



sanofi



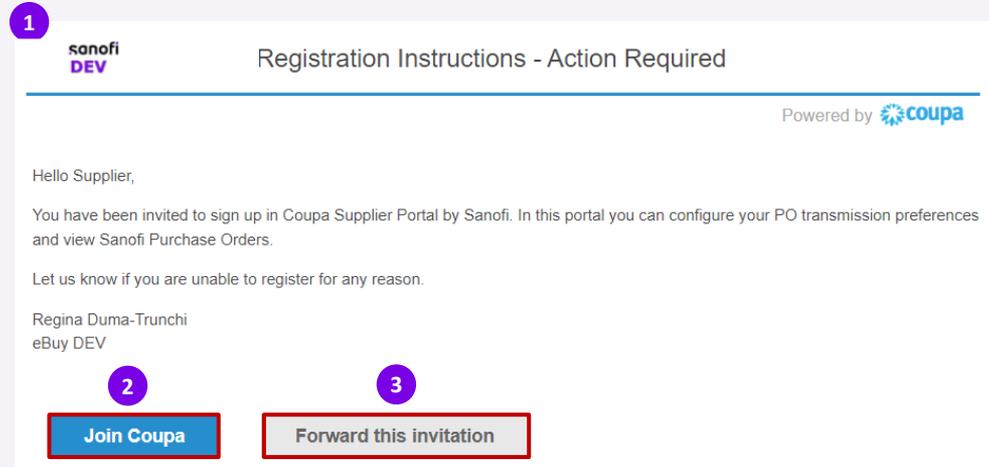
# Supplier Training

*Coupa Supplier Portal – Registration and profile setup*



# Registration to Coupa Supplier Portal 1/5

- 1 You receive an invitation email to the **Coupa Supplier Portal** from Sanofi with the subject line: **“Registration Instructions - Action Required”**.
- 2 Once you receive the email invitation from Sanofi, click the **“Join Coupa”** button. This will take you to the registration screens where you will complete your profile.
- 3 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 invitation”** button and entering the recipient's e-mail.



# Registration to Coupa Supplier Portal 2/5

- 4 Some information is already pre-filled, but **you can modify** :
  - Business Name
  - First Name
  - Last Name
- 5 Some information are already filled-in and **you cannot modify it** :
  - The email address (it can be updated later)
- 6 Some information **must be filled-in** :
  - The Password and Confirm Password
  - Accept the **Privacy Policy** and the **Terms of Use**
- 7 Once completed, click on « **Create an Account** »

coupa supplier portal Secure

### Create an Account

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

4 **\* Business Name**  
Supplier USA  
Your legal business name (or legal personal name if an individual)

5 **\* Email**  
summercoupa@gmail.com

4 **\* First Name** Supplier **\* Last Name** USA

6 **\* Password** ..... **\* Confirm Password** .....  
Use at least 8 characters and include a number and a letter.

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

7 **Create an Account**

Already have an account? [LOG IN](#)  
[Forward this to someone](#)



Please note that all the information entered here will remain in CSP. If you will need to modify it, the request must be sent to your customer in order for them to have your updated information.

# Registration to Coupa Supplier Portal 3/5

- 8 A one-time verification code will be sent to your email address, fill in the code and click on Next :

The screenshot shows the 'coupa supplier portal' interface. At the top left, there is a purple circle with the number '8'. A blue notification bar at the top reads 'OTP sent successfully via email'. The main content area is titled 'Email Verification' and states 'We sent a one-time verification code to summercoupa@gmail.com'. Below this text is a row of six empty input boxes for the verification code, highlighted with a red border. Underneath the boxes, there is a link that says 'Didn't receive the Verification Code? Request a New Code'. At the bottom of the form, there is a blue button labeled 'Next', also highlighted with a red border.

# Registration to Coupa Supplier Portal 4/5

## 9 Fill out your Contact information

- Once completed, click on **<Next>**

## 10 Fill out your Business information

- Once completed, click on **<Next>**

You also have the option to **<Skip for Now>** , you will be able to add the information later on your profile

9

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### Your Contact Information

\* First Name  \* Last Name

\* Phone Number

\* Country/Region  X

\* Address

\* City  State  \* Postal Code

**Next**

Skip for Now

10

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### Tell Us About Your Business

\* Business Website

I do not have a website

\* Tax ID (or Local ID)

Tax ID is to confirm you are a real business. Individuals may use your Social Security number.

I do not have a Tax ID

DUNS Number

Dun & Bradstreet DUNS Number is a unique nine-digit identifier for businesses.

**Next**

Skip for Now

# Registration to Coupa Supplier Portal 5/5

## Non mandatory information

- 11 Next, you can customize your profile
- Once completed, click on **<Next>**

- 12 Highlight your Diversity Credentials - You can choose from the list shown below. The list might differ according to your country
- Once completed, click on **<Next>**

You also have the option to **<Skip for Now>**, you will be able to add the information later on your profile

11 back

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**DEV**

### Customize Your Profile

Year Established  Preferred Currency  Company Size

Business Description

Share a few words about your company.

Area of Service  
 Global  Regional

Add a region

Exclusion Areas  
If you serve an entire region but a few exceptions, you can exclude them here (up to 5).  
 Add an exception

**Next**

**Skip for Now**

12 back

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**DEV**

### Highlight Your Diversity Credentials

Diversity is a business advantage.

Cook Islands

Select Diversity Category

- Disability Owned Business**
- Lesbian, Gay, Bisexual, Transgender Business Enterprise
- Minority Owned Business Enterprise
- Small Business Enterprise
- Woman Owned Business Enterprise

**Next**

**Skip for Now**

# Registration to Coupa Supplier Portal – Diversity 1/3

## Non mandatory information

After choosing a diversity credential from the list, you will then be asked to upload a certificate proving your diversity.

13 Click on upload to **upload** the document showing the needed information

15 Once completed, click on **<Next>**

14 Set the expiry date

Upload Diversity Certificates  
(Certificates may be added later)

Woman Owned Business Enterprise (Cook Islands)

Upload

Next

Skip for Now

Upload Diversity Certificates  
(Certificates may be added later)

Woman Owned Business Enterprise (Cook Islands)

Expiry Date

Diversity\_document\_certificate.docx

10/31/2023

# Registration to Coupa Supplier Portal- Diversity 2/3

## Non mandatory information

If you skip this step, you will have the option to add it later from your profile :

- 16 Click on < **Your Profile** >
- 17 Click on <**Environmental, Social Governance & Diversity**>
- 18 Complete the information and click on < **Save changes**>

The screenshot shows the Coupa Supplier Portal registration page for Environmental, Social, Governance & Diversity. The page is divided into several sections:

- Navigation:** Home, Profile (highlighted with a red box and circled 16), Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, Setup.
- Profile Information:** Your Profile (highlighted with a red box and circled 16), Information Requests.
- Company Profile:** Environmental, Social, Governance & Diversity (highlighted with a red box and circled 17), Risk & Compliance, Financial Performance, Ratings & References.
- Quick Links:** Manage payment information, Manage legal entities.
- Learning Center:** Add more customers, Create a discoverable profile.
- Feedback:** Tell us what you think.

The main content area is titled "Environmental, Social, Governance & Diversity" and includes the following sections:

- Supplier Diversity & Inclusion:** Diversity Classifications and Certifications (1). A document titled "Woman Owned Business Enterprise (Cook Islands)" with file name "Diversity\_document\_certificate.docx" is listed. An "Add" button is present.
- Tier Two Supplier Diversities:** Do you have a Workplace Diversity program? (Radio buttons: Yes, No). Do you have a Supplier Diversity program? (Radio buttons: Yes, No). Do you measure Tier 2 Diversity spend? (Radio buttons: Yes, No).
- Anti-Bribery & Anti-Corruption:** Bribery and Corruption Policy (1). Radio buttons: Yes, we have a policy; No.
- Corporate Social Responsibility:** Do you have Corporate Social Responsibility Rating? (1). Radio buttons: Yes; No; Not sure.
- Environment, Health & Safety (EHS):** Do you have a Health & Safety (H&S) policy in place? (Radio buttons: Yes, No). A text area for describing the policy is provided with the prompt "If you have a Health & Safety Policy in place, please describe it. Enter More Details Here."

At the bottom right, there are buttons for "Cancel", "Save and go to Next", and "Save changes" (circled 18).

# Registration to Coupa Supplier Portal – Diversity 3/3

## Non mandatory information

For example, your customer will then be able to see the diversity icon in the research:

Suppliers matching 'coupa supplier' [View More Suppliers→](#)

---

Coupa Supplier 1

Active

 Diversity supplier. Supplier that has self-declared as diverse and provided a diversity type in their Coupa Supplier Portal profile or through a customer's SIM form.

# Registration to Coupa Supplier Portal - Product Categories

- 19 identify your industry type, product and service categories
- 20 Click on **<Finish>**

The screenshot shows a web interface for Sanofi DEV. The page title is "Identify Your Product Categories" with a subtitle "Buyers search Coupa to find new suppliers like you." There are two main form fields, both highlighted with a red box and a purple circle containing the number 19. The first field is labeled "Industry" and contains a dropdown menu with the text "Select Industry". The second field is labeled "Product and Service Categories" and contains a dropdown menu with the text "Select Categories". Below the second field is a note: "Select the top 10 UNSPSC categories you serve." At the bottom of the form, there is a blue button labeled "Finish", which is also highlighted with a red box and a purple circle containing the number 20. The page includes a "Back" link in the top left and a close "X" button in the top right. The Sanofi DEV logo is in the top left corner.

# CSP Profile Settings – Update your Profile 1/2

Once you've completed the registration process, you are redirected to your profile page. If you previously skipped completing your profile, you can complete it by simply by following the next step :

- 1 Click on **<Profile>**
- 2 Open **<your Profile>**
- 3 Click on **<Update your Profile>**
- 4 Click on **<Edit profile>**

The screenshot shows the 'Review your profile details' page in the Coupa Supplier Portal. The navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogues', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Profile' menu is expanded, showing 'Your Profile', 'Information Requests', and 'Performance Evaluation'. The 'Your Profile' sub-menu is highlighted with a red box and a '2' callout. The main content area displays 'Review your profile details' with a message: 'Your profile helps you get discovered by buyers spending billions of pounds every year. Review your profile details to make sure it's up to date. You can always edit, add or remove your information in your profile at any time.' Below this is a yellow warning box: 'More than one value was found for some of the information below. Select the correct information to save to your profile.' The 'Company Name' field is set to 'Test June' with a dropdown arrow. At the bottom right, the 'Update Profile' button is highlighted with a red box and a '3' callout.

The screenshot shows the 'Your Profile' page in the Coupa Supplier Portal. The navigation bar is the same as in the previous screenshot. The 'Your Profile' sub-menu is highlighted with a red box and a '2' callout. The main content area displays 'Your Profile' with a message: 'Complete your profile to get discovered by Coupa buyers that are looking for items in your category.' Below this is a yellow warning box: 'eBuy DEV requires additional information to conduct business with you Start Getting Paid'. The 'Profile Progress' bar is at 53%. The 'Edit Profile' button is highlighted with a red box and a '4' callout.

# CSP Profile Settings – Update your Profile 2/2

On the following page you will have the option to add a company **background & logo**.

5 Click on the pens from right top corner to update the background and logo

6 After filling in the information, click on **<Save changes>** button.

\* Company Name  Doing Business As  ? Is Ultimate Parent  Yes  No

Primary Address

Address line <input type="text" value="Street Island"/>	Address line 2 <input type="text"/>	City <input type="text" value="Canary"/>
State <input type="text"/>	Postcode <input type="text" value="123"/>	Country/Region <input type="text" value="Spain - Canary Islands"/>

[+ Add another address](#)

About ?

# CSP Profile Settings - Public Profile

In the CSP, you have a **public profile** that is visible in the Coupa Supplier Portal Directory and allows potential customers to find your profile. Having a complete profile gives your customers the information they need to determine whether they want to do business with your organization.

- To access your profile, go to **<Profile>** - **<Your Profile >** page and click on **<Profile preview >** :

The screenshot shows the 'Your Profile' page in the Coupa Supplier Portal. The navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogues', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Profile' menu item is highlighted in red. Below the navigation bar, there are tabs for 'Your Profile', 'Information Requests', and 'Performance Evaluation'. The main content area features a 'Company Profile' section with a progress bar at 59% and a 'Profile preview' button highlighted in red. The profile preview shows the company name 'Test June', a logo, and a background image of seagulls. Below the profile preview, there are fields for 'Doing Business As', 'Primary Address', and 'Is Ultimate Parent'.

The screenshot shows the 'Profile preview' page for 'Test June'. The page displays the company logo, name, and contact information. The registered address is 'Street Island, Canary, 123, Spain - Canary Islands'. The primary contact is 'Test June' with email 'testcoupa2023@gmail.com' and phone '650-555-1212'. The page also shows 'Products/Services Categories' (Entertainment services), 'Diversity Classifications and Certifications' (Woman Owned Business Enterprise (WBE)), and 'Areas Served' (Global).

# CSP Profile Settings - E-invoicing setup

If you added your remit-to address when registering, you may not need to visit this page. If you have updates to make or additional addresses, you can make the changes in the **Setup tab** :

- Click **Add Legal Entity** and fill out the legal entity name and country fields to add a new address.
- Click the blue **Actions** button to edit an existing address.

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons **Setup**

Admin Customer Setup

## Admin Legal Entity Setup

[Add Legal Entity](#)

[Users](#)

[Merge Requests](#)

[Merge Suggestions](#)

[Requests to Join](#)

**[Legal Entity Setup](#)**

[Fiscal Representatives](#)

[Remit-To](#)

[Terms of Use](#)

[Additional CaaS Information](#)

[Early Payments](#) ▾

Invoice From	Remit-To Accounts	Locations	TAX IDs	Customers
Avenue Quebec Quebec 12345 Canada	Bank Account <a href="#">1 customer</a> Beneficiary Name SWIFT/BIC Code Remit-To Address	Test June Avenue Quebec 12345 Canada	9999999999	eBuy DEV

[Actions](#)

- Manage Legal Entity
- Manage Remit-To Account
- Deactivate Legal Entity

# CSP Profile Settings - Legal Entity 2/3

- 4 Fill out the mandatory information : **Legal Entity Name** and **Country/Region**
- 5 After filling in the information, click on **<Continue>**

Where's your business located?

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

4

Legal Entity Name

\* Country/Region

- United States
- Afghanistan
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda

This is the official name of your business that is registered with the local government and the country/region where it is located.

5

Cancel Continue

# CSP Profile Settings - Legal Entity 3/3

- 6 Fill in the **Miscellaneous Information**
- 7 Once completed, click on **<Save & Continue>**



- The information to be filled in **differs according to the country selected**.
- Use the small blue icon  next to each field to show more information about what is required

Example for Canada

6

Miscellaneous Information

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

\* Legal Entity Name

\* Country/Region

PST/QST Registration Number

Conducting business in certain countries/regions requires your invoice to contain specific information about your company.

7 **Save & Continue**

Example for Belgium

Miscellaneous Information

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

\* Legal Entity Name

\* Country/Region

\* Co Reg Num.

\* Place of Reg.

\* Register Legal Entities

Liquidation State

\* Type of Company

License Number

Conducting business in certain countries/regions requires your invoice to contain specific information about your company.

Please enter the registration number of your company.

**Save & Continue**

# CSP Profile Settings – Invoice Form

8 Next, fill out your **“Invoice From”** address details

9 If your Remit-To and Ship From addresses are different, please uncheck the respective boxes and enter the information as needed

10 Once completed, click on **<Save & Continue>**



If you have more than one address for Invoice From, Remit-to or Ship From, you can add these in the “Setup” tab of the portal by clicking the “Add Legal Entity” button.

Which customers do you want to see this?

All  
 eBuy DEV

What address do you invoice from?

8

\* Address Line 1  
Address Line 2  
\* City  
State: Select an Option  
\* Postal Code

Country/Region: Canada

9

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

Add additional Tax ID

Miscellaneous

Invoice From Code  
Preferred Language: English (Canada)

Cancel Save & Continue

REQUIRED FOR INVOICING  
Enter the registered address of your legal entity. This is the same location where you receive government documents.

# CSP Profile Settings – Bank Information

11 Choose your **Payment Type** at the top left corner of the page. For **Bank Account** option, please fill out as much information as possible.

- All the information provided here will be used to auto-fill all your future invoices.
- You can change the information any time later from **Setup - Legal Entity Setup** and click on **<Actions>** button next to the one you want to change.

12 Click on **Save & Continue** at the bottom of the page



Banking information provided here is used exclusively to generate the invoice. For the actual payment, the current process remains in place.

Where do you want to receive payment?

1 2 3 4

11 Payment Type Bank Account

What are your Bank Account Details?

Bank Account Country/Region: Canada

Bank Account Currency: CAD

Beneficiary Name: Test June

Bank Name:

Account Number:

Confirm Account Number:

Transit/Institution Number:

SWIFT/BIC Code:

My bank does not have a BIC code

Branch Code:

Bank Account Type: Business

Supporting Documents [Choose Files](#) No file chosen

What is your Bank's Branch Address?

Address Line 1:

Address Line 2:

City:

State: Select an Option

Postal Code:

Cancel 12 Save & Continue

# CSP Profile Settings – Remit-To 1/7

Next, you have the option to fill in The Remit-to contact information. A new page opens “Where do you want to receive payment?”. If you want to :

- Add a new Remit-to, click on <**Add Remit-to**>
- Modify the existing one, click on <**Manage**>
- Deactivate the existing, click on <**Deactivate Legal Entity**>

Where do you want to receive payment?

1 2 3 4

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 Test June *****EF12	Avenue Quebec Quebec 12345 Canada	Active	<b>Manage</b>

**Deactivate Legal Entity** Cancel Next

# CSP Profile Settings – Remit-To 2/7

## Add Remit- to

- 13 To add a Remit-to Add address, click on <**Add Remit-to**>
- 14 Chose the legal entity you want a remit-to address
- 15 Click on <**Next**>

Where do you want to receive payment?

1 2 3 4

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.

**13** Add Remit-To

Remit-To Account	Remit-To Address	Status
Bank Account Test June *****EF12	Avenue Quebec Quebec 12345 Canada	Active

Manage

Deactivate Legal Entity Cancel Next

Add Remit-To

**14** Legal Entity Test June

Invoice From Address Avenue Quebec  
Quebec, 12345  
Canada

Back **15** Next



Please note that if there is no Remit-To address stored, Coupa will ask you to create one when submitting the 1<sup>st</sup> invoice. After the address is selected/entered, you can begin submitting invoices.

# CSP Profile Settings – Remit-To 3/7

## Add Remit- to

- 16 Chose the Payment Type **<Bank Account>**
- 17 Fill in the information regarding your bank account :
  - The **Account Number**
  - The **ACH Routing Number**
  - The **Wire Routing Number** is needed to receive funds via a US wire transfer
  - The **SWIFT/BIC Code** is needed to receive funds internationally
  - Please upload **Supporting Documents** : a voided check, bank statement or a letter from your company to show account ownership

Please note that the requested Bank Account details might differ according to your Country/Region.

The screenshot shows the 'Add a new Remit-To account' form. A red box labeled '16' highlights the 'Payment Type' dropdown menu, which is set to 'Bank Account'. Another red box labeled '17' highlights the 'Account Number' field. Below it, a larger red box highlights the 'ACH Routing Number', 'Wire Routing Number', and 'SWIFT/BIC Code' fields. At the bottom, a red box highlights the 'Supporting Documents' section, which includes a 'Choose Files' button and the text 'No file chosen'. The form also includes fields for 'Bank Account Country/Region' (United States), 'Bank Account Currency' (USD), 'Beneficiary Name' (Test June), 'Bank Name', 'Confirm Account Method', 'Branch Code', 'Bank Account Type' (Business), and 'Address Line 1', 'Address Line 2', 'City', 'State', and 'Postal Code'.

# CSP Profile Settings – Remit-To 4/7

## Add Remit- to

- 18 Add your remit-to information (optional)
- **The Remit-to Address** – you can choose a saved one or add a new address
  - If you receive payments to a different location to where your business is registered, add the address here.
  - The Remit-to Integration Code is used to tie your CSP Remit-to address with the corresponding address in your ERP
  - **The Remit-To Contact** – fill in the contact and the Tax ID
- 19 Select the customer who can use the account
- 20 Click on **<Save & Continue>**

18 What is your Remit-To Address?

Saved Addresses  New Address

Recommended

If you receive payments to a different location to where your business is registered, add the address here.

What is your Remit-To Integration Code? (optional) ⓘ

Code

Who is your Remit-To Contact? (optional) ⓘ

First Name

Last Name

Phone Type Country Code Phone Number

Contact Number

Country/Region Tax ID

Tax ID

Email

Web Site

19 Which customers can use this account?

All

eBay DEV

20 Cancel Save & Continue

# CSP Profile Settings – Remit-To 5/7

## Add Remit- to

On the next page you will be able to manage or add a new remit-to depending on your need

- 21 Click on **<Next>**
- 22 Click on **<Done>**

### Add a new Remit-To account

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	
Address	Street New York New York VI 12345678 United States	Active	<a href="#">Manage</a>
Bank Account Test June	Street New York New York VI 12345678 United States	Active	<a href="#">Manage</a>

[Deactivate Legal Entity](#) [Cancel](#) [Next](#)

### Add a new Remit-To account

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](#)

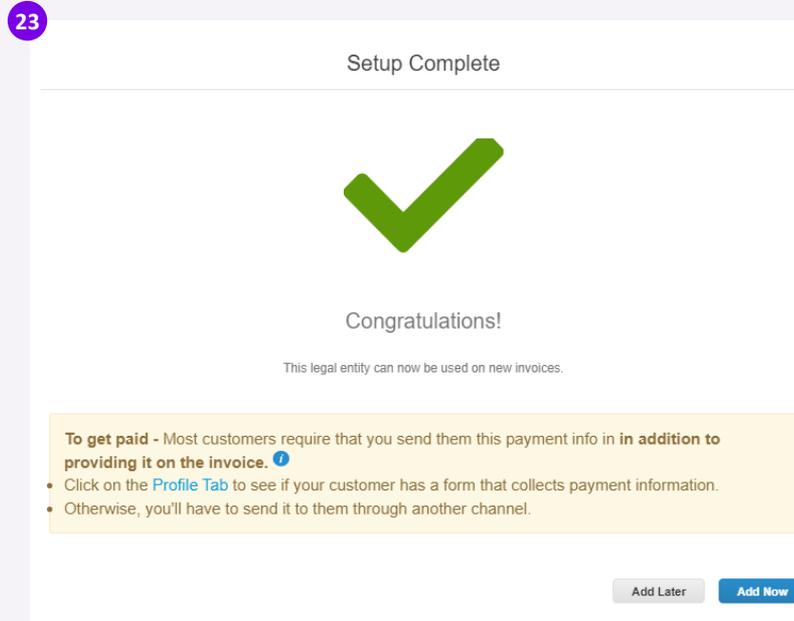
Title	Status	
Street New York New York VI 12345678 United States	Active	<a href="#">Manage</a>

[Deactivate Legal Entity](#) [Done](#)

# CSP Profile Settings – Remit-To 6/7

23 Next, you will receive a confirmation message

- If you have not completed your payment information, you are again asked to do so, otherwise you will have to send it to them through another channel

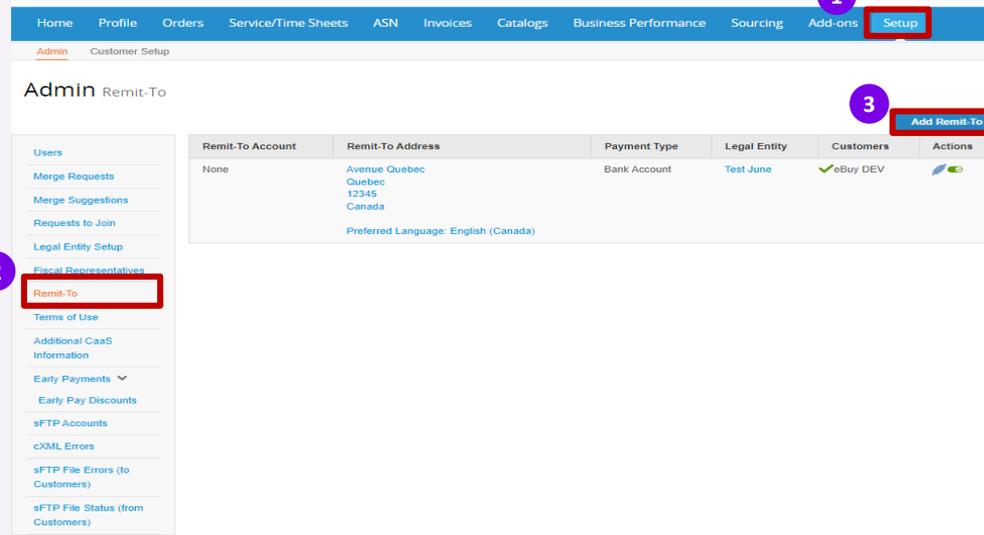


# CSP Profile Settings – Remit-To 7/7

If you skipped adding the remit-to when registering to CSP, you will have the option to add it later too.

When on the setup tab => Admin tab, there is the option to fill in remit-to addresses.

- 1 Go to the Setup tab
- 2 Go to the Remit-To tab
- 3 Click **Add Remit-To**



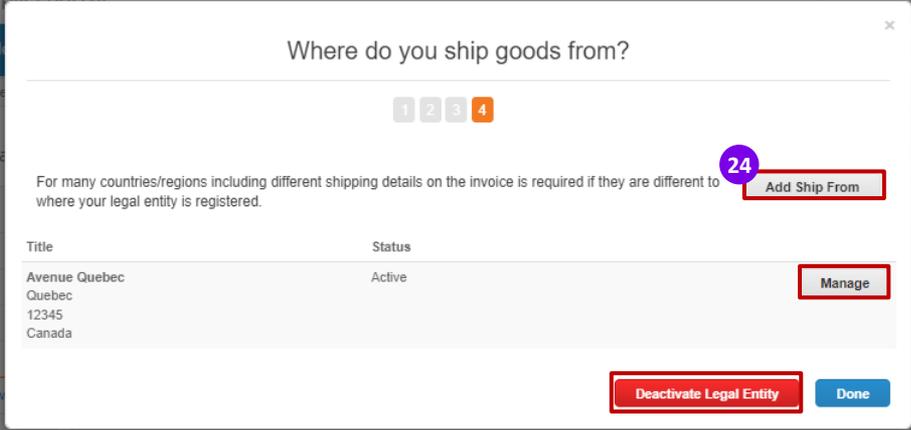
The screenshot displays the 'Admin Remit-To' page in the Coupa Supplier Portal. The navigation bar at the top includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup' (1). The left sidebar contains various administrative options, with 'Remit-To' highlighted (2). The main content area shows a table with the following data:

Remit-To Account	Remit-To Address	Payment Type	Legal Entity	Customers	Actions
None	Avenue Quebec Quebec 12345 Canada  Preferred Language: English (Canada)	Bank Account	Test June	✓eBuy DEV	 

An 'Add Remit-To' button (3) is located in the top right corner of the table area.

# CSP Profile Settings – Shipping 1/3

- 24 Next, the last page appears, <Where do you ship goods from?> A new page opens “Where do you want to receive payment?”. If you want to :
- Add a new ship goods from, click on <**Add Ship From**>
  - Modify the existing one, click on <**Manage**>
  - Deactivate the existing, click on <**Deactivate Legal Entity**>



Where do you ship goods from?

1 2 3 4

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
Avenue Quebec Quebec 12345 Canada	Active

**Manage**

**Deactivate Legal Entity** Done

# CSP Profile Settings – Shipping 2/3

- 25 If you click on <**Add Ship From**>, the next page will appear where you will have to add the physical address that your goods are shipped from. This can be a warehouse.
- The fields marked with asterisk are mandatory
- 25 Click on <**Continue**> once done or on <**Cancel**> if you changed your mind

Where do you ship goods from?

1 2 3 4

What is your Ship From Address?

\* Address Line 1  
Address Line 2  
• City  
State: Select an Option  
• Postal Code  
• Country/Region

What is the physical address that your goods are shipped from? This can be a warehouse address.

What is your Remit-To Integration Code?

Code

Show fewer fields -

Contact Information

First Name  
Last Name  
Email  
Work Phone  
Mobile Phone  
Fax Number  
Web Site

Which customers do you want to see this?

All  
 eBuy DEV

Cancel Continue

# CSP Profile Settings – Shipping 3/3

- 26 Once you click on <**Done**>, you are redirected again on <Where do you ship goods from?> page where you will see the list of addresses previously added.
- You can modify them by clicking on <**Manage**> or click on <**Done**> button if not necessary

Where do you ship goods from?

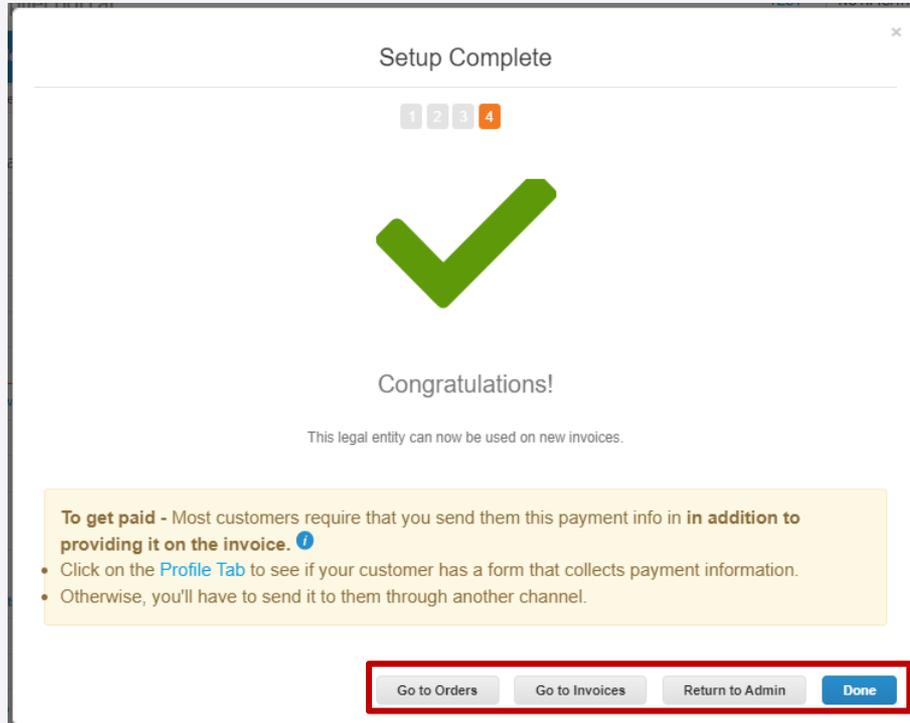
1 2 3 4

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	
CANADA Ontario 120000 Canada	Active	<a href="#">Manage</a>
street Green Bruxelles 12345 Belgium	Active	<a href="#">Manage</a>

[Deactivate Legal Entity](#) [Done](#)

# CSP Profile Settings



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.
- **Return to the Admin** tab.
- Click on **Done** to close the window

# Manage the notifications

Coupa initiates email notifications to suppliers based on customer actions taken.

- 1 After registering to Coupa, you will see the notifications option at the top right corner of the home page.
- 2 Hover over the notifications to see an overview or click on **<See All Notifications>** to access them:

The screenshot displays the Coupa Supplier Portal interface. At the top right, the 'NOTIFICATIONS' menu is highlighted with a red box and a circled '1'. The dropdown menu shows several notification items: 'Update information requests', 'A new order is received', and 'An invoice is disputed'. At the bottom of the dropdown, a 'See All Notifications' link is highlighted with a red box and a circled '2'. The main page content includes the 'coupa supplier portal' logo, a navigation bar with 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', and 'Business Performance', and a profile card for 'WAVE-K401-0010262769-0010262769' with a 29% profile progress indicator.

# Manage the notifications

After clicking on <See All Notifications>, the list will appear with all your notifications.

- 3 Click on <**View**> to filter the notification
- 4 You can also set the notification preferences by clicking on the button <**Notification Preferences**>:

coupa supplier portal

BEARINGPOINT | NOTIFICATIONS 99 | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

3 My Notifications

View All

4 Notification Preferences

<input type="checkbox"/>	Message	Received
<input type="checkbox"/>	New PO ED00014780 for €100.00 issued by eBuy DEV.	08/28/23 07:14 AM
<input type="checkbox"/>	Invoice 202308071502 for €500.00 has been disputed by eBuy DEV.	08/25/23 03:07 PM
<input type="checkbox"/>	Invoice Test new line for €612.00 has been approved to pay by eBuy DEV.	08/24/23 12:44 PM

# Manage the notifications

On the **Notification Preferences** page, you have several options :

- 5 Set a cell phone number
- 6 Activate/ deactivate notifications by ticking/unticking boxes next to <Online>, <Email>, <SMS> options
- 7 Once done, click on <**Save**> at the bottom of the page

The screenshot shows the 'My Account' section of the Coupa Supplier Portal, specifically the 'Notification Preferences' page. The page is titled 'My Account Notification Preferences' and includes a sidebar with navigation options: Settings, Notification Preferences (highlighted), Security & Two-Factor Authentication, and Authentication. The main content area is divided into several sections:

- Notification Preferences:** A section where you can manage your notification preferences. It includes a 'Mobile(SMS)' field with a phone number '+1 201-555-5555' and a 'Verify' button. A red box highlights this field and button, with a purple circle '5' next to it. Below the field is a yellow warning icon and the text 'Verify number to receive SMS'.
- Account Access:** A table with notification preferences for 'Request to Join' and 'Merge Request'. A red box highlights the 'Online', 'Email', and 'SMS' checkboxes for these items, with a purple circle '6' next to it.
- Announcements:** A table with notification preferences for 'New Customer Announcement'.
- Business Performance:** A table with notification preferences for 'Business Performance Role Granted'.
- Catalogs:** A table with notification preferences for 'A new comment is received', 'A catalog is approved', 'A catalog is rejected', and 'A catalog is about to expire'.

The 'Request to Join' and 'Merge Request' rows in the 'Account Access' table have 'Online' checked, 'Email' checked, and 'SMS' unchecked. The 'New Customer Announcement' row has 'Online' checked, 'Email' unchecked, and 'SMS' unchecked. The 'Business Performance Role Granted' row has 'Online' checked, 'Email' unchecked, and 'SMS' unchecked. The 'A new comment is received' row has 'Online' checked, 'Email' checked, and 'SMS' unchecked. The 'A catalog is approved', 'A catalog is rejected', and 'A catalog is about to expire' rows have 'Online', 'Email', and 'SMS' all unchecked.

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Thank you  
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