

One World.  Made Better.™



Coupa SIM - Supplier Manual

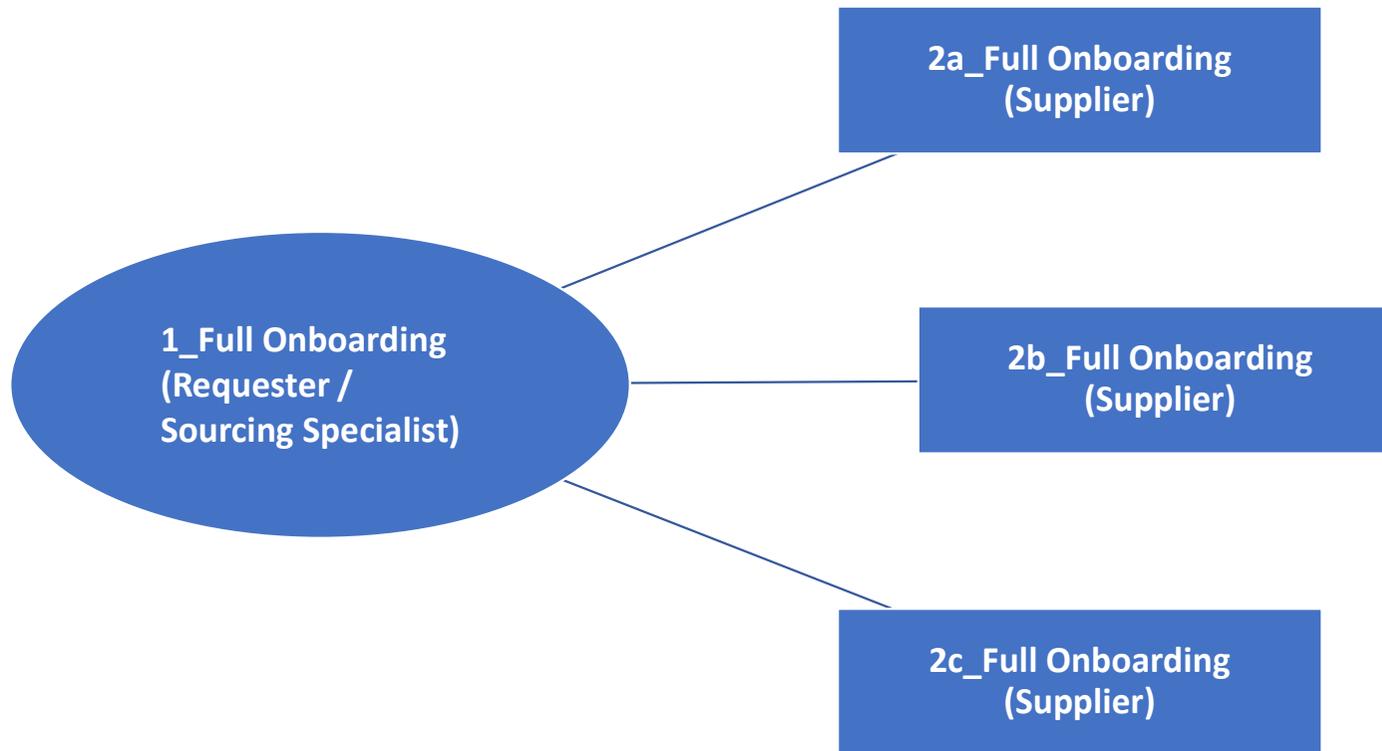
Version 12
April 2024

GUARDIAN® 
INDUSTRIES

Coupa SIM Processes and Forms (1)

Below is the high-level flow of the types of Supplier Onboarding and Update and their respective forms.

Full Onboarding



Coupa SIM Processes and Forms (2)

Below is the high-level flow of the types of Supplier Onboarding and Update and their respective forms.

Supplier
Updates

4_Update Form (Supplier)

All supplier master data requests must be processed through Coupa

6/3/2025

One World.  Made Better.™



**Form 2a, 2b, 2c
Supplier / Sourcing Specialist**

GUARDIAN® 
INDUSTRIES

Full Onboarding

Guardian Industries Registration Instructions - Action Required

Powered by

Hello GLASS [REDACTED] CO-C1311589,

You have been identified as a supplier who would benefit from our Coupa Supplier Portal. This provides the ability for us to share electronic documents with regard to PO delivery and invoice submission. Guardian has launched this process in January 2020. Within the next 48 hours, please click the button below to register your account with us. If you are not the right person to receive this communication, please send this request to the appropriate person by using the forward link.

If you are unable to register for any reason or have questions regarding CSP (Coupa Supplier Portal) or Coupa in general please reach out to our Supplier Enablement Team at accountspayable@guardian.com and put 'COUPA' in the subject line.

Jeksandra Pozniak
Guardian Industries

Join Coupa

Forward this invitation

The Supplier receives an email invitation to join Coupa.

The [Join Coupa](#) link does not expire, it's one-time-only, regardless of the sending date.

The invitation can be forwarded to another person, who will be responsible for the company registration; just click the [Forward this Invitation](#) button and provide that person's details.

Full Onboarding



Create your business account

Guardian Industries is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Guardian Industries so you're ready to do business together.

Email

Password

Use at least 8 characters and include a number and a letter.

Password Confirmation

I accept the [Privacy Policy](#) and the [Terms of Use](#).

[Get Started](#)

[Having an issue with signup?](#)

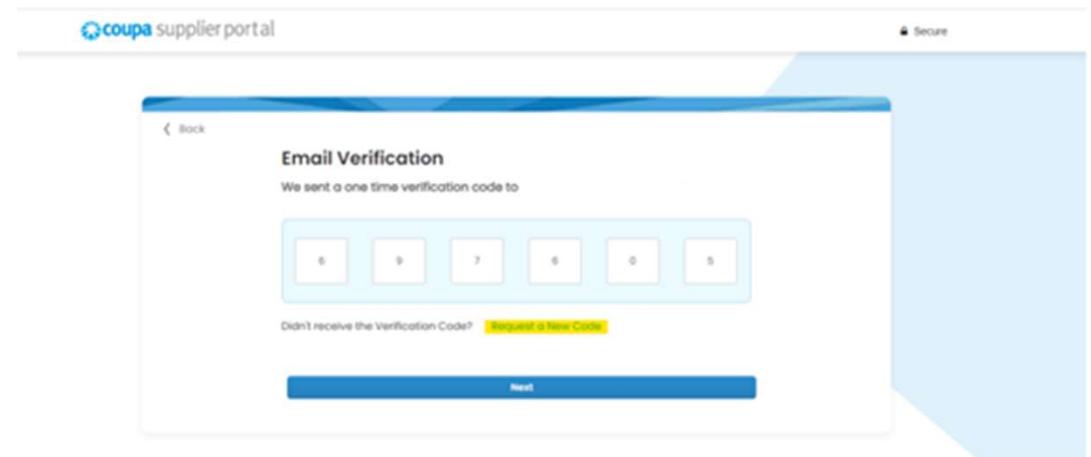
[Forward this to someone](#)

The supplier person provides with the first name, last name, a password, accepts the Privacy Policy and Terms of Use. Then click the **Get Started** button.

Full Onboarding

Supplier is then required to verify its email address. Coupa sends a six-digit code to the provided email.

Click **Next**, the supplier is prompted to the **Coupa Supplier Portal (CSP)**.

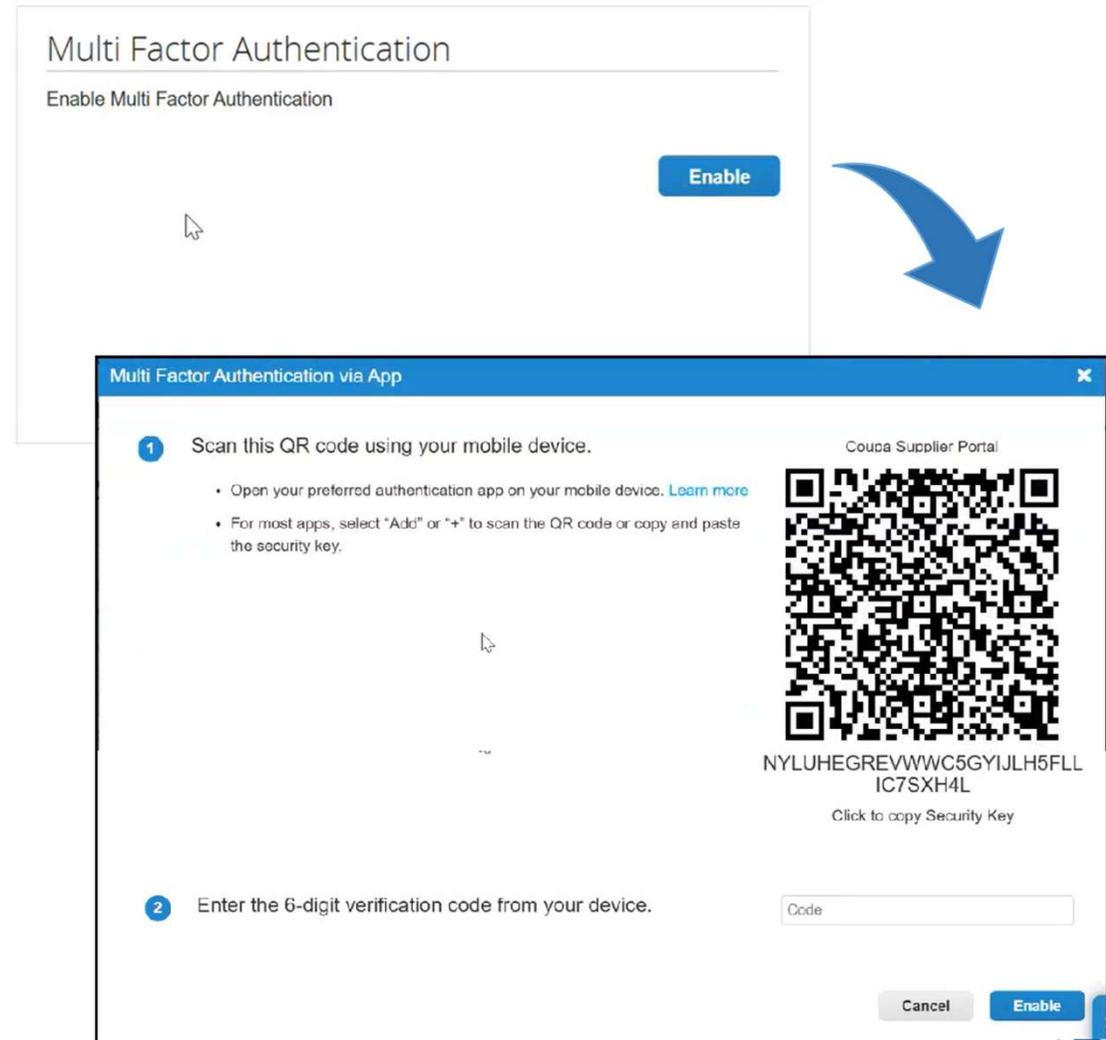


Multi-Factor Authentication

Supplier must now enable the **Multi-Factor Authentication** for additional security. After clicking **Enable**, the supplier has to:

1. Scan the QR code by a cell phone app, (to download from Apple Store® or Google Play® - Google Authenticator® and Twilio Authy® are the recommended ones).
2. Enter the 6-digit validation code from the app.
3. Click **Enable**.

The Multi-Factor Authentication enablement is not an option, but a Coupa requirement.



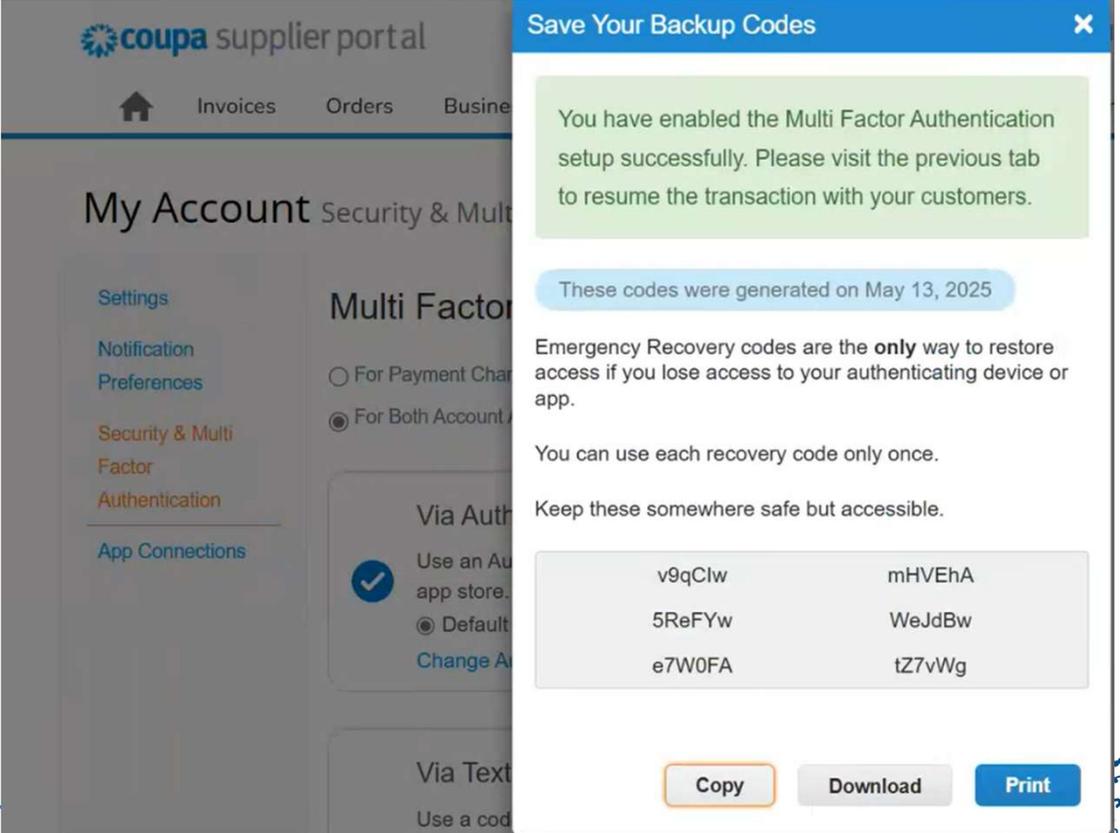
Multi-Factor Authentication

The portal shows a set of six **backup codes**, to be used in case the supplier loses, deletes the app, or changes the cell phone. Those backup codes should be printed or saved anyhow prior to closing the window.

Note

Supplier can use each recovery code only once, so, should the supplier need a new set, this is the procedure:

Account Settings > **Security & Multi-Factor Authentication** and click **Regenerate Recovery Codes** to get a new list of codes (see next slide for its exact location).



The screenshot shows the Coupa Supplier Portal interface. The main content area is titled "My Account Security & Multi-Factor Authentication". A modal dialog box titled "Save Your Backup Codes" is open, displaying a green success message: "You have enabled the Multi Factor Authentication setup successfully. Please visit the previous tab to resume the transaction with your customers." Below this, a blue box indicates "These codes were generated on May 13, 2025". The dialog also contains the text: "Emergency Recovery codes are the **only** way to restore access if you lose access to your authenticating device or app. You can use each recovery code only once. Keep these somewhere safe but accessible." A table of six backup codes is shown:

v9qClw	mHVEhA
5ReFYw	WeJdBw
e7W0FA	tZ7vWg

At the bottom of the dialog are three buttons: "Copy", "Download", and "Print".

Multi-Factor Authentication

When the multi-factor authentication is enabled, supplier must choose to use it:

1. For changing Legal Entity or Payment Method (aka, **Payment Changes**)
- OR
2. For **both Coupa account access** (login) **and Payment Changes**.

Option 1 is less restrictive than option 2.

Settings

Notification

Security & Multi Factor Authentication

App Connections

Multi Factor Authentication

For Payment Changes (Required for changing Legal Entity or Remit-To)

For Both Account Access (Login) and Payment Changes

Via Authenticator App

Use an Authenticator App available from your mobile phone app store.

Default

[Change Authentication App](#)

Via Text Message

Use a code sent via text message to your phone number.

Default

[Show Recovery Codes](#) [Regenerate Recovery Codes](#)

Do you remember this? It's to regenerate a new list of recovery codes (see previous slide)

Multi-Factor Authentication

Supplier must also select the **authentication channel** to receive the verification codes and set it as default:

Via Authenticator App - just seen in previous slide

OR

Via Text Message - a code is sent via text to the cell phone.

Option A needs the authenticator app always available in supplier contact's phone.

Option B is within everyone's reach.

Settings

Notification Preferences

Security & Multi Factor Authentication

App Connections

Multi Factor Authentication

For Payment Changes (Required for changing Legal Entity or Remit-To)

For Both Account Access (Login) and Payment Changes

Via Authenticator App

Use an Authenticator App available from your mobile phone app store.

Default

[Change Authentication App](#)

Via Text Message

Use a code sent via text message to your phone number.

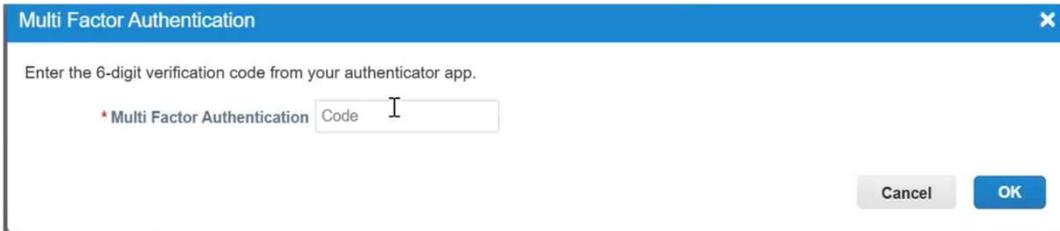
Default

[Show Recovery Codes](#) [Regenerate Recovery Codes](#)

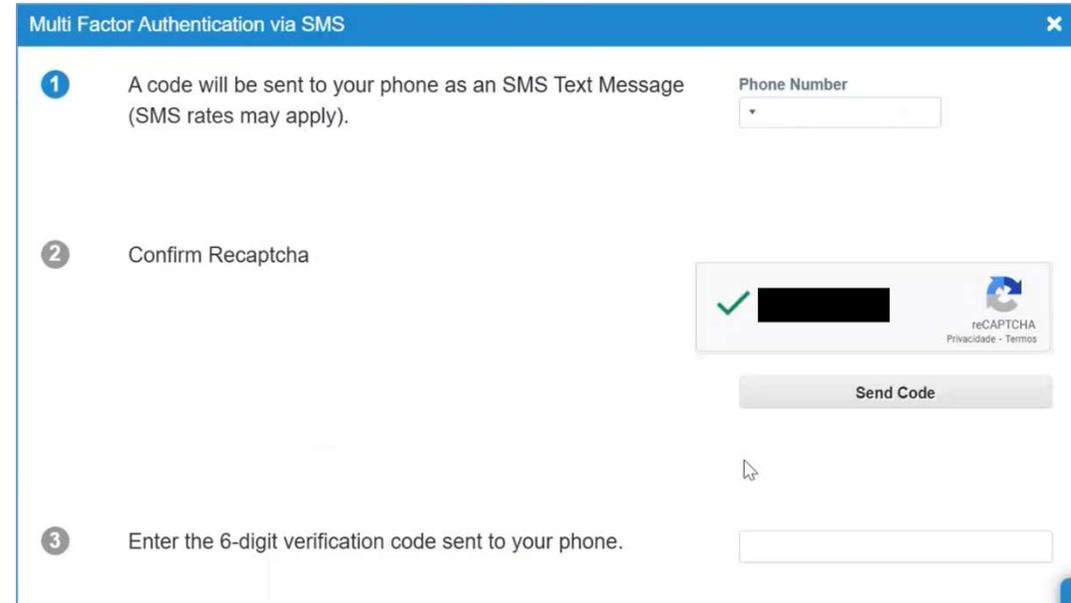
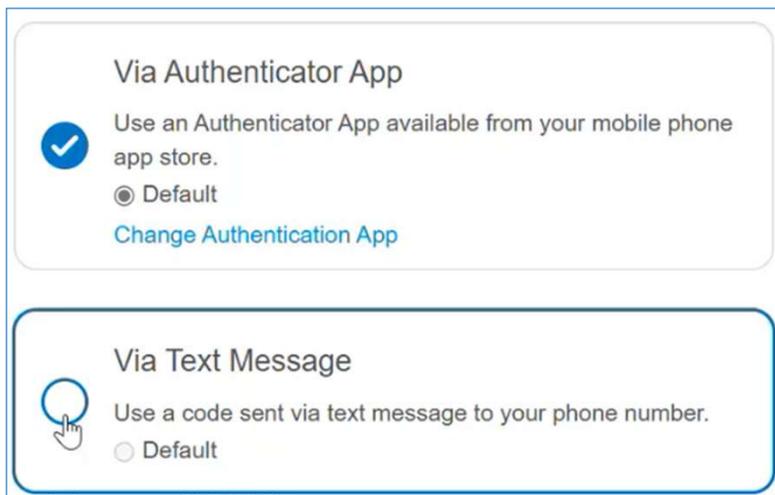
Multi-Factor Authentication

If the supplier changes the authentication from app to text, it's required to verify it via app first:

Finally, it provides with the phone number. Coupa sends a 6-digit code via SMS for validation.



Then, selects the Via Text Message option:



Full Onboarding

Form 2a → for direct material suppliers, so it contains questions referring to production item supply and undergoes the quality team review.

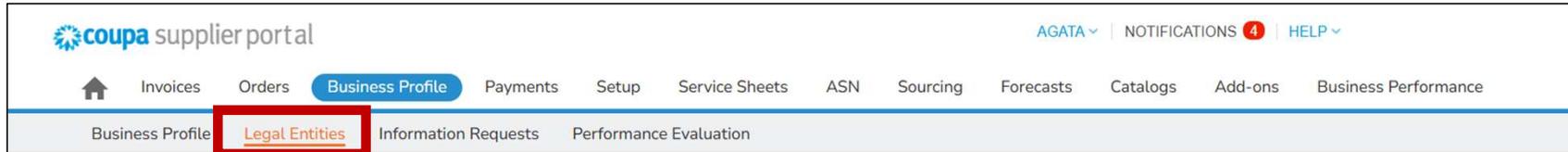
Form 2b → for indirect material suppliers and misses the production-related questions and doesn't need any quality team approval.

Form 2c → for low critical suppliers, regardless of the provided product/service.

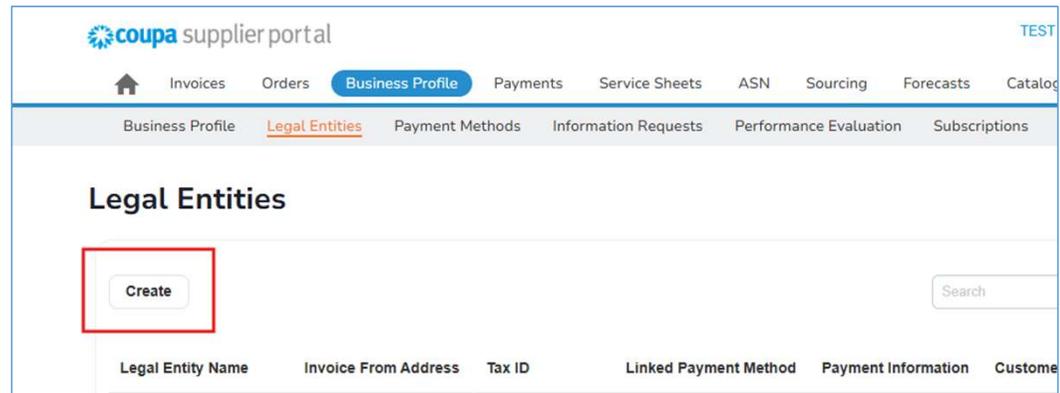
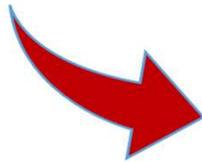
The following slides detail the 2a form process, since it's the largest and most complete supplier form.

Full Onboarding

Go to **Business Profile** -> **Legal Entities**



Create the **Legal Entity**



Full Onboarding

Provide Legal Entity Name, select Country, fill out tax ID information and bill-from address.



No need to provide additional Company Information (optional section):



[+ Add Tax Registration](#)

Additional Company Information

Place of Reg. ⓘ	Type of Company ⓘ
<input type="text"/>	<input type="text"/>
Permit Number ⓘ	Permit Date ⓘ
<input type="text"/>	<input type="text"/>
Share Capital ⓘ	
<input type="text"/>	

Enter a number with two decimal points (eg 15096.00)

Enter a date with the following specification: YYYY-MM-DD (eg 1984-05-30)

Create Legal Entity

* Legal Entity Name

* Country/Region

Tax Registrations

* Country/Region

Tax ID

I don't have a Tax ID Number

[+ Add Tax Registration](#)

Invoice From Address

Please enter the address that you invoice from or the address that you receive mailed and in-person payments.

<small>* Country/Region</small>	<small>* Address Line 1</small>	<small>Address Line 2</small>
<input type="text" value="United States"/>	<input type="text" value="7701 Las Colinas Ridge"/>	<input type="text"/>
<small>* City</small>	<small>* State</small>	<small>* Postal Code</small>
<input type="text" value="Irving"/>	<input type="text" value="Texas"/>	<input type="text" value="75063"/>

Invoice From Code ⓘ

Preferred Language

Ship From Address

Please enter the physical address that your goods are shipped from? This can be a warehouse address.

Full Onboarding



Business Legal Entity successfully created. Next, you must add payment info or a remittance address required for invoicing. Go to Setup > Payment Methods and click "Add Payment Method" to complete this.

[Close](#) [Continue](#)

Once is completed, the new Legal Entity is created. Next step is to **add the payment information.**

Click **Continue** and then **Setup > Admin**. Click **Add Payment Method**. Below, two examples

coupa supplier portal SKARLETT NOTIFICATIONS 2 HELP

Invoices Orders Business Profile Payments Service Sheets ASN Sourcing Forecasts Catalogs Setup More...

Admin Connection Requests

Admin Remit-To

Users
Worker Portal Access
Merge Requests
Merge Suggestions
Requests to Join
Fiscal Representatives
Payment Methods

Add Payment Method View All Search

Payment Method Name	Remit-To Address	Payment Type	Legal Entity	Customer Sharing Status	Actions
None	16 Winiary, Jezyce Poznań 30 61-001 Poland Preferred Language: Polish	Check	MT PRODUCTIVITY MANAGEMENT Sp. z o.o.	None	

Add Payment Method View All Search

Payment Method Name	Remit-To Address	Payment Type	Legal Entity	Customer Sharing Status	Actions
None	7701 Las Colinas Ridge Irving TX 75063 United States Preferred Language: English (US)	Check	MT GREAT WORKS	None	

Full Onboarding

Add Payment Method

Legal Entity: **MT GREAT WORKS**

Invoice From Address: 7701 Las Colinas Ridge
Irving, TX, 75063
United States

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



Add a new Payment Method

* Payment Type: **Bank Account**

What are your Bank Account Details?

Bank Account Country/Region: **United States**

State: **Select an Option**

Bank Account Currency: **USD**

Beneficiary Name: **MT GREAT WORKS**

Bank Name:

Account Number:

Confirm Account Number:

ACH Routing Number:

Wire Routing Number:

SWIFT/BIC Code:

My bank does not have a BIC code

Branch Code:

Bank Account Type: **Business**

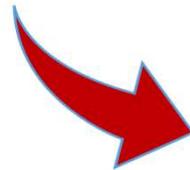
Supporting Documents: **Choose Files** No file chosen

Email Address: **test_supplier4@hotmail.com**

What is your Remit-To Address?

Full Onboarding

Bank account# may have up to 26 digits and IBAN# up to 34.



Add a new Payment Method

* Payment Type Bank Account

What are your Bank Account Details? ⓘ

Bank Account Country/Region: Poland

Bank Account Currency: PLN

Beneficiary Name: MT PRODUCTIVITY MANAGEMENT Sp. z. o. o.

Bank Name: ING BANK SLASKI S.A.

Account Number: 86105015201000002324026547 ⓘ

Confirm Account Number: 86105015201000002324026547 must be 16-26 digits

IBAN: PL86105015201000002324026547 ⓘ

Confirm IBAN: PL86105015201000002324026547 must be 5-34 characters without spaces (letters and numbers only)

Routing (Bank Code) Number: ⓘ

SWIFT/BIC Code: INGBPLPW ⓘ

My bank does not have a BIC code

Branch Code: Poznań

Bank Account Type: Business

Supporting Documents Choose Files No file chosen ⓘ

Email Address tibcosmokest@hotmail.com ⓘ

What is your Remit-To Address?

Saved Addresses Select

New Address

Full Onboarding

Add Payment Record → Select Guardian

Add Payment Method

Customer  Bank

Guardian

Per page 5 | 10 | 20

Click **Save** and then **Close** to return to the Supplier Portal landing page

Add Payment Method ×

Sharing process for [redacted] Bank Transfer has started. We will notify you via email if there are any issues with the sharing. ×

CSP may offer suppliers the profile verification, with the payment of a subscription fee. This is totally optional. CSP access and usage for Guardian purposes is completely free of charges.

Full Onboarding

Business Profile > Information Requests the supplier goes to the Guardian's form.



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Invoices', 'Orders', 'Business Profile', 'Payments', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Setup', and 'More...'. The 'Business Profile' menu is expanded, showing 'Business Profile', 'Legal Entities', 'Payment Methods', 'Information Requests' (highlighted with a red box), 'Performance Evaluation', and 'Subscriptions'. Below the navigation, the page title is 'Guardian Industries' and the selected customer is 'Guardian Industries - MT GREAT WORKS'. The main content area is titled 'Form Responses' and contains a table with the following data:

Form	Status	Created Date	Submitted At
2c_GLASS_Full Onboarding (Supplier)_English	Pending Approval	04/29/25	04/29/25

Full Onboarding

Terms and Conditions (T&C's):

US suppliers only must acknowledge (by a Y/N question) the T&C's, no signed and attached document is needed.

The US supplier might want to negotiate specific items of the Terms and Conditions with Guardian. In this case, the negotiated T&C's document shall be provided at a later stage, anyway before the onboarding process finalization.

Guardian Industries requires that all suppliers review and acknowledge our Terms and Conditions. Please read our T&C's on our website and agree to continue: <https://www.guardian.com/en/supplier-portal> >

* I have read and acknowledged the T&C's >

Full Onboarding

Commercial Contract Clauses

Within this Questionnaire, the term Guardian is used and this refers to Guardian Industries and all of its subsidiaries. Any reference to Guardian is to be understood to mean Guardian Industries and all subsidiaries within.

Contract Clauses:

Clause #2 is intended to bind the supplier to performance even when an electronic signature is provided.

Clause #3 allows the SE team to use external tools for a quicker supplier banking validation (not available worldwide yet).

Supplier agrees to conduct transactions with Guardian by electronic means, as that phrase is used and understood within the context of the Uniform Electronic Transactions Act, the Electronic Signatures in Global and National Commerce Act, and other applicable law. Each entry, submission, acknowledgement, and other action by Supplier through this system will be deemed electronically signed by Supplier and the electronic sound, symbol, or process (automated or otherwise) by which Supplier conducts such activity on or through this system will be deemed and treated as being Supplier's electronic signature. Under both state and federal law, an electronic signature is just as binding as a manual signature in ink on paper.

The individual or individuals initially setting up Supplier's account and/or participation on this system represents and warrants that he or she has all authority necessary to bind Supplier to the terms and conditions of this system and to any transactions entered into or administered by or through this system. Supplier will be bound by any and all acts or omissions undertaken through a Supplier user account on this system and waives any claim or defense that the individual using this system through a supplier account is, or was, not authorized to undertake the act or omission on behalf of Supplier. Guardian may rely upon any act or omission through a Supplier account on this system as the authorized act of Supplier.

3. - Supplier grants Guardian the permission to validate the accuracy of the information provided herein, which may include requesting validation from third parties, such as consumer reporting agencies via a consumer report. Supplier affirms (i) the information provided herein is complete and accurate, (ii) Supplier understands any information provided herein or Supplier otherwise discloses to Guardian may be disclosed to such third parties to validate such information.

Full Onboarding

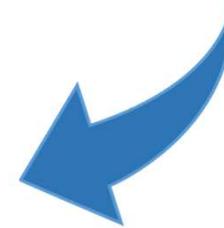
Types of information the supplier shall provide when filling in the Form:

-  ISO Certifications (if available)
-  Insurance details
-  Compliance information
-  Production related questions (form 2a only)
-  Contact details (sales, accounting, banking validation, safety, sourcing, etc.)
-  Remit-To address - Banking information
-  Tax ID information

Full Onboarding

A production-related supplier will get the below section displayed:

The supplier shall acknowledge the Guardian Quality Manual.



Acknowledgements to Guardian Standards

Guardian Industries requires that all the Production suppliers review and acknowledge our Supplier Quality Manual. Please see our SQM on our website and agree to continue: https://www.guardian.com/en/supplier_portal_1

* I have read and acknowledged the SQM

Full Onboarding

The supplier indicates the currency, the preferred payment method and the effective date.

The selected banking region defines the type of bank statement or document that shall be attached for bank validation purposes.

Banking Information

* What currency you would like to be paid in?

USD ▼

* Banking Region

US



* Payment Method

EFT - Bank Transfer



Default payment method (EFT/bank transfer) will be updated to contract terms once contract update payment method accordingly.

* Payment Effective Date

08/14/20



Bank Validation Documents to attach:

Full Onboarding

The supplier clicks the **Add Remit-To** button and adds the address for payment. It can match with the physical address.

*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

A pop-up window opens, and the supplier selects the payment method that added earlier to the Supplier Portal.



How would you like to be paid?

All Methods Bank Transfers Checks Credit Cards Add Payment Method

Guardian Industries supports Bank Transfers Payments.

<input type="checkbox"/>	WELLS FARGO BANK	☆ Customer Supported
<input type="checkbox"/>	7701 Las Colinas Ridge, Irving, Texas 75063, United States, United States (752896778)	
	Account Number ****632785	Transit Code 121000248
		Wire Routing Number

<input type="checkbox"/>	7701 Las Colinas Ridge, Irving, Texas 75063, United States, United States (752896778)	Unsupported by Customer
--------------------------	---	-------------------------

Cancel Add Selected

How would you like to be paid?

All Methods Bank Transfers Checks Credit Cards Add Payment Method

Guardian Industries supports Bank Transfers Payments.

<input checked="" type="checkbox"/>	ING BANK SLASKI S.A.	☆ Customer Supported
<input checked="" type="checkbox"/>	16 Winiary, Jeżyce, 61-001 Poznań, Greater Poland, Poland, Poland (PL7792011571)	
	Account Number ****5015201000002324026547	Transit Code
		Wire Routing Number

<input type="checkbox"/>	16 Winiary, Jeżyce, 61-001 Poznań, Greater Poland, Poland, Poland (PL7792011571)	Unsupported by Customer
--------------------------	--	-------------------------

Full Onboarding

Form fields are auto-filled with the data proceeding from the Supplier Portal. Others (ABA, CLABE, SORT etc.), depend on country specific requirements and are added here.

Supplier collaboration is necessary to provide Guardian with a complete, coherent and accurate bank details.

Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form

[Add Remit-To](#)

Remit-To Address

* Active
Active

* Account Currency
PLN

* Name on Bank Account
MT PRODUCTIVITY MANAGEMENT Sp. z. o. o.

Bank Routing Number

Indicate for ACH (US)

SWIFT Code (BIC)
****LPW

* Bank Account Number
 *****547
must be 4-24 digits

IBAN Number
 *****547
must be 5-34 characters without spaces (letters and numbers only)

Full Onboarding

For suppliers which have additional tax IDs, some fields are displayed in the form to make the supplier provide this information.

Tax ID Detail Information

Tax ID Type2 Brazil - State Tax ID
Please, select "TaxID1 (Tax 120)" as your State Tax ID

Tax ID2 83.077.395
State Tax ID Number

Tax ID Type3 Brazil - Municipal Tax ID
Please, select "TaxID2 (Tax 121)" as your Municipal Tax ID

Tax ID3 252223590
Municipal Tax ID Number

Tax ID Type4
Please, specify the Tax Type

Tax ID4
Please, specify the Tax Number

Tax ID Type5
Please, specify the Tax Type

Tax ID5
Please, specify the Tax Number

Full Onboarding



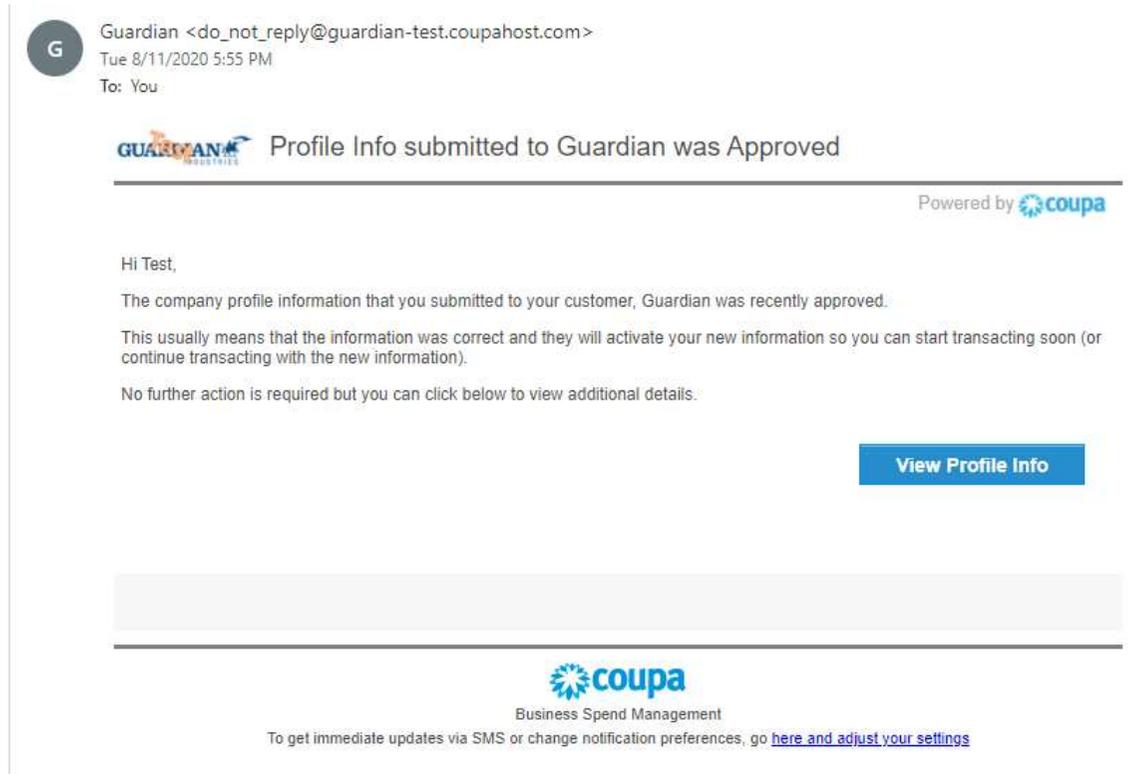
After clicking the **Submit for Approval** button, the form is saved and is sent to the SE Team for the data validation and approval.

A screenshot of a web form titled 'Guardian Industries'. At the top right, there is a 'Select Customer' dropdown menu with 'Guardian Industries - MT GREAT WORKS' selected. Below this is a green notification bar with the text 'Your information has been submitted' and a close 'X' icon. Underneath the notification bar is a blue link 'View All Responses'. The main content area shows the text '2c_GLASS_Full Onboarding (Supplier)_English' followed by 'This form is used for supplier to add information needed for supplier creation.' Below this, the status 'Pending Approval' is displayed with an information icon. At the bottom left, under 'Supplier Information', the text 'MT GREAT WORKS' is highlighted in yellow.

If the green-highlighted message is not visible, it means the form is not submitted, due to a mistake or lack of required information. It remains stored as draft, but it's not sent. If it is so, Coupa advises with a bold-red message at the top of the form.

Full Onboarding

The Supplier receives the Coupa Confirmation that its profile was approved.



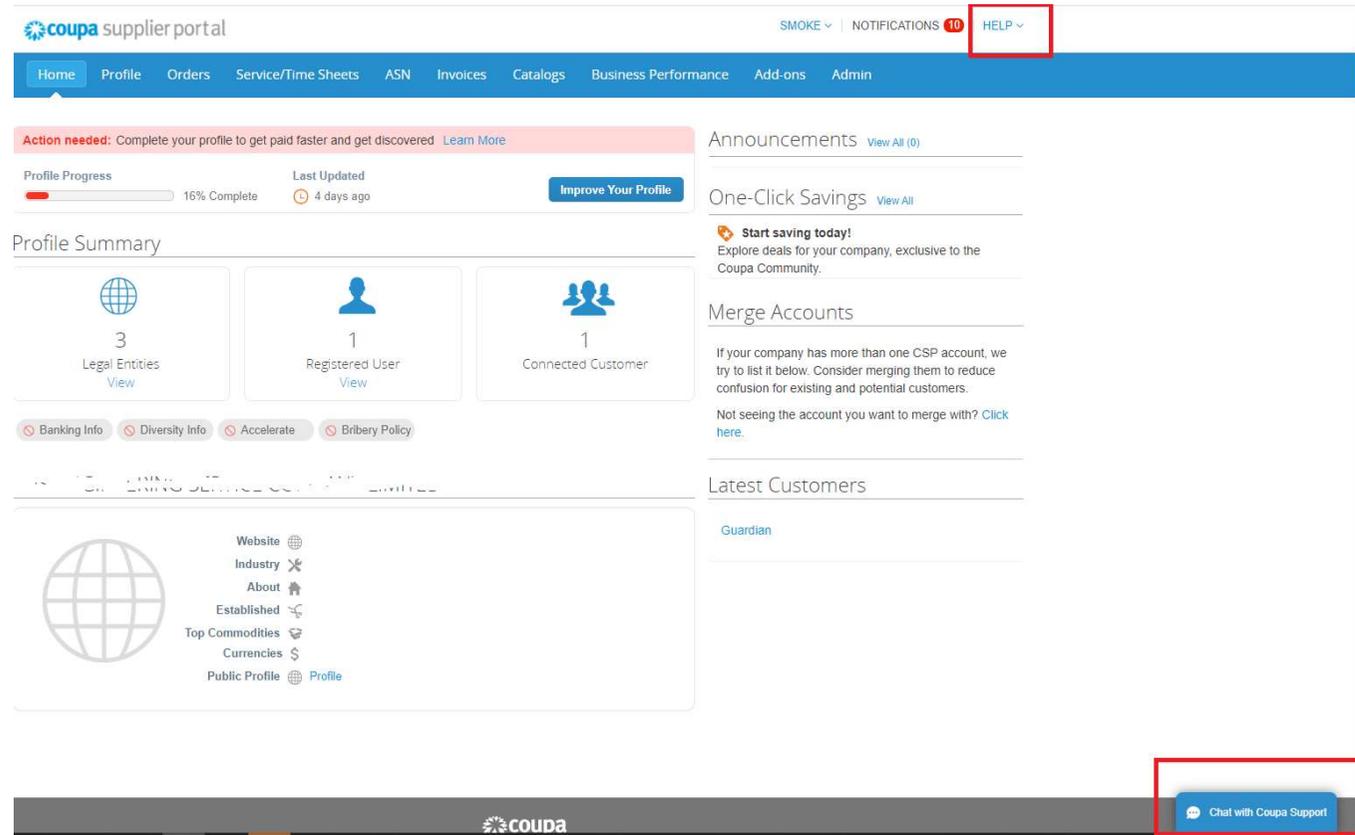
It's important to know that the profile approval doesn't mean that supplier is ready to go. Other internal steps are needed before the supplier can begin to transact with Guardian.

Full Onboarding

The website which the supplier logs on is different from the one to which Guardian has access.

Due to this, **Guardian has no access to the pages which the supplier is working on.**

Coupa offers a Help Center, accessible at top-right of the screen (Online Help).



An email address for non-urgent support is also available for suppliers:
supplier@coupa.com

Full Onboarding

coupa supplier portal

SMOKE | NOTIFICATIONS 10 | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Add-ons Admin

Action needed: Complete your profile to get paid faster and get discovered [Learn More](#)

Profile Progress 16% Complete Last Updated 4 days ago [Improve Your Profile](#)

Profile Summary

3 Legal Entities View

1 Registered User View

1 Connected Customer

Banking Info Diversity Info Accelerate Bribery Policy

Website Industry About Established Top Commodities Currencies Public Profile Profile

Announcements View All (0)

One-Click Savings View All

Start saving today! Explore deals for your company, exclusive to the Coupa Community.

Merge Accounts

If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers.

Not seeing the account you want to merge with? [Click here.](#)

Latest Customers

Guardian

Chat with Coupa Support

Moreover, an online chat with a Coupa expert is possible through the button the supplier can find at bottom-right of the screen (“Chat with Coupa Support”).



By clicking the “Chat” button a window pops up to request the supplier contact for a call.

Chat with Coupa Support

This support service is for technical issues with the Coupa Supplier Portal only. For questions relating to transactions, please contact your customer directly.

This chat session will be saved as part of the supplier support request ticket. Continuing with this session will constitute your consent for this action.

*First Name This field is required.

*Last Name This field is required.

*Email This field is required.

Phone

Start Chat

One World.  Made Better.™



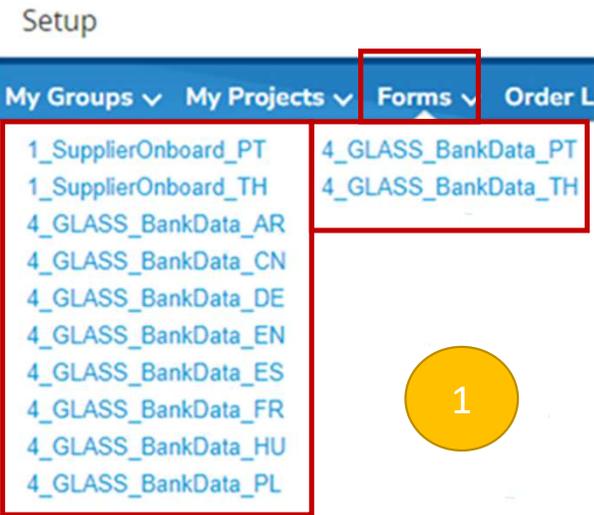
**Forms 4a, 4b - Bank Data Update
Supplier**

GUARDIAN® 
INDUSTRIES

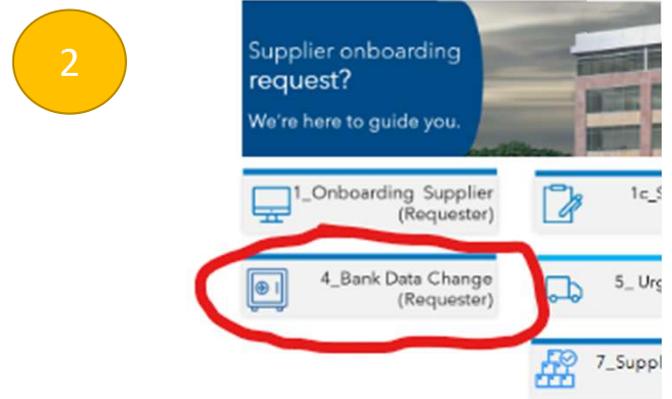
Bank Data Update - Supplier

Form 4 shall be sent to the supplier by Guardian. However, requestors can opt for an internal form, #4, which automatically triggers the request the supplier receives.

1. Click the Forms dropdown and select the name of the form.
2. Or Click the 4_Bank Data Change button



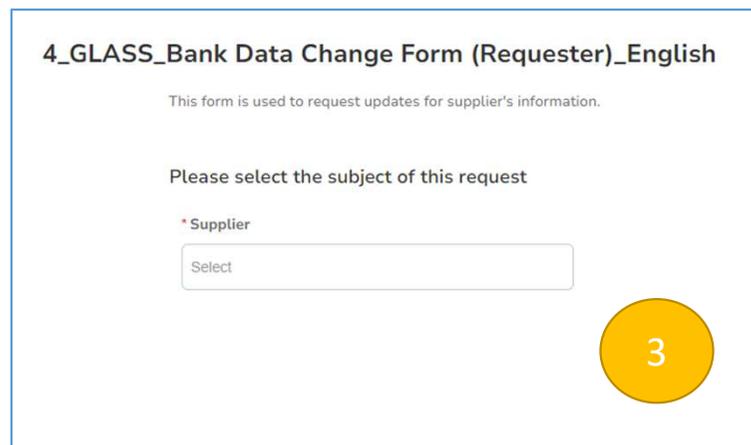
Supplier Onboarding Forms



The internal form #4 is nothing but the supplier's name selection and is auto-approved. Its aim is to trigger the form 4a's delivery to the supplier.

Bank Data Update - Supplier

3. After selecting the appropriate language, the form pops up.



4_GLASS_Bank Data Change Form (Requester)_English

This form is used to request updates for supplier's information.

Please select the subject of this request

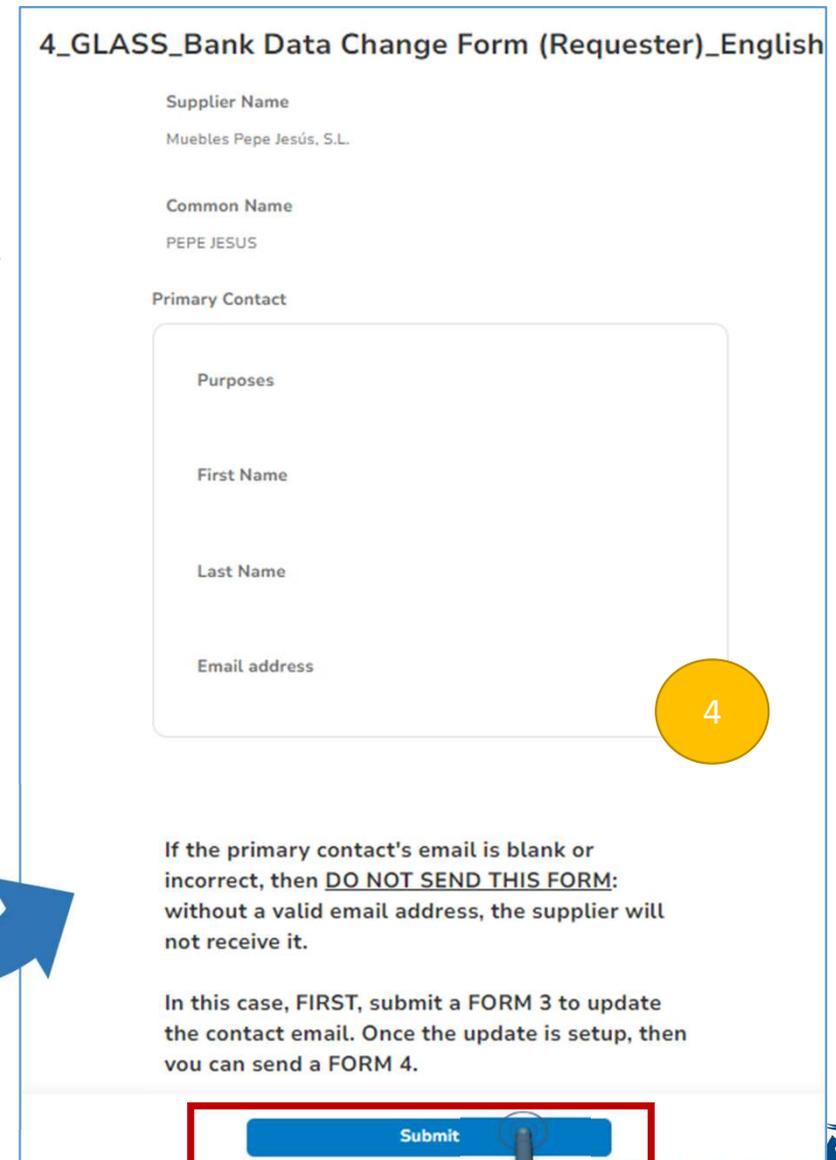
* Supplier

Select

3

4. User selects the supplier and sends the request. After this step, the external form is delivered the supplier.

The requestor must review if the displayed primary contact is correct. If not, the supplier will not receive the form.



4_GLASS_Bank Data Change Form (Requester)_English

Supplier Name
Muebles Pepe Jesús, S.L.

Common Name
PEPE JESUS

Primary Contact

Purposes

First Name

Last Name

Email address

4

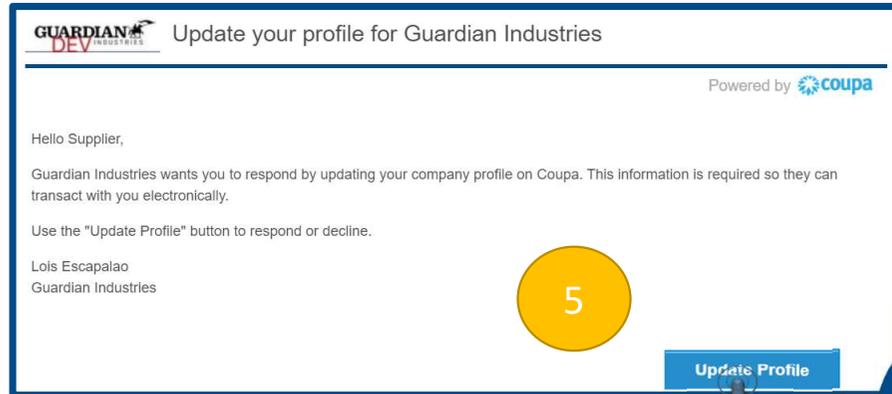
If the primary contact's email is blank or incorrect, then **DO NOT SEND THIS FORM:** without a valid email address, the supplier will not receive it.

In this case, **FIRST**, submit a FORM 3 to update the contact email. Once the update is setup, then you can send a FORM 4.

Submit



Bank Data Update - Supplier



GUARDIAN INDUSTRIES DEV Update your profile for Guardian Industries

Powered by 

Hello Supplier,

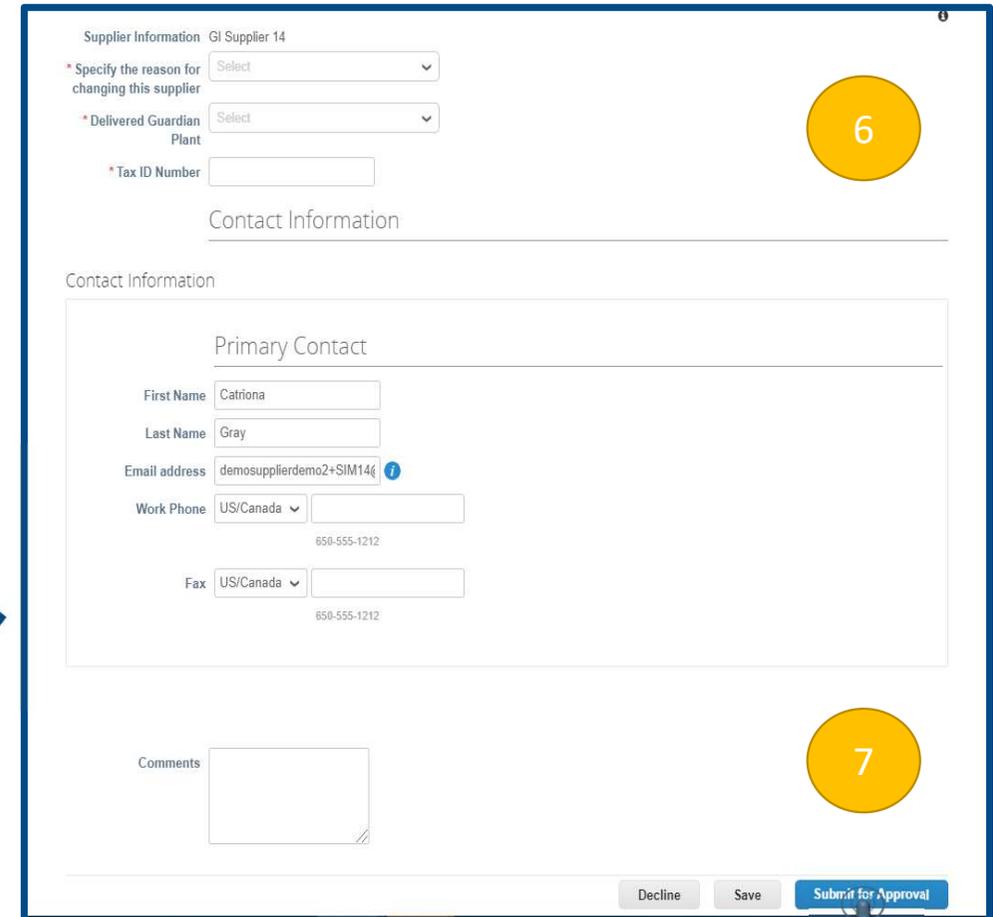
Guardian Industries wants you to respond by updating your company profile on Coupa. This information is required so they can transact with you electronically.

Use the "Update Profile" button to respond or decline.

Lois Escapalao
Guardian Industries

Update Profile

5. Supplier receives an email invitation to update its information.
6. By clicking **Update Profile** button, it is redirected to the Update Form.
7. After filling out the form and clicking **Submit** button, Form is sent for approval to the SE team. By clicking **Save**, the form is saved as a draft, whereas clicking **Decline** means to reject answering the form.



Supplier Information GI Supplier 14

* Specify the reason for changing this supplier

* Delivered Guardian Plant

* Tax ID Number

Contact Information

Contact Information

Primary Contact

First Name

Last Name

Email address

Work Phone

Fax

Comments

Bank Data Update - Supplier

A contact person at supplier's is needed for banking validation purposes.

Currency type must be selected.

If the currency type is going to change vs. the existing one (e.g., old account is in PLN and new account is in EUR), then the supplier should specify it.

Supplier's Banking
Validation Contact -
Name

Provide contact for someone other than person filling out this form.

Supplier's Banking
Validation Contact -
Email

Provide contact for someone other than person filling out this form.

Supplier's Banking
Validation Contact -
Phone

Provide contact for someone other than person filling out this form.

* What currency you
would like to be paid
in?

Has the currency of
your new bank account
changed?



Bank Data Update - Supplier

The selected banking region defines the type of bank statement or document that shall be attached for bank validation purposes.

Banking Information (Only)

* Banking Region

* For Bank account change, attach bank documents here: No file chosen

The supplier creates a Remit-To Address for payment.

The bank account update process is the same as for supplier [Full Onboarding process \(Payment Method creation\)](#):

Bank Data Update - Supplier

Enter Coupa Supplier Portal (CSP) and click **Add Payment Method**. Below, two examples:

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'coupa supplier portal', 'SKARLETT', 'NOTIFICATIONS 2', and 'HELP'. Below the navigation, there are tabs for 'Admin' and 'Connection Requests'. The 'Admin' section is active, showing a sidebar with options like 'Users', 'Worker Portal Access', 'Merge Requests', 'Merge Suggestions', 'Requests to Join', 'Fiscal Representatives', and 'Payment Methods'. The main content area is titled 'Admin Remit-To' and features a table with the following data:

Payment Method Name	Remit-To Address	Payment Type	Legal Entity	Customer Sharing Status	Actions
None	16 Winiary, Jeżyce Poznań 30 61-001 Poland Preferred Language: Polish	Check	MT PRODUCTIVITY MANAGEMENT Sp. z o. o.	None	

This is a close-up view of the 'Add Payment Method' table. The table has the following data:

Payment Method Name	Remit-To Address	Payment Type	Legal Entity	Customer Sharing Status	Actions
None	7701 Las Colinas Ridge Irving TX 75063 United States Preferred Language: English (US)	Check	MT GREAT WORKS	None	

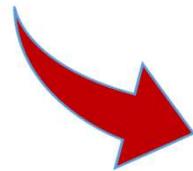
Bank Data Update - Supplier

Add Payment Method

Legal Entity: **MT GREAT WORKS**

Invoice From Address: 7701 Las Colinas Ridge
Irving, TX, 75063
United States

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



Add a new Payment Method

* Payment Type: **Bank Account**

What are your Bank Account Details?

Bank Account Country/Region: **United States**

State: **Select an Option**

Bank Account Currency: **USD**

Beneficiary Name: **MT GREAT WORKS**

Bank Name:

Account Number:

Confirm Account Number:

ACH Routing Number:

Wire Routing Number:

SWIFT/BIC Code:

My bank does not have a BIC code

Branch Code:

Bank Account Type: **Business**

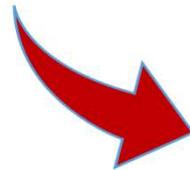
Supporting Documents: **Choose Files** No file chosen

Email Address: **test_supplier4@hotmail.com**

What is your Remit-To Address?

Bank Data Update - Supplier

Bank account# may have up to 26 digits and IBAN# up to 34.



Add a new Payment Method

* Payment Type

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

Bank Account Country/Region:

Bank Account Currency:

Beneficiary Name:

Bank Name:

Account Number: [?](#) must be 16-26 digits

Confirm Account Number:

IBAN: [?](#) must be 5-34 characters without spaces (letters and numbers only)

Confirm IBAN:

Routing (Bank Code) Number: [?](#)

SWIFT/BIC Code: [?](#)

My bank does not have a BIC code

Branch Code:

Bank Account Type:

Supporting Documents No file chosen [?](#)

Email Address [?](#)

What is your Remit-To Address?

Saved Addresses

New Address

Full Onboarding

Add Payment Record → Select Guardian

Add Payment Method

Customer  Bank

Guardian

Per page 5 | 10 | 20

Click **Save** and then **Close** to return to the Supplier Portal landing page

Add Payment Method ×

Sharing process for [redacted] Bank Transfer has started. We will notify you via email if there are any issues with the sharing. ×

CSP may offer suppliers the profile verification, with the payment of a subscription fee. This is totally optional. CSP access and usage for Guardian purposes is completely free of charges.

Bank Data Update - Supplier

Business Profile > Information Requests the supplier is prompted back to the Guardian's form.



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'coupa supplier portal', 'TEST', and 'NOTIFICATIONS 5'. The main navigation menu has 'Business Profile' selected. Below it, a secondary menu has 'Information Requests' highlighted with a red box. The page title is 'Guardian Industries' and the customer is 'Guardian Industries - MT GREAT WORKS'. The section is titled 'Form Responses' and contains a table with columns: Form, Status, Created Date, and Submitted At. A search bar and 'View All' dropdown are also visible.

Form	Status	Created Date	Submitted At
[REDACTED]	[REDACTED]	04/29/25	04/29/25

Bank Data Update - Supplier

The supplier clicks now the **Add Remit-To** button in the form and adds the new payment address.

*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

A pop-up window opens, and the supplier selects the payment method that added earlier to the Supplier Portal.



How would you like to be paid?

All Methods Bank Transfers Checks Credit Cards Add Payment Method

Guardian Industries supports Bank Transfers Payments.

<input type="checkbox"/>	WELLS FARGO BANK	<input checked="" type="checkbox"/> Customer Supported
<input type="checkbox"/>	7701 Las Colinas Ridge, Irving, Texas 75063, United States, United States (752896778)	
	Account Number ****632785	Transit Code 121000248
		Wire Routing Number

7701 Las Colinas Ridge, Irving, Texas 75063, United States, United States (752896778) Unsupported by Customer

Cancel Add Selected

How would you like to be paid?

All Methods Bank Transfers Checks Credit Cards Add Payment Method

Guardian Industries supports Bank Transfers Payments.

<input checked="" type="checkbox"/>	ING BANK SLASKI S.A.	<input checked="" type="checkbox"/> Customer Supported
<input checked="" type="checkbox"/>	16 Winiary, Jeżyce, 61-001 Poznań, Greater Poland, Poland, Poland (PL7792011571)	
	Account Number ****5015201000002324026547	Transit Code
		Wire Routing Number

16 Winiary, Jeżyce, 61-001 Poznań, Greater Poland, Poland, Poland (PL7792011571) Unsupported by Customer

Bank Data Update - Supplier

Form fields are auto-filled with the data proceeding from the Supplier Portal. Others (ABA, CLABE, SORT etc.), depend on country specific requirements and are added here.

Supplier collaboration is necessary to provide Guardian with a complete, coherent and accurate bank details.

This group of fields must be placed in **Active** status.

Below this section, the supplier finds its current bank account details, under the **Current Remit To Address**. The old account needs to be switched to **Inactive** status.

Active Inactive

Bank Name

Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form

[Add Remit-To](#)

Remit-To Address

* Active:

* Account Currency:

* Name on Bank Account:

Bank Routing Number:

Indicate for ACH (US):

SWIFT Code (BIC):

* Bank Account Number: must be 4-24 digits

IBAN Number: must be 5-34 characters without spaces (letters and numbers only)

Bank Data Update - Supplier



After clicking the **Submit for Approval** button, the form is saved and is sent to the SE Team for the data validation and approval.

If the green-highlighted message is not visible, it means the form is not submitted, due to a mistake or lack of required information. It remains stored as draft, but it's not sent. If it is so, Coupa advises with a bold-red message at the top of the form.

Coupa SIM - Useful Links

