	Select an Option	
Bank Account Currency:	USD	
Beneficiary Name:	Company Name Test 123	
Bank Name:		
Account Number:		0
Confirm Account Number:		
ACH Routing Number:		]]
Wire Routing Number:		0
SWIFT/BIC Code:		0
	☐ My bank does not have a BIC code	





Branch Code:		
Bank Account Type:	Business	
Supporting Documents	Choose Files No file chosen (i	
Email Address	PondolPascojjpretoruma	<b>i</b>

11. Klik Save & Continue lagi setelah Anda selesai di bagian ini.

Cancel	Save & Continue

**12.** Informasi ini kemudian akan ditampilkan kepada Anda dalam *Business Partner Data Form* (BPDF) dan Anda dapat meninjaunya sebelum mengirimkannya.





*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
*Remit-To Address
Remit-To Address
Location Code
Address Name





Bank Account Details	
*Bank Country/Region	
United States	*
* Account Currency	
USD	•
* Beneficiary Name	
Company Name Test 123	
* Bank Name	
Bank R Us	





* Bank Account Numb	er	
*****321		i
Bank Routing Number	r	
*****789		1
IBAN Number		
SWIFT Code (BIC)		
		Í
Account Type		
Bank Code		





Pank Wire Pouting Number	
	i
BSB	
Transit/Institution Number	
IFSC	
	i
Sort Code	
	i
A shire	
Active	
Active ~	





Bank's Address	
David Address	
Bank Address	
Bank City	
Bank State or Region	
NJ	
Bank Postal Code	

**13.** Di **bagian "Tanda Terima"**, Anda memiliki opsi untuk melampirkan tanda terima. Ini bisa untuk memvalidasi pajak/PPN dan/atau detail bank Anda.

Untuk PAJAK / PPN, sertifikat PPN / PAJAK sudah cukup atau formulir W9 (hanya untuk Amerika Serikat) sudah cukup, tetapi untuk detail bank, kami hanya dapat menerima sertifikat bank yang dikeluarkan oleh bank. (surat atau sertifikat bank, stempel cabang atau kop surat bank).





Supporting Documents
Attachments
Add File
Please add supporting documents for Bank Details

14. Di bagian bawah BPDF, Anda perlu mengaktifkan opsi dan klik Kirim untuk Persetujuan. Jika tombol ini tidak diklik, Organon tidak akan pernah menerima apa pun untuk diproses. Anda harus memverifikasi bahwa Anda setuju dengan Kode Etik Mitra Bisnis dan ekspektasi pemasok yang ditetapkan di atas oleh Organon.

Please review the policies in the links below before moving fo	vard.		
Business Partner Code of Conduct			
https://www.organon.com/about-organon/mission-vis			
Supplier Expectations			
https://www.organon.com/wp-content/uploads/sites/			
* By checking this box, I have read, understand, and above set forth by Organon	gree to abide by the Busir	ness Partner Code of	Conduct and Supplier Expectations
	De	ecline Save	Submit for Approval





**15.** Setelah Anda melengkapi dan mengirimkan formulir, Organon akan meninjau informasi dan menyetujui formulir yang sesuai.

**16.** Untuk bantuan lebih lanjut, silakan hubungi perwakilan Organon setempat.

