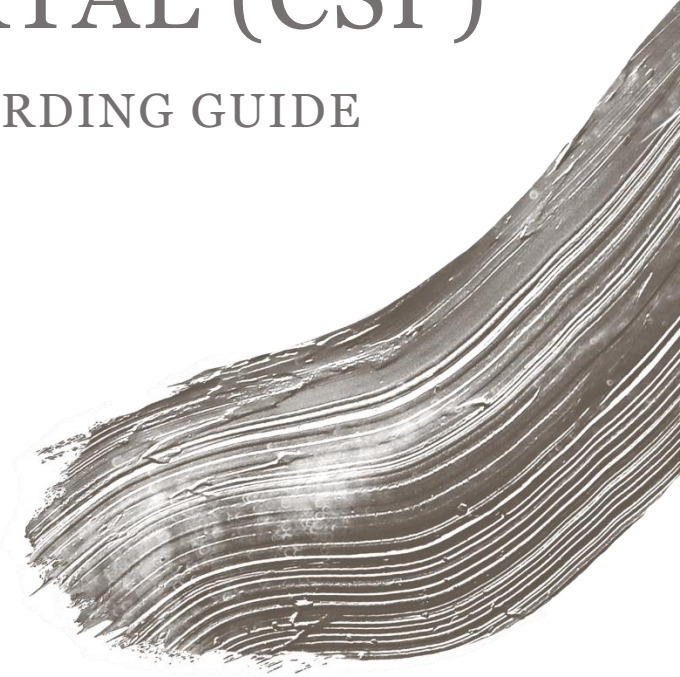




COUPA SUPPLIER PORTAL (CSP) ONBOARDING GUIDE





Gran Meliá de Mar

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Meliá's CSP invitation

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03

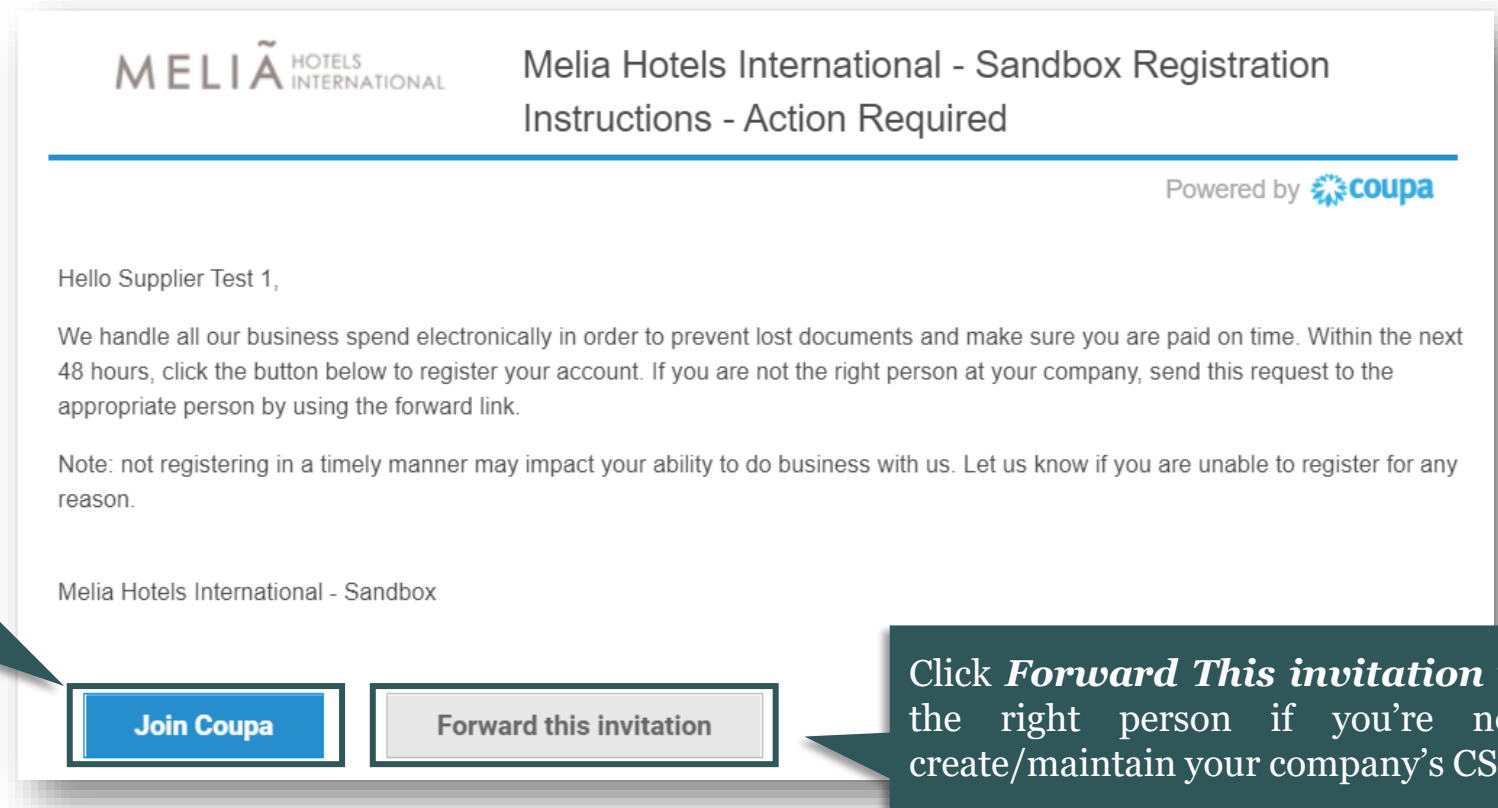
Manage Meliá's specific profile in CSP

04

Manage your public profile in CSP

I | Meliá's CSP invitation

1. You will receive an invitation email from Meliá to join Coupa Supplier Portal



Click *Join Coupa* button to join CSP and create an account

Click *Forward This invitation* to forward the invitation to the right person if you're not the right person to create/maintain your company's CSP account

I | Meliá's CSP invitation

2. Once the invite is accepted, you will be redirected to Coupa and the system will ask you to create a business account

Join the Coupa Supplier Portal

Complete the information below and create the password for your account. Click here for [help](#).

* First Name

* Last Name

* Company

* Department

* Role

* Email

* Password

Use at least 8 characters and include a number and a letter.

* Password Confirmation

I accept the [Privacy Policy](#) and the [Terms of Use](#).

Fill in the required information and click on submit to create a CSP account

You can forward the invitation to the right person if you are not the right person to create/maintain your company's CSP account.

Forward Your Invitation

Not the right person to register now? Want to ask a coworker to join quickly? Send a copy of your invitation to a colleague's email below (must have the same email domain).

Forward Email

Enter email address and click on submit to forward the invitation



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II | CSP overview

1. The Coupa Supplier Portal (CSP) is the way for you to manage Meliá's transactions on the Coupa Platform

The screenshot displays the Coupa Supplier Portal interface. At the top, there is a blue header with the Coupa logo and the text "coupa supplier portal". Below the header, the page is divided into two main sections: "Register" and "Log In".

Register Section:

- Text: "New to Coupa? Create your account or click here for [help](#)."
- Form fields: "First Name", "Last Name", "Company", and "* Email".
- Button: "Register".

Log In Section:

- Text: "Welcome back! Login or click here for [help](#)."
- Form fields: "* Email Address" and "* Password".
- Button: "Log In".
- Link: "Forgot Your Password?".

At the bottom of the page, there is a dark grey footer with the Coupa logo and a blue button labeled "Chat with Coupa Support".

Enter your email address and password in order to log in to CSP

If you have trouble logging into Coupa, you can contact Coupa support via this box

Chat with Coupa Support

II | CSP overview

2. In the Coupa Supplier Portal Home page, you will find information related to:

The screenshot shows the Coupa Supplier Portal Home page. The main menu includes Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. The user is logged in as SERGIO. There are 0 notifications. The page features a 'New' announcement about exclusive discounts, an 'Action needed' banner to complete the profile (17% complete), and a 'Profile Summary' section with 1 Legal Entity, 1 Registered User, and 1 Connected Customer. The 'Merge Accounts' section offers to merge multiple CSP accounts. The 'One-Click Savings' section promotes exclusive deals. The 'Announcements' section shows 0 announcements. The 'Banking Info', 'Diversity', 'Accelerate', and 'Bribery Policy' sections are also visible.

To set your account

Here is the main menu

To View Notifications

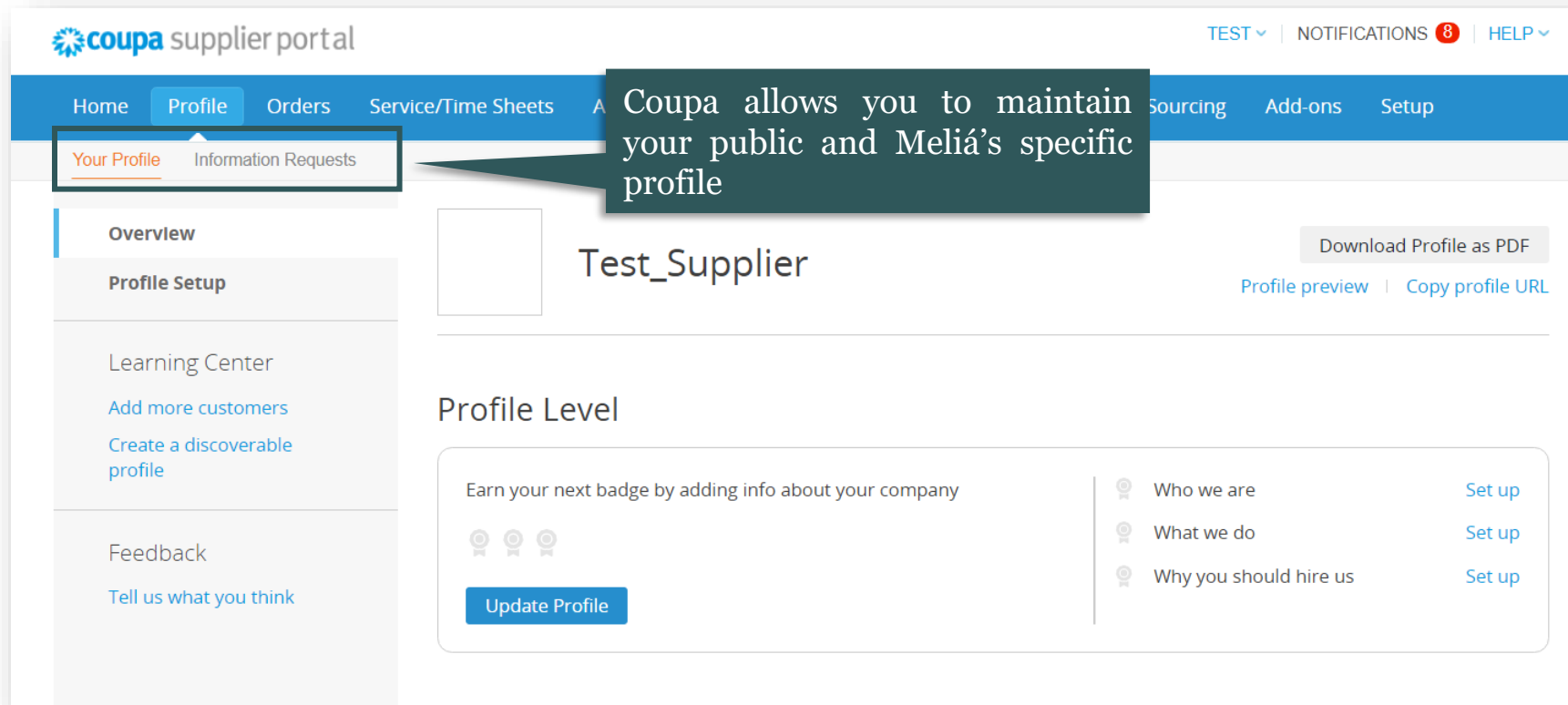
Announcements from your customers

Profile information

To Merge Account if your company has more than one Coupa account

II | CSP overview

3. You can update either your public profile or Meliá's specific profile by accessing your profile



4. You can invite a new user to manage your account on the tab Setup

1 Setup

2 Admin

3 Invite User

4 Send Invitation

To invite a new user, the system will require complete name and e-mail address. Type in the data of the new account, review and select all the permissions and customer profiles to be granted to the new user

Users	Permissions	Customer Access
Test Supplier 123testing@gmail.com Status: Active Edit	ASNs Admin Business Performance Catalogs Invoices Order Changes Orders	Melia Hotels International - Sandbox

Invite User

First Name

Last Name

* Email

Permissions **i**

- All
- Admin
- Orders
- Restricted Access to Orders
- All
- Invoices
- Catalogs
- Profiles
- ASNs
- Service/Time Sheets
- Restricted Access to Service/Time Sheets
- All
- Payments
- Order Changes
- Pay Me Now
- Business Performance
- Sourcing

Customers

- All
- Melia Hotels International - Sandbox

Cancel [Send Invitation](#)

5. You can also deactivate an existing user on the same tab

The screenshot shows the 'Admin Users' page in the Coupa Supplier Portal. The 'Setup' tab is selected in the top navigation bar (1). The 'Admin' sub-tab is also selected (2). The 'Users' table lists 'Test Supplier' with email '123testing@gmail.com' and status 'Active'. The 'Edit' button is highlighted (3). A callout box points to the 'Edit' button with the text: 'To edit existing user, click on edit button'. The 'Edit user access' modal is open, showing user info and permissions. The 'Deactivate User' button is highlighted (4). A callout box points to the 'Deactivate User' button with the text: 'To deactivate user, click on Deactivate User button'.

Users	Permissions	Customer Access
Test Supplier 123testing@gmail.com Status: Active Edit	ASNs Admin Business Performance Catalogs Invoices Order Changes Orders Pay Me Now Payments Profiles Service/Time Sheets Sourcing	Melia Hotels International - Sandbox

1 Setup

2 Admin

3 Edit

4 Deactivate User

To edit existing user, click on edit button

To deactivate user, click on Deactivate User button

II | CSP overview

6. If you already activated a CSP account for another client, you will be able to merge all client accounts under the same CSP account

The screenshot displays the Coupa Supplier Portal interface. At the top right, there are links for OS, NOTIFICATIONS (3), and HELP. The navigation bar includes Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup (1). The main content area is titled 'Admin Merge Requests'. On the left sidebar, 'Merge Requests' (2) is highlighted. The main content area features an 'Initiate Merge Request' section with an email input field containing 'coupa@coupamail.edu' and a 'Request Merge' button (3). Below this is an 'Open merge requests' section stating 'All clear! No open merge requests.' At the bottom, there is a 'Merge Accounts' section with the text: 'If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers. Not seeing the account you want to merge with? [Click here.](#)'

You can manually request the merge by the Admin tab in the menu. Also, Coupa will identify automatically when you accept the invitation if your company has an account and will display it

You can also merge the account from the homepage of their CSP

II | CSP overview

7. You can set your account settings and notifications preferences in CSP

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and the text "supplier portal". Below this is a menu with options: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Add-ons, and Setup. In the top right corner, there are links for "AAA" (with a dropdown arrow), "NOTIFICATIONS" (with a red circle containing the number 3), and "HELP" (with a dropdown arrow). A dropdown menu is open under "AAA", showing options for "Account Settings", "Notification Preferences", and "Log Out".

Below the navigation bar, there is a red banner with the text "Action needed: Complete your profile to get paid faster and get discovered" and a "Learn More" link. Underneath this is a "Profile Progress" section with a progress bar showing "11% Complete" and a "Last Updated" section showing "28 days ago". A blue button labeled "Improve Your Profile" is located to the right of the progress bar.

The "Profile Summary" section contains three cards: "Legal Entity" with a globe icon and a count of "0" and an "Add" link; "Registered User" with a person icon and a count of "1" and a "View" link; and "Connected Customers" with a group of people icon and a count of "3".

On the right side of the page, there are sections for "Announcements" (with a "View All (0)" link), "Merge Accounts" (with a text block explaining the benefits of merging accounts and a "Click here" link), and "Latest Customers".

A dark green callout box with white text points to the "AAA" dropdown menu, stating: "Hover the cursor over your account, the menu will show up".

7. You can set your account setting and notification preferences in CSP

coupa supplier portal TEST | NOTIFICATIONS 8 | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

My Account Settings

- Settings
- Notification Preferences
- Security & Two-Factor Authentication

User Details

* First Name

* Last Name

* Email

Department

Role

[Save](#)

[Change Password](#)

In Account Settings, you can change user details and account password

Please note that in CSP, there's no setting about length of time user need to change their password.

7. You can set your account setting and notification preferences in CSP

coupa supplier portal

SUPPLIER ▾ | NOTIFICATIONS 5 | HELP ▾

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-on

My Account Notification Preferences

Settings

You will start receiving notifications when your customers enable them.

Notification Preferences

Security & Two-Factor Authentication

Announcements

New Customer Announcement	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
---------------------------	--	--------------------------------	------------------------------

Business Performance

Business Performance Role Granted	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
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Catalogs

A new comment is received	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
A catalog is approved	<input type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
A catalog is rejected	<input type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS

In Notification Preferences, you can set if you want to receive the notification or not and which method

Check Online box if you want to receive notification in CSP. Check Email box if you want to receive notification in your email

7. You can set your account setting and notification preferences in CSP

The screenshot shows the 'coupa supplier portal' interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The main content area is titled 'My Account Security & Two-Factor Authentication'. On the left, a sidebar menu lists 'Settings', 'Notification Preferences', and 'Security & Two-Factor Authentication' (which is highlighted). The main content is divided into two sections: 'Mobile Phone Verification' and 'Two-Factor Authentication'. In the 'Mobile Phone Verification' section, the 'Mobile Phone' is listed as 'Not verified' with a text input field containing '+1 201-555-5555'. Below this is a 'Validate' button. In the 'Two-Factor Authentication' section, 'SMS' is 'Disabled' and 'Two Factor Authenticator App' is also 'Disabled', each with an 'Enable' button.

You can verify mobile and set two-factor authentication

8. You can see your notifications on the right top corner

1 The number in red circle indicate number of unread notification. You can hover your mouse to see the pending notifications

2 To view all notifications, click here

3 My Notifications

<input type="checkbox"/>	Message	Received
<input type="checkbox"/>	A company information update was recently sent to your customer.	06/23/21 07:44 AM
<input type="checkbox"/>	The Supplier Information you submitted was approved by Melia Hotels International - Sandbox.	06/23/21 07:44 AM
<input type="checkbox"/>	Update your profile for Melia Hotels International - Sandbox	06/21/21 03:35 PM
<input type="checkbox"/>	A company information update was recently sent to your customer.	06/21/21 02:29 PM
<input type="checkbox"/>	The Supplier Information you submitted was approved by Melia Hotels International - Sandbox.	06/21/21 02:12 PM
<input type="checkbox"/>	A company information update was recently sent to your customer.	06/21/21 02:09 PM
<input type="checkbox"/>	Second reminder from Melia Hotels International - Sandbox: Your information request is still pending.	06/21/21 07:02 AM
<input type="checkbox"/>	Complete Your Profile to Get Paid Faster and Get Discovered	06/19/21 12:00 AM

Buttons: Delete, Mark as Read



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III | Manage Meliá's specific profile in CSP

1. You will receive an email invitation to join Coupa and update your profile. You must create a CSP account to update your profile

The screenshot shows an email from Meliá Hotels International. The header includes the Meliá logo and the subject line: "Melia Hotels International - Sandbox Profile Information Request - Action Required". It is powered by Coupa. The body of the email addresses "Test_Supplier" and explains that Meliá needs electronic company information for document management and timely payments. It states that the information should be provided within 48 hours. A note warns that failure to provide information may impact business. The email concludes with a "Welcome!" and the name "Melia Hotels International". A blue button labeled "Join and Respond" is highlighted with a callout box that says: "Click on *Join and Respond*. It will link to creating CSP account page and then updating profile page in CSP".

III | Manage Meliá's specific profile in CSP

2. Once the invite is accepted, you will be redirected to Coupa and the system will ask to create a business account

Join the Coupa Supplier Portal

Complete the information below and create the password for your account. Click here for [help](#).

* First Name

* Last Name

* Company

* Department

* Role

* Email

* Password
Use at least 8 characters and include a number and a letter.

* Password Confirmation

I accept the [Privacy Policy](#) and the [Terms of Use](#).

You can forward the invitation to the right person if you are not the right person to create/maintain your company's CSP account.

Forward Your Invitation

Not the right person to register now? Want to ask a coworker to join quickly? Send a copy of your invitation to a colleague's email below (must have the same email domain).

Forward Email

Fill in the required information and click in submit to create a CSP account

Enter email address and click in submit to forward the invitation

III | Manage Meliá's specific profile in CSP

3. Once all the information is provided, your account is created and linked to Meliá. In the CSP Home page, you will find information related to:

The screenshot shows the Coupa Supplier Portal interface. At the top, the header includes the Coupa logo and 'supplier portal'. A navigation bar contains links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. The user's name 'SERGIO' and a 'NOTIFICATIONS 0' badge are visible in the top right. A callout 'To set your account' points to the user name area. Below the navigation bar, a banner for 'New: Exclusive discounts' is shown. The main content area is divided into two columns. The left column features a red 'Action needed' banner, a 'Profile Progress' section with a 17% complete progress bar and a 'Last Updated' timestamp, and a 'Profile Summary' section with three cards: '1 Legal Entity', '1 Registered User', and '1 Connected Customer'. A callout 'Here is the main tab' points to the 'Home' link in the navigation bar. Another callout 'Profile information' points to the 'Legal Entity' card. The right column contains 'Announcements', 'One-Click Savings', and 'Merge Accounts' sections. Callouts 'To View Notification' and 'Announcements from your clients' point to the notification and announcements sections, respectively. A callout 'To Merge Account if your company has more than one Coupa account' points to the 'Merge Accounts' section. At the bottom of the profile summary, there are tags for 'Banking Info', 'Diversity', 'Accelerate', and 'Bribery Policy'.

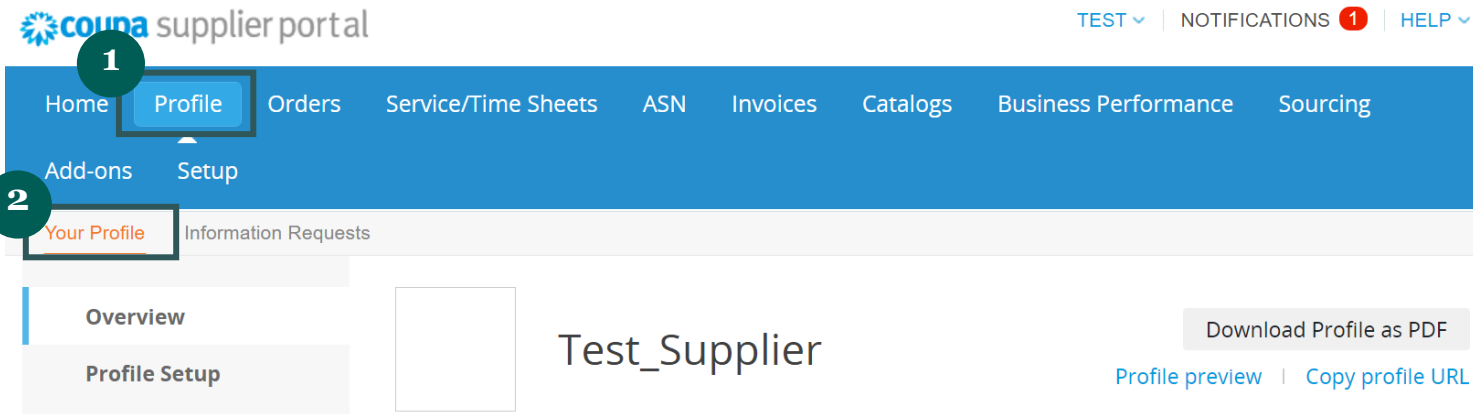
III | Manage Meliá's specific profile in CSP

4. You can update either your public profile or Meliá's specific profile by accessing your profile

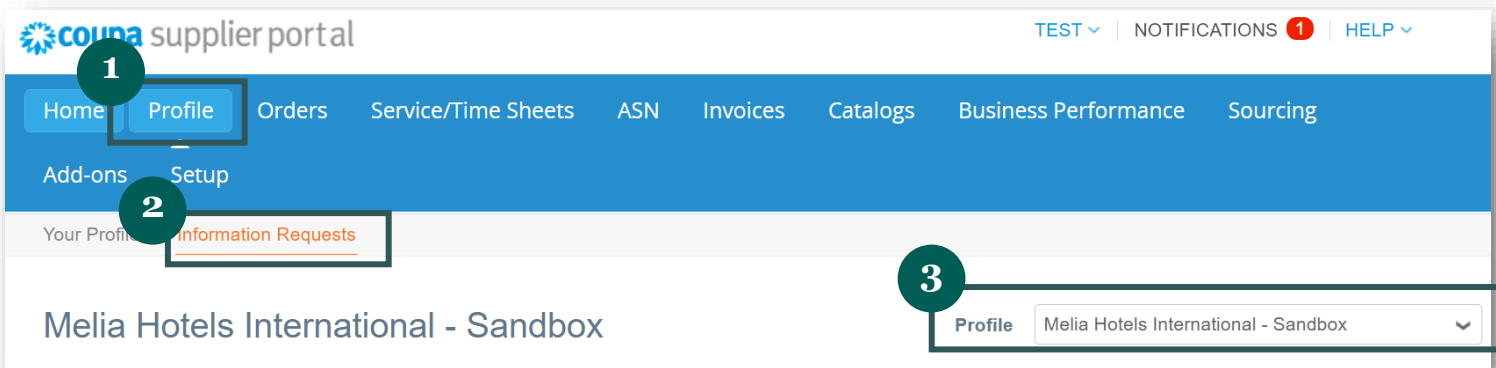
The screenshot shows the 'coupa supplier portal' interface. At the top, there are navigation tabs for 'Home', 'Profile', 'Orders', and 'Supplier Profile'. The 'Profile' tab is selected. A callout box with a dark green background and white text points to the 'Profile' tab and the 'Improve Your Profile' button, stating: 'You can access their profile selecting both buttons'. Below the navigation, there is a 'New' announcement about exclusive discounts. An 'Action needed' banner indicates that the profile is 17% complete. The 'Profile Progress' section shows a progress bar at 17% and a 'Last Updated' timestamp of 'less than a minute ago'. The 'Profile Summary' section contains three cards: '1 Legal Entity View', '1 Registered User View', and '1 Connected Customer View'. Below these are tags for 'Banking Info', 'Diversity', 'Accelerate', and 'Bribery Policy'. The 'Omni Consumer Products' section lists various categories like Website, Industry, About, Established, Top Commodities, Currencies, and Public Profile. The right sidebar features sections for 'Announcements', 'One-Click Savings', 'Merge Accounts', and 'Latest Customers'.

III | Manage Meliá's specific profile in CSP

4. You can update either your public profile or Meliá's specific profile by accessing your profile



Your Public Profile



Meliá's Specific Profile

If you are connected to more than one client, you can choose from the profile dropdown

III | Manage Meliá's specific profile in CSP

5. Respond Meliá's information request by accessing Meliá's specific profile and completing the form

The screenshot shows the 'supplier portal' interface. The navigation bar includes 'Home', 'Profile', 'Orders', 'Invoices/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Profile' tab is active, and the 'Information Requests' sub-tab is selected. The main content area is titled 'Melia Hotels International - Sandbox'. A dropdown menu shows the selected profile. The form contains several sections: 'Supplier Information' with a text area for updates, 'TÉRMINOS Y CONDICIONES DE MELIÁ / MELIÁ TERMS & CONDITIONS' with a file upload field, and a section for signed terms and conditions. Red annotations 1, 2, and 3 highlight the 'Profile' tab, the 'Information Requests' sub-tab, and the profile dropdown menu respectively.

Meliá's Specific Profile

There are 5 sections:

- Meliá's Terms & Conditions
- Primary Contact details
- General information
- Fiscal information
- Certificates

You need to complete the form and fill all the required fields (*)

III | Manage Meliá's specific profile in CSP

5. Respond Meliá's information request by accessing Meliá's specific profile and completing the form

The screenshot shows a web interface for managing a Meliá profile. At the top, it says "Melia Hotels International - Sandbox" and "Perfil Melia Hotels International - Sandbox". The main form is titled "Información Del Proveedor Prueba SP" and contains a text area for updates. Below this is a section for "TÉRMINOS Y CONDICIONES DE MELIÁ / MELIÁ TERMS & CONDITIONS" with a file upload field.

Melia Hotels International - Sandbox

Perfil Melia Hotels International - Sandbox

Información Del Proveedor Prueba SP

* Indique los cambios o actualizaciones concretas que ha realizado en el formulario / Indicate the specific changes or updates made in the form.

Si es la primera vez que completa el formulario, indique "Nuevo formulario" / If it's the first time you complete the form, indicate "New form"

TÉRMINOS Y CONDICIONES DE MELIÁ / MELIÁ TERMS & CONDITIONS

Términos y condiciones de Meliá / Meliá Terms & Conditions

* Términos y condiciones de Meliá - Firmados / Meliá Terms & Conditions - Signed

Descargue el documento y adjúntelo firmado, por favor / Please, download the document and upload a signed version

Meliá's Specific Profile

If it's the first time you complete the form, indicate "New form".

You must download Meliá's Terms & Conditions document and upload it signed. This is a required field (*).

III | Manage Meliá's specific profile in CSP

5. Respond Meliá's information request by accessing Meliá's specific profile and completing the form

DATOS DEL USUARIO PRINCIPAL / PRIMARY CONTACT DETAILS

* DATOS DEL USUARIO PRINCIPAL / PRIMARY CONTACT DETAILS

* Nombre / Name

* Apellidos / Surname

* Email

* Teléfono / Phone

* Dirección Principal / Primary Address

Pais/Región

Nombre de dirección

Domicilio

Domicilio 2

Ciudad

Estado o región

Código postal

Código de ubicación

Apartado postal

Código postal de apartado postal

Debe completar obligatoriamente calle, código postal, ciudad y país / You must complete at least street address, postal code, city and country.

Meliá's Specific Profile

Complete the Primary contact details

And the Primary address details

III | Manage Meliá's specific profile in CSP

5. Respond Meliá's information request by accessing Meliá's specific profile and completing the form

ASPECTOS GENERALES / GENERAL INFORMATION

* Nombre del proveedor / Supplier Name

Código Fiscal Nacional / National Fiscal Code (Tax ID)

Código Fiscal Internacional / International Fiscal Code (Tax ID)

Si no tiene código fiscal internacional, introduzca aquí el nacional / If your company does not have an international tax code, please enter the national tax code here

Actividad Principal / Main Activity

* Ámbito / Area

* Mail para pedidos / PO Mail

* Seguro Responsabilidad Civil / Public Liability Insurance

Fecha de entrada en vigor

* Fecha de caducidad

* Archivos adjuntos Agregar [Archivo](#)

Descripción

Meliá's Specific Profile

Complete the General information details

Complete the Public Liability Insurance details

III | Manage Meliá's specific profile in CSP

5. Respond Meliá's information request by accessing Meliá's specific profile and completing the form

* Certificado corriente de pagos Seguridad Social / Up-to-date Social Security Payments Certificate No file chosen

* Certificado corriente de pagos Hacienda / Up-to-date Tax Payments Certificate No file chosen

Certificado corriente de pagos Agencia Tributaria Canaria / Up-to-date Tax Payments Certificate (Canary Islands) No file chosen

Código Ético de Meliá / Meliá Code of Ethics

* Aceptación Código Ético de Meliá / Meliá Code of Ethics Acceptance Sí / Yes No

Descargue nuestro código ético e indique si lo acepta / Download our code of ethics and indicate whether you accept it

Código Ético de Meliá - Firmado / Meliá Code of Ethics - Signed No file chosen

Adjunte nuestro código ético firmado / Upload a signed version of our Code of Ethics

Declaración de Conformidad / Conformity Statement

En caso de no aceptar nuestro código ético, descargue este documento y adjúntelo firmado, por favor / In case your company does not accept our code of ethics, please, download this

* Aceptación Declaración de Conformidad / Conformity Statement Sí / Yes No

Indique si la acepta la declaración de conformidad / Indicate whether you accept the conformity statement

Meliá's Specific Profile

Complete the fields and upload the different files requested, if applicable

III | Manage Meliá's specific profile in CSP

5. Respond Meliá's information request by accessing Meliá's specific profile and completing the form

Declaración de Conformidad - Firmada / Conformity Statement - Signed No file chosen

Cláusula de Sostenibilidad / Sustainability Clause

* Aceptación Cláusula de Sostenibilidad / Sustainability Clause Acceptance Sí / Yes No

Descargue nuestra cláusula de sostenibilidad indique si la acepta / Download our sustainability clause and indicate whether you accept it

Cláusula de Sostenibilidad firmada / Sustainability Clause signed No file chosen

Descargue nuestra cláusula de sostenibilidad y adjúntela firmada, por favor / Please, download our sustainability clause and upload a signed version

Adopción de medidas excepcionales / Adoption of exceptional measures Descargue el documento y adjúntelo firmado, por favor / Please, download the document and upload a signed version

Adopción de medidas excepcionales - Firmado / Adoption of exceptional measures - Signed No file chosen

Meliá's Specific Profile

Complete the fields and upload the different files requested, if applicable

III | Manage Meliá's specific profile in CSP

5. Respond Meliá's information request by accessing Meliá's specific profile and completing the form

Certificado Centro Especial de Empleo / Special Employment Center Certificate

Fecha de entrada en vigor

Fecha de caducidad

Archivos adjuntos [Agregar Archivo](#)

Descripción

Huella Hídrica de empresa alcance 1+2 / Enterprise water footprint scope 1+2 No file chosen

Huella de Carbono de empresa alcance 1+2 / Enterprise carbon footprint scope 1+2 No file chosen

* ¿Dispone de objetivos de reducción de emisiones o huella hídrica? / Do you have reduction goals for water footprint or carbon footprint? Sí / Yes No

* ¿Están validados por SBTi? / Are they validated by SBTi? Sí/Yes No
SBTi = Science Based Targets initiative

* Tipo de transportes que utilizan / Type of vehicles utilized Combustibles fósiles / Fossil fuels Biocombustibles / Biofuels Eléctrico / Electric Gas Natural / Natural gas Otros / Other

Meliá's Specific Profile

Complete Special Employment Center Certificate if applicable

Complete the fields and upload the different files requested, if applicable

Fill all the required fields (*)

III | Manage Meliá's specific profile in CSP

5. Respond Meliá's information request by accessing Meliá's specific profile and completing the form

INFORMACIÓN FISCAL / FISCAL INFORMATION

* Moneda preferida / Preferred Currency: EUR

Clave de retención / Tax Code: DO 01 D1 Alquileres 10%, DO 02 D2 Honorarios por servicios 10%, DO 03 D3 Otras rentas 10%, DO 04 D4 Otras rentas (renta presunta) 2%

*Solo España: En el caso de contribuyentes acogidos al tipo de retención del 7%, durante el periodo impositivo de inicio de actividad y los dos siguientes, debe acompañar comunicación firmada por él junto al modelo 036/037.

* (Sólo aplica a España - Only Spain, otherwise indicate No) - ¿Está acogido/a al Régimen especial del criterio de caja a efectos de IVA? Sí / Yes No

En caso afirmativo adjunte modelo 036/037

(Sólo aplica a España - Only Spain) Modelo 036/037: Choose File No file chosen

Adjunte documentación requerida a efectos de retención reducida (7%) y/o Régimen especial del criterio de caja.

Cuenta Contable / Accounting Account: Ninguno
Información interna, a completar por Meliá / Internal information, to be completed by Meliá

Condiciones de pago / Payment terms: Ninguno
Información interna, a completar por Meliá / Internal information, to be completed by Meliá

Meliá's Specific Profile

Complete the Fiscal information

III | Manage Meliá's specific profile in CSP

5. Respond Meliá's information request by accessing Meliá's specific profile and completing the form

CERTIFICADOS / CERTIFICATES

ISO 9001

Fecha de entrada en vigor

Fecha de caducidad

Archivos adjuntos [Agregar](#) [Archivo](#)

Descripción

ISO 14001

Fecha de entrada en vigor

Fecha de caducidad

Archivos adjuntos [Agregar](#) [Archivo](#)

Descripción

Meliá's Specific Profile

Complete the fields and upload ISO certification files if applicable

III | Manage Meliá's specific profile in CSP

5. Respond Meliá's information request by accessing Meliá's specific profile and completing the form

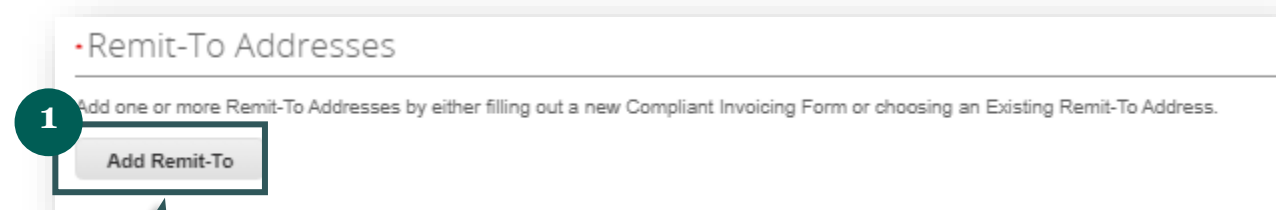
OHSAS 18001 / ISO 45001	<input type="button" value="Choose File"/>	No file chosen
ISO 27001	<input type="button" value="Choose File"/>	No file chosen
ISO 26001	<input type="button" value="Choose File"/>	No file chosen
Certificados Oekotec / Oekotec Certificate	<input type="button" value="Choose File"/>	No file chosen
Certificado GRS / Global Recycled Standard Certificate	<input type="button" value="Choose File"/>	No file chosen
Certificado GOTS / Global Organic Textil Standard Certificate	<input type="button" value="Choose File"/>	No file chosen
Certificado Ecoembes / Ecoembes Certificate	<input type="button" value="Choose File"/>	No file chosen
Certificaciones Leed / Leed Certificate	<input type="button" value="Choose File"/>	No file chosen
Otras certificaciones de las que disponga / Any other certificate	<input type="button" value="Choose File"/>	No file chosen

Meliá's Specific Profile

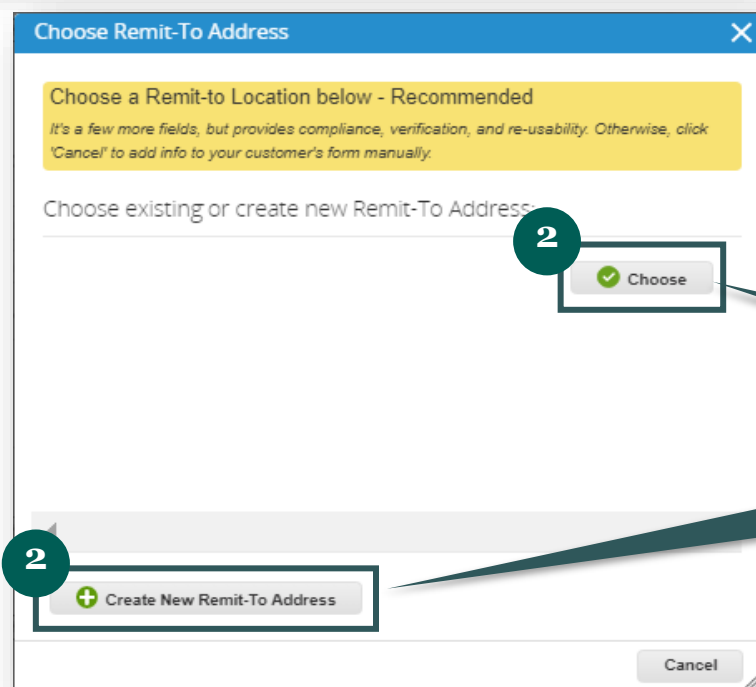
Upload ISO and other certification files if applicable

III | Manage Meliá's specific profile in CSP

6. Last step before completing the form is to add a Remit-To location and provide banking information



Add a Remit-To address



A series of pop-up windows request you to provide the Remit-To address details. **The accuracy of these details will ensure the payment of your company invoices to the correct bank account.**

You can choose an existing one defined or create a new one

Meliá's Specific Profile

III | Manage Meliá's specific profile in CSP

6. Last step before completing the form is to add a Remit-To location and provide banking information

Where's your business located?

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.

3

* Legal Entity Name

Country/Region

4

Cancel Continue

This is the official name of your business that is registered with the local government and the country/region where it is located.

Meliá's Specific Profile

Legal Entity Name – the official name of the company
Country – where the company is located

III | Manage Meliá's specific profile in CSP

6. Last step before completing the form is to add a Remit-To location and provide banking information

Miscellaneous Information

1 2 3 4

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.

* Legal Entity Name Test Supplier

Country/Region Germany

Conducting business in certain countries/regions requires your invoice to contain specific information about your company.

3

* Board of Directors

* Legal type of company

* Registered seat

* Chairman of the Board

* Court of registration

* Commercial Register & Number

Remark if company in liquidation

4

Cancel Save & Continue

Meliá's Specific Profile

Note: Depending on the country of registration of the legal entity, the system will request you to provide some company information before you are able to continue

III | Manage Meliá's specific profile in CSP

6. Last step before completing the form is to add a Remit-To location and provide banking information

The screenshot shows a web form titled "Tell your customers about your organization" with a close button (x) in the top right. Below the title are four numbered steps (1, 2, 3, 4) in a row, with step 2 highlighted in orange. The form is divided into three sections, each marked with a green circle containing a number:

- Section 5:** "Which customers do you want to see this?" with two checkboxes: "All" (checked) and "Melia Hotels International - Sandbox" (checked).
- Section 6:** "What address do you invoice from?" with a blue box labeled "REQUIRED FOR INVOICING". It contains input fields for "Address Line 1", "Address Line 2", "City", "State", and "Postal Code". A note states: "Enter the registered address of your legal entity. This is the same location where you receive government documents." Below these fields is a "Country/Region" dropdown menu set to "Spain".
- Section 7:** Two checkboxes at the bottom: "Use this address for Remit-To" (checked) and "Use this for Ship From address" (checked).

Meliá's Specific Profile

Select whether all or which customers can see the legal entity and be used on the compliant invoice

Registered address of your legal entity. It might differ from the physical address

Checkbox selected by default. Deselect it if your Remit-To or Ship-from addresses are different from your legal entity, or you have more than one location

III | Manage Meliá's specific profile in CSP

6. Last step before completing the form is to add a Remit-To location and provide banking information

The screenshot shows a web form titled "Meliá's Specific Profile". It is divided into two main sections. The top section, labeled "5", is titled "What is your Tax ID?" and contains a dropdown menu for "Country/Region" (set to "Spain"), a text input field for "VAT ID", and a checkbox labeled "I don't have a VAT/GST Number". Below this is a link "Add additional Tax ID". The bottom section, labeled "6", is titled "Miscellaneous" and contains an "Invoice From Code" text input field and a "Preferred Language" dropdown menu (set to "Spanish (Spain)"). At the bottom right of the form, there are two buttons: "Cancel" and "Save & Continue", with the latter being highlighted by a callout labeled "7".

Meliá's Specific Profile

Complete Tax ID information:

- Country
- VAT ID (including the prefix to the number)
- Local Tax ID if you are not registered for VAT or GST in some countries

Used for cXML invoicing purposes (will be explained in cXML future training, not needed for the time being)

Once completed click on **Save & Continue**

III | Manage Meliá's specific profile in CSP

6. Last step before completing the form is to add a Remit-To location and provide banking information

Meliá's Specific Profile

Your responsibility is necessary to provide Meliá with a complete, coherent and accurate bank details, in order to avoid form rejection due to missing data and the subsequent onboarding process delay.

Complete Bank Information requested

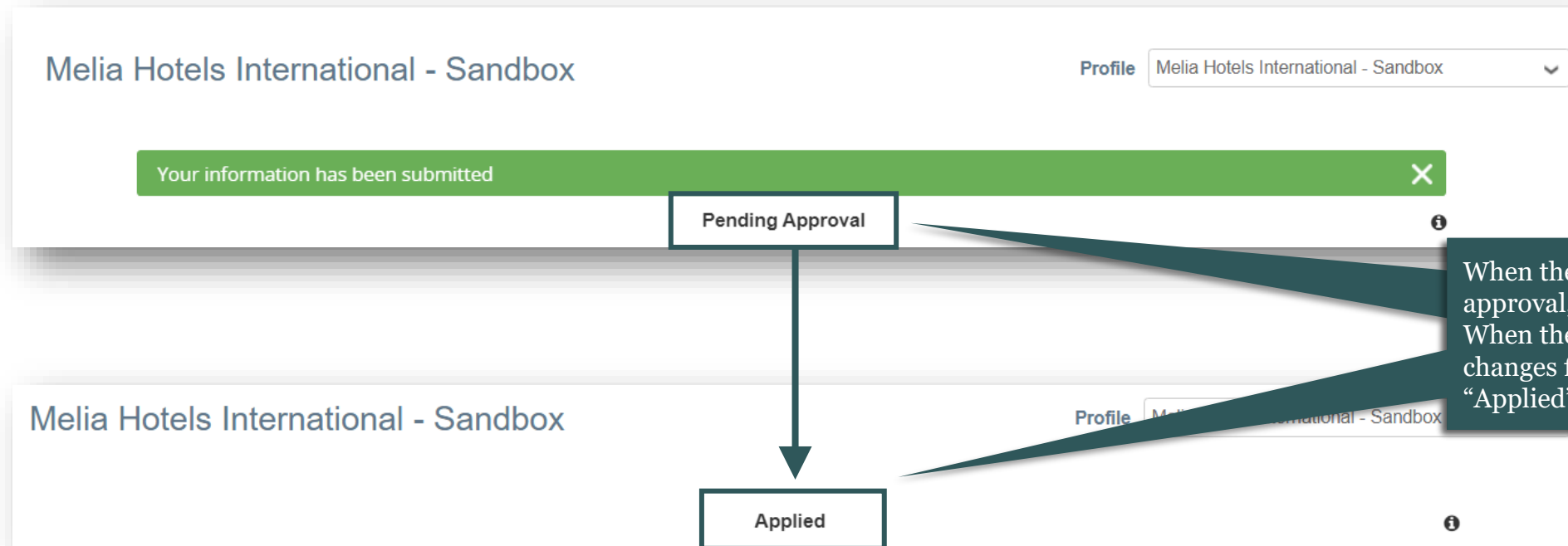
After filling up the fields, click on **Submit for Approval** to submit the information to Meliá

III | Manage Meliá's specific profile in CSP

7. Your information is sent to Meliá and Meliá's approval is needed

If you don't see the green-highlighted message as below, it means the form wasn't submitted, due to a mistake or lack of required information, and it remains stored as draft, but it's not sent.

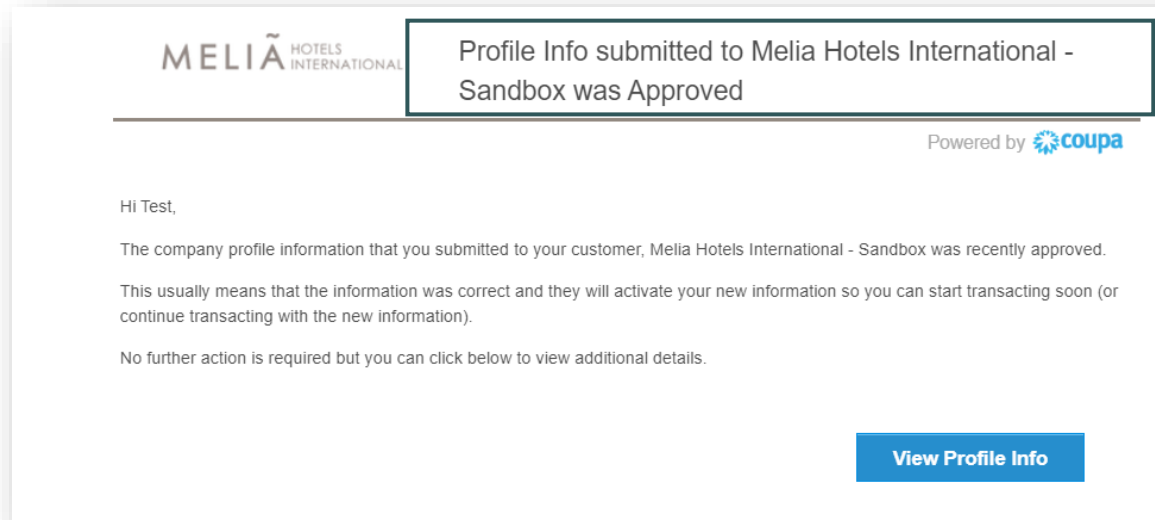
Meliá's Specific Profile



When the information is submitted for approval, the status is "Pending Approval". When the form is approved, the status changes from "Pending Approval" to "Applied"


III | Manage Meliá's specific profile in CSP

7. Your information is sent to Meliá and Meliá's approval is needed



MELIÁ HOTELS INTERNATIONAL

Profile Info submitted to Melia Hotels International - Sandbox was Approved

Powered by 

Hi Test,

The company profile information that you submitted to your customer, Melia Hotels International - Sandbox was recently approved.

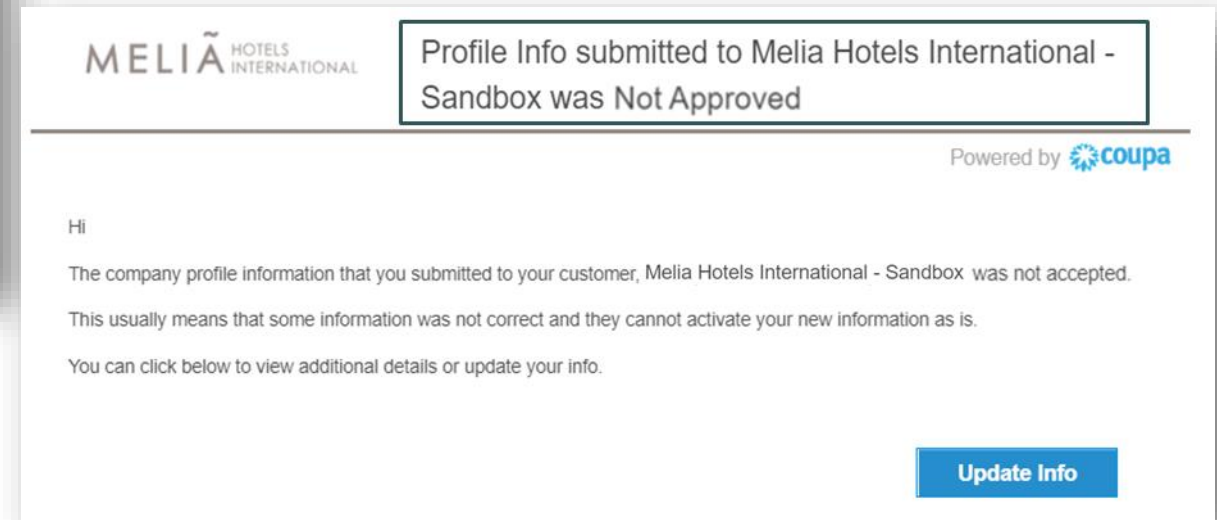
This usually means that the information was correct and they will activate your new information so you can start transacting soon (or continue transacting with the new information).

No further action is required but you can click below to view additional details.

[View Profile Info](#)


You'll receive notification via email when information is approved or rejected

Meliá's Specific Profile



MELIÁ HOTELS INTERNATIONAL

Profile Info submitted to Melia Hotels International - Sandbox was Not Approved

Powered by 

Hi

The company profile information that you submitted to your customer, Melia Hotels International - Sandbox was not accepted.

This usually means that some information was not correct and they cannot activate your new information as is.

You can click below to view additional details or update your info.

[Update Info](#)

III | Manage Meliá's specific profile in CSP

NOTE: In case Meliá wants to update supplier information, will request a supplier update form

Meliá's Specific Profile

MELIÁ HOTELS INTERNATIONAL

Update your profile for Melia Hotels International - Sandbox

Powered by Coupa

Hello Test_Supplier,

Melia Hotels International - Sandbox wants you to respond by updating your company profile on Coupa. This information is required so they can transact with you electronically.

Use the "Update Profile" button to respond or decline.

Sergi Pastells
Melia Hotels International - Sandbox

Update Profile

This will link to update Meliá's specific profile in CSP

III | Manage Meliá's specific profile in CSP

NOTE: In case Meliá wants to update supplier information, will request a supplier update form

The screenshot displays the 'coupa supplier portal' interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Profile' tab is active. Below the navigation, there are links for 'Your Profile' and 'Information Requests'. The main content area is titled 'Melia Hotels International - Sandbox' and features a dropdown menu for 'Profile' set to 'Melia Hotels International - Sandbox'. The form contains several fields: 'Código postal del banco / Bank Postal Code' (grayed out), '* SWIFT / BIC / SWIFT Code (BIC)' (containing '*****345'), and '* Certificado de titularidad bancaria / Bank account holder certificate' (with a link to 'prueba_contrato.xlsx'). A note at the bottom of the form reads: 'Por favor, adjunte un certificado que acredite que la cuenta bancaria pertenece a su empresa. / Please attach a document certifying that the bank account holder is the company you represent.' At the bottom right of the form is an 'Update Info' button.

Meliá's Specific Profile

If fields are grayed out, this means form has been submitted previously. Scroll down the form and click on *Update Info* at the bottom of the page



Gran Meliá de Mar

01

Meliá's CSP invitation

02

CSP overview

03

Manage Meliá's specific profile
in CSP

04

Manage your public profile in
CSP

IV | Manage your public profile in CSP

1. You can update either your public profile or Meliá's specific profile by access your profile

The screenshot displays the Coupa Supplier Portal interface. At the top, the user is identified as SERGIO, with notification and help icons. The navigation bar includes Home, Profile, Orders, and Services. A callout box points to the 'Profile' menu item and the 'Improve Your Profile' button. The main content area shows a 'Profile Progress' bar at 17% completion, an 'Action needed' message to complete the profile, and a 'Profile Summary' section with three cards: '1 Legal Entity', '1 Registered User', and '1 Connected Customer'. Below these are tags for Banking Info, Diversity, Accelerate, and Bribery Policy. The 'Omni Consumer Products' section lists various categories like Website, Industry, About, etc. The right sidebar features 'Announcements', 'One-Click Savings', 'Merge Accounts', and 'Latest Customers'.

You can access your profile selecting both buttons

IV | Manage your public profile in CSP

2. You can access your public profile and update general information

The screenshot displays the Coupa Supplier Portal interface. At the top, the navigation bar includes 'Home' and 'Profile' (highlighted with a '1' callout). Below the navigation bar, the 'Your Profile' page is shown. The page header includes 'TEST' and 'NOTIFICATIONS 8'. The main content area features a profile card for 'Test_Supplier' with a 'Download Profile as PDF' button and links for 'Profile preview' and 'Copy profile URL'. A 'Profile Level' section contains three items: 'Who we are', 'What we do', and 'Why you should hire us', each with a 'Set up' link. A '3' callout points to an 'Update Profile' button. Below this is an 'Opportunities for You' section with a yellow banner for adding product/service information.

Your Public Profile

To update general information, business details, address, primary contract, financial and legal information, click on Update Profile

IV | Manage your public profile in CSP

2. You can access your public profile and update general information

The screenshot displays the 'Your Public Profile' page in the Coupa Supplier Portal. The navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Profile' tab is active. The sidebar on the left contains 'Overview' and 'Profile Setup' sections. Under 'Profile Setup', there are three sub-sections: 'Who we are', 'What we do', and 'Why you should hire us'. The 'Who we are' section is currently selected and displays a large grey placeholder area. A yellow banner at the top of the main content area reads: 'Complete your profile to get discovered by Coupa buyers that are looking for items in your category.' A callout box with the number '4' points to an 'Edit Section' button located in the top right corner of the 'Who we are' section. Below the placeholder area, the 'Company Name' is listed as 'Test_Supplier' and 'Doing Business As' is also visible.



And click on Edit Section

IV | Manage your public profile in CSP

2. You can access your public profile and update general information

Your Public Profile

Who we are

Company Name
Test_Supplier

Doing Business As

About

Year Established

Company Size

Industry
Select an Option

Registered Address

Address line <input type="text"/>	Address line 2 <input type="text"/>	City <input type="text"/>
State <input type="text"/>	ZIP <input type="text"/>	Country United States

Website

Twitter

LinkedIn

Facebook

Instagram


YouTube

Tax ID

DUNS
00-000-0000

PO Delivery Email
testing@gmail.com

Primary Contact

First Name Test	Last Name Supplier
Role <input type="text"/>	Email testing@gmail.com
Mobile number +1 (123) 456-7890	Photograph 
Work number <input type="text"/>	

5
Cancel Save changes

After completing all the information, click on Save changes

IV | Manage your public profile in CSP

NOTE: You can also add more information about your company to get discovered by other clients

The screenshot shows the 'Your Profile' page in the Coupa Supplier Portal. The page has a blue navigation bar with 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Profile' tab is active, and a sub-menu shows 'Your Profile' and 'Information Requests'. On the left, a 'Profile Setup' sidebar has 'Who we are', 'What we do', and 'Why you should hire us'. The main content area has a yellow banner: 'Complete your profile to get discovered by Coupa buyers that are looking for items in your category.' Below this is the 'What we do' section with an 'Edit Section' button. Other sections include 'Product And Service Categories', 'Products And Services', and 'Areas Served'.

1: Coupa supplier portal logo
2: Profile tab in navigation bar
3: 'What we do' link in Profile Setup sidebar
4: Edit Section button

Your Public Profile

You can fill up information on the products and services you supply by clicking Edit Section.

IV | Manage your public profile in CSP

NOTE: You can also add more information about your company to get discovered by other clients

The screenshot shows the 'Your Profile' page in the supplier portal. The page is divided into a left sidebar and a main content area. The sidebar contains navigation links: 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Profile' link is highlighted with a green circle '2'. Below the navigation, there are two tabs: 'Your Profile' (active) and 'Information Requests'. The main content area has a yellow banner at the top with a warning icon and the text: 'Complete your profile to get discovered by Coupa buyers that are looking for items in your category.' Below this is a section titled 'Why you should hire us' with an 'Edit Section' button highlighted by a green circle '4'. Underneath are three sections: 'Diversity Classifications & Certifications' with a link 'Check it here', 'Awards, Distinctions And Projects', and 'Bribery And Corruption Policy' with the value 'No'. The bottom section is 'Corporate Social Responsibility Rating' with the value 'No'. The left sidebar has a 'Profile Setup' section with three items: 'Who we are', 'What we do', and 'Why you should hire us'. The 'Why you should hire us' item is highlighted with a green circle '3'. At the bottom of the sidebar, there is a 'Feedback' section with the link 'Tell us what you think'.

Your Public Profile

You can fill up information on your certifications and awards by clicking Edit Section.