

# CSP - Coupa Tour



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# Coupa Supplier Portal

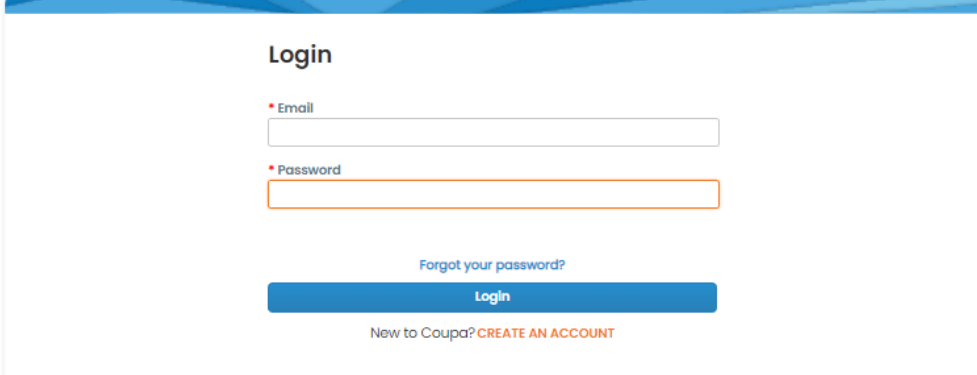
## Login

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You will find the Coupa Supplier Portal CSP at <https://supplier.coupahost.com/sessions/new>

Login into your CSP account with your e-mail address and password when you have created your account.

You can reset your password by clicking on „Forgot your password?“

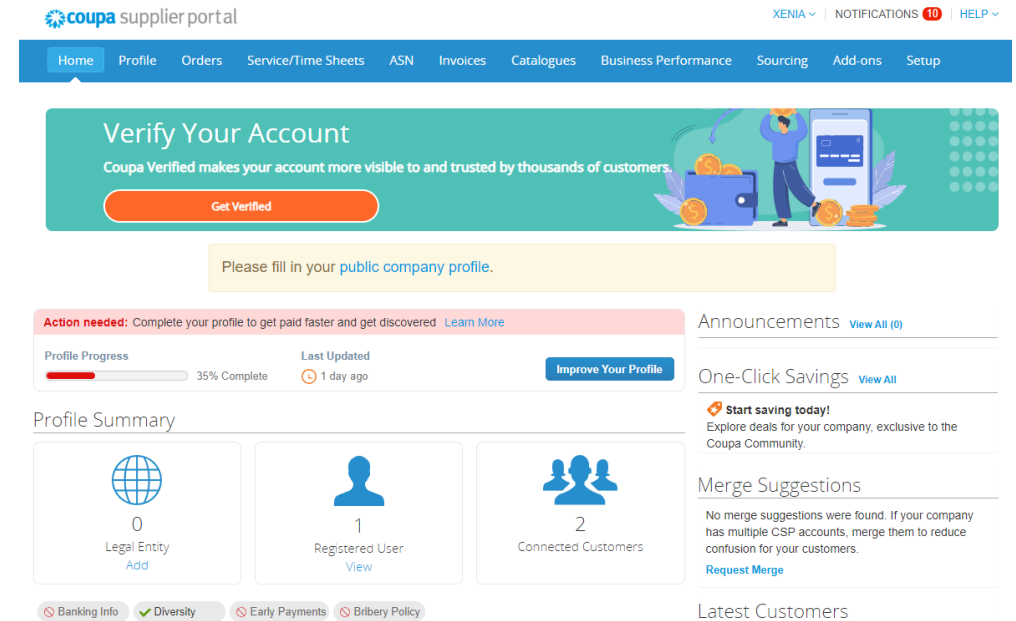


The screenshot shows the login interface for the Coupa Supplier Portal. It features a blue header with the word "Login" in white. Below the header, there are two input fields: "Email" and "Password". The "Email" field is a white box with a light blue border, and the "Password" field is a white box with a light orange border. Below the "Password" field, there is a link that says "Forgot your password?". At the bottom of the form, there is a blue button labeled "Login" and a link that says "New to Coupa? CREATE AN ACCOUNT".

# Coupa Supplier Portal

## Homepage

This is the look of the Coupa starting page. You will mainly use the tabs „Profile“, „Orders“ and „ASN“



# Adapt language

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If you would like to change your language, scroll down to the bottom of the page, click on the current language. A drop-down-list will appear, and you can select your language.



# Account and Notification Settings

Upon clicking your name in the bar at the top, you open the account settings. There you can update your user details, change your password, manage notification preferences and enable two-factor authentication.

We suggest to enable notifications via e-mail for most topics regarding "Form response", "external orders", "orders", "profile" and "users". But it might depend on your role.

The screenshot shows the 'My Account' page in the Coupa Supplier Portal. The page is titled 'My Account Notification Preferences' and includes a sidebar with navigation options: Settings, Notification Preferences (selected), Security & Two-Factor Authentication, and Authentication. The main content area is titled 'You will start receiving notifications when your customers enable them.' and contains several sections with notification preferences:

- Email:** xenia.neimer@vitra.com
- Mobile (SMS):** +1 201-555-5555
- Announcements:** New Customer Announcement (Online, Email, SMS)
- Business Performance:** Business Performance Role Granted (Online, Email, SMS)
- Catalogues:** New comment received (Online, Email, SMS), Catalogue approved (Online, Email, SMS), Catalogue rejected (Online, Email, SMS), Catalogue about to expire (Online, Email, SMS)

A callout box highlights the 'Account Settings', 'Notification Preferences', and 'Log Out' options in the top navigation bar.

# Notifications

You will find all notifications you have received by clicking on „Notifications“ at the top.

With the drop-down menu „View“, you can choose which notifications you want to see.

The screenshot displays the Coupa Supplier Portal interface. At the top, the navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogues', and 'Business Performance'. The 'NOTIFICATIONS' link is highlighted with a blue circle. Below the navigation bar, the 'My Notifications' section is visible, featuring a 'View' dropdown menu set to 'All'. A list of notifications is shown, each with a checkbox and a 'Mark as Read' button. A large blue oval at the bottom of the page highlights the 'NOTIFICATIONS 15' button in the navigation bar.

# Announcements

On some pages you will find yellow “customer announcements”. There you will find helpful information or links to our documentations.

When you click on “View all announcements” you will be directed to your notifications where you can see all announcements.

You can find all announcements by clicking on “Notifications” in the header and choosing “Announcements” in the drop-down menu.

You have 1 customer announcements related to Profile (vitra) [View All Announcements](#)

coupa supplier portal XENIA | NOTIFICATIONS 7 HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogues Business Performance Sourcing Add-ons Setup

My Notifications [Notification Preferences](#)

View	Message	Received
<input type="checkbox"/>	Procure to order - Guide (vitra - Model-Making U.A.M.) Hello, by clicking this link you will reach our procure to order guide on the "Vitra for Vendors"	2023-06-12 12:22 AM
<input type="checkbox"/>	Onboarding Guide (vitra - Model-Making U.A.M.) Hello, by clicking this link you will find a detailed guide to help you fill out the supplier onboar	2023-06-12 9:29 AM

Delete Mark as Read



# Public and company profile

Coupa offers a private and a public profile.

You can reach your public profile via the button "Profile" in the header bar and "Your profile" in the sub-header.

The Vitra company profile can be opened by clicking on "Information Request"

**Remember: Data, which is only updated in the public profile will not be seen by Vitra.**

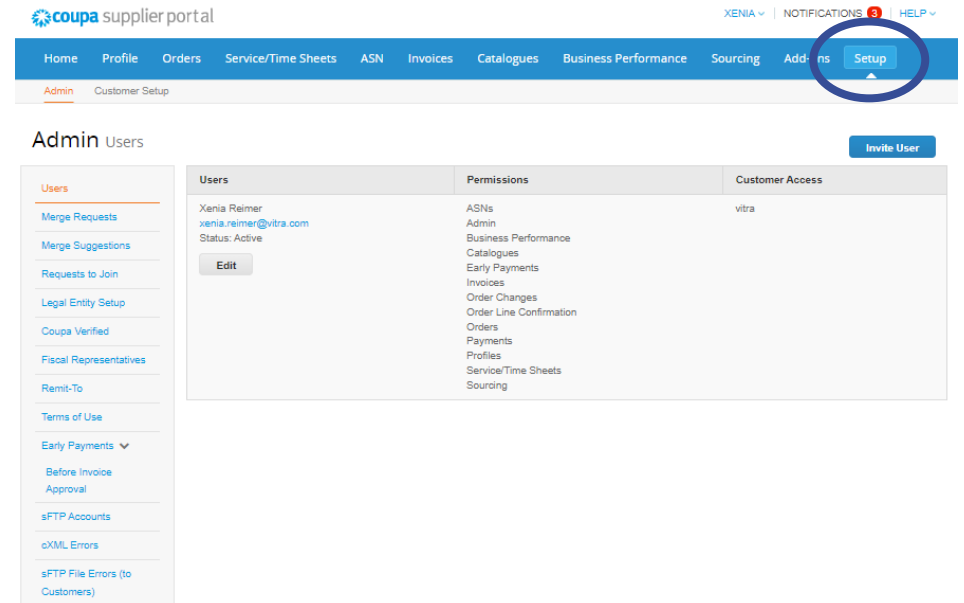
The screenshot displays the Coupa Supplier Portal interface. The main navigation bar at the top includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogues', 'Business Performance', and 'Sourcing'. The 'Profile' button is circled in blue. Below this, a sub-header contains 'Add-ons' and 'Setup', with 'Your Profile' and 'Information Requests' also circled in blue. A blue line connects the 'Information Requests' link in the sub-header to a magnified view of the 'Setup' button in the sub-header, which is also circled in blue. The main content area shows a 'Company Profile' section with links for 'Environmental, Social, Governance & Diversity', 'Risk & Compliance', 'Financial Performance', 'Ratings', and 'References'. A yellow banner indicates 'You have 1 customer announcements related to Profile (vitra)'. Below this, a message prompts the user to 'Complete your profile to get discovered by Coupa buyers that are looking for items in your category.' The profile details for 'Test SIM2 New Supplier' are shown, including a 'Profile Progress' bar at 6% and an 'Edit Profile' button. At the bottom, there are links for 'Profile preview', 'Copy profile URL', and 'Download Profile as PDF'.

# Admin rights

Under “Setup” the admin can add users from the company, connect different Coupa Supplier Accounts or adopt other settings.

Only users with admin rights can adjust such settings.

The admin can assign certain rights to the users, which can be seen under “Permissions”.



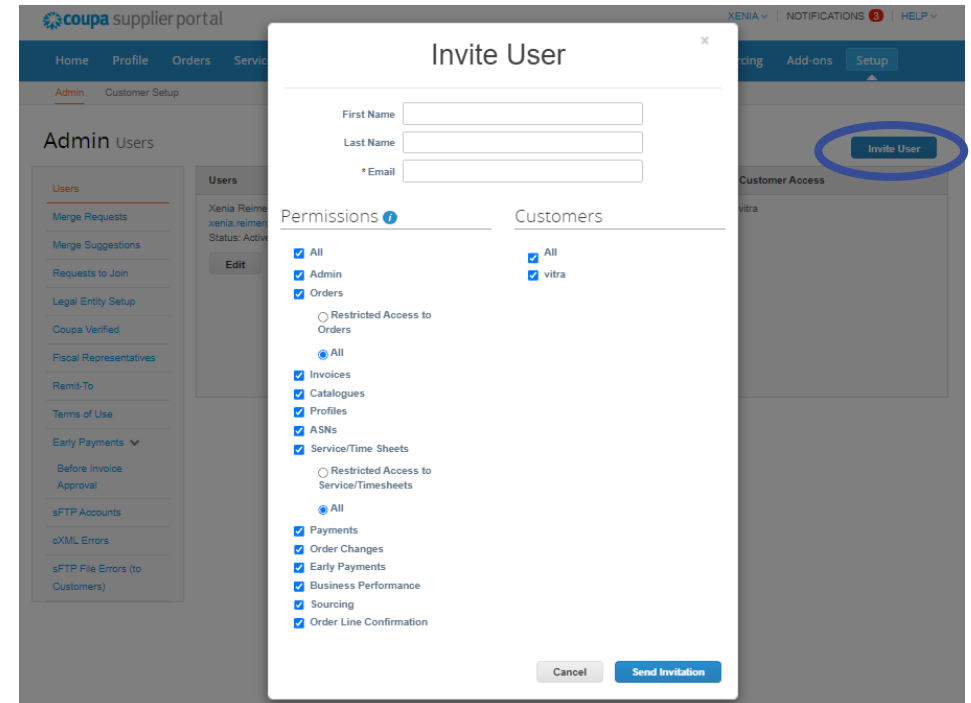
The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogues, Business Performance, Sourcing, Add-ons, and Setup. The Setup button is circled in blue. Below the navigation bar, the 'Admin Users' section is visible, featuring a table with columns for Users, Permissions, and Customer Access. A user named Xenia Reimer is listed with the email xenia.reimer@vitra.com and an active status. The table also shows an 'Edit' button for this user and a list of permissions including ASNs, Admin, Business Performance, Catalogues, Early Payments, Invoices, Order Changes, Order Line Confirmation, Orders, Payments, Profiles, Service/Time Sheets, and Sourcing. The Customer Access column shows 'vitra'.

Users	Permissions	Customer Access
Xenia Reimer xenia.reimer@vitra.com Status: Active Edit	ASNs Admin Business Performance Catalogues Early Payments Invoices Order Changes Order Line Confirmation Orders Payments Profiles Service/Time Sheets Sourcing	vitra

# Add user

By clicking on the button „Invite user“ you can add colleagues from your company. Moreover you can restrict and edit the rights of those users.

New users will get an e-mail with the invitation to join Coupa. They must create an account with their e-mail address and a password. After creating their account, they are connected to the main account and therefore connected to Vitra.

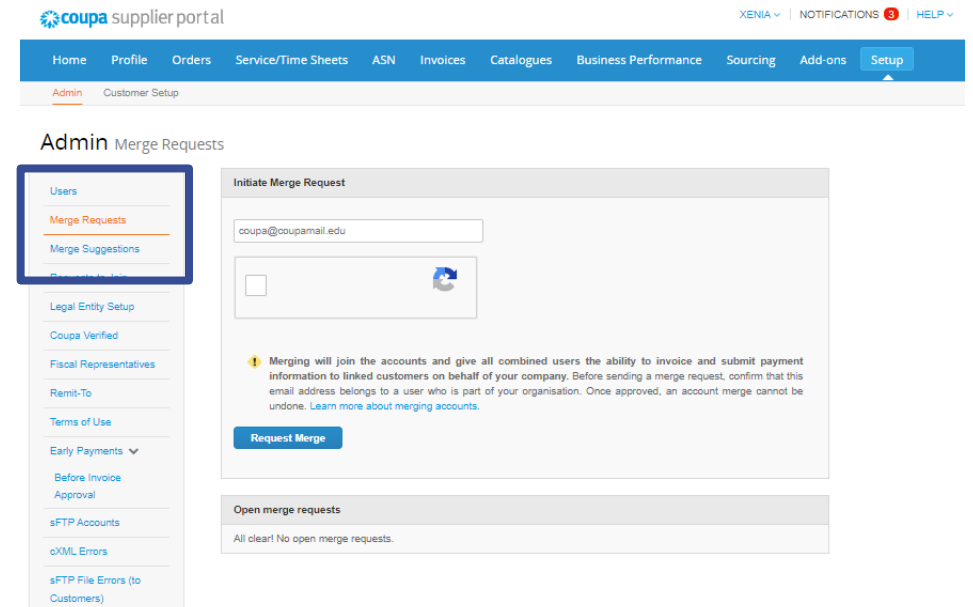


# Merge profiles

By clicking on „Merge request“, you can request the merger of two accounts which belong to the same company.

Moreover you see all requests here and are able to accept or decline them.

Merging accounts is only necessary if you have more than one Coupa Supplier Account which are not linked.



The screenshot displays the Coupa Supplier Portal interface. At the top, the navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogues', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Setup' menu item is currently selected. Below the navigation bar, the page title is 'Admin Merge Requests'. A sidebar on the left lists various administrative options, with 'Merge Requests' highlighted in blue. The main content area is titled 'Initiate Merge Request' and features a form with a text input field containing the email address 'coupa@coupamail.edu'. Below the input field is a checkbox and a refresh icon. A warning message with a yellow triangle icon states: 'Merging will join the accounts and give all combined users the ability to invoice and submit payment information to linked customers on behalf of your company. Before sending a merge request, confirm that this email address belongs to a user who is part of your organisation. Once approved, an account merge cannot be undone. Learn more about merging accounts.' Below the warning is a blue 'Request Merge' button. At the bottom of the page, there is a section titled 'Open merge requests' which displays the message: 'All clear! No open merge requests.'