

# The Coupa Supplier Portal What You Should Know

### Purpose

sourcing events)

### Functionality

Manage Supplier

Information

Update profile and

Payment information

Interface to interact various processes and transactions (2024 -Supplier Information & Payment Info)

**Focus** 

Users

Supplier Portal with many supplier users (interact with Worley)

Management Multiple Users per account (each user has own password login and permissions)

Account

## How to Setup a Profile in Coupa Supplier Portal

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#### worley

Profile Information Request

Hello Supplier,

- Worley Limited wants you to respond by updating your company profile on Coupa chosen platform for Spend Management. This information is required so they can with you electronically.
- Coupa's Supplier Portal is completely free, setup is fast, and it helps you better transact and nicate electronically

You can easily update your company information if it ever changes, as well as do things with (and your other buying organizations that use Coupa) like view purchase orders, create invoices, manage POs and invoices, get real-time SMS alerts, and much more.

To forward this invitation, please select 'Join and Respond' and select 'Forward this to someone' in the account creation page.

Weicomel

Worley Limited

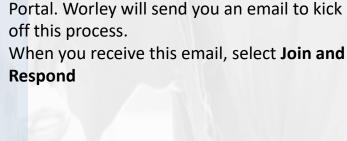
Form 2: Supplier Profile Form

Supplier Profile Form

Supplier Example Company Trading Name Supplier Example



Create an Account



Get Invited to Worley Supplier Information

Suppliers will then be redirected to Coupa Supplier Portal to create an account and complete their profile set up.

Once the profile questions are complete, select Profile, and Information Requests and ensure Worley Limited is selected. Complete the information required and submit. Creating a profile in Coupa Supplier Portal will enable you to efficiently conduct business with Worley (i.e., provides ability to manage supplier information and update profile payment information)

If your company is already using Coupa and you need to be added to their portal, please contact your company Coupa admin and have them add you to the account following these steps

### Need to Add More Employees?

- 1. From the menu, select Admin
- Choose the **User** tab and 2.
- click Invite User.
- 3. Provide the required information, then click Save.

Note: Accounts are managed individually for each supplier, with the option to add multiple users to each account as necessary

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