



Vendor Setup for Coupa Supplier Portal (CSP)

User Guide | March 2024

Important Notice

Deloitte GPS Procurement utilizes Coupa to support its Procure-to-Pay solution as our procurement system platform. Through the Coupa Supplier Portal (CSP), vendors will have visibility into various transactions with Deloitte GPS. In addition, vendors will negotiate and execute contracts as well as manage purchase orders and invoices.

Vendors will continue utilizing the GPS Vendor Portal to maintain vendor records, submit various compliance forms, and submit invoices for which are not transacted in the Coupa Supplier Portal.

The contents of the Deloitte CSP user guides will assist in navigating various transactions with Deloitte GPS.

Content

[Registering a New CSP Account](#)

[Creating a CSP Account](#)

CSP Invitation Acceptance

[Linking Your Existing Account to Deloitte GPS](#)

Accessing CSP

[Accessing CSP](#)

Navigating CSP

[Navigating CSP Home Page](#)

Adding New Users

[Adding New Users](#)

Modify Setup Details

[Update CSP Account Record](#)

Resources

[Quick Reference Guides](#)

[Support Contacts](#)

Vendor Setup for CSP

Registering a New CSP Account

If your organization is not associated with a Coupa Supplier Portal (CSP) account, the representative for your organization will receive an invitation to join the CSP and create an account, or someone in your organization can register without receiving an invitation. Whoever registers first will be assigned the Admin role and will control which individuals in your organization will have access to the Coupa account and the tasks they can perform. The CSP account is solely managed by the individual(s) assigned as Admin. The GPS Vendor Portal System Management team does not have access to your CSP account.

Your CSP account is separate from your Deloitte GPS Vendor Portal record. You must continue utilizing the GPS Vendor Portal to maintain your vendor profile, submit various compliance forms, and submit invoices that are not transacted in the Coupa Supplier Portal.

Creating a CSP Account

- Create an account
 - **Scenario 1: From email invitation**
 - Navigate to your email account
 - Find the **Action Required... Registration Instructions** email
 - Review the invitation message
 - Select **Join Coupa Supplier Portal**
 - Follow steps beginning on the next page.
 - **Scenario 2: Without an email invitation**
 - Navigate to <https://supplier.coupahost.com>
 - Select **Create an Account**

NOTE: If you already have a CSP account, refer to [Vendor Setup for Vendors with an Existing CSP Account](#) to link to Deloitte GPS Coupa.

IMPORTANT NOTE: Your CSP credentials (e.g., password) are not related to your GPS Vendor Portal credentials.

Scenario 1

Scenario 2

Vendor Setup for CSP

Creating a CSP Account

After-selecting **Join Coupa Supplier Portal**, continue with the **Create an Account** steps.

Creating a CSP Account (cont'd)

1 Enter required business and user information:

- Business Name
- Email
- First Name
- Last Name
- Password
- Confirm Password

2 Accept Privacy Policy and Terms of Use

3 Select **Create an Account**

Create an Account

Grow your Business on Coupa with a Free Account

*** Business Name** 1

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.

I accept the [Privacy Policy](#) and the [Terms of Use](#) 2

Create an Account 3

Already have an account? [LOG IN](#)

4 You will receive an email from do_not_reply@supplier.coupahost.com with a verification code with the subject: Your Coupa Verification Code

Enter the verification code in the CSP

- Select **Next**



Your Coupa Verification Code

Below is the secure verification code you requested. Enter the 6-digit code in Coupa to verify it's you.

299439

If you didn't request this code please contact us at supplier@coupa.com.

[← Back](#)

Email Verification

We sent a one time verification code to skelleherdeloitteest+Capitol@gmail.com

2
9
9
4
3
9

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

Next

Vendor Setup for CSP

Creating a CSP Account – Two-Factor Authentication.

Creating a CSP Account (cont'd)

This Two-Factor Authentication is separate from Deloitte's CIAM registration and is needed for security purposes.

1 Choose your Authentication method – **Authentication app or SMS.**

- **Authenticator app**

- Download and install the desired Authenticator app.
- Follow instructions specific to the downloaded Authenticator app to scan the barcode.
- Once the bar code is scanned, enter the Code provided.
- Select **Confirm**

- **Phone SMS Message**

- Enter "+", your Country Code and your mobile phone number (example: +15551234567)
- Click on "I'm not a robot" and select the relevant boxes
- Select **Send Code**
- Enter the code sent to your phone and select **Next**
- Copy the "Emergency Recovery Codes" into an offline document.

2 Select **Next.**

3 Save the provided Emergency Recovery Codes somewhere safe but accessible in the event you need to recover the password for the CSP account.

4 Select **Next.**

Secure Your Payment Information

Two-Factor Authentication is **required** to finish setting up payment.

Authenticate via: Authenticator app 1

1

Scan this QR code using your mobile device.

- Open your preferred authentication app on your mobile device. [Learn more](#)

- For most apps, select "Add" or "+" to scan the QR code or copy and paste the security key.

Coupa Supplier Portal



F33RDABYKMWIENANBWIP
FMQNNU66R6TT

Click to copy Security Key

2

Enter the 6-digit verification code from your device.

1

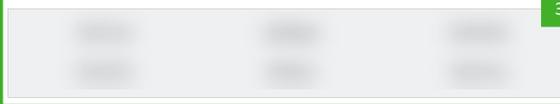
Next 2

Emergency Recovery Codes

Emergency Recovery codes are the only way to restore access if you lose access to your authenticating device or app.

You can use each recovery code only once.

Save your recovery codes somewhere safe but accessible.



Print

Download

Copy

These codes were generated on December 06, 2023

Next 4

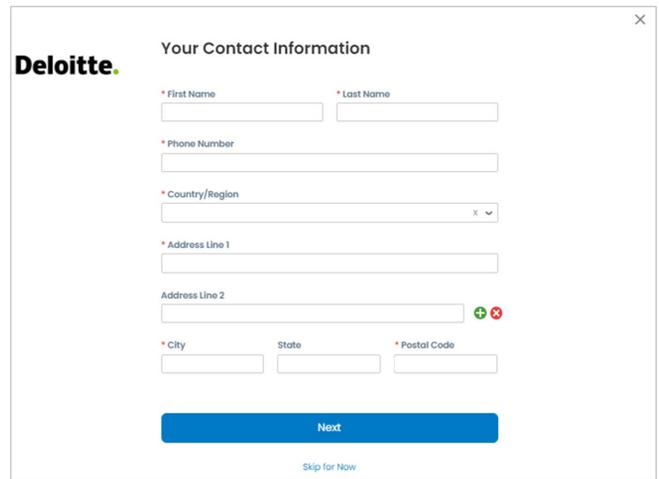
Vendor Setup for CSP

Creating a CSP Account – User Contact Information

Creating a CSP Account (cont'd)

Enter required contact information

- First Name
- Last Name
- Phone Number
- Country/Region
- Address Line 1
- Address Line 2
- City
- Postal Code
- Select **Next**



The screenshot shows a web form titled "Your Contact Information" with the Deloitte logo. The form contains the following fields and controls:

- * First Name**: Text input field.
- * Last Name**: Text input field.
- * Phone Number**: Text input field.
- * Country/Region**: Dropdown menu with a small "x" icon on the right.
- * Address Line 1**: Text input field.
- Address Line 2**: Text input field with a green plus icon and a red minus icon to its right.
- * City**: Text input field.
- State**: Text input field.
- * Postal Code**: Text input field.
- Next**: A prominent blue button.
- Skip for Now**: A small, faint link below the "Next" button.

Click this button  to add more Address Lines (i.e., suite or apartment numbers).



Vendor Setup for CSP

Creating a CSP Account – Business Information

OPTIONAL - This step can be completed at a later date (refer to [Modify Setup Details](#)). To complete later, select **Skip For Now** on any of the steps in this section, or select the “X” button to escape this part of the process.

You must continue utilizing the GPS Vendor Portal to maintain your Deloitte GPS vendor profile, submit various compliance forms, and submit invoices for purchase orders that are not transacted in the Coupa Supplier Portal..

Creating a CSP Account (cont'd)

Enter required business information

- Business Website
- If no website, check **I do not have a website**
- Tax ID or Local ID
- If none, check **I do not have a Tax ID**
- Invite other colleagues in your business to access the business account, if desired. See “[Adding New Users](#)” for instructions on inviting another user.
- You can skip this screen. However, “Confirm Invoice-From Location” screen will not appear until the first invoice is submitted.
- Select **Next**

This icon  means that the information in that field is private. It will not show on your public profile.



Vendor Setup for CSP

Creating a CSP Account – Invoice-From Location

OPTIONAL - This step can be completed at a later date (refer to [Modify Setup Details](#)). To complete later, select **Skip For Now** on any of the steps in this section, or select the “X” button to escape this part of the process.

You must continue utilizing the GPS Vendor Portal to maintain your Deloitte GPS vendor profile, submit various compliance forms, and submit invoices for purchase orders that are not transacted in the Coupa Supplier Portal.

Creating a CSP Account (cont'd)

- Complete required Invoice-From Location information
- Country/Region
- Address Lines
- City
- State
- Postal Code
- Advanced Invoicing (skip this field)
- Invite other colleagues in your business to access the business account, if desired. Refer to [Adding New Users](#) for instructions on inviting another user.
- You can skip this screen. However, **Confirm Pay-To Location** screen will not appear until the first invoice is submitted.
- Select **Next**

Deloitte. Confirm Invoice-From Location

This is the main address of your registered business or the registered entity you will be invoicing your customer from.

* Country/Region

* Address Line 1

Address Line 2

* City State * Postal Code

Advanced Invoicing

Recommended if you plan to use with Deloitte GPS Coupa in integration for invoicing (cXML or SFTP)

* Preferred Invoicing Language

Tax Country/Region Tax ID

I don't have Tax ID Number

Invite user Additional Tax ID

Send Invite

Next

Skip for Now

IMPORTANT NOTE: Completion of the Invoice-From Location screen does not override invoicing and payment terms established in your subcontract agreement with Deloitte GPS.



Vendor Setup for CSP

Creating a CSP Account – Pay-To Location

A Vendor's Pay-To Locations in the CSP will not impact Deloitte's payments to the vendor. Payment terms are governed by the terms of the subcontract agreement.

OPTIONAL - This step can be completed at a later date (refer to [Modify Setup Details](#)). To complete later, select **Skip For Now** on any of the steps in this section, or select the "X" button to escape this part of the process.

You must continue utilizing the GPS Vendor Portal to maintain your Deloitte GPS vendor profile, submit various compliance forms, and submit invoices for purchase orders that are not transacted in the Coupa Supplier Portal.

Creating a CSP Account (cont'd)

Note: This screen will not appear if "Confirm Invoice-From Location" is not completed. However, you will need to complete this screen when submitting your first invoice.

If your **Pay-To Location** is different from your Invoice-From, select required Invoice-From information

- Country/Region
- Address Lines
- City
- State
- Postal Code
- Advanced Invoicing (skip this field)
- Invite other colleagues in your business to access the business account, if desired. See "[Adding New Users](#)" for instructions on inviting another user.
- Select **Next**

Deloitte.

Confirm Pay-To Location (Remit-To)

This is the address your customer will use to send your payment, remittance address.

Same as Invoice-From Location

* Country/Region

* Address Line 1

* City State * Postal Code

Advanced Invoicing

Recommended: if you plan to use with Deloitte GPS Coupa in integration for Invoicing (cXML or SFTP)

Invite user ?

Send Invite

Next

IMPORTANT NOTE: Completion of the Pay-To Location (Remit-To) screen does not override invoicing and payment terms established in your subcontract agreement with Deloitte GPS. Invoice payments are not issued from Coupa. Deloitte GPS disbursement procedure will not change.



Vendor Setup for CSP

Creating a CSP Account – Ship-From Address

OPTIONAL - This step can be completed at a later date (refer to [Modify Setup Details](#)). To complete later, select **Skip For Now** on any of the steps in this section, or select the “X” button to escape this part of the process.

You must continue utilizing the GPS Vendor Portal to maintain your Deloitte GPS vendor profile, submit various compliance forms, and submit invoices for purchase orders that are not transacted in the Coupa Supplier Portal.

Creating a CSP Account (cont'd)

Note: This screen will not appear if “Confirm Invoice-From Location” is not completed. However, you will need to complete this screen when submitting your first invoice.

If your **Ship-From Location** is different from your Invoice-From, select required Invoice-From information

- Country/Region
- Address Lines
- City
- State
- Postal Code
- Advanced Invoicing (skip this field)
- Invite other colleagues in your business to access the business account, if desired. See “[Adding New Users](#)” for instructions on inviting another user.
- Select **Next**

IMPORTANT NOTE: Completion of the Ship-From Location screen does not override invoicing and payment terms established in your subcontract agreement with Deloitte GPS.



Vendor Setup for CSP

Creating a CSP Account – Business Information

OPTIONAL - This step can be completed at a later date (refer to [Modify Setup Details](#)). To complete later, select **Skip For Now** on any of the steps in this section, or select the “X” button to escape this part of the process.

You must continue utilizing the GPS Vendor Portal to maintain your Deloitte GPS vendor profile, submit various compliance forms, and submit invoices for purchase orders that are not transacted in the Coupa Supplier Portal.

Creating a CSP Account (cont'd)

Enter required business information

- Year Established
- Preferred Currency
- Company Size
- Business Description
- DUNS
- Areas and Regions
 - If “Customize Your Profile” is not “skipped”, you must select “Global” or “Regional”. If “Regional” is selected, a region must be entered.
- Exclusion Areas
- Invite other colleagues in your business to access the business account, if desired. See “[Adding New Users](#)” for instructions on inviting another user.
- Select **Next**

The screenshot shows a web form titled "Customize Your Profile" with the Deloitte logo. The form contains the following sections:

- Year Established:** A text input field.
- Preferred Currency:** A dropdown menu.
- Company Size:** A dropdown menu.
- Business Description:** A large text area with a "Share a few words about your company." prompt and a small edit icon.
- DUNS Number:** A text input field with a lock icon, indicating it is private. Below it is a note: "Dun & Bradstreet DUNS Number is a unique nine-digit identifier for businesses."
- Area of Service:** Radio buttons for "Global" and "Regional" (selected).
- Add a region:** A text input field.
- Exclusion Areas:** A note "If you serve an entire region but a few exceptions, you can exclude them here (up to 5)." followed by an "Add an exception" text input field.
- Invite user:** A text input field with a help icon and a "Send Invite" button.

At the bottom of the form, there is a large blue "Next" button and a "Skip for Now" link.

This icon  means that the information in that field is private. It will not show on your public profile.



Vendor Setup for CSP

Creating a CSP Account – Diversity Credentials

OPTIONAL - This step can be completed at a later date (refer to [Modify Setup Details](#)). To complete later, select **Skip For Now** on any of the steps in this section, or select the “X” button to escape this part of the process.

You must continue utilizing the GPS Vendor Portal to maintain your Deloitte GPS vendor profile, submit various compliance forms, and submit invoices for purchase orders that are not transacted in the Coupa Supplier Portal.

Creating a CSP Account (cont'd)

Enter optional diversity information

- 1 Select and/or add Countries and Regions
- 2 Select Diversity Categories from the drop-down menu
- 3 Invite other colleagues in your business to access the business account, if desired. See [“Adding New Users”](#) for instructions on inviting another user.
- 4 Select **Next**

NOTE: “Upload Diversity Certifications” screen will not appear unless “Highlight Diversity Credentials” screen is completed.

- 5 Upload copies of your diversity certifications
- 6 Select **Next**

Deloitte. Highlight Your Diversity Credentials
Diversity is a business advantage.

- 1 United States
- 2 Select Diversity Categories
- 3 Invite user

Next 4

Skip for Now

Deloitte. Upload Diversity Certificates
(Certificates may be added later)

Ability One Program (United States) Upload 5

Invite user

Next 6

Skip for Now

Vendor Setup for CSP

Creating a CSP Account – Product Categories

OPTIONAL - This step can be completed at a later date (refer to [Modify Setup Details](#)). To complete later, select **Skip For Now** on any of the steps in this section, or select the “X” button to escape this part of the process.

You must continue utilizing the GPS Vendor Portal to maintain your Deloitte GPS vendor profile, submit various compliance forms, and submit invoices for purchase orders that are not transacted in the Coupa Supplier Portal.

Creating a CSP Account (cont'd)

Enter optional diversity information

- 1 Select your Industry
- 2 Select Product and Service Categories
- 3 Invite other colleagues in your business to access the business account, if desired. See “[Adding New Users](#)” for instructions on inviting another user.
- 4 Select **Next**

The screenshot shows a web interface for Deloitte titled "Identify Your Product Categories". It includes a "Back" button and a close "X" button. The main heading is "Identify Your Product Categories" with a subtext: "Buyers search Coupa to find new suppliers like you." The form contains four numbered steps:

- 1** Industry: A dropdown menu labeled "Select Industry".
- 2** Product and Service Categories: A dropdown menu labeled "Select Categories" with a subtext: "Select the top 10 UNSPSC categories you serve."
- 3** Invite user: A text input field with a "Send Invite" button.
- 4** Next: A large blue button labeled "Next".

At the bottom of the form, there is a "Skip for Now" link.

Vendor Setup for CSP

Creating a CSP Account – Account Options

NOTE: There is no additional cost to using CSP to transact with Deloitte GPS.

Creating a CSP Account (cont'd)

1 Select Continue with Free

	Coupa Verified	Free
Searchable company profile	✓	✓
Catalog management	✓	✓
Orders management	✓	✓
Invoices management	✓	✓
Payments management	✓	✓
Payment readiness via bank account verification	✓	✗
Prominent Verified badge on your company profile	✓	✗
Top of search on buyers' search results	✓	✗
		1 Continue with Free free forever

Vendor Setup for CSP

Creating a CSP Account – Home Page

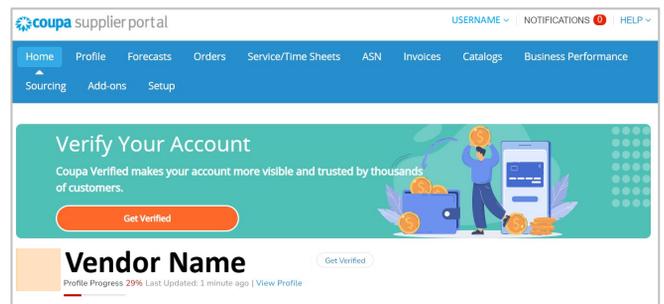
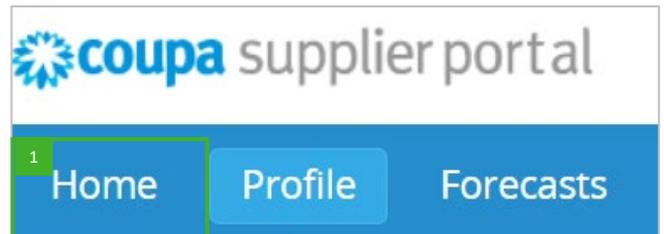
The registration process is complete.

Creating a CSP Account (cont'd)

- 1 Select **Home**

You're done! Selecting **Home** will bring you to your CSP Home Page

- 2 To change the language, click on **English (US)** and scroll down to select another language.



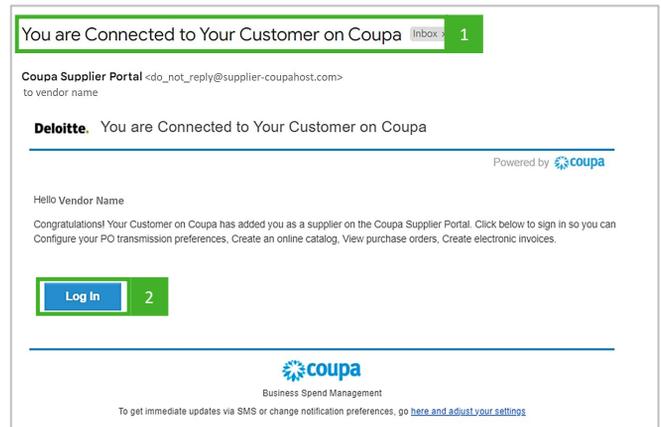
Vendor Setup for Vendors with an Existing CSP Account

Linking your existing CSP account to Deloitte GPS – Invitation Acceptance

If you have an **existing CSP account**, you can set up your relationship with the Deloitte GPS Coupa environment via an email invitation from Deloitte GPS.

Link to Deloitte GPS

- 1 Navigate to your email account
 - Find the “You are Connected to Your Customer on Coupa” email
 - Review the invitation message
- 2 Select **Log In**
 - Log in to your CSP account
 - You will receive a Deloitte GPS connection Pop-Up
 - Review message
- 3 Select **Continue**



Vendor Setup for Vendors with an Existing CSP Account

Linking your existing account to Deloitte GPS – Invitation Acceptance

Link to Deloitte GPS (cont'd)

- You are now in your Coupa Account

1 Depending on your current CPS account setup, you may receive a couple of different pop ups after You may receive pop ups.

- **Complete the Legal Entity Setup** - If you receive this screen, hover over **Start**. You will be requested to provide a “Legal Entity” and “Remit-To”. Select **Setup** and on the left menu, select **Legal Entity Setup**. Select the **Actions** drop down

.- If you receive the below screens, refer to [Creating a CSP Account – Invoice-From Location](#)

Confirm Invoice-From Location

Confirm Pay-To Location (Remit-To)

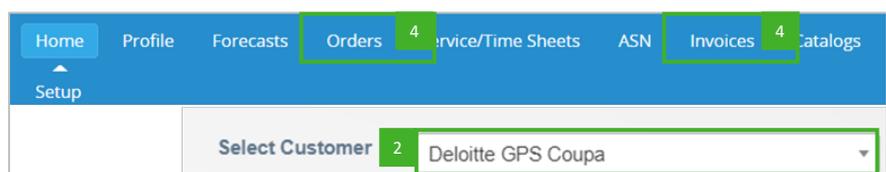
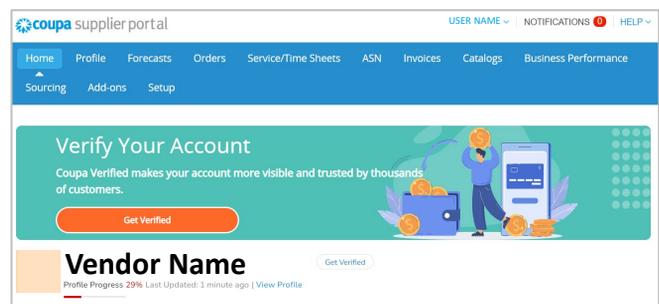
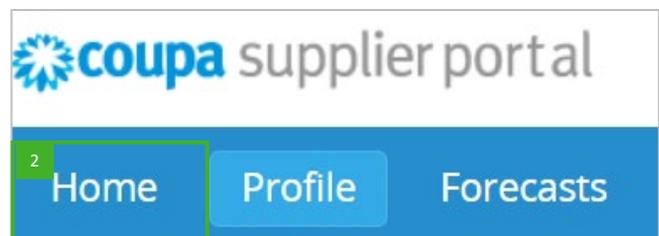
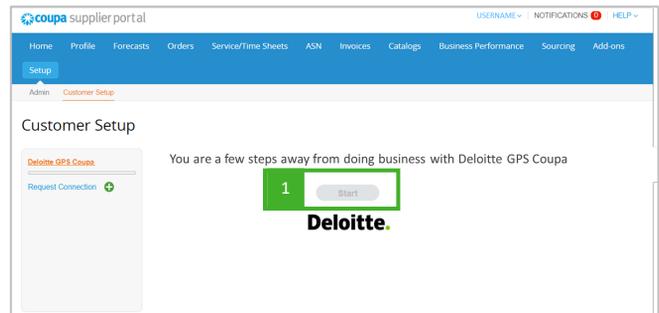
Confirm Ship-From Location

- You can either complete the fields, select Skip for Now or select Next or Finish.

2 Select **Home** will bring you to your CSP Home Page

3 To change the language, click on **English (US)** and scroll down to select another language.

4 To view/submit **Invoices** or view **Purchases Orders**, select the desired option from the Header. In the **Select Customer** field, select **Deloitte GPS Coupa**.

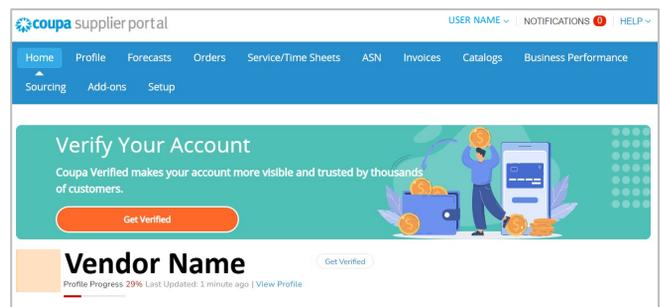
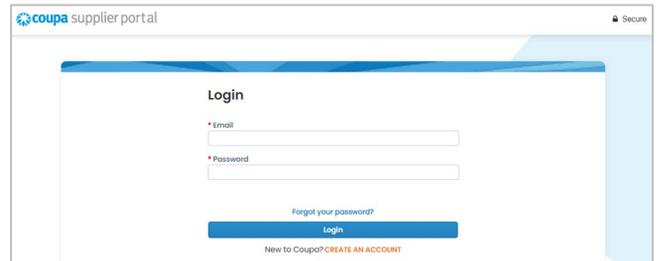


Vendor Setup for CSP

User Access – Vendor Access to CSP

Accessing the Coupa Supplier Portal

- Go to <https://supplier.coupahost.com/sessions/new> and enter your CSP User Credentials
- Click **Login**.
- Your screen is now on your **CSP Home Page**.



Vendor Setup for CSP

CSP Home Page

Access your Deloitte CSP record through the Home Page.

Navigating CSP Home Page

Navigate CSP by selecting buttons in the navigation bar

1 Set notification preferences by clicking on your name, then notification preferences

2 Easily access notifications from the **Notification alerts**

3 Use the **Help** option to reach out to Coupa for Coupa specific questions (i.e., updating the profile, adding users, etc.).

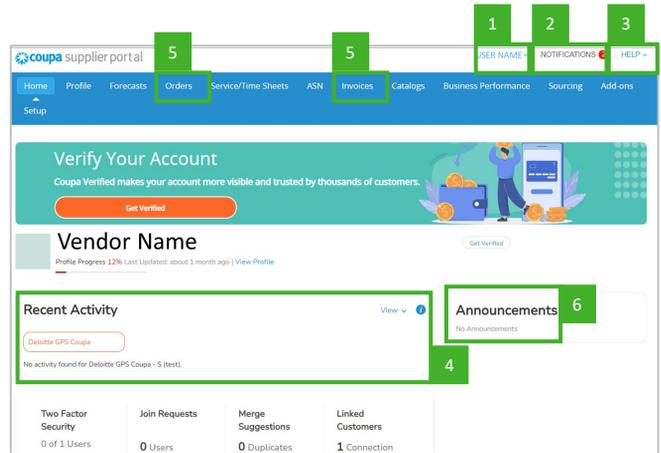
NOTE: Questions regarding agreements and invoices are submitted via GPS Vendor Portal **Contact Us** feature.

4 Review **Recent Activity** for recent transactions

5 Navigate to **Deloitte GPS Coupa** by selecting Orders or Invoices and then select Deloitte GPS

6 View **Announcements** from Coupa and your connected Coupa customers. If your CSP account is linked to Deloitte GPS Coupa, announcements from Deloitte GPS will also appear under Announcements.

7 Select your **preferred language** at the bottom of any page (from dropdown).



Vendor Setup for CSP

Adding New Users

Only Admin Roles can add new users to their organization's CSP account.

Add users to your organization CPS Account

- 1 Click on **Setup**
- 2 Click on **Invite User** to add a new User
- 3 Enter the user's name and email address
- 4 Select the features and customers the user is allowed to access
 - **Permissions:** What the user is allowed to do and see
 - **Customers:** What customers' transactions a user is allowed to see and act on
- 5 Click on **Send Invitation**
- 6 To modify the access level for an existing user, under Actions click on **Edit** next to the user's email address



User Name	Email	Status	Permissions	Customer Access	Actions
User Name	Username@gmail.com	Active	Admin Invoices Order Changes	Deloitte GPS Coupa	6 Edit

Invite User

First Name

Last Name

*Email

Permissions

- All
- Admin
- Orders
- Restricted Access to Orders
 - All
- Invoices
- Catalogs
- Profiles
- ASNs
- Service/Time Sheets
- Restricted Access to Service/Time Sheets
 - All
- Payments
- Order Changes
- Early Payments
- Business Performance
- Sourcing
- Order Line Confirmation
- Forecast Planner

Customers

- All
- Deloitte GPS Coupa
- Other customers linked to your CSP account will appear in this list

Vendor Setup for CSP

Modify Setup Details

CSP record details provided at registration can be modified at any time. For more information on editing your CSP record, please contact Coupa Help via the Chat at the lower right of the screen or select an option from the Help drop down in the upper right corner. Deloitte GPS does not utilize information on your CSP record to generate contracts or Purchase Orders. Your CPS is solely used to link your CSP record to Deloitte GPS Coupa.

REMINDER: CSP record details such as “Invoice From”, “Pay-To Location” and “Invoice From Location” do not impact Deloitte’s invoice disbursement procedures. Please refer to your Deloitte subcontract agreement regarding payment terms and process. To update payment terms, please contact your Deloitte Procurement Professional.

Update CSP Account Record

Only Admin Users can modify the CSP record. To modify your CSP record, navigate to the CSP Home Page and select an option from the menu --

Edit Profile

- 1 Click on **Profile**
 - Select **Edit Profile**

Update Legal Entity and “Remit To” Information

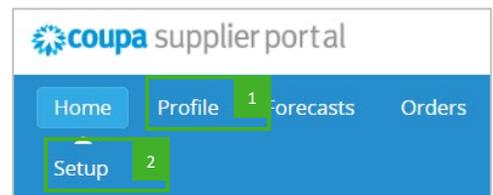
- 2 Click on **Setup**
 - On the left menu, select **Legal Entity Setup**
 - Select the **Actions** drop down

“Invoice-From Location”, “Pay-To Location (Remit To)” and “Ship-From Location”

If these selections were “skipped” during registration, you receive a pop up to complete those screens when submitting your first invoice.

Obtaining Guidance to complete or update your CSP record

- 3 Select **Chat** at the lower right of the screen, or
- 4 Select an option from the **Help** drop down in the upper right corner



Resources

Quick Reference Guides and Support Information

Below are reference material to assist you in navigating various transactions with Deloitte GPS and obtaining support.

Quick Reference Guides

- [Vendor Setup for Coupa Supplier Portal \(CSP\)](#)
- [Sourcing Instructions for Vendors](#)
- [Contract Authoring](#)
- [Purchase Orders](#)
- [CSP Invoicing](#)

NOTE: The Quick Reference Guides are also available in two locations:

- [GPS Vendor Connect Coupa Supplier Portal](#) page; select **Coupa Supplier Portal**
- Your GPS Vendor Portal dashboard under the **Coupa User Guides Links** tile

Support Contacts

Topic	Who to Contact
Coupa Supplier Portal Registration	<ul style="list-style-type: none"> • Access Coupa Chat in the lower right of the screen • Utilize Help feature in the upper right of the screen • Contact Coupa Support at supplier@coupa.com
MFA Questions – Coupa only	<ul style="list-style-type: none"> • Contact Coupa Support at supplier@coupa.com
Invoice and Payment Status	<ul style="list-style-type: none"> • Contact Deloitte GPS Accounts Payable at invoices@deloitte-gps.couphost.com
Purchase Orders Status	<ul style="list-style-type: none"> • Contact your Deloitte Procurement Representative • Contact GPS Vendor Portal System Management team at usgpsvendorportalsystemmgt@deloitte.com
Contracting and DocuSign	<ul style="list-style-type: none"> • Contact your Deloitte Procurement Representative
Other Coupa questions related to transactions with Deloitte	<ul style="list-style-type: none"> • Contact your Deloitte Procurement Representative • Contact GPS Vendor Portal System Management team at usgpsvendorportalsystemmgt@deloitte.com
Other questions related to Coupa functionality	<ul style="list-style-type: none"> • Access Coupa Chat in the lower right of the screen • Utilize Help feature in the upper right of the screen • Contact Coupa Support at supplier@coupa.com

About Deloitte

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