

Register as an MCB supplier

Register as an MCB supplier

MCB currently has Coupa, a Business Spend Management tool where all corporate purchases will be controlled.

We invite you to enroll in our supplier portal (Coupa Supplier Portal - CSP), to keep you in mind in all our future negotiations:

- CSP is a platform for MCB and its Suppliers to interact and collaborate quickly and easily.
- Suppliers may use it, to centralize and manage their purchase orders, invoices, and catalogs with buyers.

In the following slides, you will find the detailed process for registering as our supplier.

CONTENT

- Registration in the CSP
- Request for information from your company
- CSP Profile
- Orders
- Create invoice
- Create invoices coming from a PO
- Conflicting invoices (dispute)
- Reports, Create views
- Administration Profiles, Roles, Passwords

Request for information from your company

MCB Group Profile Information Request - Action Required Recibidos x



Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>
para nlondono+officemax ▾

🌐 inglés ▾ > español ▾ [Traducir mensaje](#)



MCB Group Profile Information Request - Action Required

Powered by coupa

Dear Vendor,

At Maduro & Curiel's Bank, we strive to keep our processes with third parties as effective and efficient as possible and are therefore implementing a new **Contract Control and Procurement** process, based on a cloud solution powered by **Coupa software**. This new system is already available since January 2020.

By means of this writing, we hereby kindly request you to provide information about your company electronically using the COUPA Supplier Portal in order to prevent lost documents.

This digital document management feature in the Coupa Supplier Portal (CSP) will allow both MCB and yourself to maintain your vendor information up to date, following all Legal and Regulatory mandates.

Please follow the respective instructions in the CSP, so you can get familiar with the features and benefits of the new processes. Please note that we will handle all our business disbursements and expenses electronically in order to prevent loss of documents and also in order to guarantee that you are paid in time. Not providing this information in a timely manner may impact your ability to do business with MCM and cause delay in payments.

We therefore urge you upload the requested documents within the next 48 hours. In case you are not the contact person at your company, please send this request to the appropriate person by using the forward link.

If you have any additional questions, please don't hesitate to contact our MCB Contract & Vendor handling unit via e-mail at vendorcontracts@mcb-bank.com or use the "Chat" functionality in COUPA. If you are unable to action this for any reason, please let us know immediately.

We thank you in advance for your cooperation and trust that you understand the importance of using COUPA for all future vendor communications of our Bank.

You are the piece that fits the puzzle!

Virlene de Lanoy
Group Strategic Sourcing Manager
Website: www.mcb-bank.com

[Join and Respond](#)

[Overview](#)

[Need Help?](#)

[Coupa Info](#)

You will receive an email from MCB, requesting all the necessary information about your company electronically.

You can provide the information by clicking [Join and Respond](#).



Coupa Supplier Portal Registration

coupa supplier portal

Join the Coupa Supplier Portal

Complete the information below and create the password for your account. [Click here for help.](#)

* First Name

* Last Name

* Company

* Department

* Role

* Email

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

* Password Confirmation

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

Forward Your Invitation

Not the right person to register now? Want to ask a coworker to join quickly? Send a copy of your invitation to a colleague's email below (must have the same email domain).

Forward Email

When you click on “Join and Respond” button, you will be redirected to a new registration window.

Some fields may come pre-filled, but you can edit them all, except the email. If you need to change the email you must contact our procurement department.

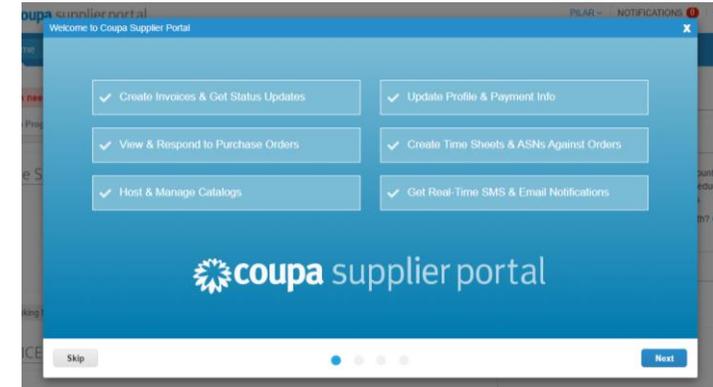
- Fill in the information
- Set your password
- Read and confirm "I accept the Privacy Policy and the Terms of Use".
- Submit the form.

If the registration form had to be filled by someone else from your company, you can resend it.

Join and Respond

By completing your data you will be able to go into the Coupa Supplier Portal.

You will find a brief informative tour of the Coupa Supplier Portal which will help you to understand and know better about the operation of the platform.



To update your company information like a supplier of MCB, you must fill a form that you can find at **Profile** in “Your Customer Profiles” or at **Notifications**.

coupa supplier portal

NATALIA | NOTIFICATIONS 1 | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Add-ons Admin

My Notifications

View All

Message	Received
Update your profile for MCB Group	03/20/20 08:58 PM

Delete Mark as Read

Your Customer Profiles

Information about your company

You need to wait for the loading page and proceed filling the form out completely. Once you have finished, you must send it for review by the procurement department.

Remember that sending the form doesn't guarantee your relationship with the bank as a supplier. Once you send it, the information will go through a review and subsequent approval process.

Contact information

* Primary Contact (Only one can exist)

* First Name: Natalia
* Last Name: Lond
* Email address: nlondano@LondanoSupplier
Mobile Phone: US/Canada 850-555-1212
Work Phone: US/Canada 850-555-1212

Banking information

To fill in your bank information, click on the "Add" button in the next section (Remit-to Address Lines) and complete the fields. Please enter the account that is associated with the company ID.

* 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

Attachments

* Copy of a valid photo ID (Preferably Passport) Ningún archivo seleccionado

* Certificate of Incorporation Ningún archivo seleccionado

Articles of Association Ningún archivo seleccionado

Notice of Directors Ningún archivo seleccionado

Letter of Good Standing (Companies Office) Ningún archivo seleccionado

Audited Financial Statements for the last three (3) years or Banking References or Credit Bureau Reports Ningún archivo seleccionado

General Liability Policy (If applies) Ningún archivo seleccionado

Business License and Certifications Ningún archivo seleccionado

Download and sign the next file.

Code of Conduct MCB Vendor Code of C...

* Signed MCB Vendor Code of Conduct Ningún archivo seleccionado

Onboarding to MCB Curacao (MCB Curacao) Exclusive use of MCB Group

Submit for Approval

Please don't modify the "Onboarding to" field. It will come preconfigured and is for the **exclusive** use of MCB.

CSP Profile

Your Customer Profiles

For MCB is essential that you keep this information accurate and updated. This profile is available only for MCB Group.



MCB Group

Profile MCB Group

Applied

Supplier Information National Print

BINDING FORM - SUPPLIERS

Supplier information

Once you submit the form with your updated company information to MCB, you can verify that it is applied in “Your Customer Profiles”.

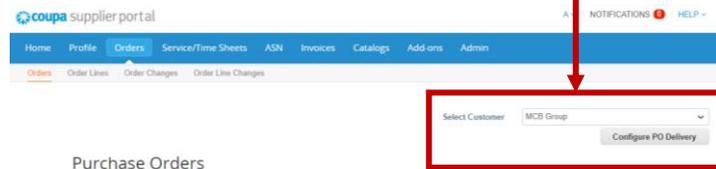
Your Public Profile

The information of “Your Public Profile” is available for Coupa community. If you update this information, you will be visible to other customers who are using Coupa.

Orders

In this section you will have complete visibility of the purchase orders that MCB has issued to you.

Look for MCB in the "Select Customer" drop-down list located in the upper right corner.



Purchase Orders

Instructions From Customer
(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page)

Click the Action to Invoice from a Purchase Order

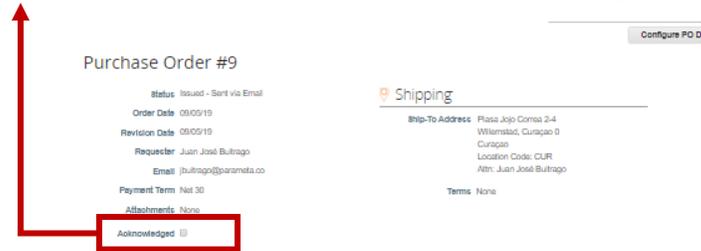
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
5	05/19	Issued	None	10 Piece of Marker Black	No	12,000.00 ANG	
2	02/19	Closed	None	1 Package of 88 Heavy Duty Electrical stapler	No	215.00 ANG	
1	02/19	Closed	None	100 Package of 88 Heavy Duty Electrical stapler	No	21,500.00 ANG	

In the "ACTIONS" section, you can:

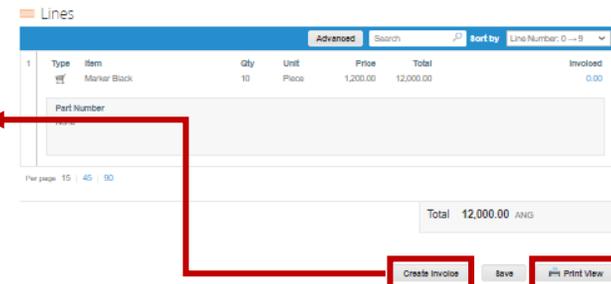
- Direct billing on the yellow coins icon.
- Credit Notes on the purchase order in the red coins icon.

Clicking on the purchase order number will take you to its detail.

Select the "Acknowledged" option to let your customer know that you have already seen the purchase order and are working on it.



Create invoices directly



Add comments (MCB will receive your message).



You can see the print view



Create Invoice

Whether billing directly from the stock menu (yellow coins) or within the Purchase Order, most of the information will automatically be loaded on your invoice from the Purchase Order.

The screenshot shows the 'Create Invoice' interface. The 'General Info' section is highlighted with a red box and contains the following fields: Invoice #, Invoice Date (03/20/20), Payment Term (Net 30), Currency (ANG), Status (Draft), Image Scan (Seleccionar archivo), and Supplier Note. To the right, the 'From' section is partially visible, showing Supplier Office Max, Supplier Tax ID (None), Invoice From Address, Remit-To Address, and Ship From Address.

The fields that you would have to fill are:

- Invoice number
- Invoice date
- Way to pay
- Scanned image (Invoice).
- Supplier Note

Attachments: Attach the supports.

You can see the detail of the line or lines to be invoiced, which are already loaded from the Purchase Order.

The screenshot shows a table with columns: Type, Description, Qty, UOM, Price, and a total of 12,000.00. A single line is visible with a description 'Marker Black', Qty 10.00, UOM 'Piece', and Price 1,200.00. Below the table, there are fields for PO Line (9-1), Contract (Curacao Office Supply 0001), and Supplier Part Number. A red 'X' button is located next to the total price. At the bottom, there are buttons for 'Add Line' and 'Pick lines from PO'.

Note: You can make modifications on the lines.

You can remove lines that you don't want to invoice with the red button.



Include taxes

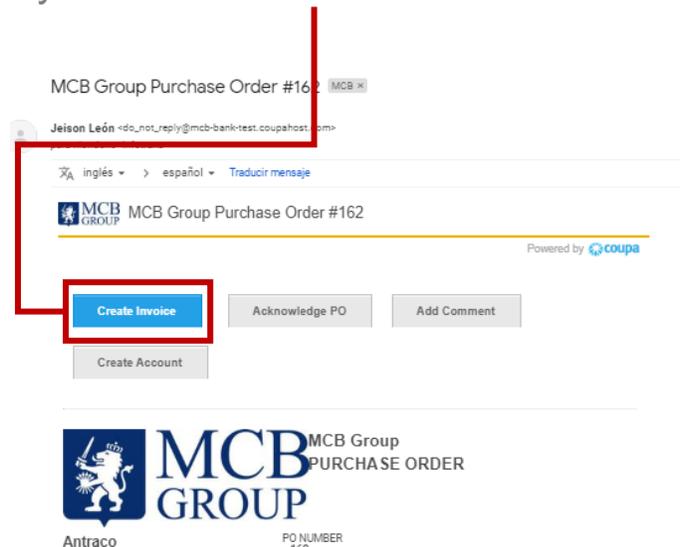
The screenshot shows the 'Totals & Taxes' section. It includes a table with 'Lines Net Total' at 12,000.00. Below this are fields for 'Handling' and 'Misc'. The 'Tax' field is highlighted with a red box and shows a dropdown menu, a percentage field set to 0.00%, and a value field set to 0.000. At the bottom, there are buttons for 'Delete', 'Cancel', 'Save as Draft', 'Calculate', and 'Submit'.

View MCB Comments

The screenshot shows the 'Comments' section. It features a dropdown menu, an 'Enter Comment' text input field, and an 'Add Comment' button at the bottom right. The text input field is highlighted with a red box.

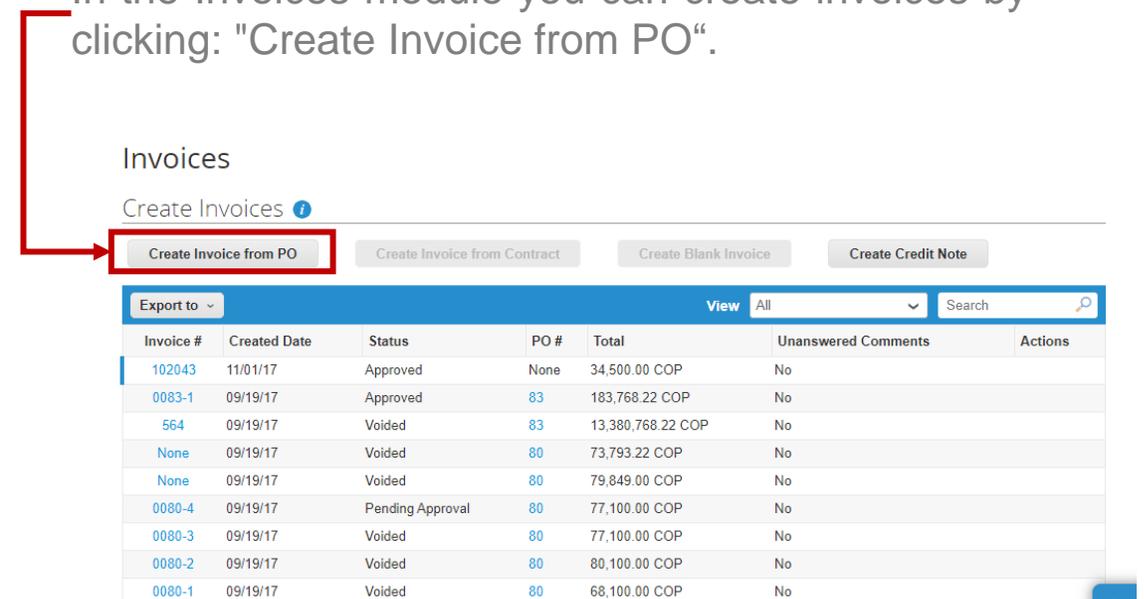
Create invoices from PO

You can also "Create invoice" by clicking on the corresponding option from your PO email:



Note: Clicking "Create invoice" will show you the process on the previous sheet.

In the Invoices module you can create invoices by clicking: "Create Invoice from PO".



Note: Clicking "Create invoice" will show you the process on the previous sheet.

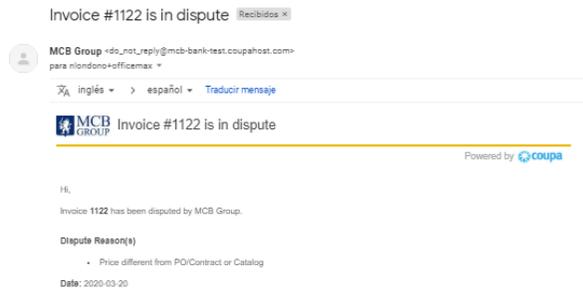
Conflicting invoices (dispute)

Conflicting invoices are invoices with which MCB does not agree, need clarification, or are incorrect.

Any conflicting invoice will be notified via email. Review the reasons in the system and proceed to correct or clarify as shown below:

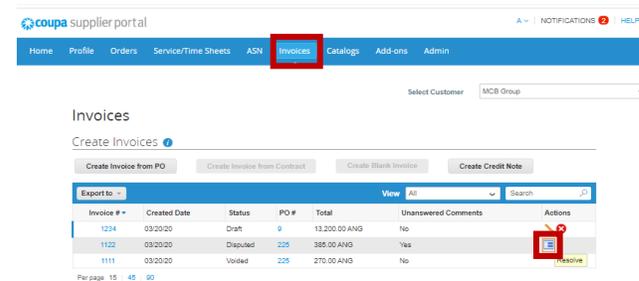
1

Email notification to the supplier of the conflicting invoice:



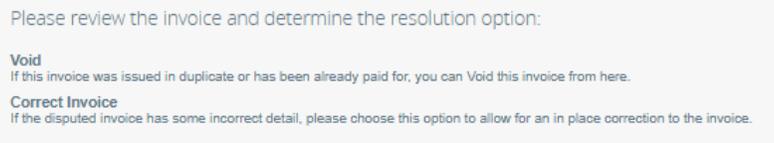
2

To resolve the conflict, you must go to the "Invoices" module, validate the number of the conflicting invoice and click on Resolve in Actions.



3

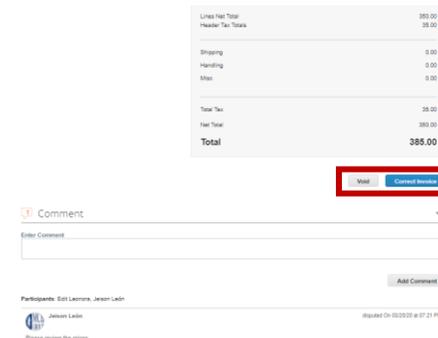
When entering the invoice the following message will be displayed:



Choose the option that is relevant to the case.

4

You can cancel your invoice. Otherwise, you must correct the observations made by MCB and then click on "Correct invoice".



Reports, Create views

Create views and reports with the information you require.

This allows viewing, ordering and classifying the information that is centralized in the CSP.

This creation of views can be done in the Orders, Service sheets / times, ASN, Invoices and Catalogs tabs, depending on the information you want to display.

To make the example we will create a view on invoices:

coupa supplier portal

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Add-ons Admin

Select Customer MCB Group

Invoices

Create Invoices

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View All

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
1234	03/20/20	Draft	9	13,200.00 ANG	No	
1122	03/20/20	Pending Approval	225	385.00 ANG	No	
1111	03/20/20	Voided	225	270.00 ANG	No	

Per page 15 | 45 | 90

coupa supplier portal

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Add-ons Admin

Select Customer MCB Group

Invoices

Create Invoices

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View All

Invoice #	Created Date	Status	PO #	Total
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1111	03/20/20	Voided	225	270.00 ANG

Per page 15 | 45 | 90

Select the customer you want to view.

Click on the "View" drop-down menu and select the "Create view" option.

coupa supplier portal

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Add-ons Admin

Select Customer MCB Group

Create New data table view

General

Name

Visibility Only Me Everyone

Start with view All

Conditions

Match Conditions Match Disputes with a supplier response Disputes without supplier response Draft

Filter By Invoice # Payment Information Pending Approval Processing Voided

Add group of conditions

Enter a name for your new view

You can take an existing view as a template for your new view, or the "All" option.

Reports, Create views

Parameters with which the view will be created: You can add the conditions that you think are convenient by clicking:

Agregar grupo de condiciones



Conditions

Match Conditions: Match all conditions

Filter By: Invoice # Filter Clause: is Filter Text:

Columns

Drag columns to the right to select, to the left to unselect and vertically to change column order. You can also use your keyboard to modify the selected columns. Use TAB to focus and ENTER to move a column to or from the Selected Column list. To reorder, use SPACE to grab an item and then UP or DOWN to move it. Press SPACE again to drop the item, or ESC to cancel the reordering.

Available Columns	Selected Columns
Commented	Invoice #
Comments	Created Date
Date Of Supply	Status
Date Of Supply	PO #
Delivery Number	Total
Dispute Reason	Unanswered Comments
Disputed Date	Actions
Document Type	
Invoice Date	
Linked Document	
Original Invoice Date	
Original Invoice Number	
Paid	
Payment Information	
Payment Term	

Columns

Drag columns to the right to select, to the left to unselect and vertically to change column order. You can also use your keyboard to modify the selected columns. Use TAB to focus and ENTER to move a column to or from the Selected Column list. To reorder, use SPACE to grab an item and then UP or DOWN to move it. Press SPACE again to drop the item, or ESC to cancel the reordering.

Available Columns	Selected Columns
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Disputed Date	Actions
Document Type	
Invoice Date	
Linked Document	
Original Invoice Date	
Original Invoice Number	
Paid	
Payment Information	
Payment Term	

Add the number of columns you need to display, drag the required box of available columns to selected columns.

Default Sort Order

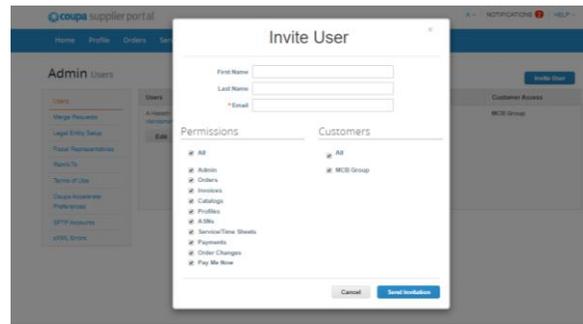
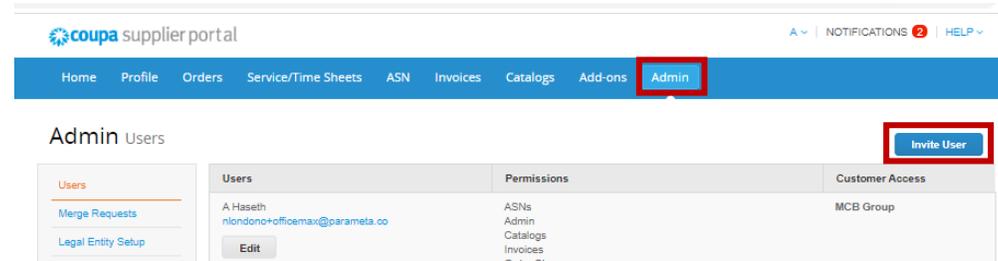
Sort by: Invoice Date in ascending order.

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You can configure the sort order depending on how you want to view it, when finished click on "Save".

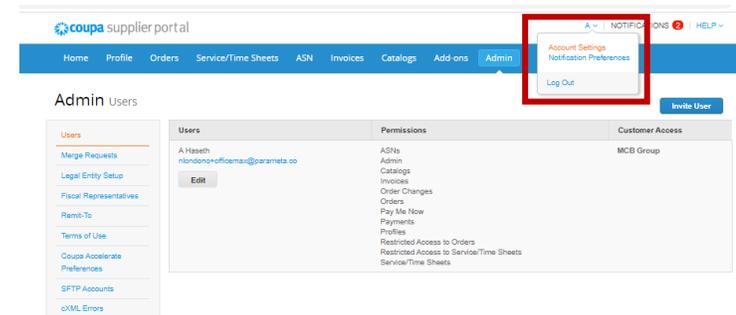
Administration Profiles, Roles, Passwords

In the "Admin" tab you can edit your user information or add more users.

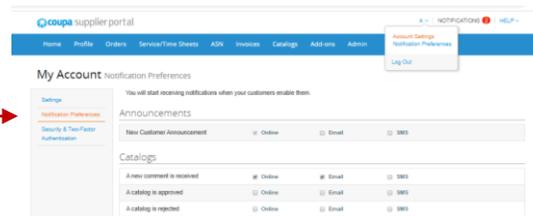


By clicking on "Invite User" you can give the permissions that you think correspond to the role that this person will perform.

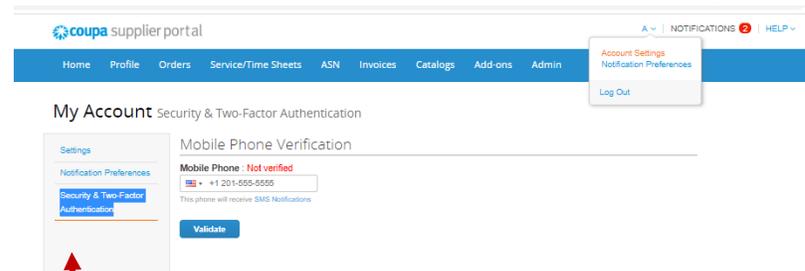
In "Account Settings" you can change the account information and password.



By clicking "Notification preferences" you can activate how you want to receive notifications.



(We recommend activating all email notifications, so that all movements reach your email).



By clicking "Security & Two-Factor Authentication", you will be able to verify your mobile phone.

We appreciate your collaboration and
commitment with us. We hope to
continue counting on you as a supplier.