



Internal Document	<i>Author</i> BENTELER	
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Coupa SIM FAQ Supplier

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1 General Information

In this document, you will find frequently asked questions (FAQ) according to the Coupa SIM (Supplier Information Management) at BENTELER. The topics are in no particular order.

2 FAQ

Can a form be saved during the editing process?

➔ When using the Coupa Supplier Portal yes, in the online form no. Therefore, please make sure that documents like the supplier self assessment are downloaded and filled first before entering all fields when you are not sure if you will finish the whole form.

In case of a mandatory reply in insurances or certificates and selecting “No” or “Other”, an attachment is still required. How should this be solved?

➔ Please upload a dummy attachment like an empty PDF file.

How to maintain multiple emails in one field?

➔ Please add them separated by a comma (,).

What kind of forms exist?

➔ There is the supplier creation form (see video). In addition, there are certain update forms that address various parts/areas for updates. These parts are the same like in the creation form.

What is my first step as a supplier when I want to update any master data?

➔ Please reach out to your BENTELER purchasing contact. You will receive from her/him the link and/or further steps.