

BCG Onboarding Guidelines for Nordics Suppliers

June 2025

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Join the Coupa Supplier Portal

The following information needs to be completed so that your details are registered on the Coupa Supplier Portal. The information needs to be completed by the person mandated to act on behalf of the company and, where applicable, the invitation must be forwarded to the correct representative.

If you are the correct company representative, please complete the information below:

Create an Account

Grow your Business on Coupa with a Free Account

* Business Name

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

* Email

* First Name

* Last Name

* 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

← Enter the correct Business Name or Legal Entity name.

← Enter the correct email for the company representative.

← Complete your personal details to set up your profile.

← Create and confirm a unique password.

← View and accept the Privacy Policy and Terms of Use.

← Click on 'Create an Account' to send your registration details to BCG.

You (the company representative) will receive an email notification that your request to join the Coupa Supplier Portal has been accepted and will be prompted to complete your customer profile via the link provided.

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Introduction

As a valued supplier to BCG, you are required to register your company information on the **Coupa Supplier Portal (CSP)** before any invoices can be submitted or processed.

Required Actions:


- **If you are new to Coupa:** Please follow the link provided in your welcome email to register as a Coupa user. Once registered, proceed to complete your company profile.
- **If you already have a Coupa account:** Use the link in your welcome email to log in. You will be directed to the BCG Coupa homepage, where you can **complete your company registration**.

Accurate completion of your company profile is essential for prompt invoice processing. Once submitted, your details will be reviewed by BCG's Procurement team. If any discrepancies are identified, the team will contact you directly for resolution.

For any questions or support, please contact **BCG Procurement Support** at BCGProcPaySupport@bcg.com

Log In to the Coupa Supplier Portal

Log in to the Coupa Supplier Portal using your existing email address and password so that you can register your company details as a BCG Supplier. In case you are new user, please click on **Create An Account**.

 supplier portal

Login

Email

Password

[Forgot your password?](#)

Login


New to Coupa? [CREATE AN ACCOUNT](#)

Enter your existing email address and password.


Click on 'Log In' to navigate to the BCG Home Page.

Accessing Your User Guides

User guidelines on completing the required information are available via the **Home** tab. Selecting **View All** next to **Announcements** will allow you to access the user guide you are looking for.

 supplier portal

AV | NOTIFICATIONS 0 | HELP

 Invoices Orders Business Profile Setup Service Sheets ASN Sourcing Forecasts Catalogs Add-ons More...

AT

Profile Last Updated: about 2 months ago | [View Profile](#)

Recent Activity

No recent activity. When you interact with your customers, you will see recent Invoices, Orders, and Information Requests here.

Announcements

No Announcements

Multi Factor Security

1 of 1 User

Join Requests

0 Users

Merge Suggestions

0 Duplicates

Linked Customers

0 Connections

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Create Your Coupa Supplier Onboarding Profile

To start creating your customer profile, fill in your Company's **Primary Address and Tax details** from the tab at the top of the screen and then select **Next**.

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

Account Details

Payment Information

Primary Address

* Country/Region

Netherlands

* Address Line 1

Address Line 2

* City

Amsterdam

* State

* Postal Code

1011 RN

Netherlands

* Co Reg Num.

Invoice From Code

Preferred Language

Dutch (Netherlands)

Tax Registrations

* Country/Region

Netherlands

* VAT ID

☐ I don't have VAT ID Number

Next

Add Payment Details

Enter the payment method as **Bank Transfer & your email address**. Once filled, click on next to fill in the Payment/Bank details.

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

Account Details

Payment Information

Virtual Card

Not Supported by Customer

Please enter the following information to receive Virtual Card payments.

* Payment Method Name

Bank Transfer

* Email Address

☐ Do not accept Virtual Card payments from this customer

Next

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Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

Account Details Payment Information

Fill in the mandatory information as per the mark and click on Next

Navigation to Business Profile and selecting **Global Supplier Input Update Form** will allow you to access the Coupa form shared with you to enter your details.

Global Supplier Input Update Form

Your Company information

Please tell us about your company

The fields marked with red asterisk(*) are mandatory fields.

* Legal Entity Name

Please enter your company's legal name (exactly as it would appear on contracts, articles of incorporation, etc.).

* Trading/Doing Business As(DBA) name

Please enter the name you commonly use for invoicing, if different from the legal entity name below. In case you dont have a different Trading/DBA name, keep this field same as Legal Entity Name.

* Your website URL

Enter your company's website address (e.g. www.bcg.com) or its LinkedIn Profile.

DUNS Number

← Enter your Legal Entity name. It cannot exceed 40 characters, including spaces. Please note that for US Suppliers this name must be same as that on the W8/9 Form

← Enter your 'Doing Business As' name if currently used for invoicing.

← Enter your company's URL.

← Enter your company's DUNS Number if applicable.

Your Tax and Payment information

Tax Details

* Company Registration Number/Incorporation Number

☒ I am Incorporated

☐ I am not Incorporated

* Company Registration Number/Incorporation Number

Please provide a supporting document to validate the Company Registration Number.

Choose File No file chosen

* Tax Registration Details

☐ I am registered for VAT / Tax ID

☐ I am not registered for VAT / Tax ID

← Enter your company Registration Number if registered and upload the certificate.

Your Tax and Payment information

Tax Registration Details

☒ I am registered for VAT / Tax ID

☐ I am not registered for VAT / Tax ID

Tax Registrations

Use this section to add all your applicable tax registrations.

Add Tax Registration

Tax Registration

Country

Netherlands

VAT ID

Local

☐

Please click on "Add Tax Registration" button to provide any additional VAT / Tax registration numbers from other countries or provinces where you are currently registered.

← Enter your company's Tax Registration Number.

Supplier Contact Information

Please provide the name and contact information of the best person to speak with at your company about your engagement with BCG.

Primary Contact

Your Primary Contact

* First name

* Surname

* Email address

* Mobile Phone

Other

Country/Region/Area/City

Local

Extension (optional)

Outside of the US/Canada, please use international calling code format including a plus sign (+) before the country code. ex. +44 0000 0000000 (UK), +91 000 0000000 (India)

Work Phone

Other

Country/Region/Area/City

Local

Extension (optional)

Outside of the US/Canada, please use international calling code format including a plus sign (+) before the country code. ex. +44 0000 0000000 (UK), +91 000 0000000 (India)

← Enter your primary contact details where BCG can contact you if required. No more than 15 characters (including spaces) can be entered in 'First Name'

← Please use the standard country format for phone details

* Supplier Primary Address

Address Purpose ⓘ

* Region

Country/Region

State Region

State ISO Code

Address Name

* Street Address

Street Address 2

Street Address 3

Street Address 4

* City

* Postal Code

Location Code

Enter your Company's Primary Address

Click the **Add Remit-To** button, the following pop-up will appear:

Please click on "ADD REMIT-TO" button to enter your banking and address details. NOTE: Remit to Address should match the remittance address on the invoice for timely payment.

*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.

Set up your business details by clicking on the 'Add Remit-To' button.

Please note that the screens provided in the Remit-To section are examples for guidance purposes only. Should you require any additional assistance please contact BCG Procurement Support by raising a request at BCGProcPaySupport@bcg.com.

How would you like to be paid?

Boston Consulting Group supports Bank Transfers Payments.

<input type="checkbox"/>		ABN Bank	<input type="button" value="☆ Customer Supported"/>
<input type="checkbox"/>		Nieuwe Herengracht 47, 1011 RN Amsterdam, Netherlands	
		Account Number	Transit Code
			Wire Routing Number
<input type="checkbox"/>		Transfer	<input type="button" value="Unsupported by Customer"/>
<input type="checkbox"/>		Nieuwe Herengracht 47, 1011 RN Amsterdam, Netherlands, Netherlands (NL860976993B01)	
<input type="checkbox"/>		Nieuwe Herengracht 47, 1011 RN Amsterdam, Netherlands, Netherlands (NL860976993B01)	<input type="button" value="Unsupported by Customer"/>

Select the Address created marked with Customer Supported and click on Add Selected

Remit-To Address

If you have an intermediary bank where you would like the payment to be made, please contact BCGProcPaySupport@bcg.com

Active

Active

* Account Currency

EUR

* Remit To Contact Email



Enter the remit to contact email address

Banking Information

* Country where Bank is Located

United Kingdom

Select the country from the dropdown where your bank is located

Enter the Name of the Country where your bank is situated

* Beneficiary Name

TEST

Enter the name of the account holder that your bank account is registered under.

Enter the name of the Account holder to whom payment must be made. No more than 80 characters can be entered, including spaces.

* Bank Name

TEST

Enter the Name of the Bank associated with your account.

* Bank Account Number

123454



Enter the Bank Account Number to which payment must be credited. Your account number can be located by using [Validate an IBAN \(ibancalculator.com\)](https://ibancalculator.com)

Additional Banking Details

* Please confirm the country where bank is located.

United Kingdom



Enter the Name of the Country where your bank is situated

Please select others if the your Bank country is ~~not available~~ in the list

* Sort Code



For supplier based out of UK, please enter 6 numeric digit sort code without dashes. For E.g., 000000

* SWIFT Code (BIC)



Your SWIFT Code will be validated as per your bank. Please ensure that only CAPS are entered.

Old and New Banking Details

* Select one of the documents to confirm old banking details

- ☐ Bank letter confirming old account
- ☐ Last 2 transaction with BCG (Invoice Copy with case code and buyer's name)
- ☐ Old bank details in company's letterhead

← Select either of the supporting documentation related to the old bank account

* Old Banking Attachment

No file chosen

← Upload the relevant documentation

Attach relevant documents if there are non - banking changes

* Select one of the documents to confirm new banking details

- ☐ Bank letter confirming new account
- ☐ Passbook
- ☐ Cancelled Cheque
- ☐ Bank Statement

← Select either of the document as applicable.

* New Banking Attachment

No file chosen

← Upload the relevant documentation

Attach relevant documents if there are non - banking changes

Additional Information

* Please select your country

London/Amsterdam/Brussels x v

← Select your country as applicable.

Are you an MSME?

☐

A MSME (small to medium-sized enterprise) is a supplier with fewer than 250 employees and annual turnover of less than £50,000,000.

← Check the MSME box, if you are Medium-sized enterprise.

* PO Email



Enter PO Email address.

If you have a specific Purchase Order email address, please include it here to receive PO from BCG now or in future. If not available, please copy the Remittance Email.

Supplier Code of Conduct

Do you accept BCG's Code of conduct?

Select v

← Either accept BCG's code of conduct or attach your company's code of conduct.

BCG Supplier Code of Conduct represents our core values and applies to all Suppliers providing goods and/or services to BCG. Please attest to accepting BCG's Supplier Code of Conduct by checking the box or provide the latest version of your own

* Please check this box ☐ to confirm the accuracy of above information. Any inaccuracies in the information may result in delay of payments.

← Finally, please check the box before clicking on review and submitting the form for approval..

Click on **Submit for Approval** to submit your information to the BCG Procurement team. The Procurement team will validate your information and will reach out to you if any discrepancies are identified.

Should you have any queries or require any additional assistance please contact BCG Procurement Support by raising a request at BCGProcPaySupport@bcg.com.