



Supplier Guide

Registration on Coupa Supplier Portal

1. Registration on Coupa Supplier Portal for the LEGO Group

The purpose of this user guide is to provide instructions for the supplier to register on the Coupa Supplier Portal (CSP), and update their company information for the LEGO Group.

The registration on the Coupa Supplier Portal is free of charge and provides access to additional services for the supplier – e.g. manage catalogues, view purchase orders and approved invoices.

1.1 Email invite

Start the registration by clicking the **‘Join and Respond’** button in the e-mail received from the LEGO Group.

LEGO The LEGO Group Profile Information Request - Action Required

Powered by Coupa

Hello Supplier,
The LEGO Group wants you to respond by updating your company profile on Coupa, their chosen platform for Spend Management.
This information is required so they can transact with you electronically.

Coupa's Supplier Portal is completely free, setup is fast and it helps you better transact and communicate electronically. Find out more using the links below.
You can respond and send your information to your customer by joining the Portal, which will allow you to more easily update your company info if it ever changes, as well as do things with The LEGO Group (and your other buying organisations that use Coupa) like view purchase orders and approved invoices.

Use the button to join & respond, or to forward the invitation to a colleague.

This user guide will help you with the registration:
https://www.lego.com/cdn/cs/aboutus/assets/bltfad09ba314af4a57/Supplier_Guide_-_Coupa_Supplier_Portal_Registration.pdf

Join and Respond

Overview Learn more about the Coupa Supplier Portal	Need Help? Answers to common questions and issues	Coupa Info Learn more about how companies use Coupa
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1.2 Join the Coupa Supplier Portal by activating your Coupa account

Create a Password.

Accept Privacy Policy & Terms of Use.

Click the '**Activate Coupa Account**' button.

*You can also forward the invite to your colleague in your organization, if someone else is going to manage the registration to Coupa Supplier Portal.

Activate your Coupa account

legocoupa+TEST20@gmail.com | MY CONSULTING COMPANY

Your name

First name 30

Last Name 30

Company

TEST COMPANY

Create a Password

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

.....



.....



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

Activate Coupa Account



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

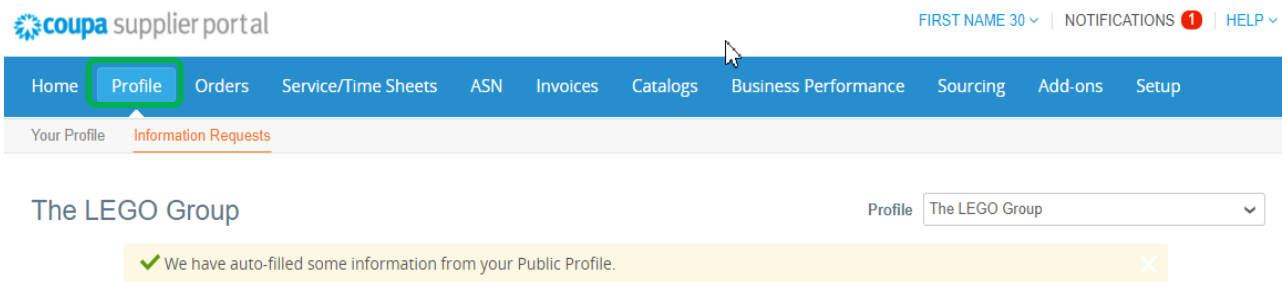
legocoupa+TEST20

@gmail.com

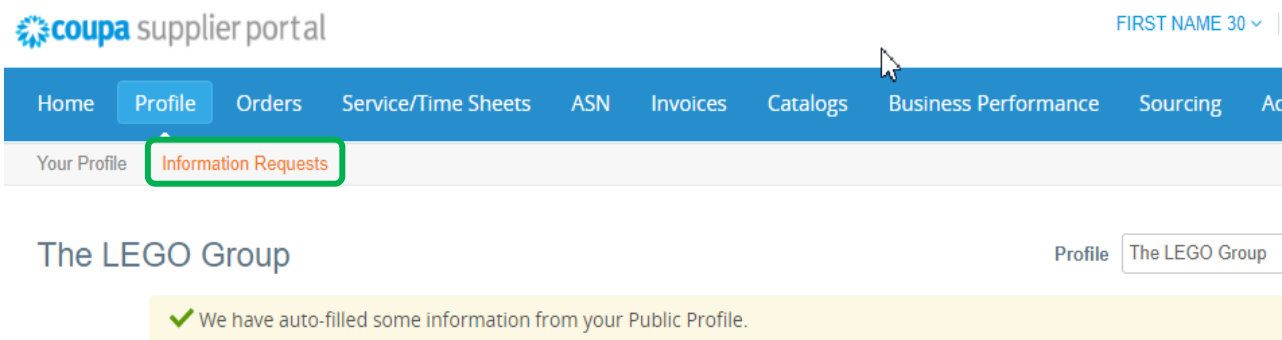
Submit

1.3 The LEGO Group Customer Profile

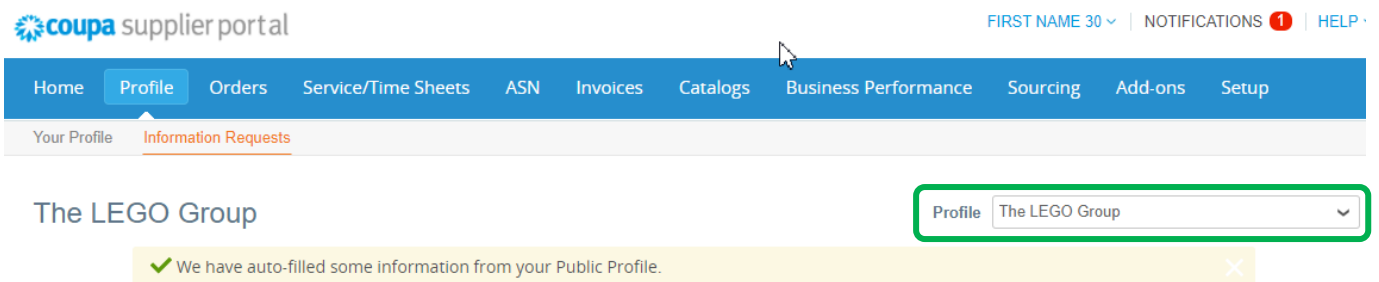
Click on 'Profile'.



Click on 'Information Requests'.



You are on 'The LEGO Group' Profile. Complete all the information in the form. If you have any questions while completing the form please use the **Comments** section at the bottom of the form.



Supplier Contact & Address Information

Fill in mandatory * information. In the Primary Address section, please note the Country, Street Address, City & Postal Code are mandatory – the rest of the fields are optional.

If your company has a Tax ID please add this information in the 'International Tax ID' field.

Supplier Contact & Address Information

* Primary Contact (Only one can exist)

* Supplier Contact Person First Name	<input type="text" value="Klara"/>
	<small>This field is required</small>
* Supplier Contact Person Last Name	<input type="text" value="Jensen"/>
	<small>This field is required</small>
* Supplier Contact Email address	<input type="text" value="legocoupa+TEST@gmail.c"/>
	<small>This field is required. This email address will be used to send Company Information Requests to the supplier.</small>
* Work Phone	<input type="text" value="US/Canada"/> <input type="text" value="+1 (650) 555-1212"/>
	<small>650-555-1212</small>
	<small>This field is required</small>
Mobile Phone	<input type="text" value="US/Canada"/> <input type="text"/>
	<small>650-555-1212</small>

* PO Email

This email address will be the one receiving the Purchase Orders (POs) from The LEGO Group. POs will be required for delivering goods and / or services to The LEGO Group. Must add ONE email address only.

The Country, Street Address, City and Postal Code are required as part of the Primary Address.
All other fields are optional.

* Primary Address

Country/Region	<input type="text" value="Denmark"/>
Address Name	<input type="text"/>
Street Address	<input type="text" value="STREET 7"/>
Street Address 2	<input type="text"/>
City	<input type="text" value="Billund"/>
State Region	<input type="text"/>
Postal Code	<input type="text" value="7190"/>
Location Code	<input type="text"/>
PO Box	<input type="text"/>
PO Box Postal Code	<input type="text"/>

* International Tax ID

VAT registration number (including country code e.g. DK12345678) or Tax Number (excluding country e.g. 987654321 for Norway) or Company Registration Number

Bank account information

Click on the '**Link to Bank Information Template**' to access the template to fill in your Bank Account information.

Bank account and country legal requirement information

We kindly ask you to provide your bank account and country legal requirement information.

In below link you will find an excel sheet 'Bank Information Template' where you will find different country versions.

Please open the excel sheet - select the relevant version based on your company registration country and if there is no specific version for your country please select the English/global version.

Please attach the document after you have filled in all required information

Link to Bank
Information Template

<https://www.lego.com/legal/lego-terms-of-...>

* Attach the completed Bank Information Template

* Attachments Add File

You will be redirected to a webpage, where you need to click on the link '**Bank Information Template**'.



SHOP

DISCOVER

HELP

LEGO® Terms & Conditions and Invoice Requirements

LEGO Terms of Purchase

These general terms and conditions set out certain legal expectations the LEGO Group has with respect to its suppliers. They govern purchases by the LEGO Group in the absence of a written and executed agreement between the applicable supplier and LEGO Group entity. Unless expressly agreed to the contrary between the parties, they shall apply to the exclusion of any other terms that the Supplier seeks to unilaterally impose or incorporate, or which are implied by trade, custom, practice or course of dealing.

[General Terms and Conditions for purchases within the LEGO Group](#) (English)

[General Terms and Conditions for purchases within the LEGO Group](#) (Chinese)

[General Terms and Conditions for purchases within the LEGO Group](#) (Spanish)

The LEGO Group - Invoice Requirements

To secure payment on time please follow the Invoice Requirements from the LEGO Group.

[Invoice requirements from The LEGO Group](#) (English)

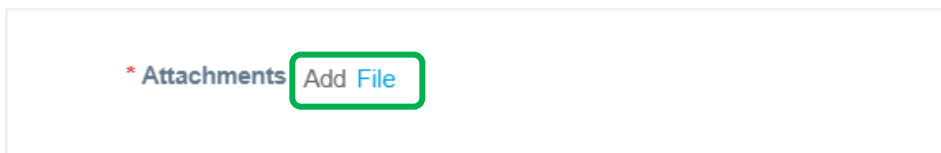
[LEGO Group Invoicing Addresses](#) (English)

[Bank Information Template](#)

By clicking on the '**Bank Information Template**' link, you open an MS Excel file and then you need to follow these steps:

- Select the relevant Country version, based on your company registration country
- Fill in all relevant information
- Save the file
- Go back to the Coupa supplier form and attach the file

* Attach the completed Bank Information Template



Tick '**I acknowledge that I have attached the Bank Information Template with accurate & correct information**', when the document has been attached.

* I acknowledge that I have attached the Bank Information Template with accurate & correct information

Certifications

Where applicable please provide certificates relevant for your organization

Certifications

Please attach any relevant certifications applicable to your organisation.

If a certain certificate is not applicable to your organisation, please leave the Description and Attachments fields blank.

Invoice requirements

Click on the link 'Invoice Requirements Document'.

Invoice requirements

Invoice Requirements Document <https://www.lego.com/aboutus/lego-grou...>

* I acknowledge that I have read and will abide by The LEGO Group Invoice Requirements

You will be redirected to a webpage, where you can find a link to the **Invoice requirements**.



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[Invoice requirements from The LEGO Group](#) (English)

[LEGO Group Invoicing Addresses](#) (English)

[Bank Information Template](#)

Read our Invoice Requirements document.

Tick 'I acknowledge that I have read and will abide by The LEGO Group Invoice Requirements'.

Invoice requirements

Invoice Requirements Document

<https://www.lego.com/aboutus/lego-grou...>

Please click on the link. Then find and read our Invoice Requirements

* I acknowledge that I
have read and will
abide by The LEGO
Group Invoice
Requirements



US/Canada specific requirements (only required if trading with US/Canada)

If you are trading with US/Canada The LEGO Group requires you to provide W8 or W9 forms.

If that is the case, the 'LEGO specific Federal reportable for US' field in the form should be ticked. You need to attach W8 or W9 forms by using the **Attachments** button.

US/Canada specific requirements (only required if trading with US/Canada)

If you are trading with US and/or Canada for The LEGO Group, you need to attach W8 or W9 forms

LEGO specific -
Federal reportable for
US?

If ticked, The LEGO Group requires you to provide W8 or W9 forms in the attachment field below (for US tax purposes)

Link to W8 or W9 forms

<https://themes.zendesk.com/hc/en-us/arti...>

Attachment W8 or W9 form

Type

Attachments Add File

Additional Information

This section is optional. You can provide additional text information and/or attach a file if needed.

Additional Information

Additional Information

Attachment No file chosen

Closing Word

Click '**Submit for Approval**' and the form will be sent to the LEGO Group. You have completed the registration process and will receive an email notification once it is approved by the LEGO Group.

Closing Word & Potential Contracting

Dear Supplier,

We thank you for your cooperation by completing this form.

We may contact you to discuss further contractual documentation required for the specific goods and/or services you will deliver, or to ensure we have compliance in areas such as data privacy, confidentiality, cyber security, environmental impact etc.

Please do not hesitate to contact us by using the comments section below, if you have any questions.

Kind regards,

The LEGO Group

Decline

Save

Submit for Approval

Remember that if you have any questions while completing the form you can use the **Comments** section. Enter your comment in the text box and click on 'Add Comment'.

Comments

[Mute Comments](#) 

Enter Comment

Add Comment

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Attachments [Add File](#) | [URL](#)

Add Comment

2. Submit changes to your company information at a later point

If some of your company information changes at a later point in time – e.g. Address details, Bank details, etc., please:

- Login to your Coupa Supplier Portal account
- Update the changes in the Customer Profile for **The LEGO Group**
- For bank details updates, in the Bank account information section, please use **Bank Information Template** excel file and attach it to your form
- Click on 'Update Info'

You will receive an email notification once it is approved by the LEGO Group.