

Coupa Supplier Information request

Supplier Manual - English

If you need a different language version, go to the link below.

<https://www.akzonobel.com/en/about-us/for-suppliers/akzonobel-coupa-supplier-instruction>

Guidelines to complete the request

You have received a system email from sender do_not_reply@supplier.coupahost.com, requesting for information through our Coupa system. The reason is that you have been identified as a potential supplier to AkzoNobel. To register you in our Akzo Nobel system for further order placement, we invite you to enter your company information using the link in the invitation email.

The request form contains questions that you can answer with free text entry fields or selection answers. Some questions require completion with a document that you upload through this system.

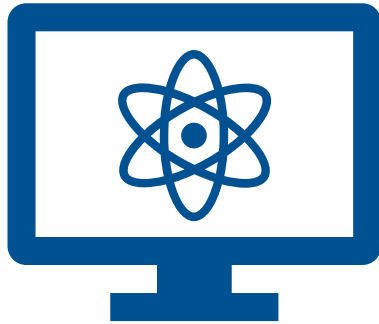
Collect the following attachments before you start with filling out the request form.

Attachment to be included in the request are:

- A Copy of Business/Company Registration Certificate.
- A Copy of AkzoNobel's/Your Own Business Partner Code of conduct.
- Tax Registration Certificate
- TWO DIFFERENT types of evidence related to the bank account

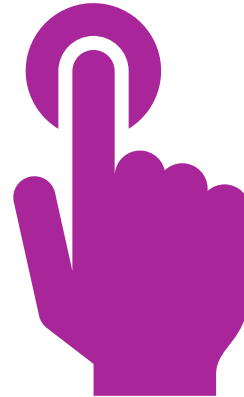
Select correct guide

Please click on the relevant icon to open the correct guide:



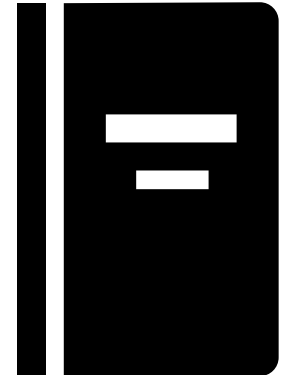
Guide Existing CSP user

You already have a Coupa Supplier Portal (CSP) account and want to add Akzo Nobel to your network.



Guide New CSP user

You are new to Coupa Supplier Portal and need to create an account



Guide One time link

You want to complete the one-time application form without creating a CSP account

Existing CSP account



Existing CSP account

If you are already a CSP user, you will receive this invitation e-mail.

Click the 'Update Profile' button.

The screenshot shows an email from Coupa with the subject "Update your profile for AkzoNobel". The email content includes a greeting "Hello Supplier," followed by a request to update the company profile on Coupa. It provides instructions to click the "Update Profile" button and lists three links: "Overview" (Learn more about the Coupa Supplier Portal), "Need Help?" (Answers to common questions and issues), and "Coupa Info" (Learn more about how companies use Coupa). The footer contains the Coupa logo, "Business Spend Management", and a link to adjust notification settings.

coupa Update your profile for AkzoNobel

Hello Supplier,

AkzoNobel wants you to respond by updating your company profile on Coupa. This information is required so they can transact with you electronically.

Use the "Update Profile" button to respond or decline.

AkzoNobel

[Update Profile](#)

[Overview](#)
Learn more about the Coupa Supplier Portal

[Need Help?](#)
Answers to common questions and issues

[Coupa Info](#)
Learn more about how companies use Coupa

coupa
Business Spend Management

To get immediate updates via SMS or change notification preferences, go [here and adjust your settings](#)



Existing CSP account

Go to Business Profile → 'Information Requests' →
Select 'AkzoNobel' in the profile section

- Click 'External Supplier Info Request' to open the AkzoNobel onboarding form.

The screenshot shows the 'Information Requests' section for the 'AkzoNobel' profile. The 'Form Responses' table contains the following data:

Form	Status	Created Date	Submitted At
External Supplier Info Request	Draft	02/25/25	None

Additional UI elements include a 'Profile' dropdown menu set to 'AkzoNobel', a 'View' dropdown set to 'All', an 'Advanced' search button, and pagination information: 'Per page 15 | 45 | 90'.



Complete AkzoNobel's Request Form

Go to Business Profile → 'Information Requests' →
Select 'AkzoNobel' in the profile section

- Click 'External Supplier Info Request' to open the AkzoNobel onboarding form.

The screenshot shows a web application interface for AkzoNobel. The top navigation bar includes 'Invoices', 'Orders', 'Business Profile' (highlighted), 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Community', and 'More...'. Below this, a sub-navigation bar shows 'Business Profile', 'Legal Entities', 'Information Requests' (highlighted with a red box), and 'Performance Evaluation'. The main content area is titled 'AkzoNobel' and features a 'Profile' dropdown menu with 'AkzoNobel' selected (highlighted with a red box). Below this is the 'Form Responses' section, which includes a table with columns for 'Form', 'Status', 'Created Date', and 'Submitted At'. The table contains one entry: 'External Supplier Info Request' with a status of 'Draft', a created date of '02/25/25', and 'Submitted At' as 'None'. The table also has a 'View' dropdown set to 'All', an 'Advanced' button, and a search field. At the bottom of the table, it says 'Per page 15 | 45 | 90'.



Complete AkzoNobel's Request Form

Supplier Commercial Contact Person Details

- Please validate the pre-populated information. Kindly update it if not applicable.

*Supplier Commercial Contact Person

Supplier Commercial Contact Person details


These contact details will be used to validate all changes made to supplier profile including banking information in future.

* First Name

* Last Name

* Email address

* Work Phone
US/Canada
650-555-1212

Contact Purpose
Select Some Options 



Complete AkzoNobel's Request Form

If you are a Raw Material Supplier, you must complete some additional questions.

➤ Quality Contact E-mail address.

➤ Mode of transport

➤ ISO 9001 Certificate

If 'Effective Date' does not apply, enter 01/01/2025.

If 'Expiration Date' does not apply, enter 31/12/2099.

* Are you a Supplier of Raw Materials?

Yes
 No

* Quality Contact Email Address

Please confirm/enter the correct Quality Contact Email Address in this field.
This Email address will be used to highlight any Quality related issues

* Mode of transport

3-Road

ISO 9001 Certificate

Effective Date

02/01/25

* Expiration Date

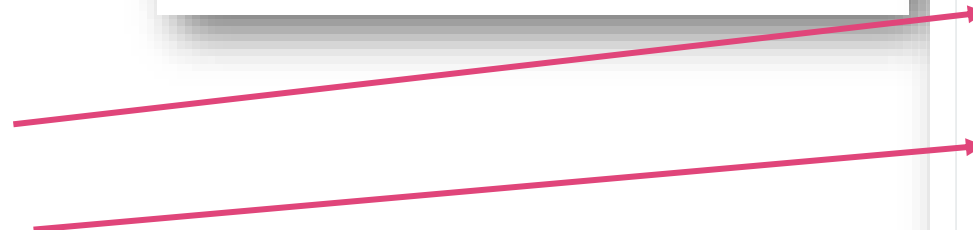
05/31/25

* Attachments

Add [File](#)

ISOCertificate.bt

Description





Complete AkzoNobel's Request Form

Primary Address

- Please validate the pre-populated information. Kindly update it if not applicable.
- Provide email address where you would like to receive POs.

• 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

* PO Email
 ⓘ





Complete AkzoNobel's Request Form

Remit-To Address

- Click 'Add Remit-To'
- The bank account details added by you at the time of CSP account creation, will be populated in this section. Please select the account.
- Click on 'Add Selected'

• 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

How would you like to be paid?

All Methods Bank Transfers Checks Credit Cards Add Payment Method

AkzoNobel supports Bank Transfers Payments.

HSBC BANK (CHINA) COMPANY LIMITED/SHANGHAI BRANCH Shared With Customer

Suite 2701, 5 Corporate Avenue, 150 Hu Bin Road, 200021 Shanghai Shanghai, China

Account Number ****3969011 Transit Code 50129000012 Wire Routing Number

Cancel Add Selected



Complete AkzoNobel's Request Form

Remit-To Address

- If you are a Brazilian supplier, select Yes. Additional mandatory tax fields will be populated.

Additional Tax Registration Number for Brazil

Please input the following tax registration numbers

* State tax registration number

* Municipality tax registration number

- Select 'Yes' to add IBAN. If you do not have IBAN, please choose 'No' to validate/add bank account and bank key.

- Add Remittance E-mail address to receive payment advice.

* Remit-To Address

* Is your country Brazil?

No

Banking Information

* Bank Country/Region

China

* Bank Name

HSBC BANK (CHINA) COMPANY LIMITED/SHANGHAI E

* Account Holder Name

Demo TEST

* Do you have IBAN number?

Yes

No

You can check here, if IBAN is applicable for your country: <https://www.iban.com/structure>

* Bank Account Number

*****011

* Bank Key/Sort Code

This is an unique identification code assigned to your bank & branch. You can find it on your online bank account details or bank statement

* Remittance email address

This E-mail address will be used to send payment/remittance advice



Complete AkzoNobel's Request Form

Remit-To Address

In this section, you need to upload bank evidence from TWO DIFFERENT sources.

- Check two types of evidence that you will attach.

Bank receipts should be uploaded in PDF format and should not contain blank spaces in the file name

- Attach only 1 PDF file in each of the evidence section.
- Do not add the same PDF document to the 'Bank Evidence 1' and 'Bank Evidence 2' fields.

* Please attach TWO DIFFERENT types of evidence related to the bank account you specified

- Letter from supplier announcing latest bank details (On letterhead of supplier and signed by Authorized signatories)
- Bank Statement not older than 60 days
- Invoice with new bank details
- Cancelled copy of cheque
- Bank letter confirming bank details

* Banking Evidence (1)

BankEvidence1.txt
(Change , Clear)

* Banking Evidence (2)

BankEvidence2.txt
(Change , Clear)



Complete AkzoNobel's Request Form

AkzoNobel's Business Partner Code of Conduct

- AkzoNobel's Business Partner Code of Conduct is available at this link.
- Once you click the link, you will be directed to the page to download Code of Conduct.
- Click on your preferred language and download the CoC PDF.
- You can manually or digitally sign on the PDF file and upload in the attachment section.
- Upload your Code of Conduct if you do not accept AkzoNobel's Code of Conduct.

The image shows a two-part screenshot of the AkzoNobel website. The top part is a request form titled "AkzoNobel's Business Partner Code of Conduct". It features a text input field containing the URL "https://www.akzonobel.com/en/about-us/governance...". Below this is a checkbox for "I accept AkzoNobel's Business Partner Code of Conduct" with "Yes" selected. There is also a link for "BusinessPartnerCodeofConduct.txt" and a section for selecting a language. The bottom part of the image shows the "Download Code of Conduct" page, which has a blue header and a grid of language options including Arabic, Chinese (SC), Chinese (TW), Czech, Danish, Dutch, Estonian, English, French, German, Greek (EL), Hindi, Hungarian, Indonesian, Italian, Korean, Norwegian, Polish, Portuguese (BR), Romanian, Spanish, Swedish, Turkish, Urdu, and Vietnamese. Red arrows point from the text in the left column to the corresponding elements in the form and download page.



Complete AkzoNobel's Request Form

Business/Company Registration Certificate and Tax Registration Certificate

- Attach your Business/Company Registration Certificate in PDF format.
- If you are Tax Registered, fill out this section and attached Tax Registration Certificate in PDF format.
- By clicking “Add Tax Registration” again you can add multiple tax registration numbers.

If 'Effective Date' does not apply, enter 01/01/2025.

If 'Expiration Date' does not apply, enter 31/12/2099.

The screenshot displays two overlapping form sections. The top section is titled "Business/Company Registration Certificate" and contains a "Choose File" button with the text "No file chosen" next to it. Below this, it lists examples: "For USA - W8, W9 Form" and "For EU - Chamber of Commerce certificate". A red arrow points from the text "Attach your Business/Company Registration Certificate in PDF format." to the "Choose File" button. The bottom section is titled "Tax Registrations" and includes the instruction "Use this section to add all your applicable tax registrations." Below this is a blue "Add Tax Registration" button. A red arrow points from the text "By clicking 'Add Tax Registration' again you can add multiple tax registration numbers." to this button. Underneath, there is a "Tax Registration" form with fields for "Country" (a dropdown menu), "Number" (a text input field), and "Local" (a checkbox). Below that is a "Tax Registration Certificate" section with fields for "Effective Date" and "Expiration Date" (both with "mm/dd/yy" format and calendar icons), an "Attachments" section with an "Add File" link, and a "Description" text area.



Submit with CSP account

Submit your request

With a CSP account, you have the option of saving the information and submitting the application later.

Press **'Submit for Approval'** after completion of the form.

- Questions can be directed by E-mail to one of the regional support P2I teams listed here.
- Or use the comment box at the bottom of the screen. Always start your question with “@P2I” and relevant region to ensure the recipient is notified.
- If you need to attach additional documents, you can upload it in Comment section
- Do not close the window until the status of the form changes to [Pending Approval](#).

Based on Region (Delivering To) field at the top of this form, tag a P2I Team dedicated for your region. Always choose only one from listed below:

- @P2I EMEA
- @P2I South America
- @P2I North America
- @P2I North Asia
- @P2I South Asia (IN, LK)
- @P2I South Asia (TH, VN, ID, PK, AU, MM, MY, NZ, PG, SG)

For Suppliers who have not registered with CSP (Respond Without Joining in email invitation)

If you any question, please post them to relevant email address depending on Country of Operation:

- CoupaSupport.EMEA@AkzoNobel.com (For EMEA countries)
- CoupaSupport.SouthAmerica@AkzoNobel.com (For South America countries)
- CoupaSupport.NorthAmerica@AkzoNobel.com (For North America countries)
- CoupaSupport.NorthAsia@akzonobel.com (For North Asia countries)
- CoupaSupport.SouthAsia_PN@AkzoNobel.com (For South Asia countries; IN, LK)
- CoupaSupport.SouthAsia_KL@akzonobel.com (For South Asia countries; TH,VN,ID,PK,AU,MM,MY,NZ,PG,SG)

Buttons: Decline, Save, **Submit for Approval**

Comments section with "Enter Comment" field and "Add File | URL" button.

External Supplier Info Request

Pending Approval

Supplier Information
Demo Video Supplier

AkzoNobel

Once your application is successfully submitted, AkzoNobel will review it further. Our team will contact you if more information is required.

You will receive an email as soon as your account is activated in our system.

Thank you for your cooperation.

AkzoNobel

Create new CSP account

Invite e-mail

Suppliers who have not used Coupa before will receive the following invitation by email.

- All the instructions required to complete the registration process is available on the invite & this SIM Guide.
- In case you need additional support, please refer to the support instructions provided on the invite.
- This invite link is only valid for 30 days. Kindly complete the registration process before the link expires.
- The registration link is only accessible to the receiver of the invite. The link will become unusable in case this email is forwarded to any other E-mail address. In case you need to receive this invite on an alternative E-mail address, please contact AkzoNobel.

AkzoNobel TEST

Profile Information Request

Dear Supplier,

You have been selected to join Akzo Nobel's supplier network. To continue the onboarding process please click on either of the links in this message:

Option 1 **Join and Respond**

Recommended approach by AkzoNobel – Allows you to view orders, e-invoices and make changes to your profile details as required

-

Option 2 **Respond Without Joining**

Allows one time access to create a profile. Functionality to review orders and invoices will **not** be available and adjustments to the form **cannot** be made once submitted

Once you have successfully submitted either form, you will see the form status as 'Pending approval'

This link provides step by step guide on the Coupa process:

<https://www.akzonobel.com/en/about-us/for-suppliers/akzonobel-coupa-supplier-instruction>

For any additional questions you can contact AkzoNobel:

CoupaSupport.EMEA@AkzoNobel.com (For EMEA countries)

CoupaSupport.SouthAmerica@AkzoNobel.com (For South America countries)

CoupaSupport.NorthAmerica@AkzoNobel.com (For North America countries)

CoupaSupport.NorthAsia@akzonobel.com (For North Asia countries)

CoupaSupport.SouthAsia_PN@AkzoNobel.com (For South Asia countries; IN, LK)

CoupaSupport.SouthAsia_KL@akzonobel.com (For South Asia countries; TH,VN,ID,PK,AU,MM,MY,NZ,PG,SG)

Look forward to welcoming you onboard!

Join and Respond

Respond Without Joining





Join and Respond > Create CSP account

If you selected **Join and Respond** (recommended approach), you will be prompted to create an account in CSP.

If you already have a CSP account, click the 'LOG IN' link.

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

- Complete all the mandatory fields marked as '*'.
- If you do not have Tax registration, add reason after clicking 'I do not have a Tax ID'
- Read the Privacy Policy and the Terms of use: Check this box to accept.

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

* Country/Region * Tax Registration ⓘ

I do not have a Tax ID

* Reason

Provide a reason for not having a Tax ID

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

[Create an Account](#)

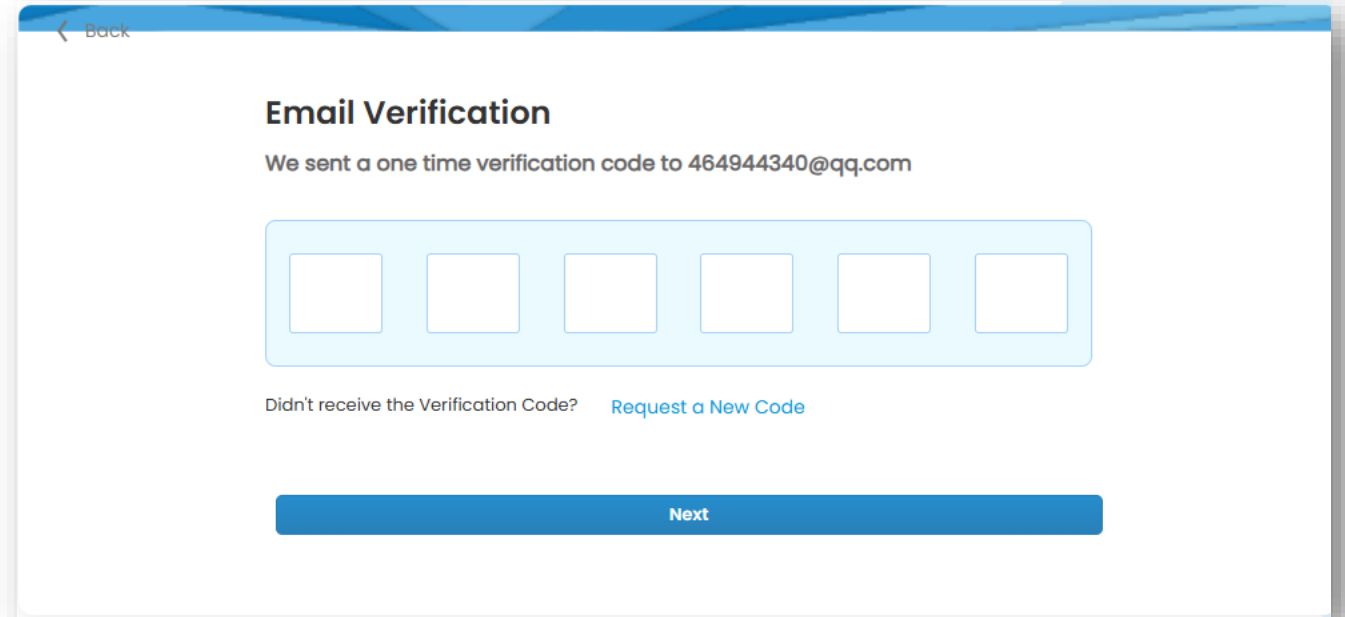
Already have an account? [LOG IN](#)

Join and Respond > Create CSP account



After clicking “Create an Account” in the previous screen, you will receive a 6-digit verification code at the same e-mail address to which the original invitation was sent.

Fill in the code and click "**Next**".

A screenshot of a web application's "Email Verification" screen. The screen has a blue header bar with a "Back" button. The main content area is white and contains the following elements: the title "Email Verification", a message "We sent a one time verification code to 464944340@qq.com", a row of six empty square input boxes for the verification code, a link "Request a New Code" in blue text, and a large blue "Next" button at the bottom.

← Back

Email Verification

We sent a one time verification code to 464944340@qq.com

Didn't receive the Verification Code? [Request a New Code](#)

Next



Join and Respond > Create CSP account

Fill in the information requested in the Account Details tab.

- Depending on the country selected, some additional fields may appear. You need to fill the required fields.
- Once you start entering your address in address line 1, the system will fill in some address suggestions. You can choose the correct address so that other required fields will be filled in automatically.

If not, enter the address details manually.

Click **"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	* 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"/>

Next

Join and Respond > Create CSP account



Fill in the information requested in Payment Information tab.

- Please check on 'My company does not accept Virtual Card Payment'

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 ⓘ
Please enter the following information to receive Virtual Card payments.

* Payment Method Name ⓘ * Email Address

My company does not accept Virtual Card payments.

Next

Join and Respond > Create CSP account



Fill in the information requested in Payment Information tab.

- Type "Bank Transfer" in field 'Payment Method Name'.
- Add all other required information in this section. (this information should be available on your bank statement/online banking portal)

Please contact your bank in case you do not have required details

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
Please enter the following information to receive Bank Transfer payments.

* Payment Method Name ⓘ *Bank transfer*

* Bank Account Country/Region: Netherlands
* Bank Account Currency: EUR

Beneficiary Name: _____ Bank Name: _____

IBAN ⓘ: _____ Confirm IBAN: _____

My company expects international payments

Branch Code: _____ Bank Account Type: Business

Email Address ⓘ: _____ Remit-To Code ⓘ: _____

Supporting Documents ⓘ
Drop or Browse Files
Browse

My company does not accept Bank Transfer payments.

Next

Join and Respond > Create CSP account



Fill in the information requested in Payment Information tab.

- Check 'My company does not accept Check payments'.

Click "Next"

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

Great News! The payment information has been successfully saved.

Account Details **Payment Information**

Check
Please enter the following information to receive Check payments.

* Payment Method Name ⓘ

Country/Region
United States

* Street 1
Street Address or P.O. Box

Street 2
Unit, Building or Floor Number

+ Street 3

* City

* State

* Zip Code

Remit-To Code ⓘ

My company does not accept Check payments.

Next

Complete AkzoNobel's Request Form



Go to Business Profile → 'Information Requests' →
Select 'AkzoNobel' in the profile section

- Click 'External Supplier Info Request' to open the AkzoNobel onboarding form.

The screenshot shows the 'Information Requests' section for the 'AkzoNobel' profile. The 'Profile' dropdown menu is set to 'AkzoNobel'. Below this, the 'Form Responses' table is displayed with one entry: 'External Supplier Info Request' in 'Draft' status, created on '02/25/25'.

Form	Status	Created Date	Submitted At
External Supplier Info Request	Draft	02/25/25	None

Complete AkzoNobel's Request Form



Supplier Commercial Contact Person Details

- Please validate the pre-populated information. Kindly update it if not applicable.

*Supplier Commercial Contact Person

Supplier Commercial Contact Person details


These contact details will be used to validate all changes made to supplier profile including banking information in future.

* First Name

* Last Name

* Email address

* Work Phone
US/Canada
650-555-1212

Contact Purpose
Select Some Options 



Complete AkzoNobel's Request Form

If you are a Raw Material Supplier, you must complete some additional questions.

- Quality Contact E-mail address.
- Mode of transport
- ISO 9001 Certificate
 - If 'Effective Date' does not apply, enter 01/01/2025.
 - If 'Expiration Date' does not apply, enter 31/12/2099.

* Are you a Supplier of Raw Materials?

Yes
 No

* Quality Contact Email Address

Please confirm/enter the correct Quality Contact Email Address in this field.
This Email address will be used to highlight any Quality related issues

* Mode of transport

3-Road

ISO 9001 Certificate

Effective Date

02/01/25

* Expiration Date

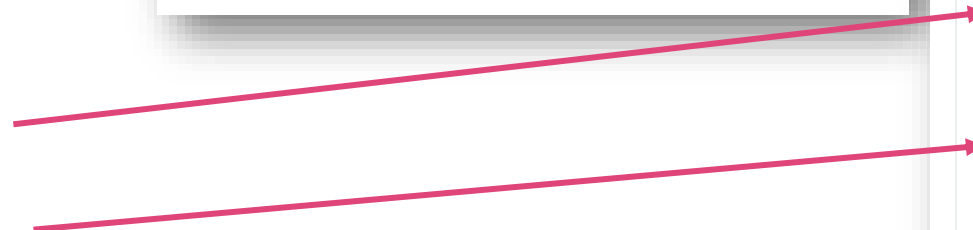
05/31/25

* Attachments

Add [File](#)

ISOCertificate.bt

Description





Complete AkzoNobel's Request Form

Primary Address

- Please validate the pre-populated information. Kindly update it if not applicable.
- Provide email address where you would like to receive POs.

• 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

* PO Email
 ⓘ

Complete AkzoNobel's Request Form



Remit-To Address

- Click 'Add Remit-To'
- The bank account details added by you at the time of CSP account creation, will be populated in this section. Please select the account.
- Click on 'Add Selected'

• 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

How would you like to be paid?

All Methods Bank Transfers Checks Credit Cards Add Payment Method

AkzoNobel supports Bank Transfers Payments.

HSBC BANK (CHINA) COMPANY LIMITED/SHANGHAI BRANCH Shared With Customer

Suite 2701, 5 Corporate Avenue, 150 Hu Bin Road, 200021 Shanghai Shanghai, China

Account Number ****3969011 Transit Code 50129000012 Wire Routing Number

Cancel Add Selected



Complete AkzoNobel's Request Form

Remit-To Address

- If you are a Brazilian supplier, select Yes. Additional mandatory tax fields will be populated.

Additional Tax Registration Number for Brazil

Please input the following tax registration numbers

* State tax registration number

* Municipality tax registration number

- Select 'Yes' to add IBAN. If you do not have IBAN, please choose 'No' to validate/add bank account and bank key.
- Add Remittance E-mail address to receive payment advice.

* Remit-To Address

* Is your country Brazil?

No

Banking Information

* Bank Country/Region

China

* Bank Name

HSBC BANK (CHINA) COMPANY LIMITED/SHANGHAI E

* Account Holder Name

Demo TEST

* Do you have IBAN number?

Yes

No

You can check here, if IBAN is applicable for your country: <https://www.iban.com/structure>

* Bank Account Number

*****011

* Bank Key/Sort Code

This is an unique identification code assigned to your bank & branch. You can find it on your online bank account details or bank statement

* Remittance email address

This E-mail address will be used to send payment/remittance advice

Complete AkzoNobel's Request Form



Remit-To Address

In this section, you need to upload bank evidence from TWO DIFFERENT sources.

- Check two types of evidence that you will attach.

Bank receipts should be uploaded in PDF format and should not contain blank spaces in the file name

- Attach only 1 PDF file in each of the evidence section.
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- Cancelled copy of cheque
- Bank letter confirming bank details

* Banking Evidence (1)

BankEvidence1.txt
(Change , Clear)

* Banking Evidence (2)

BankEvidence2.txt
(Change , Clear)

Complete AkzoNobel's Request Form



AkzoNobel's Business Partner Code of Conduct

- AkzoNobel's Business Partner Code of Conduct is available at this link.
- Once you click the link, you will be directed to the page to download Code of Conduct.
- Click on your preferred language and download the CoC PDF.
- You can manually or digitally sign on the PDF file and upload in the attachment section.
- Upload your Code of Conduct if you do not accept AkzoNobel's Code of Conduct.

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Complete AkzoNobel's Request Form



Business/Company Registration Certificate and Tax Registration Certificate

- Attach your Business/Company Registration Certificate in PDF format.
- If you are Tax Registered, fill out this section and attached Tax Registration Certificate in PDF format.
- By clicking “Add Tax Registration” again you can add multiple tax registration numbers.

If 'Effective Date' does not apply, enter 01/01/2025.

If 'Expiration Date' does not apply, enter 31/12/2099.

The screenshot displays two overlapping form panels. The top panel is titled "Business/Company Registration Certificate" and features a "Choose File" button with the text "No file chosen" next to it. Below this, it lists examples: "For USA - W8, W9 Form" and "For EU - Chamber of Commerce certificate". A red arrow points from the text "Attach your Business/Company Registration Certificate in PDF format." to the "Choose File" button. The bottom panel is titled "Tax Registrations" and includes the instruction "Use this section to add all your applicable tax registrations." and a blue "Add Tax Registration" button. A red arrow points from the text "By clicking 'Add Tax Registration' again you can add multiple tax registration numbers." to this button. Below the button is a "Tax Registration" section with a "Country" dropdown menu, a "Number" text input field, and a "Local" checkbox. At the bottom of the panel is a "Tax Registration Certificate" section with "Effective Date" and "Expiration Date" fields (both with "mm/dd/yy" format and calendar icons), an "Attachments" section with an "Add File" link, and a "Description" text area.

Submit with CSP account

Submit your request

With a CSP account, you have the option of saving the information and submitting the application later.

Press **'Submit for Approval'** after completion of the form.

- Questions can be directed by E-mail to one of the regional support P2I teams listed here.
- Or use the comment box at the bottom of the screen. Always start your question with “@P2I” and relevant region to ensure the recipient is notified.
- If you need to attach additional documents, you can upload it in Comment section
- Do not close the window until the status of the form changes to [Pending Approval](#).

Based on Region (Delivering To) field at the top of this form, tag a P2I Team dedicated for your region. Always choose only one from listed below:

- @P2I EMEA
- @P2I South America
- @P2I North America
- @P2I North Asia
- @P2I South Asia (IN, LK)
- @P2I South Asia (TH, VN, ID, PK, AU, MM, MY, NZ, PG, SG)

For Suppliers who have not registered with CSP (Respond Without Joining in email invitation)

If you any question, please post them to relevant email address depending on Country of Operation:

- CoupaSupport.EMEA@AkzoNobel.com (For EMEA countries)
- CoupaSupport.SouthAmerica@AkzoNobel.com (For South America countries)
- CoupaSupport.NorthAmerica@AkzoNobel.com (For North America countries)
- CoupaSupport.NorthAsia@akzonobel.com (For North Asia countries)
- CoupaSupport.SouthAsia_PN@AkzoNobel.com (For South Asia countries; IN, LK)
- CoupaSupport.SouthAsia_KL@akzonobel.com (For South Asia countries; TH,VN,ID,PK,AU,MM,MY,NZ,PG,SG)

Buttons: Decline, Save, **Submit for Approval**

Comments section: Enter Comment, Add File | URL, Add Comment

External Supplier Info Request

Pending Approval

Supplier Information

Demo Video Supplier



AkzoNobel

Once your application is successfully submitted, AkzoNobel will review it further. Our team will contact you if more information is required.

You will receive an email as soon as your account is activated in our system.

Thank you for your cooperation.

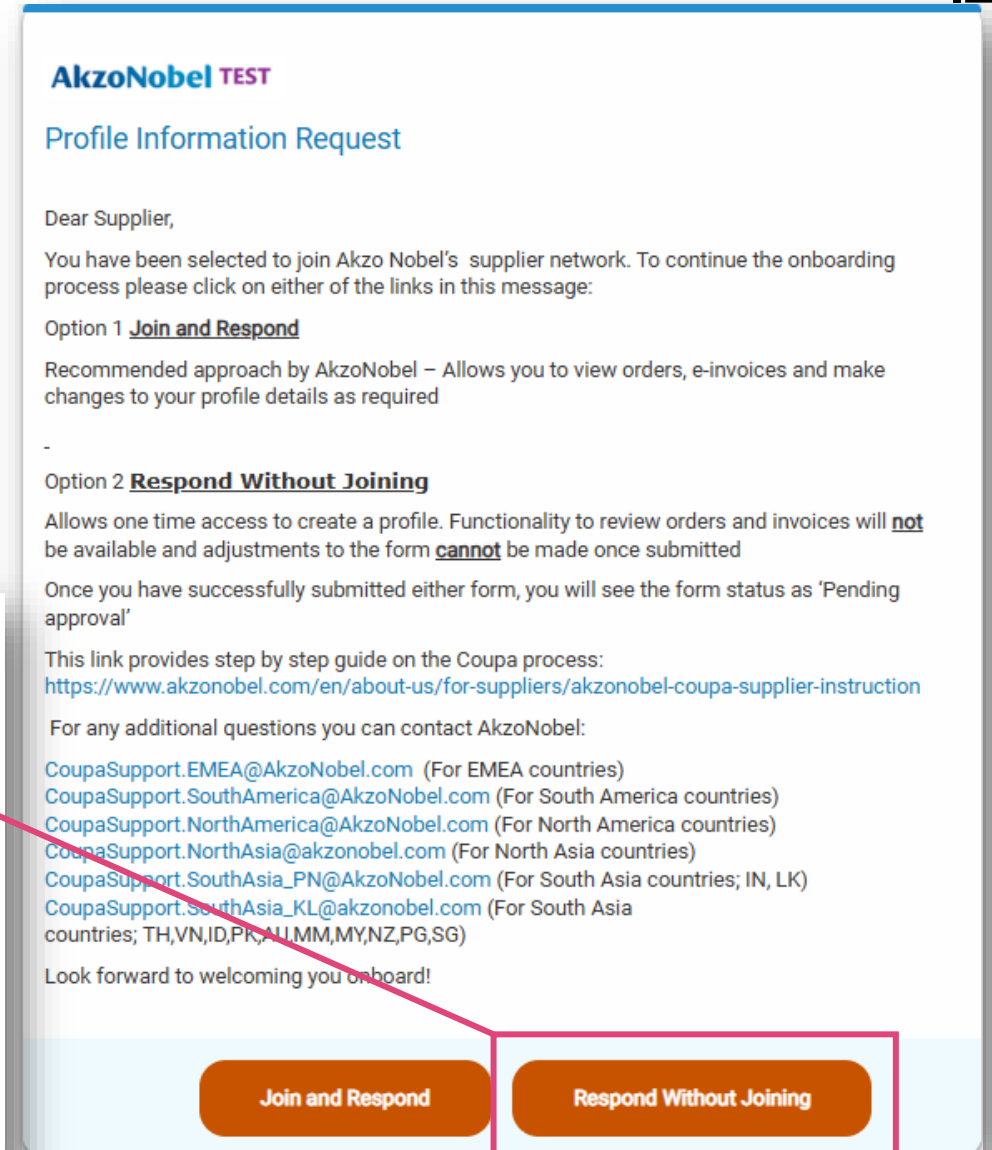
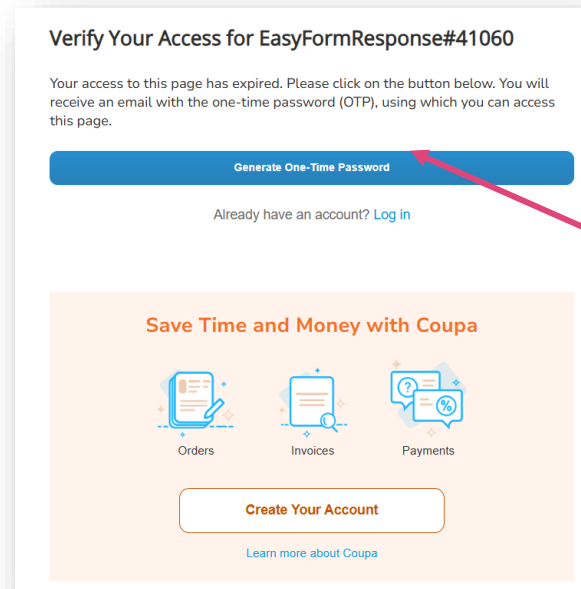
Respond without joining CSP

Respond without Joining CSP

If you choose Respond Without Joining, you will be directed to one time application form.

Please note that if you choose this option, you would not be able to request any change to your profile information after you submit this form.

After you hit 'Respond without Joining', click 'Generate One Time Password'



Respond without Joining CSP



You will receive a 6 digits verification code via your E-mail.

1. Enter this verification code in this One-Time Password box.
2. Select 'I'm not a robot' and complete the quiz.
3. Click 'Verify One Time Password'

AkzoNobel TEST

Verify Your Access for EasyFormResponse#41060

Below is your One-Time Password(OTP):

375118

This password will expire in 24 hours.

Login Information
Device: Windows Windows NT 10.0 Chrome
Date: 11:54 AM, 04 March 2025 (CET)
IP: 140.210.152.176

If you did not request for a One-Time Password, you can ignore this email.

Verify Your Access for EasyFormResponse#41060

Enter the one-time password sent to hu*****@12*****.

Enter One-Time Password

Please check the box below to proceed.

I'm not a robot

reCAPTCHA
Privacy - Terms

Verify One-Time Password

Didn't receive the code. [Resend One-Time Password.](#)

Select all squares with
bicycles
If there are none, click skip

SKIP

Complete One Time Application form



You will be directed to the application form after you Click 'Verify One-Time password'

Complete the data and add requested attachments.

Manage your profile and more with Coupa. [Create Your Account](#)

AkzoNobel TEST [Sign Out](#)

External Supplier Info Request

External Supplier Info Request Form

Supplier Information

Demo Video Supplier one time link

Supplier Information Form

Region (Delivering To)
North Asia
This is an internal AkzoNobel classification that will make sure that your form will flow to a valid person for approval.

Business Unit
DEU Decorative Paints Europe & Africa

Country/Region of Operation
Netherlands

Complete One Time Application form



Supplier Commercial Contact Person Details

- Please validate the pre-populated information. Kindly update it if not applicable.
- Complete all mandatory fields marked as ‘*’

* Supplier Commercial Contact Person

Supplier Commercial Contact Person details

These contact details will be used to validate all changes made to supplier profile including banking information in future.

* First Name

* Last Name

* Email address

* Work Phone
US/Canada
650-555-1212

Contact Purpose
Select Some Options

Complete AkzoNobel's Request Form



If you are a Raw Material Supplier, you need to fill in some additional questions.

- Quality Contact E-mail address.
- Select applicable Mode of transport
- Upload ISO 9001 Certificate
 - If 'Effective Date' does not apply, enter 01/01/2025.
 - If 'Expiration Date' does not apply, enter 31/12/2099.

* Are you a Supplier of Raw Materials?

Yes
 No

* Quality Contact Email Address

Please confirm/enter the correct Quality Contact Email Address in this field.
This Email address will be used to highlight any Quality related issues

* Mode of transport

ISO 9001 Certificate

Effective Date

* Expiration Date

* Attachments

Add File

Description


Complete One Time Application form




Primary Address

- Please validate the pre-populated information. Kindly update it if not applicable.
- Provide email address where you would like to receive POs.

*** PO Email**



• 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

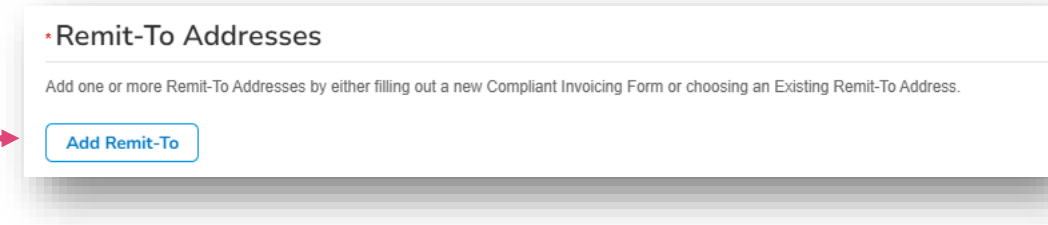
Location Code

Complete One Time Application form



Remit-To Address

- Click 'Add Remit-To' 
- Complete the requested bank data in next slide



The screenshot shows a section titled "Remit-To Addresses" with a red asterisk. Below the title is a grey horizontal line, followed by the text: "Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address." At the bottom of the section is a blue button with the text "Add Remit-To".

Complete One Time Application form



Remit-To Address

- If you are a Brazilian supplier, select Yes. Additional mandatory tax fields will be populated.

Additional Tax Registration Number for Brazil

Please input the following tax registration numbers

* State tax registration number

* Municipality tax registration number

- Select 'Yes' to add IBAN. If you do not have IBAN, please choose 'No' to validate/add bank account and bank key.
- Add Remittance E-mail address to receive payment advice.

Remit-To Address

* Is your country Brazil?

No

Banking Information

* Bank Country/Region

China

* Bank Name

HSBC BANK (CHINA) COMPANY LIMITED/SHANGHAI E

* Account Holder Name

Demo TEST

* Do you have IBAN number?

Yes

No

You can check here, if IBAN is applicable for your country: <https://www.iban.com/structure>

* Bank Account Number

*****011

* Bank Key/Sort Code

This is a unique identification code assigned to your bank & branch. You can find it on your online bank account details or bank statement

* Remittance email address

This E-mail address will be used to send payment/remittance advice

Complete One Time Application form



Remit-To Address

In this section, you need to upload bank evidence from TWO DIFFERENT sources.

- Check two types of evidence that you will attach.

Bank receipts should be uploaded in PDF format and should not contain blank spaces in the file name

- Attach only 1 PDF file in each of the evidence section.
- Do not add the same PDF document to the 'Bank Evidence 1' and 'Bank Evidence 2' fields.

* Please attach TWO DIFFERENT types of evidence related to the bank account you specified

- Letter from supplier announcing latest bank details (On letterhead of supplier and signed by Authorized signatories)
- Bank Statement not older than 60 days
- Invoice with new bank details
- Cancelled copy of cheque
- Bank letter confirming bank details

* Banking Evidence (1)

BankEvidence1.txt
(Change , Clear)

* Banking Evidence (2)

BankEvidence2.txt
(Change , Clear)

Complete One Time Application form



AkzoNobel's Business Partner Code of Conduct

- AkzoNobel's Business Partner Code of Conduct is available at this link.
- Once you click the link, you will be directed to the page to download Code of Conduct.
- Click on your preferred language and download the CoC PDF.
- You can manually or digitally sign on the PDF file and upload in the attachment section.
- Upload your Code of Conduct if you do not accept AkzoNobel's Code of Conduct.

The screenshot shows the AkzoNobel's Business Partner Code of Conduct application form. It includes a URL field with a red arrow pointing to the link, a checkbox for accepting the Code of Conduct (with 'Yes' selected), and a list of languages for downloading the Code of Conduct. A red arrow points to the 'BusinessPartnerCodeofConduct.txt' link. A red arrow also points to the 'Download Code of Conduct' button in the language selection section.

AkzoNobel's Business Partner Code of Conduct

AkzoNobel's Business Partner Code of Conduct

<https://www.akzonobel.com/en/about-us/governance...>

Please scroll down to Business Partner Code of Conduct section and find Code of Conduct document in a preferred language

* I accept AkzoNobel's Business Partner Code of Conduct

Yes

No

* AkzoNobel's Business Partner Code of Conduct

[BusinessPartnerCodeofConduct.txt](#)

(Change , Clear)

Please upload signed AkzoNobel Business Partner Code of Co

Please be aware that not accepting AkzoNobel Business Partne acceptance.

Download Code of Conduct

You can download the Code of Conduct by clicking on your preferred language below

[CODE OF CONDUCT](#) **[BUSINESS PARTNER CODE OF CONDUCT](#)**

Business Partner Code of Conduct

Arabic | Chinese (SC) | Chinese (TW) | Czech | Danish | Dutch

Estonian | English | French | German | Greek (EL) | Hindi

Hungarian | Indonesian | Italian | Korean | Norwegian | Polish

Portuguese (BR) | Romanian | Spanish | Swedish | Turkish | Urdu

Vietnamese

Complete One Time Application form



Business/Company Registration Certificate and Tax Registration Certificate

- Attach your Business/Company Registration Certificate in PDF format.
- If you are Tax Registered, fill out this section and attached Tax Registration Certificate in PDF format.
- By clicking “Add Tax Registration” again you can add multiple tax registration numbers.

If 'Effective Date' does not apply, enter 01/01/2025.

If 'Expiration Date' does not apply, enter 31/12/2099.

The screenshot displays two overlapping form sections. The top section is titled "Business/Company Registration Certificate" and includes a "Choose File" button with the text "No file chosen". Below this, it lists examples: "For USA - W8, W9 Form" and "For EU - Chamber of Commerce certificate". A red arrow points from the text "Attach your Business/Company Registration Certificate in PDF format." to the "Choose File" button. The bottom section is titled "Tax Registrations" and contains a blue "Add Tax Registration" button. A red arrow points from the text "By clicking 'Add Tax Registration' again you can add multiple tax registration numbers." to this button. Below the button, there is a "Tax Registration" form with fields for "Country" (a dropdown menu), "Number" (a text input field), and "Local" (a checkbox). At the bottom of the form, there is a "Tax Registration Certificate" section with fields for "Effective Date" and "Expiration Date" (both with "mm/dd/yy" format and calendar icons), an "Attachments" section with an "Add File" link, and a "Description" text area.

Submit without CSP

Submit your request

Click '**Submit**' after completion of the form.

➤ Questions can be directed by E-mail to one of the regional P2I teams listed here.

➤ Do not close the window until the status of the form changes to Pending Approval.

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CoupaSupport.NorthAsia@akzonobel.com (For North Asia countries)
CoupaSupport.SouthAsia_PN@AkzoNobel.com (For South Asia countries; IN, LK)
CoupaSupport.SouthAsia_KL@akzonobel.com (For South Asia countries; TH,VN,ID,PK,AU,MM,MY,NZ,PG,SG)

Decline **Submit**

External Supplier Info Request

Pending Approval

Supplier Information
Demo Video Supplier



AkzoNobel

Once your application is successfully submitted, AkzoNobel will review it further. Our team will contact you if more information is required.

You will receive an email as soon as your account is activated in our system.

Thank you for your cooperation.