

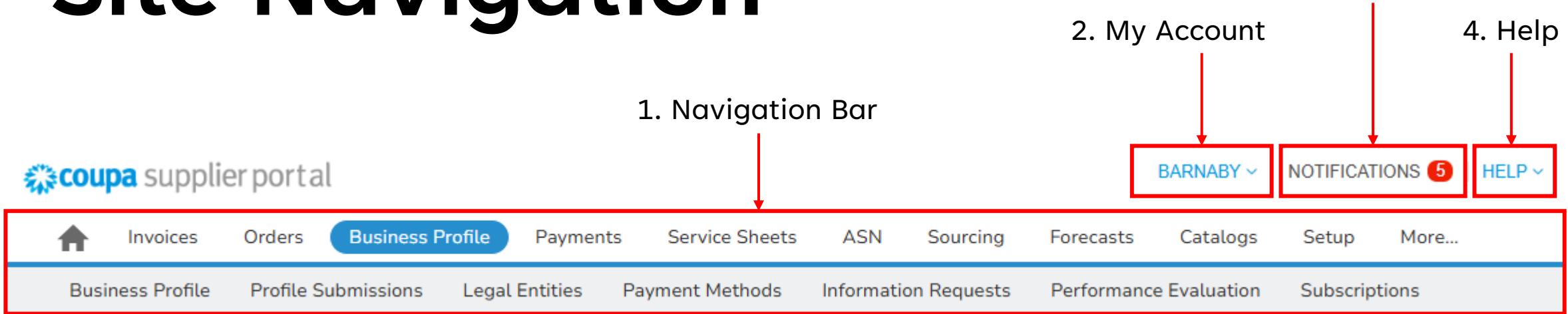
Coupa Supplier Portal

User Guide

Contents

1. Site Navigation
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Site Navigation



The image shows a screenshot of the Coupa supplier portal's navigation bar. The bar is white with a red border. At the top left is the 'coupa supplier portal' logo. To the right are several navigation links: Home (with a house icon), Invoices, Orders, Business Profile (which is highlighted with a blue oval), Payments, Service Sheets, ASN, Sourcing, Forecasts, Catalogs, Setup, and More... Below this is a secondary navigation bar with links: Business Profile, Profile Submissions, Legal Entities, Payment Methods, Information Requests, Performance Evaluation, and Subscriptions. To the right of the navigation bar are three user account links: BARNABY (with a dropdown arrow), NOTIFICATIONS (with a red circle containing the number 5), and HELP (with a dropdown arrow). Red arrows point from the following numbered labels to specific elements: 1. Navigation Bar points to the main navigation bar; 2. My Account points to the BARNABY link; 3. Notifications points to the NOTIFICATIONS link; and 4. Help points to the HELP link.

1. Navigation Bar

2. My Account

3. Notifications

4. Help

coupa supplier portal

Home Invoices Orders **Business Profile** Payments Service Sheets ASN Sourcing Forecasts Catalogs Setup More...

Business Profile Profile Submissions Legal Entities Payment Methods Information Requests Performance Evaluation Subscriptions

BARNABY ▾ NOTIFICATIONS 5 HELP ▾

1. **Navigation Bar** – Home, Profile, Orders, and Invoices
2. **My Account** – Manage the platform and change passwords to your CSP account
3. **Notifications** – Confirm your preferences for notifications
4. **Help** – Standard Coupa videos and training modules

Navigation Bar



BARNABY ▾ | NOTIFICATIONS 5 | HELP ▾

A screenshot of the Coupa supplier portal's navigation bar. The bar is divided into two horizontal sections. The top section contains a home icon, followed by links for Invoices, Orders, Business Profile (which is highlighted with a blue background and white text), Payments, Service Sheets, ASN, Sourcing, Forecasts, Catalogs, Setup, and More... The bottom section contains links for Business Profile, Profile Submissions, Legal Entities, Payment Methods, Information Requests, Performance Evaluation, and Subscriptions. A red box highlights the "Business Profile" tab in the top section.

- **Business Profile** – Manage your public profile for transacting with customers in Coupa
- **Orders** – Manage purchase orders
- **Invoices** – View all created invoices and their current status
- **Setup** – User information (invite, add, or remove users) and Merge Requests (merge or unmerge other accounts)



Invoices

Orders

Business Profile

Payments

Service Sheets

ASN

Sourcing

Fore

Account Settings
Notification Preferences

Setup

More...

Log Out



Invoices

Orders

Business Profile

Payments

Service Sheets

ASN

Sourcing

Fore

My Account Settings

Settings

Notification Preferences

Security & Multi Factor
Authentication

App Connections

User Details

* First Name * Last Name * Email Purpose

Phone Number

Country/Region Code Phone Number Extension

Save

Change Password

Change Password

Account Settings

- **User Details** – Check that information is correct and update as needed.
- **Change Password** – Option to change your password if needed.



Account Settings

Notification Preferences

Log Out

Notification Preferences

Here you can manage the way you receive notifications by enabling or disabling individual options. Grayed out fields cannot be changed.

My Account Notification Preferences

Settings

Notification Preferences

Security & Multi Factor Authentication

App Connections

You will start receiving notifications when your customers enable them.

Email

Mobile(SMS)

Verify

! Verify number to receive SMS

Account Access

Merge Request Online Email SMS

Request to Join Online Email SMS

Terms of Use

New Terms of Use are received Online Email SMS

Users

Add Users to account Online Email SMS

A new customer connection is created Online Email SMS

Service Sheets

A Service Sheet is rejected Online Email SMS

A Service Sheet is approved Online Email SMS

Cancel

Save



My Account Security & Multi Factor Authentication

Security & MFA

Here you can enable or disable MFA and select how you would like to receive verification codes.

Settings

Notification Preferences

Security & Multi Factor Authentication

App Connections

Multi Factor Authentication

- Disabled
- For Payment Changes (Required for changing Legal Entity or Remit-To)
- For Both Account Access (Login) and Payment Changes

Via Authenticator App

Use an Authenticator App available from your mobile phone app store.

- Default

Via Text Message

Use a code sent via text message to your phone number.

- Default

Notifications

Select All from the View dropdown to see all of your notifications.
You may delete them or mark them as read.

BARNABY NOTIFICATIONS 5 HELP

coupa supplier portal

Home Invoices Orders Business Profile Payments Service Sheets ASN Sourcing Forecasts Catalogs Setup More...

My Notifications

Notification Preferences

View

- All
- All **2**
- FYI
- Todo
- Unread
- Announcements

Message	Received
A company information update was recently sent to your customer.	09/19/25 04:04 PM
The Supplier Information you submitted was approved by Meridian Adhesives Group.	09/19/25 04:04 PM
Update your profile for Meridian Adhesives Group	09/19/25 03:19 PM
You are now connected to Meridian Adhesives Group	09/19/25 03:19 PM
Expired: QAD Coupa - Not a Gambling Website cancelled their request. If you'd like to work with them, please contact them to ask for the form.	08/28/25 07:02 AM
Final reminder from QAD Coupa - Not a Gambling Website: Your information request is still pending.	08/12/25 07:11 AM

Delete

Mark as Read

3

Hover over the Notifications link to see your three most recent unread system messages.

BARNABY NOTIFICATIONS 5 HELP

Supplier information is updated
A company information update was recently sent to your customer.

A form response is approved
The Supplier Information you submitted was approved by Meridian Adhesives Group.

A new customer connection is created
You are now connected to Meridian Adhesives Group

See All Notifications 1



Invoices

Orders

Business Profile

Payments

Service Sheets

ASN

Sourcing

Forecasts

Catalogs

Setup

More...

Business Profile

Profile Submissions

Legal Entities

Payment Methods

Information Requests

Performance Evaluation

Subscriptions

Totally Legitimate Business

[Profile Preview](#) | [Copy Profile URL](#) | [Download as PDF](#)[Share Profile](#)

Company Info

Company Name

Totally Legitimate Business

Industry

About

Tax ID

United States - 111111111

Year Established

Commodities

Products and Services

PO Email

Website

DUNS

Company Size

Ownership Type

Areas Served

No coverage in areas



Contacts

Addresses

Profile

Here you can manage your public profile on the Coupa Portal.

Your public profile is visible to Coupa users in the Supplier Directory.



QAD Coupa - 51000674 Totally Legitimate Business

Select Customer

QAD Coupa - 51000674 Totally Legitimate Bu... ▾

Form Responses

View All Advanced Search			
Form	Status	Created Date	Submitted At
QAD New Supplier Response v9.6	Applied	04/24/25	04/24/25
QAD New Supplier Response v9.1	Applied	04/04/25	04/04/25

Per page 15 | 45 | 90

Information Requests

Customers will often ask you to supply information to ensure they have accurate contact, billing, and other specific records. To complete an information request, navigate to the Form Responses page and select the appropriate customer. Click on the form you wish to complete and submit it when finished.

Orders

coupa supplier portal

BARNABY | NOTIFICATIONS 5 | HELP

Invoices Orders Business Profile Payments Service Sheets ASN Sourcing Forecasts Catalogs Setup More...

Orders Order Lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines More...

1 Select customer QAD Coupa - 51000674 Totally Le

Purchase Orders

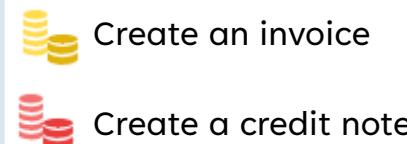
Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

2 Export to	View	All	Search					
3 PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
2000-0000085	05/05/25	Issued	None	Super Important Services	No	60,000.00 USD		4  

1. **Select Customer** – Use the drop-down to select the specific customer you would like to view.
2. **Export to** – Export an Excel report
3. **PO Number** – To view details of the order, click on the order number you wish to review.
4. **Actions** – Create invoices or credit notes



Orders

Purchase Order #2000-0000085

General Info

Status Issued - Sent Manually
Order Date 05/05/25
Revision Date 05/05/25
Requester Kerry Higdon
Email kerry.higdon@connorgp.com
Payment Term Net 45
Attachments None

1 Acknowledged

Assigned to

Lines

1	Type	Item	Price	Total	Invoiced	
	Super Important Services	60,000.00	60,000.00	0.00		
	Supplier Part Number	Supplier Auxiliary Part Number	Manufacturer Name	Manufacturer Part Number	PO Start Date	PO End Date
	None	None	None	None	None	None

Per page [15](#) | [45](#) | [90](#)

Total USD **60,000.00**

2 **Shipping**

Ship-To Address Verifrac LLC, dba Redzone Production Systems
1680 Meridian Avenue
Suite 402
Miami Beach, FL 33139
United States
Attn: Kerry Higdon

Terms None

3 **Shipment Tracking**

No shipment tracking.

Add

- Acknowledged** – Check the box to acknowledge acceptance of the purchase order.
- Shipping** – Address linked to the purchase order
- Actions** – Create an invoice, save changes, or print the purchase order

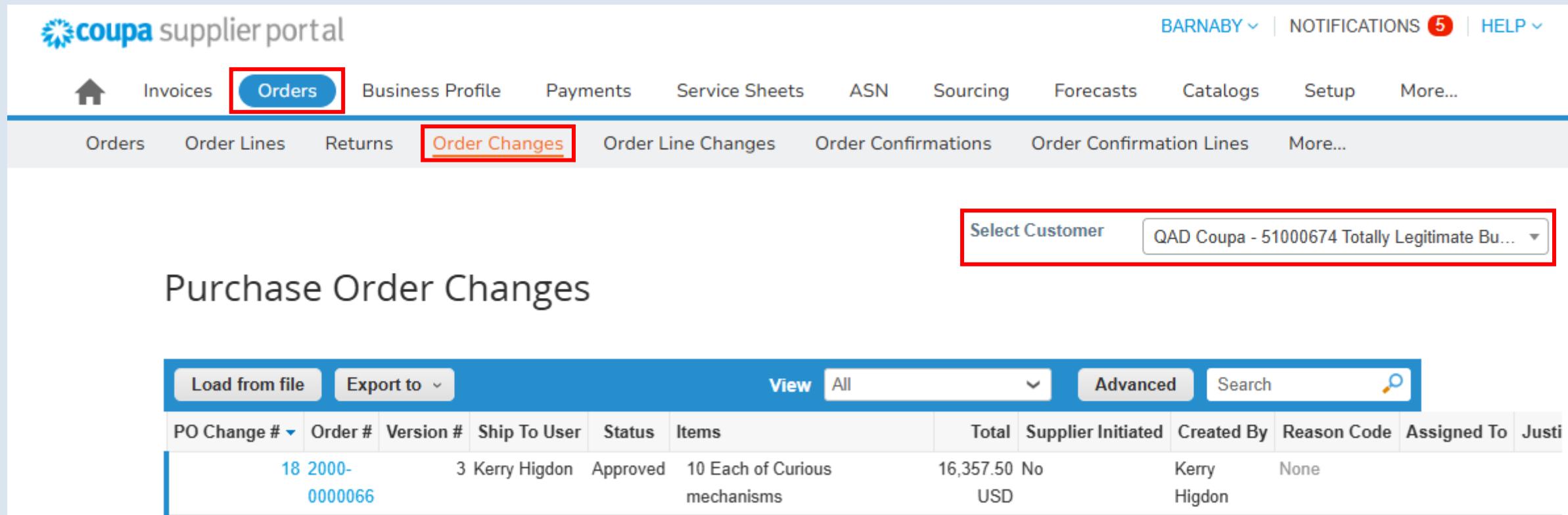
Orders

Purchase orders can have the following statuses:

- **Issued** – The PO was approved and sent to you for fulfillment.
- **Buyer Hold** – The PO is approved but requires your Coupa customer to review it.
- *Please ensure you have completed any information requests sent to you by your customer, as this can also create a Buyer Hold.
- **Soft Closed** – The PO is closed but can be reopened. You cannot invoice against a PO in this status.
- **Closed** – The issued PO was received and then closed, either manually or automatically within Coupa.
- **Cancelled** – The PO was cancelled and does not need to be fulfilled.
- **Error** – Something is wrong with the PO. Contact your customer to get the PO back on track.

Purchase Order Changes

Here you can view changes made to purchase orders. Be sure to check that the correct customer has been selected.



coupa supplier portal

BARNABY | NOTIFICATIONS 5 | HELP

Orders

Order Changes

Select Customer

QAD Coupa - 51000674 Totally Legitimate Bu...

Purchase Order Changes

PO Change #	Order #	Version #	Ship To User	Status	Items	Total	Supplier Initiated	Created By	Reason Code	Assigned To	Justi
18 2000-0000066	3	Kerry Higdon	Approved	10 Each of Curious mechanisms		16,357.50	No	Kerry Higdon	None		

[Invoices](#)[Orders](#)[Business Profile](#)[Payments](#)[Service Sheets](#)[ASN](#)[Sourcing](#)[Forecasts](#)[Catalogs](#)[Setup](#)[More...](#)[Invoices](#)[Uploaded Invoices](#)[Invoices Lines](#)[Payment Receipts](#)[Advanced](#)

Select customer

QAD Coupa - Interdimensional Toy

Invoices

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page}

Create Invoices

[Create Invoice from PO](#)[Create Invoice from Contract](#)[Create Blank Invoice](#)[Create Credit Note](#)[Export to](#)

View

All

Search



Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
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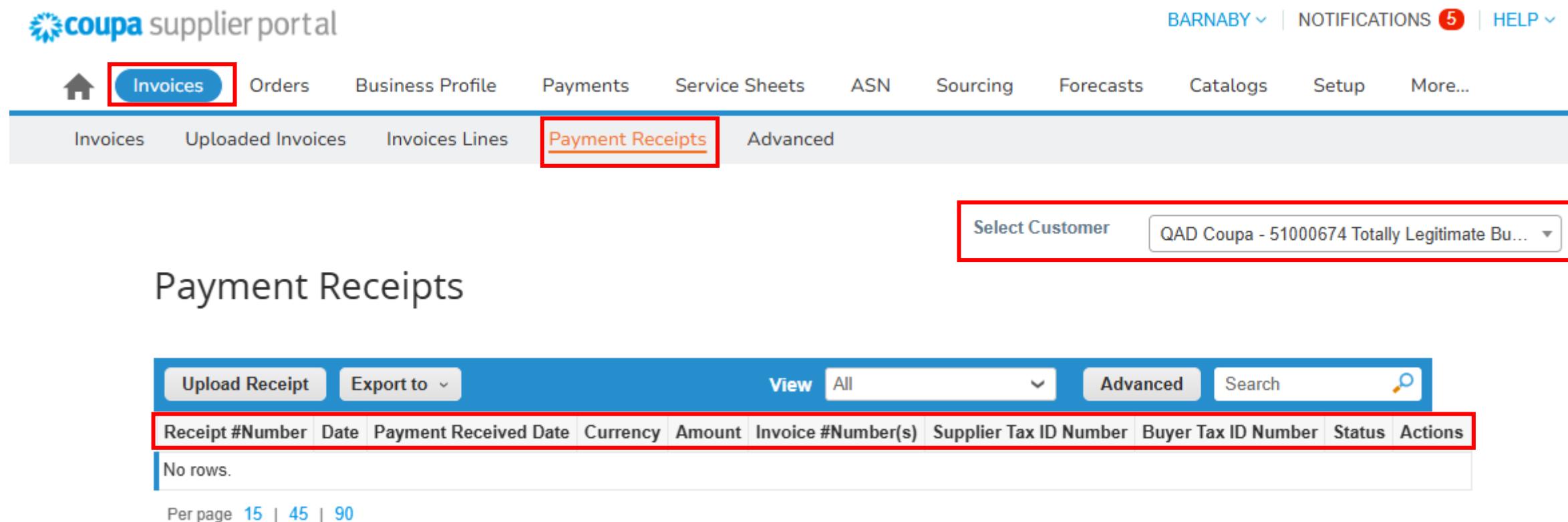
Here you can view invoices that have been created. Ensure that you have selected the correct customer when searching for invoice records. Most customers will not permit the creation of blank invoices and will require you to create invoices from POs.

Invoices

Invoices can have the following statuses:

- **Draft** – The invoice has been created, but not yet submitted to the customer and can still be edited.
- **Pending Approval** – The invoice is currently under review and awaiting approval for payment by the customer.
- **Approved** – The invoice has been accepted/approved for payment by the customer.
- **Processing** – The invoice is being processed by AP and should be paid soon.
- **Disputed** – The invoice has been disputed by the customer.
- **Voided** – The invoice is not valid, something is wrong (the status of invoices after resolution of a disputed invoice).

Payment Receipts



The screenshot shows the Coupa supplier portal interface. At the top, the logo 'coupa supplier portal' is on the left, and the user 'BARNABY' with a notification count of 5 and a 'HELP' link are on the right. Below the header is a navigation bar with links: Home, Invoices (which is highlighted with a red box), Orders, Business Profile, Payments, Service Sheets, ASN, Sourcing, Forecasts, Catalogs, Setup, and More... The 'Invoices' link is also highlighted in the sub-navigation bar below, along with 'Uploaded Invoices', 'Invoices Lines', and 'Payment Receipts' (which is highlighted with a red box). The main content area is titled 'Payment Receipts'. It features a toolbar with 'Upload Receipt', 'Export to', 'View All' (selected), 'Advanced', 'Search', and a 'Select Customer' dropdown set to 'QAD Coupa - 51000674 Totally Legitimate Bu...'. Below the toolbar is a table header row with columns: Receipt #/Number, Date, Payment Received Date, Currency, Amount, Invoice #/Number(s), Supplier Tax ID Number, Buyer Tax ID Number, Status, and Actions. The table body is empty, showing 'No rows.' At the bottom of the table area, there are buttons for 'Per page' with options 15, 45, and 90.

Here you can view the status of your payments by navigating to the payment receipts tab. Each payment is linked to the associated invoices for easy reconciliation.



Admin Users

User Name	Email	Status	Permissions	Customer Access	Purpo
Barnaby	kerry.higdon@connorgp.com	Active	ASNs Admin Catalogs Community Early Payments Forecast Planner Hidden, Private, and Public Invoices Order Changes Order Line Confirmation Orders Payments Profiles Service Sheets Sourcing Supplier Dashboard	Meridian Adhesives Group - Totally Legitimate Business QAD Coupa - 51000674 Totally Legitimate Business QAD Coupa - Exclusively Spanish Supplier QAD Coupa - Interdimensional Towing Co. QAD Coupa - Interdimensional Towing Co QAD Coupa - Not a Gambling Website	Accou Divers Legal, Procure Risk, S Sourc
Floofy					

To invite new users to the Coupa Supplier Portal account for your organization, the **Admin** user must click the **Invite User** button. If MFA is enabled, you will be prompted for verification. The **Invite User** window will appear. Fill in the information of the user you wish to add and grant permissions and customer access.

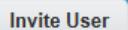
Invite User

User Information	Phone Number
First Name	Country/Region
Last Name	Area Code
Email	Number
Purpose <small>?</small>	Extension
Select Some Options	
Permissions <small>?</small>	Customers
<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Admin <input checked="" type="checkbox"/> Orders <input checked="" type="checkbox"/> All <input type="radio"/> Restricted Access to Orders <input checked="" type="checkbox"/> Invoices <input checked="" type="checkbox"/> Catalogs <input checked="" type="checkbox"/> Profiles <input checked="" type="checkbox"/> ASNs <input checked="" type="checkbox"/> Service Sheets <input checked="" type="checkbox"/> All <input type="radio"/> Restricted Access to Service Sheets <input checked="" type="checkbox"/> Payments <input checked="" type="checkbox"/> Order Changes <input checked="" type="checkbox"/> Early Payments <input checked="" type="checkbox"/> Sourcing <input checked="" type="checkbox"/> Private and Public <input type="radio"/> Hidden, Private, and Public <input checked="" type="checkbox"/> Community <input checked="" type="checkbox"/> Order Line Confirmation <input checked="" type="checkbox"/> Forecast Planner <input checked="" type="checkbox"/> Workers <input checked="" type="checkbox"/> View <input type="radio"/> Manage <input checked="" type="checkbox"/> Worker Assignments <input checked="" type="checkbox"/> View <input type="radio"/> Manage <input checked="" type="checkbox"/> Inventory <input checked="" type="checkbox"/> Supplier Dashboard	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> QAD Coupa - 51000674 Totally Legitimate Business <input checked="" type="checkbox"/> QAD Coupa - Exclusively Spanish Supplier <input checked="" type="checkbox"/> QAD Coupa - Interdimensional Towing Co. <input checked="" type="checkbox"/> QAD Coupa - Interdimensional Towing Co <input checked="" type="checkbox"/> QAD Coupa - Not a Gambling Website <input checked="" type="checkbox"/> Meridian Adhesives Group - Totally Legitimate Business

Customers that are not selected will be grayed out on the user's profile.



Admin Users



View

All

Search



User Name	Email	Status	Permissions	Customer Access	Purpose	Actions
Barnaby	kerry.higdon@connorgp.com	Active	ASNs Admin Catalogs Community Early Payments Forecast Planner Hidden, Private, and Public Invoices Order Changes Order Line Confirmation Orders Payments Profiles Service Sheets Sourcing Supplier Dashboard	Meridian Adhesives Group - Totally Legitimate Business QAD Coupa - 51000674 Totally Legitimate Business QAD Coupa - Exclusively Spanish Supplier QAD Coupa - Interdimensional Towing Co. QAD Coupa - Not a Gambling Website	Accounting, Diversity, Legal, Procurement, Risk, Sales, Sourcing	Edit
Floofy						

You can edit users, changing their permissions and customer connections, by clicking Edit next to their name. The **Edit User Access for [name]** will appear.

Edit user access for Barnaby Floofy

User Information

*First Name

Barnaby

*Last Name

Floofy

*Email

kerry.higdon@connorgp.com

Phone Number

Country/Region

United States

Area Code

510

Number

1234567890

Extension

1234567890

Purpose

 Accounting Diversity Legal
 Procurement Risk Sales
 Sourcing

Primary Contact

Current primary contact: Barnaby Floofy

Permissions

 All
 Admin
 Orders
 All
 Restricted Access to Orders
 Invoices
 Catalogs
 Profiles
 ASNs
 Service Sheets
 All
 Restricted Access to Service Sheets
 Payments
 Order Changes
 Early Payments
 Sourcing
 Private and Public
 Hidden, Private, and Public
 Community
 Order Line Confirmation
 Forecast Planner
 Workers
 View
 Manage
 Worker Assignments
 View
 Manage
 Inventory
 Supplier Dashboard

Customers

 All
 QAD Coupa - 51000674 Totally Legitimate Business
 QAD Coupa - Exclusively Spanish Supplier
 QAD Coupa - Interdimensional Towing Co.
 QAD Coupa - Not a Gambling Website
 Meridian Adhesives Group - Totally Legitimate Business

Cancel

Deactivate User

Save

Coupa Support

At any time while completing the onboarding process you need to speak with someone you can click the Chat with Coupa Support located at the bottom right-hand side of your screen.

 Chat with Coupa Support

For any general CSP technical or functional question you can try searching in the [Supplier Help Center](#). If you can't find the answer there, then you can contact the Couper Supplier Support Team at supplier@coupa.com.

For more information about Coupa, Supplier can visit the Coupa Supplier Page.

While logged into the CSP, you can also click the Help tab for Help Tour, Compass, and Training Webinars.

