



## Supplier Onboarding Guide

### Coupa Supplier Portal

# Supplier Onboarding Guide

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- 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 for onboarding to the Coupa Supplier Portal and completing the Supplier Questionnaire.
  - Calpine utilizes the Coupa Supplier Portal (CSP) to collect and manage supplier information. The questionnaire you will receive is used to gather all required information Calpine needs to transact with your company.
  - For additional onboarding support, contact the Supplier Enablement team ([suppliersupport@calpine.com](mailto:suppliersupport@calpine.com)).

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# Coupa Supplier Portal (CSP) Registration



- **NOTE:** If you already have a CSP account, please skip to slide 12. You may navigate to your existing profile and add Calpine to your customer base.
- You will receive an email from Coupa ([do\\_not\\_reply\\_supplier.coupahost.com](mailto: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. **If you are not the correct recipient for your organization, please forward to the correct contact.**

## Calpine Corporation Profile Information Request - Action Required

Dear Valued Supplier -

Congratulations! You have been selected to register on the Coupa Supplier Portal (CSP) to do business with Calpine. Coupa is the purchasing and payment system Calpine will use to transact with all Suppliers.

Coupa will be free of cost for you as a Supplier. There are no licensing or transaction-level fees.

Here's how to register:

### CSP Registration

To get started, simply click the registration link below. If you already use the CSP, you will simply need to connect Calpine Corporation to your CSP profile via the link provided below and complete the Supplier Information Management (SIM) forms specific to Calpine Corporation on the CSP site.

### The New Way of Working Together

Your registration on CSP will enable Calpine to issue purchase orders, receive invoices and issue payments electronically. Benefits of the CSP to you include:

- Ability to manage your company information directly.
- Flexibility to configure your company's transaction notification preferences.
- Ability to easily create electronic invoices.
- Quick access to POs, invoices and payment status.

### Need Help?

Please see the [Calpine website](#) for help completing the SIM form and the training schedule in August. If you have further questions or need registration assistance, contact [suppliersupport@calpine.com](mailto:suppliersupport@calpine.com). If you are not the correct contact for this request, please forward this email to the appropriate individual.

**Please Note:** Registration with Coupa will be a requirement for all Suppliers to transact with Calpine. After registration, please continue to do business with Calpine as usual until September 18.

### Thank You

Thank you in advance for registering in the CSP. We are excited to begin working together using Coupa.

[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 "Create an Account" 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."

### Create an Account

Calpine 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 Calpine Corporation so you're ready to do business together.

\* Business Name  
  
Your legal business name (or legal personal name if an individual)

\* Email

\* First Name  \* Last Name

\* Password  \* Confirm Password   
Use at least 8 characters and include a number and a letter.

I accept the [Privacy Policy](#) and the [Terms of Use](#)

[Create an Account](#)

Already have an account? [LOG IN](#)

[Forward this to someone](#)

# Coupa Supplier Portal (CSP) Registration



## Supplier Contact Information

- Once you have clicked the “Create an Account” button, you will be forwarded to the “Your Contact Information” screen where you will enter your contact information.
- **Supplier Contact Information** - Confirm the information entered is correct. This should be the primary contact with the Calpine team.
- **Address** - Enter the address of your company Headquarters.

The screenshot shows a web form titled "Your Contact Information" for Calpine Corporation. The form contains the following fields:

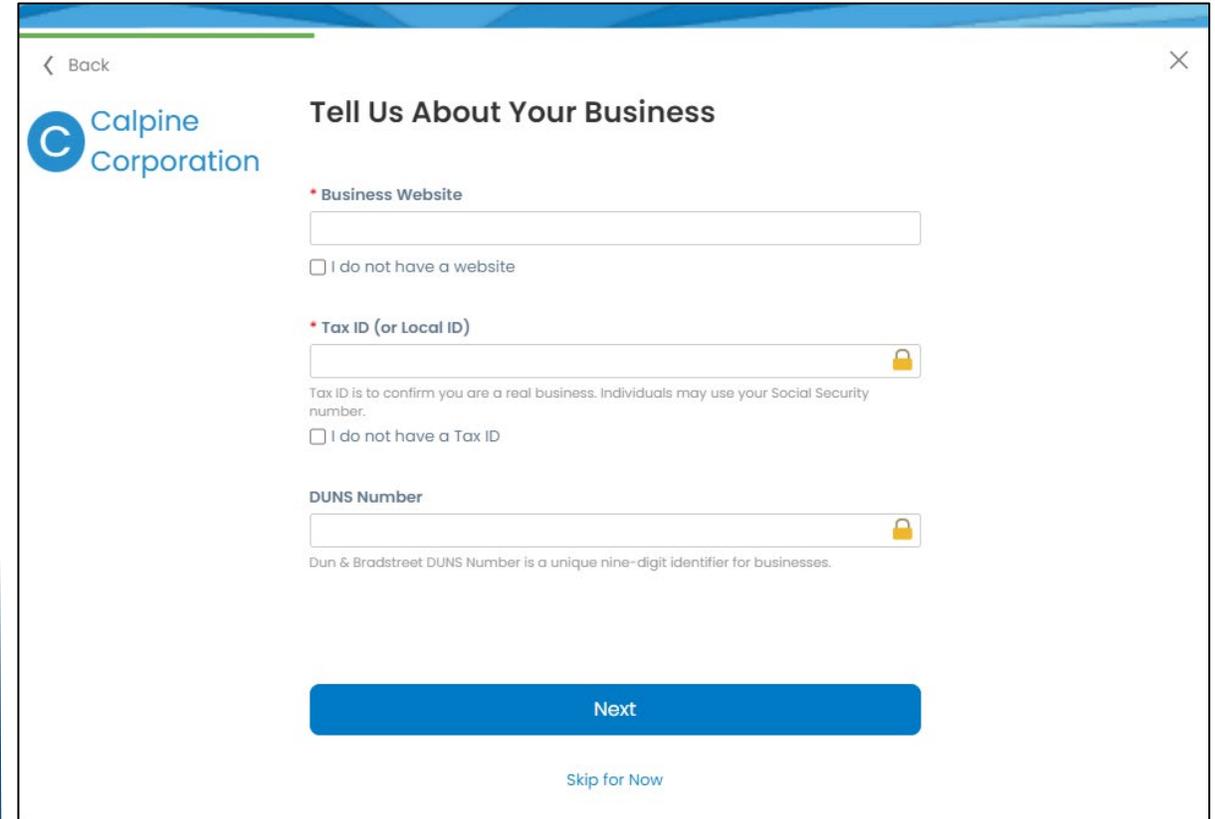
- First Name (text input)
- Last Name (text input)
- Phone Number (text input)
- Country/Region (dropdown menu)
- Address (text input)
- City (text input)
- State (text input)
- Postal Code (text input)

At the bottom of the form, there is a blue "Next" button and a "Skip for Now" link.

# Coupa Supplier Portal (CSP) Registration

## Business Information

- The next screen that appears is the “**Tell us about your business**” screen where you will enter your company’s information. This information is for your public CSP profile.
- **Business Website** - The URL for the website of your business.
- **Tax ID** - Enter your company’s EIN or SSN (**excluding dashes**) as shown on your W9. You will be entering your Tax ID on the SIM form, so it is not required here.
- **DUNS Number** - D&B 9-digit number that identifies your business, if applicable.
- Click “**Next**” once you’ve entered the required information.



The screenshot shows a mobile application interface for Calpine Corporation. At the top left, there is a back arrow and the text 'Back'. The Calpine Corporation logo is on the left side. The main heading is 'Tell Us About Your Business'. The form contains the following fields and options:

- Business Website**: A text input field with a red asterisk. Below it is a checkbox labeled 'I do not have a website'.
- Tax ID (or Local ID)**: A text input field with a red asterisk and a lock icon. Below it is a checkbox labeled 'I do not have a Tax ID'. A note below the field states: 'Tax ID is to confirm you are a real business. Individuals may use your Social Security number.'
- DUNS Number**: A text input field with a lock icon. Below it is a note: 'Dun & Bradstreet DUNS Number is a unique nine-digit identifier for businesses.'

At the bottom of the form, there is a large blue button labeled 'Next' and a smaller blue link labeled 'Skip for Now'.

# Coupa Supplier Portal (CSP) Registration



## Invoice-From Location

Input your Invoice-From Location Address.

- **Tax ID** - Please provide only tax identification information that is in public domain.
- Once you have filled in all the required information, click **“Next.”**

The screenshot shows a mobile-style registration form titled "Confirm Invoice-From Location" for Calpine Corporation. The form includes the following fields and options:

- Country/Region:** A dropdown menu set to "United States".
- Address:** A text input field containing "1333 Test Road".
- City:** A text input field containing "Richmond".
- State:** A text input field containing "Indiana".
- Postal Code:** A text input field containing "47374".
- Advanced Invoicing:** A section with a text input field for "Invoice-From Code" and a note: "Recommended if you plan to use with Calpine Corporation in integration for invoicing (cXML or SFTP)."
- Preferred Invoicing Language:** A dropdown menu set to "English (US)".
- Tax Country/Region:** A dropdown menu set to "United States".
- Tax ID:** A text input field with an information icon (i) to its right.
- I don't have Tax ID Number
- [+ Additional Tax ID](#)

At the bottom of the form, there is a large blue "Next" button and a "Skip for Now" link.

# Coupa Supplier Portal (CSP) Registration



## Remit-to Location

Where your bank is located determines what information is required within the Remit-to-Address section.

If you would like to use your Invoice-From address, you can select it from the dropdown menu.

- Once you have filled in all the required information, click “Next.”

Calpine Corporation

### Confirm Pay-To Location (Remit-To)

This is the address your customer will use to send your payment, remittance address.

Add New Pay-To Location

\* Country/Region  
United States

\* Address

\* City      State      \* Postal Code

**Advanced Invoicing**  
Pay-To (Remit-To) Code  
Recommended if you plan to use with Calpine Corporation in integration for invoicing (cXML or SFTP).

Next

# Coupa Supplier Portal (CSP) Registration



## Ship-From Location

Enter the primary location where you are shipping goods from. If you need to add multiple locations, you can do so later.

If you would like to use your Invoice-From address, you can select it from the dropdown menu.

Calpine Corporation

### Confirm Ship-From Location

This is usually your warehouse location.

Add New Ship-From Location

\* Country/Region  
United States

\* Address

\* City      State      \* Postal Code

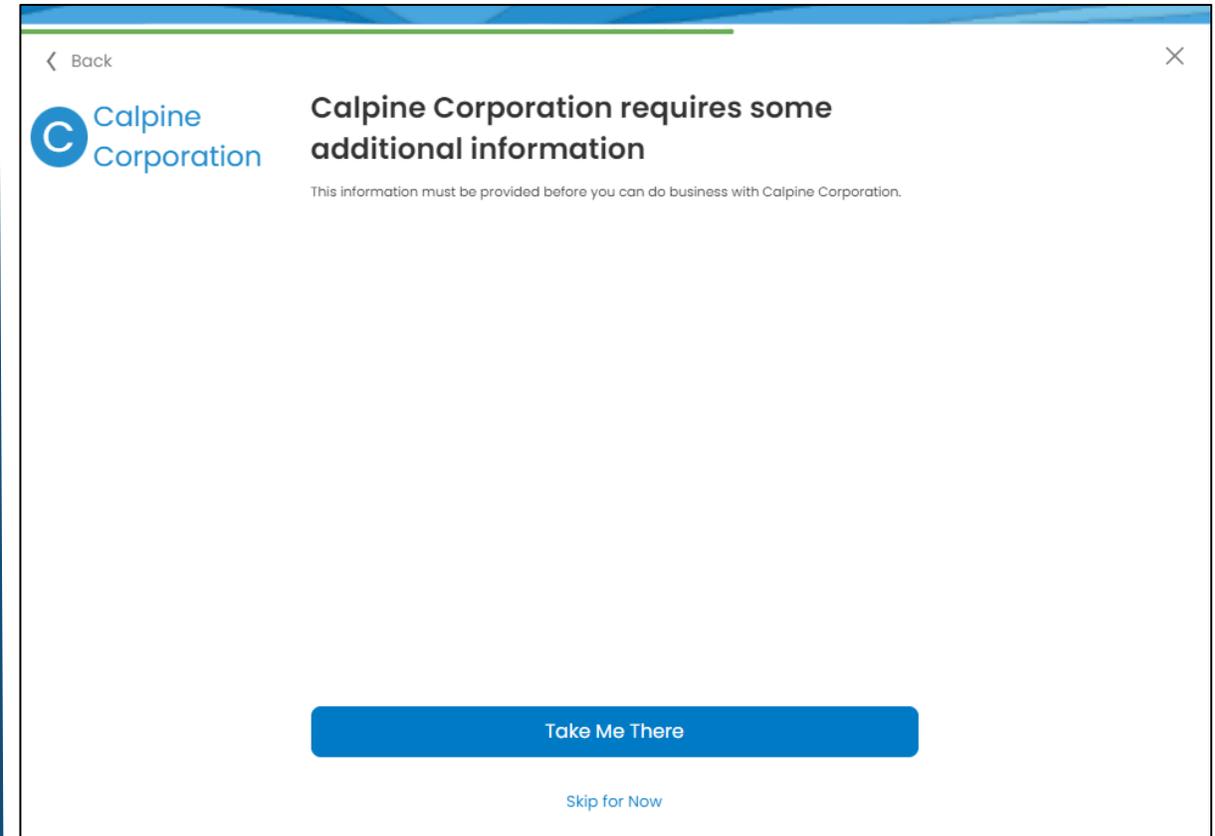
Advanced Invoicing  
Ship-From Code

Recommended if you plan to use with Calpine Corporation in integration for invoicing (cXML or SFTP).

Next

# Coupa Supplier Portal (CSP) Registration

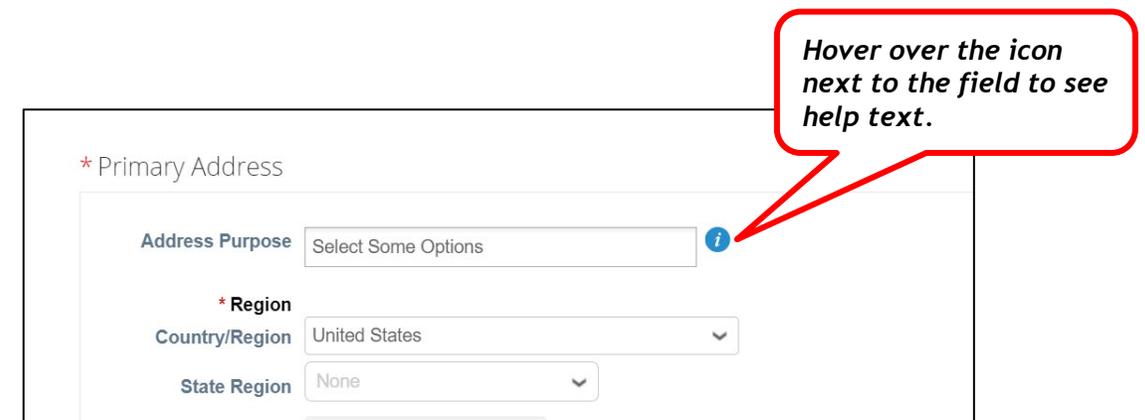
- Once you've completed the initial profile set up, you now are ready to complete the Calpine Supplier Questionnaire.
- Click **“Take Me There”** to open the Supplier Questionnaire.



# Calpine Supplier Questionnaire

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

- Populate all required fields (with an asterisk \* 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 Calpine or auto-filled from your CSP Public Profile. You may update the 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 the form being rejected and sent back to you for correction.



\* Primary Address

Address Purpose  

\* Region

Country/Region

State Region

*Hover over the icon next to the field to see help text.*

# Calpine Supplier Questionnaire



## General information

- **Supplier Name** - The name that your POs will be paid to.
- **Supplier Legal Name** - Your company's full legal name as shown on your tax form.

General Information

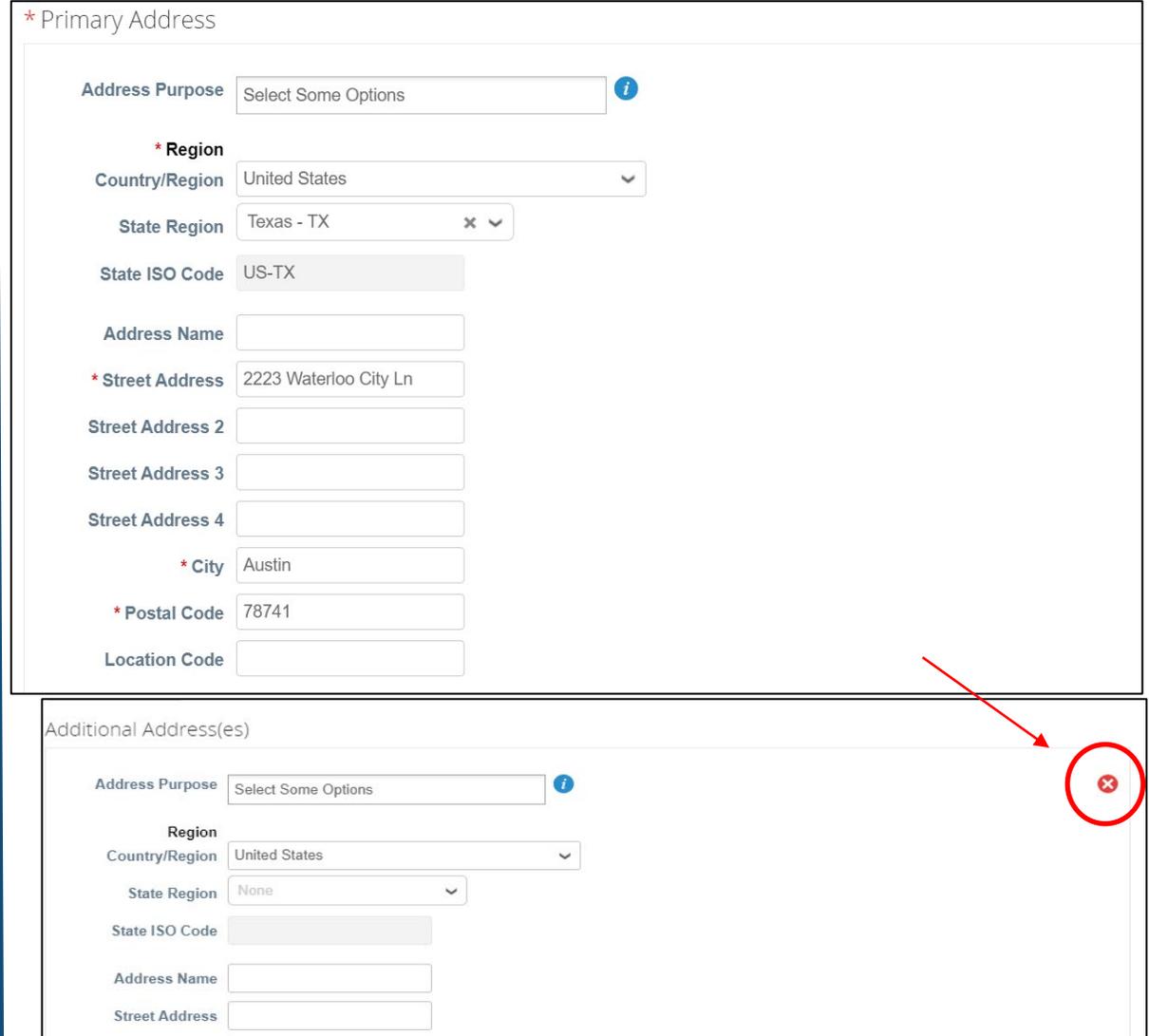
\* Supplier Name   
POs will be paid to this name. Please note there is an 80 character limit on this field

\* Legal Name   
This is the name that appears on Line 1 of the W-8 or W-9. For US Suppliers -this name must match your Tax ID. Please note there is an 80 character limit on this field

# Calpine Supplier Questionnaire

## Primary 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 details are correct and all required fields are populated.
- **Address Purpose** - This is used to indicate what the address will be used for.
- **NOTE: Make sure the State Region is selected (if applicable) as this does not auto-populate from your CSP profile.**
- If you don't want to add an additional address to be associated with your supplier account, click the red X as shown to the right.



\* Primary Address

Address Purpose  *i*

\* Region

Country/Region  *v*

State Region  *x v*

State ISO Code

Address Name

\* Street Address

Street Address 2

Street Address 3

Street Address 4

\* City

\* Postal Code

Location Code

Additional Address(es)

Address Purpose  *i*

Region

Country/Region  *v*

State Region  *v*

State ISO Code

Address Name

Street Address

# Calpine Supplier Questionnaire

## Supplier Contact Information

- **Supplier Contact Information** - Confirm the information entered is correct. This should be the primary contact with Calpine Corporation.
- **Contact Purpose** - Adding the contact purpose can tag the contact to help Calpine quickly identify the contact person's role.
- **Email Address** - The email address should be for the primary point of contact for all Supplier Information-related questions.

\* Primary Contact Information

Contact Purpose  

\* First Name   
Please note there is a 25 character limit on this field

\* Last Name   
Please note there is a 25 character limit on this field

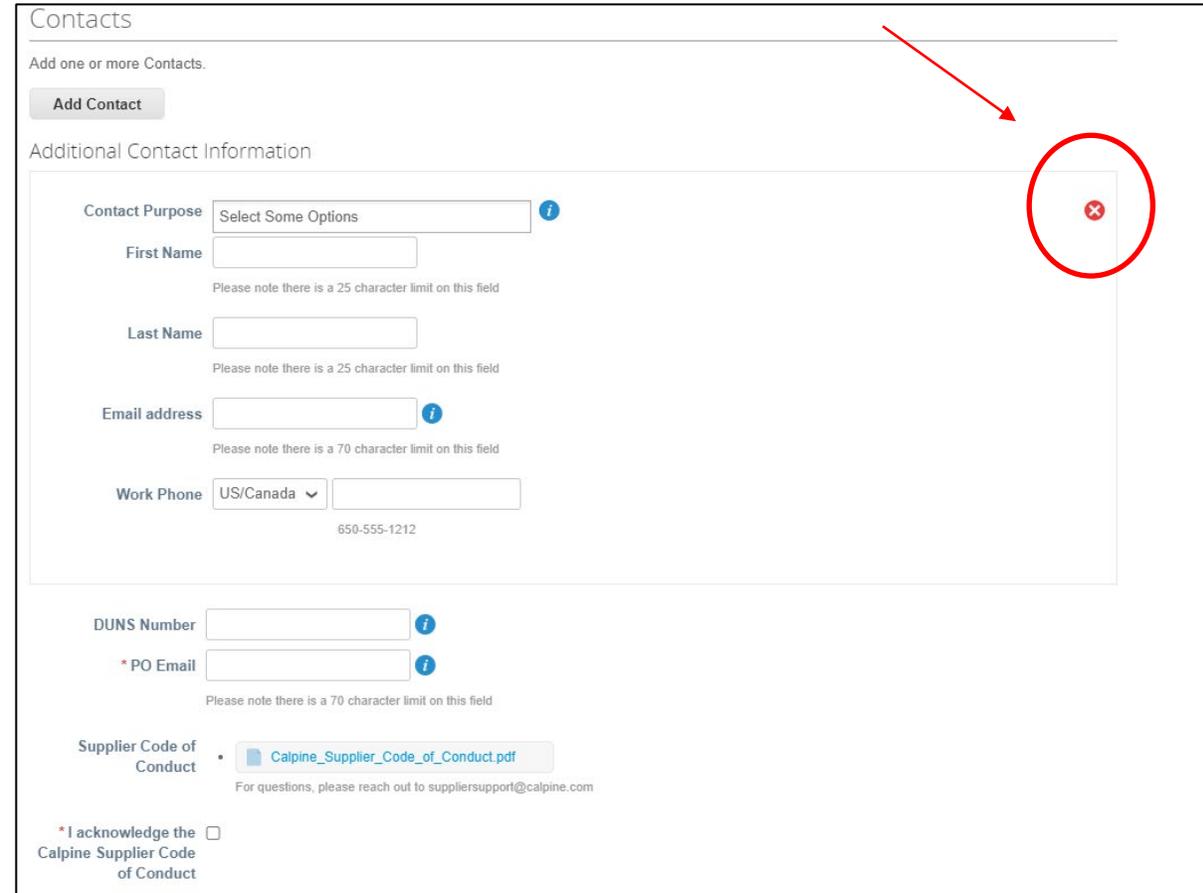
\* Email address    
Please note there is a 70 character limit on this field

\* Work Phone

# Calpine Supplier Questionnaire

## Supplier Contact Information

- **Additional Contact Information** - Add additional contacts. If you do not have additional contact information to add, click the red X.
- **DUNS Number** - D&B 9-digit number that identifies your business, if applicable.
- **PO Email** - Enter the email where you would like to receive purchase orders from Calpine. Please be sure this is an inbox that is monitored regularly.
- Read and acknowledge the **Supplier Code of Conduct**.



Contacts

Add one or more Contacts.

[Add Contact](#)

Additional Contact Information

Contact Purpose  [i](#)

First Name

Please note there is a 25 character limit on this field

Last Name

Please note there is a 25 character limit on this field

Email address  [i](#)

Please note there is a 70 character limit on this field

Work Phone

650-555-1212

DUNS Number  [i](#)

\* PO Email  [i](#)

Please note there is a 70 character limit on this field

Supplier Code of Conduct • [Calpine\\_Supplier\\_Code\\_of\\_Conduct.pdf](#)

For questions, please reach out to [suppliersupport@calpine.com](mailto:suppliersupport@calpine.com)

\* I acknowledge the  Calpine Supplier Code of Conduct

# Calpine Supplier Questionnaire



## Additional Questions

Calpine is capturing additional information to better understand the goods or services you'll be providing and will potentially use this information further down the road when drafting a contract.

Additional Questions

\* Please provide a description of Goods and/or Services to be provided

\* Will you provide, handle, or transport Hazardous Materials?  Yes  No

\* Are you providing Services for Calpine?  Yes  No

\* Will Calpine Property ever be Repaired or Stored at the Vendor's Facility?  Yes  No

\* Will you require access to any Calpine network?  Yes  No

\* Will you be providing Engineering or Design Services?  Yes  No

\* Will you be providing temporary staffing resources to Calpine?  Yes  No

\* Will you be providing Direct Hire Candidates to Calpine?  Yes  No

\* To the best of your knowledge, do you or any other of your employees or contractors involved in this request have a personal relationship with Calpine?  Yes  No

\* To the best of your knowledge, have any of your employees or contractors involved in this request previously been an employee or temporary employee of Calpine Corporation or Calpine subsidiaries?  Yes  No

# Calpine Supplier Questionnaire



## Tax Compliance

- 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 “US.”
- **Federal Tax Form** - Select “W9” and attach your W9.
- **Federal Tax ID** - Must be exactly 9 digits.
- **Federal Tax Classification** - Complete if you are a 1099 reportable vendor.

Tax Compliance

\* Are you located in the  US  
US or Other Countries?  Other Countries

\* Federal Tax Form

\* Type

\* Attachments Add File

Please provide the W-9 Only

Please confirm the document you are attaching as your W-9 is the latest (2018) revision

- [New\\_W9\\_-2018-\\_Required\\_per\\_IRS.pdf](#)

\* Federal Tax ID  [i](#)

Are you a 1099 Reportable Vendor?   
Check the box for YES

Please select your federal tax classification

Please only fill out if "Are you a 1099 reportable vendor?" is YES

# Calpine Supplier Questionnaire



## Tax Compliance

- **LLC Tax Classification** - Select your company's tax classification if you selected "Limited Liability Company" on the previous question.
- **1099 Form** - If you are a 1099 reportable vendor, please select your 1099 form type.
- **If applicable, select your 1099N Vendor Class.**
- **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.  
**Note: this is a required field.**
  - EIN: Employee Identification Number
  - SSN: Social Security Number

If applicable, please select your LLC Tax Classification

Please only fill out if you selected "Limited Liability Company" on the above question

Please select your 1099 Form Type

Please only fill out if "Are you a 1099 reportable vendor?" is YES

Please select your 1099N Vendor Class if you selected 1099NEC in the 1099 Form Type question

Please select your 1099M Vendor Class if you selected 1099MISC in the 1099 Form Type question

Crop Insurance Proceeds  
Excess Golden Parachute Pymnts  
Federal Income Tax Withheld

Please select your 1099 Reportable Form Type is 1099MISC

TIN Number

If you are an International Vendor, please provide your GIIN, Foreign TIN, or US Tax Payer ID Number

Is the TIN an EIN or SSN  EIN  SSN

# Calpine Supplier Questionnaire



## Tax Compliance

- 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 Countries.”
- **International Tax ID** - Enter your company’s tax ID for your respective country as shown on your tax form.
- **TIN Number** - Provide your TIN as shown on your W8.
- **W-8 Form** - Select the **W-8 Form** that you will be providing.

### Tax Compliance

\* Are you located in the US or Other Countries?  US  Other Countries

International Tax ID

TIN Number

If you are an International Vendor, please provide your GIIN, Foreign TIN, or US Tax Payer ID Number

\* Please select the W-8 form you will be providing  W-8BEN-E  W-8BEN  W-8ECI  W-8IMY

# Calpine Supplier Questionnaire

## Supplier Diversity

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.
- **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).
- **Description** - Include additional information here.
- **If you are a subscriber to ISNetworld, check “yes” and provide your Company ISNetworld ID here.**

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

Diversity Category

Diversity Certificate

Agency

Effective Date

Expiration Date

Attachments Add [File](#)

Description

Insurance

\* Are you a subscriber to ISNetworld  Yes  No

# Calpine Supplier Questionnaire



## Remit-To Address

Calpine Corporation requires accurate banking information to transact with your company. Provide your banking and remit-to address within this section.

- Calpine’s standard payment method is electronic payment (ACH or Wire).
- Click **“Add Remit-To”** to enter your company’s remit-to address information.

• Remit-To Addresses

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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](#)

Suppliers - The following fields are for Internal Use Only. Please do not edit them

**Requester Region** Central

**Vendor Classification** M - Maximo

## Remit-To Address

- Once you click the “**Add Remit-To**” button, a pop-up page will appear for you to select an existing 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**” and skip to page 27 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:

44075 Pipeline Plaza  
Ashburn, Virginia 20147  
United States  
United States

✓ Choose

*Please select  
“Choose” if you  
wish to use existing  
Remit-To  
information and  
skip to slide 27.*

+ Create New Remit-To Address

# Calpine 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.

# Calpine Supplier Questionnaire

## Remit-To Address

- The next screen displayed is the “**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.
- **Invoice From Code** - if applicable, use this field to tie your CSP Invoice From Address with the corresponding address in your ERP.
- Click “**Save & Continue**” after entering all the required information.

### Tell your customers about your organization

Which customers do you want to see this?

All  
 Calpine Corporation

What address do you invoice from?

\* Address Line 1   
Address Line 2   
\* City   
State   
\* Postal Code   
Country/Region

Use this address for Remit-To *i*  
 Use this for Ship From address *i*

What is your Tax ID? *i*

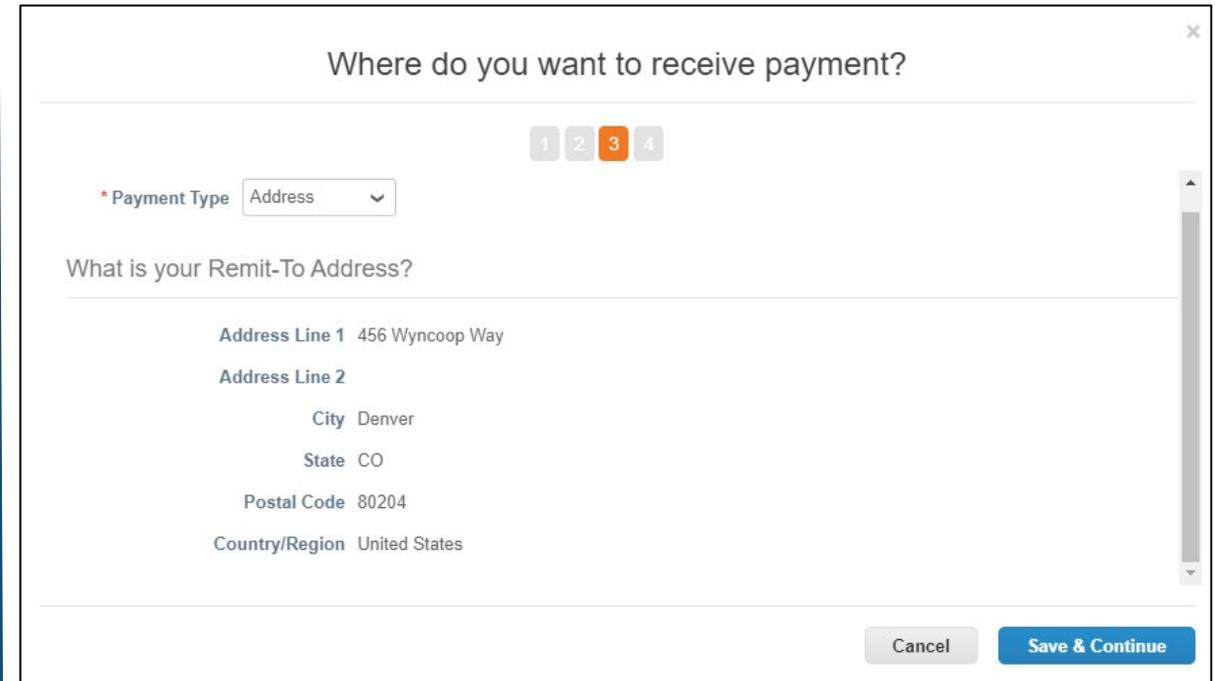
Country/Region    
Tax ID   
 I don't have Tax ID Number

Miscellaneous

Invoice From Code  *i*  
Preferred Language

## 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 Calpine’s recommended option - follow the steps on the next page of this guide.
    - Note, the information required depends on the country selected.
  - **Virtual Card** is not an option for Calpine 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

# Calpine 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.
  - For the ACH Routing Number, ABA Number can be used as well.
- Note, some banking information provided in this setup may not be transferred over to Calpine’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:

Bank Name:

Account Number:  ⓘ

Confirm Account Number:

ACH Routing Number:  ⓘ

Wire Routing Number:  ⓘ

SWIFT/BIC Code:  ⓘ

My bank does not have a BIC code

Branch Code:

Bank Account Type: **Business**

Supporting Documents  No file chosen ⓘ

What is your Bank's Branch Address?

Address Line 1:

Address Line 2:

City:

State: **Select an Option**

Postal Code:

Who is your Remit-To Contact? (optional)

What is your Remit-To Address?

Address Line 1 2223 Waterloo City LN

Address Line 2

City Austin

State TX

Postal Code 78741

Country/Region United States

# Calpine 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 the information is correct, click “**Next.**”
- **Where do you ship goods from?** If the information is correct, click “**Done.**”
- 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 Calpine Corporation	2223 Waterloo City LN Austin 78741 United States	Active	<span>Manage</span>

Deactivate Legal Entity Cancel Next

Where do you ship goods from?

1 2 3 4

For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered. Add Ship From

Title	Status	
2223 Waterloo City LN Austin TX 78741 United States	Active	<span>Manage</span>

Deactivate Legal Entity Done

Setup Complete

1 2 3 4

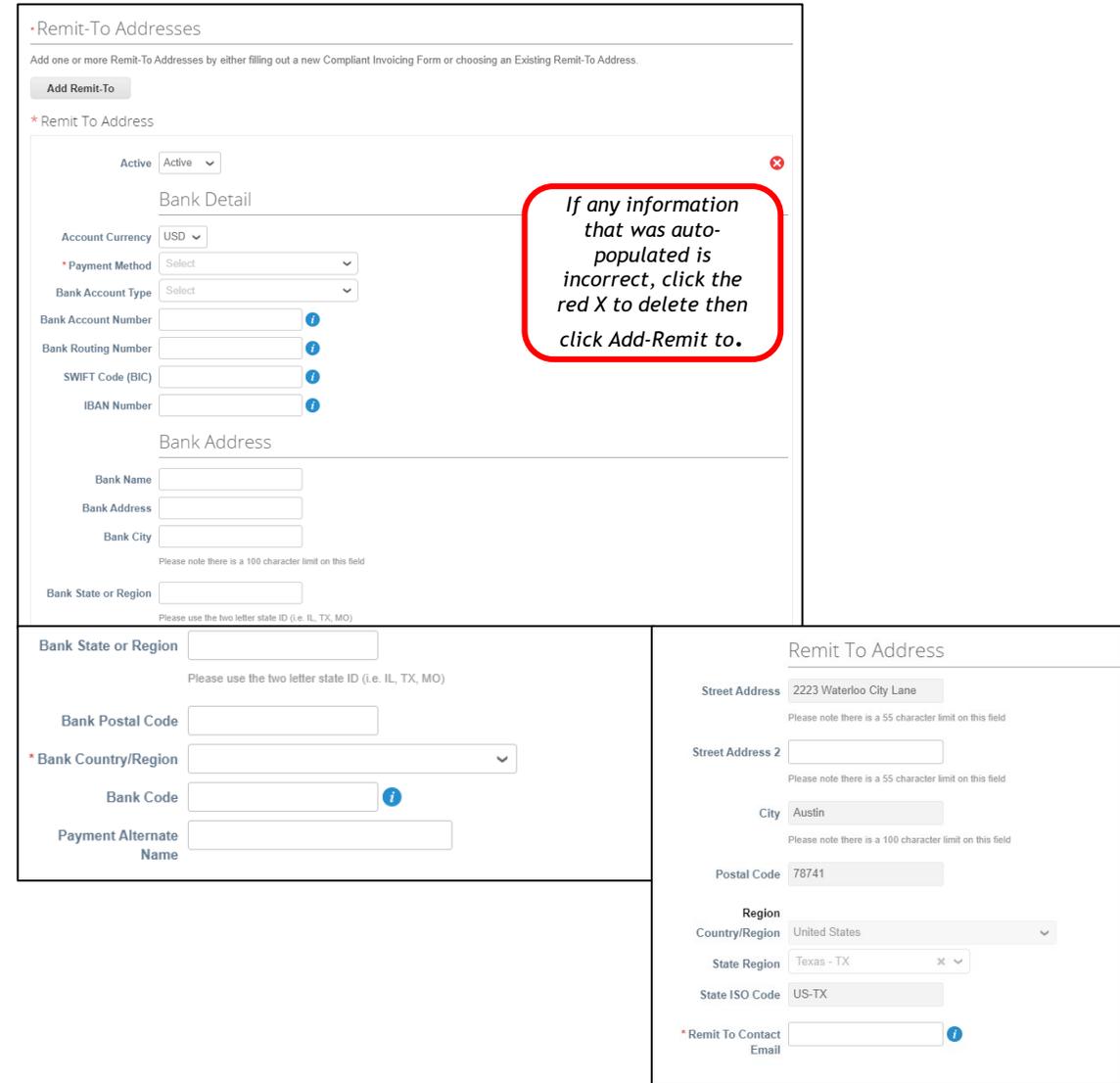
Do you want to Add Remit-To Address to the customer profile now?

Add Later Add Now

# Calpine 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 27 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 setup.
  - **Account Type - Checking or Savings (required)**



The screenshot shows the 'Remit-To Addresses' section of a form. It includes an 'Add Remit-To' button and a form for adding a new address. The form is divided into 'Bank Detail' and 'Bank Address' sections. A red callout box highlights a red 'X' icon in the top right corner of the form, with the text: 'If any information that was auto-populated is incorrect, click the red X to delete then click Add-Remit to.'

**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**

\* Remit To Address

Active: Active

**Bank Detail**

Account Currency: USD

\* Payment Method: Select

Bank Account Type: Select

Bank Account Number: [Field]

Bank Routing Number: [Field]

SWIFT Code (BIC): [Field]

IBAN Number: [Field]

**Bank Address**

Bank Name: [Field]

Bank Address: [Field]

Bank City: [Field]

Bank State or Region: [Field]

Bank State or Region: [Field]

Remit To Address

Street Address: 2223 Waterloo City Lane

Street Address 2: [Field]

City: Austin

Postal Code: 78741

Region: United States

Country/Region: United States

State Region: Texas - TX

State ISO Code: US-TX

\* Remit To Contact Email: [Field]

# Calpine 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. Calpine 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.

This section is completed by Calpine for internal use only. DO NOT edit any of this information.

Suppliers - The following fields are for Internal Use Only. Please do not edit them

Requester Region Corp

Vendor Classification M - Maximo

Decline Save **Submit for Approval**

0 Comments [Mute Comments](#) ▾

Enter Comment

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

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

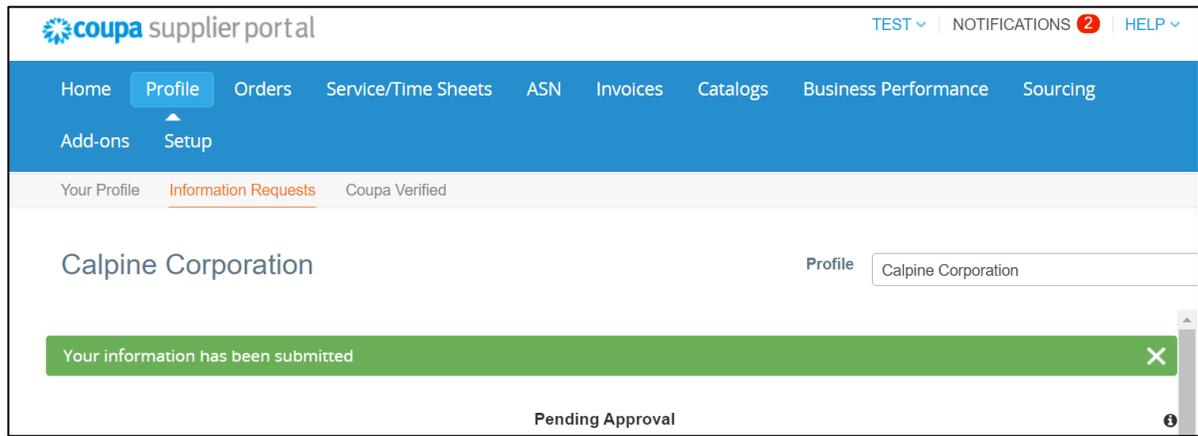
Add Comment

# Calpine 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.”**



## 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.
  - Depending on your notification setting, you will receive a notification via email, CSP or both informing you that the form has been approved. You are now ready to transact with Calpine!
- Your Supplier Questionnaire will be **rejected** if information is missing or incomplete.
  - Depending on your notification setting, you will receive a notification via email, CSP or both with 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 “Calpine Corporation” as the Profile. Update the form and re-submit for approval.

### Profile Info submitted to Calpine Corporation was Approved

Hi Test,

The company profile information that you submitted to your customer, Calpine 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 Calpine Corporation was Not Approved

Hi Bobby,

The company profile information that you submitted to your customer, Calpine 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 ([suppliersupport@calpine.com](mailto:suppliersupport@calpine.com)).



**PROJECT STREAM**  
**ENABLING LASTING EFFICIENCY**