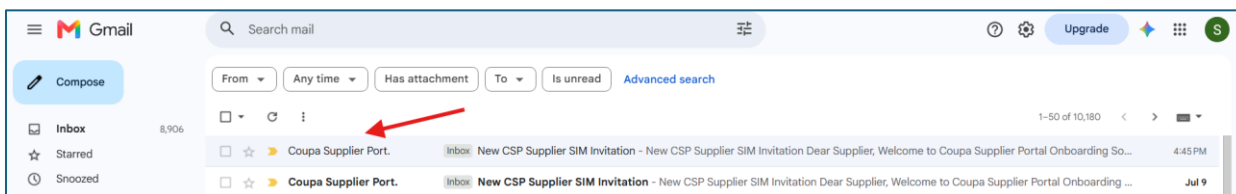
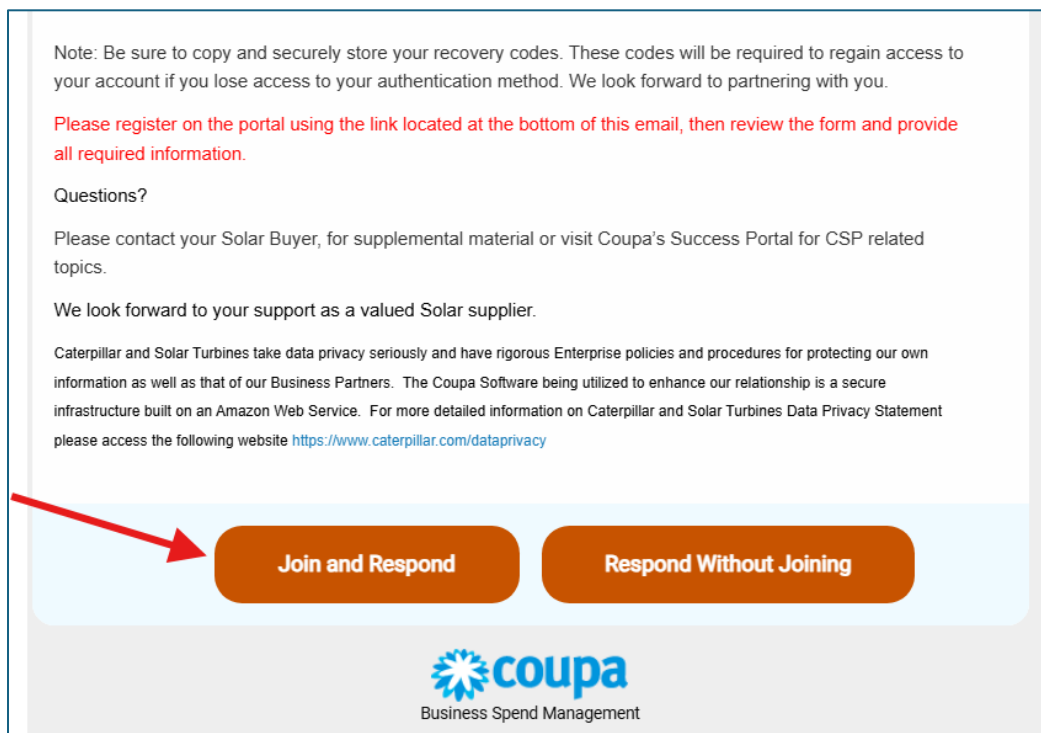


- **Log in to Gmail**, where you will receive an email with the subject “**New CSP Supplier SIM Invitation.**”

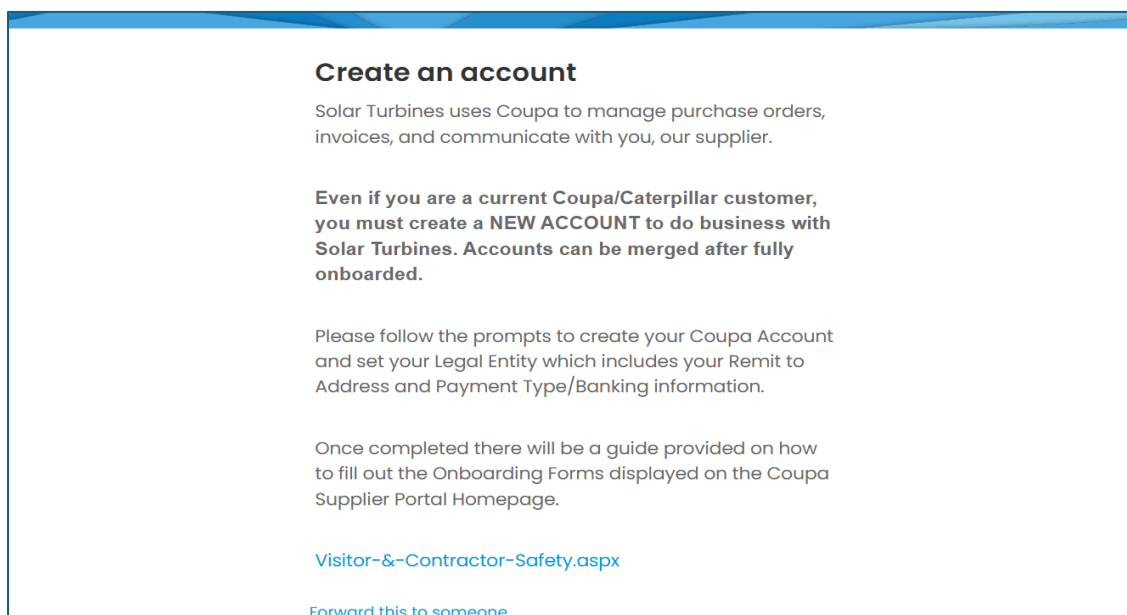


- **Open the email, scroll to the bottom, and click on “Join and Respond.”**



- A registration page will open. **Create a new password** and proceed to the Tax Registration section.

****Note:** Even if you are a current Coupa/Caterpillar customer, you must create a **NEW ACCOUNT** to do business with Solar Turbines. Accounts can be merged after fully onboarded.



*** Business Name**
New Supplier 700A
Your legal business name (or legal personal name if an individual)

*** Email**
solaritcoupa+SIM700A@gmail.com

*** First Name** Chakri *** Last Name** Reddypogu
Cannot contain special characters or symbols (like !, ?, *, &, <, >).

*** 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

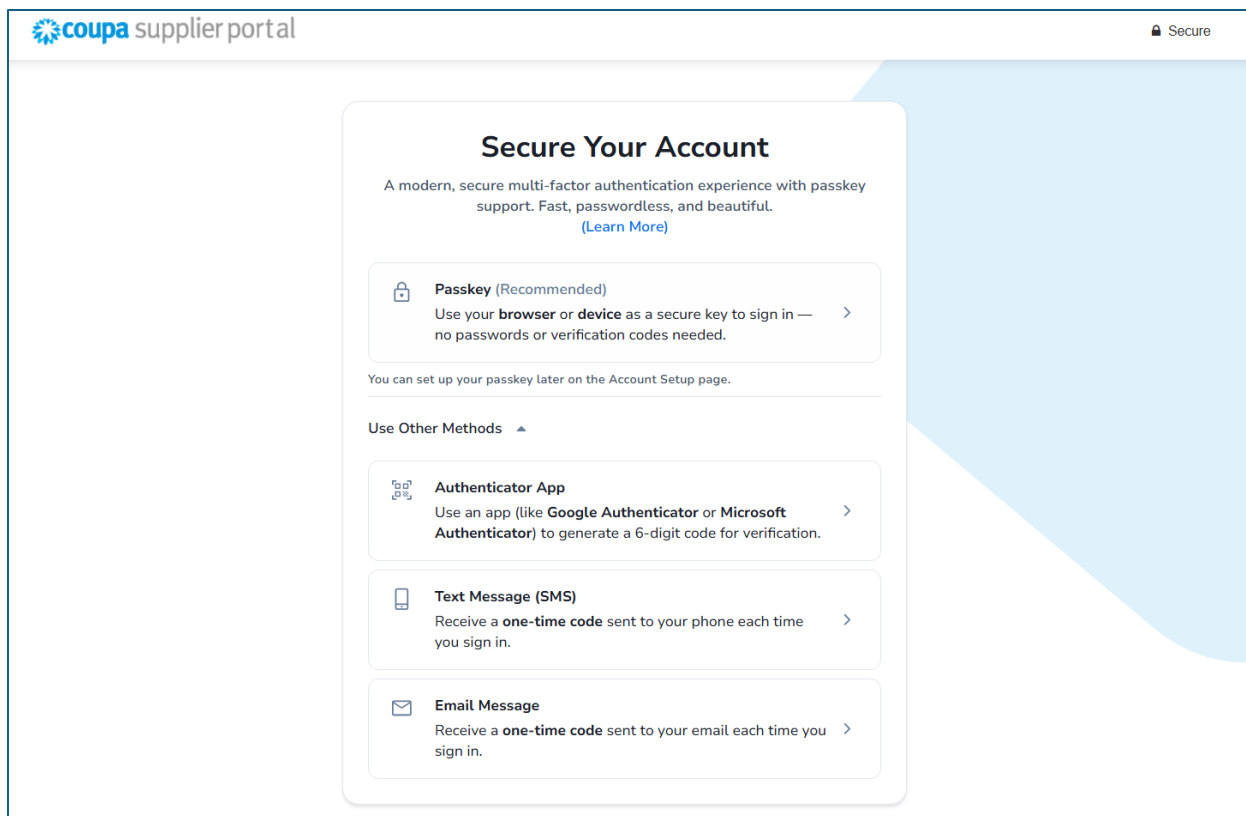
*** Reason**
NA

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

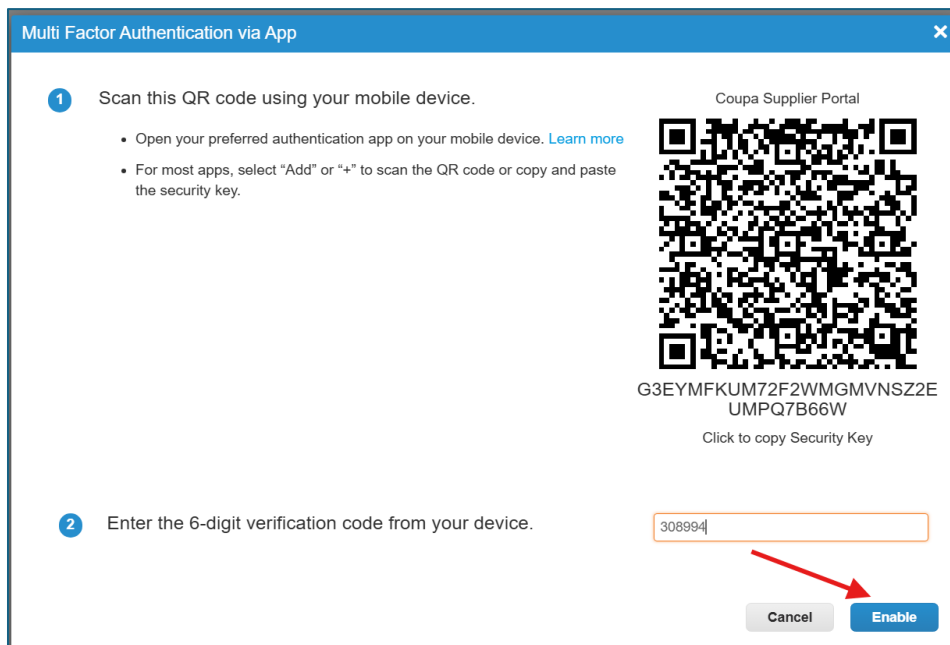
Create an account

Already have an account? [Log In](#)

- Please note that you can enable multiple authentication options that can be configured and enabled within CSP, as shown in the screenshot below. Setup MFA Authentication to proceed further (Mentioned is the example of Authenticator App):



- After clicking on Authenticator App, the dialogue page with QR Code appears, Scan the QR code through mobile phone's authenticator app, enter the 6-digit verification code received (Download the Authenticator App and link your Account):



- Further, **SAVE** your backup codes by downloading the recovery codes in order to restore access if you lose access to your authenticating device or app:

The screenshot displays a 'Multi Factor Authentication Has Been Successfully Enabled' screen. It features a title, an 'Important' note about emergency recovery codes, a grid of six recovery codes, a confirmation checkbox, and two buttons: 'Continue' and 'Download & Continue'. Two red arrows point to the checkbox and the 'Download & Continue' button.

Multi Factor Authentication Has Been Successfully Enabled

Important
Emergency Recovery codes are essential to restore access if you lose your authentication device or app.

eYC1aw	Zoc2yA
8CHdTQ	xBvnCA
f8X5Sw	lOT0pA

Copy or download these codes on your device. You can use each recovery code only once.

☒ I copied and saved the recovery codes

[Continue](#) [Download & Continue](#)

- After MFA is configured, create a new **Legal Entity** by entering all the mandatory fields in the Primary Address Section, click on 'Save & Next':

Onboarding for TEST - QA - Solar Turbines (Coupa Supplier Portal)

Fill out the required fields so your customer can pay you.

1 Primary Address
Provide the main address associated with your business.

2 Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

Primary Address

* Country/Region

United States

* Address Line 1

125 B Street

Address Line 2

Address Line 2

* City

San Diego

* State

California

* Postal Code

92111

United States

Invoice From Code

Preferred Language

English (US)

Tax Registrations

* Country/Region

United States

Tax ID

☒ I don't have Tax ID Number

Local Tax ID

999999999

Save and Next

6

Caterpillar: Non-Confidential

Onboarding for TEST - QA - Solar Turbines (Coupa Supplier Portal)
Fill out the required fields so your customer can pay you.

✓ Primary Address saved successfully

✓ Primary Address
Provide the main address associated with your business.

2 Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

Virtual Card ⓘ
Please enter the following information to receive Virtual Card payments.

Account Nickname * ⓘ Email Address *

☐ Process credit cards automatically

☐ Do not accept Virtual Card payments from this customer

Save and Next

- After saving, **the Legal Entity is successfully created**, as next steps please click on 'Do not accept Virtual Card Payments from the Customer', save and next.

Onboarding for TEST - QA - Solar Turbines (Coupa Supplier Portal)
Fill out the required fields so your customer can pay you.

✓ Primary Address saved successfully

✓ Primary Address
Provide the main address associated with your business.

2 Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

Virtual Card ⓘ
Please enter the following information to receive Virtual Card payments.

Account Nickname * ⓘ Email Address *

☐ Process credit cards automatically

☒ Do not accept Virtual Card payments from this customer

Save and Next

- Configure payment details, by entering all required banking information accurately:

Onboarding for TEST - QA - Solar Turbines (Coupa Supplier Portal)

Fill out the required fields so your customer can pay you.

☒ **Primary Address**
Provide the main address associated with your business.

☐ **Payment Methods**
(Virtual Card | Bank Transfer | Remit-To Address)

Bank Transfer

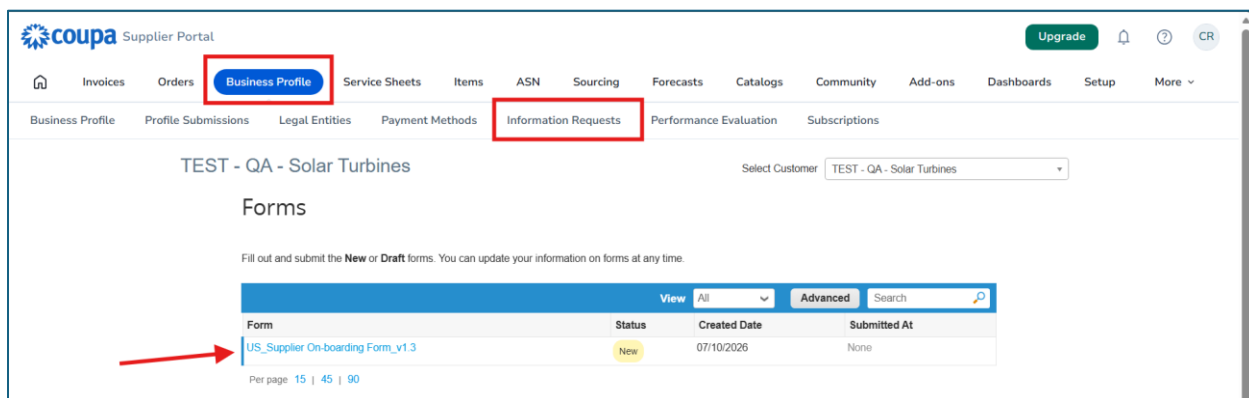
Please enter the following information to receive Bank Transfer payments.

Account Nickname * ⓘ Bank Transfer	Beneficiary Legal Name * ⓘ New Supplier 700A
Bank Branch Country / Region * United States	Bank Account Currency * USD
Bank Branch State / Province * California	Bank Name * US Bank
Account Number * 483729105864	ACH Routing Number * 091000022
Wire Routing Number ⓘ 9 digits	SWIFT / BIC Code ⓘ USBKUS44IMT
Branch Code ⓘ 	

Contact Information

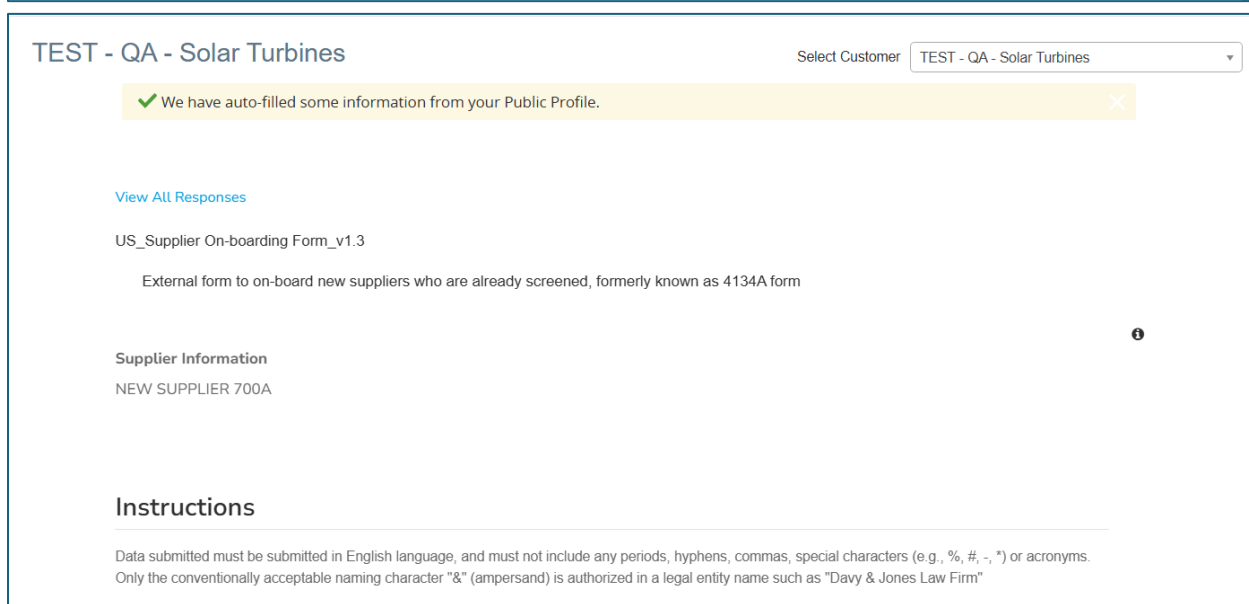
Email Address solaritcoupa+SIM700A@gmail.com	Phone Number US +1 (217) 555-7777
Remittance Email ⓘ 	Remit-To Code ⓘ
Supporting Documents ⓘ Drop or Browse Files Browse ⚠ Do not upload customer-specific documents. Files uploaded here are shared with all your customers linked to this payment method.	
☐ Do not accept Bank Transfer payments from this customer	
Save and Next	

- The **payment method is now successfully added** to the supplier profile.
- Navigate to “**Business Profile → Information Requests**” to continue the onboarding process, **Open the existing form** listed for the required action.



The screenshot shows the Coupa Supplier Portal interface. The 'Business Profile' tab is selected in the top navigation bar. Below it, the 'Information Requests' sub-tab is active. The page title is 'TEST - QA - Solar Turbines'. A dropdown menu for 'Select Customer' shows 'TEST - QA - Solar Turbines'. The main section is titled 'Forms' and contains a table of forms. A red arrow points to the first row of the table, which is 'US_Supplier On-boarding Form_v1.3'. The table has columns for 'Form', 'Status', 'Created Date', and 'Submitted At'. The status for this form is 'New'.

Form	Status	Created Date	Submitted At
US_Supplier On-boarding Form_v1.3	New	07/10/2026	None



The screenshot shows the 'US_Supplier On-boarding Form_v1.3' form page. The page title is 'TEST - QA - Solar Turbines'. A dropdown menu for 'Select Customer' shows 'TEST - QA - Solar Turbines'. A success message is displayed: 'We have auto-filled some information from your Public Profile.' Below this, there is a link to 'View All Responses'. The form title is 'US_Supplier On-boarding Form_v1.3'. The description of the form is 'External form to on-board new suppliers who are already screened, formerly known as 4134A form'. The 'Supplier Information' section shows 'NEW SUPPLIER 700A'. The 'Instructions' section states: 'Data submitted must be submitted in English language, and must not include any periods, hyphens, commas, special characters (e.g., %, #, -, *) or acronyms. Only the conventionally acceptable naming character "&" (ampersand) is authorized in a legal entity name such as "Davy & Jones Law Firm".'

- **Complete all mandatory fields** in the form and ensure the supplier reviews and validates the information provided by the buyer *(Please review the descriptions provided for all available fields to ensure accurate completion and minimize errors).*

Basic Information

* Parent Company Name

New Supplier 700A

Enter the name of the Parent Company/ Entity/ Individual, exactly as it appears on Line 1 of your W 9 tax form.

* Business Partner Name

New Supplier 700A

Enter the legal entity name that you are Doing Business As, exactly as it appears on Line 2 of your W 9 tax form.
If Line 2 of your W-9 is blank, repeat the name from Line 1.

DUNS Number



Company Website

* Buyer Name

Ramon Guzman Rodriguez - 6
05 (d65995) x v

DO NOT CHANGE. Internal purpose only

Data Privacy Compliance

In order to comply with applicable data privacy regulations, Solar Turbines will collect, use, and transfer any personal information contained within these forms.
For more information please go to <https://www.caterpillar.com/dataprivacy>.

* Are you collecting any personal information beyond business contact information (business email, business phone numbers, business address) of any Solar employee in order to provide services or product to Solar?

☐ Yes

☒ No

If Yes, this means a data privacy agreement is required. Please reach out to your Solar Buyer for the appropriate agreement/addendum.

*(1) Buy-From Address

Address Purpose

Select Some Options



Not a required field, Leave Blank.

* Region

Country/Region

United States

State Region

California - CA

State ISO Code

US-CA

Address Name



Not a required field, Leave Blank.

* Street Address

125 B Street

Street Address 2

Street Address 3

Street Address 4

* City

San Diego

* Postal Code

92111

Location Code



Not a required field, Leave Blank

(2) Ship-From Address

* Is ship-from address same as buy-from address? If no, please provide specific address below

- ☒ Yes
☐ No

(3) Ship-To Address (Material Return)

* Is ship-to address same as buy-from address? If no, please provide specific address below

- ☒ Yes
☐ No

(4) Invoice-From Address

* Is invoice-from address same as buy-from address? If no, please provide specific address below

- ☒ Yes
☐ No

* Purchase Order Email

solaritcoupa+SIM700A@gmail.com



Please add the email to which POs shall be delivered. This will be an email notification, in addition to the Coupa Supplier Portal notification, to ensure delivery.

(1) Buy From Contact

* Primary Contact

* First Name

Chakri

* Last Name

Reddypogu

* Email

solaritcoupa+SIM700A@gmail.com

Mobile Phone

US/Canada



650-555-1212

* Work Phone

US/Canada



+1 (333) 333-3333

650-555-1212

* Remit to Contact - First Name

Chakri

* Remit to Contact - Last Name

Reddypogu

* Remit to Contact - Email ID

solaritcoupa+SIM700A@gmail.com

Remit to Contact - Phone

Financial Information

* U.S. Federal Tax ID # or SSN

999999999



* Select & Attach Appropriate Federal Tax Form

* Type

W9



* Attachments

Add [File](#)

Test_Doc.docx

Instruction: Attach W-9 form if you are a US supplier. Attach W-8 form if you are a Non-US supplier and providing services or goods to a US Location.

Payment Terms - Solar standard payment terms is Net 60 days. Should your company not agree with these terms, please discuss with your Solar Buyer and note the reason in the box provided.

* Income Tax Type

CORPORATION

Please provide Business Entity Type

* Are you registered in California for income tax purposes?

☐ Yes

☒ No

NOTE • Form 587 required if: US or Non US Supplier; not resident of California (CA), but doing business in CA • Form 590 required if: US Supplier is a resident, Sole Prop, S Corp, Partnership, or an LLC with a permanent place of business in CA • No form required if: Supplier is not registered in CA or doing business in CA

Sales and Use Tax

If you have "Sales and Use Tax Registration Number" for any or all of the below states, please provide in boxes below. Input NA if not applicable

* California

NA

* Oklahoma

NA

* Texas

NA

Supplier Diversity Questionnaire

* Business Partner Type

Small Business (S) >
Small Business Only (Small Bu x v
siness Only)

Supplier Remarks

- Scroll down to the **“Remit-to Address”** section, **click on “Add Remit-to”** to link the remit-to details.

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](#)

- **Select the checkbox** corresponding to the Legal Entity you created earlier and click **“Add Selected.”**

How would you like to be paid?

[All Methods](#)
[Bank Transfers](#)
[Remit-To Addresses](#)
[Virtual Cards](#)

[Add Payment Method](#)

TEST - QA - Solar Turbines supports Bank Transfers Payments.

☒

US Bank

125 B Street, San Diego, CA 92111, United States

Account Number ****29105864 Transit Code 091000022 Wire Routing Number

Customer Supported

☐

125 B Street, San Diego, CA 92111, United States, United States, 999999999

Unsupported by Customer

[Cancel](#) [Add Selected](#)

- Please select only ‘Customer Supported’ as the other one available are unsupported.
- **Review all Remit-to details and fill in any additional required information.**

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](#)

Remit-To Address

Active

Active

Bank Information

Data submitted must be submitted in English language, and must not include any periods, hyphens, commas, special characters (e.g., %, #, -, *) or acronyms.

* Bank Name

US Bank

* Street Address 1

125 B Street

Please mention bank address

Street Address 2

Optional

* City

San Diego

* State or Region

CA

* Postal Code

92111

* Country

United States

Bank Account Information

* Bank Routing Number

*****022



* Bank Account Number

*****864



SWIFT Code (BIC)

*****IMT



- Submit the form for approval once all details are confirmed.

Remit-To Address (Pay-To)

Data submitted must be submitted in English language, and must not include any periods, hyphens, commas, special characters (e.g., %, #, -, *) or acronyms. If you need to correct your remit-to address at any point during the on-boarding process, you will need to delete the current record and add a new bank record.

* Street Address 1

125 B Street

Only 30 characters allowed including spaces

Street Address 2

Optional Only 30 characters allowed including spaces

* City

San Diego

* Region

Country/Region

United States

State Region

California - CA

State ISO Code

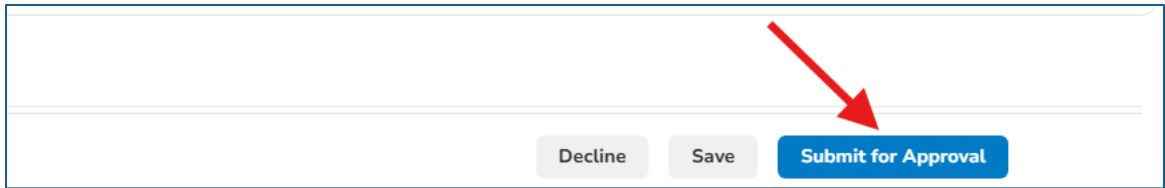
US-CA

* Postal Code

92111

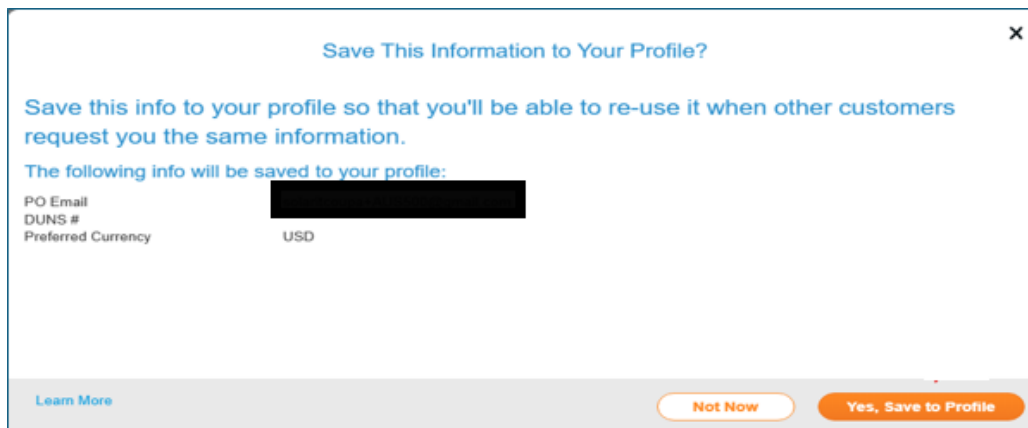
17

Caterpillar: Non-Confidential



Decline Save **Submit for Approval**

- This popup is optional, you can **choose**:
 1. **“Yes, Save to Profile”** so the details can be reused in future transactions.
 2. **Not now**
 3. Or the ‘X’ in the upper right-hand corner to close the box.



Save This Information to Your Profile? X

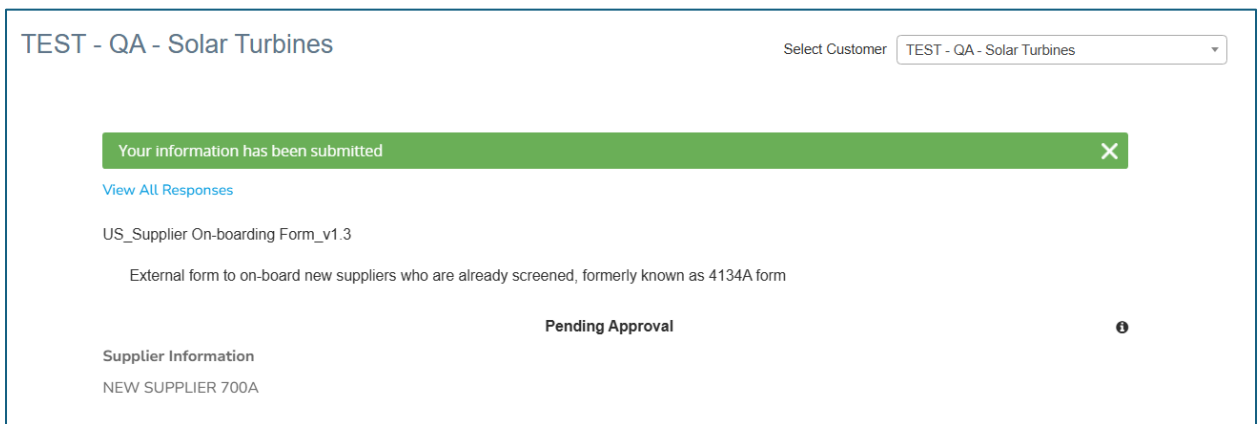
Save this info to your profile so that you'll be able to re-use it when other customers request you the same information.

The following info will be saved to your profile:

PO Email [REDACTED]
DUNS # [REDACTED]
Preferred Currency USD

[Learn More](#) **Not Now** **Yes, Save to Profile**

- Form is successfully submitted.



TEST - QA - Solar Turbines Select Customer TEST - QA - Solar Turbines

Your information has been submitted X

[View All Responses](#)

US_Supplier On-boarding Form_v1.3

External form to on-board new suppliers who are already screened, formerly known as 4134A form

Pending Approval ⓘ

Supplier Information
NEW SUPPLIER 700A

TEST - QA - Solar Turbines

Select CustomerTEST - QA - Solar Turbines

Forms

Your information has been submitted

Fill out and submit the **New** or **Draft** forms. You can update your information on forms at any time.

ViewAllAdvancedSearch

Form	Status	Created Date	Submitted At
US_Supplier On-boarding Form_v1.3	Pending Approval	07/10/2026	07/20/2026

Per page15 | 45 | 90

- The Onboarding form is now submitted.