



- Supplier Onboarding -  
External Guideline

April 2024

It's ABOUT YOU | [aboutyou.com](https://aboutyou.com)

# Supplier Onboarding - External Guideline

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# Invitation via E-mail

- The ABOUT YOU GROUP wants to onboard you as a new Business Partner
- To do so, we need to onboard you as a New Supplier in our finance system
- You will receive an e-mail from us ([do\\_not\\_reply@supplier.coupahost.com](mailto:do_not_reply@supplier.coupahost.com)) with a request to **update/complete your company information** (Please also have a look into your spam folder)
- Please start the onboarding process by clicking on **“Respond without Joining”** in the e-mail to add all required information (*Hint: We recommend to use the desktop version (PC) instead of opening the e-mail on your mobile device*)

## Please note:

If applicable, you also need to complete our **Risk Assessment Process**. In this case you will receive another two e-mails from Coupa within the next 24 hours. (Please see page 8 for further information).

- If you have any questions about the onboarding process, please contact us via [accounting@aboutyou.com](mailto:accounting@aboutyou.com)

Powered by 

**ABOUT** 

## Profile Information Request

Dear Supplier,

The *ABOUT YOU GROUP* wants to onboard you as a new supplier. Please respond by updating your company profile on our platform Coupa through the buttons below.

In the first step, please click the button **“Respond Without Joining”** to add all your relevant company information (name, payment information, VAT ID, etc.) immediately.

After submitting the required information, please feel free to also join our Coupa Supplier Portal (CSP).

The use of the CSP is completely free of charge and allows you to update your company info more easily, view purchase orders, create invoices, manage POs and invoices.

You will find the link and a guideline for registration on our Corporate Page below.

### Risk Assessment

Within your onboarding process, you might be required to complete our Risk Assessment. If applicable, you will shortly (within 24h) receive two emails from our platform **Coupa Risk Assess**. Please complete the Risk Assessment as soon as possible. Please be aware we cannot proceed with your onboarding request until the Risk Assessment is complete.

Welcome and Thank you for doing business with us!

[ABOUT YOU COUPA CORPORATE PAGE](#)

**Join and Respond** **Respond Without Joining**

# Completion of company information

- After clicking on the button „Respond without Joining“, a form will open in a new browser window
- You need to fill out this form with your company details
- Please note that some of the information are already prefilled by us. If these information are not correct, please update them

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



[Sign Out](#)

Supplier Information Test Supplier LD

## General Information

\* Legal Name

Please enter your legal Name, you (privately) or your company is registered with tax authorities

Display Name

Please enter your artist/ company name (if applicable)

## \* Primary Contact Information

Contact Purpose

\* First name

\* Surname

\* Email address

## \* Primary Address

Address Purposes

\* 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

Required email address for all automatically sent out purchase orders to you

## \* Tax Registrations

Use this section to add all your applicable tax registrations.

[Add Tax Registration](#)

### \* Tax Registration

Country/Region

VAT ID

Local

For German or Foreign entities (private persons) without a VAT ID/ UST ID please enter your local tax number and click "local"

# Completion of company information (bank information)

- In the section „Bank Information“ please click on „Add Remit-To“ (if the section „New Bank Information“ is not already shown) to add your bank account details
- You also need to add a **banking supporting document**  
 → Please note that this document needs to fulfill **specific requirements**. You will find these requirements in the form and the screenshot below

## Bank Information

If you already have a remit-to address registered for About You it will appear below. Registered addresses/bank account details cannot be edited. If you want to delete this address, please change the status to inactive in the first field of the corresponding address.

### 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**

#### BANKING SUPPORTING DOCUMENT REQUIREMENTS

As supporting document, please add preferably a blank/template invoice of yours.

The document must include the following information:

- Your full (company / first & last ) name, you or your company is registered with the tax authorities
- Your VAT ID / UST ID or local tax registration number (if applicable)
- Your Bank + IBAN/SWIFT(BIC) or bank account number / bank code (the issuer of the invoice must be the bank account holder)
- The attachment must be a .pdf document type

Please be aware that screenshots from your online banking account, pictures from your ID or bank statements of your account can't be accepted and your request will therefore be rejected.

### 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**

#### \* New Bank Information

\* Bank Name  ✖

\* Bank Country/Region

\* Type of Account  IBAN  Bank Account Number

IBAN Number  i

SWIFT Code (BIC)  i

Bank Routing Number  i  
Required for USA

\* Banking Supporting Document

\* Attachments Add File

- Test\_Banking\_Supporting\_Document\_Ba...

Please see the requirements for the banking supporting document below

**BANKING SUPPORTING DOCUMENT REQUIREMENTS**

# Completion of company information

- In the next step , you need to confirm ABOUT YOU GROUPs Terms & Conditions by clicking on the checkbox
- In the section “ABOUT YOU GROUP Internal Only” you do not need to do anything

**Please note:**

You must complete and submit the form in order to proceed with the onboarding process

Additional Information

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ABOUT YOU GROUP Terms & Conditions

- ABOUT\_YOU\_General\_Terms\_and\_Con...  
General Terms & Conditions of Purchase (Non-commercial Goods and Services)  
For further information please check:  
[About You Coupa Corporate Page](#)

\* ABOUT YOU GROUP Terms & Conditions Confirmation

In order to proceed with your onboarding, please confirm the above stated T&Cs from ABOUT YOU

If you have signed a contract or similar agreement with a company of the About You Group, please tick the box in order to proceed with your onboarding. Your signed contract/agreement will be the leading document for our cooperation

ABOUT YOU GROUP Terms & Conditions Confirmation Date

24.01.24

Please enter the day of today

Additional Comments

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ABOUT YOU GROUP Internal Only

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Invoice Matching Level 2-way

Supplier Payment Information None

Requested Payment Terms 60

Other Payment Terms (Form1) None

SAP Code None

PO Method prompt  
Make sure to select email if a PO email is set

PO Change Method prompt  
Make sure to select email if a PO email is set

Vendor Number None

Decline

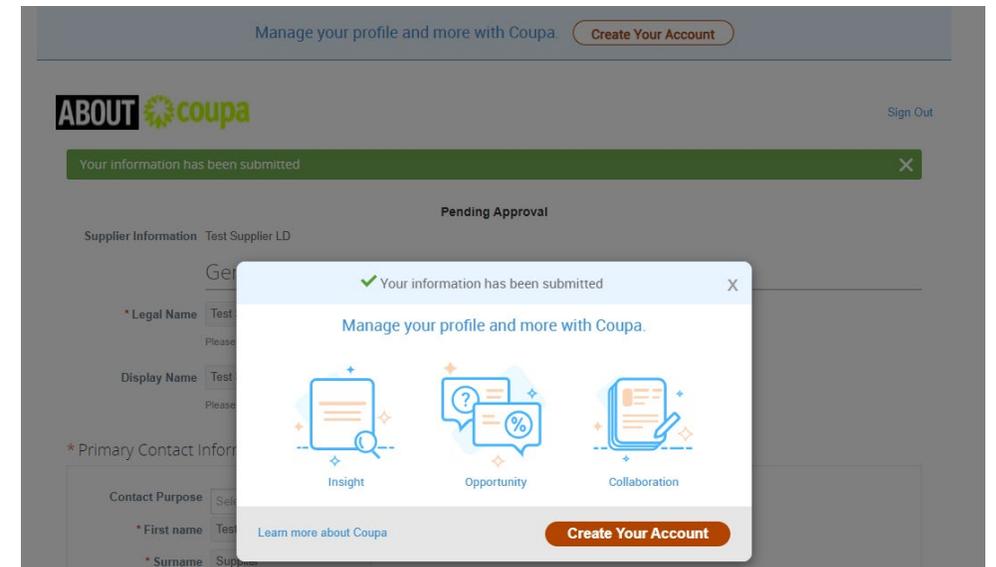
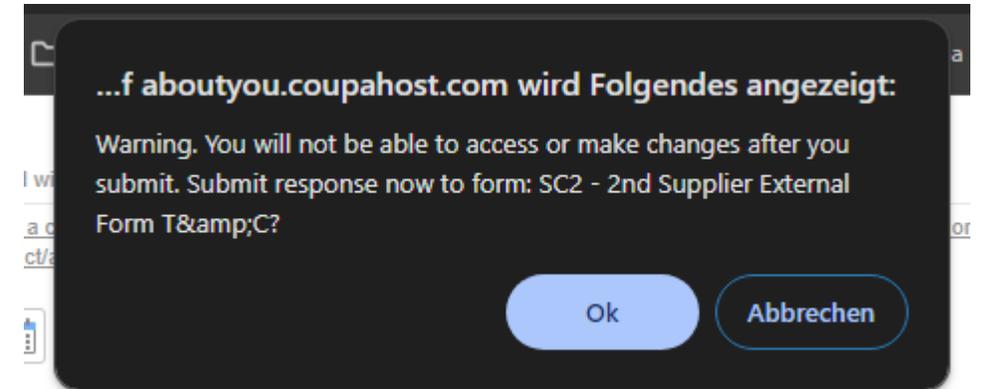
# Completion of company information

- After you have submitted the form, a pop-up window will open
- Please continue by clicking on „OK“
- Another pop-up window will open informing you that your information has been submitted
- ABOUT YOU Group will then review your data
- **If everything is correct**, we will activate your supplier account in our internal finance system (You will be notified via e-mail)
- **In case of any missing or incorrect information**, we will get back to you asking you to correct your data

*(Please note: In this case, you need to create an account in the Coupa Supplier Portal = CSP. You will find further information about the CSP in our CSP-Guideline on our [Corporate Page](#))*

## Next steps:

- We recommend you to also **create an account in the Coupa Supplier Portal (CSP)**
- Please do so by clicking on „**Create Your Account**“ in the pop-up window
- To get information about the registration process, please see our CSP-Guideline on our [Corporate Page](#) or get in touch with us via [accounting@aboutyou.com](mailto:accounting@aboutyou.com)



# Risk Assessment (Business Partner Screening)

- In case you have been selected to complete our Business Partner Screening Process, you will receive an e-mail invitation to Coupa's Risk Assess Portal within the next 24 hours.
- The invitation for registration is sent in two separate emails.
- You need to click on the link in the first e-mail and enter the authentication code that you will find in second e-mail.

## 1. Email with Link



### A Coupa Risk Assess account has been created for you

Dear [Business Partner Name]

A Coupa Risk Assess account has been created for you.

Your Username is: [Your email address]

Please use the link below and the authentication code provided in a separate email with the subject "Your Coupa Risk Assess authentication code" to login to Coupa Risk Assess.

[https://aboutyou-test.risk.coupahost.com/External/\\_si7314?xS=bavOni1RB5%2FEse1vv2Y%2BS1JPzvA6cKgRtakGmZXP5ty6qJJEXIdQTYhc03V3DPas8W8WOffHkBeTOU b0bnOkwPXMbxdKJieVT4ZS1rSqOAZEJYeCN%2BdM6GEVP4Zkqoy4J3R776U30HmOqpY1Bz4gChMvzcD6HhF56jXb8PnsN5zljUpZRg1RNca4CEKOomwPVxisng7Bg%3D](https://aboutyou-test.risk.coupahost.com/External/_si7314?xS=bavOni1RB5%2FEse1vv2Y%2BS1JPzvA6cKgRtakGmZXP5ty6qJJEXIdQTYhc03V3DPas8W8WOffHkBeTOU b0bnOkwPXMbxdKJieVT4ZS1rSqOAZEJYeCN%2BdM6GEVP4Zkqoy4J3R776U30HmOqpY1Bz4gChMvzcD6HhF56jXb8PnsN5zljUpZRg1RNca4CEKOomwPVxisng7Bg%3D)

If you have any questions please contact your administrator at [accounting@aboutyou.com](mailto:accounting@aboutyou.com).

Thank you for using Coupa Risk Assess!  
The Coupa Risk Assess Team

This email was intended for [Business Partner Name].

Coupa Risk Assess - Disclaimer  
This communication and any files or attachments transmitted with it may contain information that is confidential, privileged, and exempt from disclosure under applicable law. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us [here](#) so that we may take the appropriate action.

## 2. Email with Authentication code



### Your Coupa Risk Assess authentication code

Dear [Business Partner Name]

Enclosed is the authentication code needed to login to the Coupa Risk Assess system.

Your authentication code is: **Zb694ZA8WJm**

A link to login was sent to you in a separate email. Please refer to that email for instructions on using your authentication code to login to your Coupa Risk Assess account.

If you have any questions please contact your administrator at [accounting@aboutyou.com](mailto:accounting@aboutyou.com).

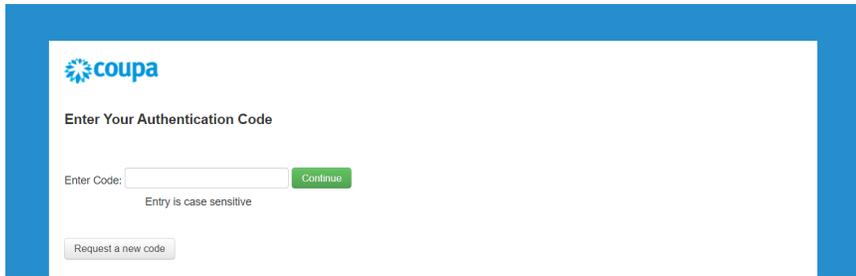
Thank you for using Coupa Risk Assess!  
The Coupa Risk Assess Team

This email was intended for [Business Partner Name].

Coupa Risk Assess - Disclaimer  
This communication and any files or attachments transmitted with it may contain information that is confidential, privileged, and exempt from disclosure under applicable law. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us [here](#) so that we may take the appropriate action.

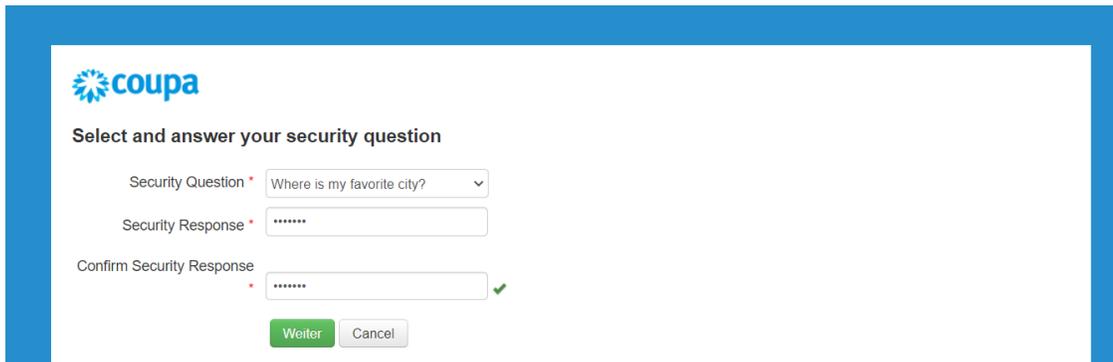
# Risk Assessment (Business Partner Screening)

- After entering your Authentication code, you need to create a password with the help of a security question.



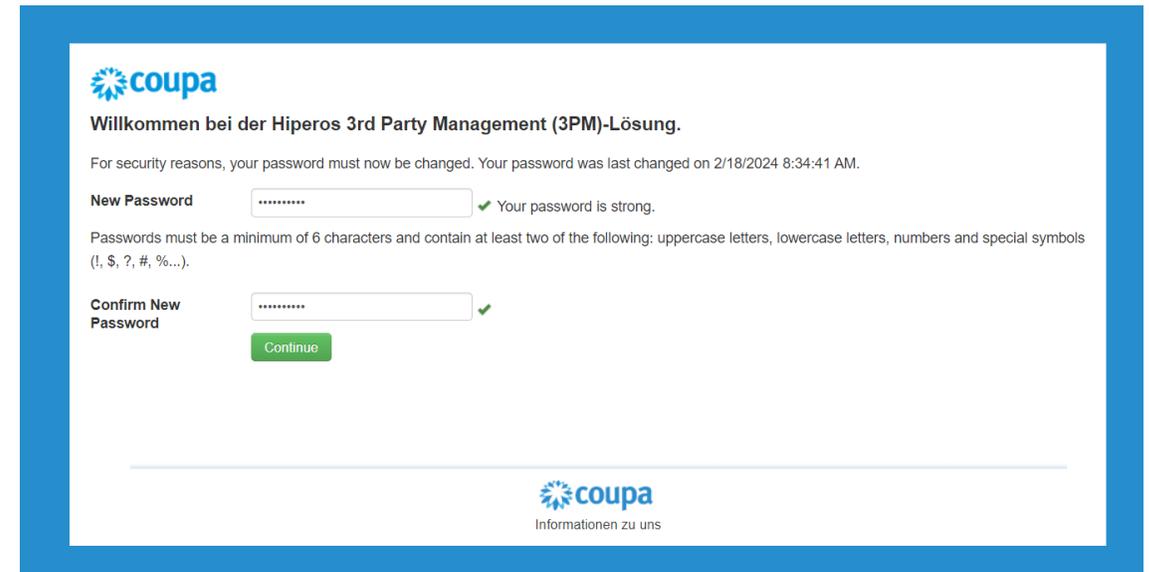
The screenshot shows the Coupa login interface. At the top left is the Coupa logo. Below it, the text "Enter Your Authentication Code" is displayed. There is a text input field labeled "Enter Code:" with a green "Continue" button to its right. Below the input field, it says "Entry is case sensitive". At the bottom left, there is a "Request a new code" button.

## 1. Security Question



The screenshot shows the Coupa security question screen. At the top left is the Coupa logo. Below it, the text "Select and answer your security question" is displayed. There are three input fields: "Security Question" with a dropdown menu showing "Where is my favorite city?", "Security Response" with a masked input field, and "Confirm Security Response" with a masked input field and a green checkmark to its right. At the bottom, there are two buttons: "Weiter" (green) and "Cancel" (grey).

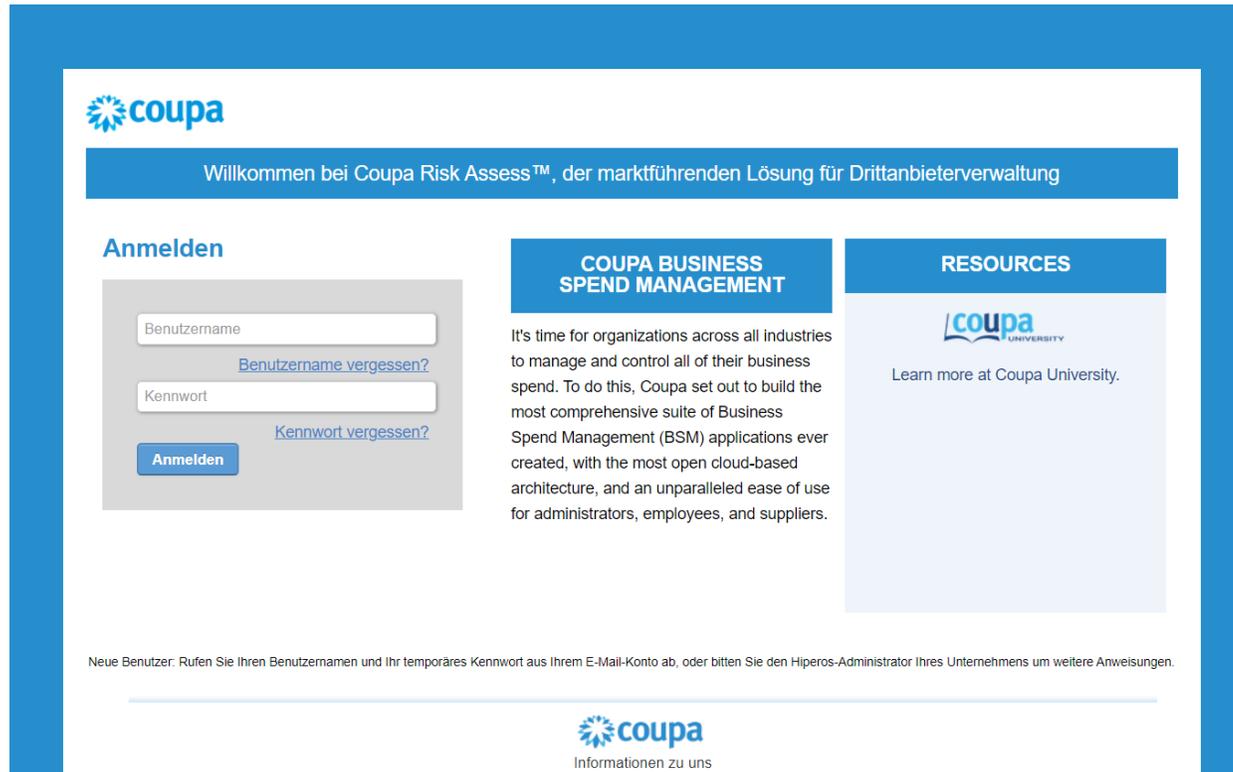
## 2. Password Creation



The screenshot shows the Coupa password creation screen. At the top left is the Coupa logo. Below it, the text "Willkommen bei der Hiperos 3rd Party Management (3PM)-Lösung." is displayed. Below that, it says "For security reasons, your password must now be changed. Your password was last changed on 2/18/2024 8:34:41 AM." There are three input fields: "New Password" with a masked input field and a green checkmark and text "Your password is strong.", "Confirm New Password" with a masked input field and a green checkmark, and a green "Continue" button below it. At the bottom, there is a horizontal line and the Coupa logo with the text "Informationen zu uns" below it.

# Risk Assessment (Business Partner Screening)

- Once the password has been created, you can log in to the Coupa Risk Assess portal with your login credentials.
- Your **username** is your full **e-mail address** to which you received the invitation.
- The website on which you log in is refreshed automatically and will look like this:



The screenshot shows the Coupa Risk Assess login portal. At the top left is the Coupa logo. Below it is a blue banner with the text "Willkommen bei Coupa Risk Assess™, der marktführenden Lösung für Drittanbieterverwaltung". The main content area is divided into three sections: "Anmelden" (Login), "COUPA BUSINESS SPEND MANAGEMENT", and "RESOURCES".

**Anmelden**

Benutzername

[Benutzername vergessen?](#)

Kennwort

[Kennwort vergessen?](#)

**COUPA BUSINESS SPEND MANAGEMENT**

It's time for organizations across all industries to manage and control all of their business spend. To do this, Coupa set out to build the most comprehensive suite of Business Spend Management (BSM) applications ever created, with the most open cloud-based architecture, and an unparalleled ease of use for administrators, employees, and suppliers.

**RESOURCES**



Learn more at Coupa University.

Neue Benutzer: Rufen Sie Ihren Benutzernamen und Ihr temporäres Kennwort aus Ihrem E-Mail-Konto ab, oder bitten Sie den Hiperos-Administrator Ihres Unternehmens um weitere Anweisungen.

  
Informationen zu uns

# Risk Assessment (Business Partner Screening)

- After accepting the Terms of Use, you need to fill out a questionnaire which you will find in the section “Evaluations” -> “Due This Week”

The screenshot shows the Coupa interface with the 'Evaluations' section highlighted. The 'Due This Week' card is highlighted with a red box. Below it is an empty table for 'Evaluations: Late'.

Name	Periodicity	Start Date	Context	Status	Due Date	Action
No items to display						

- Please click on „Show me“ and then on „View“ to open the questionnaire.

The screenshot shows the Coupa interface with the 'Evaluations' section. The 'Show Me' link for 'Due This Week' is highlighted with a red box. Below it is a table for 'Evaluations: Due Later' with one row highlighted, and the 'View' button is highlighted with a red box.

Name	Periodicity	Start Date	Context	Status	Due Date	Action
Self Declaration	One Time	4/3/2024	Supplier Instruction	Not Started	4/13/2024	<a href="#">View</a>

# Risk Assessment (Business Partner Screening)

- Please read the **instructions** and fill out the questionnaire that has opened. Each question is mandatory. Once finished, you need to **submit** it.

Please note:

- If you are unsure about any questions and would like to complete the questionnaire later, you are also able to just “Save” the questionnaire.
- If you click on “Cancel”, your data will not be saved and you need to fill out the questionnaire all over again.
- Please be aware that **as long as you have not completed (and submitted) the questionnaire, we are not able to continue with your onboarding process.**

# THANK YOU!

If you have any questions or concerns, do not hesitate to contact us via [accounting@aboutyou.com](mailto:accounting@aboutyou.com)!

**ABOUT|YOU**°