

BCG Onboarding Guidelines for INDIA Suppliers

October 2024

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Introduction

As a BCG supplier, we require you to register your company's details on our Coupa Supplier Portal before any invoices can be processed.

Setting up your company information will facilitate the timely processing of invoices.

If you are not already registered as a user of the Coupa Supplier Portal, you will need to register as a user before you can register your company's details. The link provided in your welcome email will take you directly to the registration page.

If you are already a user of the Coupa Supplier Portal, you will need to log in to Coupa via the link provided in your welcome email. Once logged in you will be taken to the BCG Coupa home page where you can register your company's details.

BCG has therefore compiled this user guide to assist you in setting up your company details accurately. Once you have completed your information it must be submitted to the BCG Procurement team. The Procurement team will validate your information and will reach out to you if any discrepancies are identified.

Should you have any queries or require any additional assistance please contact BCG Procurement Support by raising a request at BCGProcPaySupport@bcg.com

Join the Coupa Supplier Portal

The following information needs to be completed so that your details are registered on the Coupa Supplier Portal. The information needs to be completed by the person mandated to act on behalf of the company and, where applicable, the invitation must be forwarded to the correct representative.

If you are the correct company representative, please complete the information below:

Create an Account

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

* Business Name

Simrandeep Singh

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

* Email

coupatest250+107@gmail.com

* First Name

Simrandeep

* Last Name

Singh

* Password

* Confirm Password

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

* Country/Region

* Tax Registration ⓘ

#####

I do not have a Tax ID

* Reason

Provide a reason for not having a Tax ID

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

Create an Account

← Enter the correct Business Name or Legal Entity name.

← Enter the correct email for the company representative.

← Complete your personal details to set up your profile.

← Create and confirm a unique password.

← Select your country & input the Tax Registration number, GSTIN, or TIN

← If Tax ID not available, then check the box and provide reason for not having

← View and accept the Privacy Policy and Terms of Use.

← Click on 'Create an Account' to send your registration details to BCG.

You (the company representative) will receive an email notification that your request to join the Coupa Supplier Portal has been accepted and will be prompted to complete your customer profile via the link provided.

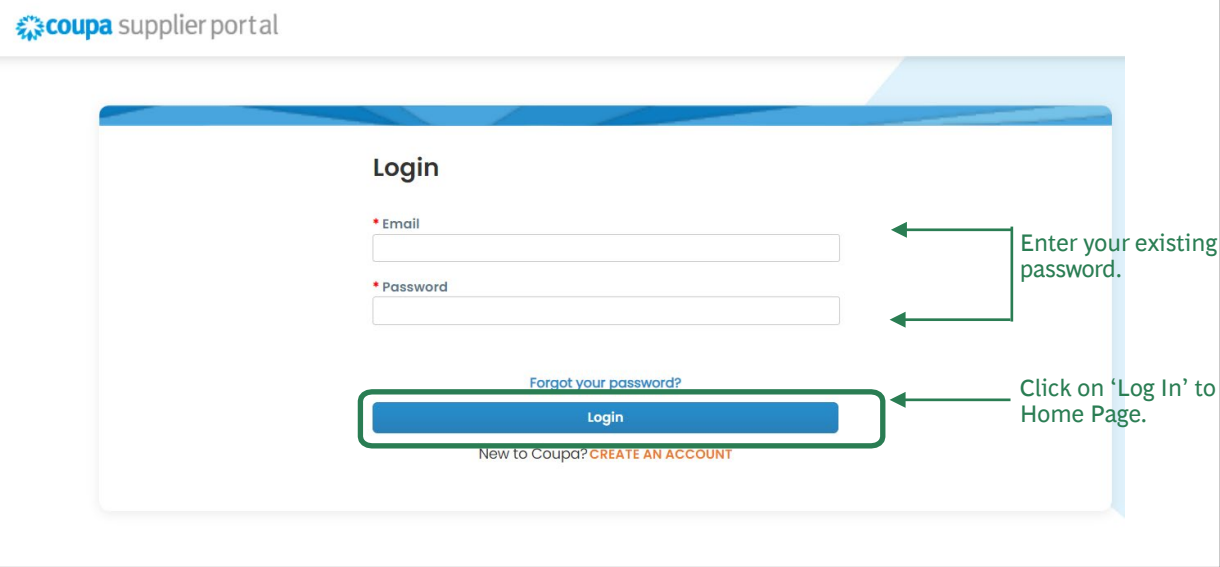
Email Verification

Log in to the Coupa Supplier Portal using your existing email address and password so that you can register your company details as a BCG Supplier.

The screenshot displays the 'Email Verification' page. At the top left, there is a '< Back' link. The main heading is 'Email Verification'. Below it, a message states: 'We sent a one time verification code to coupatest250+107@gmail.com'. A light blue rounded rectangle highlights a six-digit input field containing the code '565755'. A green arrow points from the text 'Enter one time password received on email' to this input field. Below the input field, there is a link: 'Didn't receive the Verification Code? Request a New Code'. At the bottom, a blue button labeled 'Next' is highlighted with a green rounded rectangle. A green arrow points from the text 'Click on 'Next' to navigate to the BCG Home Page.' to this button.

Log In to the Coupa Supplier Portal

Log in to the Coupa Supplier Portal using your existing email address and password so that you can register your company details as a BCG Supplier.



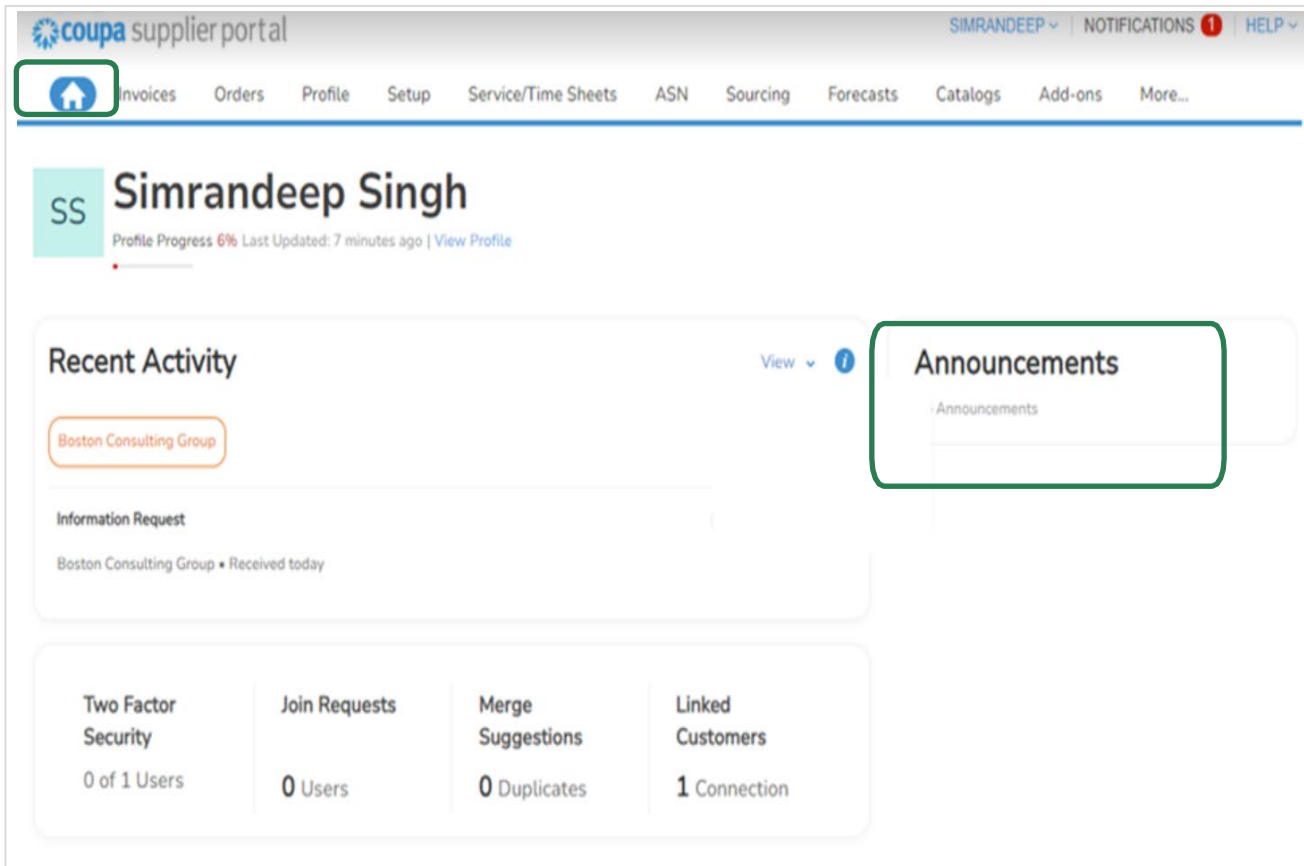
The screenshot shows the Coupa Supplier Portal login interface. At the top left, the logo reads "coupa supplier portal". The main heading is "Login". Below this, there are two input fields: "Email" and "Password", each with a red asterisk indicating a required field. A blue "Login" button is positioned below the password field. To the left of the button is a link that says "Forgot your password?". Below the button, there is a link that says "New to Coupa? CREATE AN ACCOUNT". Annotations with green arrows point to the input fields and the "Login" button, providing instructions on how to use the page.

Enter your existing email address and password.

Click on 'Log In' to navigate to the BCG Home Page.

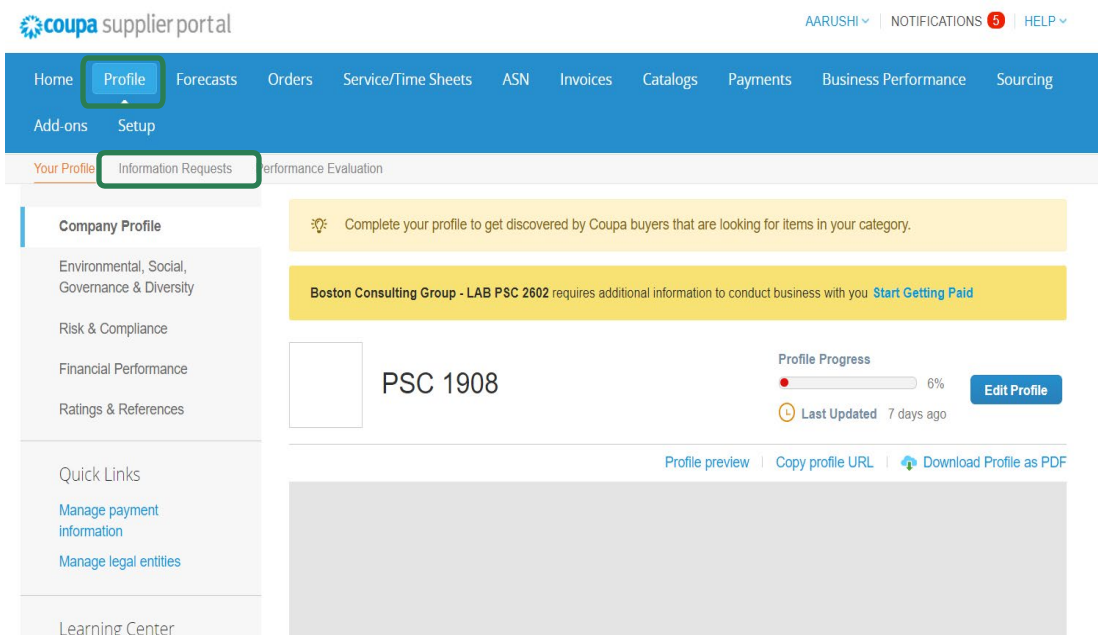
Accessing Your User Guides

User guidelines on completing the required information are available via the **Home tab** (🏠) Selecting **View All** next to **Announcements** will allow you to access the user guide you are looking for.



Complete Your Customer Profile

To complete your customer profile, select **Profile** from the tab at the top of the screen and then select **Information Requests**.



Your Company information

Please tell us about your company

The fields marked with red asterisk(*) are mandatory fields.

* Legal Entity Name
 ← Enter your Legal Entity name. It cannot exceed 40 characters, including spaces. Please note that for US Suppliers this name must be same as that on the W8/9 Form

Please enter your company's legal name (exactly as it would appear on contracts, articles of incorporation, etc).

* Trading/Doing Business As(DBA) name
 ← Enter your 'Doing Business As' name if currently used for invoicing.

Please enter the name you commonly use for invoicing, if different from the legal entity name above. In case you dont have a different Trading/DBA name, keep this field same as Legal Entity Name.

* Your website URL
 ← Enter your company's URL.

Enter your company's website address (e.g. www.bcg.com)/LinkedIn Profile/for any other social networking web address.

DUNS Number
 ← Enter your company's DUNS Number if available

* Please confirm if your company is based in India or outside India?
 I am a Domestic Supplier registered in India(Bank Located in India)
 I am a Foreign Supplier(Bank Located Outside India) ← Please select if your company is registered in India or outside India

Your Tax and Payment information

* Please confirm if your company is based in India or outside India?
 I am a Domestic Supplier registered in India(Bank Located in India)
 I am a Foreign Supplier(Bank Located Outside India)

Permanent Account Number(PAN)
 ← If domestic supplier Enter PAN Number and attach the soft copy of PAN

* Permanent Account Number(PAN)

 Please provide your Indian Permanent Account Number (PAN) for our records.

* Please attach a copy of your PAN Card
 10086379.pdf
 Please attach the document in PDF format(pdf) only

* Please confirm if your company is based in India or outside India?
 I am a Domestic Supplier registered in India(Bank Located in India)
 I am a Foreign Supplier(Bank Located Outside India)

Tax Registration Details
 * Do you have a valid Indian PAN Number?
 ← If foreign and have Indian PAN, then enter PAN Number and attach the soft copy of PAN

* Permanent Account Number(PAN)

 Please provide your Indian Permanent Account Number (PAN) for our records.

* Please attach a copy of your PAN Card
 10086379.pdf
 Please attach the document in PDF format(pdf) only

* Please confirm if your company is based in India or outside India?
 I am a Domestic Supplier registered in India(Bank Located in India)
 I am a Foreign Supplier(Bank Located Outside India)

Tax Registration Details
 * Do you have a valid Indian PAN Number?
 ← If foreign and do not have Indian PAN, then enter company registration Number.

* Company Registration Number

 Please provide your Local Company Registration number/Incorporation number.

Contact Details

Please provide the name and contact information of the best person to speak with at your company about your engagement with BCG.

*Supplier Primary Contact

Purposes
[]

* Supplier Contact First Name

* Supplier Contact Last Name

* Supplier Email address

* Supplier Mobile Phone
Other
Country/Region Area/City Local Extension (optional)

For other countries, please enter the country code in the "Country/Region" field and the mobile number in the "Local" field.

Supplier Work Phone
Other
Country/Region Area/City Local Extension (optional)

Enter your primary contact details where BCG can contact you if required. No more than 15 characters (including spaces) can be entered in 'First Name'.

Please use the standard country format for phone details. For India- select others.

* Supplier Primary Address

Address Purpose

* Region
Country/Region

State Region

State ISO Code

Address Name

* Street Address

Street Address 2

Street Address 3

Street Address 4

* City

* Postal Code

Location Code

Enter your Company's Primary Address

Click the **Add Remit-To** button, the following pop-up will appear:

Please click on "ADD REMIT-TO" button to enter your banking and address details. NOTE: Remit to Address should match the remittance address on the invoice for timely payment.

• 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

← Set up your business details by clicking on the 'Add Remit-To' button.

Please note that the screens provided in the Remit-To section are examples for guidance purposes only. Should you require any additional assistance please contact BCG Procurement Support by raising a request at BCGProcPaySupport@bcg.com.

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:

← Click on the 'Create New' button to set up your business details.

+ Create New Remit-To Address

Cancel

The actual information required will differ from country to country and will be in line with your country's regulatory requirements.

Where's your business located?

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.

* Legal Entity Name
Country

This is the official name of your business that is registered with the local government and the country where it is located.

Cancel

Continue

Click on **Continue** to capture the rest of the information that is required.

Please ensure that the address details captured are the same that appear on your Invoices.

Miscellaneous Information

1 2 3 4

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.

* Legal Entity Name
* Country/Region
Co Reg Num.
Permanent Account Number (PAN)

Conducting business in certain countries/regions requires your invoice to contain specific information about your company.

Cancel

Save & Continue

Please fill all the required details which is mandatory below and click "Save & Continue"

Tell your customers about your organization

1 2 3 4

Which customers do you want to see this?

All

Boston Consulting Group

What address do you invoice from?

* Address Line 1

* 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 including the state code. This is the same location where you receive government documents.

What is your Tax ID?

Country/Region

VAT ID

I don't have a VAT/GST Number

* Local Tax ID

[Add additional Tax ID](#)

Miscellaneous

Invoice From Code

Preferred Language

What is your Tax ID? ⓘ

Country/Region

VAT ID

I don't have a VAT/GST Number

* Local Tax ID

[Add additional Tax ID](#)

Miscellaneous

Invoice-From Code

Preferred Language

Select the country in which you are based.

If you have a VAT ID, please ensure that you enter the correct format, e.g., ESJ66647000.

Dependent on your country, VAT ID may not be mandatory. If you do not have a VAT ID, please check 'I don't have a VAT/GST Number' and enter your Local Tax ID. This could also be your PAN, GST, Driver's license number or Passport number

Tax ID and Miscellaneous is not mandatory as it is not required by BCG and will not be utilized.

Where do you want to receive payment?

1 2 3 4

* Payment Type

What is your Remit-To Address?

Address Line 1

Address Line 2

City

State

Post Code

Country/Region

Please select **Address** from the three drop-down options as this is the BCG standard payment type.

This information does not need to be completed as the information provided earlier will be pre-populated.

Click on **Save & Continue** to capture the rest of the information that is required.

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	
Address	xxx xxx 123456 India	Active	Manage

Deactivate Legal Entity

Cancel

Next

Please Note: Only one Remit-To Address and Bank Account will be accepted and stored at BCG. Should you need to add additional Remit-To Addresses and/or Bank Accounts, these can be added once you have been onboarded as a BCG Supplier.

You should only select **Deactivate Legal Entity** or **Cancel** if you need to clear the information already recaptured. Please note that these selections will clear the form and all information will need to be completed again!

Click on **Next** to capture the rest of the information that is required.

Where do you ship goods from?

1 2 3 4

For many countries 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	
xxx xxx 123456 India	Active	Manage

Deactivate Legal Entity

Done

This information will be pre-populated and will reflect as an Active status as confirmation that your Remit-To Address is confirmed.

Click on **Done** to capture the rest of the information that is required.

Setup Complete

1 2 3 4

Do you want to Add Remit-To Address to the customer profile now?

Add Later

Add Now

Click on **Add Now** to be redirected to the main form to confirm your Remit-To Address and complete your banking information.

Remit-To Address

If you have an intermediary bank where you would like the payment to be made, please contact BCGProcPaySupport@bcg.com

If you are planning to supply BCG from multiple location with different GST, please add remit to for individual GST

Active

Active

* Remit To Contact Email

XXXXXXXX@gmail.com

Enter your e-mail address where the status of your payment needs to be sent

GSTIN Details

* Tax Registration Details

- I am registered for GST
- I am not registered for GST

* GSTIN Number

XXXXXXXXXXXXXXXXXXXX

Enter your GSTIN number and attached GST certificate as supporting.

* GST Certificate

Choose File 10086379.pdf

Please provide a copy of your GST certificate

* I am not GST registered and therefore I will not charge GST on my supplies to BCG



If not registered for GSTIN please check the box.

Your Banking Details

Banking Information

Country where Bank is Located India
Select the country from the dropdown where your bank is located

Beneficiary Name india bank
Enter the name of the account holder that your bank account is registered under.

Bank Name ICICI BANK
Enter the Name of the Bank associated with your account.

Bank Account Number *****923
Enter the Bank Account Number to which payment must be credited. No more than 100 characters can be entered, including spaces.

Additional Banking Details

* Please confirm the country where bank is located.
India
Please select others if the your Bank country is not available in the list

* IFSC
For supplier based out of INDIA, please enter 9 alpha numeric digit IFSC code without dashes. For E.g., HDFC0000932

SWIFT Code (BIC)
Please provide if available
Your SWIFT Code will be validated as per your bank. Please ensure only CAPS are entered. No more than 50 characters can be entered, including spaces.

* Banking Supporting Document

* Attachments
Add File

Please include supporting documentation to confirm your banking information e.g. Cancelled cheque /Bank letterhead/Passbook/Bank Statement etc.

Declaration for Foreign Suppliers – Please declare the below and attached a valid backup in case of supplier based other than India

Declaration for Foreign Suppliers

Please Note : Absence of TRC and electronically signed 10F form may result in a higher withholding tax rate of 21.84% on invoices. A quarterly Tax Deduction Certificate will be provided for reclaiming deducted amounts in the supplier's home country. ← TRC is Tax Residency Certificate

PAN Not Applicable Declaration

Choose File No file chosen

Please download the PAN not applicable declaration document from the [link](#), fill it in, and then upload it in the attachment field.

PAN not applicable declaration on vendor's letterhead. This is applicable where non-residents are not having PAN or not required to have PAN in India.

No Permanent Establishment Declaration

Choose File No file chosen

Please ensure to upload the No Permanent Establishment (PE) declaration ([Individual / Company](#)) on your letterhead.

No Permanent Establishment (PE) certificate is the confirmation by the firm that it does not have a fixed place of business through which the business of an enterprise is wholly or partly carried. For detailed definition of Permanent Establishment, please refer relevant article in Double Tax Avoidance Agreement (DTAA) of respective countries. This document need to be printed on company letter head or in normal page for individual experts.

TRC Certificate

Choose File No file chosen

Tax Residency Certificate (TRC) for the particular calendar year.

Tax Residency Certificate (TRC) confirms the residency status of the firm for tax purposes. This is usually issued by the local tax authorities of the country where firm is registered. TRC is one of the mandatory documents to consider treaty benefit when it comes to withholding tax.

Form 10F

Choose File No file chosen

Form 10F is prescribed form as per Income Tax Act of India which require basic information of the firm e.g. Entity name, address, residential status, registration details etc.,

[Steps to fill Form 10F](#)

Additional Information

Please check this box if you registered for e-invoicing through the Invoice Registration Portal (IRP) as per GST regulations??

Suppliers with an aggregate turnover exceeding the specified threshold (currently ₹10 crores) in any financial year from 2017-18 onwards, engaged in B2B transactions, exports, or issuing credit/debit notes, are required to generate an IRN.

Please note that, with the above declaration, invoices that do not carry an IRN number will be rejected

* Are you a registered MSME Supplier?

Yes

An MSME is defined based on investment in plant and machinery or equipment and annual turnover: Micro (≤ ₹1 crore investment, ≤ ₹5 crore turnover), Small (≤ ₹10 crore investment, ≤ ₹50 crore turnover), and Medium (≤ ₹250 crore investment, ≤ ₹250 crore turnover).

* MSME Certificate

Choose File No file chosen

Please upload the MSME certificate issued by the Government of India

* By checking this box, I confirm that the attached certificate is a valid document and can be reviewed by BCG. I also agree to inform BCG if there is any future change in my MSME status.

* PO Email

If you have a specific Purchase Order email address where you would like to receive PO, please include it here. If not, please copy the Remittance Email.

← Please check this box if you registered for e-invoicing through the Invoice Registration Portal (IRP) as per GST regulations

← Please select "Yes" or "no" if supplier is MSME? If Yes, please attach MSME Certificate and check declaration for the same.

← Enter PO Email address.

Supplier Code of Conduct

Do you accept BCG's Code of conduct?

BCG Supplier Code of Conduct represents our core values and applies to all Suppliers providing goods and/or services to BCG. Please attest to accepting BCG's Supplier Code of Conduct by checking the box or provide the latest version of your own

← Either accept BCG's code of conduct or attach your company's code of conduct.

* Please check this box to confirm the accuracy of above information. Any inaccuracies in the information may result in delay of payments.

Decline Save **Submit for Approval**

← Finally, please check the box before clicking on review and submitting the form for approval..

Click on **Submit for Approval** to submit your information to the BCG Procurement team. The Procurement team will validate your information and will reach out to you if any discrepancies are identified. Should you have any queries or require any additional assistance please contact BCG Procurement Support by raising a request at BCGProcPaySupport@bcg.com.