



Pearson

# Coupa Guidance for New Suppliers

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## Welcome to the Pearson Supplier Onboarding Process!

This document is designed to help you through the onboarding process by joining the Coupa Supplier Portal.

*May 2018*



# Coupa Guidance for New Suppliers

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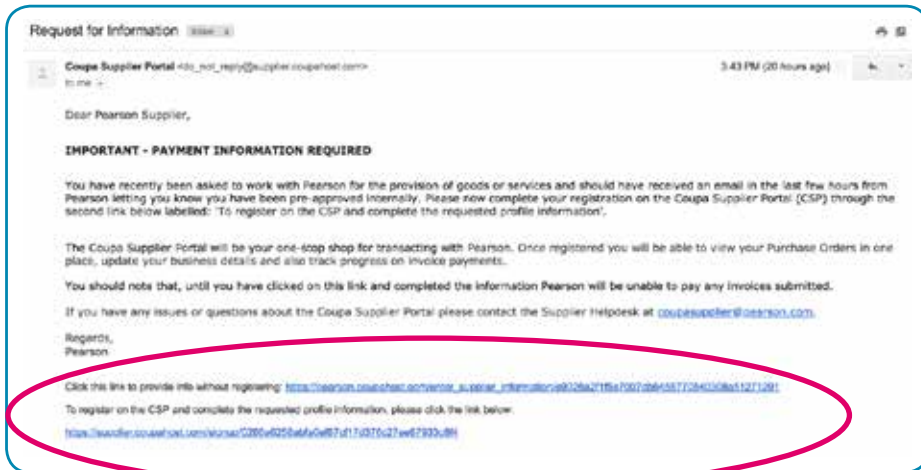
**First**, you will receive an email invitation from **Coupa Supplier Portal (CSP)** like the one displayed below.  
<do\_not\_reply@supplier.coupahost.com>

**Second**, you can decide if you want to:

- a** Join the Coupa Supplier Portal (preferred) which supports a fully electronic workflow with Pearson and gives you the ability to see your invoice statuses and purchase orders at anytime.
- b** Provide the required supplier information without registering on the CSP.

**Third**, click on the link below the Pearson signature that corresponds with your choice to join the CSP.

By referencing the following simple guidance, completing your Pearson onboarding process through the CSP should be quick and easy.



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Since you chose the link to complete the supplier onboarding form by joining the Coupa Supplier Portal, **follow the steps below to create your account and password.**

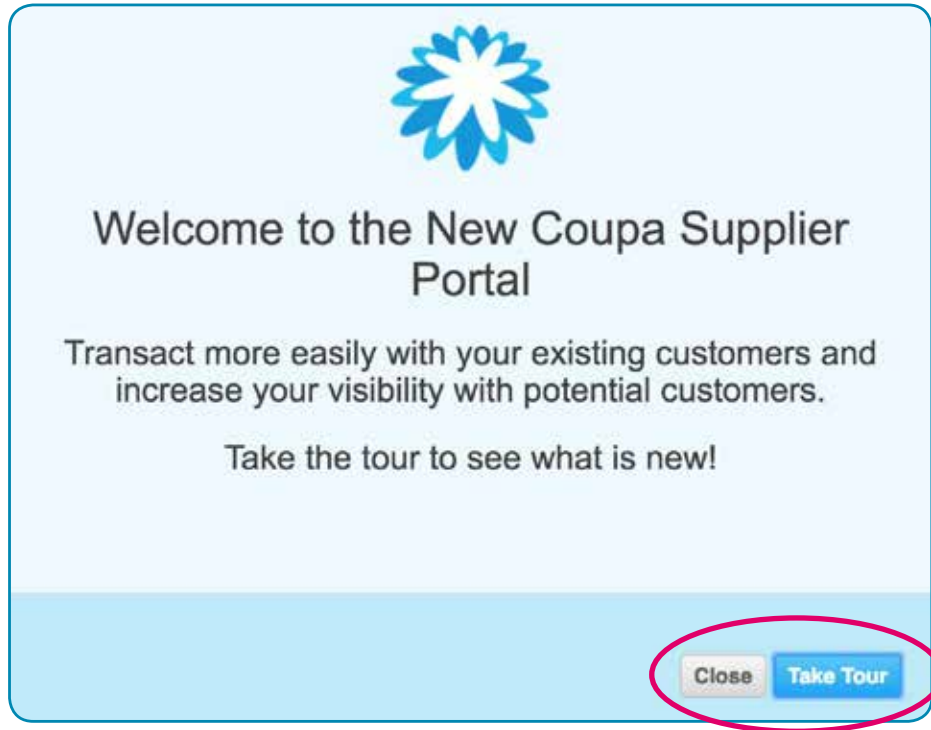
A screenshot of the Coupa Supplier Portal registration form. The form is titled "Welcome to the Coupa Supplier Portal" and asks the user to validate information and create a password. The fields include First Name (Mary), Last Name (Helder), Company (Mary Helder), Email (christina.amato+123@pearson.com), Password (masked with dots), and Password Confirmation (masked with dots). There is a checkbox for "I accept the Privacy Policy and the Terms of Use." and a reCAPTCHA "I'm not a robot" box. A red oval highlights the "Submit" button at the bottom.

- 1** Enter and confirm your password.
- 2** Check off the box to accept the Privacy Policy and Terms of Use.
- 3** Check off the box to indicate that you are not a robot.
- 4** Finally, click **Submit**.

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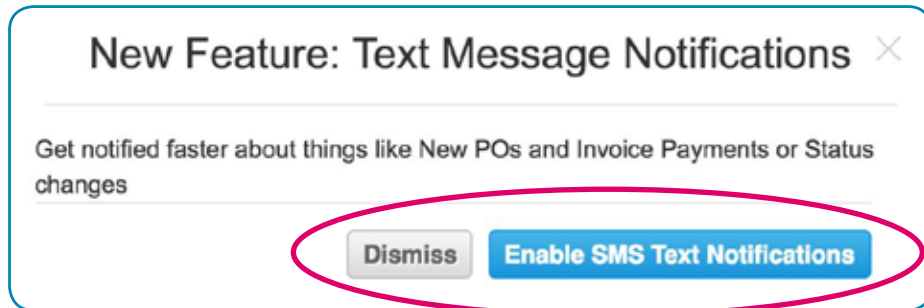
### Welcome to the Coupa Supplier Portal (CSP).

- Navigating the CSP is quite easy.
- Feel free to click **Take Tour** to see some key feature highlights or **Close**.



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In addition to the CSP, Coupa is also **Text Notification enabled**.



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Upon joining and logging into the Coupa Supplier Portal, **follow the steps below** to complete your Profile for Pearson.

Fields marked in **red** and with a **red asterisk (\*)** are **mandatory** and requested fields are also indicated as needed.

- 1 Legal Entity Name:** Your given name or that of your operating company. It should be pre-populated by your Pearson Contact.
- 2 Parent Company Name:** Only needed if you are a member of a larger organization.
- 3 Purchasing Category:** Select one that best describes the majority of the work you will be doing with Pearson. It should be pre-populated by your Pearson Contact.
- 4 Goods/Services Provided:** Briefly Explain the range of goods or services provided by your company. It should be pre-populated by your Pearson Contact.
- 5 Number of Employees:** How many other people work for you or your company?
- 6 Year of Incorporation/Registration:** Complete as registered or enter "not registered"

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- 1 Country of Incorporation / Registration:** Indicate in text field box or enter "not registered" as needed.

\* Country of Incorporation / Registration

\* In what country are these services to be delivered? **United States**

\* Preferred Currency **USD**

Underutilised Business Ownership Indicator (Minority Ownership) ☐ Check this box ONLY if you are an accredited business where at least 51 percent is owned by one or more individuals who disadvantaged where management and operations is controlled by one or more such individuals.

Inco Terms

Organization Type

DUNS Number

DUNS number is a number used to identify your company entity. If you do not have a DUNS number please leave blank.

## 2 PLEASE NOTE



### In what country are these services to be delivered?:

**PLEASE UPDATE.** This field should be correctly pre-populated by your Pearson Contact. If it is not, be sure to change the deliverable country to United States, Canada, or United Kingdom, etc. as applicable.

- 3 Underutilised Business Ownership Indicator (Minority Ownership):** If your business does not qualify, please do not check.
- 4 Preferred Currency:** Your preferred currency will be used to issue the PO to you and should match the currency used on your invoices.
- 5 Inco Terms:** Three letter Inco Term code for the supplier's commercial terms. If your business does not use Inco Terms, please leave blank.
- 6 Organization Type:** Select the correct organization type from the pull-down list.
- 7 DUNS Number:** If your business does not have a DUNS number please leave blank. If you are DUNS registered, you may enter the 9 digits in this text field.

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- The Primary Contact Information** may have been partially completed by your Pearson requestor. Be sure to validate the **name(s), email address, and provide either a mobile or work phone number** in case we have any questions regarding your supplier record.

**YOUR CONTACT INFORMATION AND PRIMARY BUSINESS ADDRESS**  
It is MANDATORY to provide First Name, Last Name, Email and Telephone Number. Failure to do so will result in the form being returned to you for the correct information.

Primary Contact

First Name

Last Name

Email

Mobile Phone **US/Canada**

Work Phone **US/Canada**

Fax **US/Canada**

Email

Mobile Phone **Other**

Country  Area/City  Local  Extension (optional)

Work Phone **US/Canada**



US/Canada is the default phone format, but can be changed to Other. **Select Other to enter your country code, area/city code, local, and extension as needed.**



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Your Primary Address **must be completed and include:**

- **Street Address**
- **Postal Code**
- **City**
- **Country**

If these fields aren't populated, the form will be rejected.

Please ensure Street Address, Postal Code, City and Country are selected as these are required fields. Failure to do so will result in the form being returned to you for the correct information.

Primary Address

Location Code

Address Name

PO Box

PO Box Postal Code

Street Address

Street Address 2

Postal Code

City

State/Region

Country



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**1 PO Method:** indicate how you would like to **receive POs** from Pearson: **EMAIL**, cXML, EDI, or Buy Online.

**2 PO Change Method:** indicate how you would like to **receive amended POs** from Pearson: **EMAIL**, cXML, EDI, or Buy Online.

#### PLEASE NOTE



Most suppliers choose EMAIL for both PO Method and PO Change Method.

HOW WOULD YOU LIKE YOUR PURCHASE ORDERS (PO) TO BE SENT TO YOU?

\* PO Method: E-mail

Hint for PO Method: Select EMAIL in the drop down list if you would prefer to receive your POs by email. Most Suppliers select the email option. Other options are available.

\* PO Change Method: E-mail

Hint for PO Change Method: Select EMAIL in the drop down list if you would prefer to receive your POs by email. Most Suppliers select the email option. Other options are available.

\* PO Email

Hint for PO Email: REQUIRED ONLY if you have selected 'Email' as either your PO Method or PO Change Method in the above fields. Enter your email address to provide an email address if you have selected 'Email' as either your PO Method or PO Change Method in the above fields.

\* Your Payment Contact Name

Hint for Your Payment Contact Name: Enter your contact name for payment questions.

\* Your Payment Contact Email

Hint for Your Payment Contact Email: Enter your payment contact name email address for payment questions.

\* Your Payment Contact Phone Number

Hint for Your Payment Contact Phone Number: (DO NOT ENTER ANY SPACES OR SPECIAL CHARACTERS) Enter your payment contact name and phone number for payment questions.

#### 3 PLEASE NOTE



If you entered: EMAIL in the PO Method or PO Change Method boxes above, **this field must be populated with the appropriate PO email address.**

**4 Your Payment Contact Name:** can be your name, or can be the name of a person within your organization responsible for receiving payment advices.

**5 Your Payment Contact Email:** Payment advices are sent out via email so an email address is required.

**6 Your Payment Contact Phone Number:** If there are questions regarding your information and payment, we may need to speak with someone via telephone.

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Click the **Add** button to establish your **remit to address** and to enter **banking details**.

**Payment Information**  
For suppliers who have transacted with Pearson before, please only add in remit to information where you require a change to the details required, please make sure that you flag in the 'Any Additional Banking Information' that you are updating your details as opposed to adding new information.

For suppliers who are new to Pearson, please provide all required and relevant information.

**Remit-To Address Lines**

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

**Add**

Any Additional Banking Information

Please use this section to flag if you already transact with Pearson and are merely updating bank information or routing information

**Choose Remit-To Address**

Create New Invoice Compliant Remit-to or Choose Existing

Create new Compliant Remit-To Address

**+ Create New**

Cancel

A pop-up window displays.  
Click **Create New**.

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1 Enter **Legal Entity Name** and **Country**.  
Both fields are required.

**Where's your business located?**

\* Legal Entity Name

\* Country

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

Cancel **Continue**

2 Click **Continue**.

**Miscellaneous Information**

1 2 3 4

\* Legal Entity Name Supplier Experiencea

\* Country United Kingdom

\* Type of Company

Board of Directors

Conducting business in certain countries requires your invoice to contain specific information about your company.

Cancel **Save & Continue**

3 Enter **Type of Company**.

4 Click **Save & Continue**.

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Enter the registered address of your legal entity. **This is the same location where you receive government documents.**

Tell your customers about your organization

What address do you invoice from?

\* Address Line 1

Address Line 2

\* City

State

\* Postal Code

Country: United Kingdom

☒ Use this address for Remit-To

☒ Use this for Ship From address

#### PLEASE NOTE



Check off these two boxes **if your Invoice From address is the same as your Remit-To address and/or your Ship From address.**

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If you are supplying goods/services **in the USA**, select the Country and enter your TAX ID (e.g. SS#, EIN).

OR

If you are supplying goods/services **outside of the USA**, and are VAT Registered, select the Country and enter your VAT ID.

What is your Tax ID?

Country: United States

Tax Id

☐ I would like to use this as a local tax number

Country

Vat Id

Add additional Tax ID

Miscellaneous

Invoice From Code

Preferred Language: English (US)

#### PLEASE NOTE



If you are **not** VAT Registered, **do not** select a country and leave VAT ID blank.

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Required Fields:

- Bank Name
- Beneficiary (Account) Name
- Account Number

Bank Info and Assign Customers

Banking Information

Bank Name: Lloyds

Beneficiary Name: New Test Supplier 200

Account Number: 123456789

Routing Number (ABA):

IBAN:

Sort Code:

SWIFT Code: ABC123EFG

One of these three fields:

- Routing Number
- Sort Code
- SWIFT Code

**MUST BE POPULATED** for the bank to be found. The relevant fields depend on the Bank Country for the account.

Assign Customers

Who do you want to see this?

☒ All

☒ Pearson

Cancel Save & Continue

## PLEASE NOTE



Be sure to assign **Pearson** to your profile.  
Click **Save & Continue**.

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Review your Remit-To information as you have just entered it.  
Click **Next**.

Where do you want to receive payment?

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	Banking Information	Status	
7-31 Cedar Street London WC2R 0RL United Kingdom	TB Bank *****3456 *****6789	Active	Manage

Deactivate Legal Entity Cancel **Next**

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Review your Shipping information.  
Click **Done**.

Where do you ship goods from?

For many countries 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	
7-31 Cedar Street London WC2R 0RL United Kingdom	Active	Manage

Deactivate Legal Entity **Done**

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Click **Add Now** to complete your Remit-To set up as needed.

Setup Complete

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

Add Later **Add Now**



**PAYMENT INFORMATION**

Only use this section to add in remit-to information if you require a change to the existing details we already have on record. If a change is required, please make sure that you flag in the 'Any Additional Banking Information' that you are updating your details as opposed to creating new details.

**Remit-To Address Lines**

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add

**ADD NEW PAYMENT ADDRESS****PAYMENT ADDRESS INFORMATION**

Please use this initial selection to add your additional required addresses.

Street Address, City, Postal Code and Country are Mandatory

Address Name

\* Street Address 7-31 Cedar Street

Street Address 2

\* City Palo Alto

\* Postal Code 94301

\* Country United States

**Review** the Remit-To Address Information you had entered in the previous pop-up windows.

**PLEASE NOTE**

**Review the Bank Details** you have entered.

**If incorrect click the red cross.**



Please complete as many relevant fields as possible to ensure **accurate and timely payments**.

**IBAN Number:** a number consisting of an alphabetical country code, followed by two digits, and then up to thirty five characters for the bank account number. **It should be entered without spaces.**

**Sort Code:** a six-digit number, usually formatted as three pairs of numbers, for example 12 34 56. It identifies both the bank and the branch where the account is held.

**Bank Routing Number:** a nine-digit code that's based on the U.S. Bank location where your account was opened.

**SWIFT Code:** an international bank code that identifies particular banks worldwide. It's also known as a Bank Identifier Code (BIC).

**BSB Number:** This is a six-digit number that identifies banks and branches across Australia.

**BANK DETAILS**  
This section is required.

\* Bank Name   
MANDATORY: Bank Name is a required field. The Bank Name and Bank Country will generate the bank address for Pearson.

\* Bank Account Name   
MANDATORY: Bank Account Name is a required field.

\* Bank Account Number   
MANDATORY: Bank Account Number is a required field.

Sort Code   
MANDATORY: Depending on the Bank Country for the account, one of these three fields: Routing Number, Sort Code, or SWIFT Code MUST BE POPULATED for the bank details to be found. The relevant fields depend on the Bank Country for the account.

IBAN Number

Bank Routing Number

SWIFT Code (BIC)   
Please provide this information where known / relevant.

BSB Number

Bank City   
Please provide bank city.

Bank State or Region

Bank Postal Code   
Please provide bank postal code.

\* Bank Country   
Please provide bank country.

Review the Bank Details you have entered in the previous pop-up windows. Both **Bank Account Name** and **Bank Account Number** are required fields.

One of these three fields:

- **Routing Number**
- **IBAN**
- **Sort Code**

**MUST BE POPULATED** for the bank to be found in addition to Account Number and SWIFT Code. The relevant fields depend on the Bank Country for the account.

Enter **Bank Name** and **Bank Country** as they are also required fields.

The Bank Name and Bank Country will generate the bank address for Pearson.

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**Intermediary Bank Details:** These fields are only completed if a secondary bank is needed for transactions. If you do not use Intermediary Bank Details, please leave blank.

**Intermediary Bank Details**  
Please use this section to provide information on any intermediary banks used. If you do not use intermediary banks, please leave blank.

Intermediary SWIFT Code (BIC)

Intermediary IBAN Number

Intermediary Bank Name

As a new supplier, your remit to status will be **Active**.

**UPDATING YOUR DETAILS (for organisations already working with Pearson)**

Active: **Active**

Any Additional Banking Information

Please use this section to flag if you already transact with Pearson and are merely updating bank information or other miscellaneous banking information such as routing information.

\* Will your organisation be delivering goods or services to more than one Pearson Geography? ☒ Yes ☐ No

Additional Geographies Detail

If delivering goods or services to one than one Pearson geography (e.g. UK, US, and CA), provide details in the text box.

This text field is provided for you to include additional routing information, if you have multiple bank accounts.

You may also flag here if you were previously an existing supplier.

It is mandatory for suppliers banking in **Canada** to provide both a **BANK NUMBER** and a **TRANSIT NUMBER**. Please add this into the 'Additional Banking Info' box providing a title for each: e.g. Bank# 123, Transit# 12345.

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**Tax Information:** Please fill out as many Tax fields as possible particularly if your organization will do business with Pearson in the **UK** and/or **US** and/or **Canada**.

If your organization is VAT/PST registered, provide your VAT/PST details for your country of incorporation AND a relevant VAT/PST ID for countries in which you will deliver goods and services to Pearson now or in the future. See additional hints below.

**TAX INFORMATION**  
Tax fields below are dependent on if your company is tax registered in the UK, US or CAN. If you are supplying goods / services in the US, please use the following section:

Federal Tax ID

Federal Tax Form Type: **WB**   
Attachments: [Add](#) [File](#)

State Tax Form Type: **567**   
Attachments: [Add](#) [File](#)

If you are supplying goods / services outside the US, please use the following section:

Primary Tax ID

Additional Tax IDs   
eg. PST for Canada

#### A. US GOODS/SERVICES:

**Federal Tax ID:** this would be your EIN and you will attach the corresponding form(s). If no EIN is available it is mandatory to provide your SS# in the standard format in the Additional Tax IDs field. E.g. 123-45-6789. Additional information is required if you are providing goods/services outside the US.

**TAX INFORMATION**  
Tax fields below are dependent on if your company is tax registered in the UK or US. If you are supplying goods / services in the US, please use the following section:

Primary Tax ID

Federal Tax ID

Federal Tax Form Type: **WB**   
Attachments: [Add](#) [File](#)

State Tax Form Type: **567**   
Attachments: [Add](#) [File](#)

If you are supplying goods / services outside the US or UK, please use the following section:

Additional Tax IDs   
eg. PST for Canada

#### B. UK GOODS/SERVICES:

**Primary Tax ID:** this would be your VAT ID. Additional information is required if you are providing goods/services outside the US or UK.

**TAX INFORMATION**  
Tax fields below are dependent on if your company is tax registered in the UK, US or CAN. If you are supplying goods / services in CAN, please use the following section.

Primary Tax ID   
e.g. VAT

Additional Tax IDs   
e.g. PST for Canada

If you are supplying goods / services outside CAN, please use the following section.

Federal Tax ID

Federal Tax Form  Type: WB

State Tax Form  Type: 567

### C. CA GOODS/SERVICES:

**Primary Tax ID:** this would be your VAT and PST IDs. Additional information is required if you are providing goods/services outside of Canada.

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Proof of insurance is only required if you will need regular access to Pearson locations or perform work that involves a risk to health and safety.

**Insurance**

Effective Date

Expiration Date

Attachments

Description

Do I need to provide insurance documentation? Insurance documentation must be provided if the supplier requires regular access to Pearson premises or will be performing work that involves a risk to health & safety. If not required please leave blank.



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**Pearson requires the following questions be answered** to confirm that there is no conflict of interest (e.g. a family member is a Pearson employee) or if you have any business operations in a country with which Pearson does not engage.

**MANDATORY RISK QUESTION**

\* Do you have any potential conflicts of interest that you may have with Pearson? ☐ Yes ☐ No

If yes, please detail the nature of your conflict of interest

For more information, please see the Pearson Conflict of Interest Policy: [Conflict of Interest Policy.pdf](#)

\* Do you have any operations in the countries listed below which will be involved in delivering this service to Pearson? ☐ Yes ☐ No

Afghanistan, Belarus, Bosnia, Burundi, Central African Republic, Crimea and Sevastopol regions, Cuba, Democratic Republic of Congo, Egypt, Eritrea, Iran, Iraq, Ivory Coast, Lebanon, Libya, Montenegro, Myanmar, North Korea, Republic of Guinea, Republic of Guinea-Bissau, Russia, Serbia, Somalia, Sudan, South Sudan, Syria, Tunisia, Ukraine, Venezuela, Yemen, Zimbabwe

Pearson Admin: Do not check this box ☐ DO NOT CHECK THIS BOX

**Click Decline** if you do not wish to proceed with setting up a Pearson account via Coupa.

**Click Save** to save the Pearson profile details you have entered.

**Click Submit for Approval** once all data is in place for Pearson review and approve.

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Once submitted, your form status will display **Pending Approval**.

**coupa supplier portal**

Home **Profile** Orders Service/Time Sheets ASN Invoices Catalogs Admin

Profile Pearson

**Pending Approval**

Supplier Information: Chris A.

**Pearson New Supplier Onboarding Form**

As part of Pearson's onboarding process, we require you to fill out the following form to register you as a supplier.

Please note, this is a global form so we request that you only fill out relevant fields. If anything is unclear, please ask your Pearson contact.

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Once submitted, you have the ability to **Withdraw the form** and still make changes before Pearson reviews it.

For more information, please see the Pearson Conflict of Interest Policy: [Conflict\\_of\\_Interest\\_Policy \(1\).pdf](#)

\* Do you have any operations in the countries listed below which will be involved in delivering this service to Pearson?

Afghanistan, Belarus, Bosnia, Burundi, Central African Republic, Crimea and Sevastopol regions, Cuba, Democratic Republic of Congo, Egypt, Eritrea, Iran, Iraq, Ivory Coast, Lebanon, Libya, Montenegro, Myanmar, North Korea, Republic of Guinea, Republic of Guinea-Bissau, Russia, Serbia, Somalia, Sudan, South Sudan, Syria, Tunisia, Ukraine, Venezuela, Yemen, Zimbabwe

**Withdraw**

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### Pearson New Supplier Onboarding Form - Email Confirmation

After your form has been **received, reviewed, and approved** by Pearson, you will receive an email confirmation similar to the one below.

**Congratulations!** You are now ready to transact with Pearson using Coupa.

The Supplier Information you submitted was approved by your Customer. [Click here](#)

**Pearson** <do\_not\_reply@pearson-dev.coupa.com>  
to me (1) 4:28 PM (0 minutes ago)

The Supplier Information you submitted was approved by your Customer.

Powered by **coupa**

Hi Chris,

Pearson approved your supplier information. This means the customer has all the info they need from you at this point to create or update your company in their systems.

**View Online**

**coupa**

To change your notification preferences, go [here](#) and adjust your settings.  
Coupa Software - VALUE AS A SERVICE - San Mateo, CA

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### Pearson New Supplier Onboarding Form - Email Rejection Notification

If Pearson received and reviewed your responses and found issue with any data, you may receive a rejection notification email similar to the one below.

You will also receive a follow up email from our Supplier Management team with the details of which fields require attention.

- 1 Click **"View Online"** within the email to return to the CSP onboarding form.
- 2 Then, select the **"Profile"** tab.
- 3 Next, select **"Pearson"** from the dropdown list.
- 4 You will now be able to view your form and make the requested edits.
- 5 Finally, be sure to click **"Submit for approval"** so your updates can be reviewed and approved by Pearson.

----- Forwarded message -----  
From: **Pearson** <do\_not\_reply@pearson-dev.coupa.com>  
Date: Fri, Jan 5, 2018 at 12:05 PM  
Subject: The Supplier Information you submitted was rejected by your Customer.  
To: cristobalgreene@kabe+TESTONECG2@googlemail.com

The Supplier Information you submitted was rejected by your Customer.

Powered by **coupa**

Hi Supplier,

Unfortunately it looks like Pearson rejected your supplier information. This means the customer had some sort of a problem with the information that you submitted and may require changes.

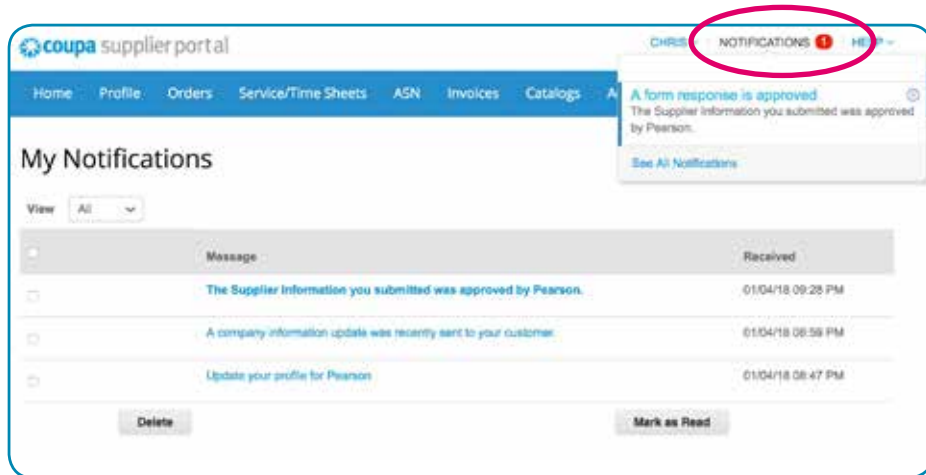
**View Online**



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## Coupa Supplier Portal - Notifications

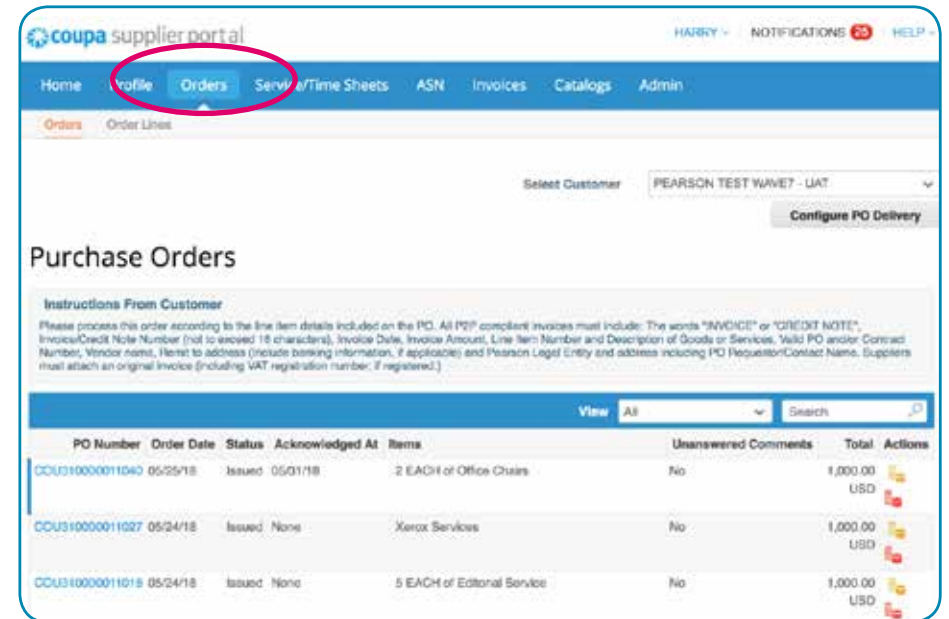
After your form has been received and reviewed Pearson, you will also receive messages via **Notifications** in the CSP for approvals, rejections, orders, etc.



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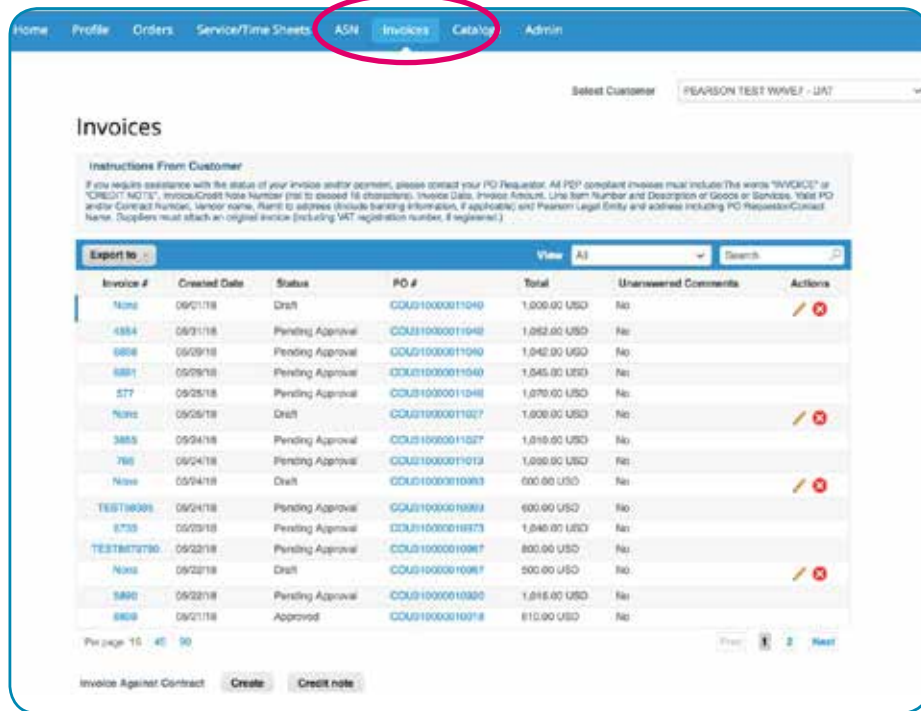
## Coupa Supplier Portal - Purchase orders

As your Pearson contact issues you purchase orders, they will be readily available to you from the **Orders** tab in the CSP.



## Coupa Supplier Portal - Invoices

All invoices created using the CSP are easily tracked from the **Invoices tab** from Draft and Pending Approval status through final Payment Information.



**Invoices**

Instructions From Customer  
If you require assistance with the status of your invoice and/or payment, please contact your PO Requestor. All PDF compliant invoices must include the words "INVOICE" or "CREDIT NOTE", invoice/Credit note number (not to exceed 18 characters), invoice date, invoice amount, line item number and description of goods or services, valid PO and/or contract number, vendor name, amount to address (include banking information, if applicable) and Pearson Legal Entity and address including PO Requestor/Contact Name. Suppliers must attach an original invoice (including VAT registration number, if registered).

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
None	09/01/18	Draft	COU010000011040	1,000.00 USD	No	
4354	09/01/18	Pending Approval	COU010000011040	1,052.00 USD	No	
6806	09/09/18	Pending Approval	COU010000011040	1,042.00 USD	No	
6881	09/09/18	Pending Approval	COU010000011040	1,545.00 USD	No	
577	09/25/18	Pending Approval	COU010000011040	1,070.00 USD	No	
None	09/26/18	Draft	COU010000011027	1,000.00 USD	No	
3885	09/24/18	Pending Approval	COU010000011027	1,010.00 USD	No	
760	09/24/18	Pending Approval	COU010000011013	1,000.00 USD	No	
None	09/24/18	Draft	COU010000010903	600.00 USD	No	
TEST180001	09/24/18	Pending Approval	COU010000010903	600.00 USD	No	
6735	09/29/18	Pending Approval	COU010000010973	1,040.00 USD	No	
TEST18072790	09/22/18	Pending Approval	COU010000010907	800.00 USD	No	
None	09/22/18	Draft	COU010000010907	500.00 USD	No	
5890	09/22/18	Pending Approval	COU010000010300	1,015.00 USD	No	
5809	09/21/18	Approved	COU010000010978	810.00 USD	No	

Per page: 15 40 90

Invoice Against Contract [Create](#) [Credit note](#)



