



Coupa Supplier Information Management

Supplier Guide

July 2026



What is Coupa SIM?



Coupa is a procurement platform designed to streamline collaboration and transactions with Eurofins. It offers several benefits for suppliers, including:

- Real-time tracking of purchase orders
- Free access
- Compatibility across devices
- Improved data management capabilities

Coupa Supplier Information Management (**SIM**) enables suppliers to review and update their information while standardising the process of requesting, approving, and maintaining key data such as financial details, quality and insurance certificates, and banking information.

The use of forms, notifications, and integration with Eurofins's financial systems provides additional advantages:

- Enhanced visibility of certificates and contact information
- Timely payments
- Reduction of multiple communication channels (e.g. paper forms, emails, phone calls, spreadsheets)
- Accurate company data maintenance with reduced administrative effort



- Information request notification – new CSP* user
- Information request notification – existing CSP user
- Creation of a CSP account
- Filling in the form
 1. General Information on the supplier
 2. Contact information
 3. Tax ID
 4. Address details
 5. Banking details – CSP user
 6. Banking details – user without CSP
 7. Business certificates and attachments
 8. General Information – Compliance
- Submission of the form to Eurofins
- Notification of submission of form to Eurofins
- Notification of acceptance of form by Eurofins (CSP account)
- Notification of refusal of form by Eurofins (CSP account)

- Filling in the form via SAN** (without CSP registration)
- SIM – Supplier-initiated form update (CSP account)
- SIM – Supplier information update form

***CSP** – Coupa Supplier Portal

****SAN** – Supplier Actionable Notification – direct access to the form from the email request received

To return to this Overview slide please click the Home icon in the bottom right corner of the page. Please, use the reading view for the button to function properly.



One-page Guidelines



1. Receive the email invitation from Eurofins on Coupa SIM.
2. Choose how to respond: Join and Respond via the CSP or Respond Without Joining directly from the email. A CSP account is not mandatory. The free version is sufficient to work with Eurofins.



3. Review pre-filled company information
4. Complete the form providing supporting documents where necessary.

5. Review and submit the form



6. Eurofins reviews your submission. If corrections are needed, the form will be returned to you by email.
7. Please **complete** the form **within 30 days**. If the form expires or you need help, contact your usual Eurofins contact or Purchasing Supplier Contact.



Information request notification – new CSP user



Information request notification – new CSP user



As a first step, Eurofins must initiate supplier onboarding internally. Once this has been done, a request for information will be automatically sent to you by email, to provide necessary details.

From the notification received you will have two options:

1. Respond via the Coupa Supplier Portal (“**Join and respond**” – [slides 7 to 14](#))
2. Use Supplier Actionable Notification (“**Respond Without Joining**” – [slides 20 to 39](#))

Eurofins strongly recommends choosing option 1 to create a reusable account and better track your interactions with Eurofins.

You will have **30 days** to complete the form, but it is your responsibility to ensure that this email is not in your spam folder.

Please ensure your **company information and supporting documents** are **accurate and up to date**. Depending on the request, you may need to provide:

- Legal company details
- VAT/Tax ID
- Address
- Contact details
- Bank account information
- Supporting documents



Reminder to fill in the form



- Notifications to complete the form are sent automatically, 3 times starting the day after you receive the invitation.
- The form expires **30 days** after it was sent.
- Once the form is expired you will no longer be able to complete it. In this case, please contact your usual Eurofins Contact to understand the next steps.

Eurofins's first reminder to update your information Inbox x



do_not_reply@eurofins-test2.coupahost.com
to me ▾

09:01 (52 minutes ago)



Powered by coupa



Reminder from Eurofins

Hi DE-AX-84246,

Eurofins reminds you to update your information so that they have what's needed to transact with you.

If you've already filled in the request form and received this email, then you have not submitted your response. To submit it, please click on the "Review" button on the request form.

[Respond without joining](#)

[Create Your Account](#)

[Manage your profile and more with Coupa](#)

Supplier Information Management in CSP



SIM – Creating a CSP account



- When you click on the “**Join and Respond**” button, you will be redirected to the CSP account activation page.
- Create your password by entering it in the “**Password**” field and confirming it in the “**Password Confirmation**” field.
- Click on the “Privacy Policy” link to view Coupa’s online privacy policy, then click on “Terms of Use” to review the CSP Terms of Use.
- Once you have reviewed both documents, tick the box to **confirm your acceptance**.
- Click on “**Create an Account**” to complete the activation process.

A screenshot of the Eurofins 'Create an account' web form. The page has a white background with a blue header bar. The title 'Create an account' is in bold. Below it, a paragraph explains that Eurofins uses Coupa and provides instructions for users who cannot provide the required information. A link 'Forward this to someone' is present. The form fields are: 'Business Name' (with 'Supplier Test' entered), 'Email' (with 'piliushina.aisa@gmail.com' entered), 'First Name' (with 'Test' entered), 'Last Name' (with 'Supplier' entered), 'Password' and 'Confirm Password' (both empty), 'Country/Region' (a dropdown menu), and 'Tax Registration' (with '#####' entered). There are checkboxes for 'I do not have a Tax ID' and 'I accept the Privacy Policy and Terms of Use'. At the bottom, there is a blue 'Create an account' button and a link 'Already have an account? Log In'.

SIM – Creating a CSP account

- To secure your account, Coupa will ask you to choose a method for multi-factor authentication, please follow the process choosing your preferred method.

 coupa supplier portal

 Secure

Secure Your Account

A modern, secure multi-factor authentication experience with passkey support. Fast, passwordless, and beautiful.
[\(Learn More\)](#)



Passkey (Recommended)

Use your **browser** or **device** as a secure key to sign in —>
no passwords or verification codes needed.

You can set up your passkey later on the Account Setup page.

Use Other Methods ▾



SIM – Creating a CSP account



- The next section contains fields pre-filled with the information available to Eurofins. You have the possibility to correct them in this section.
- Once logged in, a pop-up window will appear where you can check/edit your company details (company name, registered office address).
- We recommend that you provide information in all the available fields to allow complete referencing. However, only fields marked with a red asterisk * are compulsory.
- Click on **“Save and Next”**

Please ensure that your company name and legal form is correct

- If the fields do not apply to your case, please write “None”.

The screenshot shows the 'Onboarding for Eurofins (Coupa Supplier Portal)' form. It is divided into two main sections: 'Primary Address' and 'Payment Methods'. The 'Primary Address' section is currently active and contains the following fields:

- Country/Region:** A dropdown menu with 'Germany' selected.
- Address Line 1:** A text input field with 'street 1' entered.
- Address Line 2:** A text input field with 'Address Line 2' entered.
- City:** A text input field with 'City' entered.
- State:** A dropdown menu with 'Berlin' selected.
- Postal Code:** A text input field with '12345' entered.

Below the address fields, there is a section titled 'Germany' which contains the following compulsory fields (marked with a red asterisk *):

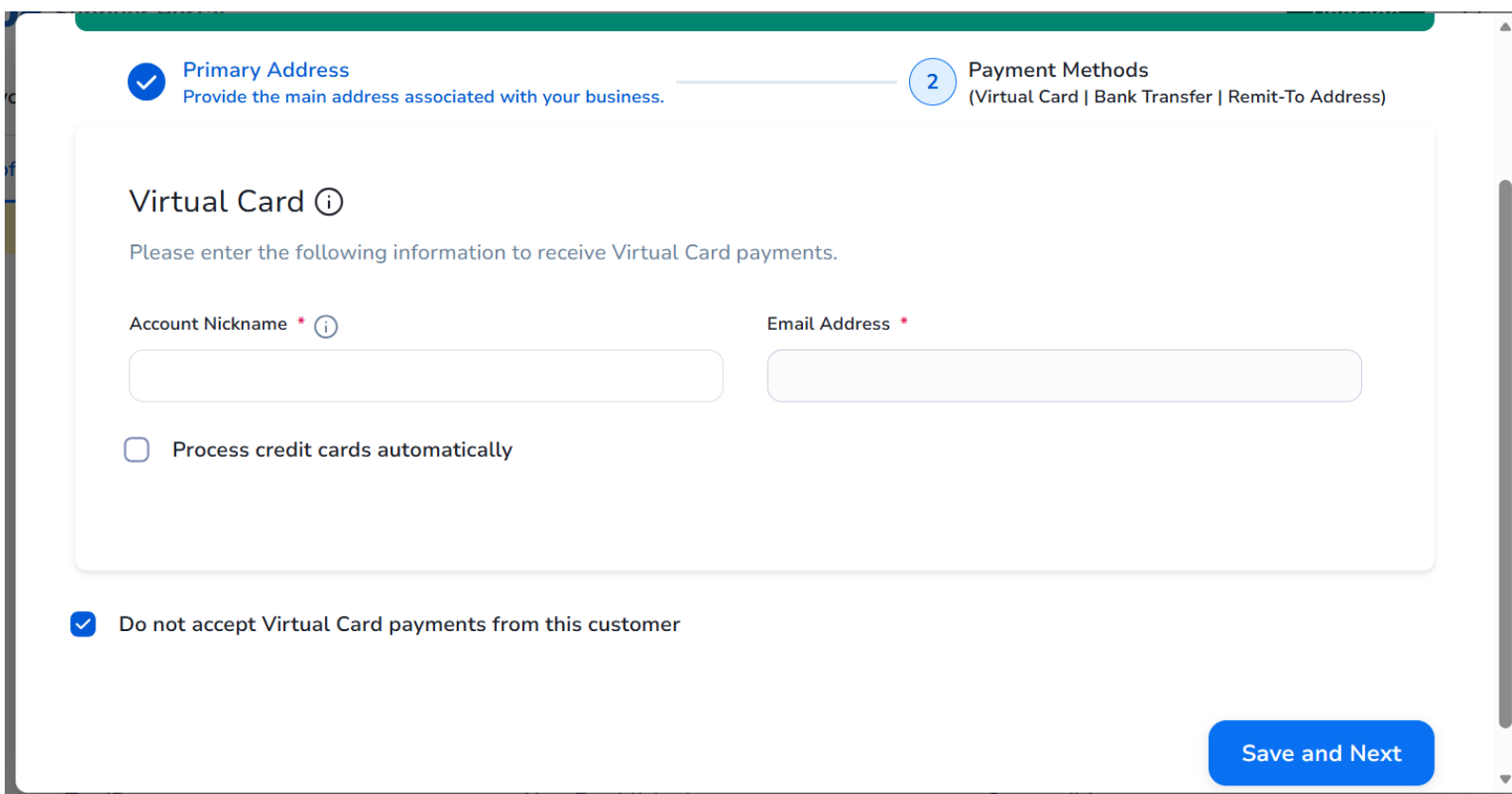
- Legal type of company:** A text input field.
- Board of Directors:** A text input field.
- Court of registration:** A text input field.
- Remark if company in liquidation:** A text input field.
- Preferred Language:** A dropdown menu with 'German (Germany)' selected.
- Registered seat:** A text input field.
- Chairman of the Board:** A text input field.
- Commercial Register & Number:** A text input field.
- Invoice From Code:** A text input field.

At the bottom right of the form, there is a blue button labeled 'Save and Next'.



SIM – Creating a CSP account

- At the next step, you will be asked to provide payment method. **Tick** the box: “Do not accept Virtual Card payments from this customer”
- Click on “**Save and Next**”



The screenshot shows a web form for creating a CSP account. At the top, there are two progress indicators: a blue circle with a checkmark for 'Primary Address' and a blue circle with the number '2' for 'Payment Methods'. Below these, the 'Payment Methods' section is titled 'Virtual Card' with an information icon. It contains the instruction 'Please enter the following information to receive Virtual Card payments.' and two input fields: 'Account Nickname' and 'Email Address', both marked with a red asterisk. Below the input fields is a checkbox labeled 'Process credit cards automatically'. At the bottom of the form, there is a checkbox labeled 'Do not accept Virtual Card payments from this customer' which is checked. A blue button labeled 'Save and Next' is located at the bottom right of the form.

Primary Address
Provide the main address associated with your business.

2 Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

Virtual Card ⓘ
Please enter the following information to receive Virtual Card payments.

Account Nickname * ⓘ

Email Address *

☐ Process credit cards automatically

☒ Do not accept Virtual Card payments from this customer

Save and Next



SIM – Creating a CSP account



- At the next step you will be asked to provide payment method: Bank transfer details. This is Eurofins' preferred method. Please proceed to complete the fields.
- Click on **“Save and Next”**

Onboarding for Eurofins (Coupa Supplier Portal)

Fill out the required fields so your customer can pay you.

- ☒ **Primary Address**
Provide the main address associated with your business.
- 2** **Payment Methods**
(Virtual Card | Bank Transfer | Remit-To Address)

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Account Nickname * ⓘ	Beneficiary Legal Name * ⓘ
Bank Branch Country / Region *	Bank Account Currency *
Germany ▼	EUR ▼
Bank Name *	IBAN *
	22 characters
SWIFT / BIC Code * ⓘ	Branch Code ⓘ
8 or 11 characters	

Additional Information

Bank Branch Address

Address Line 1

Address Line 2

[+ Address Line 3](#)

Postal Code (PLZ)

Town/City

Federal State

▼

[+ State ISO Code](#)

Contact Information

Email Address

Phone Number

▼

201-555-0123

Remittance Email ⓘ

Remit-To Code ⓘ

Supporting Documents ⓘ

Drop or Browse Files

⚠ Do not upload customer-specific documents. Files uploaded here are shared with all your customers linked to this payment method.

☐ Do not accept Bank Transfer payments from this customer

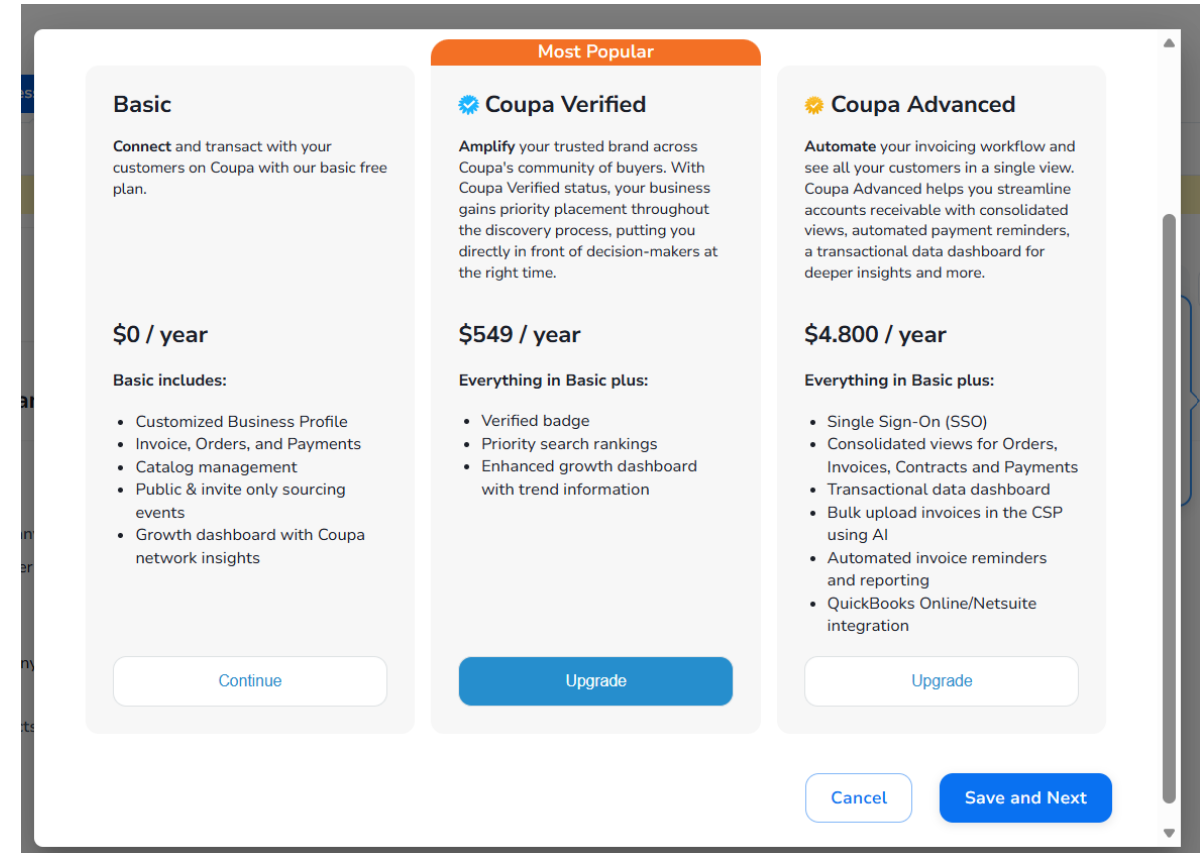
Save and Next



SIM – Creating a CSP account



- Coupa will ask whether you would like to purchase a subscription. It is your choice to do so.
- **Free version is enough to work with Eurofins, and you can proceed with this option, unless preferred otherwise.**



SIM – Creating a CSP account



- You will be taken to the page with pending forms in your Business Profile.
- Click on the **Onboarding** Form and **follow guidelines** in the [slides 23 to 39](#).

 Supplier Portal

Upgrade



 Invoices Orders **Business Profile** Service Sheets Items ASN Sourcing Forecasts Catalogs Community Add-ons Dashboards Setup Quality Contracts

Business Profile Profile Submissions Legal Entities Payment Methods Information Requests Performance Evaluation Subscriptions

Eurofins

Select Customer

Eurofins

Forms

Fill out and submit the **New** or **Draft** forms. You can update your information on forms at any time.

View

All

Advanced

Search

Form	Status	Created Date	Submitted At
SIM - Onboarding	New	07/23/2026	None

Per page 15 | 45 | 90 Show Count

SIM – Translating the Form

- Once the form page is open, you can change the display language at the bottom of the page. Please click on the desired language.

Note: Some fields will be automatically translated into the selected language, but others may remain in English.

0

Comments

Mute Comments

Enter Comment

Add

File

|

URL

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

Add Comment

English (US)

Terms of Use

Privacy Policy

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Information Request Notification – Existing CSP user



Information Request Notification – Existing CSP user



- If you already have a CSP account or opted to create a CSP account in the previous step, you will receive the following email.
- Click on “**Login**” to continue
- Login using your CSP username and password

The image shows a screenshot of an email notification and a corresponding login interface. The email, titled "Update your profile for Eurofins", is from "eurofins TEST2" and is addressed to "Hello Test Supplier". It contains an invitation to register on the Eurofins onboarding platform, a warning that the registration is for administrative purposes only, and a "Log In" button. The login interface on the right features a "Login" heading, input fields for "Email" and "Password", a "Login" button, a "Sign in with Passkey" button, and links for "New to Coupa? CREATE AN ACCOUNT" and "Forgot your password?". The interface is powered by Coupa, as indicated by the logo in the top right corner of the email preview.

Powered by coupa

eurofins TEST2

Update your profile for Eurofins

Hello Test Supplier,

You are invited to register your company in the Eurofins onboarding platform for administrative purposes only. Please note that this registration does not create any contractual relationship with any Eurofins entity. Any future engagement will be subject to separate agreements with the relevant independent Eurofins legal entity.

Use the "Log In" button to respond or decline.

Alisa Piliushina
Eurofins

Log In

Login

• Email

• Password

Login

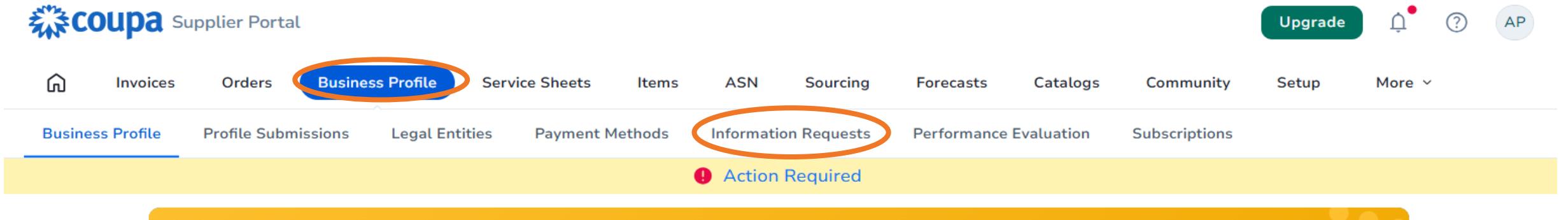
Sign in with Passkey

New to Coupa? [CREATE AN ACCOUNT](#)

[Forgot your password?](#)



Information Request Notification – existing CSP user

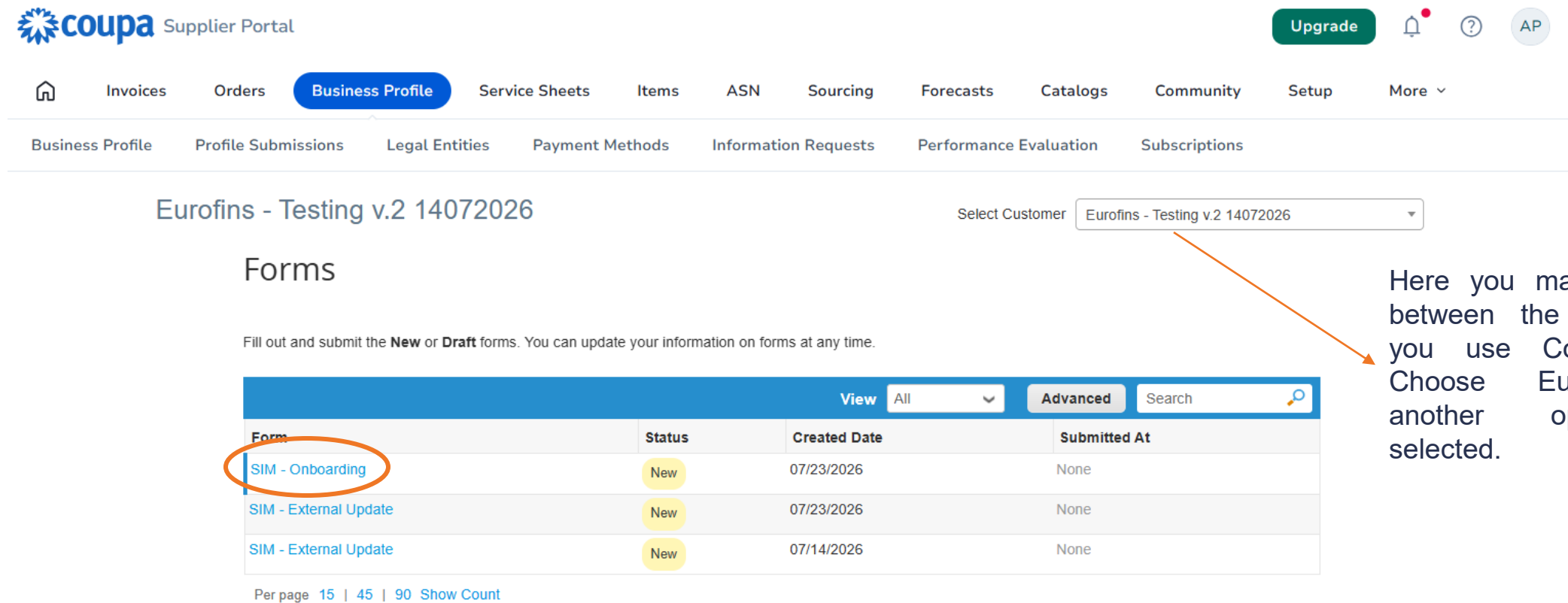


- After logging in to the CSP portal, the homepage will be displayed
- Click on the “**Business Profile**” tab and then choose “**Information Requests**” sub-tab to access the forms from Eurofins



Information Request Notification – existing CSP user

- Choose the form you would like to update



coupa Supplier Portal

Upgrade   AP

Home Invoices Orders **Business Profile** Service Sheets Items ASN Sourcing Forecasts Catalogs Community Setup More

Business Profile Profile Submissions Legal Entities Payment Methods Information Requests Performance Evaluation Subscriptions

Eurofins - Testing v.2 14072026

Select Customer Eurofins - Testing v.2 14072026

Forms

Fill out and submit the **New** or **Draft** forms. You can update your information on forms at any time.

Form	Status	Created Date	Submitted At
SIM - Onboarding	New	07/23/2026	None
SIM - External Update	New	07/23/2026	None
SIM - External Update	New	07/14/2026	None

Per page 15 | 45 | 90 [Show Count](#)

View All **Advanced** Search

Here you may navigate between the customers you use Coupa with. Choose Eurofins, if another option is selected.



Information Request Notification – new CSP user

Respond without Joining



- If you clicked on “**Respond without Joining**”, proceed to generate One-Time Password
- Enter the password and verify it to access the SIM form

Verify Your Access for EasyFormResponse#84283

Enter the one-time password sent to ap*****@gm*****.

Enter One-Time Password

Please check the box below to proceed.

☐

I'm not a robot



Verify One-Time Password

Didn't receive the code. [Resend One-Time Password.](#)

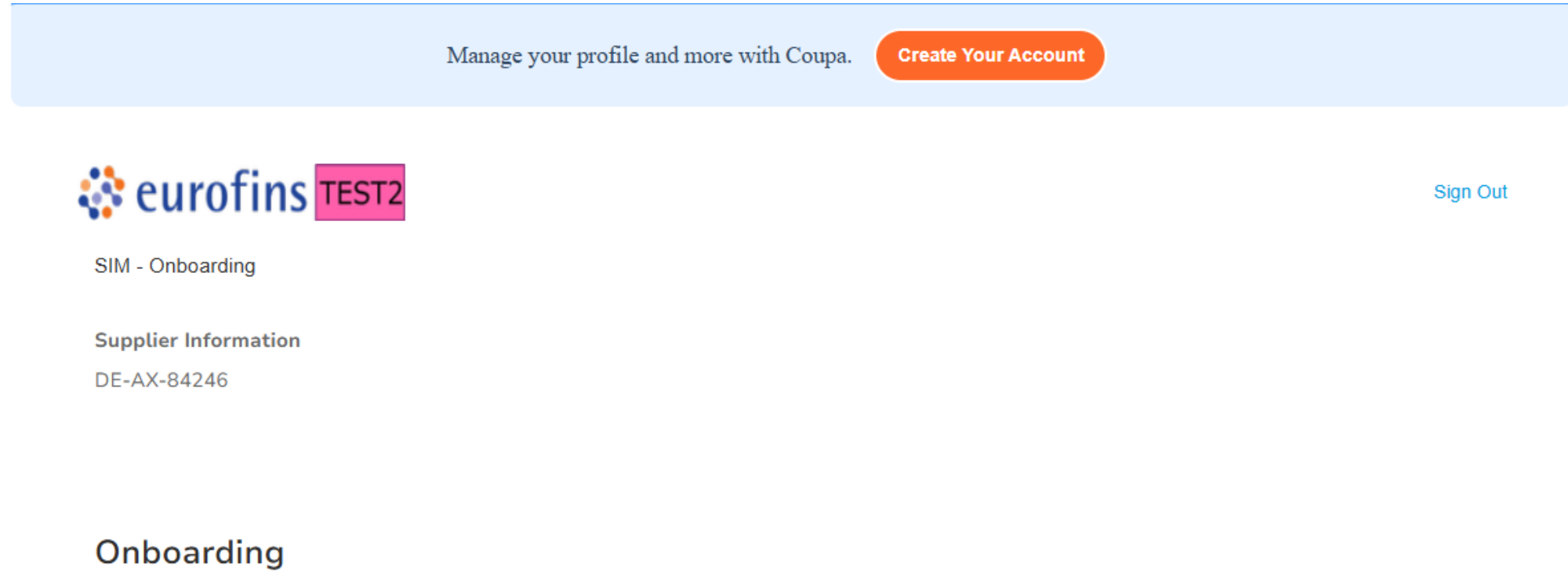


Information Request Notification – new CSP user



- Now, you can proceed with completing the form following instruction on [slides 23 to 39](#).

Note: At this stage you can still choose to create a CSP account, if you choose to do so, please click **“Create Your Account”**.



Supplier Information Management – Onboarding Form



SIM – Completing the form



- Click on the Information Request you received and start filling in the form section by section.
- Please note, the mandatory fields are marked with a red asterisk *. But we recommend that you provide information in all the fields available, this will help your future successful collaborations with Eurofins.

NOTE: If you already have a CSP account, Coupa will automatically pre-fill some fields based on your profile: Legal Name, Main address, Main contact.

It is your responsibility to check that the information is correct and relevant to be shared with Eurofins (risk of errors for users managing multiple companies).

In the top right corner tab “**Business Profile**” will allow you to identify that the form you are filling in is linked to company Eurofins

If the fields appear in grey – they have been provided internally, you will not be able to change them on your own.

Remember that your timely payments depend on the quality of the data you provide in the forms.

A screenshot of the Eurofins SIM Onboarding form. At the top left is the "Eurofins" logo. At the top right is a "Select Customer" dropdown menu with "Eurofins" selected. Below the logo is a yellow notification bar with a green checkmark and the text "We have auto-filled some information from your Public Profile." and a close button. Below the notification bar is a link "View All Responses". The main section is titled "SIM - Onboarding". Under this title, there are two sections: "Supplier Information" and "Supplier Testing 230720262". Below these sections is a heading "Onboarding". Under "Onboarding", there is a field "Country for which supplier is created" with the value "Germany" displayed below it.

SIM – Completing the form



Section: General Supplier Information

The form starts with several **read only fields** that have been populated by Eurofins. You cannot change these.

If the terms do not correspond to the ones agreed during negotiations, please contact your usual Eurofins Contact person and **Purchasing Supplier Contact** indicated on the form.

Onboarding

Country for which supplier is created

Germany

Payment Terms

None

Shipping Terms

None

Payment Terms and Shipping Terms reflect the agreed conditions with Local Eurofins Purchasing. In case you do not agree, please contact your Eurofins Purchasing Supplier Contact.

Purchasing Supplier Contact

None



SIM – Completing the form

Section: General Supplier Information

Proceed to verify the information prefilled by Eurofins, verifying the correctness of the data.

- *Supplier Legal Name* – the name of your company, mandatory field
- *Country/Region of Operation* – Indicate the country of your tax registration
- *Are you the ultimate group parent?* – this question allows Eurofins to understand whether your company belongs to a group
- *Parent Company Name* – in case, your company belongs to a group please provide the name of that group

Supplier Information

* Supplier Legal Name

Supplier Testing 230720262

Use only capital letters and english alphabet characters

* Country/Region of Operation

Germany

* Are you the ultimate group parent?

☐ Yes

☒ No

Indicate YES if this supplier is the highest-level entity, NO if it belongs to another corporate group.

* Parent Company Name

(Headquarter name)

Use only capital letters and english alphabet characters



SIM – Completing the form

Section: Supplier Contacts

The first contact information is filled in by Eurofins, verify its correctness. You are required to provide two more contact details. Please provide **Sales**, **Accounting**, and **Procurement** contacts as indicated in the form.

- *Contact Purpose* – specify the contact's role
- *First name* – enter the contact's first name
- *Last name* – enter the contact's last name
- *Email address* – enter the contact's email address
- *Work Phone* – Fill in the phone number by entering the country code (e.g. 49 for Germany), without the “+” in the “Country/Region” field and the telephone number (without the leading 0) in the 'Local' field. If your company is located outside Germany, please refer to the rules applicable in the country for numbers dialed from abroad.

Supplier Contacts

• Primary Contact

Please provide **Sales** contact in the following section.

Contact Purpose

• First Name

• Last Name

• Email address

Work Phone

Country/Region Area/City Local Extension (optional)

Add the country code and the rest of the phone number in the local field. Other fields are not compulsory to be filled in.

- Accounting
- Diversity
- Executive
- Legal
- Other
- Procurement
- Risk
- Sales
- Service Desk
- Sourcing



SIM – Completing the form

Section: Supplier Tax Details

- *Country* – country of tax registration of the company
- *Number* – provide the tax ID
- ***Local*** – to be ticked **ONLY** if you are **not** using a standard **Tax ID number** (e.g. VAT in Europe)
- *DUNS* – if available, please also include your DUNS number
- *Describe goods and services you provide* – provide a brief but detailed description of the goods and/or services your company provides. This information will be used to evaluate future strategic partnerships.
- *Are there any geographical areas (local / regional / worldwide) where you do not provide goods or services?* – provide information on any areas that are excluded from your services

Additional Questions may appear, depending on the country of your registration (e.g. IR35 application and Company Registration Number in the UK).

• Tax Registrations

Use this section to add all your applicable tax registrations.

[Add Tax Registration](#)

• Tax Registration

Country

Germany

VAT ID

DE123456789

Local

☐

VAT ID format correctness can be checked on this website:
https://ec.europa.eu/taxation_customs/vies/#vat-validation

Select "Local" only if the TAX ID is for domestic use and not valid for cross-border invoices. The TAX country must match the Primary Address country.

• Company Registration Number

DUNS Number

Describe goods and services you provide

• Are there any geographical areas (local / regional / worldwide) where you do not provide goods or services?



SIM – Completing the form

Section: Supplier Addresses

- Complete this section providing the information on the registered office address
- *Address name* – to be left **blank**
- *Location code* – to be left **blank**

• Primary Address

Address Purpose
Select Some Options ⓘ

• Region
Country/Region
United States ▼

State Region
None ▼

State ISO Code

Address Name

• Street Address

Street Address 2

Street Address 3

Branch
Franchise
HQ
Other Address
Service Center
Warehouse

Street Address 4

• City

• Postal Code

Location Code



SIM – Banking details (no CSP)

Section: Supplier Banking Details – no CSP account

Click on “Add Remit-To” to provide one or more bank account details. A section will appear to provide your details

- Select “Bank account” from the drop-down list in the “Payment/Account type” field
- Fill in the fields your banking details, including your bank address and attach the certificate of bank account ownership for confirmation.

Note: Fields required for completion will vary dependent on the option you choose. Choose an option that aligns with your bank account country.

You must provide at least one bank account to proceed with the form submission.

* What bank account information will be provided?

- ☒ IBAN + SWIFT/BIC
- ☐ Bank Account Number + BIC
- ☐ Bank Account Number + BIC + IFSC
- ☐ Bank Account Number + Routing + BIC
- ☐ IBAN + SWIFT/BIC + Correspondent bank account

* 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

* Remit-To Address

Banking details

* Payment / Account Type

Bank account x v

* Is this bank account held in the supplier's legal name?

- ☐ Yes
- ☒ No

* Beneficiary / Account name

* Bank Account Country/Region

* Account Currency

EUR v

* Bank Name

Below fields contain additional information on bank branch address

* Bank Address line 1

Bank Address line 2

* Bank City

Bank State

* Bank Postal Code

*Required by Eurofins

Supporting document

Choose File No file chosen



SIM – Banking details (CSP)

Section: Supplier Banking Details – CSP account

If you have a CSP account when you click on “Add Remit-To” to provide one or more bank account details. A section will appear you can choose a bank account to share with Eurofins from the list you made available in your profile.

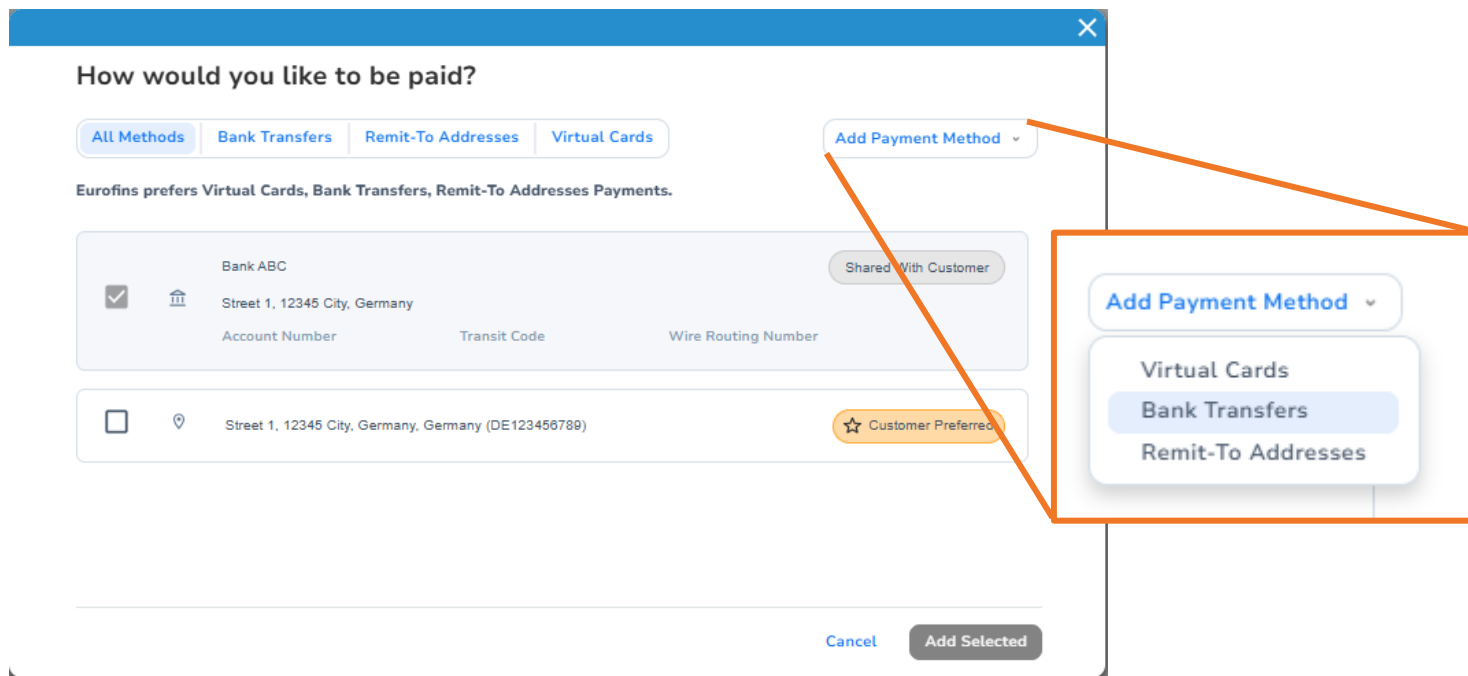
If no account is available (e.g. you have just created your CSP account) or you wish to share a new account, click on “**Add Payment Method**”. Please note that Eurofins **only** accepts **Bank Transfer** – choose it to continue

Supplier Banking Details

• 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



How would you like to be paid?

All Methods Bank Transfers Remit-To Addresses Virtual Cards Add Payment Method

Eurofins prefers Virtual Cards, Bank Transfers, Remit-To Addresses Payments.

☒		Bank ABC	Street 1, 12345 City, Germany	Account Number	Transit Code	Wire Routing Number	Shared With Customer
☐		Street 1, 12345 City, Germany, Germany (DE123456789)					Customer Preferred

Cancel Add Selected

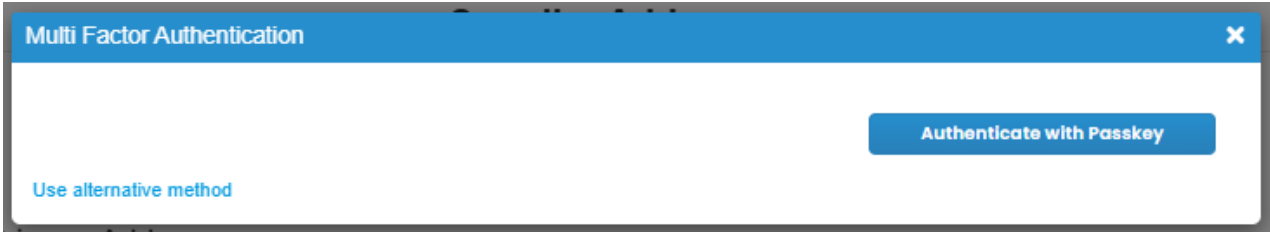


SIM – Banking details (CSP)

Section: Supplier Banking Details – CSP account

As you are entering sensitive information you will be asked to use Multi Factor Authentication to be able to provide this information.

Confirm your identity using the method chosen beforehand.



A screenshot of a 'Multi Factor Authentication' dialog box. The dialog has a blue header bar with the text 'Multi Factor Authentication' and a close button (X) on the right. The main area is white. On the right side, there is a blue button labeled 'Authenticate with Paskey'. On the left side, there is a blue link labeled 'Use alternative method'.



SIM – Banking details (CSP)

Section: Supplier Banking Details – CSP account

- Fill in the fields for your banking details, including your bank address and attach the certificate of bank account ownership for confirmation.

Note: Fields required for completion will vary dependent on the option you choose. Choose an option that aligns with your bank account country.

- Once completed – click “**Save**”.

You must provide at least one bank account to proceed with the form submission.

Add Payment Method

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Account Nickname *	Beneficiary Legal Name *
Bank Branch Country / Region *	Bank Account Currency *
Germany	EUR
Bank Name *	IBAN *
	22 characters
SWIFT / BIC Code *	Branch Code
8 or 11 characters	

Additional Information

Bank Branch Address

Address Line 1

Address Line 2

+ Address Line 3

Postal Code (PLZ)

Town/City

Federal State

+ State ISO Code

Contact Information

Email Address

Phone Number

Remittance Email

Remit-To Code

Supporting Documents

Drop or Browse Files

Do not upload customer-specific documents. Files uploaded here are shared with all your customers linked to this payment method.

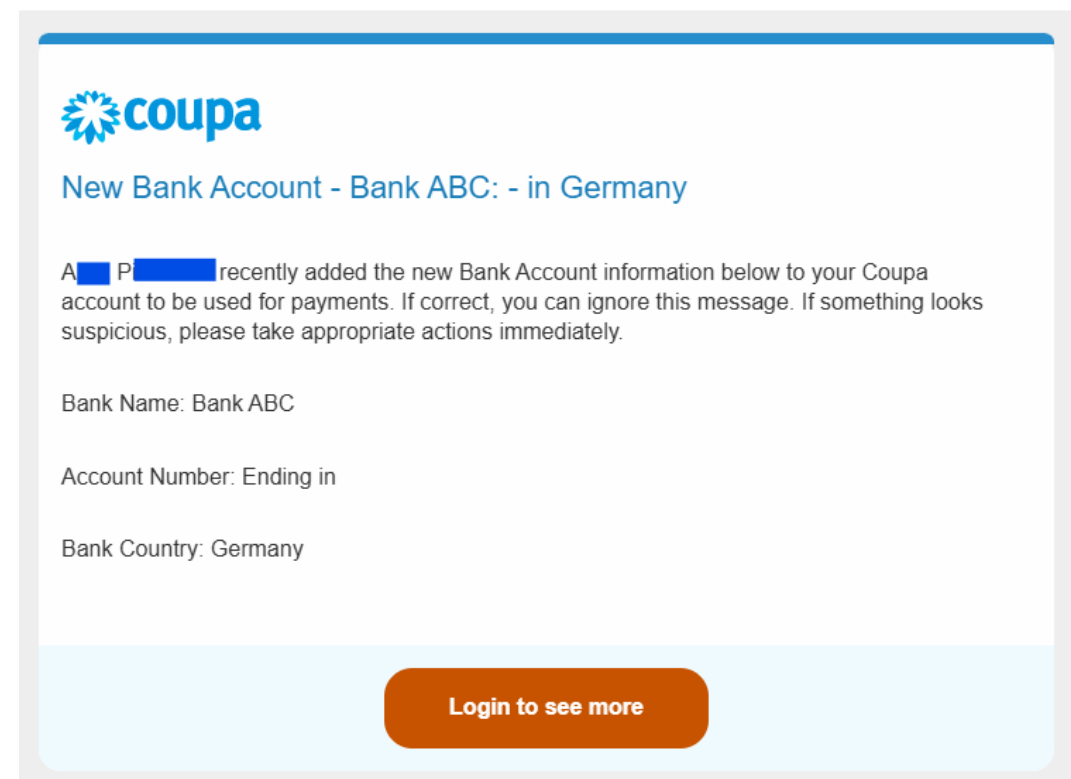
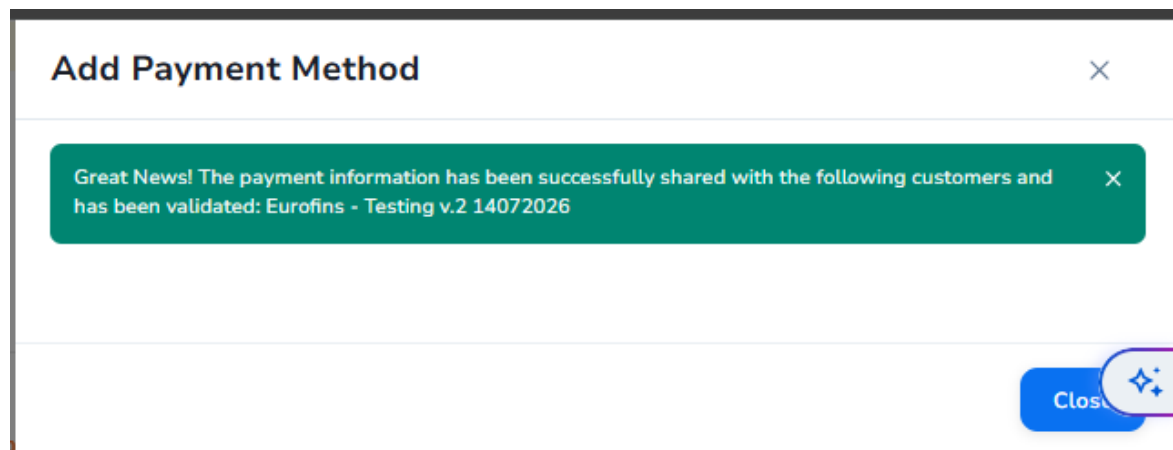
Certificates you attach in this section will appear **on your supplier profile**. **Do not attach any Eurofins specific documents here!** You will be able to do it in the next steps.



SIM – Banking details (CSP)

Section: Supplier Banking Details – CSP account

- If the addition of the bank account was successful, you will see the confirmation message. You can now close the window.
- You will also receive an email confirming Bank Account details update.

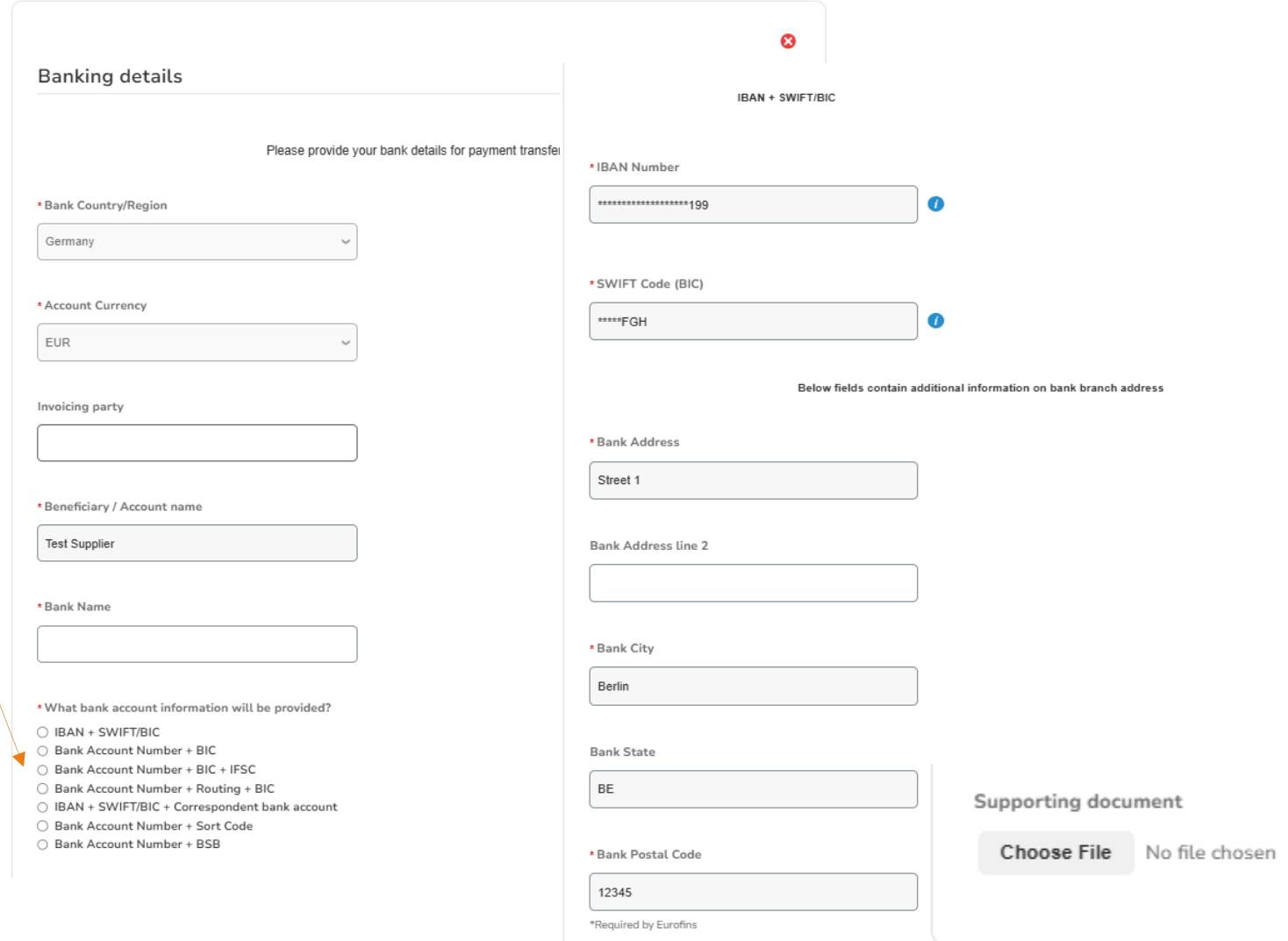


SIM – Banking details (CSP)

Section: Supplier Banking Details – CSP account

- Your bank account details will appear on the form automatically in the section displayed below.
- You **must** provide the **Bank Name** again.
- You **must** choose the relevant **bank details option** in the multiple-choice list. The information will be **populated automatically** from the form you filled in before.
- You can now attach Banking Documents you want to share with Eurofins in the “**Supporting Document**” section.

If the company that will issue invoices is not the same as the company for which you are providing this information, please ensure that the **banking details** of the **invoicing party** are provided.



Banking details

Please provide your bank details for payment transfer

* Bank Country/Region
Germany

* Account Currency
EUR

Invoicing party

* Beneficiary / Account name
Test Supplier

* Bank Name

* What bank account information will be provided?
☐ IBAN + SWIFT/BIC
☐ Bank Account Number + BIC
☐ Bank Account Number + BIC + IFSC
☐ Bank Account Number + Routing + BIC
☐ IBAN + SWIFT/BIC + Correspondent bank account
☐ Bank Account Number + Sort Code
☐ Bank Account Number + BSB

IBAN + SWIFT/BIC

* IBAN Number
*****199

* SWIFT Code (BIC)
****FGH

Below fields contain additional information on bank branch address

* Bank Address
Street 1

Bank Address line 2

* Bank City
Berlin

Bank State
BE

* Bank Postal Code
12345

*Required by Eurofins

Supporting document

Choose File No file chosen



Section: Supplier Certificates

In the next section you are required to provide details on any certificates you may own. You are required to attach:

- Company Registration confirmation
 - Bank Statement
 - Business certification
 - Certificate of insurance
 - CSR/ESG certification
 - Any other certificate you claim to own
-
- Click “File” to attach the document
 - Complete the section filling in all the details. **Always** provide the **name of the certificate** in the “**Description**” field. If the correct “Type” of a certificate is not available in the drop-down menu, always choose “Custom certificate 1”

Company Registration

Type

Custom Certificate 1

Effective Date

mm/dd/yyyy

Expiration Date

mm/dd/yyyy

Attachments

Add [File](#)

Description



Section: Other Details

- Suppliers must declare any conflict of interest, confirm acceptance of the Eurofins Supplier Code of Ethics, and agree to the purchase order conditions by selecting the appropriate options and ticking the agreement box. All fields must be completed accurately, as acceptance is mandatory to proceed with onboarding.

Other Details

* Are you aware of any existing conflict of interest?

☐ Yes

☒ No

Eurofins Suppliers must avoid any interaction with any Eurofins leader, director or employee or any other person acting for, or on behalf of, any Eurofins Company that may conflict or appear to conflict with that Eurofins Member or Associate acting in the best interests of Eurofins. For example, Suppliers must not employ or otherwise make payments to any Eurofins Member or Associate during the course of any actual or contemplated transaction between the Supplier and Eurofins (other than pursuant to the contract).

If a Supplier employee has a family relation to any Eurofins Member or Associate, or if a Supplier has any other relationship with a Eurofins Member or Associate that might represent a conflict of interest, the Supplier must disclose this fact to Eurofins in writing.



Section: Other Details

- If you do not accept Eurofins Group Supplier Code of Ethics, you are required to provide an explanation highlighting the main objections you have. And provide information on whether you have your own CoE and CSR or ESG certification.
- If you approve Eurofins Code of Ethics, you will be asked to attach a signed copy of it. Please print it and sign on every page to accept. Digitally signed copies are also accepted.

* Do you accept Eurofins Supplier Code of Ethics?

- ☐ Accept
☒ Not accept

* Please explain why

* CSR/ESG certificate

Effective Date

mm/dd/yyyy 

* Expiration Date

mm/dd/yyyy 

* Attachments

Add [File](#)

Description

* Do you have your own Code of Ethics?

- ☒ Yes
☐ No

* Please attach your own Code of Ethics

No file chosen

Eurofins acknowledges your Code of Ethics if existent, but Eurofins will commit to our own Code of Ethics.



Section: Other Details

- Finally, you will be asked to agree to the processing of the data provided, confirm that it is true and up to date and understand the obligations arising from the completion of the form.
- Please, tick the boxes and Submit the form for Eurofins approval.

* I agree



The Supplier acknowledges and agrees that payment of any invoice is conditional upon the prior issuance of a valid and duly authorized Purchase Order ("PO") by Eurofins. Any invoice submitted must reference the applicable PO number.

Eurofins shall have no obligation to process or pay any invoice that does not correspond to a valid PO issued prior to the provision of the relevant goods or services. The Supplier is responsible for ensuring that a valid PO is obtained before commencing any work or delivery.

* I confirm that the information provided is true, complete, and up to date.



Decline

Save

Submit for Approval



SIM – Onboarding form submission



SIM – Submitting the form



- Once you have included all the required information, click on “Submit” to send your information to Eurofins.

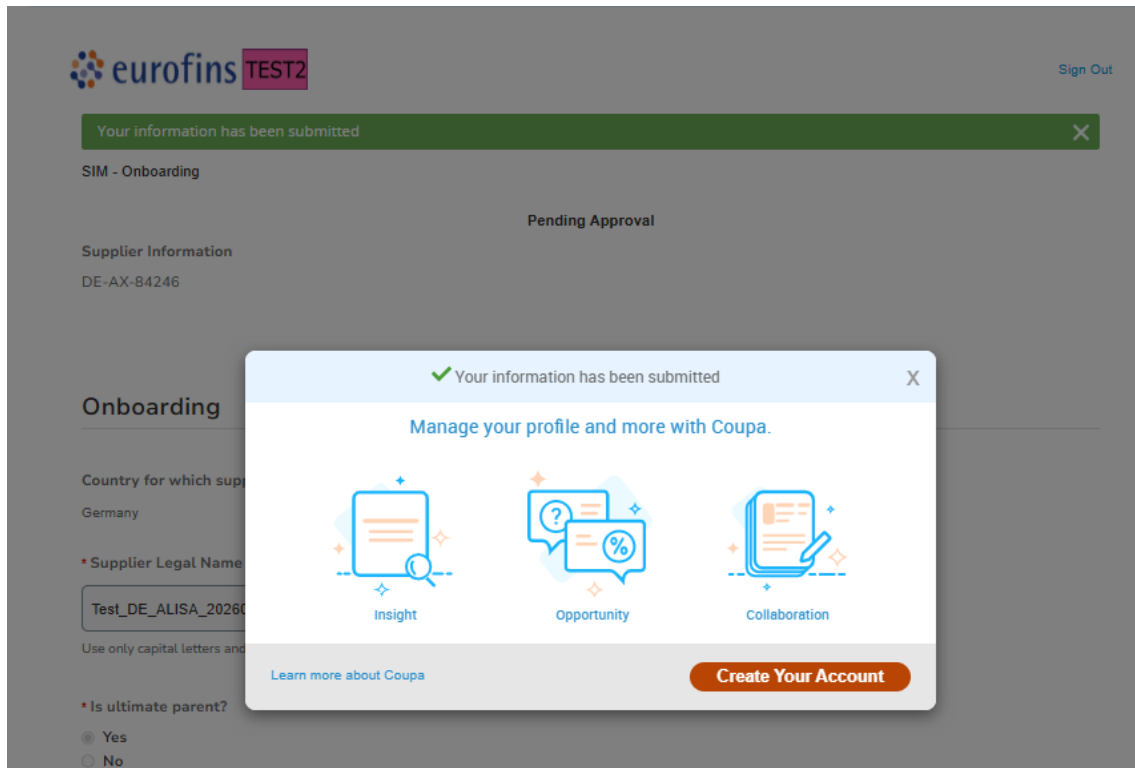


- If there are any errors, the form will not be submitted, and you will be required to make changes. Fields that are incomplete or completed incorrectly will appear in red. Please proceed to adjust the changes and submit the form.



SIM – Submitting the form

- If the form was submitted successfully, the following window will appear.
- You will also receive a confirmation email. Now Eurofins will review your application and contact you if any additional information is required.



The screenshot shows the Eurofins SIM Onboarding form. A green success message bar at the top states "Your information has been submitted". Below this, the form is titled "SIM - Onboarding" and "Pending Approval". The "Supplier Information" section shows "DE-AX-84246". A modal window is overlaid on the form, titled "Your information has been submitted", with the text "Manage your profile and more with Coupa." and three icons: "Insight", "Opportunity", and "Collaboration". At the bottom of the modal is a "Create Your Account" button and a link to "Learn more about Coupa".



Please note that Eurofins validates Supplier information through a secure third-party service. This means that you may be contacted by them to verify your information.

In cases where the verification was not successful, your Onboarding Form will be returned to you for provision of additional information.

This would normally require **mandatory attachment of all certificates**. To avoid this, we encourage you to attach these documents when you fill in the form for the first time.

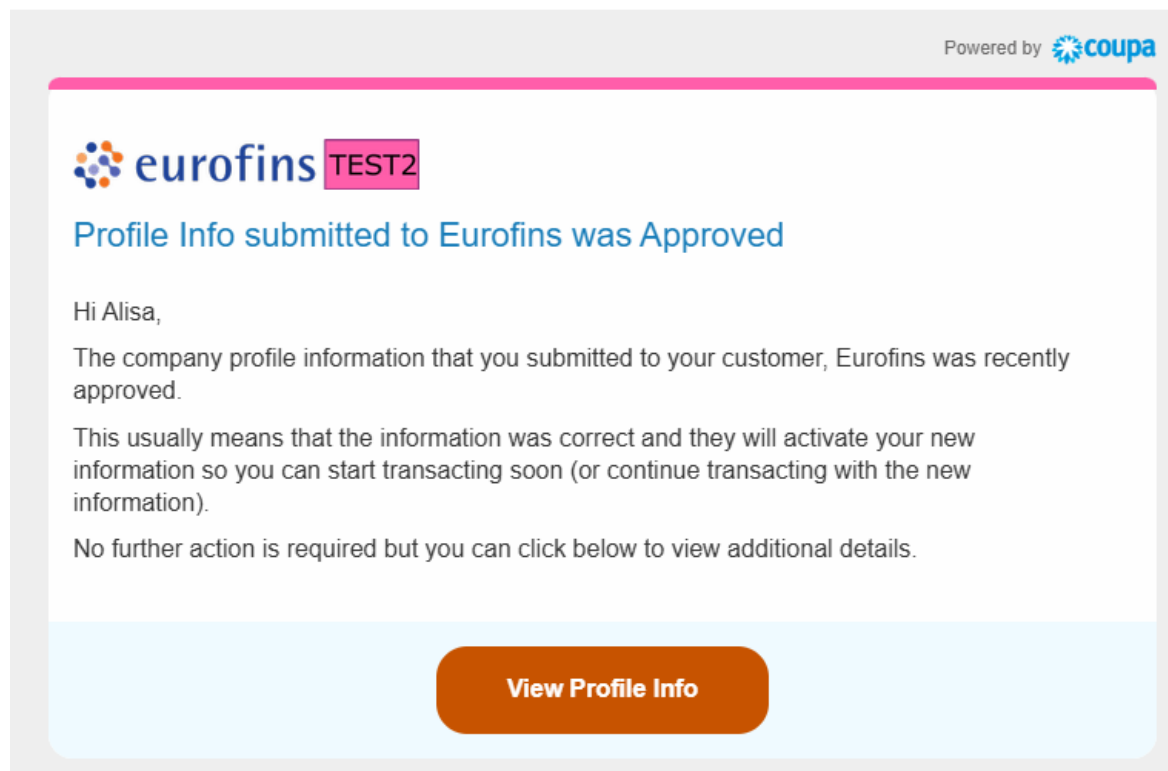


SIM – Notification of form acceptance



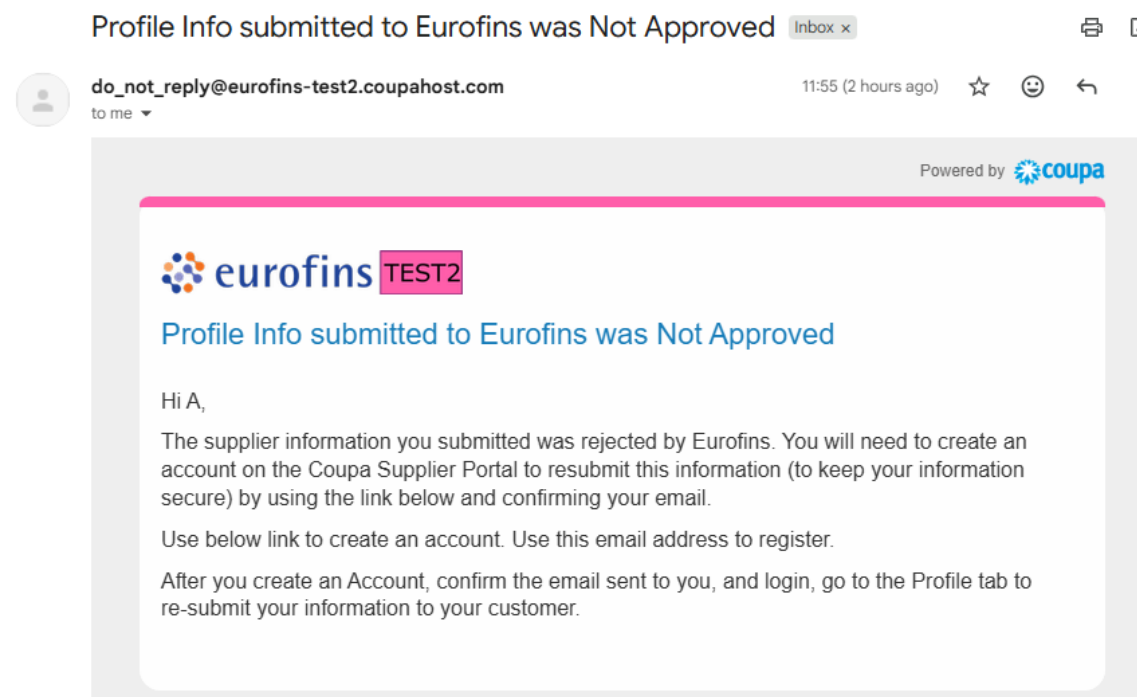
Once your Onboarding form is approved by Eurofins, you will receive a confirmation email.

Congratulations! You can now do business with Eurofins!



SIM – Notification of form refusal

- In case your information was not validated or is missing, Eurofins will refuse the form and return it to you. You will receive an email about it.
- Follow instructions in the email to proceed with the changes.



Supplier Information Update



- The Eurofins team may ask you to update your company information through a Supplier Update Form.
- The fields in this form can be filled in by following the instruction described in the chapter “Filling in the update form”. Please refer to the above chapters for any additional information you may need assistance with.
- You may also contact your usual Eurofins contact if the information is not available in the present document.

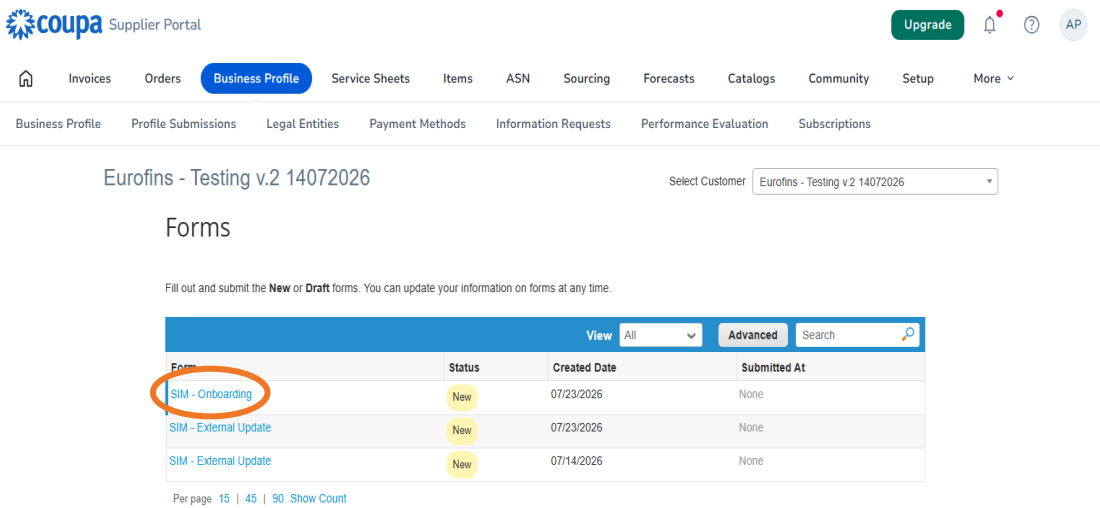
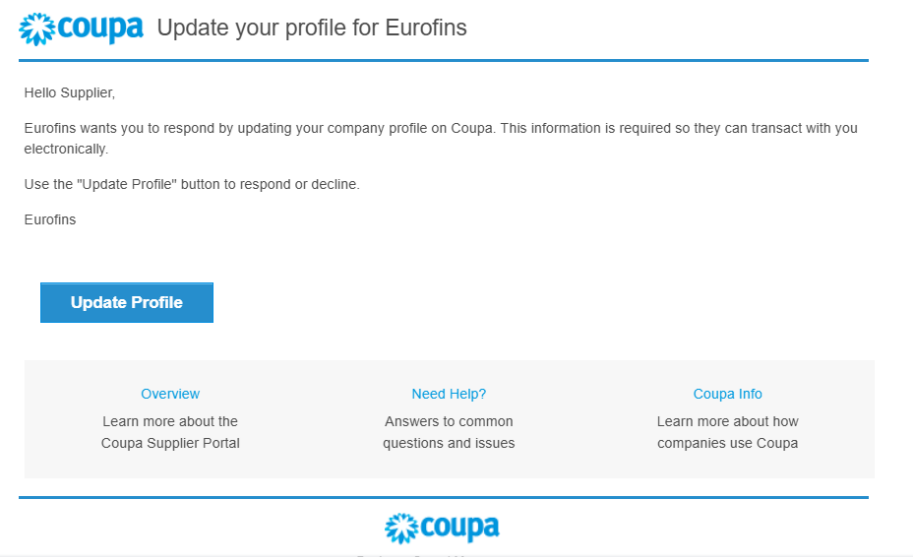


SIM – Supplier information update form



If you have a CSP account, you will receive an Update Request and can proceed using one of the following **options**:

- 1. Click “**Update Profile**” in the request notification. Follow the login instructions on [slide 17](#).
- 2. Login directly to your **CSP account** and find the form under **Business Profile → Information Requests**, see slide



If you do not yet have a CSP account, you will first be prompted to register and create a CSP account before you can access and complete the Update Request. Please follow the account registration instructions on [Slide 7](#).

In both cases you must complete the **Update Form**. Refer to [slides 51 to 55](#) for detailed instructions.



Supplier Initiated Update (through Coupa Supplier Portal)



Supplier Initiated Update



It is your responsibility, as a supplier to notify Eurofins of any changes that may occur to your data.

If you have a CSP account and you have already received an Update Form in the past you may proceed to send your updates by:

- 1. Login directly to your **CSP account** and find the form under **Business Profile → Information Requests**
- 2. Ensure that you have Eurofins chosen as your customer
- 3. Click on the update form with the Status “Applied”
- 4. Scroll down and click “**Update Info**”, update the information and submit the form (in case of doubts refer to [slides 51 to 55](#))

Eurofins - Data privacy test

Select Customer Eurofins - Data privacy test

Forms

Fill out and submit the **New** or **Draft** forms. You can update your information on forms at any time.

View All Advanced Search			
Form	Status	Created Date	Submitted At
SIM - External Update	New	08/04/2026	None
SIM - External Update	Applied	08/04/2026	08/04/2026
SIM - Onboarding	New	08/04/2026	None

Per page 15 | 45 | 90 Show Count

Update Info



How to fill in a Supplier Update Form



SIM – Supplier information update form



The form starts with several **read only fields** that have been populated by Eurofins. You cannot change these.

If the terms do not correspond to the ones agreed during negotiations, please contact your usual Eurofins Contact person and **Purchasing Supplier Contact** indicated on the form.

Fill in **ONLY** the fields you would like to update out of:

- Supplier Legal Name
- Remit-To Address (Banking Details)*
- Contact details (3 contacts are mandatory)
- Company Address

Note: Suppliers **cannot remove** their **only** registered bank account. The existing bank account details **must be updated** instead, as the update request cannot proceed without at least one bank account on record.

Note: For the correct data maintenance, if you need to update your **TAX ID**, you must **contact** your **Eurofins** Purchasing Supplier contact to proceed with the change. **TAX ID change requests submitted in the Update form will be always rejected.**

Supplier Information

Test update no CSP 23072026

Payment Terms

None

Shipping Terms

None

Purchasing Supplier Contact

None

Supplier Legal Name

Use only capital letters and english alphabet characters

Parent Company Name

(Headquarter name)

Use only capital letters and english alphabet characters



SIM – Supplier information update form



If you would like to update any other information not present in the form, indicate it in the dedicated field and contact your usual Eurofins Contact person and **Purchasing Supplier Contact** indicated on the form.

Once all information necessary to update is filled in “**Submit**” the form.

* Do you want to update other information?

- ☒ Yes
☐ No

* Please include the information you would like to update and contact your regular Eurofins contact.

Decline

Submit



SIM – Supplier information update form



- If there are any errors, the form will not be submitted, and you will be required to make changes. Not completed/ completed in a wrong manner fields will appear in red. Please proceed to adjust the changes and submit the form.

Please fix the errors below

Supplier Information

DE-AX-84246

SIM – Supplier information update form



- If the form was submitted successfully, the following window will appear.
- You will also receive a confirmation email. Now Eurofins will review your application and contact you if any additional information is required.

