



# Supplier Information Management (SIM)

Update Form-Supplier User Guide

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December 2025

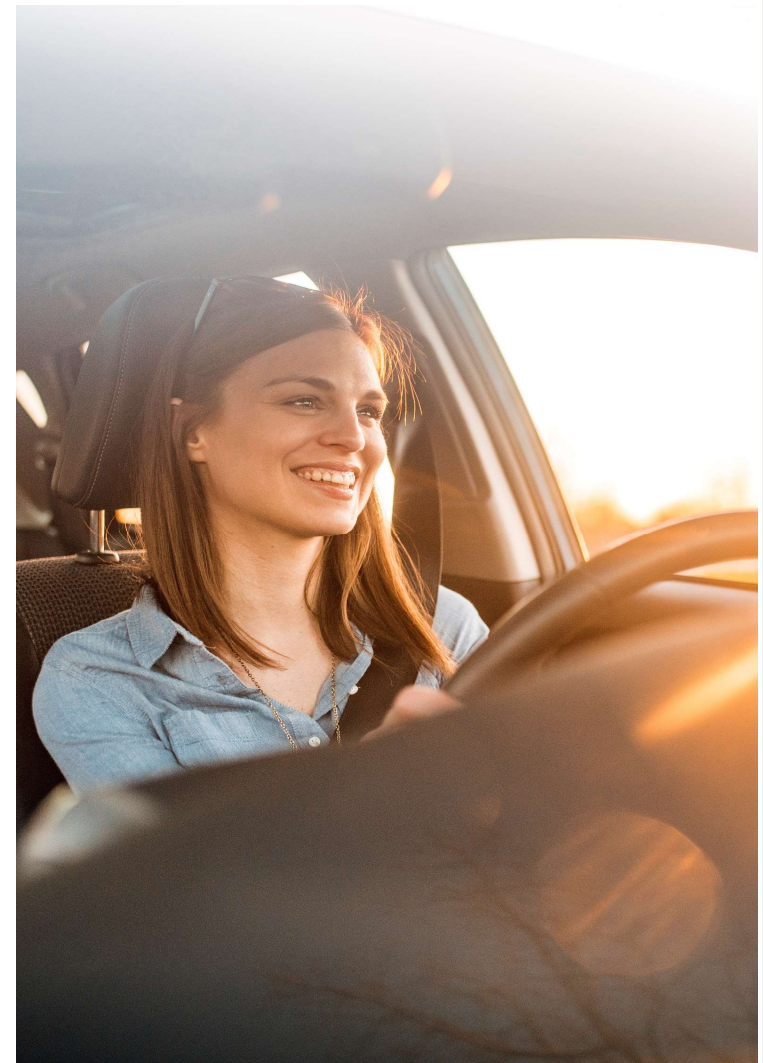
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Making every drive better™

# YOU ARE NOW IN THE DRIVING SEAT

## BENEFITS OF A DIGITAL SIM FORM

- Digital platform enabling Suppliers to Self-Serve
- Increase efficiency by reducing manual handling
- Quicker and instant delivery of request
- Navigated forms to increase accuracy
- Guaranteed delivery to those responsible
- Less waiting period to activate change request



# LEAR & COUPA PRODUCT OVERVIEW



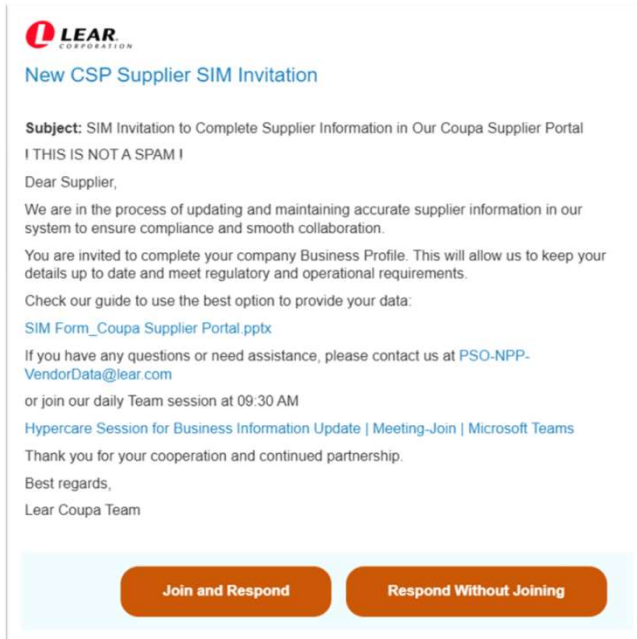
## WHAT YOU WILL SEE FIRST!

To be able to fill in the form you need to receive SIM Form Invitation/Request from Lear.  
Depends on your CSP connection status with Lear Company you can find 3 options to use the form:

### NOTE!

If you received more than one form to fill in, make sure you will clear Browse History between each form activity!

## Not Coupa Registered



**LEAR CORPORATION**  
New CSP Supplier SIM Invitation

**Subject:** SIM Invitation to Complete Supplier Information in Our Coupa Supplier Portal  
! THIS IS NOT A SPAM !

Dear Supplier,

We are in the process of updating and maintaining accurate supplier information in our system to ensure compliance and smooth collaboration.

You are invited to complete your company Business Profile. This will allow us to keep your details up to date and meet regulatory and operational requirements.

Check our guide to use the best option to provide your data:  
[SIM Form\\_Coupa Supplier Portal.pptx](#)

If you have any questions or need assistance, please contact us at [PSO-NPP-VendorData@lear.com](mailto:PSO-NPP-VendorData@lear.com)

or join our daily Team session at 09:30 AM  
[Hypercare Session for Business Information Update | Meeting-Join | Microsoft Teams](#)

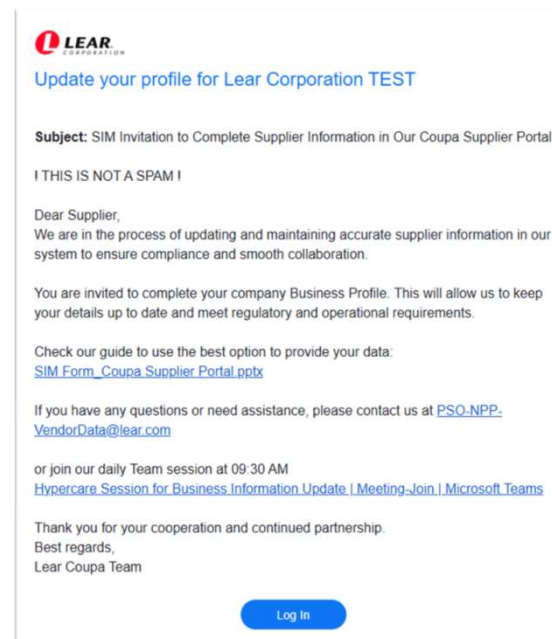
Thank you for your cooperation and continued partnership.

Best regards,  
Lear Coupa Team

[Join and Respond](#) [Respond Without Joining](#)

If you are not yet registered, you will find two options in invitation to get to the form. **Join and Respond** what means, you will automatically create your Coupa Supplier Portal account or **Respond Without Joining** and you will be taken to SAN form to provide requested information (SAN=Single Action Notification).  
See slides 5-7 for more details

## Already Coupa Registered



**LEAR CORPORATION**  
Update your profile for Lear Corporation TEST

**Subject:** SIM Invitation to Complete Supplier Information in Our Coupa Supplier Portal  
! THIS IS NOT A SPAM !

Dear Supplier,

We are in the process of updating and maintaining accurate supplier information in our system to ensure compliance and smooth collaboration.

You are invited to complete your company Business Profile. This will allow us to keep your details up to date and meet regulatory and operational requirements.

Check our guide to use the best option to provide your data:  
[SIM Form\\_Coupa Supplier Portal.pptx](#)

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or join our daily Team session at 09:30 AM  
[Hypercare Session for Business Information Update | Meeting-Join | Microsoft Teams](#)

Thank you for your cooperation and continued partnership.

Best regards,  
Lear Coupa Team

[Log In](#)

If you are already registered on Coupa Supplier Portal, **Log In** with your standard CSP Login & Password to go directly to the form.  
See slide 8 for more details

**IMPORTANT** : Once you will receive and open the link you need to fill in the details and submit. In case link will expire (48 hours after receiving contact Lear Buyer who send request and request to resent



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# SUPPLIER DATA UPDATE FORM

## JOIN AND RESPOND - ACCOUNT CREATION

You chose



**Create an account**  
Welcome on Coupa Supplier Portal

We use Coupa to manage purchase orders, invoices, and communicate with our suppliers. We'll walk you through a quick and easy setup for your account, so we're ready to do business together.

If you will have any questions please contact your regional Lear Helpdesk.

Lear Coupa Admin Team

Forward this to someone

\* Business Name  
NA\_test Inv V2\_01020202  
Your legal business name (or legal personal name if an individual)

\* Email  
learstestdummy2025+33334@gmail.com

\* First Name  
New

\* Last Name  
Contact

Cannot contain special characters or symbols (like !, ?, \*, &, %, +).

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

\* Confirm Password

\* Country/Region  
▼

\* Tax Registration (?)  
#####

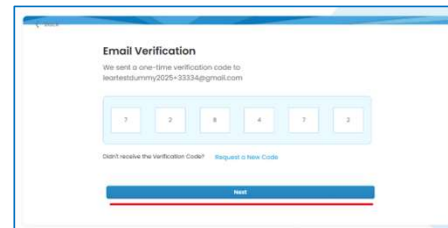
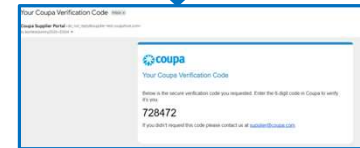
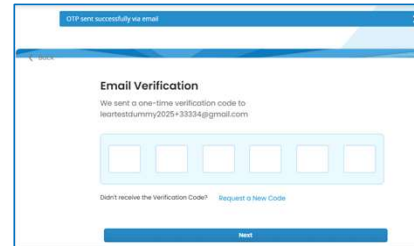
I do not have a Tax ID

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

Create an account

To start account creation:

- create and confirm password
- add Country and Tax Registration number
- Accept Privacy Policy and Terms of Use



- You will receive on your e-mail verification code.
- Provide and click next to be moved to Coupa portal

**Recommendation:** to avoid receiving Coupa notifications to SPAM, add do\_not\_reply@lear.coupahost.com e-mail address to your **whitelist**



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## SUPPLIER DATA UPDATE FORM COUPA SUPPLIER ACCOUNT CREATION

Onboarding for lear-test (Coupa Supplier Portal)  
Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal.

1 Account Details  
Provide the main address associated with your business.

2 Payment Methods  
(Virtual Card | Bank Transfer | Remit To Address)

Primary Address

\*Country/Region: United States  
\*Address Line 1: 704 South New Street  
Address Line 2:

\*City: West Chester  
\*State: Pennsylvania  
\*Postcode: 19383

United States  
Invoice-From Code:   
Preferred Language: English (US)

Save and Next

- Provide your company data like full address
- Choose payment method (Bank Transfer is Lear Standard)
- Complete Bank Data in details
- **Save and Next**
- See slides 9-13 to learn how to fill in the form

**Remember** registration on Coupa Supplier Portal is for free! It's up to you if you would like to use additional paid options.

Onboarding for lear-test (Coupa Supplier Portal)  
Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal.

Primary Address saved successfully

1 Account Details  
Provide the main address associated with your business.

2 Payment Methods  
(Virtual Card | Bank Transfer | Remit To Address)

Virtual Card

Please enter the following information to receive Virtual Card payments.

Account Nickname:   
Email Address:

Process credit cards automatically

Do not accept Virtual Card payments from Lear Corporation TEST

Save and Next

Onboarding for lear-test (Coupa Supplier Portal)  
Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal.

1 Account Details  
Provide the main address associated with your business.

2 Payment Methods  
(Virtual Card | Bank Transfer | Remit To Address)

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Account Nickname:   
Beneficiary Login Name: Karolina Test

Bank Transaction:   
Bank Branch Country / Region: United States  
Bank Account Currency: USD

Bank Branch State / Province:   
Bank Name: New Bank

IBAN:   
Account Number: 62234578901234567  
ACH Routing Number: 987654321

Wire Routing Number:   
SWIFT / BIC Code:

Branch Code:

Save and Next

Virtual Received The payment information has been successfully shared with the following customers and has been validated: Lear Corporation TEST

Subscriptions

Registered	Most Popular	Coupa Advanced
<p>Essentially do business with customers who use Coupa</p> <p><b>Free</b></p> <p>Registered user includes:</p> <ul style="list-style-type: none"> <li>Business Profile</li> <li>Orders</li> <li>Invoices</li> <li>Catalogues</li> <li>Payments</li> <li>Sourcing Events</li> </ul> <p>Continue</p>	<p>Amplify your trusted brand across Coupa's community of buyers</p> <p><b>\$549 / year</b></p> <p>Everything in 'Registered' plus:</p> <ul style="list-style-type: none"> <li>Verified Badge</li> <li>Priority Search Rank</li> </ul> <p>Purchase Verified</p>	<p>Optimize your cash flow and increase productivity throughout your day.</p> <p><b>\$4,800 / year</b></p> <p>Everything in 'Registered' plus:</p> <ul style="list-style-type: none"> <li>Automated invoice reminders and reporting</li> <li>A seamless integration with your account system</li> </ul> <p>Purchase Advanced</p>

Cancel Save and Next

**NOTE!**  
More information you will provide in your Business Profile, more data will be pre-filled in the form.



## SUPPLIER DATA UPDATE FORM RESPOND WITHOUT JOINING - SAN

You chose



### Verify Your Access for EasyFormResponse#756915

Your access to this page has expired. Please click on the button below. You will receive an email with the one-time password (OTP), using which you can access this page.

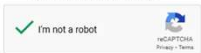
Generate One-Time Password

### Verify Your Access for EasyFormResponse#756915

Enter the one-time password sent to le\*\*\*\*\*@gm\*\*\*\*\*.


Enter One-Time Password  
071782

Please check the box below to proceed.



Verify One-Time Password

- You will receive **OTP** (One Time Password) for Coupa verification
- When provided system will take you directly to the form
- See slides 9-13 to learn how to fill in the form



COUPA SIM - Supplier Update Request External Form 2.5

Supplier Information  
NA\_test Inv V2\_01020202

Welcome to the COUPA SIM Supplier Update Request Form

Dear Supplier,  
If you are already registered on Coupa Supplier Portal your company data will be pre-filled with available information from your Business Profile. Before you will open new forms to provide updates – make sure to implement them first on the portal, especially [Bank Data](#). Below you will also find links to videos how to proceed the forms when you are and aren't registered on Coupa Supplier Portal:

[Coupa SIM Supplier Training English Version](#)  
[Coupa SIM Supplier Training Spanish](#)

If you will have any questions regarding SIM form, do not hesitate to contact [PSO@lear.com](mailto:PSO@lear.com)

Supplier Name  
NA\_test Inv V2\_01020202

As you have selected the main type of update as 'Supplier Name, Address and Bank Update', you can further choose to update one or more than one type by answering the below questions as 'Yes'.

\* Do you want to update supplier's name?  
 Yes  
 No

\* Do you want to update supplier's address?  
 Yes  
 No

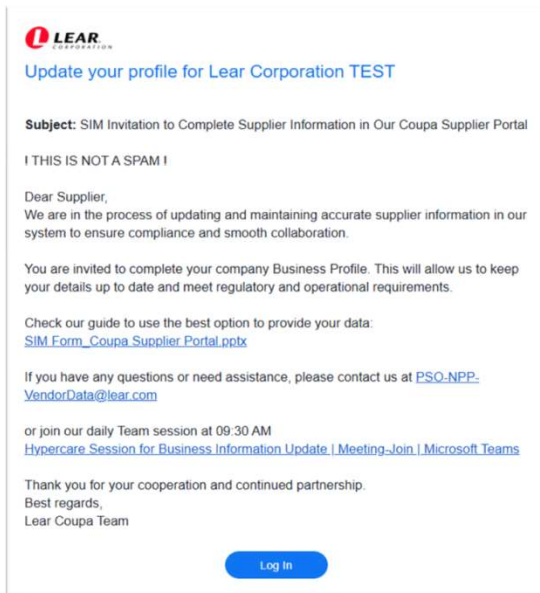
\* Do you want to update supplier's bank account?  
 Yes  
 No



# SUPPLIER DATA UPDATE FORM

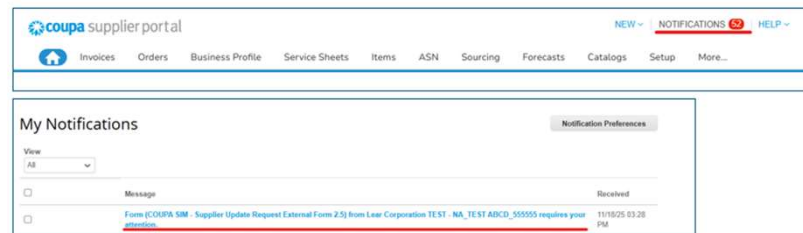
## COUPA SUPPLIER PORTAL REGISTERED

You are already registered? Log into Coupa Supplier Portal and go to the form through notification section or Business Profile/Request Information Tab



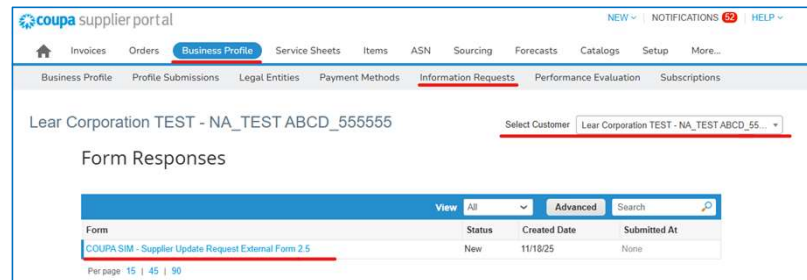
### Option 1

Go to Notifications -> Click on Message "Form Coupa Supplier Update Request"



### Option 2:

Go to Business Profile -> Information Requests -> Choose Lear Customer -> Click on Form Name



**Recommendation:** to avoid receiving Coupa notifications to SPAM, add do\_not\_reply@lear.coupahost.com e-mail address to your **whitelist**



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## SUPPLIER DATA UPDATE FORM

### HOW TO FILL IN THE FORM\_SUPPLIER'S NAME UPDATE

When you are in the form. Start from answering questions about information you want to change Yes/No. Based on your answers only required fields will pop up.

**Remember** you need to provide answer on each question! If you want to change data in only one section, you need to answer **No** to rest of the questions.

#### If you want to:

Change Company Name, choose **Yes**

\* Do you want to update supplier's name?

Yes  
 No

\* New Supplier Name

New Supplier ABC

\* Name and/or Address Official Communication

Choose File Attach .docx

**Submit**

- Provide New Name
- Attach Name and/or Address Official Communication
- **Submit** form for Approval

As you have selected the main type of update as 'Supplier Name, Address and Bank Update', you can further choose to update one or more than one type by answering the below questions as 'Yes'.

\* Do you want to update supplier's name?  
 Yes  
 No

\* Do you want to update supplier's address?  
 Yes  
 No

\* Do you want to update supplier's bank account?  
 Yes  
 No



# SUPPLIER DATA UPDATE FORM

## HOW TO FILL IN THE FORM\_SUPPLIER'S ADDRESS UPDATE

### If you want to:

Change Primary or Remit to Address, choose **Yes**

\* Do you want to update supplier's address?  
 Yes  
 No

\* Address To Update?  
 Primary Address  
 Remit-to Address  
 Primary and Remit-to Address

\* Provide the update address for the Supplier

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

\* Name and/or Address Official Communication

(i.e. News Letter or Email Communication for Supplier Name Change, Address Change)  
 Note: If the update of supplier information is based on Merging or Acquisition or change of VAT ID, please select **Succession/Creation** type of request.  
 Add here as an attachment any communication such as Press release or Newsletter justifying the new name and/or the new address.

\* Please choose the Tax Identification Document you wish to provide

\* Type

\* Attachments

Note: W9 applies to suppliers located within the US, while W8 pertains to suppliers outside of the US.  
 Download the form below link and attach it once complete.  
 For W9: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>  
 For W8: <https://www.irs.gov/pub/irs-pdf/fw8en.pdf>

Select the Tax Identification Document, either W8 or W9. If you don't have it yet, use provided links to download the forms, fill in and attach.

- Choose which address you want to update
- Add region and State
- Provide mandatory fields, like: Street Address, City Postal Code
- Attach Name and/or Address Official Communication and TAX ID document
- **Submit** form for Approval



# SUPPLIER DATA UPDATE FORM

## HOW TO FILL IN THE FORM\_BANK ACCOUNT UPDATE

If you want to:

Change Bank Account Information, choose **Yes**

\* Do you want to update supplier's bank account?  
 Yes  
 No

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](#)

New Banking Information

\* Bank Type  
 Account Number  x v  
Select whether your bank type in your country is IBAN or Account Number.

\* Bank Name  
 New Bank

\* Bank Address  
 New Street 23

\* Bank City  
 Montgomery

\* Bank Country/Region  
 United States

\* Bank Routing  
 951357456  ?

\* Bank Account Number  
 951357456789654  ?

SWIFT Code (BIC)  
 ?

\* Beneficiary Name  
 Karolina Test

Beneficiary Email  
 ?

\* Account Currency  
 USD

\* Is your Beneficiary Bank associated with an Intermediary Bank?  
 No  x v

\* I hereby confirm that all the aforementioned bank details are accurate and can be utilized for Electronic Fund Transfers.

Note: Ensure that the bank details entered in this field exactly match the information provided in the official bank document. Mismatched details may result in rejection.

\* Attach Bank Document/Certificate  
 Match docx  
[Change Color](#)

Tax Registrations  
Use this section to add all your applicable tax registrations.  
[Add Tax Registration](#)

Supplier Tax/VAT Registration

Country  
 United States

Tax ID  
 951546669

Local

[Submit](#)

- Provide New Banking Information like:  
 Bank Type: Bank Account or IBAN  
 Bank Name and full Address  
 Bank Routing  
 Bank Account Number  
 Beneficiary Name  
 Account Currency  
**“Is your Beneficiary Bank associated with an Intermediary Bank?”** If the answer is yes, the user provide the Intermediary Bank Name and Intermediary SWIFT Code
- Confirm Bank Data accuracy
- Add Tax Registration Number
- **Submit** form for Approval



## SUPPLIER DATA UPDATE FORM BANK ACCOUNT UPDATE WHEN SUPPLIER IS REGISTERED

If you are already registered and you want to change Bank Information through Coupa Form, you need to provide update in Business Profile first. To do it use below option:

Go to Business Profile -> Payment Method-> Change required data and **Save**

Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
Test 23, Test, 23412, United States			druga legal	Lear Corporation TEST - 247_ARTYPLAN, S.L., 00001888	Active	[Edit] [Refresh] [Delete]
Bank Transaction	United States	USD	Test KMZ 8292025	Lear Corporation TEST - NA, Kara&Noli Ltd, 800988, Lear Corporation TEST - NA, Cos Musti Byc, 66677781 +4 more	Active	[Edit] [Refresh] [Delete]

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Payment Method Name \*

Bank Account  
Country/Region \*  State \*  Bank Account Currency \*

Beneficiary Name  
 Bank Name

Account Number \*  Confirm Account Number

- After update go to the form
- Click on “Add Remit to” to add Bank Data information
- Select earlier created Legal Entity/Remit to and Bank Data will be preffilled for you
- Check data accuracy and go further

Remit-To Addresses

Add one or more Remit-To Addresses by either

Bank Transfers

Lear Corporation TEST prefers Virtual Cards, Bank Transfers, Remit-To Addresses Payments.

Bank	Account Number	Routing Number	Wire Routing Number	Customer Preferred
<input checked="" type="checkbox"/>	Test 25, Test, AL, 23412, United States, United States (82108785)	****4578901234590	987654321	Customer Preferred
<input type="checkbox"/>	Test 23, Test, AL, 23412, United States, United States (82108785)			Customer Preferred



## SUPPLIER DATA UPDATE FORM

### HOW TO FILL IN THE FORM

**\*New Banking Information**

\*Bank Type  
 Select  
Select whether your Bank Type in your Country is IBAN or Account Number

\*Bank Name  
 New Bank

\*Bank Address

\*Bank City

\*Bank Country/Region  
 United States

SWIFT Code (BIC)

\*Beneficiary Name  
 Test KMZ 8292025

Beneficiary Email

\*Account Currency  
 USD

\* I hereby confirm that all the aforementioned bank details.

**\*Supplier Tax/VAT Registration**

Country  
 United States

Tax ID  
 954318554

Local

**\* Attach Bank Document/Certificate**

Choose File No file chosen

Decline Save **Submit for Approval**

- Add missing data like Bank Type, Address, City
- Confirm Bank Data is Accurate
- Attach Bank Document/Certificate
- Submit for Approval

Form Responses

Form	Status	Created Date	Submitted At
COUPA SIM - Supplier Update Request External Form 2.5	Pending Approval	09/30/25	09/30/25

**!** If all data are provided properly form will be send to Coupa Lear and you will see status pending approval. When form will be approved it means process is finished and your data was updated in our system

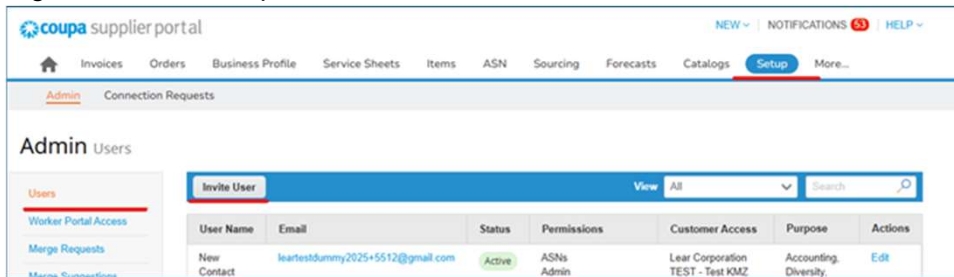


# GRANTING ACCESS TO COUPA SUPPLIER PORTAL

One of the key benefits of registering on the Coupa Supplier Portal is that a single company account can be accessed by multiple users. If your company already has an active administrator on the Coupa Supplier Portal, please contact your Admin and request an invitation to join the portal.

Below are the instructions for Administrators on how to invite additional users:

Log into CSP-> Setup->User->Invite User



If you don't know is there already CSP Account connected to Lear with active Admin, contact:  
**EU Coupa Supplier Support**  
**<EUCoupaSupplierSupport@lear.com>**  
We will check it for you!

Provide user's email and send invitation:

**Invite User**

**User Information**

First Name:

Last Name:

\* Email:

**Phone Number**

Country/Region:

Area Code:

Number:

Extension:

**Purpose** ⓘ  
Select Some Options:

**Permissions** ⓘ  
 All

**Customers**  
 All

Once accepted by user, both Admin and other user/s have the same access to portal account, also to Lear SIM Form.





Thank You!