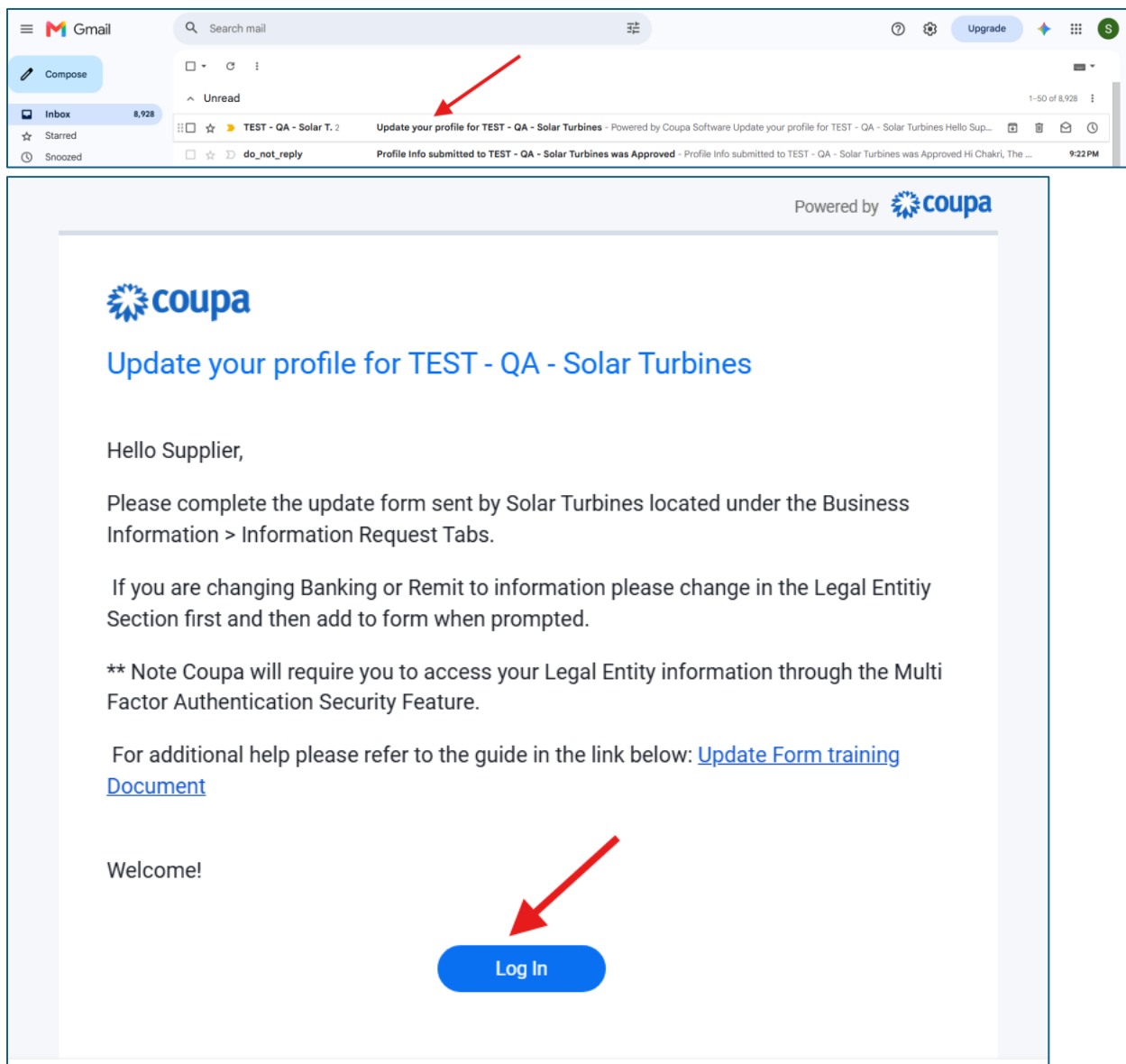


Update Form Support Document:

- **Log in to Email**, where you will receive an email for the Supplier Update, click on Login:



- After entering credentials (Gmail id & password) you will be logged into account and directly navigated to the Update Form:

coupa supplier portal Secure

Login

• Email
solaritcoupa+SIM700A@gmail.com

• Password

Login

Sign in with Passkey

New to Coupa? [CREATE AN ACCOUNT](#)
[Forgot your password?](#)

coupa Supplier Portal Upgrade CR

Invoices Orders **Business Profile** Service Sheets Items ASN Sourcing Forecasts Catalogs Community Setup More

Business Profile Profile Submissions Legal Entities Payment Methods Information Requests Performance Evaluation Subscriptions

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

[View All Responses](#)

US_Update_Supplier On-boarding Form_v1.1

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

Supplier Information

New Supplier 700A

Instructions

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 provide the revised information for all details you intend to update. *(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 - 605 (d65995) x v

DO NOT CHANGE. Internal purpose only

Addresses

Please leave the Address Purpose, Address Name and Location Code fields blank. Required fields include Street Address, Postal Code, City, State Region, and Country. Please add Suite # or Unit # to the Street Address #2 field, if applicable.

* (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

Address Fields Consolidated

None

We have following information on our record. You may refer this information while responding to below address section. This is reference purpose only

(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

i

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

Fax

US/Canada



650-555-1212

(2) Sales Contact

The Sales Contact is who our internal clients or Solar Buyers work with directly.

Sales Contact - First Name

Sales Contact - Last Name

Sales Contact - Email ID

Sales Contact - Phone

(3) Ship-To Contact (Material Return)

Ship to Contact - First Name

Ship to Contact - Last Name

Ship to Contact - Email ID

Ship to Contact - Phone

(4) Remit To Contact (Pay-To)

* Remit to Contact - First Name

* Remit to Contact - Last Name

* Remit to Contact - Email ID

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.

* 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

Sales and Use Tax Consolidated

CA: || OK: || TX:

We have following information on our record. You may refer this information while responding to below "Sales and Use Tax" section. This is reference purpose only

*** 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

- Click on 'Add Remit-to' if you wish to create a new Remit to Address, else review the active Remit to (*Fields grayed out are generally not editable as active 'Remit-to' has been selected by default*). Let us create a new Remit-to Address, first delete the existing one populated in the form by clicking on 'x':

*** Remit-To Address**

Active

Active v

- Click on 'Add Remit-To', and add new Bank Transfer by following the below steps:

*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](#)

How would you like to be paid?

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

[Add Payment Method](#)

[Bank Transfers](#)

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](#)

Add Payment Method

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Account Nickname * ⓘ

Beneficiary Legal Name * ⓘ

Bank Branch Country / Region *

Bank Account Currency *

Bank Branch State / Province *

Bank Name *

Account Number *

ACH Routing Number *

Wire Routing Number ⓘ

SWIFT / BIC Code ⓘ

Branch Code ⓘ

Contact Information

Email Address

Phone Number

Remittance Email ⓘ

Remit-To Code ⓘ

Supporting Documents * ⓘ

Drop or Browse Files

Picture 1.png

⚠ Do not upload customer-specific documents. Files uploaded here are shared with all your customers linked to this payment method.

Add Payment Method

Great News! The payment information has been successfully shared with the following customers and has been validated: TEST - QA - Solar Turbines

Close

Remit-To Address

Active

Active

- Fill in the necessary information:

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

*****678



SWIFT Code (BIC)

*****IMT



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



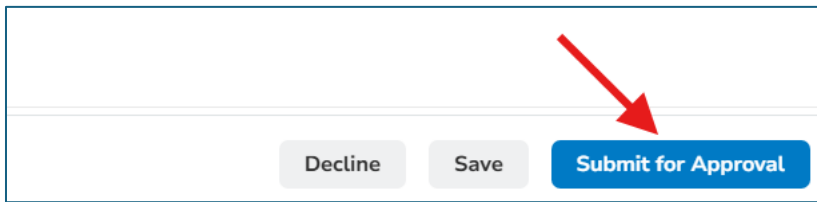
State ISO Code

US-CA

* Postal Code

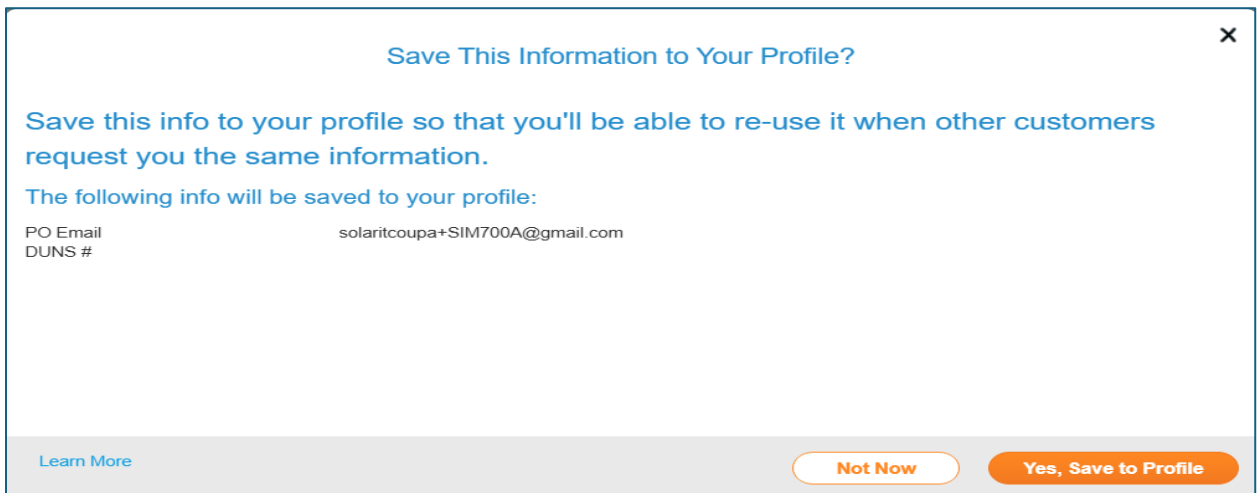
92111

- Click on 'Submit for Approval':



Decline Save **Submit for Approval**

- This popup is optional, you can **choose**:
 - "Yes, Save to Profile"** so the details can be reused in future transactions.
 - Not now**
 - Or the **'X'** in the upper right-hand corner to close the box.



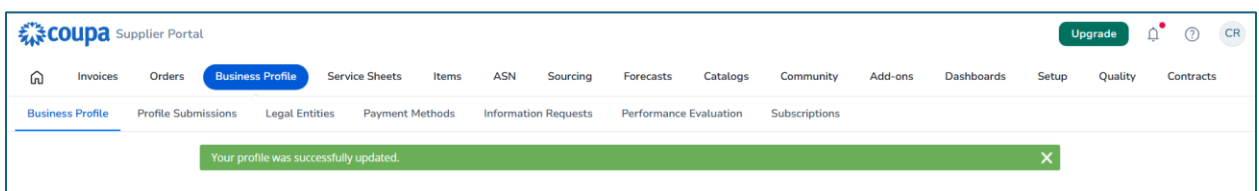
Save This Information to Your Profile?

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 solaritcoupa+SIM700A@gmail.com
DUNS #

Learn More Not Now Yes, Save to Profile



coupa Supplier Portal Upgrade

Invoices Orders **Business Profile** Service Sheets Items ASN Sourcing Forecasts Catalogs Community Add-ons Dashboards Setup Quality Contracts

Business Profile Profile Submissions Legal Entities Payment Methods Information Requests Performance Evaluation Subscriptions

Your profile was successfully updated.

- After the form is being submitted, the form appears in 'Pending approval' state:

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 also selected. The main content area displays 'TEST - QA - Solar Turbines' and a list of forms. A red arrow points to the first form, 'US_Update_Supplier On-boarding Form_v1.1', which has a status of 'Pending Approval'. The second form, 'US_Supplier On-boarding Form_v1.3', has a status of 'Applied'.

Form	Status	Created Date	Submitted At
US_Update_Supplier On-boarding Form_v1.1	Pending Approval	07/24/2026	07/24/2026
US_Supplier On-boarding Form_v1.3	Applied	07/10/2026	07/20/2026

- Once the update form is reviewed and approved, the status of the form changes to 'Applied' and all the requested changes will be updated in the Supplier record.

This screenshot shows the same Coupa Supplier Portal interface as the previous one, but the status of the 'US_Update_Supplier On-boarding Form_v1.1' has changed to 'Applied'. The 'US_Supplier On-boarding Form_v1.3' remains 'Applied'.

Form	Status	Created Date	Submitted At
US_Update_Supplier On-boarding Form_v1.1	Applied	07/24/2026	07/24/2026
US_Supplier On-boarding Form_v1.3	Applied	07/10/2026	07/20/2026

- Note: If you wish to create a new Legal Entity, please follow the below steps. Go to Business Profile → Legal Entities, enter the MFA code, delete the existing Legal Entity (Instructions mentioned are demonstrated in screenshots below):

This screenshot shows the Coupa Supplier Portal interface with the 'Business Profile' tab selected. The 'Legal Entities' sub-tab is now selected, and a red box highlights it. The 'Information Requests' sub-tab is also visible.

coupa Supplier Portal Upgrade ? CR

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

Multi Factor Authentication

Enter the 6-digit verification code from your authenticator app.

* Multi Factor Authentication

[Cancel](#) [OK](#)

Legal Entities

[Create](#) [Filter](#) [More](#)

Legal Entity Name	Invoice From Address	Tax ID	Linked Payment Method	Payment Information	Customers
New Supplier ...	125 B Street, San Diego, California, 92111, United States	US.999999999	Remit-To Address	125 B Street, San Diego, California, 92111, United...	TEST - QA - Solar Turbines
			Bank Account	US Bank *****5864	TEST - QA - Solar Turbines
			Bank Account	US Bank *****5678	TEST - QA - Solar Turbines

Per page 5 | 10 | 20

Edit Legal Entity

Legal Entity Name * **Country/Region ***

Tax Registrations

Country/Region * **Tax ID**

☒ I don't have a Tax ID Number

Local Tax ID

Invoice From Address

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

Country/Region * **Address Line 1 *** **Address Line 2**

City * **State** **Postal Code ***

Invoice From Code **Preferred Language**

[Cancel](#) [Delete Legal Entity](#) [Save](#)

Please Confirm

 1 customer will be affected by this deactivation.

Customer

TEST - QA - Solar Turbines

Cancel Deactivate

Legal Entities

Create





Legal Entity Name	Invoice From Address	Tax ID	Linked Payment Method	Payment Information	Customers
No legal entity found. Please create a legal entity					

- Click on 'Create' and start filling out all the information:

Legal Entities

Create





Legal Entity Name	Invoice From Address	Tax ID	Linked Payment Method	Payment Information	Customers
No legal entity found. Please create a legal entity					

Create Legal Entity

Legal Entity Name *

Country/Region *

United States


Tax Registrations

Country/Region *

United States


Tax ID

☒ I don't have a Tax ID Number

Local Tax ID

[+ Add Tax Registration](#)

Invoice From Address

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

Country/Region *	Address Line 1 *	Address Line 2
United States ▼	125 B Street	Address Line 2 +
City *	State	Postal Code *
San Diego	California ▼	92111
Invoice From Code ⓘ	Preferred Language	
	English (US) ▼	

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

Remit-To Address

Please enter the address where you receive in-person payments.

☒ Same as Invoice From Address

[Cancel](#) [Save ⚡](#)

✓

Business Legal Entity successfully created. Next, you must add payment info or a remittance address required for invoicing. Go to Payment Methods and click "Add Payment Method" to complete this.

[Close](#) [Continue](#)

- After clicking on continue, you will be routed to Payment methods, Click on 'Add Payment Method':

Payment Methods

Add Payment Method ▼

Search

Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
No Payment Account found.							

- Choose 'Bank transfer from the dropdown and continue filling up the required information:

Add Payment Method ▼

Search

Bank Transfer
Virtual Card

Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
No Payment Account found.						

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Account Nickname * ⓘ
Bank Transfer

Beneficiary Legal Name * ⓘ
New Sim 700A

Bank Branch Country / Region *
United States ▼

Bank Account Currency *
USD ▼

Bank Branch State / Province *
California ▼

Bank Name *
US Bank

Account Number *
483729116789

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

(901) 555-8989

Remittance Email

Remit-To Code

Supporting Documents

Drop or Browse Files

Browse

Picture 1.png

⚠ Do not upload customer-specific documents. Files uploaded here are shared with all your customers linked to this payment method.

Cancel

Save

Add Payment Method

Great News! The payment information has been successfully saved.

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

Selected customers have requested the Bank Account Verification Letter for the account verification. Ensure all documents are uploaded in Supporting Documents for the selected payment method.

Search

Customer

Bank Transfer

Select All

TEST - QA - Solar Turbines

Per page

5 | 10 | 20

Supporting Documents *

Cancel

Save

- After clicking on save, the payment method is added into the account successfully.



Supplier Portal

Upgrade




CR



Invoices

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Business Profile

Service Sheets

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Business Profile

Profile Submissions

Legal Entities

Payment Methods

Information Requests

Performance Evaluation

Subscriptions

Payment Methods



Bank Transfer has been linked with your customer(s).

×

Add Payment Method



Search

🔍

Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
 Bank Transfer	Bank Transfer	United States	USD	NEW SUPPLIER 700A	TEST - QA - Solar Turbines	Active	   

Per page

5 | 10 | 20