

COUPA SIM TRAINING

SUPPLIER TRAINING

OVERVIEW

This document provides OC Suppliers with helpful information on Coupa, the system OC uses to efficiently do business with its suppliers.

- **SUPPLIER COUPA INVITATION**
 - [Receive email invitation](#)
 - [Create/Log In to FREE Coupa account](#)
 - [Forward to alternative supplier contact](#)
 - [Verify email](#)
 - [Finish account creation](#)
 - [Enable Multi Factor Authentication](#)
- **SUPPLIER FORM RESPONSE**
- **APPENDIX**
 - [Form Hints](#)
 - [Supplier Troubleshooting](#)

SUPPLIER COUPA INVITATION

RECEIVE EMAIL INVITATION

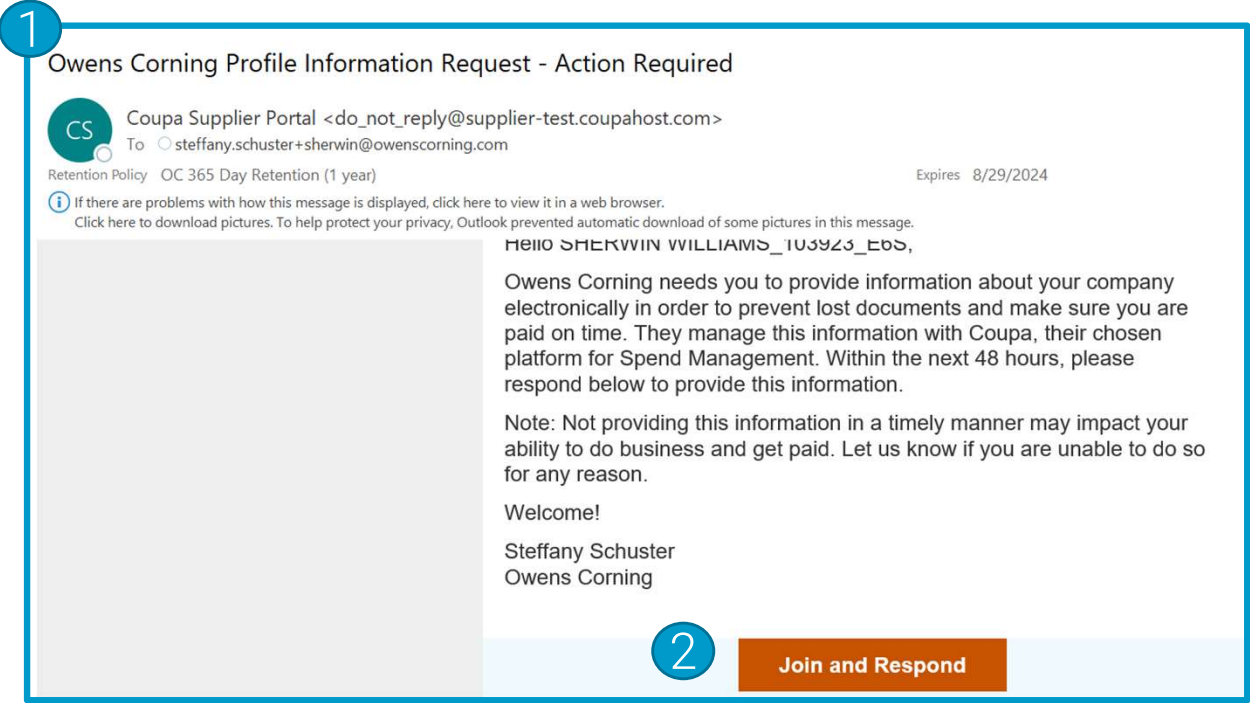
A new supplier being onboarded with Owens Corning will:

1. Receive an email from Coupa requesting they provide company information
2. Click “Join and Respond” to start the onboarding process

NOTE: If the wrong individual received this invitation, it can be transferred. Click “Join and Respond” to do this in the next step

IF THE SUPPLIER DOESN'T TAKE ACTION:

- Several email reminders will be sent.
- After 30 days the request is cancelled.
- The supplier will be advised to contact their OC contact if they want to continue doing business with OC.



SUPPLIER COUPA INVITATION

The individual receiving the email should execute one of the following steps:

BRAND NEW TO COUPA:

3. Fill in information & click “Create an Account”

EXISTING COUPA USER:

4. Click “Log In”

NEEDS TO FORWARD THE INVITATION TO AN ALTERNATE CONTACT:

5. Click “Forward this to Someone”
 - DO NOT forward the email – this will not allow the new person to log in
6. Add the new contact’s email – it must be the same email domain
7. Click **Forward** - Supplier will see a message “Invitation successfully sent”

Create an Account

We use Coupa to manage purchase orders, invoices, and communicate with our suppliers. We'll walk you through a quick and easy setup for your account, so we're ready to do business together.

* Business Name
ALTUS GROUP LIMITED
Your legal business name (or legal personal name if an individual)

* Email
steffany.schuster+altusgrouplimited@owenscorning.com

* First Name
SAM

* Last Name
MILLER

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

* Confirm Password

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

3 **Create an Account** 4
Already have an account? [LOG IN](#)
5 **Forward this to someone**

[back](#)

Forward This Invitation

We use Coupa to manage purchase orders, invoices, and communicate with our suppliers. We'll walk you through a quick and easy setup for your account, so we're ready to do business together.

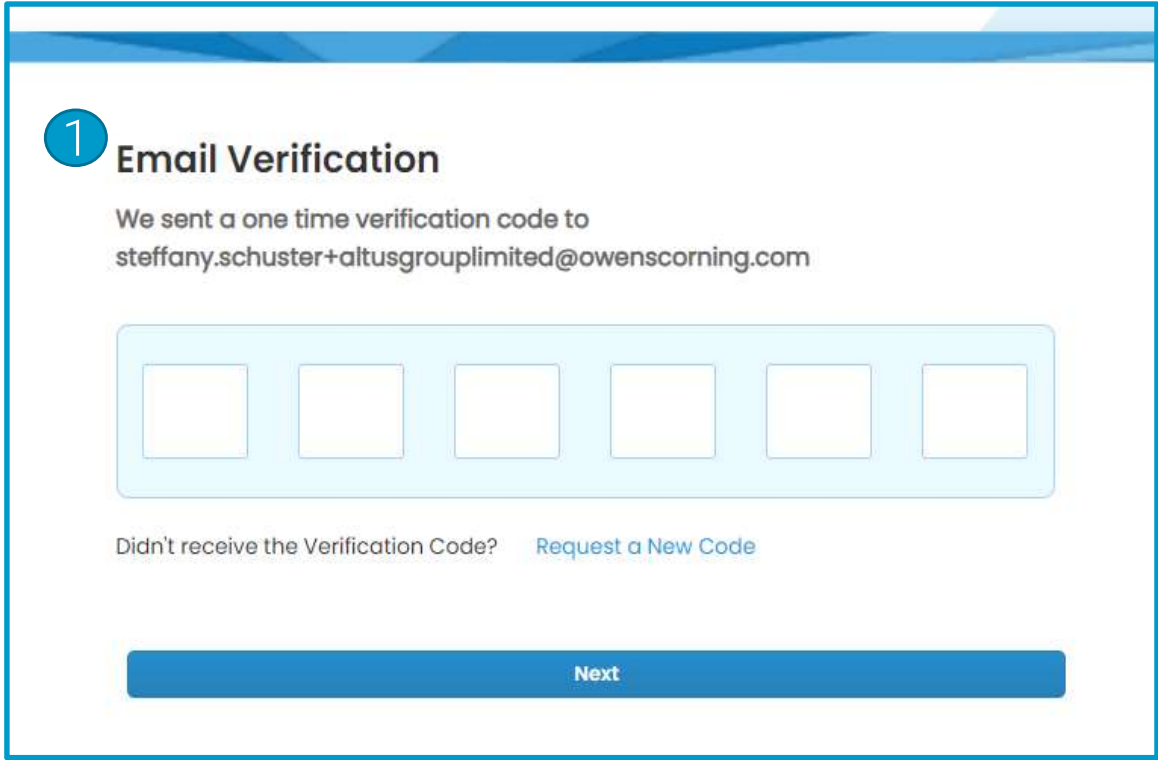
6 * Email
@owenscorning.com

7 **Forward**

SUPPLIER COUPA INVITATION

VERIFY EMAIL:

1. The first time logging in, email verification is required.



1 **Email Verification**

We sent a one time verification code to
steffany.schuster+altusgrouplimited@owenscorning.com

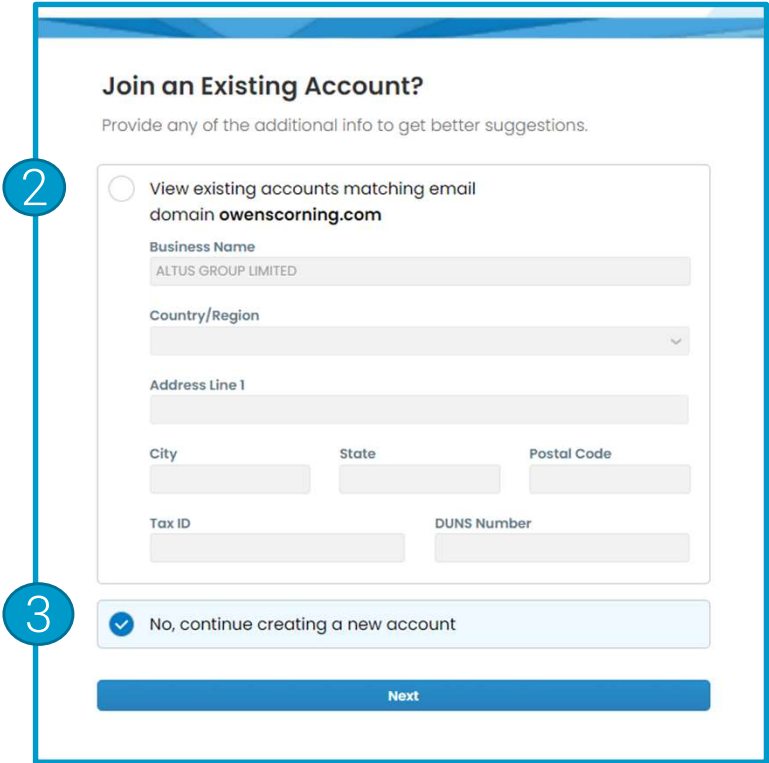
Verification code input fields (6 boxes)

Didn't receive the Verification Code? [Request a New Code](#)

Next

FINISH ACCOUNT CREATION:

2. Coupa will prompt to join an existing account. Enter details to search for a coupa account for the supplier OR
3. Click “No, Continue Creating a New Account” to proceed with brand new creation.



2 **Join an Existing Account?**

Provide any of the additional info to get better suggestions.

☐ View existing accounts matching email domain **owenscorning.com**

Business Name
ALTUS GROUP LIMITED

Country/Region
▼

Address Line 1

City State Postal Code

Tax ID DUNS Number


3 ☒ No, continue creating a new account

Next

SUPPLIER COUPA INVITATION

ENABLE MULTIFACTOR AUTHENTICATION:

- Owens Corning requires suppliers to use Multifactor Authentication (MFA) on Coupa
 - This best protects sensitive information like banking details
- Mobile Phone & Desktop versions are available.
- Detailed instructions on setting up MFA are located here: [MFA Instructions](#)



Secure Your Payment Information

Two-Factor Authentication is **required** to finish setting up payment.


Authenticate via:

1

Scan this QR code using your mobile device.

- Open your preferred authentication app on your mobile device.
[Learn more](#)
- For most apps, select "Add" or "+" to scan the QR code or copy and paste the security key.

Coupa Supplier Portal



IUZGDDYIMZ4HPBAKLWSZG
ID547EJP4YZ4

[Click to copy Security Key](#)

2

Enter the 6-digit verification code from your device.

Next

SUPPLIER FORM RESPONSE

PROFILE SET UP

- Several screens will appear requesting Coupa profile information.
 1. These can be completed now or skipped and completed later
- The last screen will request additional information from Owens Corning
 2. Click “Take me There”
- This will open the Information Request from Owens Corning
 3. If Coupa is used for other customers, the supplier should confirm the Owens Corning profile is selected

Your Contact Information

* First Name * Last Name

* Phone Number

* Country/Region

* Address Line 1

* City State * Postal Code

Next

1 Skip for Now

Owens Corning requires some additional information

This information must be provided before you can do business with Owens Corning.

2 ↓

Take Me There

coupa supplier portal OC NOTIFICATIONS 3

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing

Add-ons Setup

Your Profile Information Requests Performance Evaluation Coupa Verified

Owens Corning **3** Profile Owens Corning

✓ We have auto-filled some information from your Public Profile.

Supplier Information SHERWIN WILLIAMS_103923_E6S

Supplier Information

* Supplier Legal Name SHERWIN WILLIAMS_1039

Corporate Address



SUPPLIER FORM RESPONSE

COMPLETE THE INFORMATION REQUEST

- 4. Complete all required fields. These are marked with red asterisk (*)
- 5. Click “Submit for Approval” at the bottom of the form
 - Any fields left blank or entered incorrectly will flag in red
- 6. If the form was accepted, Pending Approval will show at the top of form

4

Supplier Information ALTUS GROUP LIMITED

Supplier Information

* Supplier Legal Name

ALTUS GROUP LIMITED

* Are you a Freight Supplier?

Select

Corporate Address

For physical addresses, begin entry on the "Street Address" field. For PO Box addresses, begin entry on the "Street Address 2" field.

* Corporate Address

Address Purpose

Select Some Options

* Region

Country/Region

United States

State Region

None

State ISO Code

Address Name

* Street Address

Street Address 2

Street Address 3

Street Address 4

* City

* Postal Code

Location Code

5

Decline

Save

Submit for Approval

6 Pending Approval

Supplier Information ALTUS GROUP LIMITED

Supplier Information

* Supplier Legal Name

ALTUS GROUP LIMITED

* Are you a Freight Supplier?

No

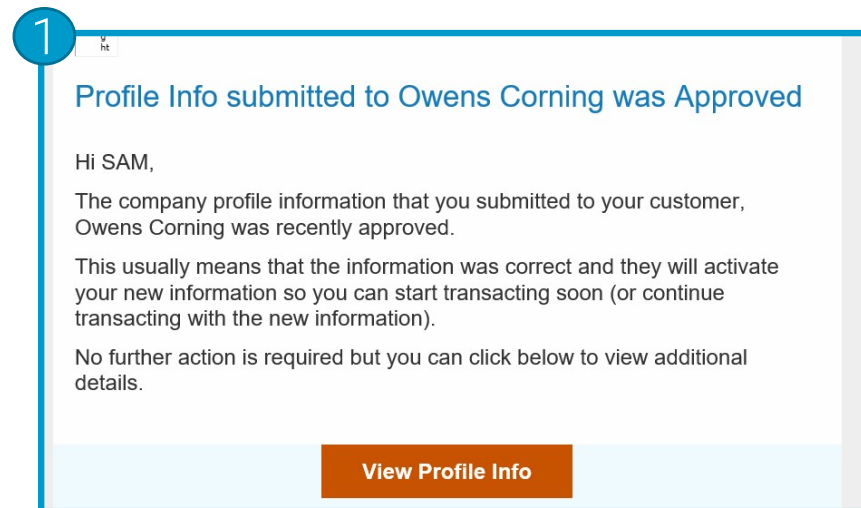
Corporate Address

For physical addresses, begin entry on the "Street Address" field. For PO Box addresses, begin entry on the "Street Address 2" field.

SUPPLIER FORM RESPONSE

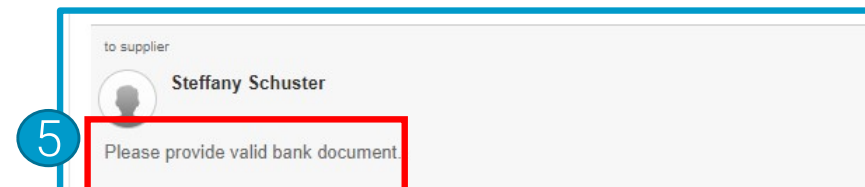
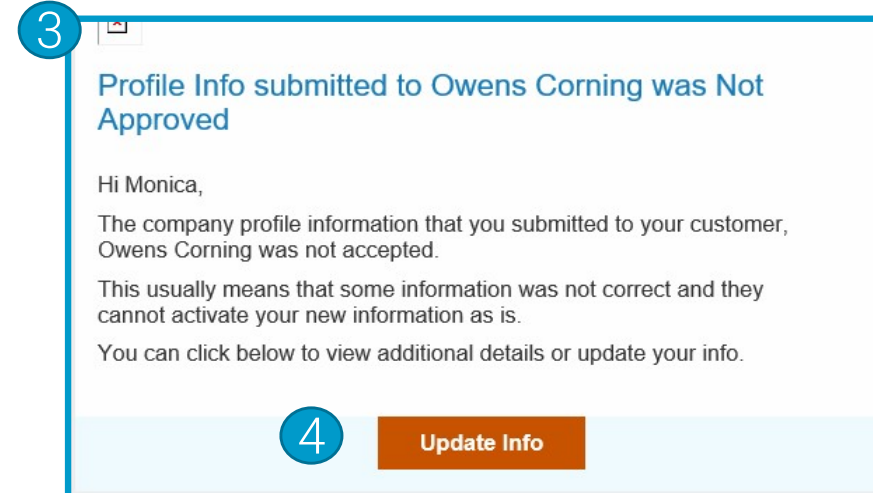
FORM APPROVED BY OWENS CORNING

1. The supplier will receive a confirmation email
2. No further action required



FORM NOT APPROVED BY OWENS CORNING

3. The supplier will receive a rejection email
4. Click "Update Info" in the email to view form
5. At the bottom of the form Owens Corning will provide comments on the rejection
6. Provide missing/updated information and resubmit
 - See [Supplier Troubleshooting](#) for common rejection reasons



APPENDIX

SUPPLIER FORM RESPONSE

FORM HINTS

TAX INFORMATION SECTION

1. The Tax Instructions document provides details on required information.

TAX REGISTRATIONS SECTION

2. Click “Add Tax Registration”. A new Tax Registration section will appear
3. Add necessary tax information and continue with the form

FEDERAL TAX FORM SECTION

4. Suppliers doing business in the US are required to attach a W8/W9 form
 - The W8/W9 must be 2018 version or newer

Tax Information

1. Tax Instructions • SIM_Instructions_-_Tax_and_Address.docx

* Is this vendor exempt from taxation under section 501(c)(3) of the U.S. Internal Revenue Code? No

Tax Registration

You must click the below "Add Tax Registration" button to enter tax ID

* Tax Registrations

Use this section to add all your applicable tax registrations.

2. Add Tax Registration

* Tax Registration

3. Country: Canada
Tax ID: 999999999
Local: ☐

* Federal Tax Form

* Type: W8

4. * Attachments: Add File
Certificate.pdf

SUPPLIER FORM RESPONSE

FORM HINTS

REMIT-TO ADDRESSES SECTION

1. This section will not appear until the Remit-To Information section is complete. Select the appropriate bank country.
2. Click “Add Remit To”
3. Click “Cancel” OR “Choose” in pop-up window
 - o Both “Cancel” and “Choose” close the pop-up window and direct the Supplier back to the form to complete the Accounts Receivable & Bank Information sections
 - o **Do Not click “Create New Remit-To Address”**. This will initiate a separate workstream with Coupa and DOES NOT provide the required information to Owens Corning.
4. Complete all required fields in Accounts Receivable Information and Bank Information sections

1 Remit-To Information

* What country is your bank located in?

☒ US
☐ Canada
☐ Mexico

* Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a

2 Add Remit-To

Choose Remit-To Address

Choose a Remit-to Location below - Recommended
It's a few more fields, but provides compliance, verification, and re-usability. Otherwise, click 'Cancel' to add info to your customer's form manually.

Choose existing or create new Remit-To Address:

1 Main Street
Boise, ID 83701
United States
United States

3 Choose

Do not click

Create New Remit-To Address

Cancel

SUPPLIER FORM RESPONSE

FORM HINTS

BANK INFORMATION SECTION

1. Complete all required fields, marked with red asterisk (*)
2. At the bottom of the section attach a valid bank document
 1. Must be a PDF
 2. Must be on Supplier or Bank letterhead
 3. Must include all bank details
 1. Bank name
 2. Bank country
 3. Account holder name
 4. Bank account and routing number
 5. SWIFT/BIC code (as applicable)

NOTE: If the bank document does not match the entries on the form the form will be **REJECTED**



1

Bank Information

Electronic payment is Owens Corning preferred method of payment. If you require a different payment method please contact your Owens Corning sourcing contact. Please fill in all applicable bank fields.

* Status

Active

* Bank Name

* Bank City

* Bank Country/Region

* Bank State or Region

* Bank Account Holder

* Bank Routing Number

i

* Bank Account Number

i

* SWIFT Code (BIC)

i

2

*Banking Supporting Document

* Attachments

Add [File](#)

Certificate.pdf

SUPPLIER FORM RESPONSE

FORM HINTS

- Dun and Bradstreet Screening:
 - Owens Corning has partnered with Dun & Bradstreet to ensure data integrity and accuracy
 - This screening reviews supplier information and matches their global system with a Dun & Bradstreet match
 - The screening checks Legal Name, address, phone numbers

FORM NOT APPROVED BY D&B SCREENING

3. The supplier will receive a rejection email
4. Click “Update Info” in the email to view form
5. At the bottom of the form are comments on the rejection
6. The supplier may
 - Provide updated/corrected information and resubmit
 - If the supplier confirms all information is most current, they should contact their OC representative.
 - OC representative to contact Vendor Master Data PES for further instructions.