

## **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](mailto: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.

- 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".

## 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**

Your legal business name (or legal personal name if an individual)

**\* Email**

**\* First Name**

**\* Last Name**

**\* Password**

**\* Confirm Password**

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

**\* Country/region**

**\* Tax Registration** ⓘ

☐ I do not have a Tax ID

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

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

[Forward this to someone](#)

**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.

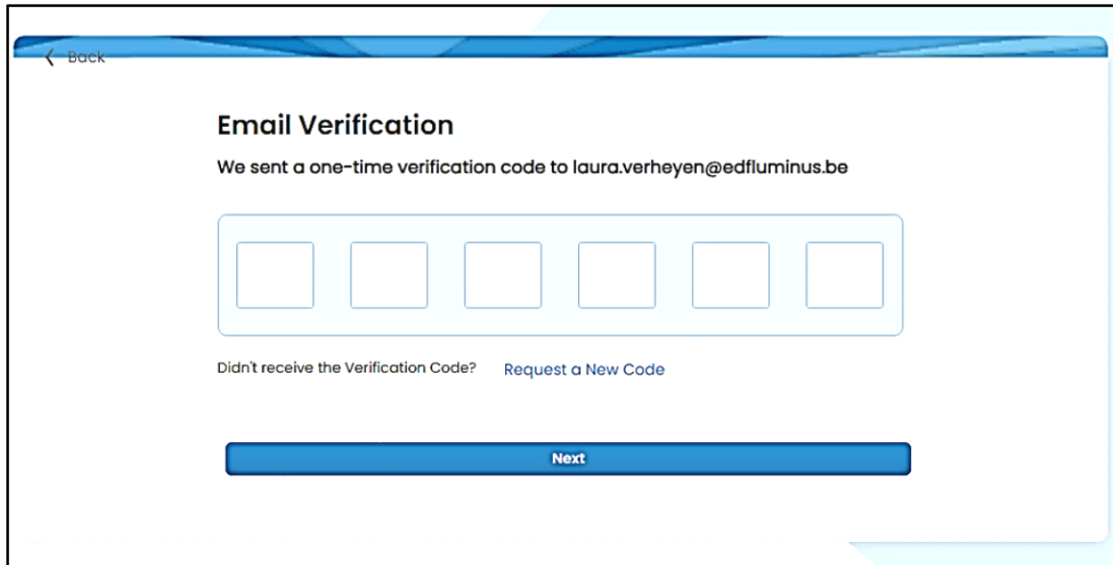
**\* Country/region**

**\* Tax Registration** ⓘ

☒ I do not have a Tax ID

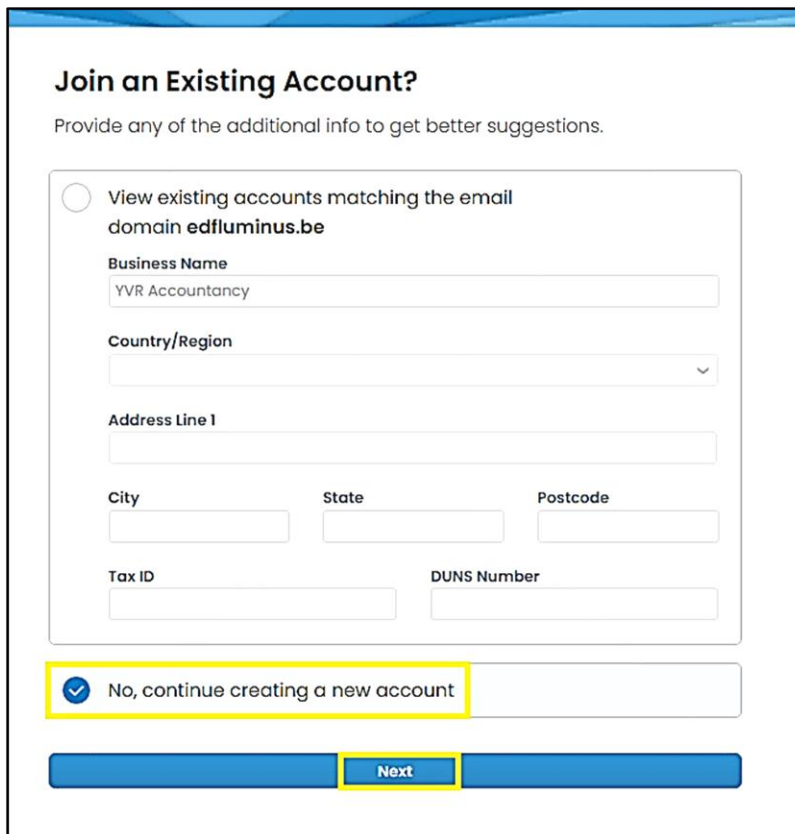
**\* Reason**

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 the 'Email Verification' screen in the Coupa system. At the top left is a 'Back' button. The title 'Email Verification' is centered. 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 boxes for entering the verification code. Below these boxes, there is a link: 'Didn't receive the Verification Code? Request a New Code'. At the bottom, there is a large 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 the 'Join an Existing Account?' screen. The title is 'Join an Existing Account?'. Below it, a subtitle says: 'Provide any of the additional info to get better suggestions.' There is a radio button selected for '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 selected for 'No, continue creating a new account', which is highlighted with a yellow box. Below this, there is a large blue button labeled 'Next', also highlighted with a yellow box.

The next screen will open where Coupa will ask you to fill in the necessary address and VAT details.

- **Country/Region:** choose "Belgium"
- **Address 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"

**Coupa Supplier Portal Onboarding**  
Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

[Account Details](#) [Payment Information](#)

**Primary Address** ✓

\* Country/Region: Belgium  
 \* Address Line 1: Provinciale Steenweg 63  
 Address Line 2:   
 \* City: Schelle  
 \* State: Vlaams Gewest  
 \* Postal Code: 2627

**Belgium**

\* Co Reg Num.: 0425179011  
 \* Place of Reg.: Schelle  
 \* Register Legal Entities: UBO  
 Liquidation State:   
 \* Type of Company: BV  
 License Number:   
 Invoice From Code:   
 Preferred Language: Dutch (Belgium)

**Tax Registrations**

\* Country/Region: Belgium  
 \* VAT ID: BE0425179011  
☐ I don't have VAT ID Number

**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"

**Tax Registrations**

\* Country/Region: Belgium  
 VAT ID:   
☒ I don't have VAT ID Number

\* Local Tax ID: 0425179011

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"

Bank Transfer

Customer Supported

Please enter the following information to receive Bank Transfer payments.

\* Payment Method Name ⓘ

YVR-01

\* 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

☒ My company expects to receive urgent/wire payments

\* SWIFT/BIC Code

KREDBEBB

Branch Code

Beneficiary Type

Business ▼

Remittance Email ⓘ

Remit-To Code ⓘ

Supporting Documents ⓘ

Drop or Browse Files

Browse

☐ Do not accept Bank Transfer payments from this customer

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”

The screenshot shows the Coupa Supplier Portal interface. At the top, there's a navigation bar with 'coupa supplier portal' logo and links for ACCOUNTS, NOTIFICATIONS (1), and HELP. Below this is a secondary navigation bar with tabs: Invoices, Orders, Business Profile (active), Service Sheets, Items, ASN, Sourcing, Setup, and More... Under the 'Business Profile' tab, there's a sub-navigation bar with: Business Profile, Profile Submissions, Legal Entities, Payment Methods, Information Requests (highlighted), and Performance Evaluation. The main content area shows 'Luminus' as the selected customer in a dropdown menu. Below this, the 'Form Responses' section contains a table with columns: Form, Status, Created Date, and Submitted At. The first row in the table is 'Supplier Data' (highlighted), with a status of 'New', a created date of '06/06/2025', and 'Submitted At' as 'None'.

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:** indicate this if you are a natural person.
- **Supplier name:** enter your legal company name here.

The screenshot shows the 'Supplier Data' form for 'Luminus'. At the top, there's a 'Profile' dropdown menu set to 'Luminus'. Below this, the form is divided into sections: 'Supplier Data', 'Supplier Information', and 'YVR Accountancy'. The 'Instructions' section contains a note: '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.' Below the instructions, there are two highlighted sections: '\* Country of Origin' with a dropdown menu set to 'European Union (EU)', and '\* Type of Company' with three radio buttons: 'Tax Registered' (selected), 'Company Registered', and 'Private Individual'. A small note below the 'Country of Origin' dropdown says 'Indicate if your country of origin is or is not with the European Union'.

• 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://ec.europa.eu/taxation\\_customs/vies/](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  
accounts

\* Surname  
receivable

\* Email address  
infoYvR@gmail.com

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  
infoYvR@gmail.com

\* Preferred PO Language  
en

Language for PO emailing

- 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.*

**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

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

How would you like to be paid?

All Methods Bank Transfers Cheques Credit Cards Add Payment Method

Luminus prefers Credit Cards, Bank Transfers, Cheques Payments.

☒ KBC Shared With Customer  
 Oud Veer 10, 2845 Niel, Belgium, Belgium (BE0784927661)  
 Account Number \*\*\*\*91465 Transit Code Wire Routing Number

☐ Oud Veer 10, 2845 Niel, Belgium, Belgium (BE0784927661) Customer Preferred

Cancel Add Selected

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 a last action is needed

- 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

Pending Approval

Supplier Information

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 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](mailto: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.

### 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

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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

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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.



Business Spend Management

 English (UK)

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Actions

Preferences

- Dansk (Danmark)
- Deutsch (Belgien)
- Deutsch (Deutschland)
- Deutsch (Luxemburg)
- Deutsch (Schweiz)
- Deutsch (Österreich)
- English (Australia)
- English (Canada)
- English (UK)

Business

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## 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"

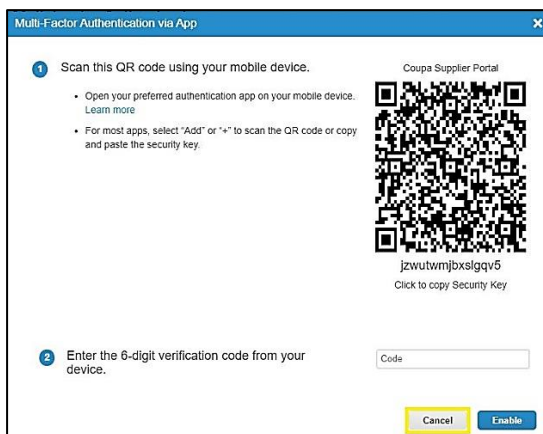


- Choose "Security & Multi-Factor Authentication" from the left menu.

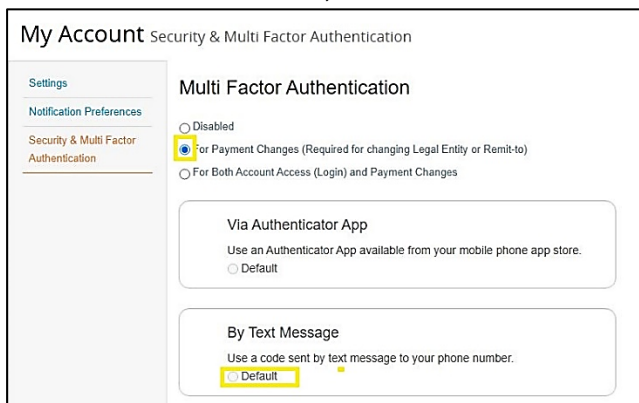


A screen with a QR code will appear.

- 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".

**Multi-Factor Authentication via SMS**

**1** A code will be sent to your phone as an SMS Text Message (SMS rates may apply). Phone Number

**2** Confirm Recaptcha ☐ Ik ben geen robot  reCAPTCHA Privacy - Voorwaarden

**3** Enter the 6-digit verification code sent to your phone.

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.