

A large, faint, stylized fingerprint graphic is centered in the background of the page. It consists of several concentric, curved lines that form a circular shape, resembling a fingerprint scanner's sensor.

Vendor onboarding

Coupa registration for Foundever™

Step-by-step instructions

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Overview and general instructions

Welcome! This guide will provide an overview of how to complete the Foundever supplier onboarding process in Coupa, the cloud-based spend management platform for Foundever. For any additional training or assistance with your onboarding process, please contact the Foundever representative assigned to you or via email to supplier_onboarding@foundever.com.

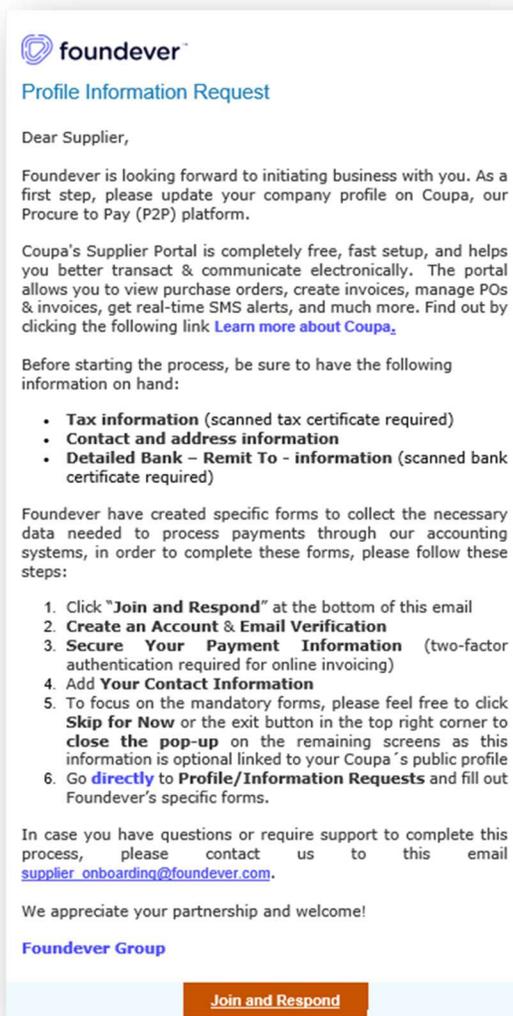
Getting started

- Foundever handles its Procure to Pay (P2P) process through Coupa's platform, therefore the supplier onboarding process must be completed via Coupa Supplier Portal (CSP).
- The Coupa onboarding process should take approximately 30 minutes if you have all the supplier documentation handy. Information listed below will be required for all countries, additional documentation might be required depending on the Foundever country receiving goods and/or services:
 - Scanned tax certificate
 - Contact and address detailed information
 - Scanned bank certificate
- Foundever approval takes a maximum of 48 working hours to enable your profile within its account once Supplier onboarding form is completed and submitted in Coupa.
- All Supplier information must be entered in **CAPITAL LETTERS**.
- All fields marked with **red Asterix (*)** in the onboarding form are mandatory fields.
- Supplier onboarding must be completed in Coupa to be able to use Coupa's functionalities for vendors such as: electronic invoice submission, PO management and visibility over all transactions among others.
- Click on the desired topic for a quick reference as you onboard, the order of the sections/steps might vary while the guideline provided will remain.

How it starts

Once you are approached as a potential Foundever supplier, you will receive this email. Once received you must register your profile in Coupa entering all necessary information. The aim of this registration is the completion of your official onboarding in to our approved supplier database.

- To start, please click on “**Join and Respond**” and you will be guided to Coupa’s Supplier Portal (CSP) where you need to complete Foundever’s onboarding process.



If you have not received the invitation email:

- Check your spam and / or junk Inbox
- Have IT team include whitelist the email address: do_not_reply@foundever.couphost.com (must be in your safe senders list).
- Contact your Foundever representative.

Creating your Coupa account

To become a Foundever's vendor and participate in our Procure to Pay (P2P) process, you will be required to establish an account on Coupa, our designated platform.



Enter all the information in **CAPITAL LETTERS**.

NOTE: If you already have an existing Coupa account, please skip to the next section “Accessing Foundever’s supplier onboarding form.”

1. Once the “Join and Respond” button is selected, the option to create an account will be displayed, click on “**Create an Account**”.

2. Enter the required information:
 - Key in **Business Name:** Enter the full name of your company as it appears in the registration document issued at the main location country, legal business name.
 - **Email ID:** Primary contact / corporate email address.
 - **First & Last name:** Primary contact first & last name
 - **Password:** Create & confirm your Coupa password.
 - Check ‘I accept the privacy policy and the terms of use.’
 - Click ‘**Create an account**’

Create an Account

Grow your Business on Coupa with a Free Account

*** Business Name**

Your legal business name (or legal personal name if an individual)

*** Email**

*** First Name** *** Last Name**

*** Password** *** Confirm Password**
Use at least 8 characters and include a number and a letter.

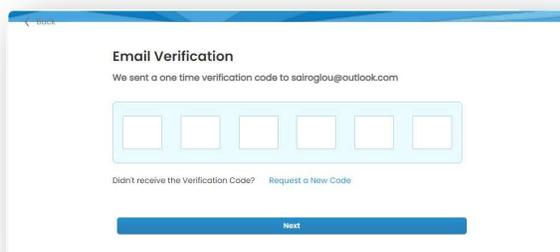
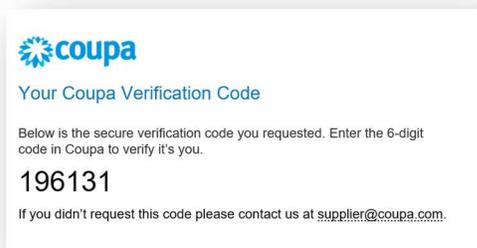
*** Country/Region** *** Tax ID**
 I do not have a Tax ID

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

[Create an Account](#)

Already have an account? [LOG IN](#)

3. Complete the required email verification process by following these steps:
 - You will receive an Email with a **6-digit verification code**.
 - Key in the **6-digit numerical code**.
 - If the code is not received within five (5) minutes, click **'Request new code'**.
 - Click **'Next'** to continue the onboarding process.



Accessing the Foundever supplier onboarding form

This step is critical, as it guides you to Foundever’s onboarding form.



In some cases, different forms can be shown to support you in creating your Coupa profile, please note that those forms are **NOT REQUIRED** to complete Foundever’s onboarding process. Ensure you focus on completing this form.

1. Once you have successfully entered Coupa’s homepage, proceed to complete Foundever’s onboarding form by clicking **“Profile”**.
2. Click **“Information Requests”**.

The screenshot shows the Coupa supplier portal interface. At the top, the logo 'coupa supplier portal' is on the left, and 'MARIANA', 'NOTIFICATIONS 4', and 'HELP' are on the right. A blue navigation bar contains the following items: Home, Profile (highlighted with a red box), Forecasts, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Payments, and Business Performance. Below this bar, there are sub-items: Sourcing, Add-ons, and Setup. A secondary bar contains 'Your Profile', 'Information Requests' (highlighted with a red box), and 'Performance Evaluation'. The main content area is titled 'Foundever Group' and includes a dropdown menu for 'Profile' set to 'Foundever Group'. A yellow notification bar states: 'We have auto-filled some information from your Public Profile.' Below this, the text reads: 'External NA 06.04.24' and 'Supplier will be responsible for submitting all their paperwork on Coupa's Portal. Before you continue, please make sure the supplier you are requesting will be primary doing business with one of these countries: Canada, United States or Mexico'. There is a section for 'Supplier Information' with a 'TEST GUIDE' link. A message to the supplier says: 'Dear supplier, We are looking forward to initiate business with you!' and a warning: 'This form DOES NOT AUTO SAVE, therefore please ensure you scroll down to the bottom and click "SAVE" if you need to stop at any point to ensure your information is properly captured.'

Step 1 – Foundever relationship details

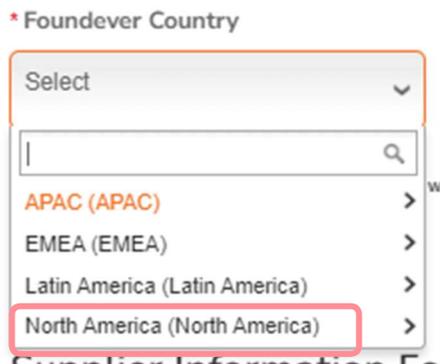
This step will allow you to select Foundever’s country where primary relationship will be held.

The form will auto populate the **Country** where Foundever’s primary relationship will be held considering the information provided via the Foundever internal request. If any update is required, please contact your Foundever representative.

Foundever Relationship Details

Requesting Country	Additional Countries enabled for business
US-United States	United States-US
NOT REQUIRED - READ ONLY FIELD	NOT REQUIRED - READ ONLY FIELD

1. Please reconfirm the primary *Foundever country* you will be transacting with by selecting the applicable Region and Country.



Step 2 – Supplier information form

This step allows you to enter your company basic information.



Enter all the information in **CAPITAL LETTERS**.

Supplier Information Form

* Company Name

FOUNDEVER OPERATING CORPORATION

Please provide company name with the below format:

- **ALL CAPS** (ex. FOUNDEVER CORP)
- It should not contain special characters. Ex: ç, â, ê, ã, õ, ('), (')
- **No more than 40 characters**

Company legal name will be automatically filled. Please check and correct if needed.

Maximum length 40 characters

Example: FOUNDEVER OPERATING CORPORATION

Doing Business As Name:

FOUNDEVER

Please provide company name in **ALL CAPS** (ex. FOUNDEVER)

Enter the commercial company name “**Doing Business as Name**”

Example: FOUNDEVER

Parent Company Name

FOUNDEVER OPERATING CORPORATION

Please provide company name in **ALL CAPS** (ex. FOUNDEVER)

Enter the “**Parent Company Name**” (if applicable)

Example: FOUNDEVER OPERATING CORPORATION

Website

https://foundever.com/

Insert the URL (Homepage) of your company.

Preferred Currency

USD

Select your preferred currency.

Step 3 – Local tax & compliance requirements

In this section you will be asked to complete required tax and compliance information considering the country of operation of your company. The required documentation will vary per country as it must comply with local requirements.

1. Please select your company primary country of operation

Local Tax & Compliance Requirement

* Supplier country of operation

United States

- Syrian Arab Republic
- Taiwan
- Tajikistan
- Tanzania, United Republic of
- Thailand
- Timor-Leste
- Togo
- Tokelau
- Tonga
- Trinidad and Tobago
- Tunisia
- Turkmenistan
- Turks and Caicos Islands
- Tuvalu
- Türkiye
- Uganda
- Ukraine
- United Arab Emirates
- United Kingdom
- United States

2. Considering the country selected, applicable Tax Types will be shown via the drop-down menu; please note that this selection should be aligned with your country of operation and the Tax number ID you will register within your profile.
 - o **Tax Number Type:** Select the appropriate Tax Number Type among the options available in the dropdown. Please ensure that the selected option matches the Tax Number to be registered within your profile.

Tax Requirements

* Tax Number Type

Select

* Tax Number Type

Select

ur|

- Burundi (Burundi)
- Hungary (Hungary)
- Reunion (Reunion)
- Tunisia (Tunisia)
- United Kingdom (United Kingdom)
- United States (US)

* Tax Number Type

Select

- United States (US) > |
- US-Employer Identification Number (2-US)
- US-Payer Name Control (5-US)
- US-Social Security Number (1-US)
- US-State Business License Number (3-US)
- US-State Sales and Use Tax Registration Number (4-US)

3. Based on the country selection required information will be displayed; if you require further guidance to populate this information, please contact your Foundever representative or via email to supplier_onboarding@foundever.com.

4. Click “Add Tax Registration.”



Critical step to enable the system to display required information to map all tax details of your company.

•Tax Registrations

Use this section to add all your applicable tax registrations.

Add Tax Registration

5. Enter applicable information per field:

- **Country:** Select the country where your company operates.
- **Number:** Enter the applicable TAX NUMBER.
- **Local:** Mark “Local” if you are entering a Tax number issued by your company primary country of operation.

•Tax Registration

Country ✖

Number

Local

6. Select any additional “**Withholding Tax Code**” is applicable, in case further guidance is required please contact your local procurement contact or send an email to supplier_onboarding@foundever.com.

Please provide your applicable Withholding Tax Codes

Select

If additional WHT tax is applicable, please contact your local procurement contact



SAVE! At this point it is recommended to save the information you have entered into the form, please scroll to the bottom of the page and click “**Save**” to ensure data entered is not lost.

Once information is saved, ensure to check and correct any error notifications (**marked in red**) before proceeding to the next steps in the onboarding form.

Step 4 – Supplier Contact & Address

In this section you will be add details of your company contact information.

1. “Primary Contact” information will be filled in automatically, please check and correct if needed. You can additionally insert a Work phone, Mobile phone or fax as applicable, by selecting “Other”

The screenshot shows the 'Supplier Contact & Address' form. Under the 'Primary Contact' section, there is a 'Contact Purpose' dropdown menu with 'Sales' selected. Below this are three required text input fields: 'First Name' (containing 'JOHN'), 'Last Name' (containing 'SMITH'), and 'Email address' (containing 'john.smith@foundever.com'). Each input field has a small blue information icon to its right.

This close-up shows three phone input sections. The 'Work Phone' section has a dropdown menu set to 'Other' and four input fields containing '123', '4567', '8900', and an empty field. Below these fields are labels: 'Country/Region', 'Area/City', 'Local', and 'Extension (optional)'. The 'Mobile Phone' section is identical. The 'Fax' section has a dropdown menu set to 'US/Canada' and one input field containing '800-555-1212'.

2. If applicable you can add additional contacts details by selecting “Yes”

The screenshot shows a section titled 'Add additional contacts?'. It has two radio buttons: 'Yes' (unselected) and 'No' (selected). Below this is a 'PO Email' label and a text input field containing 'sayhitonilesh@rediffmail.com'. A small blue information icon is to the right of the input field.

If ‘Yes’, please add and update the contact information.

3. “PO Email”: Add email address where the Purchase Orders should be sent by Foundever
4. “Primary Address”: Please enter you company address information

Primary Address

Address Purpose
 ⓘ

*** Region**
Country/Region

State Region

State ISO Code

Address Name

*** Street Address**

Street Address 2

Street Address 3

Under “**Address Purpose**” select what applies to your company.

Select the corresponding country for the address you are entering

Select the corresponding state for the address you are entering

Enter your City Name (in CAPITAL LETTERS)
Example: MIAMI

Add your company address details in CAPITAL Letters. If you have more addresses, update information accordingly.

NOTE: Add your address across the various fields provided. Please DO NOT add your complete address in one field.

Please note that the field length is restricted to maximum **38 CHARACTERS**, in case your address is longer please use the next street address fie, i.e., Street Address 2



After entering the Address details, please **complete the entire form before saving**, as this form will only save information once the form has been fully completed. In case you attempt to save before completing the entire form, the information will be deleted and you will have to re-enter it.

Step 5 – Anti-bribery documents

In this section you will be asked to acknowledge Foundever's antibribery policy.

1. Select the **Anti-Bribery Document** in the preferred language. The file will be downloaded automatically in Word format.
2. This document should be completed and signed by your legal representative.
3. Click '**Choose File**' and upload the completed and signed Anti-Bribery document in **PDF format**.

Anti-Bribery Documents

Anti Bribery Vendor Certification (Multi-Language Versions)

- Nederlandse_versie_(NL).docx
- Deutsche_Version_(DE).docx
- English_Version_(EN).docx
- Versão_Portuguesa_(PT).docx
- Versión_en_español_(ES).docx
- Version_française_(FR).docx
- Българска_версия_(BG).docx
- Türkçe_Versiyon_(TR).docx
- Ελληνική_Έκδοση_(GR).docx
- Wersja_polska_(PL).docx

*Please provide your signed copy of the Anti-Bribery Vendor Certification

Choose File No file chosen

foundever

ANTI-BRIBERY AND ANTI-MONEY LAUNDERING CERTIFICATION FOR FOUNDEVER VENDORS

I, _____ an authorized representative of _____ (insert vendor name), acknowledge and affirm, on behalf of our company and its officers and employees that:

In carrying out our responsibility for Foundever,

- our company has not and will not pay, offer, promise, or authorize the payment, directly or indirectly through any other person or firm, anything of value (in the form of commission, gift, contribution, or otherwise) to:
 - (a) any person or firm employed by or acting for or on behalf of any entity, whether private or governmental, for the purpose of inducing or rewarding any favorable action by that entity in any commercial transaction or in any governmental matter; or
 - (b) any government official, political party or official of such party, or any candidate for political office, for the purpose of inducing or rewarding favorable action or the exercise of influence by such official, party, or candidate in any commercial transaction or in any governmental matter;
- Our company is committed to complying with the [Foundever AM/LCFT policy](#) in addition to local and international laws and United Nations Security Council resolutions, to prevent money laundering and financing of terrorism. To this end, we agree to use all reasonable effort to ensure that:
 - (c) none of our resources are used, either directly or indirectly, for the benefit of any individual, group, or entity associated with terrorism as per the United Nations Consolidated list of persons, groups, and ties subject to UN financial sanctions or any other relevant sanction lists;
 - (d) none of our partners or subcontractors are associated with any individual or organization listed on any of the above-mentioned sanction lists.

If I have a question or concern about, or have reason to suspect a violation, I will contact Foundever's Global Corporate Compliance team at globalcorporatecompliance@foundever.com

Name of Firm (Vendor): _____

Date: _____

Signature of Principal or Authorized Representative of Vendor

Printed Name and Title of Vendor Representative:

Step 6 – Ex-Foundever employee information

In this section you will be asked to disclaim any relationship of former Foundever’s employees with your company.

- 1. Select ‘Yes’ or ‘No’ as applicable for each question.

The screenshot shows the top portion of a form titled "Ex-Foundever Employee Information". It contains two questions, each with radio button options for "Yes" and "No".

Ex-Foundever Employee Information

* Is there an ex Foundever employee working for you?
 Yes
 No

* Is any of the owners or shareholders a current or ex-Foundever employee?
 Yes
 No

- 2. If ‘Yes’, key in Employee Name, Position in the current company and Termination Date at Foundever

This screenshot shows the same form as above, but with the "Yes" option selected for the first question. It also displays input fields for the employee's full name, position, and termination date, along with a second set of questions.

Ex-Foundever Employee Information

* Is there an ex Foundever employee working for you?
 Yes
 No

* Ex-Foundever Employee Full Name

* Position held at current company

* Foundever Employee Termination Date

* Is any of the owners or shareholders a current or ex-Foundever employee?
 Yes
 No

* Employee Full Name

* Position

* Employee based Country

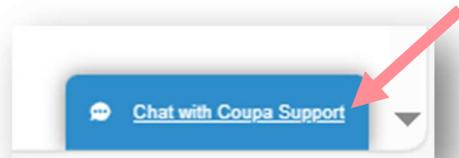
Step 7 – Payment details

In this section you will be able to provide detailed banking information of your company to be considered for payments to be done by Foundever.

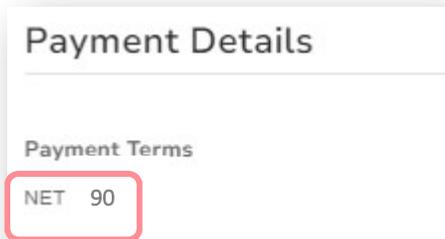
Please note that a **multi-factor authentication (MFA)** process led by Coupa will be required to guarantee security of your banking information, for guidance please refer to the Manage Multi-Factor Authentication guide available at Coupa’s supplier resources [here](#) or contact Coupa via support Chat.



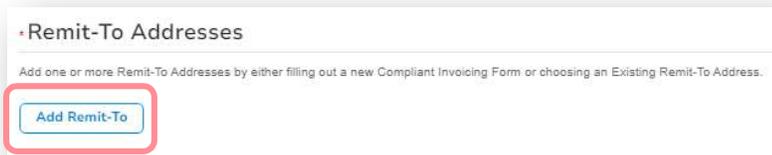
In case you encounter issues enabling the multi-factor authentication please contact Coupa via available chat in the bottom right.



1. **Payment Terms:** Shown payment terms reflect agreed commercial terms with Foundever and will apply to all invoices. In case you do not agree with this, please contact your Foundever representative immediately for appropriate correction.

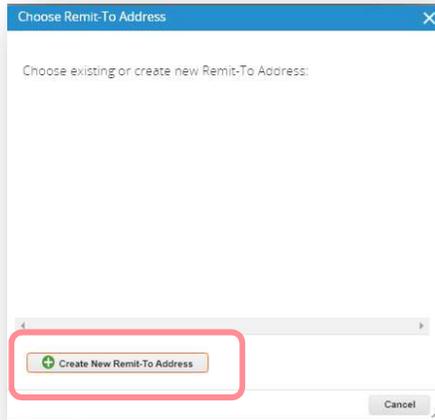


2. Click **“Add Remit-To”** to include banking information where bank transfers will be completed for upcoming transactions.



This is a **critical step** to enable the system to display required information to map all payment details of your company.

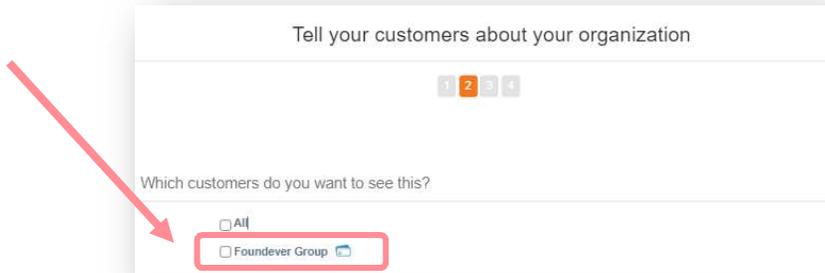
3. A window will pop up. Click **'Create New Remit-To Address'**. Once you click on "Create New Remit-To Address", an Authentication Factor Code will get generated and sent to your registered email address or mobile number. For guidance on Coupa's Multifactor authentication process please refer to the Manage Multi-Factor Authentication guide available at Coupa's supplier resources [here](#) or contact Coupa via support Chat.



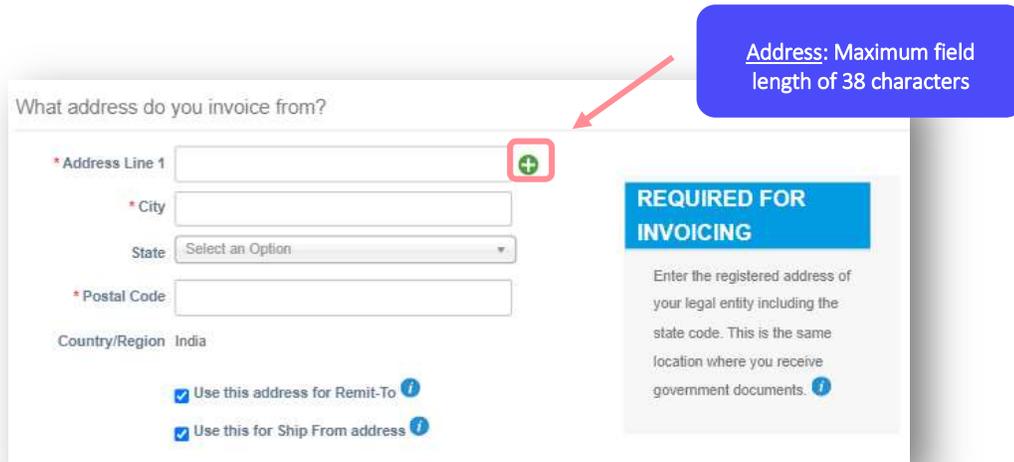
4. Once you click on **Create New Remit-To Address**, you will need to follow the below steps
- Add **Legal Entity Name** in CAPITALS
 - Select Country / Region
 - Click on **"Continue"**

5. You will be asked for Country specific information that will be required to be filled out, when entered click on **"Save & Continue"**.

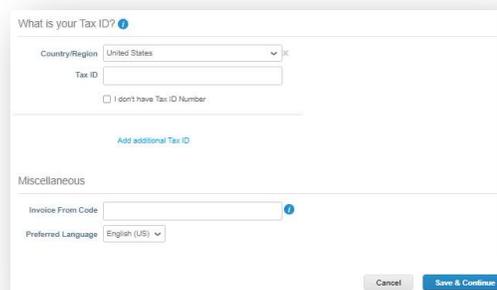
6. Select the desired visibility of your banking information, please ensure you select the **check box** to enable visibility by Foundever Group



7. Add your invoicing address including Address, City, State & Postal Code
Note that the **Address** field has a length restriction of **38-character limit**, if needed, add additional address line by clicking in the plus icon **+** to align with the length limit.



8. Add the **“Tax Information”** of the legal entity that will be receiving payments. If you do not have a Tax ID, you can click on the check box.
9. No information required under Miscellaneous.
10. Click on **“Save & Continue”** once information on the page is filled out.



11. Select applicable “**Payment Type**”: Select “**Bank account**” as this is the recommended payment option. Below a description of the various alternatives.
 - a. **Address:** Check payments
Uncommon payment option, consult with your Foundever representative prior selecting this alternative.
 - b. **Bank Account:** Wire transfer payments
Recommended, common payment option
 - c. **Virtual Card:** Credit Card payments
Uncommon payment option, consult with your Foundever representative prior selecting this alternative as it is viable for specific Foundever countries.

Upon choosing a country, the system will activate the necessary fields to comply with local regulations. Below is a basic guideline. For country-specific field requirements, reach out to your Foundever representative or send an email to supplier_onboarding@foundever.com.

12. Enter required information of section “**What are your Bank Account Details?**”, note that required information varies per country to comply with local requirements. Below guidelines list common fields for all countries, for guidance for local requirements please contact your local procurement contact or send an email to supplier_onboarding@foundever.com.
 - **Bank Country/Region:** Please specify the country where your bank is located.
 - **Account Currency:** Select appropriate bank account currency.
 - **Beneficiary Name:** Enter bank’s account beneficiary name. Mandatory field.
 - **Bank Name:** Enter bank name. Mandatory field.
 - **Bank account number:** Enter bank account number. Mandatory field.
 - **IBAN Number:** Required for EMEA based suppliers.
 - **SWIFT Code (BIC):** Unique global code per bank that are identifiers that securely verify a specific bank for an international transaction. Not required for United Kingdom accounts.
 - **Email Address:** Enter appropriate email address for payment confirmation email

- o **Account type:** If required for your country please consider below bank accounts type definition to ensure the right selection:
 - a. *Checking account:* Primarily used for accessing money for daily transactions such as purchases, bill payments and ATM withdrawals; also known as "transactional account or current account".
 - b. *Savings account:* Primarily used for saving/storing money.
13. Click on **“Save & Continue”**
14. Click on **“Next”** and **“Done”**

Where do you want to receive payment?

1 2 3 4

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	Panvel Panvel 400001 India	Active

Deactivate Legal Entity Cancel Next

Where do you ship goods from?

1 2 3 4

For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered. Add Ship From

Title	Status
Panvel Panvel 400001 India	Active

Deactivate Legal Entity Done

15. Click **Add Now**. Once you click on Add Now, the system will add your details and take you back to the MAIN screen.

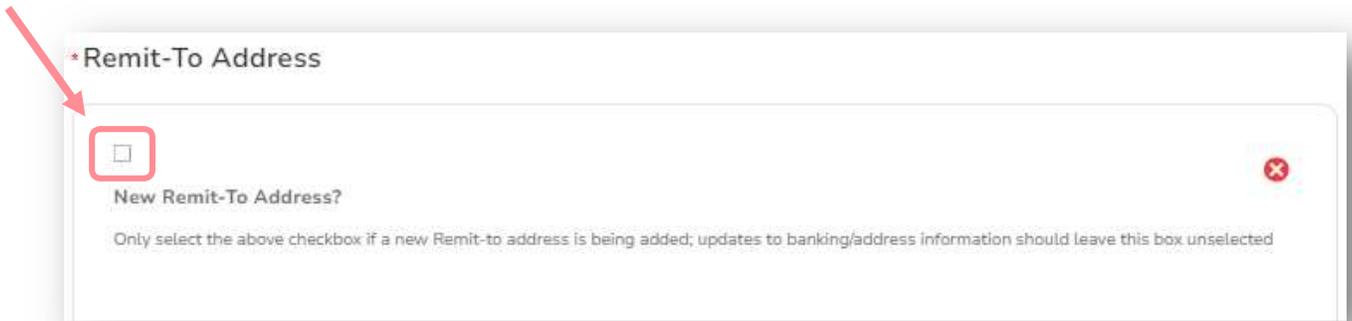
Setup Complete

1 2 3 4

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

Add Later Add Now

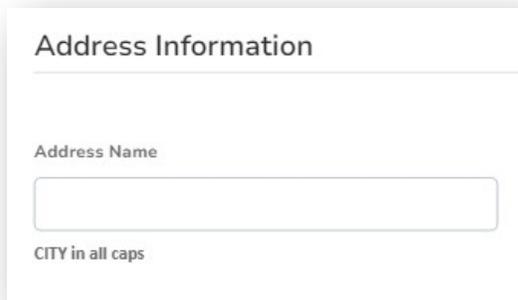
16. Click on the checkbox to validate the accounting information.



*Remit-To Address

New Remit-To Address?

Only select the above checkbox if a new Remit-to address is being added; updates to banking/address information should leave this box unselected



Address Information

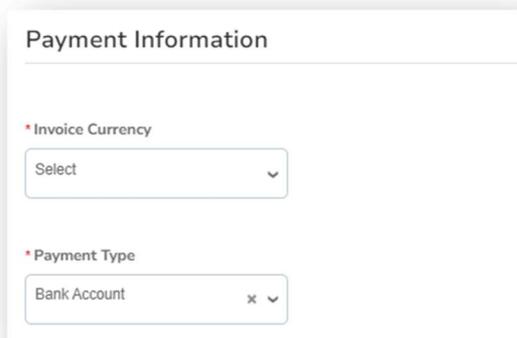
Address Name

CITY in all caps

Add CITY name in CAPITAL LETTER

Information will be auto populated for the remaining fields, please review and confirm its accuracy.

17. Enter required information of section “Payment information”,
- **Invoice Currency:** Select appropriate Invoice Currency.
 - **Payment type:** Reconfirm the payment type selected at the “Remit To” section
 - **Payment Confirmation Email:** Enter appropriate Email address.



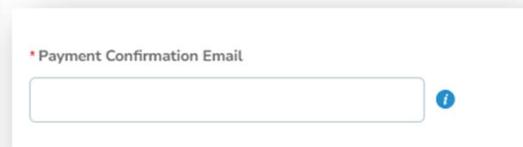
Payment Information

* Invoice Currency

Select

* Payment Type

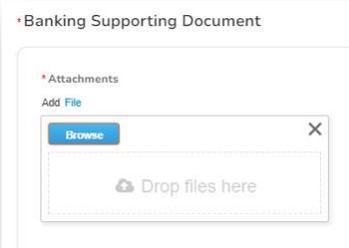
Bank Account



* Payment Confirmation Email

Information will be auto populated for the remaining fields, please review and confirm its accuracy.

18. Click “**Browse**” to attach Bank Certificate as Supporting Document to validate your accounting information. Document should be attached in a PDF format.



Step 8 – Supplier diversity

In this section you will be able to specify if your company is a diverse-owned business.

- 1. Select “Yes” or “No” under Supplier Diversity as applicable.
- 2. If “Yes”, please fill in the required information, for specific categories will be mandatory to attach your company diversity certificate, click “Browse” to attach it.

* Are you a Diverse-owned business?

Yes

No

Diverse-owned businesses are companies that are at least 51% owned and operated by members of ethnic minority groups, women, veterans and people with disabilities.

Supplier Diversity

If you are a small or diverse business, add the categories that apply to you.

[Add Diversity](#)

Supplier Diversity

Country

United States

Diversity Category

Select

Diversity Certificate

Agency

Select

Effective Date

mm/dd/yy

Expiration Date

mm/dd/yy

Attachments

[Add File](#)

Description

Step 9 – Submit for approval

1. **Comments:** If needed, enter in relevant notes you consider relevant for the Foundever to review and approve the Supplier onboarding form, then click on **“Add Comment”**.



It is recommended *before* clicking **“Save”** to review the Supplier Onboarding form and ensure all mandatory fields are properly filled.

Once information is saved, ensure to check, and correct any error notifications (marked in **red**) before proceeding to submit the form.

2. The last step is to click **“Submit for Approval”**, in case the form has any error/missing information a notification (marked in **red**) will appear, please correct the information as needed and resubmit the form.

If you do not submit your form for Approval, your form will not be visible to Foundever Group.

The screenshot shows the bottom section of a form. At the top right, there are three buttons: 'Decline', 'Save', and 'Submit for Approval'. The 'Submit for Approval' button is highlighted with a red rectangular box. Below these buttons is a 'Comments' section. It features a header with a speech bubble icon, the word 'Comments', and a 'Mute Comments' dropdown menu. Underneath is a text input field labeled 'Enter Comment'. A red arrow points to this input field. Below the input field is a link that says 'Add File | URL' and a small icon of a document with a pencil. At the bottom of the comments section, there is a small text note: 'Send Comment notification to a user by typing @name (ex. @JohnSmith)'. To the right of this note is an 'Add Comment' button, which is also highlighted with a red rectangular box.

Congratulations! You have now completed Foundever’s Supplier Onboarding process in Coupa

Next steps:

- Foundever will review your form and if the provided information matches all requirements, your company will be activated as a Foundever supplier, in case additional information is needed the Foundever supplier onboarding team will notify you via email.
- Foundever approval should take maximum 48 hrs.
- Once approved, you will be able to start using Coupa for any activity related with Foundever’s Procure to Pay (P2P) process.