

# Registering for an Account on Coupa

For: GNFR Suppliers new to the John Lewis Partnership

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## Purpose:

This guide explains how to register for a supplier account on the **Coupa Supplier Portal**. Note: mandatory fields in Coupa are marked \*

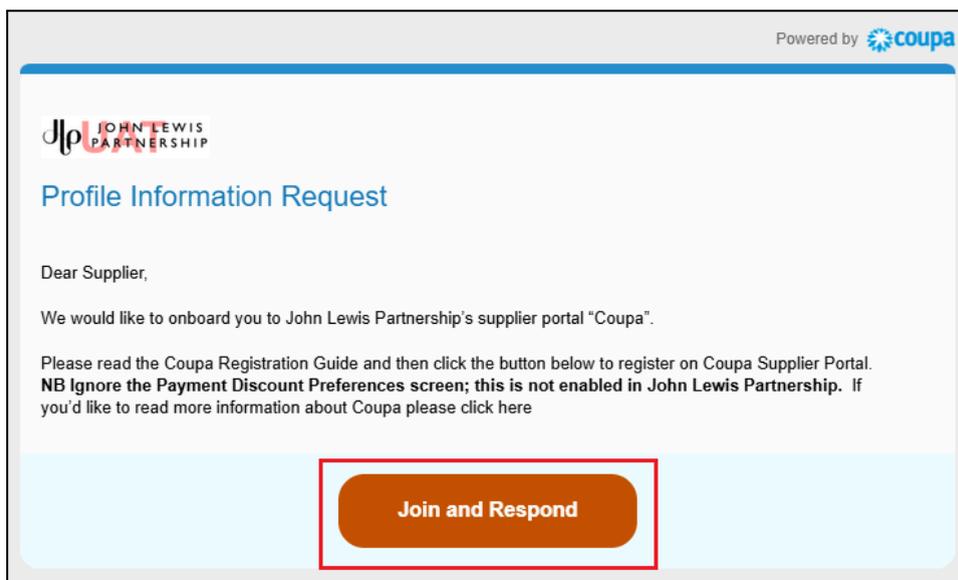
## Frequency:

Once - when the John Lewis Partnership invites you to create an account to register your company or organisation's details in Coupa

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## Actions:

1. On receipt of a 'Profile Information Request' email, click on **Join and Respond**



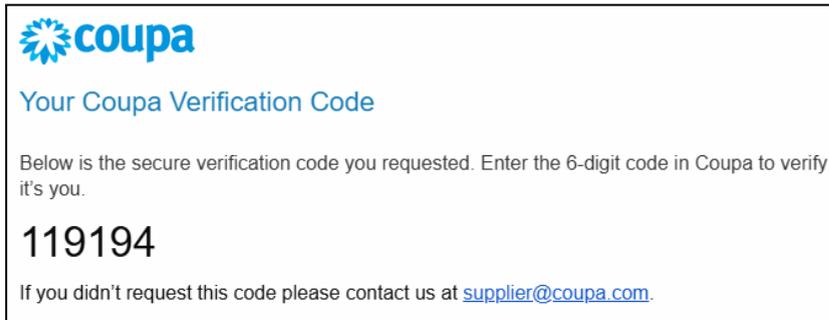
2. **Create and Confirm** and a **Password** for your new account

3. Select the **Country** you are based in and where applicable enter your **VAT or Tax ID**
4. If you do **not** have a Tax ID **tick** the 'I do not have a Tax ID' box
5. **Tick** the box to accept the Privacy Policy and Terms of Use once read

The screenshot shows a registration form with the following elements:

- A dropdown menu labeled "Country/Region" with a downward arrow.
- A text input field labeled "Tax Registration" containing "#####", with an information icon (i) to its right.
- A checkbox labeled "I do not have a Tax ID".
- A checkbox labeled "I accept the Privacy Policy and the Terms of Use".

6. Click **Create an Account**
7. Next, you will receive an email containing a **six digit verification code** similar to the one below:

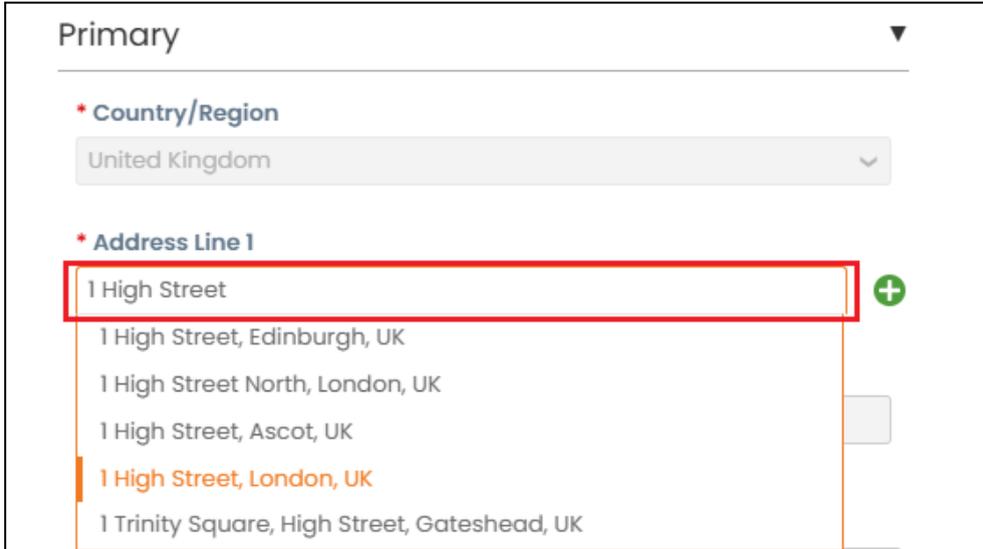


8. Enter the received code into Coupa:

The "Email Verification" screen displays the message "We sent a one time verification code" and a grid of six input boxes containing the digits 1, 1, 9, 1, 9, and 4, respectively.

9. Click **Next**

10. Complete **Your Contact Info** details as requested
11. Click **Next**
12. Begin typing the **first line of you address** in the 'Address Line 1' field and select the correct option from the search results:



Primary ▾

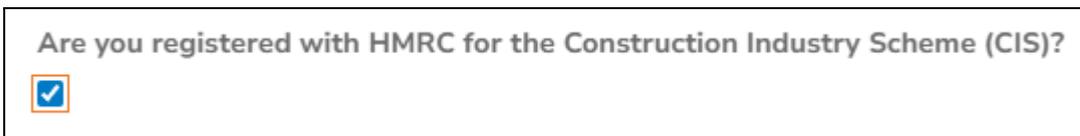
\* Country/Region  
United Kingdom ▾

\* Address Line 1

1 High Street +

- 1 High Street, Edinburgh, UK
- 1 High Street North, London, UK
- 1 High Street, Ascot, UK
- 1 High Street, London, UK
- 1 Trinity Square, High Street, Gateshead, UK

13. Click **Next**. The remaining address fields should populate
14. John Lewis Partnership will now ask for some more information - click **Take Me There**
15. Check the **Company Name** and **Display Name** are accurate - correct if wrong
16. Enter your **Company Registration Number** or, if not registered, enter "Not Registered"
17. **Tick** the box if you registered with HMRC for the Construction Industry Scheme and select your **CIS Supplier Type** from the dropdown list (only applicable for CIS Registered Suppliers)



Are you registered with HMRC for the Construction Industry Scheme (CIS)?

18. Enter your **NI Number**

19. Enter your **Partnership Name** and **Partnership UTR Number** (if applicable)
20. Enter your **UTR Number** (if applicable)
21. Enter your **Currency** (e.g. GBP)
22. Enter an **email address** which you would like to use to receive Purchase Orders from the John Lewis Partnership (JLP)
23. Answer the question **Yes** or **No** regarding **Self Billing**
  - 23.1. Where **Yes** is answered, you will be asked to download, sign, scan and upload a Self Billing Agreement form. Use the **Choose File** button to upload your signed agreement
  - 23.2. Where **No** is answered you will be asked a question regarding eInvoicing:
    - 23.2.1. Selecting 'Coupa Supplier Portal' means you will submit your own invoices against Purchase Orders in Coupa.
    - 23.2.2. Tungsten means you will use a Third Party who act as a go-between to prepare and present your invoices to JLP
24. Enter details of your **Employer Insurance Certificate** (add an attachment with a scanned image of your certificate)
25. Enter details of your **Professional Indemnity Insurance Certificate** (add an attachment with a scanned image of your certificate)
26. Enter details of your **Public Liability Certificate** (add an attachment with a scanned image of your certificate)
27. Complete the **Contact Details** section if any fields are incomplete

28. Complete the **Company Details** section if any of the fields are incomplete
29. Answer **Yes** to the question 'Are you registering as a new supplier?'
30. Click **Add Remit-To**

As you are registering as a new Supplier, you are required to add Remit To Details. Please scroll down the page and select 'Add Remit To' so you can enter this 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](#)

31. Select **Bank Transfers** (do not select Checks or Credit Cards) and then click **Add Payment Method**

How would you like to be paid?

All Methods
  Bank Transfers
  Checks
  Credit Cards
 [+ Add Payment Method](#)

John Lewis Partnership supports Bank Transfers Payments.

32. Enter your **Legal Entity Name**
33. Enter your **Country**
34. Click **Continue**

\* 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](#)

35. Enter your **Type of Company** (e.g. Company or Partnership)
36. Click **Save & Continue**

37. Answer the questions regarding your **Invoice Address** and **VAT ID**

Tell your customers about your organization

1 2 3 4

Which customers do you want to see this?

All

John Lewis Partnership

What address do you invoice from?

\* Address Line 1  +

\* City

State

\* Postal Code

Country/Region

Use this address for Remit-To ?

Use this for Ship From address ?

What is your Tax ID? ?

Country/Region

\* VAT ID

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents. ?

38. Click **Save & Continue**

39. Enter details of your **Bank Account** (example below)

What are your Bank Account Details? ?

Bank Account Country/Region:

Bank Account Currency:

Beneficiary Name:

Bank Name:

Account Number:  ?

Confirm Account Number:

Sort Code:  ?

SWIFT/BIC Code:  ?

My bank does not have a BIC code

Branch Code:

Bank Account Type:

40. Click **Save & Continue**

41. Click **Next** on this screen:

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 HSBC XYZ UK (Test) Ltd *****3344 556677	1 High Street London NW1 1NW United Kingdom	Active	<span>Manage</span>

Deactivate Legal Entity Cancel Next

42. Then click **Done**

43. On the 'Set Up Complete' screen click **Add Now**

Setup Complete

1 2 3 4

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

Add Later Add Now

You will now be returned to the main form:

44. Answer the questions regarding **VAT** or **GST**

45. Answer the question on **Factoring**

45.1. If **Yes** is answered then please use the **Choose File** button to attach a copy of your 'Factor Notice of Assignment'

46. Complete any **missing mandatory fields** regarding details of your bank (mandatory fields are marked \*)

47. Enter a **Remittance Email Address** where you would like your remittance advices sent to

48. **Tick** the box to accept the statement shown below:

\* Please tick to accept\*: Supplier is solely responsible for ensuring that this information is, and remains, correct and up-to-date and for keeping this information secure. John Lewis Partnership is not liable for any losses or damages incurred by Supplier if the information is not correct or up-to-date (including if this results in delayed or failed payments to Supplier), or if the information is misused by Supplier or a third party.



#### 49. Click **Submit for Approval**

If all fields are completed correctly you will receive a confirmation message (see step 54). If, however, one or more of the mandatory fields are missing information you will receive this error message:

**Please fix the errors below**

#### 50. Where this happens, scroll back through the form to look for the missing information which will be highlighted to you like this:

**\* Company Registration Number**

If you are not a registered company then enter 'Not Registered'

 • can't be blank

#### 51. Complete the missing information for each error and once complete click **Submit for Approval** again

On successful submission, you will receive this message and the status of which will be **Pending Approval**

Your information has been submitted
✕

GNFR2a: Create or Update Supplier Details Form [EXT]

GNFR supplier creates/updates details v5 25.10.23

Supplier Information	<b>Pending Approval</b>
XYZ UK (Test) Ltd	

## What Happens Next:

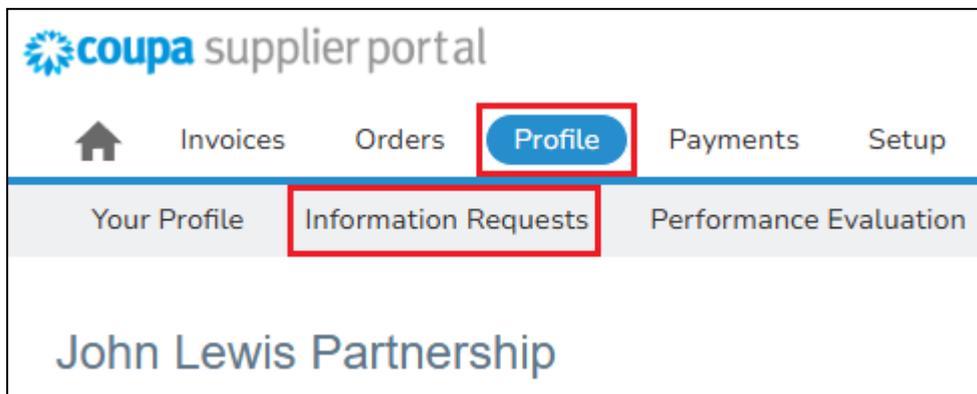
The John Lewis Partnership will receive and review your submission and may need to contact you directly to discuss the details you have entered.

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## Additional Information:

You may find that you are ‘timed out’ from Coupa after a period of inactivity. Where this happens, and you still need to complete details in the form:

1. Log back into Coupa (link below) using the user name (email address) and password you created in step 2.
2. Once logged in, you can return to the form by navigating to **Profile > Information Requests**



3. You will then be able to complete and submit the form
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## Useful Links:

Link to: [Coupa Supplier Portal](#)