



Supplier Bank Detail change in COUPA

Supplier need to log on to CSP (Coupa Supplier Portal)

Go to Profile and your Customer Profile In case the vendor is Using COUPA with other customers as well they need to select Sealed Air profile from the drilldown



The screenshot shows the Coupa Supplier Portal interface. At the top left is the 'coupa supplier portal' logo. On the right, there are links for 'RENATA', 'NOTIFICATIONS' (with a red notification icon), and 'HELP'. Below this is a blue navigation bar with the following menu items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. The 'Profile' menu item is highlighted with a red box. Below the navigation bar, there are two sub-menu items: 'Your Public Profile' and 'Your Customer Profiles', with the latter also highlighted by a red box. The main content area displays 'Sealed Air' on the left and a dropdown menu on the right. The dropdown menu is labeled 'Profile' and currently shows 'Sealed Air' as the selected option, with a red box around the entire dropdown area.

At the bottom of the page update profile need to be clicked and old banking information needs to be inactivated.

Update Info

IBAN Number *****566 *i*
For EUR payments, IBAN is mandatory

SWIFT Code (BIC) *i*
For EUR payments, SWIFT Code is mandatory

Account Type

Bank Address

Bank City

Bank State or Region

Bank Postal Code

Bank Country/Region Poland

Reference Details None

Active Inactive

Active Active ▾

Then new remit to needs to be added by clicking on **Add Remit-t**

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

Remit-To Address

Press on create new remit to address

Choose Remit-To Address



Choose a Remit-to Location below - Recommended

It's a few more fields, but provides compliance, verification, and re-usability. Otherwise, click 'Cancel' to add info to your customer's form manually.

Choose existing or create new Remit-To Address:

SPADOCHRONIARZY 18
80-298 GDANSK
PL
Poland
Poland (PL5861998965)

Bank Account

Choose

Create New Remit-To Address

Cancel

Where's your business located?

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

* Legal Entity Name
Country

This is the official name of your business that is registered with the local government and the country where it is located.

Type in your company legal name and the Country where your business is located

Cancel

Continue

Miscellaneous Information

- 1
- 2
- 3
- 4

Setting up your business details in Coupa will help you meet requirements. For best results with current and future customers, fill out as much information as possible.

Miscellaneous information requirements vary by country. Only mandatory fields need to be filled

* Legal Entity Name

Country

* Type of Company

Board of Directors

Conducting business in certain countries requires your invoice to contain specific information about your company.

Cancel

Save & Continue

Tell your customers about your organization

1 2 3 4

Which customers do you want to see this?

- All
- Sealed Air - QA

What address do you invoice from?

* Address Line 1

Address Line 2

* City

State

* Postal Code

Country United Kingdom

Use this address for Remit-To i

Use this for Ship From address i

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents. i

What is your Tax ID? i

Country United Kingdom x

* VAT ID

I don't have a VAT/GST Number

In case your Remit to address is the same as your primary address make sure you fill in the information exactly the same way

Banking Information

* Beneficiary Name

Bank Name

* Bank Account Number

Bank Routing Number i

IBAN Number i

SWIFT Code (BIC) i

Account Type

Bank Address

Bank City

In case you are invoicing Sealedair in EURO currency filling the IBAN and SWIFT codes are mandatory

Attachments No file chosen

Please attach - W8, Banking Information

Upload your Bank statement showing your beneficiary name and bank account number or an invoice.

* Attachments: [AUDITINGSERVICEAUSTINY.PDF](#)
Upload a ZIP file. For EU: Please attach order documentation to support Banking or Government ID as needed. For North America: Banking and W9 or 1099.

Sealed Air Code of Conduct

To review Sealed Air's Code of Conduct policies please copy and paste link below to your browser:

<https://www.sealedair.com/company/code-of-conduct>

Check the box below if you agree:

* I agree to Sealed Air's Code of Conduct Yes

Vendor Bank Change Liability

You acknowledge that Coups and Customer are entitled to rely on the accuracy of Your information that You provide to Coups and/or upload to the Service, including Your payment and banking information. Neither Coups nor Customer are responsible for any erroneous, misapplied, or misrouted payments resulting from errors or unauthorized payment information changes within Your profile within the Service. Check the box below that you understand:

* Vendor Bank Change Liability Yes

Once all mandatory information is filled and required document is attached press submit for approval

Decline

Save

Submit for Approval