



# Coupa Supplier Portal: Getting Started

9/23/2021

# Coupa Supplier Portal

## *Getting started*

---

- [Coupa Supplier Portal \(CSP\) Overview](#)
- [Invitation/Registration](#)
- [Create CSP Account](#)
- [General Information](#)
- [Create Profile](#)
- [Legal Entity Setup](#)
- [Admin](#)
- [Notifications Setup](#)
- [Merging Accounts](#)

# Coupa Supplier Portal – Getting Started

## Coupa Supplier Portal (CSP) Overview

- The Coupa Supplier Portal (CSP) is a free tool that allows users to conduct business with UPS.
- Suppliers can manage various content and settings such as:
  - Managing/updating company profile information.
  - Viewing purchase orders.
  - Sending invoices.
- For the best user experience, Google Chrome is the recommended web browser.

The screenshot displays the Coupa Supplier Portal interface. At the top, there is a navigation bar with the following items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Payments, Business Performance, Sourcing, and Add-ons. Below the navigation bar, there is a 'Recommended' section with a message: 'Complete your profile to get paid faster and get discovered'. This section includes a 'Profile Progress' indicator with four icons, a 'Last Updated' timestamp of '5 days ago', and an 'Improve Your Profile' button. The main content area is titled 'Profile Summary' and features three cards: 'Legal Entities' with a count of 2, 'Registered User' with a count of 1, and 'Connected Customers' with a count of 3. Below these cards, there are several status indicators: 'Banking Info' (checked), 'Diversity' (unchecked), 'Accelerate' (unchecked), and 'Bribery Policy' (unchecked). The bottom section is titled 'UAT Supplier - CA UAT Test' and contains a globe icon and a list of details: Website (http://guildfordlorris.com), Industry, About, Established, Top Commodities (Reproduction services), Currencies, and Public Profile (Profile). On the right side of the interface, there are sections for 'Announcements', 'One-Click Savings', 'Merge Accounts', and 'Latest Customers'.

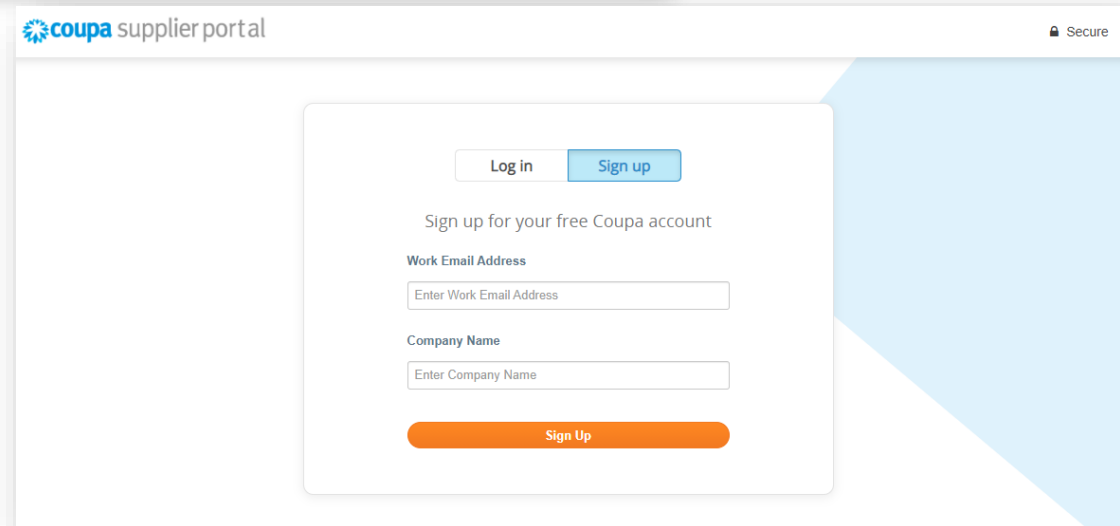
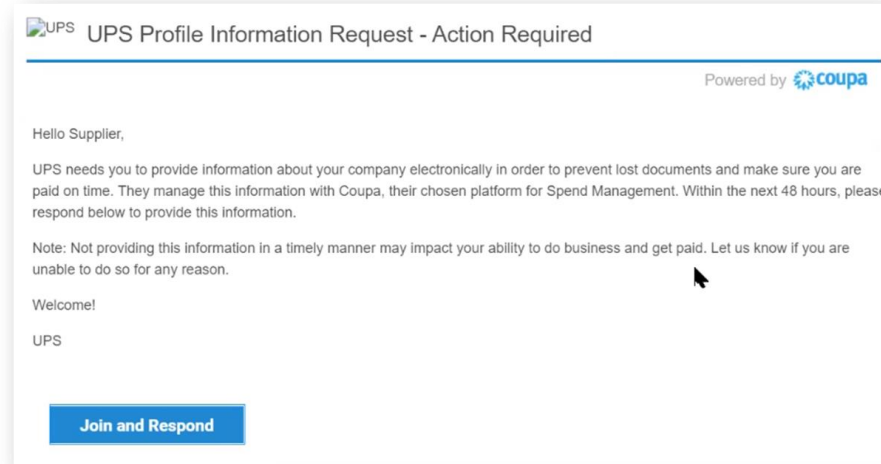
# Coupa Supplier Portal – Getting Started

## Invitation/Registration

- Existing suppliers will receive an e-mail from our Coupa system with a unique link to join the Coupa Supplier Portal. Click [Join and Respond](#) to be redirected to the account creation page.

*Note: If an invitation is not received, suppliers can send an e-mail to [supplyline@ups.com](mailto:supplyline@ups.com), using the subject line: Coupa Supplier Enablement, to request an invitation to Coupa.*

- Bookmark <https://supplier.coupahost.com/> as a favorite link for quick access, to return to the site.
- Suppliers who are new to UPS must go through the supplier onboarding process with Global Business Services (GBS).



# Coupa Supplier Portal – Getting Started


## Create CSP Account

1. On the account creation page users will be instructed to create a password. Once complete, check the box to accept the privacy policy and terms and conditions, then click [Get Started](#).
2. If you are not the right person, forward the invite to another user with the same email domain.

Example: john@ups.com can forward the invite to mary@ups.com, but not mary@coupa.com.

3. Once signed in, additional users can be invited to the CSP by clicking the [Admin](#) tab and then clicking on [Invite User](#).

*Note: If the domain needs to be updated for your company, please email [supplyline@ups.com](mailto:supplyline@ups.com).*

1 

Create your business account

UPS is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with UPS so you're ready to do business together.

Email:

Password:


Use at least 8 characters and include a number and a letter.

Password Confirmation:

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

[Get Started](#)

[Forward this to someone](#)

2 

Create your business account

UPS is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with UPS so you're ready to do business together.

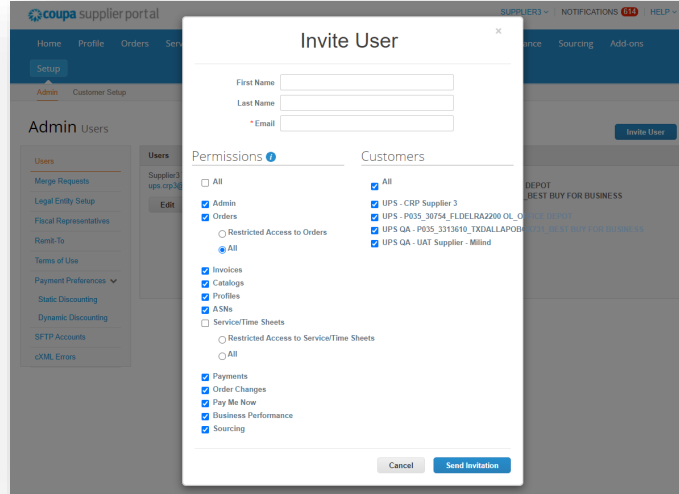
Email:

[Forward](#)

[Having an issue with signup?](#)

[Don't forward this](#)

3



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

Pay Me Now

Business Performance

Sourcing

# Coupa Supplier Portal – Getting Started

## General Information

- On the [Tell us about your business](#) page, enter the required information in the fields marked with an asterisk.

*Note: If invoice-from, pay to, or ship from location address differ from the primary address, uncheck the appropriate box and enter the correct address.*

- cXML, SFTP, or EDI suppliers can click the Advanced Invoicing check box and enter the invoice-from code
- Click [Next](#).

The screenshot shows the 'Tell us about your business' form in the Coupa Supplier Portal. The form is titled 'Tell us about your business' and is powered by Coupa. It features a progress bar with three steps: Basics (selected), Payment, and Profile. The form includes the following fields and options:

- Company Name:** New Supplier Onboarding - Test Form (marked with an asterisk). Subtext: Your official registered company name.
- Website:** (empty field)
- Country/Region:** (dropdown menu, marked with an asterisk)
- Address Line 1:** (empty field, marked with an asterisk)
- Address Line 2:** (empty field)
- City:** (empty field, marked with an asterisk)
- State:** (empty field)
- Postal Code:** 42202 (marked with an asterisk)

Below the address fields, there are three checked options under 'Also use this address as':

- Invoice-from location (Subtext: Must match your official registered company address)
- Pay to location (Remit-To)
- Ship from location

At the bottom, there is an 'Advanced invoicing' section with an unchecked checkbox:  We support integration for invoicing (cXML or SFTP) and plan to use it with UPS.

The form concludes with an orange 'Next' button.

# Coupa Supplier Portal – Getting Started

## General Information - Continued

- On the [Provide your default bank information](#) page, enter the required information in the fields marked with an asterisk.

*Note: The Country/Region and Currency fields will auto populate based upon country of origin. International will NOT be required to enter banking until later in the registration/form completion process.*

- Suppliers who wish to accept card payments should check the [I accept card payment](#) box and enter the email address associated with those payments in the [Send to email address](#) field.
- Click [Next](#).

The screenshot displays the 'Provide your default bank information' page in the Coupa Supplier Portal. At the top, a progress bar indicates that the 'Basics' step is complete and the 'Payment' step is currently active. The page title is 'Provide your default bank information'. Below the title, there is a section for 'Bank Information' with several required fields marked with an asterisk: Country/Region (populated with 'US'), Currency (populated with 'USD'), ACH Routing Number, Wire Routing Number, Account Number, Confirm Account Number, Bank Name, Address Line 1, Address Line 2, City, State (a dropdown menu), and Postal Code. A 'Card Payment' section is also visible, featuring a checkbox for 'I accept card payment' and a text input field for 'Send to email address'. An orange 'Next' button is located at the bottom right of the form.


# Coupa Supplier Portal – Getting Started


## General Information – Dynamic Discounting (Optional)

- On the [Would you like to offer discounts to get paid faster?](#) page select the preferred discount percentage from the dropdown next to the applicable default payment term.

*Note: UPS will make the determination as to suppliers' eligibility for the Dynamic Discounting option.*

- Click [Next](#).

Would you like to offer discounts to get paid faster? 

 Payment Discount Preferences

Your default payment term	Automatically replace with this discount (you can change this later)
Net 30	None
Net 45	None
Net 60	None
Net 75	None
Net 90	None
Net 120	None

Use these preferences for all your customers

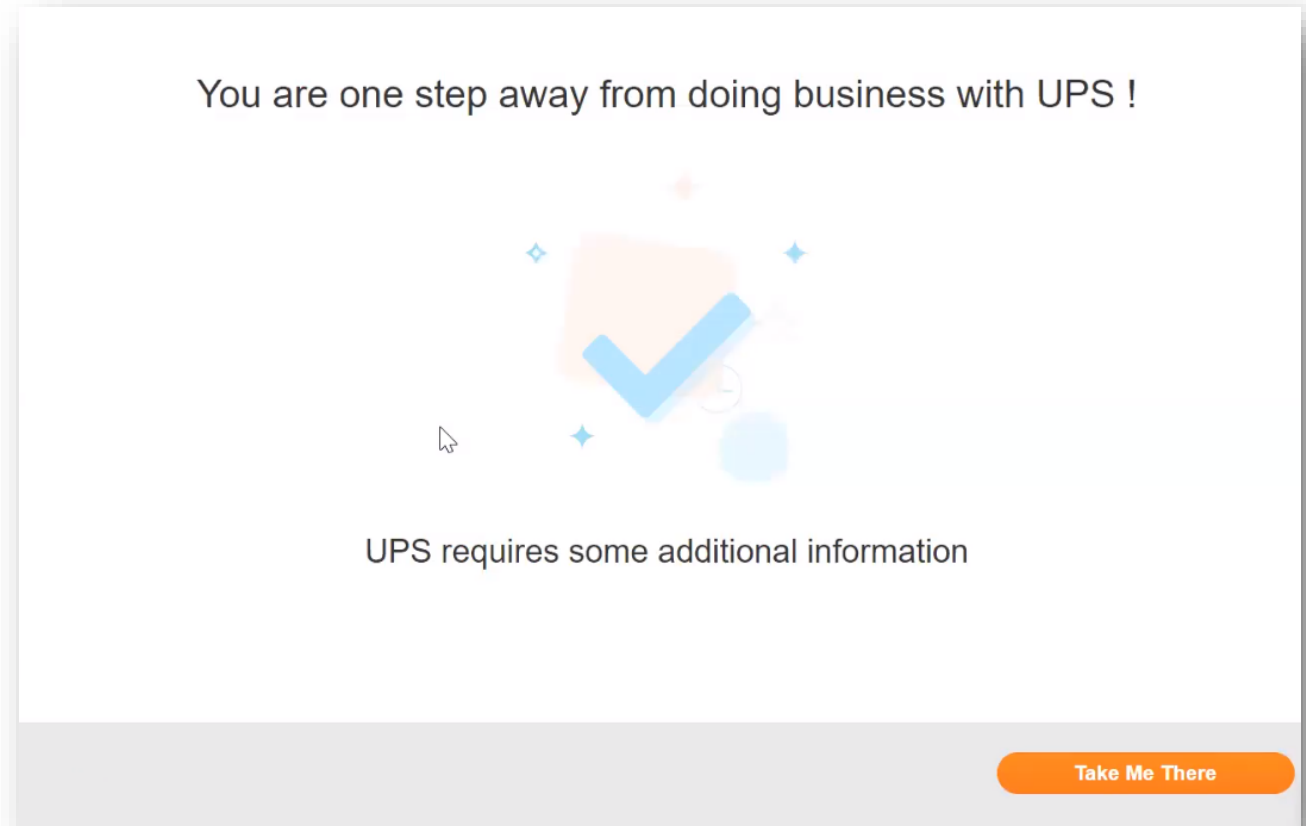
[Back](#) [Next](#)



# Coupa Supplier Portal – Getting Started

## General Information

- On the *You are one step away from doing business with UPS* page, click *Take Me There* to be redirected to the *Profile* page.
- Click *Next*.



# Coupa Supplier Portal – Getting Started

## Create Profile

- On the [Profile](#) page > [Information Requests](#) tab, enter the required information in the fields AND sections marked with an asterisk.

*Note: The Supplier Information name is how UPS identifies a supplier. The Tax Reporting Name is the official name of the company as it appears on tax documents. The two may be different.*

*Note: Suppliers who save their profile creation progress can return to this tab to complete later. Also, some fields in the Head Quarter Address section will be auto populated with information previously provided.*

The screenshot shows the 'Coupa supplier portal' interface. The user is logged in as 'MANOJ' and has a notification badge. The navigation menu includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Payments', and 'Business Performance'. The 'Profile' tab is active, and the 'Information Requests' sub-tab is selected. The profile name is 'UPS'. A message states: 'We have auto-filled some information from your Public Profile.' The form is titled 'Supplier Information Request Form' and asks the user to provide requested information. The 'Company Information' section includes the following fields:

- \* Supplier Country: United States (dropdown)
- \* Tax Reporting Name: New Supplier Onboarding - (text field)
- Doing Business As Name: (text field)
- \* Business Entity Type: Select (dropdown)
- \* Headquarter Address: (text field)

Red boxes highlight the 'Supplier Information' section and the 'Tax Reporting Name' field. A red arrow points from the text notes to the 'Tax Reporting Name' field.

# Coupa Supplier Portal – Getting Started

## Create Profile – Primary Contact

- In the *Primary Contact* section, enter the contact information of the person who will be responsible for all communications from UPS.
- Complete the remaining asterisk-marked fields as well as any applicable optional fields.

*Note: The primary contact email address and the PO Email address may be different.  
Example: jsmith@supplier.com may be the primary contact and orders@supplier.com may be where purchase orders are received*

\* Primary Contact (Only one can exist)

\* First Name

\* Last Name

\* Email address  ⓘ

Mobile Phone  US/Canada   
650-555-1212

\* Work Phone  US/Canada   
650-555-1212

Fax  US/Canada   
650-555-1212

Industry (NAICS)

DUNS Number  ⓘ

\* Preferred Currency  USD

\* PO Email  ⓘ

# Coupa Supplier Portal – Getting Started

## Create Profile – Tax Information

- In the [Tax Information](#) section, enter all applicable tax information.

*Note: The Tax Information section is not marked with an asterisk, but all applicable tax information is REQUIRED by UPS.*

- Choose the appropriate [Tax ID Type](#) (TIN/SSN) and enter the [Federal Tax ID](#) number.
- Use the dropdown menus to select [Tax Classification](#) and tax form types – federal and state (if applicable).
- Click [File](#) then [Browse](#) or drag and drop a file into the [Drop files here](#) box to attach the necessary tax documents (W8 or W9).

The screenshot shows the 'Tax Information' form in the Coupa Supplier Portal. The form is divided into sections: 'Tax Information', 'Federal Tax Form', and 'State Tax Form'. Red boxes and arrows highlight key fields and actions:

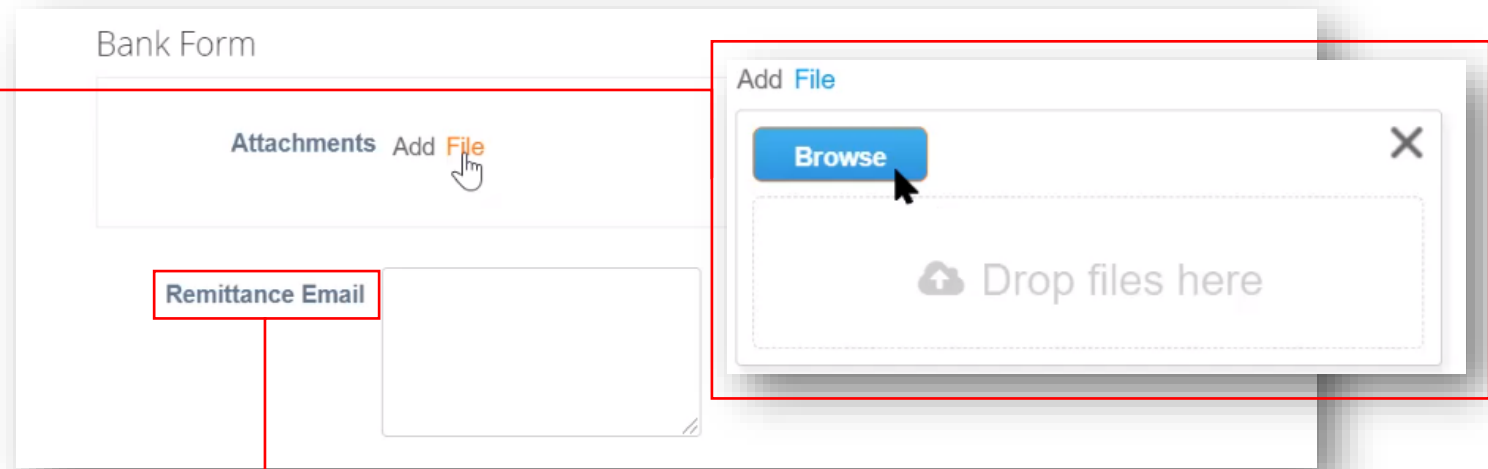
- Tax Information:** A dropdown menu for 'Tax Classification' is set to 'Vendor'. Below it, 'Tax ID Type' has radio buttons for 'TIN' (selected) and 'SSN'. A text field for 'Federal Tax ID' contains the number '123345678'. A blue dot is visible to the right of this field.
- Federal Tax Form:** A dropdown menu for 'Type' is open, showing 'W8' and 'W9' options. A red arrow points from the 'W8' option to the 'Choose the appropriate Tax ID Type' instruction.
- Attachments:** A blue 'Browse' button is highlighted with a red box and arrow, pointing to the 'Click File then Browse' instruction. Below it is a dashed box labeled 'Drop files here'.
- State Tax Form:** A dropdown menu for 'Type' is visible, and an 'Attachments Add File' link is present.

# Coupa Supplier Portal – Getting Started

## Create Profile – Bank Form

*Note: The Bank Form section is not marked with an asterisk, but it is REQUIRED by UPS for all US suppliers. Not applicable to international suppliers.*

- In the [Bank Form](#) section, click [File](#) then Browse or drag and drop files into the [Drop files here](#) box to attach a bank remittance letter.
- The bank remittance letter should include bank name, account name, routing and account numbers, and any additional, relevant banking information.
- Enter an email address, if applicable, in the [Remittance Email](#) field.



# Coupa Supplier Portal – Getting Started

## Create Profile – Remit-To Address

- In the [Remit-To Addresses](#) section, click the [Add Remit-To](#) button then [Choose](#) to select the existing remit-to address.

*Note: New suppliers will not have a remit-to address to choose from and will have to create a new remit-to address.*

- To create a new remit-to address click the [Create New Remit-To Address](#) button OR, if profile creation is complete, click [Submit for Approval](#).

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**

Update Existing Remit to Information

Please activate or deactivate an existing remit to address listed below

Validation Results None

**Choose Remit-To Address**

This customer requires you to choose a Remit-To Address that includes payment information.

Choose existing or create new Remit-To Address:

902, Hedge Street Post park, 1122 Road New York, 42202 United States United States	Bank Account (Swift Bank)	<b>Choose</b>
--	------------------------------	---------------

Decline Save **Submit for Approval**

**+ Create New Remit-To Address**

# Coupa Supplier Portal – Getting Started

## Create Profile – Remit-To Address

- On the *Where's your business located* pop up window, enter the *Legal Entity Name* and select the *Country/Region* from the dropdown menu.
- Click *Continue*.

Where's your business located?

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

\* Legal Entity Name

Country/Region

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

Cancel Continue

# Coupa Supplier Portal – Getting Started

## Create Profile – Miscellaneous Information

- On the *Miscellaneous Information* pop up window, enter the *Legal Entity Name* and select the *Country/Region* from the dropdown menu (Canadian Suppliers can enter a *PST/QST Registration Number*).
- Click *Save & Continue*.

Miscellaneous Information

1 2 3 4

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

\* Legal Entity Name JDL Landscape Canada

Country/Region Canada

PST/QST Registration Number

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

Cancel Save & Continue



# Coupa Supplier Portal – Getting Started

## Legal Entity Setup

- On the *Tell your customers about your organization* screen, select the customers that should see your information and enter an invoicing address.
- If the same address will be used as the remit-to and ship from address leave the boxes beneath the address fields checked.
- If a different address will be used for remit-to or ship from, uncheck the appropriate box. Address information for those selections will be added as the set up is completed.

Tell your customers about your organization

Which customers do you want to see this?

- All
- UPS - CRP Supplier 3
- UPS - P035\_30754\_FLDELRA2200\_OL\_OFFICE DEPOT
- UPS QA - P035\_3313610\_TXDALLAPOBOX731\_BEST BUY FOR BUSINESS
- UPS QA - UAT Supplier - Milind

What address do you invoice from?

\* Address Line 1

Address Line 2

\* City

State

\* Postal Code

Country United States

**REQUIRED FOR INVOICING**

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

- Use this address for Remit-To
- Use this for Ship From address

# Coupa Supplier Portal – Getting Started

## Legal Entity Setup

- Enter *Tax ID*, if applicable.

*Note: International suppliers will be required to enter a VAT ID number, if applicable.*

- The *Invoice From Code* is for used only by suppliers transacting business with UPS via cXML. The code must be obtained from UPS and must be entered correctly. It is not required to set up the legal entity.
- Click *Save & Continue* to continue the setup process.

The screenshot shows a web form for legal entity setup. At the top, there is a dropdown menu for 'Country/Region' set to 'Canada'. Below it is a text input field for '\* VAT ID' with a red asterisk, and a checkbox labeled 'I don't have a VAT/GST Number'. The main form has a heading 'What is your Tax ID?' with an information icon. It contains a 'Country' dropdown set to 'United States', a 'Tax ID' text input field, and a checkbox 'I don't have Tax ID Number'. Below this is a link 'Add additional Tax ID'. The 'Miscellaneous' section includes an 'Invoice From Code' text input field with an information icon, and a 'Preferred Language' dropdown set to 'English (US)'. At the bottom right are 'Cancel' and 'Save & Continue' buttons.

# Coupa Supplier Portal – Getting Started

## Legal Entity Setup – US Suppliers Only (*International Suppliers, Next 4 Slides*)

- On the [Where do you want to receive payment?](#) page, select [Address](#) in the [Payment Type](#) field.

*Note: This is a Coupa-related function that does not affect the way suppliers are paid. Banking information is not stored in Coupa.*

- If the remit-to address differs from the invoicing address, click the [Add Remit-To](#) button, complete the required fields, then click [Save & Continue](#).
- The [Deactivate Legal Entity](#) button removes the entity from the user's account.
- Clicking the [Manage](#) button opens a subset of the current page where users can make changes to the customers who can see supplier addresses or to deactivate an invoicing, remit-to, or ship from address.
- Click [Next](#).

Where do you want to receive payment?

1 2 3 4

\* Payment Type Address

What is your Remit-To Address?

Address Line 1 123 Beachside

Address Line 2

City Jacksonville

State FL

Postal Code 32223

Country United States

Cancel Save & Continue

Where do you want to receive payment?

1 2 3 4

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 Account	Remit-To Address	Status
Address	123 Beachside Jacksonville FL 32223 United States	Active

Manage

Deactivate Legal Entity Cancel Next

# Coupa Supplier Portal – Getting Started

## Banking Information – International Suppliers

- On the [Where do you want to receive payment?](#) page, select [Bank Account](#) in the [Payment Type](#) field.

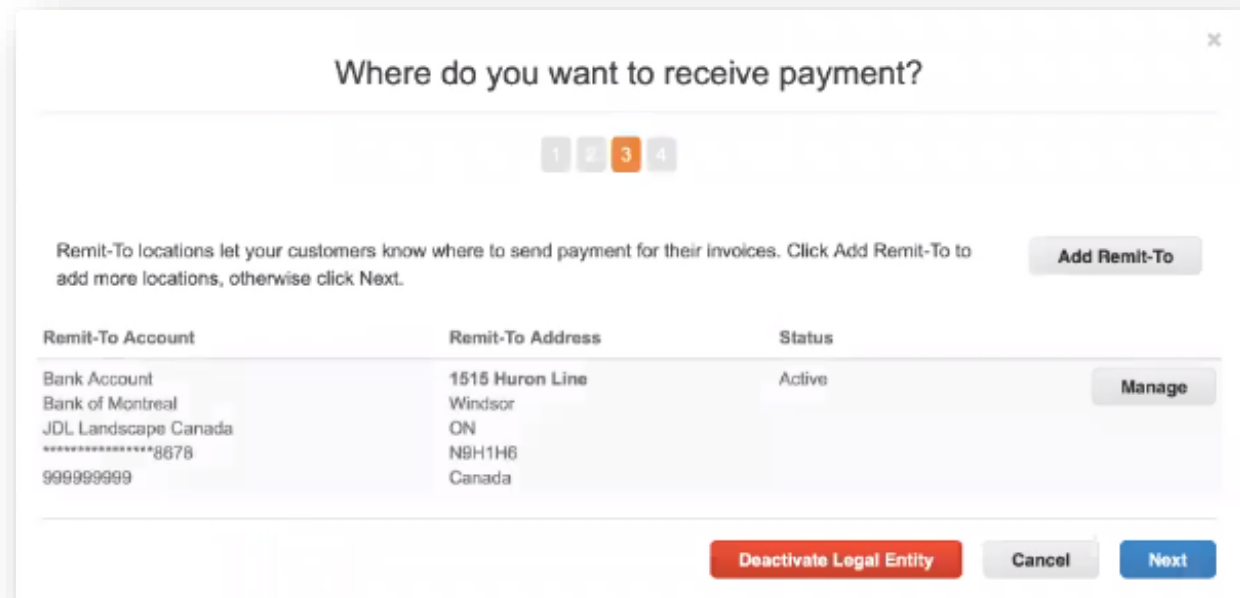
*Note: This is a Coupa-related function that does not affect the way suppliers are paid. Banking information is not stored in Coupa.*

- Complete all applicable fields in the [What are your Bank Account Details?](#) and [What is your Bank's Branch Address?](#) sections.
- Attach supporting documents (i.e. voided check, remittance letter, etc.) by clicking [Choose Files](#) in the [Supporting Documents](#) field and browsing your computer for appropriate files.
- Click [Save & Continue](#).

# Coupa Supplier Portal – Getting Started

## Legal Entity Setup – International Suppliers

- The [Deactivate Legal Entity](#) button removes the entity from the user's account.
- Clicking the [Manage](#) button opens a subset of the current page where users can make changes to the customers who can see supplier addresses or to deactivate an invoicing, remit-to, or ship from address.
- Otherwise, click [Next](#).



Where do you want to receive payment?

1 2 3 4

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 Account	Remit-To Address	Status
Bank Account Bank of Montreal JDL Landscape Canada *****8678 999999999	1515 Huron Line Windsor ON N9H1H6 Canada	Active

Manage

Deactivate Legal Entity Cancel Next

# Coupa Supplier Portal – Getting Started

## Legal Entity Setup – International Suppliers

- Click Add Ship From and enter the appropriate address information if the ship from address differs from the remit-to address.
- Otherwise, click *Done*.

Where do you ship goods from?

1 2 3 4

For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered. [Add Ship From](#)

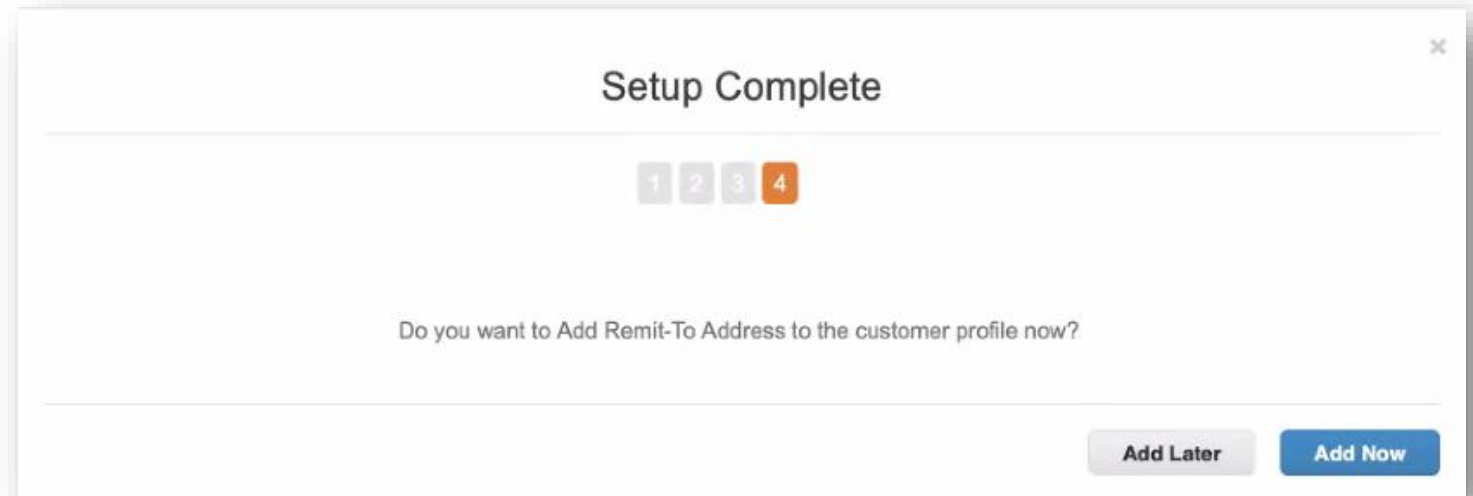
Title	Status	
1515 Huron Line Windsor ON N9H1H6 Canada	Active	<a href="#">Manage</a>

[Deactivate Legal Entity](#) [Done](#)

# Coupa Supplier Portal – Getting Started

## *Legal Entity - Setup Complete*

- Supplier setup is now complete and invoice processing can begin.
- Need assistance? Got questions? Email [supplyline@ups.com](mailto:supplyline@ups.com).



# Coupa Supplier Portal – Getting Started

## Admin

- To access administrative functions, click Setup in menu bar to be redirected to the Admin tab.
- Need assistance? Got questions? Email [supplyline@ups.com](mailto:supplyline@ups.com).

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and 'supplier portal' text. On the right side of the navigation bar, there are links for 'ZIP', 'NOTIFICATIONS 62', and 'HELP'. Below the navigation bar, there is a menu with items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Payments, Business Performance, Sourcing, and Add-ons. A 'Setup' button is highlighted in the menu. Below the menu, there are three tabs: 'Admin' (selected), 'Customer Setup', and 'Connection Requests'. The main content area is titled 'Admin Users' and features an 'Invite User' button. On the left side, there is a sidebar menu with the following items: Users (selected), Merge Requests, Legal Entity Setup, Fiscal Representatives, Remit-To, Terms of Use, Payment Preferences (with a dropdown arrow), Static Discounting, SFTP Accounts, cXML Errors, and SFTP Errors. The main content area displays a table with three columns: 'Users', 'Permissions', and 'Customer Access'. The table contains one row for a user named 'Zip Signs' with the email 'zip.signs.supplier@gmail.com' and 'Status: Active'. An 'Edit' button is located next to the user's name. The 'Permissions' column lists various system functions, and the 'Customer Access' column shows 'UPS'.

Users	Permissions	Customer Access
Zip Signs zip.signs.supplier@gmail.com Status: Active <a href="#">Edit</a>	ASNs Admin Business Performance Catalogs Invoices Order Changes Orders Pay Me Now Payments Profiles Service/Time Sheets Sourcing	UPS



# Coupa Supplier Portal – Getting Started

## Admin – Invite User

- Click the [Invite User](#) button.
- On the [Invite User](#) pop up type the first name, last name and email of the user being invited, in the appropriate fields.
- In the [Permissions](#) section, select access options for the user being invited.

*Note: UPS does not use the Service/Time Sheets, Order Changes, or Pay Me Now functions in the CSP.*

- In the [Customers](#) section, select the customers the invited user will have access to.
- When complete, click [Send Invitation](#) and the user will receive an email inviting him/her to access the CSP.

The screenshot shows the 'Admin Users' page in the Coupa Supplier Portal. The 'Invite User' modal is open, displaying the following fields and options:

- First Name:** [Text Input Field]
- Last Name:** [Text Input Field]
- \* Email:** [Text Input Field]
- 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
  - Pay Me Now
  - Business Performance
  - Sourcing
- Customers:**
  - All
  - UPS - CRP Supplier 3
  - UPS - P035\_30754\_FLDELRA2200\_OL\_OFFICE DEPOT
  - UPS QA - P035\_3313610\_TXDALLAPOBOKA731\_BEST BUY FOR BUSINESS
  - UPS QA - UAT Supplier - Milind

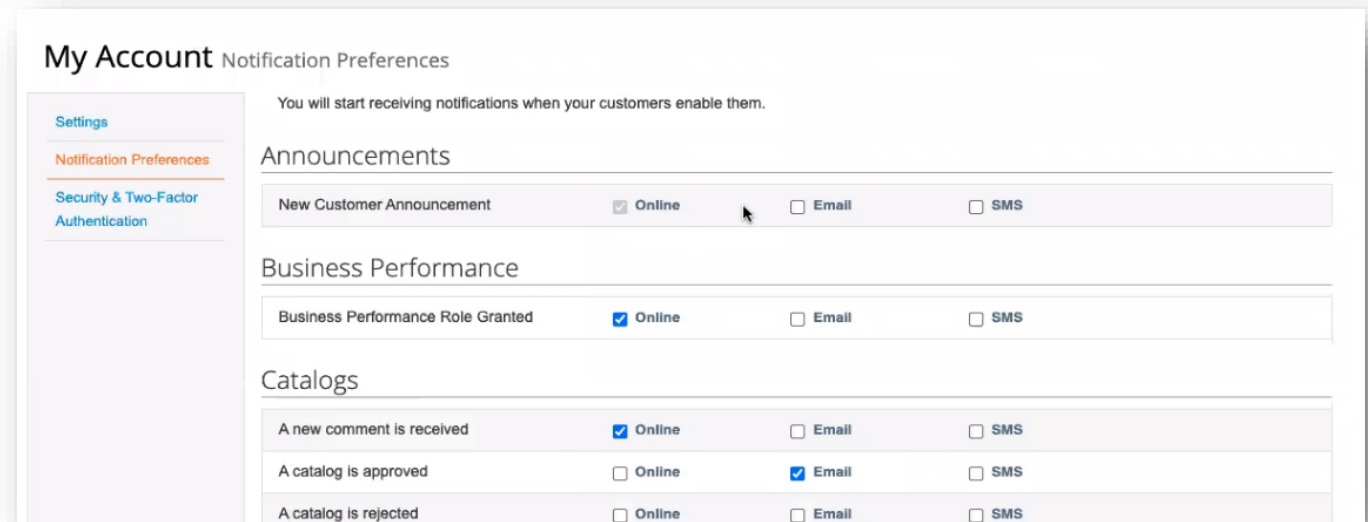
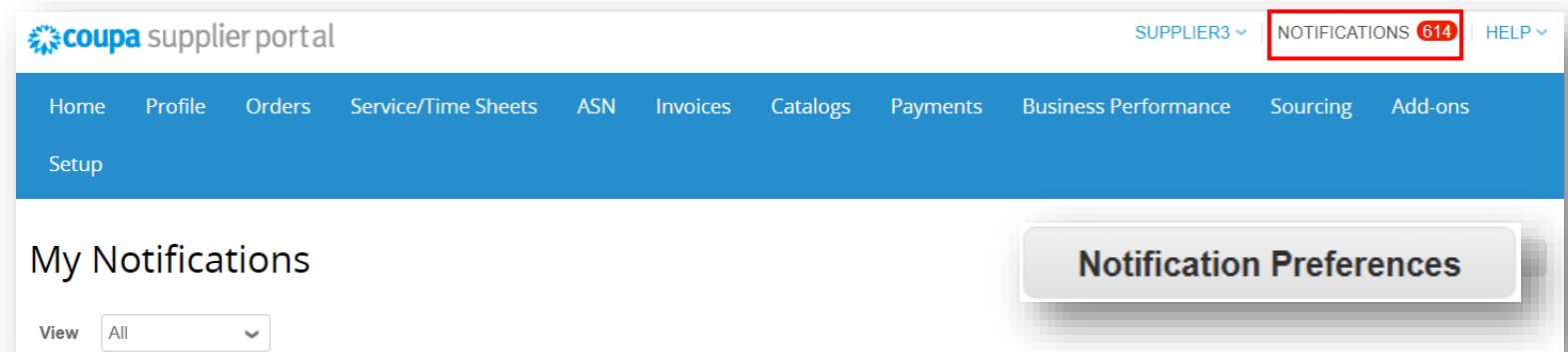
Buttons: Cancel, Send Invitation

# Coupa Supplier Portal – Getting Started

## Notifications Setup

- Select [Notifications](#) in the top right corner to be redirected to the My Notifications screen.
- Click [Notification Preferences](#) to customize supplier notifications.
- Choose how notifications of functions in the CSP are received – Online, Email, or SMS (text).

*Note: Suppliers will be prompted to set up a phone number in My Account settings. Mobile phone verification will be needed; follow prompts to verify number.*



# Coupa Supplier Portal – Getting Started

## Merging Accounts

- If suppliers are already using the CSP, accounts can be merged to eliminate duplication.
- Click the link in the task menu, to the right of the profile summary to access step-by-step instructions for completing the merge process.
- Please have additional customer account information ready to complete the merge.

The screenshot displays the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and the text 'coupa supplier portal'. On the right side of the navigation bar, there are links for 'SUPPLIER3', 'NOTIFICATIONS 613', and 'HELP'. Below the navigation bar, there is a menu with options: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Payments, Business Performance, Sourcing, and Add-ons. A 'Setup' link is also visible below the Home option.

The main content area features a red banner with the text 'Action needed: Complete your profile to get paid faster and get discovered' and a 'Learn More' link. Below this, there is a 'Profile Progress' section showing a progress bar at 16% Complete and a 'Last Updated' section showing '18 days ago'. A blue button labeled 'Improve Your Profile' is located to the right of the progress bar.

The 'Profile Summary' section contains three cards: '6 Legal Entities View', '1 Registered User View', and '4 Connected Customers'. Below these cards, there are four tabs: 'Banking Info', 'Diversity Info', 'Accelerate', and 'Bribery Policy'. A red arrow points from the 'Merge Accounts' section towards the 'Banking Info' tab.

The 'Merge Accounts' section is located on the right side of the page. It contains the text: 'If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers. Not seeing the account you want to merge with? Click here.'



**THANK YOU**