

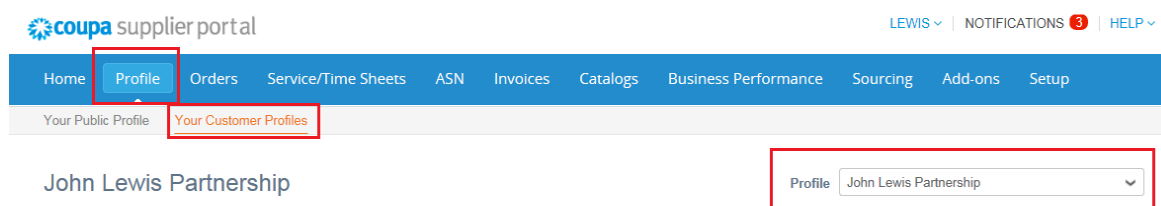
Amending Your John Lewis Partnership Customer Profile

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.


For Internal Use Only

Integrate None

Update Info

ALL FIELDS WITH * MUST BE FILLED OUT

General Information

 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
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
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)?

* CIS Supplier Type

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?

* 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?

Self Billing URL

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

* Attach Self Billing agreement No file chosen


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


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

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

Middle Name

* Last Name

* Email address 

Work Phone 


Country/Region/Area/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 

Address Name

Street Address

Street Address 2

City

State Region

Postal Code


Location Code

PO Box

PO Box Postal Code


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.

Remit-To Section

* Are you registering as a new Supplier? 

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

Country/Region

This is the official name of your business that is registered with the local government and the country/region where it is located.

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

Cancel

Continue

* Legal Entity Name

Country/Region

* Type of Company

Board of Directors

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

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

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.

☒ Use this address for Remit-To

☒ Use this for Ship From address

RegisteredWhat is your Tax ID? [i](#)Country/Region * VAT ID ☐ I don't have a VAT/GST Number**Not Registered**What is your Tax ID? [i](#)Country/Region VAT ID ☒ I don't have a VAT/GST Number* Local Tax ID [Add additional Tax ID](#)

If Registered: Add your VAT/GST registration number (Including prefix) [Left Box]
Note: ensure the VAT prefix is capitalised, as lower case prefix is no longer valid on companies house after a recent update.

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 What are your Bank Account Details? [i](#)Bank Account Country/Region: Bank Account Currency: Beneficiary Name: Bank Name: Account Number: [i](#)Confirm Account Number: Sort Code: [i](#)SWIFT/BIC Code: [i](#)Bank Account Type: Supporting Documents No file chosen [i](#)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

* Bank Account Name

* Address Line 2

Intermediary Address (where applicable)

Intermediary Bank Name (where applicable)

Intermediary Swift Code (where applicable)

* Remittance 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

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**

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

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

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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