



# Coupa Supplier Portal training

# Registering for the CSP

Powered Procurement

KPMG

—  
2019

# Registering for the CSP

1. Open the email containing your registration link. The email will have the subject line:  
**Action Required from KPMG LLP – Click Below to Join Coupa**

**Please NOTE:** The registration email and link will be sent to the contact (email address) we have on file. You can update this information once you have logged into the CSP.

<input type="checkbox"/>  Coupa Supplier Port. 2	You are Connected to KPMG LLP DEV on Coupa - You are Connected to KPMG LLP DEV on Coupa Powered by Coupa Software...
<input type="checkbox"/>  Coupa Supplier Port. 2	Action Required from KPMG LLP - Click Below to Join Coupa - Action Required from KPMG LLP - Click Below to Join C...
<input type="checkbox"/>  Google Community Te.	eva, welcome to your new Google Account - Hi eva, Thank you for creating a Google Account. Here is some advice to get starte...

2. Click on the email to open it.

# Registering for the CSP

3. Click the **Join Coupa** button at the bottom of the email.

Action Required from KPMG LLP - Click Below to Join Coupa [Inbox x](#)

 Coupa Supplier Portal  
to me ▾

 Action Required from KPMG LLP | - Click Below to Join Coupa

Powered by 

Hello

KPMG LLP wants to connect with you on Coupa. Once registered you can do things with KPMG LLP (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!

KPMG LLP

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

[Overview](#) [Need Help?](#) [Coupa Info](#)

Learn more about the Coupa Supplier Portal [Answers to common questions and issues](#) [Learn more about how companies use Coupa](#)

  
Business Spend Management

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4. Complete the following fields:

- First name
- Last name
- Company
- Password
- Password confirmation

Accept the Privacy policy and terms of use of registering in Coupa.

5. Add the URL **supplier.couphost.com** to your bookmarks by clicking on the star icon (In IE & Chrome browsers) for future use.

 **coupa supplier portal**

### Join 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](#).

**Submit**



Thank you



[kpmg.com/uk](http://kpmg.com/uk)



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