



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

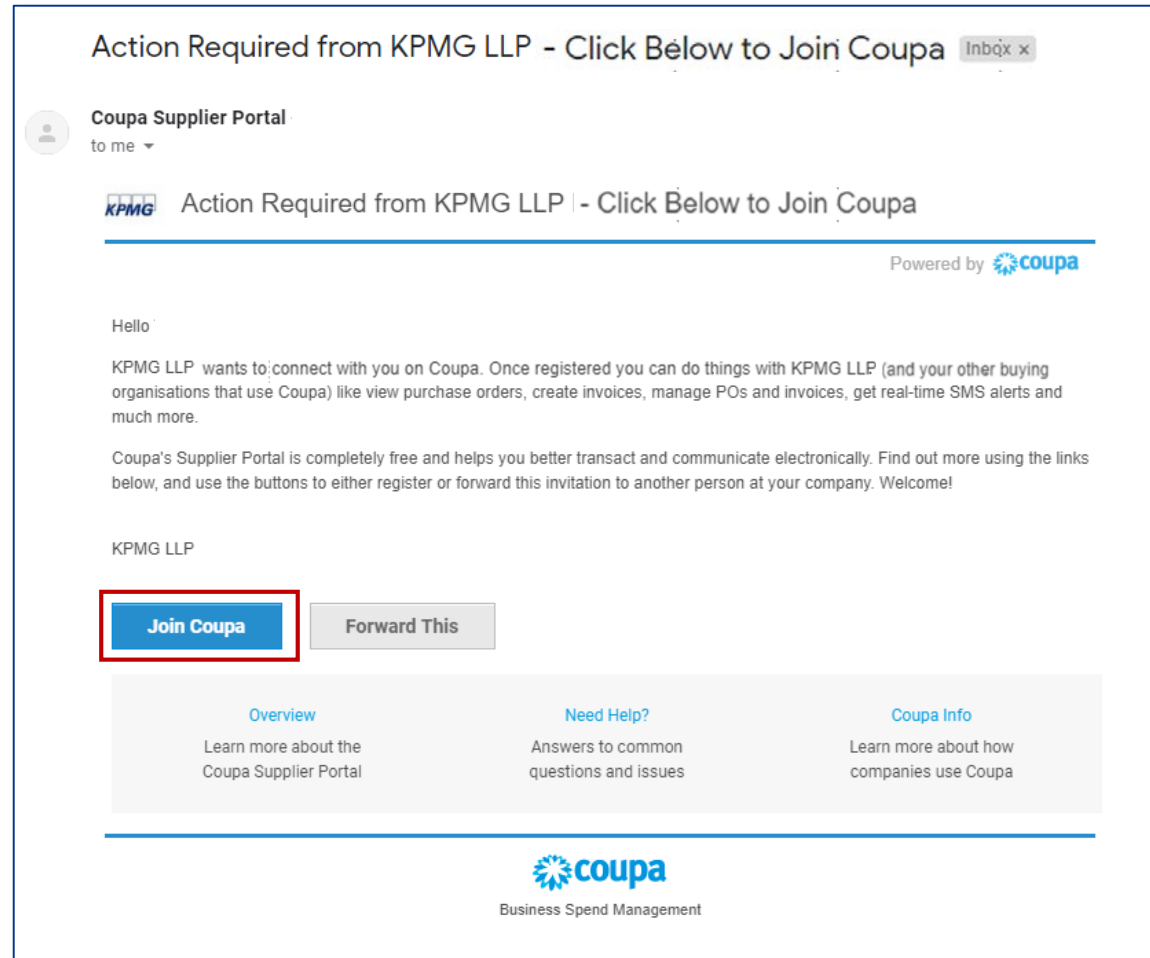
Please NOTE: The registration email and link will be sent to the contact (email address) we have on file. You can update this information once you have logged into the CSP.

<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.



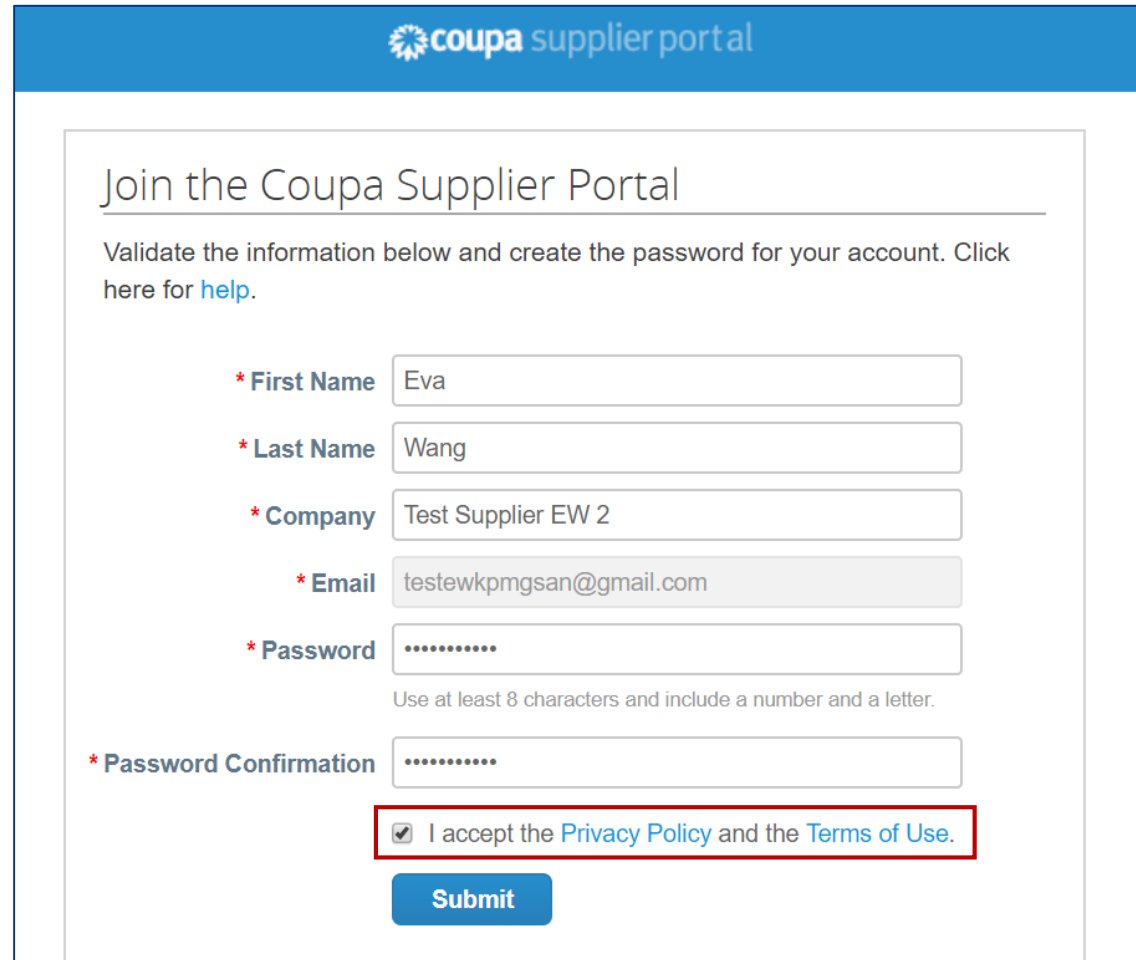
Registering for the CSP

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.



The screenshot shows the 'Join the Coupa Supplier Portal' registration page. The header is blue with the Coupa logo and 'coupa supplier portal' text. The main content area is white with a light blue border. It contains a title 'Join the Coupa Supplier Portal', a validation instruction, and several input fields. The fields are: First Name (Eva), Last Name (Wang), Company (Test Supplier EW 2), Email (testewkpmgsan@gmail.com), Password (masked with dots), and Password Confirmation (masked with dots). A checkbox for accepting the Privacy Policy and Terms of Use is checked and highlighted with a red box. A blue 'Submit' button is at the bottom.

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



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