

Purpose

The Coupa Supplier Portal (CSP) is a free tool for suppliers to easily do business with customers who use Coupa. The CSP makes managing customers and transactions easy. Depending on your customer's specific Coupa configuration, you can manage content and settings on a customer-by-customer basis, including:

- Receive and view purchase orders
- Create, view, and send invoices
- Create and manage customer-specific electronic catalogs
- Manage your public and customer-specific company profiles and remit-to information
- Check the status of transactions with your customers

Job Aid Content

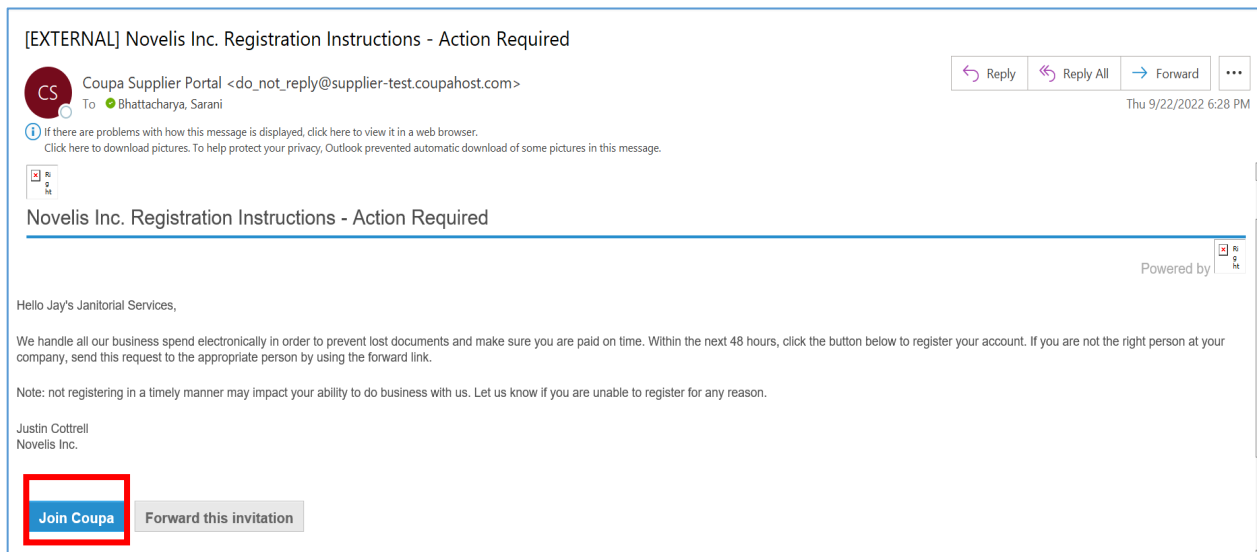
1. Register for the CSP
 - Customer-Created Invitation
 - Self-Created Invitation
2. CSP Account Creation
3. Logging into CSP
4. Notifications
5. Users
 - Inviting Users
6. Viewing Purchase Orders/Invoices
 - Email Notification of PO (Purchase Order)
 - User Notification of PO
 - Viewing Purchase Orders
7. Invoices
8. FAQs (Frequently Asked Questions)
9. Additional Resources

1. Register for the CSP

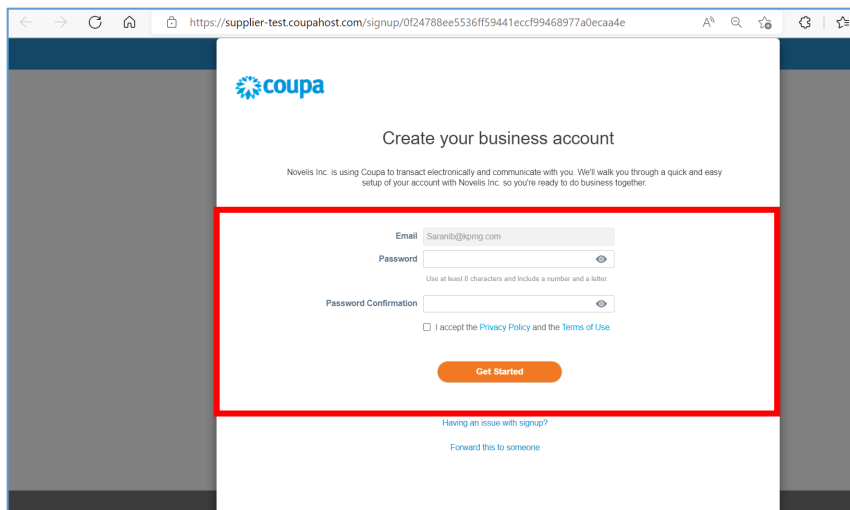
Suppliers have two options to use to register for the CSP:

Customer-Created Invitation

Novelis will send a registration invitation to you for the CSP. Click on the **'Join Coupa'** button.



You are redirected to the Coupa Supplier Portal page with a pop-up window that will prompt you to set up your business account. Fill in the necessary details and accept the privacy policy and terms and conditions to complete the initial account creation.

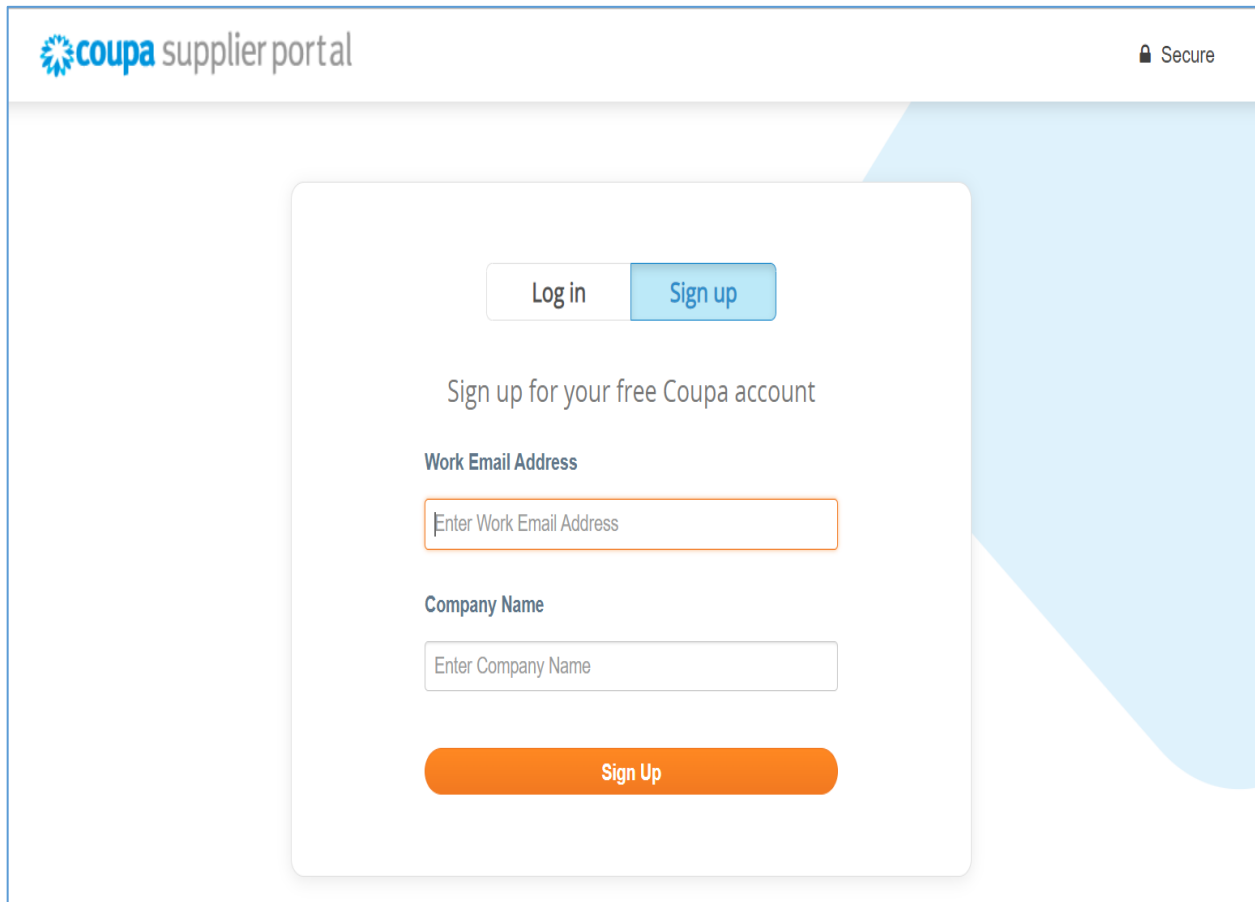


Self-Created Invitation

For this, you will need to contact your local Novelis procurement led to provide your email account registration.

You will need to connect manually by going to <https://supplier.coupahost.com/> and in the '**Sign Up**' **button** on the right, fill in the **Work Email Address** and **Company Name fields**, and then click on the '**Sign up button**' at the bottom of the page.

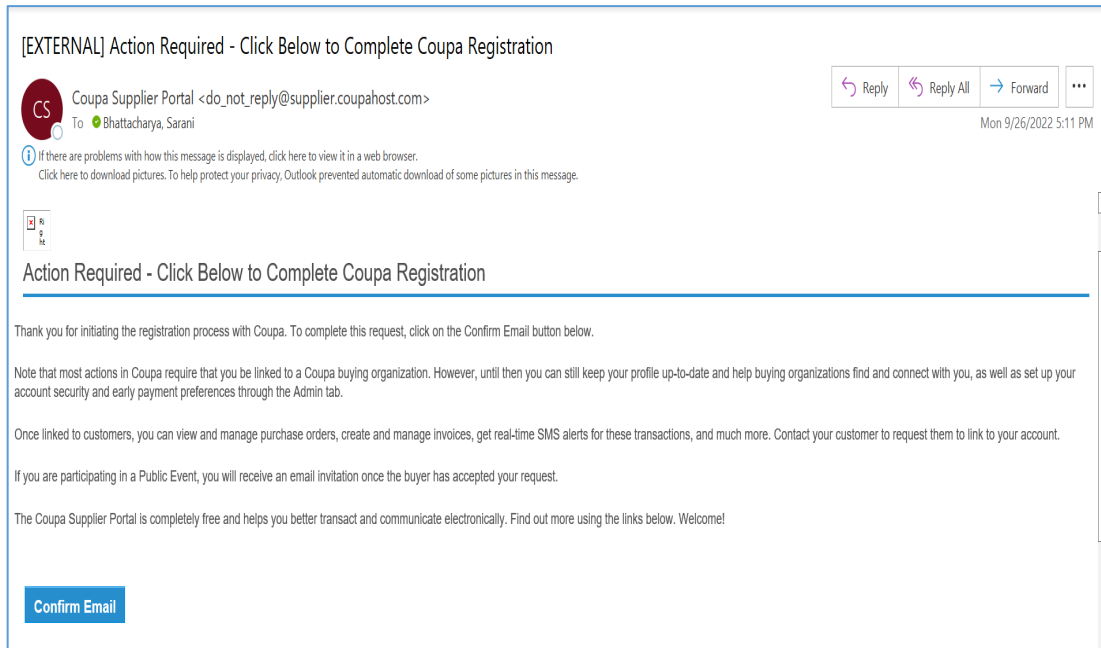
Note: The **Work Email Address** field cannot be changed. If you want to change your email address, you must create a different CSP account using the new email address. If you want to use this email, create two company accounts, and merge them



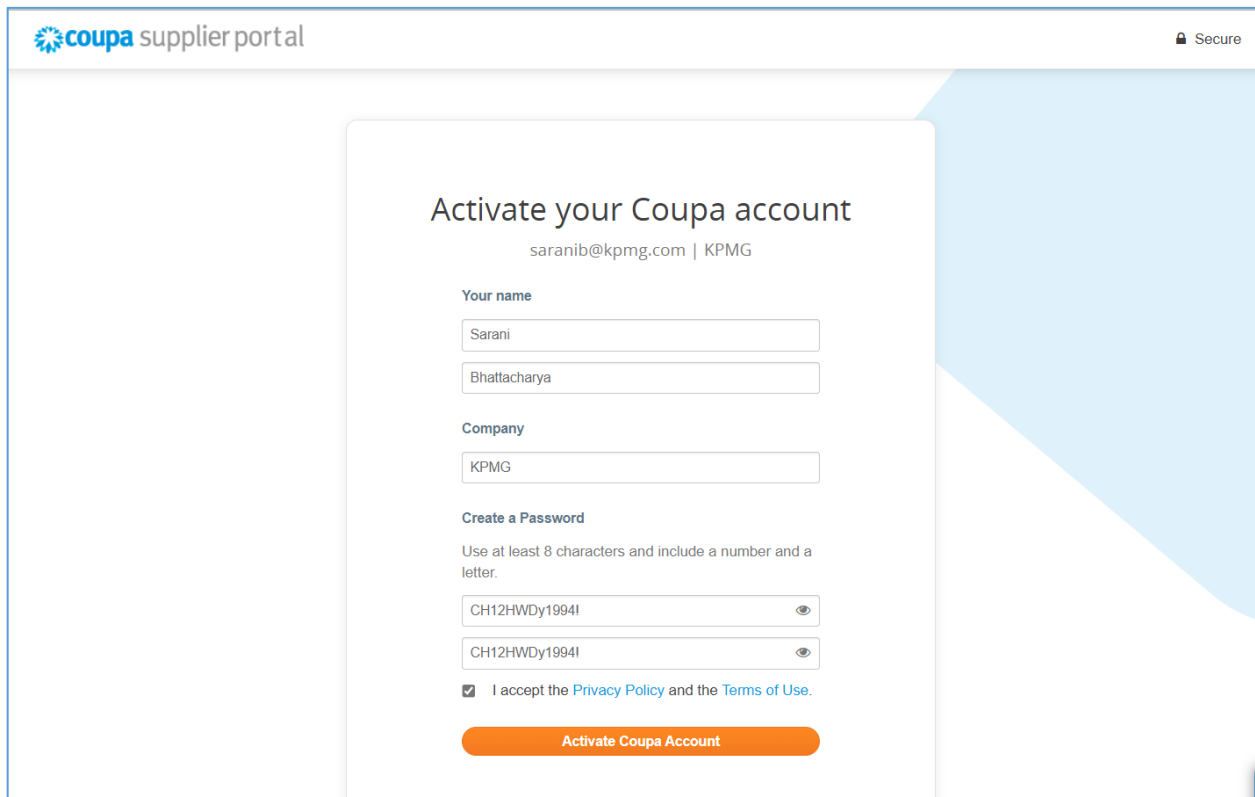
The screenshot shows the 'coupa supplier portal' interface. At the top right, there is a 'Secure' indicator with a lock icon. The main content area features a sign-up form with the following elements:

- Two buttons at the top: 'Log in' (white) and 'Sign up' (blue).
- The heading: 'Sign up for your free Coupa account'.
- A label 'Work Email Address' above a text input field containing the placeholder 'Enter Work Email Address'.
- A label 'Company Name' above a text input field containing the placeholder 'Enter Company Name'.
- A large orange 'Sign Up' button at the bottom of the form.

An email invitation will be sent to the registered email address. Click on the '**Confirm Email**' **button**.



You are redirected to the Coupa Supplier Portal Page with a popup for activating the Coupa account. Fill up the necessary details and click on the **'Activate Coupa Account' button** for account activation.



Setting	Description
First Name	Your personal first name to be applied to your personal account.
Last Name	Your personal last name to be applied to your personal account.
Company	The name of your company as seen on your company's public profile.
Password	Use this field to create your password. It must be at least 8 characters long, and it must include a number and a letter.
Password Confirmation	This field needs to match the password you typed in the password field

Note: With both methods, you need access to the email address you are going to use for the account.

Your CSP account is based on the specific email address that was used to register. If you use an email address different from the one your Coupa customers have on file for you, you cannot connect with them until you give them the email address or create a CSP account with that email address.

In both cases, you will receive an email with a link to validate your information and create your account.


If you do not receive an invitation email, check your spam folder or email Novelis at CSPSupplier@Novelis.com (*Invitations to the CSP expire after 30 days*)


2. CSP Account Creation

After following the link from the Coupa invitation email sent from Novelis, fill in the mandatory fields to provide information for your account and our company's public profile.

Basic Details

Fill in the mandatory fields to provide information for your account and click on the **'Next'** button. You can also select if the address that you input will be the same address used for your remit-to address, ship-from location, and invoice-from location.



Powered By 

● Basics
 ● Payment
 ● Coupa Profile

Tell us about your business ?

*** Company Name**

Your official registered company name

Website

*** Country/Region**

*** Address Line 1**

Address Line 2

*** City**

State

*** Postal Code**

Also use this address as **Invoice-from location**
Must match your official registered company address

Pay to location (Remit-To)
 Ship from location

Setting	Description
*Company Name	The name of your company as seen on your company's public profile
*Country/Region	The location of your company
*Address Line 1	The building number and street name
*City	The city in which your company is located
*Postal Code	The location code

Payment Details

Now, fill in your payment discount preferences for your account and click on the **'Next' button**

The screenshot shows a web interface for Novelis, powered by Coupa. At the top, there is a progress bar with three steps: 'Basics' (completed), 'Payment' (current step, highlighted with a red box), and 'Coupa Profile'. Below the progress bar, the main heading asks, 'Would you like to offer discounts to get paid faster?'. A sub-heading reads, 'Novelis Inc. has chosen to offer your company optional payment terms to get paid faster. These terms can always be updated or removed from the Setup menu in this portal.' The section is titled 'Payment Discount Preferences'. It features two columns: 'Your default payment term' with a list of options (Net 30, Net 45, Net 60, Net 75, Net 90, Net 120) and 'Automatically replace with this discount (you can change this later)' with six dropdown menus. Below these columns are two checkboxes: 'Use these preferences for all your customers' and 'My company does not offer discounts'. At the bottom left is a 'Back' link, and at the bottom right is a 'Next' button, which is highlighted with a red box.

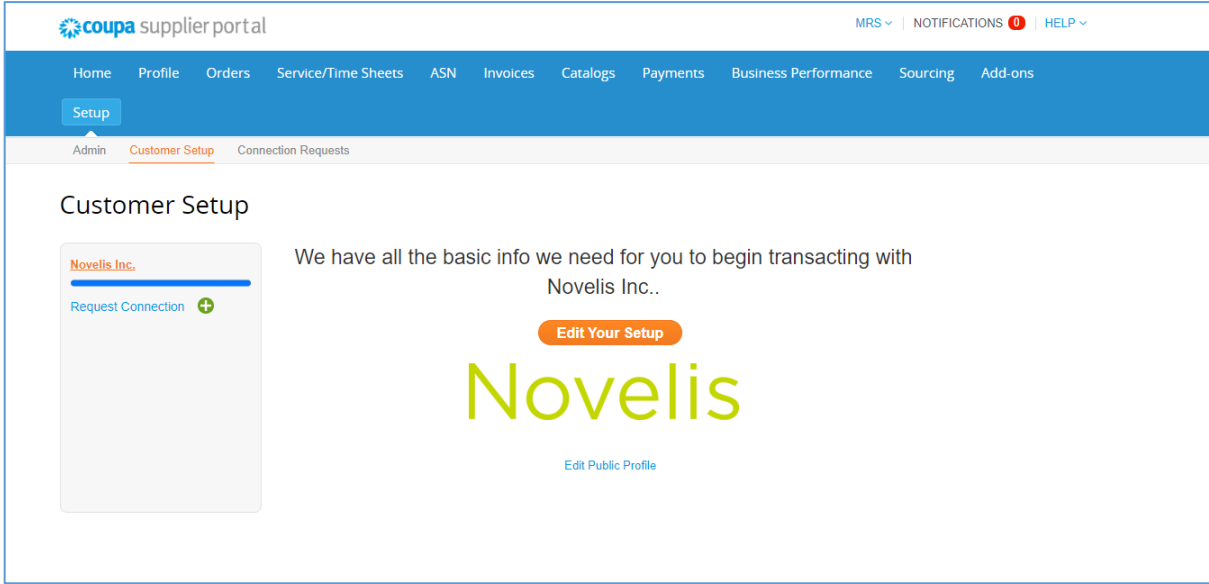
Coupa Profile

These are additional fields where you can add details like supplier diversity, get invited to sourcing events, etc. to improve your CSP supplier profile. Click on the **'Do it later' link** to skip this step.

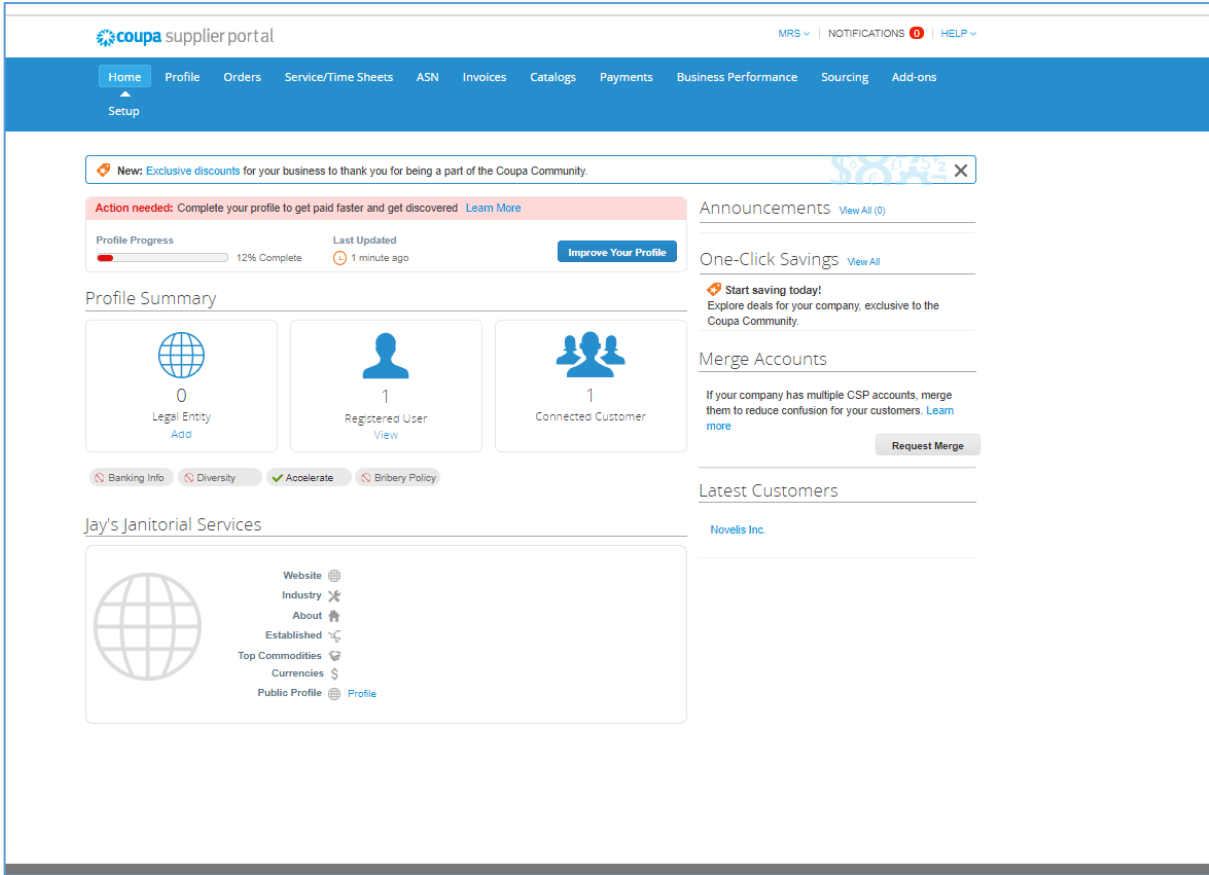


The image shows a registration progress screen for Novelis on the Coupa platform. At the top, the Novelis logo is displayed. Below it is a progress bar with three steps: 'Basics' (checked), 'Payment' (checked), and 'Coupa Profile' (not checked, highlighted with a red box). The main content area features the Coupa logo, a welcome message, and a call to action to 'Enhance your Coupa profile'. Below this are three icons representing search results, diversity, and sourcing events. At the bottom right, there is a 'Do it later' button, also highlighted with a red box.

To create a CSP account, you must also accept the Privacy Policy and the Terms of Use. By default, this account is the admin account for your company. **Once set up, you should add other users and assign them roles, including account administration.**

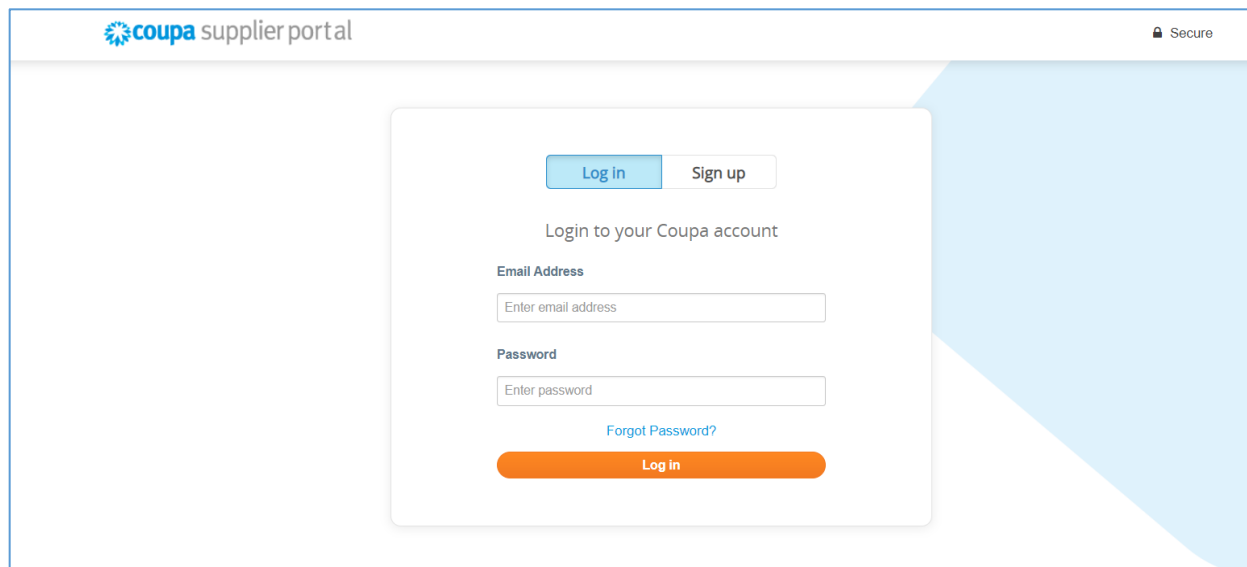


Once you create your account and sign in, Coupa takes you to the CSP homepage.



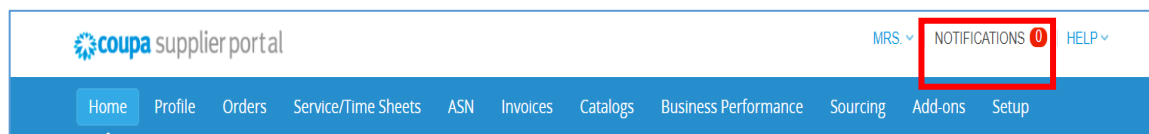
3. Logging into CSP

Go to <https://supplier.coupahost.com/> and on the log-in pane on the right, enter your email address and password and click on '**Log In**' button. This will redirect you to the CSP homepage

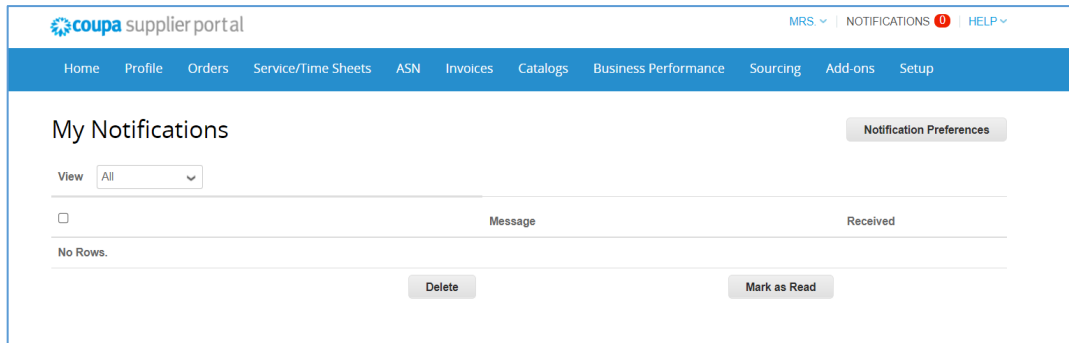


4. Viewing Notifications

In the top right of your window, hover over the Notifications link to see your unread system notifications.

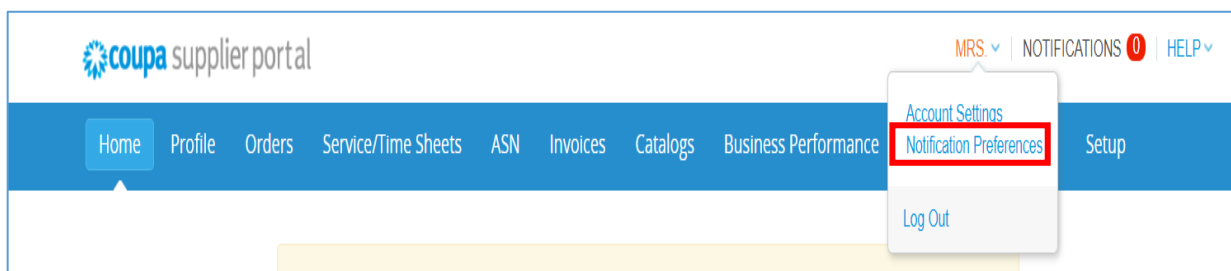


To view details of your notifications and manage them, click on the Notifications link.



On the My Notifications page, you can view all your (read and unread) notifications or you can filter by category (FYI, To Do, or Unread). In addition, you can select and delete them all or one by one.

To change your notification preferences, hover over your name in the top right and click on the Notification Preferences button. When you begin your introduction to Coupa, we advise that you enable all your notifications until you are more familiar with the system.



On the My Account Notification Preferences page, review each section and select the checkboxes for the items that you want to receive any or all the notification types: online (to-do list) or email.

NOTE: If you have an SMS-capable device and you validate your phone number, you can also choose to receive notifications as short text messages via SMS (Short Message Services).

coupa supplier portal MRS. ▾ | NOTIFICATIONS 1 | HELP ▾

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

My Account Notification Preferences

You will start receiving notifications when your customers enable them.

Settings

Notification Preferences

Security & Two-Factor Authentication

Announcements

New Customer Announcement	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
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Business Performance

Business Performance Role Granted	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
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Catalogs

A catalog is about to expire	<input type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
A catalog is rejected	<input type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
A catalog is approved	<input type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
A new comment is received	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS

Community

Community Role Given to User	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
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Coupa Accelerate

New Early Pay Customer	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
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Coupa Pay

Coupa Pay

Bank Transfer Remittance Advice	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Virtual Card Processing Failure	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Payment Role Given to User	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Virtual Card Reminder	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Virtual Card Reissued	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
New Virtual Card	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
New digital check	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Virtual Card Remittance Advice	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Zero Payment Remittance Advice	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Invoice Adjusted Automatically	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Digital Check Cancelled	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Virtual Card Cancelled	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Digital Wallet Remittance Advice	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Customer will deliver check	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Check Cancelled	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS

Early Payments

Early Payment Request Rejected by Financier	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Early Payment Request Expired	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Early Payment Request Paid	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Early Payment Request Matched	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Early Payment Request Rejected	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS

Form Responses

A new comment is received	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
A form response is approved	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
A form response is rejected	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
A form response needs your attention	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Supplier information is updated	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS

External Orders

A new comment is received	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
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Integration errors

Enable notification for integration error	<input type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
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Invoices

A new comment is received	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is abandoned	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is approved	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Legal Invoice Export Ready	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is withdrawn from dispute	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is disputed	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is paid	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS

Orders

An order is canceled	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
A new comment is received	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
A new order is received	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS

Order Header Changes

Order change request is rejected	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
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Profile

An information update request is received	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Profile update reminder is received	<input type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	
Tier 2 Diversity report request is received	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Update information requests	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Email	
Public profile is updated	<input type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS

Receipt Request

Receipt created	<input type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
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Terms of Use

New Terms of Use are received	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
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Users

Add Users to account	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
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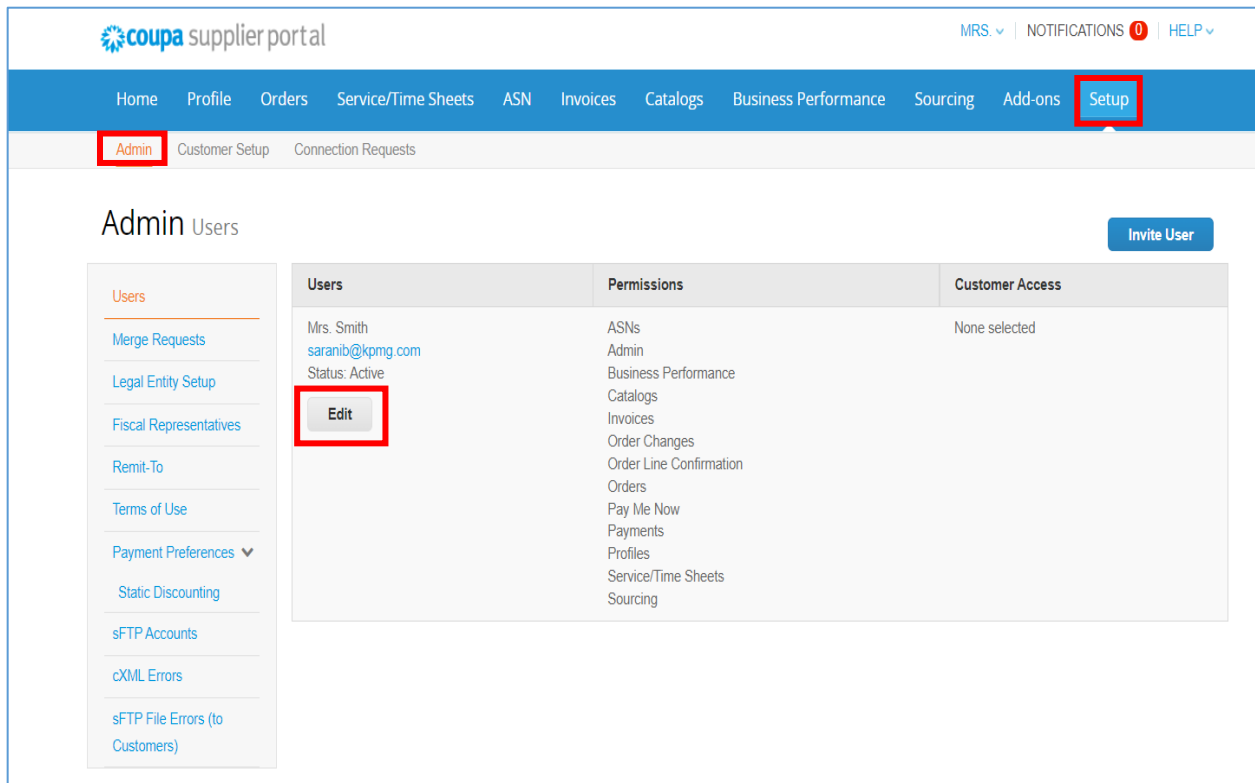
Service/Time Sheets

A Service/Time Sheet is approved	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
A Service/Time Sheet is rejected	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS

5. Users

NOTE: It is recommended to set up at least 2-3 contacts as account Admins in the event of an absence or departure.

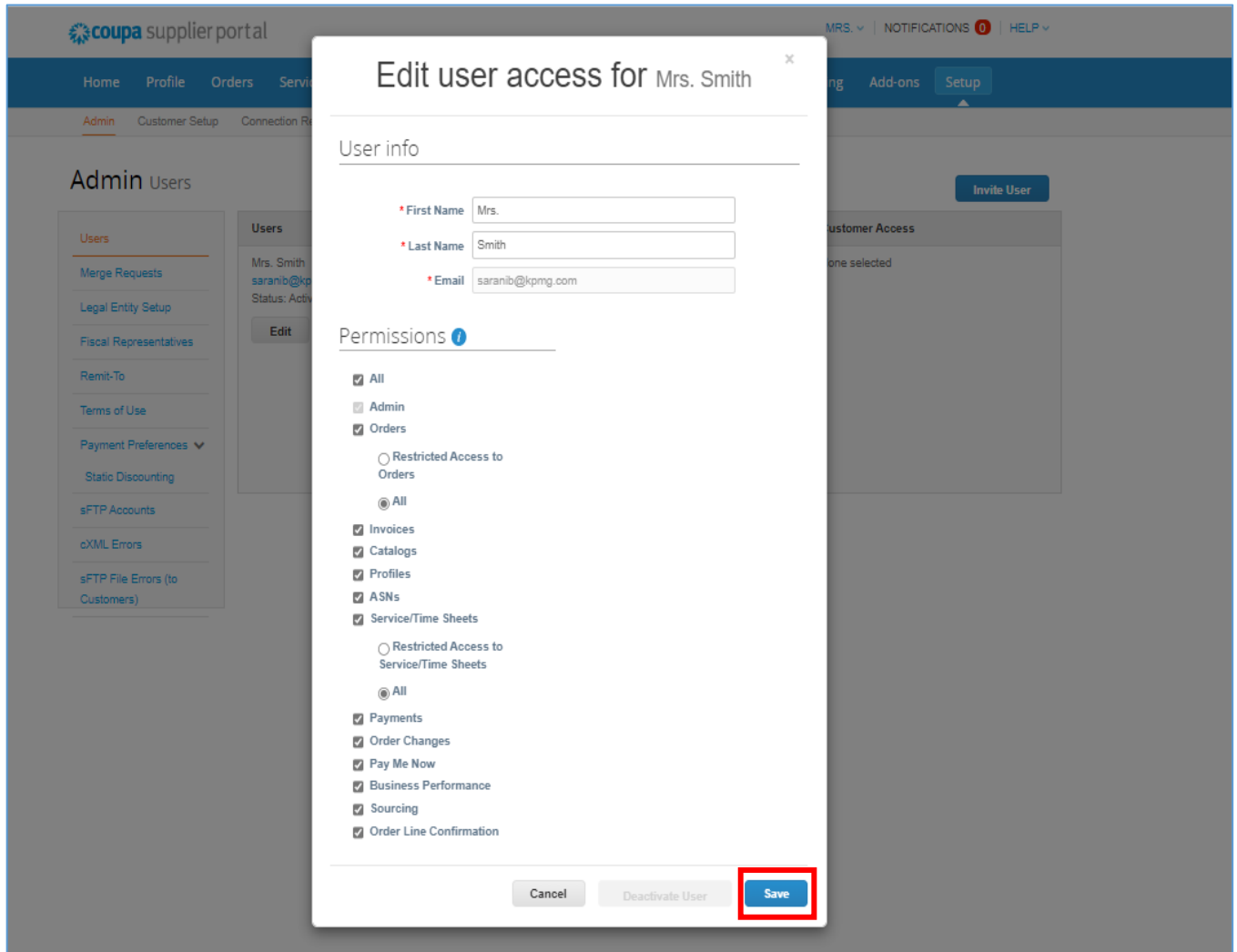
From the Admin tab in the top ribbon of your window, you can manage user permissions and Novelis access by assigning certain users to certain customers, by limiting what types of documents they can access, and selecting what functions, they can perform with their assigned customers. From the top ribbon, Go to **Setup>Admin tab** and then select the **Users** section on the left of your screen. The Admin Users page appears after clicking this option.



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup' (highlighted with a red box). Below this, the 'Admin' tab is selected, showing 'Customer Setup' and 'Connection Requests'. The main content area is titled 'Admin Users' and features a table with columns for 'Users', 'Permissions', and 'Customer Access'. A single user is listed: Mrs. Smith (saranib@kpmg.com, Status: Active). An 'Edit' button is highlighted with a red box next to the user's name. A left sidebar contains various administrative options like 'Merge Requests', 'Legal Entity Setup', and 'Payment Preferences'. An 'Invite User' button is located in the top right corner of the main content area.

Users	Permissions	Customer Access
Mrs. Smith saranib@kpmg.com Status: Active <input type="button" value="Edit"/>	ASNs Admin Business Performance Catalogs Invoices Order Changes Order Line Confirmation Orders Pay Me Now Payments Profiles Service/Time Sheets Sourcing	None selected

Click on the **'Edit' button** to open the Edit user access for [Username] window.



You can modify the user's first and last name, permissions, and customer access, or deactivate the user. Click on the **'Save'** button to save any changes made.

You cannot change the user's email address. If a user wants to change the email address, you must send a new invitation to that user.

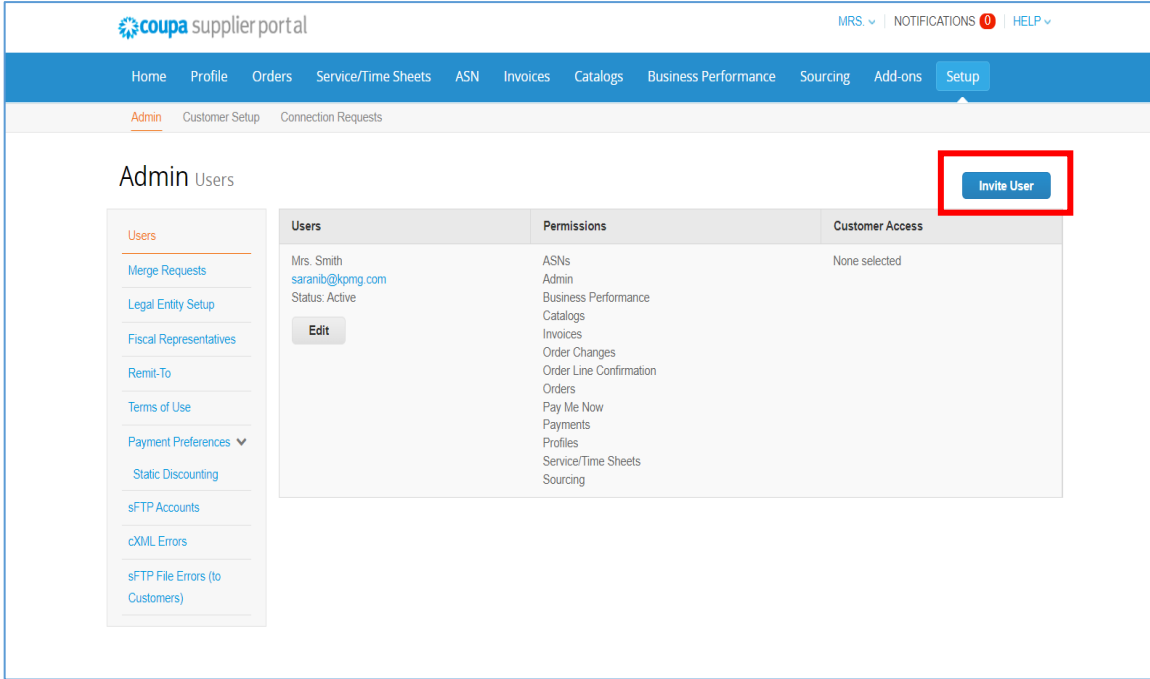
User Permissions	Descriptions
All	Gives full access to all CSP functions, except for user administration.
ASNs	Allows creating and sending advance ship notices (ASNs) to customers.
Admin	Has full access to all CSP functions, including user administration. Non-admin users can still view the Users tab of the Admin page and invite users, but they cannot edit existing users. The permissions on the

	invitation cannot exceed the permissions of the user creating the invitation.
Catalogs	Allows creating and managing customer-specific electronic catalogs.
Invoices	Allows creating and sending invoices to customers.
Order Changes	Allows submitting PO change requests.
Order Line Confirmation	Allows viewing and managing purchase orders (POs) received from customers.
Orders	Allows viewing and managing purchase orders (POs) received from customers.
Restricted Access to Orders	Allows accessing POs and PO changes. The permission is off by default.
Restricted Access to Service / Time Sheets	Allows accessing service/time sheets. The permission is off by default.
Invoices	Allows creating and sending invoices to customers.
Catalogs	Allows creating and managing customer-specific electronic catalogs.
Profiles	Allows modifying customer-specific profiles. Note: All users, regardless of permissions, can edit the public profile.
Service/Time Sheets	Allows creating and submitting service/time sheets against POs.
*Payments	Allows viewing payments and downloading digital checks.
Order Changes	Allows submitting PO change requests.
Pay Me Now	Available only if your customers use Coupa Pay and enabled the feature related to this permission.
Business Performance	Allows access to view summaries of orders and invoices as well as year-to-date order, invoice, and delivery time trends

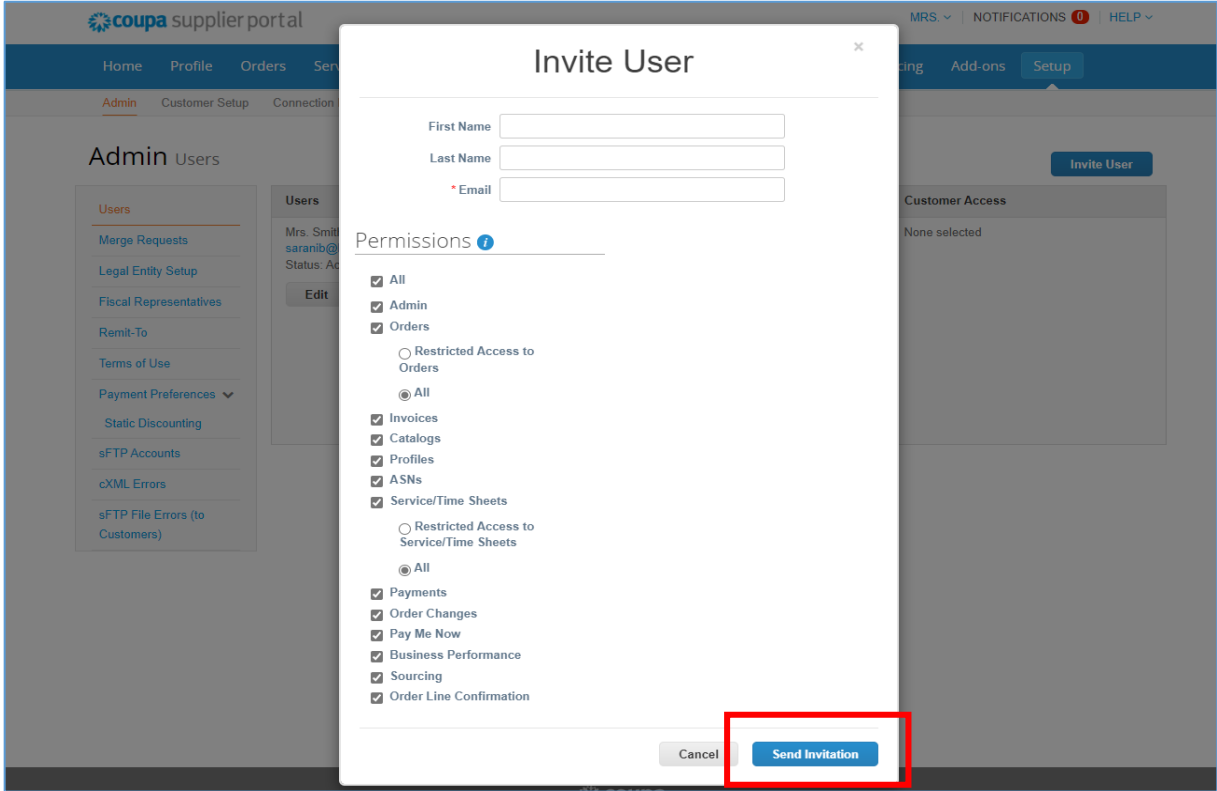
Inviting Users

Coupa allows for new users to be invited to the CSP by clicking the **'Invite User'** button on the Admin Tab. A window will appear that prompts the user to input identifying information for the new user including name, mail, and permissions.

The Invite User and Edit user access for [Username] windows are almost identical, but when you invite a user, you can specify an email address.



Fill in the necessary details and click on the **'Send Invitation'** button.

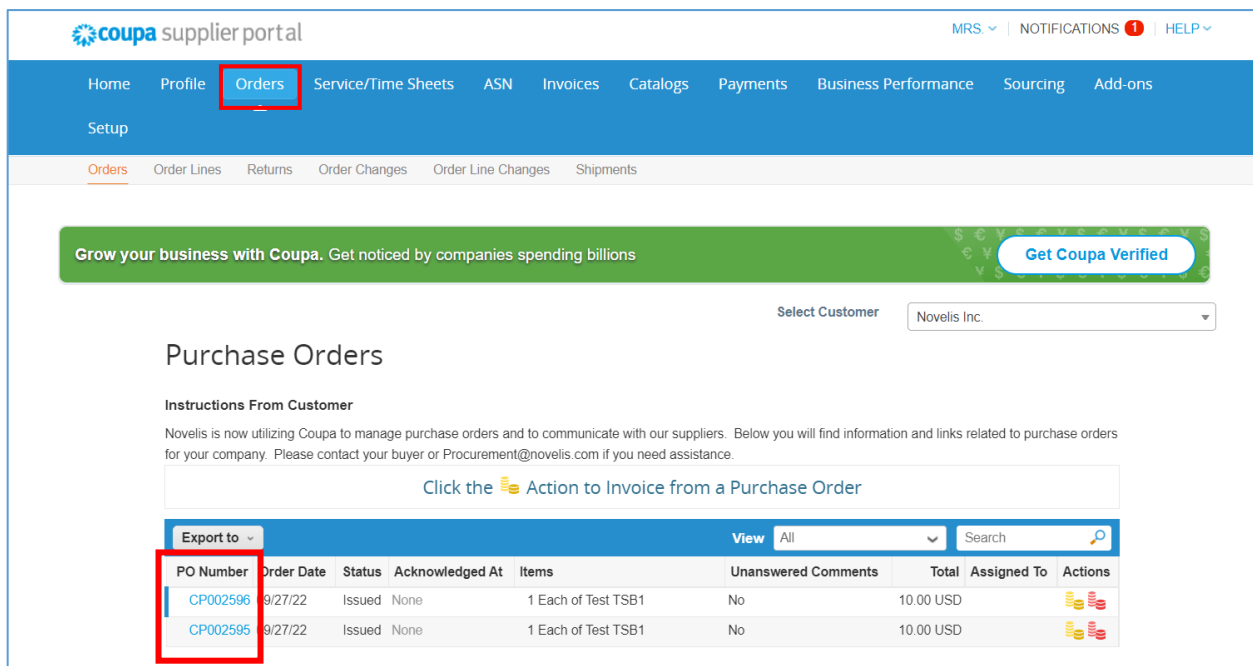


Coupa does not allow users to be deleted, so you cannot delete a user from your profile. Instead, you can deactivate a user when you no longer want that user to be able to access the account.

If you deactivate users, you can always reactivate them later. If you reactivate a user, the customer access is reset for that user, so you will have to assign customers to that user again.

6. Viewing Purchase Orders and Invoices

To start managing Purchase orders, click the '**Orders**' tab. Each purchase order will be given an individual number when raised through Coupa.



coupa supplier portal

MRS | NOTIFICATIONS 1 | HELP

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

Setup

Orders Order Lines Returns Order Changes Order Line Changes Shipments

Grow your business with Coupa. Get noticed by companies spending billions


Get Coupa Verified



Select Customer: Novelis Inc.

Purchase Orders

Instructions From Customer

Novelis is now utilizing Coupa to manage purchase orders and to communicate with our suppliers. Below you will find information and links related to purchase orders for your company. Please contact your buyer or Procurement@novelis.com if you need assistance.

Click the  Action to Invoice from a Purchase Order

Export to	View	All	Search					
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
CP002596	9/27/22	Issued	None	1 Each of Test TSB1	No	10.00 USD		
CP002595	9/27/22	Issued	None	1 Each of Test TSB1	No	10.00 USD		

By clicking on the **PO number**, the details of the PO will be displayed.

Purchase Order #CP002596

Select Customer: Novelis Inc.

General Info

- Status: Issued - Sent via Email
- Order Date: 09/27/22
- Revision Date: 09/27/22
- Requester: Sarani Bhattacharya
- Email: saranib@kpmg.com
- Payment Term: None
- Attachments: None
- Acknowledged:
- Assigned to:

Shipping

Ship-To Address: 448 COUNTY ROUTE 1A
OSWEGO, NY 13126-5062
United States
Location Code: 1250
Attn: Sarani Bhattacharya

Terms: None

Shipment Tracking

No shipment tracking.

Lines

Type	Item	Qty	Unit	Price	Total	Invoiced
1	Test TSB1	1	Each	10.00	10.00	0.00

* Need By: 09/28/22 | Part Number: None | Manufacturer Name | Part: None | Material Characteristics: None

Total USD 10.00

Buttons: Create Invoice, Save, Print View

Email Notification of PO

When a purchase order is raised, you will receive an email notification regarding this. The email is sent to the PO email address.

You can log onto the CSP and acknowledge receipt by clicking the Acknowledged checkbox on the purchase order page.

[EXTERNAL] Novelis Corporation Purchase Order #CP002596

Novelis Inc. <do_not_reply@novelis-test.coupa.com>
To: Bhattacharya, Sarani

Order Summary

Date: 09/27/22

PO Total: 10.00 USD

Contact: Sarani Bhattacharya
saranib@kpmg.com

Buttons: Manage Order, Create Invoice

The screenshot shows the Coupa Supplier Portal interface for a Purchase Order. The top navigation bar includes Home, Profile, Orders (selected), Service/Time Sheets, ASN, Invoices, Catalogs, Payments, Business Performance, Sourcing, and Add-ons. Below this is a secondary navigation bar with Setup, Orders (selected), Order Lines, Returns, Order Changes, Order Line Changes, and Shipments. A green banner at the top of the main content area reads "Grow your business with Coupa. Get noticed by companies spending billions" with a "Get Coupa Verified" button. The main content area is titled "Purchase Order #CP002596" and shows a dropdown for "Select Customer" set to "Novelis Inc.". The page is divided into two main sections: "General Info" and "Shipping".

General Info:

- Status: Issued - Sent via Email
- Order Date: 09/27/22
- Revision Date: 09/27/22
- Requester: Sarani Bhattacharya
- Email: saranib@kpmg.com
- Payment Term: None
- Attachments: None
- Acknowledged** (highlighted with a red box)
- Assigned to: Select

Shipping:

- Ship-To Address: 448 COUNTY ROUTE 1A, OSWEGO, NY 13126-5982, United States, Location Code: 1250, Attn: Sarani Bhattacharya
- Terms: None
- Shipment Tracking: No shipment tracking. (Add button)

Lines:

Type	Item	Qty	Unit	Price	Total	Invoiced
1	Test TSB1	1	Each	10.00	10.00	0.00

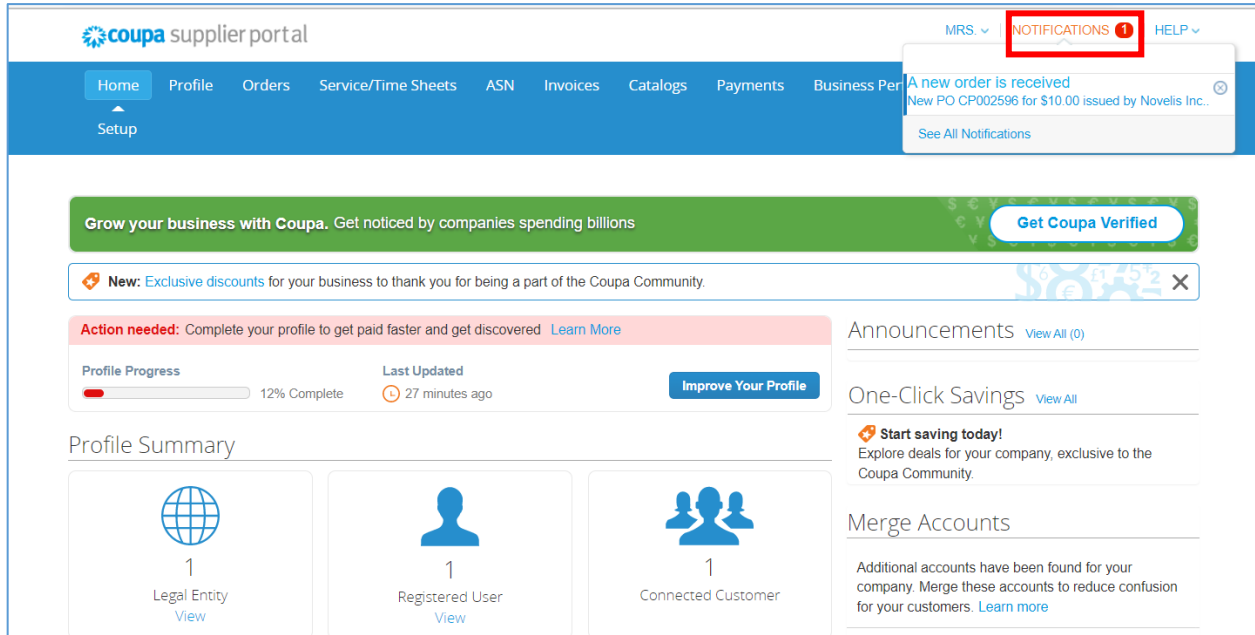
Below the table, there is a section for "Need By" information:

* Need By	Part Number	Manufacturer Name Part	Material Characteristics
09/28/22	None	None	None

At the bottom right, there is a "Total USD 10.00" box and three buttons: "Create Invoice", "Save", and "Print View".

User Notification of PO

When a purchase order is sent, you will receive a notification when you log on to the CSP. Hover over 'notifications' on the homepage to see a preview of the new notification.



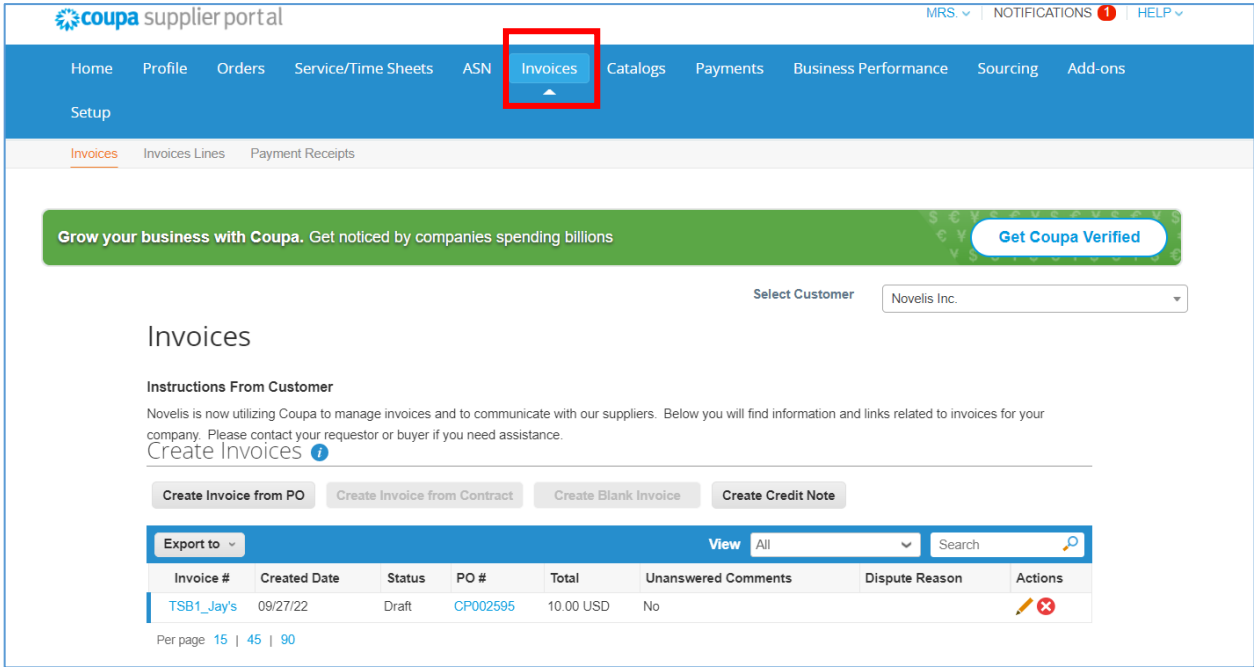
The screenshot shows the Coupa supplier portal interface. At the top, there is a navigation bar with the Coupa logo and 'supplier portal' text. The navigation menu includes Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Payments, and Business Performance. A 'Setup' link is located below the Home button. On the right side of the navigation bar, there are dropdown menus for 'MRS', 'NOTIFICATIONS' (with a red notification icon), and 'HELP'. A notification dropdown is open, showing a message: 'A new order is received. New PO CP002596 for \$10.00 issued by Novelis Inc...' with a 'See All Notifications' link. Below the navigation bar, there is a green banner with the text 'Grow your business with Coupa. Get noticed by companies spending billions' and a 'Get Coupa Verified' button. A red banner below that says 'New: Exclusive discounts for your business to thank you for being a part of the Coupa Community.' Below that is a pink banner with 'Action needed: Complete your profile to get paid faster and get discovered' and a 'Learn More' link. The main content area is divided into two columns. The left column has a 'Profile Progress' section showing a progress bar at 12% Complete and 'Last Updated' 27 minutes ago, with an 'Improve Your Profile' button. Below this is a 'Profile Summary' section with three cards: '1 Legal Entity View', '1 Registered User View', and '1 Connected Customer'. The right column has sections for 'Announcements View All (0)', 'One-Click Savings View All', 'Start saving today! Explore deals for your company, exclusive to the Coupa Community.', and 'Merge Accounts' with a note about merging accounts to reduce confusion.

7. Invoices

Invoices Tab

To start managing Invoices, click the Invoices tab. Each invoice is given an individual invoice number when created through Coupa.

Note: Please refer to the CSP E-Invoicing Job Aid for additional details on invoicing.



coupa supplier portal

MRS | NOTIFICATIONS 1 | HELP

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

Setup

Invoices Invoices Lines Payment Receipts

Grow your business with Coupa. Get noticed by companies spending billions [Get Coupa Verified](#)

Select Customer: Novelis Inc.

Invoices



Instructions From Customer

Novelis is now utilizing Coupa to manage invoices and to communicate with our suppliers. Below you will find information and links related to invoices for your company. Please contact your requestor or buyer if you need assistance.

[Create Invoices](#)

[Create Invoice from PO](#) [Create Invoice from Contract](#) [Create Blank Invoice](#) [Create Credit Note](#)

Export to View All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
TSB1_Jay's	09/27/22	Draft	CP002595	10.00 USD	No		 

Per page: 15 | 45 | 90

NOTE: Suppliers can check the payment status of their invoices by viewing the Status column. Invoices that have been sent to Coupa will show as **Pending Approval**. If an invoice has been reviewed and approved by Novelis it will show **Approved**.

By clicking on the invoice number, you will be able to access the invoice detail.

coupa supplier portal MRS. | NOTIFICATIONS 1 | HELP

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

Setup

Invoices Invoices Lines Payment Receipts

Grow your business with Coupa. Get noticed by companies spending billionsGet Coupa Verified

Select Customer Novelis Inc.

Invoice #TSB1_Jay's [Back](#)

General Info

Invoice # TSB1_Jay's

Invoice Date 09/27/22

Payment Term None

Currency USD

Status Draft

Shipping Term None

Image Scan [Block_Leaves_2022.PNG](#)

Supplier Notes None

Attachments None

Bill To & Ship To

Supplier Jay's Janitorial Services

Invoice From Jay's Janitorial Services
448 COUNTY ROUTE 1A OSWEGO,
NY 13126-5982 United States
New York, 1250
United States

Remit To Jay's Janitorial Services
448 COUNTY ROUTE 1A OSWEGO,
NY 13126-5982 United States
New York, 1250
United States

Ship From Jay's Janitorial Services
448 COUNTY ROUTE 1A OSWEGO,
NY 13126-5982 United States
New York, 1250
United States

Supplier Tax ID None

Customer Novelis Inc.

Bill To Address Novelis Corporation
3580 Lenox Rd
Suite 2000
Atlanta, GA 30326
United States

VAT ID 84908 7549 RT0001

Ship To Address 448 COUNTY ROUTE 1A
OSWEGO, NY 13126-5982
United States
Location Code: 1250

Buyer GST/HST ID 84908 7549 RT0001

Lines

Line	Description	Supplier Part Number	UOM	Net Weight	Price/Weight	Quantity	Price	Total	PO Line
1	Test T581		EA			1	10.00	10.00	CP002585-1

OneSource Calculated Tax None

Totals & Taxes

Lines Net Total	10.00
Header Tax Totals	0.00
<hr/>	
Shipping	0.00
Handling	0.00
Misc	0.00
<hr/>	
Total Tax	0.00
Net Total	10.00
Total	10.00

[Edit](#)

Comments

[Mute Comments](#) ▾

Enter Comment

[Add File](#) | [URL](#)

Send Comment notification to a user by typing @name (ex. @JohnSmith)

[Add Comment](#)

Payments

[>](#)

Note: Please refer to the CSP E-Invoicing Job Aid for additional details on invoicing.

8. Frequently Asked Questions

Questions	Answers
Is CSP free for suppliers?	Yes, Coupa doesn't charge suppliers to use the CSP
Where do I register for the CSP?	You can request an invitation to join the CSP. Ask your customer to send you an invitation email or visit https://supplier.coupahost.com .
Why didn't I receive the email invitation to join Coupa?	Check your spam/junk email folder. Emails sometimes get flagged as spam. If you still cannot find the email invitation, you can register instead. However, if you register, make sure to use the same email address to register that your customer used to invite you.
Where do I sign in to the CSP?	http://supplier.coupahost.com
How do I cancel my CSP account?	If you're no longer doing business with the customer, ask the customer to make you inactive in the CSP system.

9. Additional Resources

Feel free to explore the Coupa site for all things CSP! Here you can find additional videos, supplier guides, and more. https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal