

BCG Onboarding Guidelines for US Suppliers

Summary

There are **two primary steps** to complete the onboarding process as a BCG supplier:

1. Register for the Coupa Supplier Portal (CSP)

All new suppliers must be onboarded into the Coupa Supplier Portal, our preferred e-Procurement platform, prior to engaging with BCG.

Your BCG contact will initiate the setup and send you a welcome email with registration instructions.

Before you begin, prepare the following information:

Key business information

- Primary address, tax information, and banking details

2. Complete BCG's Supplier Input Form

Next, you will need to complete and submit BCG's Supplier Input Form, to complete your supplier profile in BCG systems.

This will be found within the Coupa Supplier Portal (Business Profile > Information Requests)

Before you begin, prepare the following information:

Company Info

- Legal Name, Registration Number (and certificate), DBA name (if any), URL

Tax & Banking Info

- Tax ID, Bank Name, beneficiary details

Acceptable forms of banking documentation include

- An official bank letter
- A cancelled check
- A bank statement
- A screenshot from online banking app that clearly displays the bank's logo

Contact Details

- Contact email, PO email, Remit-To Address

Other

- Code of Conduct (accept or attach), MSME status (if applicable)

In certain cases, additional supplier risk questionnaires or due diligence checks may be required.

Support

- Use this guide to complete the onboarding process, with step-by-step instructions and a glossary of key fields.
- Visit [BCG's Supplier Information Guide](#) for additional guidance and support resources.
- For any questions or additional support, please contact BCG Procurement Support at BCGProcPaySupport@bcg.com

Optional: Set the CSP interface to your local language

To change the language in the CSP, select the language picker at the bottom of the web page and choose your language and region as needed.



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1. Register for the Coupa Supplier Portal

Before you begin, prepare the following information:

Key business information

- Primary address, tax information, and banking details

Register for the Coupa Supplier Portal

Your BCG contact will initiate the setup and send you a welcome email with registration instructions.

Create an Account

The following 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

Boston Consulting Group is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Boston Consulting Group so you're ready to do business together.

Business Name

CSP Training Test

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

Email

bccgcs926@gmail.com

First Name

CSP Training

Last Name

CSP Training

Password

Confirm Password

Country/Region

Tax Registration

#####

I do not have a Tax ID

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

Create an Account

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

Forward this to someone

Required Information

Business Name
Email
First Name
Last Name
Password
Country/Region
Tax Registration

If your company **already** has a Coupa Supplier Portal account, you can log into your existing account and link BCG as a new customer.

You will then be logged into the Coupa Supplier Portal be prompted to complete your customer profile with account and payment details.

Note: If you have an **existing Coupa Supplier Portal account**, you can skip the below and jump to Step 2 of this document, 'Complete BCG's Supplier Input Form'.

Log in to the Coupa Supplier Portal

Once logged into the Coupa Supplier Portal for the first time, you will be prompted to complete your CSP profile.

Populate Account Details

Primary Address	
Fields (*Mandatory)	Hints
Country/Region*	-
Address Line 1*	-
Address Line 2	-
City*	-
State*	-
Postal Code*	-

Company Information	
Fields (*Mandatory)	Hints
Type of Company*	Type of company in relation to how your company is legally registered. e.g. Limited
Board of Directors	-
Invoice From Code	Internal code (if applicable) to identify the legal entity issuing invoices.
Preferred Language	-

Tax Information	
Fields	Hints
Country/Region	-
Organization Type	Select the Organization Type.
Tax ID	Click on Add Tax Registration if the Tax ID wasn't provided on initial stage.

Populate Payment Details

Virtual Card (optional)	
Fields (*Mandatory)	Hints
n/a	Check the box for 'Do not accept Virtual Card payments from this customer'

Bank Transfer	
Fields (*Mandatory)	Hints
Payment Method Name*	-
Bank Account Country/Region*	-
Bank Account Currency*	-
Beneficiary Name*	-
Bank Name*	-
Account Number*	Enter the Bank Account Number to which payment must be credited. Your account number can be located by using Validate an IBAN (ibancalculator.com)
Routing Number	-
Branch Code	-
Beneficiary Type	-
Remittance Email	-
Supporting Documents	-

2. Complete BCG's Supplier Input Form

Before you begin, prepare the following information:

Company Info

- Legal Name, Registration Number (and certificate), DBA name (if any), URL

Tax & Banking Info

- Tax ID, Bank Name, beneficiary details

Acceptable forms of banking documentation include

- An official bank letter
- A cancelled check
- A bank statement
- A screenshot from online banking app that clearly displays the bank's logo

Contact Details

- Contact email, PO email, Remit-To Address

Other

- Code of Conduct (accept or attach), MSME status (if applicable)

Complete BCG's Supplier Input Form

This form is important to complete to onboard onto BCG systems and facilitate the timely payment to the bank details provided.

Find and open the form

Once logged into your Coupa Supplier Portal account:

1. Navigate to the **Business Profile > Information Requests** tab
2. Select the **Supplier Input Form** to begin the next step.

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Invoices', 'Business Profile' (highlighted with a red box and a red '1'), 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Community', 'Add-ons', and 'More...'. Below this, the 'Business Profile' sub-menu is open, showing 'Legal Entities', 'Information Requests' (highlighted with a red box and a red arrow), 'Performance Evaluation', and 'Subscriptions'. The main content area is titled 'Boston Consulting Group' and 'Form Responses'. A table lists the forms, with 'US Supplier Input Form' highlighted by a red box and a red '2'. The table has columns for 'Form', 'Status', 'Created Date', and 'Submitted At'. The 'US Supplier Input Form' row shows a status of 'New', a created date of '03/21/25', and 'None' for 'Submitted At'. A search bar and 'Advanced' filter are also visible.

Complete the form, ensuring all mandatory fields are populated

Company Information

Fields (*Mandatory)	Hints
Legal Entity Name*	Enter exactly as it would appear on contracts, articles of incorporation, etc.
Trading/Doing Business As (DBA) name*	If you don't have a different Trading/DBA name, keep this name the 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	A unique 9-digit ID from Dun & Bradstreet; find or request it at dnb.com.
Unique Entity Identifier(UEI)	If you are providing goods or services to BCG Federal Corp., please enter your organization's Unique Entity Identifier (UEI).

Tax Details	
Fields (*Mandatory)	Hints
Company Registration Number/Incorporation Number*	Enter your company's Registration Number.
Tax Registration Details*	Enter your Company's Tax Registration Number.

Tax Form	
Fields (*Mandatory)	Hints
Tax Form (W9)*	Please attach your valid W9 (domestic entities) from here.

Supplier Primary Contact	
Fields (*Mandatory)	Hints
Supplier Contact First name*	Please provide the name and contact information of the best person to speak with at your company about your engagement with BCG.
Supplier Contact Last Name*	
Supplier Email address*	
Supplier Mobile Phone*	
Supplier Work Phone	

Supplier Primary Address	
Fields (*Mandatory)	Hints
Address Purpose	-
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	-

Confirm Remit-To Addresses

Remit-To Addresses are important for onboarding to BCG systems and facilitating the timely payment to the bank details provided.

Click the **Add Remit-To** button and a pop-up will appear, where you will have **2 options**:

1. Choose an existing, Customer Supported, Remit-To Address
2. Add a new Remit-To Address by selecting the 'Add Payment Method' button

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.


Add Remit-To

If you need to add one or more new Remit-To Addresses, select **Add Payment Method**

How would you like to be paid?

All Methods Bank Transfers Checks Credit Cards

Boston Consulting Group supports Bank Transfers Payments.

1 ☐  ABN Bank ☆ Customer Supported

Nieuwe Herengracht 47, 1011 RN Amsterdam, Netherlands

Account Number Transit Code Wire Routing Number

2 **Add Payment Method**

011 RN Amsterdam, Netherlands, Netherlands (NL860976993B01) Unsupported by Customer

011 RN Amsterdam, Netherlands, Netherlands (NL860976993B01) Unsupported by Customer

Cancel **Add Selected**

Select an Address created marked with 'Customer Supported', and click on 'Add Selected'

Please note that the screenshots provided above 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.

Once your Remit-To Address has been added, you will need to confirm the following information:

Remit-To Address	
Fields (*Mandatory)	Hints
Active	Check if this address is currently in use.
Account Currency*	-
Remit-To Contact Email*	Enter the remit to contact email address where you wish to receive remittance advices.
Street Address*	-
Street Address 2	-
City*	-
Country/Region*	-
State Region	-
State ISO Code	-
Postal Code*	-

Banking Information	
Fields (*Mandatory)	Hints
Country where Bank is Located*	-
Beneficiary Name*	Name of the account holder who will receive the payment.
Bank Name*	-
Bank Account Number*	-

Additional Banking Details	
Fields (*Mandatory)	Hints
Please confirm the country where bank is located*	-
Bank Routing Number*	Please enter 9-digit bank routing number.
Do you have Swift/BIC Code?*	-

For BCG Internal Use	
Fields (*Mandatory)	Hints
Payment Method*	-

Complete the remainder of the form, ensuring all mandatory fields are populated.

Banking Supporting Document	
Fields	Hints
Attachments*	-

Diversity Classification	
Fields (*Mandatory)	Hints
Are you a diverse supplier?	-

Additional Information	
Fields (*Mandatory)	Hints
Please select your country*	-
PO Email*	-

Supplier Code of Conduct	
Fields (*Mandatory)	Hints
Do you accept BCG's Code of Conduct?*	BCG's 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.

Submit

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.

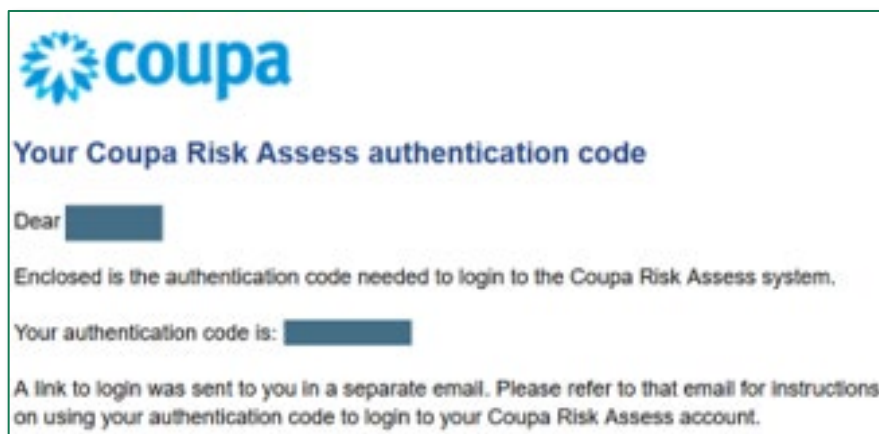
Support

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

Complete BCG's Risk Assessment (if required)

Complete BCG's Risk Assessment (if required)

After BCG has conducted an initial due diligence, suppliers may receive additional supplier risk questionnaires.



1. Access to the supplier risk questionnaire(s):
 - **For new suppliers**, open the activation email and complete the Coupa Risk Assess dashboard setup instructions
 - **For returning suppliers**, login to the Coupa Risk Assess dashboard by clicking the link in the activation email
2. On the main dashboard in Coupa Risk Assess, select the Show Me All button on the blue Evaluations tile to view all evaluations pending supplier action. You may be assigned more than one questionnaire, so this will allow you to view all pending items.
3. Answer all mandatory questions, which will have an asterisk.
4. When you are finished, select the blue Submit button.
5. On the next screen, select the green Submit button.