

Meridian Adhesives Group is excited to work with you.

Our purchasing process requires you to create a free account with Coupa. This platform will offer many benefits, such as:

- **Faster PO processing** with real-time order visibility
- **Quicker payments** through electronic, error-free invoicing
- Reduced admin work with automated, compliant invoice submission
- **Improved visibility** to customers with a rich supplier profile
- Secure, centralized document exchange
- Integration options for high-volume transactions
- Global-ready with multicurrency and regional compliance

Onboarding Steps

1. You will soon receive an email inviting you to join the **Coupa Supplier Portal (CSP)**. Please accept this invitation and create your account. This will link your CSP account to Meridian Adhesives Group.

Action Required - Meridian Adhesives Group Registration Instructions

Hello Supplier,

Starting today, Meridian Adhesives Group, Inc. is launching our new program with Coupa to handle all orders, invoices, and payments digitally to get you paid faster. All invoices must have an associated Purchase Order in Coupa. We will no longer accept paper invoices through mail. We will no longer send paper check payments by mail. What you need to do. Starting today, you'll be working with Meridian Adhesives Group, Inc. using the free Coupa Supplier Portal (CSP). All suppliers are required to have a CSP account so please click the "Get Started" button to create your account today. Immediate action required: You'll also need to register for virtual credit card payments or add your bank account when prompted in your Coupa registration so we can pay you. Virtual credit cards are our fastest payment option with payments sent at invoice approval instead of original net terms.

Not the right person? If someone else manages invoices and payments for your company, or if your company already has an existing Coupa Account set up with a different email address, please contact us at AP@meridianadhesives.com so that we can send this invite to the right person. New to Coupa? Please attend a Training Webinar to learn how to use our new Coupa system. The CSP offers all these benefits to make your job easier: Track all your POs, invoices, and payments online in one place. You'll have instant access to all your remittance advice instead of waiting for AP to confirm payment status. Create invoices directly from POs (either right from your order email or in the CSP) with no need to send a separate invoice. Add your Remit-To information and get paid faster with virtual credit card payments or direct deposits to your bank account. No more waiting for checks in the mail! If you have any questions, our team is ready to help you at AP@meridianadhesives.com. Thank you for your continued partnership with Meridian Adhesives Group, Inc.

Meridian Adhesives Group

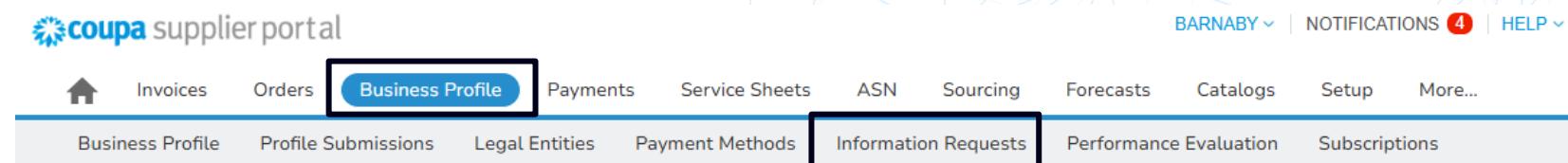
[Join Coupa Supplier Portal](#)

[Forward Invitation](#)

Onboarding Steps

2. You will then receive an information request. Navigate to **Business Profile>Information Requests** and select Meridian Adhesives Group from the customer drop-down. The Form Responses box will appear; please select the **New Supplier Response** form and complete it. You will need the following information:

- Contact information and addresses
- Payment terms
- Tax information
- Banking/remittance details



Meridian Adhesives Group

Form Responses

Form	Status	Created Date	Submitted At
New Supplier Response	New	11/13/25	None

Additional Notes

- Both onboarding steps must be completed before you can receive orders from Meridian Adhesives Group.
- If you already have a Coupa Supplier Portal account, you do not need to make a new one; simply accept the invitation to link with Meridian Adhesives.
- You can set up multiple users on your Coupa account so that your team can access the information they need.
- All invoices must have a PO reference. If you are unable to submit invoices through the Coupa Supplier portal, email them to invoices@meridianadhesives.couphost.com. This email is for **invoices only** and is not monitored for correspondence.
- If you need additional help, please email AP@meridianadhesives.com.