



Sealed Air®



# Sealed Air Vendor Guide:

## North America 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 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

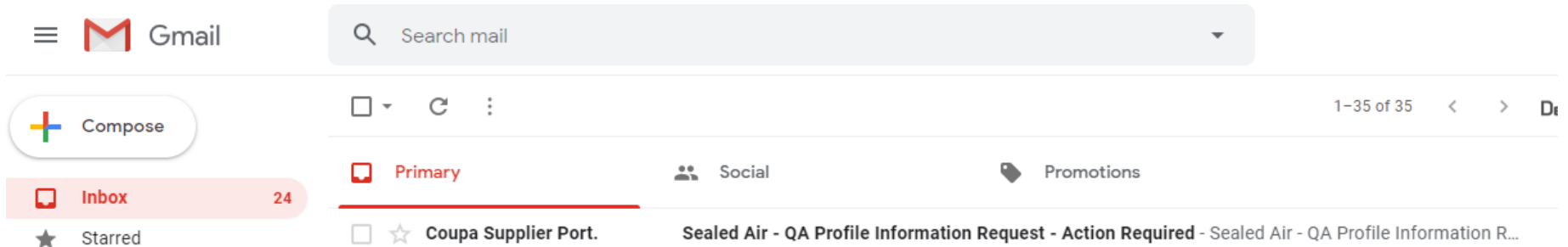


## Sealed Air Suppliers: the Coupa SIM Onboarding Process Guide – cont.

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 . . . .

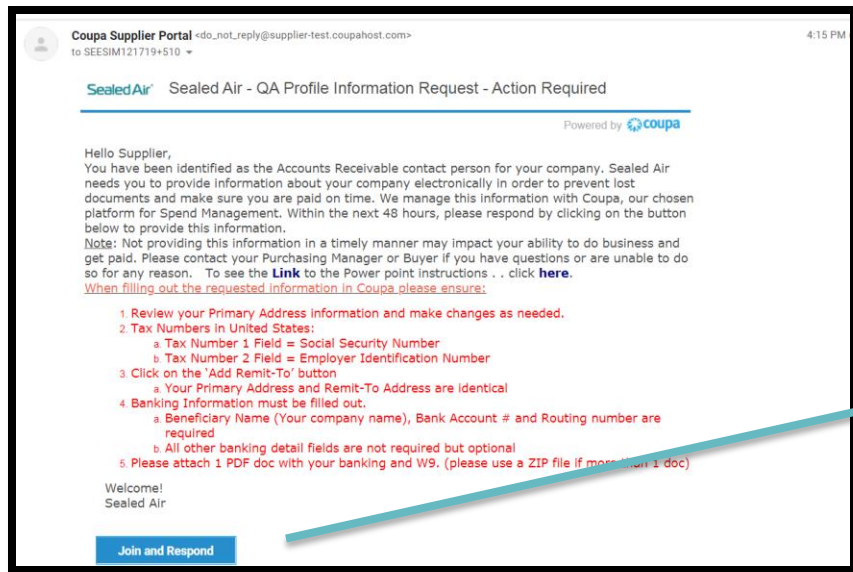
- please make certain to check your SPAM or JUNK folders.
- If you still do not see your email invitation to Coupa, please contact your Purchasing representative. Please verify the email address and contact information.
- **NOTE: this invitation request will expire 15 days from the date it was sent.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



**coupa** supplier portal

### 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**

### Forward Your Invitation

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

Forward Email

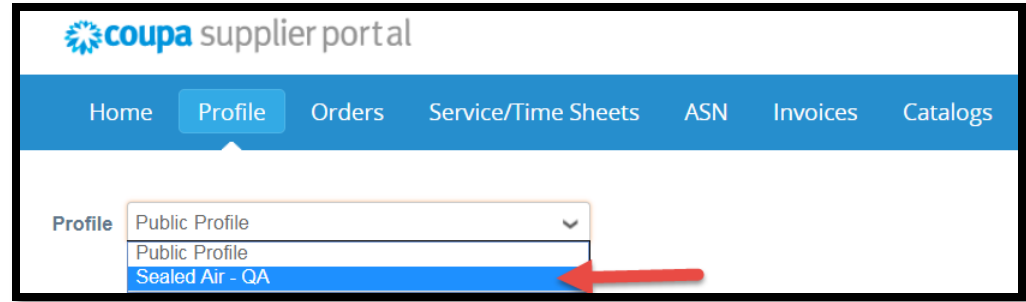
**Submit**

This is where you can forward the invitation if you are not the correct person to fill out the Remit-to and Banking.

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

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!**



Supplier Information 671161-1100-671161-SYCNFUSION INC

### Sealed Air New Supplier Onboarding Form

\* Company Name 671161-1100-671161-SYNC

### Contact Information

Primary Contact (Only one can exist)

\* First Name JASMYN CAMP

\* Last Name JASMYN CAMP

\* Email address SEESIM121719+485@gmail.com ⓘ

Mobile Phone US/Canada +1 (777) 777-7777  
650-555-1212

Work Phone US/Canada +1 (888) 888-8888  
650-555-1212

↔

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 2501 AERIAL CENTER PK

Street Address 2

Postal Code 27560

City MORRISVILLE

State Region NC

Country United States

### Additional Information

PO Email AR@SYCNFUSION.COM ⓘ

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

### 1. Additional Information:

1. Verify your PO email
2. VAT – for EU vendors only
3. Check the box if you accept p-card payments
4. Tax for US
  1. Tax #1 is for Social Security Number
  2. Tax #2 is for Federal ID #
5. Add your DUNS #

### 2. 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.**

1

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

For the US the vendor will fill in TAX #1 for SSN and TAX #2 for Federal ID

2

Remit-To Addresses

Press the Add Remit-to button to add the Remit-to address and Banking. Where possible make the Remit-to and Primary address the same.

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

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.

1

2

1. Where is your business located?
  - Type in your Company Name and location and choose country.
    - Press 'Continue'
2. Tell your customers about your organization
  - 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.**
  - Tax ID information and Miscellaneous is not mandatory
  - Press 'Save & Continue'

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

1

Remit-to Address Information

\* Street Address

Street Address 2

\* Postal Code

\* City

\* State Region

Country

Account Currency

Remittance Email

State must be the 2 digit .  
. i.e. NC not North  
Carolina; TX not Texas . .  
etc.

2

Banking Information

\* Beneficiary Name

Bank Name

\* Bank Account Number

Bank Routing Number

3

Attachments [Domestic Vendor.zip](#)  
(Change, Clear)

Please attach - W9, Banking Details, Vendor Sourcing Form

1. Remit-to Address Information
  - Sealed Air vendor must fill in remit-to information, including the Remittance Email. The state must be the 2 digit (i.e. . NC not North Carolina).
  - **NOTE: where possible please make the Remit-to address and the Primary address match.**
2. Banking Information: Beneficiary Name, Bank Account #, & Bank Routing # are mandatory
3. Attachments: W9/W-8 and Banking info. Required
4. Code of Conduct: review the detailed information on the link provided. Copy and paste. All Sealed Air vendors are required to agree to the Code of Conduct.
  - When completed with this section press **Submit for Approval**

4

Sealed Air Code of Conduct

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

I agree to Sealed Air's Code of Conduct

Vendor must agree to our Code of Conduct and then Submit for Approval.





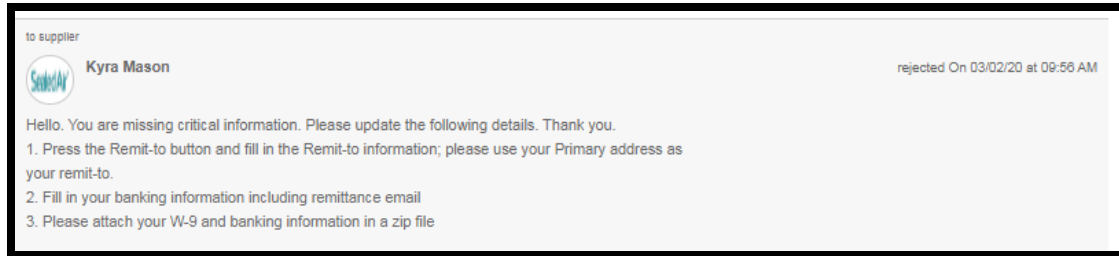
## Sealed Air Suppliers: the Coupa SIM Onboarding Process Guide – cont.

**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.

### 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 ‘rejects’ the form back to the vendor with Comments on what is needed to be fixed.
  1. Vendor will receive an email informing them their form was rejected.
  2. Vendor makes the appropriate changes to the form and re-submits. The form will go back through the review process explained on previous slide.
  3. NOTE: comments are found at the bottom of the form. See example below.



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

Next Steps cont.

2. The Category Lead approves your form – the updates will go through the balance of our approval process and update your Vendor Master.
  1. Vendor action is complete.
  2. Vendor is 'Active' in Coupa. Vendor is able to receive POs and create invoices.

If you have questions or concerns please contact your Purchasing contact.

Thank you.

Sealed Air Purchasing

