



# IQVIA : Supplier Registration Guide

Supplier Instructions

GFSS Procurement – April 2026



# IQVIA : Supplier Registration Guide

Coupa is used to issue POs and as IQVIA's portal through which suppliers should submit electronic invoices.

Supplier Registration is a two-step process - Suppliers self-register using a link to an online form in Coupa then connect with IQVIA on the Coupa Supplier Portal ("CSP") to complete the onboarding process.

Suppliers will not receive Purchase Orders and they will not be able to submit invoices until registration is complete.

Supplier contacts must ensure to look for emails with registration links in spam/junk folders if not found in inbox.

Required information includes:

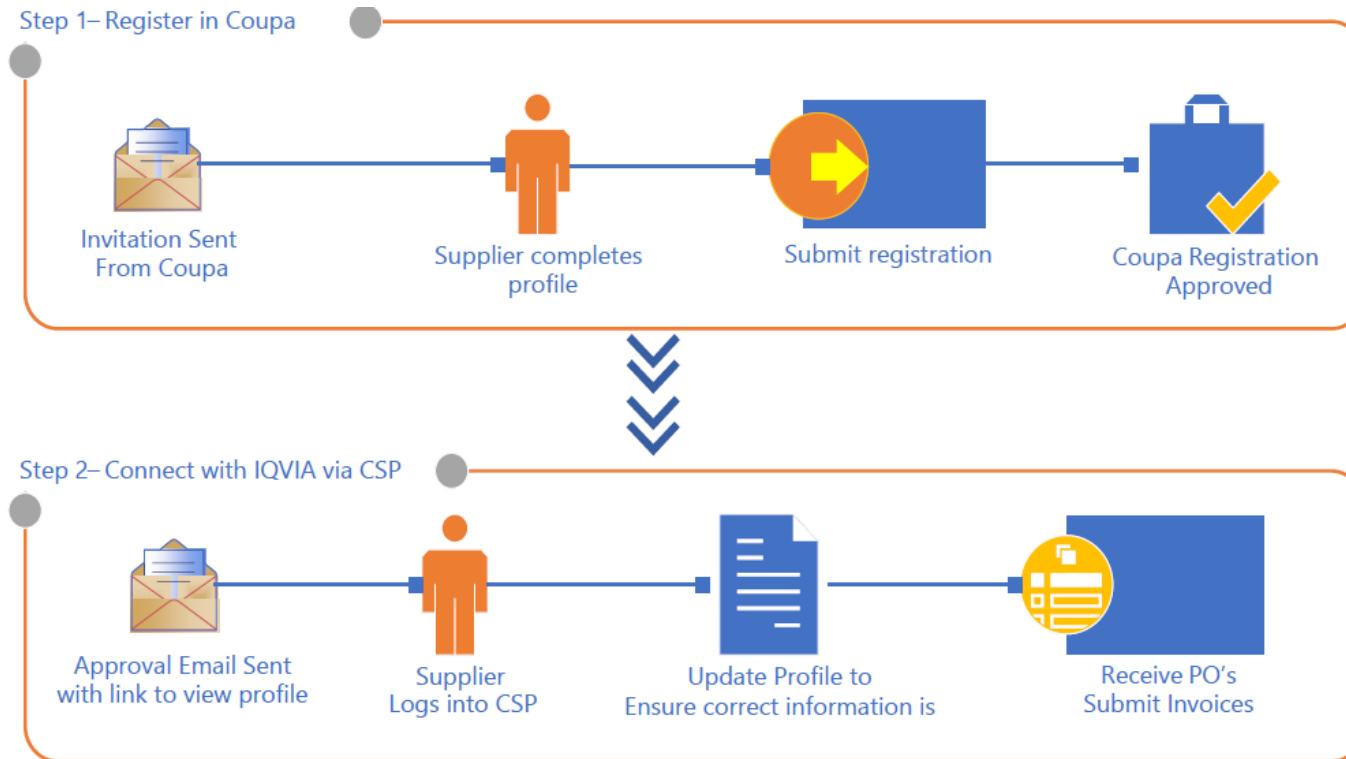
- › Company name and address
- › VAT/Tax registration information
- › Primary contact information
- › Banking and remittance information

CSP is available at <https://supplier.coupahost.com/>








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## What you need to know









**If the supplier does not register in Coupa, reminder emails will be sent to the supplier contact as per the following schedule.**

-  **First reminder - after 2 days**
-  **Second reminder - after 5 days**
-  **Third reminder - after 10 days**
-  **Final (overdue) reminder - after 15 days**
-  **Cancelled (expired) reminder - after 30 days**



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Your IQVIA contact will request for a new supplier to be created in Coupa. Once that request is approved, the email address provided as the primary supplier contact will receive an email from Coupa Supplier Portal.

If this supplier contact already has an account in Coupa Supplier Portal for another customer	If this supplier contact is new to Coupa Supplier Portal and they must sign up
<p>You are Connected to IQVIA on Coupa</p> <p>From: Coupa Supplier Portal (do_not_reply@supplier-test.coupahost.com) To: [Redacted] Date: Saturday, 13 August 2022 at 03:09 GMT+5:30</p> <hr/> <p> You are Connected to IQVIA on Coupa <span style="border: 1px solid red; padding: 2px;">Email subject line</span></p> <p style="text-align: right;">Powered by </p> <p>Hello Supplier,</p> <p>IQVIA needs you to provide information about your company electronically in order to prevent lost documents and make sure you are paid on time. They manage this information with Coupa, their chosen platform for Spend Management. Within the next 48 hours, please respond below to provide this information.</p> <p>Note: Not providing this information in a timely manner may impact your ability to do business and get paid. Let us know if you are unable to do so for any reason.</p> <p>Welcome!</p> <p>IQVIA</p> <p style="text-align: center;"><span style="border: 1px solid red; padding: 5px;">Login to Coupa</span> <span style="border: 1px solid red; padding: 5px;">Click on this link to log into Coupa and complete the profile</span></p> <hr/> <p style="text-align: center;"> Business Spend Management To get immediate updates via SMS or change notification preferences, go <a href="#">here and adjust your settings</a></p>	<p>IQVIA Profile Information Request - Action Required <span style="border: 1px solid red; padding: 2px;">Email subject line</span></p> <p>Coupa Supplier Portal (do_not_reply@supplier-test.coupahost.com)</p> <hr/> <p style="text-align: right;">Powered by </p> <div style="border: 1px solid #ccc; padding: 10px;"><p style="text-align: center;"> IQVIA Profile Information Request - Action Required</p><p>Hello Supplier,</p><p>IQVIA needs you to provide information about your company electronically in order to prevent lost documents and make sure you are paid on time. They manage this information with Coupa, their chosen platform for Spend Management. Within the next 48 hours, please respond below to provide this information.</p><p>Note: Not providing this information in a timely manner may impact your ability to do business and get paid. Let us know if you are unable to do so for any reason.</p><p>Welcome!</p><p>IQVIA</p><p style="text-align: center;"><span style="border: 1px solid #8B4513; padding: 5px 15px;">Join and Respond</span> <span style="border: 1px solid #8B4513; padding: 5px 15px;">Respond Without Joining</span></p></div> <p style="text-align: center;"><span style="border: 1px solid red; padding: 5px;">Click on this link to sign up and complete the profile</span></p> <hr/> <p style="text-align: center;"> Business Spend Management</p>



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Landing page on the Coupa Supplier Portal

The screenshot shows the Coupa Supplier Portal interface. At the top, the header includes the Coupa logo, the text "coupa supplier portal", and user information: "SHRUTI", "NOTIFICATIONS 6", and "HELP". A navigation bar contains "Home" and "Profile". A modal window is centered on the screen, featuring the Coupa logo and the following text: "IQVIA - Accenture Solutions Private Limited is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with IQVIA - Accenture Solutions Private Limited so you're ready to do business together." Below the text is an orange "Continue" button. The background of the portal is dimmed, showing sections for "New: Exclusive", "Action needed: Co", "Profile Progress", "Profile Summary", "Legal E", "Banking Info", and "Test Shruti 1". A "Request Merge" button and a "Chat with Coupa Support" button are also visible.



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Supplier Information Test Shruti 10

\* Display Name

Doing Business As

Parent Company Name

Official company name, when different to Display Name

Payment Terms ZB90\_N90

\* PO Email  

\* Remittance Email

Guide For Tax Fields [Guide\\_For\\_Tax\\_Fields.xlsx](#)

Please download and review this attachment for guidance per country on how to populate fields VAT Number, Tax Number 1, Tax Number 2 and Tax Number 3.

VAT Number

Tax Number 1 Type

Tax Number 1

Tax Number 2 Type

Tax Number 2

Tax Number 3 Type

Tax Number 3

Not VAT Registered

If not claiming VAT or Service Tax, tick this box to confirm VAT or Service Tax is not applicable.

All fields marked with an asterisk are mandatory



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\* Preferred Currency

\* Preferred Language

DUNS Number

Italy Date of Birth

Required for Independent contractors in Italy

Italy City of Birth

Required for Independent contractors in Italy

France Supplier Classification

France DAS 2 Reporting

Diversity   
Hubzone  
Lesbian / Gay / Bisexual / Transgender Owned Business Enterprise  
Minority Business Enterprise

US Supplier Diversity Programme

Company Type  Individual  
 S Corporation  
 C Corporation  
 Other Corporation  
 Partnership  
 LLP / LLC  
 Proprietorship  
 Other

Move your cursor over this icon for details/instructions related to the information requested



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## Primary Contact

<b>First Name</b>	<input type="text"/>	Supplier Contact Information
<b>Last Name</b>	<input type="text"/>	Supplier Contact Information
<b>Email address</b>	<input type="text"/>	Supplier Contact Information
<b>Mobile Phone</b>	<input type="text" value="US/Canada"/> <input type="text" value="650-555-1212"/>	Supplier Contact Information
<b>Work Phone</b>	<input type="text" value="US/Canada"/> <input type="text" value="650-555-1212"/>	Supplier Contact Information

**This contact will be set up as the primary supplier contact on the supplier record in our system**

## Primary Address

<b>Country/Region</b>	<input type="text" value="India"/>
<b>Address Name</b>	<input type="text"/>
<b>Street Address</b>	<input type="text" value="Test Street 1"/>
<b>Street Address 2</b>	<input type="text"/>
<b>City</b>	<input type="text" value="Delhi"/>
<b>State Region</b>	<input type="text" value="Select an Option"/>
<b>Postal Code</b>	<input type="text" value="110001"/>
<b>Location Code</b>	<input type="text"/>
<b>PO Box</b>	<input type="text"/>
<b>PO Box Postal Code</b>	<input type="text"/>

**Please add the company's legal address here, this is the address that your company is registered under**



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- \* **Supplier Country**
- India
  - US
  - China
  - Taiwan
  - Indonesia
  - Philippines
  - Singapore
  - Malaysia
  - Thailand
  - Korea
  - Mexico
  - Israel
  - Egypt
  - Other

Select the Supplier Country - Required Supplier Documents section will enable based on country selected

Selecting the country will list down the mandatory documents that must be attached to the form

## Suppliers Supporting Documents

\* **Federal Tax Form**  No file chosen

W9 – for US suppliers | W8 – for non-US suppliers getting paid from IQVIA Business Unit in US

Link for W8

<https://apps.irs.gov/app/picklist/list/forms1...>

Link for W9

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

**Other Documents**  No file chosen

Enter the Document Name below

Document Name

Here you can attach any other supporting document



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## Adding a Remit to Address

Step - 1	Step - 2
<p><b>Remit-To Addresses</b></p> <p>Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.</p> <p><b>Add Remit-To</b> ← <b>Click here to add a new remit to address</b></p> <p>* Supplier Country</p> <ul style="list-style-type: none"><li><input type="radio"/> India</li><li><input checked="" type="radio"/> US</li><li><input type="radio"/> China</li><li><input type="radio"/> Taiwan</li><li><input type="radio"/> Indonesia</li><li><input type="radio"/> Philippines</li><li><input type="radio"/> Singapore</li><li><input type="radio"/> Malaysia</li><li><input type="radio"/> Thailand</li><li><input type="radio"/> Korea</li><li><input type="radio"/> Mexico</li><li><input type="radio"/> Israel</li><li><input type="radio"/> Egypt</li><li><input type="radio"/> Other</li></ul> <p>Select the Supplier Country - Required Supplier Documents section will enable based on country selected</p> <p>Suppliers Supporting Documents</p>	<p><b>Where's your business located?</b></p> <p>Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.</p> <p>* Legal Entity Name <input type="text"/></p> <p>Country/Region <input type="text"/></p> <p>This is the official name of your business that is registered with the local government and the country/region where it is located.</p> <p><b>Update the company name, country and hit "Continue"</b></p> <p><input type="button" value="Cancel"/> <input type="button" value="Continue"/></p>



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## Adding a Remit to Address

What address do you invoice from?

\* Address Line 1


Address Line 2


\* City


State

\* Postal Code

Country/Region United States

Use this address for Remit-To 

Use this for Ship From address 

What is your Tax ID? 


Country/Region

Tax ID

I don't have Tax ID Number

[Add additional Tax ID](#)

Miscellaneous

Invoice From Code  

Preferred Language

**REQUIRED FOR INVOICING**

Enter the registered address of your legal entity. This is the same location where you receive government

Click on these icons for help on requested information, complete all fields and hit **"Save & Continue"**



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## Adding a Remit to Address

Where do you want to receive payment?

1 2 3 4

\* Payment Type

What is your Remit ?

- Address
- Bank Account
- Virtual Card

Address Line 1 Test

Address Line 2

City Test

State

Postal Code 123456

Country/Region United States

Cancel Save & Continue

Select the preferred payment method. If you choose **“Address”**, payment method will be set up as **“Check”**. If you would like to receive payment through bank transfer, please select **“Bank Account”** and provide bank information on the fields that will be populated when that selection is made. Hit **“Save & Continue”**.



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## Adding a Remit to Address

Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

On next screen you can opt to add additional remit to addresses by clicking here

Add Remit-To

Remit-To Account	Remit-To Address	Status	
Address	Test Test 123456 United States	Active	Manage

Deactivate Legal Entity Cancel Next



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## Adding a Remit to Address

Where do you ship goods from? ×

1 2 3 4

For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered. Add Ship From

Title	Status	
Test Test 123456 United States	Active	<span>Manage</span>

Add alternate Ship From address or click on **“Done”** to finish adding the remit to address.

Deactivate Legal Entity Done



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## Adding a Remit to Address

Setup Complete ✕

1 2 3 4

Do you want to Add Remit-To Address to the customer profile now?

Click on **“Add Now”** and the remit to address will be added to the form.

Add Later Add Now

Link for W9

Other Documents  No file chosen

Enter the Document Name below

Document Name

Click on **“Submit For Approval”** as the final step. You can also choose to “save” and complete the profile later.

Decline Save Submit for Approval



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Once the profile has been submitted, Vendor Maintenance team at IQVIA will be notified. Supplier contact will also receive a confirmation email with subject line - **Profile Info Recently Updated for IQVIA on Coupa**

The team will review the form and approve if all required information/documents have been provided.

If there is information missing or incorrect, the team will reject the profile and the primary supplier contact will be sent an email requesting to make corrections or provide more information.

Once the profile is approved, the IQVIA Vendor Maintenance team will wait for details to integrate into their MDM tool and finalize the supplier setup. The supplier contact will receive an email confirmation with subject line - **Profile Info submitted to IQVIA was Approved**

**IMPORTANT** - If you wish to make any changes to your supplier record in our system, please reach out to your IQVIA contact who will need to raise a ticket.

There is no integration between Coupa and the Coupa Supplier Portal so changes made to your profile on the portal will not be directly integrated into our systems.

Refer to the last slide for list of mandatory supporting documents country-wise. If your country is not listed, please attach any supporting tax registration document, letters from the bank etc.



## Mandatory Documents for Supplier Creation/Update

Country	Mandatory Documents	Comments
India	<ul style="list-style-type: none"> <li>• PAN card</li> <li>• Cancelled check</li> <li>• Signed copy of GST declaration</li> </ul>	Mandatory
China	<ul style="list-style-type: none"> <li>• Business License</li> </ul>	Mandatory for all payees except hospital
Taiwan	<ul style="list-style-type: none"> <li>• Cover Page of supplier's bank book</li> <li>• Company Tax ID certificate</li> </ul>	Mandatory
Indonesia	<ul style="list-style-type: none"> <li>• Tax ID Number</li> <li>• Cover Page of supplier's bank book</li> </ul>	Mandatory
Philippines	<ul style="list-style-type: none"> <li>• Form 2303 - Certificate of Registration</li> </ul>	Mandatory
	<ul style="list-style-type: none"> <li>• By law certificate or Incorporation certificate</li> </ul>	Not mandatory for Site Payees, mandatory for new suppliers
Singapore	<ul style="list-style-type: none"> <li>• Certificate of Business Registration</li> <li>• VAT/ GST certificate</li> </ul>	Mandatory
Malaysia	<ul style="list-style-type: none"> <li>• Certificate of Incorporation (SSM) or SSM company profile</li> </ul>	Mandatory
Thailand	<ul style="list-style-type: none"> <li>• Business Operation Form or Certificate of registration</li> <li>• VAT certificate</li> </ul>	Mandatory
Korea	<ul style="list-style-type: none"> <li>• Certificate of registration</li> <li>• Copy of bank account</li> </ul>	Mandatory
US	<ul style="list-style-type: none"> <li>• Federal Tax Form – <a href="#">W9</a> or <a href="#">W8</a></li> </ul>	W9 – for US suppliers   W8 – for non-US suppliers getting paid from IQVIA Business Unit in US