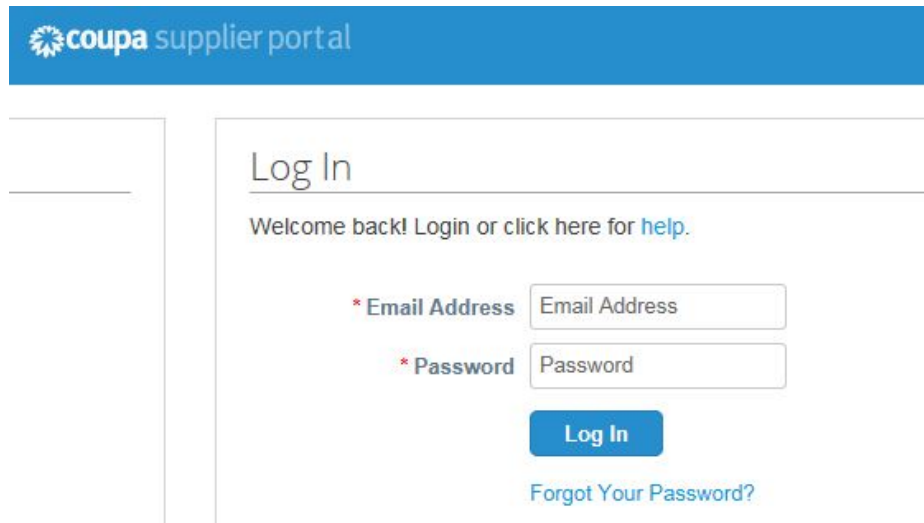


Quick Guide: Updating Your Details In Coupa GNFR Suppliers

1. Log into [Coupa](#).



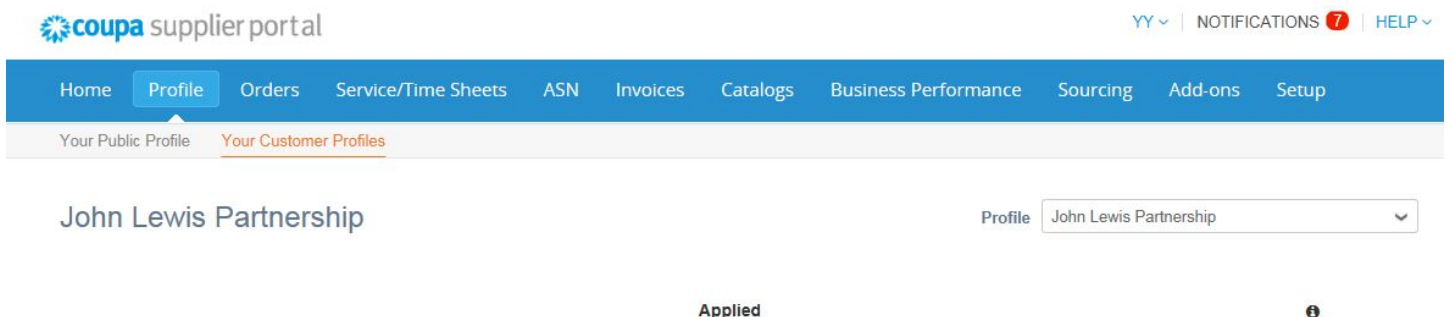
The screenshot shows the 'coupa supplier portal' header. Below it is a 'Log In' section with the text 'Welcome back! Login or click here for [help](#).' There are two input fields: '* Email Address' and '* Password'. Below the fields is a blue 'Log In' button and a link for 'Forgot Your Password?'.

2. Scroll down and in the bottom right hand corner there is a section called 'Latest Customers'. Click on 'John Lewis Partnership',

Latest Customers

[John Lewis Partnership](#)

3. This will take you to your customer profile for John Lewis, this is where you can make amendments to the details that John Lewis hold for your company (Including bank details).



The screenshot shows the 'coupa supplier portal' header with 'YY' and 'NOTIFICATIONS 7' in the top right. Below the header is a navigation bar with 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. Underneath the navigation bar are two tabs: 'Your Public Profile' and 'Your Customer Profiles'. The main content area shows 'John Lewis Partnership' and a 'Profile' dropdown menu with 'John Lewis Partnership' selected. At the bottom, there is an 'Applied' button and an information icon.

- Your John Lewis customer profile will be populated with your details that have previously been submitted. To update any of these details, scroll down to the bottom of the form and press 'Update Info'.

For Internal Use Only

Integrate None

Update Info

- You can then amend any of the details in the form.
 - Please note, the 'Remit-To Address' section (Containing your bank details) cannot be amended. If you need to *amend* any of these details you will need to create a new 'Remit-To Address' and deactivate the old one.
 - If instead you would like to *add* an additional bank account to your John Lewis profile, create a new 'Remit-To Address' and leave the original Remit To Address 'Active'
- To add a new 'Remit-To Address', scroll up to the 'Remit-To Address' section and press '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

- A pop out window will then be displayed, where you can create a new Remit-To or add a previously created one.

Choose Remit-To Address

Choose a Remit-to Location below - Recommended
It's a few more fields, but provides compliance, verification, and re-usability. Otherwise, click 'Cancel' to add info to your customer's form manually.

Create new Compliant Remit-To Address

Brown Street

+ Create New

✓ Choose

8. If you create a new Remit-To, previously entered details will not populate so you will need to enter your information in full, completing all mandatory fields.
9. To deactivate an existing Remit-To Address, scroll down to the bottom of the Remit-To Address section that needs to be deactivated and change the 'Deactivate Remit-To Address' field to 'Inactive'.

Deactivate Remit-To Address

10. Once you have finished amending your details (Including adding or deactivating Remit-To Addresses), scroll to the bottom of the form. Tick to accept responsibility for data security and press 'Submit for Approval'.

* 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.

For Internal Use Only

Integrate End

Decline

Save

Submit for Approval

11. You will then get a message confirming submission and current status 'Pending Approval'. Once your details are validated this status will update to 'Applied'.

The screenshot shows the top navigation bar of the John Lewis Partnership Coupa Supplier Portal. The 'Profile' tab is selected. Below the navigation bar, there are two tabs: 'Your Public Profile' and 'Your Customer Profiles'. The main content area displays 'John Lewis Partnership' and a 'Profile' dropdown menu with 'John Lewis Partnership' selected. A green notification bar at the bottom of the main content area reads 'Your information has been submitted' and 'Pending Approval'.

Additional Support

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'

The screenshot shows the top navigation bar of the Coupa Supplier Portal. The 'HELP' tab is highlighted with a red box. The navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'HELP' tab is located in the top right corner of the navigation bar.

This will take you to the Coupa Success Portal, which contains a host of guides and support materials.

The screenshot shows the Coupa Success Portal. The top navigation bar includes 'SUCCEED', 'TRUST', 'IMPLEMENT', 'INTEGRATE', 'LEARN', 'OPTIMIZE', 'SUPPLIERS', and 'SUPPORT'. Below the navigation bar is a search bar with the text 'How can we help you?' and a 'Search' button. The breadcrumb navigation shows 'Home > Suppliers > For Suppliers'.

Coupa Supplier Portal

Last updated: Oct 30, 2020