

BCG Onboarding Guidelines for Nordics Suppliers

June 2025

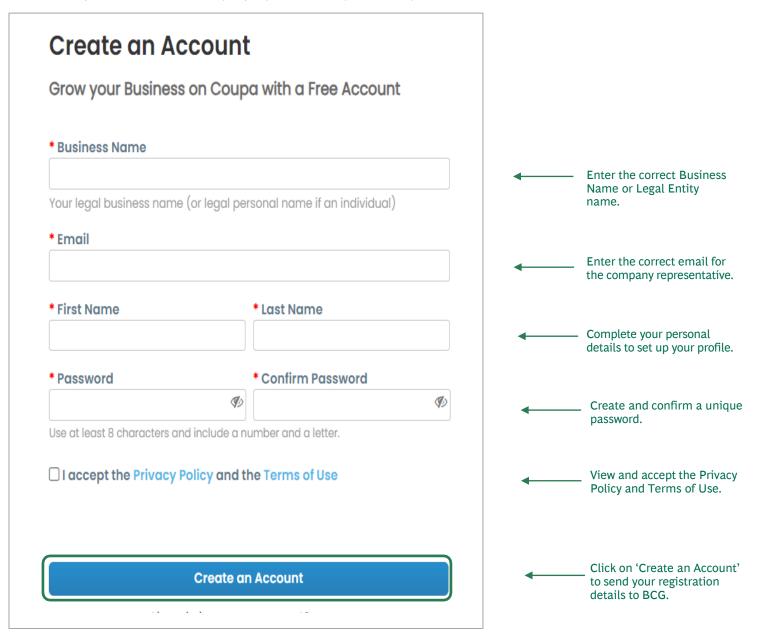
Table of Contents

Page	Topic
3	Introduction
4	Join the Coupa Supplier Portal
5	Log In to the Coupa Supplier Portal
5	Accessing Your User Guides
6	Create Your Coupa Supplier Onboarding Profile
6	Add Payment Details
7	Complete your Supplier Profile
8	Your Company information
8	Your Tax and Payment Information
9	Enter your company's Tax Registration Number
10	Enter your Banking Details

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:



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.

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:

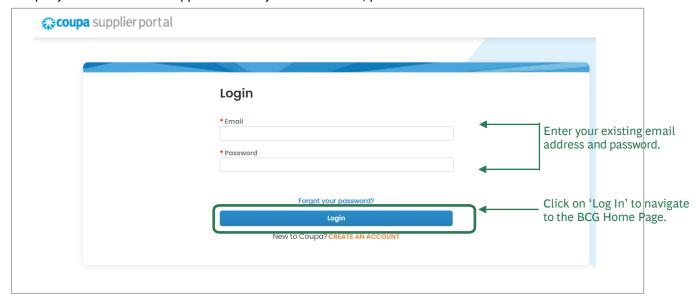
- If you are new to Coupa: Please follow the link provided in your welcome email to register as a Coupa user. Once registered, proceed to complete your company profile.
- If you already have a Coupa account: Use the link in your welcome email to log in. You will be directed to the BCG Coupa homepage,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

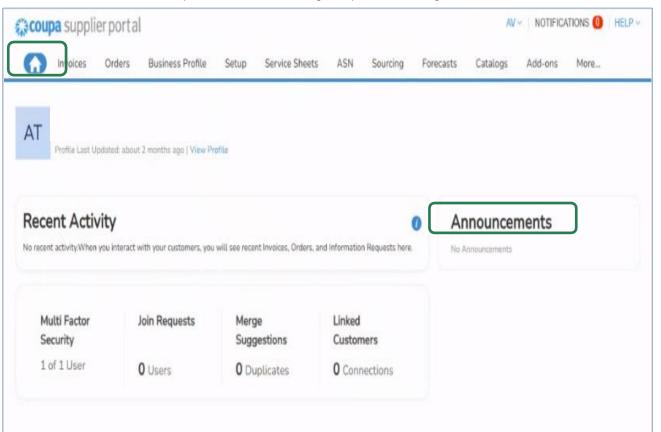
Log In to the Coupa Supplier Portal

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.



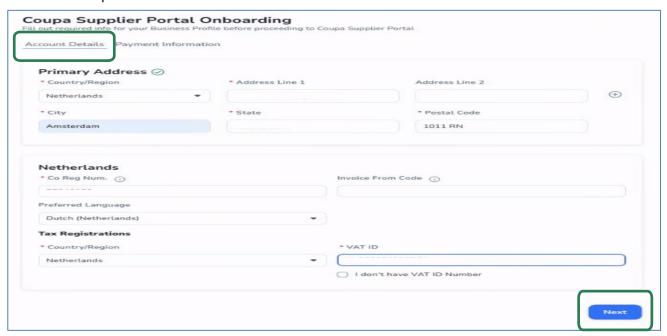
Accessing Your User Guides

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.



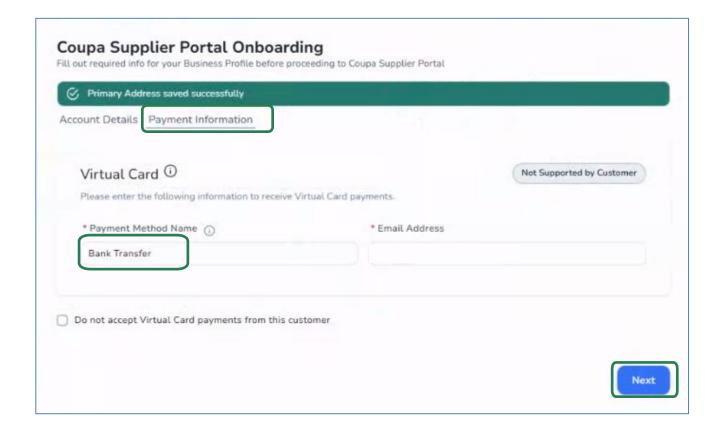
Create Your Coupa Supplier Onboarding Profile

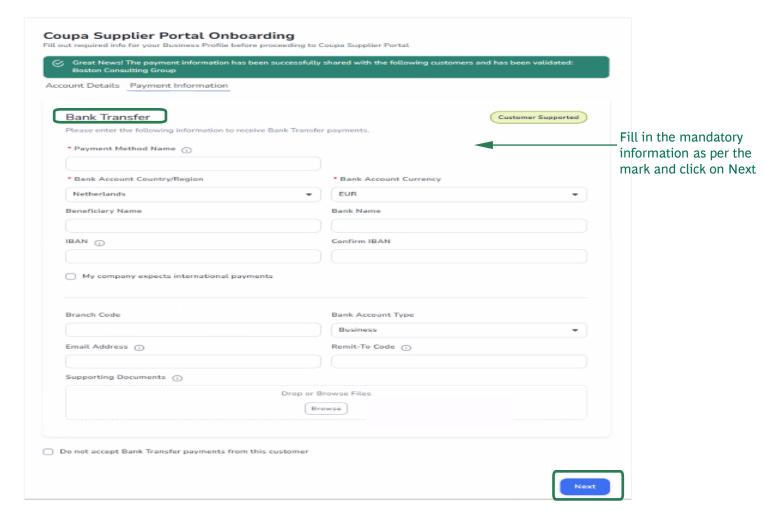
To start creating your customer profile, fill in your Company's Primary Address and Tax details from the tab at the top of the screen and then select Next.



Add Payment Details

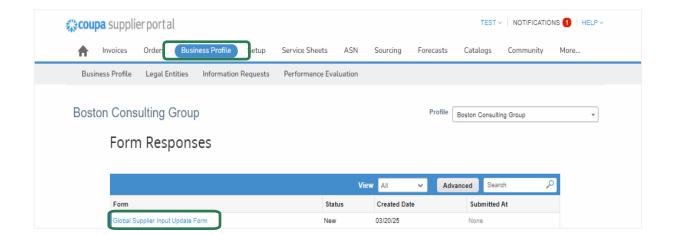
Enter the payment method as Bank Transfer & your email address. Once filled, click on next to fill in the Payment/Bank details.



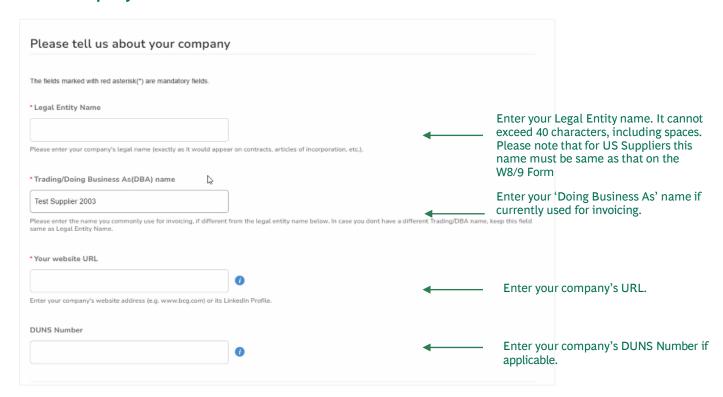


Complete your Supplier Profile

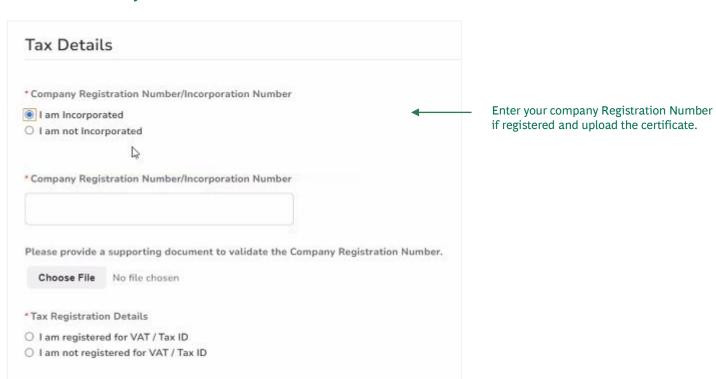
Navigation to Business Profile and selecting **Global Supplier Input Update Form** will allow you to access the Coupa form shared with you to enter your details.



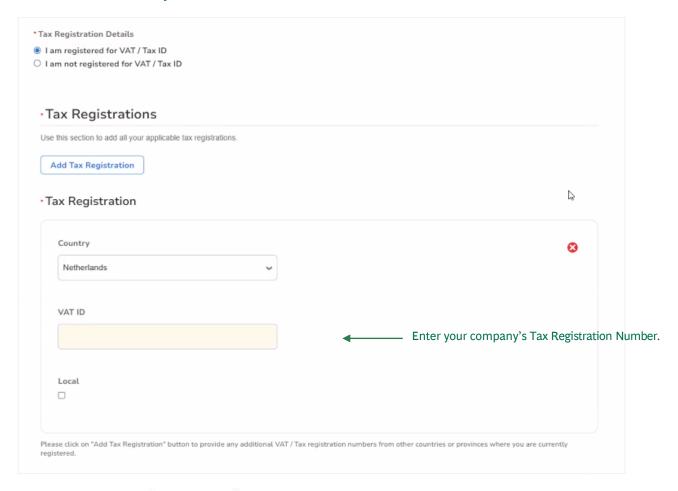
Your Company information



Your Tax and Payment information



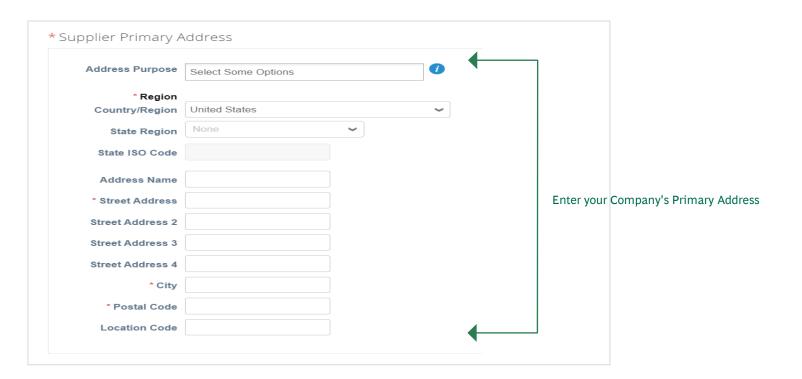
Your Tax and Payment information



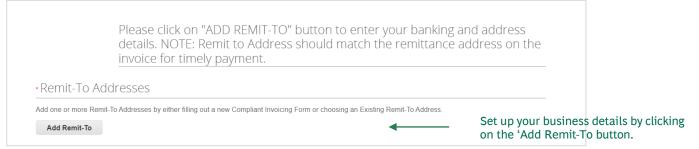
Supplier Contact Information

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



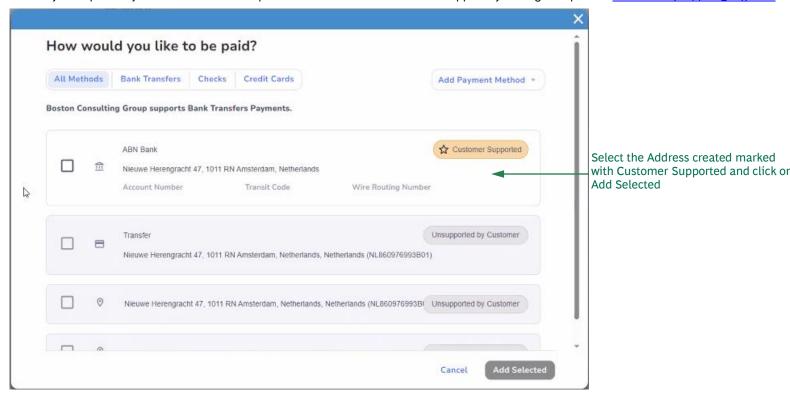


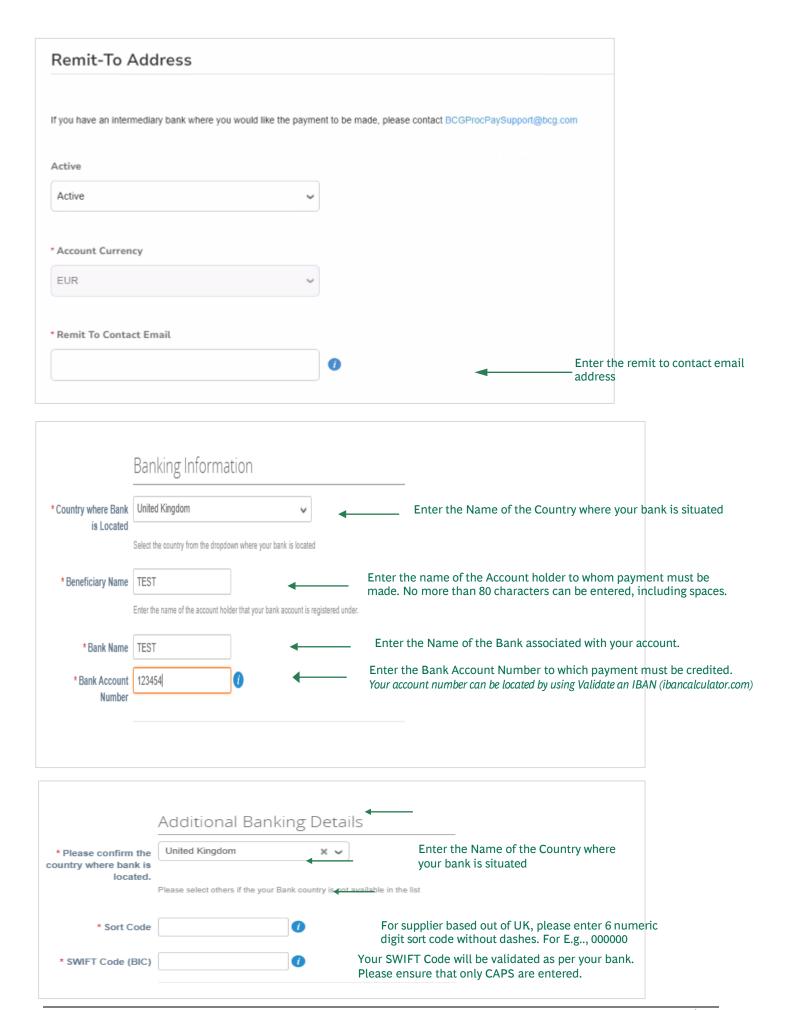
Click the **Add Remit-To** button, the following pop-up will appear:

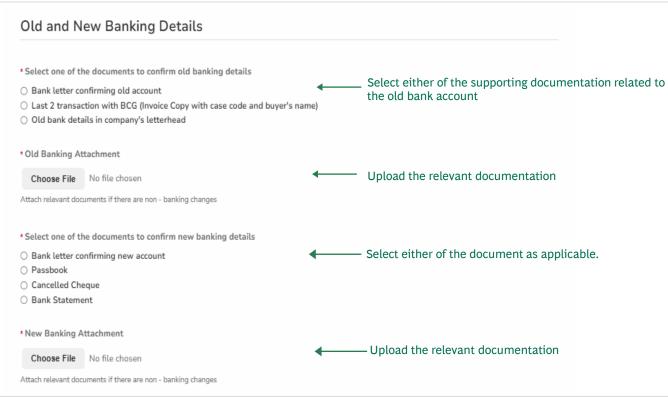


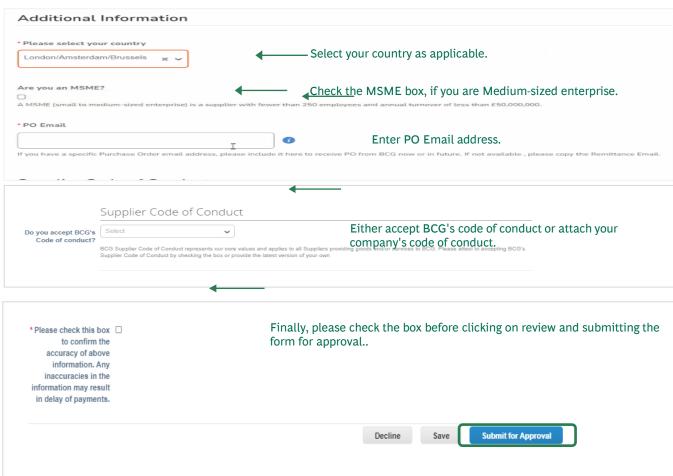
Please note that the screens provided in the Remit-To section are examples for guidance purposes only.

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









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.