

Coupa Supplier Portal

Coupa User Guides





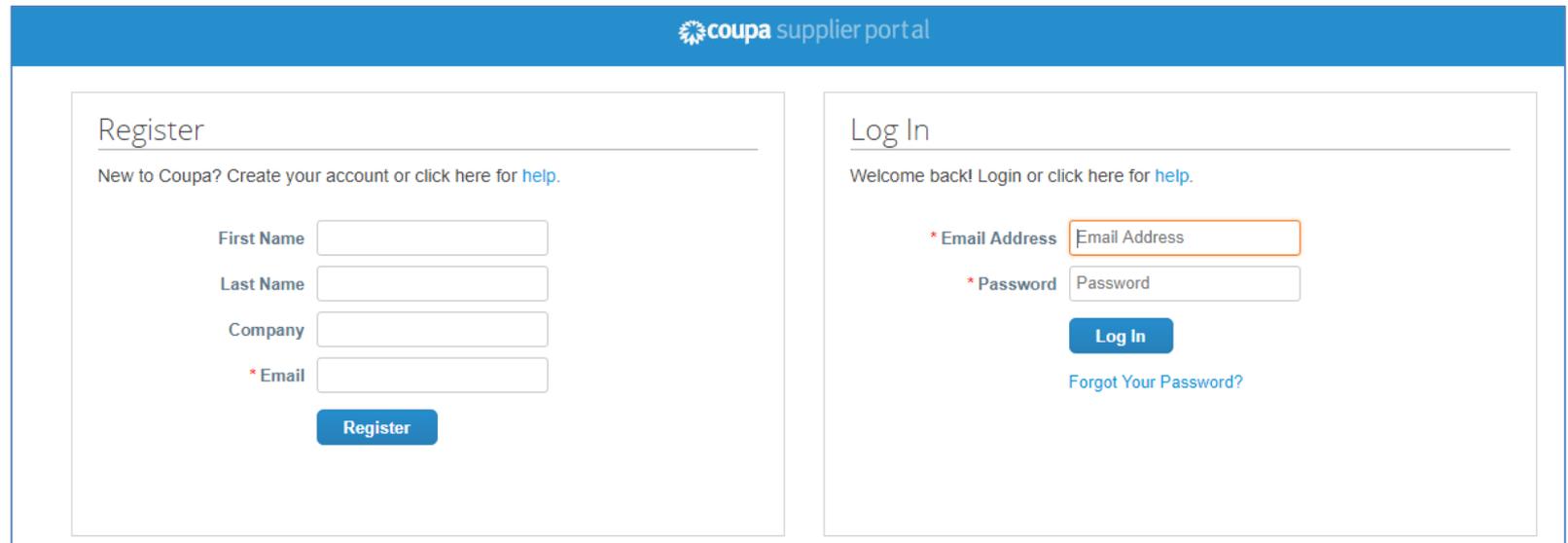
Introduction

The Coupa Supplier Portal is very easy to use. This guide will help you get to know the Supplier Portal, and the benefits it holds for you.

<https://supplier.coupahost.com/>

Registering on the Coupa Supplier Portal

Coupa Supplier Portal Login Page looks like this and once registered the login page is the same:



The screenshot displays the Coupa Supplier Portal interface. At the top, a blue header contains the Coupa logo and the text "coupa supplier portal". Below the header, there are two main sections: "Register" and "Log In".

Register Section:

- Title: Register
- Text: New to Coupa? Create your account or click here for [help](#).
- Form fields: First Name, Last Name, Company, and * Email.
- Button: Register

Log In Section:

- Title: Log In
- Text: Welcome back! Login or click here for [help](#).
- Form fields: * Email Address and * Password.
- Button: Log In
- Text: [Forgot Your Password?](#)

Registering on the Coupa Supplier Portal

When you register, you will be sent an email invitation and it will look something like this:

From: Coupa Supplier Portal <do_not_reply@supplier-test.coupa.com>
Sent: Friday, May 3, 2019 10:16:27 AM
To: |
Subject: Action Required from Cairns Airport Pty Ltd - Click Below to Join Coupa


Action Required from Cairns Airport Pty Ltd - Click Below to Join Coupa

Powered by 

Hello Supplier,

Cairns Airport Pty Ltd wants to connect with you on Coupa. Once registered you can do things with Cairns Airport Pty Ltd (and your other buying organisations that use Coupa) like view purchase orders, create invoices, manage POs and invoices, get real-time SMS alerts and much more.

Coupa's Supplier Portal is completely free and helps you better transact and communicate electronically. Find out more using the links below, and use the buttons to either register or forward this invitation to another person at your company. Welcome!

Carl Mitchell-Turner
Cairns Airport Pty Ltd

[Join Coupa](#) [Forward This](#)

[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





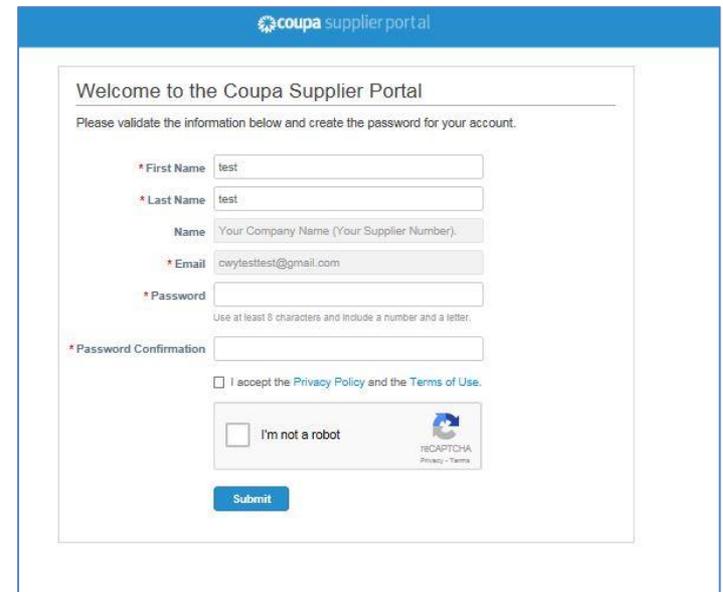
Registering on the Coupa Supplier Portal

Click on the link to confirm your registration, and you will be taken to the Coupa Supplier Portal login page to create your password.

Enter the information required and click “Submit”

Once the password has been created, you will be directed to the Coupa Home Page. There will be a few pop ups along the way – decline these until you are in the home page.

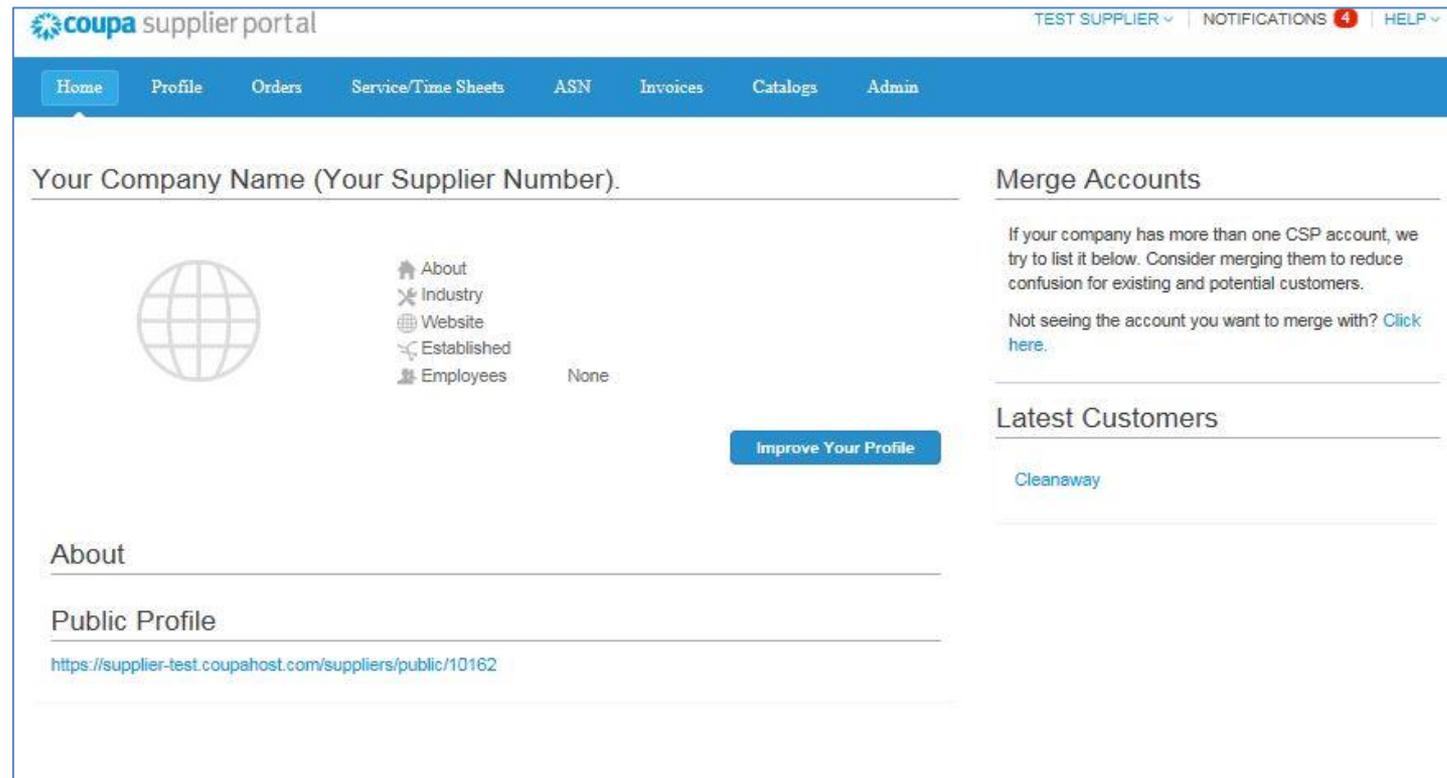
If you ever need to reset your Coupa Supplier Portal account e.g. if your assigned Coupa user leaves your business and you don't know how to sign in to your Coupa Supplier Portal account, you need to be re-invited to register on the Coupa Supplier Portal by Cairns Airport. Please contact our Finance Team at coupa@cairnsairport.com.au.



The screenshot shows the registration page for the Coupa Supplier Portal. The page has a blue header with the Coupa logo and the text "coupa supplier portal". Below the header, there is a white box containing the registration form. The form is titled "Welcome to the Coupa Supplier Portal" and includes the instruction "Please validate the information below and create the password for your account." The form fields are: * First Name (test), * Last Name (test), Name (Your Company Name (Your Supplier Number)), * Email (cwytestest@gmail.com), * Password (with a note: "Use at least 8 characters and include a number and a letter."), and * Password Confirmation. There is a checkbox for "I accept the Privacy Policy and the Terms of Use." and a CAPTCHA section with the text "I'm not a robot" and a "Submit" button.

Coupa Home Page

Once you have successfully signed in, you will be taken to the Coupa Home Page:



The screenshot displays the Coupa Supplier Portal interface. At the top left is the 'coupa supplier portal' logo. On the top right, there are links for 'TEST SUPPLIER', 'NOTIFICATIONS' (with a red notification icon), and 'HELP'. A blue navigation bar contains the following menu items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, and Admin. The main content area is divided into several sections:

- Your Company Name (Your Supplier Number):** This section features a globe icon on the left and a list of profile fields on the right: About, Industry, Website, Established, and Employees. The 'Employees' field is currently set to 'None'. A blue button labeled 'Improve Your Profile' is positioned below the list.
- Merge Accounts:** This section contains a paragraph: '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.' Below this is a link: 'Not seeing the account you want to merge with? [Click here.](#)'
- Latest Customers:** This section currently shows a single customer entry: 'Cleanaway'.
- About:** A section header with a horizontal line below it.
- Public Profile:** A section header with a horizontal line below it, followed by the URL: <https://supplier-test.coupa.com/suppliers/public/10162>.



Coupa Home Page

The page is organised with the following key buttons:

- 1. *Navigation Bar:*** Navigate to Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogues and Admin sections.
- 2. *Notifications:*** Confirm preferences for receiving e-mail notifications from the Coupa Supplier Portal.
- 3. *Help:*** Online Help Menu Button with Coupa standard videos and training modules.
- 4. *Improve your Profile:*** Manage your profile on the Coupa Supplier Portal i.e. address, and key contact details.

Coupa Home Page

1. Navigation Bar:



Home: Manage your public profile for transacting with other customers on Coupa.

Profile: Manage your profile on the Coupa Supplier Portal i.e. address, and key contact details.

Invoices: View all invoices created, including their current status.

Catalogues: Catalogue creation and management. Please reach out to Cairns Airport Finance at coupa@cairnsairport.com.au if you would like to manage your catalogue through the CSP.

Continued...



Coupa Home Page

Admin: Manage

1. **User information:** add, edit or remove users
2. **Merge Requests:** merge or unmerge other accounts on Coupa
3. **E-Invoice Setup (mandatory field):** – manage “Remit To” information
Note: Contains some mandatory field which are required to be completed in order to start submitting invoices via the Coupa Supplier Portal.

My Account: Manage your password for the Coupa Supplier Portal account.



Need Help?

Access the “Coupa Supplier Portal Tour” and “Online Help” via  icon (top right of your screen), or feel free to contact us.