



# KELOLA DETAIL BANK

Panduan Proses

## Cara Mengelola Detail Bank

Dengan menyelesaikan profil utama, anda dapat menyimpan semua Informasi bisnis di satu lokasi dan memungkinkan Anda memilih Informasi yang ingin Anda bagi kepada setiap customer.

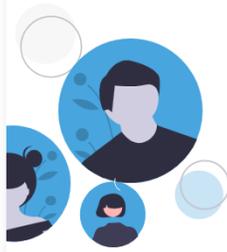
Hingga Mei 2023, Anda akan diminta untuk menggunakan autentikasi dua faktor untuk melihat atau membuat perubahan entitas legal, pengiriman dan Informasi rekening bank di Coupa Supplier Portal.

**Catatan:** Selain informasi yang ditambahkan ada Coupa dan disediakan pada invoice, Organon mengumpulkan Informasi legal dan pembayaran dari vendor dengan menggunakan **Supplier Information form**. Informasi pembayaran pada invoice biasanya digunakan sebagai referensi saja dan **BUKAN** untuk pembayaran yang dibutuhkan oleh customer. Jika Anda tidak yakin tentang prosesnya, maka hubungi seseorang yang anda ketahui di Organon (contact person) untuk menanyakan hal tersebut.

Petunjuk berikut menjelaskan cara memasukkan rincian bank baru di Profil utama Anda.

1. Log in ke Coupa Supplier Portal dengan **Email** dan **Password**

## Login



\* Email

\* Password

[Forgot your password?](#)

[Login](#)

New to Coupa? [CREATE AN ACCOUNT](#)

## 2. Masuk ke **Setup, Admin** dan pilih **Payment Methods**

 coupa supplier portal TEST ▾ | NOTIFICATIONS 5 | HELP ▾

[Home](#)
[Invoices](#)
[Orders](#)
[Business Profile](#)
[Setup](#)
[Service Sheets](#)
[ASN](#)
[Sourcing](#)
[Forecasts](#)
[Catalogs](#)
[Community](#)
[More...](#)

[Admin](#)
[Customer Setup](#)
[Connection Requests](#)

### Admin Remit-To

**Add Payment Method**
View All ▾
Search

Payment Method Name	Remit-To Address	Payment Type	Legal Entity	Customer Sharing Status	Actions
bank test ****5678	London, UK London England 1234 United Kingdom	Bank Account	TEST COUPA NPO LTD	Organon - 0001005941-Test Account	Active 
				organon-uat - COUPA UAT TEST LTD	Active
				organon-uat - TEST COUPA LTD	Active
None	test 12345 United Kingdom  Preferred Language: English	Address	test account	Organon - 0001005941-Test Account	Active 
				organon-uat - COUPA UAT TEST LTD	Active
				organon-uat - TEST COUPA LTD	Active

## 3. Masuk ke **Add Payment Methods**

## Admin Remit-To

Payment Method Name	Remit-To Address	Payment Type	Legal Entity	Customer Sharing Status	Actions
bank test ****5678	London, UK London England 1234 United Kingdom	Bank Account	TEST COUPA NPO LTD	Organon - 0001005941-Test Account organon-uat - COUPA UAT TEST LTD organon-uat - TEST COUPA LTD	Active Active Active
None	test test 12345 United Kingdom  Preferred Language: English (UK)	Address	test account	Organon - 0001005941-Test Account organon-uat - COUPA UAT TEST LTD organon-uat - TEST COUPA LTD	Active Active Active

4. Pilih entitas legal pada **Legal Entity** dari list drop-down dan klik **Next**

✕

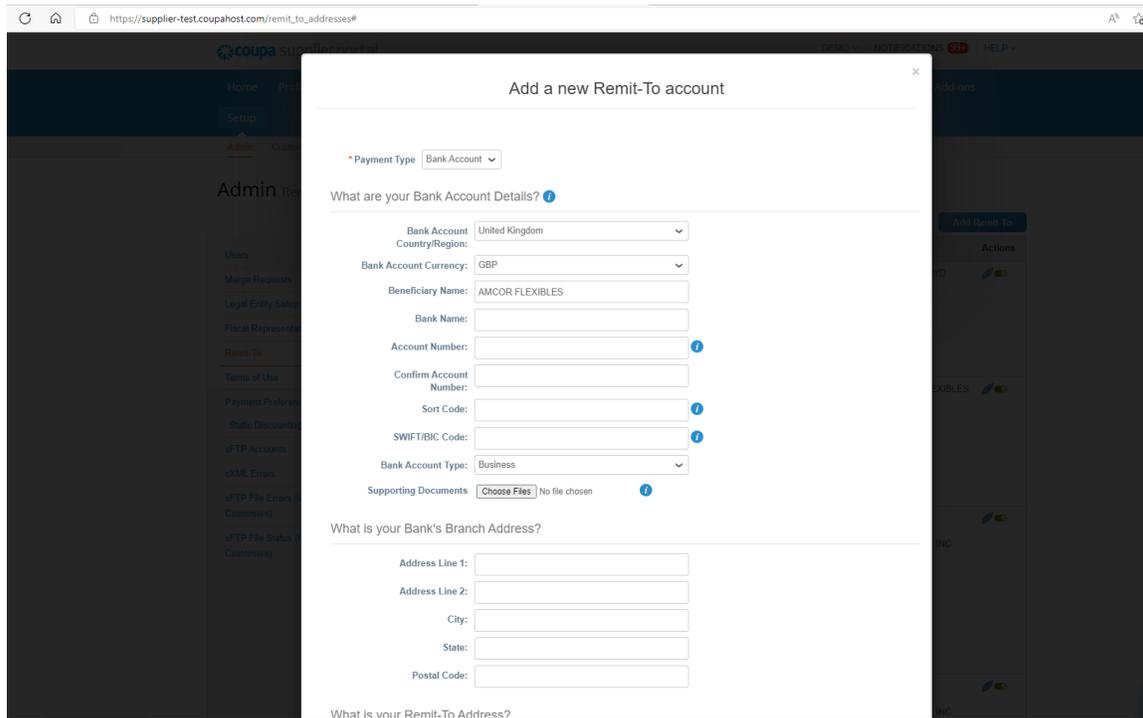
## Add Payment Method

Legal Entity

**Invoice From Address** test  
test, 12345  
United Kingdom

Back
Next

5. Dari list drop-down, Anda dapat memilih jenis informasi pembayaran yang akan ditambahkan: Alamat, Rekening Bank, atau Kartu Virtual. Masukkan detail informasi pada bidang yang tersedia



**Catatan:** Berikut adalah dokumen pendukung yang dibutuhkan perbankan di Eropa dan APAC


**ORGANON**

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


**ORGANON**

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

**Catatan:** Dengan mengarahkan kursor ke ikon informasi (titik biru), Anda akan menemukan pesan pop-up dengan instruksi tambahan tentang data apa yang diharapkan pada bidang tertentu.

Untuk Vendor di Luar AS masukkan Nomor Bank dan Nomor Rekening Bank, dan pada Nomor Perutean Bank masukkan nomor placeholder "123456789" (ini tidak akan dipindahkan ke MDG). Untuk vendor dari AS, masukkan Kunci Perutean Bank dan Nomor Rekening Bank, lalu masukkan nomor placeholder di Nomor Bank.

Lampirkan dokumentasi perbankan ke formulir. Buatlah dalam beberapa file, buat folder zip, dan lampirkan



## Add a new Payment Method

\* Payment Type

What are your Bank Account Details? 

Bank Account Country/Region:

Bank Account Currency:

Beneficiary Name:

Bank Name:

Account Number:

Confirm Account Number:

Sort Code:

SWIFT/BIC Code:



must be 8 digits

## 6. Pilih **Save & Continue**

- organon-uat
- organon-dev
- organon-uat
- organon-uat
- Organon - Te

Cancel

**Save & Continue**

7. Akun Remit-To baru dibuat. Meskipun Anda dapat menambahkan remit-to lain dengan memilih **Add Payment Method**, jangan tambahkan Remit-To lain (COUPA hanya dapat membuat satu remit per supplier, jadi selama proses pembuatan hanya dapat memilih satu). Edit Akun Remit-To yang ada dengan memilih **Manage** atau **Deactivate Legal Entity**

### Add a new Payment Method

Payment Method let your customers know where to send payment for their invoices. Click Add Payment Method to add more locations, otherwise click Next.

**Add Payment Method**

Payment Method Name	Remit-To Address	Status	
Address	test test 12345 United Kingdom	Active	<b>Manage</b>
Bank Account test account *****5678 123456 *****T11	test test 12345 United Kingdom	Active	<b>Manage</b>

**Deactivate Legal Entity**

Cancel

**Next**

## 8. Pilih **Next**

### Add a new Payment Method

Payment Method let your customers know where to send payment for their invoices. Click Add Payment Method to add more locations, otherwise click Next.

Add Payment Method

Payment Method Name	Remit-To Address	Status	
Address	test test 12345 United Kingdom	Active	Manage
Bank Account test account *****5678 123456 *****T11	test test 12345 United Kingdom	Active	Manage

Deactivate Legal Entity

Cancel

Next

## 9. Jangan Klik Add Ship From, cukup pilih **Done**

### Add a new Payment Method

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	
test test 12345 United Kingdom	Active	Manage

Deactivate Legal Entity

Done

Pada tahap ini Anda akan menerima pesan bahwa pengaturan telah selesai

Setup Complete ✕

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**Congratulations!**

This legal entity can now be used on new invoices.

**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.

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[Add Later](#) [Add Now](#)

**Catatan:** Jika Anda bekerja dengan Organon, silakan hubungi kontak Anda untuk Informasi tambahan mengenai langkah-langkah yang harus Anda ikuti untuk mengatur detail bank atau untuk memperbarui detail bank Anda saat ini untuk proses pembayaran.

**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.

**Catatan:** Akun Remit-To dapat dinonaktifkan atau diedit dengan masuk ke Action dan pilih salah satu ikon yang disorot berikut:

### Admin Remit-To

[Add Remit-To](#)

Remit-To Account	Remit-To Address	Payment Type	Legal Entity	Customers	Actions
****4012	<input type="text"/> CA 3400 United States	Bank Account	Test	<input checked="" type="checkbox"/> Organon TEST - Demo Supplier <input checked="" type="checkbox"/> organon-dev - <input type="text"/> <input checked="" type="checkbox"/> Organon TEST - <input type="text"/> <input checked="" type="checkbox"/> organon-dev - <input type="text"/> <input checked="" type="checkbox"/> organon-dev - SupplTest	 