

Supplier Portal Overview



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Links

Pact Group Support: vendor.inquiry@pactgroup.com

Coupa Support Portal: [Coupa Supplier Portal \(coupahost.com\)](https://coupahost.com)

Signup Methods

1. [Respond Without Joining](#) – New Suppliers to Pact

- This method completes your Pact signup without registering you for the Coupa Supplier Portal (CSP). A separate email invite is required to join the CSP (#3 shown below).

2. [Join and Respond \(Recommended\)](#) – New Suppliers to Pact

- First, complete your registration to sign up to the Coupa Supplier Portal, then complete your Pact registration. Both steps are mandatory, without completing the Pact signup, you will not be able to trade with any Pact Group entities.

3. [Already signed up with Pact - Email Invite to CSP](#)

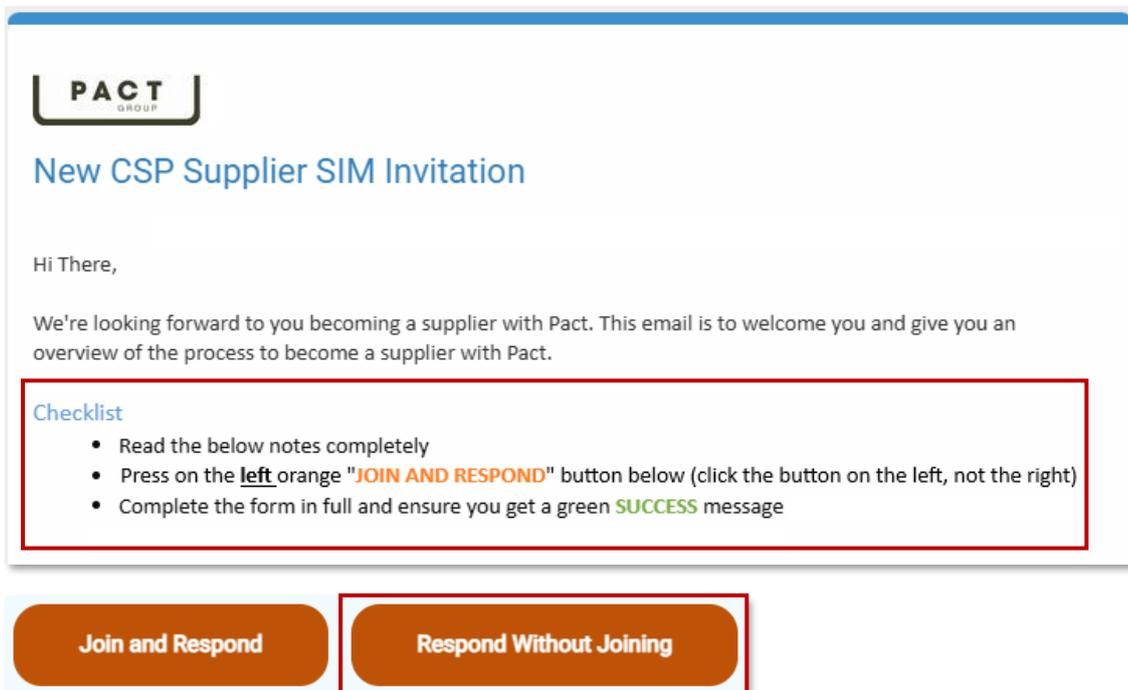
- This method is required to signup to the Coupa Supplier Portal only.

4. [Already have CSP Account before signing up with Pact](#)

- How to signup with Pact if you use the Coupa Supplier Portal already.

1. Respond Without Joining Button

1. **Start the Form:** Click on “[Respond Without Joining](#)” button from your email



2. After clicking on [Respond Without Joining](#) a new page will open in a browser with the form to be actioned/completed.

3. Move to [Section 3.1](#)

2. Join and Respond Button (Recommended)

1. **Start the Form:** Click on “Join and Respond” button from your email

PACT GROUP

New CSP Supplier SIM Invitation

Hi There,

We're looking forward to you becoming a supplier with Pact. This email is to welcome you and give you an overview of the process to become a supplier with Pact.

Checklist

- Read the below notes completely
- Press on the **left** orange "JOIN AND RESPOND" button below (click the button on the left, not the right)
- Complete the form in full and ensure you get a green **SUCCESS** message

Join and Respond **Respond Without Joining**

2. **Create an Account:** Complete this section with your company’s information. Click “Next”.

Create an Account

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

*** Business Name**
ABC Supplier One
Your legal business name (or legal personal name if an individual)

*** Email**
[Redacted]

*** First Name** *** Last Name**
Steve Derrick

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

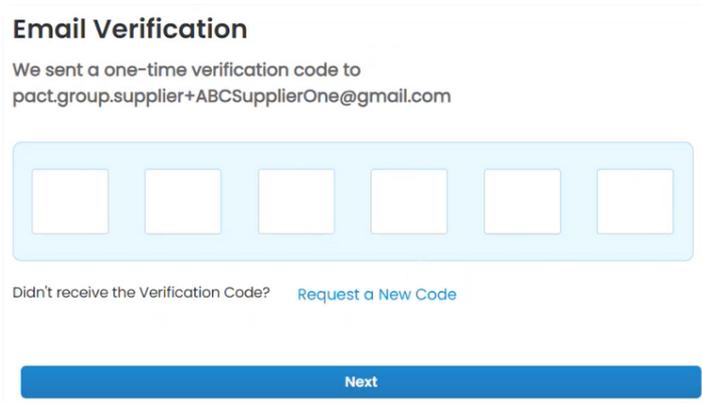
*** Country/region** *** Tax Registration** ⓘ
[Dropdown] #####

I do not have a Tax ID

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

Create an Account

3. **Email Verification:** the below screen will appear, and a **one-time verification code** will also have been sent to the email address associated with the account.



Email Verification

We sent a one-time verification code to
pact.group.supplier+ABCSupplierOne@gmail.com

Input fields for the verification code (6 empty boxes).

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

Next

4. **One-time Verification Code:** Retrieve the code from your email & enter into the **Email Verification** screen. Click on **“Next”**.



coupa

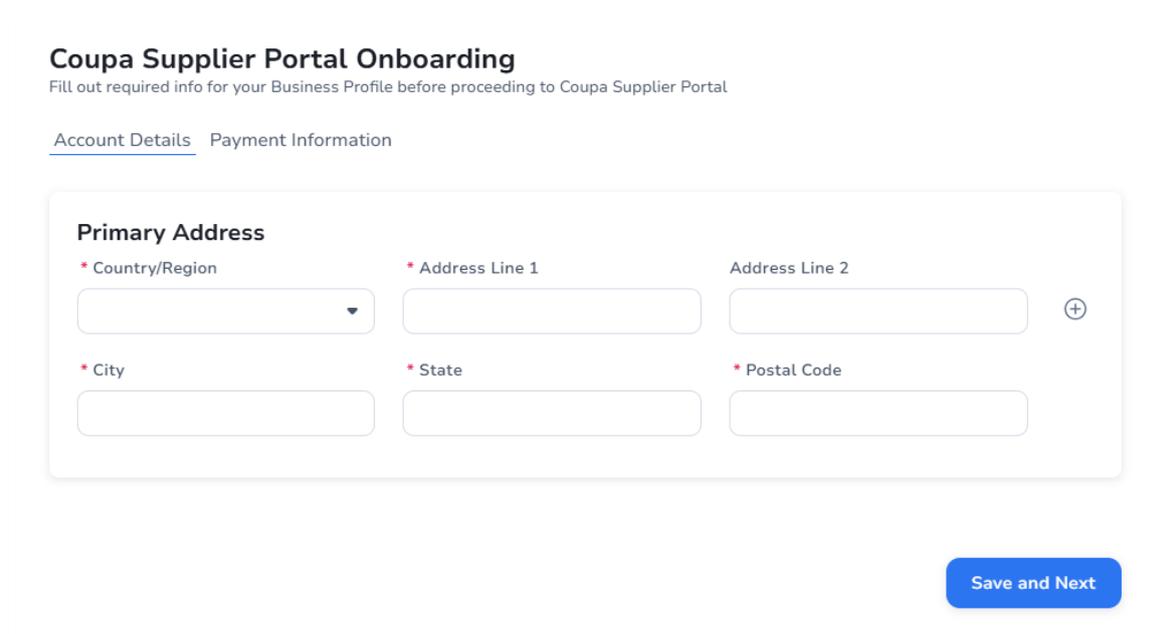
Your Coupa Verification Code

Below is the secure verification code you
that it's you.

189288

If you didn't request this code please con

5. **Account Details:** Complete this section with your company's address information. Click on **“Save and 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"/>

Save and Next

6. **Country Details:** Depending on the Country you've selected in Step 1.4 another box may appear **under Primary Address**. Enter your company information and select the relevant options applicable for your company. Click on **“Save and Next”**.

New Zealand

Invoice From Code ⓘ

Preferred Language

Tax Registrations

* Country/Region

VAT ID

I don't have VAT ID Number

* Local Tax ID

7. **Payment Information:** These are for your Coupa Account and can be used by all Suppliers you interact with using Coupa (if they have this function enabled). The Pact Group however does not currently use these forms and your bank account details will be captured as part of your signup forms with Pact.

8. **Payment Information:** Three Options will appear beginning with **Virtual Card, Bank Account** & finally **Check** if you wish to accept these payment methods, fill out the information in each section.

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

Payment Method (**Virtual Card** | Bank Account | Remit-To Address)

Virtual Card ⓘ

Please enter the following information to receive Virtual Card payments.

* Payment Method Name ⓘ

* Email Address

Process credit cards automatically

Do not accept Virtual Card payments from Pact Group Test

Save and Next

9. Subscriptions: Once you've completed your Payment Information section the below Subscriptions options will appear. Click on **"Continue"** under the **Free** option shown below.

The screenshot displays the 'Subscriptions' page with three main options:

- Registered (Free):** Easily do business with customers who use Coupa. Registered user includes: Business Profile, Orders, E-Invoices, Catalogs, Payments, Sourcing Events. A red box highlights the 'Continue' button.
- Coupa Verified (\$549 / year):** Amplify your trusted brand across Coupa's community of buyers. Everything in 'Registered' plus: Verified Badge, Priority Search Rank. A blue button labeled 'Purchase Verified' is shown.
- Coupa Advanced (\$4,800 / year):** Optimize your cash flow and increase productivity throughout your day. Everything in 'Registered' plus: Automated invoice reminders and reporting, A seamless integration with your account system. A blue button labeled 'Purchase Advanced' is shown.

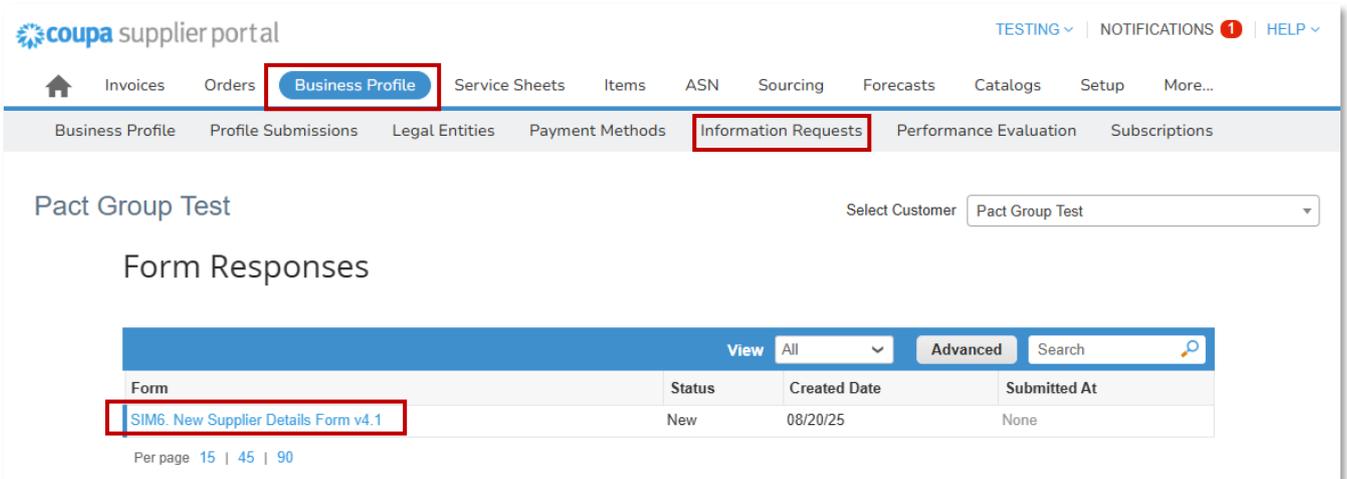
A 'Cancel' button is located at the bottom right of the subscription selection area.

10. Multi Factor Authentication (MFA): If a message appears advising you to enable Multi-Factor Authentication as shown below upon selecting Pact Group as the customer, please reach out to Pact for this MFA requirement to be removed from your account, alternatively you can setup MFA by clicking on the link shown below.

The screenshot shows the 'coupa supplier portal' interface. The top navigation bar includes 'coupa supplier portal', 'TESTING', 'NOTIFICATIONS 1', and 'HELP'. The main navigation menu includes 'Invoices', 'Orders', 'Business Profile', 'Service Sheets', 'Items', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Setup', and 'More...'. The 'Business Profile' section is active, with sub-menus for 'Business Profile', 'Profile Submissions', 'Legal Entities', 'Payment Methods', 'Information Requests', 'Performance Evaluation', and 'Subscriptions'. The main content area is titled 'Pact Group Test' and features a dropdown menu labeled 'Select Customer' with 'Pact Group Test' selected. A red box highlights this dropdown menu. Below the dropdown, a message states: 'In order to access 'Pact Group Test' data you must enable Multi-Factor Authentication for added security'.

3. Pact Group Signup Form – SIM6

1. Navigate to the Pact Group Signup form (SIM6) which can be accessed via clicking on “Business Profile”, followed by “Information Requests”.



2. In order to trade with Pact, the completion of the SIM6 form is required. Click the SIM6 link to begin.

3.1. Actions to Complete sections of the SIM6 form

- a. **Mandatory Fields:** Ensure all **Mandatory Fields *** are completed.
- b. **Company Information:** Include company details, address, email for remittance advice.
- c. **Banking Details:** - Click on the **Remit-To** button requesting your banking details.
- d. **Insurances:** Pact requires copies of your **Public Liability Insurance, Product Liability Insurance** and **Professional Indemnity Insurance** (if applicable). These are mandatory fields, if an insurance is not held contact vendor.inquiry@pactgroup.com
- e. **Compliance with DFAT and Global Sanctions List:** Does your organisation comply. Review the Department of Foreign affairs and Trade (DFAT) Consolidated List.
- f. **Purchasing Terms and Conditions:** – Review Pact T&Cs of Procurement (Aus & NZ).
- g. **Pact’s Policies:** Review the policies.
 - **Pact Anti-bribery & Corruption Policy**
 - **Pact Supplier code of Conduct Policy**
 - **Pact Whistleblower Policy**

3.2. Remit-To Addresses

1. **Add-Remit To:** It is **important** that this **section is completed**. This is where the **banking details** are uploaded to enable payment on invoices.
2. Click on **Add Remit-To**.
 - The form will expand, it requires the **Remit-To** details.
 - It also requires the **Banking details** for payment of Invoices.

*To add your Banking details, please click the "**Add Remit-To**" button below

*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

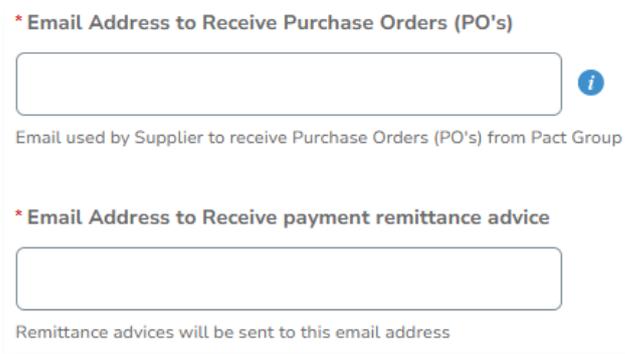
3. Enter banking details for payment of **Invoices**.
 - 3.1. Complete all fields with *****.
 - 3.2. Click on **i** to see information for entry into that field.
 - 3.3. **Bank Account Number:** As shown below the formatting here can be different depending on the country, an example is shown for New Zealand bank setup.
 - 3.3.1 Bank account: 12-3106-0012345-00

Account Number:	<input type="text" value="001234500"/>	i
Confirm Account Number:	<input type="text" value="001234500"/>	
Bank Code:	<input type="text" value="123106"/>	i
SWIFT/BIC Code:	<input type="text" value="ASBBNZ2A"/>	i

- 3.4. **Bank Contact Full Name:** Enter the name at your company/organisation who liaises with the bank.
- 3.5. **Bank Contact Email:** Enter the email of the person at your company/organisation who liaises with the bank.
- 3.6. **Bank Contact Phone Number:** Enter the phone number of the person at your company/organisation that liaises with the bank.

3.3. Email Correspondence

1. **PO Email:** Email address for POs to be received.
2. **Remittance Email:** Email Address for remittances to be received.



* Email Address to Receive Purchase Orders (PO's)

Email used by Supplier to receive Purchase Orders (PO's) from Pact Group

* Email Address to Receive payment remittance advice

Remittance advices will be sent to this email address

3.4. Insurances

1. **Insurance** details are required for:
 - 1.1 **Public Liability Insurance**
 - 1.2 **Product Liability Insurance**
 - 1.3 **Professional Indemnity Insurance**
2. If you have any questions regarding your insurance(s), email vendor.inquiry@pactgroup.com who will direct your query to the relevant person for a response.



Insurances

* Public Liability Insurance Details

Effective Date

* Expiry Date

* Attachments

Description

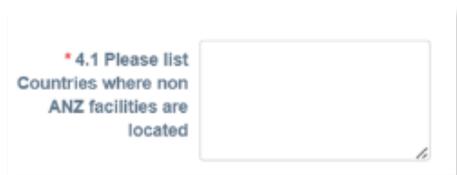
Please provide the details of your Public Liability Insurance by providing up to date commencement and expiry dates, a copy of your policy and any relevant details, such as policy limits, in the Description field.

3.5. Compliance with DFAT and Global Sanctions Lists

1. There are 4 questions here that require you to confirm that your organisation does not appear on any US or AU Sanctions lists
2. **Tick the box** to confirm that your organisation doesn't appear on any sanctions lists.

3.6. Modern Slavery

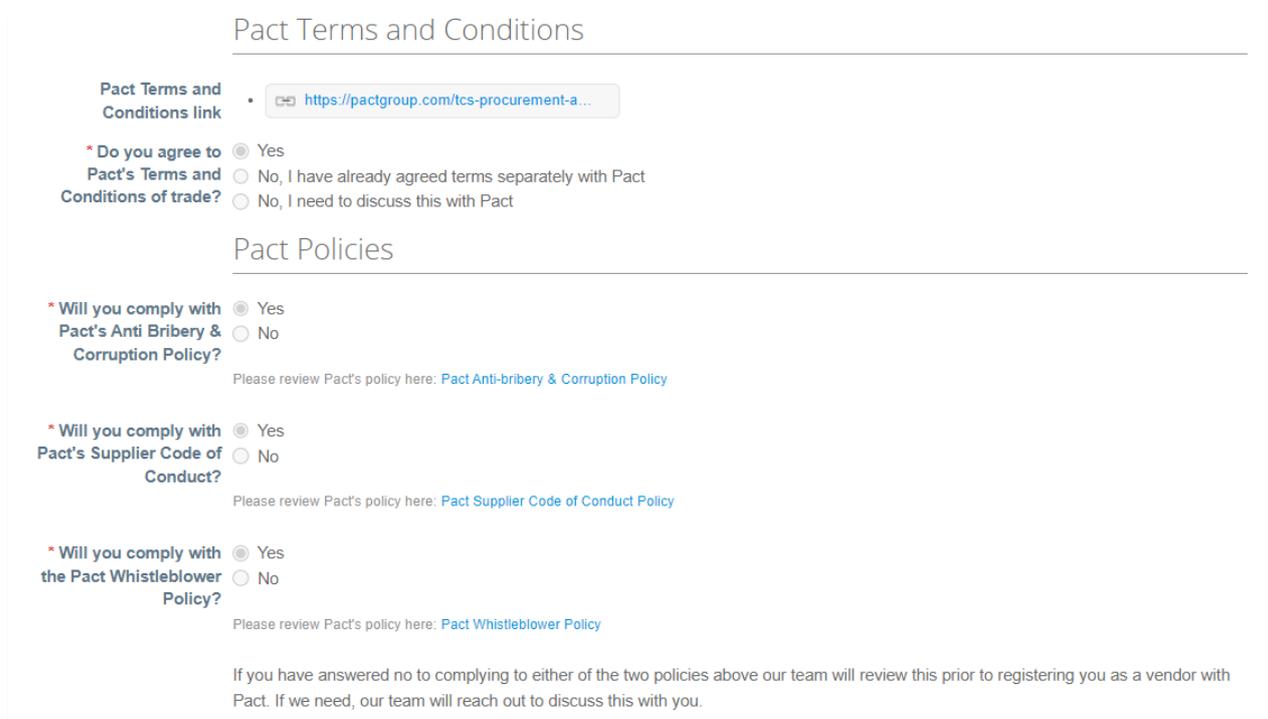
1. Review the policy before starting this section [Modern Slavery Policy](#)
2. **Tick the box** or **select** drop-down menu questions choose **Yes** or **No**.
3. Some of the responses will generate another box to provide more details. For example, choosing **No in question 4**, will open the box below to be completed.



* 4.1 Please list Countries where non ANZ facilities are located

3.7. Pact Terms and Conditions

1. Review Procurement Terms and Conditions for Pact and select the appropriate **radio button**.
 - [T&Cs of Procurement \(Aus & NZ\) | Pact Group](#)
2. Review Pact Policies.
 - [Pact Antibribery & Corruption Policy](#)
 - [Pact Supplier Code of Conduct](#)
 - [Pact Whistleblower Policy](#)
3. Click on the **radio buttons** to select **Yes** or **No**.



Pact Terms and Conditions

Pact Terms and Conditions link • <https://pactgroup.com/tcs-procurement-a...>

* Do you agree to Pact's Terms and Conditions of trade? Yes
 No, I have already agreed terms separately with Pact
 No, I need to discuss this with Pact

Pact Policies

* Will you comply with Pact's Anti Bribery & Corruption Policy? Yes
 No
Please review Pact's policy here: [Pact Anti-bribery & Corruption Policy](#)

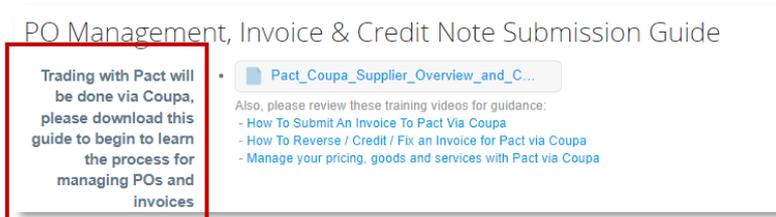
* Will you comply with Pact's Supplier Code of Conduct? Yes
 No
Please review Pact's policy here: [Pact Supplier Code of Conduct Policy](#)

* Will you comply with the Pact Whistleblower Policy? Yes
 No
Please review Pact's policy here: [Pact Whistleblower Policy](#)

If you have answered no to complying to either of the two policies above our team will review this prior to registering you as a vendor with Pact. If we need, our team will reach out to discuss this with you.

3.8. PO Management, Invoice & Credit Note Submission Guide

1. Invoices will be loaded into Coupa Supplier Portal by the supplier for payment by Pact Group.
2. Training videos for how to submit an invoice to Pact Group.
 - [How To Submit an Invoice To Pact Via Coupa](#)
 - [How To Reverse / Credit / Fix an Invoice for Pact via Coupa](#)
 - [Manage your pricing, goods and services with Pact via Coupa](#)



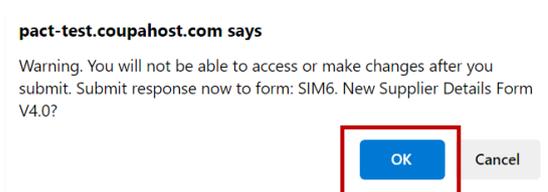
3. Entering your own invoices into CSP:

- Pact Group requires suppliers to enter the invoices into the Coupa Supplier Portal.
- Payment is made on invoices that the suppliers have entered into Coupa.
- Emailing the invoice to an email address will not enable it to be paid.
- The benefit to the suppliers with using Coupa Supplier Portal is the ability to see payment details and status of invoice for payment.

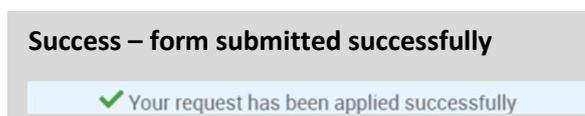
4. Click on **Submit**

3.9. Submit the Form

1. After clicking on **Submit** the message below will display.
2. Click on **OK**



3. **Successfully submitted form:** The message below will display.

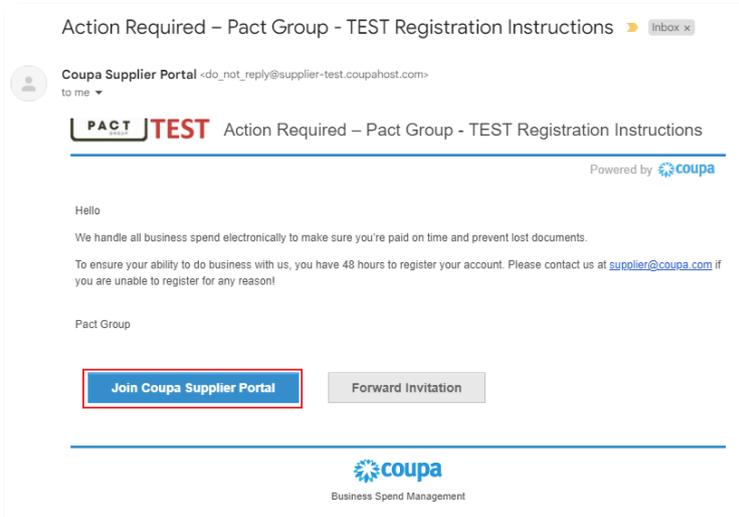


4. **If there are errors on the form:** You will be directed back to the top of the form.

Please fix the errors below.

4. Already signed up with Pact - Email Invite to CSP

- 1. Invitation to the Coupa Supplier Portal (CSP):** You will receive the below request. You can forward this invitation to another person to complete or start the process by selecting **“Join Coupa Supplier Portal”**.



- 2. Create an Account:** Complete this section with your company’s information. Click **“Next”**.

Create an Account

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

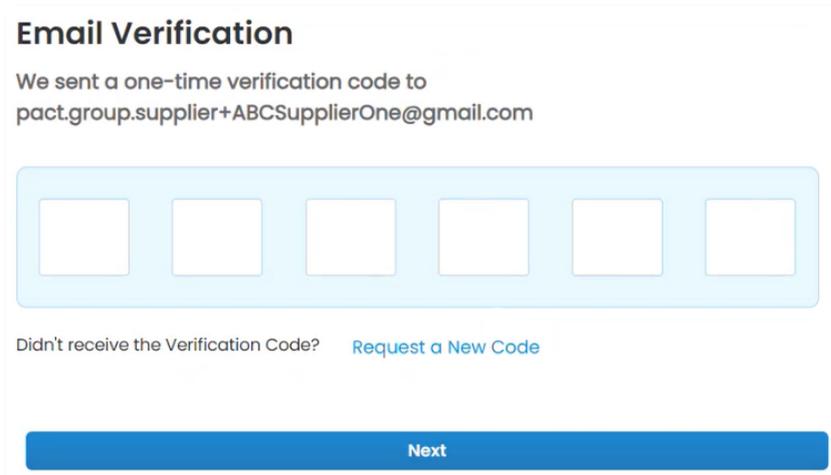
- * Business Name**
ABC Supplier One
Your legal business name (or legal personal name if an individual)
- * Email**
[Empty field]
- * First Name**: Steve
- * Last Name**: Derrick
- * Password**: [Empty field]
- * Confirm Password**: [Empty field]
Use at least 8 characters and include a number and a letter.
- * Country/region**: [Dropdown menu]
- * Tax Registration**: [Field with 8 asterisks]

I do not have a Tax ID

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

Create an Account

3. **Email Verification:** the below screen will appear, and a **one-time verification code** will also have been sent to the email address associated with the account.



The image shows a web interface for email verification. At the top, it says "Email Verification". Below that, it states "We sent a one-time verification code to pact.group.supplier+ABCSupplierOne@gmail.com". There is a light blue box containing six empty white squares for entering the code. Below the squares, it says "Didn't receive the Verification Code?" followed by a blue link "Request a New Code". At the bottom, there is a blue button labeled "Next".

4. **One-time Verification Code:** Retrieve the code from your email & enter into the **Email Verification** screen. Click on **“Next”**.



The image shows an email from Coupa. It features the Coupa logo at the top. Below the logo, it says "Your Coupa Verification Code". Underneath, it reads "Below is the secure verification code you that it's you." The code "189288" is displayed in a red-bordered box. At the bottom, it says "If you didn't request this code please con".