



## INDIRECT VENDOR SET UP FORM

SUPPLIER'S HEADQUARTERS ADDRESS	
NAME:	
ADDRESS:	
CITY, STATE, ZIP:	
PHONE:	
CONTACT NAME:	
CONTACT EMAIL:	
SUPPLIER'S ORDERING ADDRESS	
NAME:	
ADDRESS:	
CITY, STATE, ZIP:	
PHONE:	
CONTACT NAME:	
CONTACT EMAIL:	
<b>**Ashland prefers to remit payments via ACH. Please submit bank name, bank address, account # and routing number on letterhead or provide a sample invoice with information. Ashland's Standard Payment Schedule is twice per month.</b>	
SUPPLIER'S REMIT TO ADDRESS	
NAME:	
ADDRESS:	
CITY, STATE, ZIP:	
PHONE:	
CONTACT NAME:	
CONTACT EMAIL:	

- PLEASE PROVIDE A W9 FOR NORTH AMERICAN SUPPLIERS
- PLEASE PROVIDE VAT Reg NO: \_\_\_\_\_ FOR EMEA SUPPLIERS

## **Ashland Coupa Supplier Enablement Registration Form**

**Ashland's new eProcurement Software Tool is Coupa. All Suppliers are required to be enabled and registered in Coupa in order to do business with Ashland.**

To be Enabled and registered with Coupa please select below one method of enablement (please mark appropriate box dependent on the selection below).

**SELECT ONLY ONE**

CSP\*  
SAN\*\*

**\*CSP (Coupa Supplier Portal)** –captures PO and Invoice information for suppliers. It allows to track transactional activity and to initiate invoices, which will feed electronically to Ashland. No Cost to Suppliers.

**See CSP Supplier Enablement Form**

**\*\*SAN (Supplier Actionable Notification)** – will transact with Ashland by email. PO converts to invoice via Email (Supplier Actionable Notification) - Suppliers with valid email address can “flip” a PO e-mail directly into an electronic invoice in Coupa and in this case suppliers don't need to register or log into the Coupa Supplier Portal (CSP). No Cost to Suppliers.

**See SAN Supplier Enablement Form**

**Ashland's Supplier Code of Conduct** - All Suppliers are required to read and acknowledge Ashland's Supplier Code of Conduct. Please complete Page 7 “Compliance Statement” (only one option to be selected, don't forget to sign).

**See SCOC Supplier Code of Conduct**