

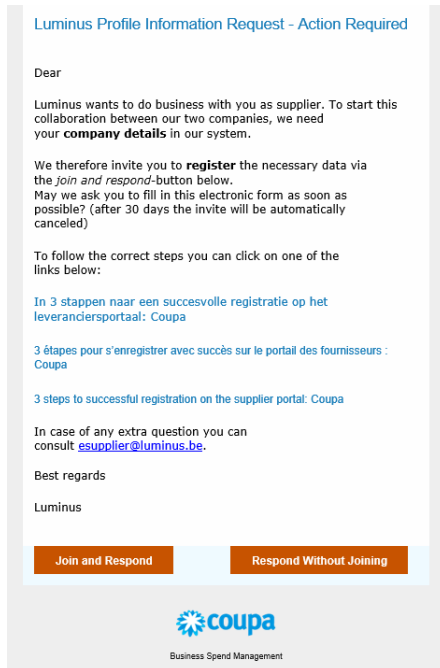
Registration on the Coupa Supplier Portaal (CSP) – new supplier

Advise: use Google Chrome

A Luminus employee will invite you through Coupa to register as a supplier.
To start the collaboration, Luminus needs your company details.
To pass this on easily, you must follow the steps below.

You will receive an invitation by email.

- Click on the button “Join and respond”.



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

- Choose a secure password (min 8 characters and min 1 number and 1 letter).
- Accept the general terms and conditions.
- Click on “Get Started”.



Create your business 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.

Email

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

Password Confirmation

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

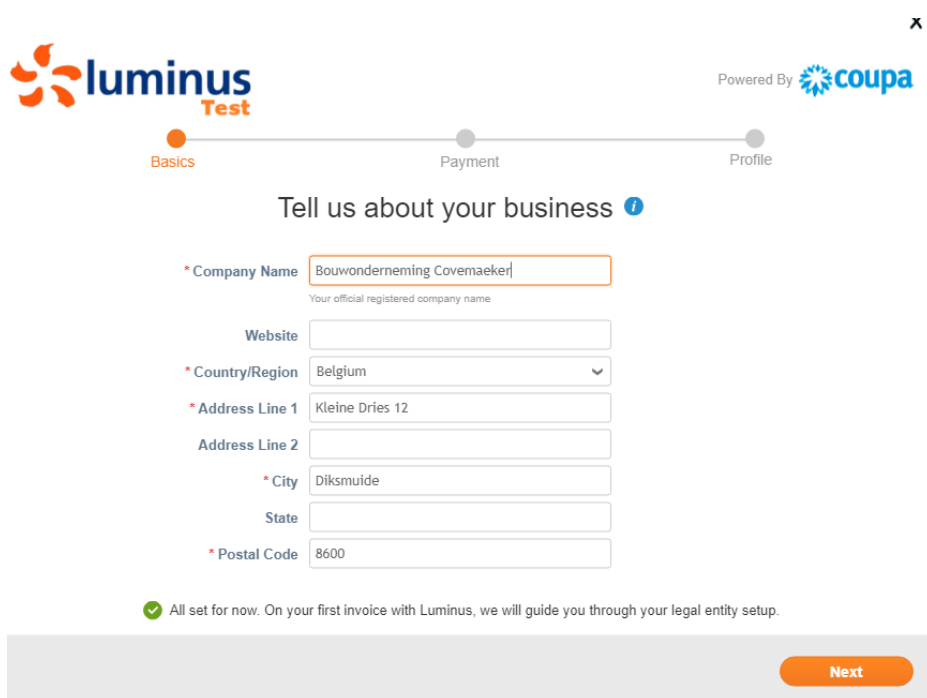
[Get Started](#)

[Having an issue with signup?](#)

[Forward this to someone](#)

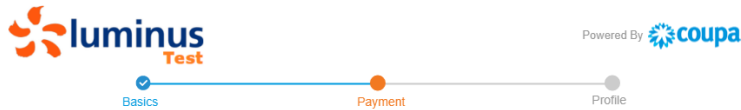
In the next screen you need to fill in your company details.

- Company name: fill in your official company name.
- Fill in your address details:
 - Country/Region
 - Address line 1 (street and number)
 - City
 - Postal code
- Click on “Next”.



The screenshot shows the 'Tell us about your business' form in the Luminus Test setup. At the top left is the Luminus Test logo, and at the top right is the 'Powered By coupa' logo. A progress bar below the logos has three steps: 'Basics' (highlighted with an orange dot), 'Payment', and 'Profile'. The form title is 'Tell us about your business' with an information icon. The form fields are: '* Company Name' (Bouwonderneming Covemaeker), 'Website' (empty), '* Country/Region' (Belgium), '* Address Line 1' (Kleine Dries 12), 'Address Line 2' (empty), '* City' (Diksmuide), 'State' (empty), and '* Postal Code' (8600). A green checkmark icon and a message state: 'All set for now. On your first invoice with Luminus, we will guide you through your legal entity setup.' At the bottom right, there is a blue 'Next' button.

- The next screen will open, you may also click “Next”.



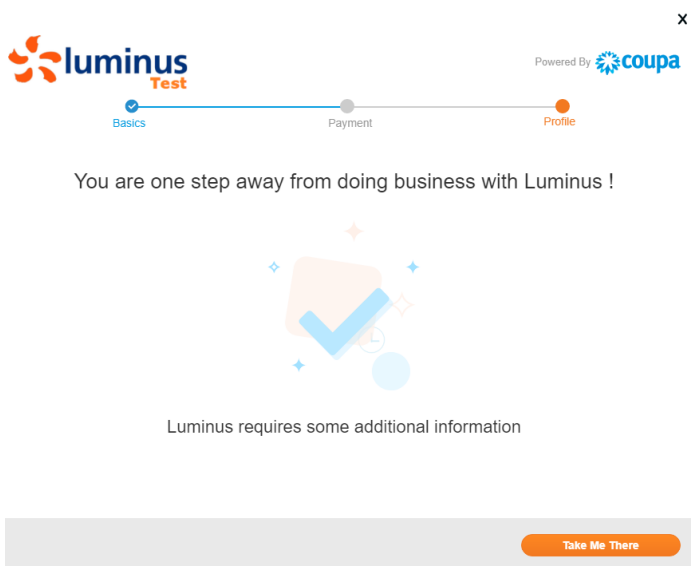
Payment Discount Preferences

Your default payment term	Automatically replace with this discount (you can change this later)
Net 30 ▶	None ▼
Net 45 ▶	None ▼
Net 60 ▶	None ▼
Net 75 ▶	None ▼
Net 90 ▶	None ▼
Net 120 ▶	None ▼

Back

Next

- The next screen will open, you may click on “Take Me There”



You are in the screen below where you will need to complete your company details

- Country of Origin: choose EU or NON-EU
- Type of Company
 - Tax registered: **ONLY** select this option if you are a member state of the European union, and fill in your VAT number starting with the initials of your country E.G. BE0124536884 – NL853267388B01. Make sure all spaces or dots between the numbers are removed.
 - Company registered: Choose this option if you are not a European Member State : For example: USA, Great Britain, Australia, Canada, ... and your company is officially registered.

- Private individual: Choose this if you are a private individual
- Supplier name: fill in your official company name.

coupa supplier portal KOEN | NOTIFICATIONS | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing

Add-ons Setup

Your Profile **Information Requests**

Luminus Profile: Luminus

✓ We have auto-filled some information from your Public Profile.

Supplier Information KOALA

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
 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/

* VAT Number: BE0784927661 Please use format BE0999999999 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.

* Supplier Name: KOALA

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 4 fields as stated in the note 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: United States

State Region: Alabama - AL

Address Name:

Street Address: Mashall Avenue 5

Street Address 2:

City: Birmingham

Postal Code: 35209

Location Code:

- The primary contact is the person who will receive all information regarding registration and maintenance of your data on the Coupa Supplier Portal.

* Primaire contactpersoon (slechts één is mogelijk)

Form fields for primary contact:

- * Voornaam: Yorick
- * Achternaam: Philippette
- * E-mail Address: asset.accounting@luminus.l
- Phone Number: VS/Canada (dropdown), [input field]

850-555-1212

- Purchase order email: fill in the email address that needs to receive the purchase orders.
- Preferred PO language: Choose “en”

Form fields for purchase order email and language:

- * Purchase Order Email: asset.accounting@luminus.be
- * Preferred PO Language: en (dropdown)

Language for PO emailing

- In the section Bank Details Type choose IBAN REGISTERED and click on Add Remit-To For **NON-IBAN** bank details, you can check the **EXTRA INFORMATION** at the end of the document.

Bank Details Type options:

- 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

Important Notice

Click on "Add Remit-To" to add a new bank account to your Luminus Supplier Profile

The next screen will open

- Choose “Create New Remit-To Address

Choose Remit-To Address dialog box:

- Choose a Remit-to Location below - Recommended
- It's a few more fields, but provides compliance, verification, and re-usability. Otherwise, click 'Cancel' to add info to your customer's form manually.*
- Choose existing or create new Remit-To Address:
- [Empty list area]
- + Create New Remit-To Address
- Cancel

- Fill in your correct company name and choose your country
- Click “CONTINUE”

Where's your business located? x

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

Country/Region

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

- **Co Reg Num.:** Your company registration number
- **Place of Reg.:** City where your company is registered
- **Register Legal Entities:** You may fill in UBO
- **Type of Company:** you fill in the type of company e.g. LTD
- Click “SAVE & CONTINUE”

REMARK: it is possible that the screen is a bit different depending on the country where you are registered. If you have questions, do not hesitate to contact us via esupplier@luminus.be

Miscellaneous Information x

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

Country/Region

* Co Reg Num. i

* Place of Reg. i

* Register Legal Entities i

Liquidation State i

* Type of Company i

License Number i

Conducting business in certain countries/regions requires your invoice to contain specific information about your company.

Cancel
Save & Continue

- Complete your address details:
 - Address line 1: Street and number
 - City
 - Postal code
 - VAT number (make sure all dots and spaces are being removed)
- Miscellaneous: adapt preferred language to English
- Click “SAVE & CONTINUE”

What address do you invoice from?

* Address Line 1

Address Line 2

* City

State

* Postal Code

Country/Region

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents. [i](#)

Use this address for Remit-To [i](#)

Use this for Ship From address [i](#)

What is your Tax ID? [i](#)

Country/Region ×

* VAT ID

I don't have a VAT/GST Number

[Add additional Tax ID](#)

Miscellaneous

Invoice From Code [i](#)

Preferred Language

Cancel

Save & Continue

Next you need to choose how you want to receive your payments.
It is very important that you choose PAYMENT TYPE: BANK ACCOUNT
Next you can click "Save & Continue".

Where do you want to receive payment? ×

1 2 3 4

Payment Type Address

What is your Remit-To Address?

Address Line 1 teststraat 5
Address Line 2
City testdorp
State
Post Code 1234
Country/Region Belgium

Cancel Save & Continue

Where do you want to receive payment?

1 2 3 4

* Payment Type Bank Account

What are your Bank Account Details? ⓘ

Bank Account Country/Region: Belgium

Bank Account Currency: EUR

Beneficiary Name: test

* Bank Name:

* Account Number: ⓘ

Confirm Account Number:

IBAN: ⓘ

Confirm IBAN:

SWIFT/BIC Code: ⓘ

Bank Account Type: Business

Supporting Documents: Bestanden kiezen | Geen bestand gekozen ⓘ

- **Bank Account Country/Region:** country where your bank account is stated
- **Bank name:** Fill in the name of your bank.
- **Account number:** Fill in your national bank account number (if you have doubts, you can always check on the internet which 9 numbers of your IBAN are the account number)
- **Confirm Account number:** repeat your bank account number
- **IBAN:** Fill in your complete IBAN
- **Confirm IBAN:** fill in the complete IBAN again
- **SWIFT/BIC-code:** Fill in your Swift/Bic code
- Scroll down and click “SAVE and CONTINUE

REMARK: the requested information concerning the bank account, may be different depending on the country.

If you have questions, please do not hesitate to contact esupplier@luminus.be

Where do you want to receive payment?



* Payment Type Bank Account ▾

What are your Bank Account Details? ⓘ

Bank Account Country/Region: Belgium ▾

Bank Account Currency: EUR ▾

Beneficiary Name: KOALA

* Bank Name: KBC

* Account Number: 330653319 ⓘ

Confirm Account Number: 330653319

IBAN: BE42733065331954 ⓘ

Confirm IBAN: BE42733065331954

SWIFT/BIC Code: KREDBEBE ⓘ

Bank Account Type: Business ▾

Supporting Documents No file chosen ⓘ

What is your Remit-To Address?

Address Line 1 Oud Veer 10
 Address Line 2
 City Niel
 State
 Postal Code 2845
 Country/Region Belgium

Click on next

x

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 KOALA *****3319 *****1954 *****BEBB	Oud Veer 10 Niel 2845 Belgium	Active	Manage

[Deactivate Legal Entity](#)
[Cancel](#)
[Next](#)

- Click on “done”.

x

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	
Oud Veer 10 Niel 2845 Belgium	Active	Manage

[Deactivate Legal Entity](#)
[Done](#)

The Next screen will show

- Choose “ADD NOW”

x

Setup Complete

1 2 3 4

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

[Add Later](#)
[Add Now](#)

The next screen will show, scroll down :


- Choose Submit for Approval

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 *****954 

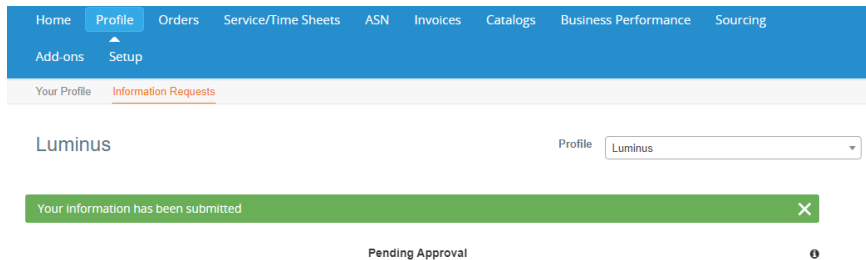
* SWIFT ****EBB 

Decline

Save


Submit for Approval

If you go to the tab PROFILE – INFORMATION REQUESTS you will see that the form is now PENDING APPROVAL.



As soon as your company details are reviewed and approved, you will receive an email.

Profile Info submitted to Luminus was Approved

Powered by 

Hi Koen,

The company profile information that you submitted to your customer, Luminus was recently approved.

This usually means that the information was correct and they will activate your new information so you can start transacting soon (or continue transacting with the new information).

No further action is required but you can click below to view additional details.

[View Profile Info](#)

Extra Information

NON-IBAN bank details


When you are not registered in the European Union and you don't have an IBAN account, you may choose NON-IBAN.

The screens will be the same concerning the Remi-To except for the following screen:

Where do you want to receive payment?

1 2 **3** 4

* Payment Type


What are your Bank Account Details? 

Bank Account Country/Region:


Bank Account Currency:


Beneficiary Name:


Bank Name:

Account Number: 


Confirm Account Number:

ACH Routing Number: 

Wire Routing Number: 

SWIFT/BIC Code: 

Bank Account Type:

Supporting Documents No file chosen 

Choose Payment Type: Bank account

You fill in:

- 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: name of the bank
- Account number: your bank account number
- Confirm account number: repeat the bank account number
- ACH Routing number: 9 digit of the ABA code
- Wire Routing Number: for non-US accounts the routing number of your bank
- SWIFT CODE: the bank code

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

Change the language

You can scroll down the page and adapt the page language to your preferences



Manage your company details

After the completion of your company registration, you will receive another email
No action is needed.

This email is necessary so you will be able to adapt your company details in the future.

From this moment you can easily change your company details on the Luminus profile whenever necessary. Don't forget to click on "submit for approval" after making the changes. Otherwise Luminus won't be informed about your company information changes.