

Coupa Registration Guide

GNFR Suppliers

You will receive the below email titled 'John Lewis Partnership Profile Information Request - Action Required' please click **Join and Respond**.

Powered by 

Dear Supplier,

We would like to onboard you to John Lewis Partnership's supplier portal "Coupa".


Please read the [Coupa Registration Guide](#) and then click [Join and Respond](#) below to register on Coupa Supplier Portal. **NB Ignore the Payment Discount Preferences screen; this is not enabled in John Lewis Partnership.** If you'd like to read more information about Coupa please click [here](#)

[Join and Respond](#)

A box will appear with your email address populated, please enter a password, tick the box then click on **Get Started**. Now please fill out your company address like below, then click **Next**. [Please ignore the next screen](#) and click the **Next** button.

Tell us about your business

* Company Name	<input type="text" value="[Supplier Name]"/>
	<small>Your official registered company name</small>
Website	<input type="text"/>
* Country/Region	<input type="text" value="United Kingdom"/>
* Address Line 1	<input type="text" value="1 Example Street"/>
Address Line 2	<input type="text"/>
* City	<input type="text" value="East Test"/>
State	<input type="text"/>
* Postal Code	<input type="text" value="TE55 5TT"/>

 All set for now. On your first invoice with John Lewis Partnership, we will guide you through your legal entity setup.

Now click the **Take Me There** button, this will take you to the main form where some of your details will be populated.

ALL FIELDS WITH * MUST BE FILLED OUT**General Information**

coupa supplier portal

SUPPLIER ▾ | NOTIFICATIONS 1 | HELP ▾

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Payments Business Performance
Sourcing Add-ons Setup

Your Profile Information Requests

John Lewis Partnership

Profile John Lewis Partnership ▾

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



Supplier Information [Supplier Name]

Please read this Guide before completing the form below. There is also a link to JLP's iSupplier Coupa Guidance page for further support

<https://www.jlpsuppliers.com/content/da...>
<https://www.jlpsuppliers.com/content/jlps...>

* Company Name [Supplier Name]

Please note that the Company name should match the VAT Registration name

Display Name

Trading As? Note this name will be visible on transactions

* Company Registration Number 00000000

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

HMRC Construction Industry Scheme (CIS) - If Not CIS registered then leave this as No and move to the next section.

* Are you registered with HMRC for the Construction Industry Scheme (CIS)? Yes ✕ ▾

* CIS Supplier Type Select a... ▾

NI Number

Please fill in NI Number if you are a Sole Trader or a Partnership

Partnership Name

Please fill in Partnership Name if you are a Partnership

Partnership UTR Number

Please fill in Partnership UTR Number if you are a Partnership

UTR Number

Please fill in UTR Number if you are a Sole Trader, Partnership or a Company. It must always have 10 digits. Please enter numerical values only

Then complete the remaining fields that are relevant to your CIS Supplier Type.

Sole Trader - NI Number and UTR Number**Company** - UTR Number**Partnership** - NI Number, Partnership Name, Partnership UTR Number and UTR Number.N.B - NI Number should be entered using capital letters (**with no spaces**) and the Partnership UTR/UTR number should be 10 digits long.

Invoicing

* Currency

* PO Email Address 

* Would you like to be paid automatically through self billing?

If you do not wish to be set up for Self Billing select No and then select the invoicing method you wish to use

* Invoicing Method

If you answered no to self billing, please enter the method you will use to enter your invoices

* Would you like to be paid automatically through self billing?

If you do wish to be set up for Self Billing select Yes and then download the Self Bill Agreement, sign it and upload it back via the attachment field

Self Billing URL


Please download the self bill agreement, sign, scan and upload using the attachment field


* Attach Self Billing agreement No file chosen

Certificates


This section includes three fields - Employer Insurance Certificate, Professional Indemnity Insurance Certificate and Public Liability Insurance Certificate.

Employer Insurance Certificate

Effective Date 

Expiration Date 

Attachments

 Drop files here

If **none** of these is relevant for your business, leave blank.

If **any/all** of these are relevant to your business, please upload and attach a copy of each relevant certificate and enter an expiration date.

Company Contact and Address

* Contact

* First Name	<input type="text" value="Supplier"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text" value="Name"/>
* Email address	<input type="text" value="suppliemname@test.co.uk"/> ⓘ
Work Phone	<input type="text" value="Other"/> <input type="text" value="44"/> <input type="text" value="01234"/> <input type="text" value="567890"/> <input type="text"/>
	Country/RegionArea/City Local Extension (optional)
	Please enter your work contact number here. Select 'Other' if you are not in the US/Canada

There can be only one main contact
(Primary Contact)

Please provide a telephone number

* Company Address

Country/Region	<input type="text" value="United Kingdom"/>
Address Name	<input type="text"/>
Street Address	<input type="text" value="1 Example Street"/>
Street Address 2	<input type="text"/>
City	<input type="text" value="East Test"/>
State Region	<input type="text"/>
Postal Code	<input type="text" value="TE55 5TT"/>
Location Code	<input type="text"/>
PO Box	<input type="text"/>
PO Box Postal Code	<input type="text"/>

Remit-To Section

* Are you registering as a new Supplier? ⓘ

Select Yes in the first box then click the **Add Remit-To** button, then a box will appear click on **Create New Remit-To Address**

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

* Legal Entity Name
Country/Region

Enter **Legal Entity Name** and
Country Region then press
Continue

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

* Legal Entity Name
Country/Region
* Type of Company *i*
Board of Directors *i*

Enter **Type of Company** and **Board of Directors** (if appropriate) then press **Save & Continue**

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

Cancel

Save & Continue

Which customers do you want to see this?

- All
 John Lewis Partnership

Please fill an 'Invoice From' address
(Legal Entity Address)

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*

RegisteredWhat is your Tax ID? [?](#)Country/Region * VAT ID I don't have a VAT/GST Number**Not Registered**What is your Tax ID? [?](#)Country/Region VAT ID I don't have a VAT/GST Number* Local Tax ID **If Registered:** Add your VAT/GST registration number (Including prefix) [Left Box]**If Not Registered:** tick 'I Don't have a VAT/GST Number' and enter 'Not Registered' or Local Tax Id [Right Box]Then click **Save & Continue**[Add additional Tax ID](#)* Payment Type 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: [?](#)Bank Account Type: Supporting Documents No file chosen [?](#)**Change Payment Type to Bank Account**

Fill out your Bank Details ensuring the currency matches what was entered on the Invoicing section.

What is your Bank's Branch Address?

Address Line 1: Address Line 2: City: State: Postal Code:

Enter your Bank's Branch Address

Then click **Save & Continue**On the next screen, press **Next**, then press **'Done'** and finally, press **'Add Now'** to complete the set up.

* Create-Remit to

Re-confirm your VAT Details

Are you registered for VAT/GST? Yes
 No

Please select "No" if your VAT Registration is outside of UK, Jersey or any other EU countries

* VAT/GST Registration Number

Please prefix two digit ISO country code with VAT Reg number. If you are VAT Registered then please enter your VAT/GST registration number. If you are not registered, then please enter 'Not registered'

* VAT Country (Needed for UK, Jersey or EU VAT registrations only)

If you are not based in the UK, Jersey or EU VAT, please select 'Not Registered'

* Is your company part of a group for VAT/GST registration purposes? Yes
 No* Please attach Group VAT Reg. Certificate No file chosen* Do you use a Factoring Company for your Invoices? Yes
 No

If you select Yes, Please attach a Notice of Assignment

* Please attach your Factor Notice of Assignment No file chosen

A signed document from the bank detailing account name, sort code and account number Bank account information on company letterhead signed by two members of the organisation A bank statement supported by paying-in slip

* Factor Name Factor Email Address * Branch Name Most of your Bank Details will have been populated from the previous window, however we will need you to populate the bank's **Branch Name** and your **Bank Account Name*** Bank Account Name * Address Line 2

If this field is not populated, you will need to populate this

Intermediary Address (where applicable) Intermediary Bank Name (where applicable) Intermediary Swift Code (where applicable) * Remittance Email Address

Enter Intermediary bank details, if applicable. If not, leave blank.

Finally, enter a **Remittance Email Address**N.B You can only have one active 'Remit-To Address' on your JLP Customer profile, if your form contains multiple active 'Remit-To Address' it will be **rejected**.

* 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.

Tick to accept responsibility for data security and press 'Submit for Approval'.

For Internal Use Only

Integrate End

Decline

Save

Submit for Approval

John Lewis Partnership

Profile

John Lewis Partnership

Your information has been submitted



Pending Approval



If you scroll to the top of the form, it will list the status **Pending Approval**. Once your details are validated by JLP this status will change to **Applied**.

If you have entered any of the details incorrectly you can amend them by scrolling to the bottom of the form and pressing **Withdraw**. You can then amend the details and re-submit for approval, as above.

Withdraw

N.B. If the status is '**Applied**' the '**Withdraw**' button changes to '**Update Info**'. If you need to amend any of the details at this point, please follow this [guide \(click to open\)](#).

If you need any support managing your Coupa Account or Public Profile, click on the 'Help' tab in the top right hand corner of the Coupa SupplierPortal and select 'Online Help' this will take you to the Coupa Success Portal.