



SUPPLIER ONBOARDING GUIDE

SUPPLIER ONBOARDING GUIDE

The purpose of this guide is to provide you with an overview of what to expect during the onboarding process and what steps you need to take to onboard to the Coupa Supplier Portal and complete the Supplier Questionnaire.

- Ball Corporation utilizes the Coupa Supplier Portal (CSP) to collect and manage supplier information. The questionnaire you will receive is used to gather all required information Ball needs to transact with your company.
- For onboarding support contact the Supplier Enablement team (supplierenablement@ball.com)



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COUPA SUPPLIER PORTAL (CSP) REGISTRATION

- You will receive an email from Coupa (do_not_reply@supplier.coupahost.com) asking you to register on the CSP and complete your questionnaire.
- To get started, click **“Join and Respond”**.
- If you cannot find this email in your inbox, check your spam folder. If you still cannot find this email, contact the Supplier Enablement team.
- This invitation request will expire 30 days from the date it was sent.



 **Ball Corporation Profile Information Request - Action Required**

Powered by 

You are being asked by Ball Corporation to register on the Coupa Supplier Portal (CSP), a free tool for suppliers to easily do business with customers who use Coupa as their business spend management platform. Your registration on CSP, in addition to providing information about your company is necessary to enable Ball to issue purchase orders, receive invoices, and facilitate payments to your organization.

Should you already use CSP with any of your other customers, you will need to connect Ball Corporation to your CSP profile via this same link (provided below), as well as complete Supplier Information Management forms specific to Ball Corporation.

There is *no cost* to you to register or transact on the CSP. You can use the CSP to:

- Manage your company information
- Configure your company's notification preferences
- Create electronic invoices
- Access PO, invoice, and payment statuses in real-time

Get started by selecting the registration link below. Registering is easy and should take just a few minutes to complete.

For more information, see the [Coupa Supplier Portal page](#) on [ball.com](#) [exact URL forthcoming].

Please note that you will receive multiple requests based on where you provide goods/services to Ball and it is imperative that you respond to all requests; completing the registration and Supplier Information Management forms.

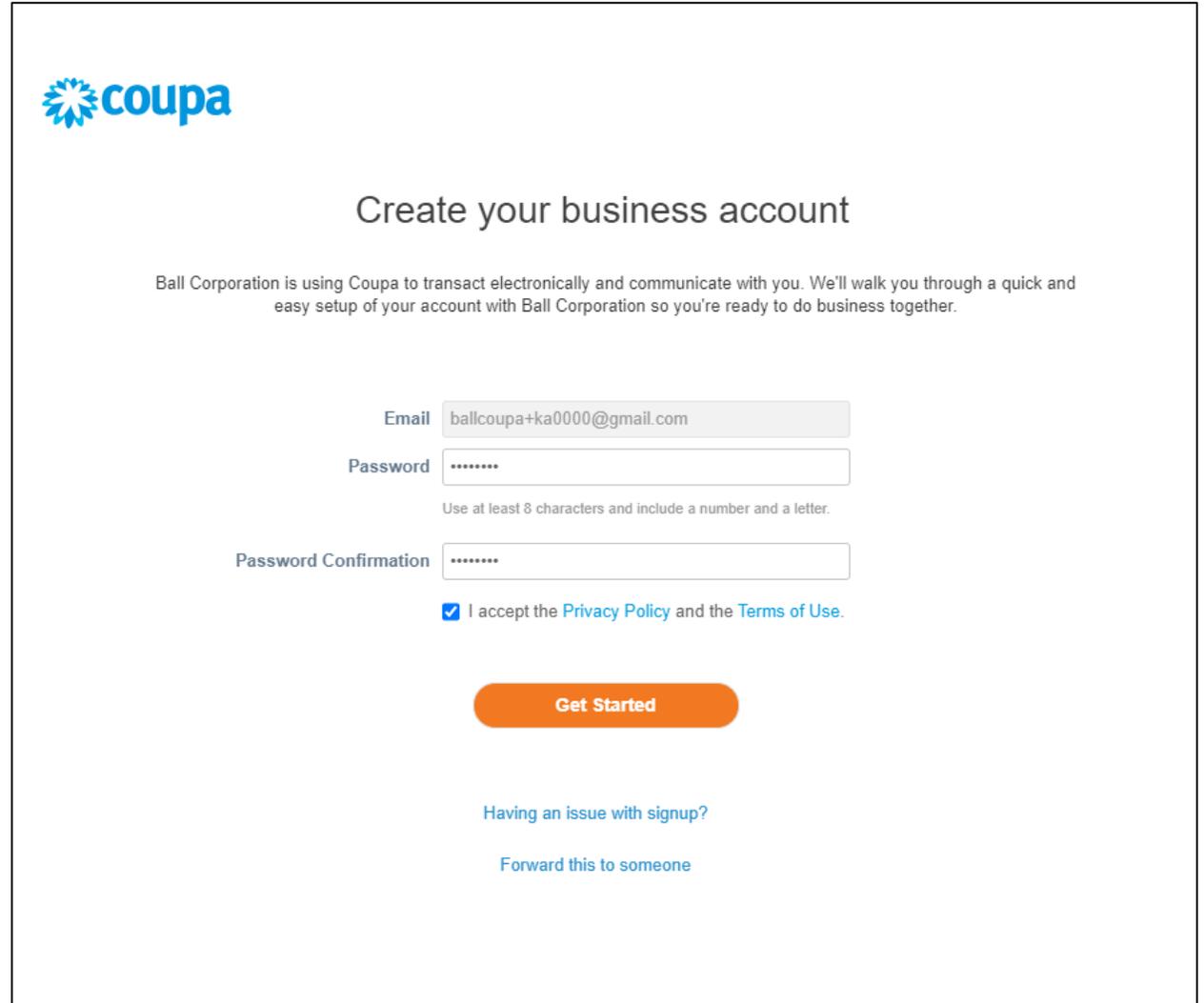
Please do not hesitate to contact us if you are unable to register for any reason or have any questions at supplierenablement@ball.com. If you are not the correct contact for this request, please forward this email to the appropriate individual.

Thank you in advance for your cooperation

[Join and Respond](#)

COUPA SUPPLIER PORTAL (CSP) REGISTRATION

- Once you've clicked **"Join and Respond"** in the invite, you will be directed to the Coupa Supplier Portal (CSP) homepage, where you will set up a new account.
- Create a **password** and **accept Coupa's Private Policy and the Terms of Use**.
- Click **"Get Started"** to continue.
- If you are not the correct person to fill out the profile and need to forward the invite to someone at your company, click **"Forward this to someone"**.

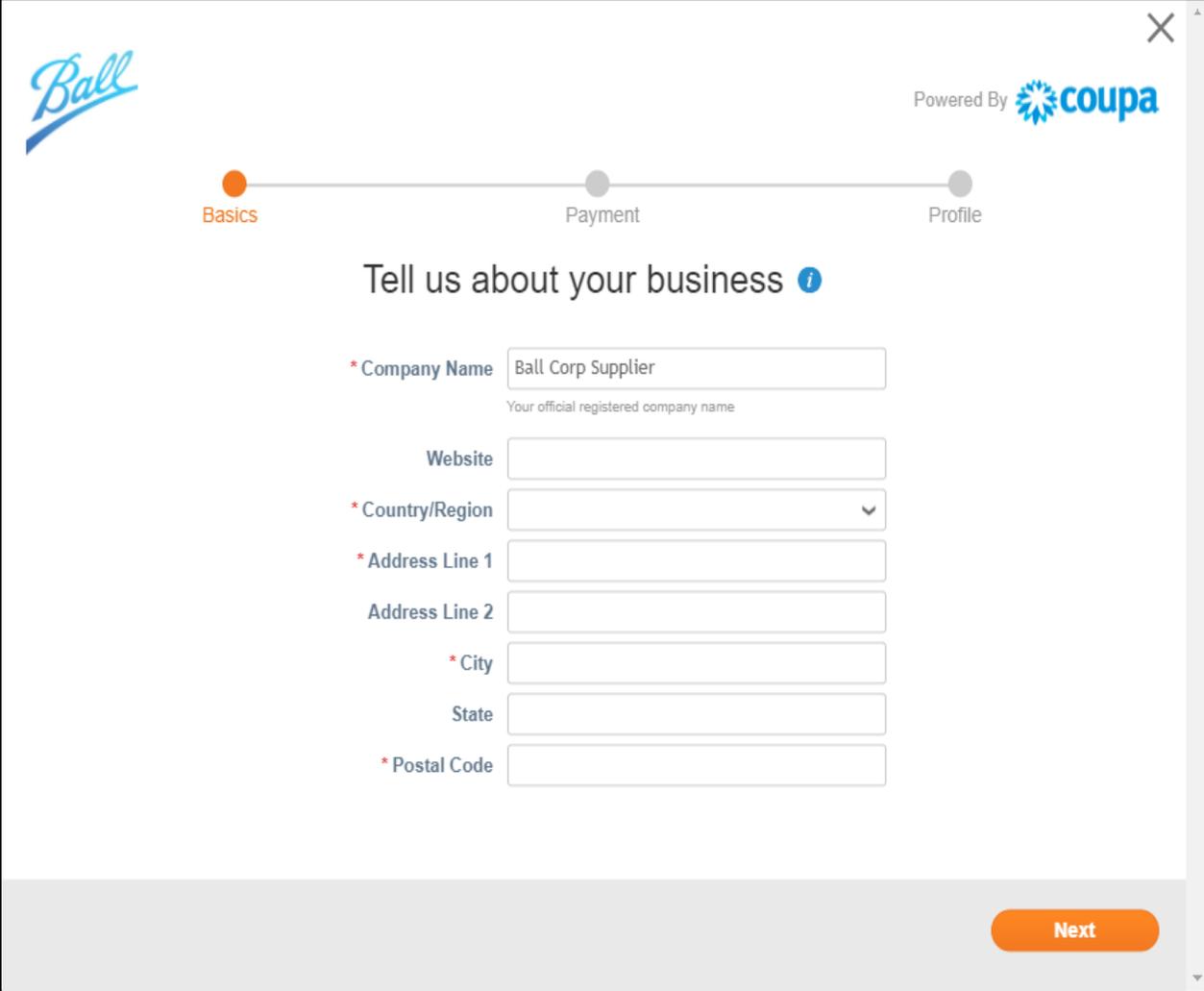


The screenshot shows the Coupa Supplier Portal registration page. At the top left is the Coupa logo. The main heading is "Create your business account". Below this, a message states: "Ball Corporation is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Ball Corporation so you're ready to do business together." The registration form includes three input fields: "Email" with the value "ballcoupa+ka0000@gmail.com", "Password" with masked characters "*****", and "Password Confirmation" also with "*****". A note below the password field says "Use at least 8 characters and include a number and a letter." Below the form is a checked checkbox with the text "I accept the Privacy Policy and the Terms of Use." At the bottom of the form is an orange "Get Started" button. Below the button are two links: "Having an issue with signup?" and "Forward this to someone".



COUPA SUPPLIER PORTAL (CSP) REGISTRATION

- Once you have clicked the “Get Started” button, you will be forwarded to the “Tell us about your business” screen where you will enter your company’s information. This information is for your public CSP profile.
- Click “Next” once you’ve entered the required information.



The screenshot shows the 'Tell us about your business' registration form. At the top left is the 'Ball' logo. At the top right, it says 'Powered By' followed by the 'coupa' logo. Below the logos is a progress bar with three steps: 'Basics' (highlighted with an orange dot), 'Payment', and 'Profile'. The main heading is 'Tell us about your business' with an information icon. The form fields are: '* Company Name' (text input with 'Ball Corp Supplier' and a note 'Your official registered company name'), 'Website' (text input), '* Country/Region' (dropdown menu), '* Address Line 1' (text input), 'Address Line 2' (text input), '* City' (text input), 'State' (text input), and '* Postal Code' (text input). An orange 'Next' button is located at the bottom right of the form area.



COUPA SUPPLIER PORTAL (CSP) REGISTRATION

- You are now on the **Payment screen**. Please do not add any Payment Discount Preferences here, as the payment terms are entered in Coupa by Ball Corporation according to your contractual agreement with us.
- Click **“Next”**.

Ball

Powered By coupa

Progress: Basics (checked), **Payment**, Profile

Would you like to offer discounts to get paid faster?

Payment Discount Preferences

Your default payment term

- Net 30
- Net 45
- Net 60
- Net 75
- Net 90
- Net 120

Automatically replace with this discount (you can change this later)

-
-
-
-
-

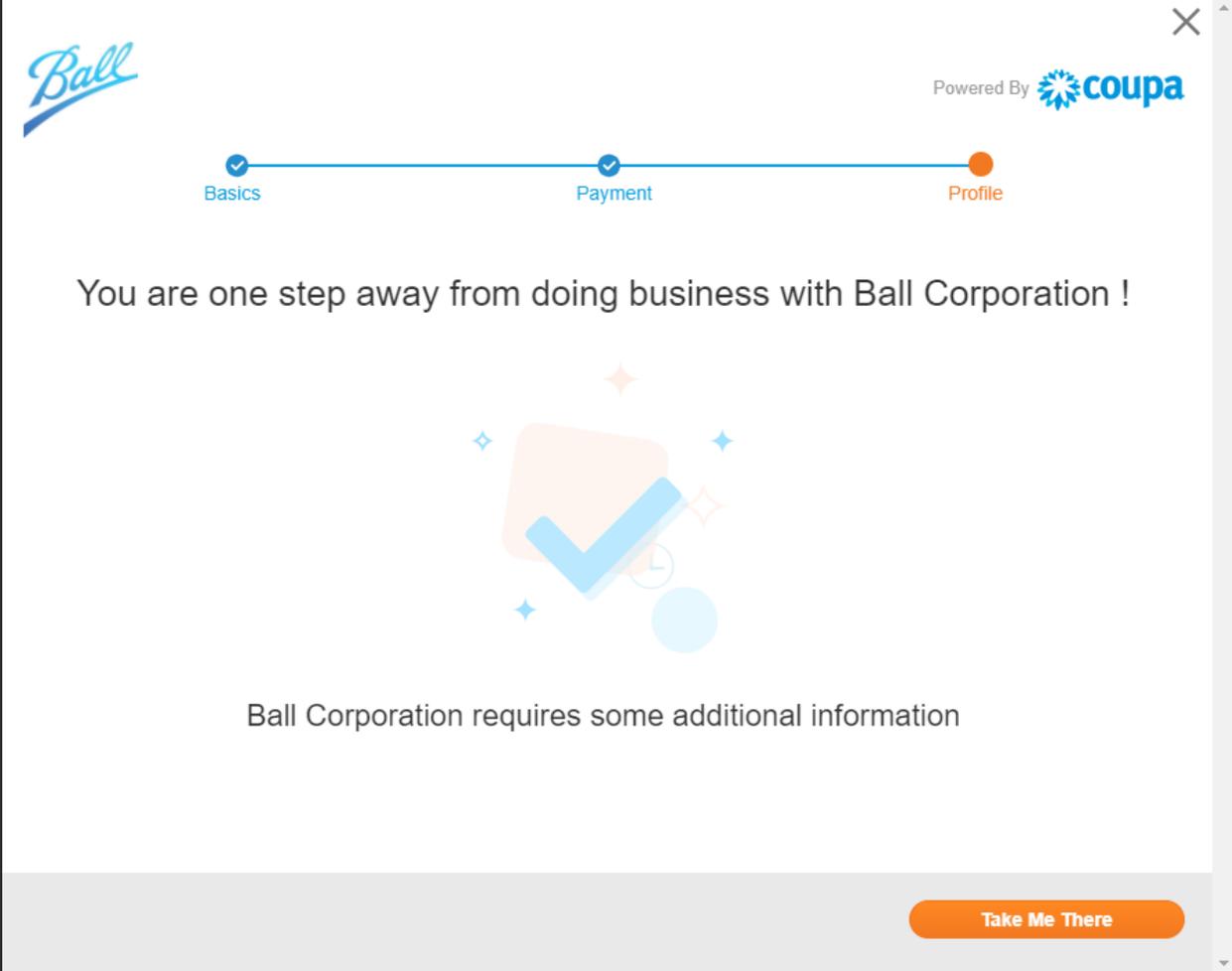
Use these preferences for all your customers

Back Next



COUPA SUPPLIER PORTAL (CSP) REGISTRATION

- Once you've completed the initial profile set up, you now need to complete the Ball Corporation Supplier Questionnaire.
- Click **"Take me there"** to open the Supplier Questionnaire.



The screenshot shows a registration progress bar with three steps: 'Basics' (completed), 'Payment' (completed), and 'Profile' (current step). The text reads: 'You are one step away from doing business with Ball Corporation !' Below this is a decorative graphic with a large blue checkmark and a clock icon. The text states: 'Ball Corporation requires some additional information'. At the bottom right is an orange button labeled 'Take Me There'.



BALL CORPORATION SUPPLIER QUESTIONNAIRE

The Supplier Questionnaire is where you will provide your company's information to onboard as a Ball supplier.

- Populate all required fields (with an asterisks * or noted as required in the help text) prior to submitting the form.
 - Some sections or fields may not be applicable to your company. These may be left blank.
 - Some information has already been completed by Ball or auto-filled from your CSP Public Profile. You may update this information if needed.
- To save and come back to the questionnaire later, click “Save” at the bottom of the form.
- Upon submission, the questionnaire will be reviewed by the Procurement and Vendor Master Data team to ensure the form's completion and the accuracy of the data provided.
 - Errors or missing information in the form will result in rejection of this form back to you in order to fix the errors.

A screenshot of the Coupa Supplier Portal interface. The page title is "coupa supplier portal" and the user is logged in as "BALL CORP". The navigation menu includes Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, and Sourcing. The current page is "Your Profile" with a sub-section for "Information Requests". The profile name is "Ball Corporation". A yellow notification banner states: "We have auto-filled some information from your Public Profile." The form is titled "Supplier Information" and "Ball Corp Supplier". Under "General Information", there are fields for: "Legal Name" (filled with "Ball Corp Supplier"), "Doing Business As (DBA)", "DUNS Number" (with a blue information icon to its right), and "Parent Company Name". A blue callout bubble points to the information icon with the text: "Hover over the icon next to the field to see help text".

BALL CORPORATION SUPPLIER QUESTIONNAIRE

General Information

- **Supplier Legal Name** – Your company’s full legal name as shown on your tax form
- **DBA (Doing Business As)** – If your company goes by another name, enter it here as shown on your Tax form
- **DUNS Number** – D&B 9-digit number that identifies your business, if applicable
- **Parent Company Name** – If applicable
- **Ball Country/Region of Operations** – The country selected is the country where you will provide goods or services to Ball. If the country selected is incorrect, please reach out to your Procurement contact.

The screenshot displays the 'coupa supplierportal' 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's a sub-header 'Your Profile' and 'Information Requests'. The main content area shows 'Ball Corporation' with a dropdown menu for 'Profile' set to 'Ball Corporation'. A yellow notification bar states: 'We have auto-filled some information from your Public Profile.' Below this, the 'Supplier Information' section shows 'Ball Corp Supplier'. The 'General Information' section contains the following fields: 'Legal Name' (filled with 'Ball Corp Supplier'), 'Doing Business As (DBA)' (empty), 'DUNS Number' (empty with an information icon), 'Parent Company Name' (empty), and 'Country/Region of Operation' (filled with 'United States').



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Corporate Address

- Enter your company's primary address in this section.
 - This includes the **Country, Address Name, Street Address, City, State Region and Postal Code.**
- Some of the address details may have auto-populated from your CSP profile, verify it is correct and all required fields are populated.
- The **Address Name** field is required and will be used for the purpose of issuing purchase orders and payments.
- Note: Make sure the **State Region** is selected (if applicable) as this does not auto populate from your CSP profile.

* Corporate Address

Country/Region	United States
Address Name	Ball Corp Supplier
Street Address	123 Main St
Street Address 2	
City	Denver
State Region	Colorado - CO
Postal Code	80204
Location Code	
PO Box	
PO Box Postal Code	

Country, Address Name, Street Address, City, State and Postal Code are required. **Please Note: The Address Name provided will be used for the purpose of issuing purchase orders and payments.



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Supplier Contact Information

- **Supplier Contact Information** – Confirm the information entered is correct. This should be the primary contact with the Ball Supplier Enablement team.
- **PO E-mail** – Enter the email where you would like to receive purchase orders from Ball. Please be sure this is an inbox that is monitored regularly.
- **Are you a US Freight/Transportation Supplier?** – Select 'Yes' if you are a freight carrier in the US. If yes, you must provide your 4-digit **SCAC code**.

* Supplier Contact Information

* First Name

* Last Name

* Email address 

Mobile Phone

Fax

* PO Email 

* Are you a US Yes
Freight/Transportation No
Supplier?

* SCAC Code



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Tax Compliance Information

Provide your tax information based on the Country where your company is located.

If located in the United States:

- **Are you located in the US or Other Countries** – Select “United States”
- **TIN** – Enter your company’s EIN or SSN (excluding dashes) as shown on your W9
- **Is this EIN or SSN?** – Select the tax identification type
- **W9** – Attach a copy of your W9 and enter the Expiration Date
- **Organization Type** – Select your company’s tax classification
- **1099 Reporting Code** – If you are an individual, partnership or LLC, select your 1099 income code

Tax Compliance

* Are you located in the US or Other Countries United States Other

* TIN 

EIN or SSN

* Is this EIN or SSN? EIN SSN

* W-9

Effective Date 

* Expiration Date 

* Attachments [Add File](#)



Description

* Organization Type  

1099 Tax Reporting Code 



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Tax Compliance Information

Provide your tax information based on the Country where your company is located.

If located outside of the United States:

- **Are you located in the US or Other Countries** – Select “Other”
- **Tax ID** – Enter your company’s tax ID for your respective country as shown on your tax form. If you are doing business IN the US, provide your TIN as shown on your W8
- **Tax Forms** – Attach a copy of your tax form and enter the Expiration Date. If you are doing business in the US, provide your W8
- **1042 Reporting Code** – If you are doing business in the US, select your 1042 reporting code

Tax Compliance

* Are you located in the US or Other Countries United States Other

* Tax ID

If you are doing business in the US please provide TIN

* Tax Form(s)

Effective Date

* Expiration Date

* Attachments [Add File](#)

Description

If you are doing business in the US please provide the following:

1042 Tax Reporting Code



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Diversity/SBE Information

For US suppliers who are certified as diverse or as a Small Business Enterprise (SBE), provide your certification details in this section.

- **Country** – Enter the country where your certification is held
- **Diversity Category** – Enter your certificate category/classification

Diversity Certificate

- **Agency** – Enter the agency that you are certified by. If the agency is not available to select, enter it as free text
- **Effective Date** – Select the date the certificate became effective
- **Expiration Date** – Select the date the certificate expires
- **Attachments** – Attach a copy of the certificate (you can attach multiple if applicable)



Diversity/Small Business Enterprise Information

Supplier Diversity

If you are a small or diverse business, add the categories that apply to you.

[Add Diversity](#) If you have multiple certifications, click here to add additional certificates.

Supplier Diversity

Country: United States

Diversity Category: Veteran Owned Business

Diversity Certificate

Agency: VetBiz

Effective Date: 12/01/21

Expiration Date: 12/01/23

Attachments: Add File

SIM_Demo_Attachment.pdf

Description:

BALL CORPORATION SUPPLIER QUESTIONNAIRE

Regulatory Compliance

Ball expects conflicts of interest to be disclosed prior to onboarding and on an ongoing basis.

- If any of these questions apply to your company, please check the appropriate box and/or select yes to the question. Answer the conditional fields that follow each question.
- If these questions do not apply to your company, leave the checkbox blank and select No.
- The Legal team will be notified if any of these questions are checked or marked “Yes”.

Regulatory Compliance

1. Do you represent
Ball before any third
parties (any
government agency,
representative,
business) in any
capacity (as an agent,
representative, etc.)
outside of the US?

If Yes, please fill out A,B and C Below

2. Do you apply for
licenses, permits,
grants, permissions, or
any similar item in
Ball's name or for the
benefit of Ball outside
of the US?

If Yes, please fill out A,B and C Below

* Ball requires conflicts Yes
of interest to be timely No
disclosed on an
ongoing basis. To this
end, Ball expects its
suppliers to disclose if
any of supplier's
employees are close
family members of Ball
employees or is aware
of any other situation
that may create a
conflict of interest. Are
you aware of any
current or potential
conflicts of interest?

* If yes, please explain



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Certificate of Insurance

If you are performing work on Ball Corporation's property, a valid certificate of insurance (COI) must be provided and accepted by Procurement prior to commencing work.

- A sample COI is included in the Supplier Questionnaire which lists Ball's insurance requirements.
- **Effective Date** – Select the date the COI became effective
- **Expiration Date** – Select the date the COI expires (required)
- **Attachments** – Attach a copy of the COI (attach multiple if needed)

Certificate of Insurance

Please review the attached Certificate of Insurance requirements

[Certificate_of_Insurance_Requirements....](#)

Insurance

Effective Date 05/01/21 

Expiration Date 05/01/26 

Attachments Add [File](#)

[SIM_Demo_Attachment.pdf](#)

Description COI Insurance



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

Ball Corporation requires accurate banking information in order to transact with your company. Provide your banking and remit to address within this section.

- Ball's standard payment method is electronic payment.
- Only one remit to address should be added and maintained within the form.
- Click **"Add-Remit-To"** to add your company's remit to address information.

To add a remit to address please click on the Add Remit-To button below and follow the prompt to complete the legal entity setup BEFORE you complete the remittance information.

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

If you wish to update the payment information, please inactivate the existing remit to address below (change the Active field dropdown from Active to Inactive) and add a new one using the Add Remit-To button above.



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

- Once you click the **“Add New”** button, a pop-up page will appear for you to select an existing remit to address or create a new remit to address.
- If you have already set up your remit to address details in your CSP profile (Setup -> Admin -> Remit-To), it will be shown here. To use an existing address, click **“Choose”**. Skip to page 25 in this document to continue through the guide.
- If you have not created a remit to address, click **“Create New Remit-To Address”**.

Choose Remit-To Address

Choose a Remit-to Location below - Recommended
It's a few more fields, but provides compliance, verification, and re-usability. Otherwise, click 'Cancel' to add info to your customer's form manually.

Choose existing or create new Remit-To Address:

123 Main St
Denver, Colorado 80204
United States
United States

Choose

Create New Remit-To Address

Cancel



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

- Once you click the **“Create new remit to address”** button, you will be forwarded to the **“Where’s your business located?”** screen.
- Enter your company’s **Legal Entity Name**.
- Select the **Country/Region** where your company is located.
 - The country selected drives what information is displayed and required on the next screens. Populate all required fields on these screens.
- Click **“Continue”** after entering all the required 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.

* Legal Entity Name

Country/Region

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



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

- The next screen displayed is **“Tell your customers about your organization”** where you will enter your company’s information.
 - If you use the CSP with other customers, select which customers should see this remit to address
 - Enter the address you invoice from
 - Indicate if this address should be used for the Remit-To and Ship From
 - If you have a different address for the remit to and ship from, uncheck the boxes
 - Enter your Tax ID – this is optional and will not carry over on the supplier questionnaire
- Click **“Save & Continue”** after entering all the required information.

The screenshot shows a web form titled "Tell your customers about your organization". The form is divided into several sections:

- Which customers do you want to see this?:** Includes checkboxes for "All" and "Ball Corporation", both of which are checked.
- What address do you invoice from?:** Contains input fields for "Address Line 1" (456 Wynkoop Way), "Address Line 2", "City" (Denver), "State" (Colorado - CO), "Postal Code" (80204), and "Country/Region" (United States). Below these fields are two checked checkboxes: "Use this address for Remit-To" and "Use this for Ship From address".
- REQUIRED FOR INVOICING:** A callout box with a blue header that reads "Enter the registered address of your legal entity. This is the same location where you receive government documents." with an information icon.
- What is your Tax ID?:** Includes a "Country/Region" dropdown (United States), a "Tax ID" input field (123456789), and a checkbox "I don't have Tax ID Number" which is unchecked. There is also a link "Add additional Tax ID".
- Miscellaneous:** Includes an "Invoice From Code" input field and a "Preferred Language" dropdown (English (US)).

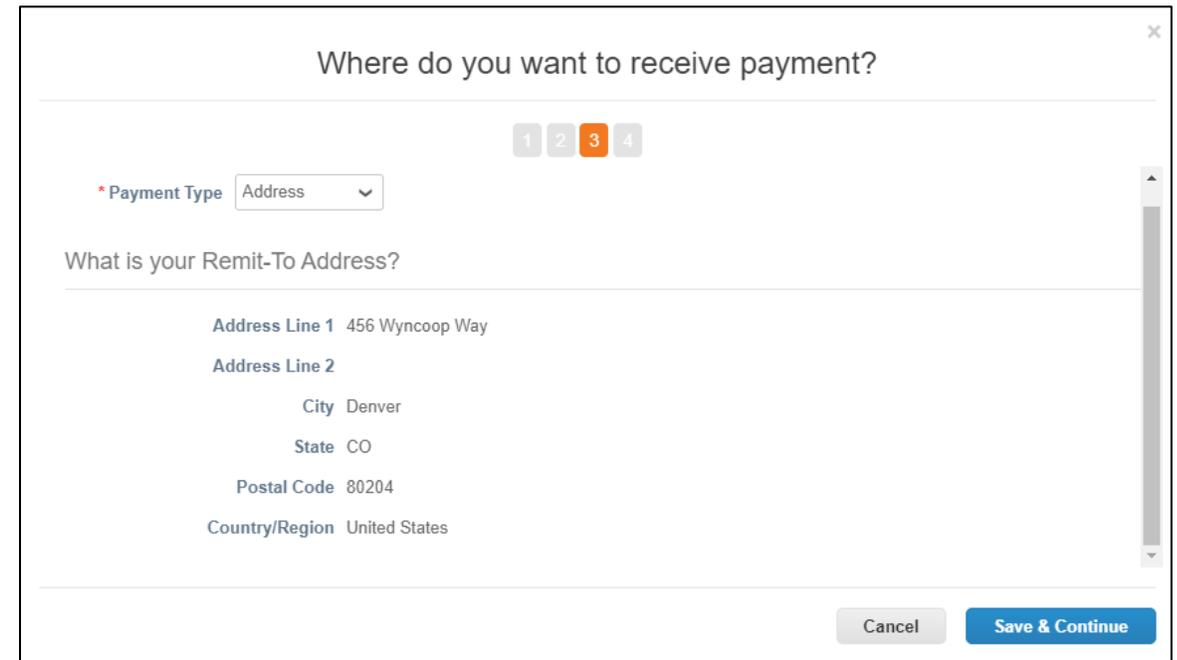
At the bottom right of the form are "Cancel" and "Save & Continue" buttons.



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

- The next screen is “**Where do you want to receive payment?**”. Select from the following payment types:
 - If you select **Address** (default option), click “Save & Continue” as you’ve already provided the address on the previous page.
 - If you select **Bank Account**, enter the required banking information to continue.
 - This is Ball’s recommended option – follow the steps on the next page of this guide
 - Note the information required depend on the country selected.
- **Virtual Card** is not an option for Ball as Coupa Pay is not enabled.



Where do you want to receive payment?

1 2 3 4

* Payment Type Address

What is your Remit-To Address?

Address Line 1 456 Wyncoop Way

Address Line 2

City Denver

State CO

Postal Code 80204

Country/Region United States

Cancel Save & Continue



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

- If you select **Bank Account**, enter the required banking information to continue.
 - Bank Account Country, Currency and Beneficiary Name are defaulted from your CSP profile.
 - If you have a bank account in Mexico, the Account Number is 12 digits (Account number + validation). The Bank Code is 6 digits (Bank + Branch)
- Note some banking information provided in this setup may not be transferred over to Ball's Supplier Questionnaire and will require you to re-enter the information.
- Click **“Save & Continue”** after entering all the required information.

Where do you want to receive payment?

1 2 3 4

• Payment Type Bank Account

What are your Bank Account Details?

Bank Account Country/Region: United States

Bank Account Currency: USD

Beneficiary Name: Ball Corp Supplier

Bank Name:

Account Number:

Confirm Account Number:

ACH Routing Number:

Wire Routing Number:

SWIFT/BIC Code:

Bank Account Type: Business

Supporting Documents Choose Files No file chosen

Who is your Remit-To Contact? (optional)

What is your Remit-To Address?

Address Line 1 456 Wynkoop Way

Address Line 2

City Denver

State CO

Postal Code 80204

Country/Region United States

Cancel Save & Continue



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

- The remit to location (account and/or address) on the previous screen is displayed unless the field “Use this address for remit-to” was unchecked. Verify the information is correct.
- To make edits click “**Manage**”.
- If all information looks OK, click “**Next**”.
- Click “**Add Now**” on the next screen to add the remit to information to the Supplier Questionnaire.

Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next. Add Remit-To

Remit-To Account	Remit-To Address	Status	
Bank Account Bank of America Ball Corp Supplier *****7485 908070401	456 Wyncoop Way Denver CO 80204 United States	Active	Manage

Deactivate Legal Entity Cancel Next

Setup Complete

1 2 3 4

Do you want to Add Remit-To Address to the customer profile now?

Add Later Add Now



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

- If you provided banking details in the previous steps, the banking information will be auto-populated. Confirm all information is correct.
- Refer to page 28 of this guide for the banking details required for each payment type/country.
- There are some fields that are not auto populated from the CSP remit to set up.
 - **Account Type** – Checking or Savings (required)
 - **Wire Routing Number** – if using wire for payment
 - **SWIFT Code (BIC)** – Routing number for international wire transfers
 - **BSB Number** – Routing Number for Australian bank accounts only – Required for wires
 - **Transit Number and Institution Number** – Routing Number for Canadian Wire transfer
 - **IBAN Number** – International Bank Account number



Bank Code – For Mexico CLABE accounts, this is the Bank + Branch number.

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](#)

New Remit to Address

Bank Detail

Bank Country/Region United States

Bank Account Currency USD

Bank Name Bank of America

Account Type

Bank Account Number *****485 *i*
For Mexico = Account Number + Validation

ACH Routing Number *****401 *i*
Please enter for US ACH Suppliers

Wire Routing Number

SWIFT Code (BIC) *i*

BSB Number *i*

Transit Number And Institution Number *i*

IBAN Number *i*

Bank Code *i*
For Mexico = Bank + Branch

If any information that was auto-populated is incorrect, click the red X to delete then click Add-Remit to.

BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

- The Bank Address and Remit to Address information should be auto-populated from the previous steps. Confirm all information is correct.
- There are some required fields that are not auto-populated from the CSP remit to set up.
 - Enter your **Remit-To E-mail**. This is the e-mail where all remittance notifications will be sent to.

Bank Address

Bank Address

Bank City

Bank State or Region

Bank Postal Code

Remit to Address

Street Address 1

Street Address 2

City

Postal Code

State or Region

Country/Region

Remit-To Email

If any information that was auto-populated is incorrect, click the red X to delete then click Add-Remit to.



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Remit To Address

Where your bank is located determines what information is required within the Remit-to-Address section. Please ensure all required payment details are provided before submitting the form.

US ACH Payment

- Bank Account Country, Bank Account Currency, Account Type, Account Number and ACH Routing Number

Canada ACH Bank Payment

- Bank Account Country, Bank Account Currency, Account Type, Bank Account Number, Transit/Institution Number (8 digits – Bank # + Branch #)

Mexico ACH Bank Payment

- Bank Account Country, Bank Account Currency, Bank Name, Account Type, Bank Account Number (12 digits) and Bank Code (6 digits – Bank # + Branch #)
- CLABE # = Bank Account Number & Bank Code

US Wire Transfer

- Bank Account Country, Bank Account Currency, Account Type, Account Number, Wire Routing Number, SWIFT Code
- Bank Address

Canada Wire Transfer

- Bank Account Country, Bank Account Currency, Bank Name, Account Type, Bank Account Number, Transit/Institution Number or SWIFT Code
- Bank Address

Mexico Wire Transfer

- Bank Account Country, Bank Account Currency, Bank Name, Account Type, Bank Account Number (12 digit), Bank Code (6 digits – Bank # + Branch #) or SWIFT Code
- Bank Address

All other international payments

- Bank Account Country, Bank Account Currency, Bank Name, Account Type, Bank Account Number (12 digit), and SWIFT Code
- Bank Address



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Submit Supplier Questionnaire

- Review the form to confirm all required fields are populated and the information provided is accurate
- You can add comments to this form by utilizing the comments section. Ball will see these comments when reviewing the form.
- Click **“Save”** if you aren’t ready to submit the form and would like to come back later to submit.
- Click **“Submit for Approval”**.
- The form will be validated by the system. If errors are found, correct and re-submit for approval.

Internal Use Only

Commodity Office Supplies

Please select the JDE instance(s) this supplier must be extended to JDE - CORP

Is this supplier's terms calculated based on ship date? No
For Metal suppliers only

Will this supplier be set up with ERS? No
For Metal suppliers only

Decline Save **Submit for Approval**

Comments [Mute Comments](#) ▾

Enter Comment

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Attachments Add [File](#) | [URL](#)

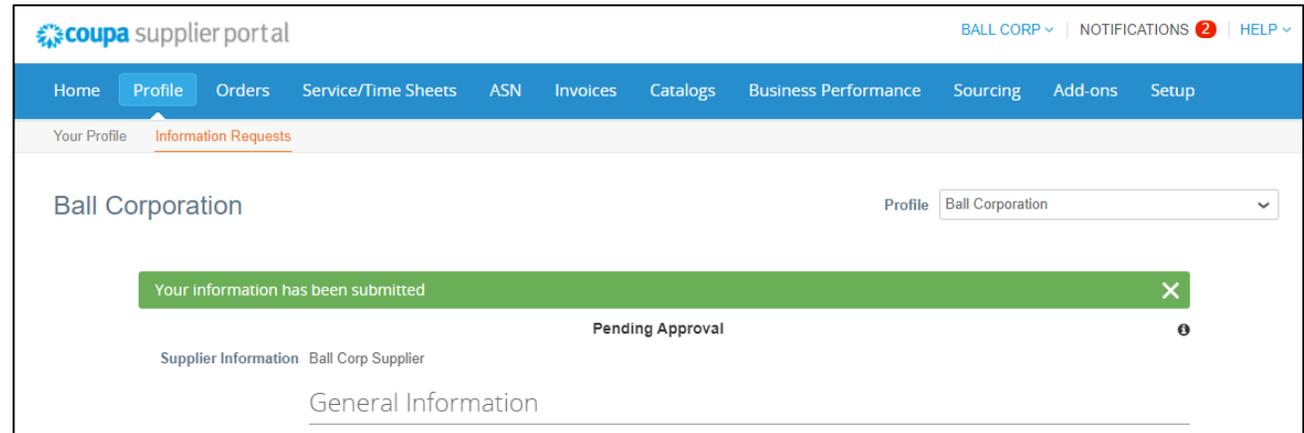
Add Comment



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Submit Supplier Questionnaire

- Once the form is submitted, you will then see a pop-up message that says, **“Your information has been submitted”**.
- The status of the form will be **Pending Approval**.
- To make edits to the form while in “Pending Approval” status, click **“Withdraw”** at the bottom of the form. Make the updates and then click **“Submit for Approval”**.



BALL CORPORATION SUPPLIER QUESTIONNAIRE

Form Submitted for Approval

- Our Procurement and Supplier Master Data team will review your form to ensure everything is filled out correctly and we have the information we need to transact with your company.
- Your Supplier Questionnaire will be **approved** if all required information is provided accurately.
 - You will receive an e-mail notification informing you that the form has been approved. You are now ready to transact with Ball!
- Your Supplier Questionnaire will be **rejected** if information is missing or incomplete.
 - You will receive an e-mail notification and details of what needs to be updated for the form to be approved.
 - Correct your form by logging into the CSP. Go to the Profile tab -> Information Requests -> select Ball Corporation as the Profile. Update the form and re-submit for approval.



 Profile Info submitted to Ball Corporation was Approved

Powered by 

Hi Kim,

The company profile information that you submitted to your customer, Ball Corporation 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](#)

 Profile Info submitted to Ball Corporation was Not Approved

Powered by 

Hi Kim,

The company profile information that you submitted to your customer, Ball Corporation 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](#)



THANK YOU

For questions about the Coupa Supplier Portal and Supplier Onboarding, contact the Supplier Enablement team.
(supplierenablement@ball.com)