



KPMG Supplier Information Template

Dear Supplier,

We would like to invite you to become one of our preferred suppliers. And since all our ordering and invoicing is handled by an eProcurement system called Coupa, we need information to setup your account in the Coupa Supplier Portal (CSP).

In order for you to be onboarded on the Coupa system and for you to receive POs and payment, we require specific contact and financial information. Please send the following materials to crediteurenadministratie@kpmg.nl

- a completed questionnaire (see next page)
- a proforma invoice

Note: Purchase Orders which are not issued to you via our Coupa-portal need to be treated by you as non valid and will not be paid!

Once we have received your information, the person you have indicated in the template will then receive further information on how to register and navigate in the CSP via email. Other relevant follow-up information / training packs will be made accessible on the following page: <https://home.kpmg.com/nl/en/home/procurement/for-suppliers.html>.

Please note: At any point in time, the people you provide information for in this template are entitled to have their names and/or their e-mail address, rectified and removed from the system, in accordance to the new European General Data Protection Regulation (GDPR) regulations.

Should you have any questions you are welcome to contact the dedicated Supplier Enablement Team via KPMGsuppliers@kpmg.nl.

Thank you in advance for your cooperation.

Tatiana Golubnic
Head of Financial Services
KPMG Staffing & Facility Services B.V.

Dylan Scholsberg
Head of Procurement & Facility management
KPMG Staffing & Facility Services B.V.



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1. What is the legal name of your company?

2. What is your company's address? (street & number)

3. What is your company's Postal code?

4. In which city is your company located?

5. What is your company's TAX ID number? (BTW nummer)

6. What is your company's Chamber of Commerce number (KvK nummer)?

7. What is your company's Bankname?

8. What is your company's IBAN / account number?

9. What is your company's Bank ABA / Sort code (if applicable)

10. What is your company's Swiftcode?

11. What is the first & last name and email address of your Primary Contact?

12. What is the email address where all Purchase Orders are to be sent?