



## ZW Coupa Supplier Onboarding Desk Manual 042325 - Suppliers

Email will be sent to Supplier email contact on the Supplier form.  
Supplier should click Join and Respond to complete the onboarding.

**Coupa Supplier Portal** <do\_not\_reply@supplier-test.coupahost.com>  
to briandjones89+zwtaxreview42425 ▾

Thu, Apr 24, 4:01PM (17 hours ago)

Powered by coupa

**TEST**

### Profile Information Request

Hello Supplier,

Zymeworks 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 Zymeworks (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](#)

Steps:

1. Supplier will set a new password for their account. Optionally, they can also change their Business Name or contact First/Last Name.
2. If available, Supplier will enter the Country/Region and ID of their Tax Registration.
3. Supplier will check the box to accept the Privacy Policy and Terms of Use.
4. Supplier will click 'Create an Account' to finish the account creation
5. If the Supplier already has a CSP account, they can click on 'Log in' to instead login to their existing account. If there is someone else at their company who should complete these steps, they can click on 'Forward this to someone' to forward the request to another email.

**Create an account**

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

**\* Business Name**  
Test CSP Instructions 42425  
Your legal business name (or legal personal name if an individual)

**\* Email**  
briandjones89+zwtestscspinv42425@gmail.com

**\* First Name** Supplier      **\* Last Name** Contact

**\* 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

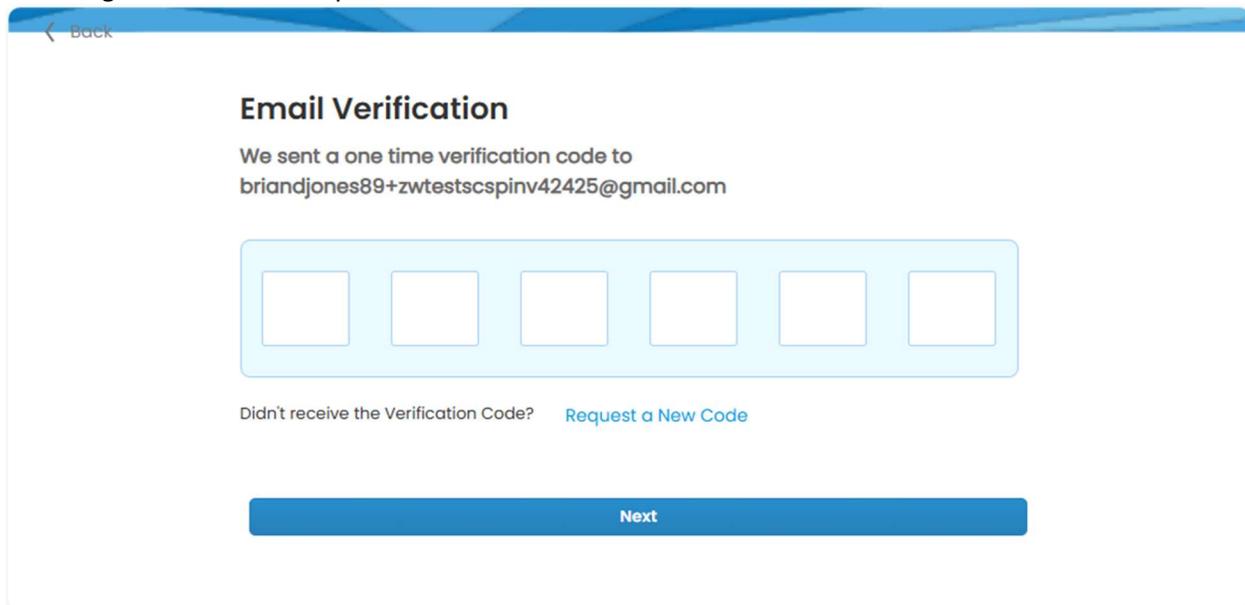
I accept the [Privacy Policy](#) and [Terms of Use](#)

**Create an account**

Already have an account? [Log In](#)  
[Forward this to someone](#)

Step 6:

Supplier will receive a 6-digit code to the email address in the previous screen. They will need to enter this 6-digit code in order to proceed.



The screenshot shows a mobile application interface for email verification. At the top left, there is a back arrow and the text "Back". The main heading is "Email Verification". Below the heading, a message states: "We sent a one time verification code to briandjones89+zwtestscspinv42425@gmail.com". In the center, there is a light blue rounded rectangle containing six empty square input boxes for entering the verification code. Below the input boxes, there is a link: "Didn't receive the Verification Code? [Request a New Code](#)". At the bottom, there is a solid blue button with the text "Next".

Step 7:

Supplier should fill out their Primary Address then click Next:

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### 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	* Address Line 1	Address Line 2	
<input type="text"/>	<input type="text"/>	<input type="text"/>	⊕
* City	* State	* Postal Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	



Step 8:

If Supplier wishes to be paid by virtual card, they should provide a Payment Method Name and Email Address for receiving the virtual card, then click Next. If they do not wish to be paid by virtual card, they should check the box 'Do not accept Virtual Cards from this customer' and click Next.

### Coupa Supplier Portal Onboarding

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

✔ Primary Address saved successfully

Account Details Payment Information

#### Virtual Card ⓘ

Customer Supported

Please enter the following information to receive Virtual Card payments.

\* Payment Method Name ⓘ      \* Email Address

Do not accept Virtual Card payments from this customer

Step 9:

If Supplier wishes to be paid via bank transfer, they should follow the prompts to populate their bank account information and click Next. If they do not wish to be paid via bank transfer, they should check the box 'Do not accept Bank Transfer payments from this customer' and click Next.

### Coupa Supplier Portal Onboarding

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

Account Details Payment Information

#### Bank Transfer

Customer Supported

Please enter the following information to receive Bank Transfer payments.

\* Payment Method Name ⓘ

\* Bank Account Country/Region \* State \* Bank Account Currency

United States ▼ ▼ USD ▼

Beneficiary Name Bank Name

Account Number ⓘ Confirm Account Number

ACH Routing Number ⓘ Wire Routing Number ⓘ

My company expects to receive urgent/wire payments

Branch Code Bank Account Type

Email Address ⓘ Remit-To Code ⓘ

Supporting Documents ⓘ

Drop or Browse Files

Do not accept Bank Transfer payments from this customer



Step 10:

If Supplier wishes to sign up for Coupa Verified or Coupa Advanced to receive additional benefits in their CSP account, they may do so on this screen. Otherwise, click 'Continue' under Registered to proceed with a free account. **Most Popular – Register for Free**

### Subscriptions

The screenshot shows a card titled "Registered" with the text "Easily do business with customers who use Coupa". Below this is a section titled "Free" with the text "Registered user includes:" followed by a bulleted list: "Business Profile", "Orders", "E-Invoices", "Catalogs", "Payments", and "Sourcing Events". At the bottom of the card is a button labeled "Continue". A red arrow points to the "Continue" button.

Step 11:

Supplier should click on '2 External Supplier Response' under Form Responses to be taken to the information request form for Zymeworks.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and 'supplier portal' text. On the right, there are links for 'SUPPLIER', 'NOTIFICATIONS' (with a red notification icon), and 'HELP'. Below this is a main navigation menu with options like 'Invoices', 'Orders', 'Business Profile' (highlighted), 'Service Sheets', 'Items', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Setup', and 'More...'. A secondary menu below includes 'Business Profile', 'Legal Entities', 'Payment Methods', 'Information Requests', 'Performance Evaluation', and 'Subscriptions'. The main content area is titled 'Zymeworks' and includes a 'Select Customer' dropdown menu set to 'Zymeworks'. Below this is the 'Form Responses' section, which contains a table with columns: 'Form', 'Status', 'Created Date', and 'Submitted At'. The table has one row with the following data: '2 External Supplier Response' (with a red arrow pointing to it), 'New', '04/24/25', and 'None'. Above the table, there are controls for 'View' (set to 'All'), 'Advanced' search, and a search input field. At the bottom left of the table, it says 'Per page 15 | 45 | 90'.

Form	Status	Created Date	Submitted At
<a href="#">2 External Supplier Response</a>	New	04/24/25	None

Step 12:

Supplier should review the Information Request Form that was pre-filled with the data provided on previous screens, as well as answer any additional questions on the form specific to Zymeworks. Once the form is complete, click on Submit for Approval to transmit your data to Zymeworks for final onboarding.

