

Coupa Create account



Content

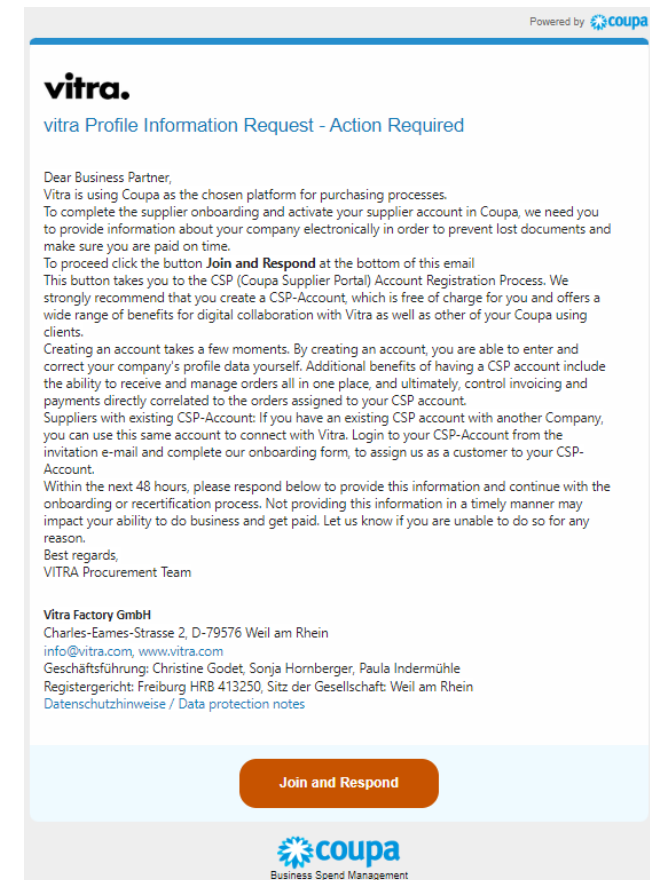
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Registration Mail

You will receive an invitation email like the one on the right for you to get started with the Coupa Supplier Portal. The sender of this email is do_not_reply@supplier.coupahost.com.

To get started, click “Join and Respond” located at the bottom of the email.

Please register within 48 hours after receiving this email so that we can ensure a smooth onboarding process.

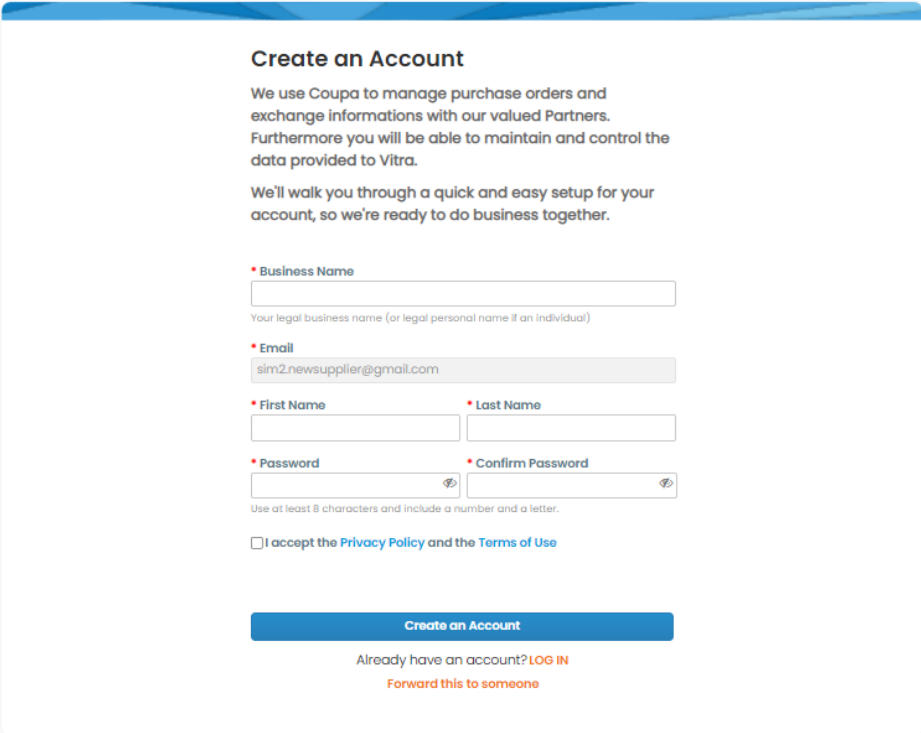


Create account

By clicking "Join and Respond", you will be prompted to the standard page of the Coupa Supplier Portal (CSP). Here you can create a new profile by entering your company name, email address, first and last name and a password.

If you already use the Coupa Supplier Portal, log in to your existing account. But please use the link in the registration email anyway. This is the only way you will be linked to us once.

To create your profile, you must also agree to the Coupa Terms of Use and Privacy Policy. More information about the privacy regulations can be found in the FAQs.



Create an Account

We use Coupa to manage purchase orders and exchange informations with our valued Partners. Furthermore you will be able to maintain and control the data provided to Vitra.

We'll walk you through a quick and easy setup for your account, so we're ready to do business together.

* **Business Name**

Your legal business name (or legal personal name if an individual)

* **Email**

* **First Name** * **Last Name**

* **Password** * **Confirm Password**

Use at least 8 characters and include a number and a letter.

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

Create an Account

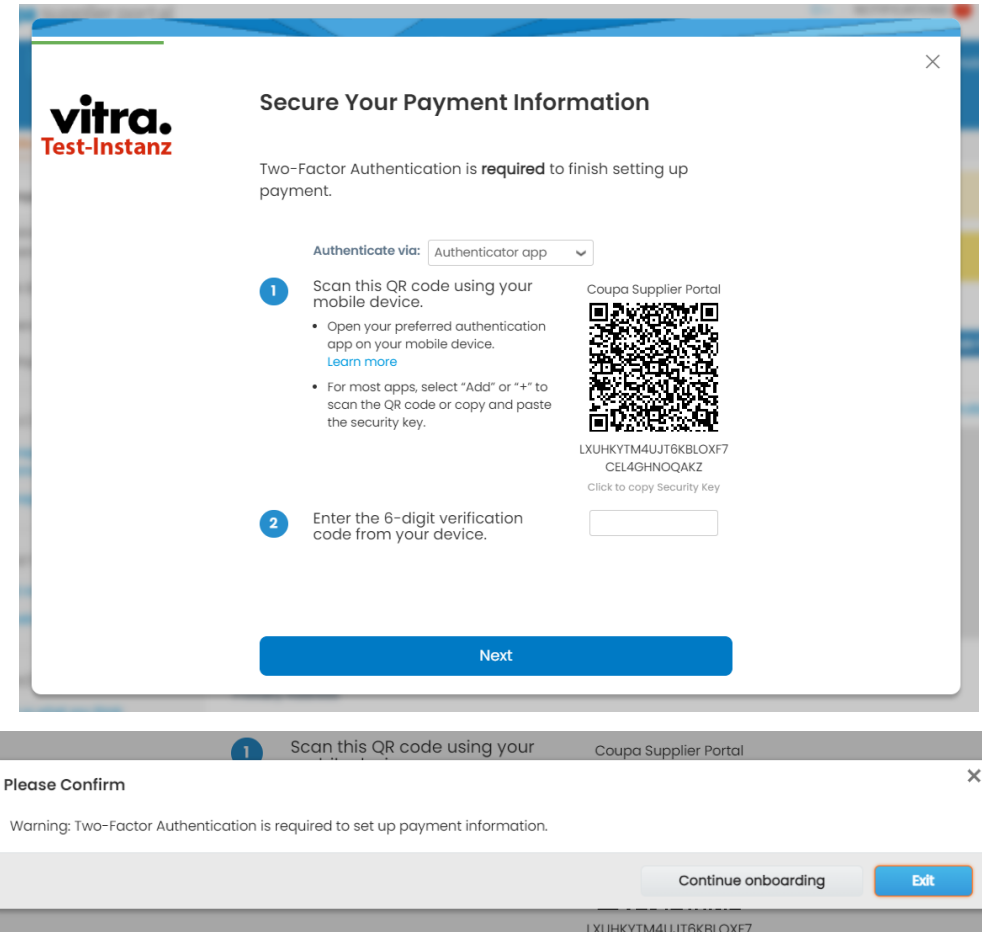
Already have an account? [LOG IN](#)

[Forward this to someone](#)

Public profile

After creating your account, you will be automatically forwarded to two-factor authentication. You can activate this, but it is not mandatory.

You can close the window with the cross in the right-hand corner and click on "Exit" in the second pop-up window. Two-factor authentication is only necessary if you process bank payments within Coupa - however, this is not planned with Vitra.



Supplier Information Form

By clicking on "Profile" in the header (blue bar) and then on "Information Request" in the grey area you will reach our "supplier onboarding form".

Please select "Vitra" in the drop-down menu "Profile".

Detailed information on how to fill in our "Supplier Information Form" can be found in the PDF document "Supplier Onboarding Guide" on our supplier website.

You can fill in your public profile under "Your profile". But this is not necessary for the use of Coupa with Vitra.

