How to Complete the Supplier Information Form

Welcome

This resource is intended to help you, our valued partners in the fight against cancer, in completing the electronic Information Request Form. For American Cancer Society (ACS) to be able to transact with and pay you, you must provide your financial information privately and securely through this electronic form. Click on any topic from the table of contents below to find out more or troubleshoot problems on each subject.

We appreciate your timely response to the request and look forward to working with you!

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Access Supplier Resources for additional step guides and reference materials
Getting Started

In order to transact with ACS, you will need to set up an account in our Source to Pay system - Coupa. Your ACS staff partner will initiate this process on your behalf. You will receive an email from do_not_reply@supplier.coupahost.com with the subject “Request for Information from American Cancer Society Inc”.

If you do not receive the email but believe that you should have, please check spam email folders.

Before you get started, gather the following information:

- Contact Information (i.e., name, email, address, etc.)
- Federal Tax ID
- W9 Form (unless completing the International Supplier Information Request Form)
- Remit to address information
- If choosing to set up for ACH payments (direct deposit), your banking information

Required fields are marked with an asterisk. Some fields are prepopulated based on information provided by your ACS staff partner, or if you already have a profile on the Coupa Supplier Portal. Please review and update if necessary.

Access Supplier Resources for additional step guides and reference materials.
Choosing “Join and Respond” vs “Respond Without Joining”

**Suppliers with infrequent transactions** (one or two invoices per order or contract) should select **Respond without Joining** in order to directly fill out the electronic form.

1. If you select **Respond without Joining**, after submitting your information, **DO NOT** continue to **Create Your Account**.

**Suppliers who will be doing recurrent business** (recurrent/multiple invoices per order or contract) should join the Coupa Supplier Portal (CSP) to enable management of orders, invoices, and payments.

1. Select **Join and Respond**. You will be taken to a screen to create an account for the CSP.

Select the appropriate button from the original email that you received from Coupa, inviting you to register your company’s profile.

**Note:** When registering for the first time, you will create a password.

Access **Supplier Resources** for additional step guides and reference materials
2. **After completing CSP registration and logging in**, please continue to complete your Supplier Information Request Form.

3. Navigate to the **Profile** tab > **Information Requests** and select the American Cancer Society from the **Profile** drop down to fill out and submit the Supplier Request for Information form.

Access **Supplier Resources** for additional step guides and reference materials
When Registration is Complete but ACS Still Shows it is Incomplete

It is possible if you chose the “Join and Respond” button from the original email, that you completed registration for the Coupa Supplier Portal, but did not finish filling out the actual information form. This is a separate activity.

To finish your onboarding, please do the following:

- Login to the CSP at [https://supplier.coupahost.com](https://supplier.coupahost.com).
- Select the Profile tab towards the top of the page.
- Select Your Customer Profiles subtab.
- In the Profile dropdown, select American Cancer Society Inc.
- Our specific profile form should load. Please note: Fields with a red asterisk are required fields.
- Verify that all information is complete and accurate, then Submit the form.

Access Supplier Resources for additional step guides and reference materials
International Addresses and Phone Numbers

For our international suppliers, you will see the following information when completing the information request form. Please be sure to read the instructions outlined below.

Please complete the Primary Address fields. If your address does not have a state/region or postal code, please put your country name in those fields instead.

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Supplier Diversity Classification

Coupa now includes an opportunity for diverse owned businesses to indicate their Supplier Diversity Classification and upload related diversity certification.

When completing the Supplier Information Form, select **Add Diversity**

To enter your **Supplier Diversity Classification**
- Select the **Country** using the drop-down arrow
- Select the **Diversity Category** by typing the diversity classification into the text box and then selecting the diversity classification from the drop-down box

To add a **Supplier Diversity Certificate** (if applicable)
- Select the issuing **Agency** by typing the agency name into the text box and then selecting the agency from the drop-down box
- Enter the certificate **Effective Date**
- Enter the certificate **Expiration Date**
- **Attach** a copy of the **Certification** by selecting **Add File**
  **Note:** If you Select a Certifying Agency, you must attach the associated Diversity Certificate to continue
- Enter any additional information in the **Description** text box

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Selecting Payment Terms

To select your payment terms, click the drop-down arrow in the Payment Terms box.

A list of payment terms that are available in the ACS Payment system will populate. Please select your terms from the list. ACS preferred payment terms are Net 45. Payment terms are calculated from the date of the invoice.

Note: If you do not locate your preferred payment terms, please select the option that most closely matches your terms. If you are offering a discount and do not see that option available, please email AP.Audits@cancer.org and a member of our team will provide guidance.

Access Supplier Resources for additional step guides and reference materials
Entering Remit to Address Information

To provide your Remit-To address (the address where payments will be sent) you will need to click the **Add Remit-To** button.

If you do NOT intend to use the Coupa Supplier Portal (CSP) to submit invoices, please click **Cancel**. This will bring up a simplified form for you to enter your remit to information.

If plan to use the Coupa Supplier Portal (CSP) to submit invoices, click **Create New**. Follow the prompts and remember to select your preferred payment method on **Step 3**. Once you click Add, your remit to information should be added to the form.

Access Supplier Resources for additional step guides and reference materials
Below is a sample of the information that is required when completing the Remit to Address section of the simplified ACS version of the form. **Note:** American Cancer Society’s preferred payment method is ACH (Direct Deposit).

If you chose to receive payment via **Check**, you will complete the information below. **Note:** allow 7-10 business days after processing to receive the check via mail service. When selecting **ACH** (Direct Deposit) allow 2-3 days for payment to be deposited into your account.

**Note:** Please make sure to select the same payment methods on each form.

**Access Supplier Resources** for additional step guides and reference materials.
If you chose to receive payment via **direct deposit (ACS Preferred)**, you will also need to provide banking information. For all other payment preferences, this information is not required.

See example of sample banking information that will need to be completed below. **All banking details are encrypted and secure.**

![Banking information form](image)

If you chose to receive payment via **wire transfer**, you will also need to provide the following information.

![Wire transfer information form](image)

After you complete the **Remit To information**, you can go back to fill out the other required information on the form (as indicated by the red asterisk). **Don’t forget to attach your W9!**
When I Submitted my Completed Form, I received an Error

Most often, when a form is submitted and an error occurs, it is because there are required fields that have not been completed. It is always recommended that before hitting the “Submit” button that you review all fields to ensure all with a red asterisk have been filled in.

Link Within the Email is Not Working

It is important to note that registration links in the original email will only be active for 30 days. If you attempt to select either button after 30 days have passed, you will be unable to access the links.

If this occurs, please reach out to ACS Customer Service by emailing AP.Audits@cancer.org, and ask them to have the form resent to you. You will receive a new email after they do, and you can proceed through those links.

What to Expect After Submission

Once your Information Request form has been submitted successfully, you will receive an email from Coupa Supplier Portal with the subject “Profile Information Recently Updated”. This indicates that the form has been returned to ACS and will be reviewed by our Accounts Payable department.

After the form is reviewed and approved, you will receive a second email with the subject “Profile Information Approved by American Cancer Society Inc”.

⚠️ At any time during registration, you can save your work in “Draft” status. Please be sure to go back and complete the required information within 30 days from receipt of invitation email!

How to Request Support

If you are having difficulty accessing the portal or system issues, please use the chat button located in the lower right-hand side of the screen and a member of the Coupa platform will be able to assist.

If you have questions about completing the form, or require assistance, please email ACSSupplierSupport@cancer.org and a member of our team will contact you and provide support.

If your link has expired or you need assistance accessing our invitation, please email AP.Audits@cancer.org and they can resend a link to the necessary contact.

Access Supplier Resources for additional step guides and reference materials
Updating Account Information

If there is a need to update information in the supplier record, including, but not limited to:

- Primary Address
- Remit to Address
- Primary Contact
- Telephone
- Email
- Supplier Diversity Classification and/or Certification
- PO email address

please refer to the instructions below.

via Coupa Supplier Portal (CSP)
If you are registered for the Coupa Supplier Portal, your account administrator can log in and make the updates securely to your account and submit the updated information to ACS. This is the preferred method to ensure accuracy and security. For instructions on how to update specific information, please visit the Coupa Resources for Administrators.

via Email
If you are not registered for the Coupa Supplier Portal, you can send an email to AP.Audits@cancer.org with detailed information regarding what you would like updated. AP Audits will validate the request and then make the updates to your account.

via Information Update Request: Occasionally ACS may need to request that you verify or update your account information. In those instances, we will email you a Supplier Information Request to update your records. Please complete the form and that information will be sent securely back to us through Coupa.

Access Supplier Resources for additional step guides and reference materials