

Coupa Supplier Portal User Guide

CSP Registration



How to Register for the CSP

Customer-created invitation

Ask your customer to send you an invitation to the CSP.

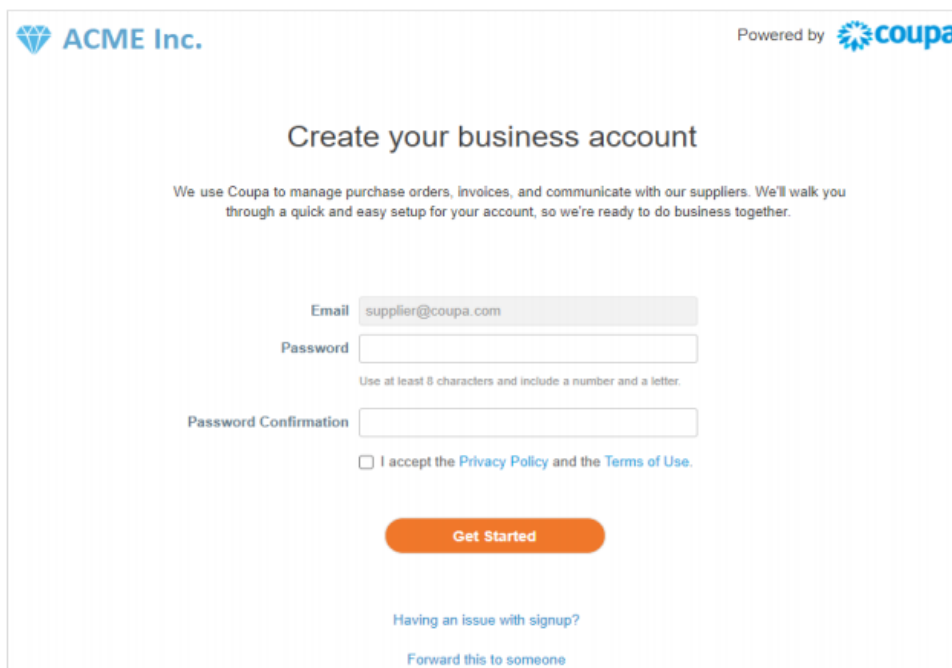
When the invited user clicks on the Join Coupa button in the email, the user is directed to create an account to the CSP.

If the user is already linked to the CSP or tries to create an account from an expired invitation, the user is directed to the Register / Login page where a red message bar displays the following: "Your invitation has expired or already been activated."

Warning: Invitations to the CSP expire after 30 days.

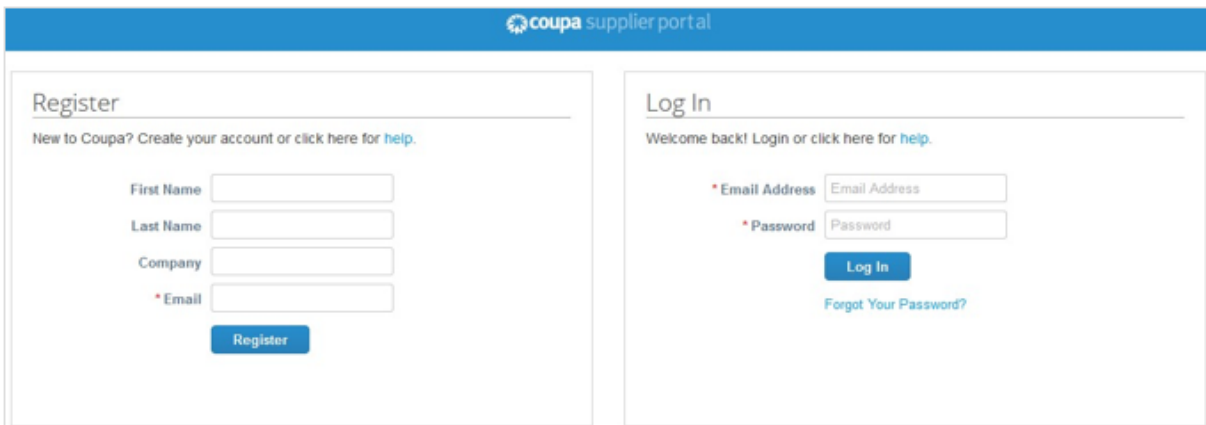
Create Your Account

You need to enter your email address and password and accept the Privacy Policy and the Terms of Use. You can get help to sign up or you can forward the invitation to others by clicking on the relevant links.



Log in to the CSP

Go to supplier.coupa.com and in the Log In pane on the right, enter your email address and password and click Log In.



The screenshot shows the Coupa Supplier Portal interface. At the top, there is a blue header with the Coupa logo and the text "coupa supplier portal". Below the header, there are two main panels. The left panel is titled "Register" and contains the text "New to Coupa? Create your account or click here for help." followed by four input fields: "First Name", "Last Name", "Company", and "* Email". A blue "Register" button is located below the "Email" field. The right panel is titled "Log In" and contains the text "Welcome back! Login or click here for help." followed by two input fields: "* Email Address" and "* Password". A blue "Log In" button is located below the "Password" field, and a link "Forgot Your Password?" is located below the "Log In" button.

[https://success.coupa.com/Suppliers/For Suppliers/Coupa Supplier Portal](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal)