

Completing Supplier Diversity Information in Coupa (Legacy Suppliers Only)

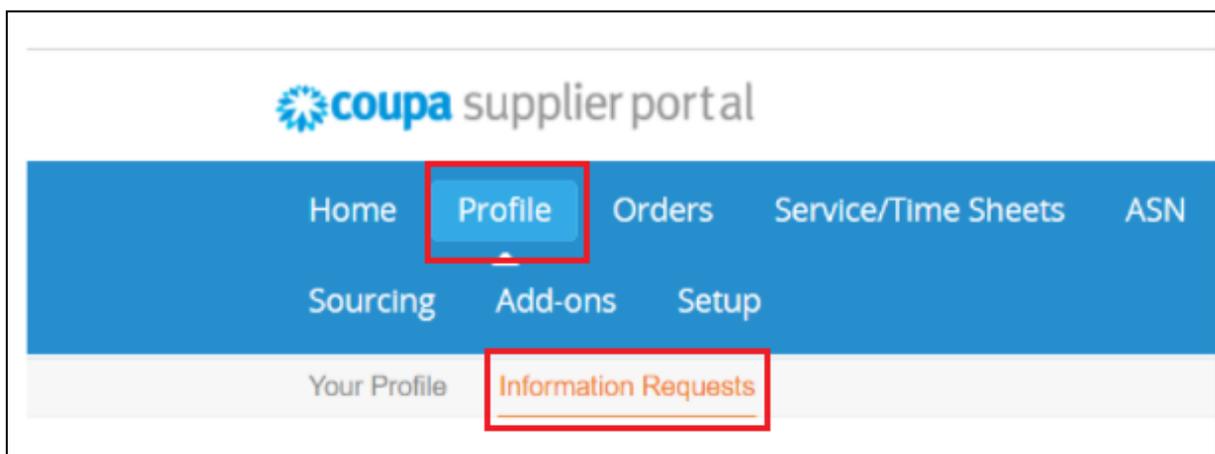
For Suppliers of the John Lewis Partnership

Purpose:

The John Lewis Partnership is inviting all its suppliers with diversity status to complete the Diversity Section of the supplier information held on Coupa, the Partnership's Purchasing and Payments system. This information will allow the Partnership to report against the diverse nature of its supply base and support the Partnership's vision to become the UK's most inclusive business.

Actions:

1. On receipt of a Notification asking for information, click on **Update Profile**
2. Log into your Coupa account using your **username** and **password**
3. On the **Profile** tab, click on **Information Requests**



4. Next, click **Add Diversity**

Click 'Add Diversity'

Supplier Diversity

If you are a small or diverse business, add the categories that apply to you.

Add Diversity

Decline Save **Submit**

5. Complete the Supplier Diversity section:

5.1. Select your **Country**

5.2. Start typing to select a **Diversity Category**

5.3. Enter details of your **Diversity Certificate** (if applicable)

6. Click **File** to attach proof of your certification

Supplier Diversity

Country United Kingdom

Diversity Category Select

Diversity Certificate

Agency Select

Effective Date mm/dd/yy

Expiration Date mm/dd/yy

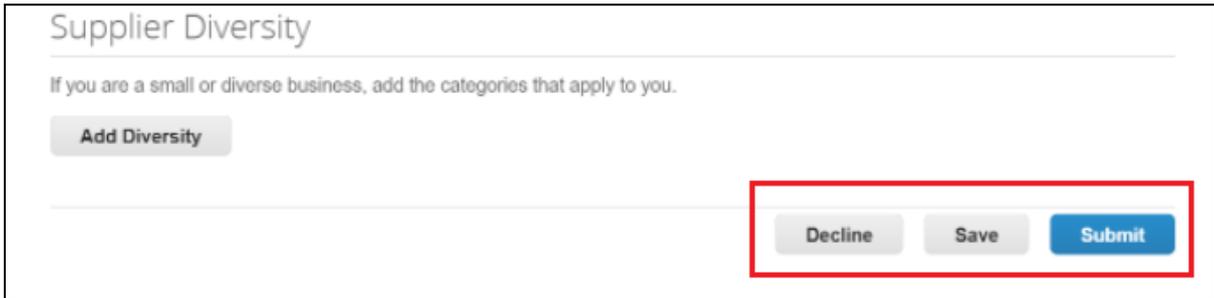
Attachments Add **File**

Description

7. Once complete, click **Submit**

7.1. Alternatively, click **Save** if you wish to return to this page later to complete your information

7.2. Or click **Decline** if you do not wish not to add these details



Supplier Diversity

If you are a small or diverse business, add the categories that apply to you.

Add Diversity

Decline Save Submit

What happens next:

Once submitted, your diversity details are automatically added to your Coupa profile

Related Information:

Link to: jlp.suppliers.com portal

Link to: [jlp.supplierhelp](https://jlp.supplierhelp.com) portal