



Supplier Onboarding on Coupa

How-To Guide

Reviewed May 2024

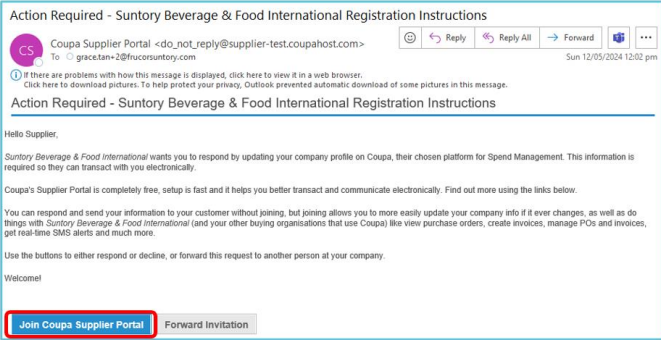
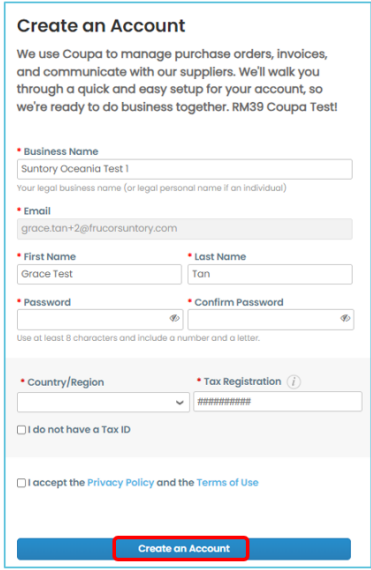
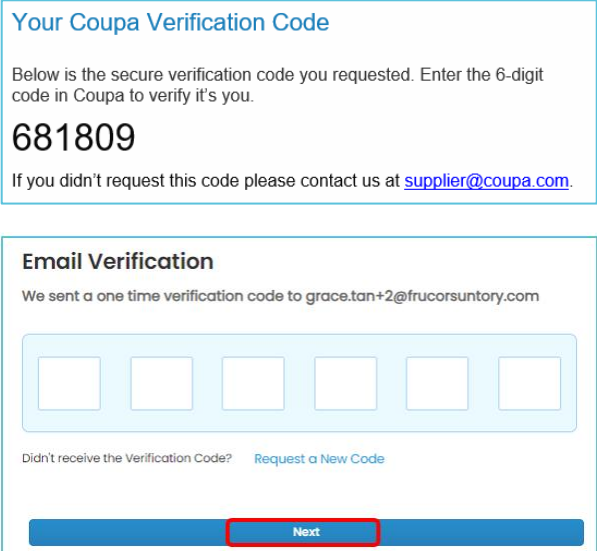
Introduction

This User Guide describes how to register onto the Coupa Supplier Portal (CSP) and completing the Onboarding form to ensure we have up to date information from the supplier.

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Register on Coupa Supplier Portal (CSP)

<ol style="list-style-type: none"> 1. You will receive an email from Coupa requesting you to join CSP and update your company information. 2. Select Join Coupa Supplier Portal in the email. 	
<ol style="list-style-type: none"> 3. You will be taken to the CSP landing page to complete the form. 4. Select Create an Account. <p>The account for CSP is completely free.</p>	
<ol style="list-style-type: none"> 5. You will receive an email verification code to enter. 6. Select Next. 	

- Select **No, continue creating a new account.**
- Select **Next.**

Join an Existing Account?

Provide any of the additional info to get better suggestions.

View existing accounts matching email domain **frucorsuntory.com**

Business Name

Country/Region

Address Line 1

City State Postal Code

Tax ID DUNS Number

No, continue creating a new account

Next

- Complete the dialogue box requesting for information.
- Select **Next.**

SUNTORY BEVERAGE & FOOD INTERNATIONAL QUALITY

Your Contact Info

* First Name * Last Name

Work Phone

Country/Region Area/City Local Extension

* Business Website

I do not have a website

* Country/Region of Primary Address

Next

- Once information has been completed, select **Continue** which to create your free account.

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<p>Registered</p> <p>Easily do business with customers who use Coupa</p> <p>Free</p> <p>Registered user includes:</p> <ul style="list-style-type: none"> Business Profile Orders E-Invoices Catalogs Payments Sourcing Events <p>Continue</p>	<p>Coupa Verified</p> <p>Amplify your trusted brand across Coupa's community of buyers</p> <p>\$549 / year</p> <p>Everything in "Registered" plus:</p> <ul style="list-style-type: none"> Verified Badge Priority Search Rank <p>Purchase Verified</p>	<p>Coupa Advanced</p> <p>Optimize your cash flow and increase productivity throughout your day</p> <p>\$4,800 / year</p> <p>Everything in "Registered" plus:</p> <ul style="list-style-type: none"> Automated invoice reminders and reporting A seamless integration with your account system <p>Purchase Advanced</p>

Completing the Supplier Onboarding Form

1. Navigate to **Profile > Information Request** and you will be able to see the Onboarding form there. Once completed, select **Submit for Approval**. At this stage it will go via the internal approval process.

