



CÓMO INGRESAR INFORMACIÓN CONTACTAME

Guía de proceso





Cómo ingreso mi información de contacto en COUPA

 Recibirá un correo electrónico informandole que está conectado a Organon en Coupa, donde podrá actualizar su perfil lo que lo dirigirá a una página en COUPA para completar la información faltante.

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
続 coupa
Business Spend Management
To get immediate updates via SMS or change notification preferences, go here and adjust your settings





2. Ve a **Perfil de Negocio** y luego a Solicitudes de **Información**. Asegúrate de seleccionar Organon en la esquina superior derecha.

çcoupa	coupa supplier portal						Tions 98 Help ~			
in 🔒	nvoices	Orders Busi	ness Profile Setup	Service Sheets	ASN	Sourcing	Forecasts	Catalogs	Add-ons	More
Busines	s Profile	Legal Entities	Information Requests	Performance Ev	aluation					
Organo	on - Te ve	st 13JAN20	025 ome information from yo	ur Public Profile.			Profile	Organon - Test	13JAN2025	• ×
	Choose Business	the correct State of Partner Data Form	or Region unless you nee 110724	d to keep the currer	t value.					×
	This fo	orm to be used for r	requesting vendor informat	ion/registration direct	ly from the	vendor				0
	Supplier Test 13JA	Information N2025								
	Coupa ho	w-to guides	n/about-organon/suppliers	′ c						
	Vendo	or Contact I	Information							

3. Tendrás una larga lista de campos que debes completar. Sin embargo, recuerda sque solo necesitas completar los campos marcados con un asterisco rojo.





rimary Contact	
* Primary Contact - First Name	
First Name Here	
* Primary Contact - Last Name	
Last Name Here	
* Primary Contact - Email Address	
companyname@domain.me	i
Primary Contact - Mobile Phone US/Canada	
Primary Contact - Work Phone	
US/Canada 🗸 321555555555	
650-555-1212	
Contact Purpose Select Some Options	





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





* Tax Category 1				
US-USA (US) > US01 US Tax Id mber (US01)	entification Nu 🗙 🗸			
In case of no tax ID	of a supplier for an Indian con	mpany code, pleas	e fill with value "N	IA" under tax category IN.
In case of no tax ID	of a supplier for an Indian con	mpany code, plea:	e fill with value "N	IA" under tax category IN
In case of no tax ID * Tax Number 1	of a supplier for an Indian con	mpany code, plea:	e fill with value "N	IA" under tax category IN
* Tax Number 1	of a supplier for an Indian con	mpany code, plea:	e fill with value "N	IA" under tax category IN
* Tax Number 1 1234561232N17 Please enter the ta	of a supplier for an Indian con	mpany code, plea:	e fill with value "N	IA" under tax category IN
In case of no tax ID Tax Number 1 1234561232N1 Please enter the ta	of a supplier for an Indian con	mpany code, plea:	e fill with value "N	IA" under tax category IN
* Tax Number 1 * Tax Number 1 1234561232N1 Please enter the ta Do you have an	of a supplier for an Indian con number Associated with Tax additional tax details bey	mpany code, plea: Category yond first set?	e fill with value "N	IA" under tax category IN

4. En la siguiente sección **Direcciones de envío** , deberá agregar los datos bancarios de su empresa.



5. Verás esta página.





State Region	
How would you like to be paid?	
All Methods Bank Transfers Checks Credit Cards	Add Payment Method
Organon prefers Credit Cards, Bank Transfers, Checks Payments.	
Currently, there are no valid accounts avail	able for your selection

6. O tendrás este pagina.

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

7. Si es el primero, entonces tendrá la siguiente plantilla, nuevamente solo complete los campos marcados con un asterisco rojo.





W	here's your business locate	ed?	×
Setting up your business details in	Coupa will help you meet your cus	comer's invoicing and payment	
requirements. For best results with possible.	i current and future customers, com	plete 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	

* A d duran 1 inc. 4	,		
* Address Line 1		G	
* City			REQUIRED FOR
State	Select an Option	V	INVOICING
* Postal Code			Enter the registered address of
Country/Region	United States		location where you receive government documents.
	🗹 Use this address for Remit-To и		
	🗖 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		i
Preferred Language	English (US) 🗸	

8. Y haga clic en Guardar y continuar al final.



9. A continuación, aparecerá la siguiente pantalla, seleccione Cuenta bancaria.





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

- 10. A continuación, deberá rellenar los datos de los campos siguientes, que variarán según el país/región de la cuenta bancaria seleccionada Para este caso específico de Estados Unidos los campos son:
 - Nombre del beneficiario
 - Nombre del banco
 - Número de cuenta
 - Confirmar número de cuenta
 - Número de ruta ACH (si el país del banco es Estados Unidos)
 - Número de ruta bancaria (si el país del banco es Estados Unidos)
 - Código SWIFT/BIC o marca Mi banco no tiene un código BIC

Si tiene alguna duda, siga esta tabla para orientarse:

Campos bancarios	Obligatorio	País
BSB	Sí	UA
Número de Tránsito/Institución	Sí	СА





IFSC	Sí	EN
Código de clasificación	Sí	GB
Número de ruta ACH	Sí	NOS
Número de enrutamiento de cable	Sí	NOS
Número de cuenta	Sí	AU, CA, IN, GB, EE, UU
Nombre del beneficiario/titular de la cuenta	Sí	AU, CA, IN, GB, EE, UU
Código SWIFT/BIC	Si	Todos los
Courgo Swii T/Bic	corresponde.	demás países
Código bancario	Sí	Todos los demás países
Número de cuenta	Sí	Todos los demás países
	Si	Todos los
IBAN	corresponde.	demás países
Nombre del beneficiario/titular de la cuenta	Sí	Todos los demás países
Código SWIFT/BIC	Si corresponde.	Todos los demás países





١	Where do you want to receive	e payment?
	1 2 3 4	
* Payment Type Bank Account	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:])
Confirm Account Number:		
ACH Routing Number:]]
Wire Routing Number:]0
SWIFT/BIC Code:		1
	☐ My bank does not have a BIC code	





Branch Code:		
Bank Account Type:	Business]
Supporting Documents	Choose Files No file chosen <i>i</i>	
Email Address	PontolPascoijpretor.ma	i

11. Nuevamente, haga clic en **Guardar y continuar** cuando haya terminado en esta sección.

Cancel	Save & Continue

12. Posteriormente, se le mostrará esta información dentro del Formulario de Datos de Socios Comerciales (BPDF) y podrá revisarla antes de enviarla.





*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 Number	
*****321	i
Bank Routing Number	
*****789	i
IBAN Number	
	i
SWIFT Code (BIC)	
	i
Account Type	
Bank Code	
	i





Bank Wire Routing Number	
	I
BSB	
	i
Transit/Institution Number	
	i
IFSC	
	i
Sort Code	
	i
Active	
Active	





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

13. En el apartado **de Documentos Acreditativos**, tendrá la posibilidad de adjuntar cualquier documento acreditativo. Estos pueden ser para validar sus datos fiscales/IVA y/o bancarios.

Para IMPUESTOS / IVA, un certificado de IVA / IMPUESTOS es suficiente o el formulario W9 (solo para EE. UU.) será suficiente, pero para los datos bancarios solo podemos aceptar comprobantes bancarios emitidos por el banco. (carta bancaria o certificado, sello de sucursal o membrete bancario).





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

14. En la parte inferior del BPDF, deberá marcar la opción y hacer clic en Enviar para aprobación. Si no se hace clic en este botón, Organon nunca recibirá nada para procesar. Debe verificar que está de acuerdo con el Código de Conducta de Socios Comerciales y las Expectativas de los Proveedores establecidos anteriormente por Organon.

Please review the policies in the links below before moving for	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 a above set forth by Organon	gree to abide by the Business Partner Code of Conduct and Supplier Expectation





15. Después de completar y enviar el formulario, Organon revisará la información y aprobará el formulario en consecuencia.

16. Para obtener más ayuda, comuníquese con su contacto local de Organon.

