



Coupa Registration Process

VENDOR'S MANUAL FOR THE PROCESS OF
CREATING AND FILLING OUT THE CREATION
OR UPDATE FORM IN COUPA



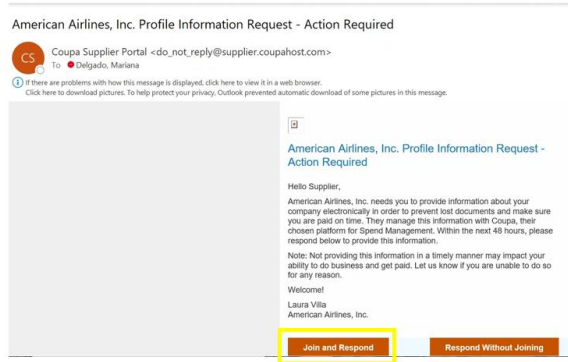
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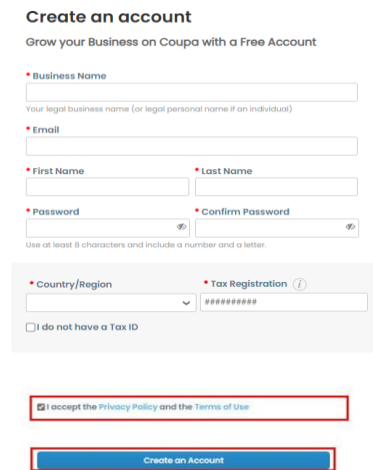
1. Invitation to join Coupa.

Dear supplier, the email address provided to your AA contact will be sent the invitation to create your username and password on the Coupa platform, through which the creation and/or update form will be filled out as appropriate.

- As shown in the image below, you must click on the **Join and Respond** option:



- Once we click, a tab will be displayed for the creation of the username and password of our Coupa account.
- All fields with * are mandatory:



Business Name: Company name.

Email: It must be the same as the one we assign as a user.

First Name: In this box you will enter the name of the person in charge of the billing.

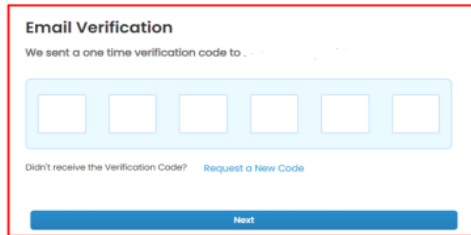
Last Name: In this box you will enter the last name of the person in charge of the billing.

Password: It is assigned by the vendor.

Country/Region of Operation: Country where this vendor will be registered.

Tax Registration: Tax identification number (NIT, RUC).

- Once we click on **Create an Account**, a verification code will arrive at the registered email address that we must place in the following box.



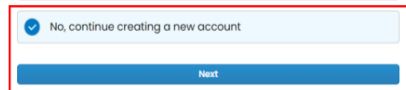
Email Verification

We sent a one time verification code to . . .

Didn't receive the Verification Code? [Request a New Code](#)

[Next](#)

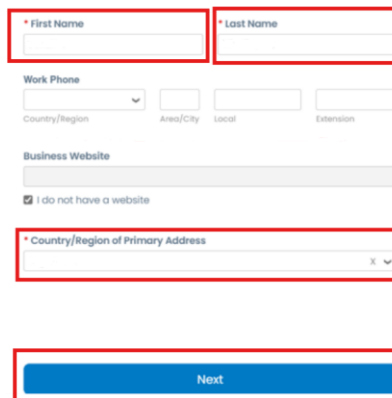
- After entering the verification code, a new box will be displayed indicating that, if you wish to join an existing account, please click on the following item:



☒ No, continue creating a new account

[Next](#)

- And we will continue to fill out the contact information:
All fields with * are mandatory:
 - **First Name:** In this box you will enter the name of the person in charge of the billing.
 - **Last Name:** In this box you will enter the last name of the person in charge of the billing.
 - **Country/Region of Primary Address:** Country where this vendor will be registered.



* First Name

* Last Name

Work Phone

Country/Region Area/City Local Extension

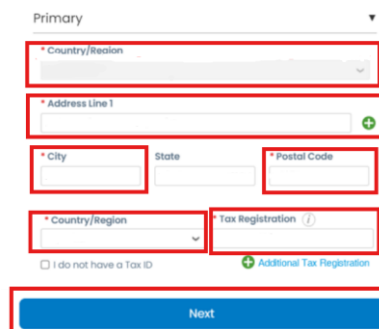
Business Website

☒ I do not have a website

* Country/Region of Primary Address

[Next](#)

- **Country/Region of Primary Address:** Country where this vendor will be registered.
- **Address Line 1:** Address of where the company is located.
- **City:** City where the company is located.
- **Country/Region:** Country where this vendor will be registered.
- **Tax Registration:** Tax identification number (NIT, RUC).



Primary

* Country/Region

* Address Line 1

* City State * Postal Code

* Country/Region * Tax Registration

☐ I do not have a Tax ID [Additional Tax Registration](#)

[Next](#)

Once we finish filling in the required information, we click on **Next**.

1. Coupa registration or update form

Before filling out the form, please go to the top right in the **Notifications** option where you will find the link to the form.

The screenshot shows the top of the Coupa Supplier Portal. The header includes the Coupa logo and the text "coupa supplier portal". On the right, there is a user profile "GLORIA" and a "NOTIFICATIONS" link with a red notification icon, which is highlighted with a red box. Below the header is a navigation bar with links: Invoices, Orders, Business Profile (highlighted), Service Sheets, Items, ASN, Sourcing, Forecasts, Catalogs, Community, Setup, and More... Below this is a secondary navigation bar with links: Business Profile, Legal Entities, Payment Methods, Information Requests, Performance Evaluation, and Subscriptions. The main content area shows "American Airlines, Inc." and a "Select Customer" dropdown menu with "American Airlines, Inc." selected. Below this is the heading "Form Responses".

The information that we see auto completed within the form is the same that we filled out in the previous steps.

- The boxes in red are the information that needs to be filled out on a mandatory basis.
- The yellow boxes have a special annotation or observation and are also mandatory.

The screenshot shows the "Vendor Onboarding Form (International)" for "American Airlines, Inc. - BUSSINES BALANCE". The form is titled "Supplier Information: BUSSINES BALANCE" and includes a yellow banner stating "We have auto-filled some information from your Public Profile." The form contains several mandatory fields marked with red boxes: "Legal Business Name" (filled with "TRAINING ACCOUNTING 2"), "Type of Service" (filled with "test"), "Are you a resident or non-resident of India?" (filled with "Non-Resident"), and "Primary Contact" (filled with "Raul" for First Name and "Romero" for Last Name). The form also includes a "Parent Company Name" field and a "Contact Information for Billing Inquiries" section. A note at the top states: "All responses must be entered in the English alphabet. Any responses that are entered in other language characters will be rejected unless they are Portuguese and Spanish languages."

Title

* Phone Other 57 1 4634978


Country/Region/Area/City Local Extension (optional)

Please indicate if Country Code is +1, select US/Canada; if Country Code is not +1, select Other.

Alternate Phone US/Canada

650-555-1212

Please provide an alternate phone number if available. Indicate if Country Code is +1, select US/Canada; if Country Code is not +1, select Other.

* Remittance Email mexcatest@gmail.com 

Please populate a single email address. This must be the remittance email address.

Fax US/Canada

650-555-1212

Please provide if applicable. If Country Code is +1, select US/Canada; if Country Code is not +1, select Other.

Alternate Email Address

Provide any additional email addresses. Please use a semi-colon (;) between each email address.

Company Website

Please provide your company's website (if available).

Please enter the following details about your point of contact at American Airlines.

* Name of Contact at American Airlines

Please provide the name of your contact at American Airlines.

* Email of Contact at American Airlines

Please provide your contact person's email address.

Phone Number of Contact at American Airlines

Please provide your contact person's phone number.

- The American Airlines contact is the one who made the request for creation or update.

Title

* Phone Other 57 1 4634978


Country/Region/Area/City Local Extension (optional)

Please indicate if Country Code is +1, select US/Canada; if Country Code is not +1, select Other.

Alternate Phone US/Canada

650-555-1212

Please provide an alternate phone number if available. Indicate if Country Code is +1, select US/Canada; if Country Code is not +1, select Other.

* Remittance Email mexcatest@gmail.com 

Please populate a single email address. This must be the remittance email address.

Fax US/Canada

650-555-1212

Please provide if applicable. If Country Code is +1, select US/Canada; if Country Code is not +1, select Other.

Alternate Email Address

Provide any additional email addresses. Please use a semi-colon (;) between each email address.

Company Website

Please provide your company's website (if available).

Please enter the following details about your point of contact at American Airlines.

* Name of Contact at American Airlines

Please provide the name of your contact at American Airlines.

* Email of Contact at American Airlines

Please provide your contact person's email address.

Phone Number of Contact at American Airlines

Please provide your contact person's phone number.

Documents (Section 1)

Invoice Copy **Choose File** No file chosen

Please provide a copy of your invoice that displays your company logo

* What is your applicable tax country? ☒ Bolivia ☐ Colombia ☐ Peru ☐ Other

Please select the tax country that applies to you. If the country is not listed, please select "Other"

* Company Business license or Registration **Choose File** No file chosen

Please provide if applicable.

- The copy of the invoice does not necessarily have to be addressed to American, but it must be for the same service or product provided to America Airlines.
- **Company business license or registration**, a legal document that validates the incorporation of the company must be attached, for example: for Colombia chamber of commerce, for Peru the RUC file.

Documentos (sección 2)

A continuación adjunte los documentos según en los campos correspondientes

* Número de identificación del contribuyente 40254758

Ingrese su Número de identificación fiscal. Ingrese N/A si no lo aplica

* ¿Cuál es su país de operación? ☐ Colombia ☐ Ecuador ☐ India ☐ Otro

Seleccione el país de operaciones comerciales que le corresponde. Si su país no aparece en la lista, seleccione "Otro"

- The taxpayer's identification number must be filled out according to each country, for example:
 - Bolivia – No dots or signs – Example: 1230000011
 - Colombia – With dots and dash – Example: 830.000.000-1
 - Ecuador – No dots or signs – Example: 12300000011
 - Guyana – No dots or signs – Example: 013789916
 - Peru – No dots or signs – Example: 12300000011
 - Venezuela – No dots or signs – Example: J123456789
 - Trinidad & Tobago - Company's tax identification number that matches the one registered for the bank account.

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

- We click on **Add Remit-To** to start the process of verifying the account and bank information, keep in mind that it is important to follow the congruence regarding the information that we had been filling in previously, since this is where the necessary information for the approval line and part of the payment is filled.
 - *If the following information does not match that provided in the required media, the form cannot be approved and will be returned.*
 - The boxes in red are the information that needs to be filled out on a mandatory basis.

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.

Choose existing or create new Remit-To Address:

Create New Remit-To Address

- **Legal Entity Name:** Company name.
- **Country/Region:** Country where the supplier will be registered.
- **Address Line 1:** Company address.

- **City:** City where the company is located.
- **Postal Code:** Postal code where the company is located if you know how to place it 000.
- **Country/Region:** Enter the country where the supplier is located.
- **VAT ID:** Enter Tax identification number (NIT, RUC).

Where's your business located?

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

* 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.

Cancel Continue

All
American Airlines, Inc.

What address do you invoice from?

* Address Line 1
Address Line 2
* City
State
* Postal Code
Country/Region Peru

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

What is your Tax ID?

Country/Region
VAT ID

☐ I don't have a VAT/GET Number

Add additional Tax ID

Miscellaneous
Invoice From Code

Cancel Save & Continue

Where do you want to receive payment?

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.

Add Remit-To

Remit-To Account	Remit-To Address	Status
Address	casa del y moneyra 380 piso 4 San Isidro lima 15033 Peru	Active

Manage

Deactivate Legal Entity Cancel Please wait...

Business Contribution: Choose File No file chosen
Payment request for this form: No file chosen

Setup Complete

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

Add Later Add Now

Peru
Other

Business Contribution: Choose File No file chosen

- Once the previous fields have been completed, we will return to the form and the information we have just filled out will appear by default, as follows:

Direccion de remision

Nombre de la direccion de remision

Ingrese un nombre de la direccion de remision si aplica.

Street Address canaval y moreyra 380 piso

Street Address 2 San isidro

City lima

Estado o Region

Si el estado o region no aplica para su pais capture "NA".

Postal Code 15036

Si no tiene codigo postal capture "Ninguno".

Country/Region Peru

Bank Information

Detalles bancarios

Indicador Bancario

Si es nuevo proveedor, deje en blanco el campo. capture los detalles bancarios a continuacion. Update Banking = Actualizar datos bancarios; No banking = No actualizar datos bancarios

Nombre del banco del beneficiario

Direccion de la sucursal bancaria

Bank CIB

Bank Postal Code

Si no tiene codigo postal capture "Ninguno".

Bank Country/Region

Numero de identificacion fiscal del titular de la cuenta bancaria

- **Bank indicator:** If you are filling out a creation form, please leave the yellow box blank, but if it is an update form, please select the **bank update option**.
- **Bank Country/Region:** Select the country where the provider is located.
- **Tax identification number of the bank account holder:** Fill in the tax identification number of the account holder:
 - Bolivia – No dots or signs – Example: 1230000011
 - Colombia – With dots and dash – Example: 830,000,000-1
 - Ecuador – No dots or signs – Example: 12300000011
 - Guyana – No dots or signs – Example: 013789916
 - Peru – No dots or signs – Example: 12300000011
 - Suriname – No dots or signs – Example: 69870
 - Venezuela – No dots or signs – Example: J123456789
 - Trinidad & Tobago - Company's tax identification number that matches the one registered for the bank account.

Nombre del titular de la cuenta bancaria

Numero de cuenta bancaria Considerar que para cuentas bancarias en India el NRI no es aceptado por American Airlines. Para México incluir la CLABE.

Numero de transito

¿Cuenta bancaria corriente/cheques o ahorro? ☐ Corriente/cheques ☒ Ahorros

Código bancario Capturar sucursal bancaria. Para Brasil es requerido el número de banco.

SWIFT/BIC (código de identificación bancaria) Guadalupe y Martinique requieren el código SWIFT

IBAN Number Requerido para Europa, la costa del Pacifico, Guadalupe, Martinique, y Costa Rica.

Account Currency Pagos a proveedores son procesados en la moneda oficial local de cada país.

¿Utiliza banco intermediario? ☐ Si ☐ No

- **Bank account number:** The bank account number must be without dots or signs and must match the one provided on the bank certificate.
- **Account Currency:** Enter the type of currency in which the payment is to be made.

* ¿Su banco está ubicado en Argentina o India? ☐ Argentina ☐ India ☒ Otro

* ¿La cuenta bancaria está localizada en Italy? ☐ Si ☒ No

* Documento para verificación bancaria (no aplica para Italia) bcp.JPG Documentos aceptados: Cheque cancelado, Estado de cuenta, Carta Bancaria.

Información adicional

Incluya cualquier información adicional que desee compartir con American Airlines.

- **Document for bank verification:** Attach a bank certificate, in which it must be possible to evidence (Legal Name, tax identification number and bank account number).
- Save and click on **Submit for Approval.**
- Once you are created as a supplier in the American Airlines system, you will be notified by mail and in case the form is rejected, a notification from Coupa will be sent to the registered email with the comments of the reason for the rejection.