



 theTradeDesk®

# Coupa Supplier Portal –

Supplier Information Management Guide – Join and Respond

# Table of Contents

- 1 [New Suppliers – Information Management](#)
- 2 [Current Suppliers – Information Management](#)
- 3 [Connect your Existing Coupa Supplier Portal Account with The Trade Desk](#)
- 4 [Information Management Form Guide](#)
- 5 [Supplier Information – Fraud Prevention & Verbal Verification](#)
- 6 [Bank Requirements By Country](#)

01

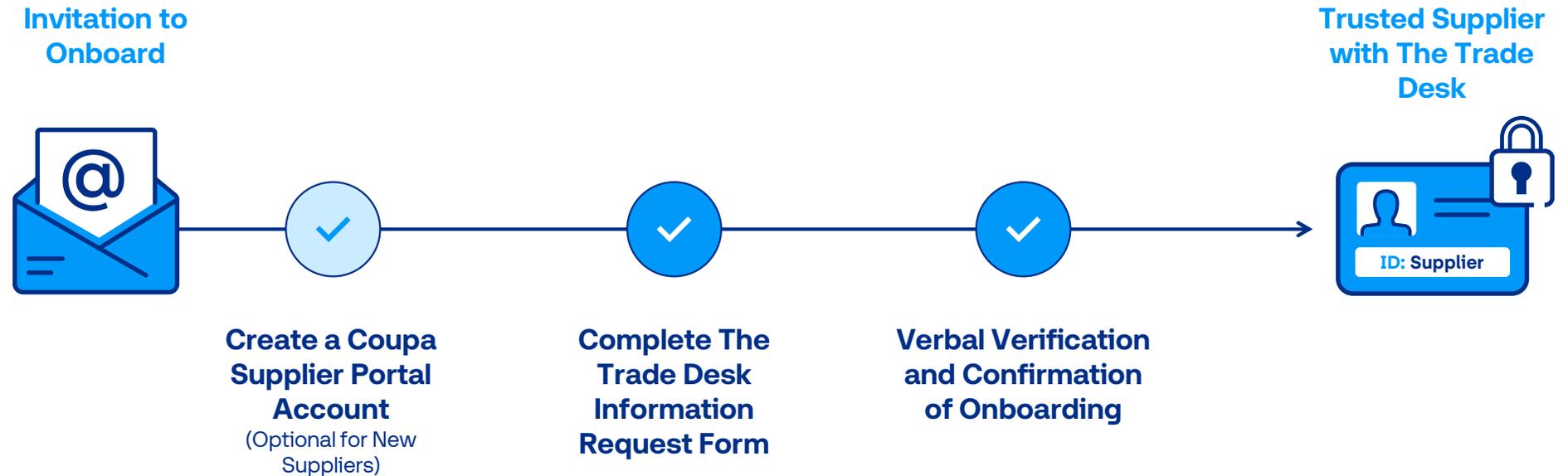
# New Suppliers

## Information Management

## Maintaining your Supplier Information – *New Supplier*

If you are a **New Supplier** filling out The Trade Desk Information Management form for the first time, please ensure you have reviewed our New Supplier Onboarding Guide on our [Global Supplier Resources](#) website.

Once you have reviewed our New Supplier Onboard Guide, you may skip to the [Information Request Form Guide](#).



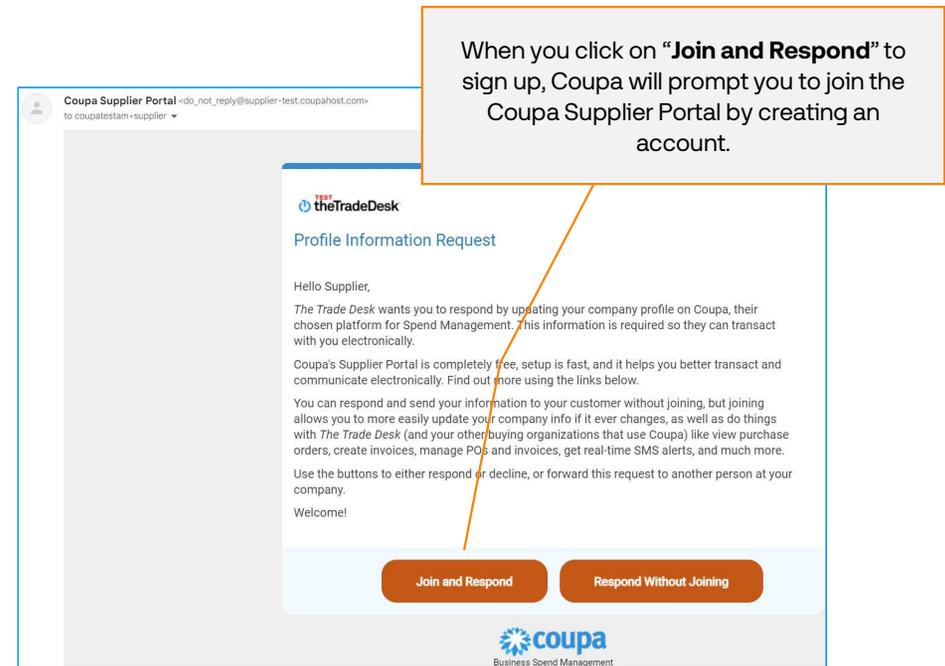
## The Trade Desk Invitation – Coupa Supplier Portal (CSP)

If you **are not** a current user of Coupa Supplier Portal, The Trade Desk requests you create an account to update your information. **This is not required but will allow you to better manage the information you want to share with us.**

**Important:** If you decide to respond without joining, The Trade Desk will need you to re-fill out the entire Supplier Update Form if there is an error with your form.

For guidance on creating a Coupa Supplier Portal Account, please navigate to our Onboarding with The Trade Desk Guide found on our [Global Supplier Resources Website](#).

**NOTE:** If you **are** a current CSP user and need to connect your account, please navigate to the guide titled [Connect Your CSP Account with The Trade Desk](#).



02

# Current Suppliers

## Information Management

## Maintaining your Supplier Information – *Current Supplier*



If you are a **current supplier** updating your information, be sure to contact the Trade Desk Accounts Payable team for guidance on when a change through the Coupa Supplier Portal (CSP) is required.

Items to keep in mind when updating your information include:

- If you are only updating an email or address information and do not need to update your banking details, please contact The Trade Desk for assistance.
- Tax Information should stay consistent and not be changed. If your business obtains a new Tax ID from your Tax Authority, and if you are already an active supplier with The Trade Desk, a new supplier record will need to be created. It is recommended suppliers contact The Trade Desk when Tax information is changed to ensure your information is accurately depicted in our database.
- **The Trade Desk's preferred payment method is Credit Card.** It is your responsibility as the Supplier to ensure there is **no additional fee** charged to The Trade Desk. The amount issued for payment, is the amount reflected on your invoice.

# Updating your company's information via CSP

The Trade Desk utilizes the Coupa Supplier Portal (CSP) for gathering and handling supplier information. This guide offers a step-by-step instruction for updating your company information.

## Benefits of the Coupa Supplier Portal

- Easy to use interface!
- Securely manage your company's sensitive banking & contact information.
- Visibility into TTD Purchase Orders, PO-Backed invoices and payments.
- No software or hardware to download.
- Free of charge – There is no cost to you!

### **What kind of information can you update through the CSP?**

- Securely update Contact Information, Company Address, Remittance, Banking and Tax Information.
- PO Email – Coupa will automatically send the Purchase Order to the PO email listed in the system once approved.

### **Why should you keep your company's information up to date?**

- If your banking information does not match what is listed on the invoice or has been changed, this can cause delays in payment.
- Easily communicate with The Trade Desk.

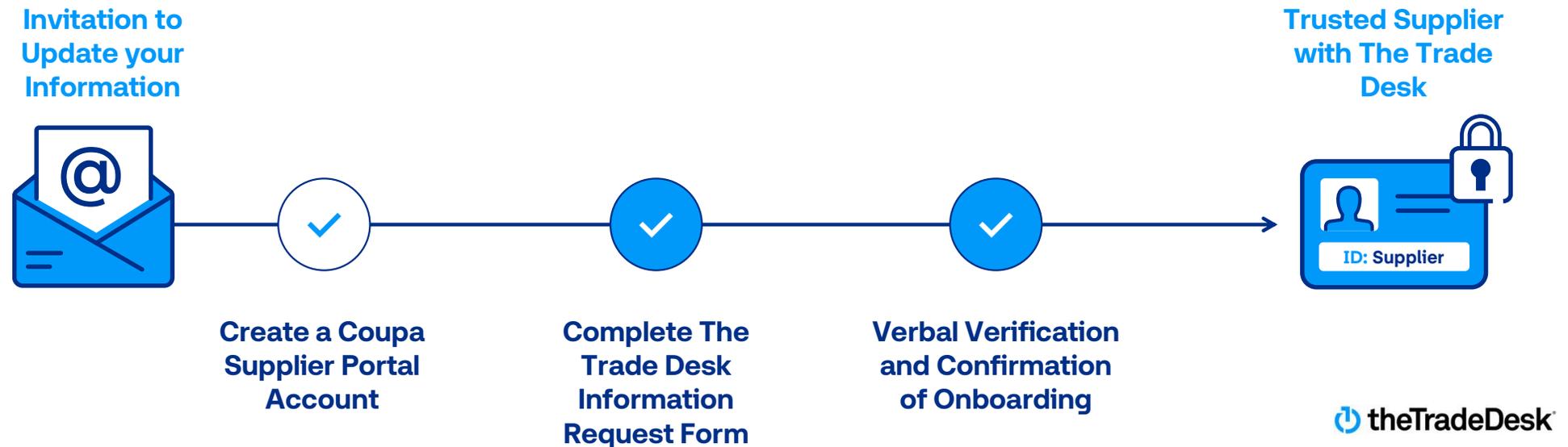
**Note:** *It is your responsibility, as a supplier, to keep the information provided to The Trade Desk up to date.*

## Maintaining your Supplier Information – *Current Supplier*

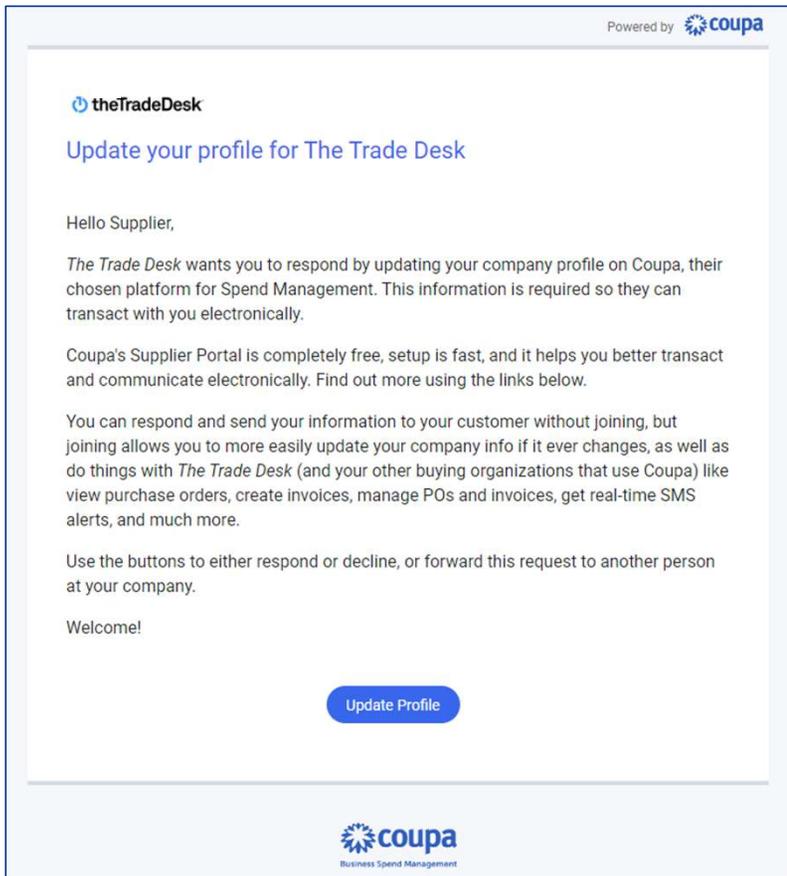
If you are a **Current Supplier** filling out The Trade Desk Information Management form for the first time and you don't have a Coupa Supplier Portal (CSP) account, you'll be asked to create one to manage your information.

For help setting up your account before completing our form, visit [Create a CSP Account](#). You can also find step-by-step instructions on the [Global Supplier Resource Website](#).

Once you have created a CSP account, merged your account, or already have a CSP account connected to The Trade Desk, you will receive an invitation to manage your information.



# Invitation Requirements



Once you have created a CSP account, merged your account, or already have a CSP account connected to The Trade Desk, you will receive a request to review your information using the Supplier Information Management Form.

By selecting **Update Profile**, you will be directed to login to your Coupa Supplier Portal, where you will be actioned to update your information.

**NOTE:** If you have a CSP account which is not connected to The Trade Desk, provide us with the contact email associated with your CSP account to link your account and we will send you an invitation to update your information.

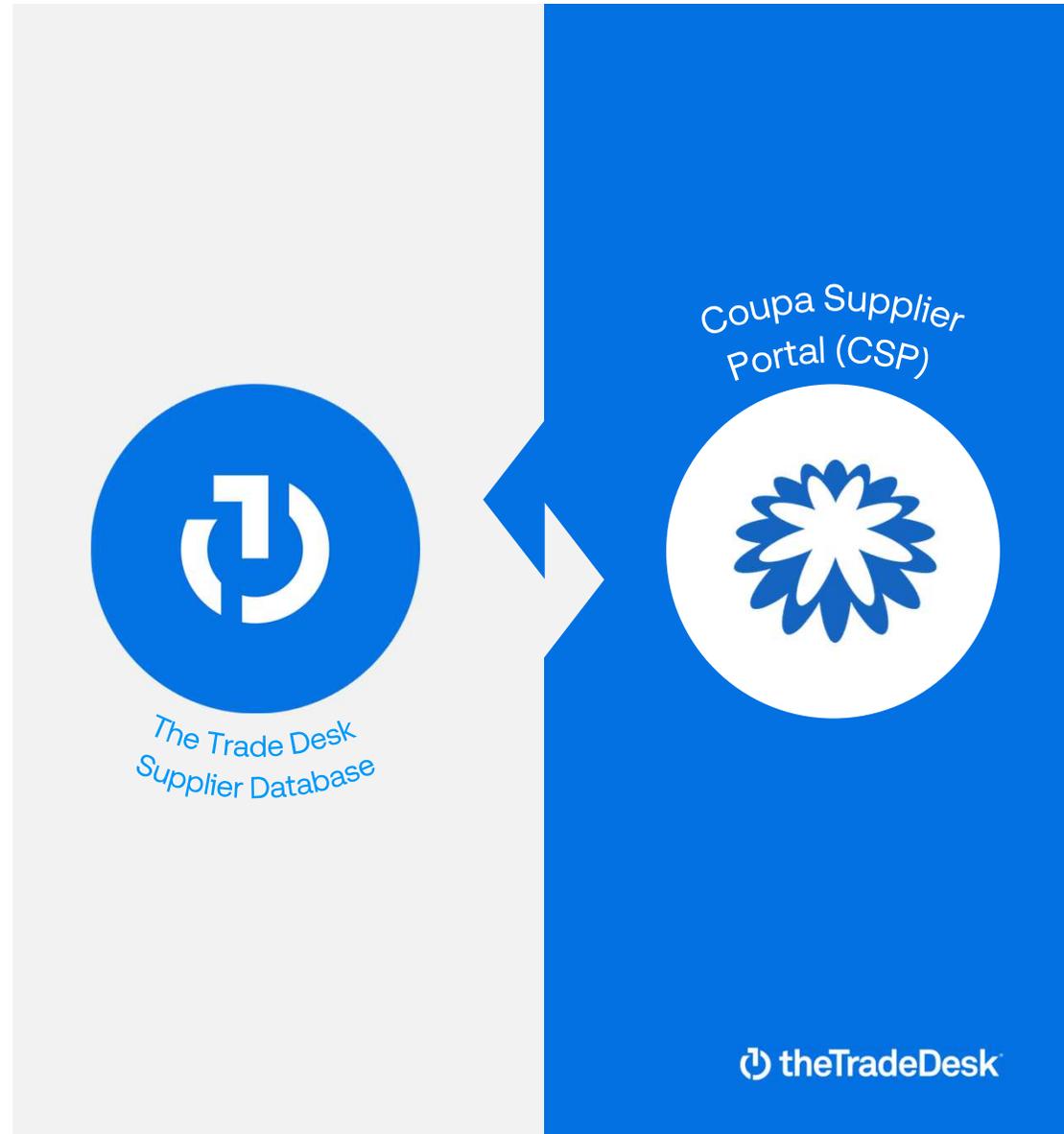
# 03 Connect your CSP Account with The Trade Desk

## Connect your CSP Account with The Trade Desk

If you are a current user of the Coupa Supplier Portal and have not yet linked your account to The Trade Desk, your CSP account will need to connect with The Trade Desk to update your Supplier information and manage your POs.

You will **not** be able to request a merge through the CSP with The Trade Desk.

To ensure your account links, please reach out to your contact at The Trade Desk with the **email associated with your CSP account**.



## Connect your CSP - Invitation



The screenshot shows an email interface with the following content:

- theTradeDesk** logo and text: "You are Connected to The Trade Desk on Coupa"
- Powered by **coupa** logo
- Text: "Hello Dan's Bee Honey Emporium,"
- Text: "Congratulations! The The Trade Desk has added you as a supplier on the Coupa Supplier Portal."
- Text: "Once you log in, you can configure your PO transmission preferences, create an online catalog, view purchase orders, create electronic invoices and more! To continue, log in below."
- Text: "The Trade Desk"
- A blue "Log In" button
- Footer: **coupa** logo and "Business Spend Management"

If The Trade Desk has the email associated with your CSP Account, we link your account. You will receive an email congratulating you on linking your account with us! You are now ready to transact with The Trade Desk.

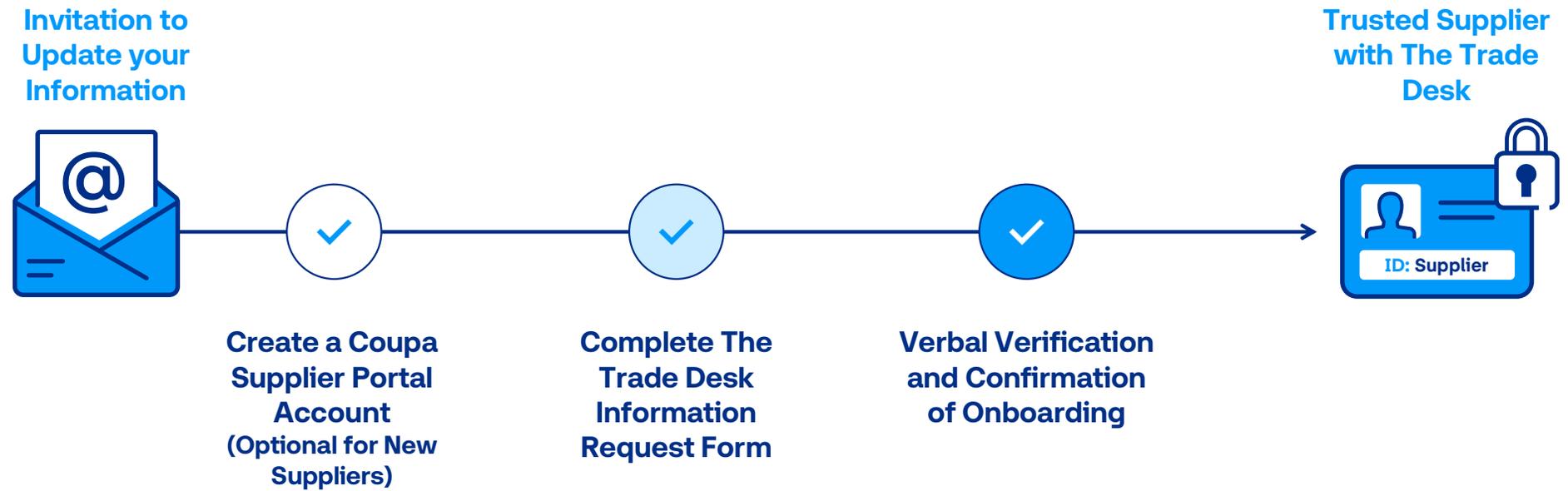
**When you need to update or manage your information, contact The Trade Desk to receive our Information Management form.**

04

# Supplier Information Management Form

# Supplier Information Management Form

Now that you have completed creating your Coupa Supplier Portal Account (optional for new suppliers), you will now be asked to complete The Trade Desk's Supplier Information Management Form. This guide will walk you through best practices and tips for completing the form successfully.

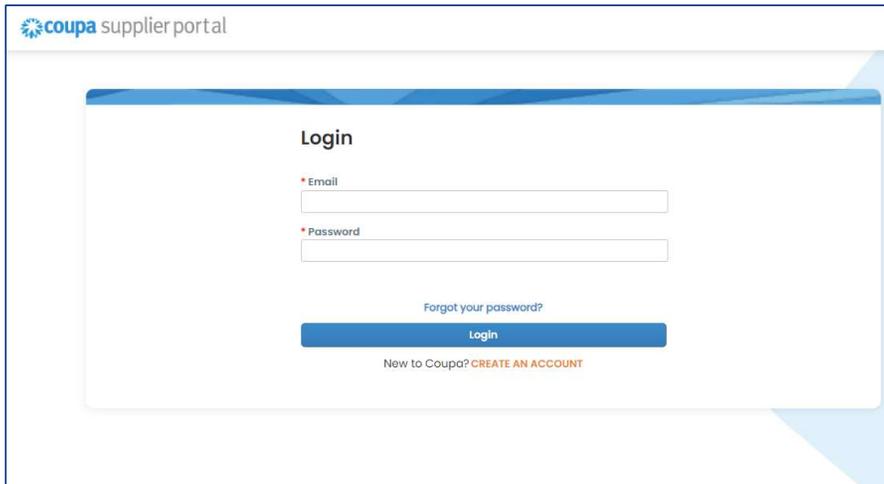


# Supplier Information Management Form

## Overview

- [Logging in and Locating the Information Request](#)
- [Adding Remittance Details](#)
- [Payment Method Guide](#) and [Adding Bank Information](#)
- [Bank Documentation Requirements](#)
- [Supplier Information – Fraud Prevention & Verbal Verification](#)
- [Bank Requirements By Country](#)

## Supplier Information Management Form – Login



The screenshot shows the Coupa supplier portal login interface. At the top left, the text "coupa supplier portal" is displayed. The main content area is titled "Login" and contains two input fields: "Email" and "Password", both marked with a red asterisk. Below the "Password" field is a link for "Forgot your password?". A blue "Login" button is positioned below the input fields. At the bottom of the form, there is a link for "New to Coupa? CREATE AN ACCOUNT".

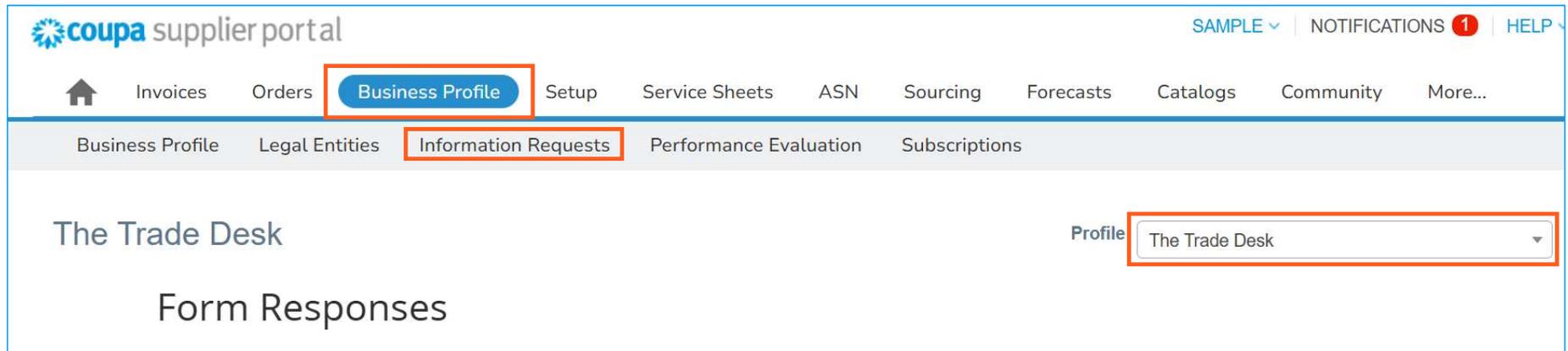
To manage your information with The Trade Desk, login to your CSP account by entering the email address and password you used with registering for an account.

If you are a new supplier, you are not required to create an account, but it is highly recommended to keep your information up to date with us.

# Supplier Information Management Form – Information Request

Once you are logged in, click on the **Business Profile** tab and click on **Information Requests** subtab.

**NOTE:** To ensure The Trade desk has your company's latest information, please make sure the profile is set with **The Trade Desk**.



# Supplier Information Management Form

The screenshot shows the 'The Trade Desk' form in the Coupa Supplier Portal. The page title is 'The Trade Desk' and the profile is 'The Trade Desk'. A yellow notification box with a green checkmark and the text 'We have auto-filled some information from your Public Profile.' is highlighted with an orange border. Below the notification, there is a link 'View All Responses' and a description 'Supplier Information Form - External form for suppliers to complete'. The form includes the following fields:

- Supplier Information: Sample Non-CSP Supplier
- Supplier Name: Sample CSP Supplier (with a note: 'Please validate that this is your Legal Business Name for tax purposes.') (marked with a red asterisk)
- Supplier DBA Name: (with a note: 'Doing Business As (DBA)')
- Website: (with an information icon)
- Organization Type: (dropdown menu)

Once you have started completing The Trade Desk form, some of the information will populate from your CSP account.

Please ensure all fields are completed accurately before submitting.

# Supplier Information Management Form

Business Units  
US Business Unit

US or International BU  
US

\* Goods and Services Provided  
Sample Testing

Payment Terms  
Net 90

This field has been populated by your Procurement Contact at The Trade Desk.

\* Purchase Order Delivery Email  
samplesupplier+2@gmail.com

Email address where the supplier would like to receive Purchase Orders.

\* Have you ever been a customer of The Trade Desk?  
 Yes  
 No

\* Are you an existing supplier to the Trade Desk?  
 Yes  
 No

In the event we may send you a Purchase Order, please provide the email address associated with your Coupa Supplier Portal (CSP) account or user within your CSP account that manages receiving Purchase Orders.

Please indicate if you have been a customer with The Trade Desk.

If we have paid you in the past, please indicate if you are an existing supplier with The Trade Desk.

# Supplier Information Management Form

\* Primary Contact

Contact Purpose

\* First Name

\* Last Name

\* Email address

The supplier contact email you provided should be for the appropriate department or person who is able to complete the form, including tax information and banking details for payment.

Work Phone  
   
650-555-1212

Mobile Phone  
   
650-555-1212

Fax  
   
650-555-1212

Please provide your Primary Contact. This should be the person completing the form and have access to your Coupa Supplier Portal (CSP) account.

# Supplier Information Management Form

Not all fields below may be applicable to your business (such as Location Code), but please fill in as much information as you can. Region, Address 1, City, State, Country, and Postal Code fields are required.

\* Supplier Primary Address

Address Purpose  ⓘ

\* Region

Country/Region

State Region  x v

State ISO Code

Address Name

\* Street Address

Street Address 2

Street Address 3

Street Address 4

\* City

\* Postal Code

Location Code

Under the **Supplier Primary Address**, please provide the address associated with your business. This address is typically found on tax documents and can vary from your remittance address.

# Supplier Information Management Form

\* Is your company based in the United States?  
 Yes  
 No

---

\*Tax Registrations

Use this section to add all your applicable tax registrations.

**Add Tax Registration**

---

Certificate Information

---

\* Are you a certified diverse business?  
 Yes  
 No

Please indicate if your company is located in the United States or not.

Add your Tax Registrations

Additionally, indicate if you have a certified diverse business.

## Supplier Information Management Form

### Add Remittance Details

Fill out all the required information on the form with the \*. Some of the information may already be completed, but please correct any inaccuracies.

For The Trade Desk to make a payment, please be sure to fill out your remittance information.

Keep in mind, **this may seem like a duplicate step if you have added remittance information when creating your CSP account.**

When adding your remittance information, you will be able to select the details you created when setting up your CSP account.



## Supplier Information Management Form – Add Remit-To

• 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**

\* Remit-To Address

Active  ✖

Supplier Remittance Address

Address Name

Street Address

Street Address 2

City

Postal / Zip / Pin Code

Put N/A if not applicable.

Region

Country/Region

State Region

State ISO Code

Remit To Contact Email  ⓘ

Payment remittance email

All fields are editable. However, if you are a current supplier updating your information, we ask that you **do not modify your existing** Remit-To section.

**DO NOT** change the status by deactivating or deleting your existing information. Changing the status or deleting can delay and cause errors to transactions which may be inflight or pending payment.

For providing any bank information or making changes to your bank account, you will need to add a new remit-to address by clicking **Add Remit-To**.

## Supplier Information Management Form – Add Remit-To

How would you like to be paid?

All Methods Bank Transfers **Checks** Credit Cards Add Payment Method

The Trade Desk prefers Credit Cards, Bank Transfers, Checks Payments.

CC  
42 N Chestnut St, Ventura, CA 93001, United States, United States (12312312) Customer Preferred

Bank of America  
42 N Chestnut St, Ventura, CA 93001, United States  
Account Number \*\*\*\*5612345 Transit Code 026009593 Wire Routing Number Customer Preferred

42 N Chestnut St, Ventura, CA 93001, United States, United States (12312312) Customer Preferred

Cancel Add Selected

Once selecting Add Remit-To, you will receive a popup for **How would you like to be paid?**

**Prior to selecting your payment information, please review our [Payment Method Guide](#)**

**Important:** The Trade Desk *DOES NOT* offer Check Payments. If you choose the option checks, you will still need to select The Trade Desk Accepted Payment Methods within the form after completing this section.

Please select Bank Transfer or Credit Card.

**The Trade Desk's preferred payment method is Credit Card.** (No Fee should be applicable to The Trade Desk, if you select Virtual Card)

# Supplier Information Management Form – Add Remit-To

\* Remit-To Address

Active Active ✕

Supplier Remittance Address

\* Address Name Remit Address Sample

\* Street Address 42 N Chestnut St

Street Address 2

\* City Ventura

\* Postal / Zip / Pin Code 93001  
Put N/A if not applicable.

\* Region

Country/Region United States

State Region California - CA

State ISO Code US-CA

After selecting the payment method, please review accuracy in the address that auto-populates into the Remit-To Address section that you completed when setting up your CSP account.

## Supplier Information Management Form – Add Remit-To

\* Remit To Contact Email  ⓘ  
Payment remittance email

\* Purchase Order Delivery Email (specific to this Entity or Remit-to address)   
Utilize this field to specify a separate email address for purchase order delivery for this specific Entity or Remit-to address.

\* Invoice Currency  x v

Please add the email address where we can send you payment remittance information.

Add the email where we may send your Purchase Order. This email can be the same as provided previously or may be specific to this remittance address.

Add the currency which will appear on your invoice and which we will be expected to pay you.

# Supplier Information Management Form

## Payment Method Guide

For information on what payment methods and banking requirements for your country, please visit our [Banking Requirements by Country Guide](#).

The Trade Desk **requires** a [Fraud Prevention Verification](#) to be conducted when banking information is added or if there is a change on a supplier record prior to payment.

If **Credit Card** is your preferred method of payment, you **will not be required** to conduct a verbal verification.

**Click on each of the following approved forms of Payment Methods** to ensure you are choosing the applicable payment type for your company:

- [Credit Card](#) – It is important to review this section prior to selecting Credit Card.
- **Bank Transfers**
  - [ACH](#) – Not applicable for all Countries
  - [Wire](#) – Universally accepted with specific requirements per Country.
- **We do not offer check payments.**



## Payment Method – Credit Card

How would you like to be paid?

All Methods Bank Transfers ~~Checks~~ Credit Cards

The Trade Desk prefers Credit Cards, Bank Transfers, ~~Checks Payments~~

Add Payment Method ▾

- Credit Cards
- Bank Transfers
- ~~Checks~~

The Trade Desk’s default preferred payment method is Credit Card.

**Important:** If you choose to be paid by Credit Card, you are confirming there is **no additional fee and/or processing fee charged** to The Trade Desk.

Add Payment Method ×

Virtual Card ⓘ

Please enter the following information to receive Virtual Card payments.

\* Payment Method Name ⓘ      \* Email Address

Add your Payment Method Name and Email Address where you would like to receive the virtual credit card number to extract your payment.

## Payment Method – Credit Card

Supplier Remittance Address

\* Address Name

\* Street Address

Street Address 2

\* City

\* Postal / Zip / Pin Code   
Put N/A if not applicable.

\* Region

Country/Region

State Region

State ISO Code

\* Remit To Contact Email   
Payment remittance email

Although you have added your credit card email in the CSP, you will still need to clarify in The Trade Desk form under the Remit To Contact Email with the same email for us to process your payment. This is a duplicate step we are unable to avoid. Thank you for your cooperation.

## Payment Method – Credit Card

\* Payment Method  
Credit Card x v

The Trade Desk's preferred payment method is Credit Card.

\* Please confirm you have selected the correct payment method above:

\* Will your payment method be Credit Card Payment?  
 Yes  
 No

If you choose to be paid by **Credit Card**, you are confirming there are no additional fees charged to The Trade Desk and you have the capability to extract your own payment.

**This section of the form is where you can select how you would like to be paid by The Trade Desk.**

If you chose Credit Card as your payment method:

- Select **Yes** for “Will your payment method be Credit Card Payment?”

## Payment Method – Adding Banking Details

How would you like to be paid?

All Methods **Bank Transfers** ~~Checks~~ Credit Cards

The Trade Desk prefers Credit Cards, Bank Transfers, ~~Checks Payments~~

Add Payment Method ▾

- Credit Cards
- Bank Transfers**
- ~~Checks~~

Multi Factor Authentication

Enter the 6-digit verification code from your authenticator app.

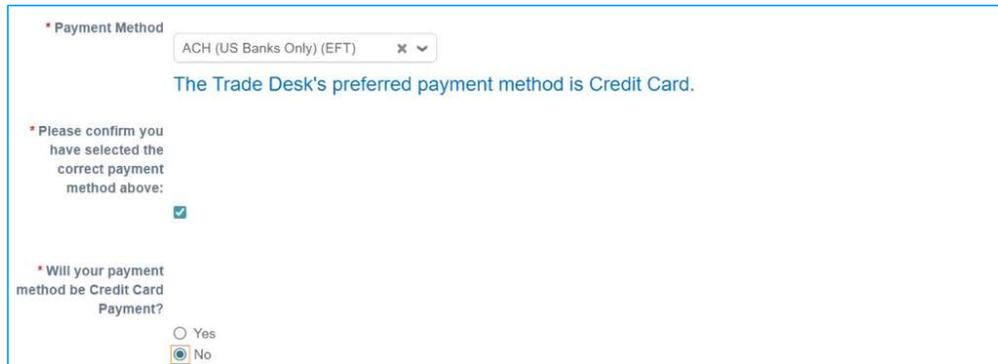
\* Multi Factor Authentication

Cancel OK

For Bank Transfers, **ACH** and **Wire**, adding your banking details follows a similar process. Please be sure to refer to the requirements listed in previous slides for each payment method.

You may be prompted for your **Authentication Code** located in your preferred authenticator app.

## Payment Method – ACH



\* Payment Method  
ACH (US Banks Only) (EFT) x v

The Trade Desk's preferred payment method is Credit Card.

\* Please confirm you have selected the correct payment method above:

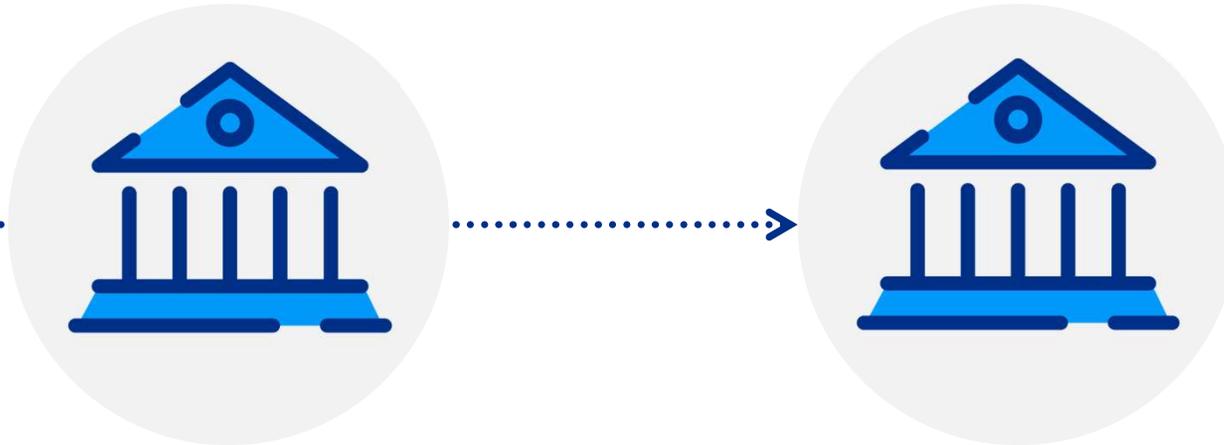
\* Will your payment method be Credit Card Payment?  
 Yes  
 No

**ACH** is a payment method which can be utilized to be used to and from **United States Banks**. Additionally, ACH can be used to make a local payment in Hong Kong through the local clearing system known as **Hong Kong Interbank Clearing Limited (HKICL)**. For the requirements for ACH see the next slide.

If you choose ACH, select **No**, under “**Will your payment method be Credit Card payment?**” to add your banking details.

For additional step-by-step guidance skip ahead to the instruction for [Adding Banking Details](#).

## Payment Method – ACH - Requirements



If you are using a **US bank**, you will be required to add a **routing** number and **account number**.

If you are using **HKICL**, we will need the following bank details to issue payment:

- **Bank Name:** The official name of the bank holding the supplier's account.
- **Bank Code:** A 3-digit code that identifies the recipient's bank in Hong Kong.
- **Branch Code:** A 3-digit code that identifies the specific branch of the bank where the recipient's account is held.
- **Account Number:** The full bank account number of the recipient.
- **Account Name:** The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.

## Payment Method – Wire - Requirements

If you are expecting a **Wire** payment, some countries require specific fields to have a successful payment. For information on banking requirements for your country, please visit our [Banking Requirements by Country Guide](#).

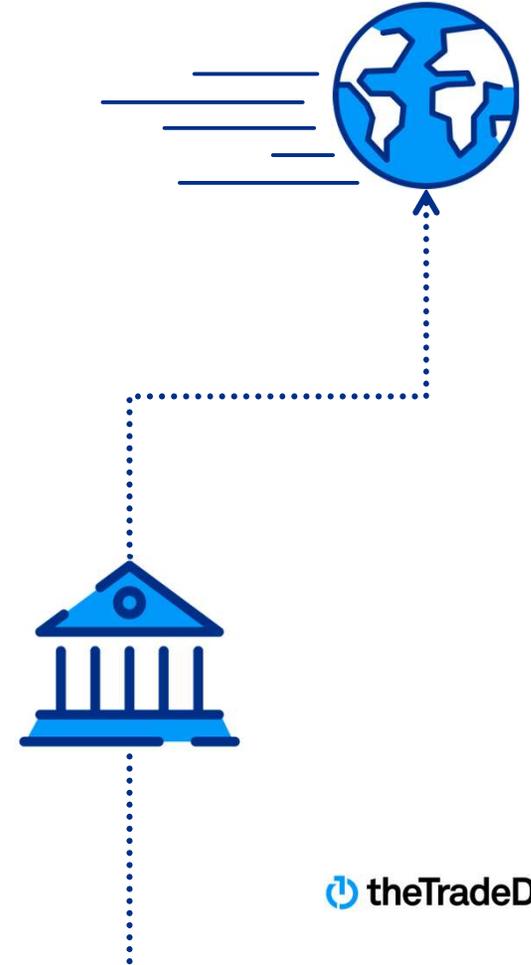
Suppliers utilizing **Australia Banks**, please add your BSB Number

**India Banks**, please add your IFSC Code.

Transit Number and Institution Number is required for **Canada Suppliers**

If you are expecting a Wire payment for **Hong Kong**, you will typically need the following banking details:

- **Beneficiary Name:** The name of the company or individual receiving the funds.
- **Beneficiary Bank Name:** The official name of the bank holding the supplier's account.
- **Beneficiary Account Number:** The full bank account number of the recipient.
- **SWIFT/BIC Code:** The SWIFT or BIC code of the recipient's bank, utilized for international transfers.
- **Bank Address:** The Address of the recipient's bank.



## Payment Method – Wire

\* Payment Method

The Trade Desk's preferred payment method is Credit Card.

\* Please confirm you have selected the correct payment method above:

\* Will your payment method be Credit Card Payment?

Yes

No

**Wire** is a payment method which can be used by all banks globally. Select **No**, under **Will your payment method be Credit Card Payment?** to add your banking details.

For **Wire**, adding your banking details follows a similar process. Please be sure to refer to the requirements located within our [Global Supplier Resources Website](#).

## Payment Method – Adding Banking Details

### Add Payment Method

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

\* Payment Method Name ⓘ

\* Bank Account Country/Region \* State \* Bank Account Currency

Beneficiary Name Bank Name

Account Number ⓘ Confirm Account Number

ACH Routing Number ⓘ Wire Routing Number ⓘ

My company expects to receive urgent/wire payments

Branch Code Bank Account Type

Email Address ⓘ Remit-To Code ⓘ

Supporting Documents ⓘ

Drop or Browse Files

Browse

For Bank Transfers, **ACH** and **Wire**, adding your banking details follows a similar process. Please be sure to refer to the requirements listed in previous slides for each payment method.

The information provided here will transfer to The Trade Desk Information Request Form. Some additional information may be required to process your payments successfully.

## Payment Method – Bank Transfers

\* Bank Account  
Location

US Based Bank Account  
 Non US Based Bank Account

Once you have selected **Bank Transfers**, you will be told it is successfully shared with our team and validated. **This is not the final step.**

Please also select whether you have a **US Based Bank Account** or a **Non-US Based Bank Account**.

If you select **Non-US Based Bank Account**, you may be asked to provide additional information.

For information on what is required for successful payments in your country review our guidance of [Banking Information Requirements by Country](#) or contact The Trade Desk Accounts Payable team.

## Payment Method – Adding Banking Details

\* Bank Account Location  US Based Bank Account  Non US Based Bank Account

Vendor Bank Information

\* Beneficiary Name

\* Bank Name

Bank Account Number  ⓘ

\* Bank Account Currency

Bank Routing Number  ⓘ

Bank Wire Routing Number  ⓘ

SWIFT Code (BIC)  ⓘ

Bank Address

Bank City

Bank State or Region

Bank Postal Code/ Pin Code

\* Bank Country/Region

Your information should auto populate from what you set up under your CSP profile.

If you select **US Bank Account**, there may be additional fields which you will need to complete in order to receive payment.

If you select **Non-US Based Bank Account**, additional fields may be available to you and to process your payment successfully, please review our guidance of [Banking Information Requirements by Country](#). It is important to fill out the necessary fields required by your country in order for us to not delay payment.

## Payment Method – Required Banking Documentation

Please attach bank verification letter or voided check.

\* Supporting Documentation

\* Attachments Add File

If you are providing United States Banking information:

- Attach a voided check or bank account details on bank letterhead confirming full account information.

If you are providing banking information from outside the United States:

- Bank letter and/or company details on letterhead confirming full account information.

**If you are updating your information, please also add your existing payment information.**

# Internal Information

The Trade Desk Internal Information

**These internal fields are to be completed by The Trade Desk team.**

Site Name

Business Unit

Payment Currency

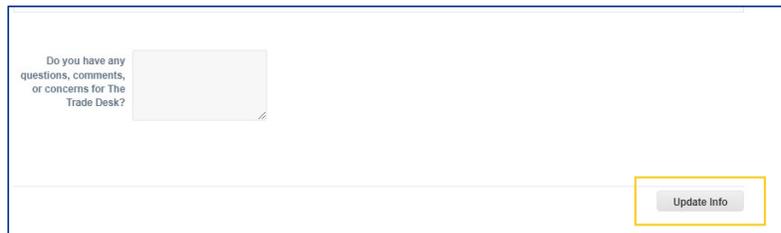
Payment Terms

Pay Group

Allow International Payments

Under The Trade Desk Internal Information section, kindly leave blank. These are internal fields to be completed by The Trade Desk.

# Supplier Information Management Form



Do you have any questions, comments, or concerns for The Trade Desk?

Update Info

Scroll to the bottom, select, **Submit** or **Update Info**.

05

# Supplier Information

Fraud Prevention & Verbal Verification

# Supplier Information – Fraud Prevention & Verbal Verification

After you submit your form to The Trade Desk, the Accounts Payable team may call you to confirm your information. Ensuring your payment information is correct is a top priority, and this verification helps maintain accuracy. Please review this guide to learn more about the importance of our Verbal Verification procedure.

Invitation to  
Update your  
Information



**Create a Coupa  
Supplier Portal  
Account**  
(Optional for New  
Suppliers)



**Complete The  
Trade Desk  
Information  
Request Form**



**Verbal Verification  
and Confirmation  
of Onboarding**

Trusted Supplier  
with The Trade  
Desk



## Verbal Verification - Requirements



With cybercrime on the rise, The Trade Desk takes every precaution to ensure valid information is received.

A **verbal banking verification is required** for every bank addition and/or bank changes on a supplier record before a payment can be made. The Trade Desk will contact your company independently requesting confirmation of the banking details provided.

Additionally, you will be **required to provide documentation with your company banking information**. This will be referenced during the verbal verification call.

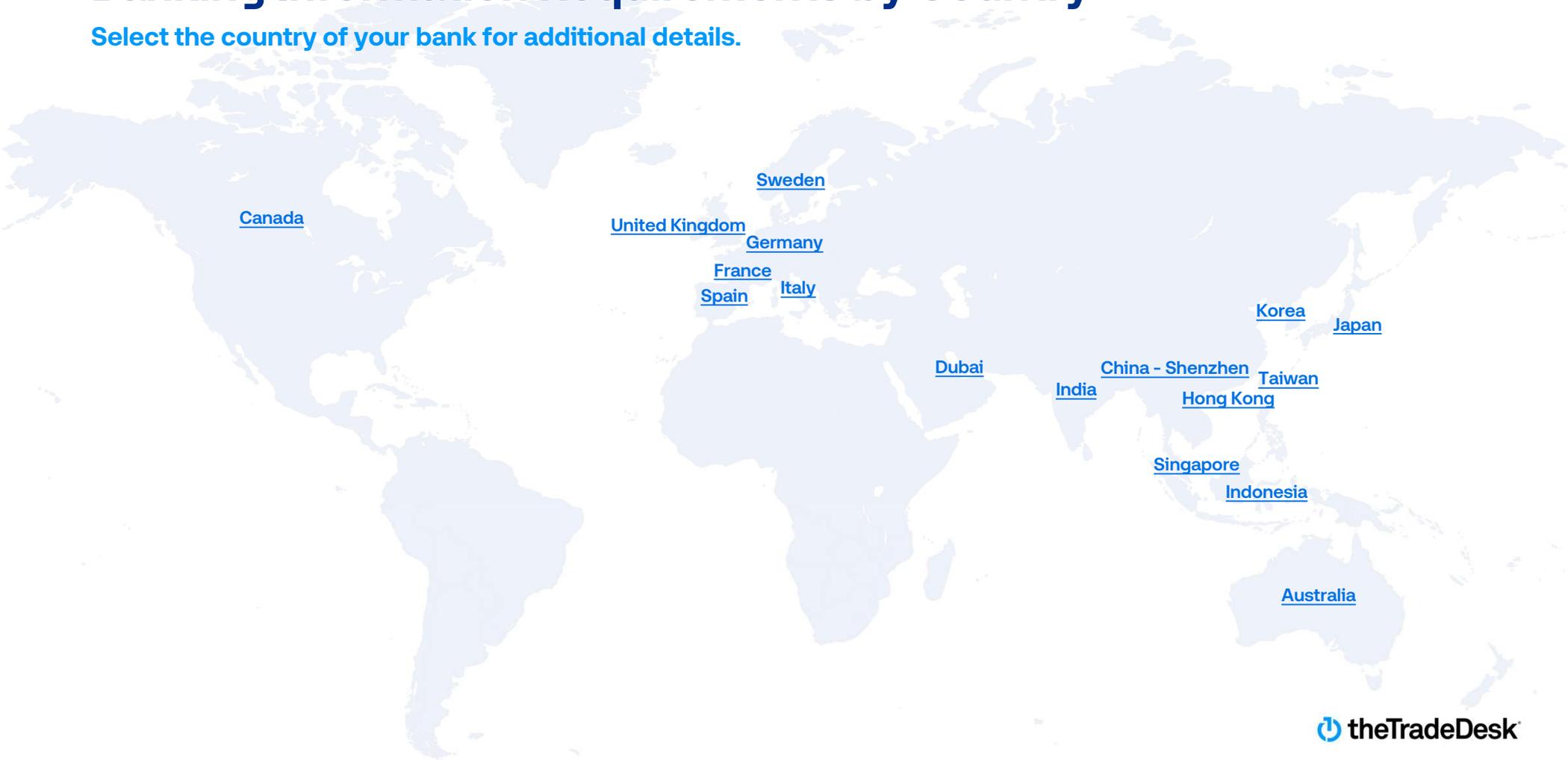
Bank letters and voided checks are accepted by The Trade Desk as backup documentation. **Bank Letter** must contain full account information from your banking institution. **Voided Check** as an image or picture is also acceptable, if the complete account information is visible. Temporary checks are not acceptable.

06

# Banking Requirements by Country

# Banking Information Requirements by Country

Select the country of your bank for additional details.



# Australia - Banking Information Requirements

## Suppliers whose banking country/region is in Australia



For processing **ACH** (Automated Clearing House) payments in Australia, which are typically referred to as Direct Entry or Electronic Funds Transfer (EFT), the following banking requirements are necessary within Coupa to ensure successful transactions:

- **Beneficiary Name:** The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name:** The official name of the bank holding the supplier's account.
- **Bank Account Number:** The supplier's unique bank account number, which can be up to nine digits long for Australian banks.
- **SWIFT/BIC Code:** (Society for Worldwide Interbank Financial Telecommunication) codes, which are also known as BIC (Bank Identifier Codes) – recommended to add even for ACH
- **Branch Name:** This is used to identify a specific bank branch within the country.
- **BSB Code:** The Bank-State-Branch (BSB) number is a six-digit code that identifies the specific bank and branch where the supplier's account is located in Australia.
- **Bank Address and Country**

For processing foreign currency payments i.e. USD you will need to select **international wire** as the pay method and select USD as Bank Account currency. The requirements listed remain the same.

\* Bank Account Location  US Based Bank Account  
 Non US Based Bank Account

### Vendor Bank Information

\* Beneficiary Name

\* Bank Name

Bank Account Number

\* Bank Account Currency

Bank Routing Number

Bank Wire Routing Number

IBAN Number

SWIFT Code (BIC)

Sort Code

Bank Code

Branch Code

\* Branch Name

BSB Number

For Australia Suppliers

Bank Account Number

Bank Branch Name

BSB Number (6 Digit Number)

IFSC Code

For India Suppliers

Transit Number And Institution Number

For Canada Suppliers

Bank Address

Bank City

Bank State or Region

Bank Postal Code/ Pin Code

\* Bank Country/Region

Include Bank Address and Country

# Canada - Banking Information Requirements

## Suppliers whose banking country/region is in Canada



To make a local **domestic wire** payment in Canada, you will typically need the following bank details:

- **Beneficiary Name:** The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name:** The official name of the bank holding the supplier's account.
- **Bank Account Number:** The full bank account number of the recipient.
- **Transit Number:** A 5-digit code that identifies the specific branch of the bank where the recipient's account is held.
- **Institution Number:** A 3-digit code that identifies the recipient's bank.
- **SWIFT/BIC Code:** (Society for Worldwide Interbank Financial Telecommunication) codes, which are also known as BIC (Bank Identifier Codes)
- **Branch Name:** This is used to identify a specific bank branch within the country.
- **Bank Address and Country**

For processing foreign currency payments i.e., USD you will need to select **international wire** as the pay method and select USD as Bank Account currency. The requirements listed remain the same.

BANKING INFORMATION REQUIREMENTS BY COUNTRY

# Canada - Banking Information Requirements

Suppliers whose banking country/region is in Canada

\* Bank Account Location  US Based Bank Account  
 Non US Based Bank Account

Vendor Bank Information

\* Beneficiary Name

\* Bank Name

Bank Account Number  **Bank Account No**

\* Bank Account Currency

Bank Routing Number

Bank Wire Routing Number

IBAN Number

SWIFT Code (BIC)  **SWIFT Code**

\* Branch Name  **Bank Branch Name**

BSB Number

For Australia Suppliers

IFSC Code

For India Suppliers

Transit Number And Institution Number  **5 Digit Transit Number & 3 or 4 Digit Institute Number = 8/9 Digits**

For Canada Suppliers

Bank Address

Bank City

Bank State or Region

Bank Postal Code/ Pin Code

\* Bank Country/Region  **Bank Address and Country /Region**

# China | Shenzhen - Banking Information Requirements

## Suppliers whose banking country/region is in China | Shenzhen



For processing **ACH** (Automated Clearing House) & **Domestic Wire** payments in China, the following banking requirements are necessary within Coupa to ensure successful transactions:

- **Beneficiary Name:** The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name:** The official name of the bank holding the supplier's account.
- **Bank Account Number:** The supplier's unique bank account number
- **Branch Name:** This is used to identify a specific bank branch within the country.
- **Bank Address and Country**

**Important:** You **do not** need to include the CNAPS Code. Additionally, for transactions within China or with local Chinese banks, providing account details in Chinese characters can help ensure accuracy and smooth processing. This includes the account holder's name and the bank's name, as some banks may require them in Chinese to prevent confusion or errors in the transaction.

**The Trade Desk limits USD and international wire payments due to foreign currency complexities and compliance rules.** China's strict currency controls require detailed documentation and limit outbound transfers. **Businesses and individuals must follow SAFE regulations**, often needing proof like invoices or personal transfer documents.

BANKING INFORMATION REQUIREMENTS BY COUNTRY

# China | Shenzhen - Banking Information Requirements

Suppliers whose banking country/region is in China | Shenzhen

\* Bank Account Location  US Based Bank Account  Non US Based Bank Account

Vendor Bank Information

\* Beneficiary Name

\* Bank Name

Bank Account Number  **Bank Account Number**

\* Bank Account Currency

Bank Routing Number

Bank Wire Routing Number

IBAN Number

SWIFT Code (BIC)

Sort Code

Bank Code

Branch Code

\* Branch Name  **Bank Branch Name**

Bank Address

Bank City

Bank State or Region

Bank Postal Code/ Pin Code

\* Bank Country/Region

**Include Bank Address and Country**

## Dubai- Banking Information Requirements

### Suppliers whose banking country/region is in Dubai



For processing **domestic wire** payments in UAE, the following banking requirements are necessary within Coupa to ensure successful transactions:

- **Beneficiary Name:** The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name:** The official name of the bank holding the supplier's account.
- **Bank Account Number:** The supplier's unique bank account number
- **IBAN Number:** The supplier's International Bank Account Number) of the beneficiary's account - typically consists of 23 characters. It includes the country code (AE), two check digits, and a 19-digit account number that includes the bank identifier.
- **SWIFT/BIC Code:** (Society for Worldwide Interbank Financial Telecommunication) codes, which are also known as BIC (Bank Identifier Codes)
- **Bank Address and Country**

For processing foreign currency payments i.e., USD you will need to select **international wire** as the pay method and select USD as Bank Account currency. The requirements listed remain the same.

BANKING INFORMATION REQUIREMENTS BY COUNTRY

# Dubai- Banking Information Requirements

Suppliers whose banking country/region is in Dubai

Bank Account Location  US Based Bank Account  Non US Based Bank Account

### Vendor Bank Information

\* Beneficiary Name

\* Bank Name

Bank Account Number  **Bank Account Number**

\* Bank Account Currency

Bank Routing Number

Bank Wire Routing Number

IBAN Number  **IBAN Ref**

SWIFT Code (BIC)  **Swift/BIC Code**

Sort Code

Bank Code

Branch Code

\* Branch Name  **Bank Branch Name**

Bank Address

Bank City

Bank State or Region

Bank Postal Code/ Pin Code

\* Bank Country/Region

**Include Bank Address and Country**



# France- Banking Information Requirements

## Suppliers whose banking country/region is in France



For processing **SEPA (EURO)** payments in France, the following banking requirements are necessary within Coupa to ensure successful transactions:

- **Beneficiary Name:** The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name:** The official name of the bank holding the supplier's account.
- **Bank Account Number:** The supplier's unique bank account number.
- **IBAN Number:** The supplier's International Bank Account Number) of the beneficiary's account - typically consists of up to 34 Digits
- **SWIFT/BIC Code:** (Society for Worldwide Interbank Financial Telecommunication) codes, which are also known as BIC (Bank Identifier Codes)
- **Bank Code:** (Code Banque): A 5-digit code that identifies the bank
- **Branch Code:** (Code Guichet): A 5-digit code that identifies the branch of the bank where the account is held.
- **Branch Name:** This is used to identify a specific bank branch within the country.
- **Bank Address and Country**

For processing foreign currency payments i.e., USD you will need to select **international wire** as the pay method and select USD as Bank Account currency. The requirements listed remain the same.

BANKING INFORMATION REQUIREMENTS BY COUNTRY

# France- Banking Information Requirements

Suppliers whose banking country/region is in France

\* Bank Account  US Based Bank Account  
Location  Non US Based Bank Account

Vendor Bank Information

\* Beneficiary Name

\* Bank Name

Bank Account Number  **Bank Account Number**

\* Bank Account Currency

Bank Routing Number

Bank Wire Routing Number

IBAN Number  **IBAN Ref**

SWIFT Code (BIC)  **Swift/BIC Code**

Sort Code

Bank Code  **5 Digit Bank Code & 5 Digit Branch Code**

Branch Code

\* Branch Name  **Bank Branch Name**



## Germany- Banking Information Requirements

### Suppliers whose banking country/region is in Germany



For processing **SEPA** payments in Germany, the following banking requirements are necessary within Coupa to ensure successful transactions:

- **Beneficiary Name:** The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name:** The official name of the bank holding the supplier's account.
- **Bank Account Number:** The full bank account number of the recipient.
- **IBAN Number:** The supplier's International Bank Account Number) The standard IBAN format for Germany consists of 22 characters and follows this structure
- **SWIFT/BIC Code:** (Society for Worldwide Interbank Financial Telecommunication) codes, which are also known as BIC (Bank Identifier Codes)
- **Bank Code:** In Germany, the bank code is known as a "Bankleitzahl" (BLZ), and it consists of an 8-digit number. This number is used to identify a specific bank branch within the country.
- **Branch Name:** This is used to identify a specific bank branch within the country.
- **Bank Address and Country**

For processing foreign currency payments i.e., USD you will need to select **international wire** as the pay method and select USD as Bank Account currency. The requirements listed remain the same.

BANKING INFORMATION REQUIREMENTS BY COUNTRY

# Germany- Banking Information Requirements

## Suppliers whose banking country/region is in Germany

\* Bank Account Location  US Based Bank Account  Non US Based Bank Account

Vendor Bank Information

\* Beneficiary Name

\* Bank Name

Bank Account Number  **Bank Account Number**

\* Bank Account Currency

Bank Routing Number

Bank Wire Routing Number

IBAN Number  **IBAN Ref**

SWIFT Code (BIC)  **Swift/BIC Code**

Sort Code

Bank Code  **8 Digit Bank Code Bankleitzahl" (BLZ)**

Branch Code

\* Branch Name  **Bank Branch Name**





## Hong Kong- Banking Information Requirements

### Suppliers whose banking country/region is in Hong Kong

To make a local **ACH** payment in Hong Kong, which is typically processed through the local clearing system known as the Hong Kong Interbank Clearing Limited (HKICL), you would need the following bank details:

- **Beneficiary Name:** The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name:** The official name of the bank holding the supplier's account.
- **Bank Account Number:** The full bank account number of the recipient. - Do Not include the Branch Number
- **SWIFT/BIC Code:** (Society for Worldwide Interbank Financial Telecommunication) codes, which are also known as BIC (Bank Identifier Codes)
- **Bank Code:** A 3-digit code that identifies the recipient's bank in Hong Kong and A 3-digit code that identifies the specific branch of the bank where the recipient's account is held.
- **Branch Name:** This is used to identify a specific bank branch within the country.
- **Bank Address and Country**

For processing foreign currency payments i.e., USD you will need to select **international wire** as the pay method and select USD as Bank Account currency. The requirements listed remain the same.

**Important:** Hong Kong bank account numbers are typically made up of a combination of a branch code and an account number. There is no standardized format for Hong Kong account numbers, so some banks may include the branch code in the account number. Please check and only include the account number as Branch code is included within the 6 digits Bank Code field.

BANKING INFORMATION REQUIREMENTS BY COUNTRY

# Hong Kong- Banking Information Requirements

Suppliers whose banking country/region is in Hong Kong

\* Bank Account Location  US Based Bank Account  
 Non US Based Bank Account

Vendor Bank Information

\* Beneficiary Name

\* Bank Name

Bank Account Number  **Bank Account No - Do not include the branch number - See Below\*\*\***

\* Bank Account Currency

Bank Routing Number

Bank Wire Routing Number

IBAN Number

SWIFT Code (BIC)  **SWIFT Code**

Sort Code

Bank Code  **Bank Code - Use the 3 digit bank code & 3 digit branch number = 6 digits**

Branch Code

\* Branch Name  **Bank Branch Name**

BSB Number

Bank Address

Bank City

Bank State or Region

Bank Postal Code/ Pin Code

\* Bank Country/Region

**Bank Address and Country /Region**



# India- Banking Information Requirements

## Suppliers whose banking country/region is in India

To make a local **ACH** (Automated Clearing House) payment in India, which is typically processed through the National Electronic Funds Transfer (NEFT) system or the Real Time Gross Settlement (RTGS) system, you will need the following bank details:

- **Beneficiary Name:** The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name:** The official name of the bank holding the supplier's account.
- **Bank Account Number:** The full bank account number of the recipient.
- **Branch Name:** This is used to identify a specific bank branch within the country.
- **IFSC Code:** The Indian Financial System Code, which is an 11-character code that identifies the individual bank branch of the recipient's bank account.
- **Bank Address and Country**

**Important:** The Trade Desk has limited both USD and International wire payments due to complexities with foreign currency; such transactions are regulated by the Reserve Bank of India (RBI) and must comply with the Foreign Exchange Management Act (FEMA). Banks and financial institutions require you to provide necessary documentation and adhere to certain limits and purposes for the transfer as per RBI guidelines.

# India- Banking Information Requirements

## Suppliers whose banking country/region is in India

\* Bank Account Location  US Based Bank Account  Non US Based Bank Account

### Vendor Bank Information

\* Beneficiary Name

\* Bank Name

Bank Account Number  **Bank Account Number**

\* Bank Account Currency

Bank Routing Number

Bank Wire Routing Number

IBAN Number

SWIFT Code (BIC)

Sort Code

Bank Code

Branch Code

\* Branch Name  **Bank Branch Name**

IFSC Code  **IFSC is an 11-character code with the first four alphabetic characters**

For India Suppliers

Transit Number And Institution Number

For Canada Suppliers

Bank Address  **Include Bank Address and Country**

Bank City

Bank State or Region

Bank Postal Code/ Pin Code

\* Bank Country/Region

# Indonesia- Banking Information Requirements

## Suppliers whose banking country/region is in Indonesia



To make a local **ACH** payment in Indonesia, you typically need the following bank details:

- **Beneficiary Name:** The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name:** The official name of the bank holding the supplier's account.
- **Bank Account Number:** The full bank account number of the recipient.
- **SWIFT Code:** A SWIFT/BIC is an 8–11-character code that identifies your country, city, bank, and branch
- **Branch Name:** This is used to identify a specific bank branch within the country.
- **Bank Address and Country**

**Important:** The Trade Desk has limited both USD and International wire payments due to complexities with foreign currency; transactions are subject to Indonesian regulations and compliance requirements. Banks and financial institutions in Indonesia will require you to provide documentation to support the transaction, which may include details about the purpose of the transfer, the source of funds, and the recipient's information. Additionally, there may be limits on the amount you can transfer, and certain transactions may require approval from the Bank of Indonesia, especially if they exceed a certain threshold.

BANKING INFORMATION REQUIREMENTS BY COUNTRY

# Indonesia- Banking Information Requirements

Suppliers whose banking country/region is in Indonesia

\* Bank Account Location  US Based Bank Account  Non US Based Bank Account

### Vendor Bank Information

\* Beneficiary Name

\* Bank Name

Bank Account Number  **Bank Account Number**

\* Bank Account Currency

Bank Routing Number

Bank Wire Routing Number

IBAN Number

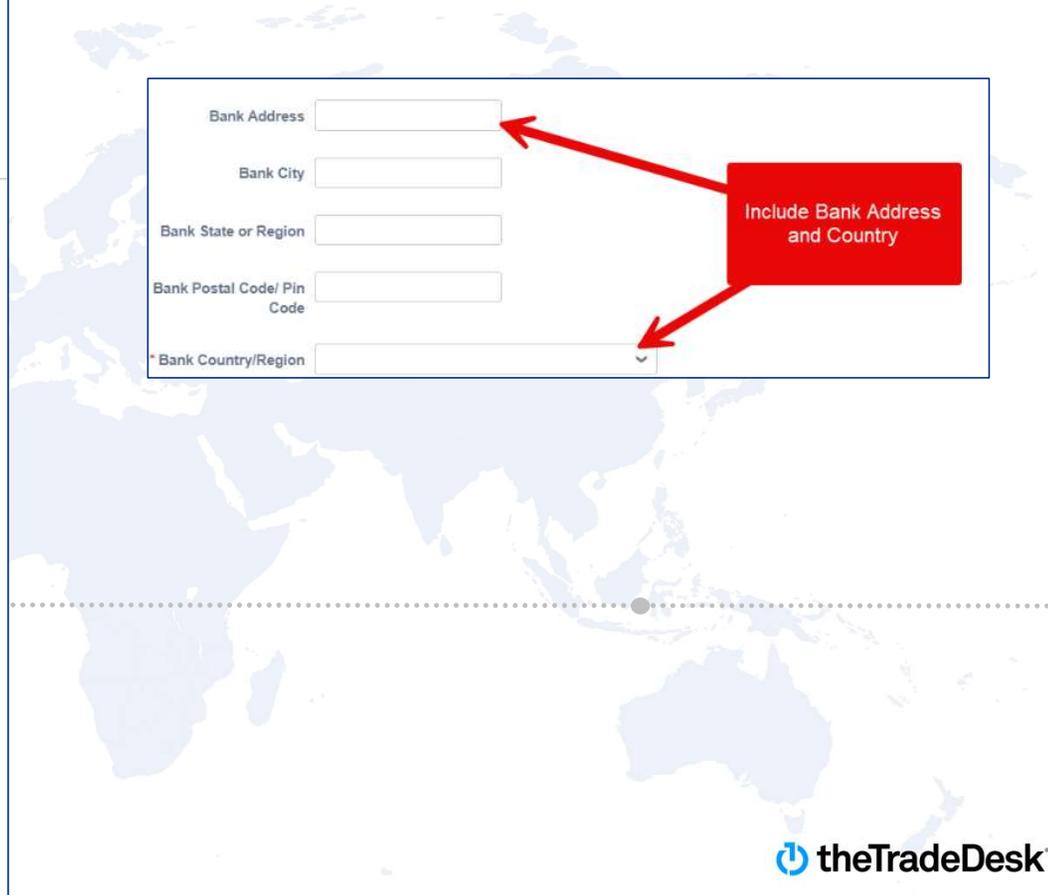
SWIFT Code (BIC)  **SWIFT Code 8-11 Number**

Sort Code

Bank Code

Branch Code

\* Branch Name  **Bank Branch Name**



Bank Address

Bank City

Bank State or Region

Bank Postal Code/ Pin Code

\* Bank Country/Region

**Include Bank Address and Country**

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# Italy- Banking Information Requirements

## Suppliers whose banking country/region is in Italy



For processing **SEPA (EURO)** payments in Italy, the following banking requirements are necessary within Coupa to ensure successful transactions:

- **Beneficiary Name** : The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name**: The official name of the bank holding the supplier's account.
- **IBAN Number**: The supplier's International Bank Account Number) The standard IBAN format for Italy consists of 27 digits.
- **SWIFT Code**: (Society for Worldwide Interbank Financial Telecommunication) codes, which are also known as BIC (Bank Identifier Codes)
- **Bank Code**: In Italy, the bank code is known as "ABI (Azienda d'Italia)", and it consists of a 5-digit number. This number is used to identify a specific bank code within the country.
- **Branch Code**: In Italy, the branch code is known as "CAB (Codice Di Avviamento Bancario) and it consists of a 5-digit number. This number is used to identify a specific bank branch within the country.
- **Branch Name**: This is used to identify a specific bank branch within the country.
- **Bank Address and Country**

For Processing foreign currency payments i.e., USD you will need to select **international wire** as the pay method and select USD as Bank Account currency. The requirements listed remain the same.

BANKING INFORMATION REQUIREMENTS BY COUNTRY

# Italy- Banking Information Requirements

Suppliers whose banking country/region is in Italy

\* Bank Account Location  US Based Bank Account  Non US Based Bank Account

Vendor Bank Information

\* Beneficiary Name

\* Bank Name

Bank Account Number  **Bank Account Number**

\* Bank Account Currency

Bank Routing Number  ⓘ

Bank Wire Routing Number  ⓘ

IBAN Number  ⓘ **IBAN Number**

SWIFT Code (BIC)  ⓘ **Bic Code**

Sort Code  ⓘ

Bank Code  ⓘ **10 Digits = 5 Digit Bank Code & 5 Digit Branch Number**

Branch Code

\* Branch Name  **Bank Branch Name**

Bank Address

Bank City

Bank State or Region

Bank Postal Code/ Pin Code

\* Bank Country/Region

**Include Bank Address and Country**

## Japan- Banking Information Requirements

### Suppliers whose banking country/region is in Japan



In Japan, The Trade Desk uses a third-party service for payments, so **you don't need to enter your banking details** in the Coupa Supplier Portal. When selecting from the **Payment Method** field, please select **3<sup>rd</sup> Party Payment**. Under the field **Are you adding or updating payment information?**, select **No**.

**We advise providing supporting documents on your official letterhead**, as they will be sent to the third-party for payment verification. The documents we request you provide as supporting should include:

- **Beneficiary Name:** The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name:** The official name of the bank holding the supplier's account.
- **Bank Account Number:** The supplier's Bank Account Number
- **SWIFT Code:** In Japan, a SWIFT code is an alphanumeric code that uniquely identifies a specific bank branch for international money transfers. It is composed of 8 or 11 characters.
- **Bank Code:** A 3-digit number that identifies the financial institution.
- **Branch Number:** A 3 to 7-digit number that identifies the specific branch of the bank.

# Korea- Banking Information Requirements

## Suppliers whose banking country/region is in Korea



In Korea, The Trade Desk uses a third-party service for payments, so **you don't need to enter your banking details** in the Coupa Supplier Portal. When selecting from the **Payment Method** field, please select **3<sup>rd</sup> Party Payment**. Under the field **Are you adding or updating payment information?**, select **No**.

**We advise providing supporting documents on your official letterhead**, as they will be sent to the third-party for payment verification. The documents we request you provide as supporting should include:

- **Beneficiary Name** : The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name**: The official name of the bank holding the supplier's account.
- **Account Number**: The supplier's Bank Account Number
- **SWIFT Code**: In Korea, a SWIFT code is an alphanumeric code that uniquely identifies a specific bank branch for international money transfers. It is composed of 8 or 11 characters.
- **KFTC Code**: The local code for the Korea Financial Telecommunications & Clearings Institute (KFTC) is not a single code but rather a system of codes used to identify banks within South Korea. These are often referred to as bank codes or branch codes. When you're making a local bank transfer in Korea, you might be asked for the KFTC bank code, which is a part of the bank account information needed to process the transfer.

# Singapore- Banking Information Requirements

## Suppliers whose banking country/region is in Singapore



For processing **ACH** (Automated Clearing House) payments in Singapore, which are typically referred to as GIRO for local payment transfers, the following banking requirements are necessary within Coupa to ensure successful transactions:

- **Beneficiary Name:** The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name:** The official name of the bank holding the supplier's account.
- **Bank Account Number:** The supplier's unique bank account number, numbers are generally 7–15-digit numbers registered to a bank account – check with your bank for ACH formatted conditions
- **Bank Code:** A specific code that identifies the bank in Singapore.
- **Branch Code:** A code that identifies the specific branch where the account is held.
- **Branch Name:** This is used to identify a specific bank branch within the country.
- **Bank Address and Country**

**Important:** Please ensure you are checking your banks ACH bank and branch code guidelines.

For Processing foreign currency payments i.e., USD you will need to select **international wire** as the pay method and select USD as Bank Account currency. The requirements listed remain the same.

BANKING INFORMATION REQUIREMENTS BY COUNTRY

# Singapore- Banking Information Requirements

Suppliers whose banking country/region is in Singapore

\* Bank Account  US Based Bank Account  
Location  Non US Based Bank Account

Vendor Bank Information

\* Beneficiary Name

\* Bank Name  **Bank Account Number**

Bank Account Number  ⓘ

\* Bank Account   
Currency

Bank Routing Number  ⓘ

Bank Wire Routing Number  ⓘ

IBAN Number  ⓘ

SWIFT Code (BIC)  ⓘ

Sort Code  ⓘ

Bank Code  ⓘ **Bank Code 4 digits & Branch Code 3 digits**

Branch Code

\* Branch Name  **Bank Branch Name**

BSB Number  ⓘ

Bank Address

Bank City

Bank State or Region

Bank Postal Code/ Pin Code

\* Bank Country/Region

**Include Bank Address and Country**

## Spain- Banking Information Requirements

### Suppliers whose banking country/region is in Spain



For processing **SEPA** payments in Spain, the following banking requirements are necessary within Coupa to ensure successful transactions:

- **Beneficiary Name:** The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name:** The official name of the bank holding the supplier's account.
- **Bank Account Number:** The supplier's Bank Account Number
- **IBAN Number:** The supplier's International Bank Account Number. The standard IBAN format for Spain consists of 24 digits.
- **SWIFT/BIC Code:** (Society for Worldwide Interbank Financial Telecommunication) codes, which are also known as BIC (Bank Identifier Codes)
- **Bank Code:** In Spain, the bank code is known as "Entidad," and it consists of a 4-digit number. This number should be combined with the branch name code known as "Oficina," and it consists of a 4-digit number. This number is used to identify a specific bank and branch within the country.
- **Branch Name:** This is used to identify a specific bank branch within the country.
- **Bank Address and Country**

For Processing foreign currency payments i.e., USD you will need to select **international wire** as the pay method and select USD as Bank Account currency. The requirements listed remain the same.

BANKING INFORMATION REQUIREMENTS BY COUNTRY

# Spain- Banking Information Requirements

Suppliers whose banking country/region is in Spain

\* Bank Account Location  US Based Bank Account  
 Non US Based Bank Account

Vendor Bank Information

\* Beneficiary Name

\* Bank Name

Bank Account Number  **Bank Account No**

\* Bank Account Currency

Bank Routing Number

Bank Wire Routing Number

IBAN Number  **IBAN Number**

SWIFT Code (BIC)  **SWIFT Code**

Sort Code

Bank Code  **Bank Code - Use the 4 digit bank code & 4 digit branch number = 8 digits**

Branch Code

\* Branch Name  **Bank Branch Name**

BSB Number

Bank Address

Bank City

Bank State or Region

Bank Postal Code/ Pin Code

\* Bank Country/Region

**Bank Address and Country /Region**

# Sweden- Banking Information Requirements

## Suppliers whose banking country/region is in Sweden



For processing **Domestic Wire** payments in Sweden, the following banking requirements are necessary within Coupa to ensure successful transactions:

- **Beneficiary Name:** The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name:** The official name of the bank holding the supplier's account.
- **Bank Account Number:** The supplier's Bank Account Number
- **IBAN Number:** The supplier's International Bank Account Number. The standard IBAN format for Spain consists of 24 digits.
- **SWIFT/BIC Code:** (Society for Worldwide Interbank Financial Telecommunication) codes, which are also known as BIC (Bank Identifier Codes)
- **Branch Name:** This number is used to identify a specific bank branch within the country.
- **Bank Address and Country**

For Processing foreign currency payments i.e., USD you will need to select **international wire** as the pay method and select USD as Bank Account currency. The requirements listed remain the same.

BANKING INFORMATION REQUIREMENTS BY COUNTRY

# Sweden- Banking Information Requirements

## Suppliers whose banking country/region is in Sweden

\* Bank Account  US Based Bank Account  
Location  Non US Based Bank Account

Vendor Bank Information

\* Beneficiary Name

\* Bank Name

Bank Account Number  **Bank Account Number**

\* Bank Account Currency

Bank Routing Number

Bank Wire Routing Number

IBAN Number  **IBAN Ref**

SWIFT Code (BIC)  **Swift/BIC Code**

Sort Code

Bank Code

Branch Code

\* Branch Name  **Bank Branch Name**



# Taiwan- Banking Information Requirements

## Suppliers whose banking country/region is in Taiwan



For processing **ACH** (Automated Clearing House) payments in Taiwan, the following banking requirements are necessary within Coupa to ensure successful transactions:

- **Beneficiary Name:** The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name:** The official name of the bank holding the supplier's account.
- **Bank Account Number:** The supplier's Bank Account Number
- **Branch Name:** This is used to identify a specific bank branch within the country.
- **Bank Address and Country**

### Important:

The beneficiary account name must match the bank's records exactly, which may be in the local language or English, depending on the bank's policies. In Taiwan, account names are usually in Chinese characters, though some banks may accept or require a Latin transliteration. To avoid issues, check with the specific bank for their requirements before processing a transaction.

In Taiwan, businesses use a "Unified Business Number" (UBN) for taxes, while individuals use a "National Identification Number" (for citizens) or a "Resident Certificate Number" (for foreign residents). These numbers are needed for legal and financial transactions. Make sure to enter the UBN in the Tax Registrations section, as it is required for payment processing.

The Trade Desk limits USD and international wire payments due to currency and compliance complexities. Taiwan's banks follow Financial Supervisory Commission (FSC) regulations to prevent fraud and ensure financial stability. These rules include reporting large transactions, verifying customers, and restricting some international transfers. Check with your bank for any required documents or compliance steps.

BANKING INFORMATION REQUIREMENTS BY COUNTRY

# Taiwan- Banking Information Requirements

Suppliers whose banking country/region is in Taiwan

\* Bank Account  US Based Bank Account  
Location  Non US Based Bank Account

Vendor Bank Information

\* Beneficiary Name

\* Bank Name

Bank Account Number  **Bank Account Number**

\* Bank Account Currency

Bank Routing Number

Bank Wire Routing Number

IBAN Number

SWIFT Code (BIC)

Sort Code

Bank Code

Branch Code

\* Branch Name  **Bank Branch Name**

**7 Digit Bank and Branch Code**

Bank Address

Bank City

Bank State or Region

Bank Postal Code/ Pin Code

\* Bank Country/Region

**Include Bank Address and Country**



BANKING INFORMATION REQUIREMENTS BY COUNTRY

## United Kingdom - Banking Information Requirements

Suppliers whose banking country/region is in United Kingdom



For processing payments in the United Kingdom being billed in a specific currency may differ on the requirements needed to process your payment. Please select from the following on the applicable guide for you.

[United Kingdom - EUR Payments](#)

[United Kingdom - GBP Payments](#)

[United Kingdom - USD Payments](#)

# United Kingdom **EUR** - Banking Information Requirements

## Suppliers whose banking country/region is in United Kingdom



For processing **SEPA** payments in the United Kingdom billed in **EUR€** (inside or outside of UK), you will typically need the following information:

- **Beneficiary Name:** The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name:** The official name of the bank holding the supplier's account.
- **Bank Account Number:** The supplier's Bank Account Number
- **Bank Account Currency:** EUR
- **IBAN Number:** The supplier's International Bank Account Number. The standard IBAN format for Spain consists of 24 digits.
- **SWIFT/BIC Code:** (Society for Worldwide Interbank Financial Telecommunication) codes, which are also known as BIC (Bank Identifier Codes)
- **Sort Code:** A 6-digit code formatted usually XX-XX-XX, where the first two digits represent the bank, the next two identify the location, and the last two specify the branch
- **Bank Code and Branch Code:** A bank code is a series of numbers that identifies a specific bank in a country, while a branch code is a series of numbers that identifies a specific branch of a bank within a city or region.
- **Branch Name:** This is used to identify a specific bank branch within the country.
- **Bank Address and Country**

BANKING INFORMATION REQUIREMENTS BY COUNTRY

# United Kingdom **EUR** - Banking Information Requirements

Suppliers whose banking country/region is in United Kingdom

**\* Bank Account Location**  US Based Bank Account  
 Non US Based Bank Account

Vendor Bank Information

**\* Beneficiary Name**

**\* Bank Name**

Bank Account Number  *i*

**\* Bank Account Currency**

Bank Routing Number  *i*

Bank Wire Routing Number  *i*

IBAN Number  *i*

SWIFT Code (BIC)  *i*

Sort Code  *i*

Bank Code  *i*

Branch Code

**\* Branch Name**

**Bank Account Number**

**IBAN Number**

**BIC Code**

**Sort Code**

**Bank Branch Name**

Bank Address

Bank City

Bank State or Region

Bank Postal Code/ Pin Code

**\* Bank Country/Region**

**Bank Address & Country**

# United Kingdom **GBP** - Banking Information Requirements

## Suppliers whose banking country/region is in United Kingdom



For processing **BACS** (Bankers' Automated Clearing Services) where invoices will be billed in **GBP£**, the following banking requirements are necessary within Coupa to ensure successful transactions:

- **Beneficiary Name:** The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name:** The official name of the bank holding the supplier's account.
- **Bank Account Number:** The supplier's Bank Account Number
- **Bank Account Currency:** GBP
- **Sort Code:** A 6-digit code formatted usually XX-XX-XX, where the first two digits represent the bank, the next two identify the location, and the last two specify the branch
- **Branch Name:** This is used to identify a specific bank branch within the country.
- **Bank Address and Country**

**Important:** BACS payments typically take 3 working days to clear.

BANKING INFORMATION REQUIREMENTS BY COUNTRY

# United Kingdom **GBP** - Banking Information Requirements

Suppliers whose banking country/region is in United Kingdom

\* Bank Account  US Based Bank Account  
Location  Non US Based Bank Account

Vendor Bank Information

\* Beneficiary Name

\* Bank Name

Bank Account Number  **Bank Account Number**

\* Bank Account Currency

Bank Routing Number

Bank Wire Routing Number

IBAN Number

SWIFT Code (BIC)

Sort Code  **6 Digit Sort Code**

Bank Code

Branch Code

\* Branch Name  **Bank Branch Name**

Bank Address

Bank City

Bank State or Region

Bank Postal Code/ Pin Code

\* Bank Country/Region  **Bank Address & Country**

## United Kingdom **USD** - Banking Information Requirements

### Suppliers whose banking country/region is in United Kingdom



For processing **International Wire** payments where invoices will be billed in **USD\$** (inside or outside of the United Kingdom), the following banking requirements are necessary within Coupa to ensure successful transactions:

- **Beneficiary Name:** The name of the account holder as recognized by the bank. This should match the name provided in the payment details to avoid any discrepancies.
- **Bank Name:** The official name of the bank holding the supplier's account.
- **Bank Account Number:** The supplier's Bank Account Number
- **Bank Account Currency:** USD
- **SWIFT/BIC Code:** (Society for Worldwide Interbank Financial Telecommunication) codes, which are also known as BIC (Bank Identifier Codes)
- **Sort Code:** A 6-digit code formatted usually XX-XX-XX, where the first two digits represent the bank, the next two identify the location, and the last two specify the branch
- **Branch Name:** This is used to identify a specific bank branch within the country.
- **Bank Address and Country**

BANKING INFORMATION REQUIREMENTS BY COUNTRY

# United Kingdom **USD** - Banking Information Requirements

Suppliers whose banking country/region is in United Kingdom

\* Bank Account  US Based Bank Account  
Location  Non US Based Bank Account

Vendor Bank Information

\* Beneficiary Name

\* Bank Name

Bank Account Number  **Bank Account Number**

\* Bank Account Currency

Bank Routing Number

Bank Wire Routing Number

IBAN Number

SWIFT Code (BIC)  **Swift/BIC Code**

Sort Code  **6 Digit Sort Code**

Bank Code

Branch Code

\* Branch Name  **Bank Branch Name**

Bank Address

Bank City

Bank State or Region

Bank Postal Code/ Pin Code

\* Bank Country/Region  **Bank Address & Country**