Registration on the Coupa Supplier Portal (CSP) - new supplier
Tip: Always use Google Chrome

A Luminus employee invites you via Coupa to become a supplier.
To start the collaboration, Luminus requires your data.
Please follow the steps below to provide this information.

You will receive an invitation by e-mail from Coupa (do_not_reply@supplier.coupahost.com).
This invitation email also contains a link to our Luminus website, where you can find the manual and additional information about Coupa.

- Click on the "Join and Respond" button.

By clicking this button, you will be redirected to the following webpage where you can create your account.

- The *Business Name* field has already been filled in by Luminus.
- In the fields *First name* and *Last name* you enter your first and last name or if you prefer to keep it general, you can choose *First name*: Accounts – *Last name* : Receivable (this can be useful if you want to use a generic e-mail address like info@...).
- Create and confirm a secure **password** (min 8 characters with at least one number and one letter).
- In the **Country/region** field, please enter your country.
- Enter your VAT-number in the *Tax Registration* section.
- Accept the terms and conditions.
- Click on "Create an Account".

Note: If you don't have a VAT-number, you can tick "I do not have a tax ID" and note "Not subject to VAT" in the *Reason* field.

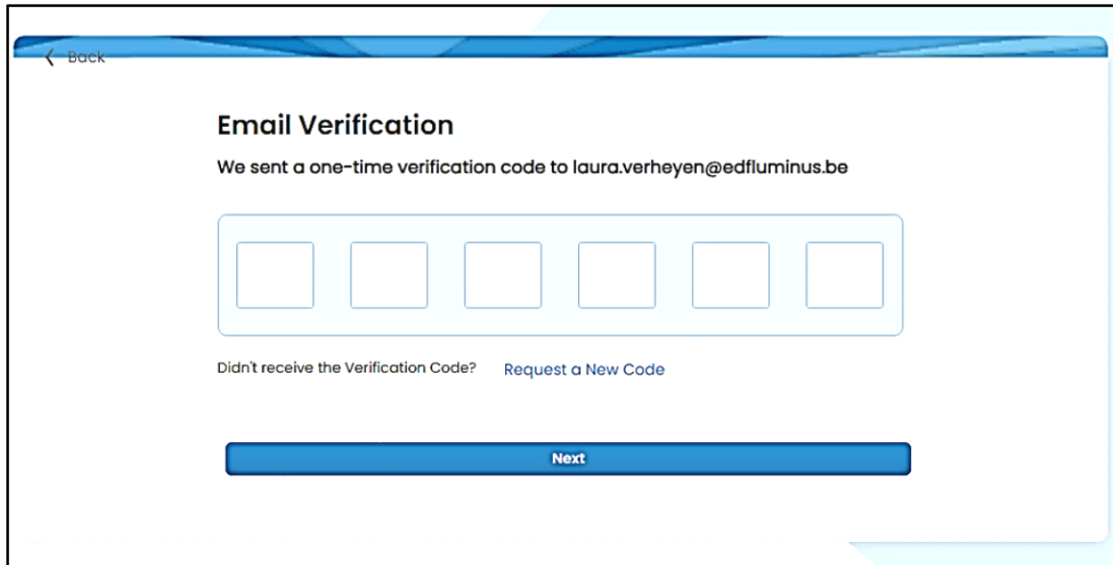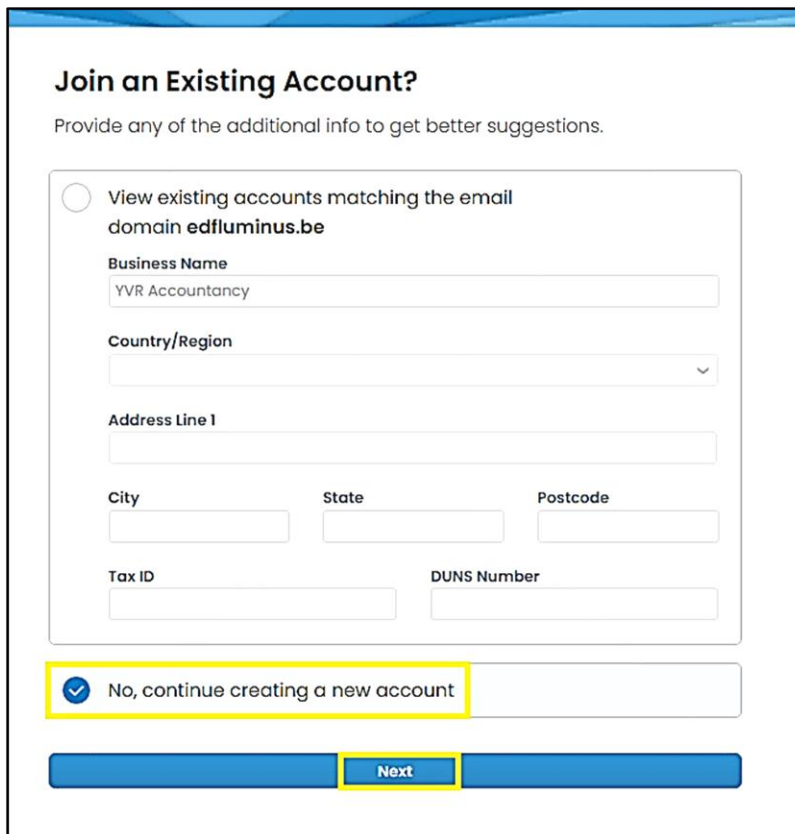Coupa will send you a One Time Password (OTP) via email for first-time login. The password will be sent to the same email address used for the Coupa invitation.

On the next screen, you will be asked if you want to join an existing account.
- You may choose "No, continue creating a new account"
- Click on "Next"

The next screen will open where Coupa will ask you to fill in the necessary address and VAT details.
- **Country/Region**: choose "Belgium"
- **Adress Line 1**: fill in your street address and house number
- **City:** fill in the city where your company is registered

- **State**: the state or province
- **Postal Code:** fill in your postal code
- **Co Reg. number:** indicate your company registration number
- **Place of reg.***:* the city where your business is located
- **Register Legal Entities:** fill in "UBO"
- **Type of Company:** e.g. Ltd
- **Preferred language:** select the language for your legal invoice presentation
- *Country*: Belgium
- *VAT ID*: enter your VAT-number
- Click "Next"

If you do not have a VAT number, you can indicate "I don't have VAT ID number", and then enter your company registration number in the field "Local Tax ID"

You will now be asked to complete your payment information.

- *Payment Method Name:* choose a name that identifies this payment method for you
- *Bank Account Country/Region:* choose the country where your bank is located
- *Bank Account Currency:* EUR
- *Beneficiary Name:* the name of your company
- *Bank Name:* the name of the bank where you hold your account
- *Accountnumber:* take the 9 digits in bold from your own IBAN Number
  vb.: BE527**330691465**09
- *Accountnummer bevestigen:* repeat "Account Number"
- *IBAN:* enter your full IBAN number (without spaces)
- *Confirm IBAN:* enter your IBAN number again
- *Indicate* **"My company expects to receive urgent/wire payments"**
  This way the field for SWIFT/BIC code will appear
- *SWIFT/BIC-code:* enter your SWIFT/BIC code here
- Click "Next"

You will now automatically be taken to the overview of the information requests that have been sent to you.

- Click on the form "Supplier data"

In the following screen, complete your company details:

- **_Country of Origin_**: choose between European Union (EU) or Non-European Union.
- **_Type of Company_**
    - o **_Tax registered_**: indicate this if you have a valid VAT number. Select your Country and enter your VAT-number (starting with your country code and without spaces or dots ".")
    - o **_Company registered_**: indicate this if you only have a company registration number or if you are in a Non-European Country.
    - o **_Private individual_**: indicate this if you are a natural person.
- **_Supplier name_**: enter your legal company name here.

·Tax Registrations

Use this section to add all your applicable tax registrations.

    Add Tax Registration

·VAT number

Country/Region   ❌

Belgium   ⌄

VAT ID

BE0425179011

Local
☐

Please use format BE0999999999 or BE1999999999 with no spaces or special characters. Please pay attention that you can not update this VAT number. If you have a new VAT number, a new supplier record should be created.
The tickbox "local" has to remain unticked.

Please ensure that the Legal Name, Address and Tax registration Number you supply matches those registered on the European Commission website:
https://iec.europa.eu/taxation_customs/vies/

* Supplier Name

YVR Accountancy

Primary Address – Please complete ONLY the fields Country/Region, Street Address, City and Postal Code or your form will be rejected

In the primary address section, you only need to fill in the following 4 fields as noted below:

Primary Address – Please complete ONLY the fields Country/Region, Street Address, City and Postal Code or your form will be rejected

- *Country/Region*
- *Street Address*
- *City*
- *Postal code*

Primary Address

Address Purposes

Select Some Options ⓘ

Region

Country/Region

Belgium ⌄

State Region

Antwerp - VAN ⌄

State ISO Code

BE-VAN

Address Name

Street Address

Oud Veer 10

Street Address 2

Street Address 3

Street Address 4

City

Niel

Postal Code

2845

Location Code

Primary Address – Please complete ONLY the fields Country/Region, Street Address, City and Postal Code or your form will be rejected

Commission Code

Commission code is only required for IMMO suppliers

- The **primary contact** person will receive all information about registration and data maintenance on the Coupa Supplier Portal.
- Enter your **first and last name** in the fields or use a general name like **First name**: Accounts – **Last name**: Receivable, if using a general email address (e.g., info@...).

- *Purchase Order Email:* Enter the e-mail address of the person who should receive the purchase order (PO's). Multiple e-mail addresses can be separated with commas.
- *Preferred PO language:* Choose "en"

- At *Bank Details Type,* select "IBAN registered" and press "Add Remit-To"
Note: if you are not NON-IBAN registered, please check the additional information at the end of this manual.

- Choose the payment method you created earlier.
- Click "Add Selected"

You will now return to the profile screen, where you will see that the bank account number has been added.

At the bottom right of your screen a last action is needed
- Click "Submit for Approval".

This sends the data to Luminus for approval, changing your profile status to "Pending Approval."

Your registration has been successfully completed, and you are now officially registered on the Coupa Supplier Portal for Luminus.

When you return to BUSINESS PROFILE – INFORMATION REQUESTS you can check the status of your registration.
As soon as your data has been approved within Luminus, you will receive an e-mail.

If you have any additional questions or require further assistance, you can always contact us via our mailbox: esupplier@luminus.be

Manage your company information

After completing your registration, you will receive another email asking you to update your information.
No immediate action is required. This email allows you to change your details later if necessary.
You can update your data anytime via BUSINESS PROFILE – INFORMATION REQUESTS.

Change your language

You can scroll down the page and select your preferred page language.

Multifactor authentication

For security reasons, Coupa requires multi-factor authentication (MFA) for parts of the supplier portal. Activate this setting **once** before completing your profile.

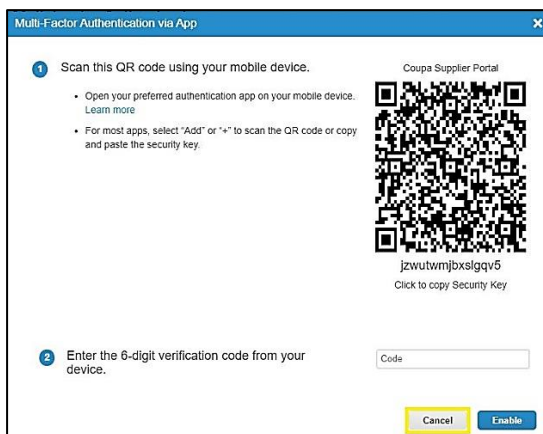- Go to your name at the top right and choose "Account Settings"

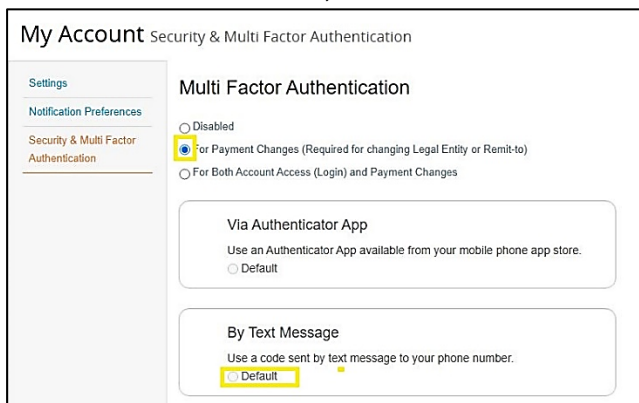- Choose "Security & Multi-Factor Authentication" from the left menu.

A screen with a QR code will appear.

- Click on "cancel" at the bottom of the screen

- On the next screen, choose authentication via text message

- In the next screen, enter your mobile phone number starting with the country code (+32 for Belgium)
- Perform the check that you are not a robot and click on "Send code".
- Enter the code received by text message in the box under number 3.
- Click "Enable".

Your multifactor authentication is now set up. Each time you want to consult the "legal entities" or "payment method" section, you will receive a code on your mobile phone.