

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

The screenshot displays the Coupa Supplier Portal interface. At the top, the 'coupa supplier portal' logo is visible on the left, and user information 'BARNABY' with a dropdown arrow, 'NOTIFICATIONS 4', and a 'HELP' link are on the right. A navigation bar contains links: Home, Invoices, Orders, Business Profile (highlighted with a red box), Payments, Service Sheets, ASN, Sourcing, Forecasts, Catalogs, Setup, and More... Below this, a secondary navigation bar includes Business Profile, Profile Submissions, Legal Entities, Payment Methods, Information Requests (highlighted with a red box), Performance Evaluation, and Subscriptions. The main content area shows 'Meridian Adhesives Group' with a 'Select Customer' dropdown menu set to 'Meridian Adhesives Group - Totally Legitimate...'. Below this is the 'Form Responses' section, which includes a table with columns: Form, Status, Created Date, and Submitted At. The table contains one entry: 'New Supplier Response' (highlighted with a red box), 'New', '11/13/25', and 'None'. Above the table is a control bar with 'View' set to 'All', an 'Advanced' button, and a search field.

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.coupahost.com. This email is for **invoices only** and is not monitored for correspondence.
- If you need additional help, please email AP@meridianadhesives.com.