

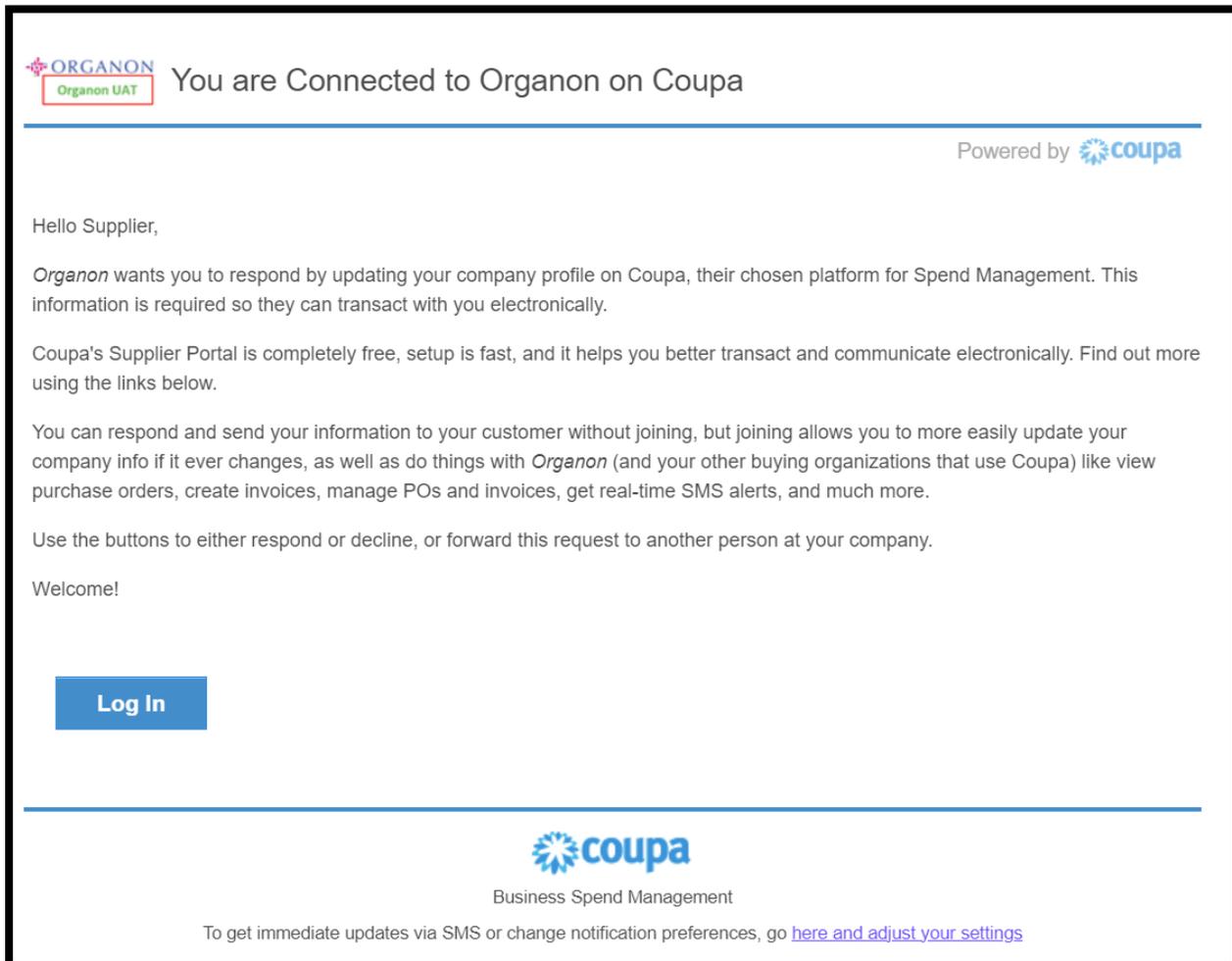


如何做 輸入訊息 聯絡我

流程指南

如何在 COUPA 中輸入我的聯絡資訊

1. 您將收到一封電子郵件，通知您已連接到 Coupa 上的 Organon，您將能夠在其中更新您的個人資料，該頁面將引導您進入 COUPA 中的頁面以填寫缺失的資訊。



 **You are Connected to Organon on Coupa**

Powered by 

Hello Supplier,

Organon wants you to respond by updating your company profile on Coupa, their chosen platform for Spend Management. This information is required so they can transact with you electronically.

Coupa's Supplier Portal is completely free, setup is fast, and it helps you better transact and communicate electronically. Find out more using the links below.

You can respond and send your information to your customer without joining, but joining allows you to more easily update your company info if it ever changes, as well as do things with *Organon* (and your other buying organizations that use Coupa) like view purchase orders, create invoices, manage POs and invoices, get real-time SMS alerts, and much more.

Use the buttons to either respond or decline, or forward this request to another person at your company.

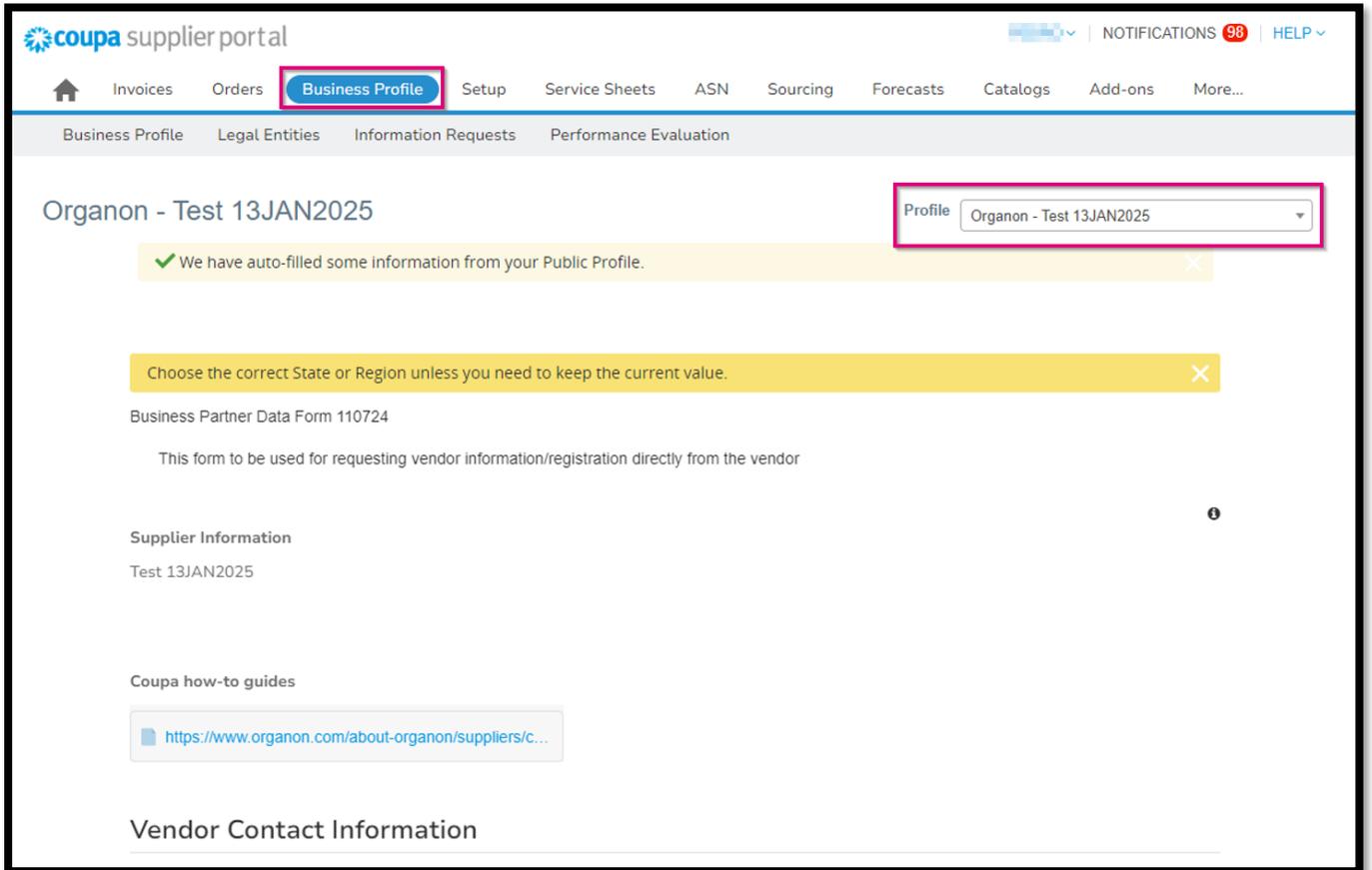
Welcome!

[Log In](#)


Business Spend Management

To get immediate updates via SMS or change notification preferences, go [here and adjust your settings](#)

2. 轉到 [企業設定檔](#)，然後轉到 [資訊請求](#)。確保您選擇 Organon 在右上角。



The screenshot displays the Coupa Supplier Portal interface. At the top, the 'coupa supplier portal' logo is 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 notification bar says: 'Choose the correct State or Region unless you need to keep the current value.' The 'Business Partner Data Form 110724' section 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. 您將有一長串需要填寫的欄位。但是，請記住，您只需填寫紅色星號填寫所有欄位。

*** 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 

Primary Contact - Work Phone

US/Canada 

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 位址** 部分中，您需要添加您的公司銀行數據。

* Remit-To Addresses

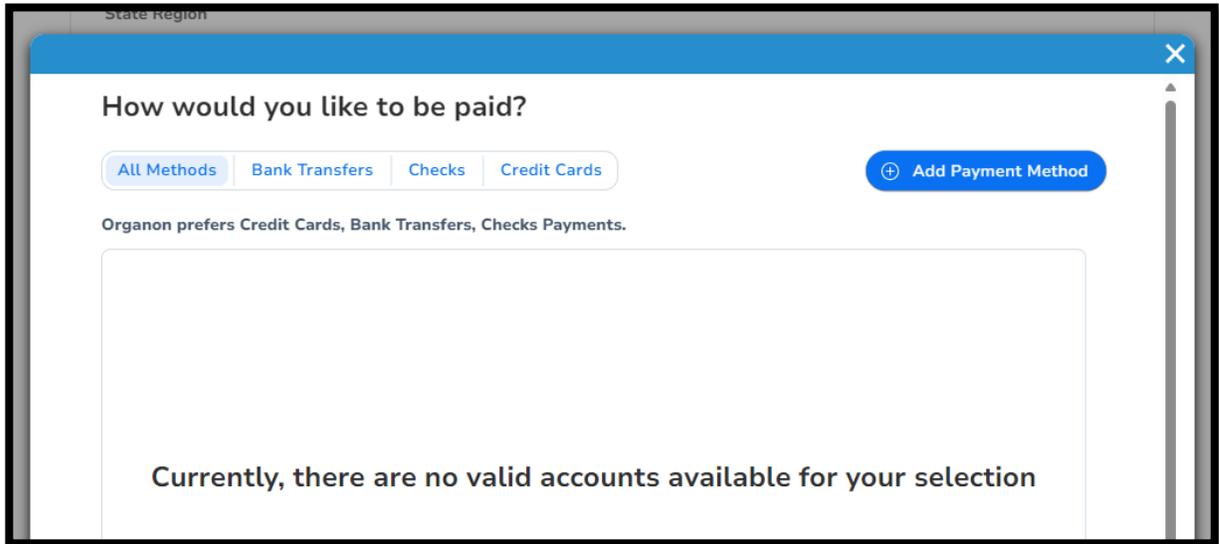
Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

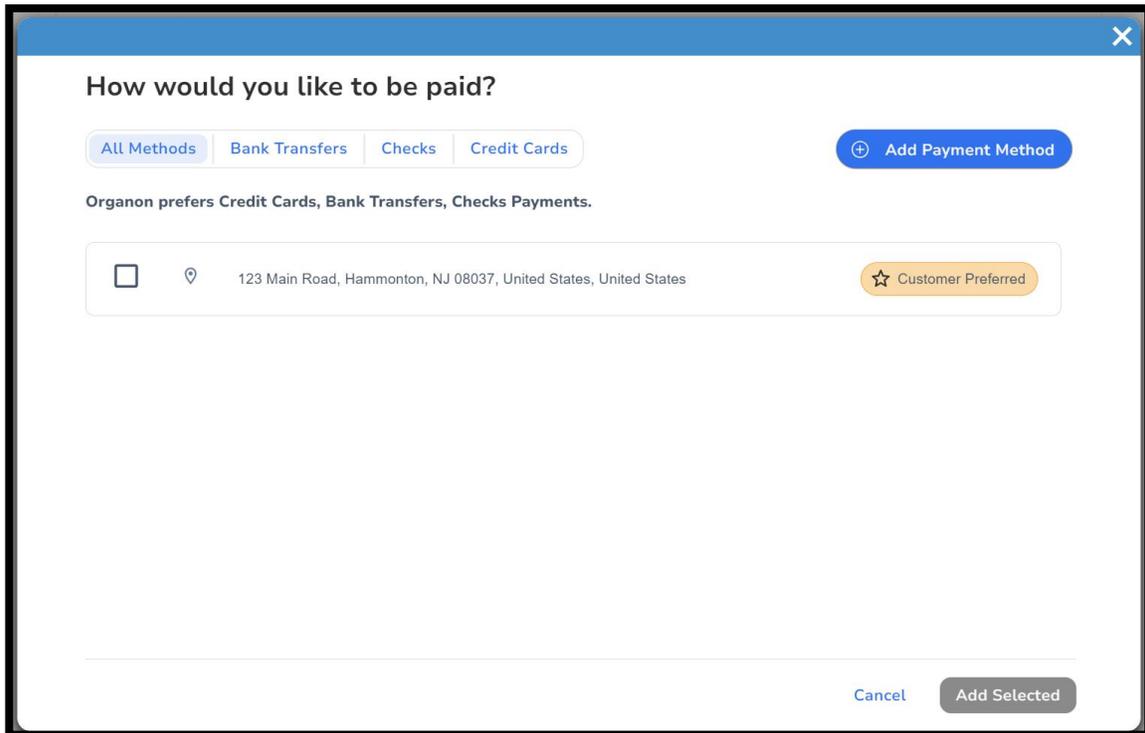
Please refer attached document for instructions to add supporting documents below

 Country_document_specification_for_Organon_CO...

5. 您將看到此頁面。



6. 或者你會有這個.



7. 如果是前者，那麼您將看到下面的屏幕，同樣只填寫帶有紅色星號的欄位。

×

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.

Cancel Continue

What address do you invoice from?

* Address Line 1 +

* City

State

* Postal Code

Country/Region United States

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](#)

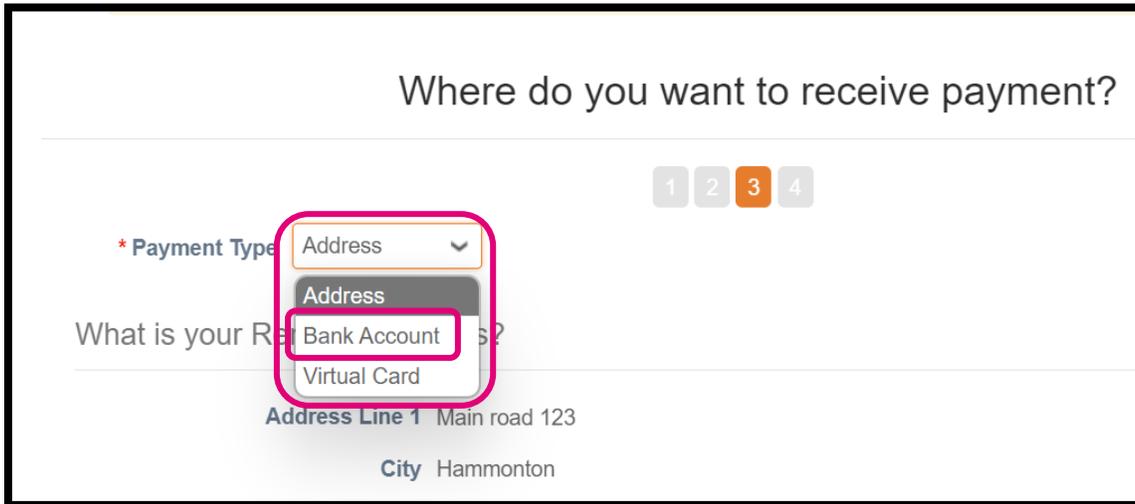
Miscellaneous

Invoice From Code 

Preferred Language 

8. 請點擊 **最後的保存並繼續**。

9. 之後您將看到以下螢幕，請選擇 **銀行帳戶**。



10. 然後，您需要在以下欄位中填寫數據，這些數據會因所選的銀行帳戶國家/地區而異。對於美國的這種特定情況，欄位為：

- 收款人姓名
- 銀行名稱
- 帳號
- 確認帳號
- ACH 路由號碼（如果 Bank Country 為 **United States**）
- Wire Routing Number（如果 Bank Country 為 **United States**）
- SWIFT/BIC 代碼或勾選 **我的銀行沒有 BIC 代碼**

如果您有任何疑問，請按照下表獲取指導：

Bank 欄位	命令的	國家
BSB 公司	是的	澳大利亞
轉入/機構編號	是的	CA
國際金融公司	是的	在
排序代碼	是的	國標

ACH 路由號碼	是的	我們
Wire Routing Number	是的	我們
帳號	是的	澳大利亞、加拿大、印度、英國、美國
收款人姓名/帳戶持有人	是的	澳大利亞、加拿大、印度、英國、美國
SWIFT/BIC 代碼	如果適用	澳大利亞、加拿大、印度、英國、美國
銀行代碼	是的	所有其他國家
帳號	是的	所有其他國家
國際廣播公司 (IBAN)	如果適用	所有其他國家
收款人姓名/帳戶持有人	是的	所有其他國家
SWIFT/BIC 代碼	如果適用	所有其他國家

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](#)

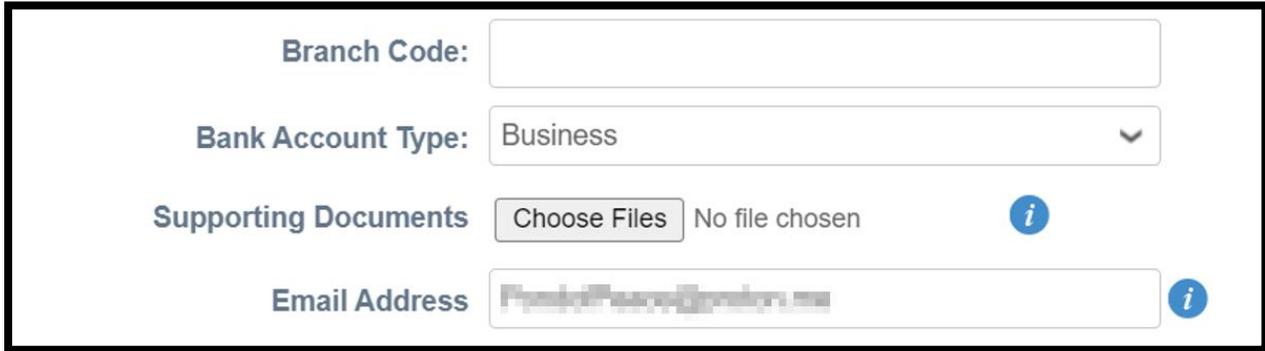
Confirm Account Number:

ACH Routing Number: [i](#)

Wire Routing Number: [i](#)

SWIFT/BIC Code: [i](#)

My bank does not have a BIC code



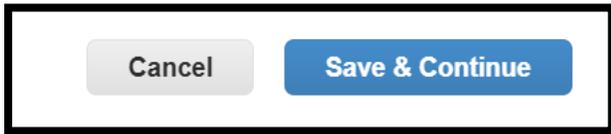
Branch Code:

Bank Account Type: Business

Supporting Documents No file chosen

Email Address

11. 再次，請在 **完成此部分後** 點擊保存並繼續。



12. 之後，您將在業務合作夥伴數據表（**BPDF**）中顯示此資訊，您可以在提交之前對其進行審查。

* 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

Bank Address

Bank City

Bank State or Region

Bank Postal Code

13. 在「**證明檔**」部分，您可以附加任何證明檔。這些可以是驗證您的稅金/增值稅和/或銀行詳細資訊。

對於 TAX/VAT, VAT/TAX 證明就足夠了，或者 W9 表格（僅限美國）就足夠了，但對於銀行詳細資訊，我們只能接受銀行簽發的銀行證明。（銀行信函或證書、分行印章或銀行信箋抬頭）。

Supporting Documents

Attachments

Add [File](#)

Please add supporting documents for Bank Details

14. 在 BPDF 底部，您需要勾選該選項並按下「**提交以供批准**」。如果未按下此按鈕，則 Organon 將永遠不會收到任何要處理的內容。您必須檢查您是否同意 Organon 制定的上述業務合作夥伴行為準則和供應商期望。

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. 在您填寫並提交表格后，Organon 將審查信息並相應地批准表格。

16. 如需進一步說明，請聯繫您當地的 Organon 聯繫人