

# 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 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.

### Complete the Supplier Onboarding and Maintenance Form

#### Section A: Company Information

In this section, update your company's legal business name and other names (if any).

#### Section B: Supplier Contact Information

In this section, update your contact details:

- Primary contact and address
- DUNS Number
- Primary SIC Classification (US)
- Company Website Address
- Type of Company
- Labor Affiliation (US only)
- Company Certifications and Business Type
- Nonprofit Organization and Number of Employees

#### Section C: Supplier Tax Information

In this section, update your details for the following:

- For suppliers based in US, provide Federal Tax ID
- For suppliers based outside of US, provide International Tax ID Tax Form Templates. Upload completed tax forms to attachments:
  - 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 India, provide PAN Tax ID
  - GST Tax ID and GST Tax Form
  - Remittance advice contact name and email address
  - PO delivery email address

#### Section D: Personally Identifiable Information

In this section, indicate if you will access personal data as part of providing your services to VMware.

#### Section E: Conflict of Interest

In this section, provide your responses to the Conflict of Interest Questionnaire.

- Suppliers from India to confirm if registered to submit invoices electronically through Invoice Registration Portal (IRP), if not provide exemption industry details

### Section F: Payment Information

In this section, update details as applicable:

- Preferred payment currency
- Add banking information
- Authorized contact name, email, phone number and title
- 

### Section G: Additional Attachments

In this section, acknowledge VMware's Code of Conduct:

- Download, view and indicate yes to acknowledge acceptance of the VMware Code of Conduct.
- Provide Withholding Tax Certificate
- Suppliers from India to indicate if MSMED certified: If yes, upload to 'Other Forms & Certificates'
- Suppliers in Argentina and Colombia provide required documentation

### Support resources

- For queries, email [vmwsuppliers@vmware.com](mailto: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](https://www.vmware.com/support/contacts/us_support.html).