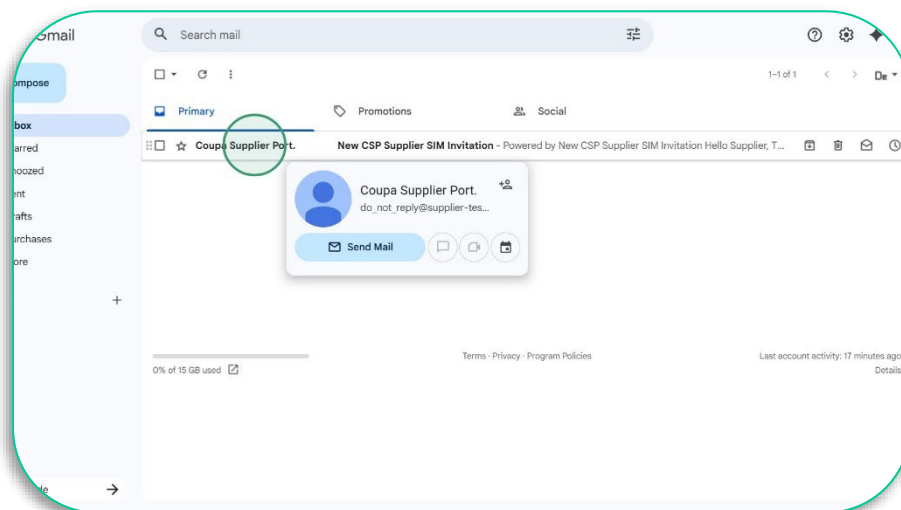


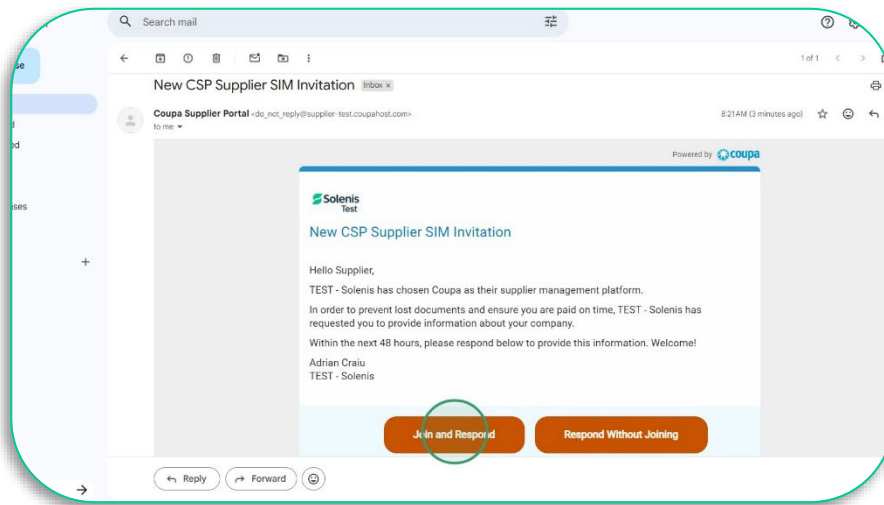
## For Suppliers – A Step-by-Step Guide to Completing the Registration Process

This guide is designed to help suppliers navigate the Solenis new vendor remigration process in the Coupa Supplier Portal (CSP) with confidence. It outlines each step, required information, and common checkpoints to help avoid errors and speed up approvals.

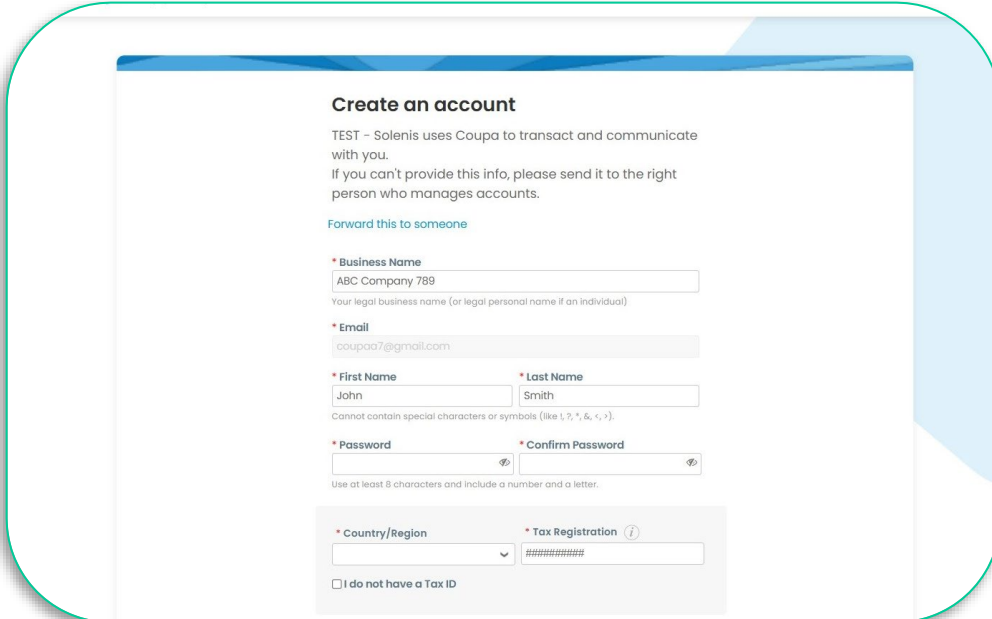
1. Before starting the Solenis Supplier Registration Form, please ensure you have the following documents and information available.
  - a. [For Direct Material Suppliers](#)
  - b. [For Indirect Material Suppliers](#)
2. Go to your **email inbox** and locate an email from the **Coupa Supplier Portal**. Once found, open the message.



3. At the bottom of the message, click **Join and Respond**.



4. Once you click **Join and Respond**, you will be transferred to the **Coupa Supplier Portal (CSP)** where you need to **create an account**.



**Create an account**

TEST - Solenis 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**  
ABC Company 789  
Your legal business name (or legal personal name if an individual)

\* **Email**  
coupa07@gmail.com

\* **First Name** John      \* **Last Name** Smith  
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

- 5. If you already have a Coupa account, scroll to the bottom of this page and click **Log In**.
  - a. If you do not have an account, please proceed to the **next step**.

TEST – Solenis 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**  
ABC Company 789  
Your legal business name (or legal personal name if an individual)

\* **Email**  
coupaa7@gmail.com

\* **First Name** John      \* **Last Name** Smith  
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**

- 6. Some fields in this section are automatically prefilled based on the information already provided.
  - a. Please **review** these fields carefully and **update** them if any details are incorrect.
  - b. Any field marked as mandatory must be completed before you can proceed.
  - c. Ensure that all **required** fields are filled in.

TEST – Solenis 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**  
ABC Company 789  
Your legal business name (or legal personal name if an individual)

\* **Email**  
coupaa7@gmail.com

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

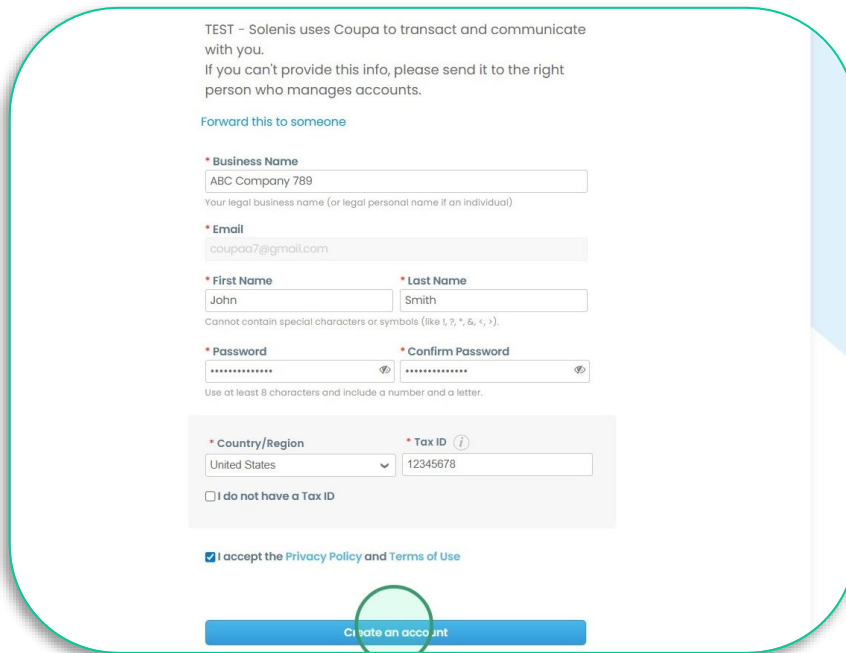
\* **Password**      \* **Confirm Password**  
Use at least 8 characters and include a number and a letter.

\* **Country/Region**      \* **Tax Registration** (i)  
#####  
 I do not have a Tax ID

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

**Create an account**

7. Once everything is filled in and **accurate**, please click "**Create an account**".



TEST – Solenis 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**  
ABC Company 789  
Your legal business name (or legal personal name if an individual)

\* **Email**  
coupa7@gmail.com

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

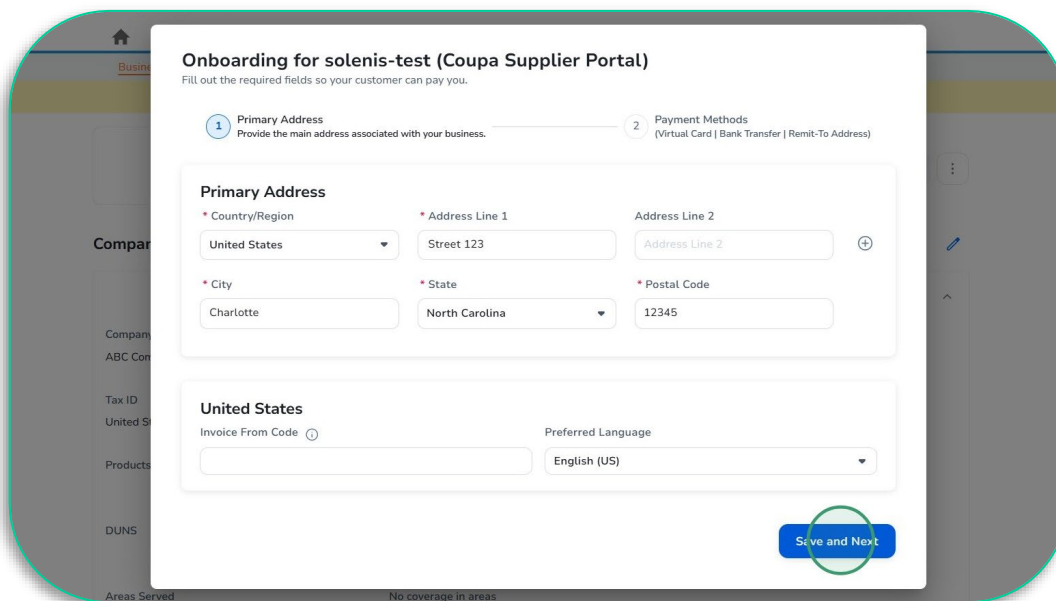
\* **Password**                      \* **Confirm Password**  
.....                                      .....  
Use at least 8 characters and include a number and a letter.

\* **Country/Region**                      \* **Tax ID** ⓘ  
United States                                      12345678  
 I do not have a Tax ID

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

**Create an account**

8. Enter your Primary Address information and click "**Save and Next**".



**Onboarding for solenis-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**  
United States                                      Street 123                                      Address Line 2 (+)

\* **City**                                      \* **State**                                      \* **Postal Code**  
Charlotte                                      North Carolina                                      12345

**United States**

**Invoice From Code** ⓘ                                      **Preferred Language**  
.....                                      English (US)

**Save and Next**

- 9. Complete the mandatory fields for your **Payment Method**, then scroll to the bottom of the form.
  - a. Please note that the **Account Number, Routing Number, IBAN, and SWIFT/BIC** (for international payments) must follow specific formats, and the validation rules vary by country.
  - b. Refer to our [Country-Specific Banking Requirements](#) document to identify the correct format applicable to your country.

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

Primary Address saved successfully

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 * |
| ABC                            | ABC Company 789          |
| Bank Branch Country / Region * | Bank Account Currency *  |
| United States                  | USD                      |
| Bank Branch State / Province * | Bank Name *              |
| North Carolina                 | Southern First Bank      |
| Account Number *               | ACH Routing Number *     |
| 1440402                        | 053208011                |
| Wire Routing Number ⓘ          | SWIFT / BIC Code ⓘ       |
| 9 digits                       | CITIUS33XXX              |
| Branch Code ⓘ                  |                          |

- 10. Click "Save and Next"

+ State ISO Code

ZIP Code

**Contact Information**

Email Address Phone Number 201-555-0123

Remittance Email Remit-To Code

Supporting Documents ⓘ  
Drop or Browse Files  
Browse

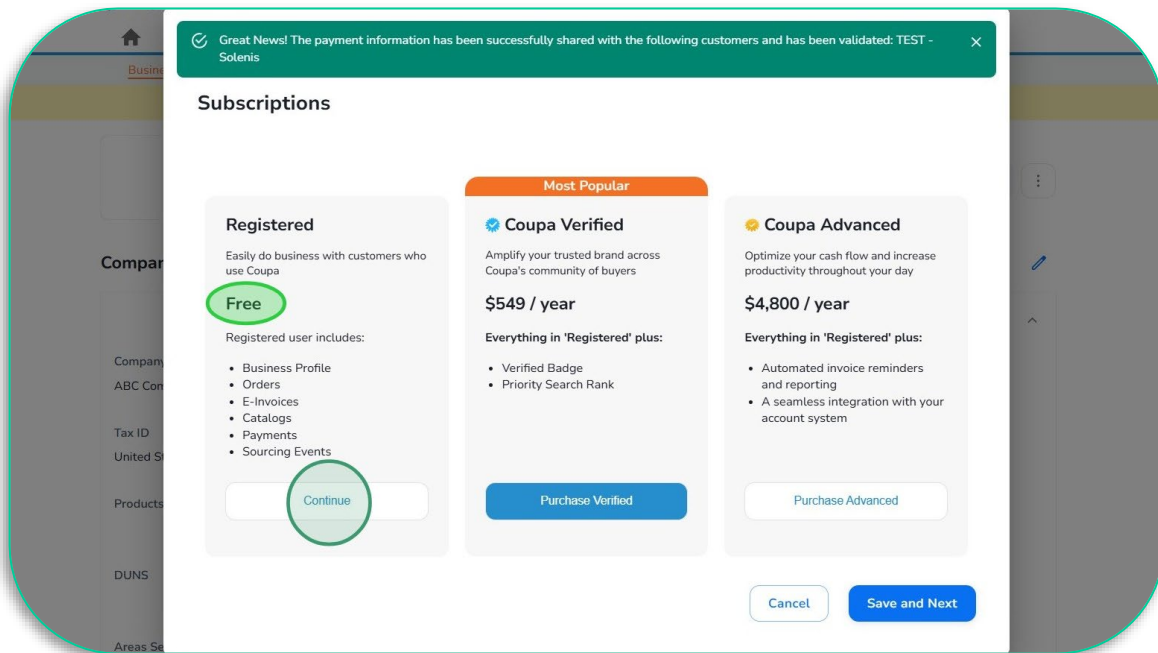
Do not accept Bank Transfer payments from TEST - Solenis

Please do NOT select this checkbox, as Solenis supports only Bank Transfer.

Save and Next

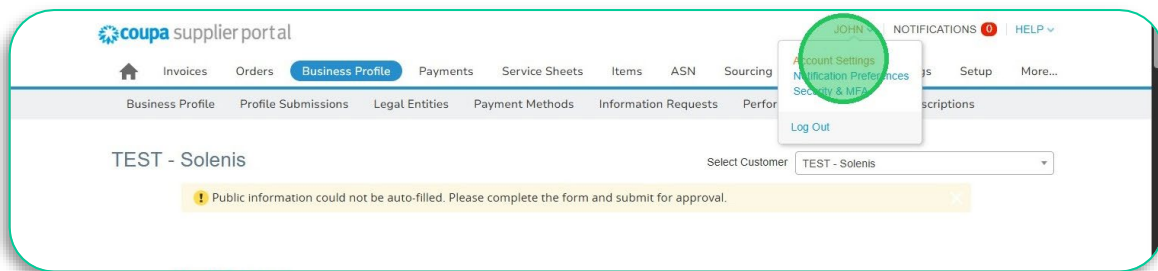
11. A **Free account** is always available, fully acceptable, and always recommended.

- a. There is **no requirement to pay for an upgraded account** – please click “Continue” with the free account.

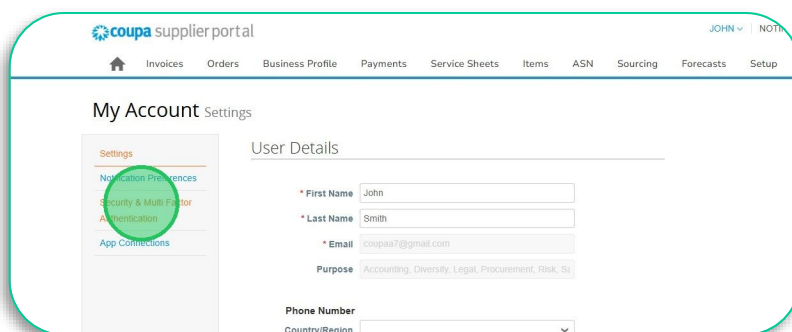


12. **Before you complete our questionnaire**, you will need to set up your Multi Factor Authentication (MFA).

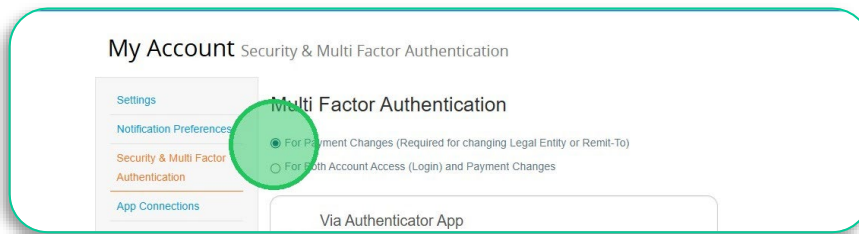
13. Click on your Profile Name in the top right corner and click "Account Settings"



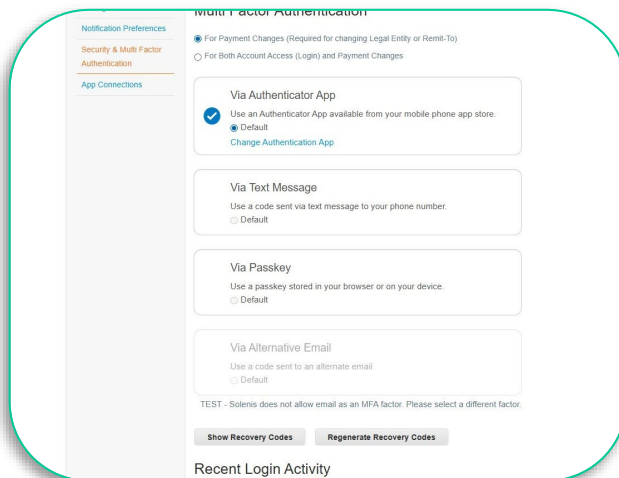
14. Click "Security & Multi Factor Authentication"



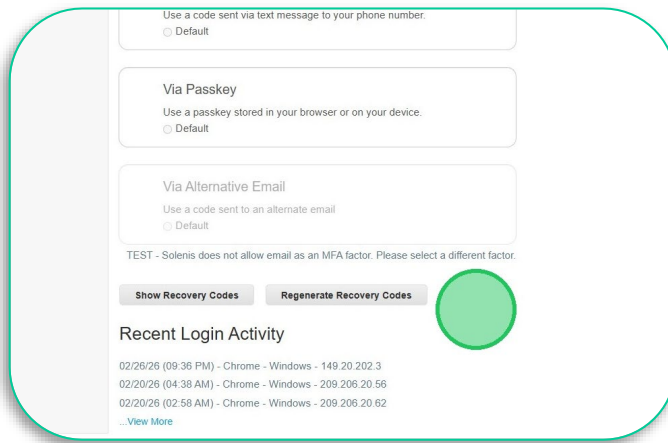
15. Click the "For Payment Changes (Required for changing Legal Entity or Remit-To)" field.
  - a. If you want the MFA when you log in and when you make payment changes, please choose the second option.



16. Choose your MFA Method.
  - a. If you choose Authenticator App
    - i. Download an app like Google Authenticator or Microsoft Authenticator.
    - ii. Scan the QR Code that Coupa displays.
    - iii. Enter the 6-digit code from the app to verify.
  - b. If you choose SMS
    - i. Enter your Mobile Number.
    - ii. Enter the verification code sent via SMS.
  - c. If you choose Email
    - i. Check your email for the verification code and enter it.

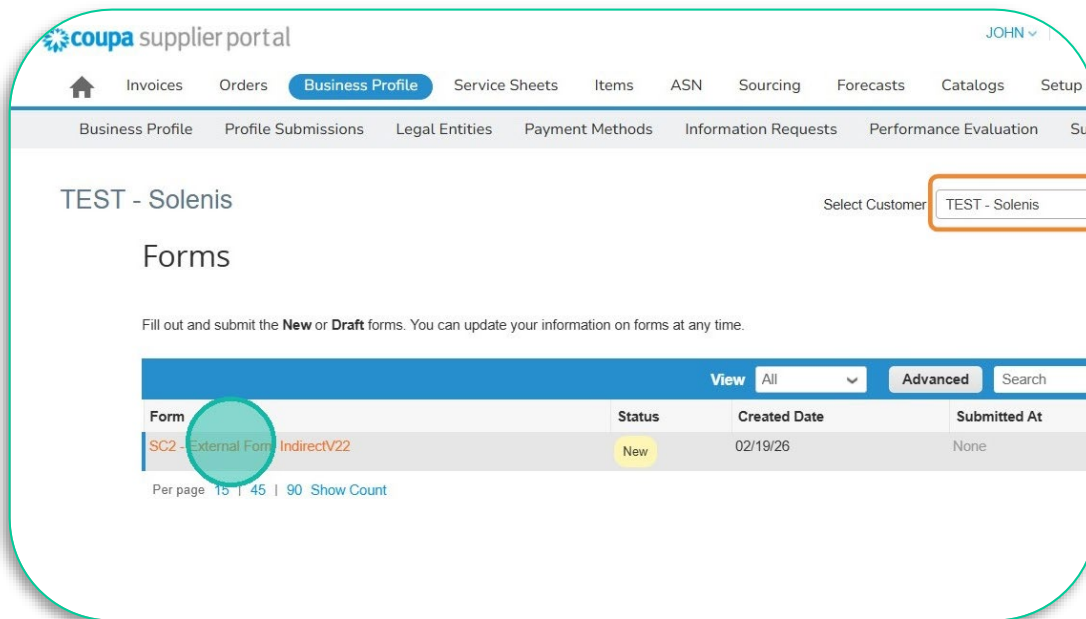


17. Click "Show Recovery Codes" - Coupa will provide backup codes to help you recover your account if you lose your MFA device.
  - a. **Save these codes securely for future use.**



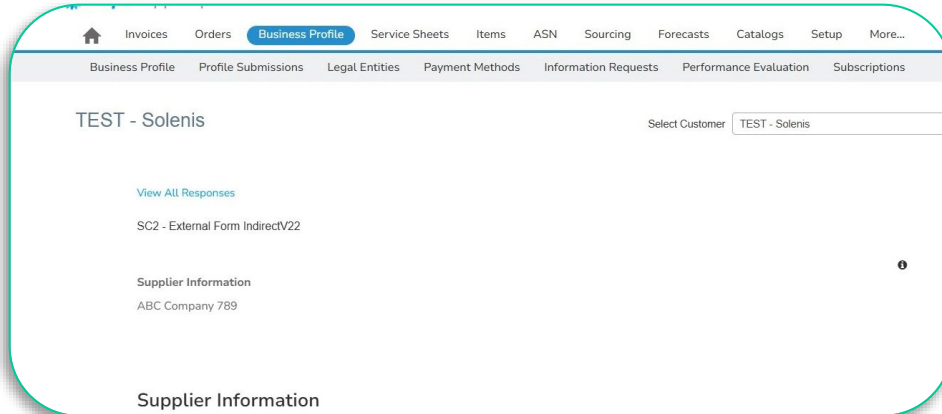
18. Click **Confirm and Complete at the bottom.**
  - a. Once verified, your MFA will be active on your account.
  - b. **You will need your MFA for the next steps in the process.**

19. Navigate to "Business Profile" on the Navigation Bar.
  - a. Verify that the selected customer is **Solenis**, then click "**SC2 - External Form Indirect**".



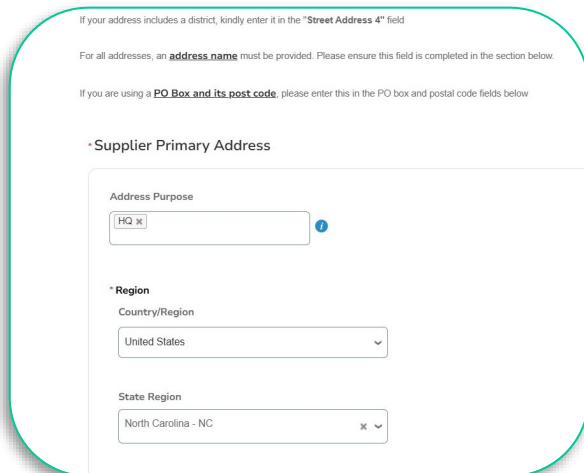
20. After clicking the form, *please allow a few seconds for it to launch.* This is the **SC2 form provided by Solenis**. Some fields are prepopulated.

21. Please **review** and update them as necessary, and **complete all required fields marked with a red asterisk (\*)**



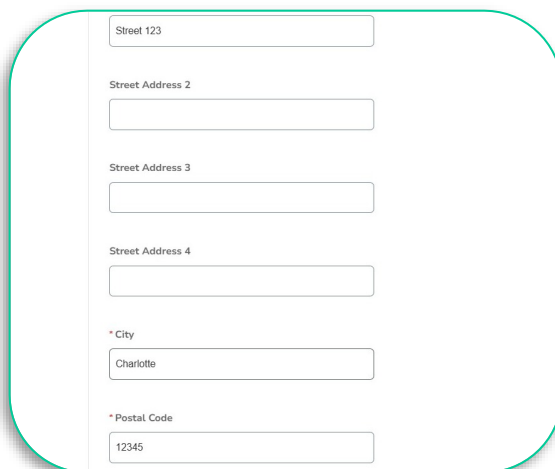
The screenshot shows the 'Business Profile' page for 'TEST - Solenis'. The navigation bar includes 'Invoices', 'Orders', 'Business Profile' (active), 'Service Sheets', 'Items', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Setup', and 'More...'. Below the navigation bar, there are tabs for 'Business Profile', 'Profile Submissions', 'Legal Entities', 'Payment Methods', 'Information Requests', 'Performance Evaluation', and 'Subscriptions'. The main content area shows 'TEST - Solenis' with a 'Select Customer' dropdown set to 'TEST - Solenis'. There are links for 'View All Responses' and 'SC2 - External Form IndirectV22'. A section for 'Supplier Information' shows 'ABC Company 789' with a red asterisk (\*) next to it. At the bottom, there is a 'Supplier Information' section header.

22. Select **Address Purpose, Region and State.**



The screenshot shows the 'Supplier Primary Address' form. It includes instructions: 'If your address includes a district, kindly enter it in the "Street Address 4" field', 'For all addresses, an **address name** must be provided. Please ensure this field is completed in the section below.', and 'If you are using a **PO Box and its post code**, please enter this in the PO box and postal code fields below'. The form has a section for 'Supplier Primary Address' with the following fields: 'Address Purpose' (dropdown menu with 'HQ' selected and a red asterisk (\*) next to it), '\* Region' (dropdown menu with 'United States' selected), and 'State Region' (dropdown menu with 'North Carolina - NC' selected and a red asterisk (\*) next to it).

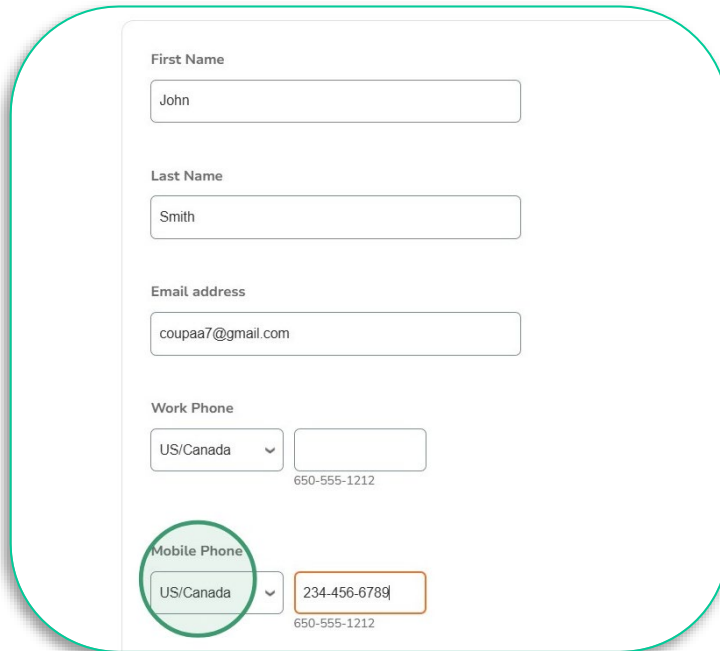
23. Enter required **address** details.



The screenshot shows the address details form with the following fields: 'Street 123', 'Street Address 2', 'Street Address 3', 'Street Address 4', '\* City' (with 'Charlotte' entered), and '\* Postal Code' (with '12345' entered). The red asterisks (\*) indicate required fields.

24. Enter your **Contact Person** details.

- a. **A Mobile Phone number is required.** If you are located outside the US or Canada, please change the country to "**Other**" before you enter the number - (**see next step**)



First Name  
John

Last Name  
Smith

Email address  
coupaa7@gmail.com

Work Phone  
US/Canada  650-555-1212

Mobile Phone  
US/Canada  234-456-6789 650-555-1212

25. Outside of the US and Canada, the phone number typically includes a country code, an area code or mobile prefix, and the subscriber number.

- a. **\*\*Please enter digits only – do not include any country names or area names.**



Mobile Phone

Other  +49  234  4566789

Country/Region Area/City Local Extension (optional)

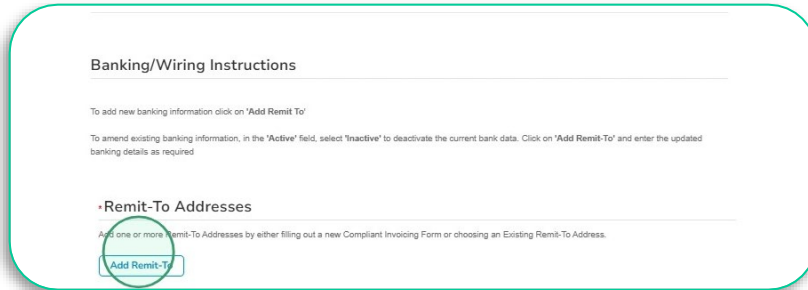
- 26. The **PO Email** field refers to the email address where you will receive purchase orders issued by Solenis.
- 27. For the **Tax Country and Category** field, first select the appropriate country. Then, click the small arrow next to the country name to view the available tax categories and choose the correct one.
  - a. **Evidence of Tax** must be uploaded as an official, non-editable document (such as a **PDF, JPG, or similar format**) that verifies the tax number entered. The document must clearly display the company's **legal name, address, and tax number**.

The screenshot shows a portion of the Coupa PO form. At the top, there is a field for '\* PO Email' with the value 'coupaa7@gmail.com'. Below it is a dropdown for '\* What is your preferred language to receive PO's?' set to 'English (EN)'. The 'Tax Information' section includes a note: 'If you are an existing supplier and need to update your tax information please email [masterdatavendors@solenis.com](mailto:masterdatavendors@solenis.com)'. The '\* Tax Country and Category' dropdown is set to 'United States (United States)' with an arrow icon next to it. Below this is a note: 'Please use the drop down below to select the applicable tax country and tax category'. The '\* Tax Number' field contains '4101512369' with a note: 'Please use this field to enter the applicable tax number'. At the bottom, there is a section for '\* Please provide evidence of tax' with a file upload area showing 'ABC Tax Information.pdf' and '(Change - Clear)' links.

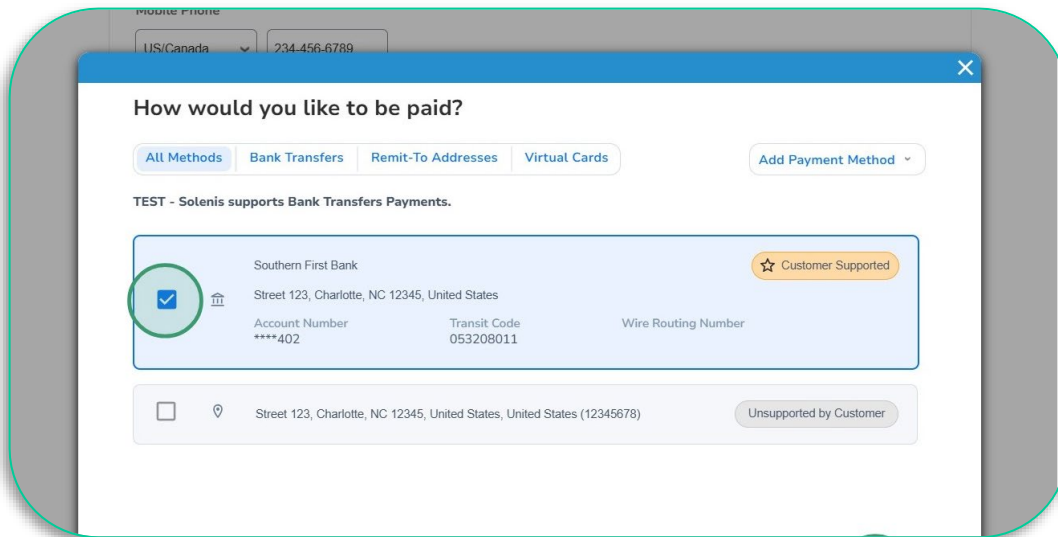
- 28. If additional tax information is required, enter the details as instructed. If no additional information applies, select No.
  - a. If you have other **Ordering Locations** from which you will be shipping, select **Yes** and provide the information.
  - b. If you do not have any additional locations, select No.

The screenshot shows two radio button questions. The first is '\* Do you need to enter additional tax information for your Country?' with 'Yes' unselected and 'No' selected. A green arrow points to the 'No' option. The second is '\* Do you have other ordering locations we need to be aware of?' with 'Yes' unselected and 'No' selected. A green arrow points to the 'No' option.

29. To continue, you must provide your **banking details**. Click **Add Remit-To** to begin entering your banking instructions.



30. Select the **Customer Supported** payment method and then click **Add Selected**.



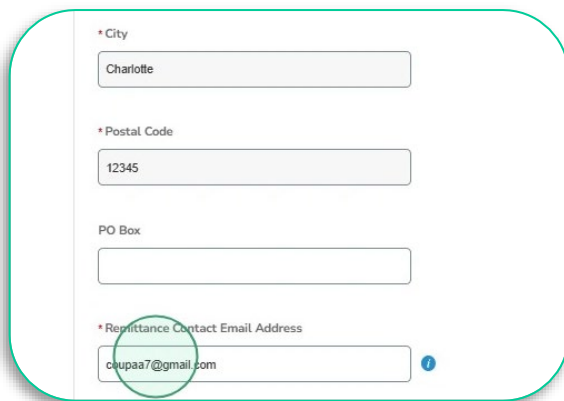
31. After you add the Payment Method, a new section for **Bank Information** will appear.
- This section includes some pre-filled details as well as additional fields that you must complete.
  - Note that the **Address Name** refers to the Company Name or Account Name.
  - If any of the pre-filled information is incorrect, you will need to update your Legal Entity with the correct details. [Please follow this guide to complete the update.](#)



The screenshot shows a form titled "Bank / Wiring" with a sub-section "Remit-to Address Details". It contains the following fields:

- Active:** A dropdown menu with "Active" selected.
- \* Address Name:** A text input field containing "ABC Company 789". Below it is a note: "Please provide the address name corresponding to the ordering location. For example: 'Orlando Site'".
- \* Beneficiary Name:** A text input field containing "ABC Company 789".
- \* Street Address:** A text input field (empty).

32. The **Remittance Contact Email Address** is the email address where the payment remittance advice is sent when invoices are paid.

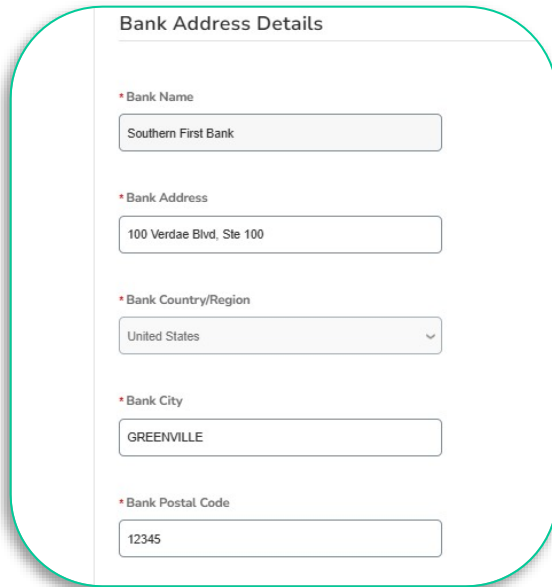


The screenshot shows a form with the following fields:

- \* City:** A text input field containing "Charlotte".
- \* Postal Code:** A text input field containing "12345".
- PO Box:** A text input field (empty).
- \* Remittance Contact Email Address:** A text input field containing "cupaa7@gmail.com". This field is circled in red in the original image.

33. Some fields below are automatically populated based on the selected **Payment Method**.
- If any pre-filled information is incorrect or an error appears, you must **deactivate that Payment Method and create a new one**.
  - [Please follow this guide to fix the error.](#)

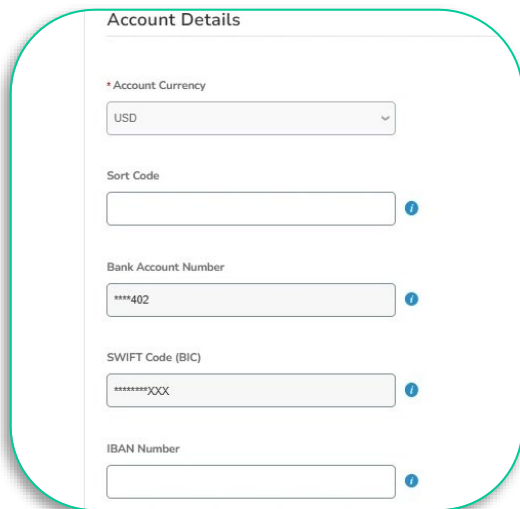
34. The **Bank Address** must include the bank's street name and number, as well as the **Bank City** and **Bank Postal Code**.



The screenshot shows a form titled "Bank Address Details" with the following fields:

- \* Bank Name:** Southern First Bank
- \* Bank Address:** 100 Verdae Blvd, Ste 100
- \* Bank Country/Region:** United States
- \* Bank City:** GREENVILLE
- \* Bank Postal Code:** 12345

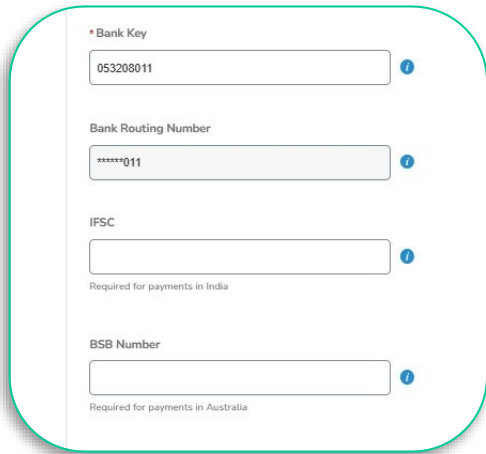
35. The fields below are automatically populated with information from your selected **Payment Method**.



The screenshot shows a form titled "Account Details" with the following fields:

- \* Account Currency:** USD
- Sort Code:** [Empty field]
- Bank Account Number:** \*\*\*\*402
- SWIFT Code (BIC):** \*\*\*\*\*XXX
- IBAN Number:** [Empty field]

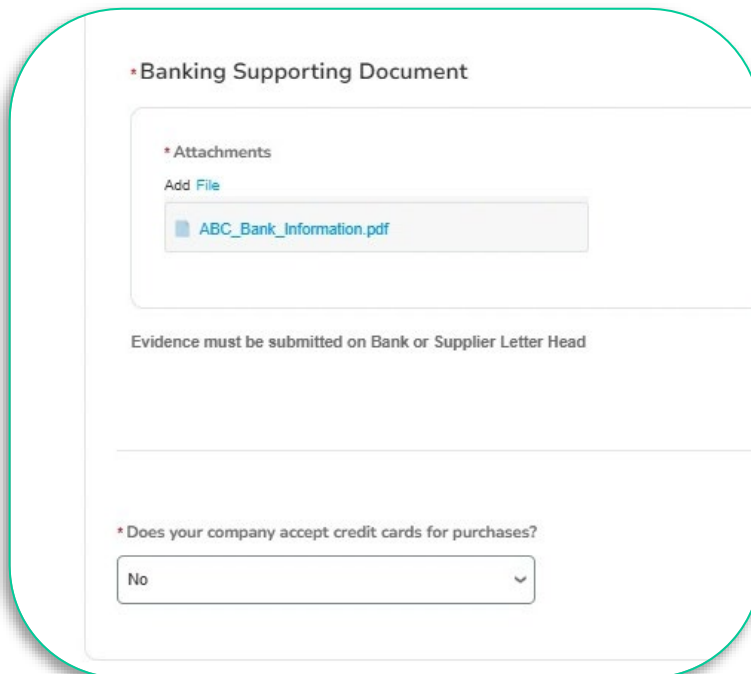
36. The **Bank Key** information follows a specific format, with validation rules varying by country.
- Please refer to the [Country-Specific Banking Requirements](#) document to find the correct format applicable to your country.



The screenshot shows a form with four input fields, each with a blue information icon to its right:

- \* Bank Key**: Input field containing "053208011".
- Bank Routing Number**: Input field containing "\*\*\*\*\*011".
- IFSC**: Empty input field. Below it, the text "Required for payments in India" is displayed.
- BSB Number**: Empty input field. Below it, the text "Required for payments in Australia" is displayed.

37. At the end of this section, you must upload a **Banking Supporting Document**.
- This document is required to verify the bank account information you have provided.
  - Acceptable documents include a **letter on company letterhead, a bank-issued letter, or another official document that contains your company details and banking instructions.**
  - The document must be in a non-editable document (such as a **PDF, JPG, or similar format**) that verifies your banking information. The document must clearly display the company's **legal name, address, account number and any other relevant information.**



The screenshot shows a form titled **\*Banking Supporting Document** with the following elements:

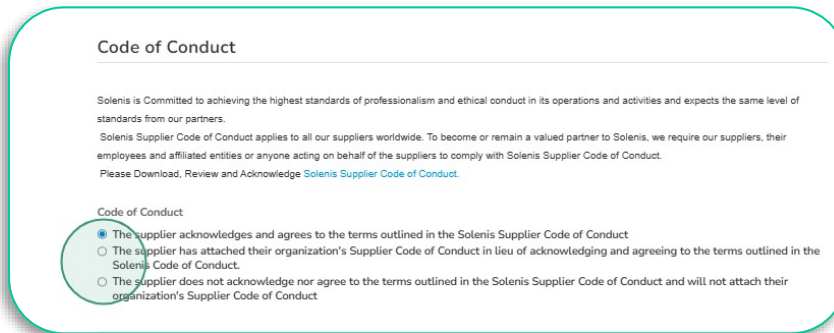
- \* Attachments**: A section with an "Add File" link and a file upload area containing a document named "ABC\_Bank\_Information.pdf".
- Evidence must be submitted on Bank or Supplier Letter Head**: A text instruction below the attachments.
- \* Does your company accept credit cards for purchases?**: A dropdown menu currently set to "No".

38. Please click on our **Code of Conduct** and review.

Solenis Supplier Code of Conduct.' A red circle highlights the underlined link." data-bbox="132 157 664 253"/>

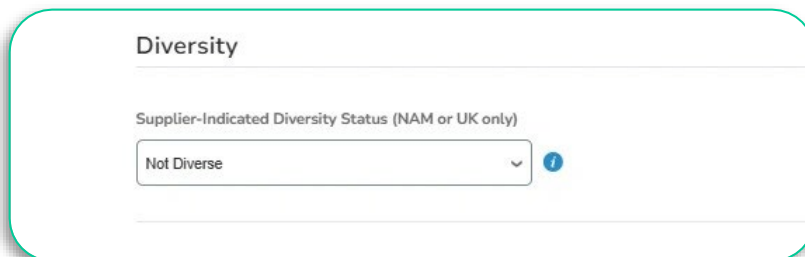
39. If you agree to our **Code of Conduct**, select the first option.

- a. If you have your own Code of Conduct, select the second option and upload your document when the next field populates.
- b. If you select the third option, you will be required to confirm that statement. This selection will trigger a legal review as part of the onboarding process.



40. If you are a Direct Material Supplier for Solenis, you will now be required to answer questions and provide documentation according to our [Direct Supplier Document Checklist](#).

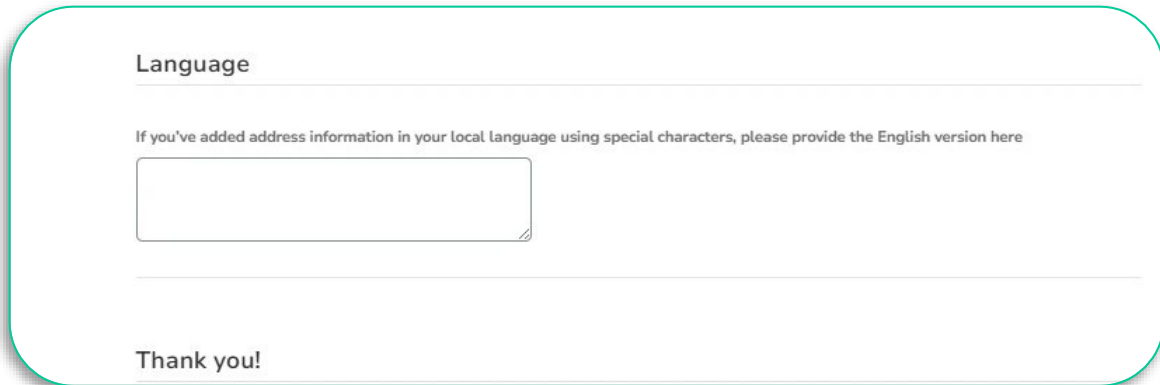
41. Select Diversity if it applies; otherwise, choose Not Diverse.



42. There may be some additional information needed:

- a. Country of Origin confirmation for supplied goods
- b. EUDR Compliance Year confirmation
- c. Supporting descriptions for sustainability, renewable energy, GHG reduction, NetZero or SBTi initiatives

44. If you entered address information in your local language using special characters, please provide the English version in the **Language** field.

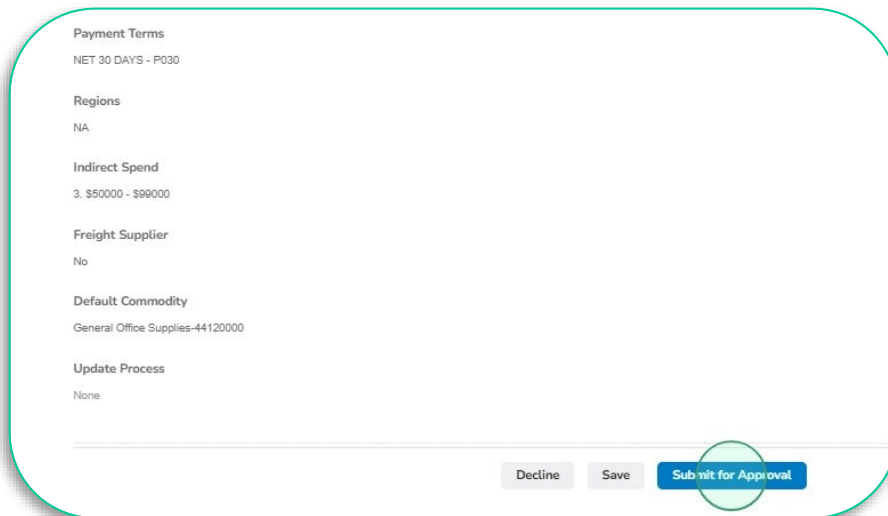


The screenshot shows a form section titled "Language". Below the title is a horizontal line. Underneath, there is a text prompt: "If you've added address information in your local language using special characters, please provide the English version here". Below this prompt is a rectangular input field. At the bottom of the section, there is a "Thank you!" message.

45. You are now at the end of the form. Click **Submit for Approval** and allow a few seconds for processing.

46. If any mandatory fields are missing or contain incorrect information, you will be returned to the top of the form, and an **error message** will appear.

- a. If this happens, scroll down slowly to locate the field marked with an error and make the necessary corrections.
- b. Once updated, resubmit for approval.
- c. *Please note that clicking Save will **not** send it to Solenis. You must select "Submit for Approval".*



The screenshot shows the end of a form with several fields and their values:

- Payment Terms: NET 30 DAYS - P030
- Regions: NA
- Indirect Spend: 3. \$50000 - \$99000
- Freight Supplier: No
- Default Commodity: General Office Supplies-44120000
- Update Process: None

At the bottom of the form, there are three buttons: "Decline", "Save", and "Submit for Approval". The "Submit for Approval" button is highlighted with a green circle.

47. You have successfully completed and submitted the **SC2 Form** when you see **"Pending Approval"** on your screen. This is now with our internal teams for review and approvals.

| Rev. | Author                        | Description of change | Date           | Training required |       |
|------|-------------------------------|-----------------------|----------------|-------------------|-------|
| 0    | Adrian Craiu & Jennifer Meyer | Document creation     | March 23, 2026 | Yes               | xx No |
| 1    |                               |                       |                |                   |       |
| 2    |                               |                       |                |                   |       |
| 3    |                               |                       |                |                   |       |
| 4    |                               |                       |                |                   |       |
|      |                               |                       |                |                   |       |
|      |                               |                       |                |                   |       |