Coupa Job Aid: Supplier Enablement & Onboarding

Overview

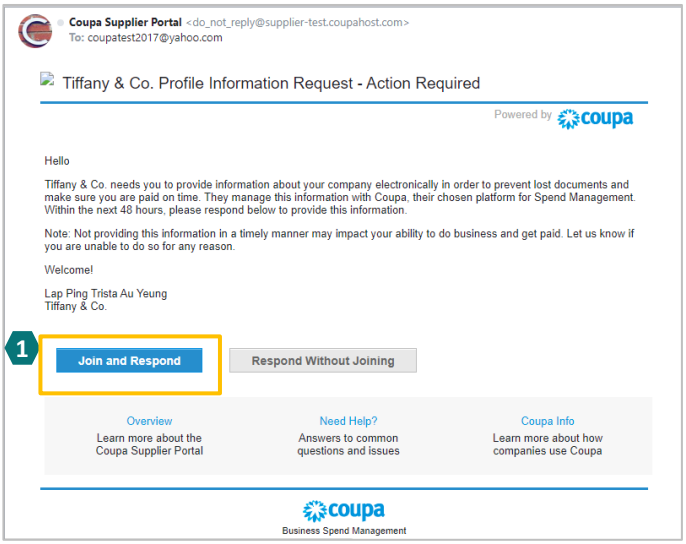
In order to transact with Tiffany, you will need to provide your company information, and be set up in Tiffany's Procurement system, Coupa. This is done through an online supplier onboarding process.

1 | Getting Started

You will receive an email titled "Tiffany & CO. Profile Information Request - Action Required" from Coupa

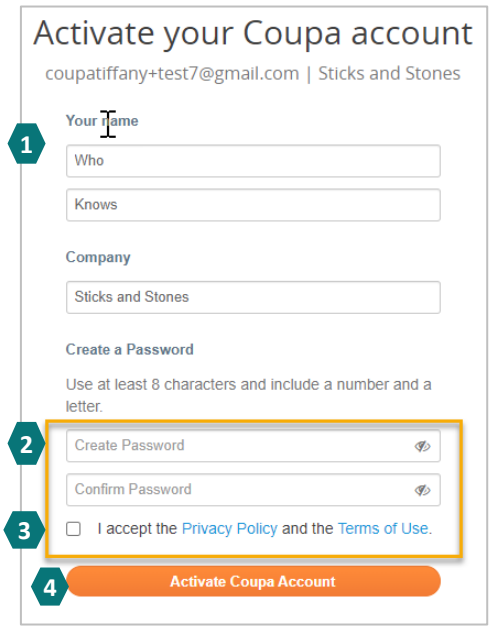
1. Click **'Join and Respond'** at the bottom of the email to register on the Coupa Supplier Portal

This link will automatically route you to the CSP to complete your profile and registration



2 | Join the Coupa Supplier Portal – Activate your account

1. The following information will be displayed:
   - First Name
   - Last Name
   - Company
2. Create your CSP password (must be at least 8 characters and include a number and a letter)
3. Click on the checkbox to accept our **'Privacy Policy'** and **'Terms of Use'**.
4. Click the **'Activate Coupa Account'** button; this will open your Profile form.

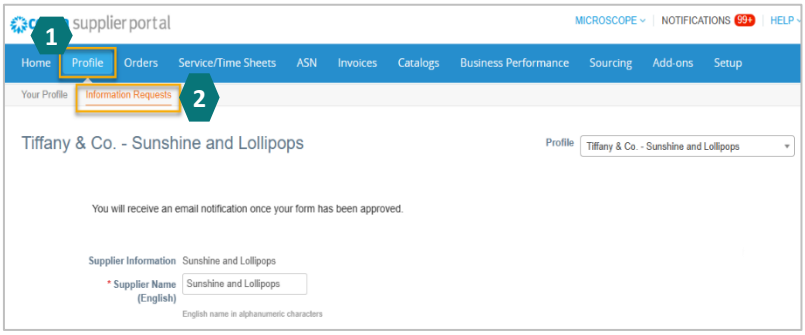


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3 | New Supplier Information

You will be brought to the Coupa Supplier Portal Homepage to complete your Profile.

1. Click '**Profile**' on the tab bar
2. Click '**Information Requests**' to open your supplier profile form

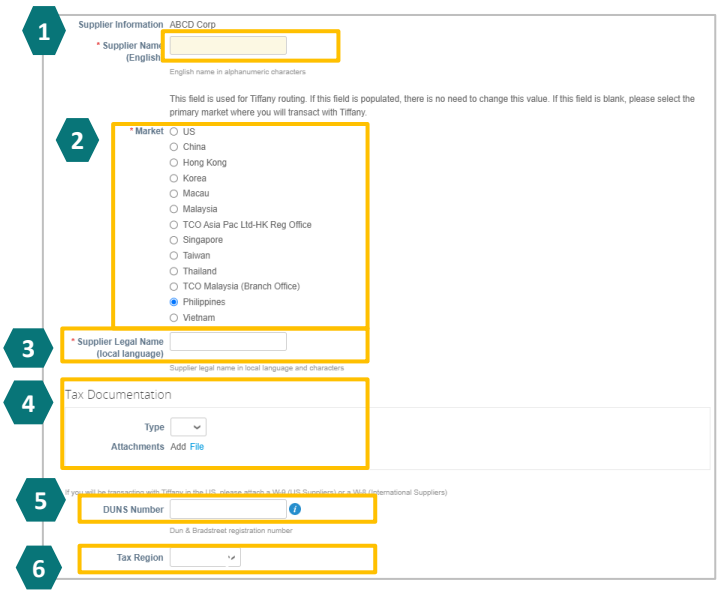


Notes:

- *Required fields are marked with a red asterisk (*)*
- *Blue bubbles will display additional information on the fields*

4 | Complete Required Fields – Supplier Information

- Enter the Supplier information for the following fields

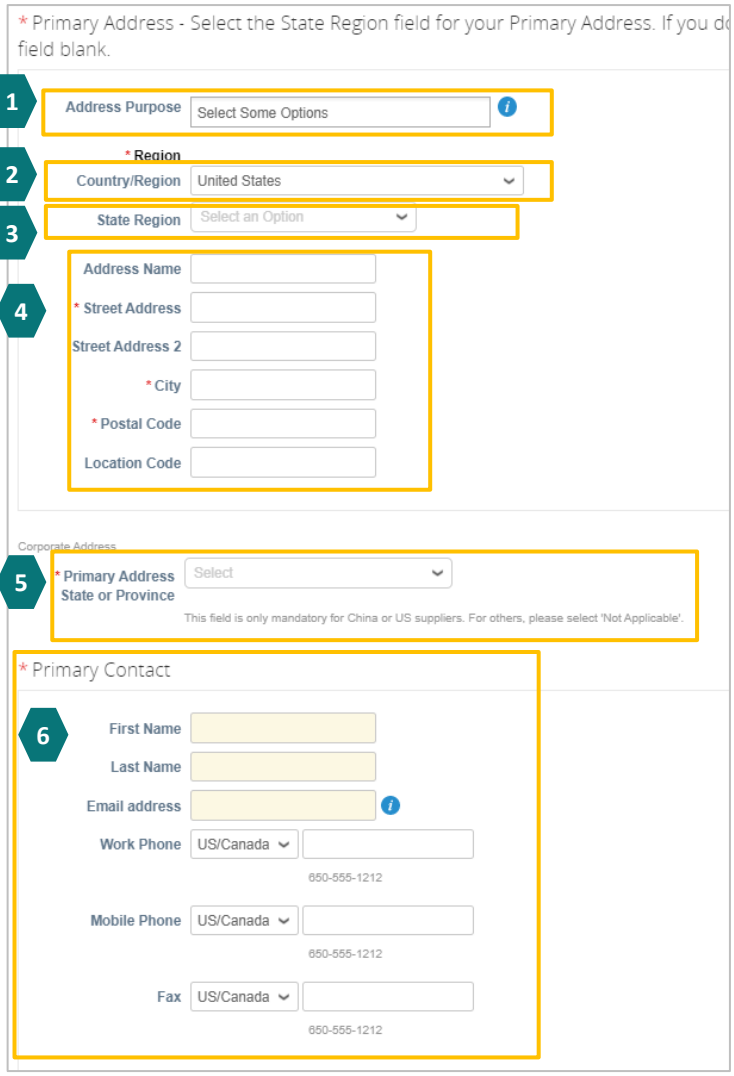


1. Supplier Name
   This should be your company name in Alphanumeric characters
2. Market
   There is no need to change this value. If this field is blank, please select the primary market where you will transact with Tiffany
3. Supplier Legal Name
   This should be your legal company name. If your local language does not use Alphanumeric characters, use your **local language characters (Chinese, Korean, etc.)**
4. Tax Documentation
   If you are transacting with Tiffany in the US, please attach a W-9 (US Suppliers) or a W-8 (International Suppliers). If you are NOT transacting with Tiffany in the US, please leave this session **BLANK**.
5. DUNS Number
   If you are a non-USA supplier, fill out Tax ID here. Leave it blank if you don't have one.
6. Tax Region
   Select US or International

5 | Complete Required Fields – Primary Address and Primary Contact

- Enter the Primary Address and Primary Contact for the following fields

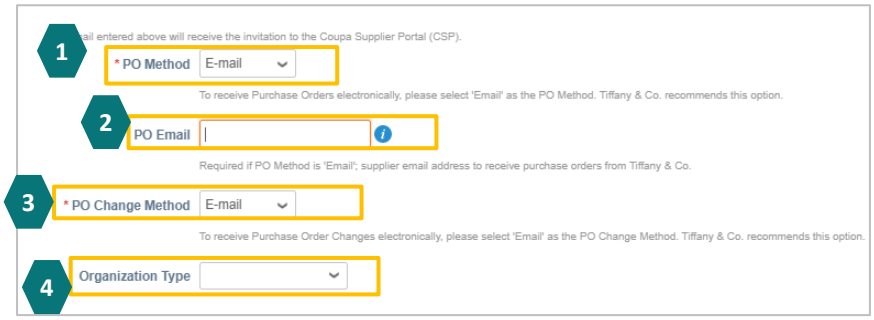
1. Address Purpose
   Select a category (or multiple categories) to indicate what this address will be used for.
2. Country / Region
   Enter the Corporate address country
3. State Region
   Select the State Region field for your Primary Address. If you do not see your state listed, leave the field blank.
4. Address
   Enter corporate address
5. Primary Address State or Province
   Select the Province/State for the Address stated above. If you are not located in a China or US province, select “Not Applicable”
6. Primary Contact
   Enter First Name, Last Name, Email address, and Phone numbers.



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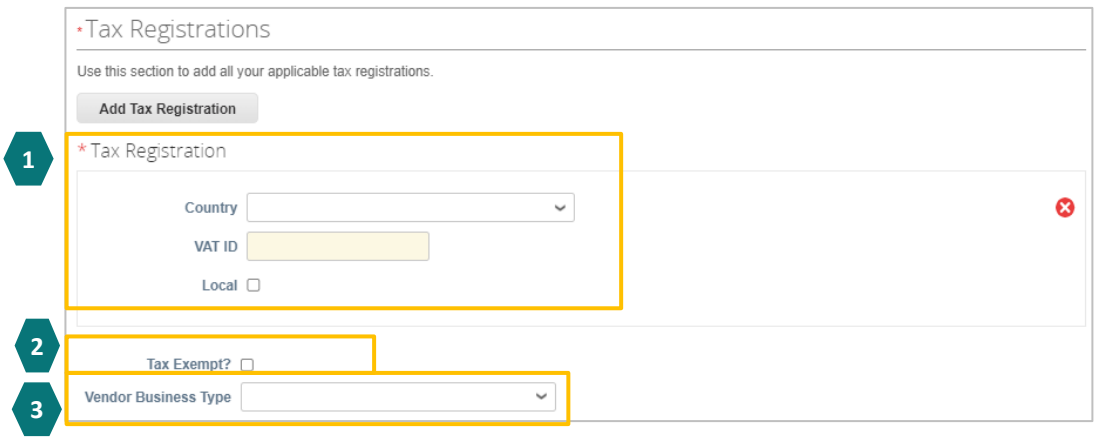
6 | Complete Required Fields – PO Method

- Enter the PO Method for the following fields



1. PO Method
   Select "E-mail" to receive Purchase Orders from Tiffany by email
2. PO Email
   Enter the email address to receive the purchase orders from Tiffany & Co.
3. PO Change Method
   Select **'Email'**
4. Organization Type
   Select the type of the business from the drop-down list.

7 | Complete Required Fields – Tax Registrations



1. Tax Registration
   Select the country and enter the VAT ID (or Business Registration Number) of the company.
2. Tax Exempt
   Check this box if your organization is tax exempt.
3. Vendor Business Type
   Select the Business Type

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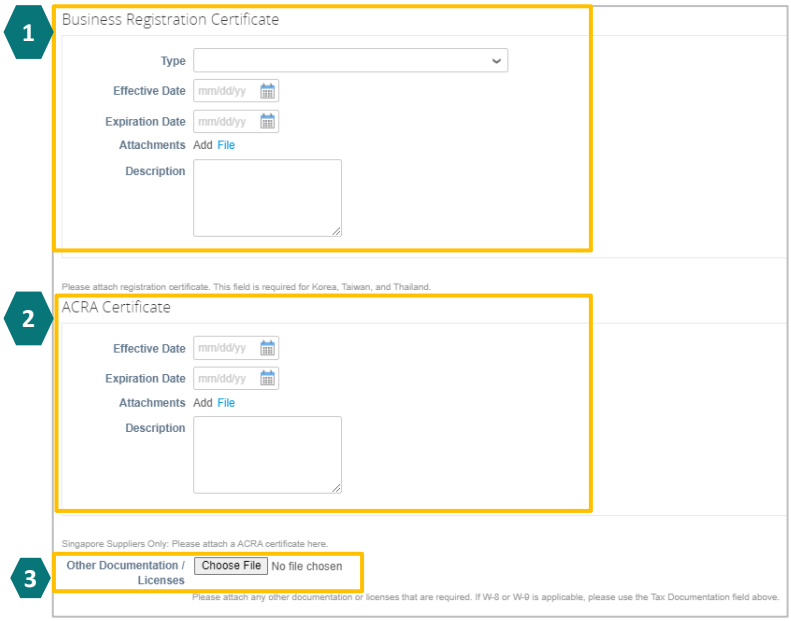
8 | Complete Required Fields – Business Registration Certificate

- Enter the Business Registration Certificate for the following fields

1. Business Registration Certificate
   Enter the information and attach the Business Registration License in "Attachments"

2. ACRA Certificate
   For suppliers located in Singapore, attach the ACRA Certificate in this session.

3. Other Documentation / Licenses
   Non-US suppliers who do not have a W8 form should attach any other supporting documentation or licenses that are required



9 | Remit-To Address + Two Factor Authentication

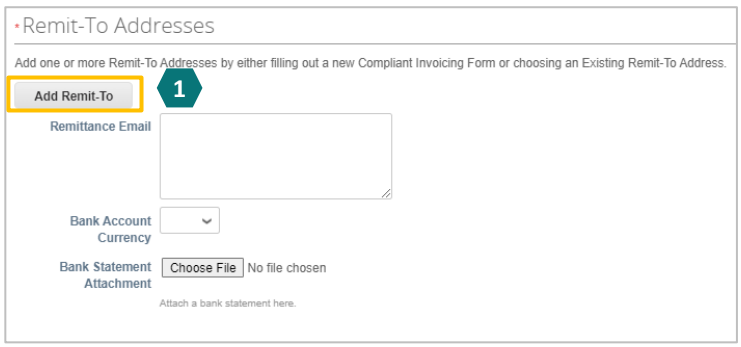
- Add a Remit To address for your organization

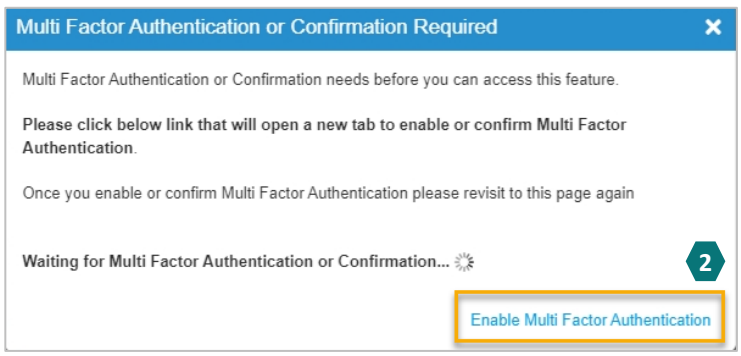
1. Click the **'Add Remit-To'** button to add a Remit-To address

! If a pop-up window displays stating **'Multi Factor Authentication Required'**, you will need to activate your Multi-Factor Authentication before proceeding.

2. Click **'Enable Multi Factor Authentication'**

! The next steps will instruct you to set up a 2-Factor Authenticator. **You must select to receive codes by email or by text message to your cell phone. This is a Coupa requirement.**





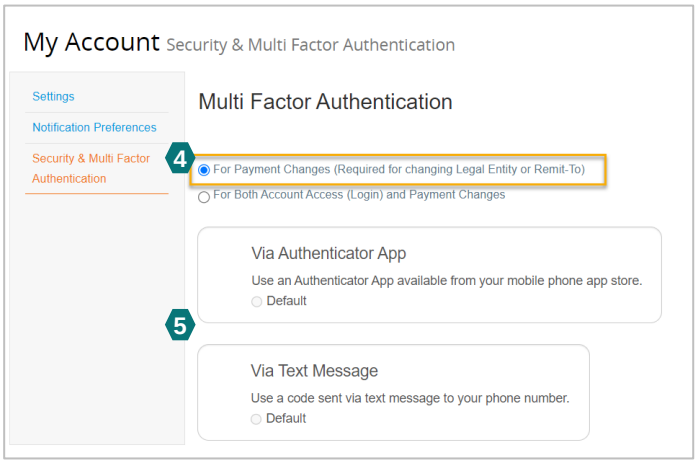
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10 | Setup Two Factor Authentication

You can choose if you prefer to receive the codes by using the Authenticator App or by text message on your cell phone.

4. Select **'For Payment Changes (Required for changing Legal Entity or Remit-To'**

5. Choose to receive your verification code by using the **Authenticator App** or by **Text Message**



10a | Setup Two Factor Authentication – Via Authenticator App

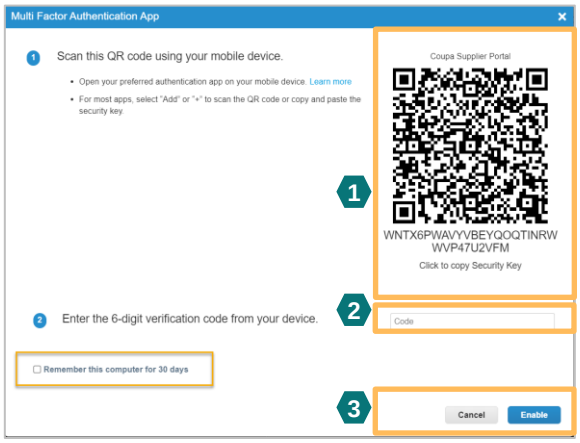
If you clicked **'Via Authenticator App'**, follow the instructions on the screen to download your preferred authentication app scan the QR code shown on the screen.

1. Scan the QR code shown on the screen

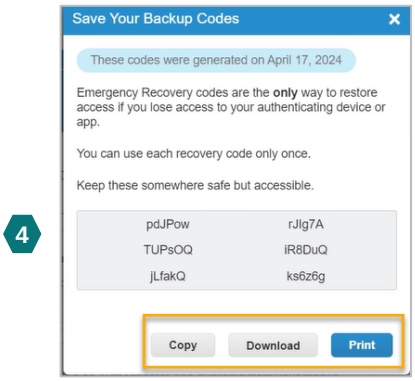
2. Enter the 6-digit code in the boxes

3. Click '**Enable'**

You can select to have the system remember the computer you are working on for 30 days.



4. You can **Copy, Download** or **Print** to save your backup codes. If you ever lose your device, you need these to regain access to your CSP account



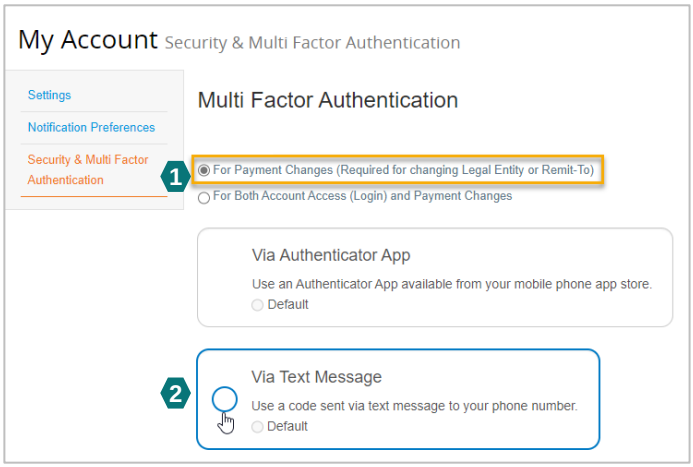
! Recovery codes can only be used once. If you need to refresh your list, go to Account Settings > Security & Two-Factor Authentication and click Regenerate Recovery Codes to get a new list of codes.

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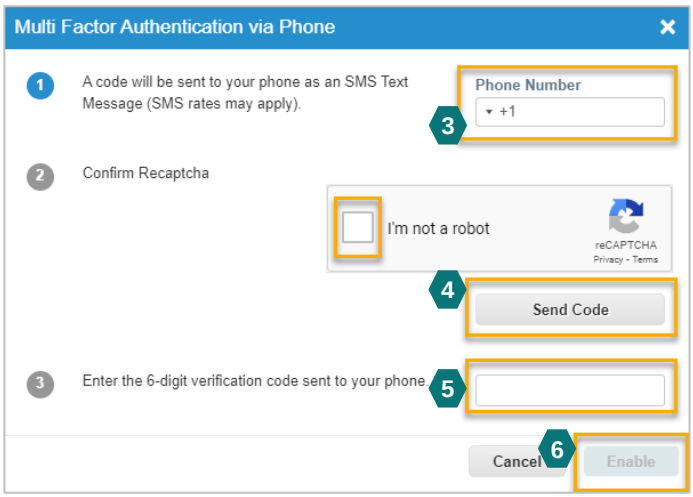
10b | Setup Two Factor Authentication – Via Text Message

To select to receive your access code by text message:

1. Select **'For Payment Changes (Required for changing Legal Entity or Remit-To'**
2. Click the button by '**Via Text Message'** to setup your cell phone to receive the access code



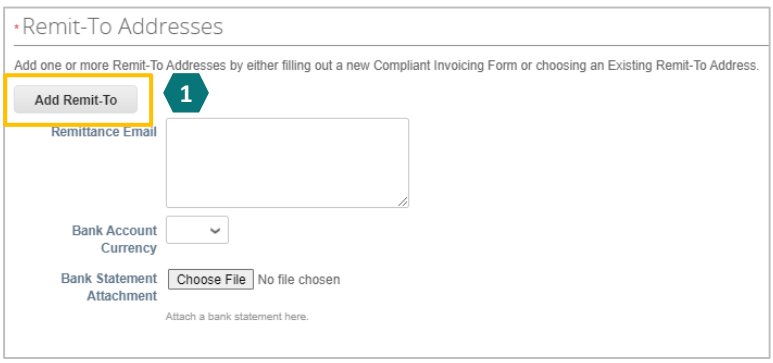
3. Enter your cell phone number in the 'Phone Number' box. You can click the arrow to change the country code.
4. Click the **'I'm not a robot**' box and confirm any images necessary. Once successful, click **'Send Code'.**
5. Ener the code received on your cell phone in the box
6. Click **'Enable'**



!

If your cell phone number changes, you will need to repeat the steps to enable your new number to receive the codes.

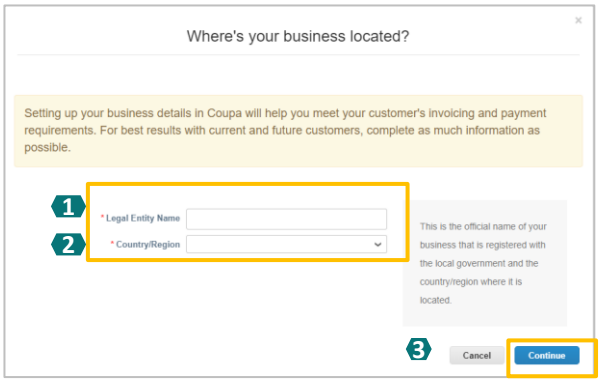
- You will then be brought back to your form to continue completing and adding a Remit To address for your organization
  1. Click the **'Add Remit-To'** button to add a Remit-To address



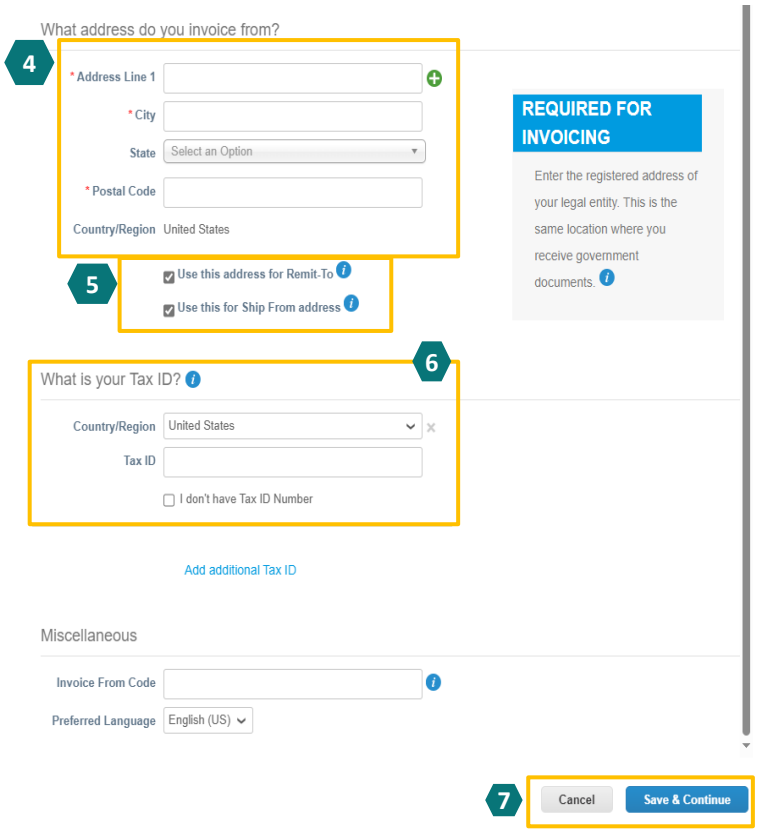
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11 | Complete Required Fields – Remit-to Address Information

1. Company Name
   Enter the legal name of your company
2. Country/Region
   Select the country/region where your company is located
3. Click '**Continue**'



4. Enter the address your company invoices from
5. If you ship items to us from a different address, uncheck the second box (you will be prompted to add the address you ship from in another screen)
6. Enter your company's Tax ID number.
7. Click '**Save and Continue**'

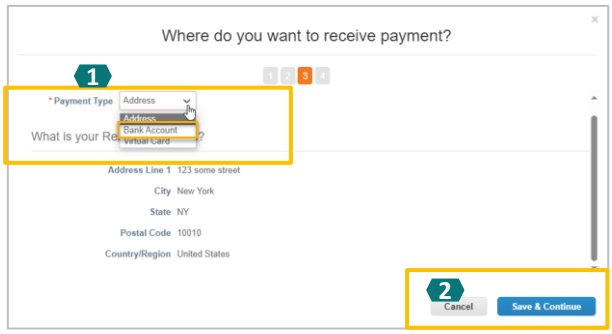


COUPA JOB AID:
SUPPLIER ENABLEMENT & ONBOARDING

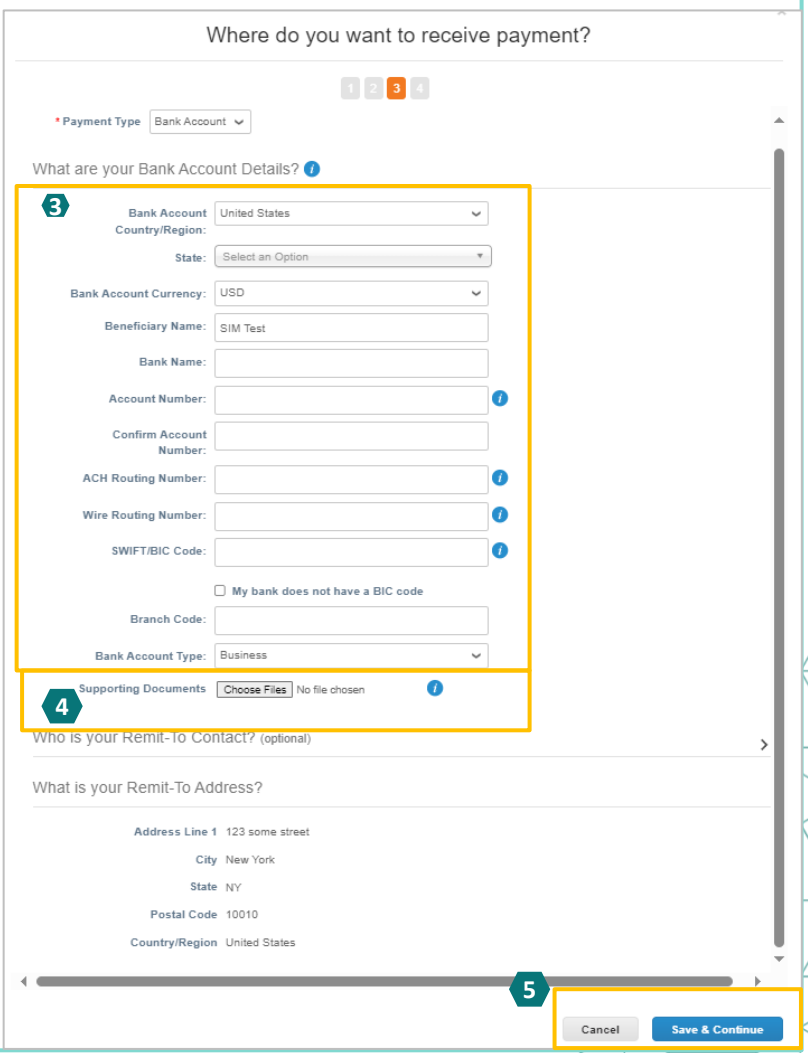
12 | Complete Required Fields – Remit-to Address Information

Where do you want to received payment?

1. Select 'Bank Account' to be paid directly to your bank account
2. Click '**Save and Continue'**



3. Enter your bank name and bank account information
4. Supporting Documents - upload your Bank letter supporting your account information
5. Click '**Save and Continue**'

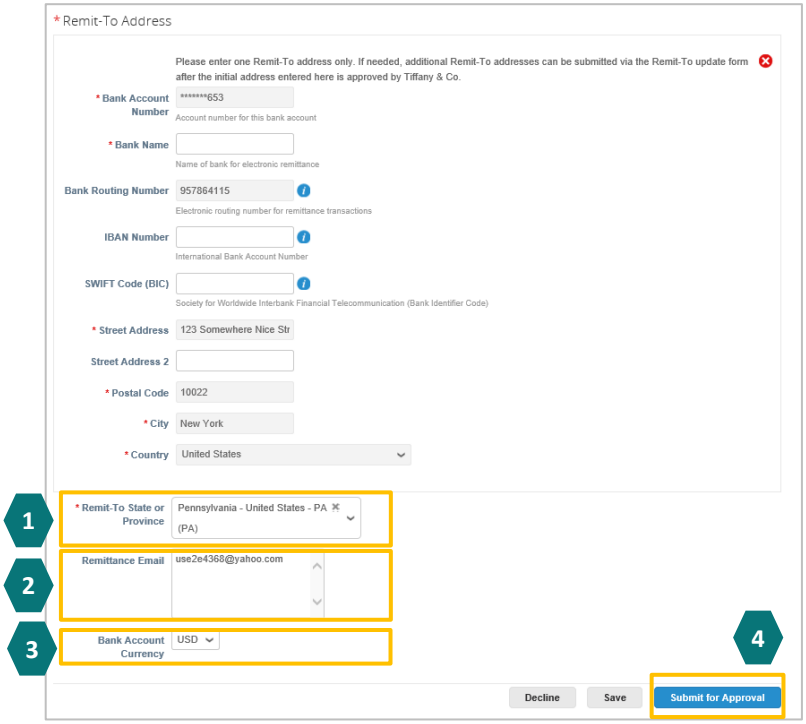


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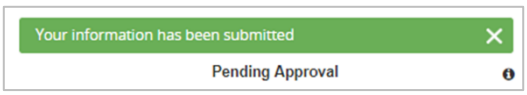
13 | Complete Required Fields – Remit-to Address Information

You will return to your form and will see the **Remit-To** information that was entered

1. Enter your **'Remit-To State or Province'** from the dropdown. If you are not located in a China or US province, select "**Not Applicable**"
2. Enter a **'Remittance Email'** address if necessary
3. Select your **'Bank Account Currency'**
4. Click the **'Submit for Approval'** button to send your information to Tiffany & Co.



Once you submit, at the top of the form, you will see a green bar with the message **"Your information has been submitted"**



If there are no errors, you will see your information has been submitted and your form will be in 'Pending Approval' status with the message:

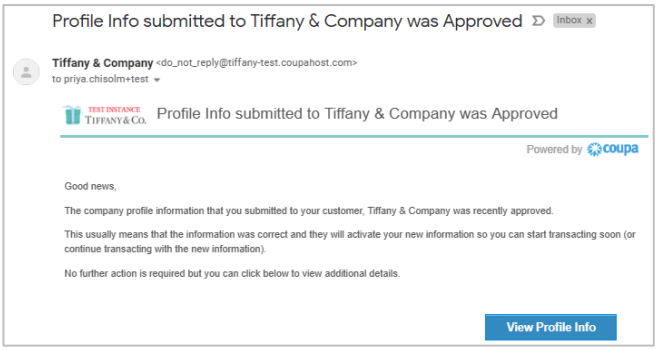
You will receive an email notification once your form has been approved or if you need to provide additional information.

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13a | Onboarding Status – "Approved"

Once you submit your information, Tiffany will review it to confirm we can start transacting with you.

If there are no corrections or additional information required, you will receive an approval email.

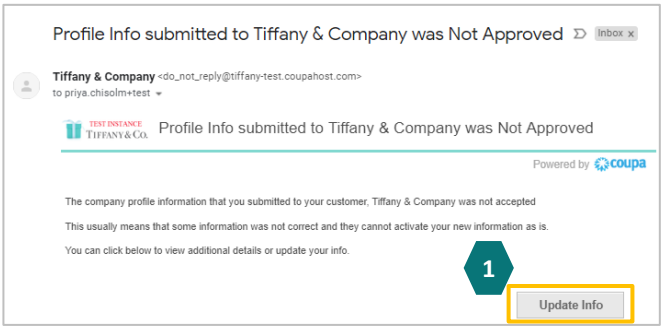


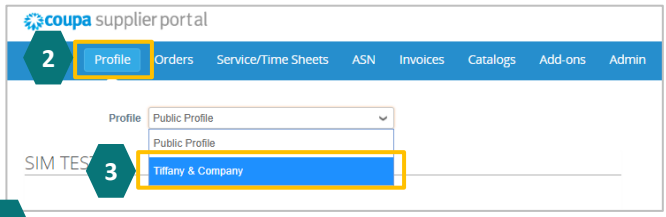
13b | Onboarding Status – "Rejected"

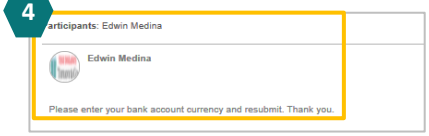
You will be notified via email if your submission has been rejected

1. Click the **'Update Info'** button to be taken to the CSP to view the rejection comments
2. From the CSP home screen, click **'Profile'**
3. Select **'Tiffany & Company'** in the Profile dropdown to see your form
4. Scroll to the bottom of the form and you will see the comment from Tiffany & Company with the corrections you need to make on your form
5. Make the necessary corrections
6. Click the **'Submit for Approval'** button to re-submit

Your submission will be reviewed and if there are no additional corrections or information required you will receive an approval email









QUESTIONS? Contact Enablement@Tiffany.com