

## Entering Details of your Organisation into Coupa

For Suppliers who have been asked to provide a one off service to the John Lewis Partnership and will submit an invoice for payment.

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### Purpose:

This guide explains how one time Suppliers should enter their details into **Coupa**, which is the system the John Lewis Partnership (JLP) uses to manage processing and payment of invoices. To facilitate payment of your invoice, you will **receive an email** to invite you to **create an account** in Coupa, where you can enter all the details JLP needs to make its payment to you.

Note: We recommend that you use the **Google Chrome** web browser to perform the steps described below

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### Actions:

1. On receipt of the email click **Join and Respond**

John Lewis Partnership Profile Information Request - Action Required

Dear Charitable Organisation,

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

Click [Join and Respond](#) below to register on Coupa Supplier Portal, then enter and submit your details via the JLP Customer Profile within 30 days.

Please read and follow our [Coupa Registration Guide \(click to open\)](#) while completing your registration and submitting your details. 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](#)

Following the use of the above guides, if you have further questions you can email [coupa.onboarding@johnlewis.co.uk](mailto:coupa.onboarding@johnlewis.co.uk) for support

[Join and Respond](#) 1

2. Create a **Password** for yourself and **re-enter** this to **confirm**
3. **Tick** to accept the **Privacy Policy** and **Terms of Use**
4. Click **Get Started**

Please complete the details below & then click Get Started to complete your Coupa registration.

Email your.email@yourorganisation.co.uk

**2** Password

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

Password Confirmation

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

**4**

5. In Company name. Enter the **Name** of your Organisation
6. Enter the **Country, Address, City** and **Post Code**
7. Click **Next**

Tell us about your business

\* Company Name  **5**

Your official registered company name

Website

\* Country/Region

\* Address Line 1  **6**

Address Line 2

\* City

State


\* Postal Code

**7**

8. On the next screen click **Take Me There**

You are one step away from doing business with John Lewis Partnership

!



John Lewis Partnership requires some additional information

8 [Take Me There](#)

9. Enter your **Supplier Name**
10. Enter your **Company Registration Number** (if applicable)
11. Enter 'Not Registered' if you are not a registered company

John Lewis Partnership Profile John Lewis Partnership

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

OTV creates/updates details

9 **Supplier Information** OTV Ltd

\* **Supplier Name**

\* **Company Registration Number**  10

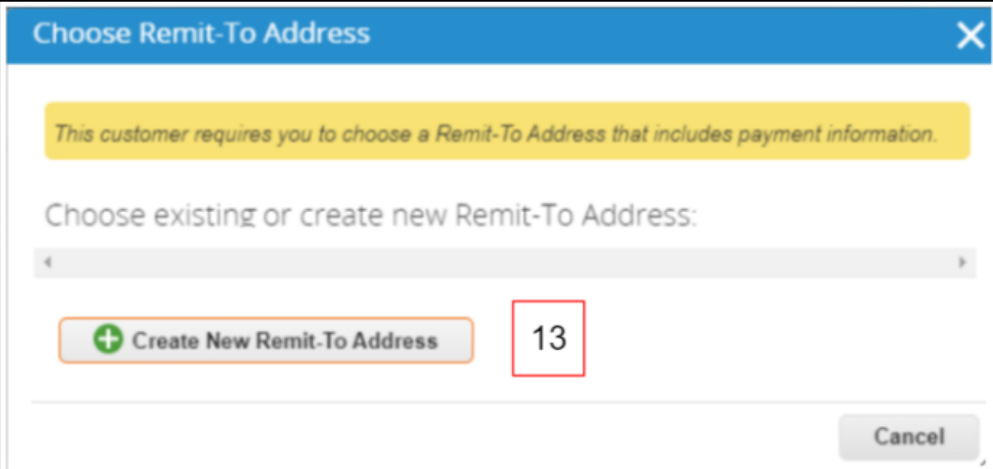
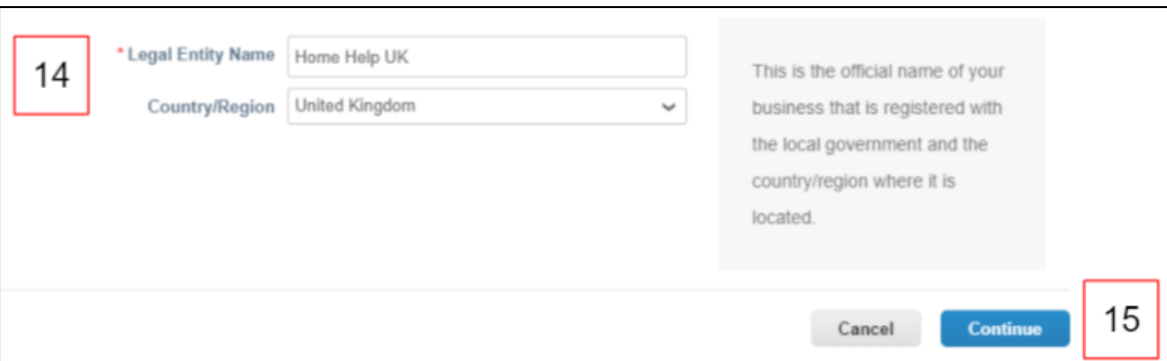
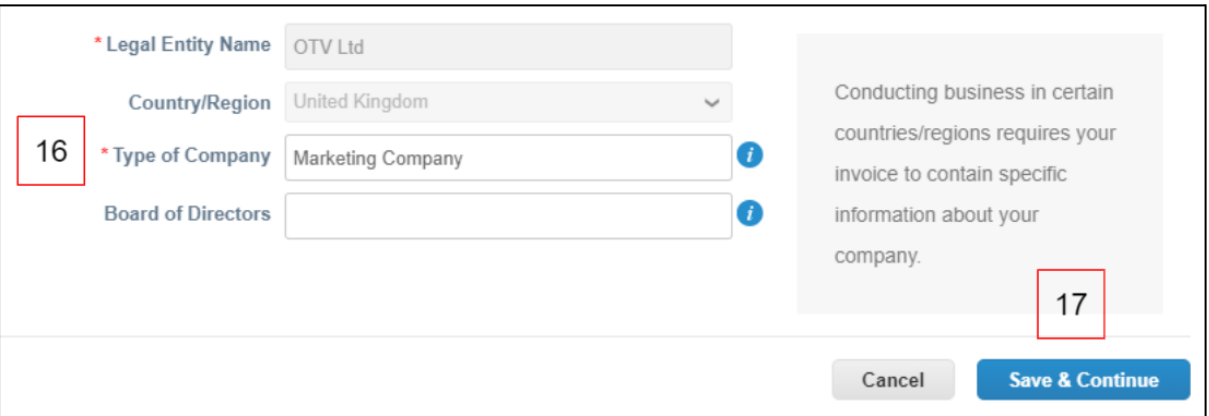
If you are not a registered company then enter 'Not Registered' 11

12. Next, click **Add Remit-To**

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](#) 12

13. Click **Create New Remit-To-Address**14. Enter the **Legal Entity Name** and the **Country**15. Click **Continue**16. Describe the **Type of Company** (eg.what sector you operate in)17. Click **Save & Continue**

18. **Tick** both boxes ('All' and 'John Lewis Partnership')
19. Check the **Address** details are correct and amend if not
20. **Tick** both boxes ('Remit to' and 'Ship From')

Which customers do you want to see this?

18 ☒ All  
☒ John Lewis Partnership

What address do you invoice from?

\* Address Line 1 1 High Street  
Address Line 2  
19 \* City London  
State  
\* Postal Code N1 1NW  
Country/Region United Kingdom

20 ☒ Use this address for Remit-To   
☒ Use this for Ship From address

**REQUIRED FOR INVOICING**

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

21. If you are VAT registered, enter your **VAT ID**
22. If you are not VAT registered, **Tick** the box 'I don't have a VAT/GST Number'...
23. ...and type '**Not Registered**' into the **Local Tax ID box**

What is your Tax ID?

Country/Region United Kingdom

21 VAT ID

22 ☒ I don't have a VAT/GST Number

\* Local Tax ID Not Registered 23

24. Leave 'Invoice From Code' blank

25. Click **Save & Continue**

Miscellaneous

24 Invoice From Code

Preferred Language English (UK) ▼

25

Cancel Save & Continue

26. For 'Payment Type' select **Bank Account**

Where do you want to receive payment?

1 2 3 4

\* Payment Type Address ▼

Address

Bank Account

Virtual Card

26

What is your Re...

27. Enter the details of your **Organisation's Bank Account**:

27.1. **Beneficiary Name**,

27.2. **Bank Name**,

27.3. 8 digit **Account Number**

27.4. 6 digit **Sort Code**

28. Enter SWIFT / BIC code if you are **not** UK based. UK based suppliers can ignore this field

29. Select **Bank Account Type**

What are your Bank Account Details? *i*

Bank Account Country/Region:	United Kingdom	} 27
Bank Account Currency:	GBP	
Beneficiary Name:	Home Help UK	
Bank Name:	HSBC	
Account Number:	12345678 <i>i</i>	
Confirm Account Number:	12345678	
Sort Code:	112233 <i>i</i>	} 29
28 SWIFT/BIC Code:	<i>i</i>	
Bank Account Type:	Business	

**Important:** Next, we need to be able to check the bank details you have supplied. For us to do this, you are required to upload a scanned image or photo proving your bank account details. This can be an image of a blank cheque or paying in slip, or the header of a bank statement.

30. Click on **Choose Files**

SWIFT/BIC Code:	<i>i</i>
Bank Account Type:	Business
Supporting Documents	Choose Files No file chosen 30 <i>i</i>

31. Follow the on-screen instructions to browse for and upload your scanned image or photo

32. Once uploaded, you will see the name of your file here...

Bank Account Type:	Business
Supporting Documents	Choose Files Test Charit...k Details.pdf 32

33. Enter the **Bank's Branch Address**

What is your Bank's Branch Address?

Address Line 1:

Address Line 2:

33 City:

State:

Postal Code:

34. On the next screen click **Save & Continue**

34

35. On the next screen click **Next**

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.

Remit-To Account	Remit-To Address	Status	
Bank Account HSBC Home Help UK *****5678 112233	1 High Street London N1 1NW United Kingdom	Active	<input type="button" value="Manage"/>

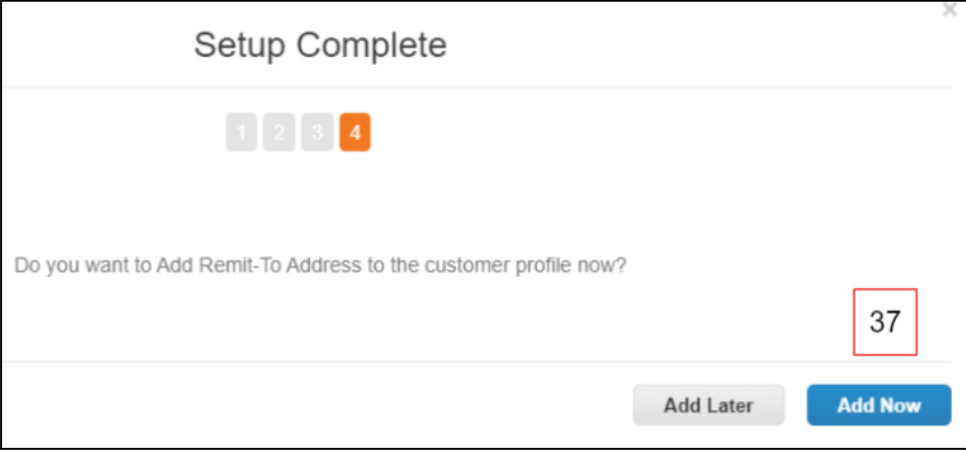
35

36. On the next screen click **Done**

Title	Status	
1 High Street London N1 1NW United Kingdom	Active	<input type="button" value="Manage"/>

36



37. Click **Add Now**

Setup Complete

1 2 3 4

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

37

Add Later Add Now

38. Complete the section regarding your **VAT status** including uploading proof of your VAT Registration Certificate if appropriate

\* 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

If you are VAT registered , Please enter your VAT/GST registration number. Also, Please prefix two

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

\* Is your company part of a group for VAT/GST registration purposes? ☐ Yes ☐ No

Please attach Group VAT Reg. Certificate  No file chosen

38

39. Complete the **Bank Branch Name** and the **Bank Account Name** if these fields are empty

Bank Details

Bank Name	HSBC
Bank Branch Name	HSBC Bristol
Bank Account Name	Home Help UK
Bank Account Number	****678
Bank Country/Region	United Kingdom
Sort Code	***233

Please enter bank branch number

40. Check that the **Proof of Bank Account** file is attached. If not, click **Choose File** and re-follow steps 30 to 32

Please attach proof of your Bank Account

Choose File No file chosen

41. Enter a **Remittance Email Address**, where you want us to send your remittance advice to


* Country/Region	United Kingdom
* Post Code	N1 1NW
* Remittance Email Address	


42. Update the **Contact Details** and enter a **Contact Telephone Number** if necessary or missing

\* Contact

\* First Name Sarah

\* Last Name Smith

\* Email address wavetwotesting+sarahsmith@ 

Work Contact Number Other 

42 44 0203 123456

Country/RegionArea/City Local

43. **Tick** the box to accept the statement and then click **Submit for Approval**

\* Please tick to accept\*: ☒ 43

Supplier is solely responsible for ensuring that this information is, and

44. If you receive any **Red Error Messages**, go back and correct and Submit again


Please fix the errors below

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


Create Remit To


\* Charity Organisation Type Other 

Bank Details

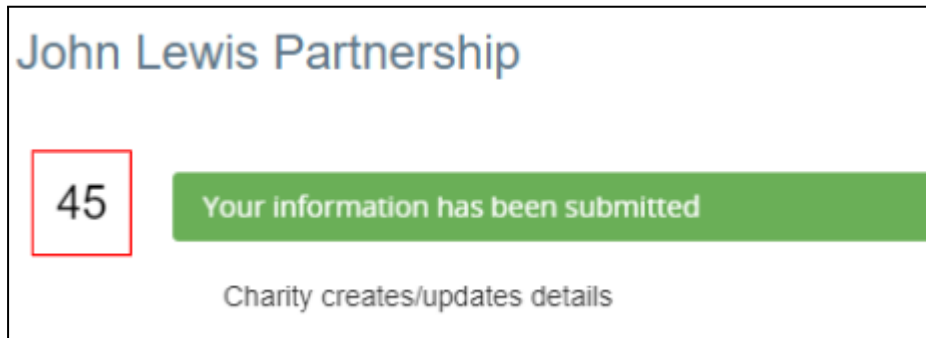
\* Bank Name HSBC

\* Bank Branch Name  can't be blank 44

\* Bank Account Name  can't be blank

\* Bank Account Number \*\*\*\*\*822 

45. You should then receive this **Confirmation Message**



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### What happens next?

On receipt of your submission, the John Lewis Partnership will check and approve the details and raise a payment to you in due course. If we need to contact you, we will do this using the details you have supplied to us in this form.

### Additional Notes:

Please supply the John Lewis or Waitrose Partner who has asked you to complete work for us, with an electronic version of your legal invoice fully detailing the work you carried out. This will be used later in the process to raise our payment to you.