



Forward. For all.

Supplier Management - IPU





Coupa Supplier Portal General Information

The Coupa Supplier Portal



 **coupa** supplier portal

The Coupa Supplier Portal (**CSP**) is a **free**, **cloud-based** platform that allows **you**, as a **supplier**, to seamlessly collaborate with **Magna Electronics** by:

- Updating and managing your **company information** (already available)
- Receiving and acknowledging **purchase orders** (Availability will be communicated separately.)
- Viewing all past and ongoing **sourcing events** (Availability will be communicated separately.)



URL to the CSP:

<https://supplier.coupahost.com/>

Contact and Address Updates




- **Suppliers** can efficiently **manage** their **centralized contacts** and **addresses** in the **Coupa Supplier Portal**. **Magna Electronics** connects this **information** to their **internal ERPs** for seamless integration.
- **Contacts:** **Add** or **update** details like **Name**, **Email**, **Work Number**, and **Purpose** (e.g., **Accounting**, **Procurement**) to streamline **communication**.
- **Addresses:** **Maintain** key details such as **Address**, **City**, **State**, **Postal Code**, and **Country/Region** for accurate **records**.

Contacts

Add User

Search

Name	Primary Contact	Email	Work Number	Purpose	Actions
UAT_001 Test_001	Yes	florian.westendorf+uat_001@coupa.com		Accounting, Diversity, Legal, Procurement, Risk, Sales, Sourcing	

Per page 5 | 15 | 30

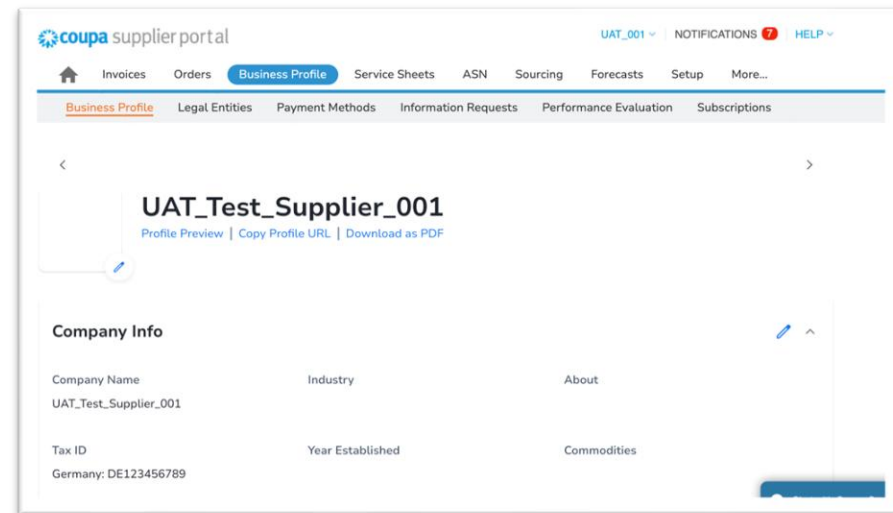
Addresses						
Add Address		Search				
Address	Primary Address	City	State	Postal Code	Country/Region	Actions
2727 Oak Ave	Yes	Maplewood	NY	20828	DE	
Per page 5 15 30						

Maintain and Update Information



When **Magna Electronics** is requesting **information** from **suppliers**, **you** can directly **update** your **details** using the provided **email** or, alternatively, **register** in the **Coupa Supplier Portal (CSP)**.

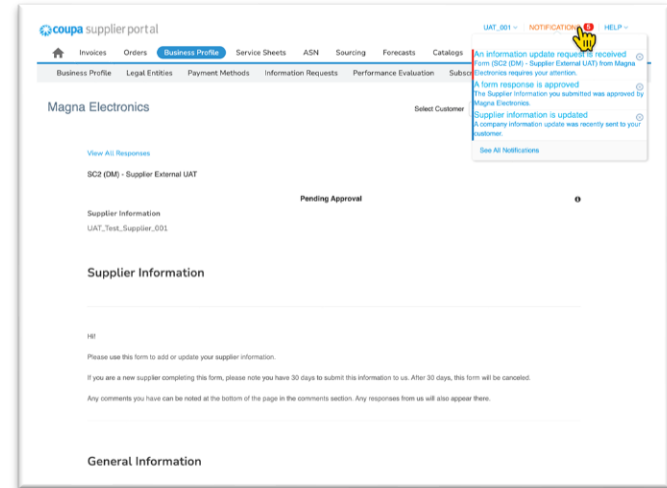
Your **supplier company** may already be **registered** at the **Coupa Supplier Portal (CSP)**. This enables **you** to **centrally** update **critical** information such as **Tax IDs**, **DUNS**, **Email**, **Contacts**, and **Bank Information**, eliminating the need to **communicate** updates to each **customer** individually.



Notifications, Update Requests and many more



- **Suppliers** benefit from a **centralized dashboard** in the **Coupa Supplier Portal (CSP)**, alongside **email notifications**, to stay updated on **requests, approvals, and comments/exchanges** with **Magna Electronics**.
- **You** can access a **dedicated portal** to **view** all your **invitations to sourcing events**, including **detailed sourcing event information**, ensuring **seamless participation**.
- Additional **functionalities**, such as **tracking sourcing updates, managing event responses**, and facilitating **direct communication** with **Magna Electronics**, help **suppliers** remain **centrally connected**.





Coupa Supplier Portal Registration

CSP Registration



- You will be sent an invitation to join the **Coupa Supplier Portal (CSP)** from **Magna Electronics** through email with the subject "Action Required , Magna Electronics Registration Instructions.
- The email will request you to **"Join Coupa Supplier Portal"**.
- Upon clicking the link, you'll be taken to the CSP website, where you must input specific details like "Business Name" and "Password" before selecting **"Create an Account"**.



Action Required - Magna Electronics Registration Instructions

Hello Supplier

We handle all business spend electronically to make sure you're paid on time and prevent lost documents.

To ensure your ability to do business with us, you have 48 hours to register your account. Please contact us at supplier@coupa.com if you are unable to register for any reason!

Florian Westendorf
Magna Electronics

[Join Coupa Supplier Portal](#)

[Forward Invitation](#)

Create an account

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

* Business Name

Your legal business name (or legal personal name if an individual)

* Email

* First Name

* Last Name

* Password

* Confirm Password

Use at least 8 characters and include a number and a letter

* Country/Region

* Tax Registration

☐ Do not have a Tax ID

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

[Create an account](#)

Already have an account? [Log in](#)

Navigation within the CSP

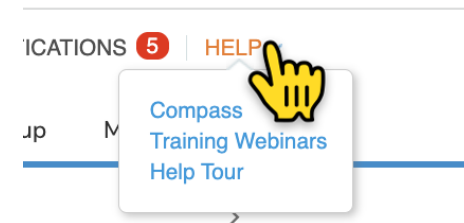
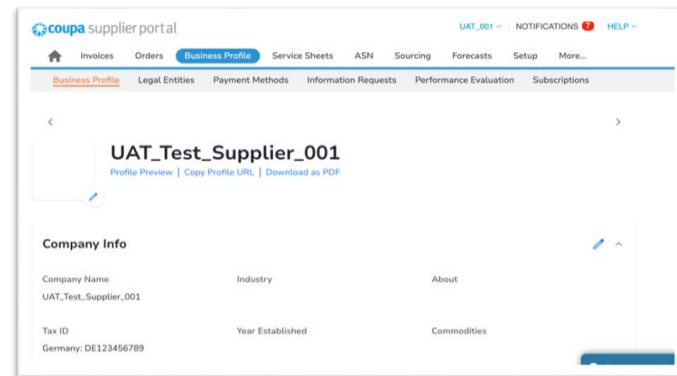


- **Main Bar**

- **Home:** The house icon brings you directly to the main dashboard of the **Coupa Supplier Portal**.
- **Orders:** View and handle your purchase orders.
- **Business Profile:** Manage your company's **profile information**, including contact details and business credentials.
- **Service Sheets:** Submit and track service sheets related to your transactions.
- **ASN** (Advanced Shipping Notice): Manage and send shipping notifications for your deliveries.
- **Sourcing:** Participate in **sourcing events** and respond to sourcing requests.
- **Catalogs:** Manage and update your **product or service catalogs**.
- **Community:** Access the Coupa supplier community for support and networking.
- **Setup:** Perform administrative tasks, such as **inviting team members** or configuring **remit-to addresses, legal entity information**.
- **More...:** Access additional features and settings not shown in the main navigation bar.

- **Top Bar Functions:**

- Account Name (e.g., UAT_001): Shows your current user account, with options to switch accounts or manage account settings.
- Notifications: View recent alerts and important updates. The red badge indicates the number of unread notifications.
- **Help:**
 - **Coupa Compass:** The general help page for suppliers.
 - **Training Webinars:** Access to Coupa webinars designed for suppliers.
 - **Help Tour:** Step-by-step guidance on how to use the CSP and its features.

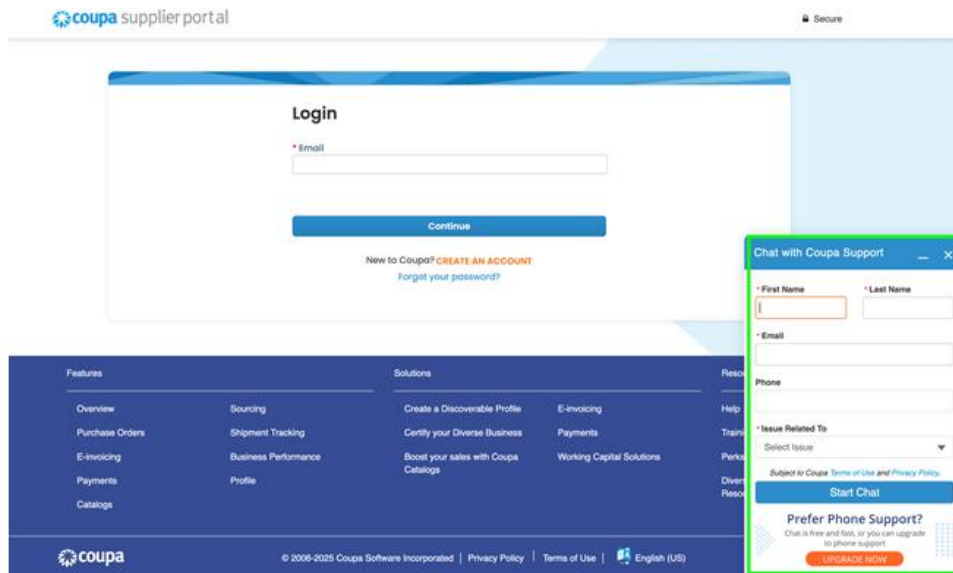




Support

Encountering Issues

- As a supplier, if you encounter any CSP-related issues with registration or merging accounts, you should contact Coupa Support via the chat in the Coupa Supplier Portal for assistance.



The screenshot displays the Coupa Supplier Portal login interface. At the top left is the 'coupa supplier portal' logo, and at the top right is a 'Secure' indicator. The main content area features a 'Login' section with an 'Email' input field and a 'Continue' button. Below the login section, there are links for 'New to Coupa? CREATE AN ACCOUNT' and 'Forgot your password?'. A dark blue footer contains a grid of links under 'Features' and 'Solutions' categories, along with copyright information and language options.

coupa supplier portal

Secure

Login

* Email

Continue

New to Coupa? [CREATE AN ACCOUNT](#)

[Forgot your password?](#)

Features

- Overview
- Purchase Orders
- E-invoicing
- Payments
- Catalogs

Solutions

- Sourcing
- Shipment Tracking
- Business Performance
- Profile
- Create a Discoverable Profile
- Certify your Diverse Business
- Boost your sales with Coupa Catalogs
- E-invoicing
- Payments
- Working Capital Solutions

Chat with Coupa Support

* First Name

* Last Name

* Email

Phone

* Issue Related To

Select Issue

Subject to Coupa [Terms of Use and Privacy Policy](#)

Start Chat

Prefer Phone Support?

Chat is free and fast, or you can upgrade to phone support.

UPGRADE NOW



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