



HOW TO UPDATE YOUR SUPPLIER INFORMATION

Coupa Supplier Portal

HOW TO UPDATE YOUR SUPPLIER INFORMATION

The purpose of this guide is to provide you the steps on how to update your supplier information via the Coupa Supplier Portal (CSP).

- Ball Corporation utilizes the Coupa Supplier Portal (CSP) to collect and manage supplier information. It is the supplier's responsibility to maintain up to date information regarding their company within their CSP Customer Profile for Ball.
- Suppliers can update their information visible to Ball by clicking Profile -> Customer Profile (Ball Corporation).
 - Note: Updates made to your CSP Public Profile will not be visible to Ball.
 - While this guide highlights key information on how to update your supplier information, it does not cover every field within the form. Refer to the Supplier Onboarding Guide or contact the Supplier Enablement team for additional support.
- Upon submission, the updated form will be reviewed and approved by the Procurement and Vendor Master Data team to ensure the form's completion and the accuracy of the data provided.
- For additional support contact the Supplier Enablement team (supplierenablement@ball.com).



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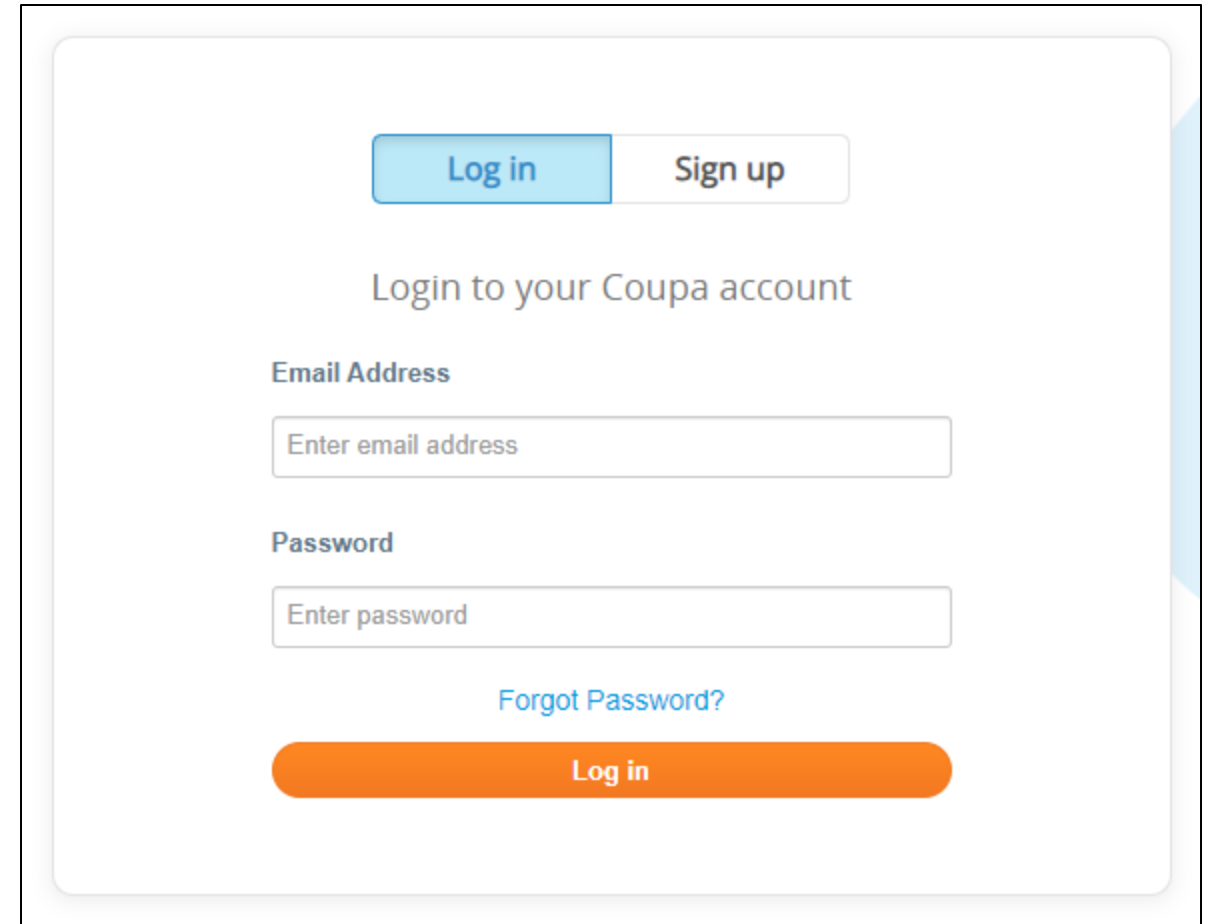
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HOW TO UPDATE YOUR SUPPLIER INFORMATION

General Information

- Login to the Coupa Supplier Portal (CSP).
- Enter the Email Address and Password for your Coupa Account.
- Click “**Login**”.



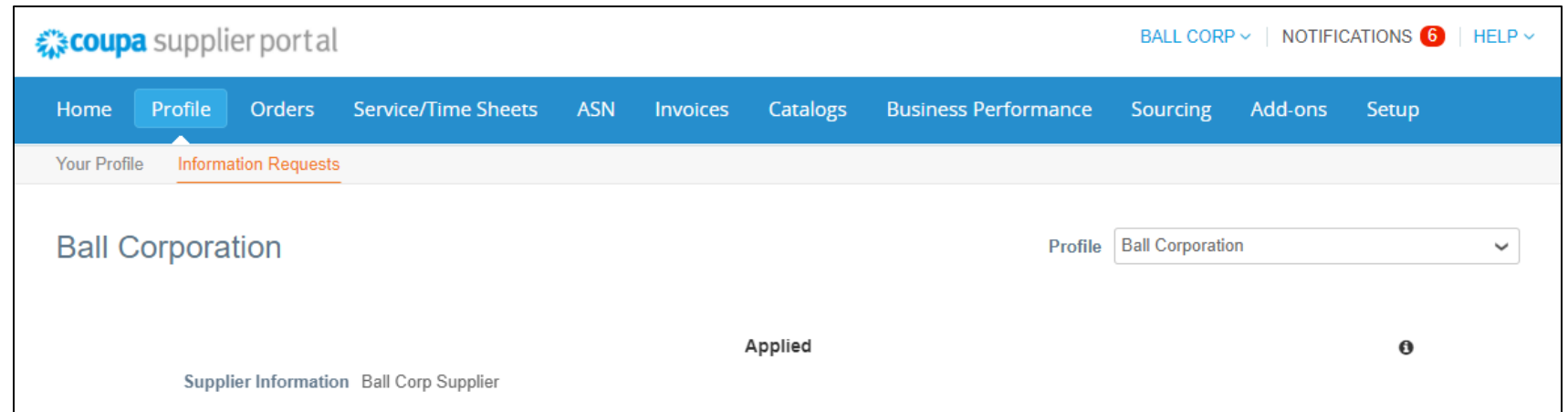
The screenshot shows a login interface for the Coupa Supplier Portal. At the top, there are two buttons: "Log in" (highlighted in light blue) and "Sign up" (white with a light blue border). Below these buttons is the text "Login to your Coupa account". Underneath, there are two input fields: "Email Address" with the placeholder text "Enter email address" and "Password" with the placeholder text "Enter password". Below the password field is a link that says "Forgot Password?". At the bottom of the form is a large, rounded orange button labeled "Log in".



HOW TO UPDATE YOUR SUPPLIER INFORMATION

General Information

- Click on the **Profile tab** -> **Information Requests**.
- In the Profile drop down, make sure Ball Corporation is selected.
- Your form will be in “Applied” status after it has been approved. If your form is “Pending Approval”, this means that the initial form/previous updates are pending approval from Ball.



The screenshot displays the Coupa Supplier Portal interface. At the top, the logo reads "coupa supplier portal" and the user is logged in as "BALL CORP". There are "NOTIFICATIONS 6" and a "HELP" link. The main navigation bar includes "Home", "Profile", "Orders", "Service/Time Sheets", "ASN", "Invoices", "Catalogs", "Business Performance", "Sourcing", "Add-ons", and "Setup". The "Profile" tab is active, and the "Information Requests" sub-tab is selected. The page shows "Ball Corporation" as the selected profile, with a dropdown menu for "Profile" set to "Ball Corporation". The status of the request is "Applied". At the bottom, it says "Supplier Information Ball Corp Supplier" and includes an information icon.



HOW TO UPDATE YOUR SUPPLIER INFORMATION

General Information

- Scroll to the bottom of the form and click “Update Info”.
- The form is now editable and all fields within the form can be updated.
- Note: If your form is still pending approval from Ball, the button will say Withdraw.

Is this supplier's terms calculated based on ship date? Yes
For Metal suppliers only

Will this supplier be set up with ERS? Yes
For Metal suppliers only

[Update Info](#)

Comments [Mute Comments](#)

coupa supplier portal BALL CORP | NOTIFICATIONS 1 | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

Your Profile [Information Requests](#)

Ball Corporation Profile Ball Corporation

✓ We have auto-filled some information from your Public Profile.

Supplier Information Ball Corp Supplier

General Information

* Legal Name

Doing Business As (DBA)

DUNS Number ⓘ

Parent Company Name

Country/Region of Operation United States



HOW TO UPDATE YOUR SUPPLIER INFORMATION

General Information

- **Important:** In Edit mode, some of the required fields/sections will appear as if they have not been answered previously. Please make sure to re-select the answer for these questions. The conditional fields will appear and be populated with the information previously entered.
 - Are you a US Freight/Transportation Supplier?
 - Tax Information: Are you located in the US or Other Countries?
 - Regulatory Compliance: Conflict of Interest question

* Supplier Contact Information

* First Name

* Last Name

* Email address ⓘ

Mobile Phone

Fax

* PO Email ⓘ

* Are you a US Freight/Transportation Supplier? Yes No

Tax Compliance

* Are you located in the US or Other Countries United States Other

Upon submitting your updates, the system will block the submission as these fields are required.

* Ball requires conflicts of interest to be timely disclosed on an ongoing basis. To this end, Ball expects its suppliers to disclose if any of supplier's employees are close family members of Ball employees or is aware of any other situation that may create a conflict of interest. Are you aware of any current or potential conflicts of interest? Yes No



HOW TO UPDATE YOUR SUPPLIER INFORMATION

Updates to Legal Name or Tax Information

- **Legal Name Change:** If your businesses legal entity name has changed but your Tax ID remains the same, update your Legal Name, Address Name (if applicable) and attach your updated Tax form within the form.
- **Legal Name and Tax ID Change:** If your business has obtained a new Tax ID from your local tax authority after onboarding, a new supplier record needs to be completed. E-mail your Ball Procurement contact or the Supplier Enablement team at supplierenablement@ball.com to receive a new supplier questionnaire.

Tax Compliance

* Are you located in the United States
US or Other Countries Other

* TIN ⓘ
EIN or SSN

* Is this EIN or SSN? EIN
 SSN

* W-9

Effective Date ⓘ

* Expiration Date ⓘ

* Attachments Add File

Description

If Tax ID is updated, your form will be rejected. Ball will contact you to determine if the update was an error or if a new supplier legal entity should be created.



HOW TO UPDATE YOUR SUPPLIER INFORMATION

Updates to Diversity/SBE Information

For US suppliers who are certified as diverse or as a Small Business Enterprise (SBE), provide your certification details in this section.

- **Country** – Enter the country where your certification is held.
- **Diversity Category** – Enter your certificate category/classification.
- **Agency** – Enter the agency that you are certified by. If the agency is not available to select, enter it as free text.
- **Effective Date** – Select the date the certificate became effective.
- **Expiration Date** – Select the date the certificate expires. All dates should be in the future and match documentation.
- **Attachments** – Attach a copy of the certificate (you can attach multiple if applicable).



Diversity/Small Business Enterprise Information

Supplier Diversity

If you are a small or diverse business, add the categories that apply to you.

[Add Diversity](#)

If you have multiple certifications, click here to add additional certificates.

Supplier Diversity

Country:

Diversity Category:

Diversity Certificate

Agency:

Effective Date:

Expiration Date:

Attachments: [Add File](#)

Description:

HOW TO UPDATE YOUR SUPPLIER INFORMATION

Updates to Certificate of Insurance

If you are performing work on Ball Corporation's property, a valid certificate of insurance (COI) must be provided and accepted by Procurement prior to commencing work.


- A sample COI is included in the Supplier Questionnaire which lists our insurance requirements.
- **Effective Date** – Select the date the COI became effective.
- **Expiration Date** – Select the date the COI expires (required). All dates should be in the future and match documentation.
- **Attachments** – Attach a copy of the COI (attach multiple if needed).


Certificate of Insurance

Please review the attached Certificate of Insurance requirements

[Certificate_of_Insurance_Requirements....](#)

Insurance

Effective Date 05/01/21 

Expiration Date 05/01/26 

Attachments [Add File](#)

[SIM_Demo_Attachment.pdf](#)

Description COI Insurance



HOW TO UPDATE YOUR SUPPLIER INFORMATION

Updates to Remit To Address

- When in Edit mode, your existing Remit-to Address and Banking Information are un-editable.
- To update information within this section, you must change the Active field to Inactive.

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](#)

If you wish to update the payment information, please inactivate the existing remit to address below (change the Active field dropdown from Active to Inactive) and add a new one using the Add Remit-To button above.

Existing Remittance Information

Bank Detail

Bank Account Country/Region: United States

Bank Account Currency: USD

Remit to Address

Street Address 1: 456 Wyncoop Way

Street Address 2:

City: Denver

Postal Code: 80204

State or Region: CO

Country/Region: United States

Remit-To Email: ballcoupa+KA1221@gmail.com

Active: Active

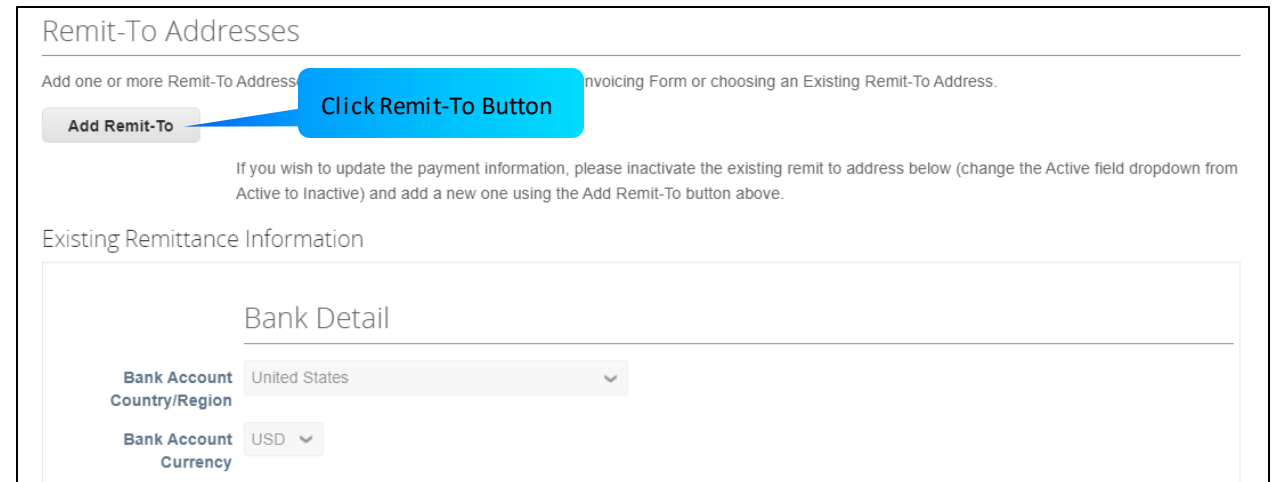
[Update to Inactive.](#)



HOW TO UPDATE YOUR SUPPLIER INFORMATION

Updates to Remit-To Address

- Click **“Add Remit-To”** to create a new Remit-to or add an existing Remit-to from your profile.
- Only one remit to address should be added and maintained within the form.
- Follow the steps on pages 18-27 within the Supplier Onboarding Guide for how to create a new **Remit-To** address.



Remit-To Addresses

Add one or more Remit-To Address to your Profile, Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To **Click Remit-To Button**

If you wish to update the payment information, please inactivate the existing remit to address below (change the Active field dropdown from Active to Inactive) and add a new one using the Add Remit-To button above.

Existing Remittance Information

Bank Detail

Bank Account Country/Region

Bank Account Currency



HOW TO UPDATE YOUR SUPPLIER INFORMATION

Submit Supplier Questionnaire Updates

- Review the form to confirm all required fields are populated and the information provided is accurate
- You can add comments to this form by utilizing the comments section. Ball will see this comments when reviewing the form.
- Click **“Save”** if you aren’t ready to submit the form and would like to come back later to submit.
- Click **“Submit for Approval”**.
- The form will be validated by the system. If errors are found, correct and re-submit for approval.
- Note: If you have received a request for information from Ball and there are no updates to your information within the form, click **“Decline”**.

Internal Use Only

Commodity Office Supplies

Please select the JDE instance(s) this supplier must be extended to JDE - CORP

Is this supplier's terms calculated based on ship date? No
For Metal suppliers only

Will this supplier be set up with ERS? No
For Metal suppliers only

Decline Save **Submit for Approval**

Comments [Mute Comments](#) ▾

Enter Comment

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Attachments Add [File](#) | [URL](#)

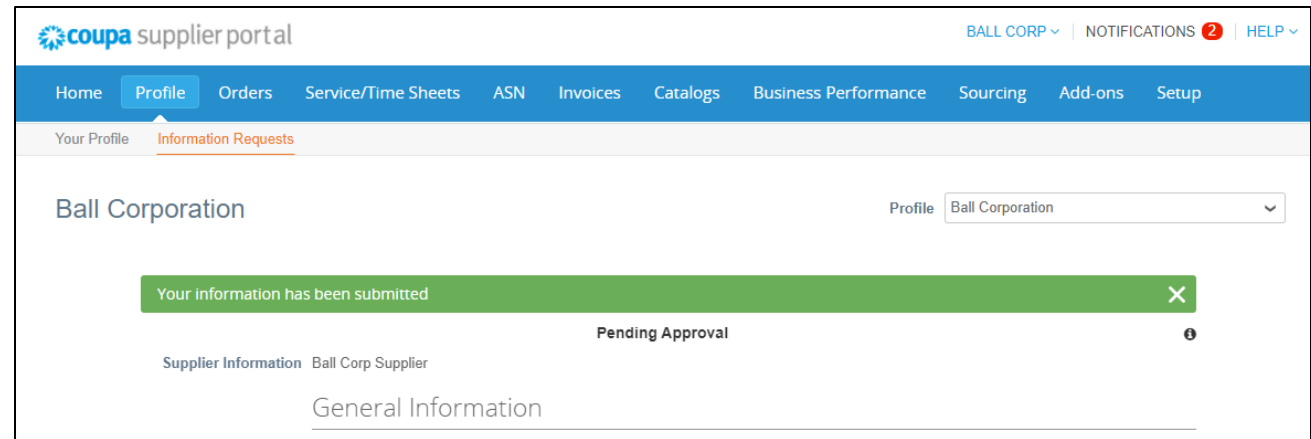
Add Comment



HOW TO UPDATE YOUR SUPPLIER INFORMATION

Submit Supplier Questionnaire Updates

- Once the form is submitted, you will then see a pop-up message that says, **“Your information has been submitted”**.
- The status of the form will be **Pending Approval**.
- To make edits to the form while in Pending Approval status, click **“Withdraw”** at the bottom of the form. Make the updates and then click **“Submit for Approval”**.





HOW TO UPDATE YOUR SUPPLIER INFORMATION

Updates Submitted for Approval

- Our Procurement and Supplier Master Data team will review your form to ensure everything is filled out correctly and we have the information we need to transact with your company.
- Your Supplier Questionnaire will be **approved** if all required information is provided accurately.
 - You will receive an e-mail notification informing you that the form has been approved.
- Your Supplier Questionnaire will be **rejected** if information is missing or incomplete.
 - You will receive an e-mail notification and details of what needs to be updated for the form to be approved.
 - Correct your form by logging into the CSP. Go to the Profile tab -> Information Requests -> select Ball Corporation as the Profile. Update the form and re-submit for approval.



 Profile Info submitted to Ball Corporation was Approved

Powered by 


Hi Kim,


The company profile information that you submitted to your customer, Ball Corporation was recently approved.

This usually means that the information was correct and they will activate your new information so you can start transacting soon (or continue transacting with the new information).

No further action is required but you can click below to view additional details.

[View Profile Info](#)

 Profile Info submitted to Ball Corporation was Not Approved

Powered by 

Hi Kim,

The company profile information that you submitted to your customer, Ball Corporation was not accepted.

This usually means that some information was not correct and they cannot activate your new information as is.

You can click below to view additional details or update your info.

[Update Info](#)



THANK YOU

For questions about the Coupa Supplier Portal and Supplier Onboarding, contact the Supplier Enablement team (supplierenablement@ball.com).