

## Registration on the Coupa Supplier Portal (CSP)

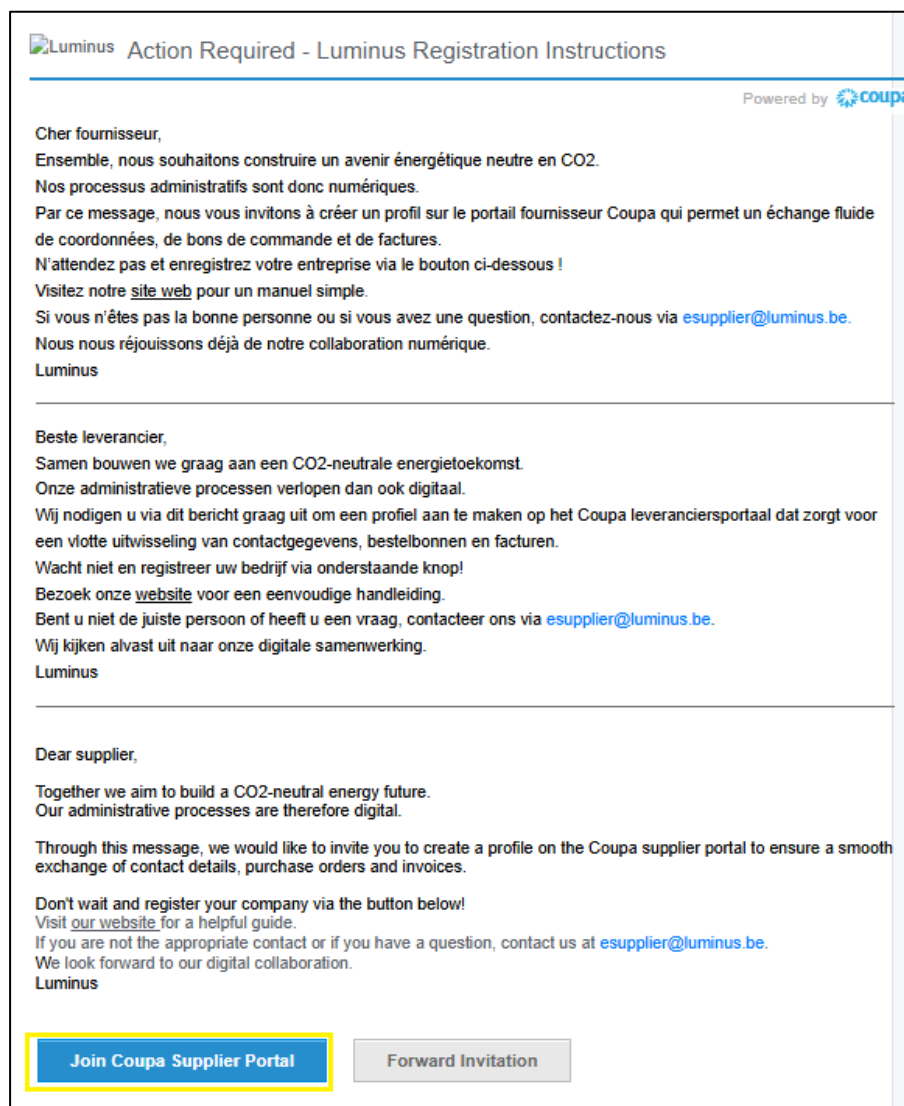
*Tip: Always use Google Chrome*

A Luminus employee invites you to register on the Coupa Supplier Portal (CSP)


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 Coupa Supplier Portal" button.



**Luminus Action Required - Luminus Registration Instructions**

Powered by 

**Cher fournisseur,**  
Ensemble, nous souhaitons construire un avenir énergétique neutre en CO2.  
Nos processus administratifs sont donc numériques.  
Par ce message, nous vous invitons à créer un profil sur le portail fournisseur Coupa qui permet un échange fluide de coordonnées, de bons de commande et de factures.  
N'attendez pas et enregistrez votre entreprise via le bouton ci-dessous !  
Visitez notre [site web](#) pour un manuel simple.  
Si vous n'êtes pas la bonne personne ou si vous avez une question, contactez-nous via [esupplier@luminus.be](mailto:esupplier@luminus.be).  
Nous nous réjouissons déjà de notre collaboration numérique.  
Luminus

**Beste leverancier,**  
Samen bouwen we graag aan een CO2-neutrale energietoekomst.  
Onze administratieve processen verlopen dan ook digitaal.  
Wij nodigen u via dit bericht graag uit om een profiel aan te maken op het Coupa leveranciersportaal dat zorgt voor een vlotte uitwisseling van contactgegevens, bestelbonnen en facturen.  
Wacht niet en registreer uw bedrijf via onderstaande knop!  
Bezoek onze [website](#) voor een eenvoudige handleiding.  
Bent u niet de juiste persoon of heeft u een vraag, contacteer ons via [esupplier@luminus.be](mailto:esupplier@luminus.be).  
Wij kijken alvast uit naar onze digitale samenwerking.  
Luminus

**Dear supplier,**  
Together we aim to build a CO2-neutral energy future.  
Our administrative processes are therefore digital.  
Through this message, we would like to invite you to create a profile on the Coupa supplier portal to ensure a smooth exchange of contact details, purchase orders and invoices.  
Don't wait and register your company via the button below!  
Visit [our website](#) for a helpful guide.  
If you are not the appropriate contact or if you have a question, contact us at [esupplier@luminus.be](mailto:esupplier@luminus.be).  
We look forward to our digital collaboration.  
Luminus

**Join Coupa Supplier Portal**      **Forward Invitation**

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

- The field **Business name** 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 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 “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](#)

Create an Account

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

[Forward this to someone](#)

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

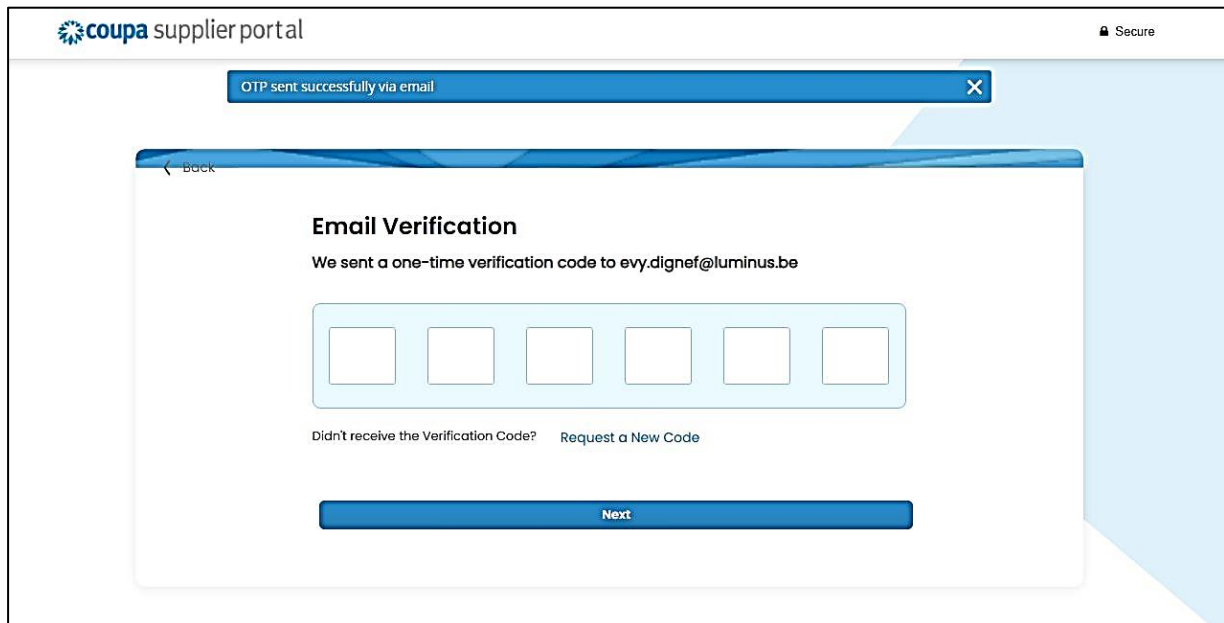
\* Country/region

\* Tax Registration

☒ I do not have a Tax ID

\* Reason

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



**coupa** supplier portal Secure

OTP sent successfully via email

[Back](#)

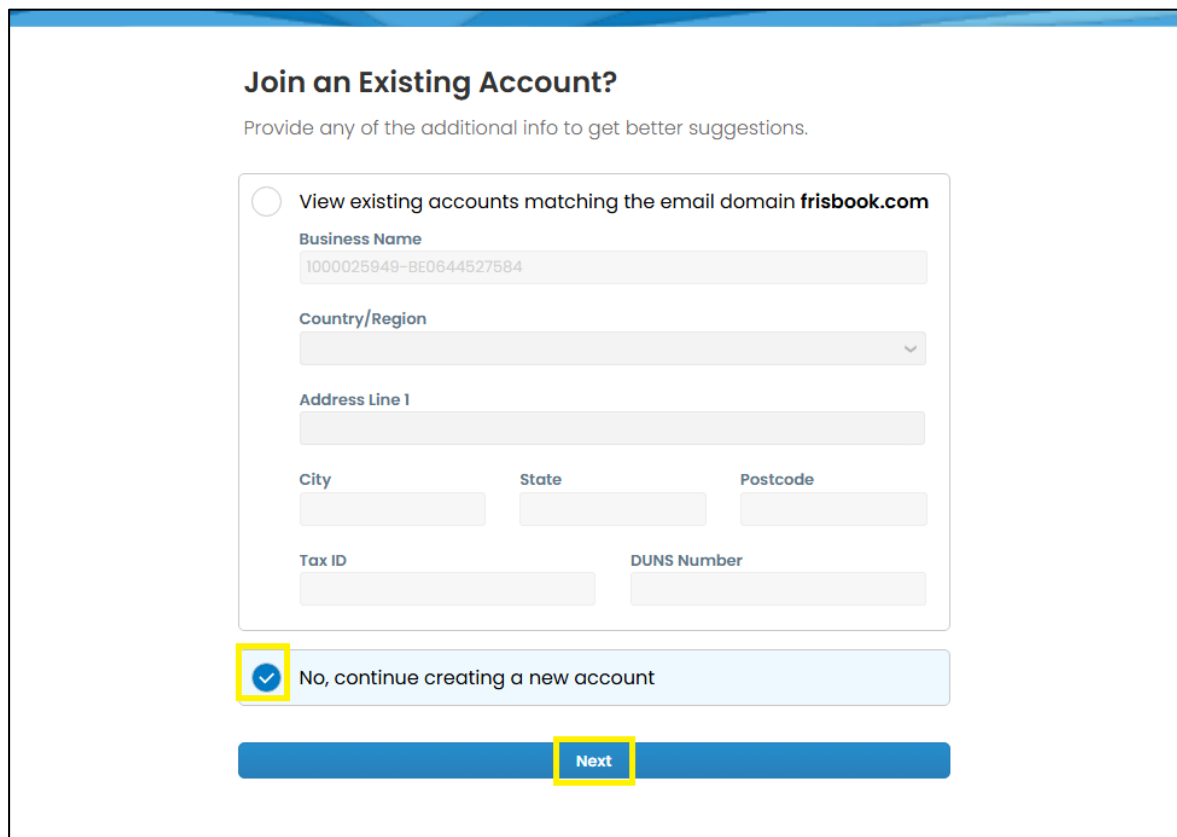
### Email Verification

We sent a one-time verification code to evy.digne@luminus.be

[Didn't receive the Verification Code? Request a New Code](#)

**Next**

- In the next screen, you will be asked for additional information.
- Choose “No, continue creating a new account”.
- Click “Next”



### Join an Existing Account?

Provide any of the additional info to get better suggestions.

☐ View existing accounts matching the email domain **frisbook.com**

**Business Name**

**Country/Region**

**Address Line 1**

**City** **State** **Postcode**

**Tax ID** **DUNS Number**

☒ **No, continue creating a new account**

**Next**

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

- **Country/Region:** choose your country
- **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:** choose the language of your preference
- Click "Save & Next"

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

**Primary Address** ✓

\* Country/Region

Belgium ▼

\* Address Line 1

Provinciale Steenweg 63

Address Line 2

⊕

\* City

Schelle

\* State

Flanders ▼

\* Postal Code

2627

**Belgium**

\* Co Reg Num. ⓘ

0425179011

\* Place of Reg. ⓘ

Schelle

\* Register Legal Entities ⓘ

UBO

Liquidation State ⓘ

\* Type of Company ⓘ

Ltd

License Number ⓘ

Invoice From Code ⓘ

Preferred Language

English (UK) ▼

Save and Next

You will now be asked to complete your payment information.

Enter the details for payment by bank transfer:

- **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**33069146**509
- **Confirm Account Number:** repeat "Account Number"
- **IBAN:** enter your full IBAN number
- **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 ▼

Beneficiary Name  
YVR accountancy

Account Number  
331691465

IBAN ⓘ  
BE52733169146509

\* Bank Account Currency  
EUR ▼

\* Bank Name  
KBC

Confirm Account Number  
331691465

Confirm IBAN  
BE52733169146509

☒ My company expects to receive urgent/wire payments

\* SWIFT/BIC Code  
KREDBEBB

Branch Code

Beneficiary Type  
Business ▼

Remittance Email ⓘ

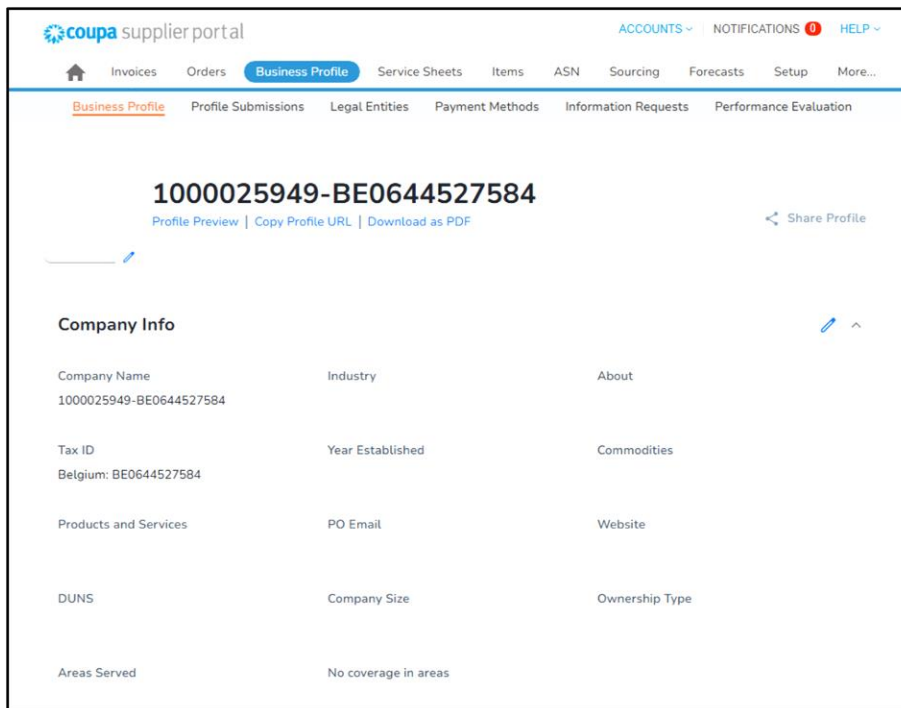
Remit-To Code ⓘ

Supporting Documents ⓘ  

Drop or Browse Files

☐ Do not accept Bank Transfer payments from this customer

You will now be returned to the main page of the Coupa supplier portal



### **What if you didn't see the screens above for setting up your legal entity?**

The following steps will help you set up your legal entity and payment method if it didn't work using the instructions above.

### **Set up Multifactor authentication**

For security reasons, Coupa requires multi-factor authentication (MFA) for parts of the supplier portal.

Before completing your profile, you must activate this MFA setting **once**.

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

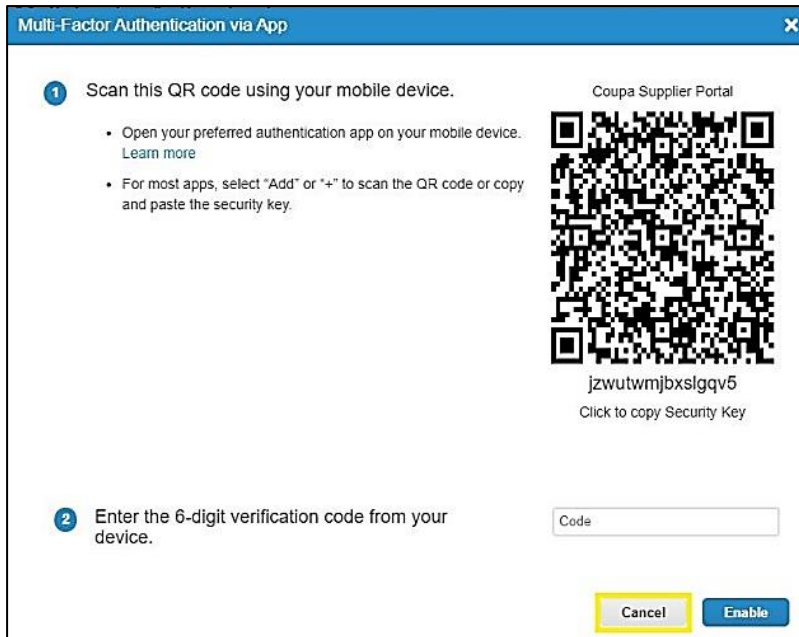


- Choose "Security & Multi-Factor Authentication" from the left menu.

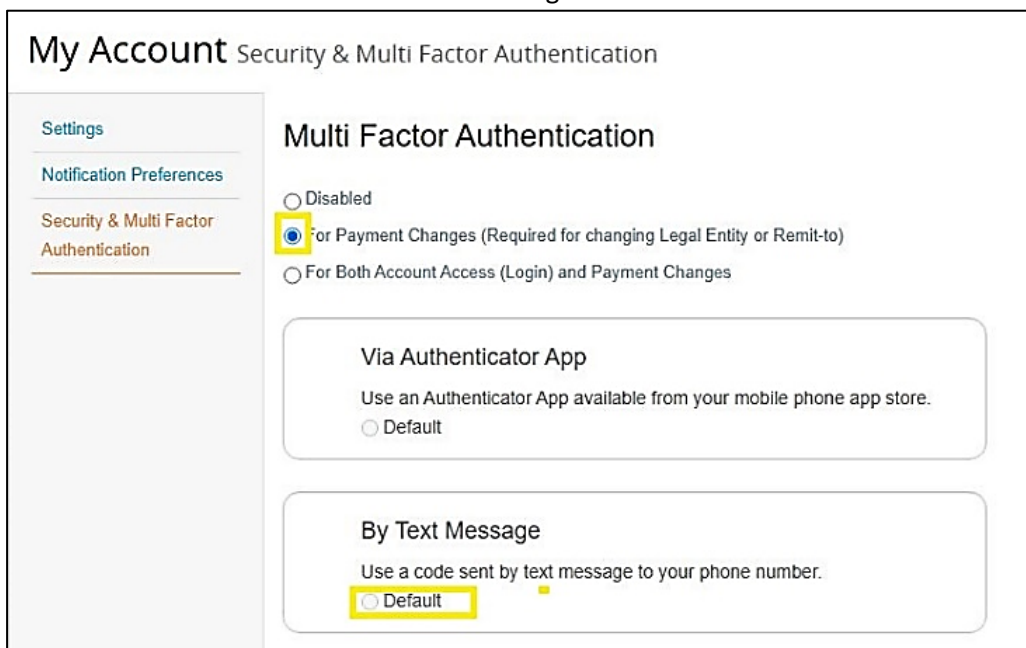


A screen with a QR code will appear.

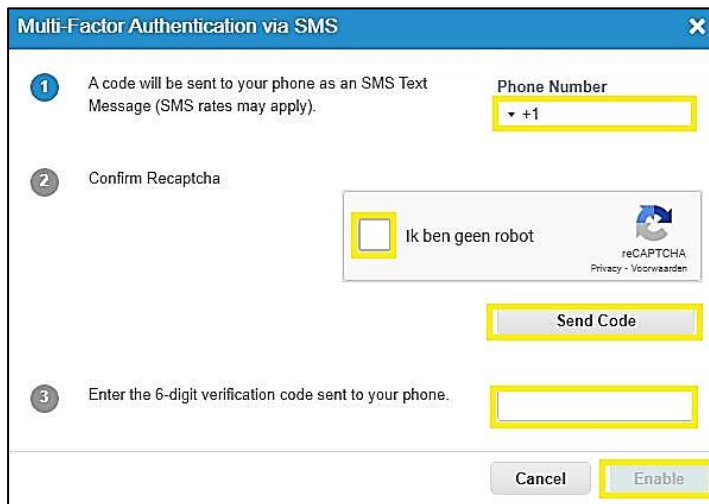
- Click "cancel" at the bottom of the screen



- Choose authentication via text message on the next screen:




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



**Multi-Factor Authentication via SMS**

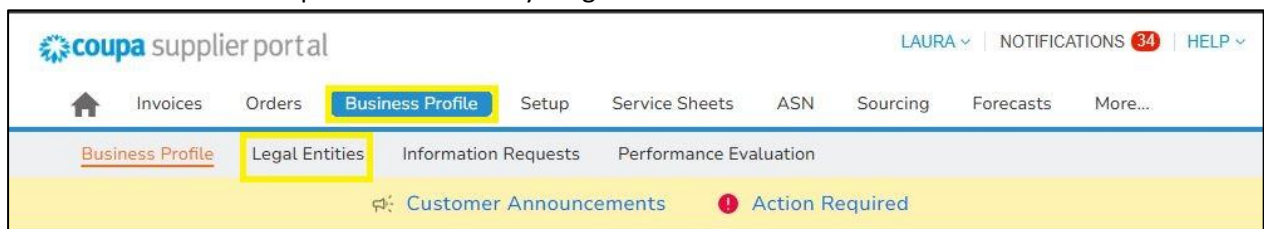
1 A code will be sent to your phone as an SMS Text Message (SMS rates may apply). Phone Number

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

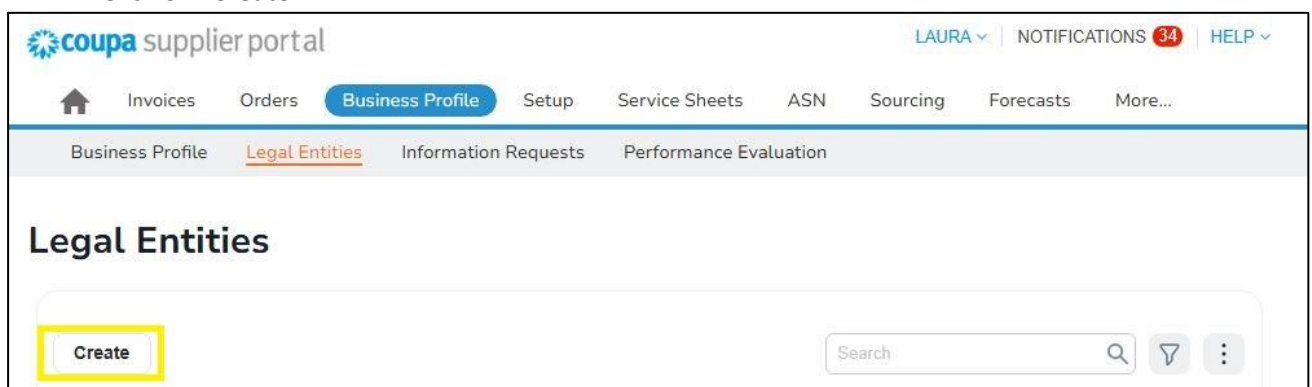
3 Enter the 6-digit verification code sent to your phone.

### **Set up a legal entity and payment method**

- Select "Business profile" followed by "Legal entities".



- Click on "Create"





- Enter your company name under **Legal Entity name** and select your country in the **Country/Region** field.
- Choose your **Country/Region** and enter your **VAT ID** (format: starting with your country code)  
**If you do not have a VAT number**, you can tick the box "I don't have a Tax ID Number" and enter your company number.
- **Company registration number**: fill in your company number.
- **Place of Reg.:** indicate the place where your company is registered.
- **Register Legal Entities**: enter "UBO".
- **Type of Company**: choose your company form (e.g. LTD, ...)

Create Legal Entity

\* Legal Entity Name

KOALA MANAGEMENT

\* Country/Region

Belgium

Tax Registrations

\* Country/Region

Belgium

\* VAT ID

BE0784927661

☐ I don't have a Tax ID Number

[+ Add Tax Registration](#)

Additional Company Information

\* Co Reg Num. ⓘ

0784927661

\* Place of Reg. ⓘ

Niel

\* Register Legal Entities ⓘ

UBO

Liquidation State ⓘ

\* Type of Company ⓘ

LTD

License Number ⓘ

- Enter your address details in the **Invoice From Address** section:
  - **Country/Region**: this will be filled in automatically.
  - **Address line 1**: street and house number.
  - **City**: enter your city.
  - **State**: enter your state.
  - **Postal code**: enter your postal code.
- Select the **Preferred Language** in which you wish to create your invoices.
- Check the box for **Same as Invoice From Address** for the **Ship From Address**.
- Click "Save".

### Invoice From Address

Please enter the address that you invoice from or the address that you receive mailed and in-person payments.

\* Country/Region

Belgium

\* Address Line 1

10 Oud Veer

Address Line 2

\* City

Niel

\* State

Antwerp

\* Postal Code

2845

Invoice From Code

Preferred Language

Dutch (Belgium)

### Ship From Address

Please enter the physical address that your goods are shipped from? This can be a warehouse address.

☒ Same as Invoice From Address

Cancel

Save

You will be given the option to add a payment method to this legal entity via the following box.

- Click "Continue"

Your Legal entity setup is now complete. If you would like to add new Payment Methods to this Legal Entity which your customers can use to pay you, please click continue below.

Close

Continue

- Click on "Add Payment Method"

### Payment Methods

Add Payment Method

Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status
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- Choose "Bank Transfer"

### Payment Methods

Add Payment Method

Bank Transfer

Cheque

Virtual Card

Select the legal entity for which you need to create the remit-to address (if there is only one, it will be filled in automatically). A legal entity refers to the company for which you want to add the account number.

Add Payment Method

Payment Method ()

\* Associated Legal Entity

KOALA MANAGEMENT

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

\* Payment Method Name ⓘ

\* Bank Account Country/Region

Belgium

\* Bank Account Currency

EUR

Beneficiary Name

KOALA MANAGEMENT

\* Bank Name

Account Number

Confirm Account Number

IBAN ⓘ

Confirm IBAN


☐ My company expects to receive urgent/wire payments

Cancel

Save

You can then enter the payment details as described earlier on page 5.

You will now return to the overview of your transfer addresses where you can find the new transfer address.

Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared with Customers	Payment Method Status
 Bank Transfer	<a href="#">TEST</a>	Belgium	EUR	KOALA MANAGEMENT	Luminus - Bakkerij Venus	<span>Active</span>

You have now completed your registration and are now successfully registered on the Coupa Supplier Portal for Luminus.

If you have additional questions or would like additional help, you can always contact us via our mailbox: [esupplier@luminus.be](mailto:esupplier@luminus.be).

**Additional information**  
**Manage your business data**

After completing your registration, you will receive another email requesting you to update your information.

No immediate action is required.

### 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](#)

This email provides the opportunity to change your details at a later stage, if necessary, as indicated below.

After receiving the email, you can update your details on the Luminus profile if needed.

- Go to Business Profile > Information Requests
- Click on the most recent form "Supplier Data update".
- After making your changes, click on "Submit for approval".

**coupa** supplier portal LAURA ▾ NOTIFICATIONS 34 HELP ▾

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

[Customer Announcements](#)
! Action Required

Luminus - 1000022889-BE0784927661 Profile Luminus - 1000022889-BE0784927661 ▾

### Form Responses

Form	Status	Created Date	Submitted At
<a href="#">Supplier Data Update</a>	New	14/01/2025	None
<a href="#">Supplier Data Update</a>	Applied	29/11/2024	14/01/2025
<a href="#">OLD Supplier Data</a>	Applied	27/12/2022	27/12/2022

Luminus - 1000022889-BE0784927661 Profile Luminus - 1000022889-BE0784927661 ▾

### Supplier Data Update

**Supplier Information**  
KOALA MANAGEMENT

### 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.

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**

KOALA MANAGEMENT - Huisbrouwerij UitTerAart

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

### 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

#### 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

If you change your primary contact person, it should be approved by the former primary contact person and Luminus before change is taken into account.

### • Primary Contact Details

#### \* First name

Laura

#### \* Surname


Verheyen

#### \* Email address


segersverheyen@gmail.com



\* Purchase Order Email

segersverheyen@gmail.com 

\* Preferred PO Language

nl 

Language for PO emailing

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

[Decline](#) [Save](#) [Submit for Approval](#)

### **Change your language**

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

