

How to Add Attachments on the Coupa Supplier Portal

1. Open the vendor profile in Coupa
2. Scroll to the “**Attachments**” section located above the Sealed Air Code of Conduct
3. Select either “**Change**” or “**Clear**”
4. Attach documents (W-9 or W-8 and banking on letterhead) in either a PDF or Zip File
5. Submit



Note: If the vendor cannot edit their form after it is sent back for revision, tell them to hit the “Withdraw” button at the bottom of their screen. Then they will be able to edit their form.

Example:

* Attachments [W-9Bankinfo.pdf](#)
Upload a ZIP file. For EU: Please attach proper documentation to support Banking or Government ID# as needed. For North America: Banking and W8 or W9

Sealed Air Code of Conduct

To review Sealed Air's Code of Conduct policies please copy and paste link below to your browser:

<https://bit.ly/36juXWo>

Check the box below if you agree.

* I agree to Sealed Air's Code of Conduct Yes