



# CHANGING YOUR BANK ACCOUNT DETAILS IN COUPA

## Supplier Guidance Document

**If you inform HSBC about a change to your bank account details and the new data is different to the details we hold on your supplier record in the system, we will send you an information request via Coupa to confirm the new bank account data.**

You can access the request by clicking on **the link** via the email notification

Powered by  coupa



### Update your profile for HSBC

Dear Valued Supplier,

HSBC requires you to update your company information electronically, to ensure that all data that we hold for you is valid, accurate and up to date.

We use Coupa to manage our Third-Party data which provides a more efficient method of providing your data to us, ultimately ensuring you are onboarded with HSBC in a timely manner.

Can you please complete the form you have been sent and provide the requested information within the next 48 hours. Guides to support you in completing the form can be found [here](#). Please take the time to read and pay particular attention to where we have requested supporting information (for example, a copy of your bank account details on your company letterhead in a PDF format).

Please note, any delays in returning this information will impact the time it takes to onboard you and ultimately pay you.

Thank you in advance.

HSBC

Join and Respond

## Supplier Details

Your supplier/entity details will be defaulted from your supplier record and locked for editing.

HSBC - CSP P2P Supplier

Select CustomerHSBC - CSP P2P Supplier

[View All Responses](#)

AP External SIM FORM\_Final

Information Request form for AP team

Supplier Information

CSP P2P Supplier

AP External SIM FORM

Dear Supplier,  
You have recently submitted an invoice with updated Supplier Payment Account Details. In order for us to proceed, we need you to confirm these details and submit back to HSBC

Supplier Details

Display Name

CSP P2P Supplier

Should mirror the Legal / Registered Name

Trading Name

CSP P2P Supplier

Official name used for carrying out business which is different to Legal / Registered Name

Native Name

CSP P2P Supplier

Name in local language (i.e non-Latin) if applicable

Vendor Audit Group

GSC Krakow

## Deactivate existing Supplier Payment Account

Deactivate your existing Supplier Payment Account if you no longer need to use this account with HSBC or with other customers you are working with who use Coupa.

1 Click on Active dropdown and select Inactive

Remit & Bank Details

• 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 Update Remit To

Active

Active

Inactive

Street Address

100 change street

Street Address 2

City

london

Region

Country/Region

United Kingdom



## HSBC Remit-To Address & Bank Account Details

1 To add another Supplier Payment Account, click on **Add Remit-To**.

**HSBC only accepts Bank Transfer Payment Method.**

When you add a Bank Transfer Payment Method for HSBC it will show as **Customer Supported**. Other Payment Types will show as **Unsupported by Customer**.

Remit & Bank Details

• 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 Update Remit To

Active  
Inactive

Address Name

Street Address  
100 change street

Street Address 2

City  
london

Region  
Country/Region  
United Kingdom

How would you like to be paid?

All Methods Bank Transfers Cheques Credit Cards

HSBC supports Credit Cards, Bank Transfers, Cheques Payments.

Bank Ltd  
Paumgartnerstraße 6-14, 90329 Nürnberg, Germany  
Account Number \*\*\*\*1114 Transit Code 44 Wire Routing Number

Commerzbank AG  
Paumgartnerstraße 6-14, 90329 Nürnberg, Germany, Germany (DE133546770)  
Account Number Transit Code Wire Routing Number

tel

Cancel Add Selected





## HSBC Remit-To Address & Bank Account Details

2

Add the details of your **Supplier Payment Account**

### **IMPORTANT**

For Supplier Payment Accounts, it is **mandatory** for you to provide the **Banking Supporting Document**.

HSBC requires a **letter on your company letterhead saved in PDF format, stating the bank account information which has been selected for payments.**

### Add Payment Method

Payment Method ()

\* Associated Legal Entity

changes ltd

#### Bank Transfer

Please enter the following information to receive Bank Transfer payments.

\* Payment Method Name ⓘ

Bank Transfer - F

\* Bank Account Country/Region

United Kingdom

\* Bank Account Currency

GBP

Beneficiary Name

changes ltd

Bank Name

Bank of Commerce

Account Number ⓘ

12345605

Confirm Account Number

12345605

Sort Code ⓘ

123405

☒ My company expects to receive urgent/wire payments

\* SWIFT/BIC Code

HBUKGBB4

Branch Code

Beneficiary Type

Business

Remittance Email ⓘ

Remit-To Code ⓘ

Supporting Documents ⓘ

Drop or Browse Files

Browse

Cancel

Save

## HSBC Remit-To Address & Bank Account Details

2

Your new Supplier Payment Account Details will be added to the form.

• New Update Remit To

Active  
Active

Address Name

• Street Address  
100 change street

Street Address 2

• City  
london

Region  
Country/Region  
United Kingdom

State Region  
Essex - ESS

State ISO Code  
GB-ESS

• Postal Code  
EX13 4HJ

• Remit To Contact Email  
hbsctestsupplieremail+DE2025@gmail.com

• Account Currency  
GBP

• Bank Name  
Bank of Commerce

Bank State or Region  
ESS

• Bank Country/Region  
United Kingdom

• Beneficiary Name  
Bank of Commerce Manager.

Sort Code  
\*\*\*409

• Bank Account Number  
\*\*\*\*\*601

SWIFT Code (BIC)

IBAN Number

Bank Code

Bank Routing Number

Bank Wire Routing Number

Transit Number And Institution Number

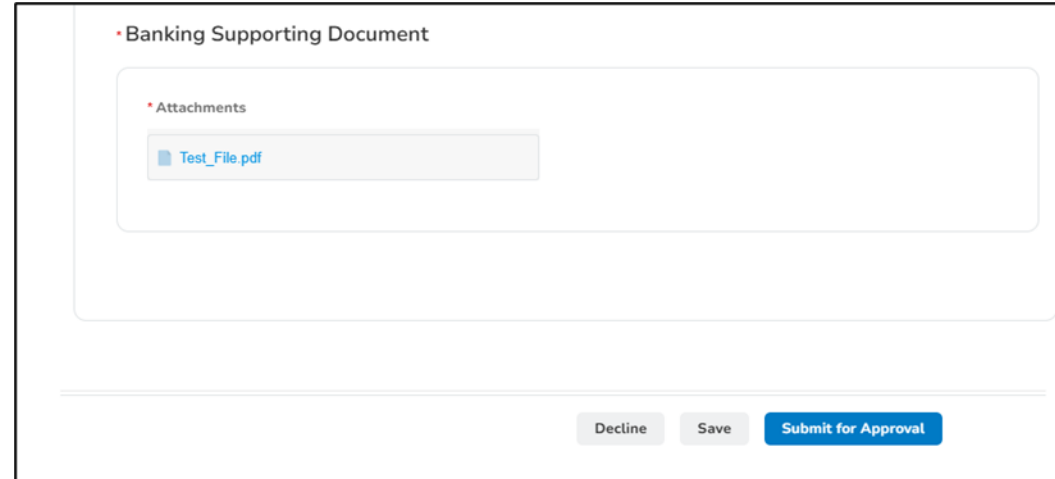
• Banking Supporting Document

• Attachments  
Add [File](#)  
Dummy\_File.pdf

## HSBC Remit-To Address & Bank Account Details

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Submit your details for Approval. This will complete your required action and send the response to HSBC.



The screenshot shows a web form titled "Banking Supporting Document". Inside the form, there is a section labeled "Attachments" which contains a single file named "Test\_File.pdf". At the bottom of the form, there are three buttons: "Decline", "Save", and "Submit for Approval". The "Submit for Approval" button is highlighted in blue.



**Please note: You will need to submit your next invoice through the Coupa Supplier Portal to activate the new Supplier Payment Account.**

**Future invoices can then be submitted via the Coupa Supplier Portal or via the email address you have used previously.**



## Questions?



**Please direct all queries relating to changing your bank account details in Coupa to Accounts Payable**  
who will provide you with a solution directly or triage your query to the appropriate team.

