

COUPA SUPPLIER PORTAL GUIDE: How to Login and Homepage Overview

Login Page:

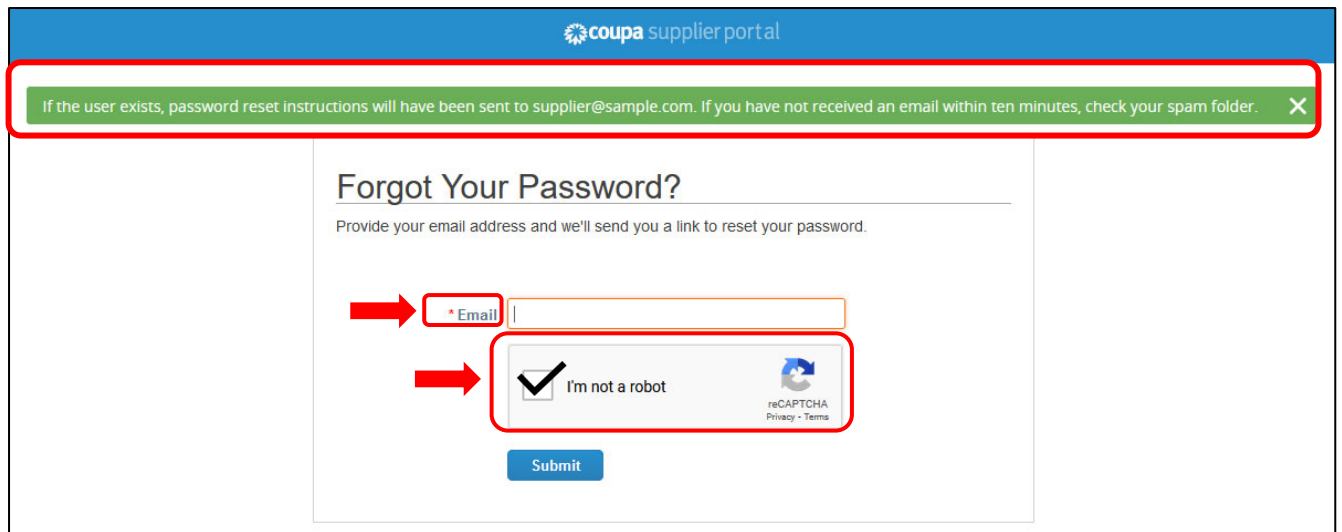
After you have completed the initial account creation, you can login by going to **supplier.coupa.com** and enter your email address and password under the **Log In** pane.

The screenshot shows the Coupa Supplier Portal login interface. At the top left, it says 'coupa supplier portal'. Below this, there are two buttons: 'Log in' (highlighted in blue) and 'Sign up'. Underneath, the text reads 'Login to your Coupa account'. There are two input fields: 'Email Address' with the value 'supplier@sample.com' and 'Password' with the placeholder 'Enter password'. A link for 'Forgot Password?' is positioned below the password field. At the bottom, there is a large orange 'Log in' button. Red arrows point to the 'Email Address' field, the 'Password' field, and the 'Log in' button.

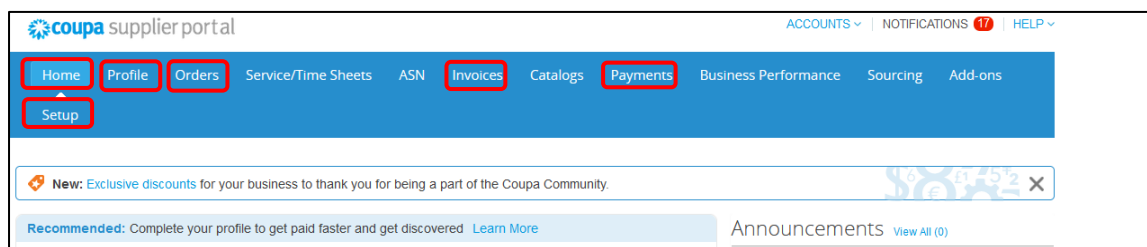
Forgot Password: If you forgot your password, then simply click the **Forgot Password** button to proceed.

This is a close-up of the login form. It shows the 'Email Address' field with the text 'supplier@sample.com'. Below it is the 'Password' field with the placeholder 'Enter password'. A link for 'Forgot Password?' is highlighted with a red box and a red arrow points to it. At the bottom, there is an orange 'Log in' button.

You should then be prompted to provide your email address and select the security checkbox. Afterwards you will be sent a link to reset your password and you will get a message as shown below.



Homepage Overview: Once logged in, you will be directed to your CSP Home Page where you will be able to access different functions by clicking on the relevant tab. Below is a quick description of the tabs that are used the most.



Home – View a summary of your company profile, see the list of customers you are connected to, quickly access your tabs, and any customer announcements.

Profile – Create, modify, and manage your public and customer-specific profiles, and specify which remit-to addresses each customer can use.

Orders – View the purchase orders you received from your customers.

Invoices – Create and manage invoices to send to your customers. You can also view previous invoices already sent and their approval status.

Payments – View payments processed for your invoices. You can also download any digital check payments from your customers if you chose this Coupa Pay electronic option.

Setup – Manage users, merge requests, add remit-to addresses, set up electronic invoicing, view, and other preferred settings.