

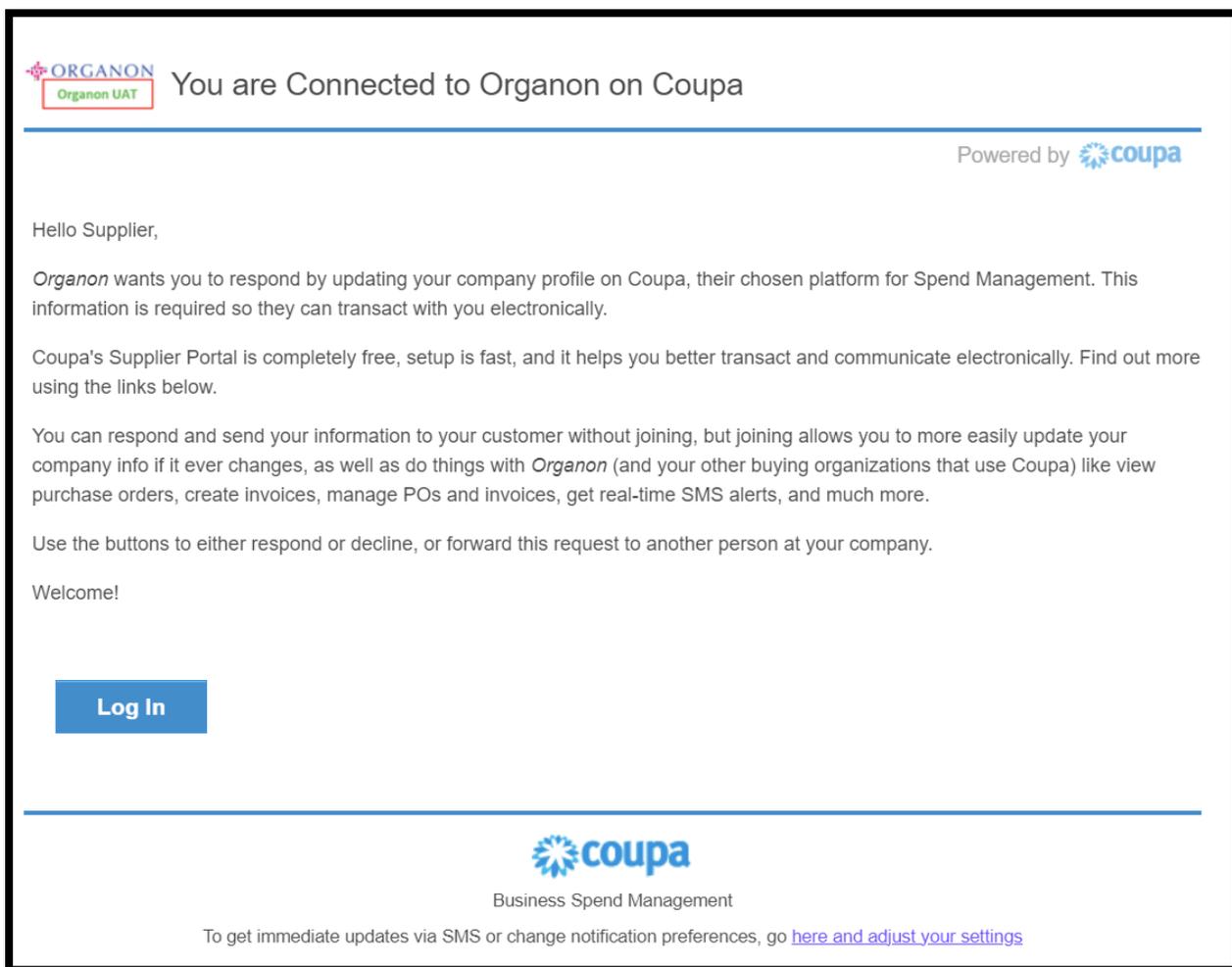


HOW TO ENTER MY CONTACT INFORMATION

Process Guide

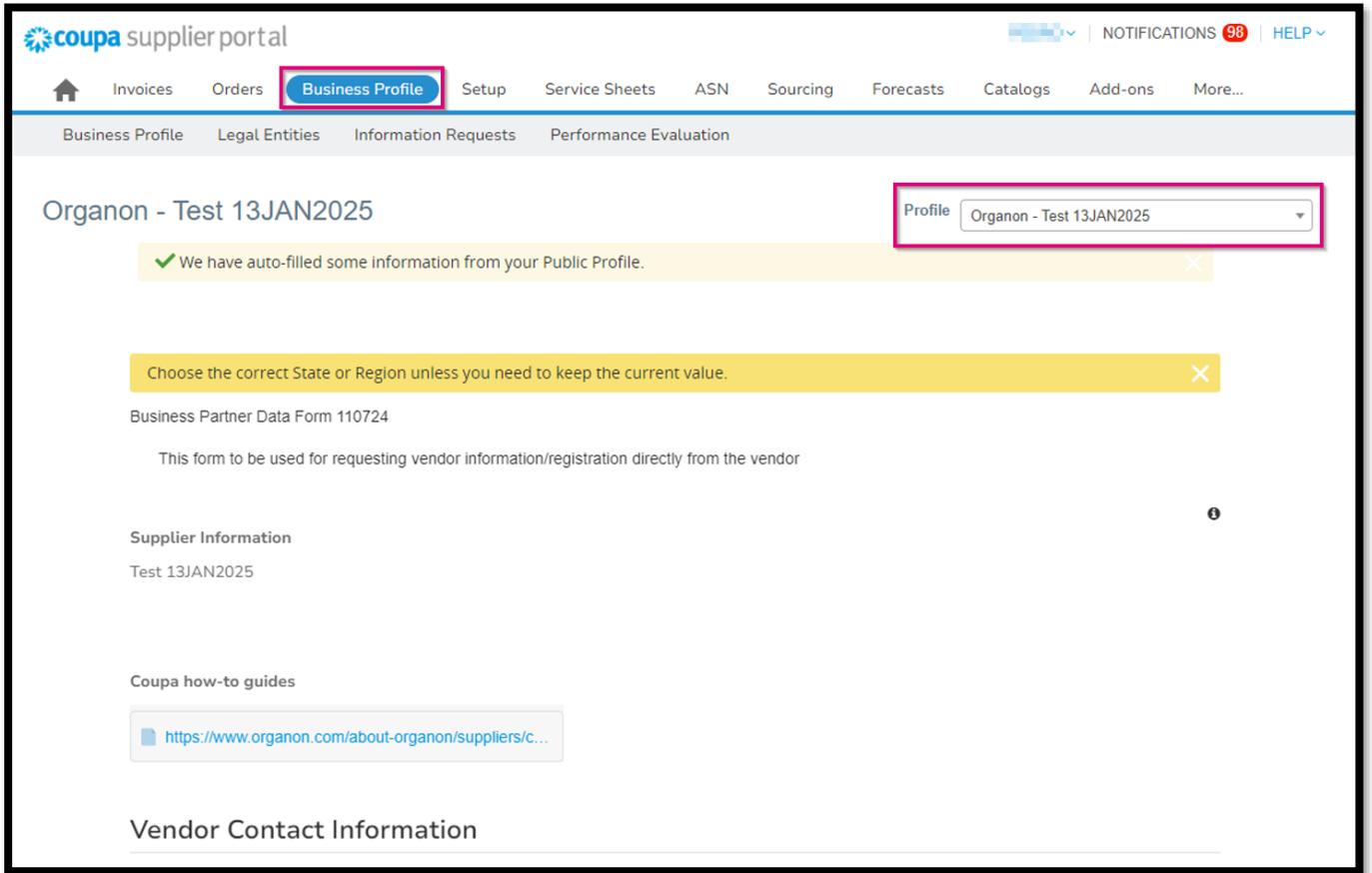
How do I enter my contact information in COUPA

1. You will receive an email informing you that you are logged in to Organon in Coupa, where you can update your profile that will direct you to a page in COUPA to fill in the missing information.



The screenshot shows the Organon Coupa portal interface. At the top left, there is the Organon logo and the text 'ORGANON Organon UAT'. To the right of this, it says 'You are Connected to Organon on Coupa'. In the top right corner, it says 'Powered by coupa'. The main body of the page contains the following text: '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 Organon (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!' Below this text is a blue button labeled 'Log In'. At the bottom of the page, there is the Coupa logo and the text 'Business Spend Management'. Below that, it says 'To get immediate updates via SMS or change notification preferences, go [here and adjust your settings](#)'.

2. Go to **Business Profile**, then Requests for **Information**. Make sure to select Organon in the top right corner.



The screenshot shows the Coupa Supplier Portal interface. At the top, the 'coupa supplier portal' logo is on the left, and 'NOTIFICATIONS 98' and 'HELP' are on the right. A navigation bar contains 'Invoices', 'Orders', 'Business Profile' (highlighted with a red box), 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Add-ons', and 'More...'. Below this, a sub-navigation bar includes 'Business Profile', 'Legal Entities', 'Information Requests', and 'Performance Evaluation'. The main content area is titled 'Organon - Test 13JAN2025'. A dropdown menu labeled 'Profile' is set to 'Organon - Test 13JAN2025' and is highlighted with a red box. A green notification bar states: 'We have auto-filled some information from your Public Profile.' Below it, a yellow notification bar says: 'Choose the correct State or Region unless you need to keep the current value.' The page content includes 'Business Partner Data Form 110724' with a note: 'This form to be used for requesting vendor information/registration directly from the vendor'. There is also a section for 'Supplier Information' with the identifier 'Test 13JAN2025' and an information icon. A 'Coupa how-to guides' section contains a link: <https://www.organon.com/about-organon/suppliers/c...>. The bottom section is titled 'Vendor Contact Information'.

3. You'll have a long list of fields you need to fill in. However, remember that you only need to fill in all the fields with a red asterisk.

*** Primary Contact**

*** Primary Contact - First Name**

First Name Here

*** Primary Contact - Last Name**

Last Name Here

*** Primary Contact - Email Address**

companyname@domain.me 

Primary Contact - Mobile Phone

US/Canada 

Primary Contact - Work Phone

US/Canada 

Contact Purpose

Select Some 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 Identification Details & Evidence

*** Tax Category 1**

US-USA (US) >
US01 US Tax Identification Number (US01) x v

In case of no tax ID of a supplier for an Indian company code, please fill with value "NA" under tax category IN3

*** Tax Number 1**

1234561232N17

Please enter the tax number Associated with Tax Category

Do you have an additional tax details beyond first set?

No x v

PAN is only applicable to India

4. In the next **section Shipping Addresses**, you will need to add your company's bank details.

* Remit-To Addresses

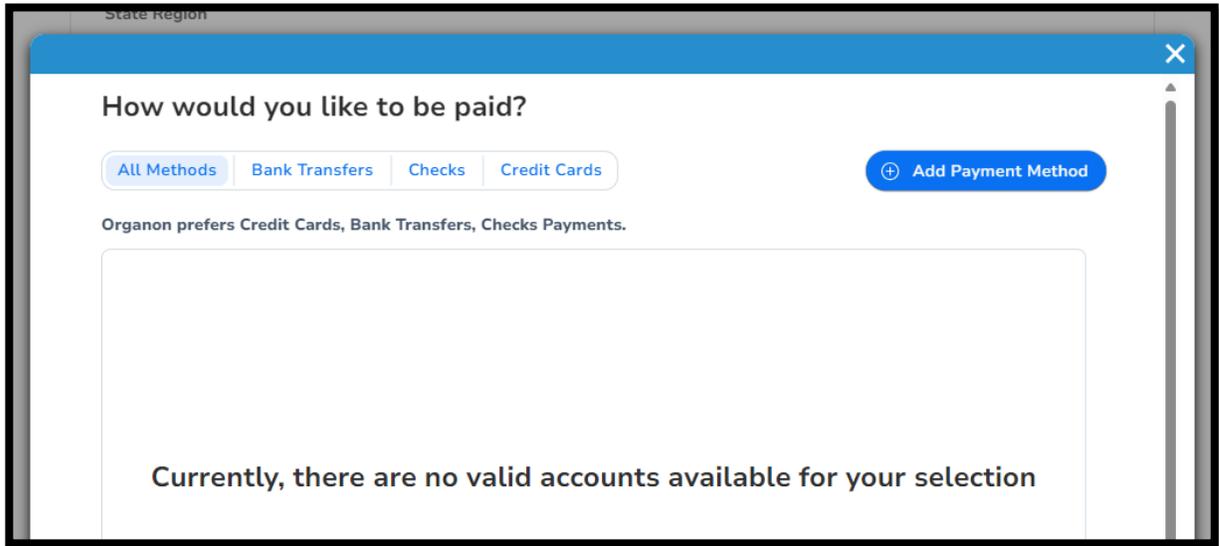
Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

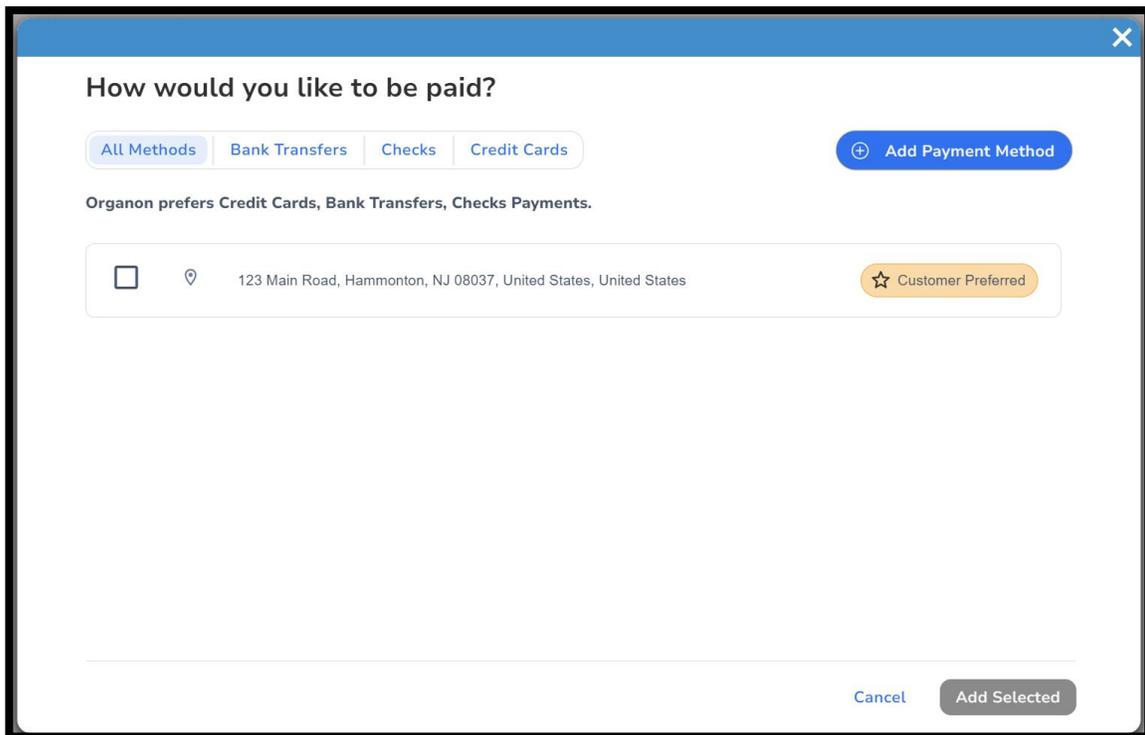
Please refer attached document for instructions to add supporting documents below

 Country_document_specification_for_Organon_CO...

5. You will see this page.



6. Or you will have this one.



7. If you are the first then you will have the screen below, again just fill in the fields with a red asterisk.

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/Region

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

What address do you invoice from?

* Address Line 1 +

* City

State

* Postal Code

Country/Region

Use this address for Remit-To i

Use this for Ship From address i

REQUIRED FOR INVOICING

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

What is your Tax ID? 

Country/Region  

Tax ID

I don't have Tax ID Number

[Add additional Tax ID](#)

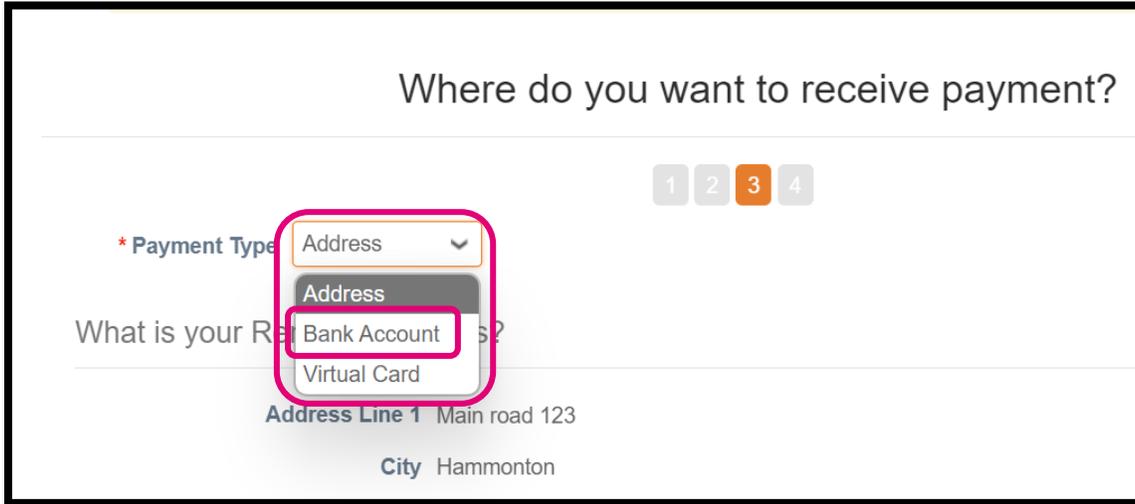
Miscellaneous

Invoice From Code 

Preferred Language 

8. And click **Save and Continue** at the end.

9. Next, the following screen will appear, select **Bank Account**.



10. You will then need to fill in the details in the fields below, which will vary depending on the **selected bank account country/region**. For this specific case of the United States, the fields are:

- Beneficiary's name
- Bank Name
- Account number
- Confirm Account Number
- ACH routing number (if the bank's country is **the United States**)
- Bank routing number (if the bank's country is **the United States**)
- SWIFT/BIC code or brand **My bank does not have a BIC code**

If you have any doubts, follow this chart to find your way around:

Banking fields	Mandatory	Country
BSD	Yes	AU
Transit/Institution Number	Yes	AC
IFSC	Yes	IN
Classification Code	Yes	GB

ACH routing number	Yes	US
Cable Routing Number	Yes	US
Account number	Yes	AU, CA, IN, GB, EE. UU.
Name of Beneficiary/Account Holder	Yes	AU, CA, IN, GB, EE. UU.
SWIFT/BIC code	If applicable	AU, CA, IN, GB, EE. UU.
Bank code	Yes	All other countries
Account number	Yes	All other countries
IBAN	If applicable	All other countries
Name of Beneficiary/Account Holder	Yes	All other countries
SWIFT/BIC code	If applicable.	All other countries

Where do you want to receive payment?

1 2 3 4

* Payment Type

What are your Bank Account Details? [i](#)

Bank Account Country/Region:

State:

Bank Account Currency:

Beneficiary Name:

Bank Name:

Account Number: [i](#)

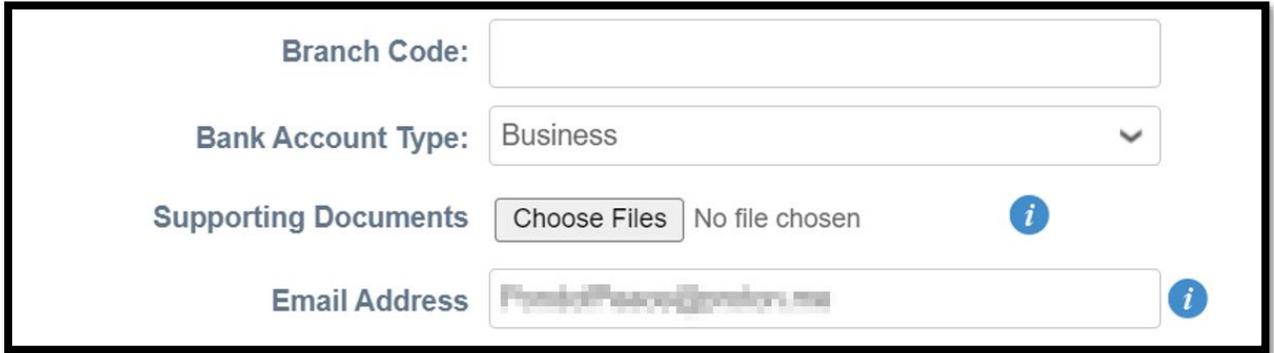
Confirm Account Number:

ACH Routing Number: [i](#)

Wire Routing Number: [i](#)

SWIFT/BIC Code: [i](#)

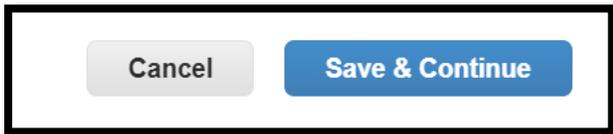
My bank does not have a BIC code



The screenshot shows a form with the following fields:

- Branch Code:** An empty text input field.
- Bank Account Type:** A dropdown menu with "Business" selected and a downward arrow.
- Supporting Documents:** A file upload area with a "Choose Files" button, the text "No file chosen", and an information icon (i).
- Email Address:** A text input field containing "Pfeiffer@organon.com" and an information icon (i).

11. Again, click **Save and Continue** when you're done in this section.



12. This information will then be displayed to you within the Business Partner Data Form (BPDF) and you can review it before submitting it.

* 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



Bank Routing Number

*****789



IBAN Number



SWIFT Code (BIC)



Account Type

Bank Code



Bank Wire Routing Number 

BSB 

Transit/Institution Number 

IFSC 

Sort Code 

Active

Bank's Address

Bank Address

Bank City

Bank State or Region

Bank Postal Code

13. In the Supporting **Documents section**, you will have the possibility of attaching any supporting document. These can be to validate your tax/VAT and/or bank details.

For TAX/VAT, a VAT/TAX certificate is sufficient or the W9 form (for US only) will suffice, but for bank details we can only accept bank vouchers issued by the bank. (bank letter or certificate, branch seal or bank letterhead).

Supporting Documents

Attachments

Add [File](#)

Please add supporting documents for Bank Details

14. At the bottom of the BPDF, you will need to check the option and click **Submit for Approval**. If this button is not clicked, Organon will never receive anything to process. You should verify that you agree to the Business Partner Code of Conduct and Supplier Expectations set forth above by Organon.

Organon Business Partner Policies

Please review the policies in the links below before moving forward.

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 agree to abide by the Business Partner Code of Conduct and Supplier Expectations above set forth by Organon

[Decline](#) [Save](#) [Submit for Approval](#)

- 15.** After completing and submitting the form, Organon will review the information and approve the form accordingly.

- 16.** For further assistance, please contact your local Organon contact.