Onboarding as a Jazz supplier

Jazz uses Coupa to onboard new suppliers and carry out validation checks to ensure our suppliers meet our compliance standards.

A few things to note before you start:

- You'll receive an email invitation from Coupa (do_not_reply@supplier-coupahost.com)
- Mandatory fields in Coupa are marked with an asterisk (*)
- You only need to complete this process once

Why use Coupa Supplier Portal?

Using the Coupa Supplier Portal makes it easier to work with Jazz by allowing you to:

- receive purchase orders electronically
- submit invoices through Coupa
- manage your company information more easily
- track transactions and updates in one place

Step 1: Respond to a Jazz invite

Open the email titled:

"Update your profile for Jazz Pharmaceuticals"

You'll see two options:

- **Join and Respond -** create a Coupa Supplier Portal (CSP) account and work with Jazz through Coupa
- **Respond without Joining -** use a one-time link to complete the registration form without creating a CSP account (this means you'll onboard as a supplier with Jazz but won't carry out transaction through the CSP.)

We strongly recommend selecting **Join and Respond** where possible.

Step 2: Create your account

1. Create and confirm your password
2. Select your country
3. Enter your VAT or Tax ID (if applicable)
    - If you don't have one, tick "**I do not have a Tax ID**" and provide a reason
4. Review and accept the Privacy Policy and Terms of Use
5. Click **Create Account**

Step 3: Complete your profile

1. Choose whether to publish your business profile and click **Save**
   Publishing your profile allows other Coupa customers to discover your company and connect with you through the Coupa network. Whether you choose to publish your profile or not does not affect your registration with Jazz
2. Enter your contact details and click **Next**
3. Add your address:
    1. Start typing your address in **Address Line 1**
    2. Select the correct option from the list to auto-fill the remaining fields
4. Enter your company details:
    1. Company type
    2. Country/region
    3. VAT ID (if applicable)
    4. Click **Save and Next**

Step 5: Add payment details

1. Complete all required fields for where you want to be paid by Jazz

Click **Save and Next**

Step 6: Confirm your account

You'll see a confirmation message that your account has been created.

You'll then be taken to a page where you can complete and track your supplier information requests.

Need more help with the Coupa Supplier Portal?

Once you've created your login details, you can access Coupa's Supplier Portal help guides for additional support and step-by-step instructions.

In particular, Coupa's guide to setting up and managing your CSP account may be helpful:

Coupa Supplier Portal Registration and Login Guide

Step 7: Complete the Jazz New Supplier Information Request form

To open your supplier registration form:

1. Click the **Business Profile** tab
2. Select the **Information Requests** sub-tab
3. Open the request from **Jazz**

Then complete each section of the form and provide all required information marked with an asterisk (*).

The form sections are:

Section 1: PO Method and Primary Address

This section captures:

- how you would like to receive purchase orders
- your primary company address
- the email address Jazz should use for purchasing communications

Things to note:

- You need to select Email for purchase order delivery unless agreed otherwise with Jazz
- Ensure your address details match your official company records
- Some address fields may change depending on the country you select

Section 2: Tax Details

Provide your organization's tax and registration information.

You will be asked for some of the following:

- enter VAT, GST, or local tax registration numbers
- upload supporting tax or registration documents (details of acceptable documentation is displayed on the form)
- provide certificate expiry dates where applicable

Things to note:

- Ensure tax numbers are entered in the correct country-specific format
- Only upload current and valid documentation

Section 3: Payment Information

This section captures the bank account details Jazz will use for payments.

You may be asked to provide:

- remit-to address details
- bank account information
- IBAN or SWIFT/BIC codes
- country-specific bank codes
- supporting banking documentation

Things to note:

- Ensure all banking details are accurate before submitting
- Bank code requirements vary by country and are explained within the form
- Uploaded banking documents should clearly show your company name and bank details

Section 4: Internal Use Only

Please leave this section blank and proceed to submit your form.

Final steps

Before submitting:

- review all information carefully
- ensure all required documents are attached
- check that all mandatory fields are complete

Then click **Submit for Approval**.

What happens next?

Jazz will review your submission and may contact you if additional clarification or documentation is required.

Depending on the type of goods or services being provided, you may also be asked to:

- complete additional compliance or risk assessment activities
- provide further supporting documentation
- work with Jazz on a contract or other onboarding requirements

Note: If you're asked to complete a risk assessment, you will be sent an invite to set up an account for Coupa Risk Assess.

Once all required reviews and approvals are complete, your supplier registration status will update and you'll be able to transact with Jazz.