International Monetary Fund

Supplier Reference Guides

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Invitation to Add Supplier Information

You will receive an invitation from the IMF to update your supplier information via Email

When you are invited by the IMF to update your information you will receive an email like the one on the righthand side of this screen.

The email will request that you join Coupa's Supplier Portal (Join and Respond) or Respond without Joining.

You may click either button to input your information. Join and Respond will allow you to sign up for the Coupa Supplier Portal (CSP) before submitting information while Respond Without Joining allows you to immediately begin filling in your Supplier Information.

Click Join and Respond – Create an Account in the Coupa Supplier Portal (CSP)

If you click ‘Join and Respond’ you will be prompted to create an account in the Coupa Supplier Portal.

You will enter the Business Name, First Name, Last Name, and Password (the Email address will be pre-filled in for you) then click Create an account.

If you already have an account, you can click ‘Log In.’

Click Respond without Joining – Enter Information in the IMF forms

If you click ‘Respond without Joining’ you will be directed to enter your information directly into the IMF forms.

See the next pages for instructions on how to enter this information.

Complete Form: Non-Remit Information

Complete the information form. Some of the information will be pre-filled based on what the IMF user input originally.

Complete sections for header information, Tax Registration, Primary Contact, Primary Address and Additional Addresses before you add Remit information.

See the next slide for instructions on how to add Remit Information.

Complete Form: Remit-To Addresses (1 of 2)

In the Remit-To Addresses section you can add multiple remits by clicking the 'Add Remit-To' button at the top of the section.

If you click this button, you will see a pop-up that asks you to choose a remit location or click 'Cancel' to add info to the form manually.

If you do not see an existing Remit-To Address, you can click 'Cancel' to proceed to complete your information.

If you see a Remit Address, you may choose it to auto-populate the Remit Address information.

You can also click 'Create New Remit-To Address' to add this information to the CSP. Note that this button will not work if you selected 'Respond Without Joining' from the original email.

Complete Form: Remit-To Addresses (2 of 2)

Complete Remit-To Address and Banking Information for your Remit Addresses.

Note that you may add information for multiple Remit To Addresses. Please ignore any ‘IMF Only’ fields.

Complete Other Information and Submit

At the bottom of the form, you may add a Bank Letter and complete Supplier Diversity Information if applicable (this is not required).

Once you finalize your form, click Submit. The information will be reviewed by the IMF, and you will be contacted if there are any questions.