



Welcome to Coupa

Global Guide to register your profile in the Coupa Supplier Portal
(CSP) 2026



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What is Coupa Supplier Portal?

It's a business spend management and procurement platform. Through the Coupa Supplier Portal (CSP), suppliers can receive and manage purchase orders, submit invoices, and track payments status, securely and efficiently.



Benefits

- CSP is completely free, and you can do business not only with GM Financial but also with many other companies in the market.
- Supports translations for multiple languages
- Improves transparency and further reduces the need for suppliers to track down the status of their invoices through phone calls or emails.
- Supplier Action Notifications (SAN): Manage purchase orders directly from your email inbox. Review, acknowledge, and comment on purchase orders and create invoices without logging into a portal.

How to Create a CSP Account?

- 1) New Suppliers: You will receive an email invitation link to join Coupa (#1). Once you receive the invitation, click “Join and Respond”. You will be directed to the Coupa Supplier Portal (CSP), where you can set up your Coupa login credentials.
- 2) Existing GM Financial Supplier: You will receive an email invitation link to join Coupa (#2). Once you receive the invitation, click “Join Coupa Supplier Portal”. You will be directed to the Coupa Supplier Portal (CSP), where you can set up your Coupa login credentials.
- 3) Click [here](#) for additional information

Note: Connection requests expires after 30 days, a new request must be submitted if the original expires.

#1

New CSP Supplier SIM Invitation

Hello Supplier,

GM Financial 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.

You can easily update your company information if it ever changes, as well as do things with *GM Financial* (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.

To forward this invitation, please select 'Join and Respond' and select 'Forward this to someone' in the account creation page.

Welcome!

Join and Respond

#2

Action Required - GM Financial Registration Instructions

Hello Supplier,

We handle all business spend electronically to make sure you're paid on time and prevent lost documents.

To ensure your ability to do business with us, you have 48 hours to register your account. Please contact us at supplier@coupa.com if you are unable to register for any reason!

Andy Taylor
GM Financial

Join Coupa Supplier Portal

Forward Invitation


How to Setup a New CSP Account?

Enter all required information in the “[Create an account](#)” form:

- **Business Name:** Legal business name
- **Email:** Contact email that will manage the login credentials
- **First Name:** Contact first name
- **Last Name:** Contact last name
- **Password:** Create an 8-character password that includes a number and a letter
- **Country/Region:**
- **Tax Registration:** *Varies by country, please refer to [Appendix 4](#) to see how to provide this information

Accept the privacy policy and terms of use

Once completed, click “Create an account”.

 Secure

Create an account

GM Financial uses Coupa to transact and communicate with you.
If you can't provide this info, please send it to the right person who manages accounts.

[Forward this to someone](#)

* **Business Name**

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

* **Email**

* **First Name** * **Last Name**
Cannot contain special characters or symbols (like !, ?, *, &, <, >).

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

* **Country/Region** * **Tax Registration** [i](#)

I do not have a Tax ID

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

[Create an account](#)

Already have an account? [Log in](#)

Already have a Coupa Supplier Portal Account?

Connect with GM Financial by log in to your Coupa Supplier Portal and send a connection request to us.

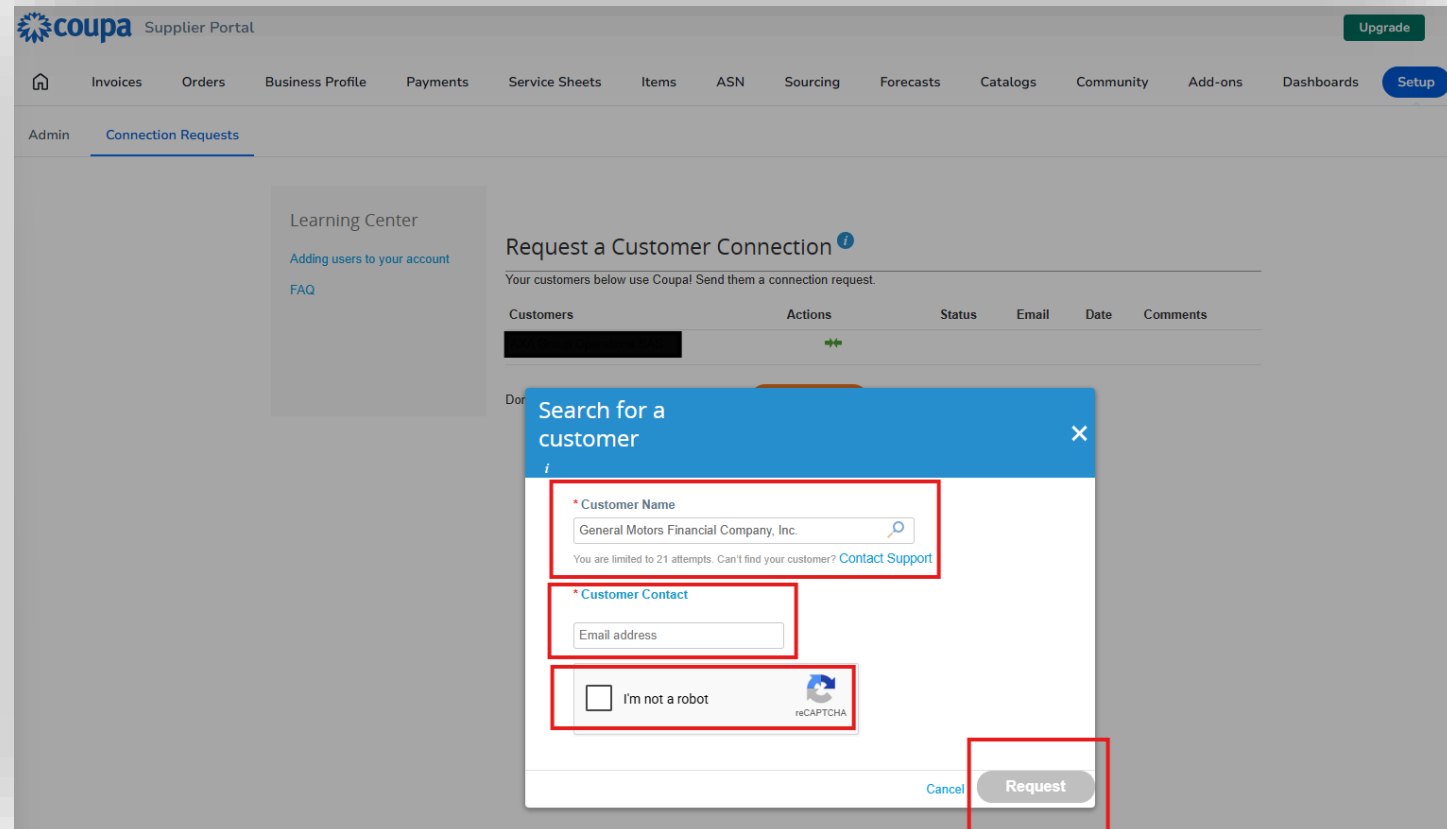
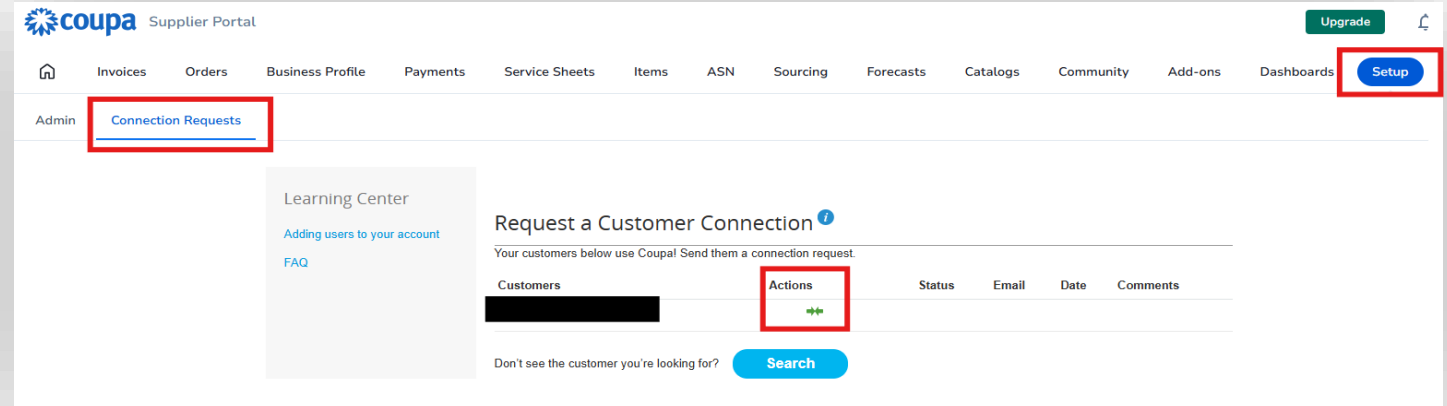
1) Send a Connection Request from a Suggestion:

Go to Setup > Connection Request > Search for GM Financial > Click Connect () in the Actions column

2) Send a Connection from a Search:

Go to Setup > Connection Request > Search for GM Financial or General Motors Financial Company > Select Customer > Enter your customer's email address (CoupaSupplier@gmfinancial.com), complete reCAPTCHA > Click Request

Click [here](#) for additional information



How to Setup an Existing Coupa Supplier Portal Account?

If your company already has an account registered in Coupa, you can search for it using “View existing accounts matching email domain”. Otherwise, select “No, Continue creating a new account”.

coupa supplier portal Secure

Join an Existing Account?

Provide any of the additional info to get better suggestions.

View existing accounts matching email domain **gmfinancial.com**

Business Name
UATEPOOnbCCO2

Country/Region
Chile

Address Line 1

City **State** **Postal Code**

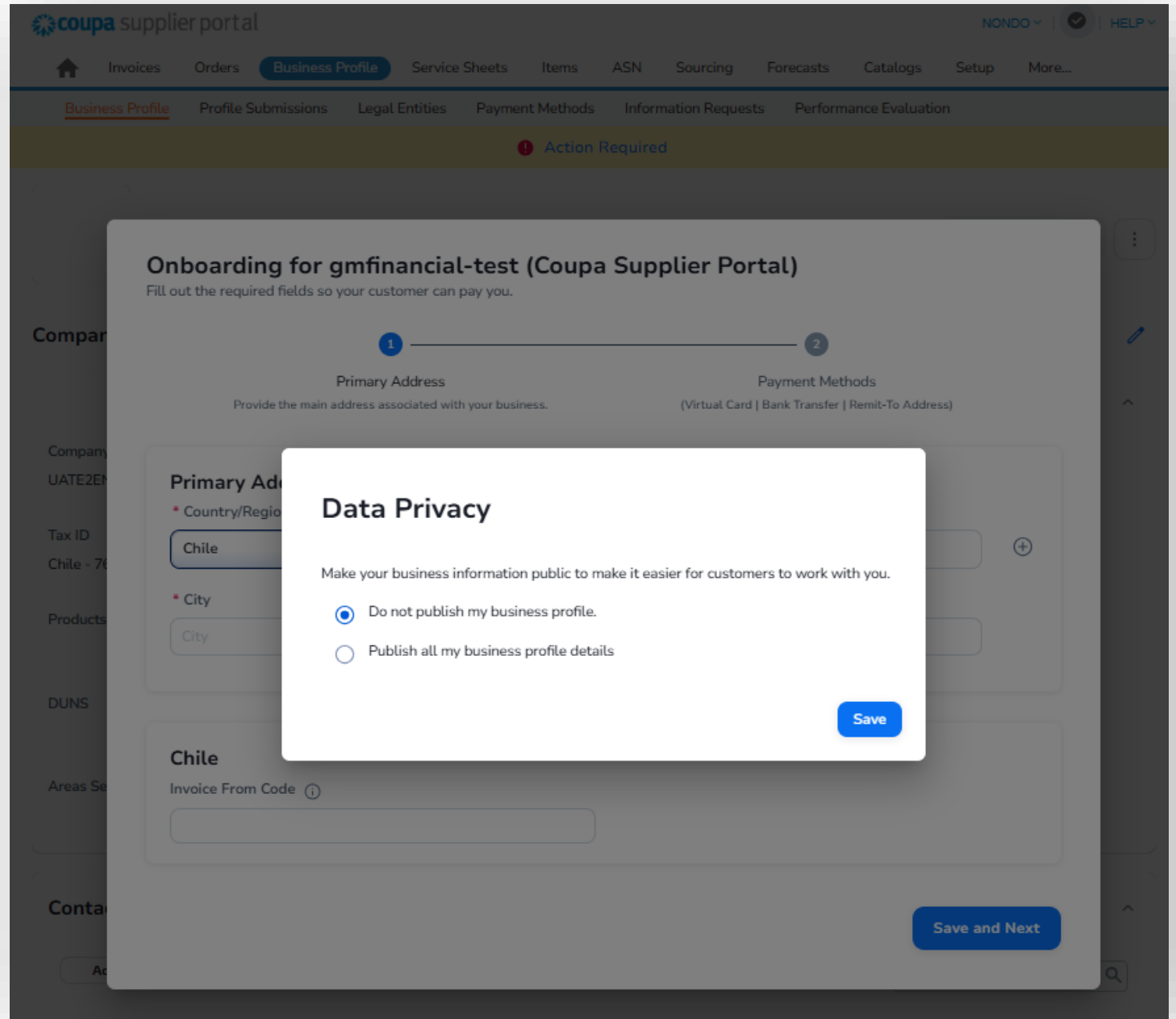
Tax ID **DUNS Number**
7712887-9

No, continue creating a new account

Next

Data Privacy

In the “Data Privacy” section, you can choose whether your company information will be public to other companies purchasing through Coupa, or private only for GM Financial. Select “Publish all my Business profile details” to publish your profile details, or select “Do not publish my Business profile” to keep your profile private.



How to Invite Users?

The Coupa Supplier Portal (CSP) allows ADMIN users invite other users to the existing organization, join an existing supplier organization, and merge accounts.

Click [here](#) for additional information

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and 'Supplier Portal' text. A menu of options is visible, including 'Invoices', 'Orders', 'Business Profile', 'Payments', 'Service Sheets', 'Items', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Community', 'Add-ons', and 'Dashboards'. The 'Setup' button is highlighted in a red box. Below the navigation bar, the 'Admin' menu item is highlighted in a red box. The main content area is titled 'Admin Users'. On the left, there are links for 'Users', 'Worker Portal Access', and 'Merge Requests'. In the center, there is a table with columns for 'User Name', 'Email', 'Status', 'Permissions', 'Customer Access', 'Purpose', and 'Actions'. The 'Invite User' button is highlighted in a red box. The table shows one user with the status 'Active' and an 'Edit' link.

The 'Invite User' form is divided into several sections:

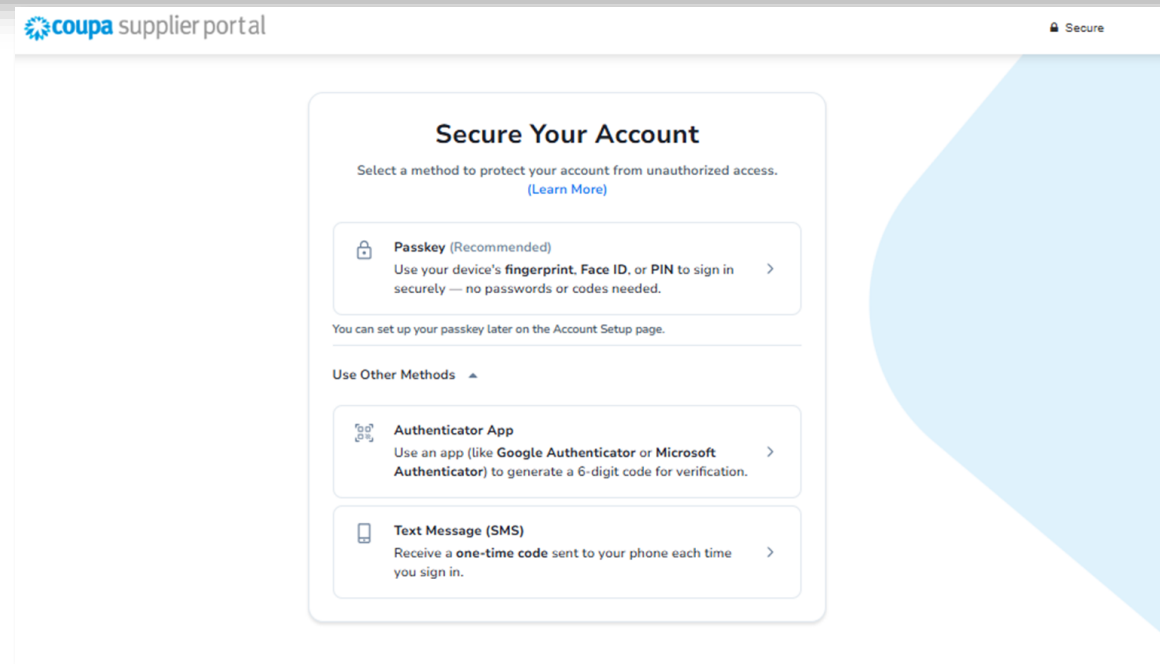
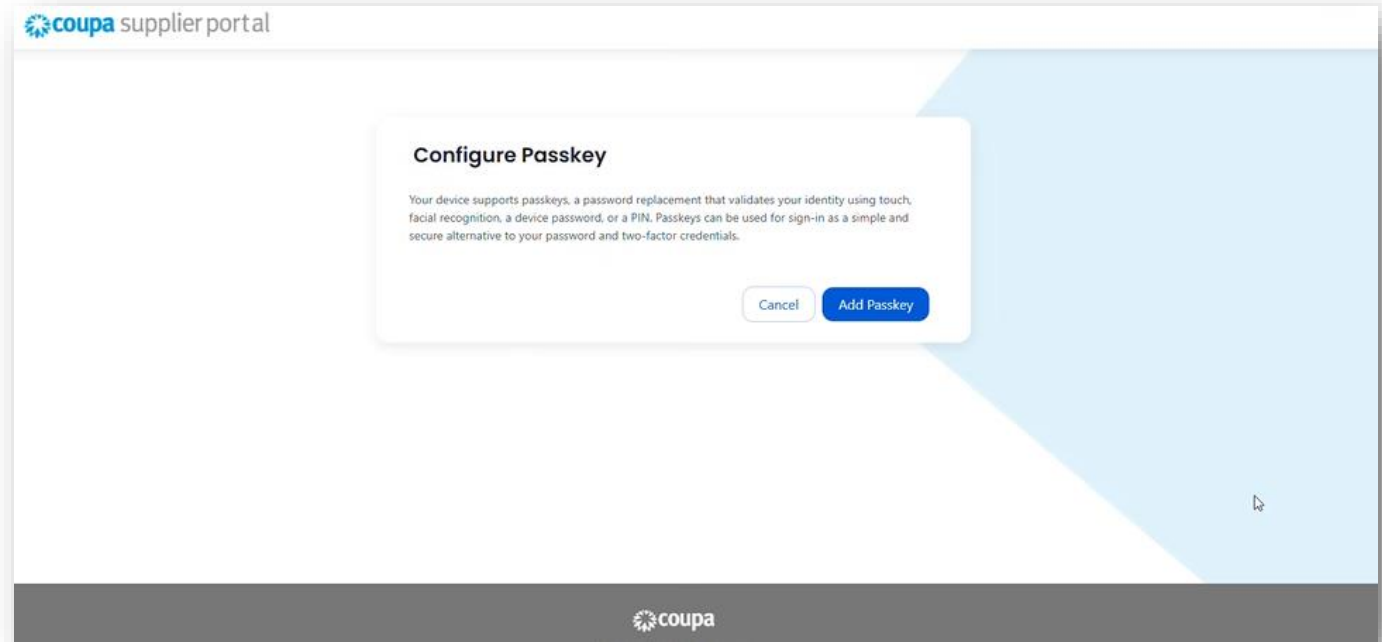
- User Information:** Fields for First Name, Last Name, *Email, and Purpose (with a dropdown menu).
- Phone Number:** Fields for Country/Region (dropdown), Area Code, Number, and Extension.
- Permissions:** A list of checkboxes for various permissions, including 'All', 'Admin', 'Orders', 'Invoices', 'Catalogs', 'Profiles', 'ASNs', 'Service Sheets', 'Payments', 'Order Changes', 'Early Payments', 'translation missing: en.no key', and 'Sourcing'. The 'All' option is selected.
- Customers:** A list of checkboxes for customer access, including 'All' and 'GM Financial'. The 'GM Financial' option is selected.

Onboarding Registration for GM Financial

A Password will be requested to be created before initiate the onboarding on the Coupa Supplier portal.

After you create the password the system will ask if you want to save it in your phone or table with a QR link as shows the image below.

This Password will allow you to reenter the Coupa Supplier Portal whenever you need, to review Purchase order, available RFQ, Pending Forms, etc.

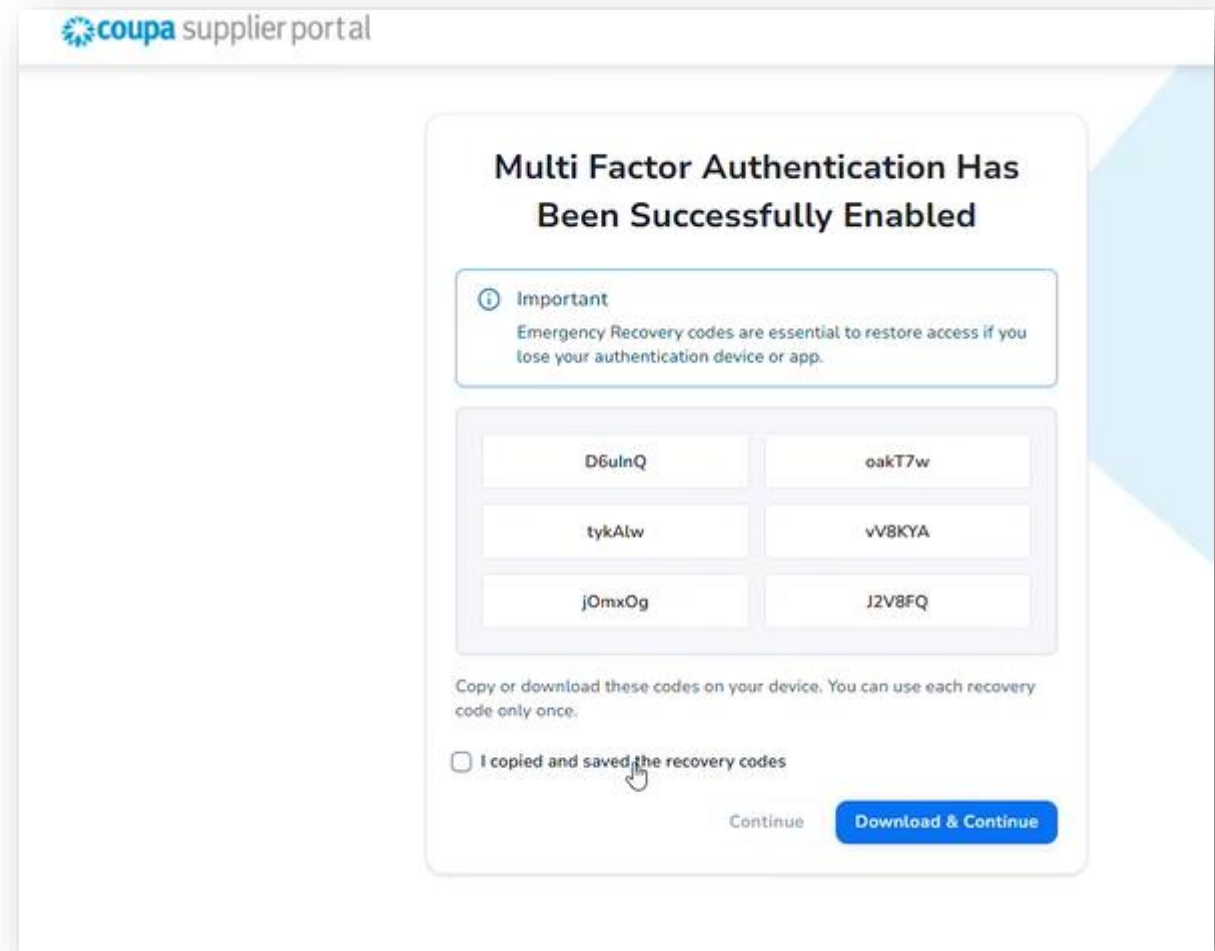


Onboarding Registration for GM Financial

After you create the Password, the system will provide you with emergency Recovery codes to restore your access, if needed.

We highly recommend to copy or download these recovery codes for future use.

Click [here](#) for additional information



Onboarding Registration for GM Financial

To initiate the onboarding, the CSP will request the following steps to be completed:

On the “Onboarding for GM Financial” screen, enter your company’s main address in the following fields:

- Country/Region:
- Address Line 1: Address
- City: City
- State: Region
- Postal Code: Postal code

Then click “Save and Next”.

coupa supplier portal Upgrade PROVEEDOR NOTIFICATIONS 0 HELP

Home Invoices Orders **Business Profile** Service Sheets Items ASN Sourcing Forecasts Catalogs Community Setup More...

Onboarding for gmfinancial-test (Coupa Supplier Portal)

Fill out the required fields so your customer can pay you.

1 Primary Address Provide the main address associated with your business. 2 Payment Methods (Virtual Card | Bank Transfer | Remit-To Address)

Primary Address

* Country/Region	* Address Line 1	Address Line 2
<input type="text"/>	<input type="text"/>	<input type="text" value="Address Line 2"/> (+)
* City	* State	* Postal Code
<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="Postal Code"/>

[Save and Next](#)

Company UATEPOC
Tax ID Chile - 77
Products
DUNS Company Size Ownership Type

Onboarding Registration for GM Financial

On the next screen, select “Do not accept Virtual Card payments from GM Financial”, then click “Save and Next”.

coupa supplier portal Upgrade PROVEEDOR NOTIFICATIONS 0 HELP

Onboarding for gmfinancial-test (Coupa Supplier Portal)

Fill out the required fields so your customer can pay you.

✓ Primary Address saved successfully

✓ Primary Address Provide the main address associated with your business. 2 Payment Methods (Virtual Card | Bank Transfer | Remit-To Address)

Virtual Card ⓘ

Please enter the following information to receive Virtual Card payments.

Account Nickname * ⓘ Email Address *

Process credit cards automatically

Do not accept Virtual Card payments from GM Financial

Save and Next

Onboarding Registration for GM Financial

On this screen, enter the bank information associated with the registered Tax ID using the following fields:

- Account Nickname: Bank account
- Beneficiary Legal Name: Legal business name
- Bank Branch Country/Region:
- Bank Account Currency:
- CBU: Bank account number (no leading zeros, no hyphen—NUMBERS ONLY)
- SWIFT/BIC Code & Branch code: If Applicable
- Bank Name and Bank Code *[Appendix 1](#) and [Appendix 2](#)

IMPORTANT: If you are not sure about your bank code and name, please contact the Global Procurement Team

Brazil: Procurement.Brasil@gmfinancial.com

Chile: CLProcurement@gmfinancial.com

Colombia: procurementcol@gmfinancial.com

Mexico and Peru: mxprocurement@gmfinancial.com

North America: N/A

Onboarding for gmfinancial-test (Coupa Supplier Portal)
Fill out the required fields so your customer can pay you.

1 Primary Address
Provide the main address associated with your business.

2 Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Account Nickname *	Beneficiary Legal Name *
Cuenta Bancaria	UATEPOOnbCO2
Bank Branch Country / Region *	Bank Account Currency *
Chile	CLP
Bank Name *	CBU *
BANCO SANTANDER	6758494
Bank Code *	SWIFT / BIC Code
037	8 or 11 characters
Branch Code	
4 digits	

Onboarding Registration for GM Financial

On the “Additional information” screen, do NOT enter any information.

coupa supplier portal Upgrade PROVEEDOR NOTIFICATIONS 0

Home

Business

Company

UATEPO

Tax ID

Chile - 77

Products

DUNS

Additional Information

Bank Branch Address

Address Line 1

Address Line 2

[+ Address Line 3](#)

City/Town

State/Province/Prefecture

[+ Subdivision ISO Code](#)

Postal Code

Contact Information

Onboarding Registration for GM Financial

On the next screen, under “Contact information”, enter:

- Email address: Contact email
- Phone Number: Contact phone number

Then, under “Tax information”, fill in only the following fields:

- Country/Region:
- Tax ID: ***Varies by country, please refer to [Appendix 4](#) to see how to provide this information**
- Remittance email: Repeat the contact email

Finally, click “Save and Next”.

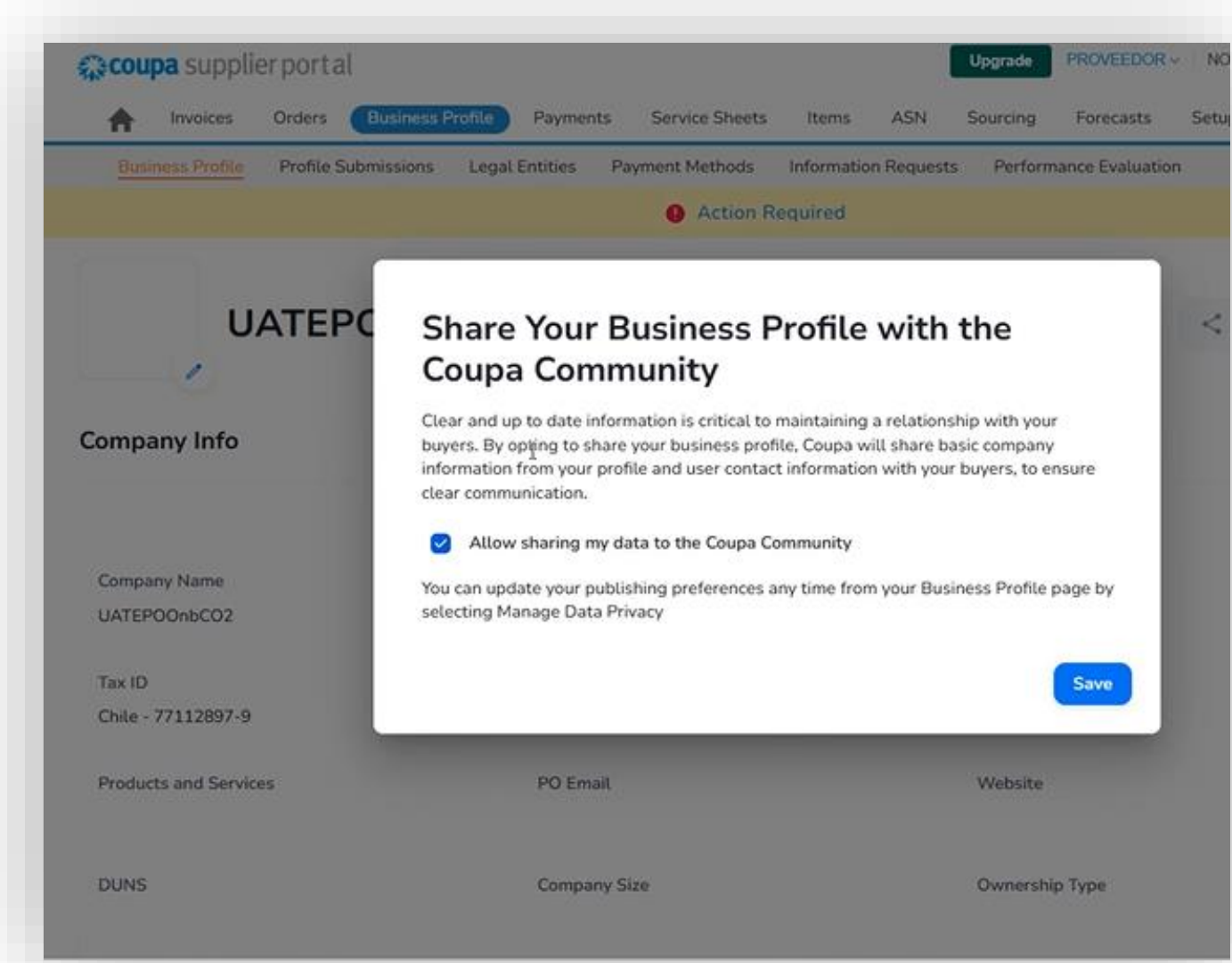
The screenshot displays a registration form with the following sections and fields:

- Contact Information**
 - Email Address: UATEPOOnbCO2@gmfinancial.com
 - Phone Number: CL +56 (9) 5467 8933
- Tax Information**
 - Country / Region: Chile
 - Tax ID: 77112897
- Remittance Email: UATEPOOnbCO2@gmfinancial.com
- Remit-To Code: (empty field)
- Supporting Documents: Drop or Browse Files (with a Browse button)
- Do not accept Bank Transfer payments from GM Financial:
- Save and Next button

Share Your Business Profile with the Coupa Community

In this section, you can choose whether your company information will be public to buyers from other companies. You can update these preferences later in your business profile by selecting “Manage Data Privacy”. To publish your contact details, check the box as shown in the image.

Click [here](#) for additional information



Get started with the Coupa Supplier Portal (CSP)

- 1) After completing the previous steps, you will be redirected to the Supplier Portal.
- 2) There, you can select “GM Financial” as your customer and begin receiving requests for quotes, purchase orders, etc.

The screenshot displays the Coupa Supplier Portal interface. At the top, the logo "coupa supplier portal" is visible on the left, and navigation links for "Upgrade", "PROVEEDOR", "NOTIFICATIONS 1", and "HELP" are on the right. Below this is a main navigation bar with options: Home, Invoices, Orders, Business Profile (highlighted), Payments, Service Sheets, Items, ASN, Sourcing, Forecasts, Setup, and More... A secondary navigation bar includes Business Profile, Profile Submissions, Legal Entities, Payment Methods, Information Requests, and Performance Evaluation. The main content area is titled "GM Financial" and features a "Select Customer" dropdown menu set to "GM Financial". Below this, the section is titled "Forms" with a sub-instruction: "Fill out and submit the **New** or **Draft** forms. You can update your information on forms at any time." A table with a blue header bar is shown, containing a search bar and a "View" dropdown set to "All". The table has columns for Form, Status, Created Date, and Submitted At. One row is visible: "New Onboard Supplier Form - Spanish" with a "New" status tag, a "Created Date" of "04/02/26", and "Submitted At" as "None". At the bottom left of the table area, it says "Per page 15 | 45 | 90".

Form	Status	Created Date	Submitted At
New Onboard Supplier Form - Spanish	New	04/02/26	None

Supplier Registration

Once your account is registered in Coupa Supplier Portal, you will receive the following forms to complete your company information:

- **New Onboard Supplier Form:** Consolidates all company information as a GM Financial supplier. It requests details such as primary contact, purchase order management, diversity certificates, etc.
- **Shareholder Legal Representative Address Form:** Consolidates information about the company's legal structure. It requests details about shareholders, legal representative(s), and ultimate beneficial owners. This is required to comply with countries regulations.

New Onboard Supplier Form

After completing your account registration in the Coupa Supplier Portal, select the customer “GM Financial” and complete the form “New Onboard Supplier Form-Spanish/English/Portuguese/French” following the steps in this guide.

The screenshot displays the Coupa Supplier Portal interface. At the top, the logo 'coupa supplier portal' is visible on the left, and navigation links for 'Upgrade', 'PROVEEDOR', 'NOTIFICATIONS 1', and 'HELP' are on the right. Below the logo is a main navigation bar with options: Home, Invoices, Orders, Business Profile (highlighted), Payments, Service Sheets, Items, ASN, Sourcing, Forecasts, Setup, and More... A secondary navigation bar includes Business Profile, Profile Submissions, Legal Entities, Payment Methods, Information Requests, and Performance Evaluation. The main content area is titled 'GM Financial' and features a 'Select Customer' dropdown menu set to 'GM Financial'. Below this, the section is titled 'Forms'. A sub-header reads: 'Fill out and submit the **New** or **Draft** forms. You can update your information on forms at any time.' A table with a blue header bar is shown, containing a search bar and a 'View' dropdown set to 'All'. The table has four columns: 'Form', 'Status', 'Created Date', and 'Submitted At'. One row is visible with the form name 'New Onboard Supplier Form - Spanish', a status of 'New' (in a yellow circle), a created date of '04/02/26', and a submitted date of 'None'. At the bottom of the table, it says 'Per page 15 | 45 | 90'.

Form	Status	Created Date	Submitted At
New Onboard Supplier Form - Spanish	New	04/02/26	None

New Onboard Supplier Form

- Select the region where the supplier is located: North America / Latin America
*Note: Select Latin America for Mexico
- Select the supplier's country
- Supplier Name: Legal name registered
*For North America, names should not include special characters or the words "the" and "of"
- Name for tax reporting: If applicable
*For North America, the legal name must match exactly as shown on the W9/W8
- Organization type: Corporation (to issue invoices) or Individual (to issue fee receipts) *For North America, align with W9/W8

GM Financial

Select Customer GM Financial

[View All Responses](#)

New Onboard Supplier Form - English

English form for suppliers to update their information at the time of onboarding.

Pending Approval

Supplier Information
SUPPLIERONBOARDINGTEST

Supplier Information

• Where is your country situated? [1]

North America
 Latin America

• Select supplier country [2]

United States ⌵

Select supplier country

• Supplier Name [3]

SUPPLIERONBOARDINGTEST

Supplier name or DBA (Doing Business As) name, if applicable
For individual contractors, name should be in 'FIRST NAME' 'LAST NAME' format

Tax Reporting Name [4]

None

Legal Name as shown on tax documentation
For individual contractors, name should be in 'FIRST NAME' 'LAST NAME' format

• Organization Type [5]

Corporation / Corporación / Corporação / Société

Select the legal structure of your organization (e.g., corporation, partnership, individual)

New Onboard Supplier Form

- TAX ID: *Varies by country, please refer to **Appendix 4** to see how to provide this information.
- Local: N/A * The local flag is required for Canada
- Validation digit: Enter the verification digit when applicable

Click [here](#) for additional information

Tax Information

* Taxpayer ID [6]

*****6789



Provide Employer Identification Number (EIN) or Social Security Number (SSN) for individuals

Name Control [25]

None

Four character identifier - To be updated by GMF

Tax Verification Date [26]

None

To be updated by GMF

Oracle Organization [27]

None

Specify the Business Unit this supplier belongs to.

New Onboard Supplier Form

Supplier Remit-to address:

Click “Add Remit-to” to add the company address information.

In this section, enter the details you previously registered.

* 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

Email address

How would you like to be paid?

All Methods

Bank Transfers

Remit-To Addresses

Virtual Cards

Add Payment Method

GM Financial supports Virtual Cards, Bank Transfers, Remit-To Addresses Payments.



JPMorgan Chase Bank, N.A.

Fort Worth TX - 2900 W. 7th St., 76107., Fort Worth, TX 1, United States

Account Number

****63431

Transit Code

010000130

Wire Routing Number

★ Customer Supported



Fort Worth TX - 2900 W. 7th St., 76107., Fort Worth, TX 1, United States, United States (12345)

★ Customer Supported

Cancel

Add Selected

New Onboard Supplier Form

Supplier Remit-to address:

After selecting the registered details, the previously completed information will appear.

Region

Country/Region
United States

State Region
Texas - TX

State ISO Code
US-TX

*** City**
Fort Worth

*** Remit-to Address Country**
United States

County
None

*** Postal Code**
1

Remit To Contact Email
UATENonPOOnbCO2@gmfinancial.com

***Address as per Tax Forms [30]**

Address Purpose
Select Some Options

*** Region**

Country/Region
United States

State Region
Texas - TX

State ISO Code
US-TX

Address Name

*** Street Address**
Fort Worth TX - 2900 W. 7th St., 76107.

Street Address 2

*** City**
Texas

*** Postal Code**
1

Location Code

New Onboard Supplier Form

BRAZIL ONLY

Instructions for completing the: "IBGE Code"

- 1) For correct completion, select the state and the corresponding city. Both pieces of information must be entered simultaneously in the "IBGE Code" field.
- 2) After selecting the registered details, the previously completed information will be displayed.

Endereço de Cobrança do Fornecedor

Ativo

Active

Nome do Endereço

Nome alternativo do fornecedor

Forneça um nome alternativo caso o fornecedor utilize um nome diferente neste local.

* Endereço 1

* País do Endereço de Remessa

Brazil

* IBGE Code

Select

* CEP

E-mail de Contato para Remessa

* Região

Country/Region

Brazil

State Region

None

State ISO Code

* Cidade

* IBGE Code

Select

São Paulo (SP) > Sao

São Jose da Bela Vista - SP (3549500)

São Jose do Barreiro - SP (3549607)

São Jose do Rio Pardo - SP (3549706)

São Jose do Rio Preto - SP (3549805)

São Jose dos Campos - SP (3549904)

São Lourenço da Serra - SP (3549953)

São Luiz do Paraitinga - SP (3550001)

New Onboard Supplier Form

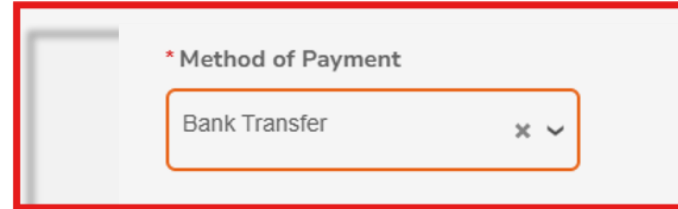
Additionally, select:

- Payment method

Note: Recommendation for Brazil

1) Even when payment is made via bank slip (boleto bancário), the “Bank Deposit” option must be selected during registration.

2) This is the only option that allows entry of the bank details required by GM Financial.



* Method of Payment

Bank Transfer x v

Supplier Banking Information (To be filled if payment method is Bank Transfer)

Beneficiary Name

UATENonPOOnbCO2

* Bank Country/Region

United States v

* Bank Name

JPMorgan Chase Bank, N.A.

New Onboard Supplier Form

Account number: will be automatically populated based on the address selected earlier.

Bank address: when applicable

Bank support document: when applicable

The fields Payment Group, Payment Method, Pay Alone, and Oracle Organization will be completed by GM Financial.

* Bank Account Number
*****431 ⓘ
Bank Account Number must be associated with the Tax ID provided.

* Bank Routing Number
*****130 ⓘ

Bank Address

Banking Supporting Document

Attachments
None

Below details to be filled by GMF.

Pay Group
Select ▾

Pay Method
Select ▾

Pay Alone

Oracle Organization
Select ▾

Specify the Business Unit this site belongs to.

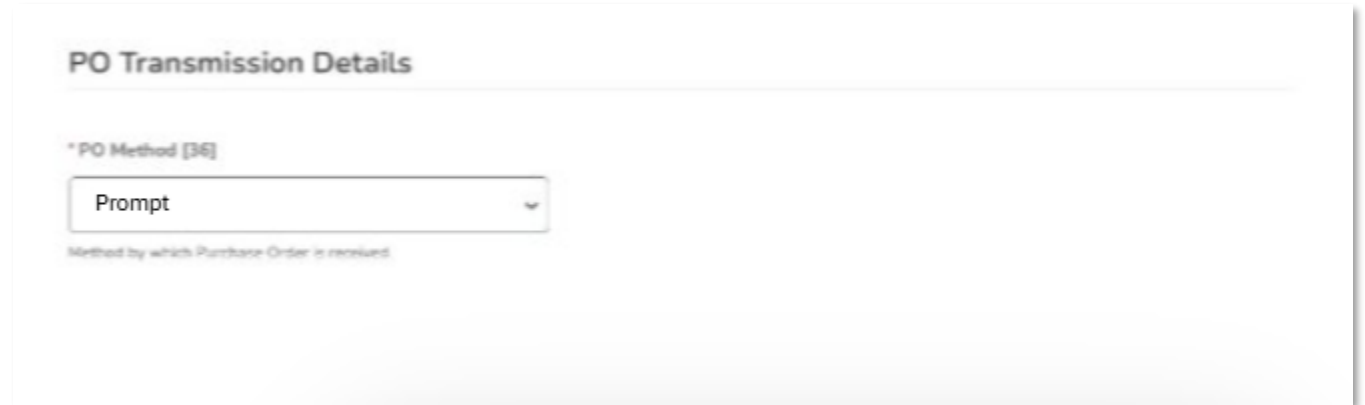
New Onboard Supplier Form

In the field Purchase order transmission details (36):

Select drop-down option and put **PROMPT** as the preferred method to receive purchase orders.

In the field Supplier diversity and ESG:

Select whether your company has certifications/recognitions related to supplier diversity or ESG and provide the corresponding information.

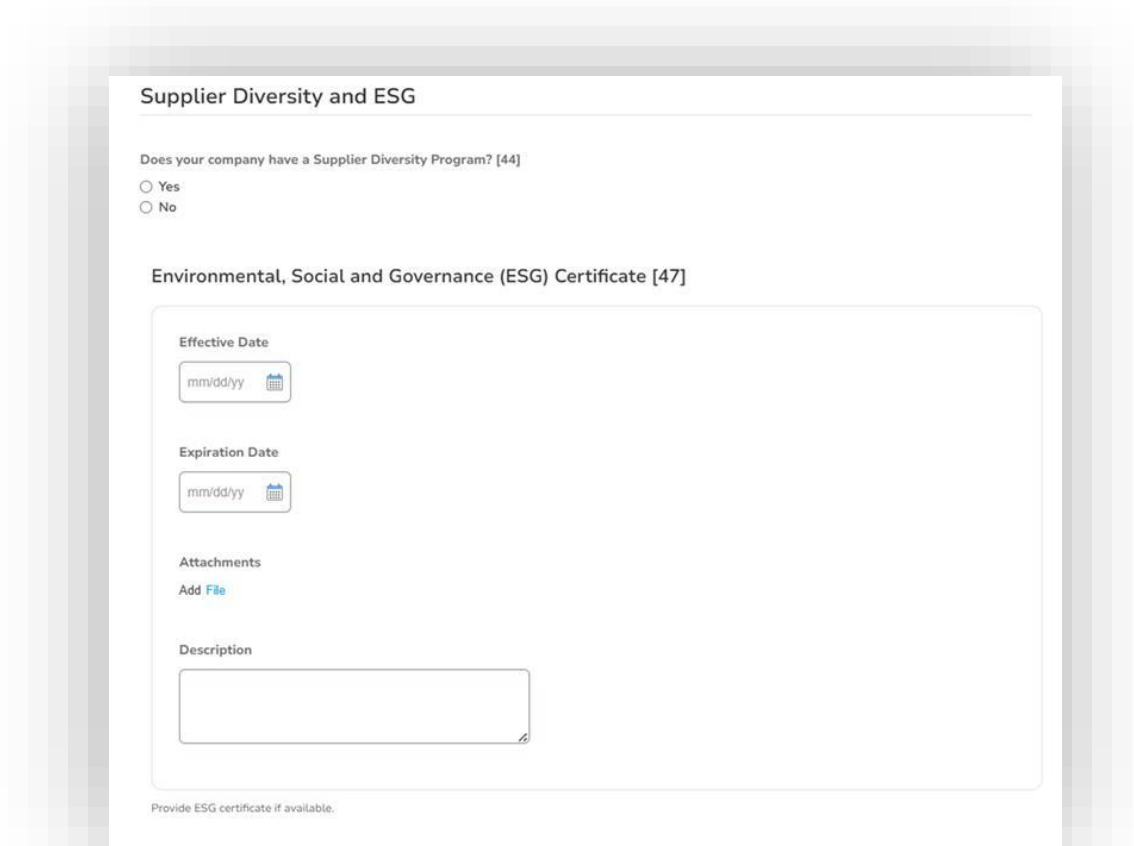


PO Transmission Details

* PO Method [36]

Prompt

Method by which Purchase Order is received



Supplier Diversity and ESG

Does your company have a Supplier Diversity Program? [44]

Yes
 No

Environmental, Social and Governance (ESG) Certificate [47]

Effective Date
mm/dd/yy

Expiration Date
mm/dd/yy

Attachments
Add [File](#)

Description

Provide ESG certificate if available.

New Onboard Supplier Form

Other information and supporting documents:

DUNS number: when applicable

Federal Income Type: when applicable
* N/A for Brazil, Chile, Colombia, Mexico and Peru

Currency: as applicable

Insurance certificate: when applicable

Tax Forms: when applicable attach W8/W9

***IMPORTANT:** For North America, fields 49 and 51 are mandatory for reportable suppliers, as determined by the supplier's W8/W9

Other Information & Supporting Documents

DUNS Number [48]

123456789



Enter the 9-digit D-U-N-S® (Data Universal Numbering System) number assigned to your company

Is Supplier Federally Reportable? [49]

Indicate whether this supplier is subject to federal reporting requirements (e.g., 1099 reporting)

* Federal Income Type [50]

Not Applicable (Not Applicable) x v

This field is required if you indicated the supplier is federally reportable. Choose the income type that matches the nature of payments to the supplier. If not, select 'Not Applicable'.

Is Supplier State Reportable? [51]

Indicate whether payments to this supplier must be reported to state tax authorities.

* Currency [53]

USD

Certificate of Insurance [57]

Effective Date

mm/dd/yy



Expiration Date

mm/dd/yy



Attachments

[Add File](#)

Description

Attach insurance certificates if applicable.

New Onboard Supplier Form

Before clicking “Submit for Approval”, required documents in “Add file”.

IMPORTANT: Document requirements vary by country. Suppliers must comply with local regulations and provide the required supporting documents accordingly. [*Appendix 3](#)

Tax Forms [56]

Type

W9

Attachments

Add [File](#)

Attach W8/W9 forms, if applicable.

* Supplier preferred language (for future correspondence) [59]

English

Specify the language the supplier would like to use for receiving purchase orders and related correspondence

Coupa Supplier Visibility [60]

United States

No action required

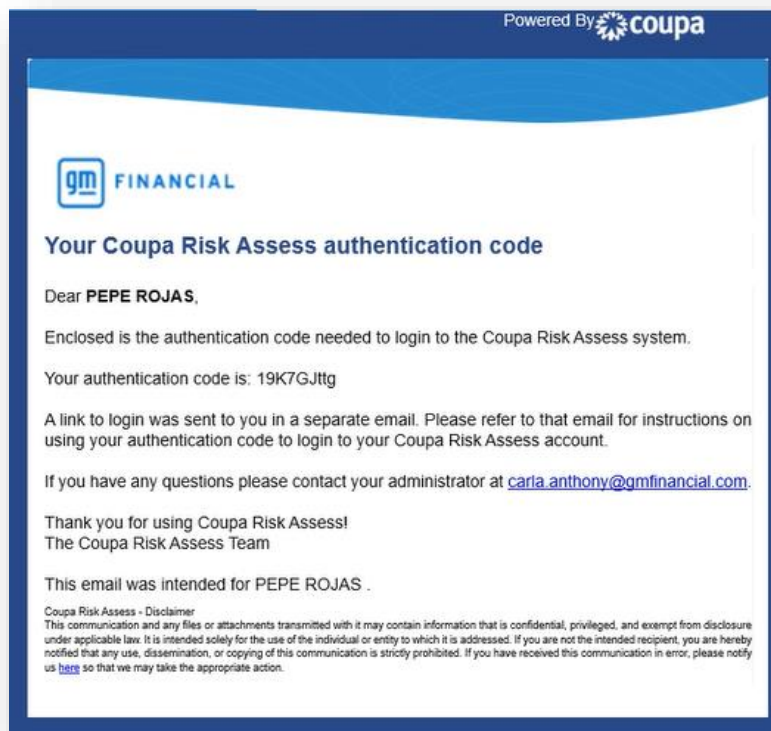
Decline

Save

Submit for Approval

Shareholder Legal Representative Form

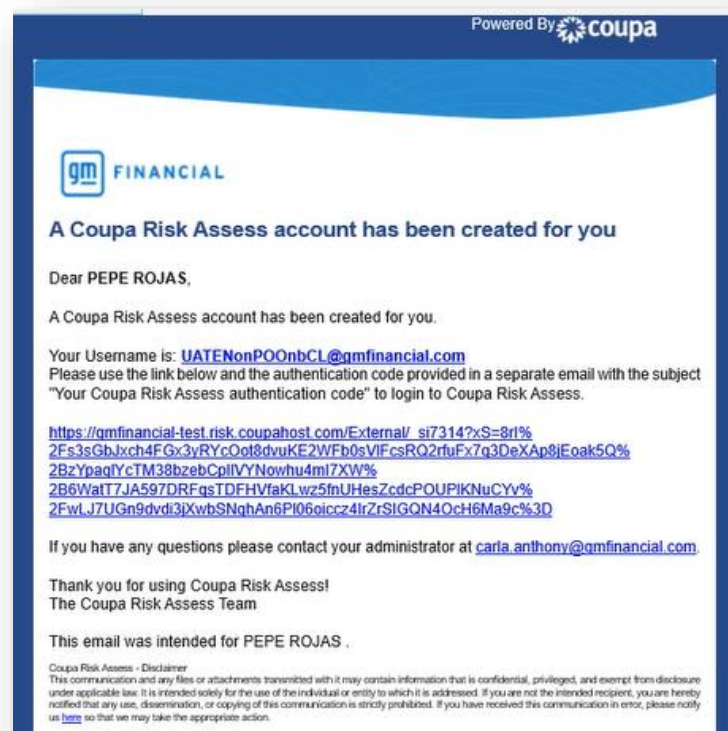
To complete GM Financial's risk assessment, you will receive three separate emails with required actions.



First email

Subject: "Coupa Risk Assess: Your Coupa Risk Assess authentication code"

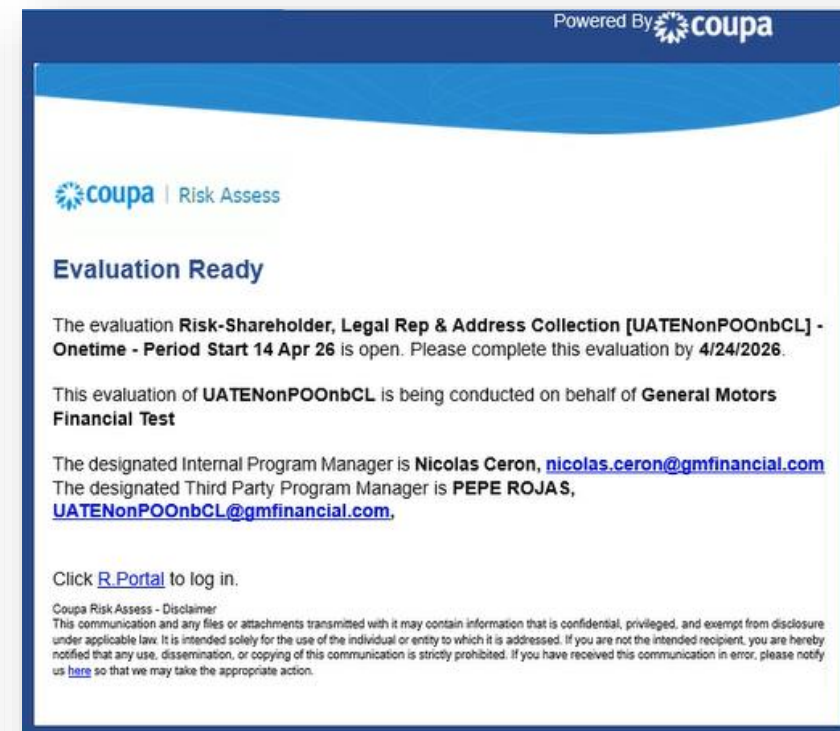
Information: Authentication code



Second email

Subject: "Coupa Risk Assess: A Coupa Risk Assess account has been created for you"

Information: Link to register your profile in the Coupa Risk Assess module



Third email

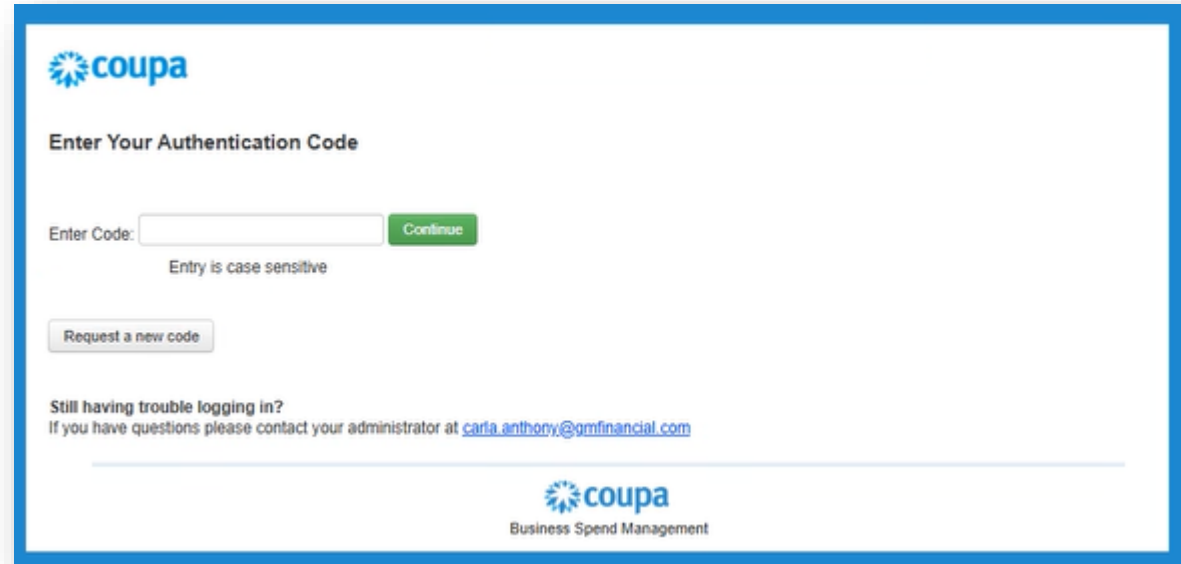
Subject: "Coupa Risk Assess: Evaluation Ready"

Information: Access to the Coupa Risk Assess portal after your company profile is registered

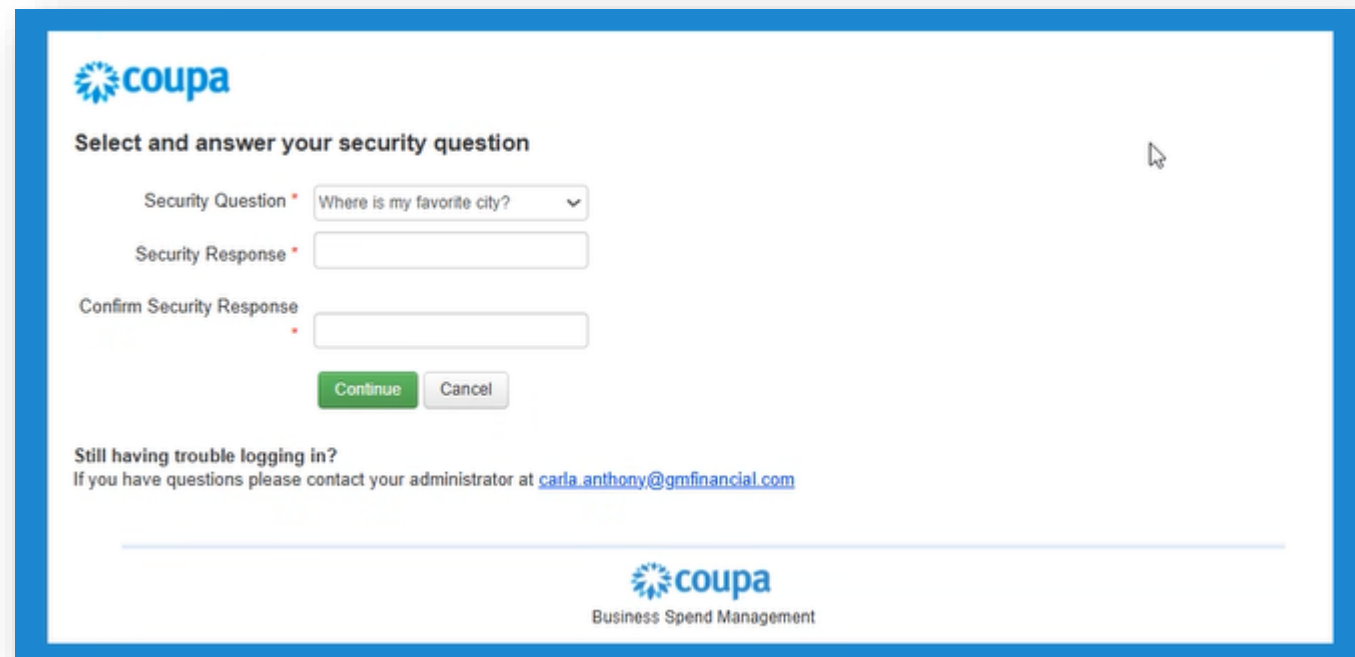
How to Create a Profile in Coupa Risk Assess?

By using the link in the second email, register your company profile and follow these steps:

- 1) Enter the authentication code provided in the first email.
- 2) Select a security question and enter your answer.
Available options:
 - What is your favorite city?
 - What is your mother's last name?
 - What is the name of your first pet?
 - In what city were you born?
- 3) Click the "Continue" button.



The screenshot shows the Coupa login interface. At the top left is the Coupa logo. Below it, the heading reads "Enter Your Authentication Code". There is a text input field labeled "Enter Code:" followed by a green "Continue" button. Below the input field, it says "Entry is case sensitive". A "Request a new code" button is located below that. At the bottom, there is a link for "Still having trouble logging in?" with the email carla.anthony@gmfinancial.com. The footer contains the Coupa logo and the text "Business Spend Management".

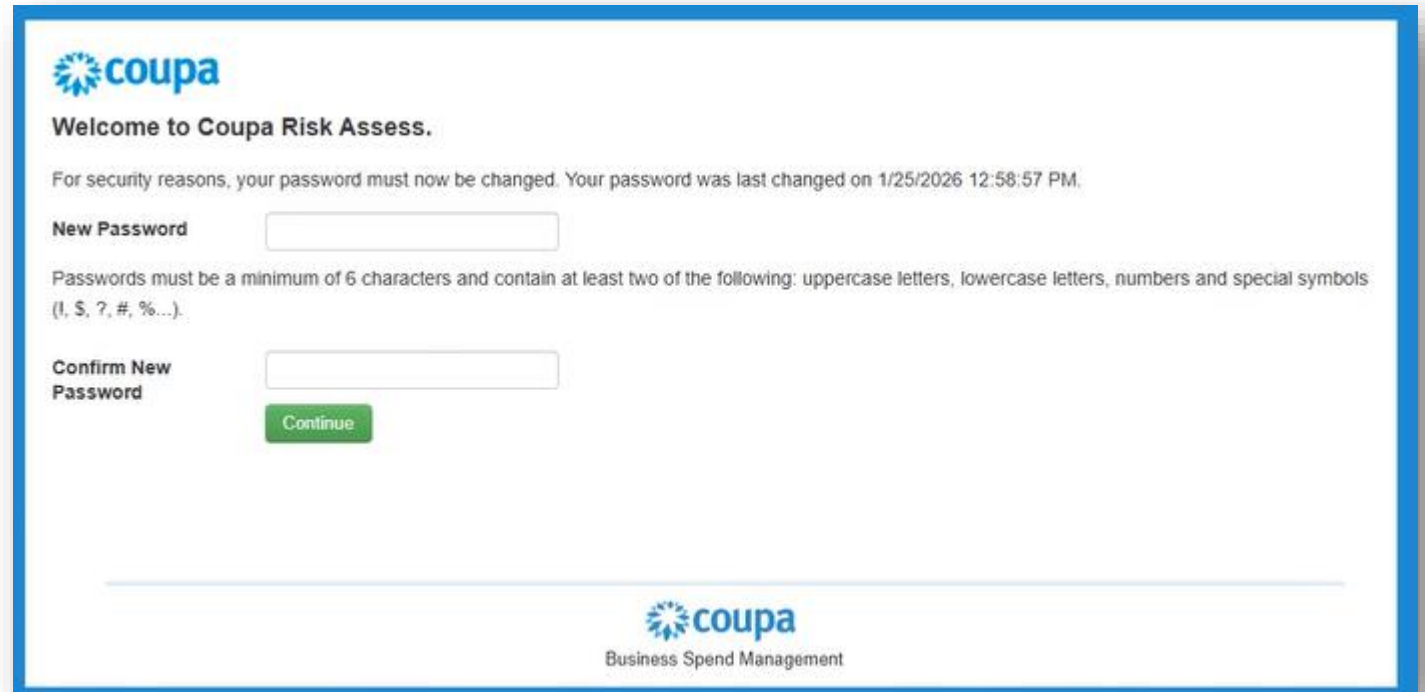


The screenshot shows the Coupa security question selection screen. At the top left is the Coupa logo. Below it, the heading reads "Select and answer your security question". There is a dropdown menu for "Security Question *" with the selected option "Where is my favorite city?". Below that is a text input field for "Security Response *". Below that is another text input field for "Confirm Security Response *". At the bottom, there are two buttons: a green "Continue" button and a grey "Cancel" button. At the bottom, there is a link for "Still having trouble logging in?" with the email carla.anthony@gmfinancial.com. The footer contains the Coupa logo and the text "Business Spend Management".

How to Create a Profile in Coupa Risk Assess?

On the next screen you must:

- 1) Set a new password
- 2) Confirm your new password
- 3) Click the “Continue” button



The screenshot shows a web interface for Coupa Risk Assess. At the top left is the Coupa logo. Below it, the text reads "Welcome to Coupa Risk Assess." followed by a message: "For security reasons, your password must now be changed. Your password was last changed on 1/25/2026 12:58:57 PM." There are two input fields: "New Password" and "Confirm New Password". Below the "New Password" field is a note: "Passwords must be a minimum of 6 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, %...)." A green "Continue" button is positioned below the "Confirm New Password" field. At the bottom center, there is a horizontal line above the Coupa logo and the text "Business Spend Management".

How to Create a Profile in Coupa Risk Assess?

After completing your information, you will be redirected to the “Coupa Risk Assess” portal (the same link provided in email #3).

Log in using your username (the email address provided in email #2) and the password you created.

The screenshot shows the Coupa Risk Assess login interface. At the top left is the Coupa logo. A blue banner across the top contains the text: "Welcome to Coupa Risk Assess, your solution for third-party management." Below this, the "Sign In" section features a form with "User name" and "Password" input fields, each with a "Forgot" link. A "Sign In" button is positioned below the password field. To the right, the "COUPA BUSINESS SPEND MANAGEMENT" section contains a paragraph describing the solution. Further right, the "RESOURCES" section features the Coupa University logo and a link to "Learn more at Coupa University." At the bottom, a small note for new users is displayed above the Coupa Business Spend Management logo.

coupa

Welcome to Coupa Risk Assess, your solution for third-party management.

Sign In

User name [Forgot username?](#)

Password [Forgot password?](#)

Sign In

COUPA BUSINESS SPEND MANAGEMENT

It's time for organizations across all industries to manage and control all of their business spend. To do this, Coupa set out to build the most comprehensive suite of Business Spend Management (BSM) applications ever created, with the most open cloud-based architecture, and an unparalleled ease of use for administrators, employees, and suppliers.

RESOURCES

coupa UNIVERSITY

Learn more at Coupa University.

New Users: Please retrieve your user name and temporary password from your email account or contact your organization's Coupa Risk Assess administrator for further instructions. Unauthorized access is prohibited.

coupa
Business Spend Management

How to Create a Profile in Coupa Risk Assess?

Accept the terms of use shown on the next page. You can change the language of the text if needed.

coupa Mash

Terms of Use

Bienvenido a Coupa Risk Assess. Estos Términos de Uso rigen su ("Usted" o "Su") participación en la aplicación Coupa Risk Assess y la Red de Proveedores de Coupa (en conjunto denominadas la "Red"), la cual es mantenida y operada por Coupa Software, Inc., incluidas sus subsidiarias y afiliadas ("Coupa").

- Coupa ofrece a sus clientes ("Clientes") servicios en línea de compra, facturación, análisis de datos y otros servicios y contenidos asociados, desarrollados, operados y mantenidos por Coupa y que están disponibles a través de <http://www.coupa.com> u otro sitio web o dirección IP indicada por Coupa periódicamente, o productos en línea secundarios, tales como aquellos ofrecidos por correo electrónico, o productos y servicios fuera de línea provistos por Coupa a sus Clientes ("Servicio"). Usted desea ser incluido en la Red como posible o actual proveedor para Clientes que usan el Servicio USTED ACEPTA Y RECONOCE DE MANERA EXPRESA QUE ESTÁ SUJETO A ESTOS TÉRMINOS DE USO Y QUE ESTÁ OBLIGADO POR ELLOS Y CUMPLIRÁ CON LOS MISMOS AL USAR EL SERVICIO, USTED ACEPTA ESTOS TÉRMINOS DE USO, SI NO LOS ACEPTA, NO USE EL SERVICIO.
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- Usted declara y garantiza lo siguiente: (i) Usted cumplirá con todas las leyes y reglamentaciones aplicables a Su participación en la Red y el Servicio; (ii) Usted tiene todo el derecho, la facultad y autoridad para celebrar estos Términos de Uso; y (iii) la Información que Usted suministre a Coupa o suba al Servicio será exacta y usted es responsable por la exactitud de su Información.
- Cada parte continuará siendo propietaria de todo derecho, título e interés en su propiedad intelectual y materiales asociados a estos Términos de Uso. Asimismo, ninguna de las partes suministra una licencia respecto de su propiedad intelectual o materiales excepto según se establezca en el presente. Usted otorga a Coupa una licencia limitada, personal, no exclusiva y que no puede sublicenciarse para usar su Información y propiedad intelectual asociada necesaria para que Coupa lo incluya en la Red y para brindar información acerca de Sus productos y servicios como parte del Servicio. Usted conviene que Coupa podrá recopilar, usar y dar a conocer datos cuantitativos obtenidos de Su uso del Servicio para fines de análisis del sector, comparación con referentes, analítica, mercadotecnia y otros fines comerciales. Todos los datos recopilados, usados y dados a conocer se presentarán solamente en conjunto y no lo identificarán a Usted o Sus usuarios.
- Usted no enviará, subirá, enviará por correo electrónico, publicará o transmitirá, ni distribuirá o de otro modo publicará a través del Servicio, ningún material que: (i) interrumpa el flujo normal de diálogo e/o intercambio dentro del Servicio, lo que incluye publicar o de otro modo transmitir material que no está relacionado con el asunto en cuestión o que limite o inhíba el uso y goce del Servicio a otro usuario; (ii) sea ilegal, abusivo, difamatorio, obsceno, vulgar, ofensivo, que represente una amenaza o acoso, que represente un discurso de odio, sea sexualmente explícito o indecente; (iii) constituya o aliente una conducta que constituiría un delito penal, que potencialmente daría lugar a responsabilidad civil o que de otro modo infrinja las leyes locales, estatales o nacionales de un país; (iv) infrinja, plagie o viole los derechos de terceros; (v) contenga un virus, gusano, troyano u otro componente dañino; (vi) contenga solicitudes o anuncios publicitarios de cualquier tipo; (vii) constituya o contenga una indicación falsa o engañosa de origen o una declaración de hechos, o (viii) contenga cadenas o esquemas piramidales.
- El Servicio contiene información acerca de Coupa, sus Clientes y otros terceros. Si bien esta información se consideró exacta a la fecha de su preparación, Coupa no asume responsabilidad alguna por su exactitud y no tiene el deber o la obligación de actualizar dicha información ni ningún otro contenido.
- Coupa no efectúa ninguna garantía, expresa o implícita, respecto del contenido, la información o los servicios provistos a través del Servicio o en conjunto con éste. Coupa no efectúa ninguna garantía respecto de la exactitud, corrección o integridad de ninguna información en el Servicio, y no será responsable por: (i) errores por omisión surgidos del uso de tal información; (ii) fallas, demoras o interrupciones en la entrega de algún contenido o servicio provisto por el Servicio; y (iii) ningún material

Spanish (Spain) Decline Accept

Coupa Risk Assess Homepage

- On the Coupa Risk Assess homepage you will see evaluations, approvals, and action plans (if required).
- Select “Evaluations” to display the forms you need to complete. Then select the pencil icon to open the form and fill in the required information.

The screenshot displays the Coupa Risk Assess homepage. At the top, there is a navigation bar with 'Relationships', 'Programs', 'Reports', and 'Resources'. The main content area is divided into three summary cards: 'Evaluations', 'Approvals', and 'Action Plans'. The 'Evaluations' card shows 0 Late, 0 Due This Week, and 1 Due Later. The 'Approvals' card shows 0 Late, 0 Action Required, and 0 Waiting. The 'Action Plans' card shows 0 Not Started, 0 In Process, and 0 Awaiting Approval. The 'Evaluations' card is highlighted with a red box, and the '1 Due Later' count is also highlighted. Below the summary cards, there is a table titled 'Due Later' with columns: Name, Frequency, Start Date, Reference, Status, Due Date, Action Status, and Action. The table contains one row: 'Shareholder, Legal Rep & Address Collection', 'One Time', '04/14/2026', 'UATENonPOOnbCL', 'Not Started', '04/24/2026', and a pencil icon in the 'Action' column, which is highlighted with a red box.

Name	Frequency	Start Date	Reference	Status	Due Date	Action Status	Action
Shareholder, Legal Rep & Address Collection	One Time	04/14/2026	UATENonPOOnbCL	Not Started	04/24/2026		

Shareholders, Legal Representatives and Address Form

Select your preferred language so the form displays the required questions. After selecting the language, complete the following information:

2.1 Supplier type: Select Company or Individual.

Note: A Company is when it will issue an invoice/receipt; an Individual is when it will issue a professional fee receipt.

If Company:

2.4 Legal Name: Company legal name registered.















2.5 Company incorporation date: Company creation date

2.6 Tax identifier: Company Tax ID ***Varies by country, please refer to Appendix 4 to see how to provide this information**

2.6.1 Type of Identity: Select "TaxID"

2.6.2 ID number: Repeat the company TAX (without dots, with hyphen and verification digit)

The screenshot shows the 'Evaluation' form in the GM Financial portal. The form is titled 'Risk-Shareholder, Legal Rep & Address Collection [UATENonPOOnbCL] - Onetime - Period Start 14 Apr 26'. The form is organized into sections: 'Business Unit' and 'Supplier'. The 'Supplier' section contains a table with columns for 'Item #', 'Description', 'Min', 'Target', 'Max', 'Score', and 'Actions'. The form includes several input fields and dropdown menus for the following items:

Item #	Description	Min	Target	Max	Score	Actions
1.0	Preferred language for form completion / Idioma preferido para la cumplimentación del formulario / Idioma preferencial para o preenchimento do formulário / Langue préférée pour la saisie du formulaire					 
2.1	¿El proveedor es un individuo o una empresa?					 
2.4	Nombre legal de la empresa					 
2.5	Ingrese la fecha de incorporación de la empresa					 
2.6.0	Identificador fiscal					 
2.6.1	Tipo de identidad					 
2.6.2	Número de identificación					 

The form includes the following input fields and dropdown menus:

- Preferred Language: Dropdown menu with 'Español' selected.
- Type of Supplier: Dropdown menu.
- Legal Name: Text input field with 'PROVEEDOR DE PRUEBA S.A.' entered.
- Company Incorporation Date: Date input field with '4/14/2026' entered.
- Taxpayer Identification: Text input field with '76765765-3' entered.
- Type of Identity: Dropdown menu with 'TaxID' selected.
- ID Number: Text input field with '76765765-3' entered.

Shareholders, Legal Representatives and Address Form

If Company, answer “Yes” or “No” to the following:

2.7 Is it a Politically Exposed Person (PEP)?

2.8.1 Is it a government entity or municipality?

2.8.2 Is it a publicly traded company?

2.8.3 Is it a non-profit organization?

Note: If you answer “Yes” to the question about being publicly traded, you must also answer:

2.9 The company’s trade name / name used in the stock market.

The image shows a screenshot of a web form with several questions. The questions are numbered 2.7, 2.8.1, 2.8.2, 2.8.3, 2.8.2, and 2.9. Each question has a dropdown menu for the answer. The questions are:

- 2.7 ¿Entidad gubernamental o persona políticamente expuesta? (Government Entity or Politically Exposed Person? *)
- 2.8.1 ¿El proveedor es una entidad gubernamental o un municipio? (Government Entity or Municipality *)
- 2.8.2 ¿El proveedor es una empresa cotizada en bolsa? (Publicly Traded *)
- 2.8.3 ¿El proveedor es una organización sin fines de lucro? (Non-Profit *)
- 2.8.2 ¿El proveedor es una empresa cotizada en bolsa? (Publicly Traded *)
- 2.9 Proporcione el nombre comercial de la empresa (Trading Name)

The form is displayed in a light gray background with a white border. Each question is followed by a dropdown menu. The dropdown menus are currently empty, showing only a downward arrow. The text is in a sans-serif font. There are small blue icons in the top right corner of each question box, likely for help or feedback.

Shareholders, Legal Representatives and Address Form

In the next section, enter the company
address details:

2.10 Address: Street, Number,
Suite/Office

2.10.1 City

2.11 Region/State

2.12 Country

2.12.1 Postal code

2.10.0	Dirección del proveedor	<input type="text"/>	 
2.10.1	Ingrese la ciudad del proveedor	<input type="text"/>	 
2.11	Ingrese el estado del proveedor	<input type="text"/>	 
2.12	Ingrese el país del proveedor	<input type="text"/>	 
2.12.1	Código Postal	<input type="text"/>	 

Shareholders, Legal Representatives and Address Form

Legal Representative section

Legal representative is a natural person authorized by law, public deed, or contract to act on behalf of another person (individual or legal entity/company), assuming binding rights and obligations.

2.16 Enter the details of the company's legal representative(s) by selecting "Add New" for each record you need to add.

1) Select the type of legal representative: Company or Individual (based on the definition above, it must be Individual).

2) Complete the following information for the individual:

- First name
- Middle name
- Paternal last name
- Maternal last name
- Date of birth

Note: Leave the "Company/Business" fields blank

Create Legal Representative

Type of Entity *

1. Individual Details

If Legal Representative/Manager-Director is an Individual, it is mandatory to provide First Name.

1. Individual Details

If Legal Representative/Manager-Director is an Individual, it is mandatory to provide First Name.

First Name

Primer Nombre

Middle Name

Segundo Nombre

If Legal Representative/Manager-Director is an Individual, it is mandatory to provide Last Name.

Last Name/Paternal Last Name

Apellido Paterno

Date of Birth ⓘ

2. Business Details

If Legal Representative is a Business, it is mandatory to provide Legal Name.

Legal Name ⓘ

Company Incorporation Date

Shareholders, Legal Representatives and Address Form

Legal Representative section (continued) –

Additional information to enter:

- Status: Active
- Role: Legal Representative / General Director
- Taxpayer Identification: Legal representative's ID (without dots, with hyphen and verification digit)
- Is the person a public employee or Politically Exposed Person?
- Type of Identity: Select "TaxID"
- ID Number: Repeat the legal representative's ID (without dots, with hyphen and verification digit)
- Address/City/State: Legal representative's address (if it is the same as the main form, you may leave these blank)
- Country: Select country

Click "Create".

Create Legal Representative

Other Information

Status

Role

Taxpayer Identification *

Government Entity or Politically Exposed Person? *

Type of Identity

ID Number ⓘ

Address

City

State

Country *

Postal Code

Shareholders, Legal Representatives and Address Form

The details of Direct and Indirect Shareholders must also be entered, considering the following definitions:

- The concept of ultimate beneficial owner focuses on identifying the real person who ultimately has control or receives the economic benefit from an organization, beyond who appears legally as the owner.
- In this section, you must clearly identify all shareholders who own, directly or indirectly (through other entities), 10% or more of the capital or voting rights of the legal entity/structure.

2.13 Select the type of shareholder to enter: Direct / Indirect

2.14 Click “Add new” to add the information.

2.13 Elija agregar propietario(s) directo(s) y/o indirecto(s). Consulte la descripción y asegúrese de que se cumplan los totales requeridos.

Direct Shareholder
 Indirect Shareholder

2.14 Ingrese los accionistas directos. Tenga en cuenta que el individuo es el accionista al 100%.

Direct Shareholder

Type of Shareholder
Company

First Name

Last Name/Paternal Last Name

Date of Birth

Legal Name
SOCIEDAD DE TESTING LTDA

Taxpayer Identification
80125125-5

Add New
Status Filter: --

COMPONENTS

Direct Shareholder

Type of Shareholder
Individual

First Name
Juan

Last Name/Paternal Last Name
Mejia

Date of Birth
06/09/1975

Legal Name
Taxpayer Identification

Add New
Status Filter: --

1 - 1 of 1 items

Shareholders, Legal Representatives and Address Form

If the supplier type selected in 2.1 is Individual, then complete:

2.2.1 First name

2.2.2 Middle name

2.2.3 Paternal last name

2.2.4 Maternal last name

2.3 Date of birth

Additionally, you must complete the address information and, under identity type, select “TaxID” and enter your TAX ID in the identification number field (2.6.2). Finally, because it is an individual, you must enter the natural person’s information as the legal representative and as the direct shareholder to identify the ultimate beneficial owner.

The screenshot displays a multi-step form for entering supplier information. It is divided into two main sections, 2.1 and 2.6. Section 2.1 is titled '¿El proveedor es un individuo o una empresa?' and contains fields for 'Type of Supplier' (a dropdown menu with 'Individual' selected), 'Nombre del proveedor' (First Name, Segundo nombre, Middle Name, Apellido, Last Name/Paternal Last Name, Apellido materno, Maternal Last Name), and 'Fecha de Nacimiento' (Date of Birth). Section 2.6 is titled 'Tipo de identidad' and contains fields for 'Tipo de Identidad' (a dropdown menu) and 'Número de identificación' (ID Number). The form includes 'Top' and 'Save' buttons at the bottom right of each section.

2.1 ¿El proveedor es un individuo o una empresa?

Type of Supplier *

Individual

2.2.1 Nombre del proveedor

First Name *

2.2.2 Segundo nombre

Middle Name

2.2.3 Apellido

Last Name/Paternal Last Name *

2.2.4 Apellido materno

Maternal Last Name

2.3 Fecha de Nacimiento

Date of Birth

2.6.1 Tipo de identidad

Type of Identity

2.6.2 Número de identificación

ID Number

Top

Save

Shareholders, Legal Representatives and Address Form

Specific Questions:

- For Perú: 2.17
- For México: 2.18

Note: Ensure the signed compliance form is attached.

ITEM #	DESCRIPTION	MIN	TARGET	MAX	WEIGHT	ACTIONS
2.17	<p>Proporcione los siguientes adjuntos: 1. Declaraciones de Cumplimiento Regulatorio de Perú</p> <p>External _____ Internal _____</p> <p>RATING _____ RATING _____</p> <p>N/A N/A</p>	N/A	N/A	N/A	00.00%	
2.18	<p>Proporcione los siguientes adjuntos: 1. Estatutos de Incorporación 2. Confirmación de que no hay cambios en los estatutos y reglamentos o proporcione actas que documenten los cambios 3. Carta de declaración de GMF</p> <p>External _____ Internal _____</p> <p>RATING _____ RATING _____</p> <p>N/A N/A</p>	N/A	N/A	N/A	00.00%	
2.19	<p>Proporcione los detalles de la dirección</p> <p>External _____ Internal _____</p> <p>RATING _____ RATING _____</p> <p>N/A N/A</p> <p>COMPONENTS</p> <p>Address _____ Add New</p>	N/A	N/A	N/A	00.00%	

[View Question Scores](#)

[View Question Scores](#)

- [Top](#)
- [Delegate](#)
- [Recalc](#)
- [Save](#)
- [Cancel](#)
- [Approve](#)
- [Reject](#)

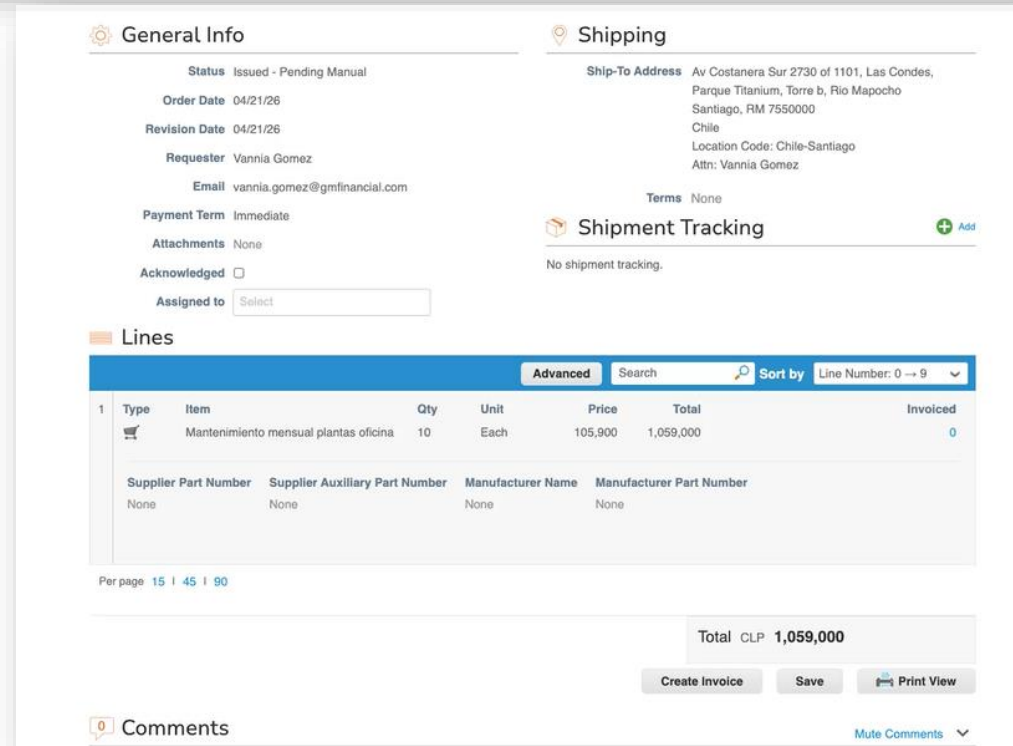
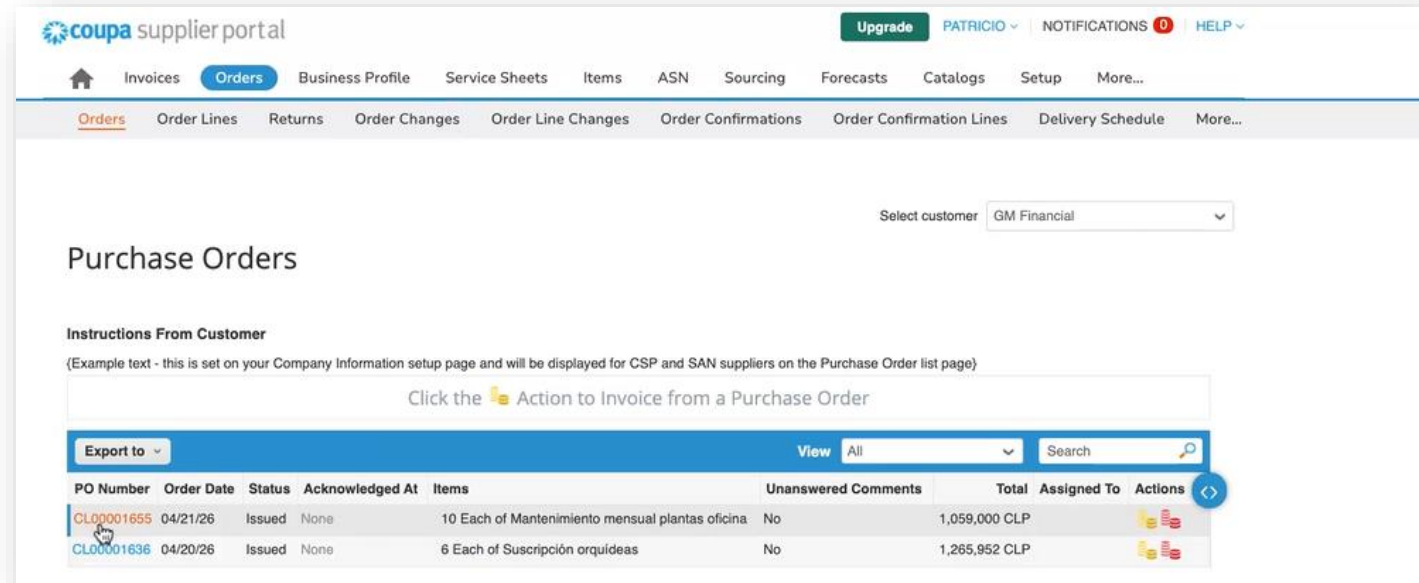
How to Manage the Purchase Order?

Once you receive a notification that a Purchase Order has been submitted, you will have to reenter to CSP, specifically to “Orders” tab to see PO’s available for your company.

You will be able to see the details of the PO’s by click on the PO Number, as shown in the images.

Once you provide the service, you will be able to invoice against that PO’s.

Click [here](#) for additional information



Need Help with Invoice?

For invoice-related questions,
please contact our team.

*Varies by Country

IMPORTANT: Invoices must be
uploaded as PDF attachments and
not submitted as image files
(photos/screenshots).

Click [here](#) for additional
information

North America: AccountsPayableSupport@gmfinancial.com

Brazil: Procurement.Brasil@gmfinancial.com

Chile: CLProcurement@gmfinancial.com

Colombia: procurementcol@gmfinancial.com

Mexico and Peru: mxprocurement@gmfinancial.com

Coupa Supplier Portal Overview

Navigating on your CSP is intuitive. You can check your pending required actions and tasks by clicking on the bell icon as shown in the image on the side.

You can also go to [Business Profile](#) then select [Information Requests](#), where you will also find your pending forms.

Click [here](#) for additional information

Tasks & Notifications
Take action on important requests and stay up to date

Open 11

- Overdue 0
- Due Today 0

Merge Suggestions
1 New Merge Suggestions are now available. Please go to the Merge Suggestions page.

Business Profile > **Information Requests**

GM Financial Select Customer GM Financial

Forms

Fill out and submit the **New** or **Draft** forms. You can update your information on forms at any time.

Form	Status	Created Date	Submitted At
Supplier Update Form_DNUv3	Applied	01/21/2026	01/21/2026
Supplier Update Form_DNUv3	Applied	01/20/2026	01/21/2026
Supplier Update Form_DNU_V2	Applied	01/16/2026	01/16/2026

How to Grant Users Permissions?

- 1) Log into your Coupa Supplier Portal Account;
- 2) Go to Setup > Admin > Actions
- 3) Grant the permissions as needed

Click [here](#) for additional information

Admin Users

User Name	Email	Status	Permissions	Customer Access	Purpose
UAT TEST	CADUATTEST10@gmfinancial.com	Active	ASNs Admin Catalogs Community Contracts Early Payments Forecast Planner Hidden, Private, and	GM Financial	Accounting, Diversity, Legal, Procurement, Risk, Sales, Sourcing

Email	Status	Permissions	Customer Access	Purpose	Actions
CADUATTEST10@gmfinancial.com	Active	ASNs Admin Catalogs Community Contracts Early Payments Forecast Planner Hidden, Private, and Public Inventory Invoices New Access	GM Financial	Accounting, Diversity, Legal, Procurement, Risk, Sales, Sourcing	Edit

Permissions

- All
- Admin
- Orders
 - All
 - Restricted Access to Orders
- Invoices
- Catalogs
- Profiles
- ASNs
- Service Sheets
 - All
 - Restricted Access to Service Sheets
- Payments
- Order Changes
- Early Payments
- translation missing: en.no key
- Sourcing

Customers

- All
- GM Financial

Is an Update Information Needed?

If you need to update address information, please contact our teams according to your country.

North America: APVM@gmfinanciam.com

Brazil: Procurement.Brasil@gmfinanciam.com

Chile: CLProcurement@gmfinanciam.com

Colombia: procurementcol@gmfinanciam.com

Mexico and Peru: mxprocurement@gmfinanciam.com

Your Feedback is Important!

After completing your CSP Onboarding, you will receive a form to provide your feedback. We encourage to complete it to help us continue improving our process.

Risk Unit						
Business Development						
ITEM # 1.0	DESCRIPTION Enter your preferred language:	MIN N/A	TARGET N/A	MAX N/A	WEIGHT 00.00%	
	External _____					Internal _____
	RATING					RATING
	Pending					Pending
	COMPONENTS EDIT					
	Preferred Language					
ITEM # 1.1	DESCRIPTION How would you rate the overall onboarding experience?	MIN 0.00	TARGET 10.00	MAX 10.00	WEIGHT 05.26%	
	External _____					Internal _____
	RATING					RATING
	Pending					Pending
ITEM # 1.2	DESCRIPTION Was the platform used during onboarding process user-friendly?	MIN 0.00	TARGET 10.00	MAX 10.00	WEIGHT 05.26%	
	External _____					Internal _____
	RATING					RATING
	Pending					Pending
ITEM # 1.3	DESCRIPTION Was the onboarding timeline reasonable and realistic?	MIN 0.00	TARGET 10.00	MAX 10.00	WEIGHT 05.26%	
	External _____					Internal _____
	RATING					RATING
	Pending					Pending
ITEM # 1.4	DESCRIPTION Do you feel the onboarding process was organized and efficient?	MIN 0.00	TARGET 10.00	MAX 10.00	WEIGHT 05.26%	
	External _____					Internal _____
	RATING					RATING
	Pending					Pending
ITEM # 1.5	DESCRIPTION Were there any specific areas you think we could improve in our supplier onboarding process?	MIN N/A	TARGET N/A	MAX N/A	WEIGHT 00.00%	
	External _____					Internal _____
	RATING					RATING
	Pending					Pending
	COMPONENTS EDIT					

Coupa Supplier FAQ

Review [here](#) the most frequently asked questions about the Coupa Supplier Portal and find more ways to get the help you need.

Need help? Please Contact the appropriate email address below:

North America: coupasupplier@gmfinancial.com

Brazil: Procurement.Brasil@gmfinancial.com

Chile: CLProcurement@gmfinancial.com

Colombia: procurementcol@gmfinancial.com

Mexico and Peru: mxprocurement@gmfinancial.com

Appendix 1 – Supporting Data

Bank Name and Code - Brazil

BANK NAME	BANK CODE
BANCO ABC BRASIL S.A.	246
BANCO AGIBANK S.A.	121
BANCO BANESTES S.A.	21
BANCO BMG S.A.	318
BANCO BRADESCO S.A.	237
BANCO BS2 S.A.	218
BANCO BTG PACTUAL S.A.	208
BANCO BV S.A.	413
BANCO C6 S.A.	336
BANCO CITIBANK S.A.	745
BANCO COOPERATIVO SICREDI S.A.	748
BANCO CREDIT AGRICOLE BR S.A.	222
BANCO DA AMAZONIA S.A.	3
BANCO DAYCOVAL S.A.	707
Banco Digio S.A.	125
BANCO DO BRASIL S.A.	1
BANCO DO ESTADO DE SERGIPE S.A.	47
BANCO DO ESTADO DO PARA S.A.	37
BANCO DO ESTADO DO RIO GRANDE DO SUL S.A.	41
BANCO DO NORDESTE DO BRASIL S.A.	4
BANCO INTER S.A.	77
BANCO ITAUBBA S.A.	184
BANCO ITAÚ UNIBANCO S.A.	341
BANCO ITAUBANK S.A.	479
BANCO J.P. MORGAN S.A.	376
BANCO MERCANTIL DO BRASIL S.A.	389
BANCO ORIGINAL	212
BANCO PAN	623
BANCO RENDIMENTO S.A.	633
BANCO SAFRA S.A.	422
BANCO SANTANDER S.A.	33
BANCO SEMEAR	743
BANCO SICOOB S.A.	756
BANCO SOFISA S.A.	637
BANCO XP S.A.	348
BANK OF AMERICA MERRILL LYNCH BANCO	755
BANK OF CHINA (BRASIL) BANCO MULTIPLO S/A	320

BANK NAME	BANK CODE
BCO BBI S.A.	36
BCO CREFISA S.A.	69
BRB - BANCO DE BRASILIA S.A.	70
CAIXA ECONOMICA FEDERAL	104
COOPCENTRAL AILOS	85
CORA SCFI	403
CREDISAN CC	89
CREDISIS - CENTRAL DE COOPERATIVAS DE CREDITO	97
CRESOL CONFEDERACAO	133
DOCK IP S.A.	301
Dummy Zero Bank BR	N/A
FIDUCIA SCMEPP LTDA	382
KIRTON BANK	399
MERCADO PAGO IP LTDA.	323
MONEY PLUS / BMP SCMEPP LTDA	274
NEON PAGAMENTOS S.A. IP	536
NU PAGAMENTOS S.A.	260
OMNI BANCO S.A.	613
PAGSEGURO INTERNET IP S.A.	290
PICPAY	380
POTENCIAL S.A.	735
QI SCD S.A.	329
SRM BANK	533
STONE IP S.A.	197
UBS BB CCTVM S.A.	15
UNICRED DO BRASIL	136
UNIPRIME COOPCENTRAL LTDA.	99
UNIPRIME NORTE DO PARANA / SISPRIME DO BRASIL	84
VORTX DTVM LTDA.	310
WILL FINANCEIRA S.A.CFI	280

IMPORTANT:

Branch code Rule for Brazil:
If the branch code includes a check digit, the mandatory input format must be followed, e.g., 1234-5

Appendix 2 – Supporting Data

Bank Name and Code - Chile

Bank Name	Bank Code
BANCO BICE	028
BANCO CHILE	001
BANCO CONSORCIO	055
BANCO DE CREDITO E INVERS	016
BANCO DEL ESTADO	012
BANCO FALABELLA	051
BANCO INTERNACIONAL	019
BANCO ITAU	039
BANCO RIPLEY	053
BANCO SANTANDER	037
BANCO SECURITY	049
CITIBANK	001
CORPBANCA	027
SCOTIABANK	014
SCOTIABANK CHILE	014

Bank Name and Code - Colombia

Bank Name	Bank Cod
AV VILLAS	052
BANCO AGRARIO DE COLOMBIA	040
BANCO CAJA SOCIAL	032
BANCO CORPBANCA	006
BANCO DAVIVIENDA	051
BANCO DE BOGOTA	001
BANCO FALABELLA	062
BANCO FINANDINA S.A.	063
BANCO GNB SUDAMERIS	012
BANCO OCCIDENTE	023
BANCO POPULAR	002
BANCO SANTANDER DE NEGOCI...	065
BANCOLOMBIA	007
BBVA	013
CITIBANK	009
FINANCIERA JURISCOOP	121
ITAU COLOMBIA	014
RED MULTIBANCA COLPATRIA	019
SCOTIABANK COLPATRIA	019

Bank Name and Code - Mexico

Bank Name
BANAMEX
BAJIO
BAJIO
BANCOMER
BANORTE
BANREGIO
INBURSA
MONEX
SCOTIABANK
AFIRME
BANCO CITI MEXICO
BBVA MEXICO
FONDEA TECHNOLOGIES S.A DE C.V., S.F.P
HSBC MEXICO
IMBURSA
JP MORGAN
SANTANDER

Bank Name and Code - Peru

Bank Name	Bank Code
SCOTIA BANK	09
BANCO BBVA CONTINENTAL USD	11
BANCO BBVA CONTINENTAL	11
BANCO DE CREDITO DEL PERU	02
BANCO DE CREDITO DEL PERU PEN	02
BANCO DE LA NACION	18
CITIBANK DEL PERÚ S.A.	

Appendix 3 – Documents Requirements per Country

Brazil :

1. Contrato Social | Documento de composição societária, além da Ata de Reunião do Conselho de Administração, no caso de uma sociedade anônima (S/A)
2. Situação Fiscal (CND)
3. Inscrição e Certidão de Débitos Tributários Não Inscritos na Dívida Ativa do Estado (CND Estadual)
4. Inscrição e Certidão Conjunta de Débitos de Tributos Mobiliários - Municipal (CND Municipal)
5. Certidão FGTS
6. Certidão Trabalhista
7. Contrato social
8. Alvará de Funcionamento

Note: Keep it in Portuguese as requested locally

Chile :

1. E-RUT S.I.I
2. Declaración de Conflicto de Interés
3. Due Diligence AML

Note: Keep it in Spanish as requested locally

Colombia :

1. Fotocopia del documento de identidad de la persona o entidad Certificado original de la Cámara de Comercio, Constitución y Gestión no mayor a 90 días. (No aplica para individuos)
2. Registro Único Tributario (RUT) Resolución en caso de ser auto-retenedor y/o grandes contribuyentes. (No aplica para individuos)
3. Referencia bancaria (no mayor a 90 días)
4. Formato de declaración de cumplimiento Certificación emitida por ARL sobre el estado del Sistema de Gestión de Seguridad y Salud en el Trabajo (SG-SST) (si aplica)

Note: Keep it in Spanish as requested locally

Mexico :

1. RFC y Constancia de Situación Fiscal
2. Estado de cuenta (cuenta a la que se depositará no mayor a 3 meses)
3. Comprobante de Domicilio
4. Acta Constitutiva
5. Poder notarial del Representante Legal que firmará el contrato.
6. Identificación oficial / ID o pasaporte del representante legal
7. Formato de Declaración de Cumplimiento

Note: Keep it in Spanish as requested locally

North America :

1. **US:** W9 or W9 w/ IRS Letter 147C if name/TIN does not match IRS
2. **CAD:** W-8BEN or W-8BEN-E
3. **For ACH:**
- Bank letter on letterhead dated within one year or voided preprinted check
- If non-CSP supplier – GMF ACH form is also required

Peru :

1. RUC
2. Certificado de Vigencia de Poder (SUNARP) (para el representante legal que firmará el contrato; emitido hace no más de 30 días)
3. Documento Nacional de Identidad (DNI) del Representante Legal
4. Carátula del estado de cuenta bancario (emitido dentro de los últimos 3 meses; el CCI debe ser claramente visible)
5. Comprobante de domicilio (emitido dentro de los últimos 3 meses)
6. Completar el formulario de declaración de cumplimiento normativo
7. Completar el formulario de registro de proveedor

Note: Keep it in Spanish as requested locally

Appendix 4 – Tax ID format per Country

Brazil :

Mandatory format for Brazil (BR): e.g., 12.345.678/0001-09

Chile :

Format is without dots and with a hyphen when creating a new CSP account and join CSP with an existing account.
When filling out the onboard form, do not use hyphen and digit.

Colombia :

Format with number only, no dots and with a hyphen and verification digit:
e.g, 123456789-0

Mexico :

Composed of letters and numbers; format varies according to the type of taxpayer:

- Individuals: 13 alphanumeric characters (no spaces)
- Legal entities: 12 alphanumeric characters (no spaces)

North America :

Format: no bullet points, no hyphens

Peru :

- 11-digit number; format varies according to the type of taxpayer
- Natural person with DNI: begins with prefix 10
- Natural person with another identity document: begins with prefix 15
- Legal entities: begin with prefix 20
- No spaces between numbers