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MANAGE THE BANK DETAILS

How To Guide

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How to Manage the Bank Details

Completing your main profile keeps all your business information in one location and allows you to choose the information you would like to share with each customer.

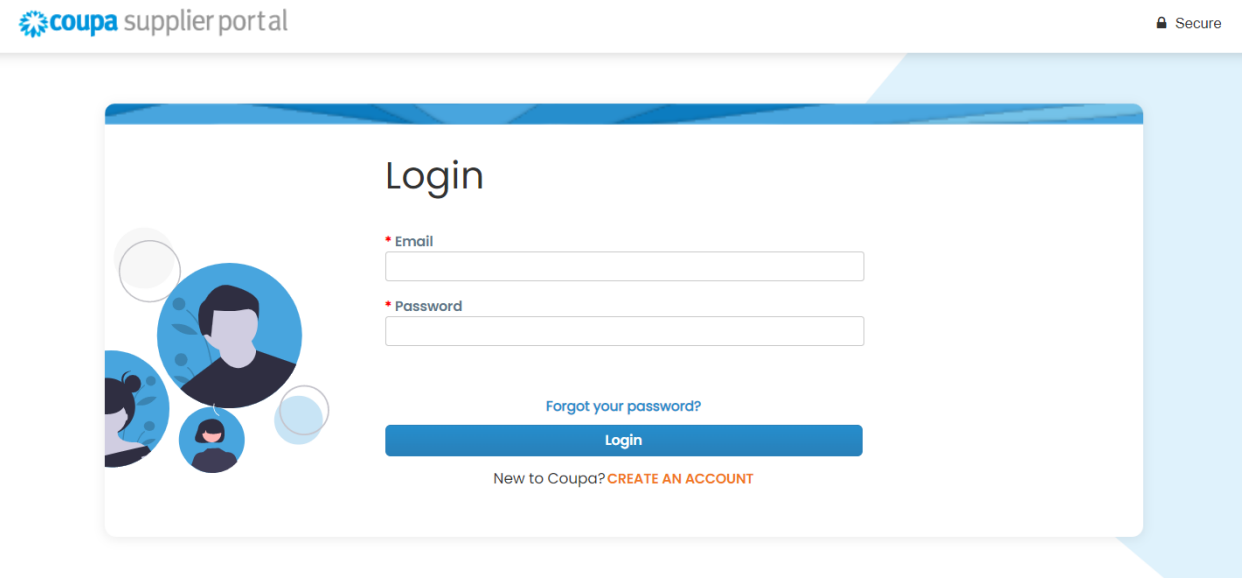
As of May 2023, you will be required to use two-factor authentication to view or make changes to the legal entity, remit-to and bank account information in the Coupa Supplier Portal.

***Note**: In addition to the information, added in Coupa and provided on invoices, Organon collects legal and payment information from vendors using a **Supplier Information form**. The payment information on the invoices is typically used as a reference only and NOT how the customer collects the info needed to do the payment. If you are not sure about the process, please ask your Organon contact about it.*

COUPA can only create one remit to at a time per Supplier, so during the creation process only select one. In case you need another bank to be added in the system, please contact your requisitioner.

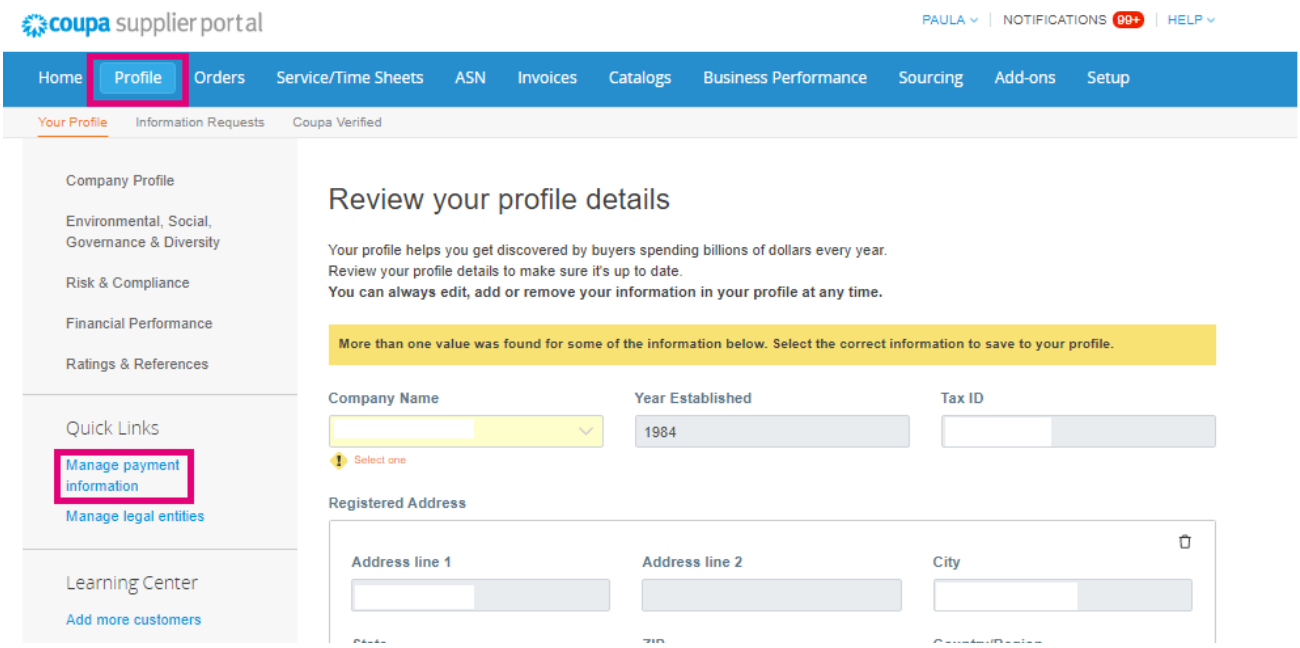
The following instructions describes how to enter new bank details in your main Profile.

1. Log in to the Coupa Supplier Portal with **Email** and **Password**

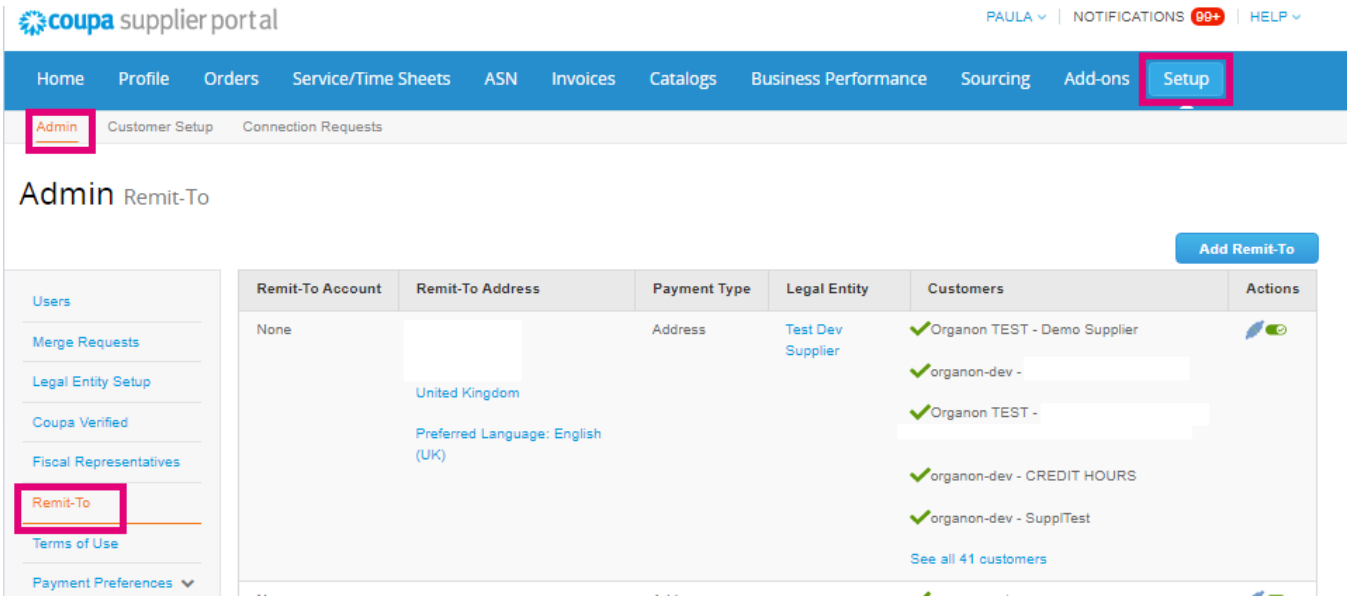


2. You can access your Remit-To section in two ways:

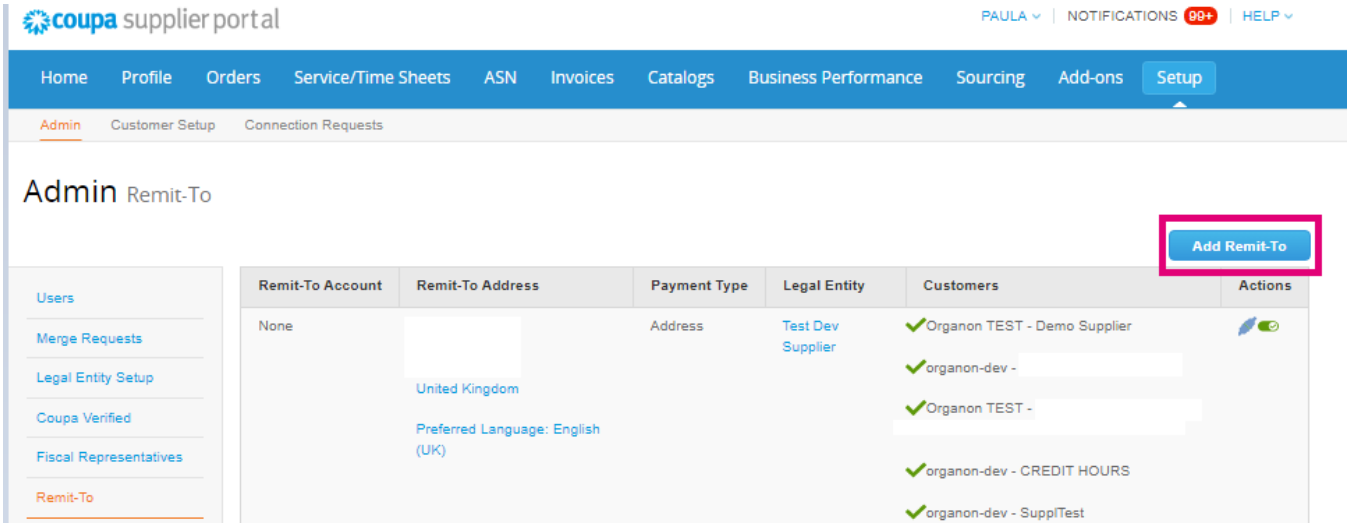
a. **Go to Profile** and select **Manage payment information**



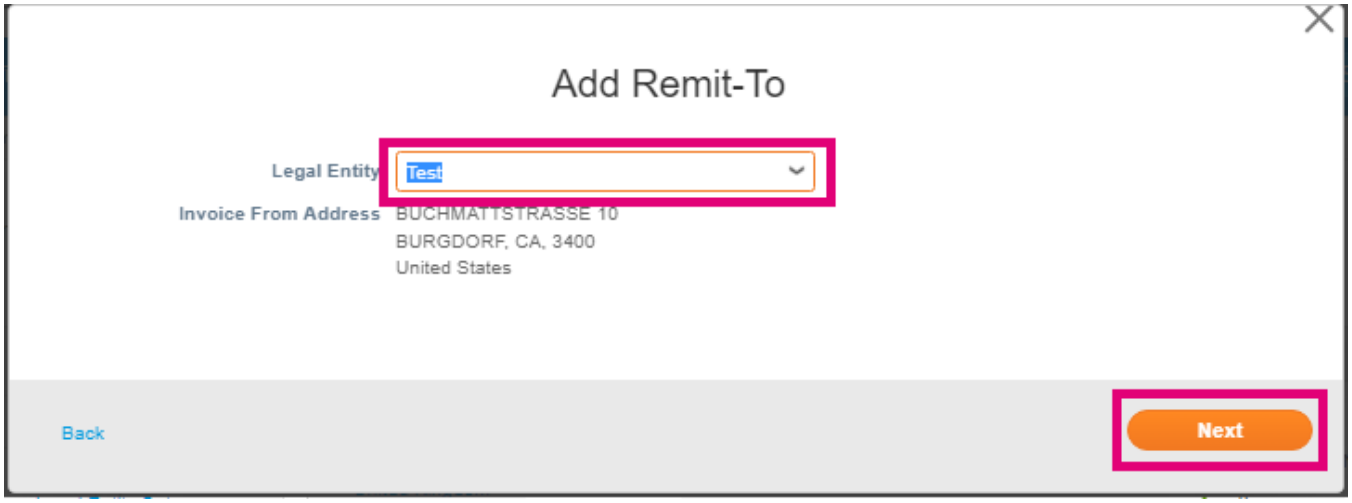
b. Go to **Setup**, **Admin** and select **Remit-To**



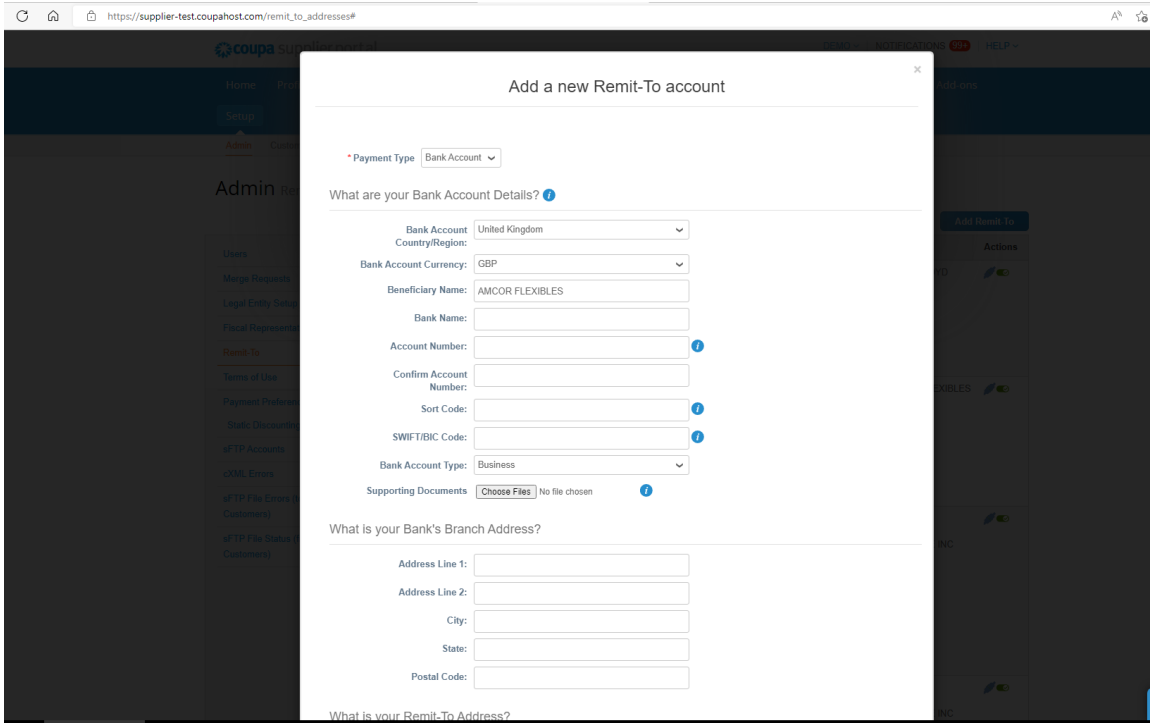
3. Go to **Add Remit-To**



4. Select the **Legal Entity** from the drop-down list and click **Next**



5. From the drop-down list you can select the payment type information to add: Address, Bank Account, or Virtual Card. Insert the corresponding details in the available fields



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***Note**: Below are the supporting documents required for banking in Europe and APAC*

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Europe - Required Documentation						
	EMEA standard	Switzerland	Ukraine	United Kingdom	North Macedonia	MIDDLE EAST/AFRICA
PO vendor	A) Bank details proof: void check, bank letter or certificate, branch stamp or bank letterhead..	No exception << see column EMEA Standard	No exception << see column EMEA Standard	C) Bank details proof OR (Paying-in slip accepted for domestic UK vendors)	D) Accept document without bank letterhead or bank logo but that are signed and stamped by the Bank	No exception << see column EMEA Standard
NON-PO vendor	A) Bank details proof: void check, bank letter or certificate, branch stamp or bank letterhead..	No exception << see column EMEA Standard	No exception << see column EMEA Standard	C) Bank details proof OR (Paying-in slip accepted for domestic UK vendors)	D) Accept document without bank letterhead or bank logo but that are signed and stamped by the Bank	No exception << see column EMEA Standard
HCP/HCO	A) Bank details proof: check or bank letter or certificate or branch stamp document or bank letterhead or Organon contract or Honorarium form (with signed and bank details). (online banking screen shot acceptable for HCP). Invoice doesn't have to be signed.	No exception << see column EMEA Standard	No exception << see column EMEA Standard	C) Bank details proof OR (Paying-in slip accepted for domestic UK vendors)	D) Accept document without bank letterhead or bank logo but that are signed and stamped by the Bank	No exception << see column EMEA Standard
Government Agencies	A) Bank details proof: void check, bank letter or certificate, branch stamp or bank letterhead.. B) Bank proof can be replaced with Legal Governmental Site with the bank data screenshot + finance AD approval (or higher) OR a letter (invoice) from the Department of this Public Sector + finance AD Approval (or higher)	No exception << see column EMEA Standard	No exception << see column EMEA Standard	No exception << see column EMEA Standard	D) Accept document without bank letterhead or bank logo but that are signed and stamped by the Bank	No exception << see column EMEA Standard

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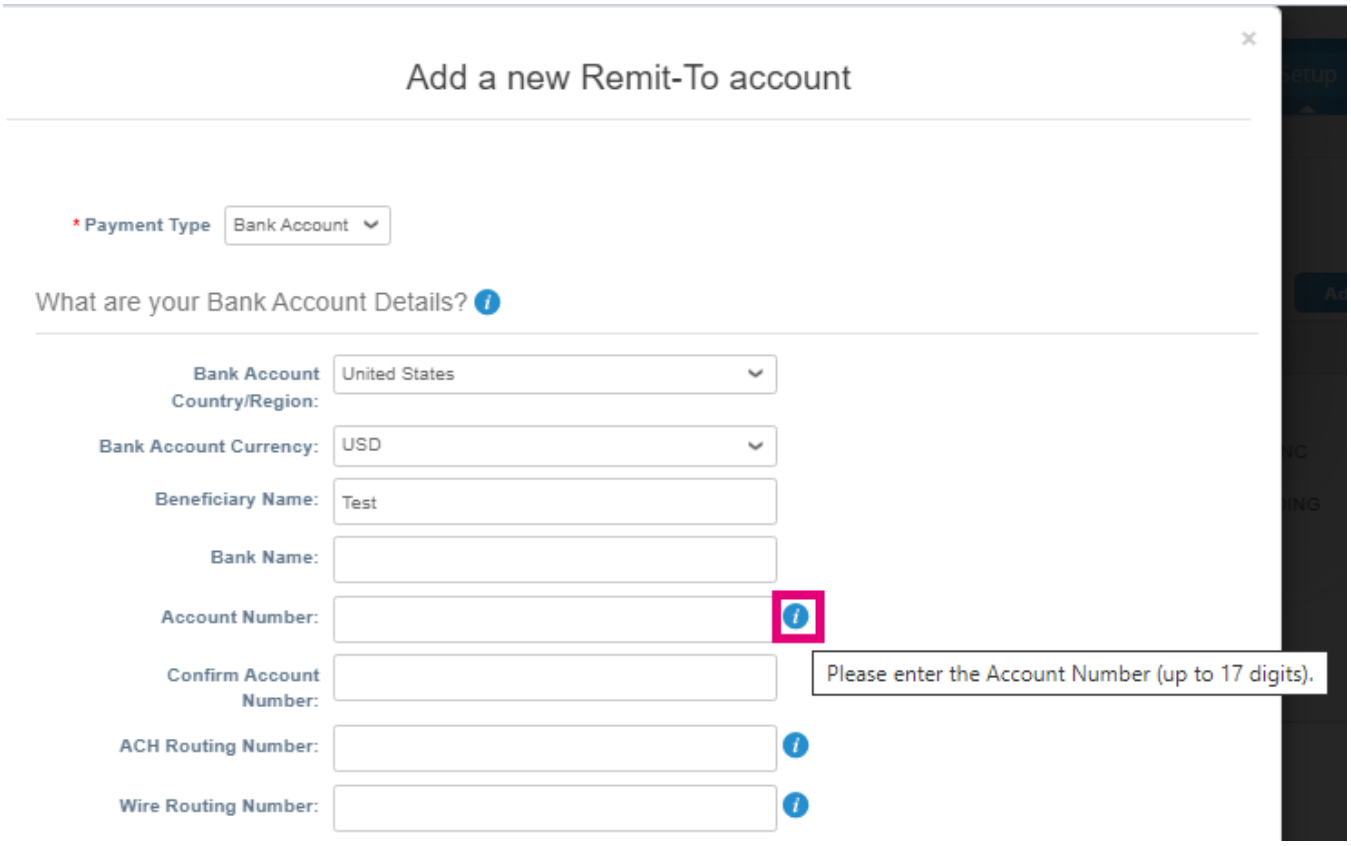
APAC - Required Documentation		
	APAC standard	Vietnam
PO vendor	A) Proof of bank details (void check, bank letter or certificate, branch stamp or bank letterhead...) - Mandatory for all bank detail add or change. B) Valid business license from authorized local agency /National ID C) Letter from tax authorities	No exception << see column APAC Standard
NON-PO vendor	A)Proof of bank details (void check, bank letter or certificate, branch stamp or bank letterhead...) - Mandatory for all bank detail add or change. B) Valid business license from authorized local agency /National ID C) Letter from tax authorities	No exception << see column APAC Standard
HCP/HCO	A)Proof of bank details (void check, bank letter or certificate, branch stamp or bank letterhead...) - Mandatory for all bank detail add or change. B) Valid business license from authorized local agency /National ID C) Letter from tax authorities	No exception << see column APAC Standard
Government Agencies	A) Bank details proof: check or bank letter or certificate or branch stamp document or bank letterhead or Organon contract or Honorarium form (with signed and bank details). (online banking screen shot acceptable for HCP). Invoice doesn't have to be signed.	No exception << see column APAC Standard

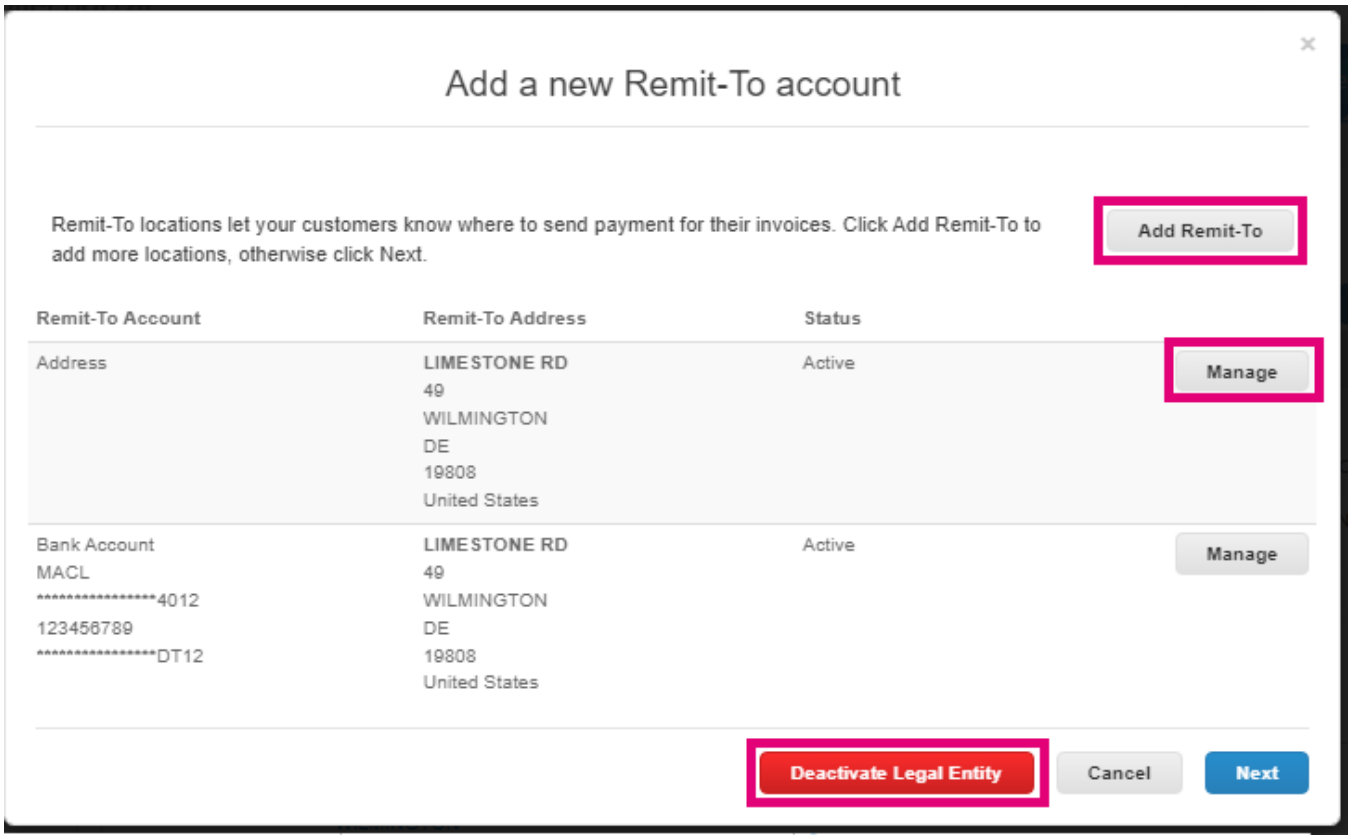
Note: *By hoovering over the information icon (blue dot), you will find a pop-up message with additional instructions on what data is expected in the specific field.*
For Vendors Outside the US insert the Bank Number and Bank Account Number, and on the Bank Routing Number insert a place holder number "123456789" (this will not be moved to MDG). For vendors from the US, insert the Bank Routing Key and Bank Account Number, and insert a place holder number in Bank Number.
Attach the banking documentation to the form. Form multiple files, create a zip folder, and attach.



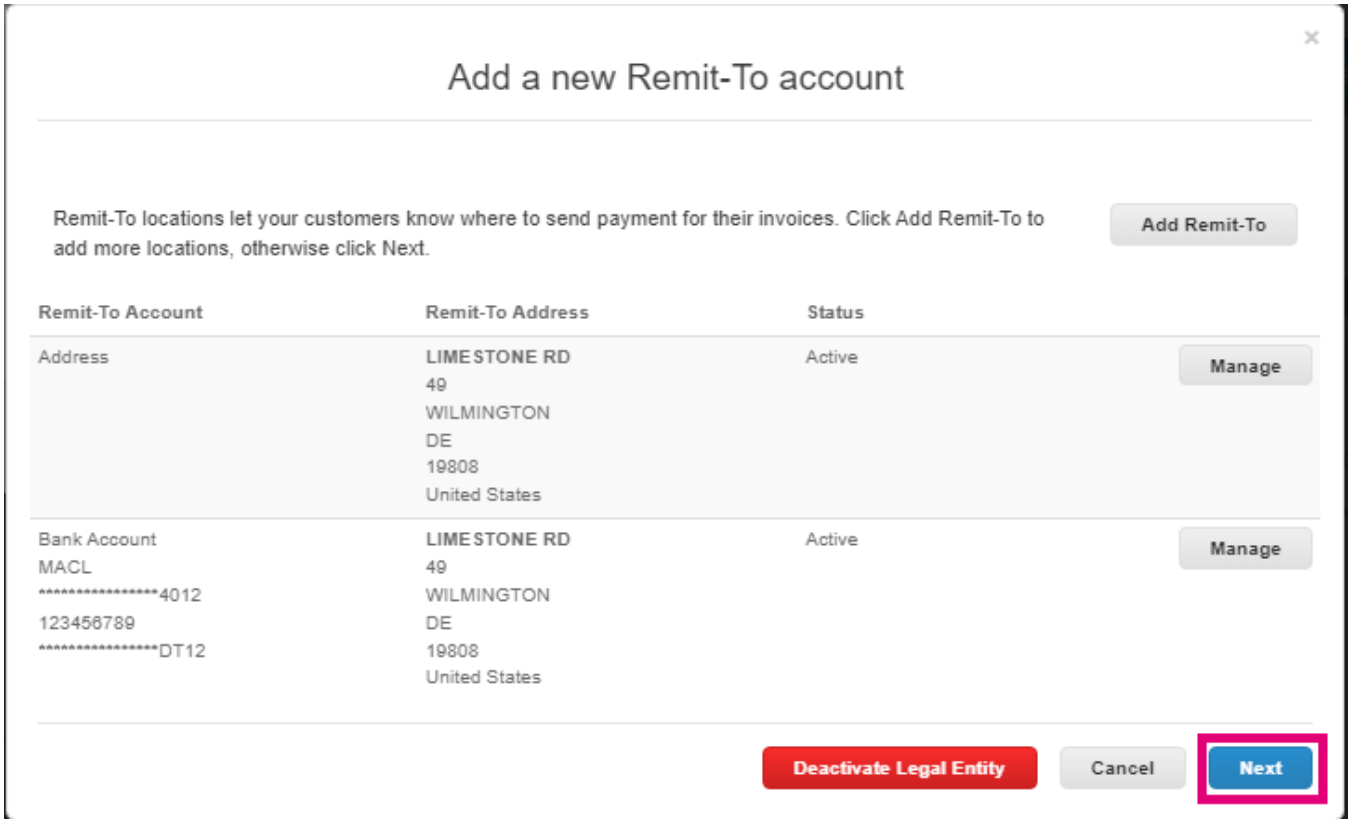
6. Select **Save & Continue**

7. The new Remit-To account is created. Even though you will be able to add another remit-to by selecting **Add Remit-To,** don't add another Remit-To (COUPA can only create one remit to at a time per Supplier, so during the creation process only select one). Edit

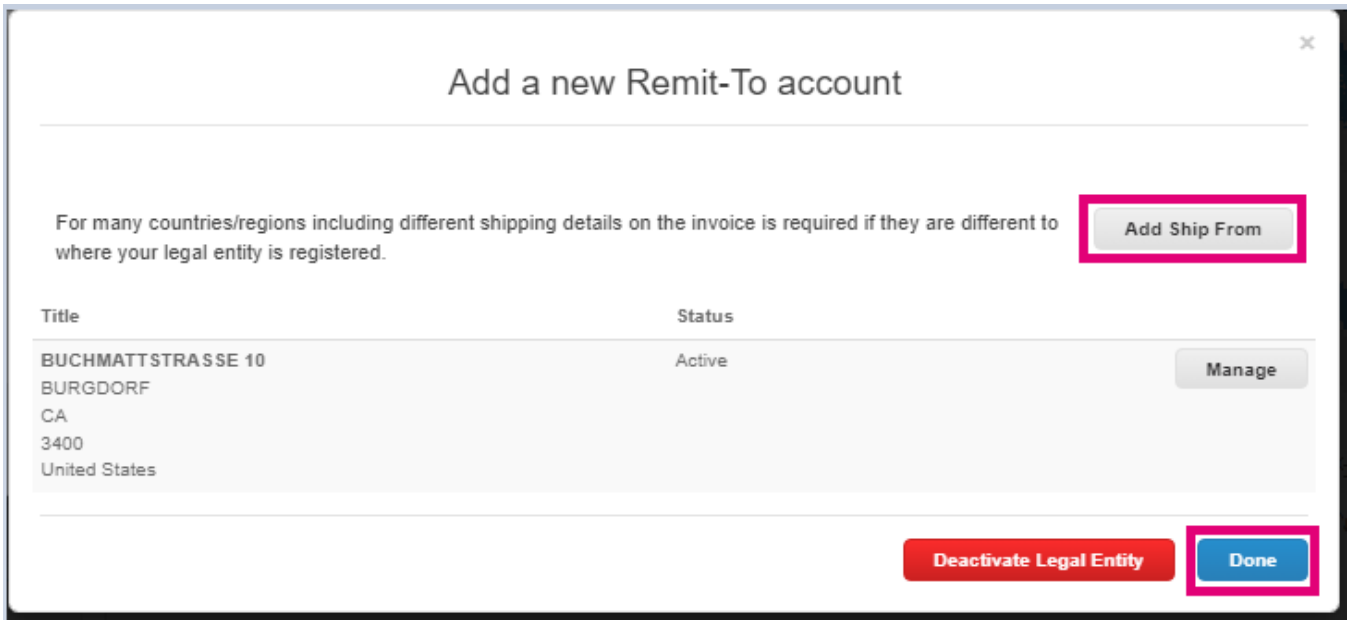
the existing Remit-To Accounts by selecting **Manage** or **Deactivate Legal Entity**



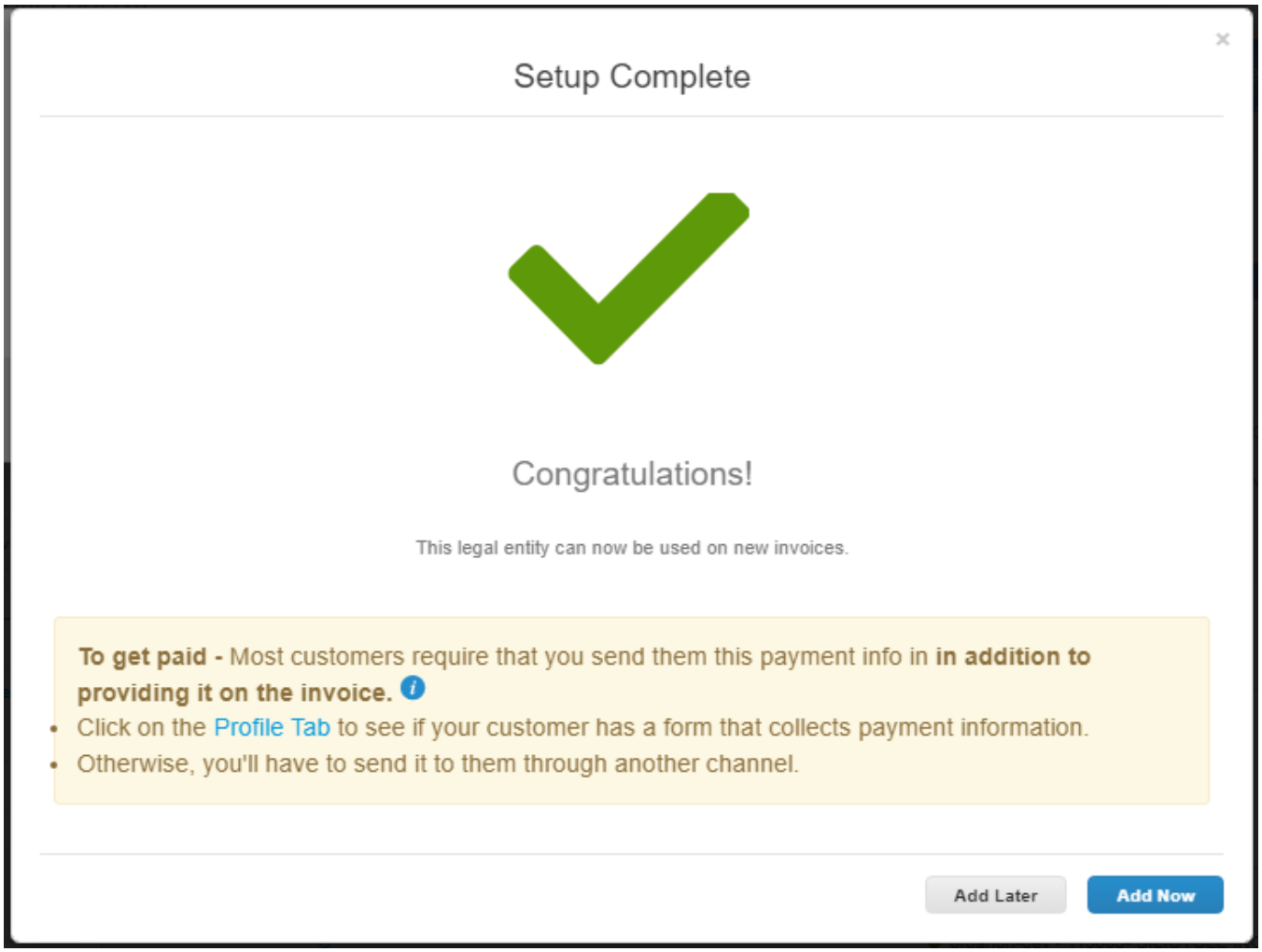
8. Select **Next**



9. Do not Add Ship From, just select **Done**

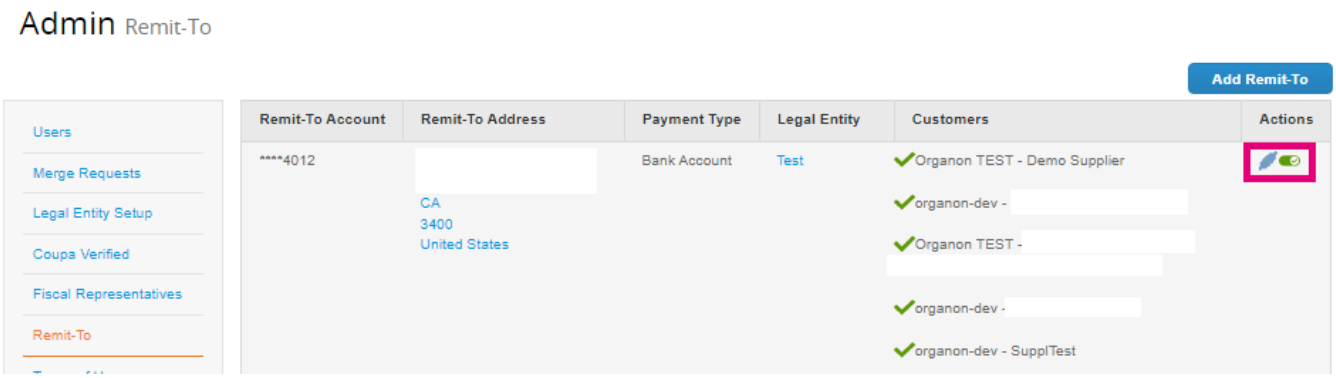


At this stage you will receive a Setup Complete message



***Note**: If you are working with Organon, please get in touch with your contact person for additional information regarding the the steps you must follow for setting-up your bank details or for updating your current bank details for payment.*

To get paid - Most customers require that you send them this payment info in **in addition to providing it on the invoice.**

- Click on the Profile Tab to see if your customer has a form that collects payment information.
- Otherwise, you'll have to send it to them through another channel.

***Note**: The Remit-To Account can be deactivated or edited by going to Actions and select one of the below highlighted icons:*