Handleiding SIM Account

KPMG Staffing & Facility Services B.V.

november 2025

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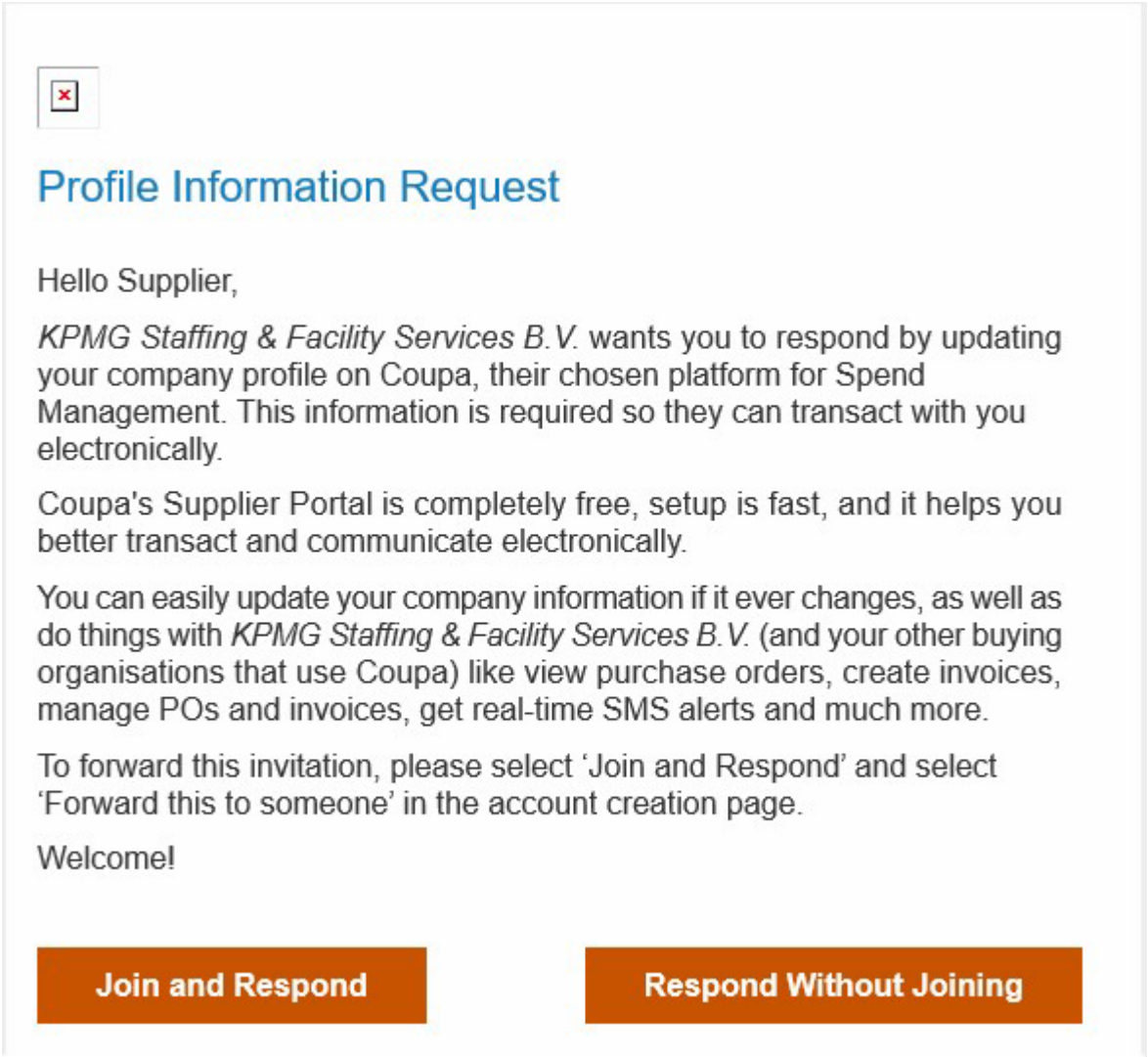
Documentclassificatie: KPMG Beperkt

1. **Klik op 'Join and Respond'.**



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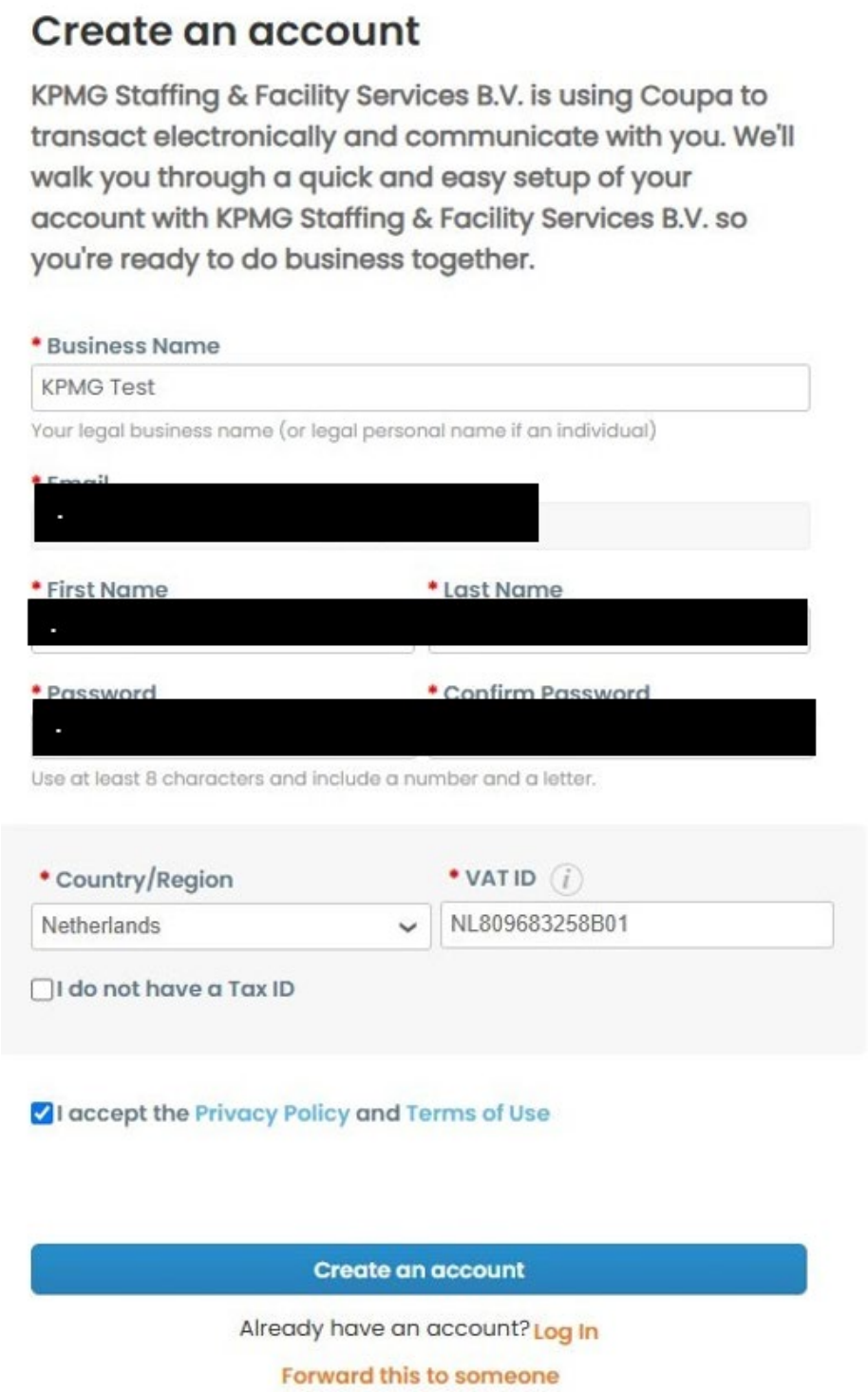
2. **vul de benodigde gegevens in en klik op 'Create an account'.**



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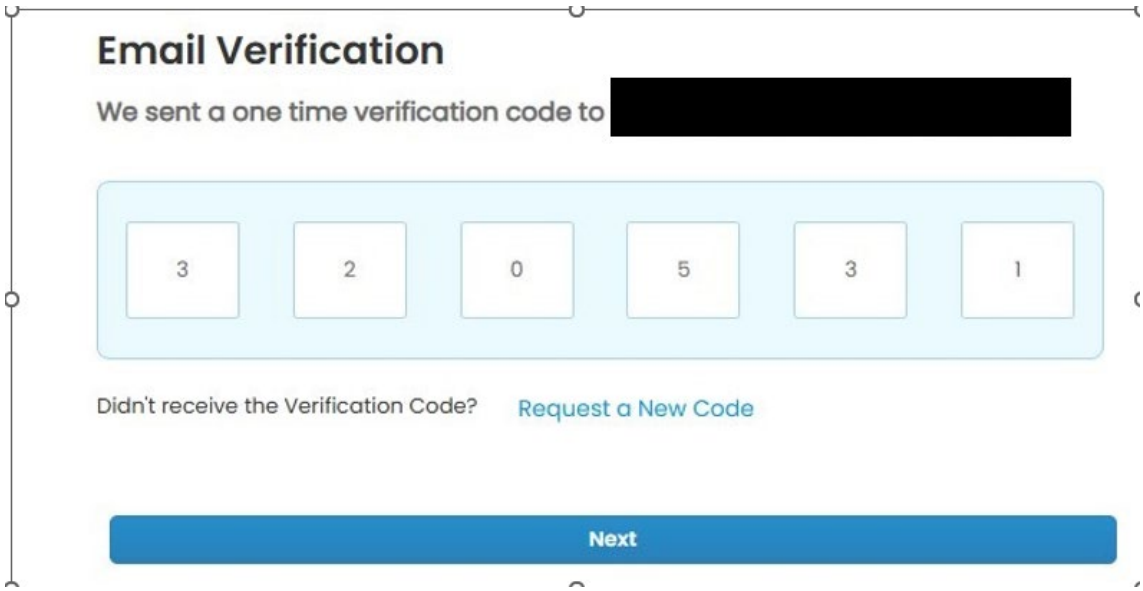
3. Voer de verificatiecode in die je per e-mail ontvangt. Klik op ‘Next’.



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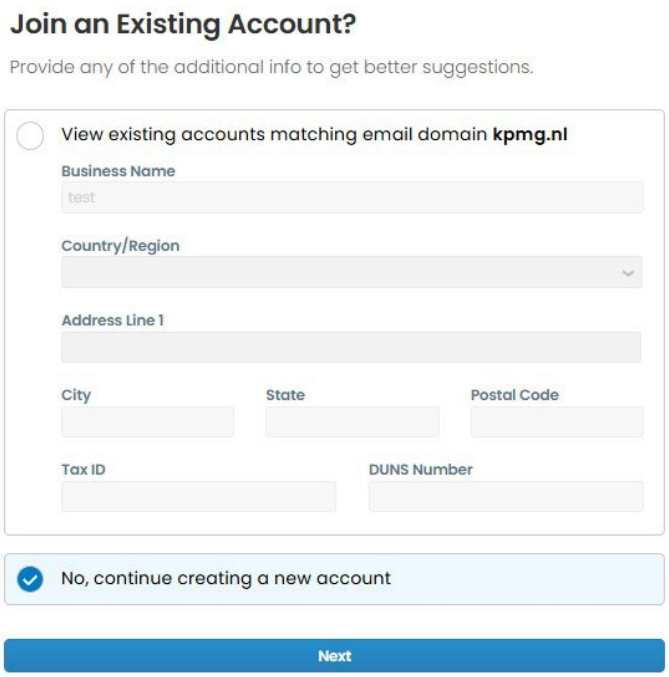
4. **Klik op 'No, continue creating a new account'.**



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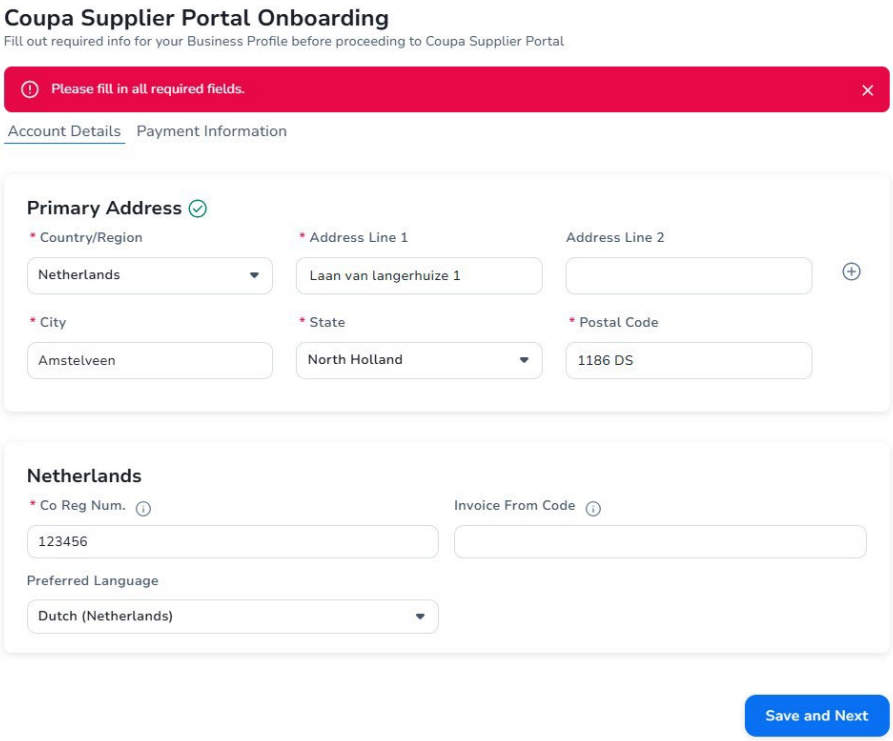
5. **Vul alle gevraagde gegevens in, Klik op 'Save and Next'.**



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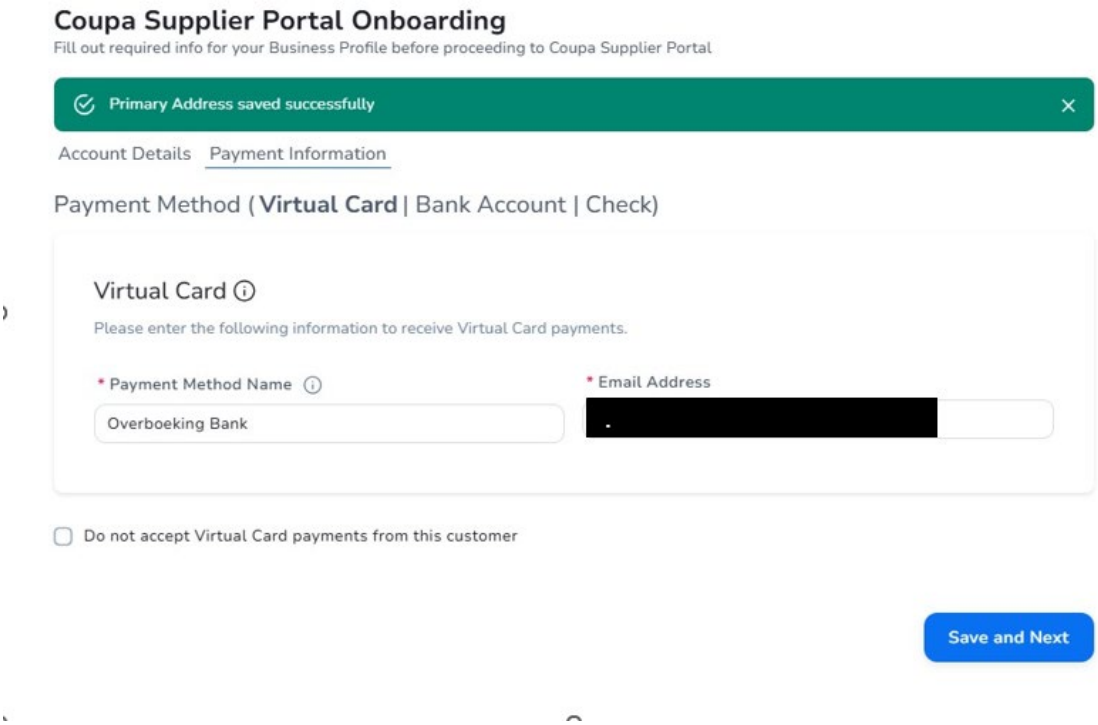
6. **Vul de gevraagde velden in, klik op ‘Save and next’.**



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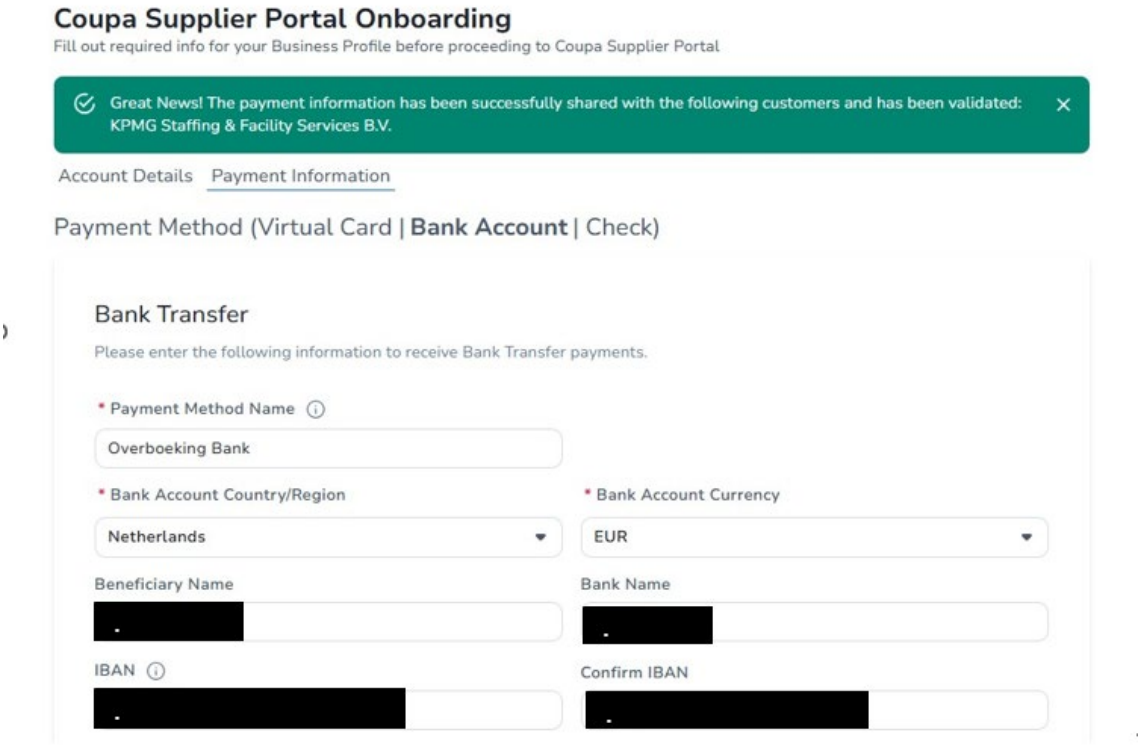
7. **Vul alle bankgegevens in, klik op ‘Save and Next’.**



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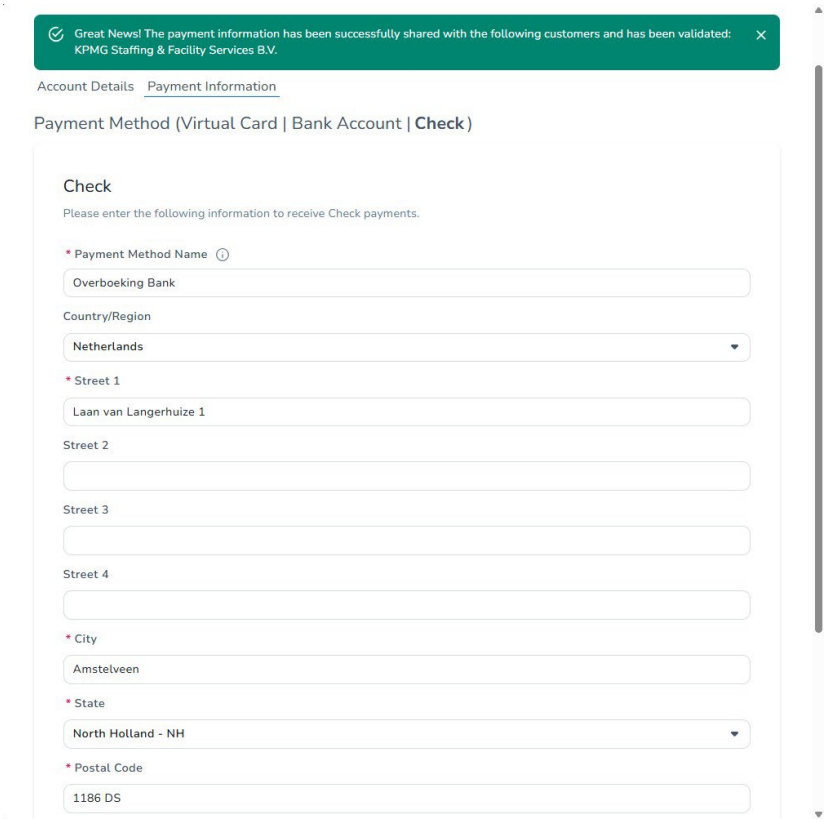
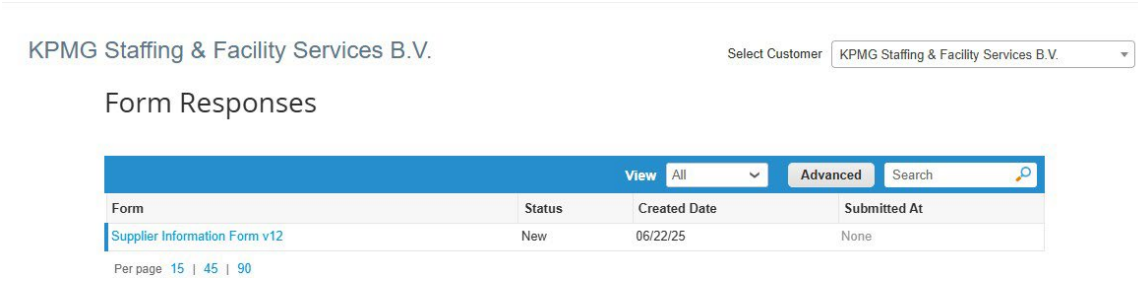
8. **Voeg de betalingsinformatie toe, klik op ‘Save and Next’.**



9. Klik op ‘Supplier information Form v12’.



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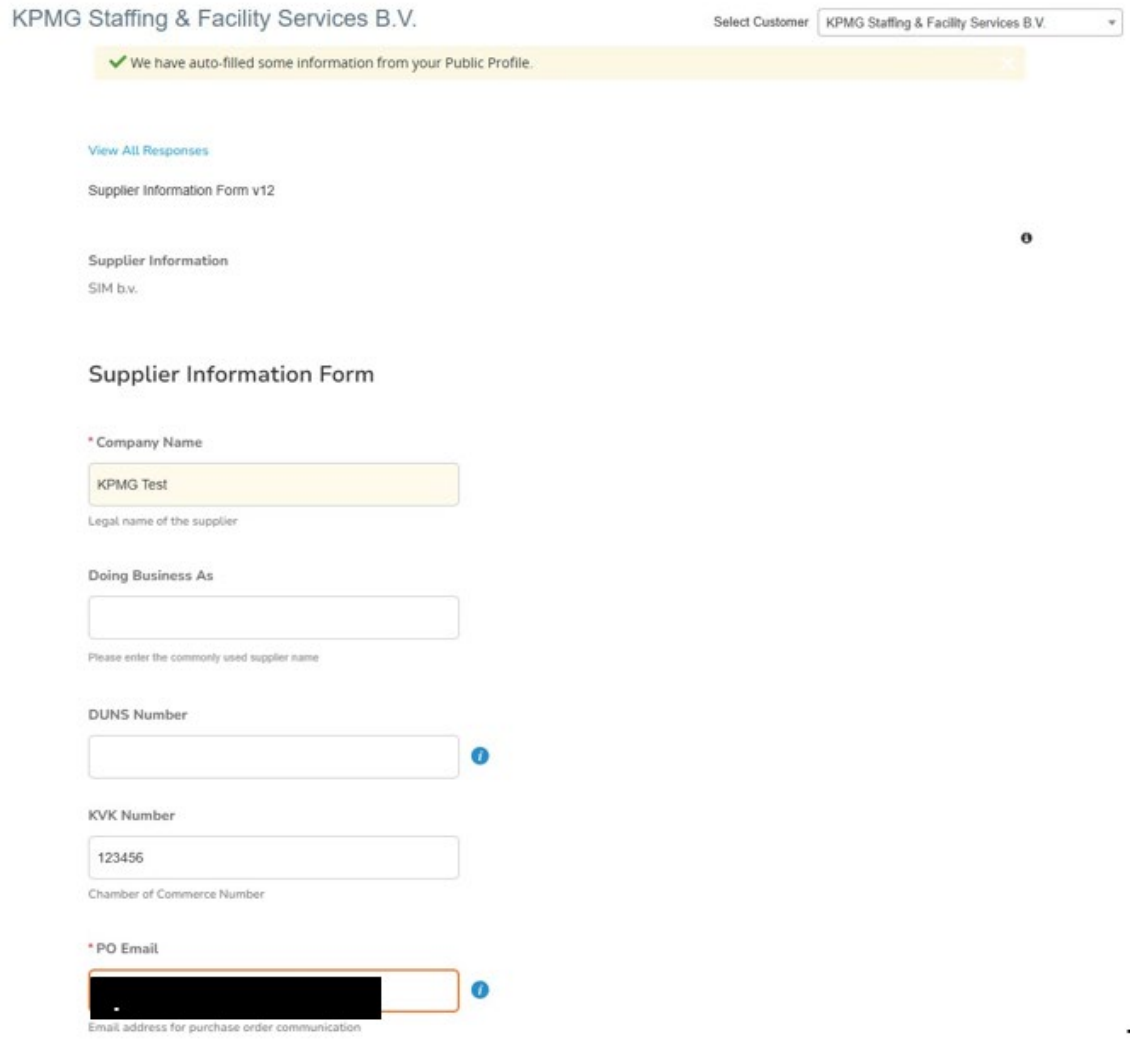
10. Controleer en vul de gegevens aan waar nodig.



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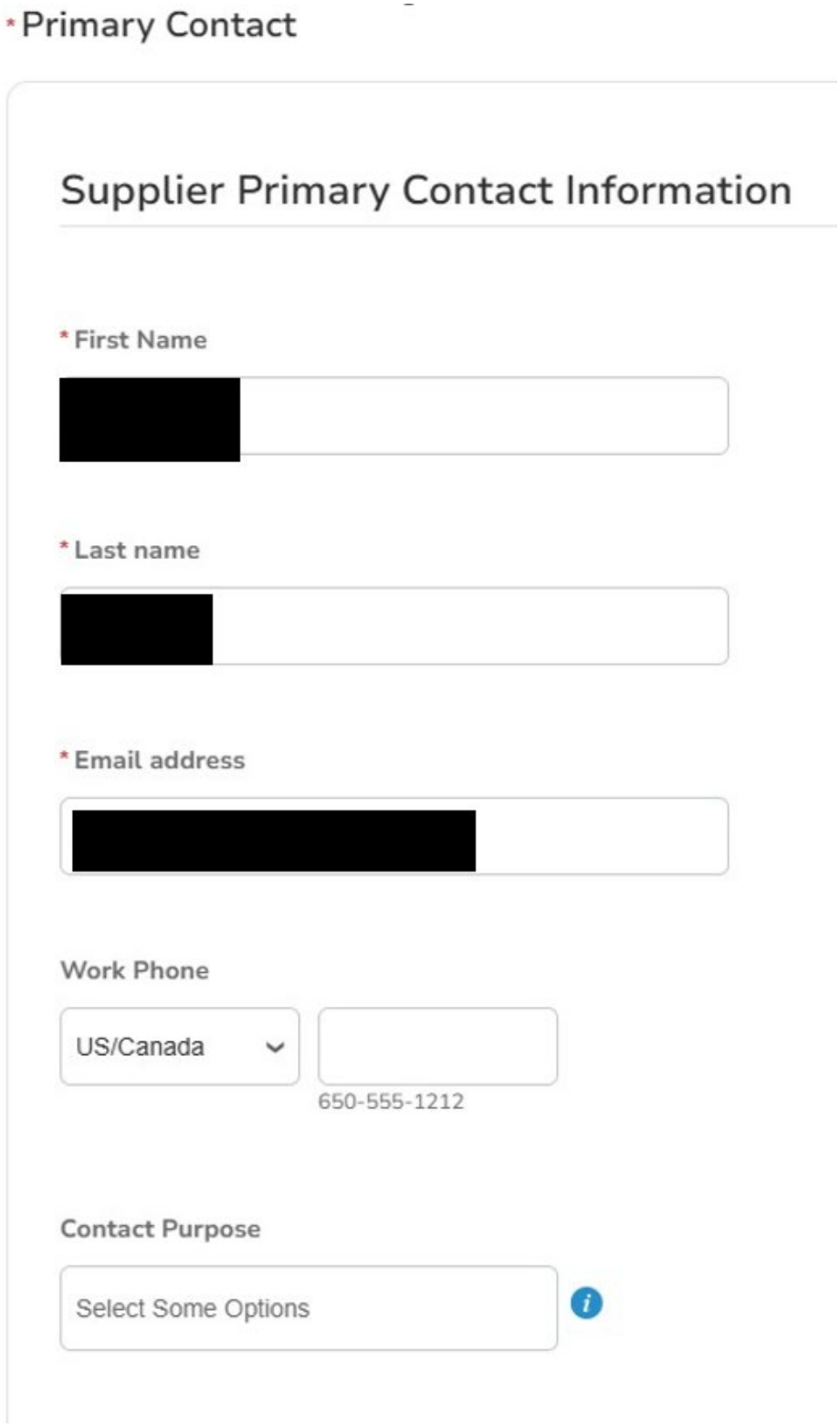
11. Controleer de ‘Primary Contact’.



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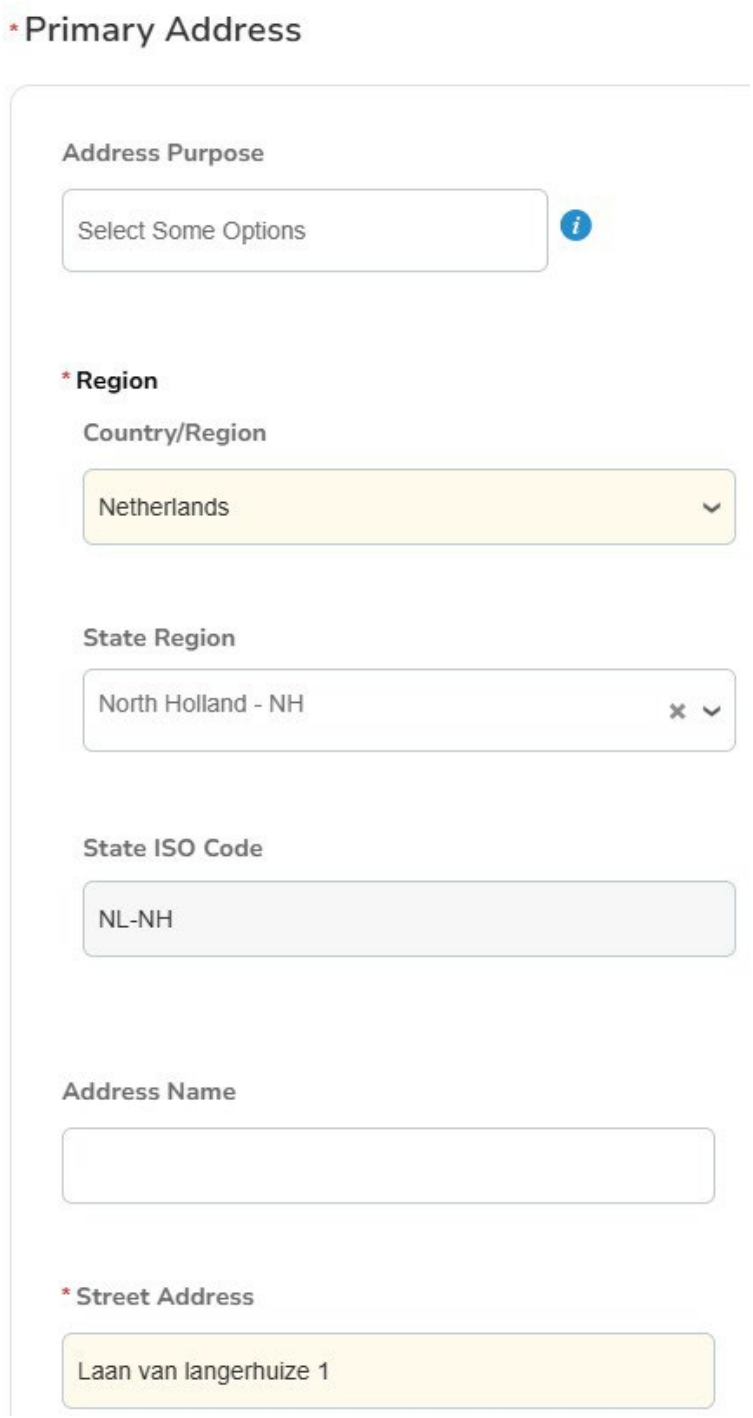
12. Controleer de ‘Primary Address’.



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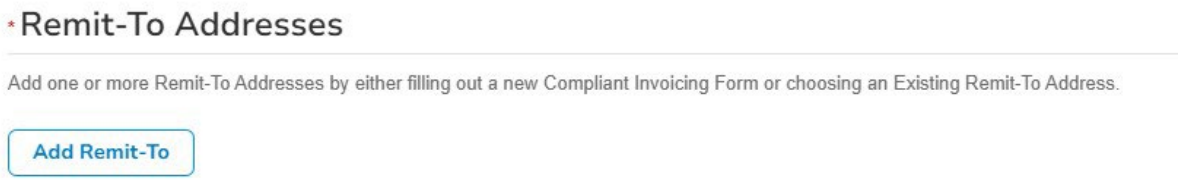
13. Klik op ‘Add remit-To’.



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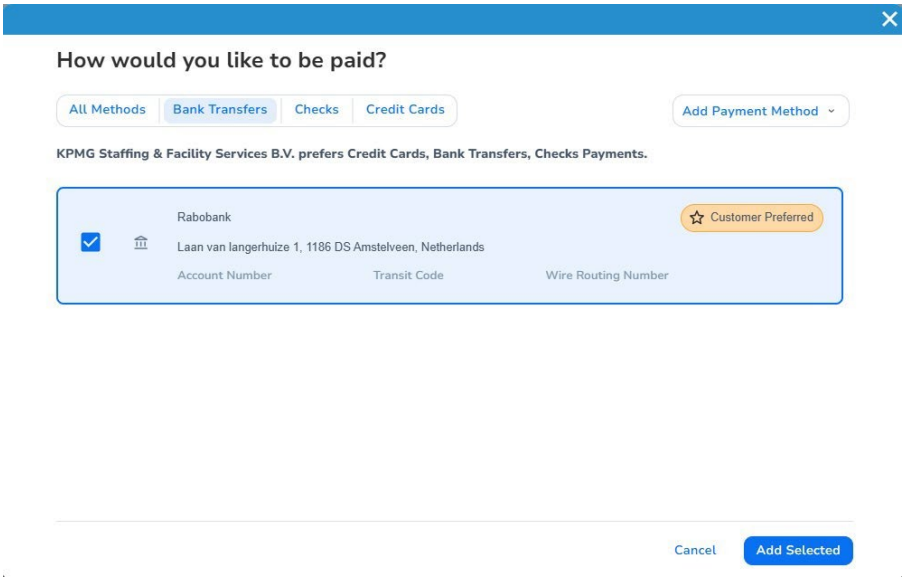
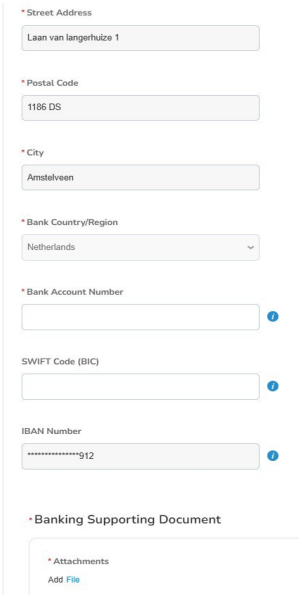
14. Selecteer eerder opgegeven bankgegevens.



15. Vul het ‘Bank Account Number’ in.
Voeg een ‘Pro forma factuur’ toe bij het veld ‘Banking Supporting Document’.



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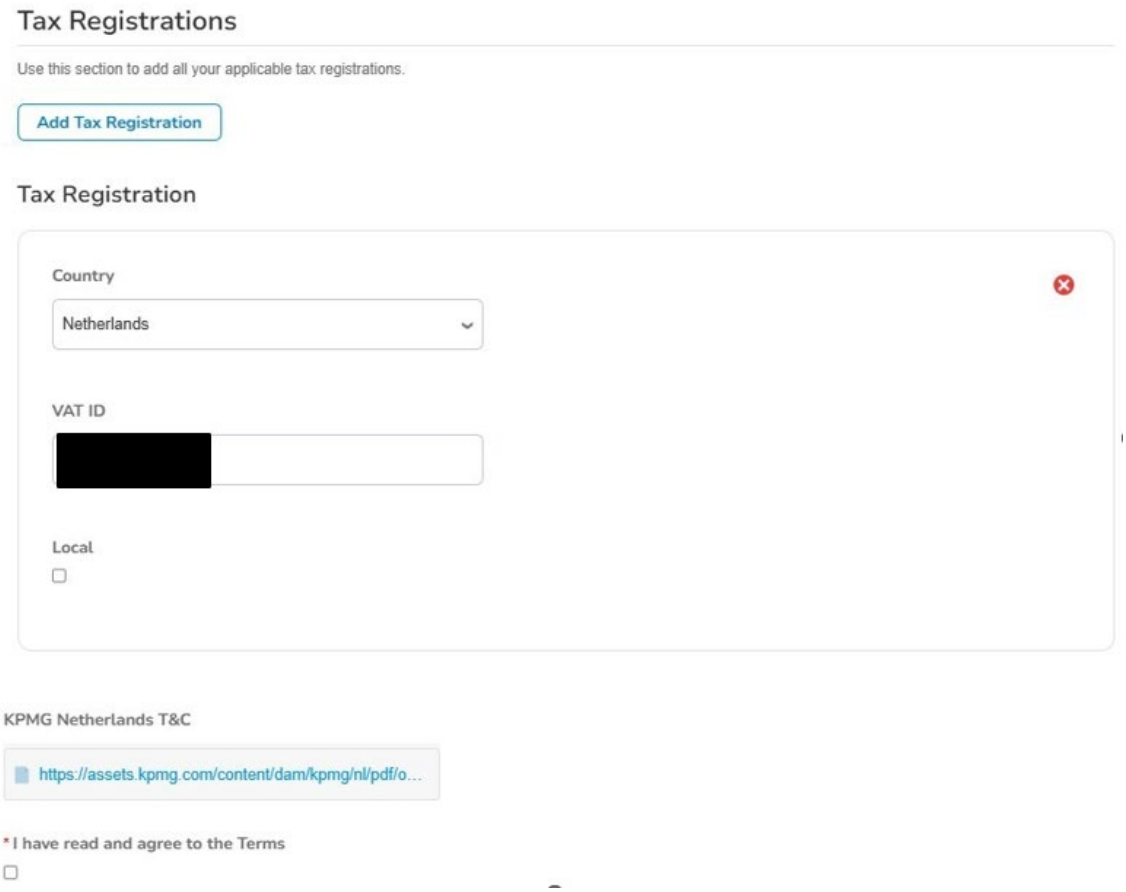
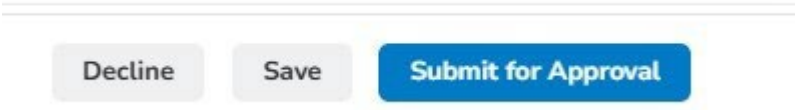
16. Controleer ‘Tax Registrations’ gegevens. Zet een vinkje bij ‘Terms and Conditions’



17. Als alle gegevens ingevuld zijn klik op ‘Submit for Approval’.



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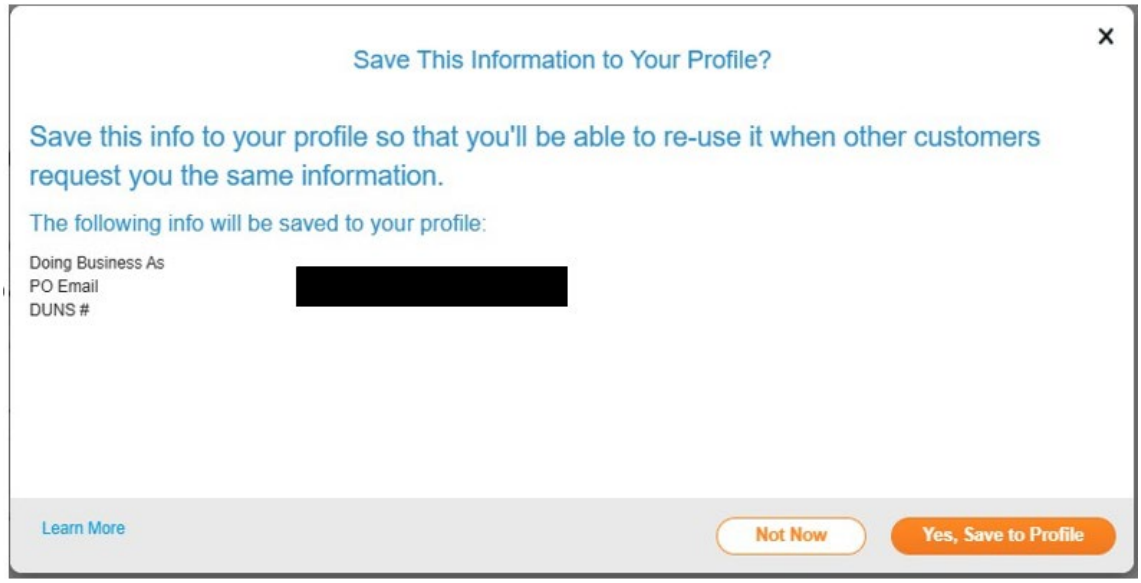
18. Klik op ‘Yes, Save to Profile.’



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

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