


Coupa Supplier Portal Instructions

To sign up for the Coupa Supplier Portal, you will receive an email from Coupa Supplier Portal that will require action.

do_not_reply@supplier.coupahost.com

- 1.) Open email and click Join Coupa Supplier Portal
 - a. Or you can forward the email to another person internal to your company.


Powered by 

Hello Help Purchasing Test,

We handle all business spend electronically to make sure you're paid on time and prevent lost documents.

To ensure your ability to do business with us, you have 48 hours to register your account. Please contact us at supplier@coupa.com if you are unable to register for any reason!

The Andersons, Inc.


Business Spend Management

- 2.) Create your Coupa Supplier Account

Create an Account

Grow your Business on Coupa with a Free Account

* 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.

* Country/Region * Tax ID
 I do not have a Tax ID

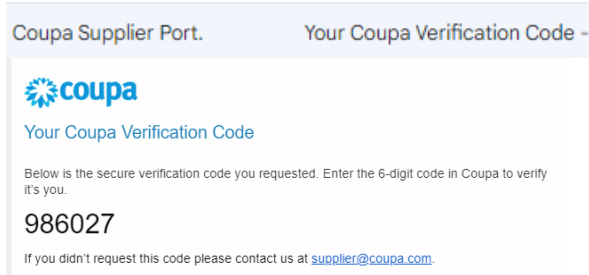
I accept the [Privacy Policy](#) and the [Terms of Use](#)

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

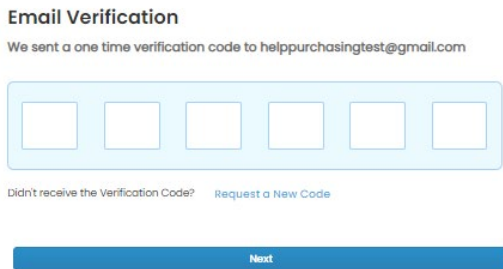
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3.) After clicking Create an Account, you will receive an email with a verification code.

do_not_reply@supplier.coupahost.com



4.) Enter the verification code and click Next.



5.) Finish completing your account and click Next.

Your Contact Info

* First Name * Last Name

Work Phone

Country/Region Area/City Local Extension

* Business Website

I do not have a website

* Country/Region of Primary Address

Next

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6.) You can skip this step as it is not necessary.

Make Sure You Get Paid

Confirm location addresses

Primary ▼

* Country/Region
United States ▼

* Address Line 1
1234 Test Dr. +

* City State * Postal Code
Maumee OH 43614

* Country/Region * Tax Registration ⓘ
#####

I do not have a Tax ID

* Reason
Not needed

Copy To Invoice-From

Invoice-From ▶

Pay-To (Remit-To) ⓘ ▶

Ship-From ⓘ ▶

Invite user ⓘ

Send Invite

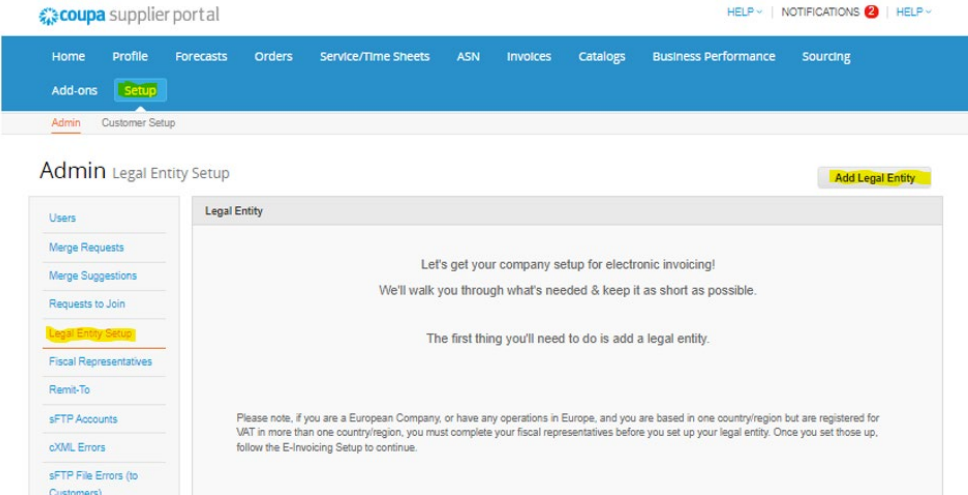
Next

7.) Click Continue under Registered.

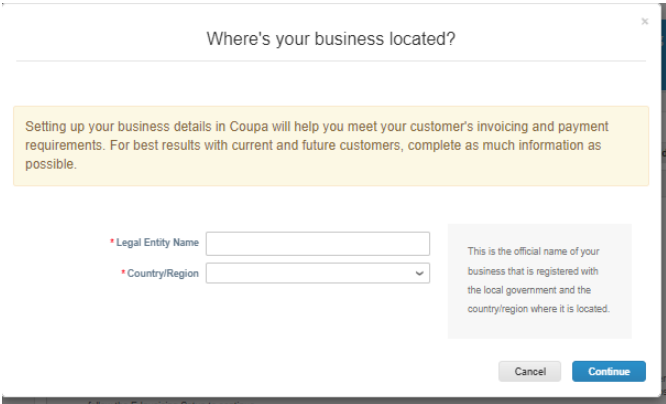
	Most Popular	
Registered Easily do business with customers who use Coupa Free Registered user includes: <ul style="list-style-type: none">Business ProfileOrdersE-InvoicesCatalogsPaymentsSourcing Events Continue	Coupa Verified Amplify your trusted brand across Coupa's community of buyers \$549 / year Everything in 'Registered' plus: <ul style="list-style-type: none">Verified BadgePriority Search Rank Purchase Verified	Coupa Advanced Optimize your cash flow and increase productivity throughout your day \$4,800 / year Everything in 'Coupa Verified' plus: <ul style="list-style-type: none">Automated invoice reminders and reportingA seamless integration with your account system Purchase Advanced

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8.) Click Setup tab > Legal Entity Setup > Add Legal Entity.



9.) Fill in the information with the * and then click Continue.



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10.) Fill in information with the *

- Check the Remit to and Ship from addresses.
(Do not enter tax ID information)
- Check the Remit to and Ship from boxes.
- Click Save and Continue

Tell your customers about your organization

Which customers do you want to see this?

All
 The Andersons, Inc.

What address do you invoice from?

* Address Line 1

* City

State

* Postal Code

Country/Region United States

Use this address for Remit-To **i**
 Use this for Ship From address **i**

REQUIRED FOR INVOICING
Enter the registered address of your legal entity. This is the same location where you receive government documents. **i**

What is your Tax ID? **i**

Country/Region

Tax ID

I don't have Tax ID Number

[Add additional Tax ID](#)

Miscellaneous

Invoice From Code **i**

Preferred Language

11.) Choose Payment Type - (Do not add bank account information or virtual card information)

Click Save and Continue

Where do you want to receive payment?

1 2 3 4

* Payment Type

What is your Remit-To Address?

Address Line 1 1234 Test
City Toledo
State OH
Postal Code 43814
Country/Region United States

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12.) Click Next if an additional remit-to address does not need to be added.

Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next. [Add Remit-To](#)

Remit-To Account	Remit-To Address	Status	
Address	1234 Test Toledo OH 43814 United States	Active	Manage

[Deactivate Legal Entity](#) [Cancel](#) [Next](#)

13.) Click Done

Where do you ship goods from?

1 2 3 4

For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered. [Add Ship From](#)

Title	Status	
1234 Test Toledo OH 43814 United States	Active	Manage

[Deactivate Legal Entity](#) [Done](#)

14.) Click Done

Setup Complete

1 2 3 4

Congratulations!

This legal entity can now be used on new invoices.

To get paid - Most customers require that you send them this payment info in addition to providing it on the invoice. [?](#)

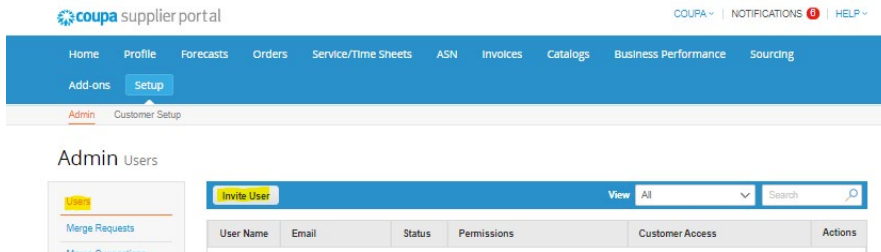
- Click on the [Profile Tab](#) to see if your customer has a form that collects payment information.
- Otherwise, you'll have to send it to them through another channel.

[Go to Orders](#) [Go to Invoices](#) [Return to Admin](#) [Done](#)

Coupa Supplier Portal Instructions

To add another user from our company to the Coupa Supplier Portal

1.) Click Setup > Users > Invite User



2.) Add new user's name and email address. Select desired permissions and customers.

The 'Invite User' form is displayed in a modal window. It contains the following fields and options:

- First Name:
- Last Name:
- * Email:
- Permissions: A list of checkboxes including All, Admin, Orders, Restricted Access to Orders, Invoices, Catalogs, Profiles, ASNs, Service/Time Sheets, Restricted Access to Service/Time Sheets, Payments, Order Changes, Early Payments, Business Performance, Sourcing, Order Line Confirmation, and Forecast Planner.
- Customers: A list of checkboxes including All and The Andersons, Inc.
- Buttons: 'Cancel' and 'Send Invitation'.

3.) Click Send Invitation.