



# Account Creation in Coupa Supplier Portal – Training Guide



## Introduction

*Creating a Coupa supplier account typically involves the following steps.*

- 1. Request an Invitation:** Request an invitation from QNB to join their Coupa supplier network. This invitation is sent through email, It contains instructions and a link to the supplier portal.
- 2. Access the Supplier Portal:** Follow the link provided in the invitation to access the Coupa supplier portal. This portal is where you will manage your account, submit invoices, and communicate with QNB.
- 3. Account Verification:** Enter the Verification code received in email to complete the authentication process
- 4. Filling the required Information :** Fill out the External Registration form with accurate and up-to-date information about your company. This may include business details, contact information, tax identification numbers, and other relevant data. Also, you would be required to attach relevant company documents such as CR Copy, Computer card and Tax Certificate.
- 5. Verification and Approval:** QNB will review the information and documents you submitted. This process may involve compliance checks and validation of business details.
- 6. Receive Confirmation:** Once your supplier account is approved, you will receive confirmation through Coupa. This confirmation may include details about your account, such as your supplier ID and any additional instructions.

## Email Invitation – Profile Information Request

1. A Supplier will receive an email notification titled *Profile Information Request*. Supplier will click the “Join and Respond” button which will redirect to the Account creation Page

CS

Coupa Supplier Portal <do\_not\_reply@supplier-test.coupahost.com>  
To qnb.supplier9+dry@bahwancybertek.com

This sender do\_not\_reply@supplier-test.coupahost.com is from outside your organization.

If there are problems with how this message is displayed, click here to view it in a web browser.

QNB

Profile Information Request

Hello Supplier,

*Qatar National Bank* 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 *Qatar National Bank* (and your other buying organisations 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!

Join and Respond

😊

↩ Reply


↶ Reply All

➡ Forward

Tue 30-01-2024 1.28 PM

# Access the Supplier Portal

2. Supplier will click “Create an account” after entering the password

 supplier portal

Secure

## Create an Account

Grow your Business on Coupa with a Free Account

\* Business Name

Karaki Groups

Your legal business name (or legal personal name if an individual)

\* Email

Mohammed@karakigroups.com

\* First Name

Mohammed

\* Last Name

Farhan

\* 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](#)


Create an Account

Already have an account? [LOG IN](#)


# Access the Supplier Portal


3. An email verification link will be received by the supplier


Your Coupa Verification Code









Coupa Supplier Portal <do\_not\_reply@supplier-test.coupahost.com>


To  qnb.supplier9+dry@bahwancybertek.com

 This sender do\_not\_reply@supplier-test.coupahost.com is from outside your organization.

 If there are problems with how this message is displayed, click here to view it in a web browser.

 Reply Reply All Forward

Tue 30-01-2024 1.29 PM



### Your Coupa Verification Code


Below is the secure verification code you requested. Enter the 6-digit code in Coupa to verify that it's you.

# 440739

If you didn't request this code please contact us at [supplier@coupa.com](mailto:supplier@coupa.com).

# Account Verification

4. Supplier will enter the Verification Code (from step 3) and click “Next”

coupa supplier portal

Secure

OTP sent successfully via email

Back

Email Verification


We sent a one-time verification code to Mohammed@karakigroups.com

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

Next

## Account Verification(Contd..)

4.1 Supplier will Choose “No, Continue creating a new account” and then click “Next”

 supplier portal

Secure

### Join an Existing Account?

Provide any of the additional info to get better suggestions.

☐ View existing accounts matching the email domain **bahwancybertek.com**

Business Name

Indigo - Nut case

Country/Region

Address Line 1

City

State

Postcode

Tax ID

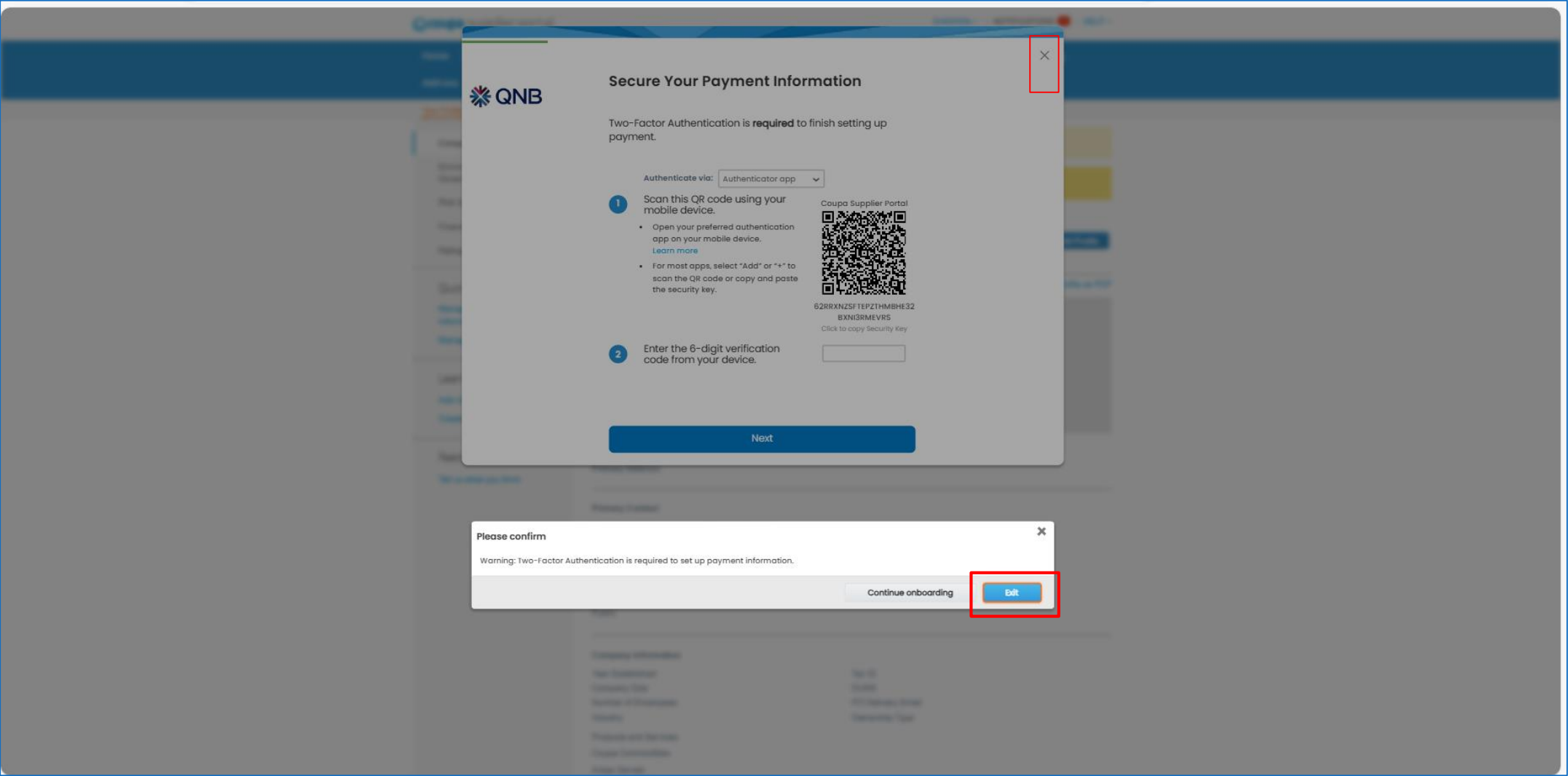
DUNS Number

☒ No, continue creating a new account

Next

# Account Verification (Contd..)

## 4.2 Supplier to Ignore the pop up by clicking “x” and then Click “Exit”





## Information Requests

5. Supplier will Click the “Information Requests” Tab to view Instructions from QNB.

You will be re-directed to  
access Coupa Supplier  
Portal ( CSP)

coupa

supplier portal

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Profile

Qatar National Bank

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

Supplier On-boarding Form\_UAT3

Supplier Information

Supplier - IT Hardware

INSTRUCTIONS

QNB would like to ensure that the information of it's suppliers are accurately captured and recorded in the supplier database.

1. Kindly complete the form and provide us with requested documents.

2. Supplier registration will be automatically revoked on the expiry of License. Make sure you update your profile upon renewal of your official regulatory documents (such as your commercial registration with the relevant authority).

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## Instruction to Supplier

6. *Supplier will complete the form as per the instructions.*

### INSTRUCTIONS

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QNB would like to ensure that the information of its suppliers are accurately captured and recorded in the supplier database.

1. Kindly complete the form and provide us with requested documents.
2. Supplier registration will be automatically revoked on the expiry of License. Make sure you update your profile upon renewal of your official regulatory documents (such as your commercial registration with the relevant authority).
3. If you run into any issues upon registration, please email us on [SRM@qnb.com](mailto:SRM@qnb.com)

## Fill the Supplier Form Details

7. Supplier will provide the Supplier Name and Registration Details.

*Note: International Suppliers should provide all registration documents with the relevant authority in their country of registration.*

### 1. Supplier Details

\* Supplier Name

Supplier - IT Hardware

\* Supplier Type

Local (Qatar)



\* Primary Contact

First name

Mary

Surname

Byrne

Email address

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# Fill the Supplier Form Details(Contd..)

7.1 Supplier will provide the Contact details

*Note:International Suppliers should provide all registration documents with the relevant authority in their country of registration.*

Surname

Byrne

Email address

qnb.supplier2@bahwancybertek.com

i

Work Phone

US/Canada

650-555-1212

Mobile Phone

US/Canada

650-555-1212

Fax

US/Canada

650-555-1212

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## Fill the Supplier Form Details(Contd..)

7.2 Supplier will provide the Contact details

*Note:International Suppliers should provide all registration documents with the relevant authority in their country of registration.*

### Contacts

Add one or more Contacts.

Add Contact

#### Standard Contact

Contact Purpose

Select Some Options



First name

Mary

Surname

Byrne

Email address

qnb.supplier2@bahwancybertek.com



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# Fill the Supplier Form Details(Contd..)

7.3 Supplier will provide the Contact details

*Note:International Suppliers should provide all registration documents with the relevant authority in their country of registration.*

Work Phone

US/Canada

650-555-1212

Mobile Phone

US/Canada

650-555-1212

\* Primary Address

Address Purposes

Select Some Options

\* Region

Country/Region

United Kingdom

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# Fill the Supplier Form Details(Contd..)

7.4 Supplier will provide the Contact details

*Note:International Suppliers should provide all registration documents with the relevant authority in their country of registration.*

|  |   |                                    |
|--|---|------------------------------------|
|  | <div>State Region</div> <div>Al Khor - KH</div>           |                                    |
|  | <div>State ISO Code</div> <div>QA-KH</div>                |                                    |
|  | <div>Address Name</div> <div>Supplier - IT Hardware</div> |                                    |
|  | <div>* Street Address</div> <div>Dell Head Office</div>   |                                    |
|  | <div>Street Address 2</div> <div>Westminster Road</div>   |                                    |
|  | <div>Street Address 3</div> <div></div>                   |                                    |
|  |   | <div>Chat with Coupa Support</div> |

## Fill the Supplier Form Details

8. Supplier will provide the Registration Details.

*Note: International Suppliers should provide all registration documents with the relevant authority in their country of registration.*

### 2. Registration Details

#### \* Commercial Registration Details

Effective Date

dd/mm/yyyy 

\* Expiry Date

dd/mm/yyyy 

\* Attachments

Add [File](#)

Description

Please Enter Commercial Registration Number in Description.





## Fill the Supplier Form Details (Contd..)

### 8.1 Supplier will provide the Registration details

*Note: This field is mandatory for Qatar-Based suppliers.*

#### \* Computer Card

Effective Date

01/07/2023



\* Expiry Date

31/12/2024



\* Attachments

Add [File](#)

 Computer\_card.pdf

Description

Please enter computer card number under description.

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# Fill the Supplier Form Details (Contd..)

8.2 Supplier will provide the Trade License Details.

Note: This field is mandatory for Qatar-Based suppliers.

\*Trade License

Effective Date

01/02/2023



\* Expiry Date

28/02/2025



\* Attachments

Add [File](#)

Trade\_License.pdf

Description

Please Enter Trade License Number in Description.

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## Fill the Supplier Form Details (Contd..)

### 8.3 Supplier will enter the Tax card details and attach the Tax Certificate

## \* Tax Registration

Country/RegionQatarVAT ID

123123123123

Local☐

*For Qatar suppliers, please input your TAX ID in the VAT ID field and select Checkbox as Local.*

Tax Registration Expiry Date31/03/2024

Please Provide Tax Certificate

Choose File

Tax Certificate.pdf

# Fill the Supplier Form Details

9. Supplier will read the Bank Instructions carefully before entering the Banking Information and will then, click **Add Remit -To**

3. Banking Details

Please follow below instructions while filling the bank details:

- For payments in **USD (USA)**, **ROUTING TRANSIT NUMBER** is Mandatory. (E.g.//FWXXXXXXXXXX)
- For Payments in **GBP (UK/ISLE OF MAN/JERSEY C.I)**, **SORT CODE** is Mandatory (E.g.e //SCXXXXXX)
- For Payments in **AUD (Australia)** **BSB CODE** is Mandatory (E.g. //AUXXXXXX)
- For Payments in **CAD (CANADA)** **ROUTING NUMBER** is Mandatory (E.g //XXXXXX)
- For Payments in **INR (INDIA)** **IFSC CODE** is Mandatory (XXXXXXXXXXXX)

• 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

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## Fill the Supplier Form Details (Contd..)

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

10.1 To add New Remit to address – Supplier will click Create New Remit –To-Address

The screenshot shows a web application interface for filling out supplier form details. A modal window titled "Choose Remit-To Address" is open in the center. The modal has a blue header with a close button (X). Below the header, there is a yellow box with the text: "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." Below this, the text "Choose existing or create new Remit-To Address:" is displayed. There is a list of addresses: "D Ring Road", "19277 Doha", "Qatar", and "Qatar". To the right of the list is a green "Choose" button with a checkmark. At the bottom of the modal, there is a red-bordered button with a green plus icon and the text "Create New Remit-To Address". A "Cancel" button is also visible at the bottom right of the modal. The background shows a form with fields for "Description", "Please Enter Trade License N", "Tax Registration" (with a sub-section "Use this section to add all yo" and an "Add Tax Registration" button), "Country" (with a dropdown showing "Qatar"), "VAT ID" (with a field containing "1223445"), and "Local" (with a checked checkbox). At the bottom of the form, there is a note: "For Qatar suppliers, please input your TAX ID in the VAT ID field and select Checkbox as Local." A "Send a support request" button is located at the bottom right of the page.

## Fill the Supplier Form Details (Contd..)

10.2. Supplier will provide the Legal entity name and the location of the registered business

10.3. Then, Supplier will click **Continue**

The screenshot shows a modal dialog box titled "Where's your business located?" with a close button (X) in the top right corner. Inside the dialog, there is a yellow informational box stating: "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." Below this, there are two input fields: "\* Legal Entity Name" with the value "Karaki Groups" and "\* Country/Region" with the value "Qatar". To the right of these fields is a grey box with the text: "This is the official name of your business that is registered with the local government and the country/region where it is located." At the bottom right of the dialog are two buttons: "Cancel" and "Continue". The "Continue" button is highlighted with a red rectangle. In the background, parts of the main form are visible, including a "VAT ID" field with the value "1223445" and a "Local" checkbox which is checked. At the bottom of the main form, there is a note: "For Qatar suppliers, please input your TAX ID in the VAT ID field and select Checkbox as Local." and a blue button labeled "Send a support request".

## Fill the Supplier Form Details (Contd..)

10.4. Supplier will enter the Address details, Tax Details and Miscellaneous (Optional)

10.5. Supplier will click **Save & Continue**

Tell your customers about your organization

Which customers do you want to see this?

☐ All

☒ Qatar National Bank

What address do you invoice from?

\* Address Line 1

\* City

State

\* Postal Code

Country/Region

☒ Use this address for Remit-To

☒ Use this for Ship From address

**REQUIRED FOR INVOICING**

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

What is your Tax ID?

Country/Region

VAT ID

☒ I don't have a VAT/GST Number

Local Tax ID

[Add additional Tax ID](#)

Miscellaneous

Invoice From Code

[Send a support request](#)

[Cancel](#) [Save & Continue](#)

## Fill the Supplier Form Details (Contd..)

10.6. The supplier will select Address as the payment type from the drop-down option

10.7. Supplier will click **Save & Continue**

The screenshot shows a web form for supplier details. A modal dialog titled "Where do you want to receive payment?" is open. Inside the dialog, the "Payment Type" dropdown is set to "Address" and is highlighted with a red box. Below this, the "Remit-To Address" section contains the following information: Address Line 1: D Ring Road, City: Doha, State: Doha, Postal Code: 1277, and Country/Region: Qatar. At the bottom of the dialog, the "Save & Continue" button is highlighted with a red box, while the "Cancel" button is not. The background form is partially visible, showing fields for Country (Qatar), VAT ID (1223445), and a checked "Local" checkbox. A note at the bottom of the form states: "For Qatar suppliers, please input your TAX ID in the VAT ID field and select Checkbox as Local." There is also a "Tax Registration Expiry Date" field with the value 03/31/24 and a "Please Provide Tax Certificate" section with a link to "Bank\_Certificate.docx" and a "(Change , Clear)" option. A "Send a support request" button is located in the bottom right corner of the form area.

Where do you want to receive payment?

1 2 3 4

\*Payment Type Address

What is your Remit-To Address?

Address Line 1 D Ring Road

City Doha

State Doha

Postal Code 1277

Country/Region Qatar

Cancel Save & Continue

Country Qatar

VAT ID 1223445

Local ☒

For Qatar suppliers, please input your TAX ID in the VAT ID field and select Checkbox as Local.

Tax Registration Expiry Date 03/31/24

Please Provide Tax Certificate

[Bank\\_Certificate.docx](#)

(Change , Clear)

Send a support request



## Fill the Supplier Form Details (Contd..)

10.8. The supplier will verify the Remit to details and then click **Next**

Where do you want to receive payment?

1234

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

Add Remit-To

| Remit-To Account | Remit-To Address                             | Status |        |
|------------------|--|--------|--------|
| Address          | D Ring Road<br>Doha<br>Doha<br>1277<br>Qatar | Active | Manage |

Deactivate Legal Entity

Cancel

Next

Tax Registration

Country

Qatar

VAT ID

1223445

Local

☒

For Qatar suppliers, please input your TAX ID in the VAT ID field and select Checkbox as Local.

Tax Registration Expiry Date

03/31/24

Please Provide Tax Certificate

[Bank\\_Certificate.docx](#)

(Change , Clear )

Send a support request

# Fill the Supplier Form Details (Contd..)

10.9. The supplier will click **Done** to confirm the details

The screenshot shows a web application interface for a supplier form. A modal dialog titled "Where do you ship goods from?" is open in the center. The dialog has a close button (X) in the top right corner. Below the title, there are four numbered tabs (1, 2, 3, 4), with tab 4 being the active one. A text block inside the dialog states: "For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered." To the right of this text is a button labeled "Add Ship From". Below this is a table with two columns: "Title" and "Status". The table contains one row with the following data: "D Ring Road", "Doha", "1277", "Qatar" under the "Title" column, and "Active" under the "Status" column. To the right of the table is a button labeled "Manage". At the bottom of the dialog are two buttons: "Deactivate Legal Entity" (in red) and "Done" (in blue, highlighted with a red border). The background form is dimmed. It has a section for "Bank\_Certificate.docx" with a file icon. Below that is a "Description" field with a text area and a "Please enter computer card number under description." note. Further down is a "Trade License" section with "Effective Date" (mm/dd/yy) and "Expiration Date" (03/31/24) fields, each with a calendar icon. At the bottom of the form is an "Attachments" section with an "Add File" link and a "Bank\_Certificate.docx" file icon. In the bottom right corner of the page is a "Send a support request" button.

Where do you ship goods from?

1 2 3 4

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 |
|--------------------------------------|--------|
| D Ring Road<br>Doha<br>1277<br>Qatar | Active |

Manage

Deactivate Legal Entity Done

Bank\_Certificate.docx

Description

Please enter computer card number under description.

Trade License

Effective Date

mm/dd/yy

Expiration Date

03/31/24

Attachments

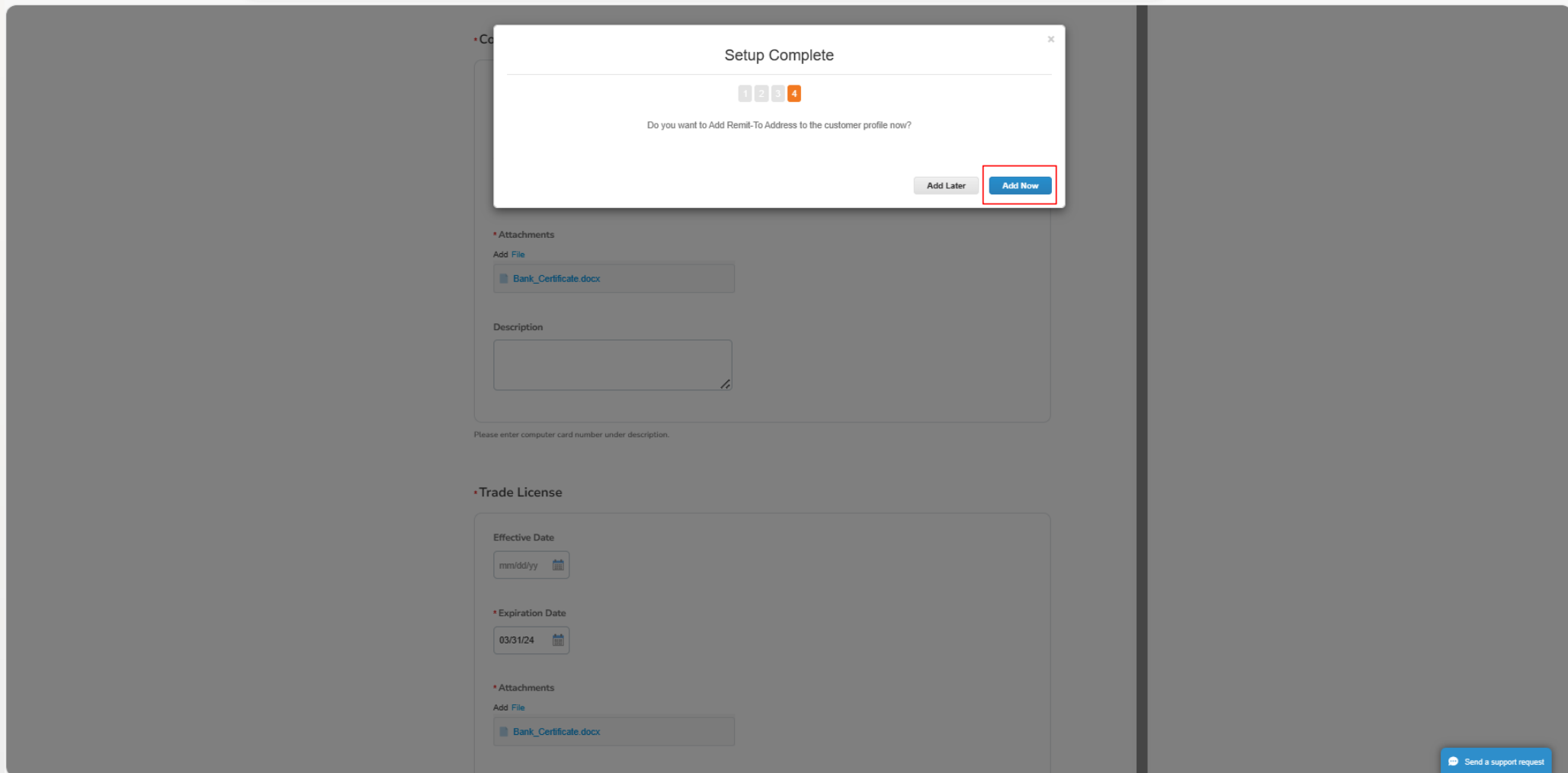
Add File

Bank\_Certificate.docx

Send a support request

## Fill the Supplier Form Details (Contd..)

10.10. The supplier will click **Add now** to add **the remit to address** to the supplier form



The screenshot shows a web application interface with a modal dialog box titled "Setup Complete". The dialog box contains a progress indicator with four steps, where the fourth step is highlighted in orange. Below the progress indicator, the text asks: "Do you want to Add Remit-To Address to the customer profile now?". At the bottom right of the dialog, there are two buttons: "Add Later" and "Add Now". The "Add Now" button is highlighted with a red rectangle. In the background, a supplier form is visible, showing sections for "Attachments" (with a file named "Bank\_Certificate.docx"), "Description" (with a text area and a note "Please enter computer card number under description."), and "Trade License" (with fields for "Effective Date" and "Expiration Date", both with calendar icons, and another "Attachments" section with the same file "Bank\_Certificate.docx"). A "Send a support request" button is located in the bottom right corner of the page.

Setup Complete

1 2 3 4

Do you want to Add Remit-To Address to the customer profile now?

Add Later Add Now

• Attachments

Add File

Bank\_Certificate.docx

Description

Please enter computer card number under description.

• Trade License

Effective Date

mm/dd/yy

• Expiration Date

03/31/24

• Attachments

Add File

Bank\_Certificate.docx

Send a support request

## Fill the Supplier Form Details

*10.11 Supplier will fill the Banking Information appropriately*

\* 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

\* Bank Name

Commercial Bank of Qatar

\* Account Name

Karaki Groups

\* Bank Account Number

28978876457000009

i

\* Bank Country/Region

Qatar

▼

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# Fill the Supplier Form Details( Contd..)

10.12 Supplier will fill the Banking Information appropriately

IBAN

✕

Please select corresponding code based on the value selected below

IBAN Number

QA21CBQA00001234567890

i

IFSC

i

SWIFT Code (BIC)

i

BSB Number

i

Transit Number And Institution Number

i

Sort Code

i

Bank Routing Number

i

Account Currency

QAR

Please attach certified bank document.

Choose File

Bank Cert.pdf

Chat with Coupa Support

# Fill the Supplier Form Details

## 11. Supplier will provide the Company Profile and Management information

### 4.1 Company Profile and Management

How long have you been operating in your country or geographical region?

3-10 years

✕

▼

What is your company ownership structure?

Private Partially Qatari Male ...

✕

▼

Are you an SME Vendor?

No

✕

▼

What is the total number of full-time direct employees working at your organization?

251-1000

✕

▼

This number should exclude subcontractors/consultants.

What was your total annual revenue last year?

12000000000

Please attach a copy of your last audited financial report (including at a minimum, a balance sheet and income statement).

Choose File

Audit Doc.pdf

If you want to upload multiple files, you must compress them into a zip folder.

# Fill the Supplier Form Details(Contd..)

## 11.1. Supplier will provide the Company Profile and Management information

Is your company part of a larger group of companies and/or a subsidiary of a larger company?

No

Do you have a Quality Management System in place?

No

Provide details of any professional accreditation certificates such as ISO that your company has

Attached

Please read and familiarize yourself with QNB's code of conduct, T&C and NDA document before answering below question.

Anti-Bribery\_and\_Corruption.pdf

Third\_Party\_Supplier\_Code\_of\_Conduct.pdf

NDA\_Template.doc

Do you commit to strictly follow the QNB minimum Supplier Requirements?

No

\* Signed NDA Document

Choose File

NDA.pdf

# Fill the Supplier Form Details (Contd..)

## 11.2. Supplier will provide the Company Profile and Management information

Does your company have any valid insurance certificates in place including but not limited to: Third Party coverage, Liability, Worker's compensation... etc?

No

### 4.2 Supply Chain and ESG

Do you have any Environmental, Social and Governance (ESG) policies in place at your organization

No

Do you have any Health and Safety (H&S) policies in place at your organization

No

Do you have any Business Continuity or Risk Mitigation policies in place at your organization

No

Do you have any workers welfare / Human Rights policies in place at your organization

No

Do you have any Anti-bribery / Anti-corruption policies in place at your organization

No

Does your organization report externally on any of its ESG performance metrics as per GRI guidelines?

No external reporting

Please mention your main sub-contractors/third parties you work with for the main services you offer

List name/country/estimated percentage and/or value of orders they placed.



## Submit for Approval

12. Supplier will Click “Submit For Approval”.

13. Supplier will use the comment section to communicate with QNB by clicking the “Add Comment”.  
You may add attachments if required.

### 5. ADDITIONAL INFORMATION (INTERNAL PURPOSE ONLY)

---

Begin Internal Review

Select ▼

---

Decline

Save

Submit for Approval

---

0 Comments

Mute Comments ▼

---

Enter Comment

Add File | URL

Send comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment

## Submit for Approval – Notification

14. Notification message for successful submission will be displayed

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Qatar National Bank

Profile Qatar National Bank

Your information has been submitted

Supplier On-boarding Form\_UAT3

Pending Approval

Supplier Information

Supplier - IT Hardware

INSTRUCTIONS

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3. If you run into any issues upon registration, please email us on [SRM@qnb.com](#)

**Thank you**