




# HOW DO I FILL IN A BUSINESS PARTNER DATA FORM IN COUPA


Process Guide

## How do I fill in a business partner data form 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.

 **You are Connected to Organon on Coupa**

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Powered by 

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!

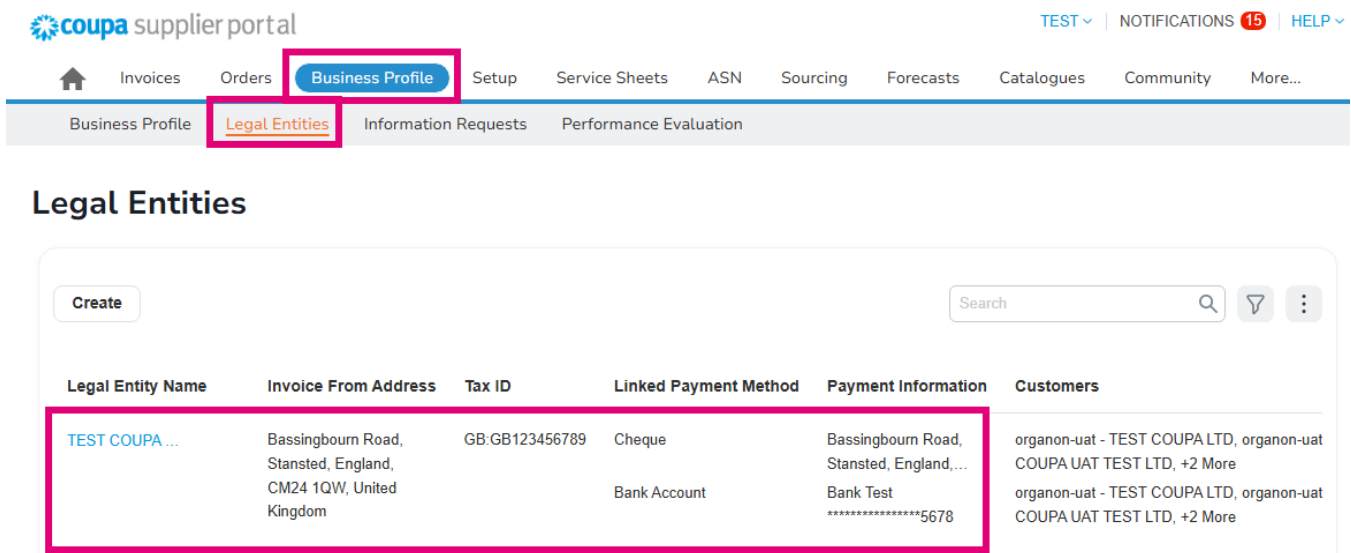
[Log In](#)

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Business Spend Management

To get immediate updates via SMS or change notification preferences, go [here and adjust your settings](#)

2. Before starting to fill out the BPDF, please make sure that the **Legal Entity** is added to Coupa, to check this information please click **Business Profile**, and **Legal Entity**.  
If the Legal Entity is not added in Coupa, please follow the instructions on how to guide [How To Set Up Legal Entities](#).



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Business Profile **Legal Entities** Information Requests Performance Evaluation

### Legal Entities

Create Search [ ] [ ] [ ]

Legal Entity Name	Invoice From Address	Tax ID	Linked Payment Method	Payment Information	Customers
TEST COUPA...	Bassingbourn Road, Stansted, England, CM24 1QW, United Kingdom	GB:GB123456789	Cheque  Bank Account	Bassingbourn Road, Stansted, England,...  Bank Test *****5678	organon-uat - TEST COUPA LTD, organon-uat COUPA UAT TEST LTD, +2 More organon-uat - TEST COUPA LTD, organon-uat COUPA UAT TEST LTD, +2 More

3. Please check the Bank account to be added in Coupa, to check this information please click **Setup**, and **Payment Methods**.  
If the Bank account is not added in Coupa, please follow the instructions on how to guide [How To Manage the Bank Details](#)

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[Admin](#) Connection Requests

Admin Remit-To

Users

Merge Requests

Merge Suggestions

Requests to Join

Fiscal Representatives

Payment Methods

sFTP Accounts

cXML Errors

sFTP File Errors (to Customers)

Add Payment Method
View All Search

Payment Method Name	Remit-To Address	Payment Type	Legal Entity	Customer Sharing Status	Actions
Bank Test ****5678	Bassingbourn Road Stansted England CM24 1QW United Kingdom	Bank Account	TEST COUPA LTD	Organon - 0001005941-Test Account Organon - New account organon-uat - COUPA UAT TEST LTD organon-uat - TEST COUPA LTD	Active Active Active Active
None	Bassingbourn Road Stansted England CM24 1QW United Kingdom	Check	TEST COUPA LTD	Organon - 0001005941-Test Account Organon - New account organon-uat - COUPA UAT TEST LTD organon-uat - TEST COUPA LTD	Active Active Active Active

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

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Business Profile Legal Entities **Information Requests** Performance Evaluation

Organon - New account

Profile Organon - New account

Form Responses

View All Advanced Search

Form	Status	Created Date	Submitted At
Business Partner Data Form 101724	New	04/04/2025	None


Per page 15 | 45 | 90

5. Once the Form is opened, you'll have a long list of fields you need to fill in. However, remember that you only need to fill 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  650-555-1212

**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)

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

PAN is only applicable to India


6. In the next section, **Remit to 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...



7. Select the **Bank account** and **Add Selected**

### How would you like to be paid?


**All Methods** | **Bank Transfers** | **Cheques** | **Credit Cards** | **Add Payment Method** ▾

Organon prefers **Credit Cards, Bank Transfers, Cheques Payments.**

<input checked="" type="checkbox"/>		Bank Test	 Customer Preferred
		Bassingbourn Road, Stansted, England, CM24 1QW, United Kingdom, United Kingdom (GB123456789)	
		Account Number ****5678	Transit Code 112233
			Wire Routing Number

<input type="checkbox"/>		Bassingbourn Road, Stansted, England, CM24 1QW, United Kingdom, United Kingdom (GB1234	 Customer Preferred
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**Cancel** | **Add Selected**

 **organon.com**

8. You will then need to check the details in the fields below and make sure that all the information was populated correctly.

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	Active

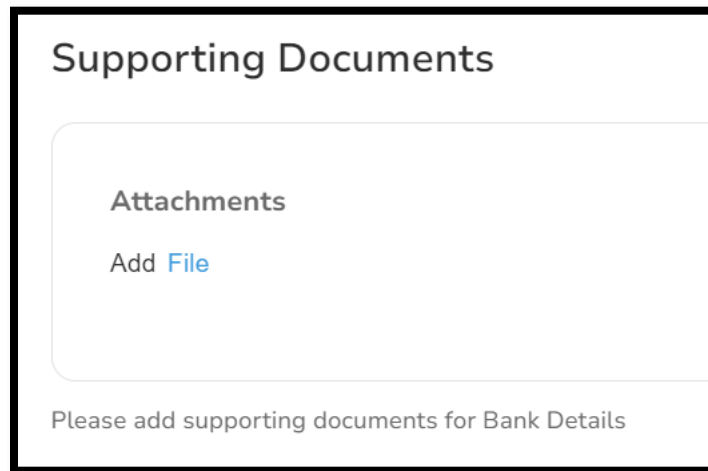
Bank's Address	
Bank Address	
Bank City	
Bank State or Region	NJ
Bank Postal Code	

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

<b>Banking fields</b>	<b>Mandatory</b>	<b>Country</b>
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

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

10. 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](#)

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

**12.** For further assistance, please contact your local Organon contact.