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.

2. Click on the email to open it.
Registering for the CSP

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

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.coupahost.com to your bookmarks by clicking on the star icon (In IE & Chrome browsers) for future use.
Thank you