

# Set up your supplier profile in Coupa Supplier Portal (CSP)

## A Log into CSP after the registration



After registration, you can log into Coupa Supplier Portal which can be accessed at [supplier.coupahost.com](http://supplier.coupahost.com)

## B Set up your supplier profile in CSP



You can reach to profile set up by 2 ways and fill in your information

- 1 By clicking on “Improve your profile”, then ‘profile setup’ and ‘Edit section’
- 2 By clicking on ‘ Profile’, then ‘profile setup’ and ‘Edit section’

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, and Business Performance. The Profile menu item is highlighted with a red box and a '1' callout. Below the navigation bar, there is a 'Recommended' section with a 'Learn More' link. A 'Profile Progress' section shows a progress bar and a 'Last Updated' timestamp of '6 days ago'. A red box highlights the 'Improve Your Profile' button with a '2' callout. Below this, the 'Your Profile' section is visible, with 'Profile Setup' highlighted and a red box around it. An 'Edit Section' button is also highlighted with a red box.

## C Create your legal entity in CSP



- 1 Go to the main page and click on “Setup”, then “Legal Entity Setup”, and “Add Legal Entity”.
- 2 Fill in the location of your business, then you need to fill in VAT registration Number if it is applicable for you and then click on ‘Save & Continue’

The screenshot shows the Admin Legal Entity Setup page. The top navigation bar includes Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. The Setup menu item is highlighted with a red box and a '1' callout. Below the navigation bar, there is a 'Legal Entity' section with an 'Add Legal Entity' button highlighted with a red box. Below this, there are two forms: 'Where's your business located?' and 'Miscellaneous Information'. Both forms have a '2' callout. The 'Where's your business located?' form has fields for 'Legal Entity Name' and 'Country/Region', and a 'Continue' button highlighted with a red box. The 'Miscellaneous Information' form has fields for 'Legal Entity Name', 'Country/Region', and 'VAT Registration Number', and a 'Save & Continue' button highlighted with a red box.

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- 3 Next, fill out your “Invoice From” address details. If your Remit-To and Ship From addresses are different, please uncheck the respective boxes and enter the information as needed.
- 4 Please fill out as much information as possible in the « Banking Information » field. All the information provided here will be use to auto-fill all your future invoices. You can change the information any time.
- 5 Next you have to fill in “Where do you want to receive payment?” and “Where do you ship goods from?”

**3** Tell your customers about your organisation

Which customers do you want to see this?

All  
 CHC QA

What address do you invoice from?

\* Address Line 1  
Address Line 2  
\* City  
County: Select an Option  
\* Post Code  
Country/Region: Canada

Use this address for Remit To  
 Use this for Ship-From address

What is your Tax ID?

Country/Region: Canada  
\* VAT ID  
 I don't have a VAT/GST Number

**4** Where do you want to receive payment?

\* Payment Type: Bank Account

What are your Bank Account Details?

Bank Account: Canada  
Country/Region:  
Bank Account Currency: CAD  
Beneficiary Name: Lee web  
Bank Name:  
Account Number:  
Confirm Account Number:  
Transit/Institution Number:  
SWIFT/BIC Code:  
Bank Account Type: Business  
Supporting Documents: Choisir des fichiers | Aucun fichier n. été sélectionné

What is your Bank's Branch Address?

Address Line 1:  
Address Line 2:  
City:  
State: Select an Option

**5** Where do you want to receive payment?

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

Add Remit-To

Remit-To Account	Remit-To Address	Status	
Bank Account anjsls Lee web *****1831 132435621 *****GZ12	17780 Trans Canada Highway Kirkland QC H9J 3A3 Canada	Active	Manage

Deactivate Legal Entity Cancel Next

**5** Where do you ship goods from?

For many countries/regions, including different shipping details on the invoice is required if they are different to where your legal entity is registered.

Add Ship From

Title	Status	
17780 Trans Canada Highway Kirkland QC H9J 3A3 Canada	Active	Manage

Deactivate Legal Entity Done

Setup complete



Congratulations!

This legal entity can now be used on new invoices.



Once you've completed the legal entity setup process you can:

- Go to the Orders tab to see your POs and/or create invoices.
- Go to the Invoice tab to see previously submitted invoices and their status.