

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](mailto: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.

Profile Information Request

Dear

Luminus wants to do business with you as supplier. To start this collaboration between our two companies, we need your **company details** in our system.

We therefore invite you to **register** the necessary data via the *join and respond*-button below.
May we ask you to fill in this electronic form as soon as possible? (after 30 days the invite will be automatically canceled)

To help you following the correct steps you can consult the **manuals** below:

- [Dutch Version](#) - choose manual 'registratie nieuwe leveranciers - Coupa'
- [French Version](#) - choose manual 'enregistrement nouveau fournisseurs - Coupa'
- [English Version](#) - choose manual 'registration new suppliers - Coupa'

In case of any extra question you can consult esupplier@luminus.be.

Best regards

Luminus

[Join and Respond](#) [Respond Without Joining](#)

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

Create an Account

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

* **Business Name**
 YVR Accountancy
Your legal business name (or legal personal name if an individual)

* **Email**
 laura.verheyen@edfluminus.be

* **First Name** * **Last Name**
 accounts receivable

* **Password** * **Confirm Password**
Use at least 8 characters and include a number and a letter.

* **Country/region** * **Tax Registration** ⓘ
 [dropdown] #####

I do not have a Tax ID

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

Create an Account

Already have an account? [LOG IN](#)

[Forward this to someone](#)

- 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.

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.

* **Country/region** * **Tax Registration** ⓘ

[dropdown] #####

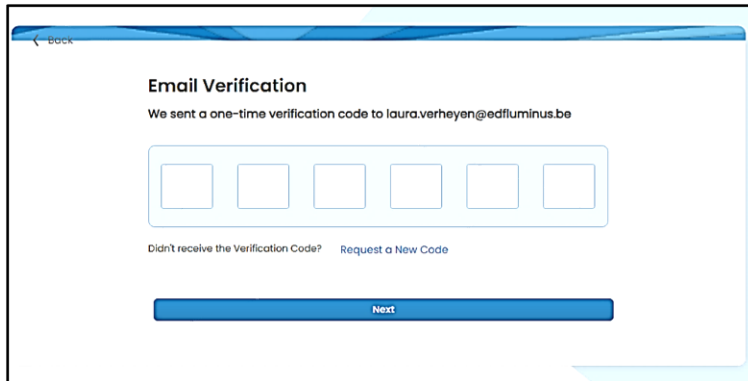
I do not have a Tax ID

* **Reason**

Not subject to VAT

- Accept the terms and conditions.
- Click on "Create an Account".

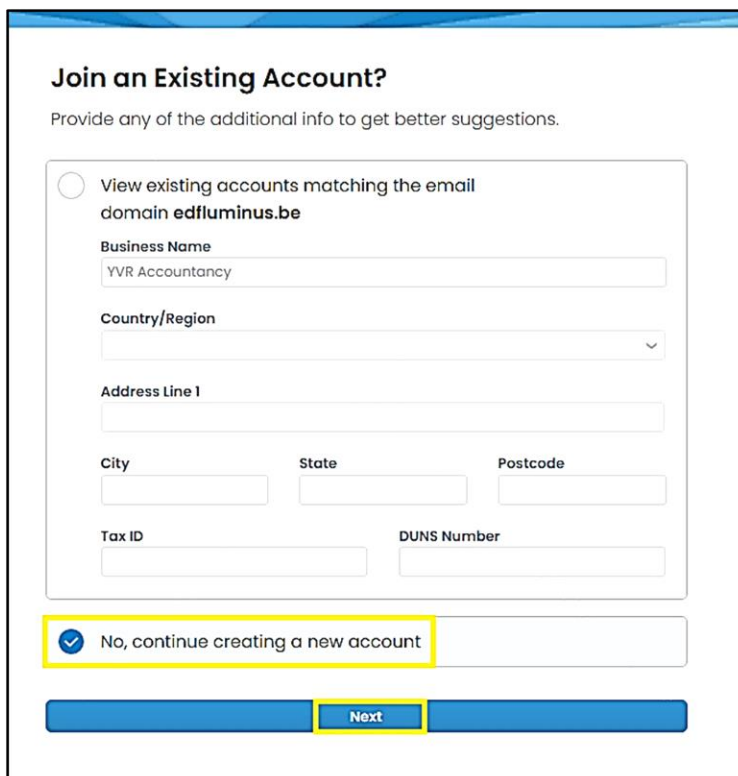
Coupa will send you a One Time Password (OTP) via email for first-time login. The password will be sent to the same email address used for the Coupa invitation.



The screenshot shows an "Email Verification" screen. At the top left, there is a "Back" link. The main heading is "Email Verification". Below it, a message states: "We sent a one-time verification code to laura.verheyen@edfluminus.be". In the center, there is a row of six empty square input boxes for the verification code. Below the boxes, there is a link: "Didn't receive the Verification Code? Request a New Code". At the bottom, there is a blue button labeled "Next".

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 screenshot shows a "Join an Existing Account?" screen. The heading is "Join an Existing Account?". Below it, a message states: "Provide any of the additional info to get better suggestions." There is a radio button next to the text: "View existing accounts matching the email domain edfluminus.be". Below this, there are several input fields: "Business Name" (with "YVR Accountancy" entered), "Country/Region" (a dropdown menu), "Address Line 1", "City", "State", "Postcode", "Tax ID", and "DUNS Number". At the bottom, there is a radio button next to the text: "No, continue creating a new account", which is highlighted with a yellow box. Below this, there is a blue button labeled "Next", also highlighted with a yellow box.

Your Coupa account has been successfully created. You may now close this pop-up window. Please note that the content of this screen may change with future Coupa updates, but you can always close this pop-up.

luminus TEST

Your Contact Info

* First Name: accounts * Last Name: receivable

Work Phone: Country/Region, Area/City, Local, Extension

* Business Website:

I do not have a website

* Country/Region of Primary Address: Belgium

Next

You are currently viewing your main profile on the Coupa Supplier Portal.

coupa supplier portal ACCOUNTS ▾ | NOTIFICATIONS 1 | HELP ▾

Home Invoices Orders **Profile** Setup Service/Time Sheets ASN Sourcing Forecasts More...

Your Profile Information Requests Performance Evaluation

Company Profile Complete your profile to get discovered by Coupa buyers that are looking for items in your category.

Environmental, Social, Governance & Diversity **Luminus requires additional information to conduct business with you** [Start Getting Paid](#)

Risk & Compliance

Financial Performance **YVR Accountancy** Profile Progress: 6% [Edit Profile](#)

Ratings & References Last Updated: less than a minute ago

Quick Links: Manage payment information, Manage legal entities

Learning Centre: Add more customers, Create a discoverable profile

Doing Business As: Is Ultimate Parent: No

Primary Address: Provinciale Steenweg 426/3, Schelle, Antwerp, 2627 Belgium

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"

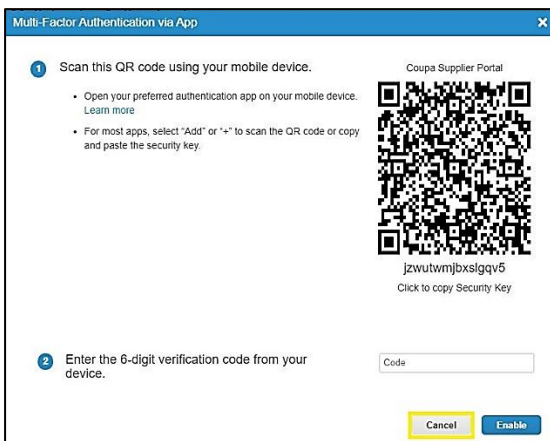


- Choose "Security & Multi-Factor Authentication" from the left menu.

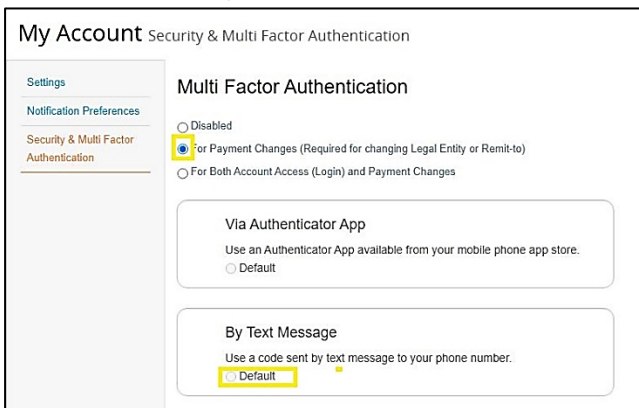


A screen with a QR code will appear.

- 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".

Multi-Factor Authentication via SMS

- A code will be sent to your phone as an SMS Text Message (SMS rates may apply). Phone Number: +1
- Confirm Recaptcha: Ik ben geen robot (reCAPTCHA)
- Enter the 6-digit verification code sent to your phone.

Buttons: Send Code, Cancel, Enable

- To complete your Luminus profile, click on "Profile" at the top of the screen, then select "Information requests"

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Home Invoices Orders Profile Setup Service/Time Sheets ASN Sourcing Forecasts Catalogues Add-ons More...

Your Profile Information Requests Performance Evaluation Subscriptions

You will see an overview of the forms that you have received to fill out. Check at the top right corner if you have indicated the correct profile and then click on the form "Supplier Data".

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

Business Profile Legal Entities Information Requests Performance Evaluation

Luminus - YVR Accountancy Profile: Luminus - YVR Accountancy

Form Responses

View: All | Advanced Search

Form	Status	Created Date	Submitted At
Supplier Data	New	27/01/2025	None

Per page 15 | 45 | 90

In the following screen, complete your company details:

- Country of Origin:** Choose between European Union (EU) or Non-European Union.
- Type of Company**
 - 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 ".")
 - Company registered:** indicate this if you only have a company registration number or if you are in a Non-European Country.
 - Private individual:** Please indicate this if you are a natural person.
- Supplier name:** enter your legal company name here.

Supplier Data

Supplier Information

YVR Accountancy

Instructions

Please note that you can not update the VAT or company registration number. If you have a new one, a new Customer Profile needs to be created. In that case, please contact your Luminus Contact Person.

* Country of Origin

European Union (EU)

Indicate if your country of origin is or is not with the European Union

* Type of Company


- Tax Registered
 Company Registered
 Private Individual

• Tax Registrations

Use this section to add all your applicable tax registrations.

Add Tax Registration

• VAT number

Country/Region	Belgium	
VAT ID	BE0425179011	
Local	<input type="checkbox"/>	

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://ec.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

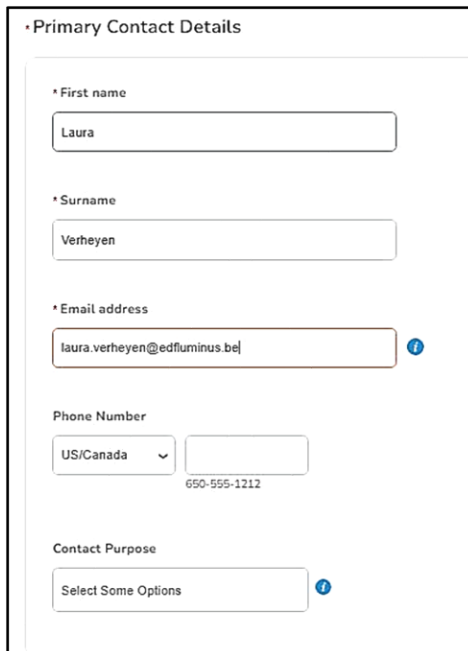
Location Code

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@...).



Primary Contact Details

* First name
Laura

* Surname
Verheyen

* Email address
laura.verheyen@edfluminus.be

Phone Number
US/Canada 650-555-1212

Contact Purpose
Select Some Options

- **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"

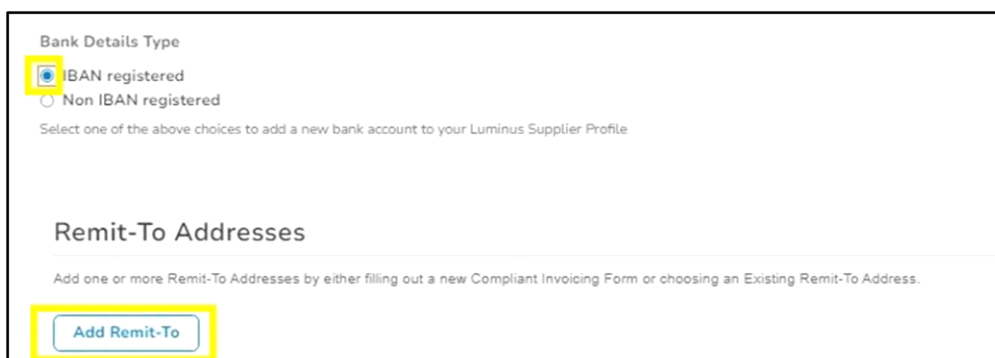


* Purchase Order Email
laura.verheyen@edfluminus.be

* Preferred PO Language
en

Language for PO emailing

- At **Bank Details Type**, select "IBAN registered" and press "Add Remit-To"
This will immediately set up your legal entity (the header of your invoice with legally required information)
Note: if you are not NON-IBAN registered, please check the additional information at the end of this manual.



Bank Details Type

IBAN registered
 Non IBAN registered

Select one of the above choices to add a new bank account to your Luminus Supplier Profile

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 new screen will open:

- Select "Add payment method".

How would you like to be paid?

All Methods Bank Transfers Cheques Credit Cards

Luminus prefers Credit Cards, Bank Transfers, Cheques Payments.

Currently, there are no valid accounts available for your selection

- Fill in your correct company name under **Legal entity name** and select your **Country/Region**.
- Click "Continue"

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 YVR Accountancy

* Country/Region Belgium

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

Cancel Continue

Complete the information indicated by the red asterisks:

- **Company registration number**: your company's registration number
- **Place of registration**: Place where your company is registered.
- **Register of legal entities**: Enter "UBO".
- **Type of company**: your company form (e.g. Ltd...).
- Click "Save and Continue".

Miscellaneous Information

1
2
3
4

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	<input type="text" value="YVR Accountancy"/>		
* Country/Region	<input type="text" value="Belgium"/>		Conducting business in certain countries/regions requires your invoice to contain specific information about your company.
* Co Reg Num.	<input type="text" value="0425179011"/>		
* Place of Reg.	<input type="text" value="Schelle"/>		
* Register Legal Entities	<input type="text" value="UBO"/>		
Liquidation State	<input type="text"/>		
* Type of Company	<input type="text" value="Ltd"/>		
License Number	<input type="text"/>		

- Fill in your address details
 - **Address line 1:** street and house number
 - **City**
 - **Post code**
- Complete your VAT- information:
 - **Country/Region** : choose your country
 - **VAT ID** Enter your VAT number without spaces or dots("."), starting with the country code.
If you do not have a VAT number, tick the box "I don't have a VAT/GST number" and enter your company registration number.
- Choose the **Preferred Language** in which you want to create your invoices.
- Click "Save and Continue".

Tell your customers about your organisation

1 2 3 4

Which customers do you want to see this?

All
 Luminus

What address do you invoice from?

Use an existing address BE, Provinciale Steenweg 426/3, Schelle, ▾

* Address Line 1 Provinciale Steenweg 426/3 +

* City Schelle

State Antwerp - VAN ▾

* Post Code 2627

Country/Region Belgium

Use this address for Remit To ?
 Use this for Ship-From address ?

REQUIRED FOR INVOICING

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

What is your Tax ID? ?

Country/Region Belgium ▾ ×

* VAT ID BE0425179011

I don't have a VAT/GST Number

Add additional Tax ID

Miscellaneous

Invoice-From Code ?

Preferred Language English (UK) ▾

Cancel Save & Continue

On the next screen, specify how you wish to receive the payments.
The payment type defaults to "address", you need to change this into "Bank account"

Where do you want to receive payment?

1 2 3 4

* Payment Type Bank Account ▾

Complete the bank account details:

- **Bank account country/region:** the country where your bank account is held.
- **Bank name:** Enter your bank's name
- **Account number:** enter the 9 digits in bold from your own IBAN Number e.g.: BE527**331691465**09 (it depends on your country if this appears)
- **Confirm account number:** repeat "account number".
- **IBAN:** enter your full IBAN number here.
- **Confirm IBAN:** re-enter your IBAN number again.
- **SWIFT/BIC code:** enter your SWIFT/BIC code here.
- Click "Save & Continue" at the bottom of the screen.

* Payment Type Bank Account ▾

What are your Bank Account Details? ⓘ

Bank Account Country/Region: Belgium ▾

Bank Account Currency: EUR ▾

Beneficiary Name: YVR Accountancy

* Bank Name: KBC

* Account Number: 331691465 ⓘ

Confirm Account Number: 331691465

IBAN: BE52733169146509 ⓘ

Confirm IBAN: BE52733169146509

SWIFT/BIC Code: KREDEB33 ⓘ

My bank does not have a BIC code

Branch Code:

Bank Account Type: Business ▾

Supporting Documents Bestanden kiezen | Geen bestand gekozen ⓘ

Email Address laura.verheyen@edfluminus.be ⓘ

Who is your Remit-To Contact? (optional) >

What is your Remit-To Address?

Address Line 1 Provinciale Steenweg 426/3

City Schelle

State Antwerp

Post Code 2627

Country/Region Belgium

Cancel Save & Continue

- Click "Next".

Where do you want to receive payment?

1 2 3 4

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	
Bank Account KBC YVR Accountancy *****1485 *****8509 *****8EBB	Provinciale Steenweg 426/3 Schelle Antwerp 2627 Belgium	Active	Manage

Deactivate Legal Entity Cancel Next

- Click "Done".

Where do you ship goods from?

1 2 3 4

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	
Provinciale Steenweg 426/3 Schelle Antwerp 2627 Belgium	Active	Manage

Deactivate Legal Entity Done

The following screen will open

- Choose "Add Now".

Setup complete

1 2 3 4

Do you want to Add Remit-To Address to the customer profile now?

Add Later Add Now

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

•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

•Bank Details

• IBAN *****509 ⓘ

• SWIFT ****EBB ⓘ

- At the bottom right of your screen, click "Submit for approval".

Decline Save **Submit for Approval**

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

Luminus Profile Luminus

Supplier Data

Supplier Information Pending Approval ⓘ

YVR Accountancy

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

When you return to 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.

For more questions or help, contact us at esupplier@luminus.be.

Additional information

NON-IBAN bank details

If you are not registered in the European Union and do not have an IBAN account, please complete the fields below to provide the correct bank account information. The screens will be the same regarding the Legal Entity Setup except for the following screen:

Where do you want to receive payment?



* Payment Type

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="Koala"/>
Bank Name:	<input type="text"/>
Account Number:	<input type="text"/>
Confirm Account Number:	<input type="text"/>
ACH Routing Number:	<input type="text"/>
Wire Routing Number:	<input type="text"/>
SWIFT/BIC Code:	<input type="text"/>
Bank Account Type:	<input type="text" value="Business"/>
Supporting Documents	<input type="text" value="Choose Files"/> No file chosen

Complete the fields below:

- **Bank account Country:** the country where the bank is registered.
- **Bank Account Currency:** the main currency of your Bank Account.
- **Beneficiary Name:** name of the bank account owner.
- **Bank Name:** the name of the bank.
- **Account number:** your bank account number.
- **Confirm account number:** re-enter the bank account number.
- **ACH Routing number:** the 9 digit ABA code.
- **Wire Routing Number:** for non-US accounts, the bank's routing number
- **SWIFT/BIC Code:** the bank code

If you have a question, do not hesitate to contact esupplier@luminus.be

Manage your business data

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 PROFILE – INFORMATION REQUESTS.

Update your profile for Luminus

Beste leverancier

Hartelijk dank voor uw registratie op het Coupa Supplier Portal (CSP) van Luminus. Via onderstaande knop, of rechtstreeks in uw Luminus profiel, kan u uw gegevens raadplegen en vanaf nu ook wijzigen indien noodzakelijk.

Wanneer uw gegevens nog up to date zijn mag u deze mail negeren.

Met vriendelijke groeten

Luminus

Cher fournisseur

Merci de vous être inscrit sur le Coupa Supplier Portal (CSP) de Luminus. Via le bouton ci-dessous ou directement dans votre profil Luminus, vous pouvez consulter vos données et désormais également les modifier si nécessaire.

Si vos coordonnées sont toujours à jour, vous pouvez ignorer ce mail.

Cordialement

Luminus

Dear supplier

We kindly thank you for registration on the Coupa Supplier Portal (CSP) of Luminus. Via the below button ,or directly on your Luminus profile, you can consult your data and from now on also change it if necessary.

If your data is still up to date you can ignore this e-mail.

Best Regards

Luminus

[Update Profile](#)

Change your language

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

