

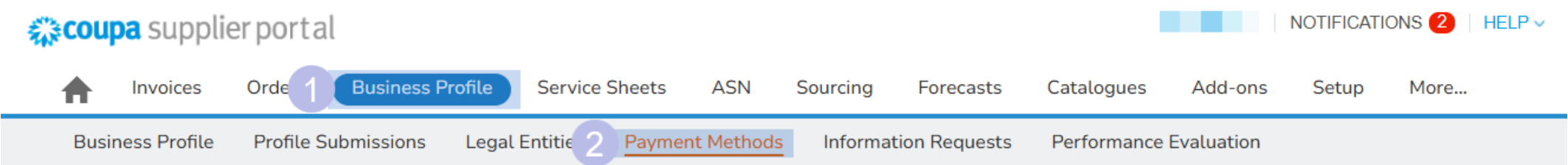
# How to add or update the Payment Method in Coupa Supplier portal

*Supplier instructions*

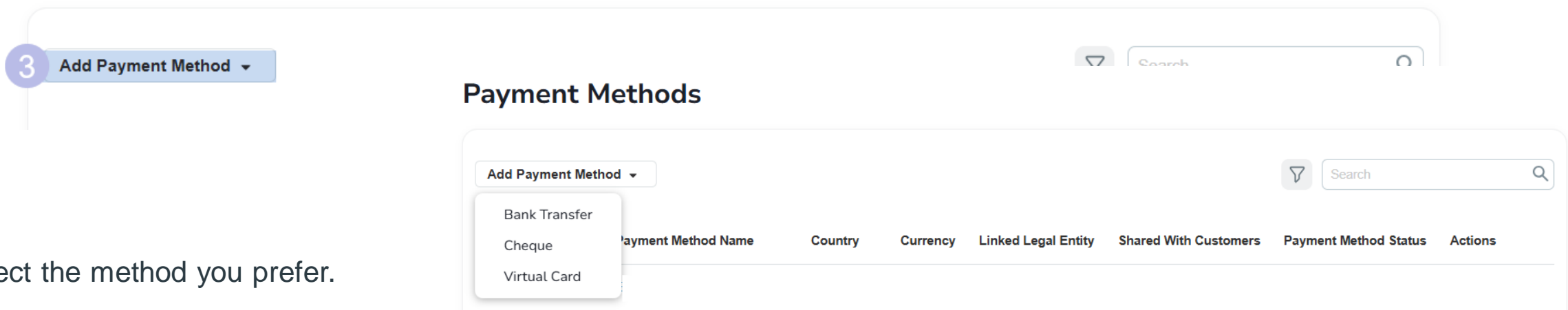
GFSS Procurement – July 2025

# How to add or update the Payment Method

Adding the Payment method to your newly created Legal Entity (office address) is usually the next step automatically triggered in the Coupa Supplier portal but in case this step was not completed you can add the Payment Method later in the Coupa Supplier portal > Business Profile > Payment Method tab.



## Payment Methods



# How to add or update the Payment Method

Also select the Legal Entity you created from the drop-down menu that you wish to associate your payment method with.

You will see the selected payment method below, click Save to continue to the next page.

Add Payment Method

×

Payment Method ()

\* Associated Legal Entity

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Cancel

Save

# How to add or update the Payment Method

Name this payment method so you will be able to identify it easier from the list if multiple will be set up.

Fill out all mandatory fields marked with red asterisk and your IBAN number. Your IBAN number will need to be confirmed; you can copy-paste this value to the next field.

Also please add an email address for the remittance confirmation of the payments.

Click Save to continue to the next page.

Add Payment Method×

Payment Method ()

\* Associated Legal Entity

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

\* Payment Method Name ⓘ

\* Bank Account Country/Region

Slovakia

\* Bank Account Currency

EUR

Beneficiary Name

Bank Name

Account Number

Confirm Account Number

IBAN ⓘ

Confirm IBAN

☐ My company expects to receive urgent/wire payments

Branch Code

Beneficiary Type

Business

Remittance Email ⓘ

Remit-To Code ⓘ

Supporting Documents ⓘ

Drop or Browse Files

Browse

# How to add or update the Payment Method

You can double check the payment method name on this page.

Select IQVIA as your customer by checking the box on the line.

If you work with multiple customers, you will see all in the list and can check them all if you want to enable this payment method for them also.

Click Save to continue to the next page.

## Add Payment Method



Great News! The payment information has been successfully saved.



Select customers with whom you want to share EUR payments to SVK and click Save.

| Customer     | EUR payments to SVK      |
|--------------|--------------------------|
| Select All   | <input type="checkbox"/> |
| <b>IQVIA</b> | <input type="checkbox"/> |


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Cancel

Save


# How to add or update the Payment Method

Your setup is now completed, and you will see the new payment method in the list with the associated Linked Legal Entity.

coupa supplier portal

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Business ProfileProfile SubmissionsLegal EntitiesPayment MethodsInformation RequestsPerformance Evaluation

## Payment Methods

✓ EUR payments to SVK has been linked with your customer(s).

Add Payment Method

Search

| Payment Method  | Payment Method Name | Country  | Currency | Linked Legal Entity | Shared With Customers | Payment Method Status | Actions   |
|---|---------------------|----------|----------|---------------------|-----------------------|-----------------------|---|
|  Bank Transfer | EUR payments to SVK | Slovakia | EUR      | <div></div>         | IQVIA                 | Active                | <div></div> |


# How to add or update the Payment Method

Changes to the Payment Method information

You can edit, share, manage the linked customers and deactivate the Payment Method if needed. The options are in the Actions column.


You will see all Legal Entities and their associated Payment methods in the tab. Your options are in the Actions column.

NOTE: Editing the method will deactivate the original one and will create a new Payment method.

 supplier portal

NOTIFICATIONS 2


HELP














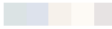
















 Invoices Orders **Business Profile** Service Sheets ASN Sourcing Forecasts Catalogues Add-ons Setup More...

Business Profile Profile Submissions Legal Entities **Payment Methods** Information Requests Performance Evaluation

Payment Methods

Add Payment Method



| Payment Method  | Payment Method Name                     | Country        | Currency | Linked Legal Entity   | Shared With Customers | Payment Method Status | Actions   |
|---|---|----------------|----------|---|-----------------------|-----------------------|---|
|  Bank Transfer   | EUR payments to SVK                     | Slovakia       | EUR      |    | IQVIA                 | Active                |             |
|  Cheque         | Hlavna 111, Bratislava, 85107, Slovakia |                |          |   | IQVIA                 | Active                |         |
|  Bank Transfer | ****6789                                | Czechia        | CZK      |  | IQVIA                 | Active                |     |
|  Bank Transfer | ****1234                                | United Kingdom | EUR      |  | IQVIA                 | Active                |     |
|  Bank Transfer | ****5678                                | United Kingdom | GBP      |  | IQVIA                 | Active                |     |

# How to add or update the Payment Method

Please keep us informed about all changes in your supplier account. You can reach out to your IQVIA person who will be able to advise how to request these changes to be done on our internal supplier account data.

For any supplier setup queries please contact our Supplier Setup Team at [GFSSVendorMasterData@iqvia.com](mailto:GFSSVendorMasterData@iqvia.com)

For invoice related queries please reach out to our Accounts Payable team at [supplier.queries@iqvia.com](mailto:supplier.queries@iqvia.com)

For procurement related queries please reach out to our Procurement team at [procurement@iqvia.com](mailto:procurement@iqvia.com)

Thank you

GFSS Procurement