

Coupa Training For Suppliers



1. Get Started with the CSP

- Register for the CSP
- Create Your Account
- Log in to the CSP
- Manage your Account

2. Administer the CSP

- Admin Page
- Set up E-Invoicing
- View Remit-to Information

Supplier

Supplier on-boarding process



Your KPMG contact will request submit an internal request to register you as a new supplier.



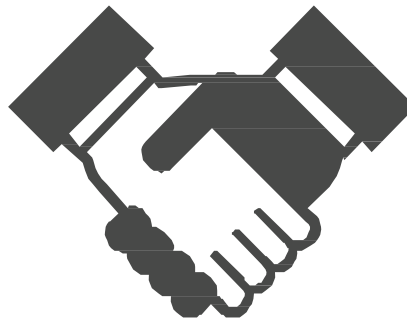
Once approved, you will set-up in the Procure-to-Pay (P2P) system (Coupa).



You will then get an email, inviting you to log into Coupa and complete the registration process through the Coupa Supplier Portal (CSP).



Once you have registered onto CSP, you are ready to go.



You are ready to do business

Benefits of the Procure-to-Pay (P2P) system



Fast and Easy

Registering and setting up to do business becomes easy



Payments

Payments are faster and on time



Communication

Keeping suppliers informed at all times



Transparency

Visibility on all your invoice and orders

Get started with the CSP

Customer-created invitation

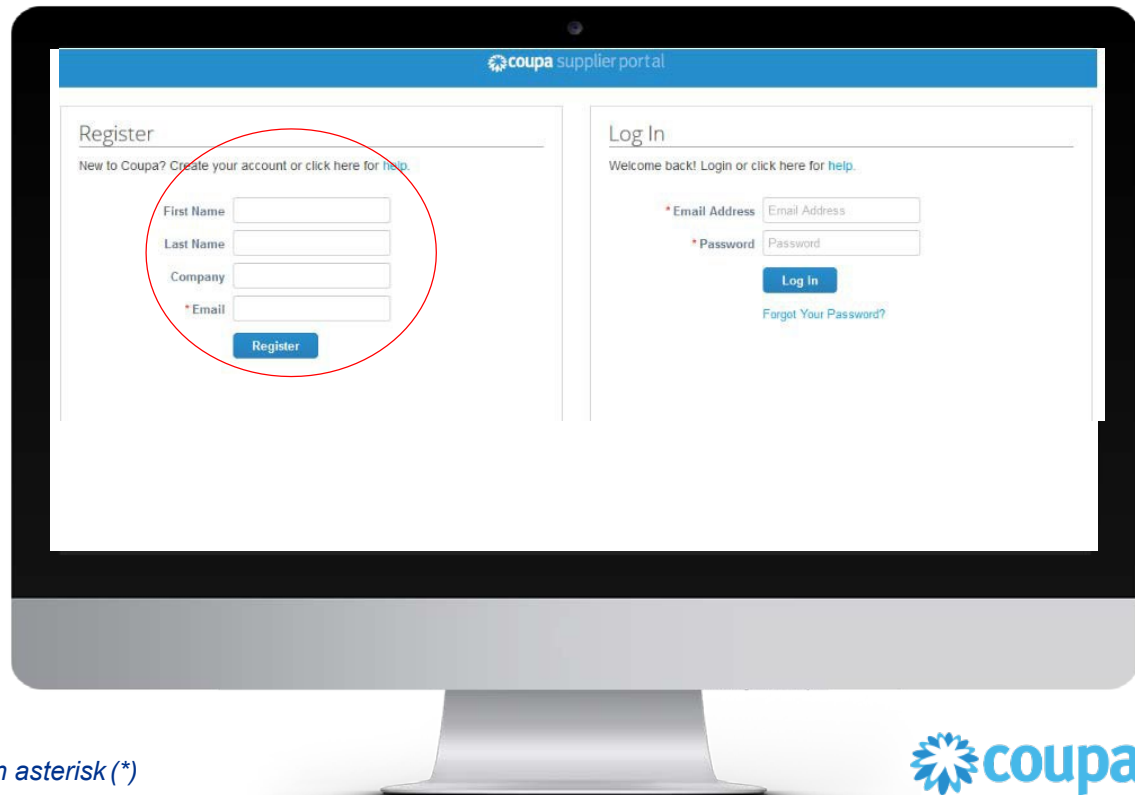
1. Not onboard yet? Then you will first receive a document from your client. You need to fill this in with the correct data and return it to us.
After your data is processed by the client, you will receive an invitation to your email to register on the Coupa Supplier Portal. Once the invitation is sent by KPMG, you will receive an email where you can click the "Join Coupa" button. In the next steps, you can choose to create an account or use an existing account.



Get started with the CSP

How to register?

1. Once you have followed the steps and clicked on the Join Coupa button (previous steps, you will be guided to Coupa and have to make a choice to create an account or use an existing account. If you do not already have an account, enter your information in the **Register** pane on the left and fill in the fields. Mandatory field are marked with an asterisk
2. Once done, you will receive an email with a link to validate your information and create your account



The screenshot shows the Coupa supplier portal interface. The 'Register' pane on the left is circled in red. It contains the following fields: First Name, Last Name, Company, and Email (marked with an asterisk). The 'Log In' pane on the right contains the following fields: Email Address and Password (both marked with an asterisk), a Log In button, and a link for 'Forgot Your Password?'. The Coupa logo and 'coupa supplier portal' text are at the top of the page.



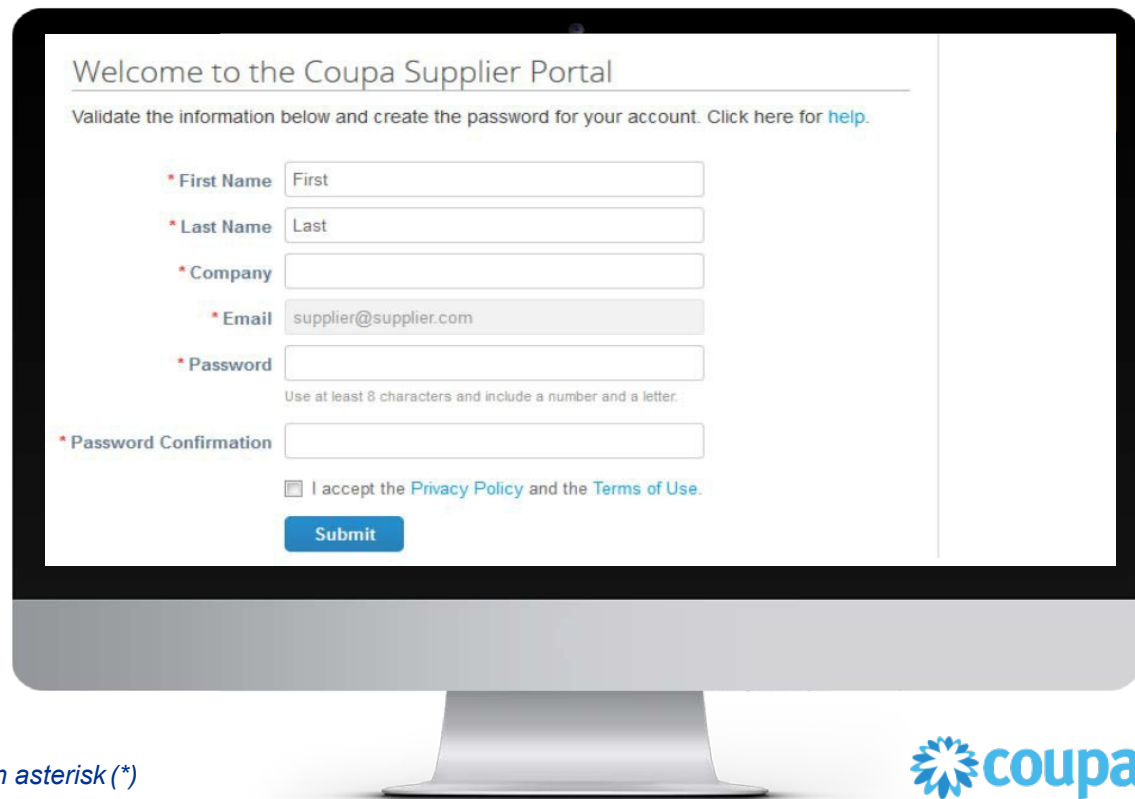
Required fields are marked with an asterisk (*)



Get started with the CSP

Create your account

1. Once registered, you'll receive a link in your email to confirm and direct you to a page to fill out the rest of the mandatory fields
2. Here's where you input your basic information for your account and your company's public profile



Welcome to the Coupa Supplier Portal

Validate the information below and create the password for your account. Click here for [help](#).

* First Name

* Last Name

* Company

* Email

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

* Password Confirmation

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



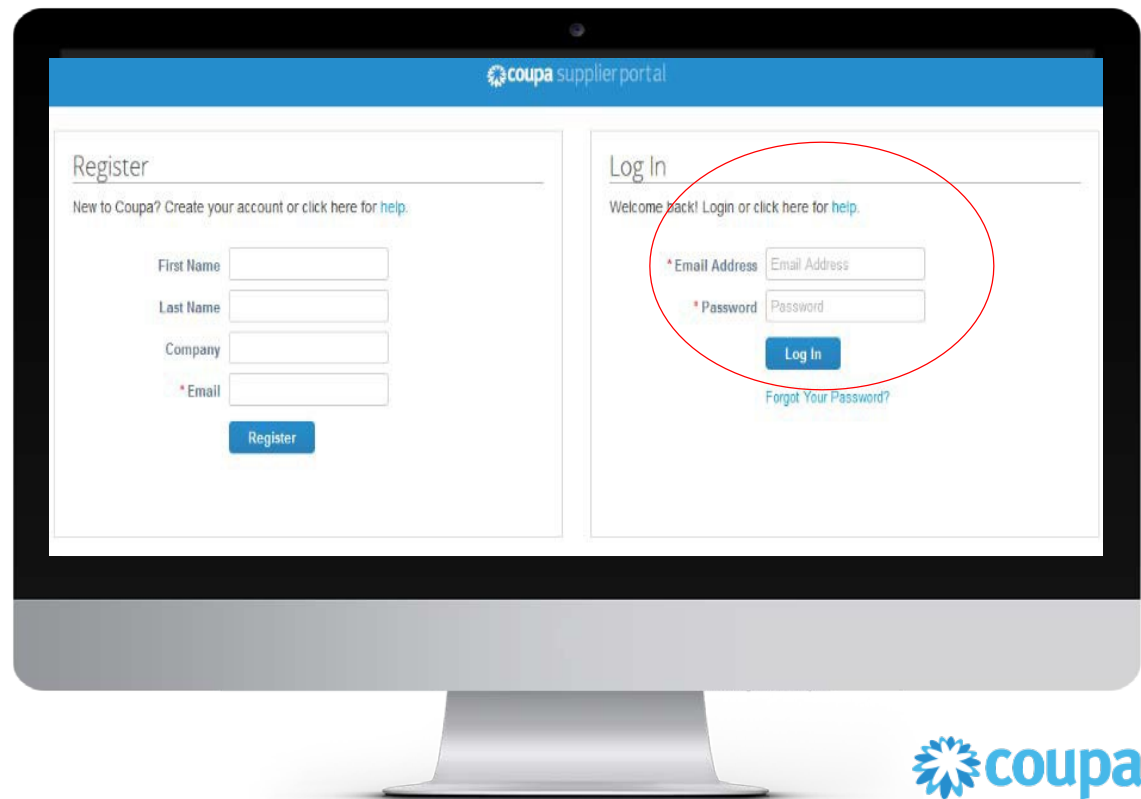
Required fields are marked with an asterisk (*)



Get started with the CSP

Log in to the CSP

1. Go to supplier.coupahost.com and **Log in** pane on the right, enter your email address and password and click **Log In**.
2. You should be able to now log in after registering



Get started with the CSP

Log in to the CSP – Existing Supplier

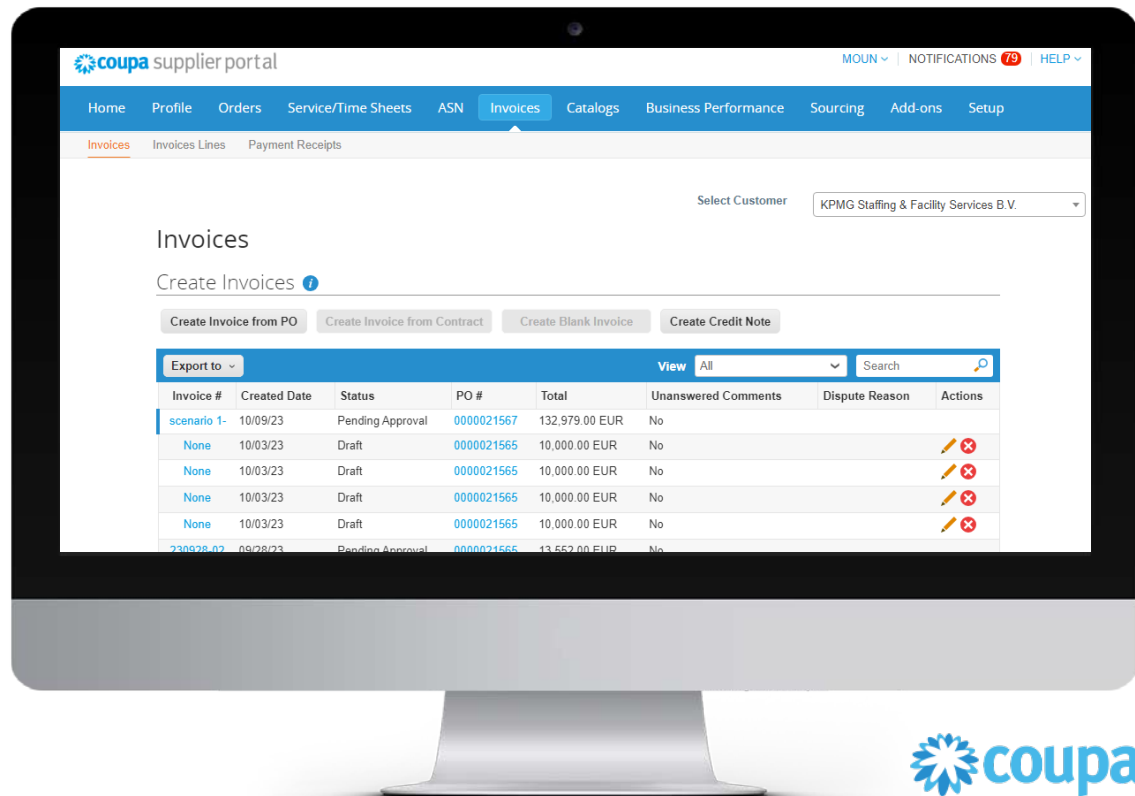
1. If you already have an account set up on the CSP you will receive an email saying that you are connected to KPMG on Coupa.
2. Click on 'Login to Coupa' and follow your regular login process of inputting your email and password.



Get started with the CSP

Log in to the CSP – Existing Supplier

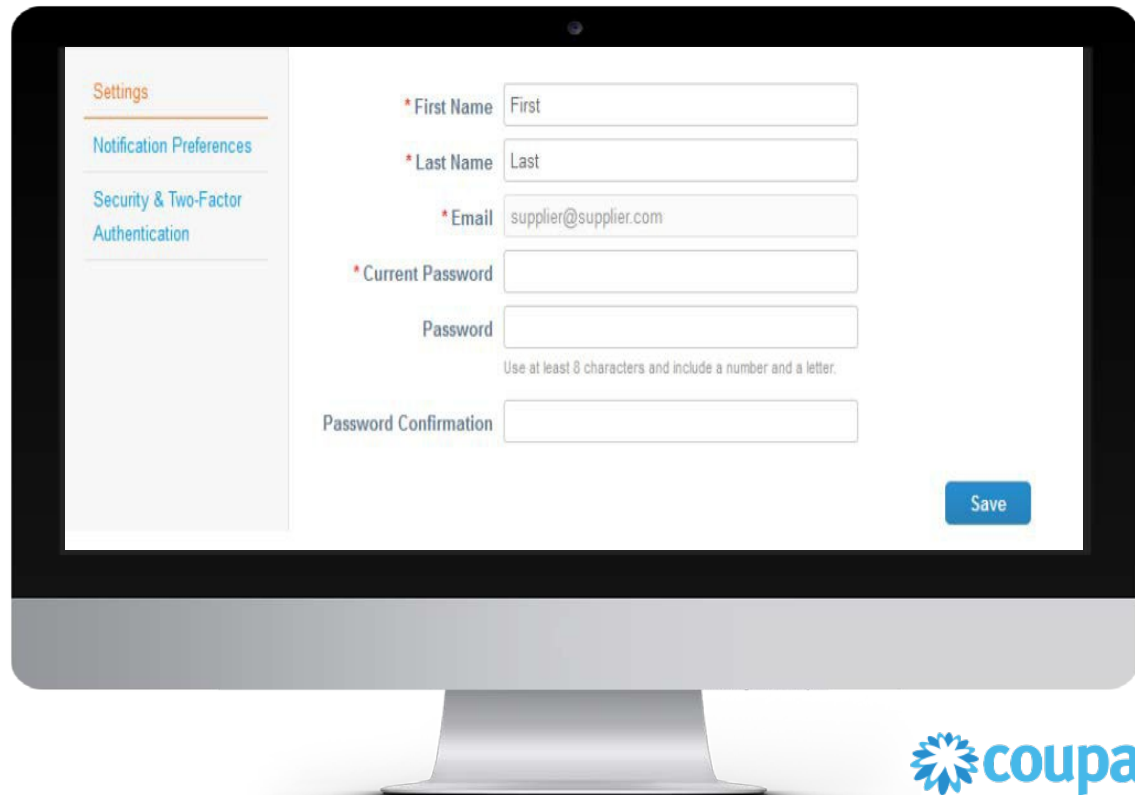
3. When viewing Invoices and Orders, you now see in the upper right next to "Select customer" KPMG as a customer. If you have multiple customers working in Coupa who are linked to your account, you can switch data using the dropdown.



Administer the CSP

Manage your Account 1/2

1. Once you **Log In**, you can manage your account and security settings under **My Account** by clicking on your name and then on the **Account Settings** link.
2. Here you can make changes to your personal information (name, photo, and password), set or modify your notification preferences, etc.

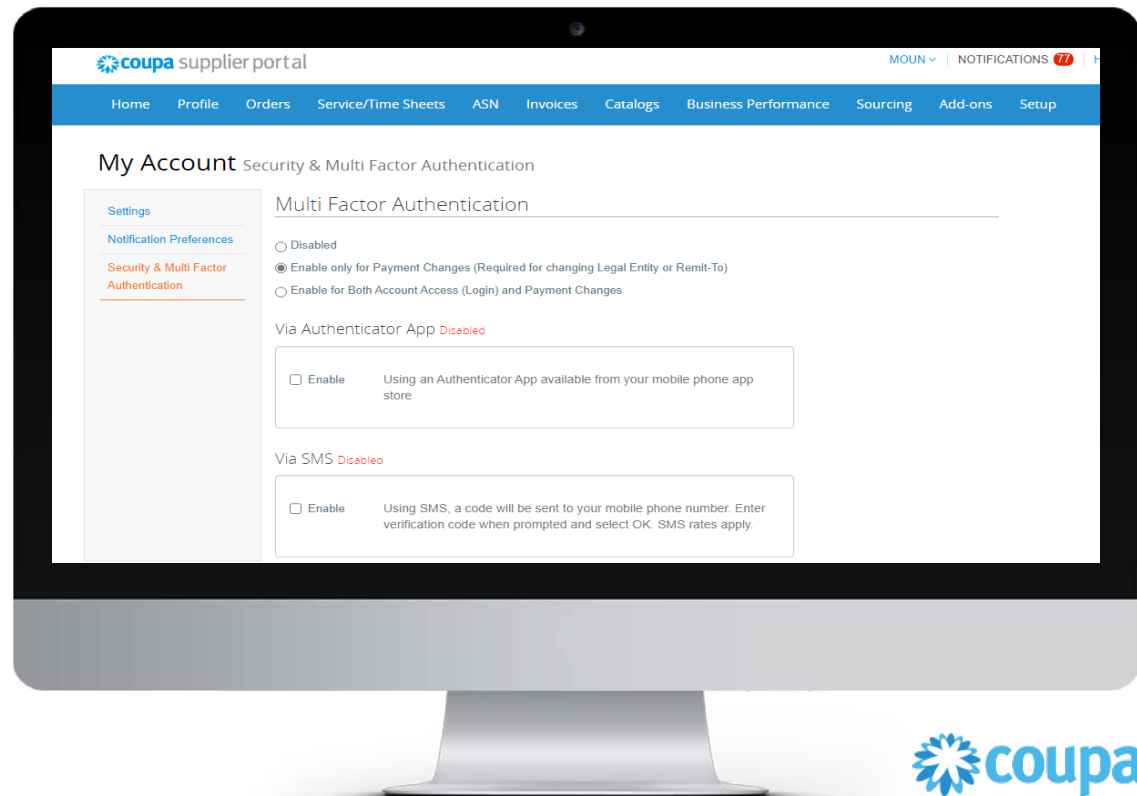


 You can access and edit your company information on the **Profile** page

Administer the CSP

Manage your Account 2/2

1. When creating an account, you will have automatically security settings. To see and change personal information you need to enable a 2 steps verification (this is an important step for e-invoicing).
2. To adjust this settings, go to your name in the right top of your screen, Choose **Account settings** and then choose the option **security & two-factor authentication**
3. Now you can choose to set up the two-factor authentication by SMS or authentication app, by clicking **Enable** at your chosen option.

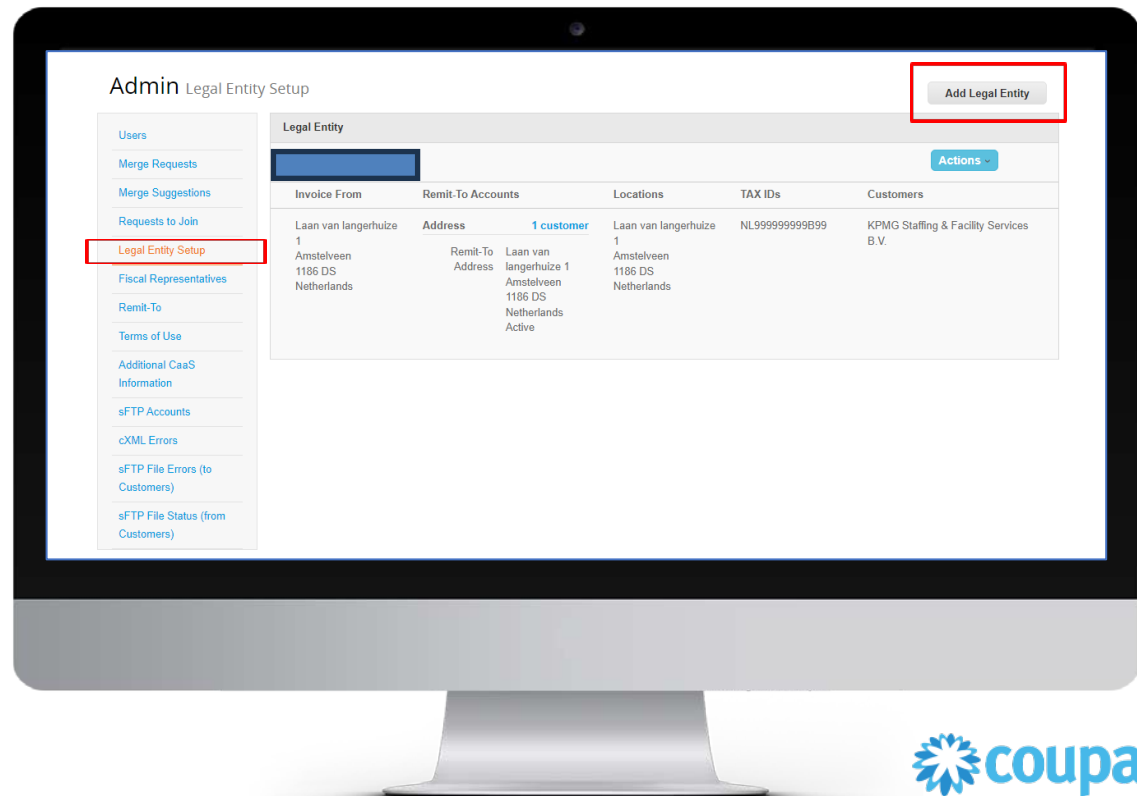


 You can access and edit your company information on the **Profile** page

Administer the CSP

Set up E-Invoicing (1/2)

1. To set up your account to create e-invoices, choose **Setup** in the blue line.
2. Then choose **legal entity setup**, you can find this on the left side of the screen. And start creating your legal entity by clicking on the **add legal entity** button in the right side of the screen.
3. Click **Continue** and in fill out the remaining fields, The mandatory fields are shown with red asterisk.
4. Good to know! You don't need to enter any bank information while creating your legal entity. These are already known to us through the document you entered earlier. So, to make it easier for yourself, you can choose to fill in only an address for the option **Remit to**.



Administer the CSP

Security & Multi Factor Authentication

1. After you create your legal entity, you can always manage and modify it through the **setup** option in the blue line. Then choose an option in the selection menu on the left where you want to make the adjustment.

