

How to Register on the Coupa Supplier Portal

April 2024

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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

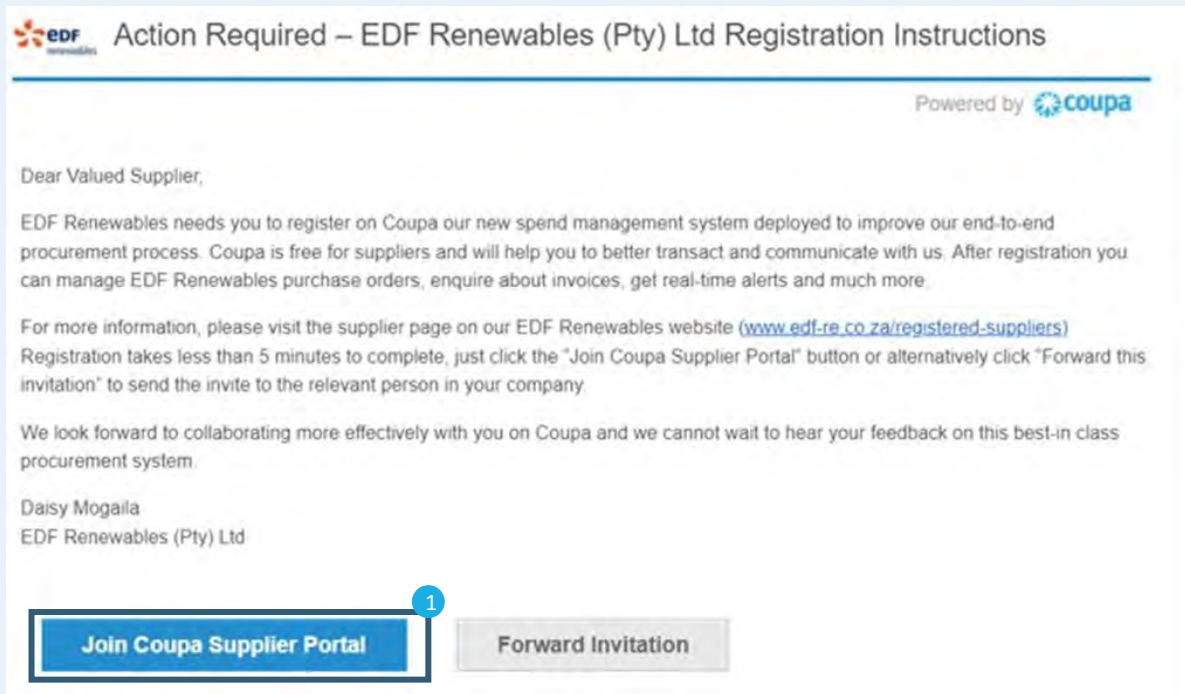
How to register on the Coupa Supplier Portal

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.



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.

The screenshot shows a registration form titled 'Create an Account'. It contains the following fields and elements:

- Business Name:** A text field containing 'Amazon.com'. A blue circle with the number '2' is next to it.
- Email:** A text field containing 'edfcoupatesting+am@gmail.com'.
- First Name:** A text field containing 'Allison'.
- Last Name:** A text field containing 'Livingston'.
- Password:** A text field with a password strength indicator icon.
- Confirm Password:** A text field with a password strength indicator icon.
- Acceptance:** A checkbox labeled 'I accept the Privacy Policy and the Terms of Use'.
- Create an Account:** A large blue button.
- Footer:** Text that says 'Already have an account? LOG IN'.

Numbered callouts on the form:

- 2: Points to the Business Name field.
- 3: Points to the Password and Confirm Password fields.
- 4: Points to the 'I accept the Privacy Policy and the Terms of Use' checkbox.
- 5: Points to the 'Create an Account' button.

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.

 **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

[Join Coupa Supplier Portal](#) [Forward Invitation](#)

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

[Forward](#)

[Having an issue with signup?](#)

04

Coupa Supplier Portal Homepage

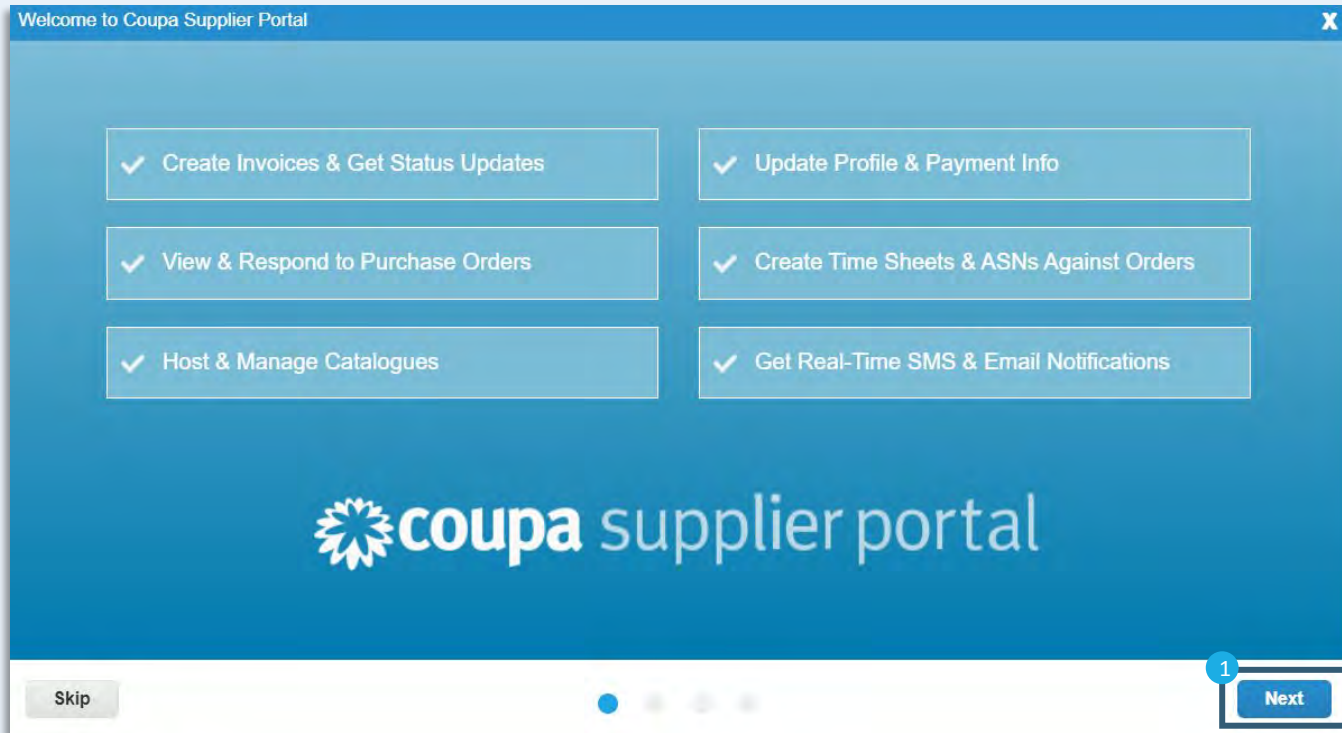
The CSP Home Page

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 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

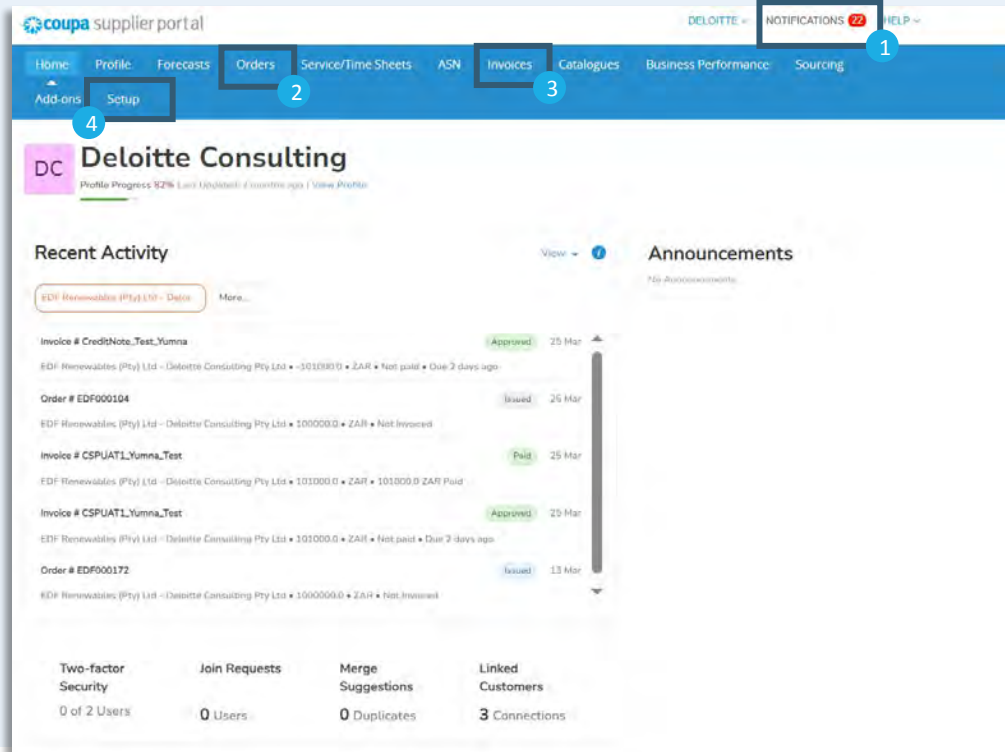
Contains a view of all your created invoices and credit notes

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 'Your Profile' page in the Coupa Supplier Portal. The sidebar on the left contains the following links: Company Profile, Environmental, Social, Governance & Diversity, Risk & Compliance, Financial Performance, Ratings & References, Quick Links, and Learning Centre. The main content area is titled 'Review your profile details' and contains a form for updating profile information. The form includes a yellow warning message: 'More than one value was found for some of the information below. Select the correct information to save to your profile.' The form fields are: Company Name (Deloitte Consulting), Registered Address (Wharfedale House, Middle Fl, Leeds, West Yorkshire, LS21 3JP, United Kingdom), and buttons for 'Skip for Now' and 'Update Profile'. The page also has a 'Chat with Coupa Support' button at the bottom right.

This section is not applicable for EDF Renewables.



Thank you