



Coupa Supplier Portal: Getting Started

11/13/2023



Coupa Supplier Portal

Getting started

- [Coupa Supplier Portal \(CSP\) Overview](#)
- [Invitation/Registration](#)
- [Create CSP Account](#)
- [General Information](#)
- [Coupa Verified vs. Free](#)
- [Two-Factor Authentication](#)
- [Create Profile](#)
- [Remit-To Address Entity Setup](#)
- [Remit-To Address](#)
- [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, a 'Recommended' section suggests completing the profile to get paid faster and get discovered, with a 'Learn More' link and an 'Improve Your Profile' button. The 'Profile Progress' section shows a progress bar with four icons, and the 'Last Updated' section shows '5 days ago'. The 'Profile Summary' section features three cards: 'Legal Entities' (2), 'Registered User' (1), and 'Connected Customers' (3). Below these cards are tags for 'Banking Info', 'Diversity', 'Accelerate', and 'Bribery Policy'. The 'UAT Supplier - CA UAT Test' section displays 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, there are sections for 'Announcements', 'One-Click Savings', 'Merge Accounts', and 'Latest Customers'.

Coupa Supplier Portal – Getting Started

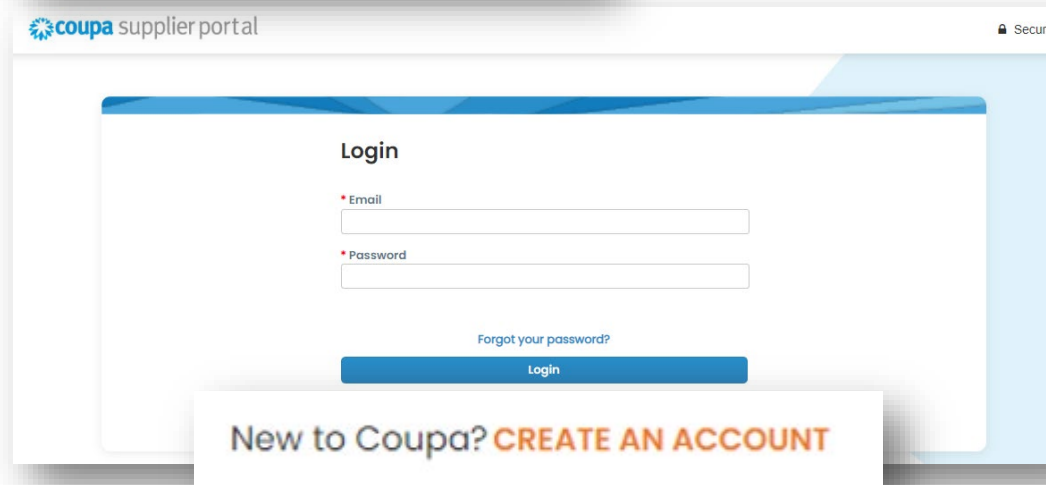
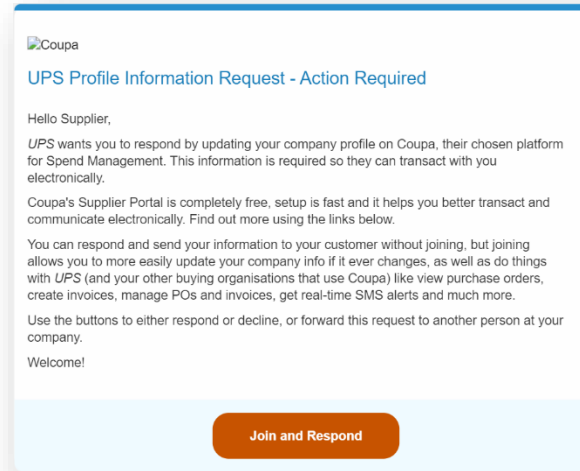
Invitation/Registration

- New and 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, 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).

Note: New CSP users click [Create An Account](#) and complete the registration process. Already have a CSP account? Log in using your current credentials.



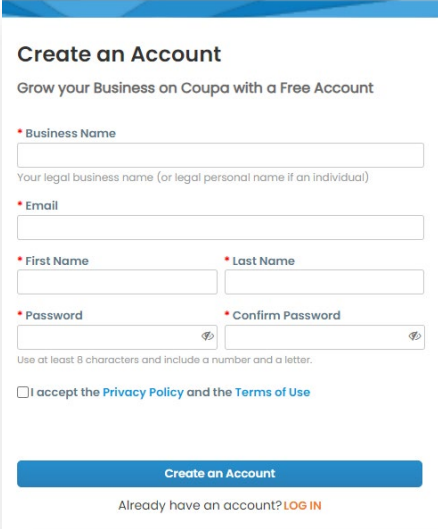
Coupa Supplier Portal – Getting Started

Create CSP Account

1. On the account creation page, complete the required fields, check the box to accept the privacy policy and terms and conditions, and then click [Create an Account](#).
2. Coupa will send a verification code via email. Enter the verification code then click [Next](#).

Note: If the domain needs to be updated for your company, please email supplyline@ups.com.

1



Create an Account
Grow your Business on Coupa with a Free Account

* Business Name

Your legal business name (or legal personal name if an individual)

* Email

* First Name * Last Name

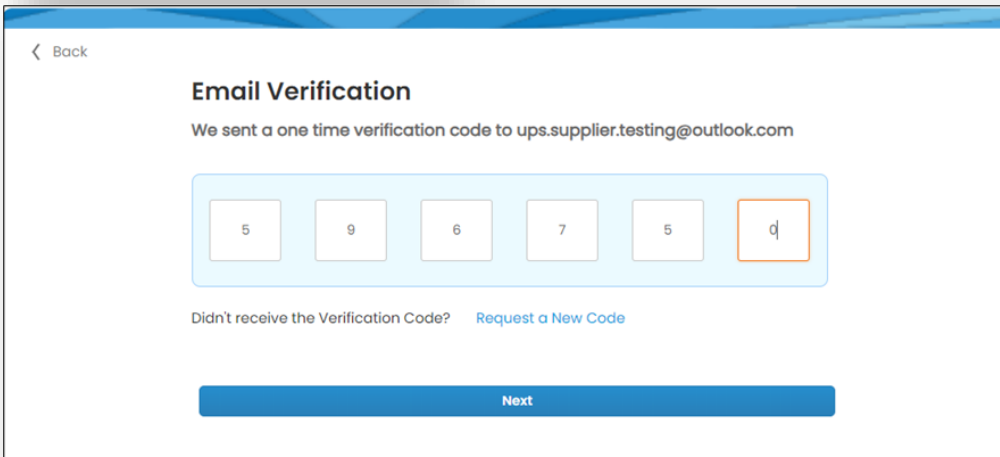
* Password * Confirm Password
Use at least 8 characters and include a number and a letter.

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

Create an Account

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

2



[Back](#)

Email Verification
We sent a one time verification code to ups.supplier.testing@outlook.com

5 9 6 7 5 d

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

Next

Coupa Supplier Portal – Getting Started

General Information (optional)

- Once the new account has been created, Coupa will present suppliers with a series of business-related, general information pages.

Note: The information on these pages will not be used for UPS transactions and completing these forms is optional

- Complete all required fields (if elected), then click [Next](#).
- If not, click [Skip for Now](#) to continue.

The image displays a sequence of five overlapping screenshots from the Coupa Supplier Portal, illustrating the registration process. The screenshots are as follows:

- Identify Your Product Categories:** Shows a back arrow and a close button.
- Get Paid Faster with Early Pay Discounts:** Shows a back arrow, close button, and a small house icon with 'QA' next to it.
- Customize Your Profile:** Shows a back arrow and close button.
- Confirm Invoice-From Location:** Shows a back arrow, close button, and a small house icon with 'QA' next to it.
- Tell Us About Your Business:** Shows a back arrow, close button, and a small house icon with 'QA' next to it. This screenshot displays a form titled "Your Contact Information" with the following fields:
 - * First Name: JOHN
 - * Last Name: JOHNSON
 - * Phone Number: [Empty field]
 - * Country/Region: [Dropdown menu]
 - * Address: [Empty field]
 - * City: [Empty field]
 - State: [Empty field]
 - * Postal Code: [Empty field]At the bottom of the form are two buttons: "Next" (blue) and "Skip for Now" (light blue).

Coupa Supplier Portal – Getting Started

Coupa Verified vs. Free

- Finally, Coupa will present you with an offer to be “Coupa Verified” for a monthly fee.
- UPS DOES NOT recommend paying for Coupa verification.
- Suppliers can create and update their profiles using Coupa’s free services.
- Click the “X” in the upper right corner of the dialogue box to exit the screen and return to the profile setup.

Get Verified to Grow Your Business
Verified profiles appear at the top of search results.

	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 ⓘ	✓	✗

Continue with Coupa Verified (46 USD per month) | **Continue with Free** (free forever)

Coupa Supplier Portal – Getting Started

Two-Factor Authentication

- Suppliers must complete the Two-factor authentication process by using an authenticator app or verifying a code received via text to a mobile number.
- Hover the cursor over your name in the upper right corner then select [Account Settings](#) and [Security & Multi Factor Authentication](#).
- In the [Multi Factor Authentication App](#) pop-up window, click [Cancel](#) to receive a code via text message or download an authenticator please app, click [Enable](#), and follow the additional steps.

The screenshot displays the Coupa Supplier Portal interface. At the top, the user's name 'JOHN' is visible, along with 'NOTIFICATIONS' and 'HELP' links. A navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', and 'Business Performance'. A dropdown menu is open under the user's name, showing 'Account Settings', 'Notification Preferences', and 'Log Out'. The 'My Account Settings' section is active, with 'Security & Multi Factor Authentication' highlighted. Below this, the 'User Details' section shows 'First Name' as 'JOHN' and 'Last Name' as 'BROOK'. A pop-up window titled 'Multi Factor Authentication App' is overlaid, providing instructions for setup. It includes a QR code and a security key: 'EQRSIFN4X46PCGV4PQ C3V3XTMTKKPAGL'. The pop-up has 'Cancel' and 'Enable' buttons at the bottom.

Coupa Supplier Portal – Getting Started

Two-Factor Authentication

- To complete two-factor authentication via code received through SMS on mobile number please *Enable* the Via SMS option.
- Supplier can refer the below PDF to review the Two-factor authentication process in detail.



Adobe Acrobat
Document

A screenshot of the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The user is logged in as 'JOHN' with a notification bell icon and a 'HELP' dropdown. The main content area is titled 'My Account Security & Multi Factor Authentication'. On the left, a sidebar menu shows 'Settings', 'Notification Preferences', and 'Security & Multi Factor Authentication' (highlighted in orange). The main content area is titled 'Multi Factor Authentication' and contains two sections: 'Via Authenticator App Disabled' and 'Via SMS Disabled'. The 'Via SMS Disabled' section has an 'Enable' checkbox highlighted with a red box. A red arrow points from the 'Enable' checkbox in the screenshot to the first bullet point in the text on the left.

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.

Note: Be sure to select the correct UPS-associated vendor profile from the Profile dropdown.

The screenshot displays the 'Coupa supplier portal' interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Payments', and 'Business Performance'. Below this, a secondary navigation bar shows 'Sourcing', 'Add-ons', and 'Setup'. The main content area is titled 'Your Profile' and has a sub-tab 'Information Requests' selected. The profile name 'UPS' is shown at the top right, with a dropdown menu labeled 'Profile' set to 'UPS'. A yellow notification banner states: 'We have auto-filled some information from your Public Profile.' Below this, a section titled 'Supplier Information' contains a link 'New Supplier Onboarding - Test Form'. The main form is titled 'Supplier Information Request Form' and includes the instruction 'Please provide the requested information below.' The 'Company Information' section contains a dropdown for 'Supplier Country' set to 'United States' and a field for 'Tax Reporting Name' set to 'New Supplier Onboarding -'. A note below this field reads: 'Enter the company name as it appears on your official tax document or as registered with the local tax authority.' Other fields include 'Doing Business As Name' and 'Business Entity Type' set to 'Select'.

Coupa Supplier Portal – Getting Started

Create Profile - Suppliers Working a UPS Facility

- If “Yes” is selected in the *Supplier working in a UPS facility* field, a certificate of insurance must be attached to the profile

Note to Canadian suppliers: Depending on the region/country of operation, attachment of up to three (3) certificates of insurance may be required and the attachment fields will appear in sequential order (i.e. Certificate of Insurance – 1, Certificate of Insurance -2, Certificate of Insurance – 3)

The screenshot shows a web form with the following fields:

- * Business Entity Type**: A dropdown menu with "CORPORATION" selected and "(CORPORATION)" displayed below it.
- * Supplier working in a UPS facility**: A dropdown menu with "Yes" selected. This field is highlighted with a red box, and a red arrow points from the text above to it.
- COI is mandatory for supplier working on UPS facility
- Certificate of Insurance**: A section containing:
 - Type**: A dropdown menu with "Select an Option" selected.
 - Effective Date**: A date input field with the format "mm/dd/yy" and a calendar icon.
 - Expiration Date**: A date input field with the format "mm/dd/yy" and a calendar icon.
 - Attachments**: A link labeled "Add File".

Coupa Supplier Portal – Getting Started

Primary Address

- In the Primary Address section, complete the required fields.

*Note: Although they are not marked with an asterisk, the **Country/Region** and **State Region** fields are mandatory*

Note: If the primary address and remit-to are the same, please be sure to enter the address the same way in BOTH the Primary Address and Remit-To Address (page 19) sections

*** Primary Address**

Address Purpose ⓘ

*** Region**

Country/Region ▾

State Region ▾

State ISO Code

Address Name

*** Street Address**

Street Address 2

Street Address 3

Street Address 4

*** City**

*** Postal Code**

Location Code

Country/Region, State Region, Street Address, City, Postal Code are mandatory to be filled

Coupa Supplier Portal – Getting Started

Create Profile – Supplier’s Primary Contact

- In the [Supplier’s 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

* Supplier's Primary Contact

* First Name

* Last Name

* Email address

Mobile Phone

* Work Phone

Country/RegionArea/City Local Extension (optional)

Contact Purpose

Federal Reportable?

Select if the above address is Federal Reportable. Only one address per vendor should be selected as Federal Reportable.

DUNS Number

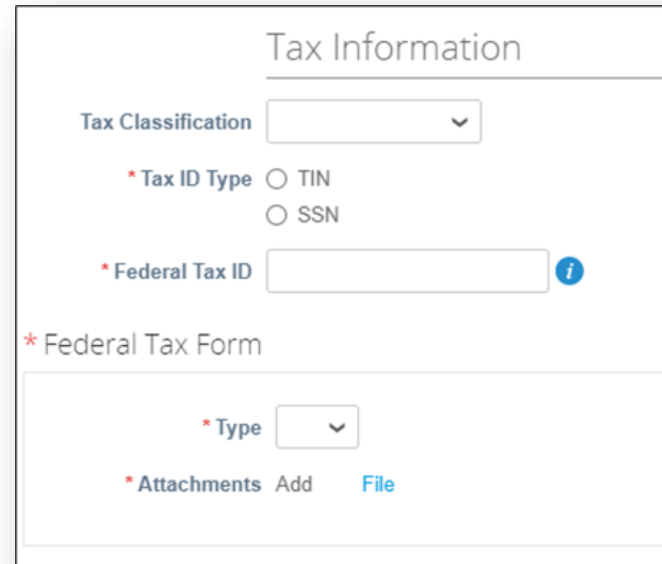
* Preferred Currency

* PO Email

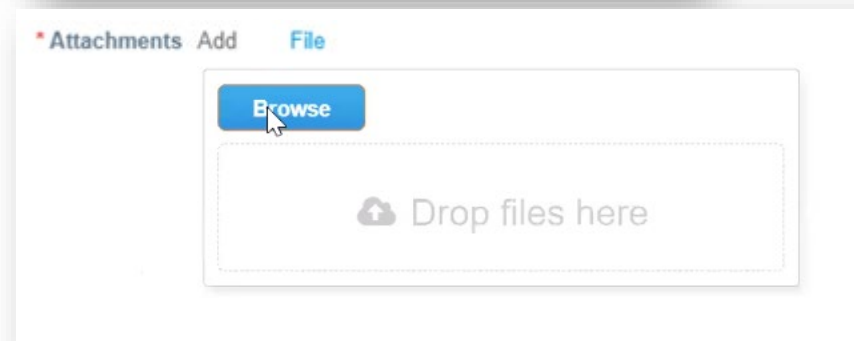
Coupa Supplier Portal – Getting Started

Create Profile – Tax Information

- In the [Tax Information](#) section, enter all applicable tax information.
- 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. It includes a 'Tax Classification' dropdown menu, a 'Tax ID Type' section with radio buttons for 'TIN' and 'SSN', and a 'Federal Tax ID' text input field with an information icon. Below this is the 'Federal Tax Form' section, which has a 'Type' dropdown menu and an 'Attachments' section with 'Add' and 'File' links.

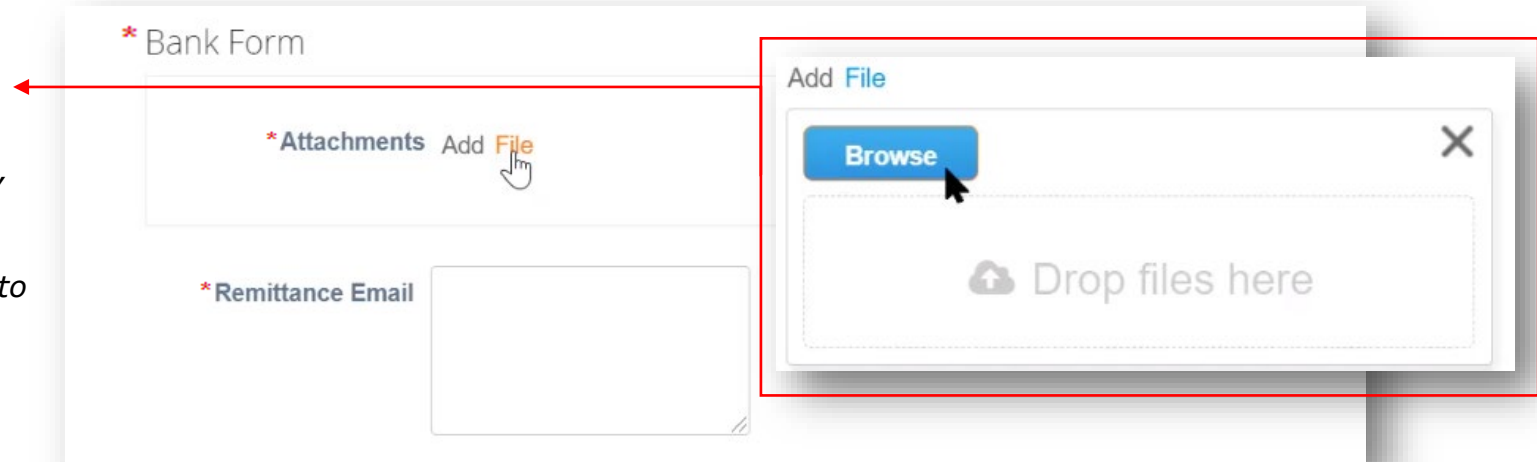


The screenshot shows the file upload interface. It features a 'Browse' button and a 'Drop files here' area with a cloud icon. The 'Attachments' section is visible at the top, with 'Add' and 'File' links.

Coupa Supplier Portal – Getting Started

Create Profile – Bank Form

- In the [Bank Form](#) section, click [File](#) then Browse or drag and drop files into the [Drop files here](#) box to attach supporting banking documents (e.g. bank letterhead, a voided check, etc.).
- *Note: Supporting documents must include bank name, account name, routing and account numbers, and any additional, relevant banking information.*
- *Note: Suppliers who select payment by check need to attach their W-9 form here.*
- Enter the email address where payment information should be received 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

Decline Save **Submit for Approval**

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)

Choose

+ 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.

Coupa Supplier Portal – Getting Started

Remit-To Address Setup

- On the *Tell your customers about your organization* screen, select the customers that should see your information and enter an invoicing address.
- In the *What address do you invoice from* section, complete the required fields
- If the same address will be used as the remit-to and ship-from address leave the boxes beneath the address fields checked.

Note: If the primary address and remit-to are the same, please be sure to enter the address the same way in BOTH the Primary Address (page 10) and Remit-To Address sections

Note: Although not marked with an asterisk the State field is a mandatory field

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/Region 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

Remit-To Address Setup

- Enter [Tax ID](#), if applicable.
- The [Invoice From Code](#) is for use 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 remit-to address.
- Click [Save & Continue](#) to continue the setup process.

The screenshot shows a web form titled "What is your Tax ID?". It includes a "Country" dropdown menu set to "United States", a "Tax ID" text input field, and a checkbox labeled "I don't have Tax ID Number". Below these fields is a link "Add additional Tax ID". The form also has a "Miscellaneous" section with an "Invoice From Code" text input field and a "Preferred Language" dropdown menu set to "English (US)". At the bottom right, there are "Cancel" and "Save & Continue" buttons.

Coupa Supplier Portal – Getting Started

Remit-To Address Setup

- On the [Where do you want to receive payment?](#) page, in the *Payment Type* field, select *Bank Account* if payment to a bank is preferred. Select *Address* if payment by check is preferred.

Note: Banking information is not stored in Coupa.

- Click [Save & Continue](#).

Where do you want to receive payment?

1 2 3 4

* Payment Type Bank Account

Address

Bank Account

Virtual Card

What are your Bank Account details? *i*

Bank Account Country/Region: United States

State: Select an Option

Bank Account Currency: USD

Beneficiary Name: SUPPLIER TESTING UPS

Bank Name:

Account Number: *i*

Confirm Account Number:

ACH Routing Number: *i*

Wire Routing Number: *i*

SWIFT/BIC Code: *i*

My bank does not have a BIC code

Branch Code:

Bank Account Type: Business

Supporting Documents Choose Files No file chosen *i*

Coupa Supplier Portal – Getting Started

Remit-To Address Setup

- Verify the account and address information is correct.
- Click *Next*.
- Then click *Done*.

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

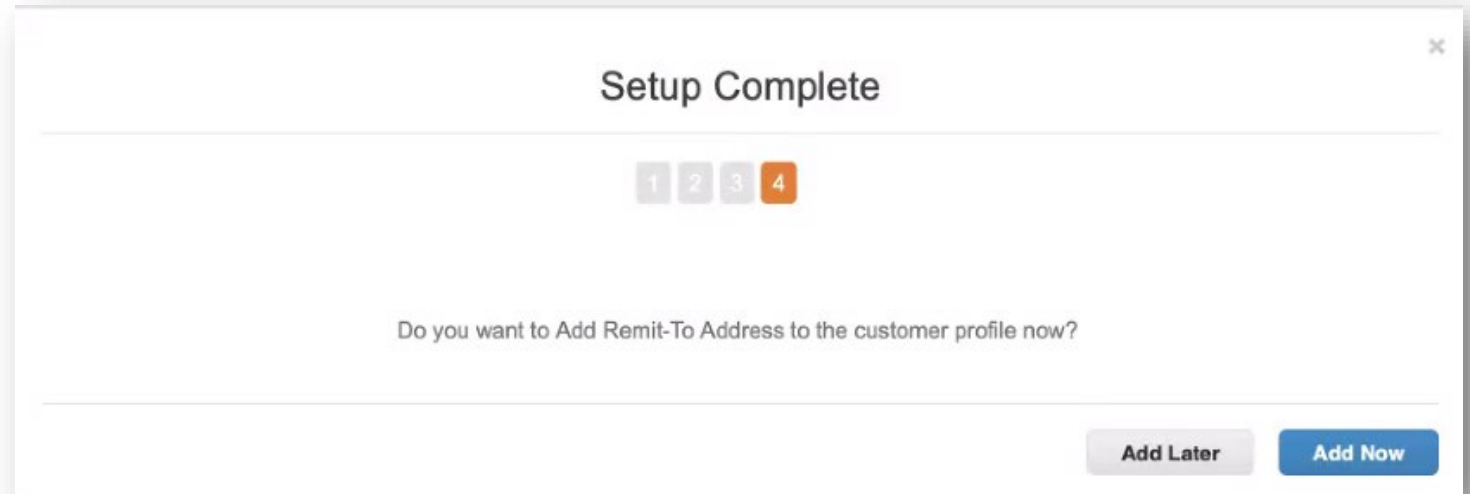
Deactivate Legal Entity Cancel **Next**

Deactivate Legal Entity **Done**

Coupa Supplier Portal – Getting Started

Remit-To Address Setup - Setup Complete

- Supplier setup is now complete and invoice processing can begin.
- To add the remit-to address to the customer profile, click the [Add Now](#) button and see the next slides, if applicable.



Coupa Supplier Portal – Getting Started

Remit-To Address

- Verify the Remit-To address. If the Remit-To address is correct, select the **Account Type** (checking, EDI, or savings) from the dropdown menu.

Note: If the Remit-To address is incorrect, click the red "X" in the upper right corner to delete it. Follow the steps beginning on page 16 to create a new one.

- Scroll to the bottom of the page

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

* Remit-To Address

* Account Currency: USD

* Street Address: 9334 Dovewood Ct

Street Address 2: []

* Postal Code: 95662

* City: Orangevale

* Region: United States

Country/Region: United States

State Region: Florida - FL

State ISO Code: US-FL

Country/Region & State Region are mandatory to be filled

* Beneficiary Name: ABC DEMO

Beneficiary Name represents Supplier Bank Account Name

* Account Type: Select

* Bank Account Number: *****487

* Bank Routing Number: *****021

Bank Address: []

Bank City: []

Bank Postal Code: []

Bank State or Region: FL

* Bank Country/Region: United States

Active: Active

* Beneficiary Name: ABC DEMO

Beneficiary Name represents Supplier Bank Account Name

* Account Type: Select

* Bank Account Number: []

* Bank Routing Number: []

Bank Address: []

Checking (Checking)

EDI (EDI)

Savings (Savings)

Coupa Supplier Portal – Getting Started

Remit-To Address Setup

- Review the [GIC/PO Terms and Conditions](#)
- If agreeable, check the box next to GIC/PO Terms & Conditions Flag and click [Submit for Approval](#)

Update Existing Remit to Information

Please activate or deactivate an existing remit to address listed below

Validation Results None

GIC / PO Terms and Conditions

*By submitting this onboarding form, I (Supplier) am entering into an agreement with UPS. If Supplier and UPS have entered into an existing agreement that covers the subject matter of the goods and/or services being provided by Supplier ("Existing Agreement"), then the Existing Agreement will govern the subject matter of the goods and/or services provided by Supplier and Existing Agreement will supersede the UPS Terms & Conditions found under the URL below. If the Supplier and UPS do not have an Existing Agreement, then the UPS Terms & Conditions will Govern the subject matter of this transition. Business conduct and terms and conditions (ups.com)
Click below URL

UPS GIC / PO Terms and Conditions URL <https://about.ups.com/us/en/our-compan...>

* GIC / PO Terms & Conditions Flag

You must check this box - GIC / PO Terms & Conditions Flag

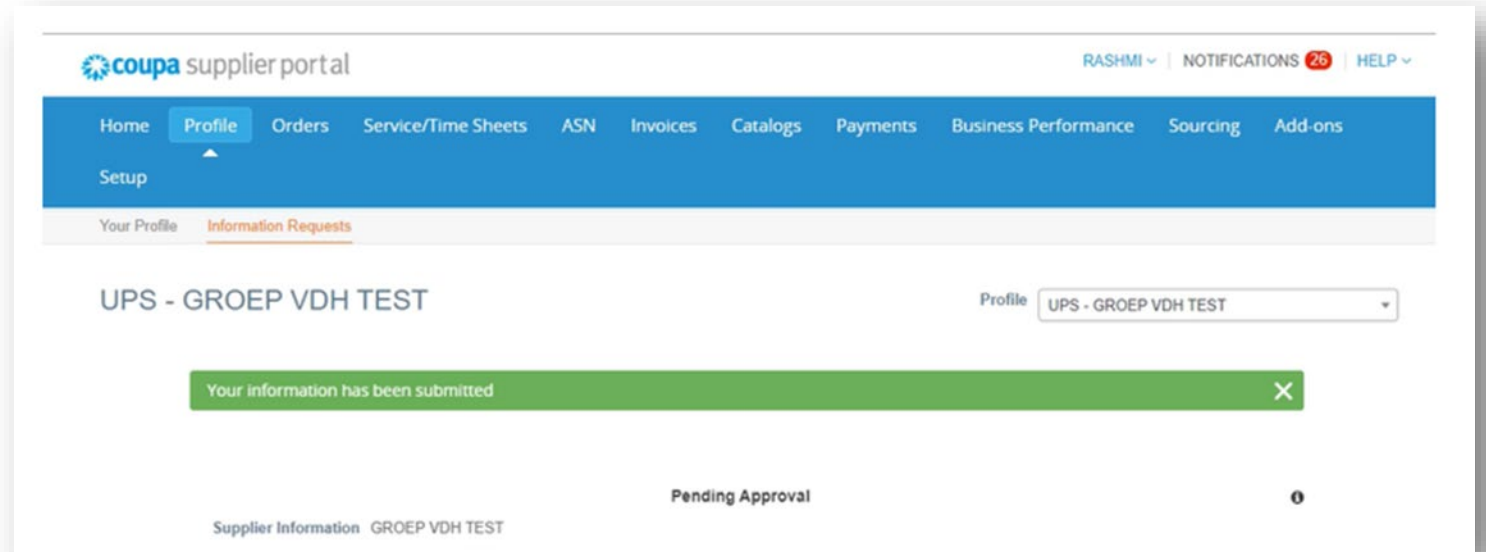
By submitting this onboarding form, I warrant and represent that I am duly authorized and providing consent to Equifax to furnish my consumer report to UPS and providing consent to UPS to use my consumer report for the purpose of validating the address, tax and banking information provided in the onboarding form.

Decline Save **Submit for Approval**

Coupa Supplier Portal – Getting Started

Remit-To Address Setup

- Once submitted, a green banner will appear and the new or updated remit-to address will be pending approval by UPS
- Need assistance? Got questions? Email 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.

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 options: 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 options: 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 Edit	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]
- Last Name:** [Text Input]
- * Email:** [Text Input]
- 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_TXDALLAPOB...
 - UPS QA - UAT Supplier - Milind

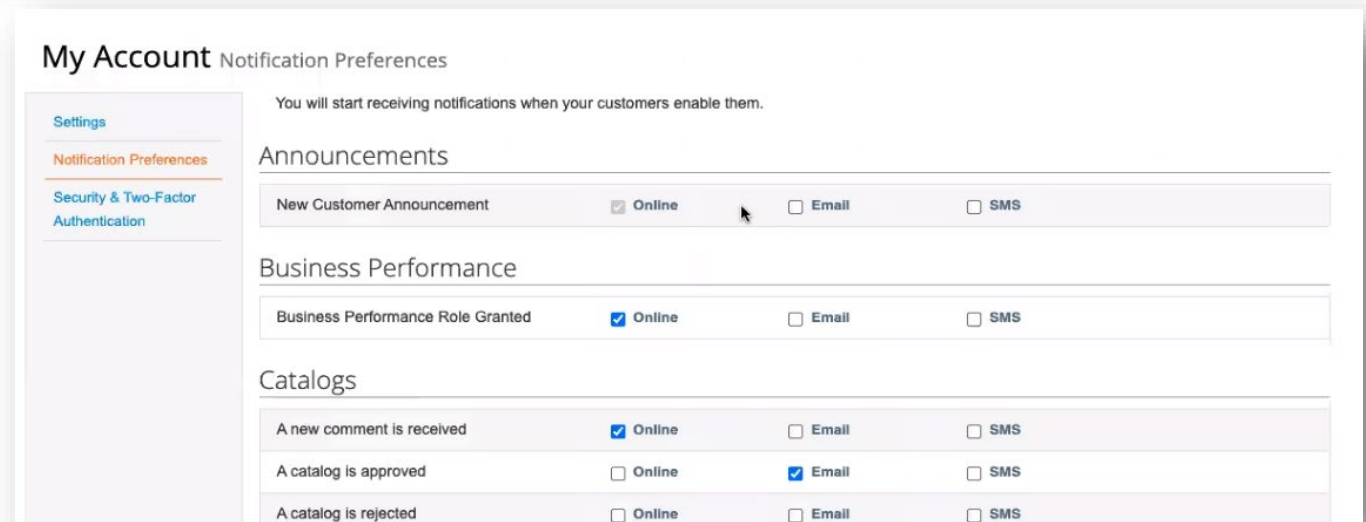
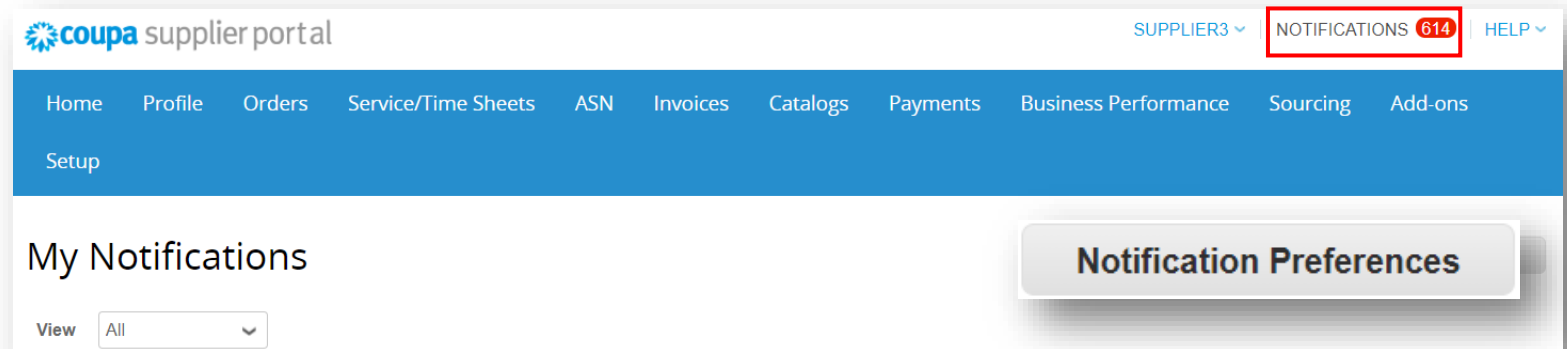
Buttons: [Cancel](#) and [Send Invitation](#)

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, the logo "coupa supplier portal" is on the left, and "SUPPLIER3" with a dropdown arrow, "NOTIFICATIONS 613", and "HELP" with a dropdown arrow are on the right. A blue navigation bar contains the following menu items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Payments, Business Performance, Sourcing, and Add-ons. Below the navigation bar, a red banner reads "Action needed: Complete your profile to get paid faster and get discovered" with a "Learn More" link. Underneath, a "Profile Progress" section shows a progress bar at 16% Complete and "Last Updated" 18 days ago, with an "Improve Your Profile" button. The "Profile Summary" section features three cards: "6 Legal Entities" with a "View" link, "1 Registered User" with a "View" link, and "4 Connected Customers". Below these are four tabs: "Banking Info", "Diversity Info", "Accelerate", and "Bribery Policy". The "CRP Supplier 3" section is partially visible at the bottom. On the right side, there are three sections: "Announcements" with a "View All (1)" link and an "ATTENTION: (UPS QA)" notice; "One-Click Savings" with a "View All" link and a "Start saving today!" notice; and "Merge Accounts" with explanatory text and a "Click here" link. A large red arrow points from the "Merge Accounts" section towards the right.



Thank you for being a valued partner.