



Handleiding SIM Account

KPMG Staffing & Facility Services B.V.
november 2025

**1. Klik op 'Join Coupa Supplier Portal'.
Click on 'Join Coupa Supplier Portal'.**

Dear Supplier,

We have transitioned to Coupa Supplier Information Management (SIM) to streamline and improve the way we collect and manage supplier data. This new system allows for a more efficient onboarding process and ensures that your company information is always up to date.

To continue doing business with us, we kindly ask you to complete your supplier profile in Coupa. Please follow the steps in our Coupa SIM guide via the following link to set up your account and submit the required information: [SIM Guide](#). Click on 'Join Coupa Supplier Portal' below to get started.

Providing accurate and complete data will help us process orders and payments smoothly.

If you encounter any issues or have questions during the setup, you can contact us at suppliers@kpmg.nl.

Thank you for your cooperation and partnership.

Best regards,

KPMG Supplier Management Team

[Join Coupa Supplier Portal](#)

[Forward Invitation](#)

2. Vul de benodigde gegevens in en klik op 'Create an account'.
Enter the required details and click on 'Create an account'

Create an account

KPMG Staffing & Facility Services B.V. is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with KPMG Staffing & Facility Services B.V. so you're ready to do business together.

* Business Name

KPMG Test

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.

* Country/Region

Netherlands



* VAT ID 

NL809683258B01

☐ I do not have a Tax ID

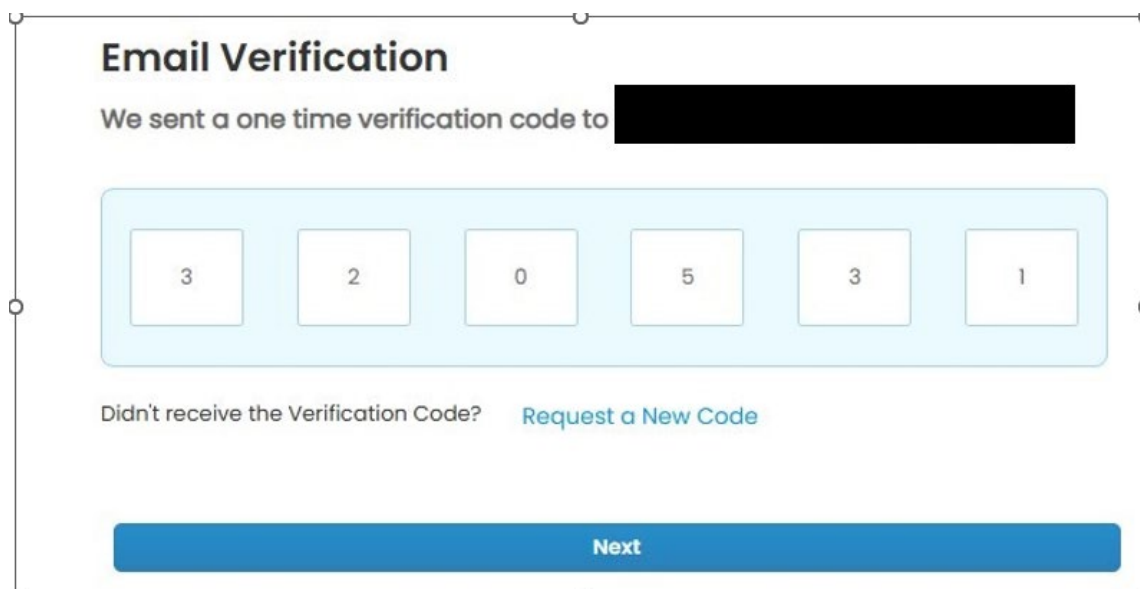
☒ I accept the [Privacy Policy](#) and [Terms of Use](#)

Create an account

Already have an account? [Log In](#)

[Forward this to someone](#)

3. Voer de verificatiecode in die je per e-mail ontvangt. Klik op 'Next'.
Enter the verification code you receive by email. Click on 'Next'.



Email Verification

We sent a one time verification code to [REDACTED]

3

2

0

5

3

1

Didn't receive the Verification Code? [Request a New Code](#)

Next

4. Klik op 'No, continue creating a new account'.

Click on 'No, continue creating a new account'.

Join an Existing Account?

Provide any of the additional info to get better suggestions.

☐ View existing accounts matching email domain **kpmg.nl**

Business Name

test

Country/Region

Address Line 1

City

State

Postal Code

Tax ID

DUNS Number

☒ No, continue creating a new account

Next

5. Vul alle gevraagde gegevens in, Klik op 'Save and Next'.
Fill in all requested details and click on 'Save and Next'.

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

ⓘ Please fill in all required fields.



[Account Details](#) [Payment Information](#)

Primary Address

* Country/Region

Netherlands

* Address Line 1

Laan van langerhuize 1

Address Line 2



* City

Amstelveen

* State

North Holland

* Postal Code

1186 DS

Netherlands

* Co Reg Num. ⓘ

123456

Invoice From Code ⓘ

Preferred Language

Dutch (Netherlands)

Save and Next

6. **Vul de gevraagde velden in, klik op 'Save and next'.**
Complete the required fields and click on 'Save and Next'.

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

✓ Primary Address saved successfully

Account Details Payment Information

Payment Method (**Virtual Card** | Bank Account | Check)

Virtual Card ⓘ

Please enter the following information to receive Virtual Card payments.

* Payment Method Name ⓘ

Overboeking Bank

* Email Address

[Redacted Email Address]

☐ Do not accept Virtual Card payments from this customer

Save and Next

7. **Vul alle bankgegevens in, klik op 'Save and Next'.**
Enter all bank details and click on 'Save and Next'

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

Great News! The payment information has been successfully shared with the following customers and has been validated: KPMG Staffing & Facility Services B.V.

Account Details Payment Information

Payment Method (Virtual Card | **Bank Account** | Check)

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

* Payment Method Name ⓘ

Overboeking Bank

* Bank Account Country/Region

Netherlands

* Bank Account Currency

EUR

Beneficiary Name

.

Bank Name

.

IBAN ⓘ

.

Confirm IBAN

.

8. Voeg de betalingsinformatie toe, klik op 'Save and Next'.

Add the payment information and click on 'Save and Next'.

 Great News! The payment information has been successfully shared with the following customers and has been validated: KPMG Staffing & Facility Services B.V. 

[Account Details](#) [Payment Information](#)

Payment Method (Virtual Card | Bank Account | **Check**)

Check

Please enter the following information to receive Check payments.

* Payment Method Name ⓘ

Overboeking Bank

Country/Region

Netherlands ▼

* Street 1

Laan van Langerhuize 1

Street 2

Street 3

Street 4

* City

Amstelveen

* State

North Holland - NH ▼

* Postal Code

1186 DS

9. Klik op 'Supplier information Form v12'.

Click on 'Supplier Information Form v12'

KPMG Staffing & Facility Services B.V.

Select Customer KPMG Staffing & Facility Services B.V. ▼

Form Responses

View All ▼				Advanced	Search
Form	Status	Created Date	Submitted At		
Supplier Information Form v12	New	06/22/25	None		

Per page 15 | 45 | 90

10. Controleer en vul de gegevens aan waar nodig.
Review and complete the information where necessary.

KPMG Staffing & Facility Services B.V. Select Customer KPMG Staffing & Facility Services B.V.

✓ We have auto-filled some information from your Public Profile.

[View All Responses](#)

Supplier Information Form v12

Supplier Information
SIM b.v.

Supplier Information Form

* Company Name
KPMG Test
Legal name of the supplier

Doing Business As

Please enter the commonly used supplier name

DUNS Number

KVK Number
123456
Chamber of Commerce Number

* PO Email

Email address for purchase order communication

11. Controleer de 'Primary Contact'.

Check the 'Primary Contact'.

* Primary Contact

Supplier Primary Contact Information

* First Name

* Last name

* Email address

Work Phone

650-555-1212

Contact Purpose



12. Controleer de 'Primary Address'.

Check the 'Primary Address'.

*** Primary Address**

Address Purpose

Select Some Options



*** Region**

Country/Region

Netherlands



State Region

North Holland - NH



State ISO Code

NL-NH

Address Name

*** Street Address**

Laan van langerhuize 1

* City

Amstelveen

* Postal Code

1186 DS

Location Code

13. Klik op 'Add remit-To'.

Click on '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](#)

16. Controleer 'Tax Registrations' gegevens. Zet een vinkje bij 'Terms and Conditions'

Check the 'Tax Registrations' details. Tick the box for 'Terms and Conditions'.

Tax Registrations

Use this section to add all your applicable tax registrations.

[Add Tax Registration](#)

Tax Registration

Country

Netherlands

VAT ID

Local

☐

KPMG Netherlands T&C

<https://assets.kpmg.com/content/dam/kpmg/nl/pdf/o...>

*I have read and agree to the Terms

☐

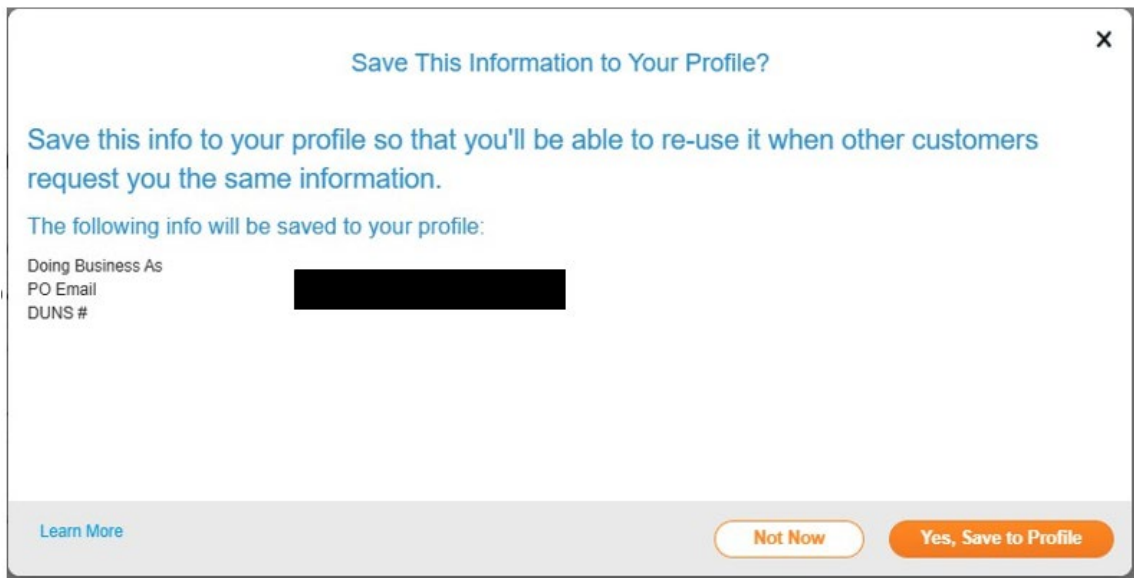
Decline

Save

Submit for Approval

18. Klik op 'Yes, Save to Profile.'

Click on 'Yes, Save to Profile.'



Save This Information to Your Profile?

Save this info to your profile so that you'll be able to re-use it when other customers request you the same information.

The following info will be saved to your profile:

Doing Business As [REDACTED]
PO Email [REDACTED]
DUNS # [REDACTED]

[Learn More](#) [Not Now](#) [Yes, Save to Profile](#)

19. KPMG verwerkt de gegevens intern, na goedkeuring ontvang je de PO-aanvragen en kun je facturen versturen via de 'Coupa Supplier

KPMG will process the data internally; after approval, you will receive PO requests and can send invoices via the 'Coupa Supplier Portal'.

20. Heeft u vragen of ondervindt u problemen tijdens het invullen van het formulier? Neem dan gerust contact met ons op via suppliers@kpmg.nl wij helpen u graag verder.

Do you have questions or encounter issues while completing the form? Please feel free to contact us at suppliers@kpmg.nl — we are happy to assist you.