



How to Register on the Coupa Supplier Portal

April 2024

Contents

1. Course Outline
2. How To Register On Coupa Supplier Portal
3. Forwarding A Coupa Supplier Portal Invite
4. Coupa Supplier Portal Homepage



01

Course Outline

Description

This course explains how to register on the Coupa Supplier Portal (CSP) and forward an invite to register.

Objectives

After completing this course, you will be able to:

1. Register on the CSP
2. Forward CSP invite
3. Understand home page navigation



02

How to register on
the Coupa
Supplier Portal

Registering on the CSP

Suppliers will receive an email prompting them to register.

Process Steps:

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

 Action Required – EDF Renewables (Pty) Ltd Registration Instructions

Powered by 

Dear Valued Supplier,

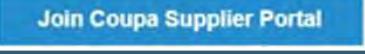
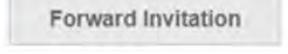
EDF Renewables needs you to register on Coupa our new spend management system deployed to improve our end-to-end procurement process. Coupa is free for suppliers and will help you to better transact and communicate with us. After registration you can manage EDF Renewables purchase orders, enquire about invoices, get real-time alerts and much more.

For more information, please visit the supplier page on our EDF Renewables website (www.edf-re.co.za/registered-suppliers)

Registration takes less than 5 minutes to complete, just click the “Join Coupa Supplier Portal” button or alternatively click “Forward this invitation” to send the invite to the relevant person in your company.

We look forward to collaborating more effectively with you on Coupa and we cannot wait to hear your feedback on this best-in class procurement system.

Daisy Mogaila
EDF Renewables (Pty) Ltd

 1 

Registering on the CSP

Suppliers will receive an email prompting them to register.

Process Steps:

2 Clicking on the link will take you to a page to complete a CSP account creation. You will notice that the **“Business name, Email, First Name and Last Name”** fields will already be pre-populated.

3 Create a password and confirm the password
* Password must be 8 characters and include a number and letter

4 Check **“I accept the Privacy Policy and Terms of Use”** box.

5 Click on **“Create an Account”** to complete registration and access the CSP.

Note: If you are already on Coupa with other customers click on log in

Create an Account

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

2

* Business Name
Amazon.com
Your legal business name (or legal personal name if an individual)

* Email
edfcoupatesting+am@gmail.com

* First Name * Last Name
Allison Livingston

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

3

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

4

5

Create an Account

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



03

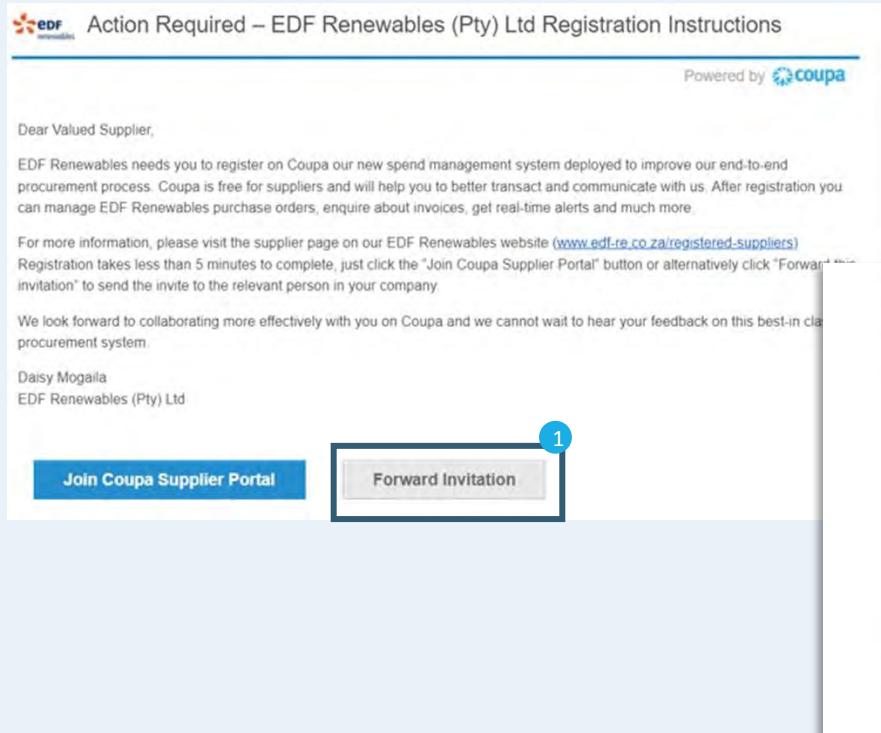
Forwarding A Coupa Supplier Portal Invite

Forwarding a CSP Invite

If you are not the correct recipient of the invite, they can forward it to the correct recipient within their organisation.

Process Steps:

- 1 Click on “Forward this invitation” (located at the bottom right-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 “forward” to send the invitation to the correct recipient in your organisation.



Forward This Invitation

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

* Email 2

Forward 3

Having an issue with signup?



04

Coupa Supplier Portal Homepage

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."

Congratulations you have completed the Coupa supplier portal registration and are ready to transact with EDFR!

The screenshot shows the 'Welcome to Coupa Supplier Portal' screen. At the top right is a close button (X). Below the title are six boxes, each containing a checked checkbox and a description: 'Create Invoices & Get Status Updates', 'Update Profile & Payment Info', 'View & Respond to Purchase Orders', 'Create Time Sheets & ASNs Against Orders', 'Host & Manage Catalogues', and 'Get Real-Time SMS & Email Notifications'. At the bottom left is a 'Skip' button. In the bottom right corner, there is a blue button labeled 'Next' with a white '1' above it, indicating the current step of the tour. The Coupa logo is prominently displayed in the center of the screen.

The CSP Home Page

Welcome to the CSP home page! The only 4 sections that you will be using to transact with EDFR are highlighted below.

Process Steps:

1 Notifications

Allows you to set up your notification preferences

2 Orders

Contains a view of all your purchase orders from your customer

3 Invoices

Contains a view of all your created invoices and credit notes

4 Setup

Allows you to set up the following :

- Create users
- Set up legal entities
- Merge accounts
- Add remit to

The CSP Profile

You can complete your public profile to get discovered by buyers on Coupa for potential business!

Process Steps:

1 Profile

Allows you to complete your profile and information requests

2 Profile information

Allows you to complete the following :

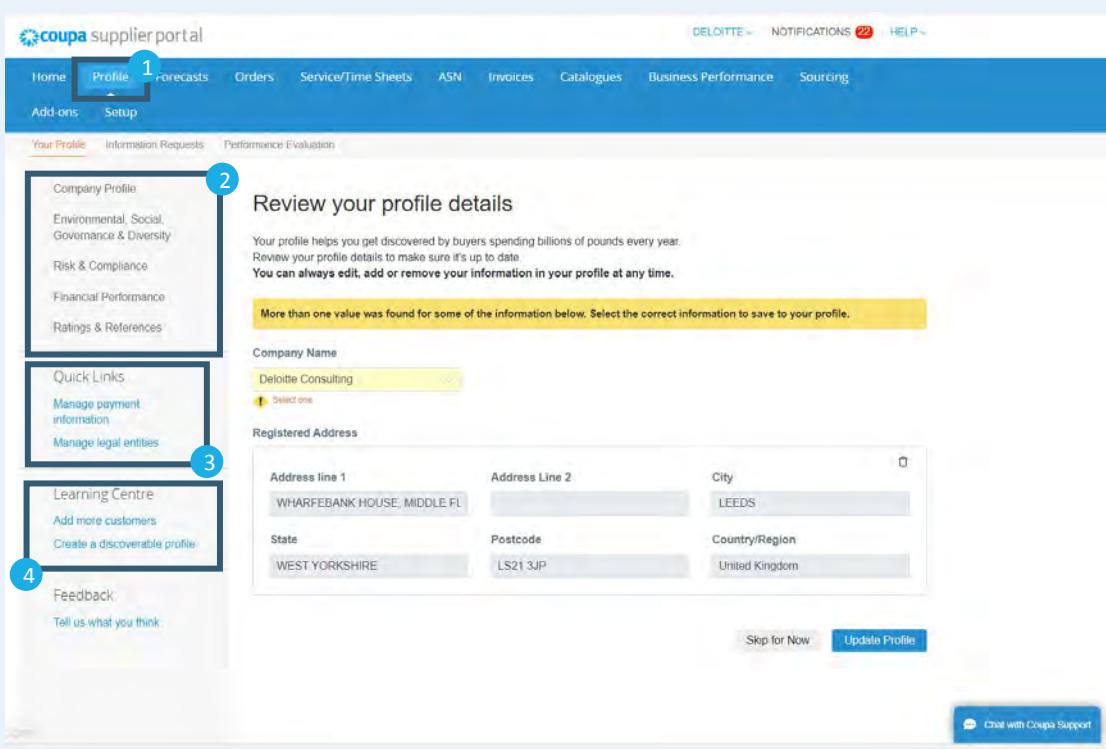
- Company Profile
- Environmental, Social, Governance & Diversity information

3 Quick Links

Access to manage payment information and legal entities

4 Learning Centre

Access to learning content



The screenshot shows the Coupa Supplier Portal profile page. At the top, there is a navigation bar with links for Home, Profile (highlighted with a blue box and circled 1), Forecasts, Orders, Service/Time Sheets, ASN, Invoices, Catalogues, Business Performance, and Sourcing. Below the navigation bar, there are tabs for Your Profile, Information Requests, and Performance Evaluation. The main content area is titled 'Review your profile details'. It includes a section for 'Company Profile' with sub-options: Environmental, Social, Governance & Diversity; Risk & Compliance; Financial Performance; and Ratings & References. A callout 2 points to this section. Below this is a 'Quick Links' box containing: Manage payment information, Manage legal entities, Learning Centre, Add more customers, Create a discoverable profile, and Feedback. A callout 3 points to the 'Create a discoverable profile' link. A callout 4 points to the 'Feedback' link. The 'Feedback' section contains the text 'Tell us what you think'. On the right side of the page, there is a 'Company Name' dropdown set to 'Deloitte Consulting' with a note 'Select one'. Below it is a 'Registered Address' section with fields for Address line 1 (WHARFEBANK HOUSE, MIDDLE FL), Address line 2, City (LEEDS), State (WEST YORKSHIRE), Postcode (LS21 3JP), and Country/Region (United Kingdom). At the bottom right are 'Skip for Now' and 'Update Profile' buttons. A 'Chat with Coupa Support' button is located at the bottom right. A red note on the right side of the page states: 'This section is not applicable for EDF Renewables.'



Thank you