

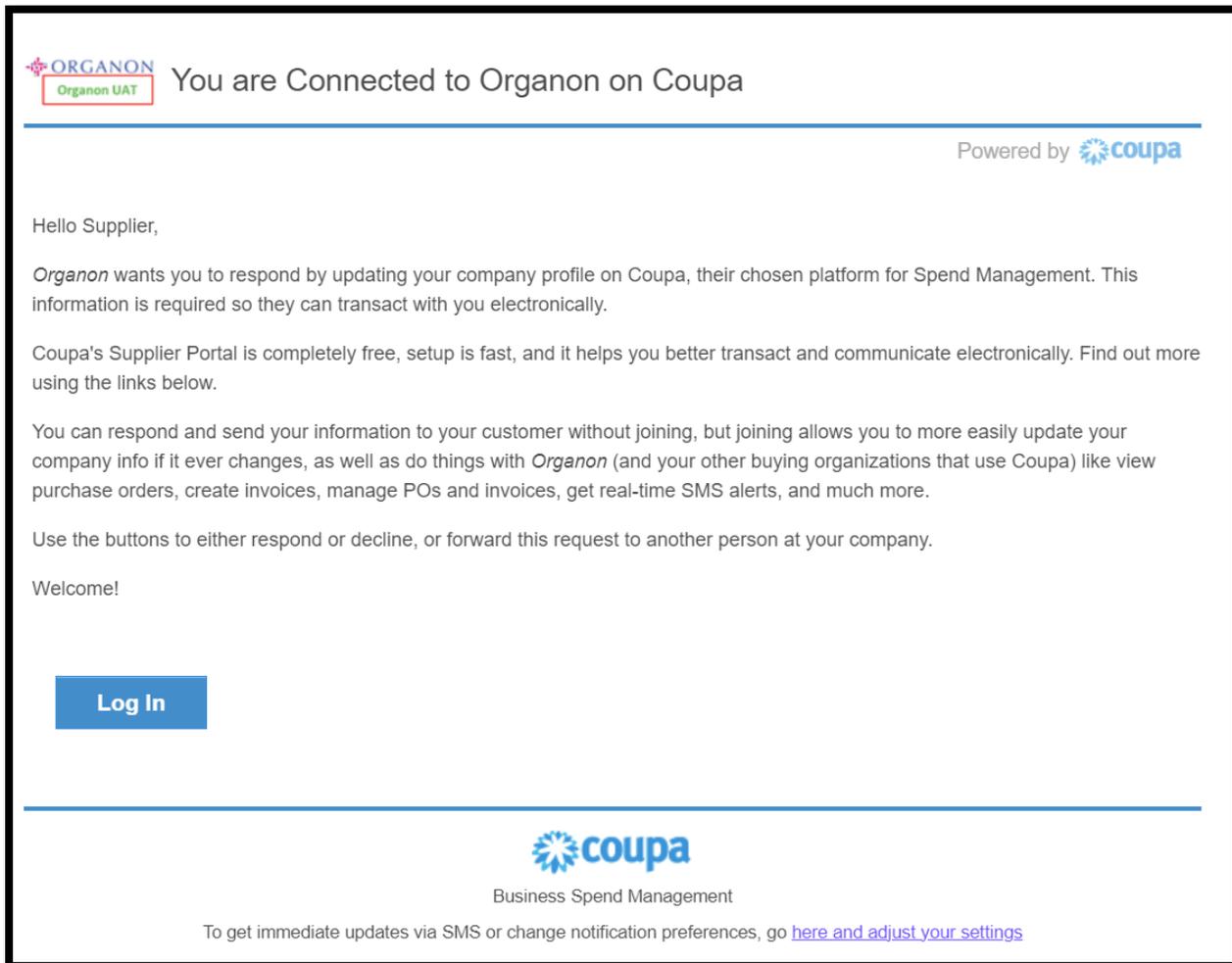


# 如何做 输入信息 联系我

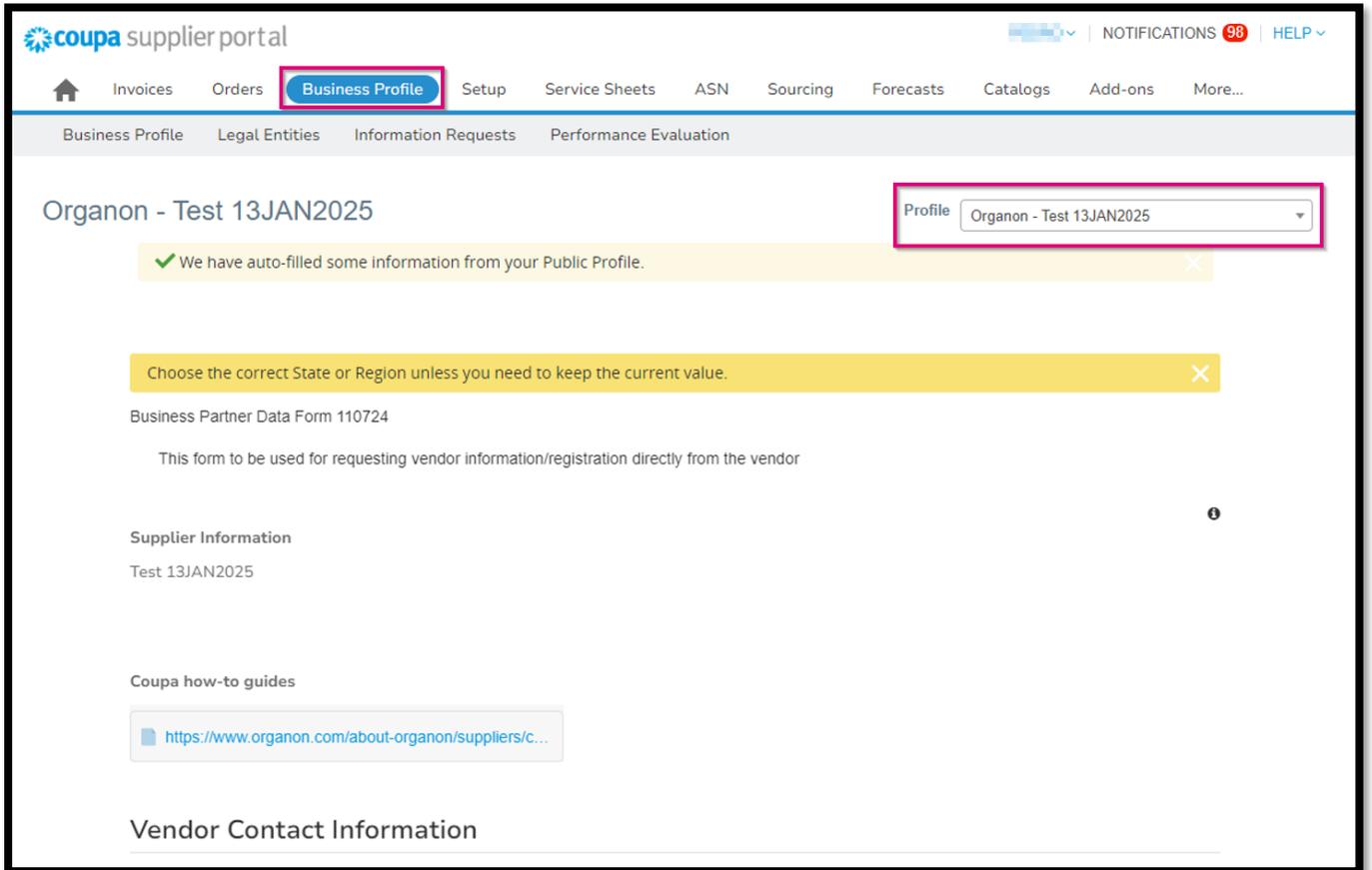
流程指南

## 如何在 COUPA 中输入我的联系信息

1. 您将收到一封电子邮件，通知您已连接到 Coupa 上的 Organon，您将能够在其中更新您的个人资料，该页面将引导您进入 COUPA 中的页面以填写缺失的信息。



2. 转到 [企业配置文件](#)，然后转到 [信息请求](#)。确保您选择 Organon 在右上角。



The screenshot displays the Coupa Supplier Portal interface. At the top, the 'coupa supplier portal' logo is visible on the left, and 'NOTIFICATIONS 98' and 'HELP' are on the right. A navigation bar includes 'Invoices', 'Orders', 'Business Profile' (highlighted with a red box), 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Add-ons', and 'More...'. Below this, a secondary navigation bar shows 'Business Profile', 'Legal Entities', 'Information Requests', and 'Performance Evaluation'. The main content area is titled 'Organon - Test 13JAN2025'. A dropdown menu labeled 'Profile' is open, showing 'Organon - Test 13JAN2025' (highlighted with a red box). A green notification bar states: 'We have auto-filled some information from your Public Profile.' A yellow warning bar says: 'Choose the correct State or Region unless you need to keep the current value.' The form is titled 'Business Partner Data Form 110724' and includes the text: 'This form to be used for requesting vendor information/registration directly from the vendor'. The 'Supplier Information' section shows 'Test 13JAN2025'. A 'Coupa how-to guides' section contains a link: 'https://www.organon.com/about-organon/suppliers/c...'. The 'Vendor Contact Information' section is partially visible at the bottom.

3. 您将有一长串需要填写的字段。但是，请注意，您只需填写红色星号的所有字段。

**\* Primary Contact**

**\* Primary Contact - First Name**  
First Name Here

**\* Primary Contact - Last Name**  
Last Name Here

**\* Primary Contact - Email Address**  
companyname@domain.me 

**Primary Contact - Mobile Phone**  
US/Canada    
650-555-1212

**Primary Contact - Work Phone**  
US/Canada    
321555555555  
650-555-1212

**Contact Purpose**  
Select Some Options 

**\* Region**

Country/Region

United States 

State Region

Alaska - AK 

State ISO Code

US-AK

Address Name

**\* Street Address**

Main Road 123

**\* City**

New York

**\* Postal Code**

12345

### Tax Identification Details & Evidence

**\* Tax Category 1**

US-USA (US) >  
US01 US Tax Identification Number (US01) x v

*In case of no tax ID of a supplier for an Indian company code, please fill with value "NA" under tax category IN3*

**\* Tax Number 1**

1234561232N17

Please enter the tax number Associated with Tax Category

Do you have an additional tax details beyond first set?

No x v

PAN is only applicable to India

4. 在下面的 **Remit-To 地址** 部分中，您需要添加您的公司银行数据。

### \* Remit-To Addresses

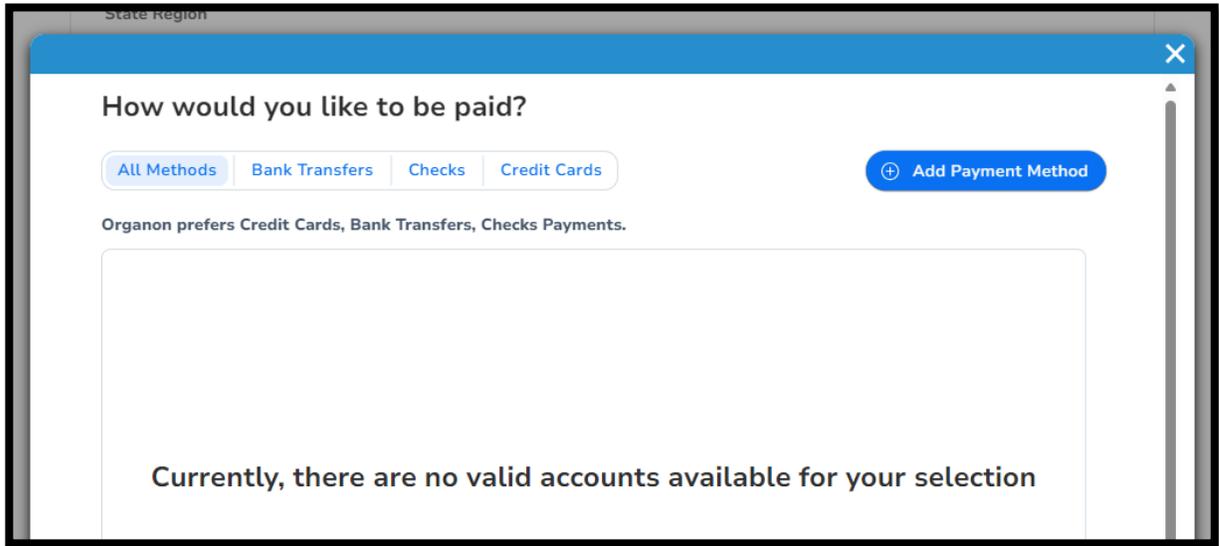
Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

**Add Remit-To**

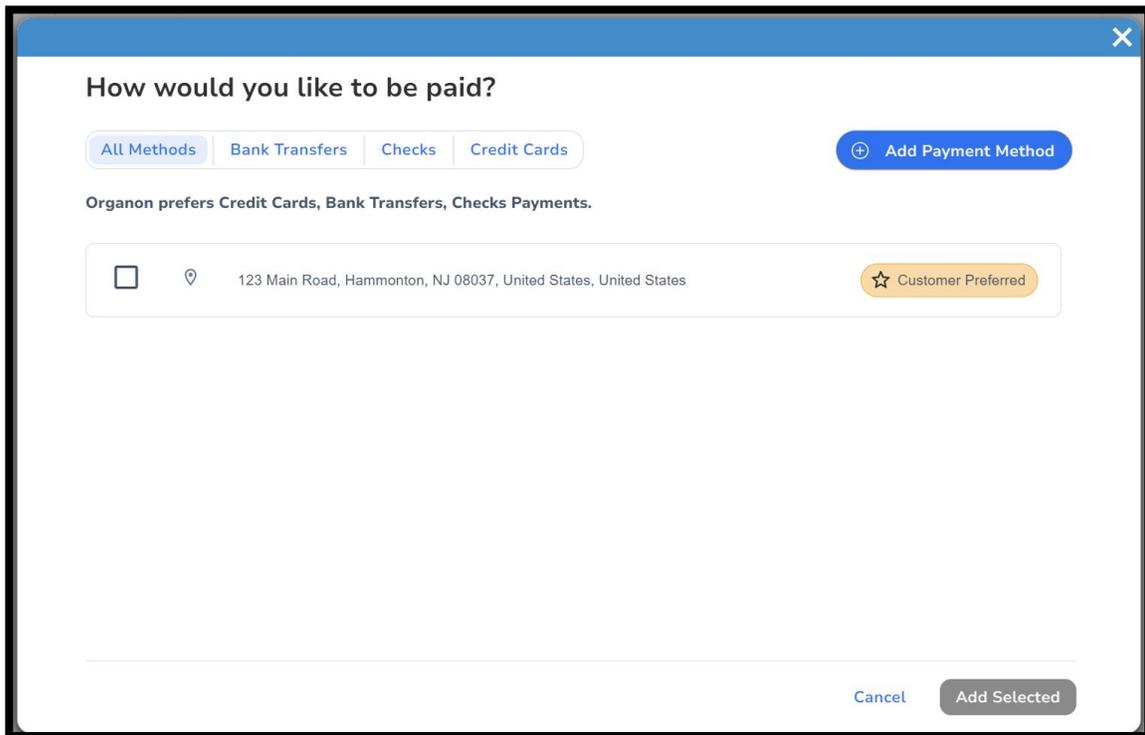
Please refer attached document for instructions to add supporting documents below

 Country\_document\_specification\_for\_Organon\_CO...

5. 点了**Add Remit-To**之后您将看到此页面。



6. 或者你会有这个.



7. 如果是前者, 那么您将看到下面的屏幕, 同样只填写带有红色星号的字段。

### 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/Region

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

### What address do you invoice from?

\* Address Line 1  +

\* City

State

\* Postal Code

Country/Region

Use this address for Remit-To i

Use this for Ship From address i

**REQUIRED FOR INVOICING**

Enter the registered address of your legal entity. This is the same location where you receive government documents. i

What is your Tax ID? 

Country/Region   

Tax ID

I don't have Tax ID Number

[Add additional Tax ID](#)

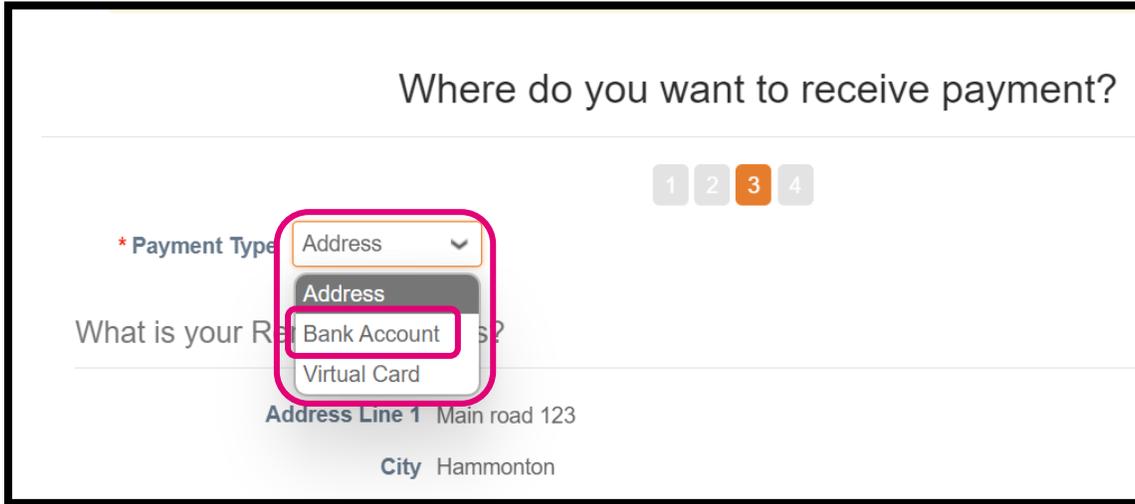
Miscellaneous

Invoice From Code  

Preferred Language  

8. 请点击 **最后的保存并继续**。

9. 之后您将看到以下屏幕，请选择 **银行帐户**。



**10.** 然后，您需要在以下字段中填写数据，这些数据会因所选的**银行账户国家/地区**而异。对于美国的这种特定情况，字段为：

- 收款人姓名
- 银行名称
- 账号
- 确认账号
- ACH 路由号码 ( 如果 Bank Country 为 **United States** )
- Wire Routing Number ( 如果 Bank Country 为 **United States** )
- SWIFT/BIC 代码或勾选 **我的银行没有 BIC 代码**

如果您有任何疑问，请按照下表获取指导：

| Bank 字段 | 命令的 | 国家   |
|---------|-----|------|
| BSB 公司  | 是的  | 澳大利亚 |
| 转入/机构编号 | 是的  | CA   |

|                     |      |                   |
|---------------------|------|-------------------|
| 国际金融公司              | 是的   | 在                 |
| 排序代码                | 是的   | 国标                |
| ACH 路由号码            | 是的   | 我们                |
| Wire Routing Number | 是的   | 我们                |
| 账号                  | 是的   | 澳大利亚、加拿大、印度、英国、美国 |
| 收款人姓名/账户持有人         | 是的   | 澳大利亚、加拿大、印度、英国、美国 |
| SWIFT/BIC 代码        | 如果适用 | 澳大利亚、加拿大、印度、英国、美国 |
| 银行代码                | 是的   | 所有其他国家            |
| 账号                  | 是的   | 所有其他国家            |
| 国际广播公司 (IBAN)       | 如果适用 | 所有其他国家            |
| 收款人姓名/账户持有人         | 是的   | 所有其他国家            |
| SWIFT/BIC 代码        | 如果适用 | 所有其他国家            |

## Where do you want to receive payment?

1 2 3 4

\* Payment Type

What are your Bank Account Details? [i](#)

Bank Account Country/Region:

State:

Bank Account Currency:

Beneficiary Name:

Bank Name:

Account Number:  [i](#)

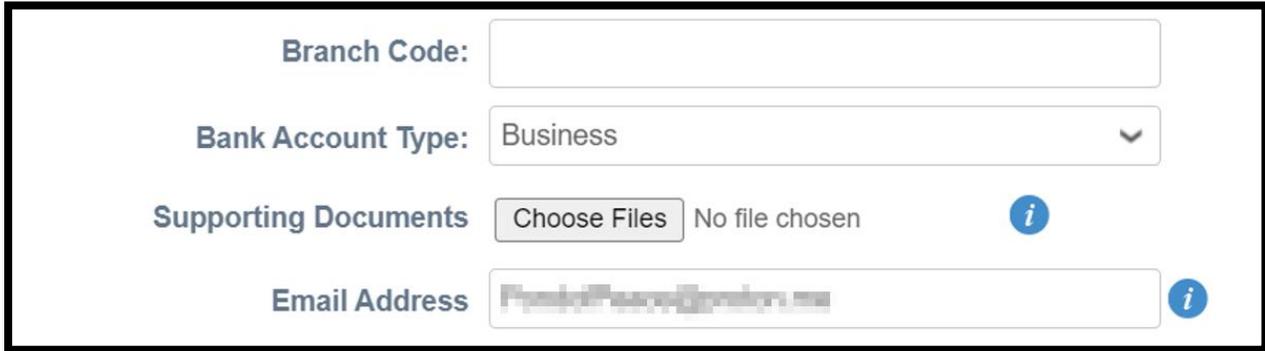
Confirm Account Number:

ACH Routing Number:  [i](#)

Wire Routing Number:  [i](#)

SWIFT/BIC Code:  [i](#)

My bank does not have a BIC code



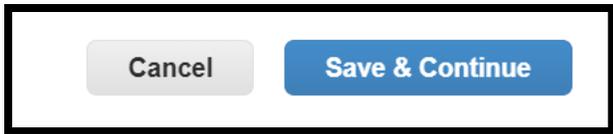
Branch Code:

Bank Account Type: Business

Supporting Documents  No file chosen

Email Address

11. 再次，请在 **完成此部分后** 点击保存并继续。



12. 之后，您将在业务合作伙伴数据表（BPDF）中显示此信息，您可以在提交之前对其进行审查。

## \* Remit-To Addresses

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](#)

## \* Remit-To Address

### Remit-To Address

Location Code

Address Name

## Bank Account Details

\* Bank Country/Region

United States

\* Account Currency

USD

\* Beneficiary Name

Company Name Test 123

\* Bank Name

Bank R Us

\* Bank Account Number

\*\*\*\*\*321



Bank Routing Number

\*\*\*\*\*789



IBAN Number



SWIFT Code (BIC)



Account Type

Bank Code



Bank Wire Routing Number 

BSB 

Transit/Institution Number 

IFSC 

Sort Code 

Active

### Bank's Address

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Bank Address

Bank City

Bank State or Region

Bank Postal Code

**13.** 在“ **证明文件**” 部分，您可以附加任何证明文件。这些可以是验证您的税金/增值税和/或银行详细信息。

对于 TAX/VAT, VAT/TAX 证明就足够了，或者 W9 表格（仅限美国）就足够了，但对于银行详细信息，我们只能接受银行签发的银行证明。（银行信函或证书、分行印章或银行信笺抬头）。

### Supporting Documents

**Attachments**

Add [File](#)

Please add supporting documents for Bank Details

14. 在 BPDF 底部，您需要勾选该选项并单击“**提交以供批准**”。如果未单击此按钮，则 Organon 将永远不会收到任何要处理的内容。您必须检查您是否同意 Organon 制定的上述业务合作伙伴行为准则和供应商期望。

### Organon Business Partner Policies

Please review the policies in the links below before moving forward.

**Business Partner Code of Conduct**

<https://www.organon.com/about-organon/mission-vis...>

**Supplier Expectations**

<https://www.organon.com/wp-content/uploads/sites/...>

\* By checking this box, I have read, understand, and agree to abide by the Business Partner Code of Conduct and Supplier Expectations above set forth by Organon

[Decline](#) [Save](#) [Submit for Approval](#)

15. 在您填写并提交表格后，Organon 将审查信息并相应地批准表格。

**16.** 如需进一步帮助，请联系您当地的 Organon 联系人。