



SUPPLIER GUIDE

COUPA

Global Procurement

09.09.2025

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1.0

Introduction

1.1 Introduction of Coupa at PERI

What does the Coupa introduction mean for PERI suppliers?

The aim is to equip PERI with globally oriented, modern and future-proof procurement processes. To this end, the innovative purchasing platform Coupa is being introduced.



What is the Coupa Supplier Portal (CSP)?

- **Single platform for suppliers:** The Coupa Supplier Portal (CSP) serves as a one-stop shop for supplier master data management.
- **Free & easy to use:** Suppliers can do business with Coupa users for free through the CSP and easily manage their customers and transactions.
- **Cloud-based & flexible:** The CSP is accessible at any time and from any device thanks to cloud-based software.




What are the advantages for you as a supplier?

- **Central data maintenance:** After registering in the CSP, you can view and update your master data for PERI.
- **Overview:** Manage orders, invoices, catalogs, shipping information and more for all your customers who use Coupa.

1.1 Introduction of Coupa at PERI

Having “VERIFIED” status is NOT required to collaborate with PERI.



Coupa offers suppliers the ability to manage their customers directly from the Supplier Portal. A “**VERIFIED**” status is advertised, which increases the visibility of suppliers within the portal.

Important:
The “VERIFIED” status is **purely optional**, has **no influence** on the supplier decision at PERI and is therefore **not recommended**. This status is not required for cooperation with PERI. Coupa is **free** for suppliers to use.



Not recommended!

Coupa Verified Certificate

Company name	'Business Name'
Address	78 Business Street, Boston, MA
Proof of ID	Validated check
Issued by	'Business Bank'
Issue date	01/02/22
Verified by Coupa on	02/02/22
Expires	02/02/23

\$549/Year

✔ Verified Business Badge

✔ Priority Search Ranking

Get Verified

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1.1 Introduction of Coupa at PERI

How does this affect our cooperation?

For you as a supplier, this opens up a new form of cooperation with PERI.

Sourcing

- Receive invitations to new sourcing events
- Submit offers and answers electronically – including questionnaires and attachments
- Participation in electronic auctions
- Use the chat function to clarify questions directly in the event

Supplier Management

- Maintain and enter your **supplier data** via the [Coupa Supplier Portal](#) (alternatively via the mail form)
 - Submit questionnaires and certificates directly via the portal
 - Update address and contact details yourself in the portal

1.2 Introducing Supplier Management with Coupa

Overview of data transfer options

PERI
Testinstanz

New CSP Supplier SIM Invitation

Dear Business Partner,

To set up your company profile in our Coupa purchasing system, we kindly ask for some additional business information.

Please choose one of the following options to submit your details:

Option A: Join and Respond via Coupa Supplier Portal (CSP)

Register for free to unlock benefits:

- Save progress and continue later
- Manage your company data independently
- Connect with other Coupa customers

Option B: Respond without Joining

- Fill out the form online without creating a Coupa account.
- Quick and easy—no registration required.

Important: Future updates to your company data must be made directly by you in the CSP. Otherwise, please contact your purchasing representative to request the update form via email.

Thank you for your cooperation. We look forward to a successful partnership.

PERI

For questions:

- **Content-related:** Contact your assigned buyer
- **Technical issues:** Visit the [Coupa Support Portal](#)

Option A **Option B**

Join and Respond **Respond Without Joining**

Important: Please also check your spam folder for this email.
Hint: After 30 days, this request expires.



As a supplier, you will be invited to share your supplier information with PERI. You will receive the invitation email shown on the left with **two options for action:**

- A) Use the free Coupa Supplier Portal (CSP) to submit and permanently manage your supplier information.
→ Start with **Chapter 2.1**.
- B) Submit your supplier information once via email using the form, without using the Coupa Supplier Portal (CSP).
→ Start with **Chapter 3.0**.

Option A (CSP)	Option B (E-Mail)
Form can be cached and resumed later .	The form must be completed in one go. NO caching possible!
Multiple people can edit the form in separate sessions.	
Long-term management of your Supplier information possible. Form can be withdrawn after submission.	Form can be used after submission can no longer be changed . No registration required in the Coupa Supplier Portal.

1.2 Introducing Supplier Management with Coupa

What portal does Coupa use for supplier management?



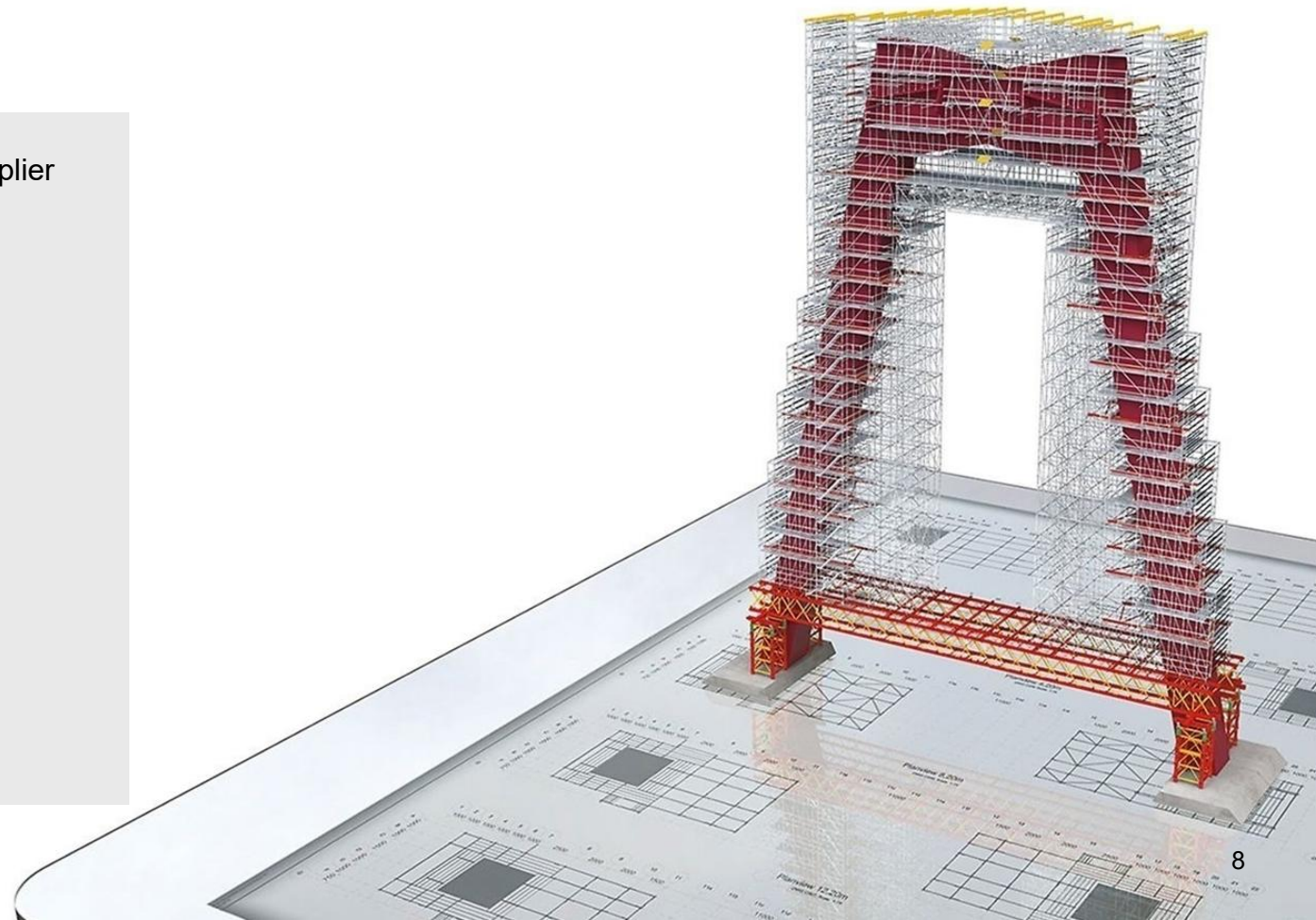
In the future, the **Coupa Supplier Portal (CSP)** will be used for supplier management.

Features: (Only possible with a CSP account)

- Provision of delivery schedules and purchase orders
- Exchange of documents
- Communication on open points
- Maintenance of supplier data

Login-Link

<https://supplier.couphost.com/sessions/new>



2.0

Option A: Share supplier information via the Coupa Supplier Portal

PERI
Testimate

New CSP Supplier SIM Invitation

Dear Business Partner,

To set up your company profile in our Coupa purchasing system, we kindly ask you to provide some additional business information.

Please choose one of the following options to submit your details:

Option A: Join and Respond via Coupa Supplier Portal (CSP)

Register for free to unlock benefits:

- Save progress and continue later
- Manage your company data independently
- Connect with other Coupa customers

Option B: Respond without Joining

- Fill out the form online without creating a Coupa account.
- Quick and easy—no registration required.

Important: Future updates to your company data must be made directly by you. Otherwise, please contact your purchasing representative to request the update via email.

Thank you for your cooperation. We look forward to a successful partnership!

PERI

For questions:

- **Content-related:** Contact your assigned buyer
- **Technical issues:** Visit the [Coupa Support Portal](#)

Join and Respond **Respond Without Joining**

For initial registration in CSP, see chapter 2.1

PERI
Testimate

You are Connected to peri-test on Coupa

Dear business partners,

We at PERI would like to create your company profile in our purchasing system Coupa and require additional company information for this purpose.

The buttons below will take you directly to Coupa, where you can enter your data in an electronic form. You have two options:

1. **Direct processing without registration** – You can fill out the form immediately online without creating an account in the Coupa Supplier Portal (CSP). To do so, click the "Respond without Joining" button.
2. **Processing via the Coupa Supplier Portal (CSP)** – Register for free in the CSP to benefit from additional advantages. To do so, click the "Join and Respond" button:
 - Temporary storage of your entries and later continuation of processing
 - Long-term and independent management of your company data (e.g. company name, address, contact persons, bank details, certificates)
 - Networking and collaboration with other Coupa customers via the portal

Please note: Subsequent changes to your master data can only be initiated by you as a supplier in the CSP. Otherwise, you will need to contact your responsible purchasing contact to receive the relevant master data maintenance questionnaire by email.

We thank you for your support and look forward to continued successful cooperation with your company.

If you have any questions regarding the content, please contact your responsible purchasing representative. For technical questions regarding the use of the Coupa Supplier Portal, please visit the [Coupa Support Portal](#).

PERI

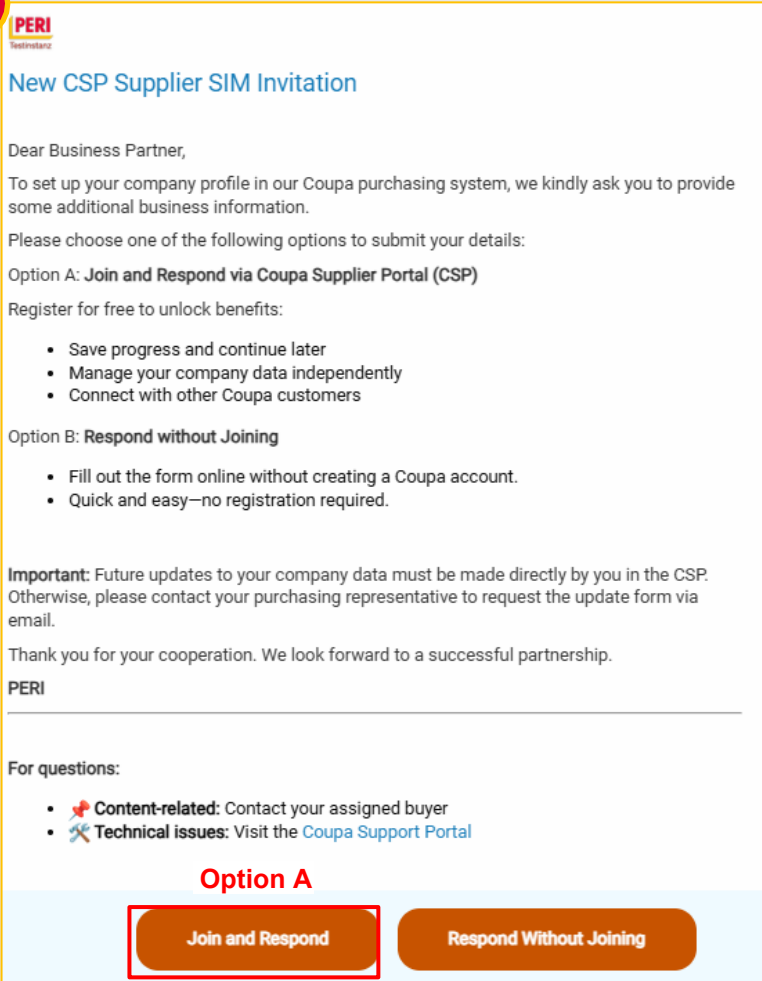
Log In

Using an existing CSP account, see Chapter 2.2

2.1 Initial registration in CSP

Step 1: Registration in the Coupa Supplier Portal (CSP)

1



PERI
Testinstanz

New CSP Supplier SIM Invitation

Dear Business Partner,

To set up your company profile in our Coupa purchasing system, we kindly ask you to provide some additional business information.

Please choose one of the following options to submit your details:

Option A: Join and Respond via Coupa Supplier Portal (CSP)

Register for free to unlock benefits:

- Save progress and continue later
- Manage your company data independently
- Connect with other Coupa customers

Option B: Respond without Joining



- Fill out the form online without creating a Coupa account.
- Quick and easy—no registration required.

Important: Future updates to your company data must be made directly by you in the CSP. Otherwise, please contact your purchasing representative to request the update form via email.

Thank you for your cooperation. We look forward to a successful partnership.

PERI

For questions:

-  **Content-related:** Contact your assigned buyer
-  **Technical issues:** Visit the [Coupa Support Portal](#)

Option A

Join and Respond **Respond Without Joining**



Once you have received the invitation email from PERI, please proceed as follows for your initial registration:

1. Click on the **“Join and Respond”** button in the invitation email to access the Coupa Supplier Portal and connect with PERI.

Note: Please check your spam folder for this email.

Please go to the next page to read the ongoing process description.

2.1 Initial registration in CSP

Step 2: Registration in the Coupa Supplier Portal (CSP)

2 Create an account

PERI is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with PERI so you're ready to do business together.

* Business Name
Test Supplier
Your legal business name (or legal personal name if an individual)

* Email
oechsle.robin.2001@gmail.com

* First Name * Last Name
Max Mustermann

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

* Country/Region * VAT ID ⓘ
Germany DE123456789
 I do not have a Tax ID

5 Email Verification

We sent a one time verification code to oechsle.robin.2001@gmail.com

Sample-Code

1

2

3

4

5

6

Didn't receive the Verification Code? [Request a New Code](#)

Next

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

Create an account

Already have an account? [Log In](#)
[Forward this to someone](#)

6

Coupa Supplier Portal Onboarding
Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

[Account Details](#) [Payment Information](#)

Primary Address

* Country/Region * Address Line 1 Address Line 2

* City * State * Postal Code

Save and Next



2. Fill in the mandatory fields (*) and choose a password.
3. Accept the privacy policy and terms of use by clicking the checkbox.
4. Click on "Create an Account".
5. Enter the verification code from the email in the field provided and click "Next".
6. Enter your address information and click "Save and Next".

Please go to the next page to read the ongoing process description.

2.1 Initial registration in CSP

Step 3: Registration in the Coupa Supplier Portal (CSP)

7

Germany

* Legal type of company ⓘ
GmbH

* Registered seat ⓘ
Weißenhorn

* Board of Directors ⓘ
Max Mustermann

* Chairman of the Board ⓘ
Max Mustermann

* Court of registration ⓘ
Amtsgericht Memmingen

* Commercial Register & Number ⓘ
HRB 123456

Remark if company in liquidation ⓘ
Nicht in Liquidation

Invoice From Code ⓘ
DE-WHN-001

Preferred Language
German (Germany)

Save and Next

8

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

Primary Address saved successfully

Account Details Payment Information

Payment Method (Bank Account)

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

* Payment Method Name ⓘ

Standardüberweisung

* Bank Account Country/Region

Germany

* Bank Account Currency

EUR

Beneficiary Name

Beispiel GmbH

Bank Name

Musterbank AG

IBAN ⓘ

DE89123456781234567890

Confirm IBAN

DE89123456781234567890



7. Enter your other company details in the marked fields of the form. Select your preferred language from the drop-down menu and click **"Save and Next"**.
8. Enter your bank details, select country and currency.

Please go to the next page to read the ongoing process description.

2.1 Initial registration in CSP

Step 4: Registration in the Coupa Supplier Portal (CSP)

9

My company expects to receive urgent/wire payments

Branch Code: 12345678

Beneficiary Type: Business

Remittance Email: buchhaltung@beispiel-gmbh.de

Remit-To Code: DE-BSP-001

Supporting Documents: Drop or Browse Files

Do not accept Bank Transfer payments from PERI

Save and Next

10

Produktportfolio/Serviceleistungen

Sie geben Sie hier in Stichworten an, welche Waren & Dienstleistungen Sie PERI anbieten möchten

Welche Branchen werden beliefert?

Kunden (5 wichtigsten)

Anzahl Beschäftigte (Verwaltung)

Anzahl Beschäftigte (Produktion)

Produktionsstandorte

Ansprechpartner

Primary Contact

First Name: Max

Last Name: Mustermann

Email address: xy@peri.com

Work Phone: US/Canada

Save and Next

11

Subscriptions

Registered	Most Popular Coupa Verified	Coupa Advanced
<p>Easily do business with customers who use Coupa</p> <p>Free</p> <p>Registered user includes:</p> <ul style="list-style-type: none"> Business Profile Orders E-Invoices Catalogs Payments Sourcing Events <p>Continue</p>	<p>Amplify your trusted brand across Coupa's community of buyers</p> <p>\$549 / year</p> <p>Everything in 'Registered' plus:</p> <ul style="list-style-type: none"> Verified Badge Priority Search Rank <p>Purchase Verified</p>	<p>Optimize your cash flow and increase productivity throughout your day</p> <p>\$4.800 / year</p> <p>Everything in 'Registered' plus:</p> <ul style="list-style-type: none"> Automated invoice reminders and reporting A seamless integration with your account system <p>Purchase Advanced</p>



9. Enter your other company details in the form and click "Save and Next".
10. Now fill out the PERI form completely and ensure that all required information is entered according to the specifications.
11. After that, select the free version in the registration process to submit your details and manage your profile. Then click on "Continue".


Congratulations! You have successfully completed your registration and are now in the Coupa Supplier Portal (CSP).



2.2 Using an existing CSP account

Step 1: Log in to the Coupa Supplier Portal

1 You are Connected to peri-test on Coupa

Powered by 

Dear business partners,

We at PERI would like to create your company profile in our purchasing system Coupa and require additional company information for this purpose.

The buttons below will take you directly to Coupa, where you can enter your data in an electronic form. You have two options:

1. **Direct processing without registration** – You can fill out the form immediately online without creating an account in the Coupa Supplier Portal (CSP). To do so, click the "Respond without Joining" button.
2. **Processing via the Coupa Supplier Portal (CSP)** – Register for free in the CSP to benefit from additional advantages. To do so, click the "Join and Respond" button:
 - Temporary storage of your entries and later continuation of processing
 - Long-term and independent management of your company data (e.g. company name, address, contact persons, bank details, certificates)
 - Networking and collaboration with other Coupa customers via the portal

Please note: Subsequent...
Otherwise, you will need...
maintenance questions

We thank you for your...
If you have any questions...
For technical questions

PERI

2 Login

* Email

* Password

3 Log In

Login



Once you have received the invitation e-mail from PERI, proceed as follows for registration:

1. Please click on the "**Log In**" button in the invitation email to access the Coupa Supplier Portal.
2. Please enter your login details to continue.
3. Click on the "**Login**" button.

Note: Please check your spam folder for this email.

Please go to the next page to read the ongoing process description.

2.2 Using an existing CSP account

Step 2: Submit supplier information to PERI.

4 PERI - XY_Test_2 is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with PERI - XY_Test_2 so you're ready to do business together.

5 Supplier Information
Test_Supplier

Continue

SUPPLIER INFORMATION | SUPPLIER DATA

Dear supplier, please note that you can change the language at the bottom right of the page. The loss of all data entered up to that point. All fields marked with a red asterisk are mandatory. German...

Thank you for your information! Please select "Submit" at the bottom right. You will receive an email notification once your details have been approved.

7

6 **Submit**

GENERAL DATA | GENERAL DATA

* Name
Test_Supplier

* Phone (central)

Website

DUNS Number

A DUNS (Data Universal Numbering System) number is a nine-digit code companies use to identify and distinguish them worldwide. The DUNS number is issued by Dun & Bradstreet (D&B).

If your company is part of a group, please enter the group name, the name of the parent company and the parent company's DUNS number.

Group name

FROM HERE ON, PERI WILL ENRICH THE FORM INTERNALLY - PLEASE IGNORE THIS SECTION

Supplier type
Purchasing supplier

Default Commodity
Cladding

Preferred commodity groups PERI
Additives

If applicable, tick the annual volume
No

Creditworthiness
None

Rating agency
None

Rating result
None

Rating document
None

Do you want to enrich it with internal accounting data?
 Yes No



4. You are in a simplified setup process. Please click **"Continue"**.
5. **Basic data** from your existing CSP account will be automatically transferred to the form. Please check that this information is up to date and add any further details if needed.
Note: The images shown are examples and show excerpts from the questionnaire.
6. Click on **"Submit"** at the end, the button will only be active when all mandatory fields have been filled in.
7. After submitting your data, you will receive an **email confirming** the update. After **successful** verification, a second email will follow with the note that **your information** has been **approved**.

Congratulations! No further action is required.



3.0

Option B: Submit supplier information via mail form



New CSP Supplier SIM Invitation

Dear Business Partner,

To set up your company profile in our Coupa purchasing system, we kindly ask you to provide some additional business information.

Please choose one of the following options to submit your details:

Option A: **Join and Respond via Coupa Supplier Portal (CSP)**

Register for free to unlock benefits:

- Save progress and continue later
- Manage your company data independently
- Connect with other Coupa customers

Option B: **Respond without Joining**

- Fill out the form online without creating a Coupa account.
- Quick and easy—no registration required.

Important: Future updates to your company data must be made directly by you in the CSP. Otherwise, please contact your purchasing representative to request the update form via email.

Thank you for your cooperation. We look forward to a successful partnership.

PERI

For questions:

- **Content-related:** Contact your assigned buyer
- **Technical issues:** Visit the [Coupa Support Portal](#)

Option B

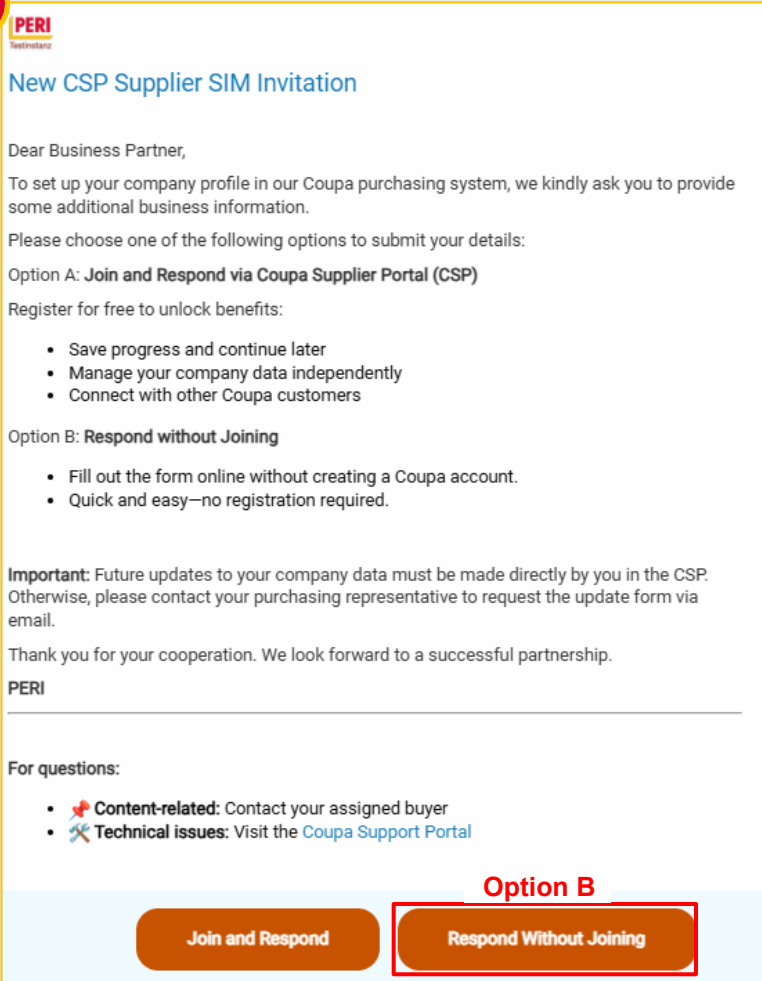
Join and Respond

Respond Without Joining

3.0 Submit supplier information via e-mail form

Schritt 1: „Respond Without Joining“

1



PERI
Testinstanz

New CSP Supplier SIM Invitation

Dear Business Partner,

To set up your company profile in our Coupa purchasing system, we kindly ask you to provide some additional business information.

Please choose one of the following options to submit your details:

Option A: Join and Respond via Coupa Supplier Portal (CSP)

Register for free to unlock benefits:

- Save progress and continue later
- Manage your company data independently
- Connect with other Coupa customers

Option B: Respond without Joining



- Fill out the form online without creating a Coupa account.
- Quick and easy—no registration required.

Important: Future updates to your company data must be made directly by you in the CSP. Otherwise, please contact your purchasing representative to request the update form via email.

Thank you for your cooperation. We look forward to a successful partnership.

PERI

For questions:

-  **Content-related:** Contact your assigned buyer
-  **Technical issues:** Visit the [Coupa Support Portal](#)

Option B

Join and Respond Respond Without Joining



Option B:

If you do **not** wish to **use** the Coupa Supplier Portal, you can send your supplier information to PERI **once** via a form. After receiving the invitation email, please follow the steps indicated.

1. Click on "**Respond Without Joining**" in the invitation email to directly access the form for entering your supplier information.

Note: Please check your spam folder for this email.

Please go to the next page to read the ongoing process description.

3.0 Submit supplier information via e-mail form

Step 2: Fill out the questionnaire

2

Supplier Information
Test_Supplier

SUPPLIER INFORMATION | SUPPLIER INFORMATION

Dear supplier, please note that you can change the language at the loss of all data entered up to that point. All fields marked with sections. German....

GENERAL DATA | GENERAL DATA

* Name
Test_Supplier

* Phone (central)

Website

DUNS Number

A DUNS (Data Universal Numbering System) number is a nine-digit number used by companies to identify and distinguish them worldwide. The DUNS (D&B).

If your company is part of a group, please enter the group name

Group name

Number of employees (administration)

Number of employees (production)

* Registered office of the company?
 HAD
 Outside the EU

CONTACT DATA | CONTACT DATA

* Primary Contact

First name
Gustav

Surname
Muster

Email address
gustavmuster71@gmail.com

Thank you for your information! Please check your email notification once your details have been received.

FROM HERE ON, PERI WILL ENRICH THE FORM INTERNALLY - PLEASE IGNORE THIS MESSAGE

Supplier type
Purchasing supplier

Default Commodity
Casting

Preferred commodity groups PERI

Address

If applicable, tick the annual volume
 No

Creditworthiness
None

Rating agency
None

Rating result
None

Rating document
None

Do you want to enrich it with internal accounting data?
 Yes No

Decline

Note: The form **cannot be saved** temporarily and **must be completed in one go. No changes** can be made after submission.
 For **later adjustments**, please use the **Coupa Supplier Portal (CSP)** – start with **Chapter 2.0**



- Fill in all the mandatory fields (*) in the questionnaire and upload the required documents.
Note: The images shown are examples and show excerpts from the questionnaire.
- Click on **"Submit"** at the end – the button will only be active when all mandatory fields have been filled in.
- After submitting your data, you will receive **an email confirming** the update. After **successful** verification, a second email will follow with the note that **your information** has been **approved**.

Congratulations! No further action is required.



4.0

Change Supplier Data

You don't have a CSP account?

- ✗ You cannot change your supplier data!
- 🕒 Every change requires **manual** coordination!
To do this, contact your contact person from Purchasing.

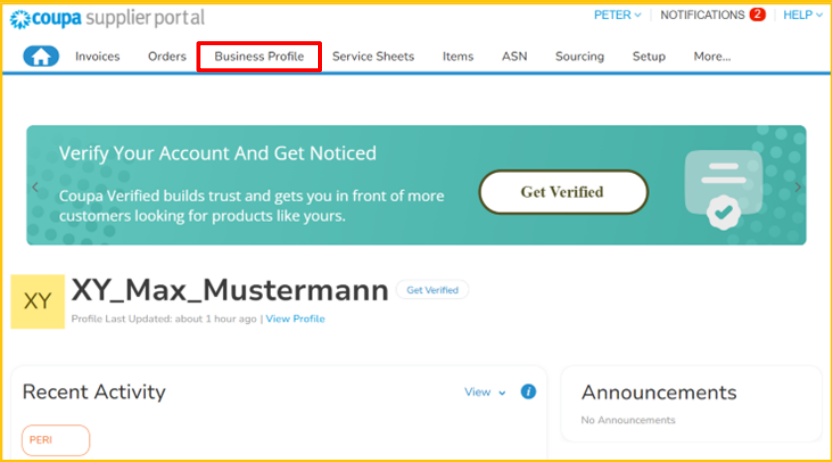
You have a CSP account?

- ✓ With a CSP account, you **stay** in control.
- 🚀 Register now and save effort. (Chapter 2.2)

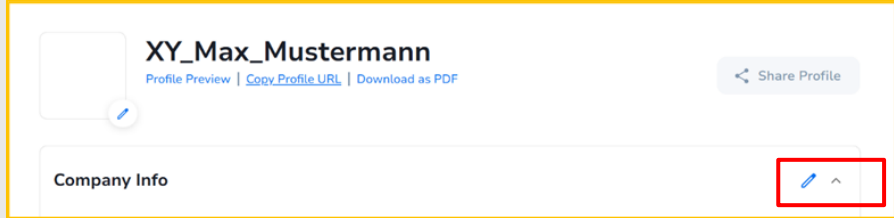
4.0 Change Supplier Data in the Coupa Supplier Portal

Step 1: Access supplier profile in CSP

1



2



After logging in, you have the option of keeping your company data up-to-date in the CSP.

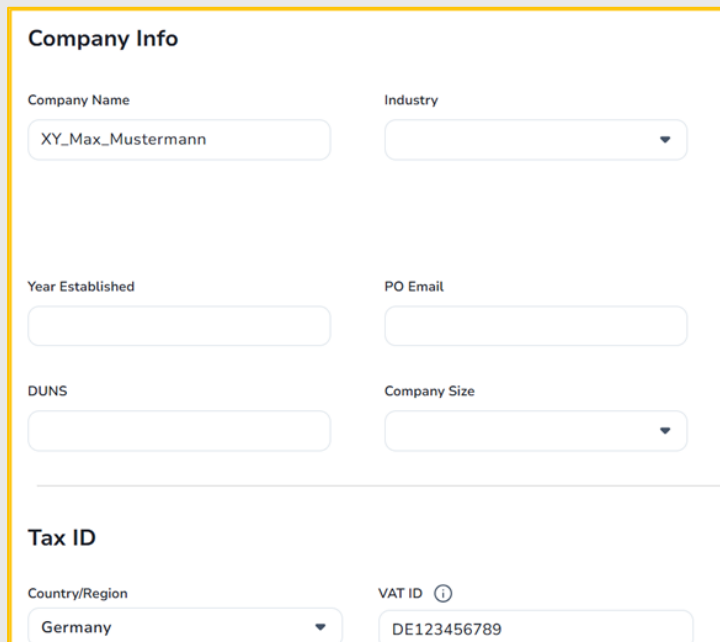
1. Go to the CSP-Home and click on the “**Business Profile**”.
2. You will be redirected to your Business Profile. Please click on the “**blue pen**” here.

Please go to the next page to read the ongoing process description.

4.0 Change Supplier Data in the Coupa Supplier Portal

Step 2: Edit supplier data

3



Company Info

Company Name: XY_Max_Mustermann

Industry: [dropdown]

Year Established: [input]

PO Email: [input]

DUNS: [input]

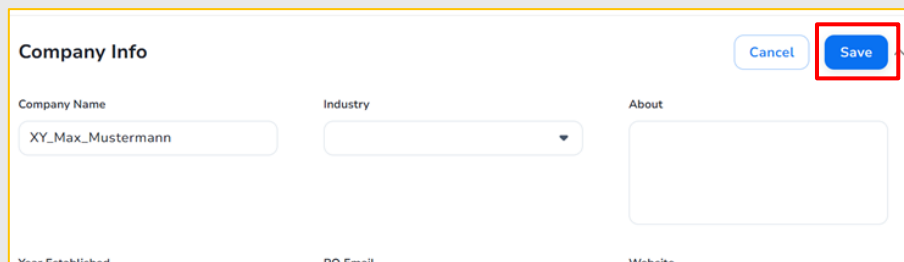
Company Size: [dropdown]

Tax ID

Country/Region: Germany

VAT ID: DE123456789

4



Company Info [Cancel] [Save]

Company Name: XY_Max_Mustermann

Industry: [dropdown]

About: [text area]

Year Established: [input]

PO Email: [input]

Website: [input]



3. A new window will then open in which you can edit the stored company data.

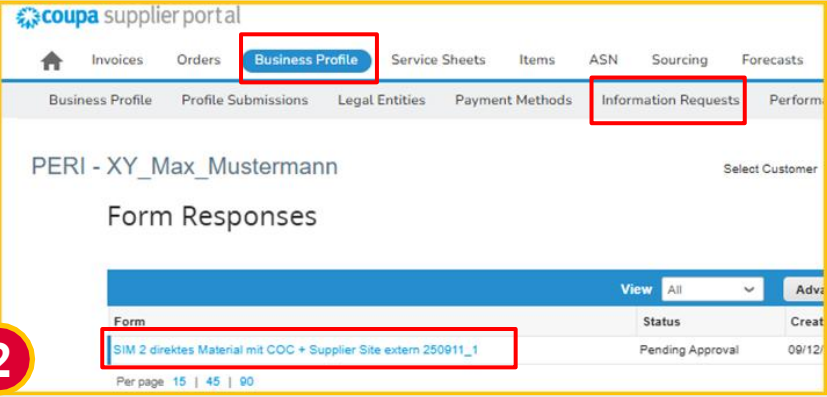
Note: The illustration is an example and shows only a snippet of the data you can keep up to date in the Coupa Supplier Portal.

4. Finally, click on the "Save" button.

4.0 Supplier data is requested by PERI

Important: PERI submits a request to update or supplement data

1



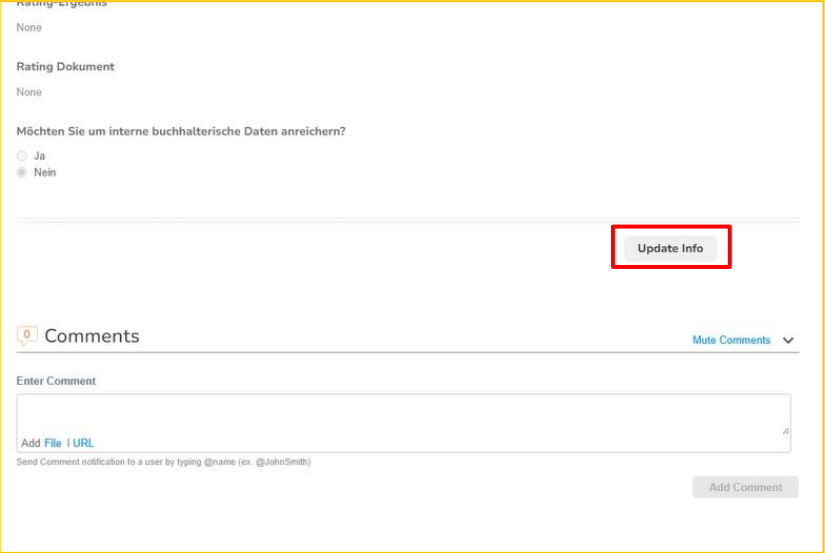
The screenshot shows the Coupa Supplier Portal interface. The 'Business Profile' tab is selected in the top navigation bar. Below it, the 'Information Requests' section is highlighted. The main content area displays 'PERI - XY_Max_Mustermann' and 'Form Responses'. A table lists forms, with one form titled 'SIM 2 direktes Material mit COC + Supplier Site extern 250911_1' highlighted.

2

The highlighted form in the table is:

Form	Status	Created
SIM 2 direktes Material mit COC + Supplier Site extern 250911_1	Pending Approval	09/12/

3



The screenshot shows the form update page. The 'Update Info' button is highlighted. Below the button, there is a 'Comments' section with a text input field and an 'Add Comment' button.



1. Navigate to the "**Business Profile**" tab and then select "Information Requests".
2. Under the "**Form**" section, you will find the requested form. Click on the correct form to open it.
3. Next, select the "**Update Info**" option.

4.0 Supplier data is requested by PERI

Important: PERI submits a request to update or supplement data

4

SUPPLIER INFORMATION | SUPPLIER DATA

Dear supplier, please note that you can change the language at the bottom of the page. However, changing the language during the completion process will result in the loss of all data entered up to that point. All fields marked with a red asterisk (*) are mandatory. Please also note the information texts below the respective sections. German...

GENERAL DATA | GENERAL DATA

* Name

* Phone (central)

Website

DLINC Number

5

Produkt-/Produzentenhaftung

Versicherung vorhanden?

- Ja
 Nein

Möchten Sie um interne Einkaufsorganisationsdaten anreichern?

- Ja
 Nein



4. The form template for editing will now open. The data entered so far will be displayed there and can be adjusted or supplemented as required.
5. Once all the necessary information has been entered, please click on the **“Submit for approval”** button to complete the process.

Congratulations! No further action is required.



5.0

Quick start:
Coupa Supplier Portal
(CSP)

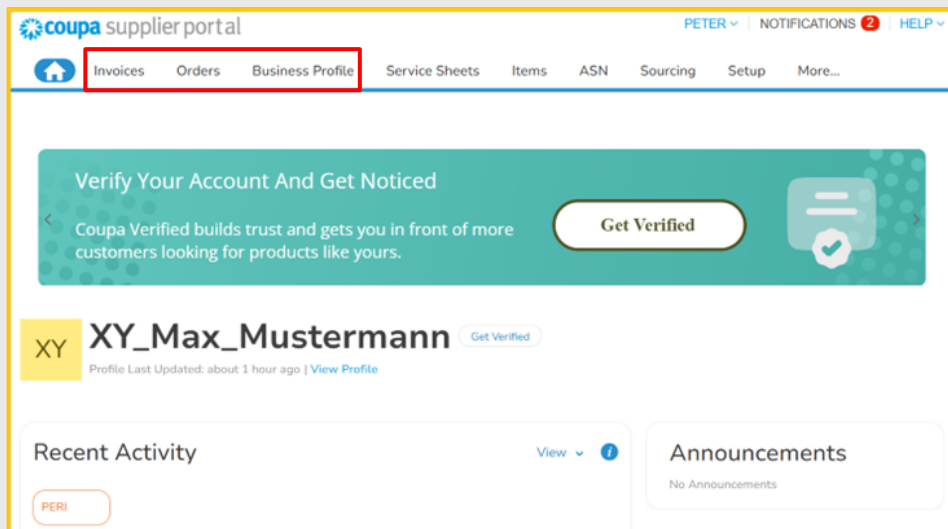



For more information, check out Coupa's CSP User Guide:

https://compass.coupa.com/Import/Suppliers/For_Suppliers/Coupa_Supplier_Portal/CSP_Admin_and_User_Guide.pdf

5.0 Getting Started with the Coupa Supplier Portal

Contents of the CSP menu bar

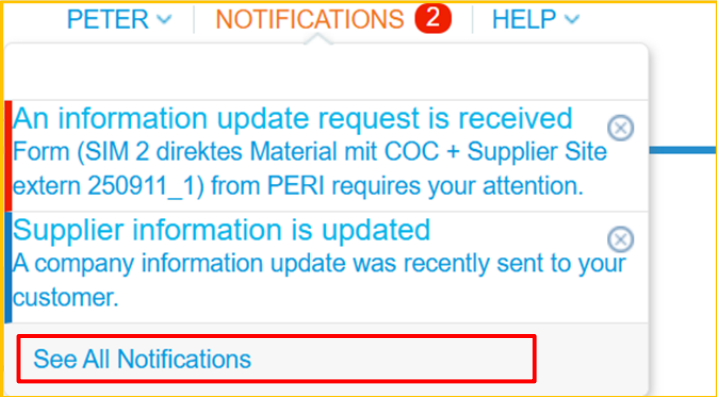


Orientation	Description
 Home	Return to Home
Invoices	Create, manage, and track the status of invoices
Orders	Overview of all orders
Business Profile	Management of company data, banking information, users and customer connections

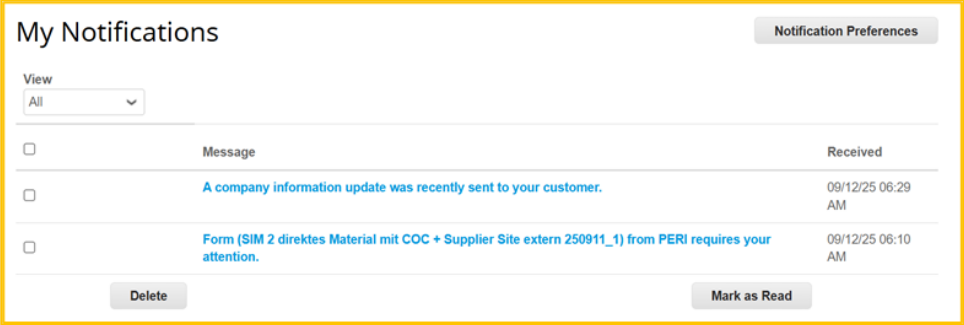
5.0 Getting Started with the Coupa Supplier Portal

You can receive notifications from PERI

1



2



	Message	Received
<input type="checkbox"/>	A company information update was recently sent to your customer.	09/12/25 06:29 AM
<input type="checkbox"/>	Form (SIM 2 direktes Material mit COC + Supplier Site extern 250911_1) from PERI requires your attention.	09/12/25 06:10 AM



PERI can show you important information directly in the portal – on orders, profile updates or other topics.

1. The notifications appear in the top right corner of the portal.
2. Via “See All Notifications” you can see all previous messages and go directly to the corresponding actions.

With the help of this communication channel, PERI will:

- Provide necessary information for transactions
- Inform you about upcoming orders
- Place reminders regarding supplier information updates

5.0 Getting Started with the Coupa Supplier Portal

Invite more users to the CSP

The screenshot shows the Coupa Supplier Portal interface. The 'Setup' button in the top navigation bar is highlighted with a red box and a '1' in a yellow circle. The 'Admin' section on the left has the 'Invite User' button highlighted with a red box and a '2' in a yellow circle. The 'Invite User' modal window is open, showing fields for 'User Information' (First Name, Last Name, Email, Purpose) and 'Phone Number' (Country/Region, Area Code, Number, Extension). The 'Permissions' section is expanded, showing various options like 'All', 'Admin', 'Orders', 'Invoices', etc. The 'Send Invitation' button at the bottom right of the modal is highlighted with a red box and a '4' in a yellow circle.



If multiple people in your organization need access to the Coupa Supplier Portal (CSP), you can easily add additional users.

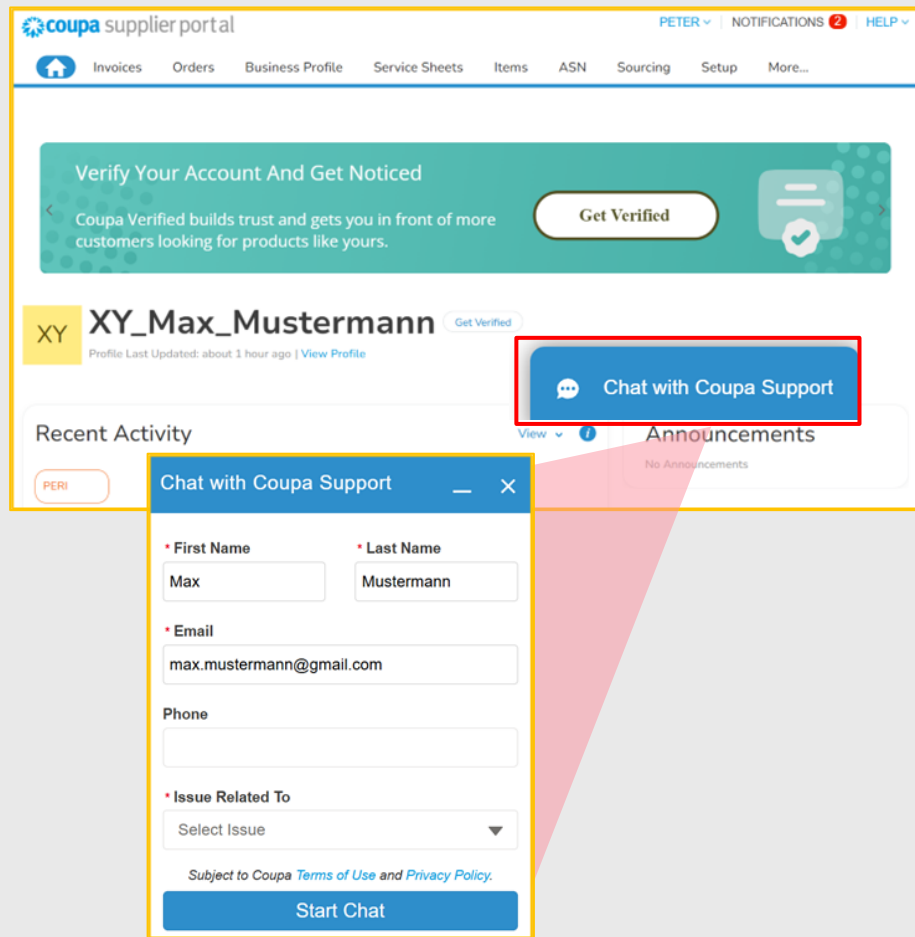
1. Click on the **"Setup"** button.
2. Click on the **"Invite User"** button.
3. Enter the necessary contact information for the person you want to invite, then assign the appropriate permissions and customers.
4. Finally, click on the button **"Send invitation"**.

Note: The new user will receive an email invitation to the Coupa Supplier Portal (CSP).

5.0 Getting Started with the Coupa Supplier Portal

Coupa Live-Support

1



The screenshot shows the Coupa Supplier Portal interface. At the top, there's a navigation bar with 'coupa supplier portal' logo, user name 'PETER', 'NOTIFICATIONS 2', and 'HELP'. Below the navigation bar, there's a 'Verify Your Account And Get Noticed' banner with a 'Get Verified' button. The main content area shows a user profile for 'XY_Max_Mustermann' with a 'Get Verified' button. A 'Recent Activity' section is visible. A 'Chat with Coupa Support' button is highlighted in a red box. A chat window is open, showing a form with the following fields:

- * First Name: Max
- * Last Name: Mustermann
- * Email: max.mustermann@gmail.com
- Phone: (empty field)
- * Issue Related To: Select Issue (dropdown menu)

At the bottom of the chat window, there's a 'Start Chat' button and a link to 'Subject to Coupa Terms of Use and Privacy Policy'.



If you encounter technical issues while using the Coupa Supplier Portal (CSP), you can take advantage of live support.

1. On the bottom right side of the CSP, you'll find the "Chat with Coupa Support" button. Click on it.
2. A chat window will open. Enter your contact details, fill in the required fields (*) and click on "Start Chat".

Note: For PERI specific questions, please contact your buyer.

5.0 Getting Started with the Coupa Supplier Portal

Helpful CSP tools for suppliers



Click
me!

The Online Help Center

- Online chat and help tour available in the CSP

The Coupa Compass

Click
us!

- Bookmark the CSP login page

