

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.

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.

- 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**

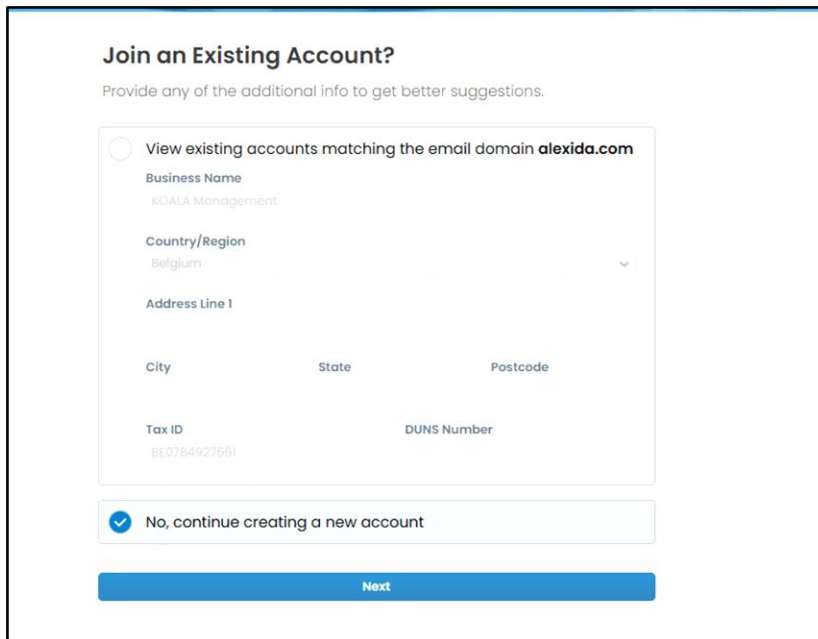
*** Tax Registration** ⓘ

☒ I do not have a Tax ID

*** Reason**

In case of the Pop-up below, you need to select "No, continue creating a new account".

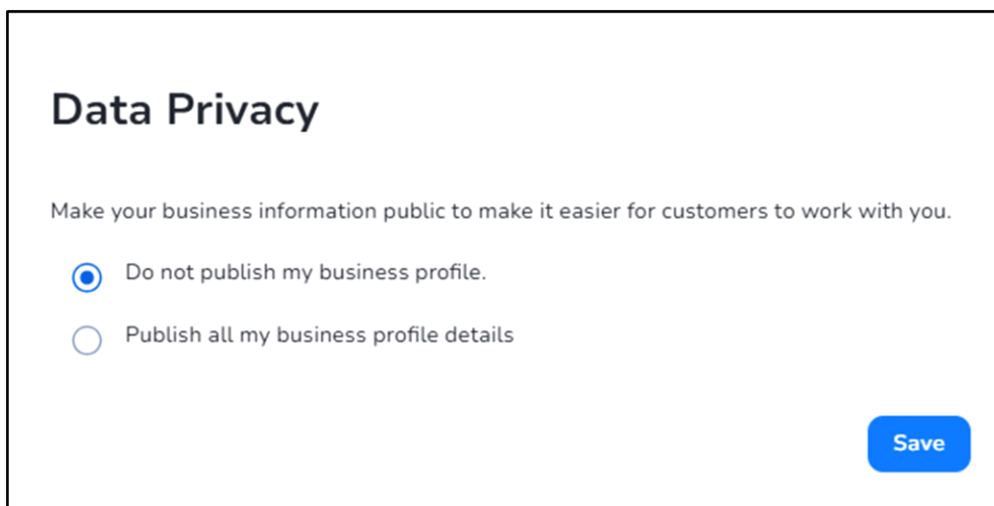
- Click "Next"



The screenshot shows a pop-up window titled "Join an Existing Account?". Below the title is a subtitle: "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 alexida.com". Below this, there are several input fields: "Business Name" (with "KOALA Management" as a suggestion), "Country/Region" (with a dropdown menu showing "Belgium"), "Address Line 1", "City", "State", "Postcode", "Tax ID" (with "BE0784927561" as a suggestion), and "DUNS Number". At the bottom, there is a radio button with a checkmark next to the text "No, continue creating a new account". Below this is a blue button labeled "Next".

Coupa will request if they can publish your profile.

- Select "Do not publish my business profile"
- Click "Save"



The screenshot shows a pop-up window titled "Data Privacy". Below the title is a subtitle: "Make your business information public to make it easier for customers to work with you." There are two radio buttons: the first is selected and next to the text "Do not publish my business profile.", and the second is next to the text "Publish all my business profile details". At the bottom right, there is a blue button labeled "Save".

Start with completing the following fields

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

When you choose Belgium, extra fields will become visible

- **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
- Click " Save and Next"

Onboarding for luminus-test (Coupa Supplier Portal)

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

1

2

Account Details

Payment Methods

Provide the main address associated with your business.

(Virtual Card | Bank Transfer | Remit-To Address)

Primary Address

* Country/Region

Belgium

* Address Line 1

10 Oud Veer

Address Line 2

Address Line 2

* City

Niel

* State

Antwerp

* Postcode

2845

Belgium

* Co Reg Num.

0784927661

* Place of Reg.

Niel

* Register Legal Entities

UBO

Liquidation State

* Type of Company

VOF

License Number

Invoice-From Code

Preferred Language

Dutch (Belgium)

Save and Next

You will now be asked to complete your payment information.

- **Account Nickname:** choose a name that identifies this payment method for you
- **Beneficiary Legal Name:** the name of your company
- **Bank Account Country/Region:** choose the country where your bank is located
- **Bank Account Currency:** EUR
- **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**33069146**509
- **IBAN:** enter your full IBAN number (without spaces)
- **SWIFT/BIC-code:** enter your SWIFT/BIC code here
- Scroll down and click “Save and Next”

Onboarding for luminus-test (Coupa Supplier Portal)

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

Primary Address saved successfully
 ✕

1

Account Details

Provide the main address associated with your business.

2

Payment Methods

(Virtual Card | Bank Transfer | Remit-To Address)

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Account Nickname * ⓘ <input type="text" value="Transfer"/>	Beneficiary Legal Name * ⓘ <input type="text" value="KOALA MANAGEMENT"/>
Bank Branch Country / Region * <input type="text" value="Belgium"/>	Bank Account Currency * <input type="text" value="EUR"/>
Bank Name * <input type="text" value="KBC"/>	Account Number * <input type="text" value="331691465"/>
IBAN * <input type="text" value="BE52 7331 6914 6509"/>	SWIFT / BIC Code * ⓘ <input type="text" value="KREDBEBB"/>
Branch Code ⓘ <input type="text"/>	

Additional Information

Bank Branch Address

Address Line 1

Address Line 2

☐ Do not accept Bank Transfer payments from Luminus

- Choose the client for which you want to use this payment method (Luminus) and click “Save”

Add Payment Method

Great News! The payment information has been successfully saved.

Select customers with whom you want to share TEST and click Save.

Customer	TEST
Select All	<input type="checkbox"/>
Luminus - KOALA MANAGEMENT	<input checked="" type="checkbox"/>

Cancel
Save

The following screen appears. Within a few seconds you are automatically forwarded to the next page.

Great News! The payment information has been successfully shared with the following customers and has been validated: Luminus

Thank you for joining!

luminus-test needs more information from you.

Complete the pending forms on the following page to transact with luminus-test.

Pending Forms

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”

coupa supplier portal

ACCOUNTS | NOTIFICATIONS 1 | HELP

[Invoices](#)
[Orders](#)
[Business Profile](#)
[Service Sheets](#)
[Items](#)
[ASN](#)
[Sourcing](#)
[Setup](#)
[More...](#)

[Business Profile](#)
[Profile Submissions](#)
[Legal Entities](#)
[Payment Methods](#)
[Information Requests](#)
[Performance Evaluation](#)

Luminus

Select Customer Luminus

Form Responses

View All

Advanced

Search

Form	Status	Created Date	Submitted At
Supplier Data	New	06/06/2025	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 'Luminus' interface for 'Supplier Data'. At the top right, there is a 'Profile' dropdown menu set to 'Luminus'. Below this, the 'Supplier Data' section is divided into 'Supplier Information' and 'YVR Accountancy'. The 'Instructions' section contains a note about updating VAT or company registration numbers. The 'Country of Origin' dropdown is set to 'European Union (EU)'. The 'Type of Company' section has three radio buttons: 'Tax Registered' (selected), 'Company Registered', and 'Private Individual'.

Luminus

Profile Luminus

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

☐

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

☐ 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](#)

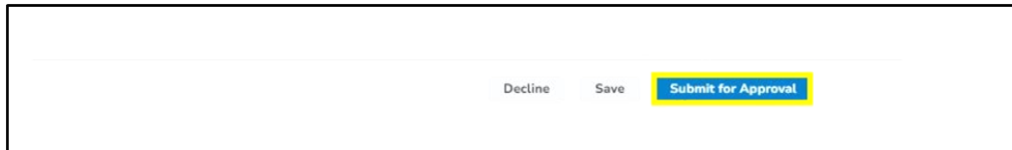
Bank Details

* 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

Supplier Information

YVR Accountancy

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.

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.



Business Spend Management

 English (UK)

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Applications

English (UK)

English (Canada)

English (Australia)

Deutsch (Österreich)

Deutsch (Schweiz)

Deutsch (Luxemburg)

Deutsch (Deutschland)

Deutsch (Belgien)

Dansk (Danmark)

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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"

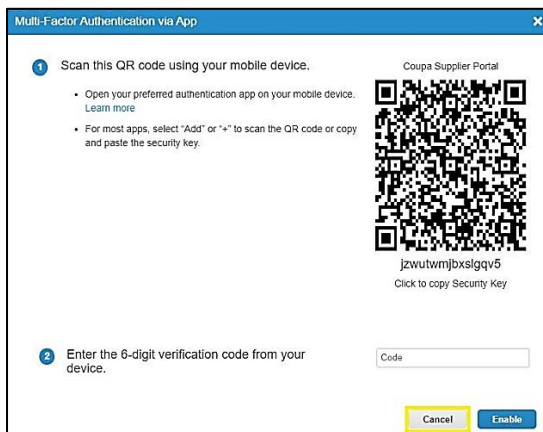


- Choose "Security & Multi-Factor Authentication" from the left menu.

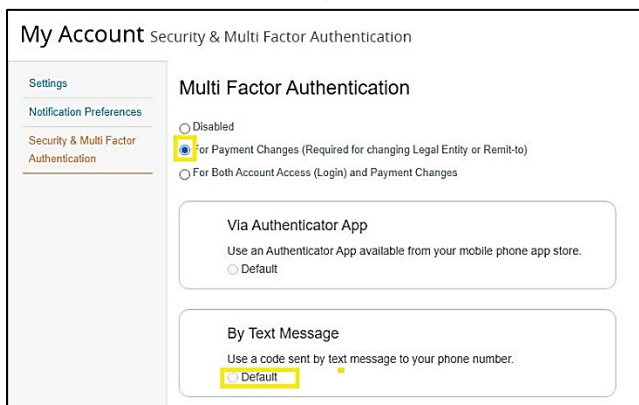


A screen with a QR code will appear.

- 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: +1

2 Confirm Recaptcha

☐ Ik ben geen robot

reCAPTCHA
Privacy - Voorwaarden

Send Code

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

Cancel 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.