



SUPPLIER ONBOARDING GUIDE

Coupa Supplier Portal

SUPPLIER ONBOARDING GUIDE

The purpose of this guide is to provide you with an overview of what to expect during the onboarding process and what steps you need to take to onboard to the Coupa Supplier Portal and complete the Supplier Questionnaire.

- Ball Corporation utilizes the Coupa Supplier Portal (CSP) to collect and manage supplier information. The questionnaire you will receive is used to gather all required information Ball needs to transact with your company.
- For additional onboarding support contact the Supplier Enablement team (supplierenablement@ball.com).



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COUPA SUPPLIER PORTAL (CSP) REGISTRATION

- NOTE: If you already have a CSP account, please skip to slide 9. You may navigate to your already-existing profile and add Ball to your customer base.
- You will receive an email from Coupa (do_not_reply@supplier.coupahost.com) asking you to register on the CSP and complete your questionnaire.
- To get started, click “Join and Respond”.
- If you cannot find this email in your inbox, check your spam folder. If you still cannot find this email, contact the Supplier Enablement team.
- This invitation request will expire 30 days from the date it was sent. **If you are not the correct recipient for your organization, please forward to the correct contact.**



 **Ball Corporation Profile Information Request - Action Required**

Powered by  Coupa

You are being asked by Ball Corporation to register on the Coupa Supplier Portal (CSP), a free tool for suppliers to easily do business with customers who use Coupa as their business spend management platform. Your registration on CSP, in addition to providing information about your company is necessary to enable Ball to issue purchase orders, receive invoices, and facilitate payments to your organization.

Should you already use CSP with any of your other customers, you will need to connect Ball Corporation to your CSP profile via this same link (provided below), as well as complete Supplier Information Management forms specific to Ball Corporation.

There is *no cost* to you to register or transact on the CSP. You can use the CSP to:

- Manage your company information
- Configure your company's notification preferences
- Create electronic invoices
- Access PO, invoice, and payment statuses in real-time

Get started by selecting the registration link below. Registering is easy and should take just a few minutes to complete.

For more information, see the [Coupa Supplier Portal page](#) on [ball.com](#) [exact URL forthcoming].

Please note that you will receive multiple requests based on where you provide goods/services to Ball and it is imperative that you respond to all requests; completing the registration and Supplier Information Management forms.

Please do not hesitate to contact us if you are unable to register for any reason or have any questions at supplierenablement@ball.com. If you are not the correct contact for this request, please forward this email to the appropriate individual.

Thank you in advance for your cooperation

[Join and Respond](#)

COUPA SUPPLIER PORTAL (CSP) REGISTRATION

- Once you've clicked **"Join and Respond"** in the invite, you will be directed to the Coupa Supplier Portal (CSP) homepage, where you will set up a new account.
- Create/ Confirm Legal name and username **password** and **accept Coupa's Private Policy and the Terms of Use**.
- Click **"Get Started"** to continue.
- If you are not the correct person to fill out the profile and need to forward the invite to someone at your company, click **"Forward this to someone"**.

Create an Account

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

*** Business Name**

SIM SIT Supplier 6 - US Metal

Your legal business name (or legal personal name if an individual)

*** Email**

ballcoupa+enc@gmail.com

*** First Name**

Galdalf

*** Last Name**

TheGrey

*** Password**

*** Confirm Password**

Use at least 8 characters and include a number and a letter.

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

[Create an Account](#)

Already have an account? [LOG IN](#)

[Forward this to someone](#)



COUPA SUPPLIER PORTAL (CSP) REGISTRATION

- Once you have clicked the “**Get Started**” button, you will be forwarded to the “**Tell us about your business**” screen where you will enter your company’s information. This information is for your public CSP profile.
- You can check the box if you want the address to be used as invoice, remit to and ship location.
- Select your Country Region and Tax ID depending on Country.
- Click “**Next**” once you’ve entered the required information.



Powered By coupa

Basics Profile

Tell us about your business ?

* Company Name
Your official registered company name

Website

* Country/Region

* Address Line 1

Address Line 2

* City

State

* Postal Code

Also use this address as Invoice-from location
Must match your official registered company address

Pay to location (Remit-To)

Ship from location

Advanced invoicing We support integration for invoicing (cXML or SFTP) and plan to use it with Ball Corporation

Preferred Invoicing Language

Tax Country/Region

Tax ID

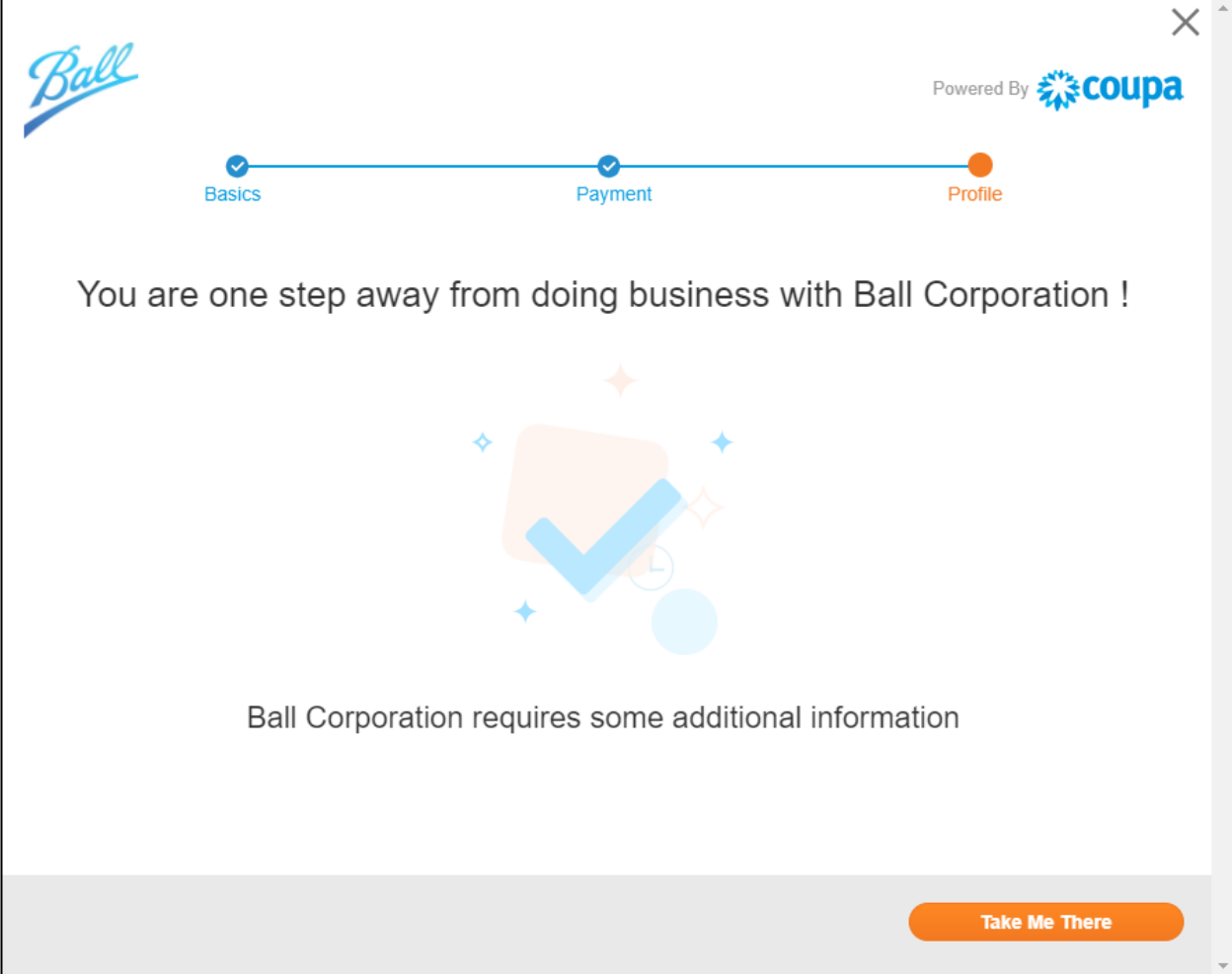
Please provide only tax identification information that is in public domain. Do not provide company internal tax identification numbers or personal identification like social security numbers. Coupa does not accept responsibility for personal information provided by Vendors.

I don't have Tax ID Number

[Add additional tax id](#)

COUPA SUPPLIER PORTAL (CSP) REGISTRATION

- Once you've completed the initial profile set up, you now need to complete the Ball Corporation Supplier Questionnaire.
- Click **"Take me there"** to open the Supplier Questionnaire.



The screenshot shows a registration progress bar with three steps: "Basics" (completed), "Payment" (completed), and "Profile" (current step). The text reads: "You are one step away from doing business with Ball Corporation !". Below this is a decorative graphic with a large blue checkmark and a clock icon. The text states: "Ball Corporation requires some additional information". At the bottom right, there is an orange button labeled "Take Me There".



BALL CORPORATION SUPPLIER QUESTIONNAIRE

The Supplier Questionnaire is where you will provide your company's information to onboard as a Ball supplier.

- Populate all required fields (with an asterisks * or noted as required in the help text) prior to submitting the form.
 - Some sections or fields may not be applicable to your company. These may be left blank.
 - Some information has already been completed by Ball or auto-filled from your CSP Public Profile. You may update this information if needed.
- To save and come back to the questionnaire later, click “Save” at the bottom of the form.
- Upon submission, the questionnaire will be reviewed by the Procurement and Vendor Master Data team to ensure the form's completion and the accuracy of the data provided.
 - Errors or missing information in the form will result in rejection of this form back to you in order to fix the errors.

A screenshot of the Coupa Supplier Portal interface. The page title is "coupa supplier portal" and the user is logged in as "BALL CORP". The navigation menu includes Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, and Sourcing. The current page is "Your Profile" with a sub-section for "Information Requests". The profile name is "Ball Corporation". A green notification banner states: "We have auto-filled some information from your Public Profile." The form is titled "Supplier Information" and "Ball Corp Supplier". Under "General Information", there are fields for: * Legal Name (Ball Corp Supplier), Doing Business As (DBA), DUNS Number, and Parent Company Name. A red callout box with a white background and black text points to a blue information icon next to the DUNS Number field, containing the text: "Hover over the icon next to the field to see help text".

BALL CORPORATION SUPPLIER QUESTIONNAIRE

General Information

- **Supplier Legal Name** – Your company’s full legal name. This must match the name on your company's tax form. For US suppliers: W9 Line 1
- **DBA (Doing Business As)** – If your company goes by another name, enter it here as shown on your company’s tax form. For US suppliers: W9 Line 2
- **DUNS Number** – D&B 9-digit number that identifies your business, if applicable
- **Parent Company Name** – If applicable
- **Ball Country/Region of Operations** – The country selected is the country where you will provide goods or services to Ball. If the country selected is incorrect, please reach out to your Procurement contact.

The screenshot shows the 'Profile' page for 'Ball Corporation' in a web application. The navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Profile' section is active, showing 'Ball Corporation' as the profile name. A yellow notification bar states: 'We have auto-filled some information from your Public Profile.' Below this, the 'Future State NCA Form' section is empty. The 'Supplier Information' section shows 'US TEST COMPANY' with an information icon. The 'General Information' section contains several input fields: 'Legal Name' (filled with 'US TEST COMPANY', with a note 'Legal name must match the name on the tax form'), 'Doing Business As (DBA)' (empty, with a note 'If applicable please provide a DBA Name that matches the tax form'), 'DUNS Number' (empty, with an information icon), 'Parent Company Name' (empty), and 'Country/Region of Operation' (filled with 'United States').




BALL CORPORATION SUPPLIER QUESTIONNAIRE

Corporate Address

- Enter your company's primary address in this section.
 - This includes the **Country, Street Address, City, State Region and Postal Code.**
- Some of the address details may have auto-populated from your CSP profile, verify it is correct and all required fields are populated.
- *Note: Make sure the State Region is selected (if applicable) as this does not auto populate from your CSP profile.*

* Corporate Address

Address Purpose 

* Region

Country/Region

State Region

Address Name

* Street Address

Street Address 2

* City

* Postal Code

Location Code



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Supplier Contact Information

- **Supplier Contact Information** – Confirm the information entered is correct. This should be the primary contact with the Ball Supplier Enablement team.
- **PO E-mail** – **update** the email where you would like to receive purchase orders from Ball. Please be sure this is an inbox that is monitored regularly.
- **Are you a Freight/Transportation Supplier?** – Select ‘Yes’ if you are a freight carrier in the US. If yes, you must provide your 4-digit **SCAC code**
- **Acknowledge Supplier Guiding Principles:** Our Supplier Guiding Principles set forth the business conduct standards to which Ball expects and demands its suppliers to adhere. In keeping with our values, Ball prefers to do business with companies that share our belief in the importance of economic, social and environmental sustainability (you can access the link to read on your prefer language).



* Supplier Contact Information

* First Name

* Last Name

* Email address ⓘ

Mobile Phone

Fax

* PO Email ⓘ

* Do you have a SCAC code? Yes No

Supplier Guiding Principles [Supplier-Guiding-Principles-and-other-ex...](#)

For questions please reach out to supplierenablement@ball.com

* I acknowledge the Supplier Guiding Principles

BALL CORPORATION SUPPLIER QUESTIONNAIRE

Tax Compliance Information

Provide your tax information based on the country where your company is located.

If located in the United States:

- **Are you located in the US or Other Countries** – Select “United States”.
- **TIN** – Enter your company’s EIN or SSN (**excluding dashes**) as shown on your W9.
- **Is this EIN or SSN?** – Select the tax identification type.
 - EIN: Employee Identification Number
 - SSN: Social Security Number
- **W9** – Attach a copy of your W9
- **Organization Type** – Select your company’s tax classification (IRS requires a 1099-MISC form if you meet the requirements if applicable)
- **IRS 1099-MISC Form Guideline:** <https://www.irs.gov/forms-pubs/about-form-1099-misc>
- **1099 Reporting Code** – If you are an individual/sole proprietor, partnership or LLC, trust/estate, select your 1099 reporting code.

The screenshot shows the 'Tax Compliance' section. It includes a question: '* Are you located in the US or Other Countries' with radio buttons for 'United States' (selected) and 'Other'. Below this is a text input field for '* TIN' containing '123456789' and an information icon. Underneath the TIN field is the label 'EIN or SSN'. At the bottom, there is another question: '* Is this EIN or SSN?' with radio buttons for 'EIN' (selected) and 'SSN'.

The screenshot shows the '* W-9' section. It features an 'Attachments' area with an 'Add File' link and a 'Browse' button. Below the attachments is a 'Drop files here' area. Underneath is an 'Organization Type' dropdown menu with 'Select' as the current value. A note states: 'IRS requires a 1099-MISC form if you meet the requirements. If applicable, please provide 1099 Tax Reporting Code.' Below this is a link for the 'IRS 1099-MISC Form Guideline' pointing to the same URL as in the previous section. At the bottom, there is a '1099 Tax Reporting Code' dropdown menu with 'Select' as the current value.



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Tax Compliance Information

Provide your tax information based on the Country where your company is located.

If located outside of the United States:

- **Are you located in the US or Other Countries** – Select “Other”.
- **Tax ID** – Enter your company’s tax ID for your respective country as shown on your tax form. If you are doing business IN the US, provide your TIN as shown on your W8.

For Canada: If you don’t own a W8 please add the GST or HST number.

- **Tax Forms** – Attach a copy of your tax form and enter the Expiration Date. If you are doing business in the US, provide your W8.

For Canada: Add on the expiration date a random date of couple years and in the attachment the image of your number located:
[GST/HST Registry Search \(businessregistration-inscriptionentreprise.gc.ca\)](https://businessregistration-inscriptionentreprise.gc.ca).

- **1042 Reporting Code** – If you are doing business in the US, select your 1042 reporting code.



Tax Compliance

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

* Tax ID

If you are doing business in the US please provide TIN

* Tax Form(s)

Effective Date

* Expiration Date

* Attachments [Add File](#)

Description

If you are doing business in the US please provide the following:

1042 Tax Reporting Code

BALL CORPORATION SUPPLIER QUESTIONNAIRE

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.
- **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 certifications.*

Supplier Diversity

Country: United States

Diversity Category: Veteran Owned Business

Diversity Certificate

Agency: VetBiz

Effective Date: 12/01/21

Expiration Date: 12/01/23

Attachments: Add File

SIM_Demo_Attachment.pdf

Description:

BALL CORPORATION SUPPLIER QUESTIONNAIRE

Regulatory Compliance

Ball expects conflicts of interest to be disclosed prior to onboarding and on an ongoing basis.

- If any of these questions apply to your company, please check the appropriate box and/or select yes to the question. Answer the conditional fields that follow each question.
- If these questions do not apply to your company, leave the checkbox blank and select “No”.
- The Legal team will be notified if any of these questions are checked or marked “Yes”.

Regulatory Compliance

1. Do you represent Ball before any third parties (any government agency, representative, business) in any capacity (as an agent, representative, etc.) outside of the US?

If Yes, please fill out A,B and C Below

2. Do you apply for licenses, permits, grants, permissions, or any similar item in Ball's name or for the benefit of Ball outside of the US?

If Yes, please fill out A,B and C Below

*** 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

*** If yes, please explain**

Unless you are aware of a specific conflict of interest, please select “No” for the question that begins with “Ball requires conflicts of interest...”



BALL CORPORATION SUPPLIER QUESTIONNAIRE

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 Ball's insurance requirements.
- **Effective Date** – Select the date the COI became effective.
- **Expiration Date** – Select the date the COI expires (required).
- **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



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

Ball Corporation requires accurate banking information in order to transact with your company. Provide your banking and remit to address within this section.

- Ball's standard payment method is electronic payment (ACH or Wire).
- Only one remit to address should be added and maintained within the form.
- Click **"Add-Remit-To"** to add your company's remit to address information.

To add a remit to address please click on the Add Remit-To button below and follow the prompt to complete the legal entity setup BEFORE you complete the remittance information.

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.

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.

**Click Remit-To
Button**



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

- Once you click the **“Add New”** button, a pop-up page will appear for you to select an existing remit to address or create a new remit to address.
- If you have already set up your remit to address details in your CSP profile (Setup -> Admin -> Remit-To), it will be shown here. To use an existing address, click **“Choose”**. **Skip to page 25 in this document to continue through the guide.**
- If you have not created a remit to address, click **“Create New Remit-To Address”**.

Choose Remit-To Address

Choose a Remit-to Location below - Recommended
It's a few more fields, but provides compliance, verification, and re-usability. Otherwise, click 'Cancel' to add info to your customer's form manually.

Choose existing or create new Remit-To Address:

123 Main St
Denver, Colorado 80204
United States
United States

Choose

Please select "Choose" if you wish to use existing Remit-To information and skip to slide 25.

+ Create New Remit-To Address

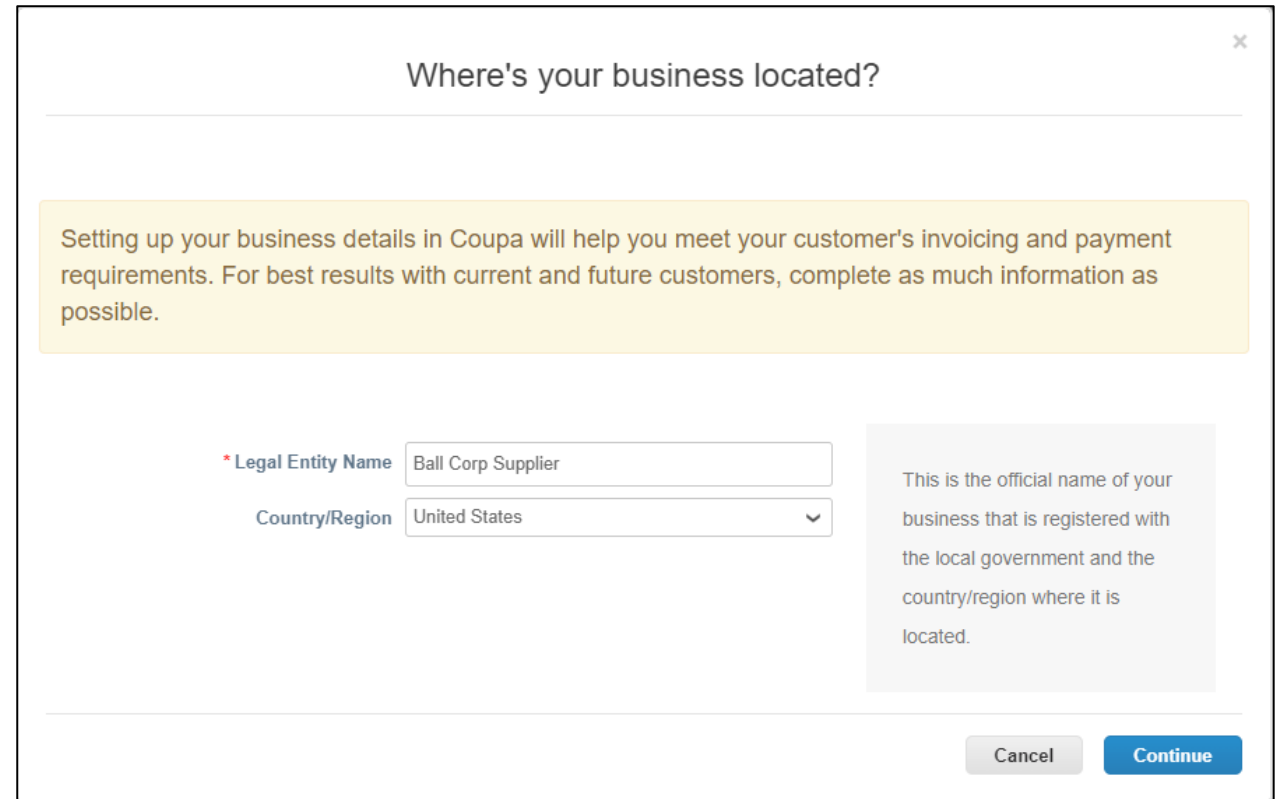
Cancel



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

- Once you click the **“Create new remit to address”** button, you will be forwarded to the **“Where’s your business located?”** screen.
- Enter your company’s **Legal Entity Name**.
- Select the **Country/Region** where your company is located.
 - The country selected drives what information is displayed and required on the next screens. Populate all required fields on these screens.
- Click **“Continue”** after entering all the required information.



The screenshot shows a web form titled "Where's your business located?". At the top right is a close button (X). Below the title is a yellow informational box with the text: "Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible." Below this is a form with two main fields: "Legal Entity Name" with a text input containing "Ball Corp Supplier" and "Country/Region" with a dropdown menu showing "United States". To the right of these fields is a grey box with the text: "This is the official name of your business that is registered with the local government and the country/region where it is located." At the bottom right are two buttons: "Cancel" and "Continue".



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

- The next screen displayed is **“Tell your customers about your organization”** where you will enter your company’s information.
 - If you use the CSP with other customers, select which customers should see this remit to address
 - Enter the address you invoice from
 - Indicate if this address should be used for the Remit-To and Ship From
 - If you have a different address for the remit to and ship from, uncheck the boxes
 - Enter your Tax ID – this is optional and will not carry over on the supplier questionnaire
- Click **“Save & Continue”** after entering all the required information.



Tell your customers about your organization

Which customers do you want to see this?

All
 Ball Corporation

What address do you invoice from?

* Address Line 1
Address Line 2
* City
State
* Postal Code
Country/Region

Use this address for Remit-To
 Use this for Ship From address

REQUIRED FOR INVOICING
Enter the registered address of your legal entity. This is the same location where you receive government documents.

What is your Tax ID?

Country/Region
Tax ID
 I don't have Tax ID Number

[Add additional Tax ID](#)

Miscellaneous

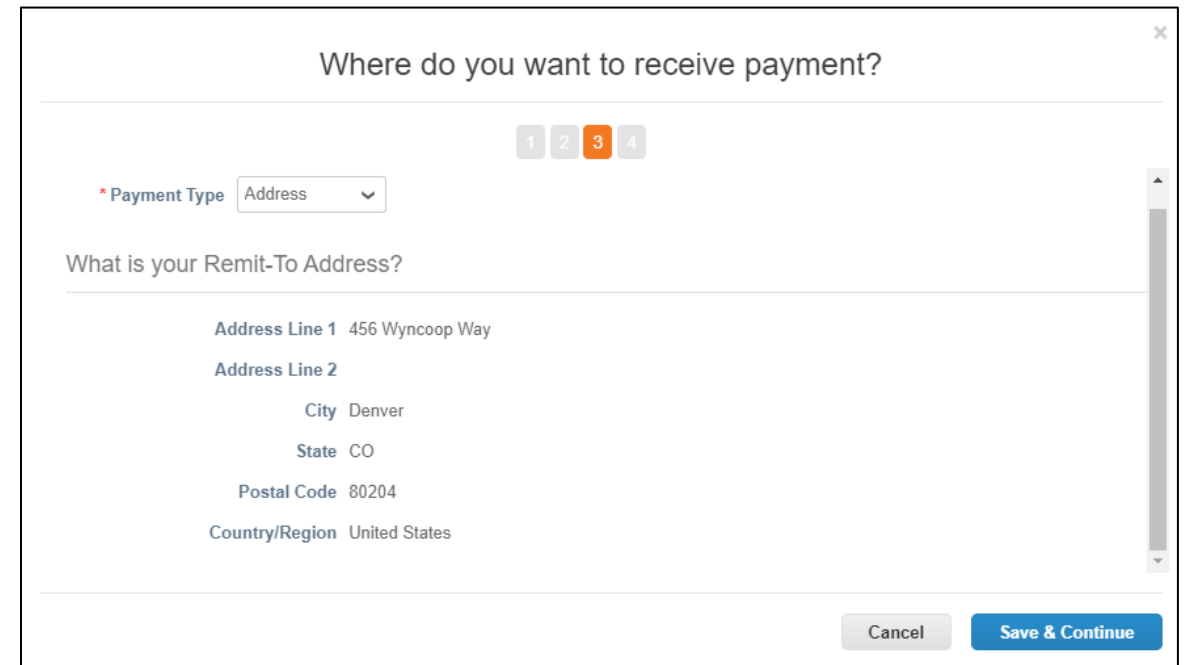
Invoice From Code
Preferred Language

Cancel Save & Continue

BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

- The next screen is “Where do you want to receive payment?”. Select from the following payment types:
 - If you select **Address** (default option), click “**Save & Continue**” as you’ve already provided the address on the previous page.
 - If you select **Bank Account**, enter the required banking information to continue.
 - This is Ball’s recommended option – follow the steps on the next page of this guide.
 - Note the information required depend on the country selected.
 - **Virtual Card** is not an option for Ball as Coupa Pay is not enabled.



Where do you want to receive payment?

1 2 3 4

* Payment Type Address

What is your Remit-To Address?

Address Line 1 456 Wyncoop Way

Address Line 2

City Denver

State CO

Postal Code 80204

Country/Region United States

Cancel Save & Continue



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

- If you select **Bank Account**, enter the required banking information to continue.
 - Bank Account Country, Currency and Beneficiary Name are defaulted from your CSP profile.
 - If you have a bank account in Mexico, the Account Number is 12 digits (Account number + validation). The Bank Code is 6 digits (Bank + Branch)
 - For the ACH Routing Number, ABA Number can be used as well.
- Note some banking information provided in this setup may not be transferred over to Ball's Supplier Questionnaire and will require you to re-enter the information.
- Click **"Save & Continue"** after entering all the required information.

A screenshot of a web form titled "Where do you want to receive payment?". The form is divided into two main sections. The top section, "What are your Bank Account Details?", includes a "Payment Type" dropdown set to "Bank Account". Below this are several input fields: "Bank Account Country/Region" (dropdown, "United States"), "Bank Account Currency" (dropdown, "USD"), "Beneficiary Name" (text input, "Ball Corp Supplier"), "Bank Name" (text input), "Account Number" (text input), "Confirm Account Number" (text input), "ACH Routing Number" (text input), "Wire Routing Number" (text input), "SWIFT/BIC Code" (text input), and "Bank Account Type" (dropdown, "Business"). A "Supporting Documents" section has a "Choose Files" button and "No file chosen" text. The bottom section, "Who is your Remit-To Contact? (optional)", is currently collapsed. Below it, "What is your Remit-To Address?" is expanded, showing pre-filled address information: "Address Line 1" (456 Wynkoop Way), "Address Line 2" (empty), "City" (Denver), "State" (CO), "Postal Code" (80204), and "Country/Region" (United States). At the bottom right, there are "Cancel" and "Save & Continue" buttons. A progress indicator at the top shows steps 1, 2, 3, and 4, with step 3 highlighted in orange.

BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

- The remit to location (account and/or address) on the previous screen is displayed unless the field “Use this address for remit-to” was unchecked. Verify the information is correct.
- To make edits click “**Manage**”.
- If the information looks OK, click “**Next**”.
- Click “**Add Now**” on the next screen to add the remit to information to the Supplier Questionnaire.

Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

Add Remit-To

Remit-To Account	Remit-To Address	Status	
Bank Account Bank of America Ball Corp Supplier *****7485 908070401	456 Wyncoop Way Denver CO 80204 United States	Active	Manage

Deactivate Legal Entity Cancel Next

Where do you ship goods from?

1 2 3 4

For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered.

Add Ship From

Title	Status	
test CA 568686 United States	Active	Manage

Deactivate Legal Entity Done



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

- If you provided banking details in the previous steps, the banking information will be auto-populated. Confirm all information is correct.
- Refer to page 27 of this guide for the banking details required for each payment type/country.
- There are some fields that are not auto populated from the CSP remit to set up.
 - **Account Type** – Checking or Savings (required)
 - **SWIFT Code (BIC)** – Routing number for international wire transfers
 - **BSB Number** – Routing Number for Australian bank accounts only – Required for wires
 - **Transit Number and Institution Number** – Routing Number for Canadian Wire transfer
 - **IBAN Number** – International Bank Account number
 - **Bank Code** – For Mexico CLABE accounts, this is the Bank + Branch number.



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 Remit to Address

Bank Detail

Bank Country/Region: United States

Bank Account Currency: USD

Bank Name: Bank of America

Account Type: [Dropdown]

Bank Account Number: *****485 *[i]*
For Mexico = Account Number + Validation

ACH Routing Number: *****401 *[i]*
Please enter for US ACH Suppliers

Wire Routing Number: [Input]

SWIFT Code (BIC): [Input] *[i]*

BSB Number: [Input] *[i]*

Transit Number And Institution Number: [Input] *[i]*

IBAN Number: [Input] *[i]*

Bank Code: [Input] *[i]*
For Mexico = Bank + Branch

If any information that was auto-populated is incorrect, click the red X to delete then click Add-Remit to.

BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

- The Bank Address and Remit to Address information should be auto-populated from the previous steps. Confirm all information is correct.
- There are some **required** fields that are not auto-populated from the CSP remit to set up.
 - Enter your **Remit-To E-mail**. This is the e-mail where all remittance notifications will be sent to.
 - **Note: Enter remit to e-mail in all CAPS**

Bank Address

Bank Address

Bank City

Bank State or Region

Bank Postal Code

Remit to Address

Street Address 1

Street Address 2

City

Postal Code

State or Region

Country/Region

Remit-To Email

If any information that was auto-populated is incorrect, click the red X to delete then click Add-Remit to.

Remit-To Email is required – Enter in all CAPS



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address Requirements

Where your bank is located determines what information is required. Please one remit to address including all required payment details below.

If multiple active remit-to sections are provided, the form will be rejected back. Please inactivate one remit to before re-submitting.

US ACH Payment

- Bank Account Country, Bank Account Currency, Account Type, Account Number and ACH Routing Number

Canada ACH Bank Payment

- Bank Account Country, Bank Account Currency, Account Type, Bank Account Number, ACH Routing Number

Mexico ACH Bank Payment

- Bank Account Country, Bank Account Currency, Bank Name, Account Type, Bank Account Number (12 digits) and Bank Code (6 digits – Bank # + Branch #), SWIFT code



- CLABE # = Bank Account Number & Bank Code

US Wire Transfer

- Bank Account Country, Bank Account Currency, Account Type, Account Number, SWIFT Code
- Bank Address

Canada Wire Transfer

- Bank Account Country, Bank Account Currency, Bank Name, Account Type, Bank Account Number, Transit/Institution Number or SWIFT Code
- Bank Address

Mexico Wire Transfer

- Bank Account Country, Bank Account Currency, Bank Name, Account Type, Bank Account Number (12 digit), Bank Code (6 digits – Bank # + Branch #) or SWIFT Code
 - CLABE # = Bank Account Number & Bank Code
- Bank Address

All other international payments

- Dependent upon specific country requirements

BALL CORPORATION SUPPLIER QUESTIONNAIRE

Submit Supplier Questionnaire

- 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 these 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.

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](#)

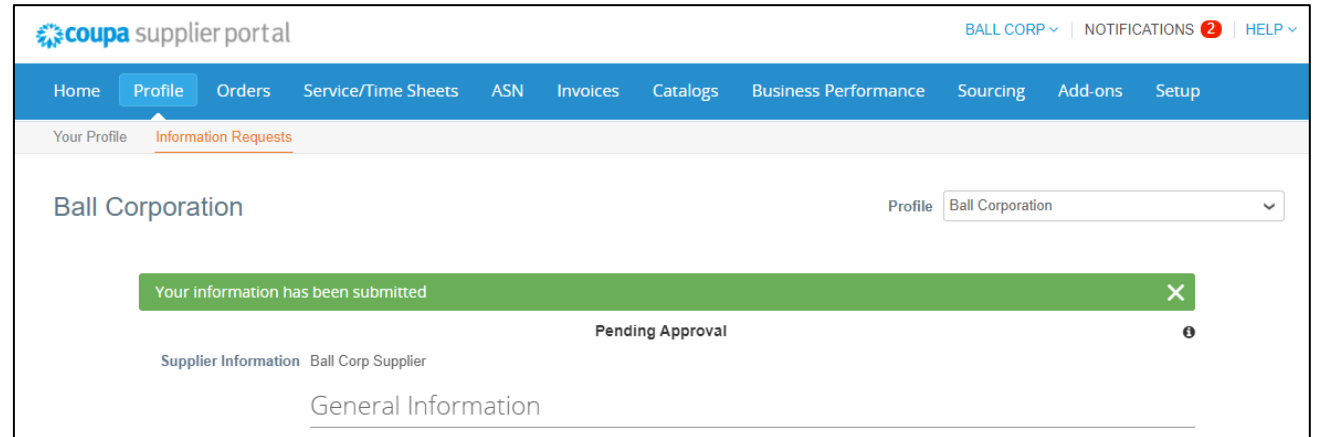
Add Comment



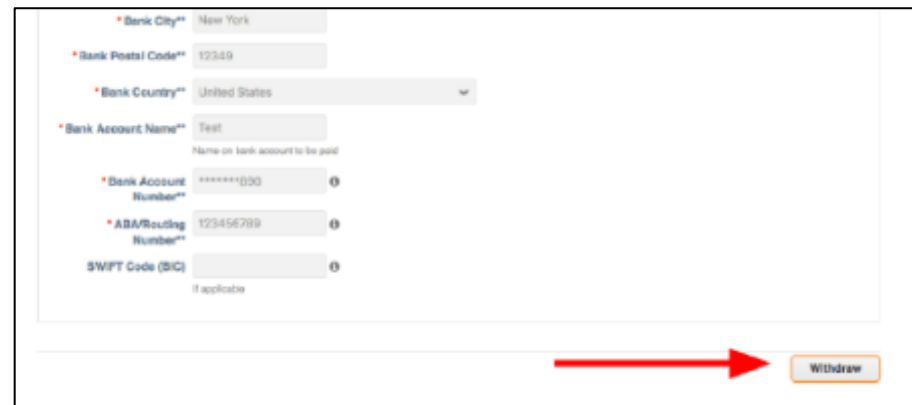
BALL CORPORATION SUPPLIER QUESTIONNAIRE

Submit Supplier Questionnaire

- 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”**.
- [See: Filling out the Request for Information form | CoupaSuppliers](#)



The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and 'supplier portal' text. On the right, there are links for 'BALL CORP', 'NOTIFICATIONS' (with a red badge showing '2'), and 'HELP'. Below the navigation bar, there are tabs for 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Profile' tab is active, and the sub-tab 'Information Requests' is selected. The main content area shows 'Ball Corporation' as the profile name, with a dropdown menu set to 'Ball Corporation'. A green notification bar at the top of the content area says 'Your information has been submitted' with a close button (X). Below this, the status is 'Pending Approval' with an information icon (i). Underneath, it says 'Supplier Information Ball Corp Supplier' and 'General Information'.



The screenshot shows a 'Request for Information' form with the following fields:

- * Bank City** New York
- * Bank Postal Code** 12349
- * Bank Country** United States
- * Bank Account Name** Test
Name on bank account to be paid
- * Bank Account Number** *****050
- * ABA/Routing Number** 123456789
- SWIFT Code (BIC) If applicable

A red arrow points to the 'Withdraw' button at the bottom right of the form.





BALL CORPORATION SUPPLIER QUESTIONNAIRE

Form 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. You are now ready to transact with Ball!
- 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).