

Coupa Supplier Information Management

Supplier Onboarding and Maintenance Form

Welcome to the Coupa Supplier Information Management (SIM) tool

This guide will help you complete the Supplier Onboarding and Maintenance Form, which can be accessed by registering on the Coupa Supplier Portal (CSP).

Accessing the Supplier Onboarding and Maintenance Form

Once VMware initiates a request to add your company as a preferred supplier, you will receive an email notification. You may provide the requested information by registering on the CSP and creating an account to manage your company information.

Completing the Supplier Onboarding and Maintenance Form

Section A: Nature of Payment

In this section, update your BU service type. Select the service type that best describes the services to be provided to VMware.

Section B: Supplier Contact Information

In this section, update your contact details:

- Your company's legal business name and other names (if any)
- Primary contact and address
- Indicate if your company is a nonprofit organization
- Remittance advice contact name and email address

Section C: Supplier Payment Information

In this section, update your details:

- Preferred payment currency
- Add banking information

Section D: Supplier Tax Information

In this section, W-9, W-8BEN and W-8BEN-E tax templates are available; please upload completed forms to Other Forms and Certificates:

- W9 for US Suppliers
- International suppliers transacting with VMware in the United States upload W-8BEN for Individuals or W-8BEN-E for Entities.
- For suppliers based in US, provide Federal Tax ID
- For suppliers based outside of US, provide International Tax ID
- For suppliers based in India, provide PAN Tax ID
- Indicate PAN-Aadhaar link status and provide the GST tax form, effective and expiration date

Section E: Other forms and certificates

In this section, upload any necessary forms and certificates:

- Upload withholding tax certificate
- Indicate if MSMED certified and upload to Other Forms and Certificates if certified (India)
- Suppliers in Argentina and Colombia provide required documentation

Support resources

- For queries, email vmwsuppliers@vmware.com.
- Call 877-486-9273 (option 6). International phone numbers can be found at https://www.vmware.com/support/contacts/us_support.html.