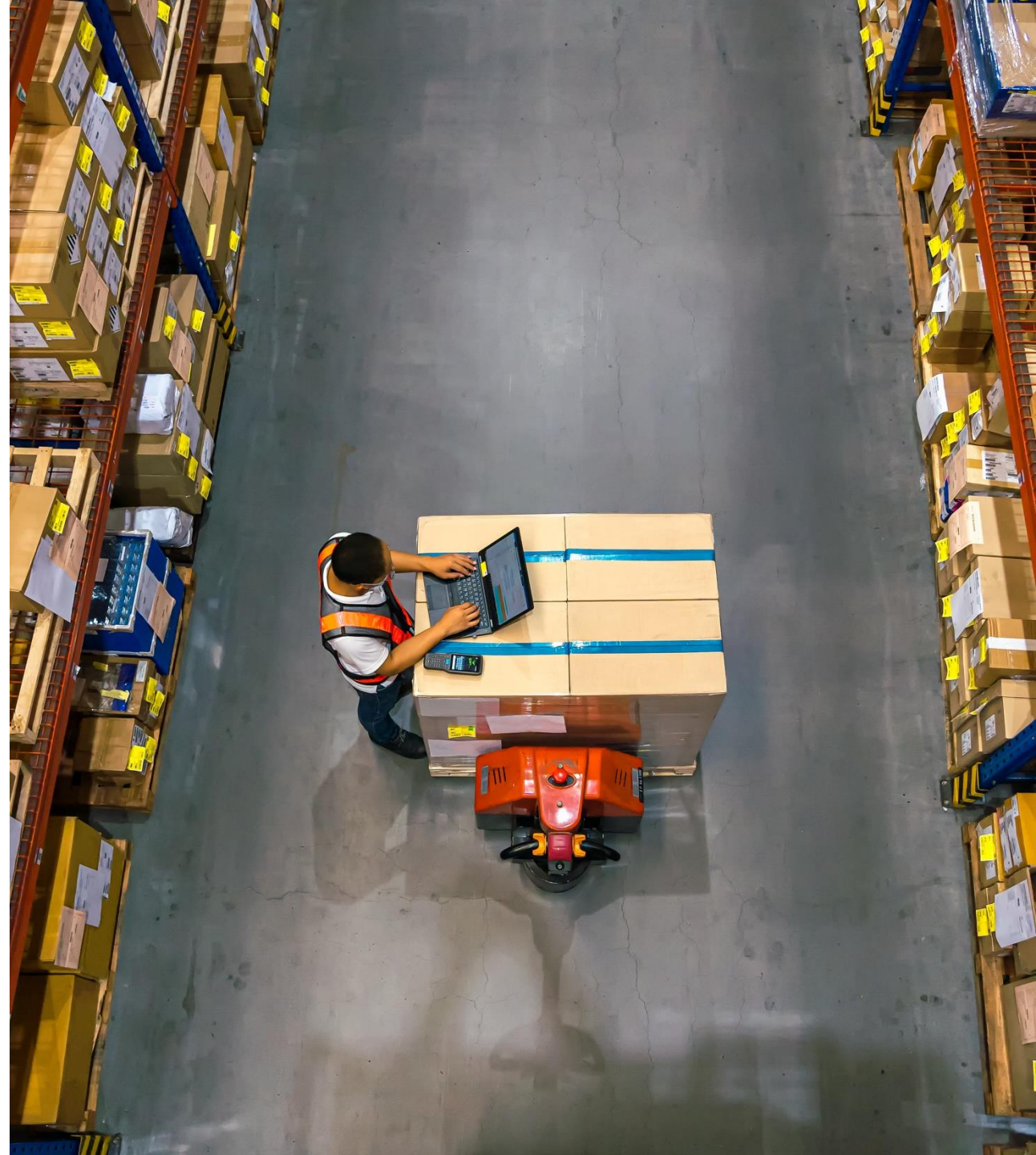




Reference Guide for Supplier Onboarding



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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.

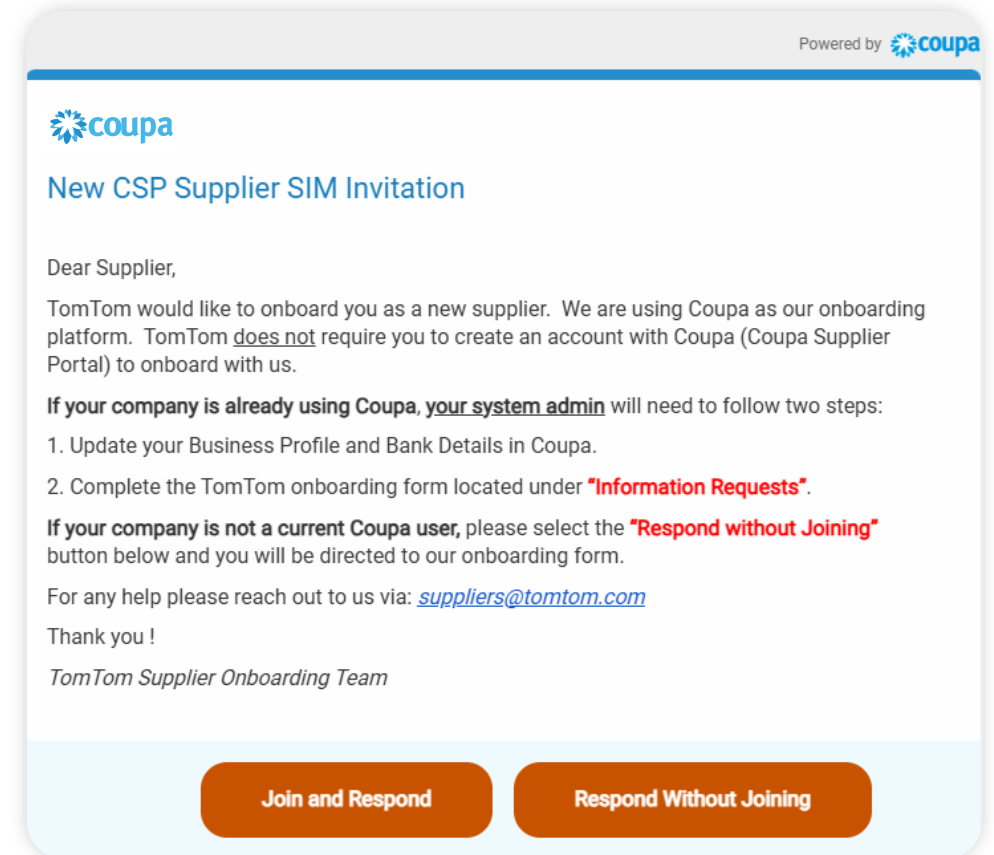
Option 1: Join and Respond

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.



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

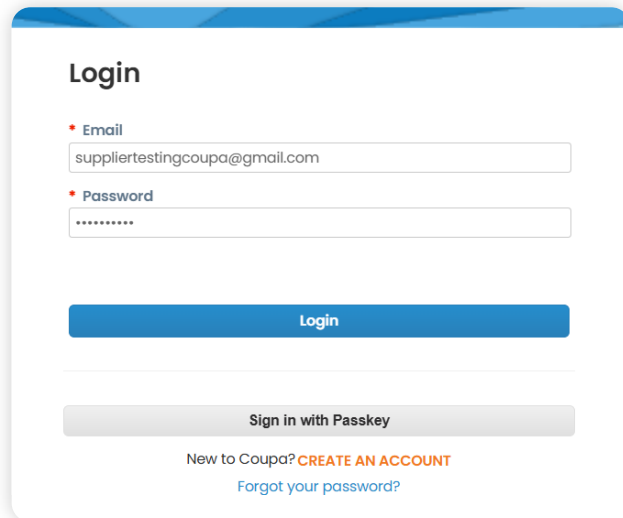
Option 1: Join and Respond

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.



Login

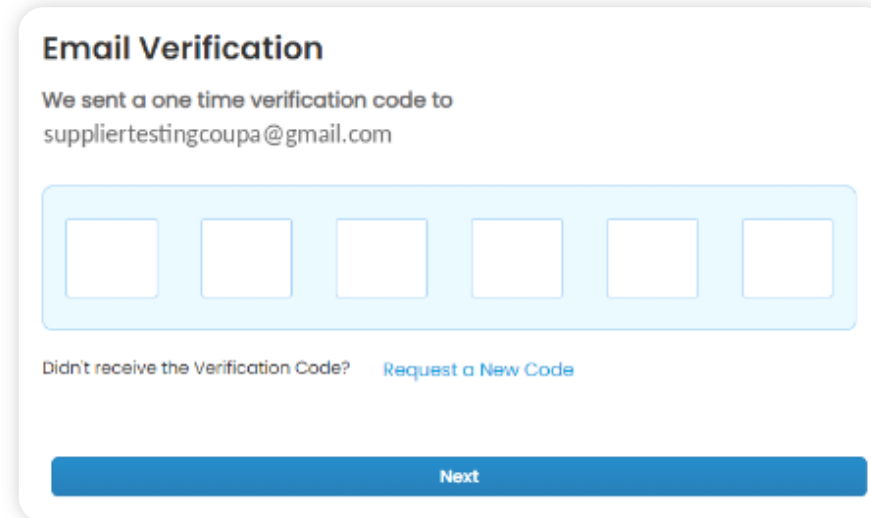
* Email
suppliertestingcoupa@gmail.com

* Password

Login

Sign in with Passkey

New to Coupa? [CREATE AN ACCOUNT](#)
[Forgot your password?](#)



Email Verification

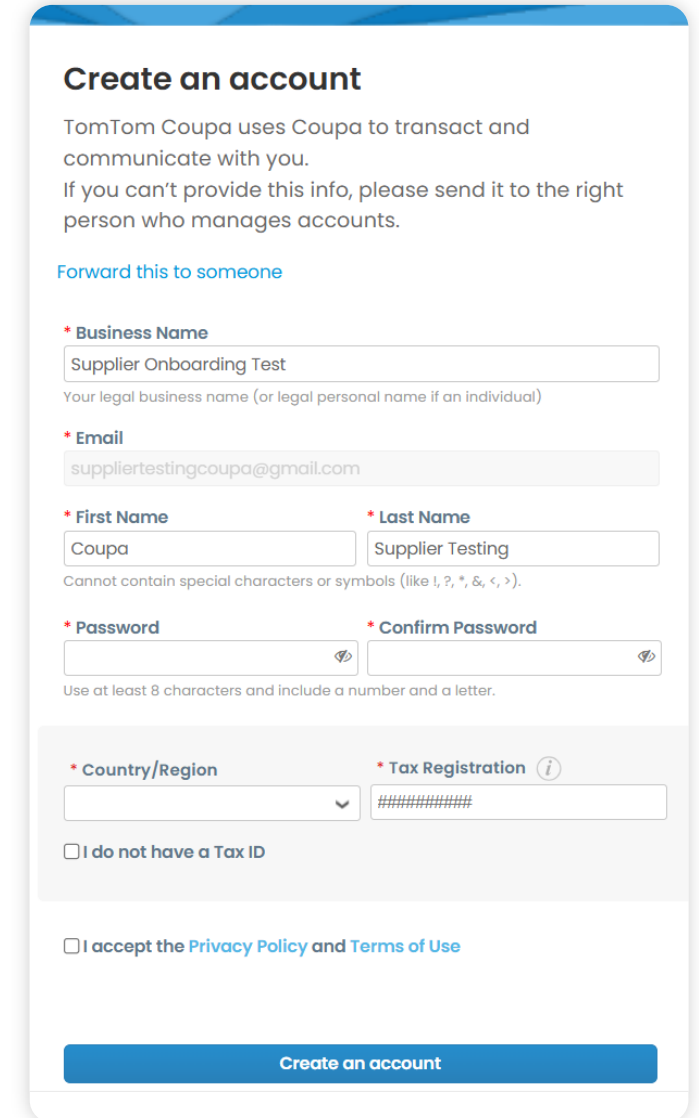
We sent a one time verification code to
suppliertestingcoupa@gmail.com

□ □ □ □ □ □

Didn't receive the Verification Code? [Request a New Code](#)

Next

Join and Respond



Create an account

TomTom Coupa uses Coupa to transact and communicate with you.
If you can't provide this info, please send it to the right person who manages accounts.

[Forward this to someone](#)

* Business Name
Supplier Onboarding Test
Your legal business name (or legal personal name if an individual)

* Email
suppliertestingcoupa@gmail.com

* First Name
Coupa

* Last Name
Supplier Testing
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

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.

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

[Account Details](#) [Payment Information](#)

Primary Address

* Country/Region

United Kingdom

* Address Line 1

1 Test street

Address Line 2

BAT C

* City

London

* State

London

* Postal Code

77700

United Kingdom

* Type of Company 

Board of Directors 

Invoice From Code 

Preferred Language

English (UK)

Next

Business Details

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

Create Legal Entity

Legal Entity Name *

Supplier Onboarding Test

Country/Region *

Invoice From Address

Please enter the address that you invoice from or the address where you receive posted and in-person payments.

Country/Region *

Address Line 1 *

Address Line 2

Address Line 2

City *

City

State

State

Postcode *

Postcode

Invoice-From Code ⓘ

Ship-From Address

Please enter the physical address that your goods are shipped from. This can be a warehouse address.

☒ Same as Invoice-From Address

Remit-To Address

Cancel

Save

Add Payment Method

✕

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Account Nickname * ⓘ

Beneficiary Legal Name * ⓘ

Bank Branch Country / Region *

Netherlands ▼

Bank Account Currency *

EUR ▼

Bank Name *

IBAN *

18 characters

SWIFT / BIC Code * ⓘ

8 or 11 characters

Branch Code ⓘ

Additional Information

Bank Branch Address

Address Line 1

Cancel

Save

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](#)

The screenshot shows the 'Supplier Testing' page in the Coupa Supplier Portal. The top navigation bar includes 'Invoices', 'Orders', 'Business Profile' (selected), 'Payments', 'Service Sheets', 'Items', 'ASN', 'Sourcing', 'Forecasts', 'Catalogues', 'Community', and 'Add-ons'. Below this, a sub-navigation bar shows 'Business Profile', 'Profile Submissions', 'Legal Entities', 'Payment Methods', 'Information Requests', and 'Performance Evaluation'. A yellow banner at the top of the main content area says 'Action Required'. The main content area is titled 'Supplier Testing' and includes a 'Share Profile' button. Below this is a 'Company Info' section with a grid of fields: Company Name (Supplier - Testing), Industry (Accounting, bookkeeping and auditing activities; tax consultancy), About, Tax ID (Netherlands - NL123456789B01), Year Established (2000), Commodities (Banking and Investment Management), Products and Services, PO Email (Testing@gmail.com), and Website.

The screenshot shows the 'TomTom Coupa Forms' page. The top navigation bar is the same as the previous screenshot. The sub-navigation bar shows 'Business Profile', 'Profile Submissions', 'Legal Entities', 'Payment Methods', 'Information Requests', and 'Performance Evaluation'. The main content area is titled 'TomTom Coupa Forms' and includes a 'Select Customer' dropdown menu with 'TomTom Coupa' selected. Below this is a message: 'Fill out and submit the New or Draft forms. You can update your information on forms at any time.' A table below shows a list of forms. The table has columns: Form, Status, Created Date, and Submitted At. The first row shows 'New supplier external form' with a status of 'New', a created date of '31/03/2026', and a submitted date of 'None'. The table is filtered by 'View All' and 'Advanced Search'. The footer shows 'Per page 15 | 45 | 90'.

Form	Status	Created Date	Submitted At
New supplier external form	New	31/03/2026	None

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

Verify Your Access for EasyFormResponse#23935

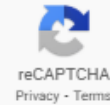
Enter the One-Time Password sent to su*****@gm*****.

Enter One-Time Password

153838

Please tick the box below to proceed.

☒ I'm not a robot



Verify One-Time Password

I didn't receive the code. [Resend One-Time Password.](#)

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.](#)



Supplier Portal

Upgrade




Home

Invoices

Orders

Business Profile

Payments

Service Sheets

Items

ASN

Sourcing

Forecasts

Catalogues

Community

Add-ons

Setup

More...

Business Profile

Profile Submissions

Legal Entities

Payment Methods

Information Requests

Performance Evaluation

TomTom Coupa

Select Customer TomTom Coupa

Forms

Fill out and submit the **New** or **Draft** forms. You can update your information on forms at any time.

Form	Status	Created Date	Submitted At
New supplier external form	New	31/03/2026	None

Per page 15 | 45 | 90

The image shows a screenshot of an email template. At the top right, it says "Powered by" followed by the Coupa logo. The main heading is "Update your profile for TomTom Coupa" in blue. Below this, the salutation is "Dear Supplier Onboarding Test". The body text explains that TomTom Coupa wants to onboard the recipient as a new supplier and lists two steps: 1. Update your Business Profile and Bank Details in Coupa. 2. Complete the TomTom onboarding form located under "Information Requests". A link to "suppliers@tomtom.com" is provided for help. The signature is "TomTom Coupa". At the bottom center, there is a blue button with the text "Log in".

TomTom Supplier External Form

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

Manage your profile and more with Coupa. [Create Y](#)

New supplier external form

Supplier Information

Test Supplier Coupa

General Details

* Supplier Legal Name

Please enter your legal entity name without any special characters.

* Supplier Trade Name

If you are located in China, Taiwan and Russia, please add your company name here in local language.

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

* Contact details

Contact Purpose

[i](#)

* First name

* Surname

Mobile Phone

US/Canada

* Email address

* Primary Address

Address Purposes

[i](#)

* Region

Country/Region

United Kingdom

State Region

None

State ISO Code

Address Name

* Street Address

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.

Tax Registration

If you are located in India, please add your GST ID number using the "Add Tax Registration" button first and then click on "India" in the list below to add further GST, MSME and PAN details)

*Tax Registrations

Use this section to add all your applicable tax registrations.

Add Tax Registration

Please select one of the countries below to add specific Tax information (for example MSME number, W9 etc.)

Tax specific information

- ☐ India
- ☐ US/Canada
- ☐ Poland
- ☐ Not applicable

Please select one of these countries for tax specific information

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

* Banking Supporting Document

* Attachments

Add [File](#)

Please attach a bank letterhead statement to confirm the above entered information. For multiple attachments use a zip file.

Acceptable Documentation

- Bank Statement
- Letter from the bank stating account holder and bank account numbers
- Cancelled Check
- Bank Certificate

Documents should be received in an un-editable format (I.e. stamped/signed/PDF)

Active

Active

If you are an existing supplier and would like to de-activate the bank details we have on file, please choose "Inactive".

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

Decline

Submit

