



KELOLA DETAIL BANK

Cara Menuntun

Cara Mengelola Detail Bank

Dengan menyelesaikan profil utama, anda dapat menyimpan semua Informasi bisnis di satu lokasi dan memungkinkan Anda memilih Informasi yang ingin Anda bagi kepada setiap customer.

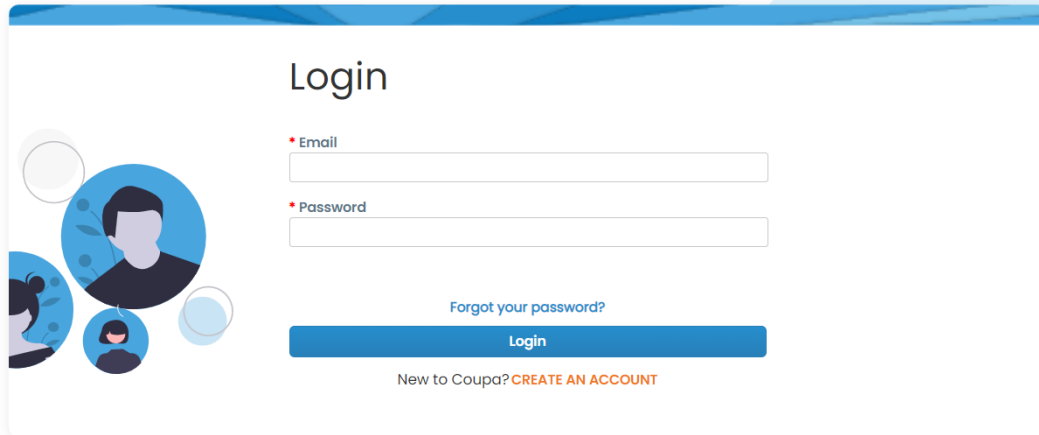
Hingga Mei 2023, Anda akan diminta untuk menggunakan autentikasi dua faktor untuk melihat atau membuat perubahan entitas legal, pengiriman dan Informasi rekening bank di Coupa Supplier Portal.

Catatan: Selain informasi yang ditambahkan ada Coupa dan disediakan pada invoice, Organon mengumpulkan Informasi legal dan pembayaran dari vendor dengan menggunakan **Supplier Information form**. Informasi pembayaran pada invoice biasanya digunakan sebagai referensi saja dan BUKAN untuk pembayaran yang dibutuhkan oleh customer. Jika Anda tidak yakin tentang prosesnya, maka hubungi seseorang yang anda ketahui di Organon (contact person) untuk menanyakan hal tersebut.

COUPA hanya bisa membuat satu pembayaran untuk setiap supplier, jadi selama proses pembuatan hanya bisa memilih satu. Jika Anda memerlukan bank lain untuk ditambahkan di sistem, silakan hubungi seseorang yang mendaftarkan anda (requisitioner).

Petunjuk berikut menjelaskan cara memasukkan rincian bank baru di Profil utama Anda.

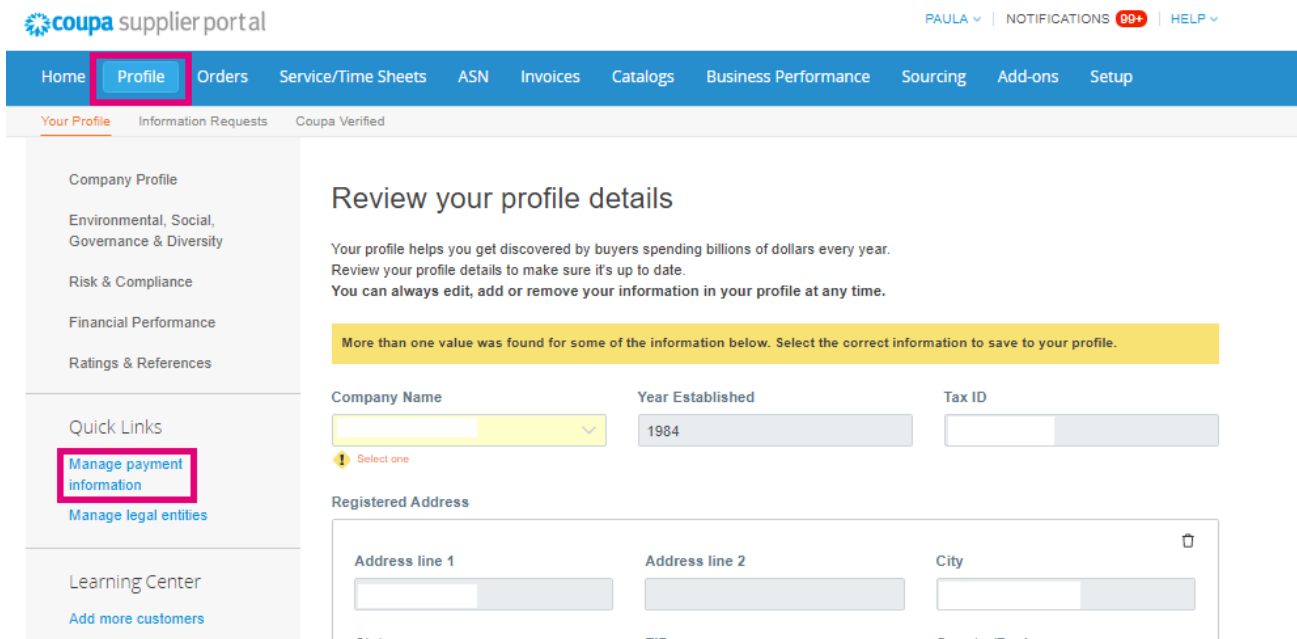
1. Log in ke Coupa Supplier Portal dengan **Email** dan **Password**



The screenshot shows the login interface of the Coupa supplier portal. It features a 'Login' heading, two input fields for 'Email' and 'Password', and a 'Login' button. There are also links for 'Forgot your password?' and 'New to Coupa? CREATE AN ACCOUNT'.

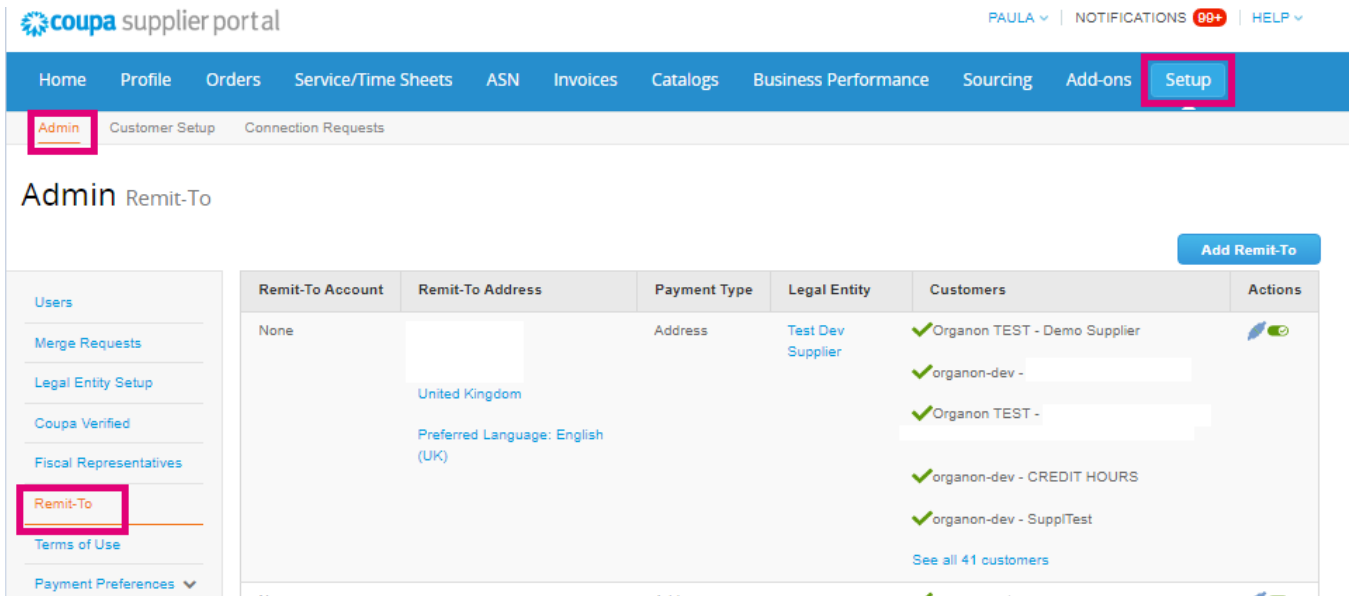
2. Anda dapat mengakses bagian Remit-To dengan dua cara:

a. **Go to Profile** dan pilih **Manage payment information**



The screenshot shows the 'Review your profile details' page in the Coupa supplier portal. The 'Profile' menu item is highlighted in the top navigation bar. In the left sidebar, 'Manage payment information' is highlighted in the 'Quick Links' section. The main content area shows a form for updating profile information, including fields for 'Company Name', 'Year Established', 'Tax ID', and 'Registered Address'. A yellow warning banner indicates that more than one value was found for some of the information below.

b. Masuk ke **Setup, Admin** dan pilih **Remit-To**





coupa supplier portal PAULA | NOTIFICATIONS 99+ | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons **Setup**

Admin Customer Setup Connection Requests

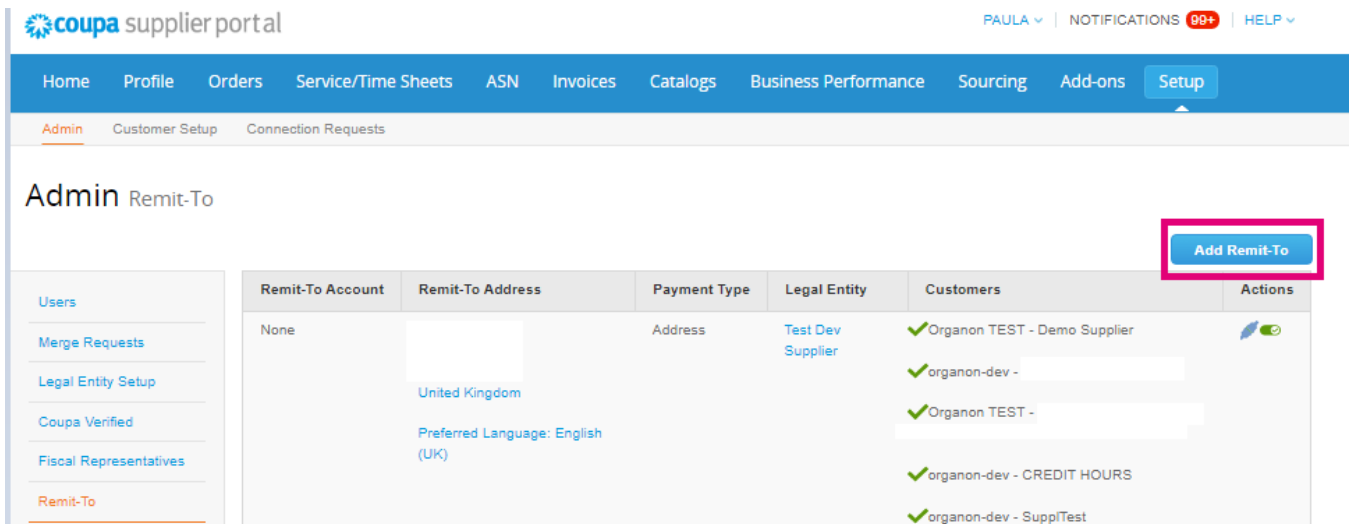
Admin Remit-To

[Add Remit-To](#)

Remit-To Account	Remit-To Address	Payment Type	Legal Entity	Customers	Actions
None	<input type="text"/> United Kingdom Preferred Language: English (UK)	Address	Test Dev Supplier	<ul style="list-style-type: none">✓ Organon TEST - Demo Supplier✓ organon-dev -✓ Organon TEST -✓ organon-dev - CREDIT HOURS✓ organon-dev - SupplTest See all 41 customers	 

Users
Merge Requests
Legal Entity Setup
Coupa Verified
Fiscal Representatives
Remit-To
Terms of Use
Payment Preferences

3. Masuk ke Add Remit-To





coupa supplier portal PAULA | NOTIFICATIONS 99+ | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons **Setup**

Admin Customer Setup Connection Requests

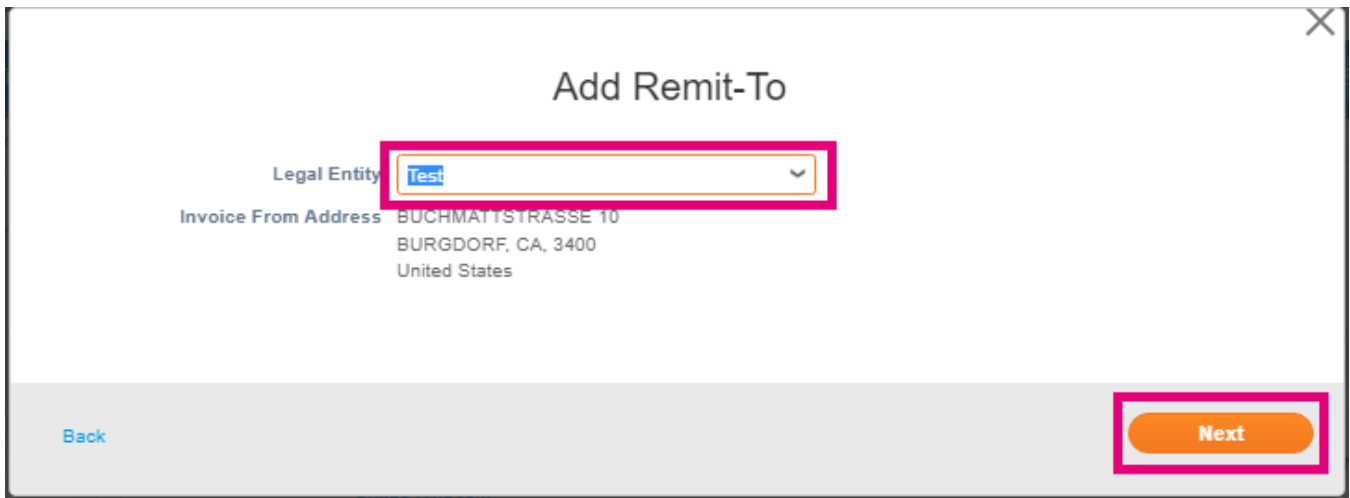
Admin Remit-To

[Add Remit-To](#)

Remit-To Account	Remit-To Address	Payment Type	Legal Entity	Customers	Actions
None	<input type="text"/> United Kingdom Preferred Language: English (UK)	Address	Test Dev Supplier	<ul style="list-style-type: none">✓ Organon TEST - Demo Supplier✓ organon-dev -✓ Organon TEST -✓ organon-dev - CREDIT HOURS✓ organon-dev - SupplTest	 

Users
Merge Requests
Legal Entity Setup
Coupa Verified
Fiscal Representatives
Remit-To

4. Pilih entitas legal pada Legal Entity dari list drop-down dan klik Next



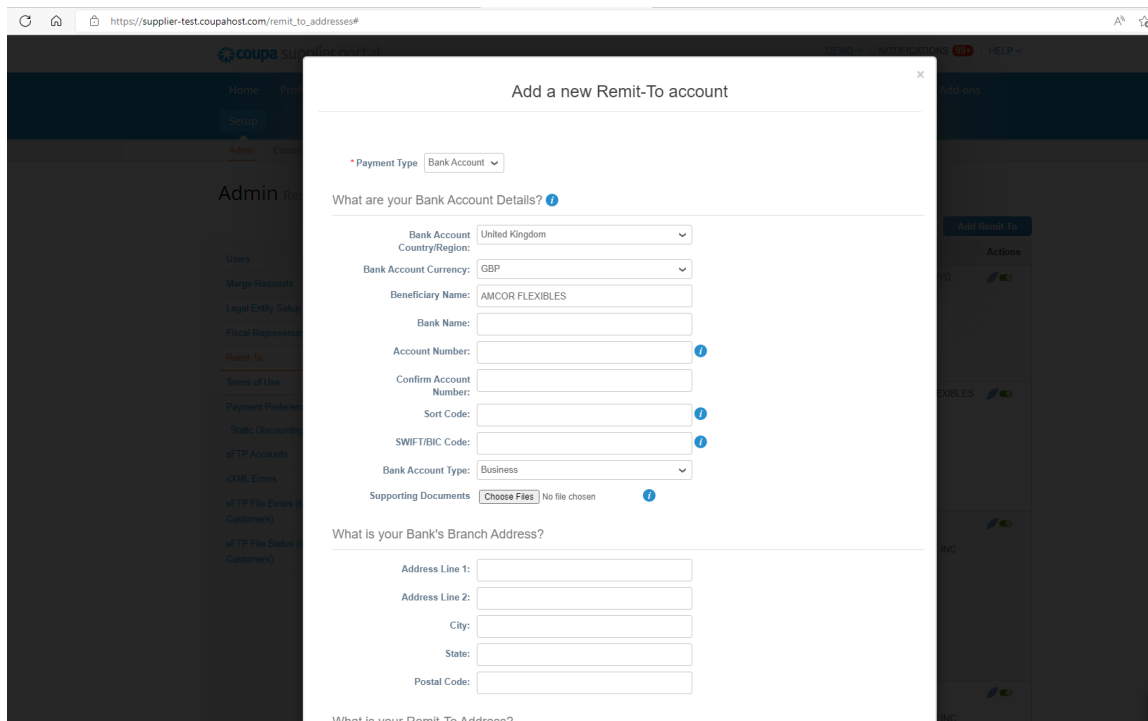
Add Remit-To

Legal Entity

Invoice From Address BUCHMATTSTRASSE 10
BURGDORF, CA, 3400
United States

[Back](#) **Next**

5. Dari list drop-down, Anda dapat memilih jenis informasi pembayaran yang akan ditambahkan: Alamat, Rekening Bank, atau Kartu Virtual. Masukkan detail informasi pada bidang yang tersedia



https://supplier-test.coupa.com/remit_to_addresses#

Add a new Remit-To account

Payment Type

What are your Bank Account Details?

Bank Account Country/Region:

Bank Account Currency:

Beneficiary Name:

Bank Name:

Account Number:

Confirm Account Number:

Sort Code:

SWIFT/BIC Code:

Bank Account Type:

Supporting Documents No file chosen

What is your Bank's Branch Address?

Address Line 1:

Address Line 2:

City:

State:

Postal Code:

What is your Remit-To Address?

Catatan: Berikut adalah dokumen pendukung yang dibutuhkan perbankan di Eropa dan 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

Catatan: Dengan mengarahkan kursor ke ikon informasi (titik biru), Anda akan menemukan pesan pop-up dengan instruksi tambahan tentang data apa yang diharapkan pada bidang tertentu.

Untuk Vendor di Luar AS masukkan Nomor Bank dan Nomor Rekening Bank, dan pada Nomor Perutean Bank masukkan nomor placeholder "123456789" (ini tidak akan dipindahkan ke MDG). Untuk vendor dari AS, masukkan Kunci Perutean Bank dan Nomor Rekening Bank, lalu masukkan nomor placeholder di Nomor Bank.

Lampirkan dokumentasi perbankan ke formulir. Buatlah dalam beberapa file, buat folder zip, dan lampirkan

×

Add a new Remit-To account

* Payment Type Bank Account ▾

What are your Bank Account Details? ⓘ

Bank Account Country/Region:	<input type="text" value="United States"/>	▾
Bank Account Currency:	<input type="text" value="USD"/>	▾
Beneficiary Name:	<input type="text" value="Test"/>	
Bank Name:	<input type="text"/>	
Account Number:	<input type="text"/>	ⓘ
Confirm Account Number:	<input type="text"/>	Please enter the Account Number (up to 17 digits).
ACH Routing Number:	<input type="text"/>	ⓘ
Wire Routing Number:	<input type="text"/>	ⓘ

6. Pilih **Save & Continue**

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

Cancel Save & Continue

7. Akun Remit-To baru dibuat. Meskipun Anda dapat menambahkan remit-to lain dengan memilih **Add Remit-To**, jangan tambahkan Remit-To lain (COUPA hanya dapat membuat satu remit per supplier, jadi selama proses pembuatan hanya dapat memilih

satu). Edit Akun Remit-To yang ada dengan memilih **Manage** atau **Deactivate Legal Entity**

Add a new Remit-To account

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

Remit-To Account	Remit-To Address	Status	
Address	LIMESTONE RD 49 WILMINGTON DE 19808 United States	Active	Manage
Bank Account MACL *****4012 123456789 *****DT12	LIMESTONE RD 49 WILMINGTON DE 19808 United States	Active	Manage

Deactivate Legal Entity Cancel Next

8. Pilih **Next**

×

Add a new Remit-To account

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next. [Add Remit-To](#)

Remit-To Account	Remit-To Address	Status	
Address	LIMESTONE RD 49 WILMINGTON DE 19808 United States	Active	Manage
Bank Account MACL *****4012 123456789 *****DT12	LIMESTONE RD 49 WILMINGTON DE 19808 United States	Active	Manage

Deactivate Legal Entity Cancel Next

9. Jangan Klik Add Ship From, cukup pilih Done

×

Add a new Remit-To account


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	
BUCHMATTSTRASSE 10 BURGDORF CA 3400 United States	Active	Manage

Deactivate Legal Entity Done


Pada tahap ini Anda akan menerima pesan bahwa pengaturan telah selesai

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](#)

Catatan: Jika Anda bekerja dengan Organon, silakan hubungi kontak Anda untuk Informasi tambahan mengenai langkah-langkah yang harus Anda ikuti untuk mengatur detail bank atau untuk memperbarui detail bank Anda saat ini untuk proses pembayaran.

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.

Catatan: Akun Remit-To dapat dinonaktifkan atau diedit dengan masuk ke Action dan pilih salah satu ikon yang disorot berikut:

Admin Remit-To

[Add Remit-To](#)

Remit-To Account	Remit-To Address	Payment Type	Legal Entity	Customers	Actions
****4012	<input type="text"/> CA 3400 United States	Bank Account	Test	<ul style="list-style-type: none">✓ Organon TEST - Demo Supplier✓ organon-dev - <input type="text"/>✓ Organon TEST - <input type="text"/>✓ organon-dev - <input type="text"/>✓ organon-dev - SupplTest	