Focusing on our core utility businesses

# **SIM Supplier Guide**

**External Job Aid** 





### **Review and Revision History**

Revision No.	Review/ Revision Date	Summary of Changes	Effective Date
Original Version 2023.1		First Final	12/1/2023

NOTE: Minor changes (e.g. typos, spacing, updated reference format, broken links, etc.) are not normally tracked in the Audit Trails.



### Introduction

#### This guide covers the following:

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#### Purpose

The purpose of this procedure is to assist CenterPoint Energy suppliers in navigating the process of providing supplier information via Coupa's Supplier Information Management (SIM) module.

#### Before you begin

This process is for new and existing suppliers updating their information.



You will receive an email from CenterPoint Energy requesting information.

Review the email and click the **Join & Respond** button in the email notification.

#### Conterfuer. TEST

#### CenterPoint Energy Profile Information Request - Action Required

Hello Supplier,

CenterPoint Energy wants you to respond by updating your company profile on Coupa, their chosen platform for Spend Management. This information is required so they can transact with you electronically.

Coupa's Supplier Portal is completely free, setup is fast, and it helps you better transact and communicate electronically. Find out more using the links below.

You can respond and send your information to your customer without joining, but joining allows you to more easily update your company info if it ever changes, as well as do things with *CenterPoint Energy* (and your other buying organizations that use Coupa) like view purchase orders, create invoices, manage POs and invoices, get real-time SMS alerts, and much more.

Use the buttons to either respond or decline, or forward this request to another person at your company.

Welcome!

Join and Respond



New suppliers without an existing Coupa Supplier Portal (CSP) account will be prompted to create a password and provide company details.

- 1. Add a Password and Confirm Password. Accept the Privacy Policy and Terms of Use.
- 2. Then, click Create an Account.
- 3. You will receive a verification code via email. Please enter that code to continue.

Notes:

- Suppliers with an existing account may choose to log in directly instead via the "LOG IN" button"
- Suppliers will see a page to manage payment discount preferences in CSP. This information is not applicable as pay terms are managed by CenterPoint Energy internally via contractual agreements. Please click the Next button to proceed with setup.

#### Create an Account

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

HET BOTTELET DA		
Your legal business name	(or legal personal name if an individual	)
* Email		
ccc.coupa.supplier1+	MUD@gmail.com	
• First Name	* Last Name	
ABI	TAN	
* Password	* Confirm Password	1
	Ø)	(
✓I accept the Privacy	y Policy and the Terms of Use	
✓ I accept the Privacy	y Policy and the Terms of Use Create an Account	
I accept the Privacy	y Policy and the Terms of Use Create an Account ady have an account?LOG IN	



C

New suppliers will be prompted to fill in details about their business. This section will be part of the supplier's public profile.

Once complete, click Next.

Note: Coupa will offer a Verified status for a fee. Using the Coupa Supplier Portal (CSP) is free and the Verification is not required.

erPoint Energy		Powered By	₹ <sub>A</sub> ₹COU
Basics	Payment	Profile	
Tell us a	about your business 🥑		
* Company Name	NEW SUPPLIER JA		
	Yaur official registered company name		
Website			
* Country/Region	United States	~	
* Address Line 1	290 Davidson Ave.		
Address Line 2			
* City	Somerset		
State	LN		
* Postal Code	06873		
	Must match your official registered company address Pay to location (Remit-To) Ship from location		
Advanced invoicing	<ul> <li>We support integration for invoicing ( or SFTP) and plan to use it with Center Energy</li> </ul>	eXML rPoint	
Prefered Invoicing Language	English (US)	~	
Tax Country/Region	United States	~	
Tax ID			
	Please provide only bas identification information hol is in public domain. Do not provide company internal bas identification numbers or personal identification like social security numbers. Coupe does not accept responsibility is personal information provided by Vendors.	8	
	I don't have Tax ID Number		
Add additional tax id			



After completing the public profile information, the Supplier Response Form will open in order to provide additional information required by CenterPoint Energy.

Suppliers may have multiple customers using the CSP, and the Profile drop-down will toggle between suppliers. Please verify CenterPoint Energy is listed as the Profile.

CenterPoint E	Energy	Profile	CenterPoint Energy
✔ We ha	ave auto-filled some information from your Public Profile.		×
Supplier Information	ccc corp Vendor Information		
* Vendor Name	CCC Corp Please confirm your legal name, must match W9		
Vendor DBA / Trade Name	CCC Corp		



Complete the form, providing key information needed for CenterPoint Energy's onboarding process.

This will include company details, tax classification, Tax ID, email (for PO recipient), payment method (ACH, Virtual Card), and other key details.

- 1. Tax Registration: enter tax ID and country.
- 2. W-9 Attachment: attach a PDF copy of your W-9.
- 3. DUNS: enter DUNS number.
- 4. Organization Type: choose from the options in the drop-down menu.
- 5. PO Email: enter the email address where POs should be sent. This may be different from the primary contact's email address.

Form screenshots continue on the next page.

Use this section to add all y	our applicable tax registrations.
Add Tax Registration	
* Tax Registration	
Country	United States
Tax ID	458854456
Local	
The supplier's Employer Identific	ation Number (XX-2000000) / SSN (200-300-0000)
1	o update your tax ID (TID), contact to your buyer to request a New Vendor setup. TIDs may not be changed on existing supplier record
*W-9 Attachment	
* Туре	W9 ~
* Attachments	Add File
DUNG North	
DUNS Number	Innea provide Dur Same: Bendetrael Number
	Rese prome ben early, enabled remine
* Organization Type	
* PO Email	
	Primary Contact Information
	Primary Contact Information
* Primary Contact	Primary Contact Information
* Primary Contact	Primary Contact Information



Complete the form, providing key information needed for CenterPoint Energy's onboarding process.

- 1. Primary Contact: defaults from the public profile, but should be reviewed for accuracy and updated if needed.
- 2. Physical Address / Ordering Address: defaults from the public profile, but should be reviewed for accuracy and updated if needed.

Form screenshots continue on the next page.

Contact Purpose	Select Some Opt	ions		()	
* First Name	HANZEL				
* Last Name	NOMAN				
* Email address	joniswopeccc+cn	pscreensh	0		
* Work Phone	US/Canada 🗸	+1 (650) 5	55-1212		
		650-555-121	2		
Mobile Phone	US/Canada 🗸				
		650-555-121	12		
Fax	US/Canada 🗸				
		650-555-121	2		
	Physical Ad	dress	/ Order	ing Addre	SS
- - Physical Address / <b>Address Purpose</b>	Physical Ad Ordering Add	iress	/ Order	ing Addre	SS
Physical Address / Address Purpose	Physical Ad Ordering Add	iress	/ Order	ing Addre	SS
Physical Address / Address Purpose * Region Country/Region	Ordering Add Select Some Opt	iress	/ Order	ing Addre	SS
<sup>D</sup> hysical Address / Address Purpose * <b>Region</b> Country/Region State Region	Physical Ad Ordering Add Select Some Opt United States	iress	/ Order	ing Addre	SS
Physical Address / Address Purpose * <b>Region</b> Country/Region State Region State ISO Code	Ordering Add Select Some Opt United States None	iress	/ Order	ing Addre	SS
Physical Address / Address Purpose <b>* Region</b> Country/Region State Region State ISO Code	Physical Ad Ordering Add Select Some Opt United States None	iress ions	/ Order	ing Addre	255
Physical Address / Address Purpose * Region Country/Region State Region State ISO Code Address Name	Physical Ad Ordering Ado Select Some Opt United States None	Iress	/ Order	Ing Addre	SS
Physical Address / Address Purpose * Region Country/Region State Region State 150 Code Address Name * Street Address	Physical Ad Ordering Add Select Some Opt United States None 9875 N Georgia C	iress ins Court	/ Order	Ing Addre	SS
Physical Address / Address Purpose • Region Country/Region State Region State Region State ISO Code Address Name • Street Address 2	Physical Ad Ordering Add Select Some Opt United States None 9875 N Georgia (	iress ins Court	/ Order	ing Addre	SS
Physical Address / Address Purpose * Region Country/Region State Region State Region State 150 Code Address Name * Street Address 2 Street Address 3	Physical Ad Ordering Add Select Some Opt United States None 9875 N Georgia C	iress ins Court	/ Order	ing Addre	22
Physical Address / Address Purpose * Region Country/Region State Region State Region State ISO Code Address Name * Street Address 2 Street Address 3 Street Address 3 Street Address 4	Physical Ad Ordering Add Select Some Opt United States None 9875 N Georgia C	iress inons	/ Order	Ing Addre	22
Physical Address / Address Purpose * Region Country/Region State Region State ISO Code Address Name • Street Address 2 Street Address 3 Street Address 4 Street Address 4	Physical Ad Ordering Add Select Some Opt United States None 9875 N Georgia C	dress iress ions	/ Order	Ing Addre	SS
Physical Address / Address Purpose * Region Country/Region State Region State ISO Code Address Name * Street Address 2 Street Address 3 Street Address 4 Street Address 4 City * Postal Code	Physical Ad Ordering Add Select Some Opt United States None 9875 N Georgia C	iress ins	/ Order	Ing Addre	SS



Payment Information may be selected by the supplier.

Note: If there are provisions in a contract with CenterPoint Energy for payment method, the details entered here must align to that contract.

	Payment Information
	Choosing Virtual Card will result in more favourable payment terms – fewer days until payment
	Changing pay methods from Virtual Card to ACH will lengthen payment terms – additional days until payment
	Please do not select the "Check" payment method. This is for internal purposes only. CenterPoint will reject the form back to you if you select Check.
* Payment Method	Select 🗸
	Do not select "Check". This is for internal purposes only.
* Is Payment Method Selected Virtual Card ?	○ Yes ○ No
	Remit to Information



To Add a remit-to address, click Add Remit-To and follow the prompts to either provide a new remit-to address or select a remit-to from the existing addresses.

Note: You may add multiple addresses in Coupa, but only the most recently updated address will be used. Remit-to addresses cannot be edited once saved, but a new remitto can be created instead.

•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

Choose Remit-To Address	>
This customer requires you to choose a Remit-To Address that includes payment information	
Choose existing or create new Remit-To Address:	
290 Davidson Ave. Somerset, NJ 08873 United States United States	
	•
Create New Nemit-To Address	



For suppliers who will create a new remit-to address,

- 1. Click **Create New Remit-To Address**. The Where's your business located? page appears.
- 2. Enter the **Legal Entity** and **Country/Region**.
- 3. Then, click **Continue**.

Choose Remit-10 A	ddress		×
This customer requires	you to choose a Remit-To Address	that includes payment information.	
Choose existing o	r create new Remit-To Ac	ldress.	
200 Davidson Ave. Somerset, NJ 08873 United States United States		Choose	
Create New Re	mit-To Address	>	0
		Cancel	
	Where's your busin	ess located?	
your business detail nts. For best results	s in Coupa will help you m with current and future cus	ieet your customer's invoici stomers, complete as much	ing and payme information as
your business detail nts. For best results	Is in Coupa will help you m with current and future cus	neet your customer's invoici stomers, complete as much	ing and payme
your business detail nts. For best results • Legal Entity Name	Is in Coupa will help you m with current and future cus CNP US	neet your customer's invoici stomers, complete as much	ing and payme n information as
your business detail ints. For best results *Legal Entity Name Country/Region	Is in Coupa will help you m with current and future cus CNP US United States	This is the business t the local g country/re located.	ing and payme information as official name of yo hat is registered w lovernment and the gion where it is
your business detail nts. For best results *Legal Entity Name Country/Region	Is in Coupa will help you m with current and future cus CNP US United States	This is the business the local ground the local ground the located.	ing and payme i information a: official name of yo hat is registered w lovernment and the gion where it is



On the "Tell your customers about your organization" page, populate all the required fields, marked with a red asterisk (\*) and important fields.

Make sure to choose CenterPoint Energy as the customer.

Click Save & Continue.

	your customers about yo	ur organization
Which customers do you v	vant to see this?	
All CenterPoint Ener What address do you invoi	ve co from?	
*Address Line 1	290 Davidson Ave.	
Address Line 2		REQUIRED FOR
* City	Somerset	INVOICING
State	New Jersey - NJ	Enter the registered address of     vour legal entity. This is the
* Postal Code	08873	same location where you
Country/Region	United States	receive government
	☑ Use this address for Remit-To 🕖	uocunionis. 👻
	✓ Use this for Ship From address ()	
What is your Tax ID? 🕧		
Country/Region	United States	
Country Aregion		
Tax ID		
Tax ID	I don't have Tax ID Number	
Tax ID	Add additional Tax ID	
Miscellaneous	Add additional Tax ID	
Miscellaneous Invoice From Code	Add additional Tax ID	0
Miscellaneous Invoice From Code Preferred Language	Add additional Tax ID	0



On the Payment Type, select "Bank Account" and populate the bank account details and branch address.

Then, click Save & Continue.

	C 2 3 3						
* Payment Type Bank Acco	unt 🗸						
What are your Bank Acc	ount Details? 🕧						İ
Bank Account	United States						
Bank Account Currency:	USD	-					
Beneficiary Name:	CNP US						
Bank Name:	US BANK						
Account Number:	456765456	i,	0				
Confirm Account	456765456						
Number:		-	_				
ACH Routing Number:	213456765	-					
Wire Routing Number:		_	0				
8WIFT/BIC Code:			0				
Bank Account Type:	Business	e.					
What is your Bank's Bran	nch Address?						
What is your Bank's Bran Address Line 1:	290 Davidson Ave.						
What is your Bank's Bran Address Line 1: Address Line 2:	nch Address? 290 Devidson Ave.						
What is your Bank's Brar Address Line 1: Address Line 2: Oth:	290 Davidson Ave.						
What is your Bank's Brar Address Line 1: Address Line 2: Othy: State:	290 Dav/dson Ave.						
What is your Bank's Brar Address Line 1: Address Line 2: Othy: State: Backel Code:	290 Davidson Ave.  Somerset  New Janay - NJ  Pagera						
What is your Bank's Brar Address Line 1: Address Line 2: Othy: State: Postal Code:	290 Devidson Ave. 290 Devidson Ave. Somersat New Joney - NJ 08873						
What is your Bank's Bran Address Line 1: Address Line 2: Othy: Othy: Bate: Postel Code: Who is your Remit-To Co	290 Devidson Ave. 290 Devidson Ave. Somerset New Jonsey - NJ 08873 Ontact? (optional)					>	
What is your Bank's Brar Address Line 1: Address Line 2: Othy: Bate: Postal Code: Who is your Remit-To Co What is your Remit-To Ar	290 Davidson Ave.  290 Davidson Ave.  Somerset  New Jansey-NJ  OB873  Intact? (optional)  ddress?					>	
What is your Bank's Brar Address Line 1: Address Line 2: Othy: Bate: Postal Code: Who is your Remit-To Co What is your Remit-To A Address Line	290 Davidson Ave.					>	
What is your Bank's Brar Address Line 1: Address Line 2: Othy: Bate: Postal Code: Who is your Remit-To Co What is your Remit-To A Address Line Address Line	290 Davidson Ave.   290 Davidson Ave.  Somerset  New Jonary - NJ  OB873  untlaCt? (optional)  ddress?  1 290 Davidson Ave. 2					>	
What is your Bank's Brar Address Line 1: Address Line 2: Othy: Bate: Postal Code: Who is your Remit-To Co What is your Remit-To A Address Line Address Line oth	290 Devidson Ave.  290 Devidson Ave.  Somersat  OB873  o0873  o1250 Devidson Ave.  2  y Somersat					>	
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What is your Bank's Brar Address Line 1: Address Line 2: Othy: Bata: Postal Coda: Who is your Remit-To Co What is your Remit-To Co What is your Remit-To Address Line Address Line Country/Regio	290 Devidson Ave. 290 Devidson Ave. Somerset New Jensey - NJ 08873 00873 0011aCt? (optional) 1 200 Devidson Ave. 2 3 Somerset 9 KN 4 Dese73 1 United States					>	



Details from your remit-to address and ship-from address will default from previous screens.

- If the appropriate Remit-To Account populates, click
   Next. If not, click Manage to add the details.
- If the appropriate Ship-From address populates, click
   Done. If not, click Manage to add the details.
- 3. After clicking **Done**, the Setup Complete screen will show. Click **Add Now** to return to the supplier information form to complete the remaining fields.

	1 2 3		
Remit-To locations let your add more locations, otherwi	customers know where to send payment for ise click Next.	or their invoices. Click Add Remit-To to	Add Remit-To
Remit-To Account	Remit-To Address	Status	
Bank Account US BANK CNP US 213456765	290 Davidson Ave. Somerset NJ 08873 United States	Active	Manage
		Deactivate Legal Entity	Cancel Next
	Where do you sh	ip goods from?	
		-	
	123	4	
For many countries/regions i where your legal entity is red	1 2 3 including different shipping details on the istered.	4 invoice is required if they are different to	Add Ship From
For many countries/regions i where your legal entity is reg	1 2 3 including different shipping details on the pistered.	4 invoice is required if they are different to	Add Ship From
For many countries/regions i where your legal entity is reg	1 2 3 including different shipping details on the l jistered. Status	4 invoice is required if they are different to	Add Ship From
For many countries/regions i where your legal entity is reg fitle 90 Davidson Ave. Somerset	123 including different shipping details on the pistered. Status Active	4 invoice is required if they are different to	Add Ship From Manage
For many countries/regions i where your legal entity is reg fitle 90 Davidson Ave. Somerset U	123 including different shipping details on the r jistered. Status Active	4 invoice is required if they are different to	Add Ship From Manage
For many countries/regions i where your legal entity is reg fitle 90 Davidson Ave. Somerset U 18873 Juited States	123 including different shipping details on the r jistered. Status Active	4 invoice is required if they are different to	Add Ship From Manage
For many countries/regions i where your legal entity is reg itle 90 Davidson Ave. omerset JJ 8873 Inited States	123 Including different shipping details on the pistered. Status Active	4 invoice is required if they are different to	Add Ship From Manage
For many countries/regions i where your legal entity is reg little 290 Davidson Ave. Somerset Ul 18873 Jnited States	123 Including different shipping details on the pistered. Status Active	4 invoice is required if they are different to	Add Ship From Manage
For many countries/regions i where your legal entity is reg ittle 90 Davidson Ave. iomerset 1J 8873 Inited States	123 Including different shipping details on the pistered. Status Active	4 invoice is required if they are different to Deactivate Le	Add Ship From Manage gal Entity Done
For many countries/regions i where your legal entity is reg litle 190 Davidson Ave. Somerset IJ 18873 Jnited States	123 including different shipping details on the lipistered. Status Active	4 invoice is required if they are different to Deactivate Le	Add Ship From Manage gal Entity
For many countries/regions i where your legal entity is reg fitle 190 Davidson Ave. Somerset U 18873 Jnited States	1 2 3 including different shipping details on the l istered. Status Active Setup Co	invoice is required if they are different to      Deactivate Le  pomplete	Add Ship From Manage gal Entity Done
For many countries/regions i where your legal entity is reg little 190 Davidson Ave. Somerset JJ 18873 Inited States	1 2 3 including different shipping details on the r jistered. Status Active Setup Co	invoice is required if they are different to Deactivate Le omplete	Add Ship From Manage gal Entity
For many countries/regions i where your legal entity is reg fitte 290 Davidson Ave. Somerset JJ 18873 Jnited States	123 including different shipping details on the r istered. Status Active Setup Co	4         invoice is required if they are different to         Deactivate Legomplete         4	Add Ship From Manage gal Entity Done
For many countries/regions i where your legal entity is reg fitle 190 Davidson Ave. Somerset Ul 18873 Inited States	1 2 3 including different shipping details on the r pistered. Status Active Setup Co Do you want to Add Remit-To Addre	invoice is required if they are different to Deactivate Le mplete  sets to the customer profile now?	Add Ship From Manage gal Entity Done



After the Remit-To screens are completed, additional fields will show on the form. Populate remaining required information on the Remit to Address section:

- 1. Remittance Email
- 2. Financial Contact Name
- 3. Financial Contact Number
- 4. Account Type
- 5. Account Holder Name

tid one or more Remit-To	Addresses by either filing out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.
Add Remit-To	
Pemit-To Informat	ion .
nemic to internat	NOT .
Active	Active 🗸 🗸
	Choosing Virtual Card we result in more ravorable payment terms – tewer days une payment.
Address Name	En lan a 100 Har de la la la la materia har
	Pycul tarve a IPCC box, passes include the initiatration fields
* Street Address	9875 N Georgia Court
Street Address 2	
* City	Houston
+ Decise	
Country/Region	United States 🗸
State Region	Texas - TX X 🛪 🛩
State ISO Code	US-TX
Postal Code	77005
	Bank Information
Bank Name	
Bank Address	
Bank City	
Bank State or Region	
Bank Postal Code	
Back Country/Region	v
President and a second second	
Bank Routing Number	0
Bank Routing Number	
Bank Routing Number	0 0
Bank Routing Number Bank Account Number *Remmittance Email	
Bank Routing Number Bank Account Number *Remmittance Email	The will be used for series to examinary.
Bank Routing Number Bank Account Number * Remmittance Email * Financial Contact Name	The will be used for next to summary.
Bank Roouting Number Bank Account Number * Remmittance Email • Financial Contact Name • Financial Contact	The will be used for next to examinary.
Bank Routing Number Bank Account Number * Remmittance Email • Financial Contact Phone Number	This will be used for next to summary.  This will be used for next to summary.  b. XOC-COCK-COCK formet.
Bank Routing Number Bank Account Number * Remmittance Email • Financial Contact Phone Number	This will be used for ment to summary.



There will be Internal Only fields at the bottom of the form. These are to be completed by CenterPoint Energy employees when reviewing supplier responses to the rest of the form.

- 1. Once all fields are complete (barring Internal Only fields), click **Submit for Approval**.
- 2. Once submitted, the request is automatically sent to CenterPoint Energy for review and approval.
- 3. The supplier is redirected to their Profile page on the Coupa Supplier Portal, where they can view the profile details submitted on the form.
  - The supplier will also receive an email notification that their information was recently updated and is pending approval.
  - Note: fields in the Internal Only section will be completed by CenterPoint Energy internal process.

The supplier can view the status of the submission by going to Information Requests.

TIN Match Attachment None			
s Physical Address the None same as the Remit To			
Address?			
Credit Check Needed? None			
	Decline	Save Sub	mit for Approval
Your Profile Information Requests Coupa Verified			
CenterPoint Energy	Profile	CenterDaiet Enermy	
conton one Energy		Senter-ont Energy	
2 Your information has been submitted			×
Panding Approval			
Supplier Information NEW SUPPLIER JA			U
Vendor Information			
* Vendor Name NEW SUPPLIER JA			
<b>coupa</b> supplier portal			
Home Profile Orders Service/Time Sheets ASN	l Invoices	Catalogs	Payments
<b>A</b>			
Setup			
Your Profile Information Requests Coupa Verified			
CenterPoint Energy			
	Pend	ing Approval	
Supplier Information NEW SUPPLIED IA	i enu	III A PPI 0 4 di	
Supplier mormation NEW SOFFLIER JA			

Vendor Information



## **Information Updates for Existing Suppliers**

There are two ways that suppliers can update their information for CenterPoint Energy:

1.CenterPoint Energy sends a request to the supplier through Coupa.

2. The supplier updates the information via the Coupa Supplier Portal without receiving a request.

Note: The first time you want to update the information, you must contact CenterPoint Energy to initiate the External Supplier Information Update Form.



#### Information Updates for Existing Suppliers CenterPoint Energy Requests Updates through the CSP

You will receive an email notification to update your profile for CenterPoint Energy.

Click **Update Profile** in the email to log in and complete the updates.

Update your profile for CenterPoint Energy Inbox ×
CenterPoint Energy <do_not_reply@centerpoint-test.coupahost.com> to ccc.coupa.supplier1+JA &lt;</do_not_reply@centerpoint-test.coupahost.com>
Control     TEST Update your profile for CenterPoint Energy
Powered by 🎊 coupa
Hello NEW SUPPLIER JA,
CenterPoint Energy wants you to respond by updating your company profile on Coupa. This information is required so they can transact with you electronically.
Use the "Update Profile" button to respond or decline.
Phebe Barotil CenterPoint Energy
Update Profile



#### Information Updates for Existing Suppliers CenterPoint Energy Requests Updates through the CSP

Update the information and once completed, click **Submit for Approval**. The form will have the same fields as the initial request that is sent, shown in previous slides.

The request is automatically sent to CenterPoint Energy for review and approval. Submitted forms will show under **Information Requests**.

🎇 coupa supplier portal							ABI	V   NOTIFIC/	ATIONS 🚺   HELP
Home	Profile Orders	Service/Time Sheets	ASN	Invoices	Catalogs	Payments	Business Performance	Sourcing	Add-ons
Setup									
Your Profile	Information Reque	sts Coupa Verified							
Centerl	Point Energ	y					Profile CenterPoint Er	nergy	*
	✓ We have aut	o-filled some informatior	from you	r Public Profile	<u>.</u>				
	Supplier Informa	tion new supplier ja Vendor Infor	mation	1					0
	* Vendor Na	NEW SUPPLIER JA	ame, must ma	atch W9					
	Vendor DBA / Tr	ade NEW SUPPLIER JA					Save		Submit for



#### **Information Updates for Existing Suppliers** Supplier initiates the information update in the CSP

Note: the first time a supplier wishes to initiate an information update, they must request the form from CenterPoint Energy. For any subsequent update, the form will be available within the CSP.

Once logged in:

- 1. Navigate to the **Profile** tab.
- 2. Click on the **Information Requests** sub-tab.
- 3. Under the **Profile**, select **CenterPoint Energy** to begin the information update you would like to update your record from.

<b>coupa</b> supplier portal						ABI	NOTIFICA	TIONS 🧐	HELP ~
Home Profile Orders	Service/Time Sheets	ASN	Invoices	Catalogs	Payments	Business Performance	Sourcing	Add-ons	
Setup									
Your Profile	Coupa Verified								
CenterPoint Energy						Profile CenterPoint En	nergy		•
Supplier Informatio	n NEW SUPPLIER JA			Applied				0	



#### **Information Updates for Existing Suppliers** Supplier initiates the information update in the CSP

Complete all the fields that require an update. The fields will be the same as those shown on the new supplier form on the previous slides.

- 1. Scroll down at the bottom of the page and click **Update Info** to make your changes.
- 2. Once done with all the updates, click **Submit for Approval**. The request is automatically sent to CenterPoint Energy for review and approval.

Note: information updates will also have Internal Only fields. You will not be able to edit these.

Is Physical Address the same as the Remit To Address?	None
SAP PI Vendor Number	None
	Specify an existing PI vendor to which the SIM "OA" vendor can be pointed in SAP ECC
Credit Check Needed?	None
	4
	Update Info
	Decline Save Submit for Approval