



## Completing a Supplier Update Form in Coupa SIM

Please see these **general tips on completing the Coupa SIM form**. If you have questions, contact [ADMCoupa@adm.com](mailto:ADMCoupa@adm.com)

**An ADM User will initiate the Coupa SIM Update Form and send it to you. The updates that may be required are below:**

### **General Supplier Information**

- If Legal Name/DBA needs to be updated, W8/W9 is required

### **Supplier Mailing Address**

- If address information needs updated, "Address Name" field needs to be left blank
- Street Address field should be used for first line of address

### **Tax and Payment Information**

- If lien needs to be attached, update the Lienholder Indicator, attach documentation, and update effective and expiration dates
- If remit-to details need to be updated
  - Check remit can only be added for grain suppliers
  - All non-grain suppliers are required to have electronic payments
- Check or Electronic Payment field needs to align with Pay Type field that follows
  - For Electronic payment, select Electronic payment for first field and the appropriate option for Pay Type:
    - ACH Grain – CTX transmission for grain payments only
    - ACH Non-grain – CCD transmission for non-grain payments
    - SEPA – EMEA ACH payments
    - Wire Transfer – Not for domestic USD remits
- ACH Authorization form needs to be attached in ACH/Wire Form field – this is a requirement
- Beneficial Ownership form is only required if your bank is not in the same country as your company

### **Business Classification Certifications**

- Select no in all fields that do not pertain to your company. If you select yes, the required document upload field will populate

### **Additional Required Documentation**

- If all forms have been uploaded at this point, select no
- If there are additional certifications/support that needs to be attached, select yes and the required document upload field will populate

