

Supplier Information Management Process Guide

Clearwater Paper uses the Coupa Supplier Portal to receive supplier managed business and payment information .

Let's get started!



A Clearwater Paper partner will create an invitation for you to join our Supplier Information Management (SIM) system, powered by Coupa.

Note: You may use SIM with your other customers who have adopted Coupa, once you are set up within the system.

For technical support, please reach out to Coupa @ supplier@coupa.com.

You may also review Coupa's Supplier onboarding, sourcing and contracting documentation.

https://success.coupa.com/Suppliers/For_Suppliers

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Initiation

A Clearwater partner will create an invitation for you to join Clearwater Paper's Supplier Information Management (SIM) system, powered by Coupa. The email is from **Coupa Supplier Portal** [do not reply@supplier.coupahost.com](mailto:do_not_reply@supplier.coupahost.com) and the e-mail subject is: **"Clearwater Paper Corporation Profile Information Request"**. The embedded "Join and Respond" button takes you to the enrollment process.

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Enrollment (Coupa)

Suppliers who are new to Coupa will have an initial set up with Coupa and will provide the following information:

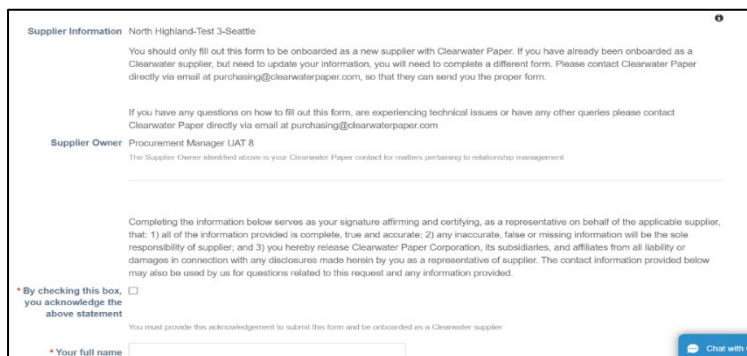
- Initial business information
- Payment discount preferences (this does not apply to Clearwater Paper)

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Enrollment (Clearwater Paper)

Next suppliers walk through a customer-specific enrollment process and will provide the following information:

- Banking information
- Tax identification information
- Accounts receivable information



Coupa onboarding process

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Supplier Classification

The Supplier Classification section feeds into how Clearwater categorizes you as a Supplier in our enterprise resource planning system.



Supplier Classification

Master Record? No
For Internal Clearwater Use

Direct or Indirect Indirect
As determined by Clearwater Paper

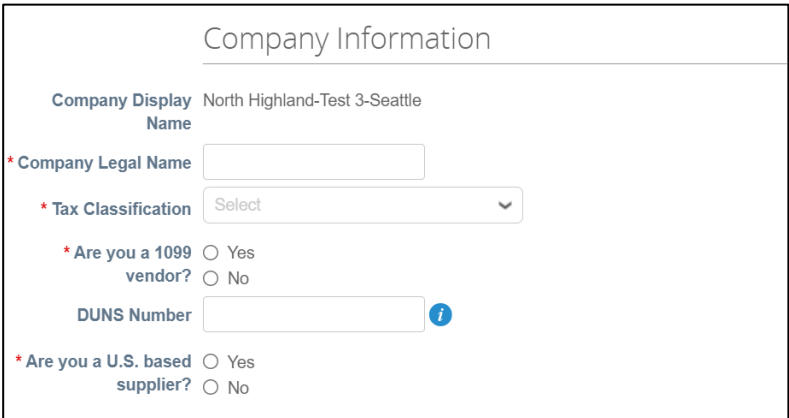
* Onboarding Type Standard x v

* Transportation or Non-Transportation Non-Transportation x v

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Company Information

Any field with an Asterix is required. U.S. based suppliers are required to provide tax identification documentation.



Company Information

Company Display Name North Highland-Test 3-Seattle

* Company Legal Name

* Tax Classification Select v

* Are you a 1099 vendor? ☐ Yes ☐ No

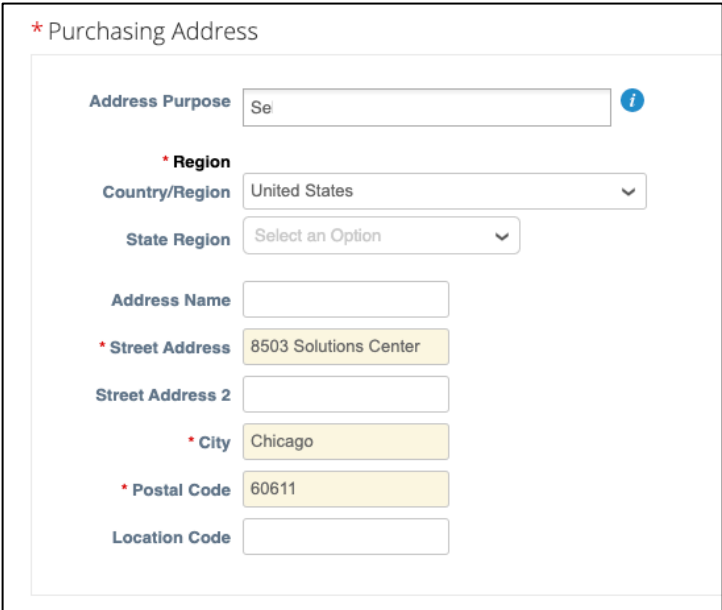
DUNS Number i

* Are you a U.S. based supplier? ☐ Yes ☐ No

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Purchasing Address

Address Name, Location Code, and Postal Code do not integrate into Clearwater's enterprise resource management system



* Purchasing Address

Address Purpose Se i

* Region

Country/Region United States v

State Region Select an Option v

Address Name

* Street Address 8503 Solutions Center

Street Address 2

* City Chicago

* Postal Code 60611

Location Code

Coupa onboarding process

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Remit –To & Payment Information

Select from the Payment Terms dropdown, based on discussions with your Clearwater Purchasing Partner

Remit-To & Payment Information

Please note that the Payment Terms listed below are Clearwater's preferred terms. If you have negotiated terms outside of these, please select "Negotiated Terms". If you select "Negotiated Terms" for any other reason, your payment terms will be subject to additional review and negotiation with Clearwater. These Payment Terms may be rejected.

* Payment Terms & Payment Type

Payment Type: None
For Internal Clearwater use only

Payment Terms: None
For Internal Clearwater use only

Will you be providing banking information? ☐ Yes ☐ No
- Please indicate "Yes" if you will be paid by ACH or if by credit card and you have included dollar amount restrictions for credit card payments. If you will be paid by check, the answer is "No".

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Banking information

Please note: We can only accept one Remit to address, AR Contact and Bank Account.

If you answered "Yes" to the question above, you are still required to enter a Remit-To Address below.

To add a Remit To-Address, please click on "Add Remit-To" below.

WARNING: Despite the instruction below to provide one or more Remit-To Addresses, Clearwater can only accept ONE Remit-To Address, AR Contact and Bank Account. If you enter multiple, Clearwater will not be able to process your request and payment will be delayed until your information is updated and complies with this requirement.

* 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

Sample Bank Verification Letter [Sample_Bank_Verification_Letter](#)

* Bank Verification Letter

* Attachments [Add File](#)

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Remit-To-Address

If you click on "Add Remit-to" you can use the purchasing address you already entered in step 7.

* Purchasing Address

Address Purpose: Se

* Region: United States

Country/Region: United States

State Region: Select an Option

Address Name:

* Street Address: 8503 Solutions Center

Street Address 2:

* City: Chicago

* Postal Code: 60611

Location Code:

Contact Information

* AR Contact First Name:

* AR Contact Last Name:

* AR Contact Phone #:

* AR Contact Email:

* AR General Email:

Coupa onboarding process

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ACH Bank Information

Note: You must provide a Bank Verification Letter on your bank's letter head that is no more than 30 days old. A sample verification letter is provided for your convenience.

ACH Bank Information

For ACH bank information to be approved (including ACH bank information updates), you must attach a bank verification letter that complies with the following requirements. The bank verification letter must: 1) be on your bank's letterhead; 2) be dated within the last 30 days*; 3) include and match the information populated below; and 4) include and match the Company Name provided above.

**If you are not updating your ACH bank information, please re-enter the bank information currently on file with Clearwater Paper and attach the bank verification letter you previously provided to Clearwater Paper to support the current bank information on file.

* Bank Name

* Bank Address

* Bank City

Bank State

* Bank Country/Region

* Bank Account Type

* Bank Country outside of the United States? ☐ Yes ☒ No

* Bank Account Number

* Bank Routing Number

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Banking information

If your bank account is in the United States, click on "no" for the radio button "Bank Country outside of the United States?" to complete your bank information.

* Bank Account Number

* Bank Routing Number

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Submitting your information

Make sure to review your form before you submit. Any field with an asterisk * is required and must be completed to submit.