

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.



Table of Contents

Introduction	2
Register on Coupa Supplier Portal (CSP)	4
Completing the Supplier Onboarding Form	6



Register on Coupa Supplier Portal (CSP)

r		
1.	You will receive an email	Action Required - Suntory Beverage & Food International Registration Instructions
	from Coupa requesting you	Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com> To Gracetan=2@fruccountory.com Of these see advectants of forthered in the barrier beauty for a week beauty f</do_not_reply@supplier-test.coupahost.com>
	to join CSP and update	Click here to download between the standard to generate a download to here the standard download of some pictures in this message. Action Required - Suntory Beverage & Food International Registration Instructions
	your company information.	Helto Supplier, Sontro: Bauezna & Ecod International userts you to respond to undefine your company profile on Cruina. their shores neafform for Shand Management. This information is
2.	Select Join Coupa Supplier	required to they can transact with you electronically. Coupa's Supplier Portal is completely free, setup is fast and it helps you better transact and communicate electronically. Find out more using the links below.
	Portal in the email.	You can respond and send your information to your customer without joning, but joning allows you to more easily update your company into if it ever changes, as well as do things with Suntory Beverage & Food international (and your other buying organisations that use Coupa) like view purchase orders, create invoices, manage POs and invoices, get real-time SMS aller and much more.
		Use the buttons to either respond or decline, or forward this request to another person at your company.
		I VELANIE!
		Join Coupa Supplier Portal Forward Invitation
3.	You will be taken to the	Create an Account
	CSP landing page to	We use Coupa to manage purchase orders, invoices,
	complete the form	and communicate with our suppliers. We'll walk you through a quick and easy setup for your account, so
л	Select Create an Account	Weieleudy to do business togethel, kinds coupa rest
→.	Select Greate an Account.	Business Name Suntory Oceania Test 1 Your long to habitate company of the property of the function of the second of the se
		tools ingent business non-ne (or regul person of instrume in the instrumentation)
	The account for CSP is	Groexan+2ginucosumory.com Inst Name Last Name
	completely free.	Grace Test Tan Password Confirm Password
		Use at least 8 characters and include a number and a letter.
		Country/Region Tax Registration ()
		I accept the Privacy Policy and the Terms of Use
		Cremte no Account
5.	You will receive an email	Your Coupa Verification Code
	verification code to enter.	Pelawia the ecoure varification and you converted. Enter the 6 digit
6.	Select Next.	code in Coupa to verify it's you.
		681809
		If you didn't request this code please contact us at supplier@coupa.com.
		Email Verification
		We sent a one time verification code to grace.tan+2@frucorsuntory.com
		Didn't receive the Verification Code? Request a New Code
		Next

7. Select No, continue	Join an Existing Account?
creating a new account.	Provide any of the additional info to get better suggestions.
creating a new account. 8. Select Next.	Provide any of the additional info to get better suggestions. View existing accounts matching email domain frucorsuntory.com Business Name Suntory Oceania Test 1 Country/Region Address Line 1 City State Postal Code Tax ID DUNS Number No. centinue creating a new account
	No, continue creating a new account
 9. Complete the dialogue box requesting for information. 10. Select Next. 	
11. Once information has been completed, select Continue which to create your free account.	✓ Book ✓ ✓ Coups Outpices ✓ ✓ Coups Outpices ✓ ✓ Coups Outpices ✓ ✓ Coups Outpices ✓ ✓ Coups Counter ✓ ✓ Coups Outpices ✓



Completing the Supplier Onboarding Form

Navigate to **Profile >** NS 🚺 | HE 1. coupa supplier port al Information Request and you will be able to see the Suntory Beverage & Food International Onboarding form there. RUCOR - Supplier Creation External Form v0.8 Please use this form to request the info mation from the supplier for cre Once completed, select Submit for Approval. At this stage it will go via the New Supplier Creation Form internal approval process. You have been selected to be a supplier of order to proceed further. Thank you! Decline Save Subr গ