



Coupa Supplier Portal training

Registering for the CSP

Powered Procurement

KPMG

—

2019

Registering for the CSP

1. Open the email containing your registration link. The email will have the subject line:
Action Required from KPMG LLP – Click Below to Join Coupa

Please NOTE: The registration email and link will be sent to the contact (email address) we have on file. You can update this information once you have logged into the CSP.

<input type="checkbox"/>	☆	Coupa Supplier Port. 2	You are Connected to KPMG LLP DEV on Coupa - You are Connected to KPMG LLP DEV on Coupa Powered by Coupa Software...
<input type="checkbox"/>	☆	Coupa Supplier Port. 2	Action Required from KPMG LLP - Click Below to Join Coupa - Action Required from KPMG LLP - Click Below to Join C...
<input type="checkbox"/>	☆	Google Community Te.	eva, welcome to your new Google Account - Hi eva, Thank you for creating a Google Account. Here is some advice to get starte...

2. Click on the email to open it.

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3. Click the **Join Coupa** button at the bottom of the email.

The screenshot shows an email titled "Action Required from KPMG LLP - Click Below to Join Coupa". The sender is identified as "Coupa Supplier Portal" to the recipient. The email content includes a greeting, an explanation of why KPMG LLP wants to connect with the recipient on Coupa, and a list of benefits such as viewing purchase orders and creating invoices. At the bottom, there are two buttons: "Join Coupa" (highlighted with a red box) and "Forward This". Below the buttons are three links: "Overview", "Need Help?", and "Coupa Info". The footer features the Coupa logo and the text "Business Spend Management".

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4. Complete the following fields:

- First name
- Last name
- Company
- Password
- Password confirmation

Accept the Privacy policy and terms of use of registering in Coupa.

5. Add the URL **supplier.coupa.com** to your bookmarks by clicking on the star icon (In IE & Chrome browsers) for future use.

The screenshot shows the 'Join the Coupa Supplier Portal' registration page. The header is blue with the Coupa logo and 'coupa supplier portal' text. The main content area is white with a blue border. The title 'Join the Coupa Supplier Portal' is underlined. Below the title is a paragraph: 'Validate the information below and create the password for your account. Click here for help.' The form contains several fields, each with a red asterisk indicating it is required: 'First Name' (Eva), 'Last Name' (Wang), 'Company' (Test Supplier EW 2), 'Email' (testewkpmgsan@gmail.com), 'Password' (masked with dots), and 'Password Confirmation' (masked with dots). Below the password fields is a checkbox with the text 'I accept the Privacy Policy and the Terms of Use.' The checkbox is checked. At the bottom of the form is a blue 'Submit' button.



Thank you



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