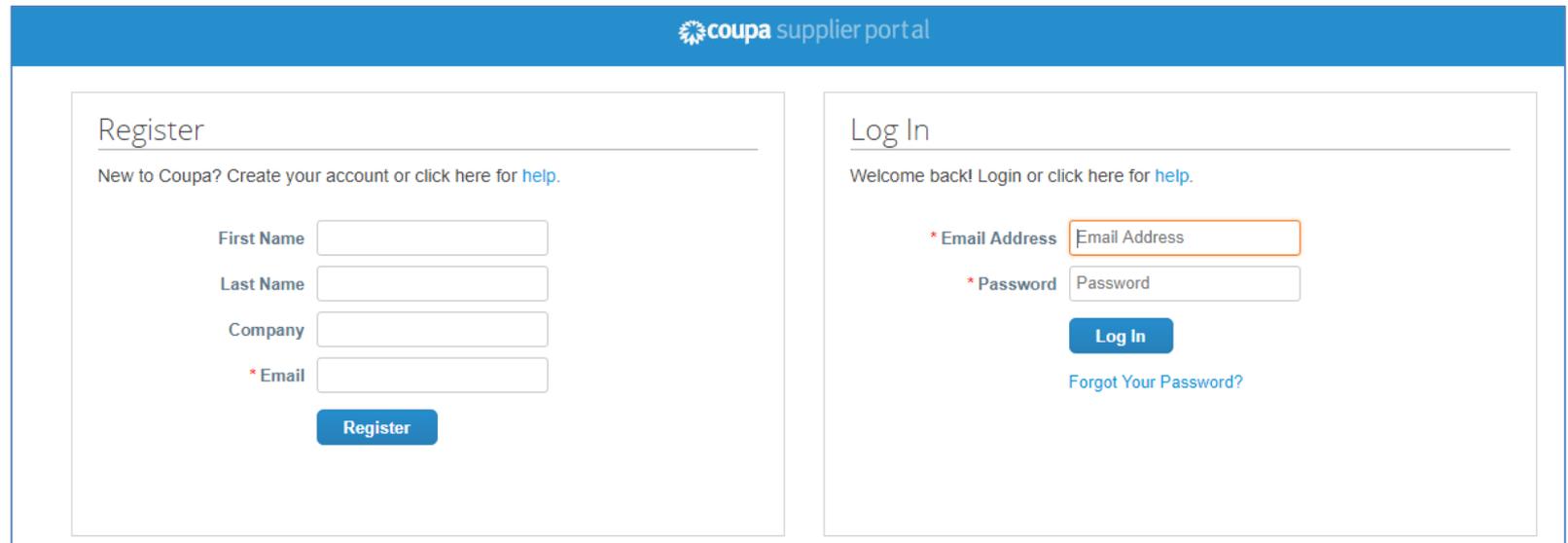# Coupa Supplier Portal

Coupa User Guides

Introduction

The Coupa Supplier Portal is very easy to use. This guide will help you get to know the Supplier Portal, and the benefits it holds for you.

https://supplier.coupahost.com/

Registering on the Coupa Supplier Portal

Coupa Supplier Portal Login Page looks like this and once registered the login page is the same:

Registering on the Coupa Supplier Portal

When you register, you will be sent an email invitation and it will look something like this:
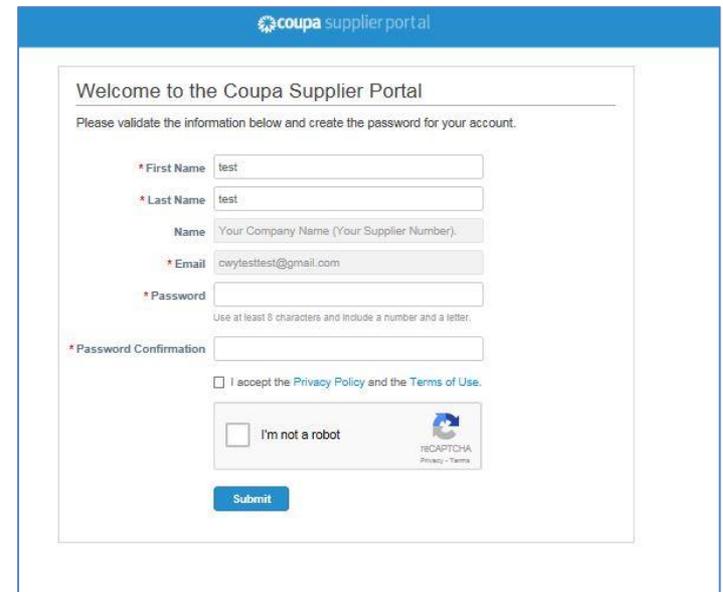
Registering on the Coupa Supplier Portal

Click on the link to confirm your registration, and you will be taken to the Coupa Supplier Portal login page to create your password.

Enter the information required and click "Submit"

Once the password has been created, you will be directed to the Coupa Home Page. There will be a few pop ups along the way – decline these until you are in the home page.
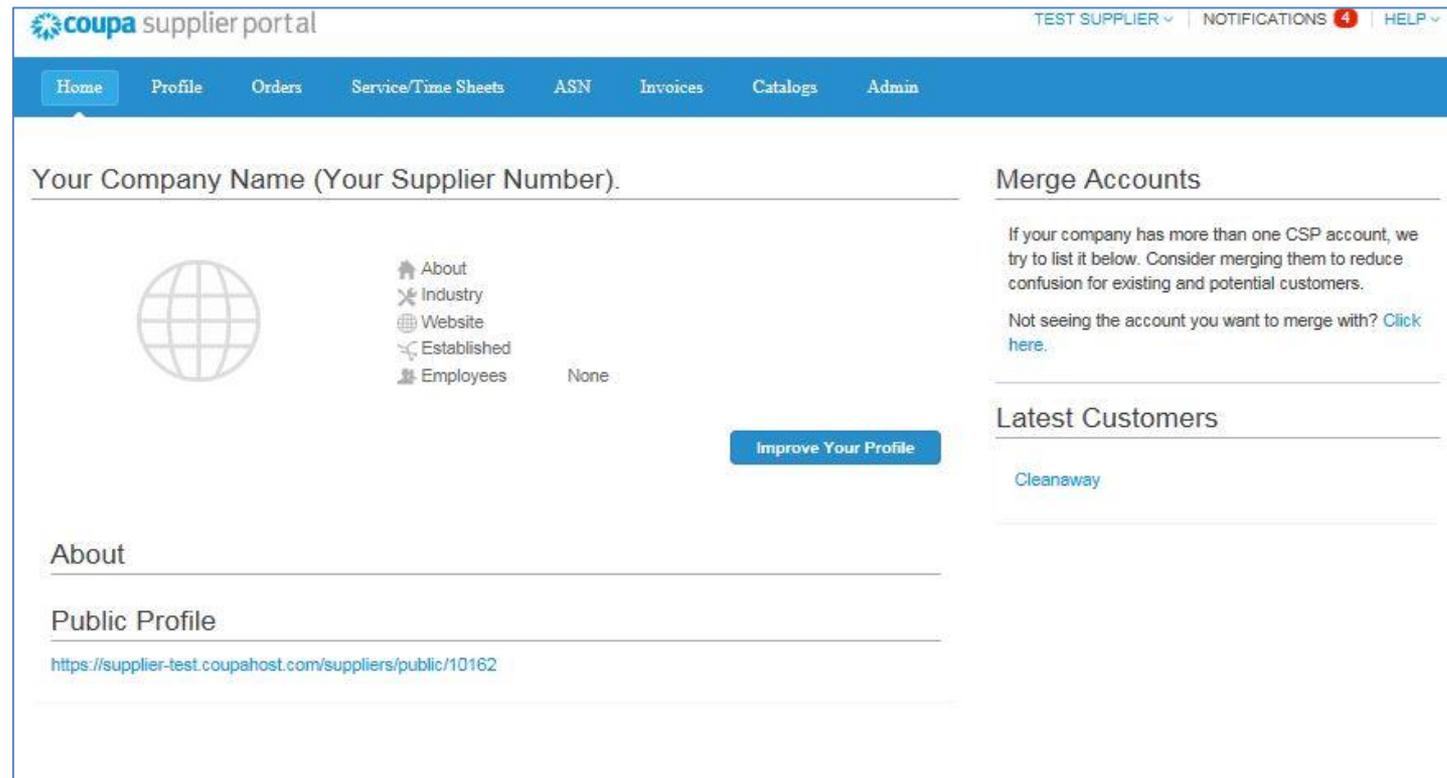
If you ever need to reset your Coupa Supplier Portal account e.g. if your assigned Coupa user leaves your business and you don't know how to sign in to your Coupa Supplier Portal account, you need to be re-invited to register on the Coupa Supplier Portal by Cairns Airport. Please contact our Finance Team at coupa@cairnsairport.com.au.

Coupa Home Page

Once you have successfully signed in, you will be taken to the Coupa Home Page:

Coupa Home Page

The page is organised with the following key buttons:

1. ***Navigation Bar*:** Navigate to Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogues and Admin sections.

2. ***Notifications:*** Confirm preferences for receiving e-mail notifications from the Coupa Supplier Portal.

3. ***Help:*** Online Help Menu Button with Coupa standard videos and training modules.

4. ***Improve your Profile*:** Manage your profile on the Coupa Supplier Portal i.e. address, and key contact details.

Coupa Home Page

1. Navigation Bar:

Home: Manage your public profile for transacting with other customers on Coupa.

Profile: Manage your profile on the Coupa Supplier Portal i.e. address, and key contact details.

Invoices: View all invoices created, including their current status.

Catalogues: Catalogue creation and management. Please reach out to Cairns Airport Finance at coupa@cairnsairport.com.au if you would like to manage your catalogue through the CSP.

Continued…

Coupa Home Page

Admin: Manage
1. **User information:** add, edit or remove users
2. **Merge Requests:** merge or unmerge other accounts on Coupa
3. **E-Invoice Setup (mandatory field):** – manage "Remit To" information
   Note: Contains some mandatory field which are required to be completed in order to start submitting invoices via the Coupa Supplier Portal.

My Account: Manage your password for the Coupa Supplier Portal account.

Need Help?

Access the "Coupa Supplier Portal Tour" and "Online Help" via 🕐 icon (top right of your screen), or feel free to contact us.

NQA