



Sealed Air®



Sealed Air Vendor Guide:  
**EMEA** Vendor Onboarding to Coupa Supplier Portal (CSP)  
/Supplier Information Management (SIM)



## Sealed Air Suppliers: the Coupa SIM Onboarding Process Guide

Dear Supplier,

In June 2019 we announce that we are partnering with Coupa to launch an automated Source-To-Pay ('S2P') solution. We very much look forward to and appreciate your partnership with us in this program. As a key supplier, we are requesting your prompt and thorough assistance to prepare and ensure a smooth transition to our new procurement process.

Coupa will allow for electronic ordering, sourcing and invoice processing; and will provide benefits to our strategic supply partners such as:

- Prompt, automated payment for invoices submitted in accordance with our agreed terms
- Reduction / Elimination of paper transaction documents
- Greater control, automation and visibility over the complete order management process
- Possibility for new business opportunities in the Coupa Supplier Portal with other buyers

We are now "Live" in North America and Europe and we need your company to be ready to receive our electronic orders and to submit your invoices electronically through the new system as soon as possible. As an important step toward integrating your company with our new technology, all of our suppliers will be invited and encouraged to register in the Coupa Supplier Portal ("CSP") - an easy-to-use web portal that will enhance our electronic transactions.

We realize this may represent a major change for our suppliers and we are doing everything we can to make the transition as easy as possible for everyone involved. Our project team is committed to helping you accomplish this needed integration. We are confident the automated solution will be a "win / win" for both our organizations.

The balance of this Training document will focus on instruction and guidelines on the Supplier Onboarding process. If you have questions, please reach out to your Purchasing Category Lead or Buyer.

Thank you again for your support.  
Sealed Air Purchasing

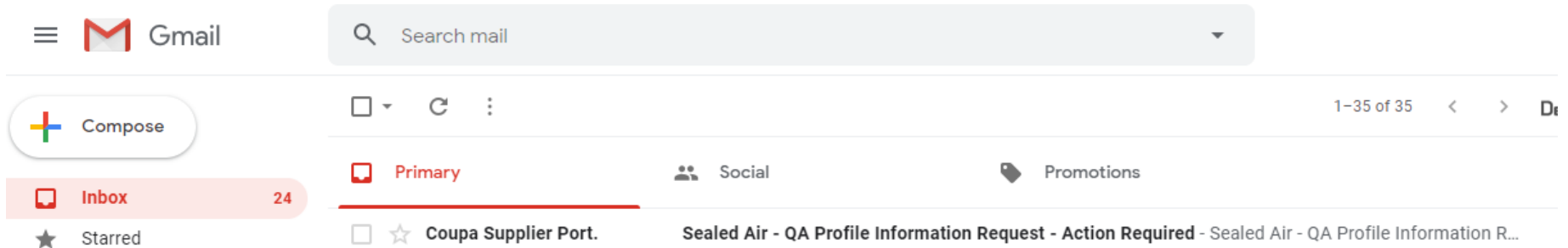


## Sealed Air Suppliers: the Coupa SIM Onboarding Process Guide – cont.

You will receive an email from the Coupa Supplier Portal requiring you to fill out your company profile. Please see the example below of what the email will look like.

If you do not see this email . . . .

- please make certain to check your SPAM or JUNK folders.
- If you still do not see your email invitation to Coupa, please contact your Purchasing representative. Please verify the email address and contact information.
- **NOTE: this invitation request will expire 15 days from the date it was sent. Please make certain to fill out the request as soon as possible.**



## Sealed Air Suppliers: the Coupa SIM Onboarding Process Guide – cont.

Below is an example of the Profile Information Request email.

- Please pay close attention to the email request. All of the information is necessary.
- Press the **Join and Respond** button. This will take you to the pop-up to create your password. Press **Submit** when completed.
- If you are not the correct person to fill out the profile, please go to the bottom of the pop-up and forward to the appropriate person.

SealedAir® Sealed Air - QA Profile Information Request - Action Required

Powered by 

Hello Supplier,

Sealed Air needs you to provide information about your company electronically in order to prevent lost documents and make sure you are paid on time. They manage this information with Coupa, their chosen platform for Spend Management. Within the next 48 hours, please respond below to provide this information.

Note: Not providing this information in a timely manner may impact your ability to do business and get paid. Let us know if you are unable to do so for any reason.

When filling out the requested information in Coupa please ensure:

1. Your Primary Address and Remit-To Address are identical
2. Your VAT Registration Number is properly filled
3. Banking Information
  - a. Beneficiary Name (Your company name), Bank Account # and Routing number are required
  - b. In case you are invoicing Sealedair in EURO currency filling the IBAN and SWIFT codes are mandatory
  - c. All other banking detail fields are not required but optional

Please contact your Sealed Air Purchasing representative if you have any questions.

Welcome!  
Sealed Air

**Join and Respond**

### Join the Coupa Supplier Portal

Complete the information below and create the password for your account. [Click here for help.](#)

\* First Name

\* Last Name

\* Company

\* Department

\* Role

\* Email

\* Password

Use at least 8 characters and include a number and a letter.

\* Password Confirmation

I accept the [Privacy Policy](#) and the [Terms of Use](#).

**Submit**

This is where you can forward the in invitation if you are not the contact person to fill out the Remit to and Banking

### Forward Your Invitation

Not the right person to register now? Want to ask a coworker to join quickly? Send a copy of your invitation to a colleague's email below (must have the same email domain).

Forward Email

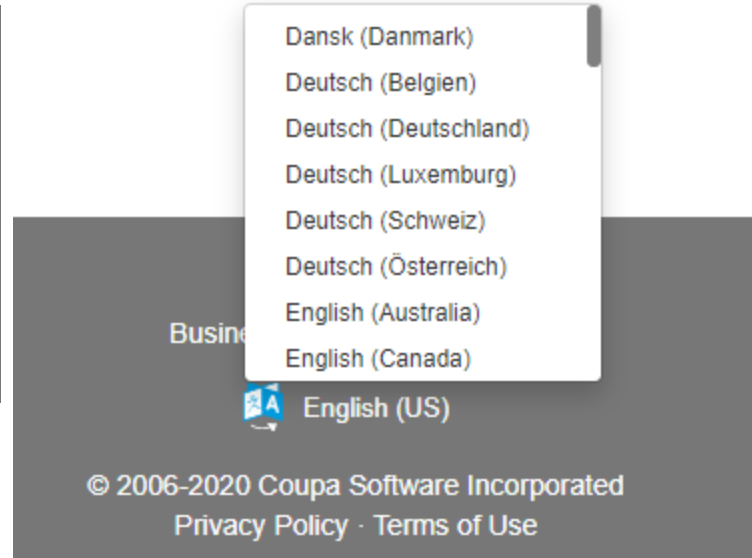
**Submit**



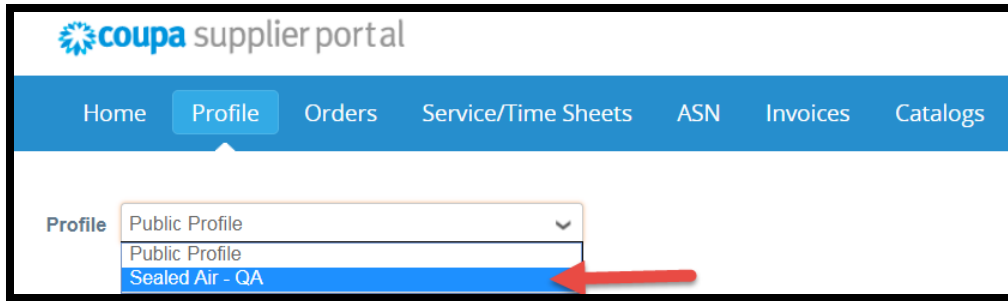
## Sealed Air Suppliers: the Coupa SIM Onboarding Process Guide – cont.

**Portal language** can be modified based on the supplier preferred display language

At the bottom of the Coupa Supplier Portal page you can adjust it



## Sealed Air Suppliers: the Coupa SIM Onboarding Process Guide – cont.



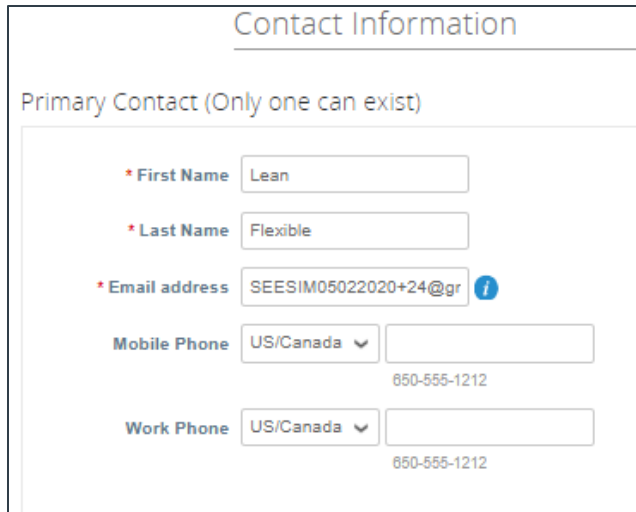
coupa supplier portal

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs

Profile Public Profile  
Public Profile  
Sealed Air - QA

Please go to the 'Profile' tab. You may have other customers using Coupa. Please choose the Sealed Air profile to fill out and submit.

**NOTE: All Sealed Air vendors must fill out the Sealed Air Profile information. Not filling out Remit-To and Banking may delay payments!**



Contact Information

Primary Contact (Only one can exist)

\* First Name Lean

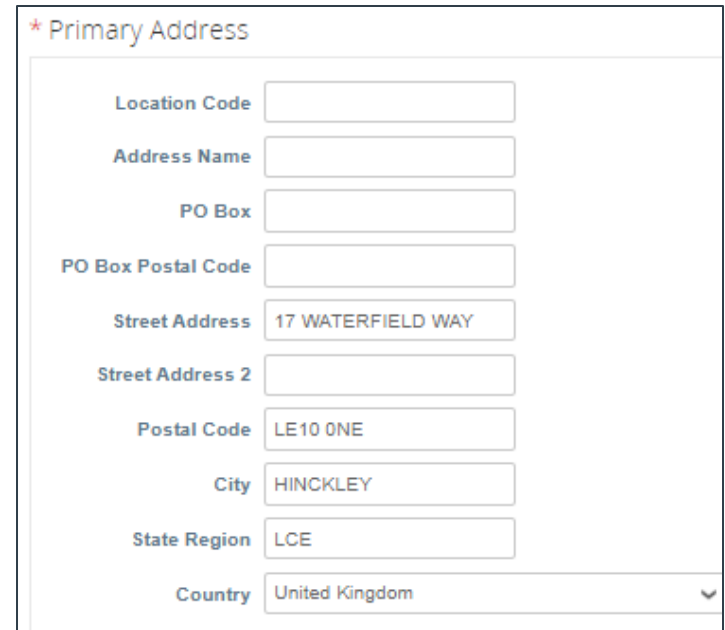
\* Last Name Flexible

\* Email address SEESIM05022020+24@gr

Mobile Phone US/Canada 850-555-1212

Work Phone US/Canada 850-555-1212

This information is pre-populated from our vendor master. Please verify that it is accurate.



\* Primary Address

Location Code

Address Name

PO Box

PO Box Postal Code

Street Address 17 WATERFIELD WAY

Street Address 2

Postal Code LE10 ONE

City HINCKLEY

State Region LCE

Country United Kingdom

## Sealed Air Suppliers: the Coupa SIM Onboarding Process Guide – cont.

Additional Information

PO Email

VAT Registration Number   
Only applicable for European Union

Will you accept P-Cards?

Tax Number 1

Tax Number 2

Tax Number 3

Tax Number 4

DUNS Number

Verify you PO e-mail address

- Press the 'Add Remit-To' button
  - This will take you to a pop-up to 'Create New' Remit-to address.
  - **NOTE: If your company is already working with Coupa, you may already have a Remit-To address created.**

Remit To Banking/Financial Information

Remit-To Addresses

Add one or more Remit-To Addresses

**Add Remit-To**

Attachments  No file chosen  
Please attach - W8, Banking Details, Vendor Sourcing F

Press "Add Remit-to" button to add remit to address and banking information. This needs to be added even if your primary information is the same as your remit to. In case it is identical, please ensure you fill the same information in the same format both to the Primary and to the Remit to Address

Upload your Bank statement showing your beneficiary name and bank account number or an invoice.

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

Create New

## Sealed Air Suppliers: the Coupa SIM Onboarding Process Guide – cont.

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

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

Cancel **Continue**

Type in your company legal name and the Country where your business is located

- Make certain the Sealed Air box is checked
- Fill in the Remit-To address
  - **NOTE: Where possible, please make the Remit-To and Primary address match.**
- Miscellaneous information requirements vary by country. Only mandatory fields need to be filled
- Press **Save & Continue**

Miscellaneous Information

1 2 3 4

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

\* Type of Company

Board of Directors

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

Cancel **Save & Continue**

Miscellaneous information requirements vary by country. Only mandatory fields need to be filled



# Sealed Air Suppliers: the Coupa SIM Onboarding Process Guide – cont.

Tell your customers about your organization

1 2 3 4

Which customers do you want to see this?

All  
 Sealed Air - QA

What address do you invoice from?

\* Address Line 1

Address Line 2

\* City

State

\* Postal Code

Country United Kingdom

Use this address for Remit-To  
 Use this for Ship From address

What is your Tax ID?

Country United Kingdom

\* VAT ID

I don't have a VAT/GST Number

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

**In case your Remit to address is the same as your primary address make sure you fill in the information exactly the same way**

Banking Information

\* Beneficiary Name

Bank Name

\* Bank Account Number

Bank Routing Number

IBAN Number

SWIFT Code (BIC)

Account Type

Bank Address

Bank City

**In case you are invoicing Sealedair in EURO currency filling the IBAN and SWIFT codes are mandatory**

Attachments  No file chosen

Please attach - WB, Banking documents, or invoices.

**Upload your Bank statement showing your beneficiary name and bank account number or an invoice.**

Sealed Air Code of Conduct

Please review Sealed Air's Code of Conduct policies at <https://bit.ly/36juXWb> and check the box below if you agree.

\* I agree to Sealed Air's Code of Conduct

**Vendors must agree Sealedair Code of Conduct. Then press Submit for approval**

Your information has been submitted



## Sealed Air Suppliers: the Coupa SIM Onboarding Process Guide – cont.

Your information has been submitted

### Next Steps:

Once you have submitted your form, the Sealed Air Purchasing Category Lead will be reviewing this form and the information in Coupa. Below are the next steps.

1. The Category Lead approves your form – the updates will go through the balance of our approval process and update your Vendor Master.
  - a. Vendor is complete – Process is done.
  - b. Vendor is 'Active' in Coupa. Vendor is able to receive POs and create invoices.
2. The Category Lead 'rejects' the form back to the vendor with Comments on what is needed to be fixed. NOTE: comments are found at the bottom of the form.
  - a. Vendor makes the appropriate changes to the form and re-submits. The form will go back through the review process.

**NOTE: Remember, your invitation will expire 15 days from the invitation email. Please fill out the Coupa registration as soon as you get it. If your invitation has expired or you have questions please contact your Sealed Air Purchasing Lead for help.**

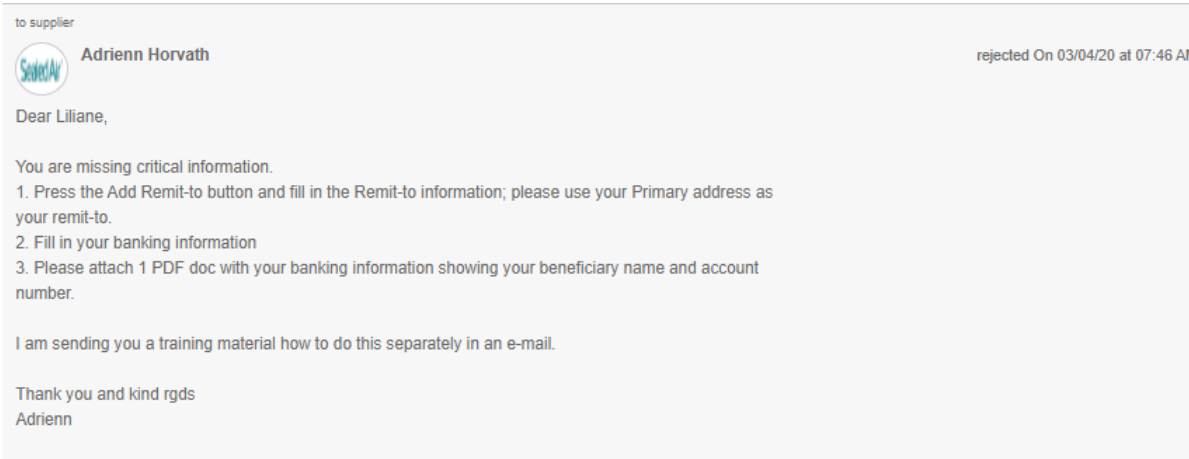
Thank you.

Sealed Air Purchasing



## Sealed Air Suppliers: the Coupa SIM Onboarding Process Guide – cont.

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**NOTE: Remember, your invitation will expire 15 days from the invitation email. Please fill out the Coupa registration as soon as you get it. If your invitation has expired or you have questions please contact your Sealed Air Purchasing Lead for help.**



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# Addendum

# SUPPLIER TO COMPLETE as part of existing vendor onboarding to CSP – cont...

## Miscellaneous Information & Banking requirements

### GERMANY

#### Banking information

\* Legal Entity Name

Country

\* Board of Directors

\* Legal type of company

\* Registered seat

\* Chairman of the Board

\* Court of registration

\* Commercial Register & Number

Remark if company in liquidation

Bank Account Country:

Bank Account Currency:

Bank Name:

Beneficiary Name:

Routing (Bank Code) Number:

Account Number:

Confirm Account Number:

\* IBAN:

SWIFT/BIC Code:

Bank Account Type:



# SUPPLIER TO COMPLETE as part of existing vendor onboarding to CSP – cont...

## Miscellaneous Information & Banking requirements

### FRANCE

\* Legal Entity Name

Country

\* Co Reg Num.

\* Place of Reg.

\* Legal Status

\* Share Capital

Enter a number with two decimal points (eg 15096,00)

#### Banking Information

\* Beneficiary Name

Bank Name

\* Bank Account Number

Bank Routing Number

IBAN Number

SWIFT Code (BIC)

Account Type

Bank Address

Bank City

Bank State or Region

Bank Postal Code

Bank Country

Reference Details

Bank Routing Number

⚠ must be exactly 9 digits.

#### Banking Information

\* Beneficiary Name

Bank Name

\* Bank Account Number

Bank Routing Number

can be saved w/o routing nr



# SUPPLIER TO COMPLETE as part of existing vendor onboarding to CSP – cont...

## Miscellaneous Information & Banking requirements

### ITALY

\* Legal Entity Name

Country

\* Co Reg Num.

\* Type of Company

\* Place of Reg.

\* Permit Number

\* Permit Date

Enter a date with the following specification: YYYY-MM-DD (eg 1984-05-30)

\* Liquidation State

\* Share Capital

Enter a number with two decimal points (eg 15096,00)

\* Sole Shareholder

Liabile Company

\* Tax Regime

### Banking Information

\* Beneficiary Name

Bank Name

\* Bank Account Number

Bank Routing Number

IBAN Number

SWIFT Code (BIC)

Account Type

Bank Address

Bank City

Bank State or Region

Bank Postal Code

**SUPPLIER** TO COMPLETE as part of existing vendor onboarding to CSP – cont...  
Miscellaneous Information & Banking requirements

**UK**

\* Legal Entity Name

Country

\* Type of Company  

Board of Directors  