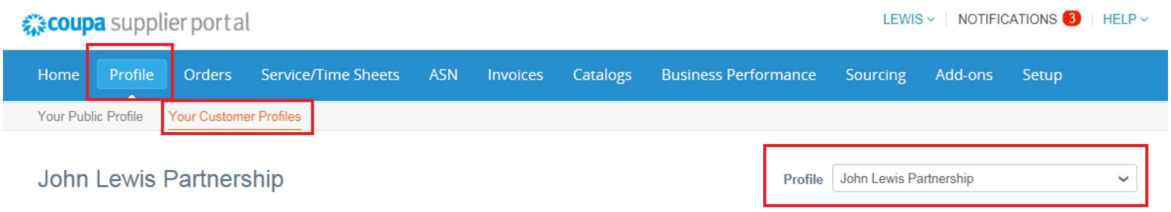
Amending Your John Lewis Partnership Customer Profile

Existing GNFR Suppliers

Log into Coupa.

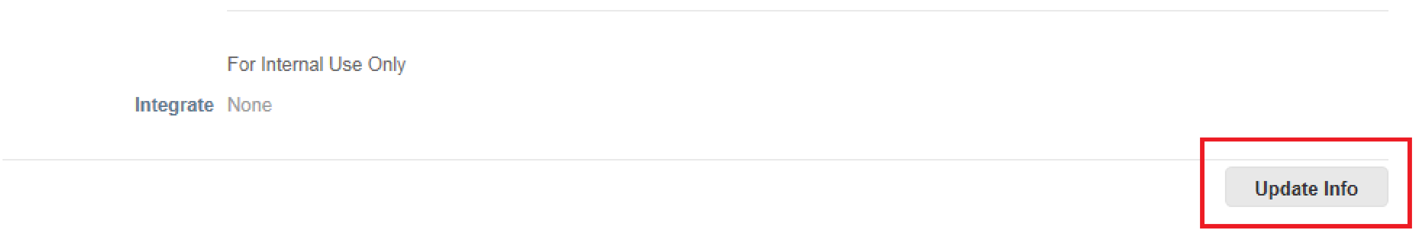
To access your John Lewis Partnership (JLP) Customer Profile, click on the 'Profile' tab, then click the 'Your Customer Profiles' sub-tab.

- If you are only connected with JLP, this is the profile that will then be displayed.
- If you are connected with multiple customers, you will need to select 'John Lewis Partnership' from the 'Profile' drop down menu.



This will take you to your JLP customer profile. This is where you make amendments to the details that JLP holds for your company (Including bank details).

- If the status at the top of the form is **'Applied'**, this means the details on the form are approved and applied to your account. To make changes scroll to the bottom of the form and press 'Update Info'.
- If the status of the form is '**Pending Approval**', this means the details on the form have been submitted to JLP but have not yet been approved and applied. To make changes scroll to the bottom of the form and press 'Withdraw'.
- If there is **no** status, this means the form has either never been submitted or it has been rejected by JLP.



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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.

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Invoicing

* Currency: GBP

* PO Email Address: suppliername@test.co.uk

* Would you like to be paid automatically through self billing? No

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

* eInvoicing Method: Coupa Supplier Po...

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? Yes

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: https://www.jlpsuppliers.com/content/da...

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

* Attach Self Billing agreement: Choose File 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: mm/dd/yy

Expiration Date: mm/dd/yy

Attachments: Add File

Browse

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	Supplier
Middle Name	
* Last Name	Name
* Email address	suppliername@test.co.uk
Work Phone	Other
	44 / 01234 / 567890 /
	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	United Kingdom
Address Name	
Street Address	1 Example Street
Street Address 2	
City	East Test
State Region	
Postal Code	TE55 5TT
Location Code	
PO Box	
PO Box Postal Code	

Remit-To Section

Select 'No, I am updating my details' in the first box then click the **Yes** button if you wish to add new remit-To details, then click 'Add Remit-To' or **No, the Remit-To details are not changing** if you do not wish to edit your details. If you select No then please move past this Remit-To section.

* Are you registering as a new Supplier? — No, I am updating my Supplier d...

Existing Suppliers: If you add new Remit to details, we will treat these as replacement details on your account. If this includes a change of bank account, we will pay all new approved invoices and any unpaid approved invoices, when due, to the new account after we have approved your request. You cannot add a 2nd (supplementary) bank account via this form. If you wish to do this please discuss first with financialprocessing@johnlewis.co.uk. (Please note: The most recent Remit to details will be shown in the last 'Remit to' section within this page)

* Would you like to add a new Remit To Address? (Please note this will replace your existing Remit To Address) — Yes

Yes

No, the Remit To details are not changing

* Legal Entity Name [Supplier Name]

Country/Region United Kingdom

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 [Supplier Name]

Country/Region United Kingdom

* Type of Company Public Limited Company

Board of Directors Mr A Director

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?

- [x] All
- [x] John Lewis Partnership

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

What address do you invoice from?

* Address Line 1 1 Example Street

Address Line 2

* City East Test

State

* Postal Code TE55 5TT

Country/Region United Kingdom

REQUIRED FOR INVOICING

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

- [x] Use this address for Remit-To
- [x] Use this for Ship From address

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Registered

What is your Tax ID?

Country/Region: United Kingdom

* VAT ID: GB123456789

☐ I don't have a VAT/GST Number

Not Registered

What is your Tax ID?

Country/Region: United Kingdom

VAT ID:

☑ I don't have a VAT/GST Number

* Local Tax ID: Not Registered

Add additional 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**

* Payment Type: Bank Account

What are your Bank Account Details?

Bank Account Country/Region:	United Kingdom
Bank Account Currency:	GBP
Beneficiary Name:	[Supplier Name]
Bank Name:	
Account Number:	
Confirm Account Number:	
Sort Code:	
SWIFT/BIC Code:	
Bank Account Type:	Business
Supporting Documents	Choose Files 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.

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* 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: GB123456789

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): GB - United Kingdom

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: Choose File 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: Choose File 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: [Supplier Name]

Factor Email Address:

Indicate if your company is part of a Group for VAT/GST registration purposes.
If you select 'Yes', you will be prompted to upload a Group VAT Certificate.
If 'No' move on to the next field

Indicate if your company is Factored
If you select 'Yes', you will be prompted to upload a signed 'Notice of Assignment'.
If your company is Factored, please enter a 'Factor Email Address'.
If 'No' move on to the next field

* Branch Name:

* Bank Account 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**

* Address Line 2:

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

Intermediary Address (where applicable):

Intermediary Bank Name (where applicable):

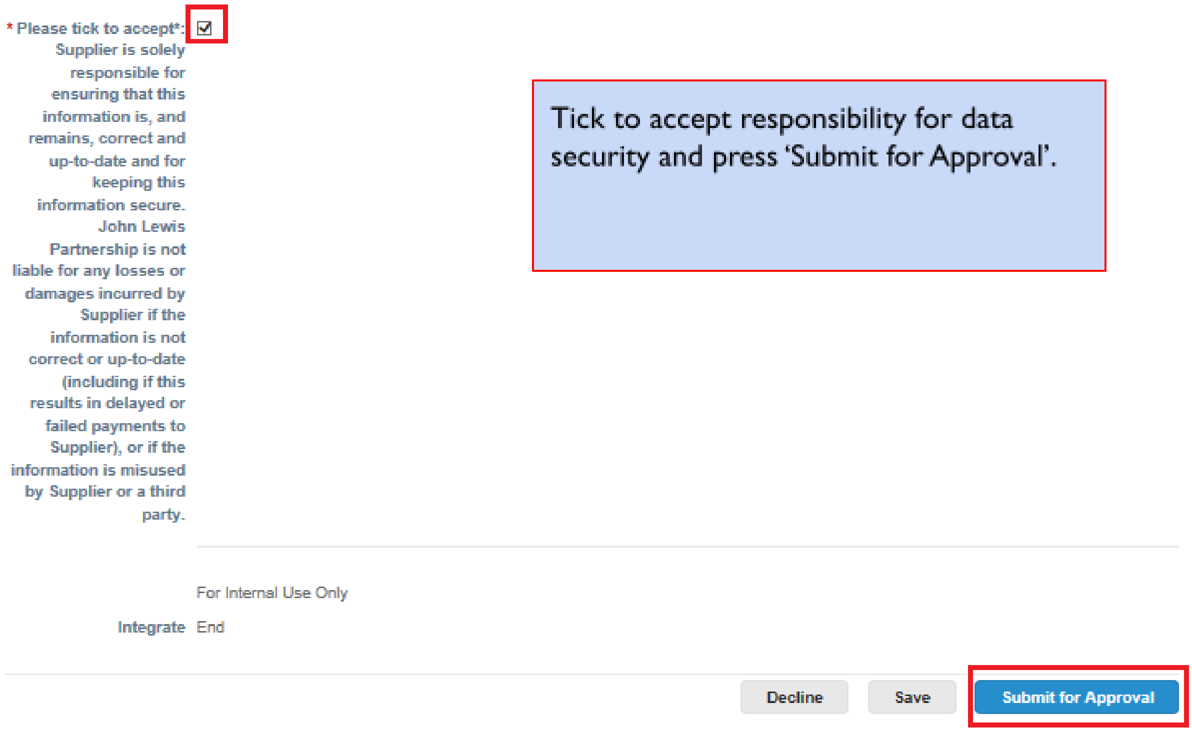
Intermediary Swift Code (where applicable):

* Remittance Email Address: suppliername@test.co.uk

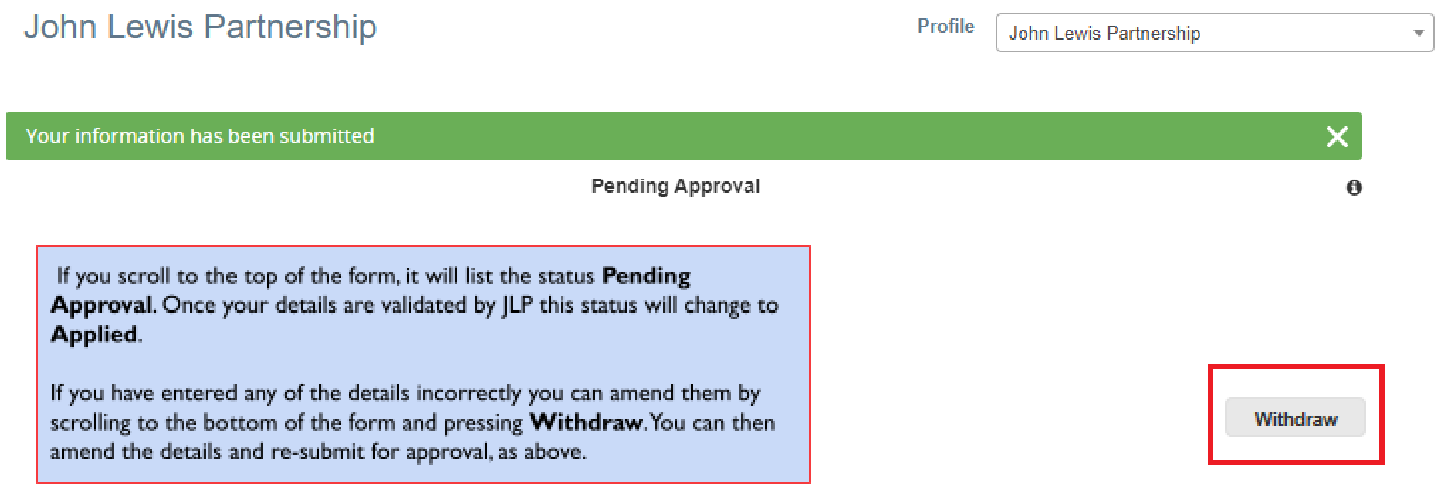
Enter Intermediary bank details, if applicable. If not, leave blank.

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.**



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

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.

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