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REGISTERING ON THE COUPA SUPPLIER PORTAL (CSP)

Description

This course explains the process of registering on the Coupa Supplier Portal (CSP).

Objectives

After completing this course, you will be able to:

1. Complete the CSP registration
2. Forward the registration invite


Registering on the CSP


You will receive an email prompting you to join the CSP.

Process Steps:

- 1 Click on “Join Coupa”
(located at the bottom left hand corner of the email) to complete the registration.

Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>
to distellcoupatesting+Simba ▾

 **Distell Registration Instructions - Action Required**

Powered by 

Hello Supplier,

Distell Group needs you to connect with Coupa, our new spend management system. Coupa's Supplier Portal is completely free and helps you better transact and communicate electronically. Once you have registered you can collaborate with Distell (and your other buying organisations that use Coupa) to manage purchase orders and invoices, get real-time text alerts and much more.

For more information visit our Supplier Hub page on the Distell website. To complete the registration use the join Coupa button or forward this invitation to another person within your company. Welcome!

Daisy Mogaila
Distell

1 [Join Coupa](#) [Forward this invitation](#)

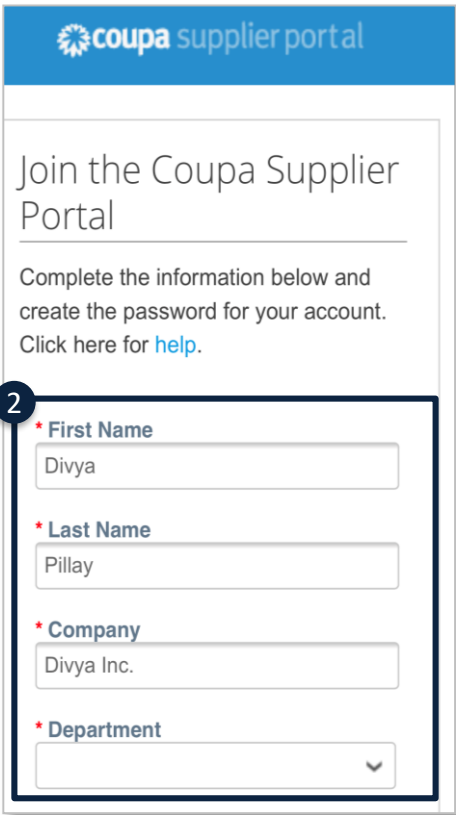
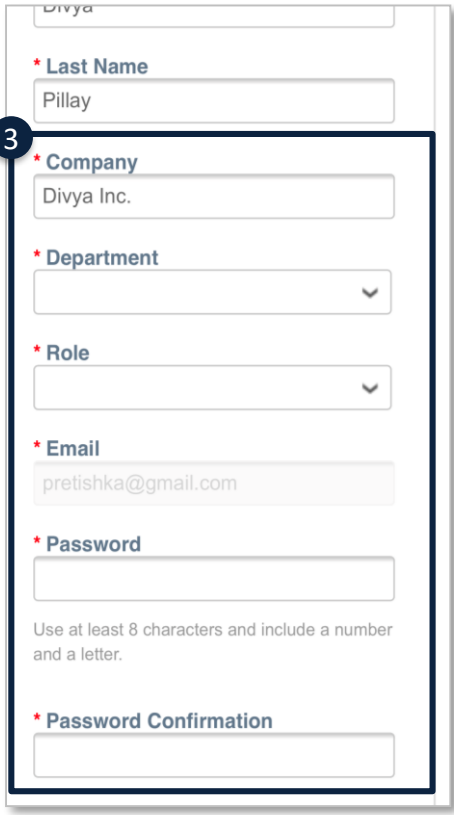
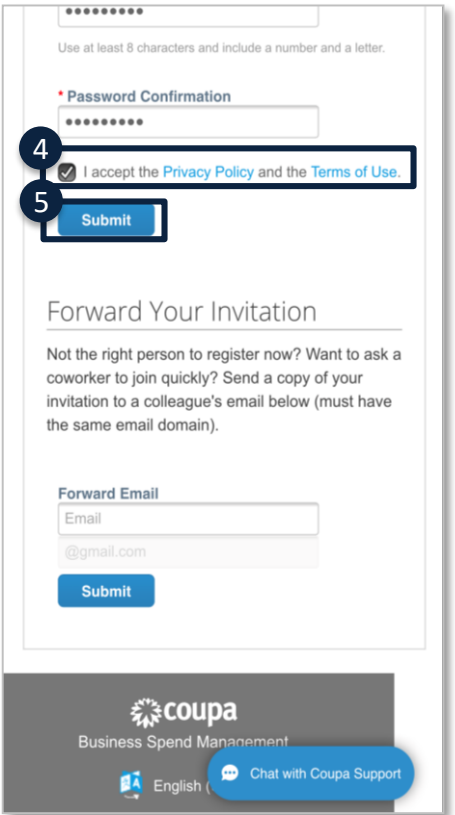
Overview Learn more about the Coupa Supplier Portal	Need Help? Answers to common questions and issues	Coupa Info Learn more about how companies use Coupa
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Registering on the CSP

To complete the registration fill out the required fields.

Process Steps:

- Clicking on the link will take you to the CSP, where you will be required to complete the requested information. You will notice that the **First Name**, **Last Name** and **Company** fields will already be pre-populated.
- Populate the **Department**, **Role**, **Email** and **Password** fields.
- Check the “I accept the **Privacy Policy** and **Terms of Use**” box.
- Click on “**Submit**” (located at the right of the screen) to complete registration and access the CSP.







Forwarding the CSP Invite


If you are not the correct recipient of the invite you can forward it to the correct recipient within your organisation. The person completing registration is assigned the “Admin” role on the CSP. As Admin you would be responsible for the management of the portal, changing/updating the portal settings, adding the various users within your organisation to the Portal and assigning the users various roles (e.g.: invoicing, orders, accounts payable, etc.).

Process Steps:

- 1 Click on “**Forward this invitation**” (located at the bottom left hand corner of the email) to send it to the correct recipient within your organisation.
- 2 Populate the **Email Address** of the correct recipient in the “**Forward Email**” field.
- 3 Click on “**Submit**” to forward the invitation to the correct recipient in your organisation.

 **Coupa Supplier Portal** <do_not_reply@supplier-test.coupahost.com>
to me ▾

 **Distell Registration Instructions - Action Required**


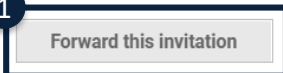
Powered by 

Hello Divya Inc.,

We handle our business spend electronically in order to prevent lost documents and make sure you are paid on time. Within the next 48 hours, click the button below to register your account. If you are not the right person at your company, send this request to the appropriate person by using the forward link.

Note: not registering in a timely manner may impact your ability to do business with us. Let us know if you are unable to register for any reason.


Divya Pillay
Distell


 

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Business Spend Management


 **Forward Your Invitation**



Not the right person to register now? Want to ask a coworker to join quickly? Send a copy of your invitation to a colleague's email below (must have the same email domain).

Forward Email

Email




coupa
Business Spend Management

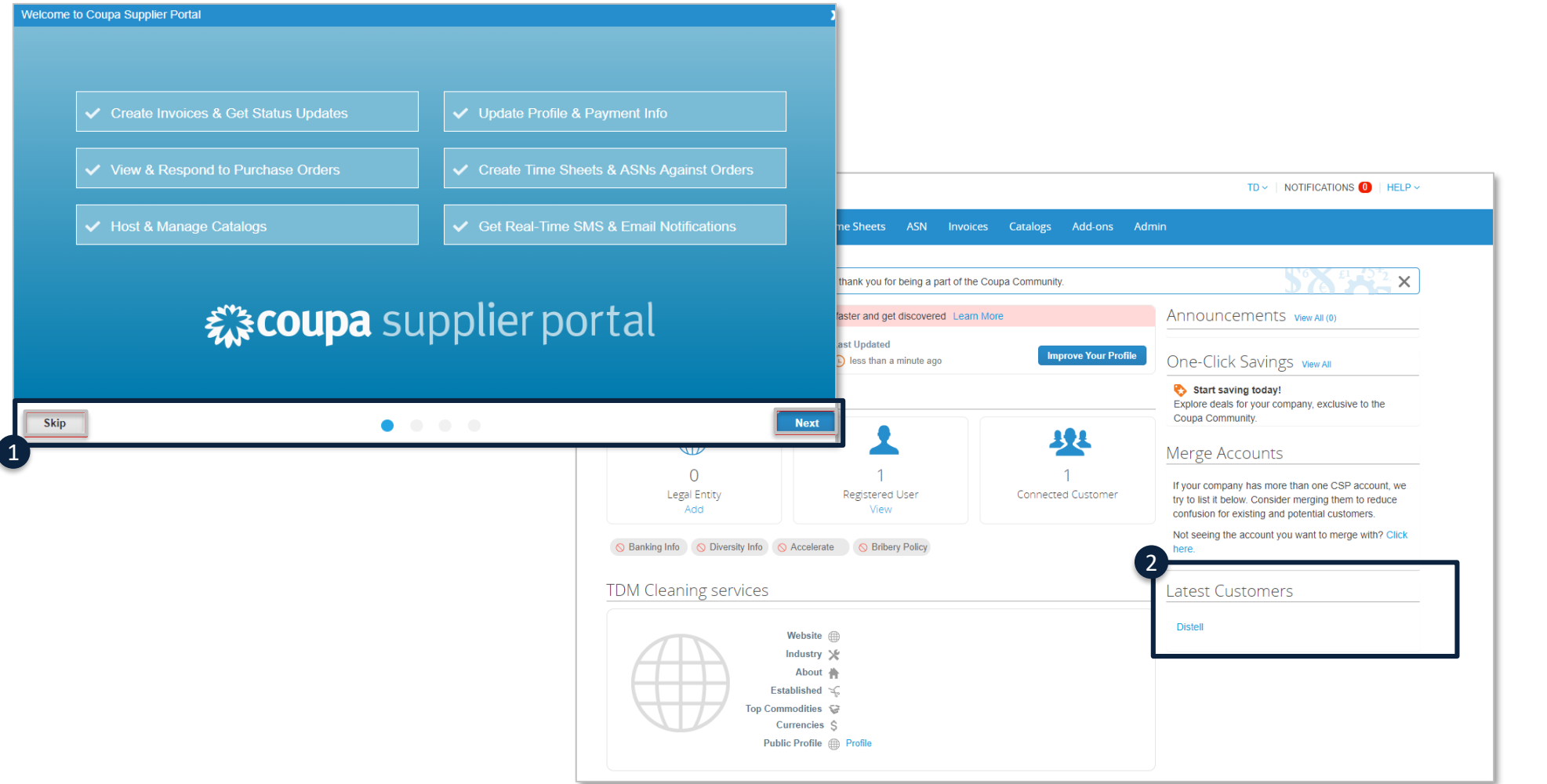
 English (

The CSP Home Page

Welcome to the CSP Home page!

Process Steps:

- 1 When you log in for the first time, you are greeted by the Help Tour (welcome tour) on the Home screen, that you can go through by clicking on **"Next"** or you can skip the tour by clicking on **"Skip."**
- 2 Ensure that Distell appears under your **Latest Customers**. Congratulations you have completed the registration and are ready to transact with Distell!



The screenshot displays the Coupa Supplier Portal interface. A blue modal window titled "Welcome to Coupa Supplier Portal" is centered on the screen. It contains six action items in a 2x3 grid, each with a checkmark icon: "Create Invoices & Get Status Updates", "Update Profile & Payment Info", "View & Respond to Purchase Orders", "Create Time Sheets & ASNs Against Orders", "Host & Manage Catalogs", and "Get Real-Time SMS & Email Notifications". At the bottom of the modal, a "Skip" button is on the left and a "Next" button is on the right. A red box with a "1" next to it highlights the "Skip" button. The background shows the main portal interface with a navigation bar, a welcome message, and sections for "Announcements", "One-Click Savings", "Merge Accounts", and "Latest Customers". The "Latest Customers" section lists "Distell". A red box with a "2" next to it highlights the "Distell" entry. The bottom of the page features a "TDM Cleaning services" section with a globe icon and a list of links: Website, Industry, About, Established, Top Commodities, Currencies, and Public Profile.



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»»» END- THANK YOU