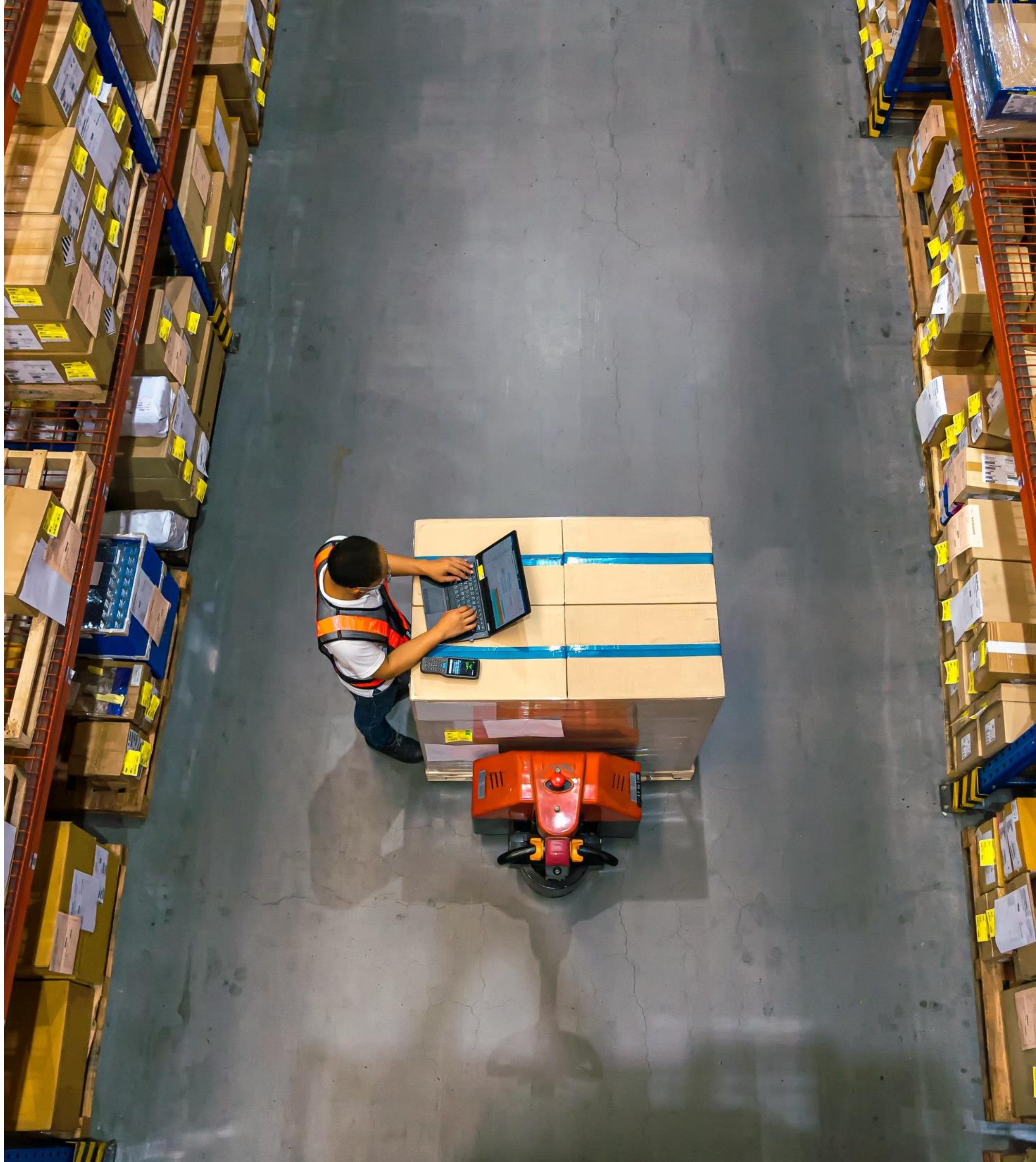
Reference Guide for Supplier Onboarding



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Introduction

TomTom has adopted Coupa as a strategic platform to drive efficiencies across sourcing, contracting, supplier onboarding, purchase order (PO) processing, and invoicing. As part of this rollout, all suppliers doing business with TomTom are required to complete onboarding in the Coupa system.

During this Onboarding process, you will be asked to provide key information, including your contact details, company address, tax information, and banking details, to ensure the creation of a complete and accurate supplier record in our system.

TomTom's Supplier Onboarding guide

To initiate the process, you will receive an email invitation from TomTom containing two onboarding options.

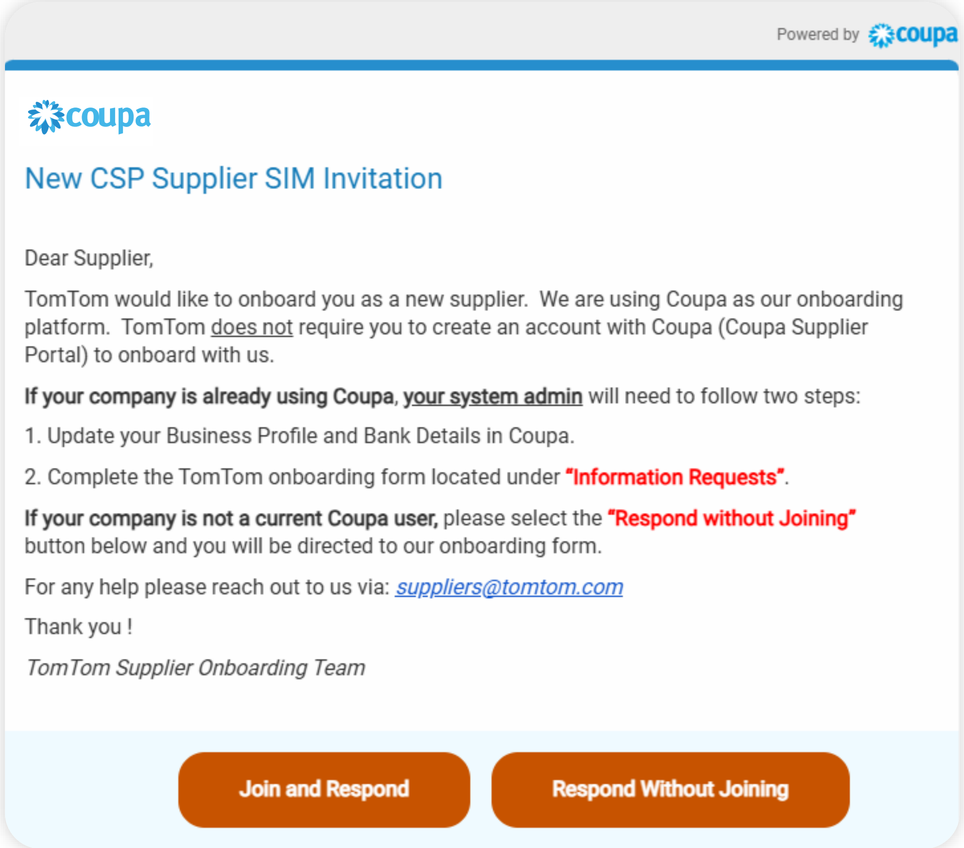
Option 1: Join and Respond

If you select this option, you will first be required to create a Coupa Supplier Portal (CSP) account. Once your CSP profile setup is fully completed, you will then be able to access and fill in TomTom's information request form.

Note: We are using Coupa as our Supplier Onboarding platform. TomTom does not require you to create an account with Coupa (CSP) to onboard with us.

Option 2: Respond Without Joining

If you select this option, you will not need to join the CSP (you can do so later if required) and will be redirected to TomTom's information request form.



Powered by coupa

coupa

New CSP Supplier SIM Invitation

Dear Supplier,

TomTom would like to onboard you as a new supplier. We are using Coupa as our onboarding platform. TomTom does not require you to create an account with Coupa (Coupa Supplier Portal) to onboard with us.

If your company is already using Coupa, your system admin will need to follow two steps:

1. Update your Business Profile and Bank Details in Coupa.
2. Complete the TomTom onboarding form located under **"Information Requests"**.

If your company is not a current Coupa user, please select the **"Respond without Joining"** button below and you will be directed to our onboarding form.

For any help please reach out to us via: *suppliers@tomtom.com*

Thank you !

TomTom Supplier Onboarding Team

Join and Respond | Respond Without Joining

* Please note that the message you receive may be slightly different from the screenshot above.

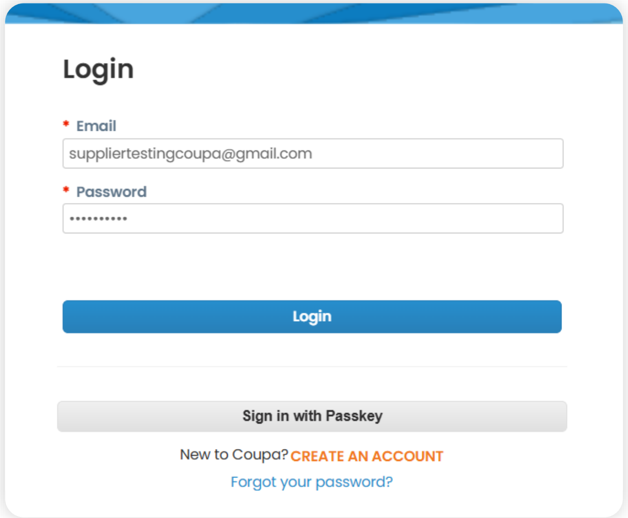
Option 1: Join and Respond

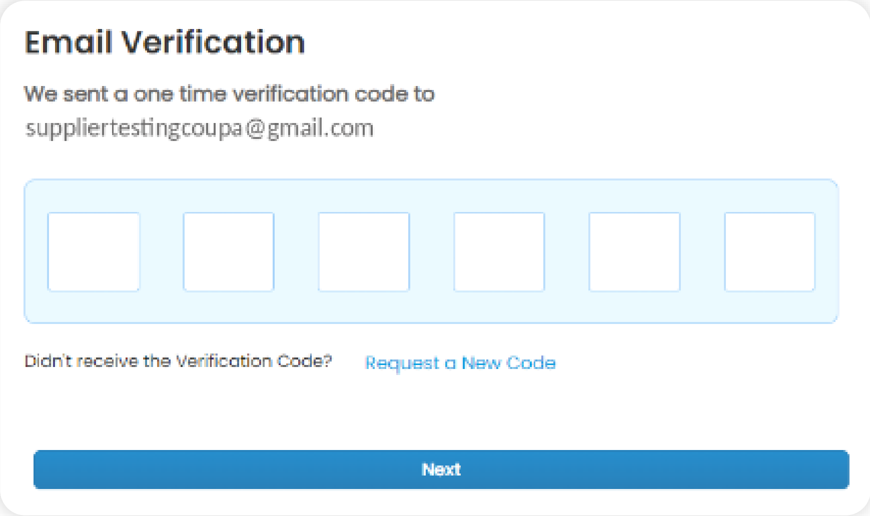
Create Your CSP Profile

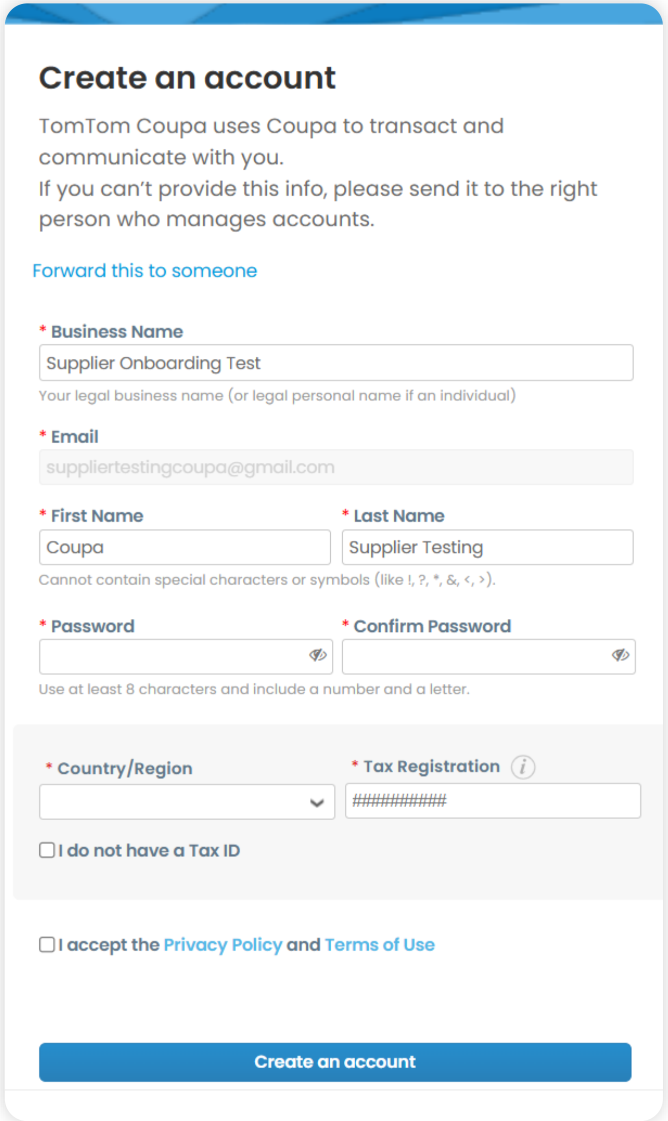
If you select this option, the first step would be to create your profile on the Coupa Supplier Portal to join the Coupa network.

You will need to complete two-factor authentication. A one-time verification code will be sent to your email. Enter this code in Coupa to continue setting up your CSP profile.

* Note: The Privacy Policy and Terms of Use are Coupa's own policies, not TomTom's.







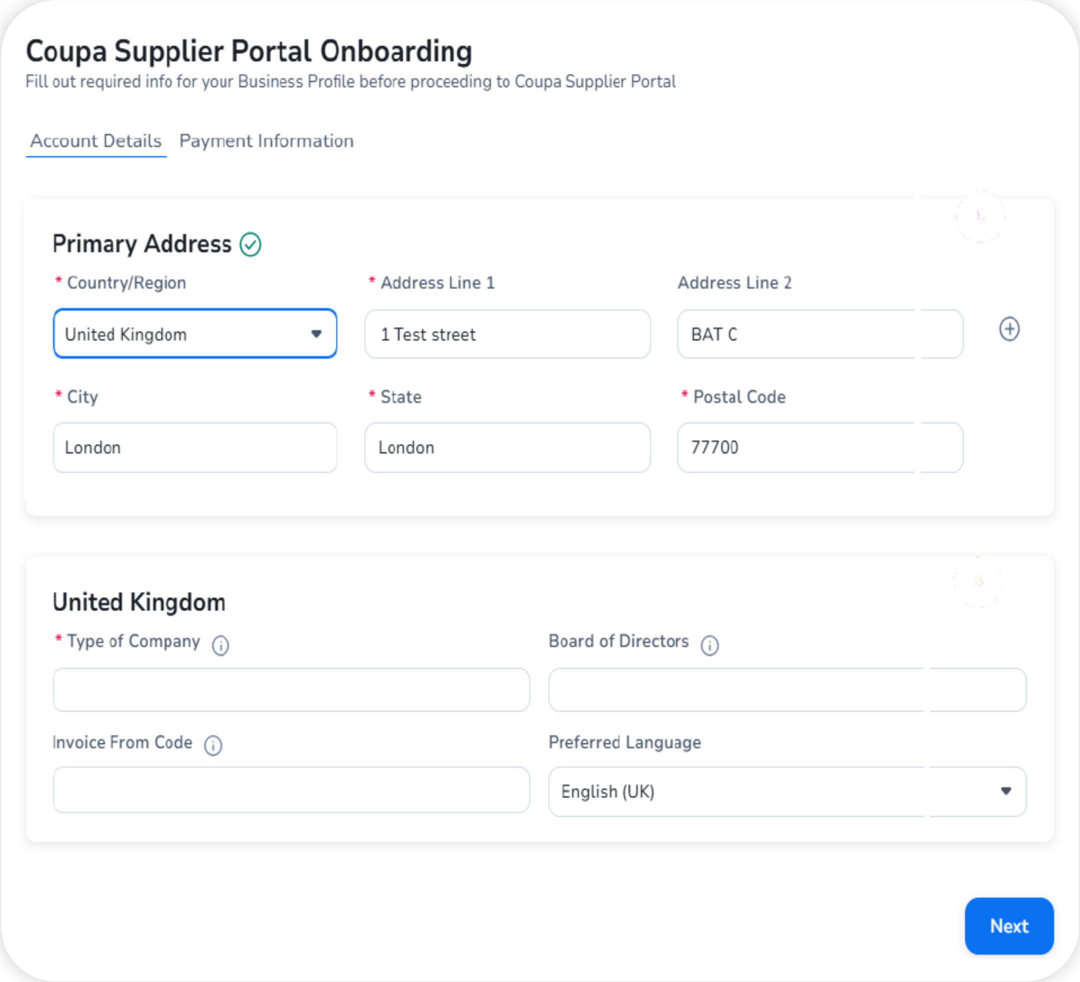
Join and Respond

Option 1: Join and Respond

Complete the Required Fields

Fill in all the required fields and complete each pop-up window as they appear.

Please note that creating your CSP profile does not automatically submit TomTom's information request. You will still need to complete and submit the form after your CSP profile has been created.

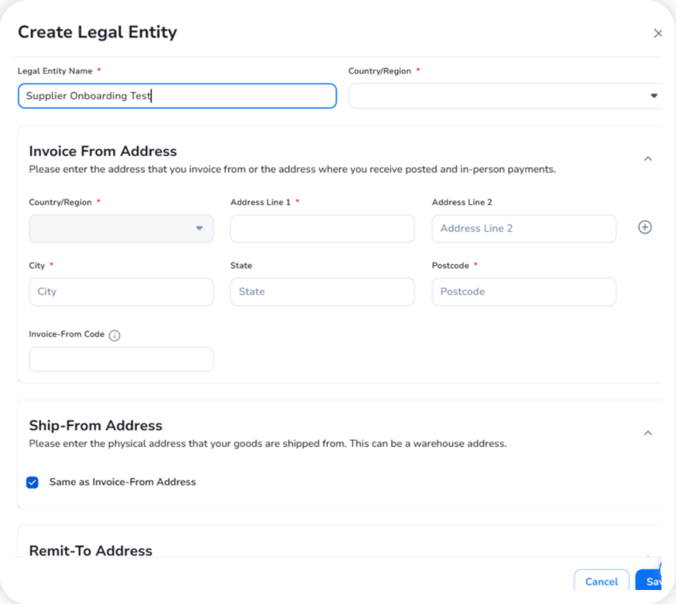


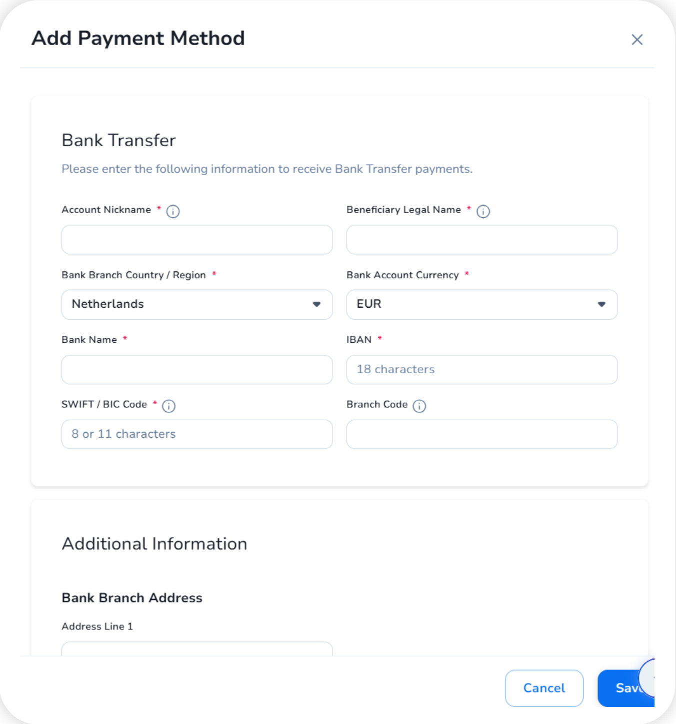
Option 1: Join and Respond

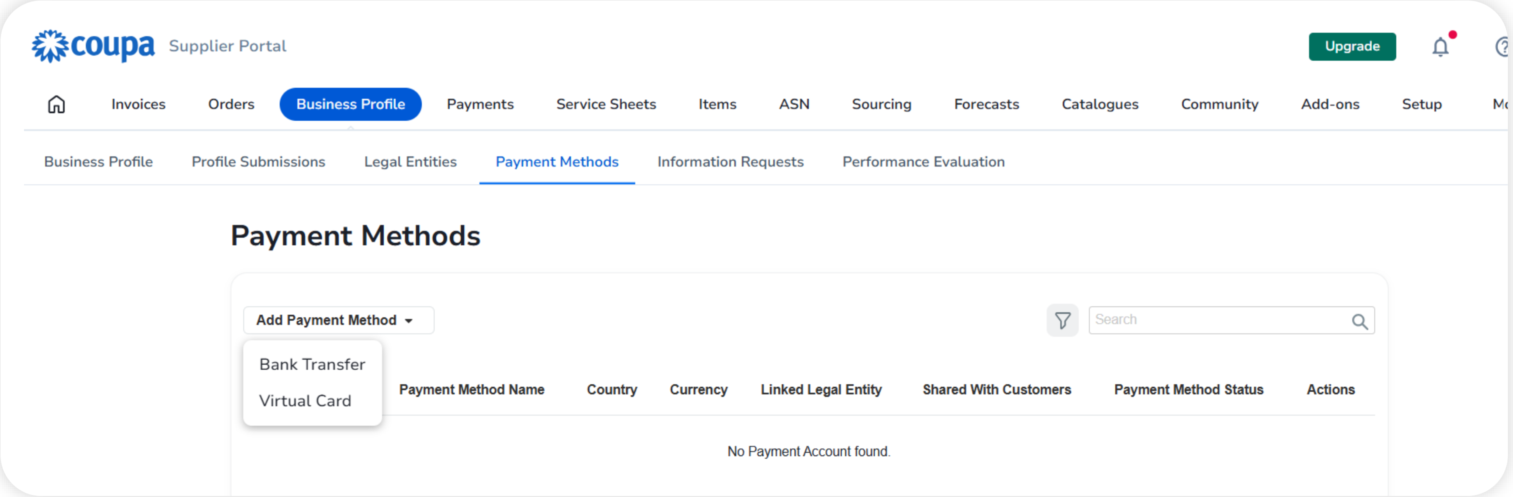
Business Details

Please fill in your business details for the following fields. Required fields are marked with a red asterisk (*):

- Country/Region
- Address
- City
- State
- Postal code
- Payment method



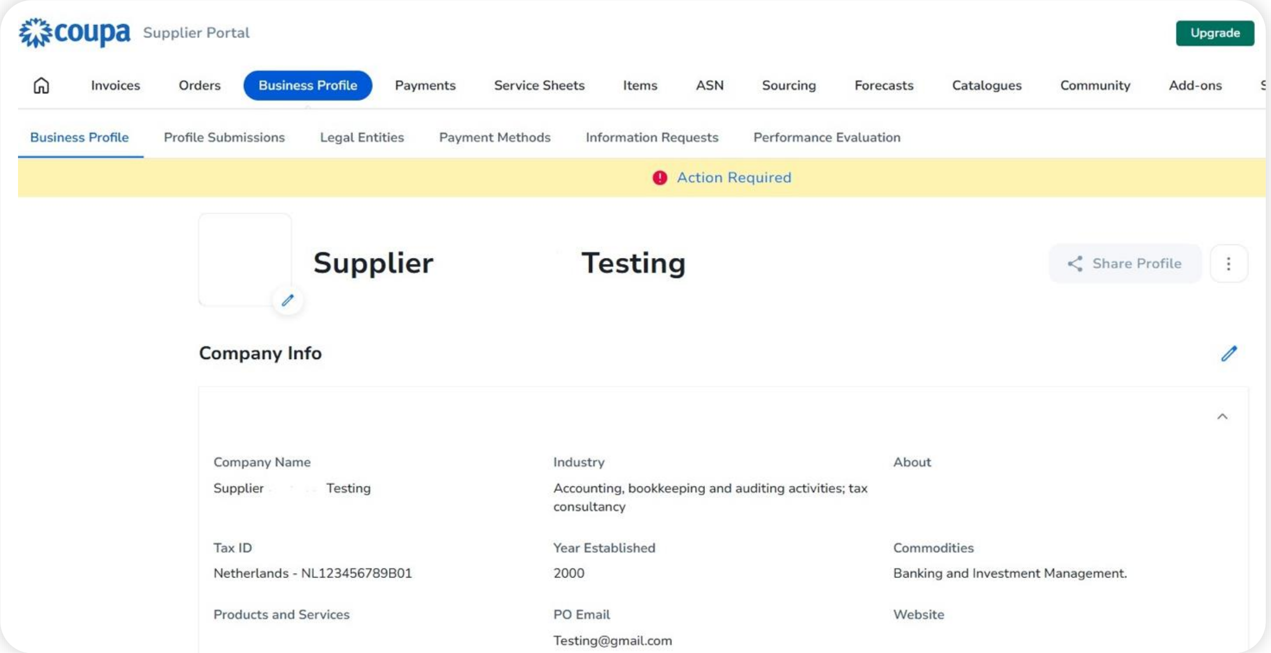


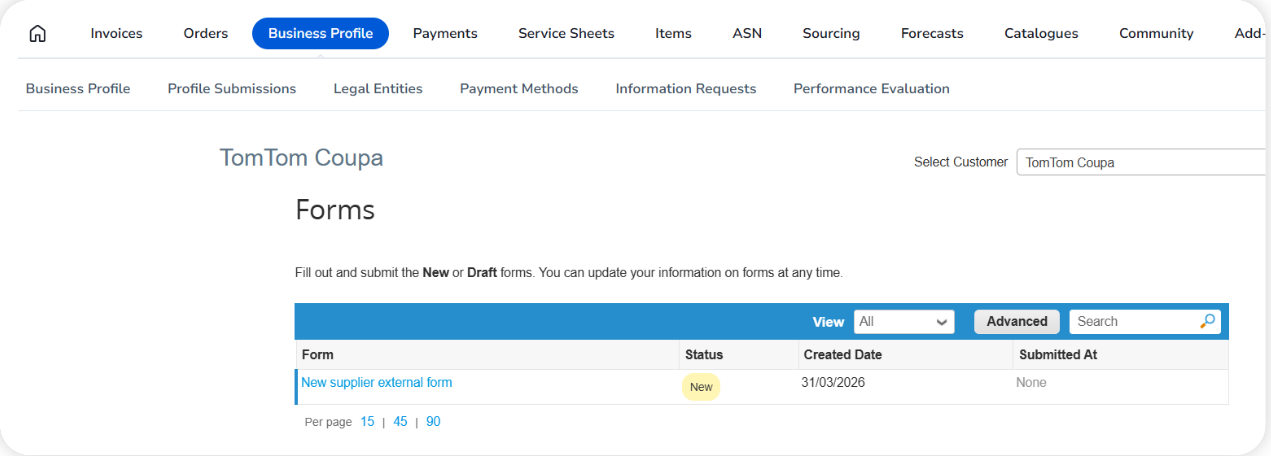


Access TomTom's Form

The information you enter during the CSP profile creation may automatically populate on TomTom's request form as well — but this is still part of the CSP setup process.
If you prefer to go directly to the form, you can skip the remaining CSP steps and complete them later.
Alternatively, you can access the form by navigating to Business Profile > Information Requests (in the subtabs) > and selecting Supplier External form of TomTom.

Click here to see the TomTom New Supplier request form





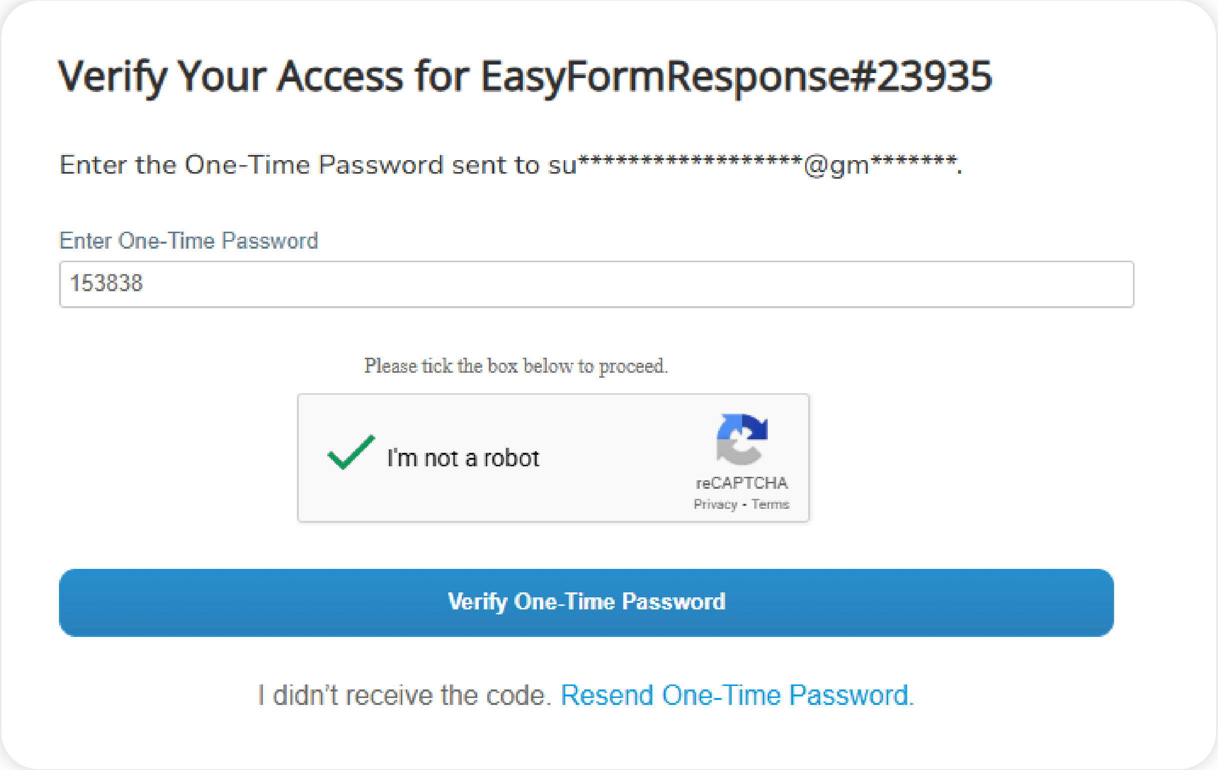
Option 2: Respond Without Joining

If you select this option, you will not have to join the CSP at this time (you can do so later) and will be redirected to TomTom's information request form.

It will take you to verify your access. You will need to add the One-Time Password which is sent to your registered email address.

Once the verification is complete, you will be taken directly to the form you need to complete.

Click here to see the TomTom Supplier request form.



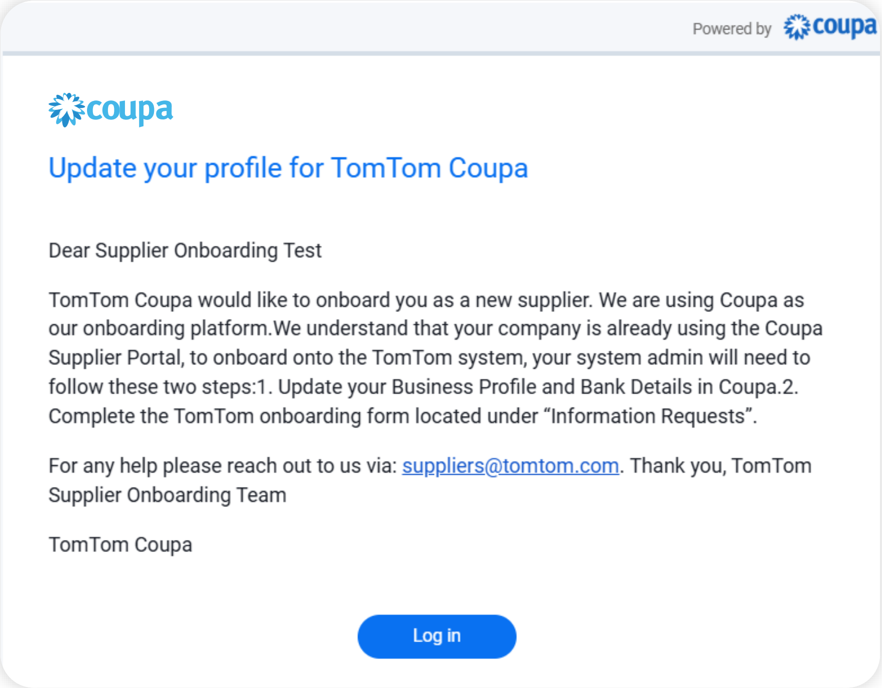
Respond Without Joining

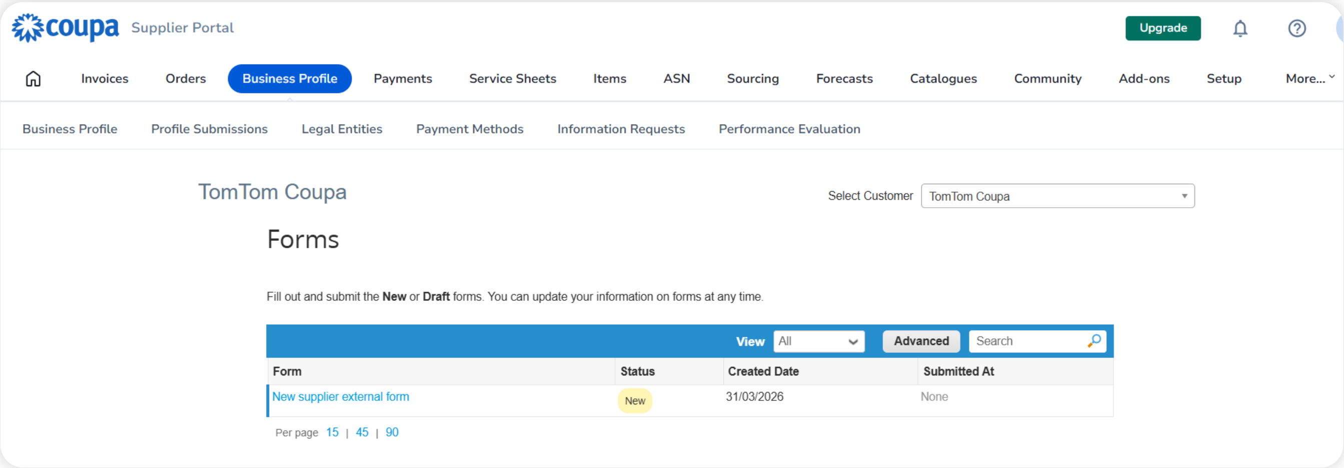
Option 3: Company Already Registered on CSP

If your company is already registered on the Coupa Supplier Portal (CSP), the designated Coupa system administrator within your organization is required to complete the following steps:

Update the Business Profile and Banking Details in Coupa.
Complete the TomTom onboarding form available under "Information Requests".

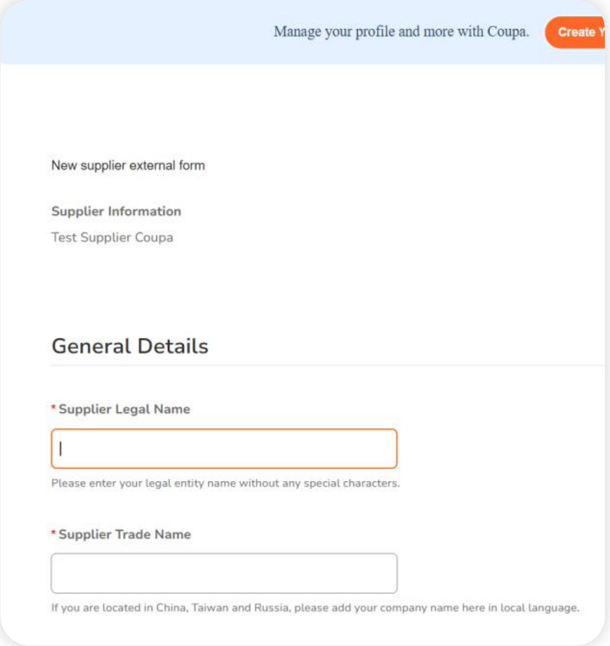
[Click here to see the TomTom Supplier request form.]



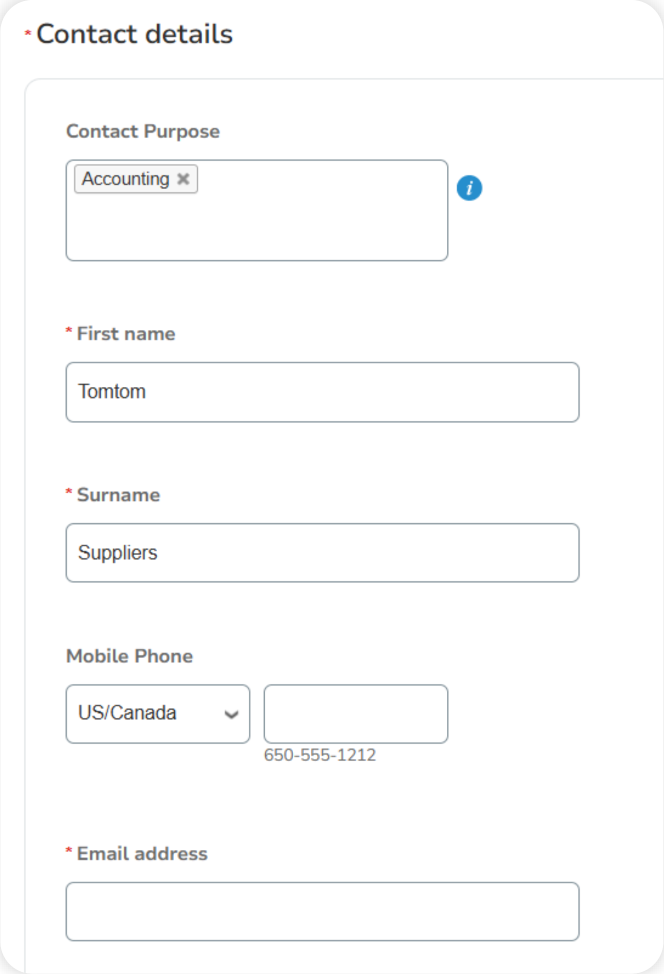


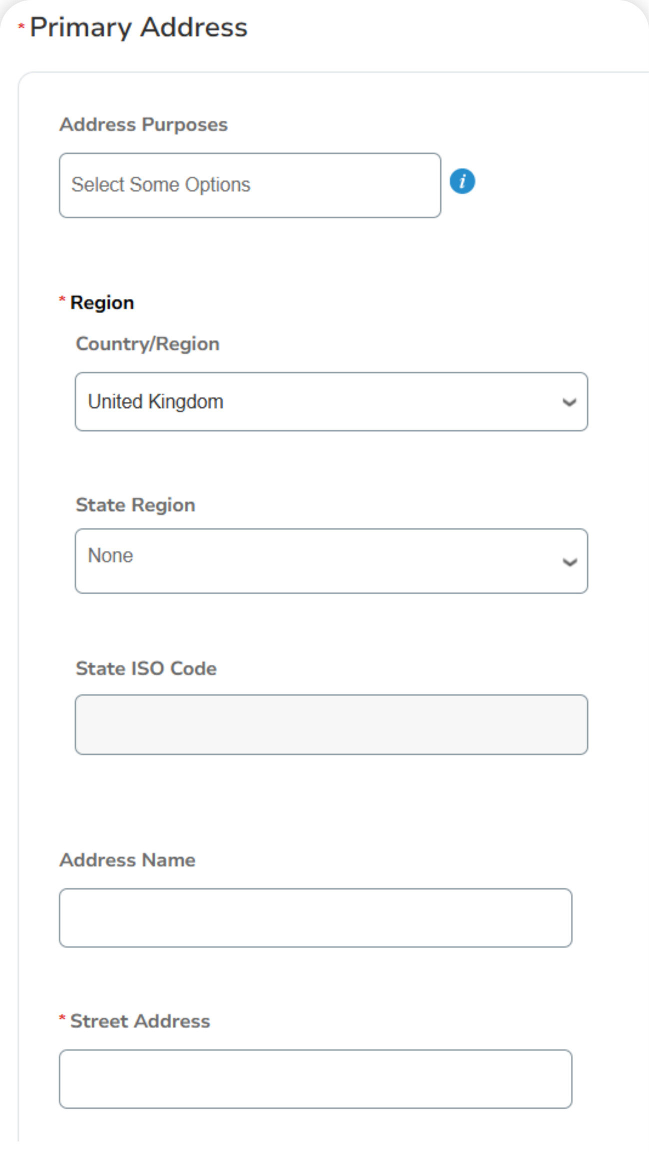
TomTom Supplier External Form

You will have to go through all the fields and update the required information:



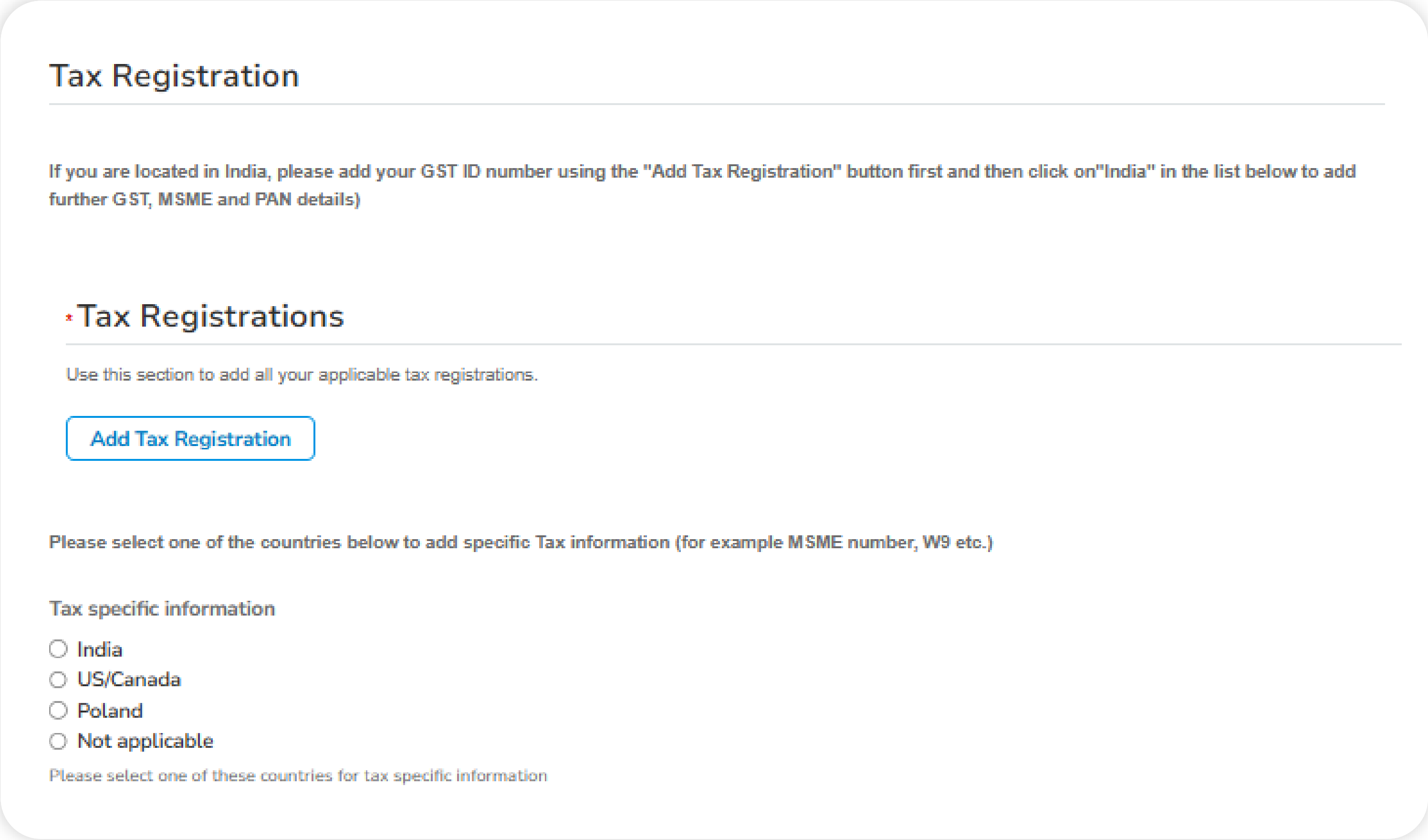
- Company name
- Contact details
- Country
- Address details
- Tax details
- Banking details
- Transaction details





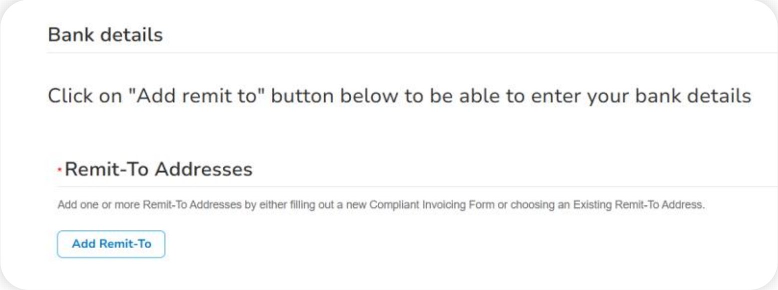
Tax Registration

- Update your tax details by clicking on “Add Tax Registration” and enter the VAT/tax information based on your company's tax registered location.
- Select the “Tax specific information”, if applicable, and provide the necessary information or documents.



Bank Details

This step is critical to finalizing the banking details—please ensure all information is accurate.


Bank details

Click on "Add remit to" button below to be able to enter your bank details

*Remit-To Addresses

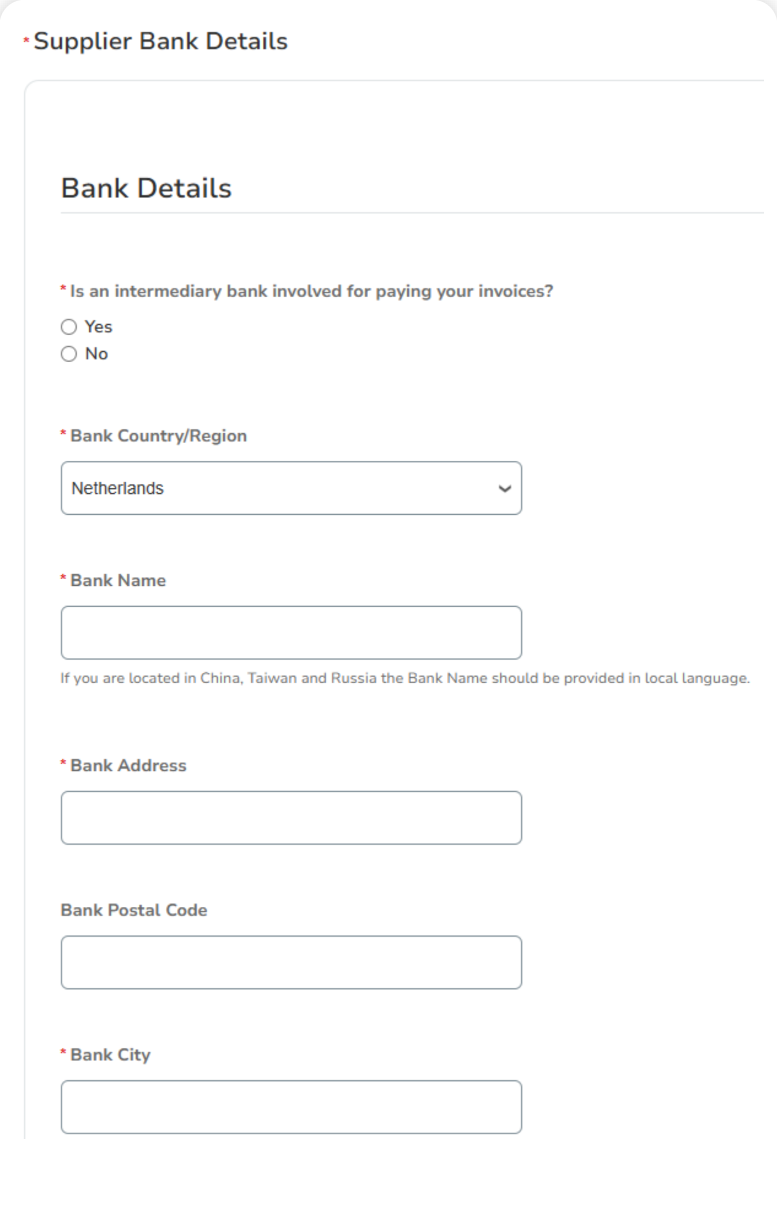
Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

By selecting the blue button "Add Remit-to", additional fields will be displayed, allowing you to provide your Remit-To address and banking details.

Please note that you can add multiple Remit-To addresses, if required (i.e. if payments are to be received in multiple bank accounts).

Ensure you enter the Bank Account Number, Account Holder Name and either the IBAN & Swift code or the Routing Number, based on your bank location.


*Supplier Bank Details

Bank Details

*Is an intermediary bank involved for paying your invoices?

Yes

No

*Bank Country/Region

Netherlands

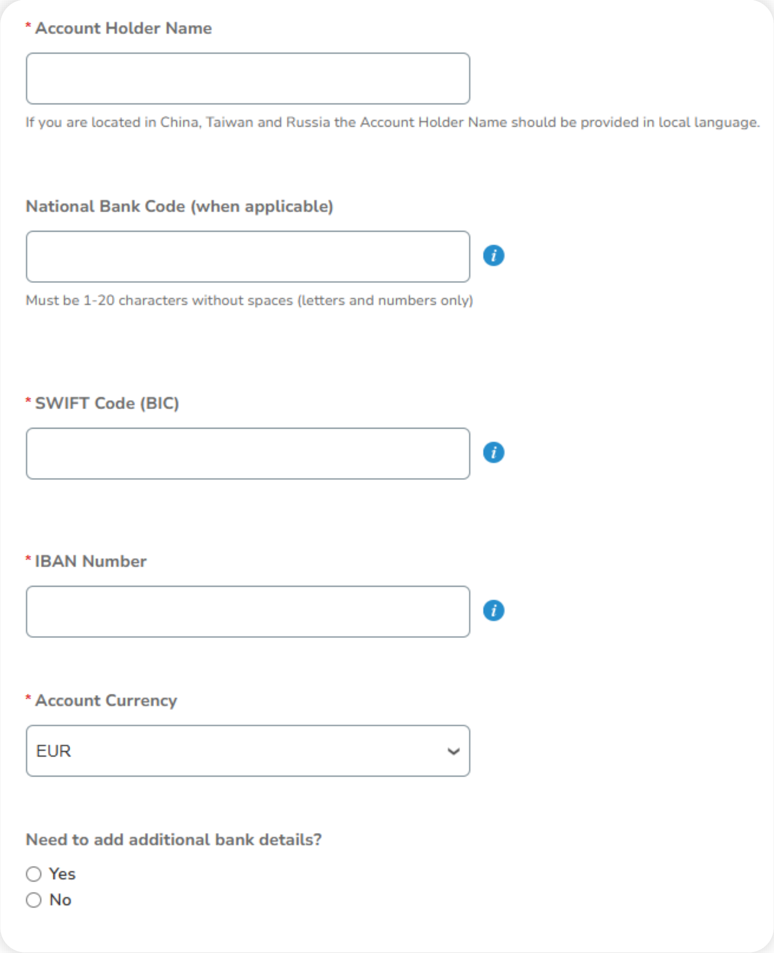
*Bank Name

If you are located in China, Taiwan and Russia the Bank Name should be provided in local language.

*Bank Address

Bank Postal Code

*Bank City


*Account Holder Name

If you are located in China, Taiwan and Russia the Account Holder Name should be provided in local language.

National Bank Code (when applicable)

Must be 1-20 characters without spaces (letters and numbers only)

*SWIFT Code (BIC)

*IBAN Number

*Account Currency

EUR

Need to add additional bank details?

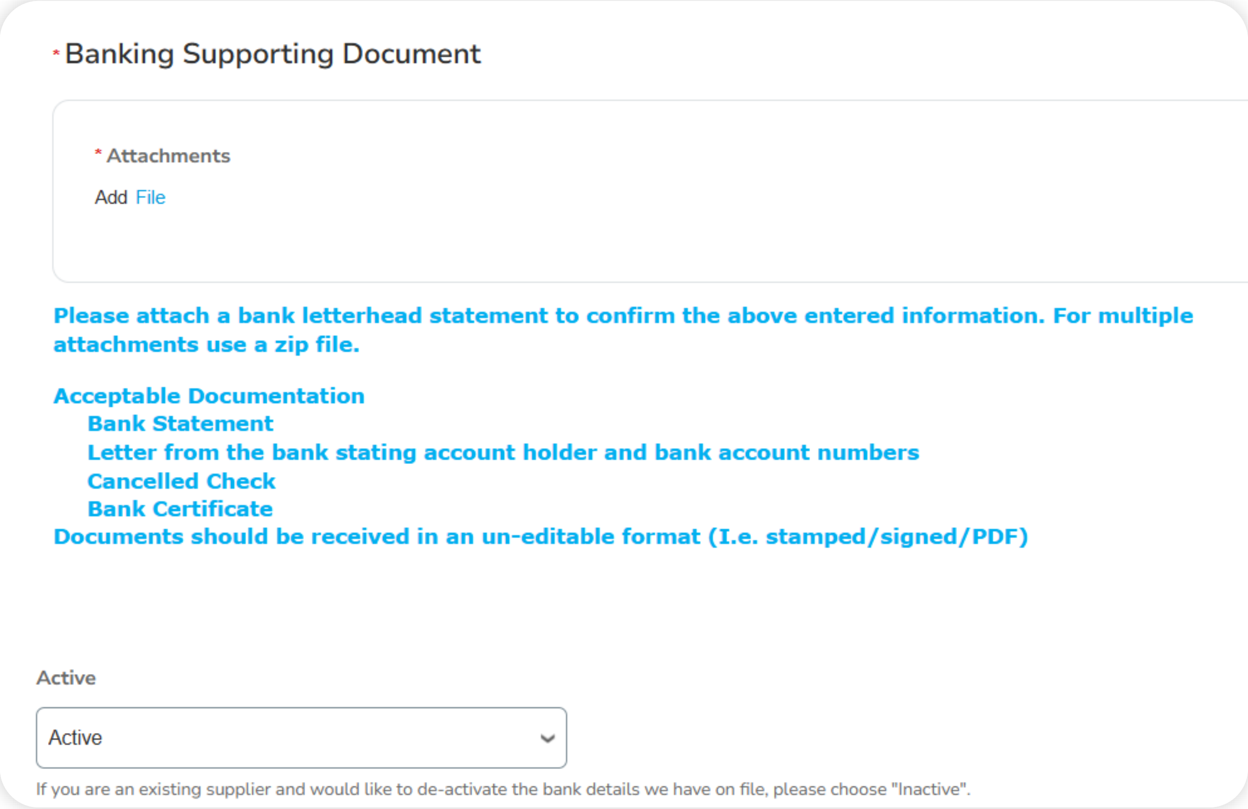
Yes

No

Attach a Supporting Bank Document

Acceptable documents include:

- Bank statement
- Bank letter confirming account holder and account number
- Cancelled check
- Bank certificate



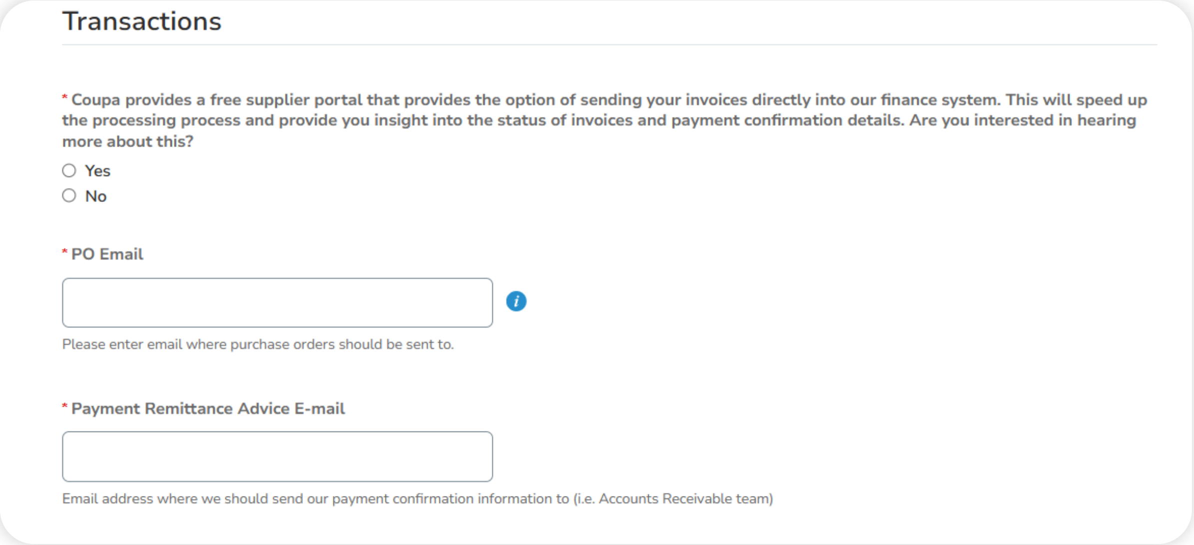
Other Required Fields

Provide the required information in the mandatory fields .

You can submit the form for approval once you have filled in all the information.

Please note that submitting the form does not mean that the onboarding process is already approved and finalized from TomTom's side.

We will review the information and get back to you if any changes or clarifications are needed.


Transactions

* Coupa provides a free supplier portal that provides the option of sending your invoices directly into our finance system. This will speed up the processing process and provide you insight into the status of invoices and payment confirmation details. Are you interested in hearing more about this?

Yes

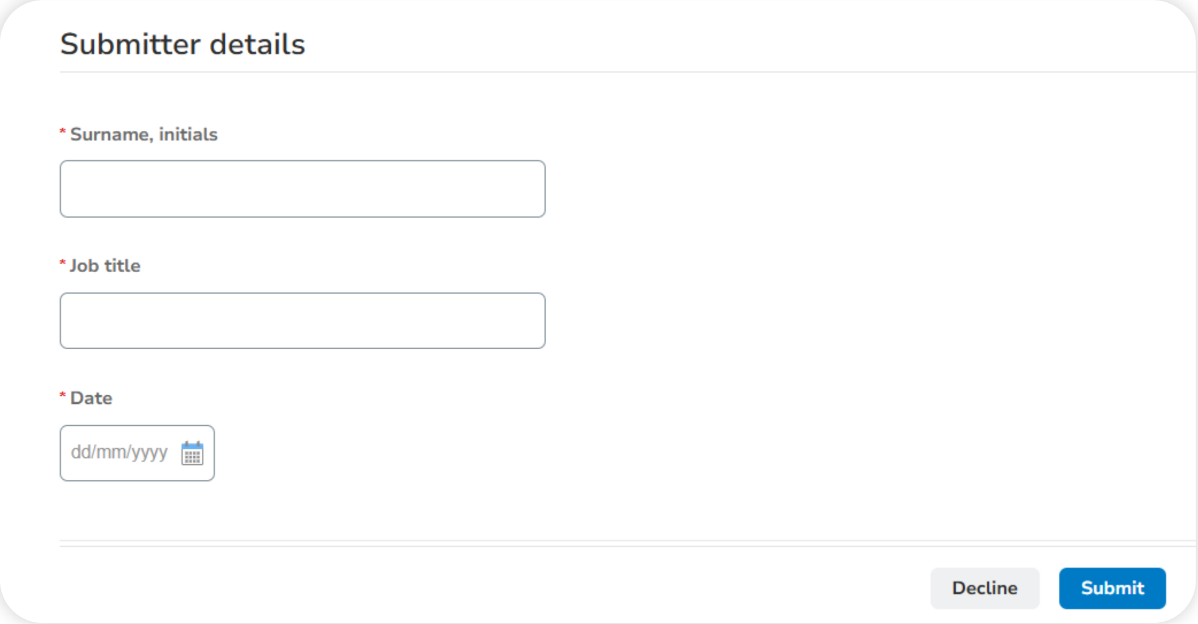
No

* PO Email

Please enter email where purchase orders should be sent to.

* Payment Remittance Advice E-mail

Email address where we should send our payment confirmation information to (i.e. Accounts Receivable team)


Submitter details

* Surname, initials

* Job title

* Date

dd/mm/yyyy

Decline

Submit

tomtom