



MANAGE THE BANK DETAILS

How To Guide

How to Manage the Bank Details

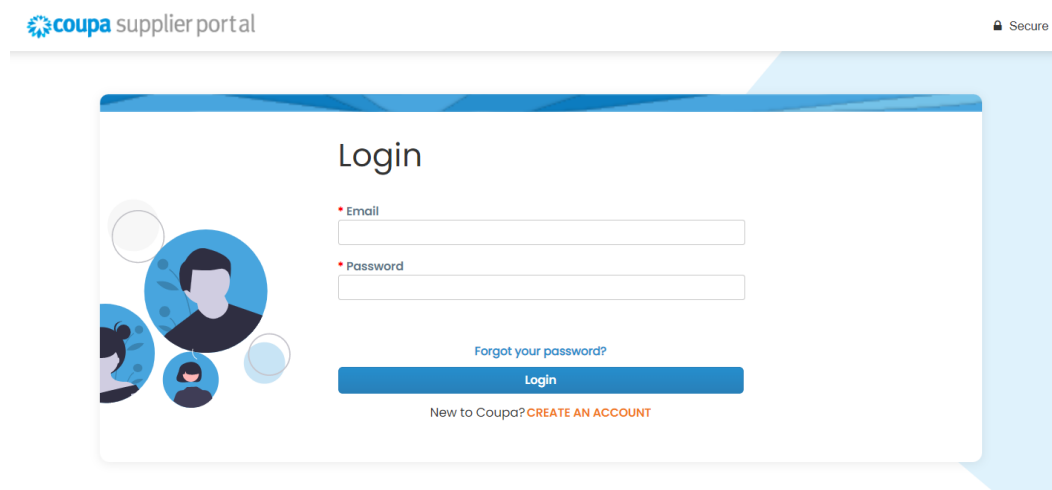
Completing your main profile keeps all your business information in one location and allows you to choose the information you would like to share with each customer.

As of May 2023, you will be required to use two-factor authentication to view or make changes to the legal entity, remit-to and bank account information in the Coupa Supplier Portal.

Note: In addition to the information added in Coupa and provided on invoices, Organon collects legal and payment information from vendors using a **Supplier Information form**. The payment information on the invoices is typically used as a reference only and NOT how the customer collects the info needed to do the payment. If you are not sure about the process, please ask your Organon contact about it.

The following instructions describes how to enter new bank details in your main Profile.

1. Log in to the Coupa Supplier Portal with **Email** and **Password**



The screenshot shows the Coupa Supplier Portal login interface. At the top left is the 'coupa supplierportal' logo, and at the top right is a 'Secure' indicator with a lock icon. The main content area is titled 'Login' and features a blue header with a circular graphic of three people. Below the header are two input fields: 'Email' and 'Password', each with a red asterisk indicating a required field. A 'Forgot your password?' link is positioned below the password field. A blue 'Login' button is centered below the input fields. At the bottom of the login area, there is a link that says 'New to Coupa? CREATE AN ACCOUNT'.

2. Go to **Setup, Admin** and select **Payment Methods**

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Add Payment Method

View All ▾ Search

Payment Method Name	Remit-To Address	Payment Type	Legal Entity	Customer Sharing Status	Actions
bank test ****5678	London, UK London England 1234 United Kingdom	Bank Account	TEST COUPA NPO LTD	Organon - 0001005941-Test Account	Active 
				organon-uat - COUPA UAT TEST LTD	Active
				organon-uat - TEST COUPA LTD	Active
None	test test 12345 United Kingdom Preferred Language: English (UK)	Address	test account	Organon - 0001005941-Test Account	Active 
				organon-uat - COUPA UAT TEST LTD	Active
				organon-uat - TEST COUPA LTD	Active

3. Go to **Add Payment Methods**

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				organon-uat - COUPA UAT TEST LTD	Active
				organon-uat - TEST COUPA LTD	Active

4. Select the **Legal Entity** from the drop-down list and click **Next**



Add Payment Method

Legal Entity test account 

Invoice From Address test
test, 12345
United Kingdom

[Back](#)[Next](#)

5. From the drop-down list you can select the payment type information to add: Address, Bank Account, or Virtual Card. Insert the corresponding details in the available fields

Add a new Payment Method

* Payment Type Bank Account ▼

What are your Bank Account Details? ⓘ

Bank Account Country/Region:	United Kingdom ▼
Bank Account Currency:	GBP ▼
Beneficiary Name:	<input type="text" value="test account"/>
Bank Name:	<input type="text"/>
Account Number:	<input type="text"/> ⓘ
Confirm Account Number:	<input type="text"/>
Sort Code:	<input type="text"/> ⓘ
SWIFT/BIC Code:	<input type="text"/> ⓘ
<input type="checkbox"/> My bank does not have a BIC code	
Branch Code:	<input type="text"/>

Note: Below are the supporting documents required for banking in Europe and APAC

Europe - Required Documentation

	EMEA standard	Switzerland	Ukraine	United Kingdom	North Macedonia	MIDDLE EAST/AFRICA
PO vendor	A) Bank details proof: void check, bank letter or certificate, branch stamp or bank letterhead..	No exception << see column EMEA Standard	No exception << see column EMEA Standard	C) Bank details proof OR (Paying-in slip accepted for domestic UK vendors)	D) Accept document without bank letterhead or bank logo but that are signed and stamped by the Bank	No exception << see column EMEA Standard
NON-PO vendor	A) Bank details proof: void check, bank letter or certificate, branch stamp or bank letterhead..	No exception << see column EMEA Standard	No exception << see column EMEA Standard	C) Bank details proof OR (Paying-in slip accepted for domestic UK vendors)	D) Accept document without bank letterhead or bank logo but that are signed and stamped by the Bank	No exception << see column EMEA Standard
HCP/HCO	A) Bank details proof: check or bank letter or certificate or branch stamp document or bank letterhead or Organon contract or Honorarium form (with signed and bank details). (online banking screen shot acceptable for HCP). Invoice doesn't have to be signed.	No exception << see column EMEA Standard	No exception << see column EMEA Standard	C) Bank details proof OR (Paying-in slip accepted for domestic UK vendors)	D) Accept document without bank letterhead or bank logo but that are signed and stamped by the Bank	No exception << see column EMEA Standard
Government Agencies	A) Bank details proof: void check, bank letter or certificate, branch stamp or bank letterhead.. B) Bank proof can be replaced with Legal Governmental Site with the bank data screenshot + finance AD approval (or higher) OR a letter (invoice) from the Department of this Public Sector + finance AD Approval (or higher)	No exception << see column EMEA Standard	No exception << see column EMEA Standard	No exception << see column EMEA Standard	D) Accept document without bank letterhead or bank logo but that are signed and stamped by the Bank	No exception << see column EMEA Standard

APAC - Required Documentation

	APAC standard	Vietnam
PO vendor	A) Proof of bank details (void check, bank letter or certificate, branch stamp or bank letterhead...) - Mandatory for all bank detail add or change. B) Valid business license from authorized local agency /National ID C) Letter from tax authorities	No exception << see column APAC Standard
NON-PO vendor	A)Proof of bank details (void check, bank letter or certificate, branch stamp or bank letterhead...) - Mandatory for all bank detail add or change. B) Valid business license from authorized local agency /National ID C) Letter from tax authorities	No exception << see column APAC Standard
HCP/HCO	A)Proof of bank details (void check, bank letter or certificate, branch stamp or bank letterhead...) - Mandatory for all bank detail add or change. B) Valid business license from authorized local agency /National ID C) Letter from tax authorities	No exception << see column APAC Standard
Government Agencies	A) Bank details proof: check or bank letter or certificate or branch stamp document or bank letterhead or Organon contract or Honorarium form (with signed and bank details). (online banking screen shot acceptable for HCP). Invoice doesn't have to be signed.	No exception << see column APAC Standard

Note: By hovering over the information icon (blue dot), you will find a pop-up message with additional instructions on what data is expected in the specific field.

For Vendors Outside the US insert the Bank Number and Bank Account Number, and on the Bank Routing Number insert a place holder number “123456789” (this will not be moved to MDG). For vendors from the US, insert the Bank Routing Key and Bank Account Number, and insert a place holder number in Bank Number.

Attach the banking documentation to the form. Form multiple files, create a zip folder, and attach.



Add a new Payment Method

* Payment Type Bank Account ▼

What are your Bank Account Details? 

Bank Account Country/Region: United Kingdom ▼

Bank Account Currency: GBP ▼

Beneficiary Name: test account

Bank Name:

Account Number:



Confirm Account Number:

must be 8 digits

Sort Code:



SWIFT/BIC Code:



6. Select **Save & Continue**

- ☒ organon-uat
- ☒ organon-dev
- ☒ organon-uat
- ☒ organon-uat
- ☒ Organon - Te

Cancel

Save & Continue

7. The new Payment Method is created. Even though you will be able to add another Payment Method by selecting **Add Payment Method**, don't add another Remit-To (COUPA can only create one remit to at a time per Supplier, so during the creation process only select one). Edit the existing Remit-To Accounts by selecting **Manage** or **Deactivate Legal Entity**

Add a new Payment Method

Payment Method let your customers know where to send payment for their invoices. Click Add Payment Method to add more locations, otherwise click Next.

Add Payment Method

Payment Method Name	Remit-To Address	Status	
Address	test test 12345 United Kingdom	Active	Manage
Bank Account test account *****5678 123456 *****T11	test test 12345 United Kingdom	Active	Manage

Deactivate Legal Entity

Cancel

Next

8. Select **Next**

Add a new Payment Method

Payment Method let your customers know where to send payment for their invoices. Click Add Payment Method to add more locations, otherwise click Next.

Add Payment Method

Payment Method Name	Remit-To Address	Status	
Address	test test 12345 United Kingdom	Active	Manage
Bank Account test account *****5678 123456 *****T11	test test 12345 United Kingdom	Active	Manage

Deactivate Legal Entity

Cancel

Next

9. Do not Add Ship From, just select **Done**

Add a new Payment Method

For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered.

Add Ship From

Title	Status	
test test 12345 United Kingdom	Active	Manage


Deactivate Legal Entity

Done

At this stage you will receive a Setup Complete message

×

Setup Complete



Congratulations!

This legal entity can now be used on new invoices.


To get paid - Most customers require that you send them this payment info in **in addition to providing it on the invoice.** ⓘ

- Click on the [Profile Tab](#) to see if your customer has a form that collects payment information.
- Otherwise, you'll have to send it to them through another channel.

Add Later






Add Now

Note: If you are working with Organon, please get in touch with your contact person for additional information regarding the steps you must follow for setting-up your bank details or for updating your current bank details for payment.

To get paid - Most customers require that you send them this payment info in **addition to providing it on the invoice.** 

- Click on the [Profile Tab](#) to see if your customer has a form that collects payment information.
- Otherwise, you'll have to send it to them through another channel.

Note: The Payment Methods can be deactivated or edited by going to Actions and select one of the below highlighted icons:

Add Payment Method						View	All	Search	
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****5678	test test 12345 United Kingdom	Bank Account	test account	Organon - 0001005941-Test Account		 			
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