

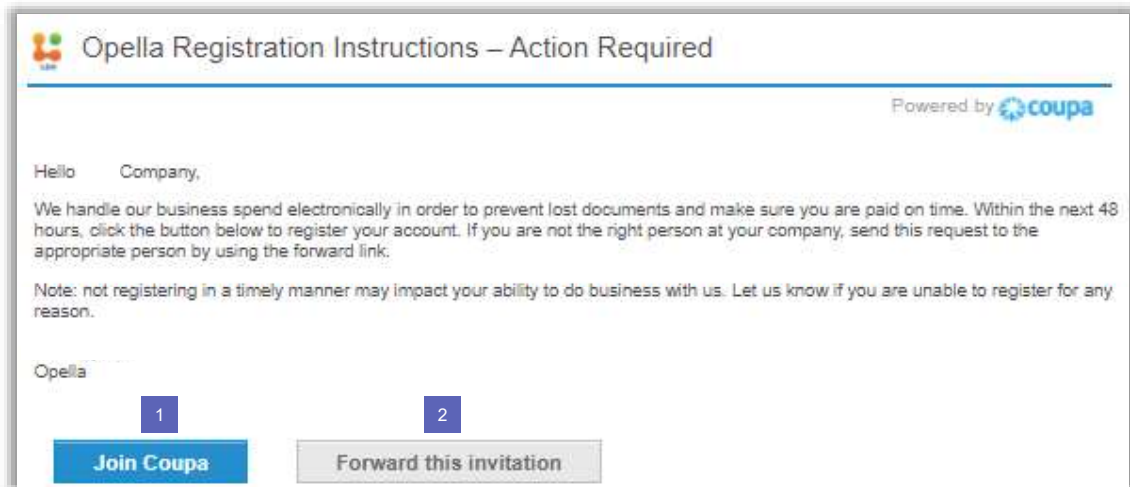
# Registration to LEO Coupa Supplier Portal (CSP)



## A Invitation to the Coupa Supplier Portal



You will receive **an invitation email** to the **Coupa Supplier Portal** from Sanofi Consumer Health Care CHC with the subject line: *“Opella Registration Instructions – Action Required”* as below



## B Join the Coupa Supplier Portal



- 1 Once you receive the email invitation from Sanofi CHC, click the **“Join Coupa”** button. This will take you to the registration screens where you will complete your profile
- 2 If you're not the right person or you'd like someone else to register instead, you can forward the invitation to register by clicking the **“Forward This”** button and entering the recipient's e-mail.

## C Create your business account



- 3 The first registration screen will be your **password creation**. Your e-mail address will populate from the invitation.

Once the fields are complete, check the Privacy Policy and review Terms of Use, then check box and click **“Get Started”**.



Once completed the registration suppliers can log into Coupa Supplier Portal which can be accessed at [supplier.coupahost.com](http://supplier.coupahost.com).