



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

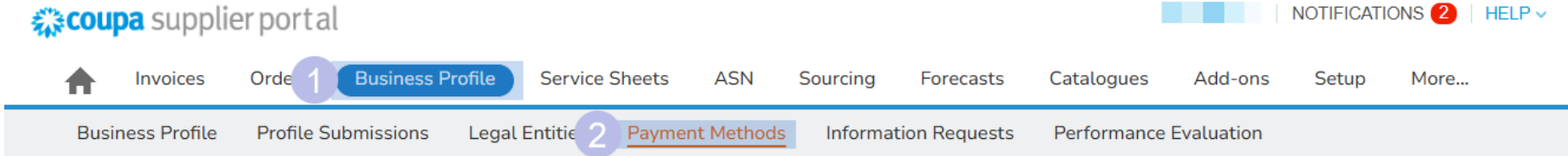
Supplier Instructions

GFSS Procurement – April 2026



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

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

3 Add Payment Method ▾

Payment Methods

Add Payment Method ▾

Bank Transfer
Cheque
Virtual Card

Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
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Select the method you prefer.



How to add or update the Payment Method

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 ⓘ * Bank Account Currency ⓘ

Beneficiary Name ⓘ Bank Name ⓘ

Account Number ⓘ Confirm Account Number ⓘ

IBAN ⓘ Confirm IBAN ⓘ

My company expects to receive urgent/wire payments

Branch Code ⓘ Beneficiary Type ⓘ

Remittance Email ⓘ Remit-To Code ⓘ

Supporting Documents ⓘ

Drop or Browse Files

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.



How to add or update the Payment Method

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	
Select All	<input type="checkbox"/>
IQVIA	<input type="checkbox"/>

Per page 5 | 10 | 20

Cancel

Save

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.



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.

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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 style="width: 20px; height: 10px; background-color: #ccc; border: 1px solid #ccc;"></div>	IQVIA	Active	✎ 🔗 ⚙️ 🗑️



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.

coupa supplier portal

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Payment Methods

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		IQVIA	Active	[Edit] [Share] [Settings] [Delete]
Cheque	Hlavna 111, Bratislava, 85107, Slovakia				IQVIA	Active	[Edit] [Share] [Settings] [Delete]
Bank Transfer	****6789	Czechia	CZK		IQVIA	Active	[Edit] [Share] [Settings] [Delete]
Bank Transfer	****1234	United Kingdom	EUR		IQVIA	Active	[Edit] [Share] [Settings] [Delete]
Bank Transfer	****5678	United Kingdom	GBP		IQVIA	Active	[Edit] [Share] [Settings] [Delete]



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

For invoice related queries please reach out to our Accounts Payable team at supplier.queries@iqvia.com

For procurement related queries please reach out to our Procurement team at procurement@iqvia.com