

Coupa Supplier Training Guide

June 2024



Agenda

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Supplier Response Portal

Responding to Sourcing Events **06**

Coupa Supplier Portal

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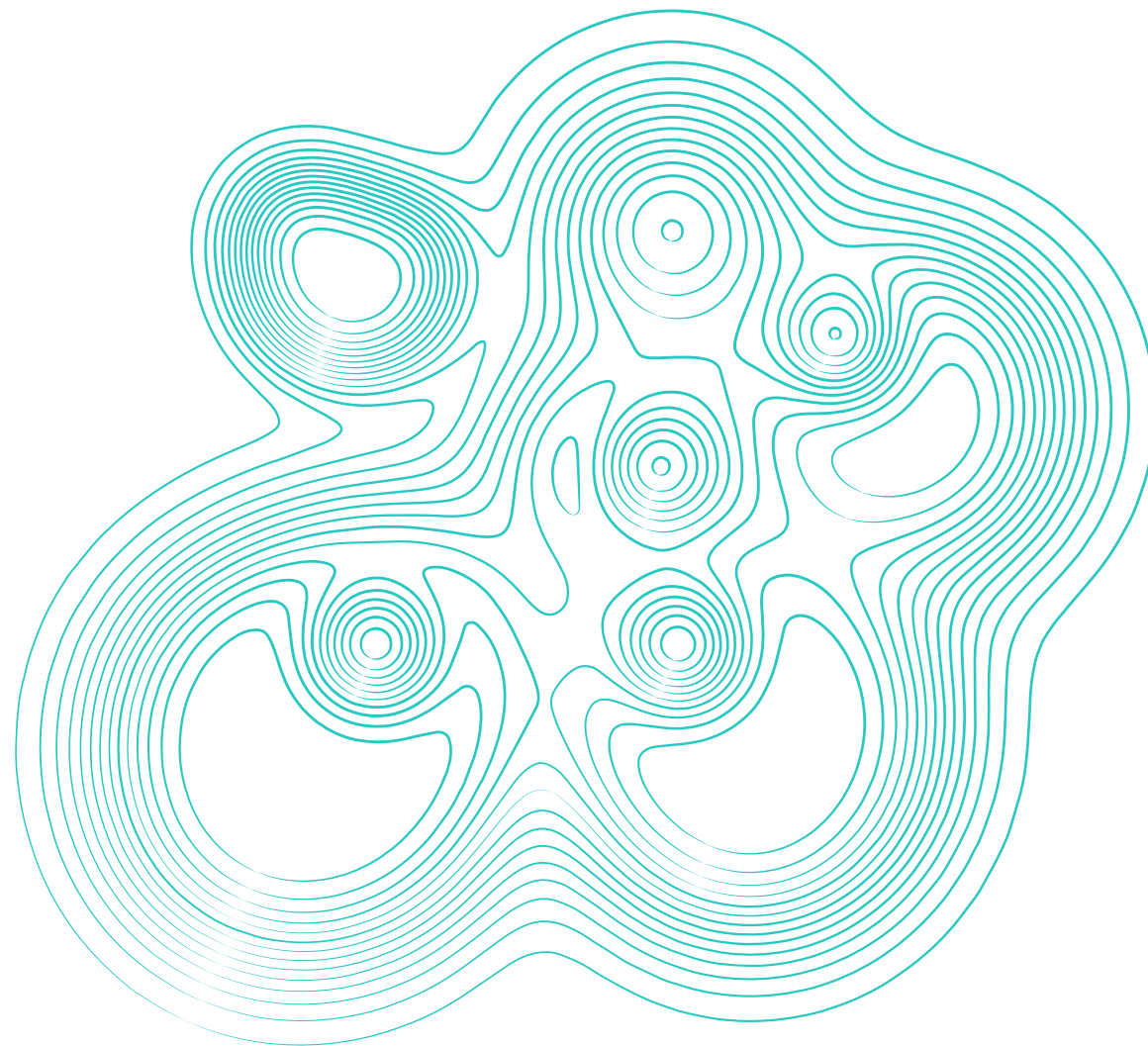
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Coupa Sourcing Optimization (CSO)

Supplier's Guide to CSO **69**

Introduction to Coupa



What is Coupa?

- Coupa is a cloud or e-procurement platform for business spend; delivering measurable value through real-time spend visibility, control, compliance, and agility.
- Gartner, the world's leading research and advisory company, ranked Coupa as number 1 in Procure-to-Pay (P2P) suites for the 5th time in a row in 2020.
- One of the criteria that ranked Coupa as number 1 is its high user adoption
- 3 major releases or upgrades per year that are FREE of charge



Suppliers will use 2 portals within Coupa

#1

#2

Attributes <i>(from Supplier POV)</i>	Sourcing Response Portal	Coupa Supplier Portal
Purpose	Participate in Worley sourcing events (i.e., submit bids, proposals, or responses to Worley RFX events)	Efficiently conduct business with Worley (i.e., interact with buyers and manage various aspects of their relationship <u>beyond sourcing events</u>)
Functionality	Suppliers can: <ul style="list-style-type: none"> • View and respond to sourcing events • Attach relevant documents • Communicate with buyers • Track the status of their responses 	Suppliers can: <ul style="list-style-type: none"> • Manage supplier information • Update profile and payment information
Focus	Enabling suppliers to engage in sourcing activities and respond to RFX events efficiently	Interface to interact with buyers across different procurement processes & transactions including sourcing and supplier management (and purchasing + invoicing potentially in the future)
User Role	Suppliers are main users	Suppliers use to collaborate with buyers
Account Mgmt.	Each Point of Contact will have their own unique username and password for secure access.	Accounts are managed individually for each supplier, with the option to add multiple users to each account, as necessary.

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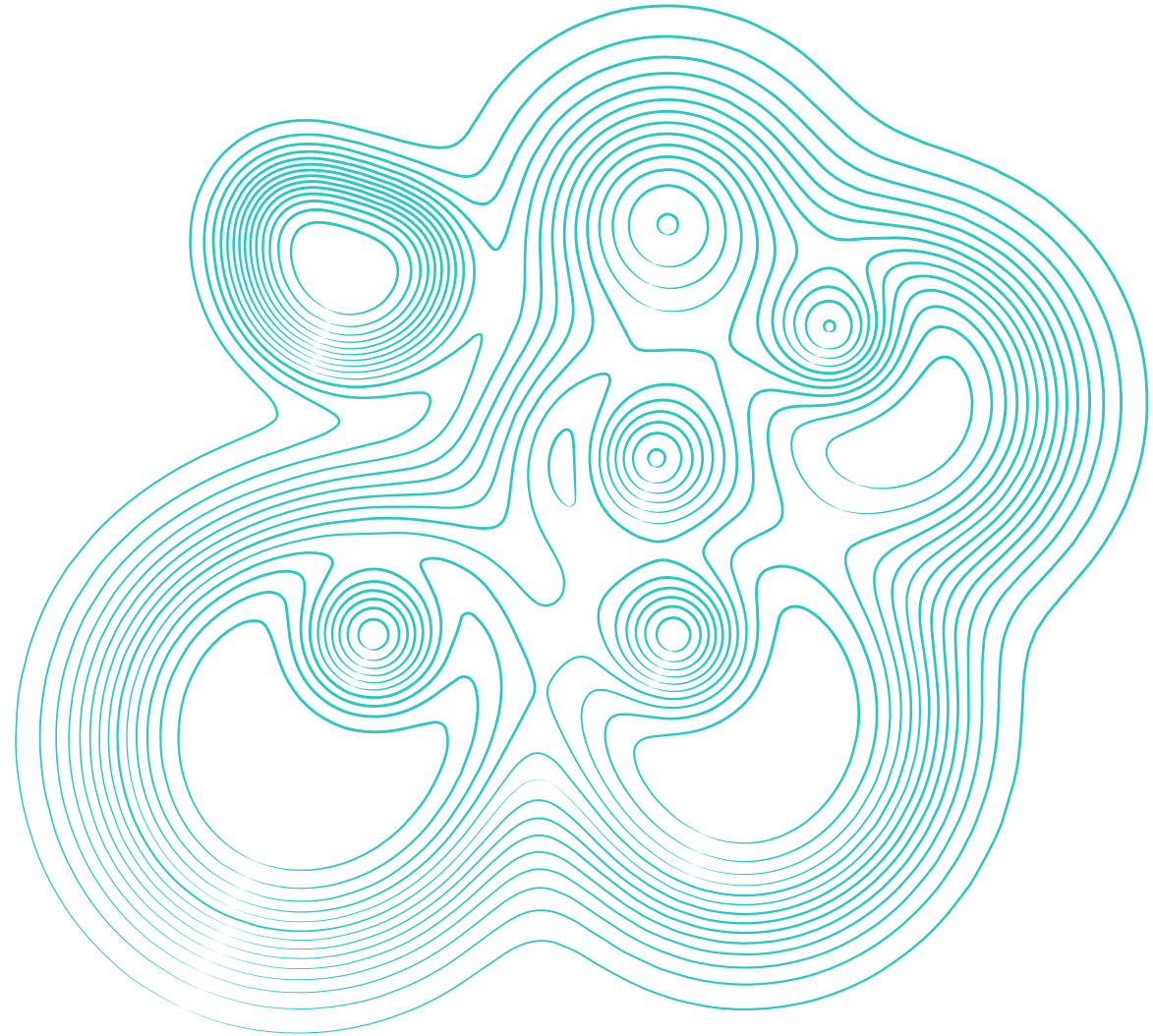
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Responding to Sourcing Events

Sourcing Response Portal (#1)



Responding to Sourcing Events

A supplier is invited to participate in a sourcing event through an email notification sent by Worley Group.

1. Create an account in the Sourcing Response Portal by opening the notification email and click **here** to set up your log in credentials. Note your designated **username** from the email below.

- Input your desired password and click **Change Password**.

Welcome to Coupa!

Please enter your desired password, then reenter it for verification.
Your password must be at least 8 characters.

Password

Password Confirmation

[Change Password](#)

Worley Sourcing Event - BP Master - Full Sourcing Event Template #108 Invitation

XQuared Roofing has been invited by Worley to participate in a sourcing event for **BP Master - Full Sourcing Event Template**.

Dear Bidder,

You are invited to submit a Quotation for the above referenced materials, in accordance with the enclosed Instructions to Bidders and all enclosures detailed thereon.

We refer to the attached list of relevant documents (COUPAATTACHMENTS). Please check to ensure all the contents listed are in your possession. Your tender should be based entirely on the details contained in this Inquiry package.

We also direct your attention to the Instruction to Bidders. This is important, it contains information on communication during the bid period, terms and conditions, commercial document requirements and bid submission requirements.

Upon receipt of all bids a selection process will determine which bids will go through the evaluation procedure. To assist the engineering process and reduce lead times, we request you provide preliminary layout information with your bid Quotation along with early civil, piping and cabling information, where appropriate.

Regards,

Worley Procurement


You have been given an account on Worley's sourcing system to provide your responses for this Sourcing Event. Before you can login, you need to setup your new password [here](#) **1**

Your username is **xquaredroofing+191@gmail.com_4c**

After setting your password, please [login](#) to provide your responses.

IMPORTANT: You must setup your password within 7 days of receiving this message.

Responding to Sourcing Events

- Once password has been saved, log in via your designated username from the sourcing email notification and input your newly created password. 

2. You will now be redirected to the Sourcing Response Portal. Click on the **Event #** 

Welcome to your Sourcing Response Portal!

Supplier has been invited by **Worley** to participate in a sourcing event for **BP Master - Full Sourcing Event Template**. Dear Bidder,

You are invited to submit a Quotation for the above referenced materials, in accordance with the enclosed Instructions to Bidders and all enclosures detailed thereon.

We refer to the attached list of relevant documents (COUPAATTACHMENTS). Please check to ensure all the contents listed are in your possession. Your tender should be based entirely on the details contained in this Inquiry package.

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Regards,

Worley Procurement

All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	Responses
108	BP Master - Full Sourcing Event Template	06/21/24	08/05/24	Prod	RFP	0



Responding to Sourcing Events

3. On the Event info tab, acknowledge the event by indicating intent to participate in the event and accept the terms and conditions.

Then, Click **Send to Event Owner**.

Worley - Complex Packa... - Event #69 Active

Event Ends **45 : 16**
days hrs

Event Info **3**

Supplier has been invited by **Worley** to participate in a sourcing event for **Worley - Complex Package Template**. Dear Bidder,

You are invited to submit a Quotation for the above referenced materials, in accordance with the enclosed Instructions to Bidders and all enclosures detailed thereon.

We refer to the attached list of relevant documents (COUPA ATTACHMENTS). Please check to ensure all the contents listed are in your possession. Your tender should be based entirely on the details contained in this Inquiry package.

We also direct your attention to the Instruction to Bidders. This is important, it contains information on communication during the bid period, terms and conditions, commercial document requirements and bid submission requirements.

Upon receipt of all bids a selection process will determine which bids will go through the evaluation procedure. To assist the engineering process and reduce lead times, we request you provide preliminary layout information with your bid Quotation along with early civil, piping and cabling information, where appropriate.

Regards,

Worley Procurement

3 Do you intend to participate in this event?
Buyer will be notified of your intent to participate.

3 **Accept Terms and Conditions**

Terms and Conditions
[Worley_RFP_Terms__Conditions.docx](#)

3 Do you accept these Terms and Conditions?
 Yes
 No

Send to Event Owner

Responding to Sourcing Events

4. Scroll down to view event information & bidding rules, buyer attachments, and timeline. Click **Enter Response** to provide a response and submit a bid.

The screenshot displays the Sourcing Response Portal interface, divided into three main sections:

- Event Information & Bidding Rules:** Contains the text "Event will end at the Event End Time." and two bullet points: "Your responses are viewable by buyer once submitted" and "Buyer may choose to award individual line items".
- Buyer Attachments:** Contains a text block starting with "T" (Terms) stating: "All questions regarding this RFP shall be provided in writing via the Coupa Messaging Center. Completed RFP Submissions and Quotations will only be accepted via Coupa."
- Timeline:** Shows a horizontal timeline with two key events:
 - Event Start:** Jun 6, 07:28 PM America/New_York, with a duration of 45d : 17h : 0min.
 - Event End:** Jul 22, 12:28 PM America/New_York, at 00:00.

At the bottom right of the interface, there is a blue button labeled "Enter Response" with a red border, and a small orange circle containing the number "4" next to it.

Responding to Sourcing Events

5. On the My Response tab, enter Response:
- Attachments** – Check for provided attachments. A red asterisk next to Attachment indicates a response is required.
 - Forms** – Complete any forms provided. Not all sourcing events include a form.



Forms

Event Ends 45 : 16 days hrs

1. Worley - CBC

Please answer the questions below.

General

* Please confirm acceptance of the following Warranty Period: Yes No
12 months from start-up/commissioning or 18 months from delivery to jobsite, whichever occurs first.

Payment Terms

* Please confirm acceptance of the following payment terms: Yes No
Net 60 Days from Company/ Buyer Representative receipt of a correct invoice
100% upon shipment AND receipt of all Vendor Data Requirements per the attached Material Requisition

* Is your bid based on fabrication/ship from location outside of the United States? Yes No

Delivery

* Shipping Point

Import from Excel Save Submit Response

Worley - Complex Packa... - Event #69 Active

Event Ends 45 : 16 days hrs

Event Info My Response

Attachments

Provided by April Esteron	Your response
<p>Worley NDA</p> <p>Instructions Please Review/Sign and upload here.</p> <p>Attachment <input type="text" value="Worley_NDA.pdf"/></p>	<p>Response to Worley NDA</p> <p>Attachment * Add File</p>
<p>Commercial Bid Clarifications</p> <p>Attachment <input type="text" value="R2-00KV5-1018-RQ-P0005__Commercl..."/></p>	<p>Response to Commercial Bid Clarifications</p> <p>Attachment Add File</p>
CBE Evaluation Template	Response to CBE Evaluation Template

0

Import from Excel Save Submit Response

Responding to Sourcing Events

c. Items and Services - at the bottom page of the My Response tab, review the list of items and/or services for bidding and enter a bid amount in the Price per Unit field. A red asterisk next to the field indicates that an input is required.

Note: To include additional information, expand the line item by clicking the arrow above. In the expanded view, enter additional information and click **Save**.

Items and Services

Event Ends 45 : 16
days hrs

Items Not In Lots (2 items)

Centrifugal Pump 500.00 USD
Expected Quantity x Price per Unit

Expected Quantity Capacity * Price per Unit * Currency
1 Each 1 500 USD

IT Services 0.00 USD
Price per Unit

* Price per Unit * Currency
USD

Items Not In Lots (2 items)

Event Ends 45 : 16
days hrs

Centrifugal Pump

Need By Date Ship To Address Details Request Details
No address selected No Request Details Present

Capacity Expected Quantity * Price per Unit * Currency
1 1 Each 500 USD

Supplier Item Name Item Description ID/Part Number Lead Time (days)

Attachments
Add File | URL | Text

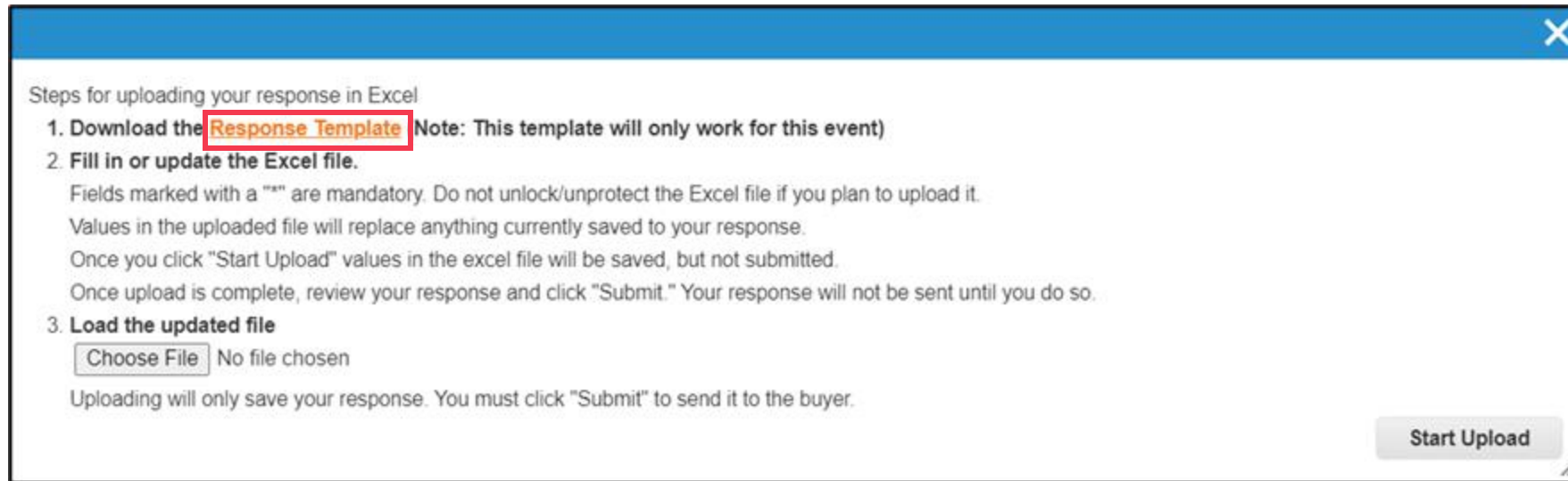
Cancel Save

Responding to Sourcing Events

If the Event contains several line items and/or if you want to answer the forms or questionnaires via Excel, click **Import from Excel....**



...then click download the Response Template to complete the item details and/or forms in an Excel spreadsheet.



Responding to Sourcing Events

You have the option to fill out either **'Items and Services'** tab or **'Forms'** tab or both. The cells in yellow are the only ones that need to be populated, but some are not required.

Item / Service	Item / Service Fields	Supplier Response Fields
Item Description (Text)	Expected Quantity (Number)	Unit Bid Price (Number)
Centrifugal Pump	1	500 USD
IT Services		200 USD

Supplier Response Fields
Capacity (Number)
Unit Bid Price (Number)
Bid Price Currency (Text)
Lead Time (Integer)
Supplier Item Name (Text)
Item Part Number (Text)
Item Description (Text)

In the **Forms** tab, the yellow cells in Column H are required to be filled out.

ds	Type	Required	Answer
Distance of the following Warranty Period:	Radio Buttons	Yes	
Distance of the following payment terms:	Radio Buttons	Yes	
Manufacture/ship from location outside of the United States?	Radio Buttons	Yes	
	Text Field	Yes	
	Text Field	No	
Offer explicitly states the ARAD and ARO	Radio Buttons	Yes	
Assumptions is clearly stated	Radio Buttons	Yes	
Delivery schedule (in Weeks) ARO	Text Field	Yes	
Offer is valid for 90 days from the date of original offer	Radio Buttons	Yes	
Offer is firm	Radio Buttons	Yes	
There will be no additional cost for Documentation, Testing and Packaging	Radio Buttons	Yes	
Current and forecast shop capacity / shop loading for the next calendar year	Text Area	Yes	
Is your company encountering or foresees any COVID-19 related supply chain / logistics			
	Radio Buttons	Yes	
Does your company foresee any other potential risks or impacts	Radio Buttons	Yes	
Are applicable Commissioning Spares and/or 2 Years Operational Spares included in			
	Radio Buttons	Yes	

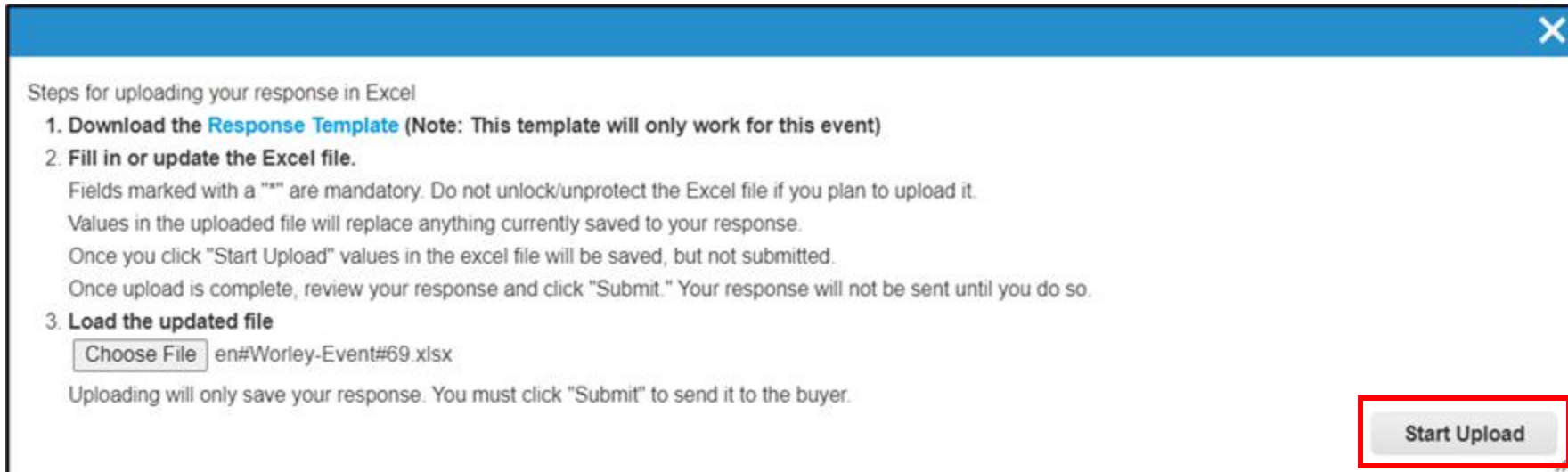
Responding to Sourcing Events

The table below summarizes the fields in the Items and Services tab, including which fields are required to be populated.

Field Name	Unit	Required?	Description
Capacity	Number	No	Indicates the number of items to bid. However, this cannot be more than the Expected Quantity (Number).
Unit Bid Price	Number	Yes	This is the Price Per Unit field where you will indicate how much you are bidding the item per quantity.
Bid Price Currency	Text	Yes	Select from the dropdown on which currency you'd like to bid on.
Lead Time	Integer	No	Lead time in Days - aims to support delivery time requirements by measuring the time it takes for a product to arrive at its end destination after an order has been placed. Populate only if applicable.
Supplier Item Name	Text	No	Name of item being bid on.
Item Part Number	Text	No	Each item may have its own item part number. Populate only if applicable.
Item Description	Text	No	Description of the item.

Responding to Sourcing Events

Once done, save the Excel file and click **Choose File** to load the spreadsheet. Click on **Start Upload** and a green banner showing "Excel import successful. Remember to submit your changes below." will appear.



Steps for uploading your response in Excel

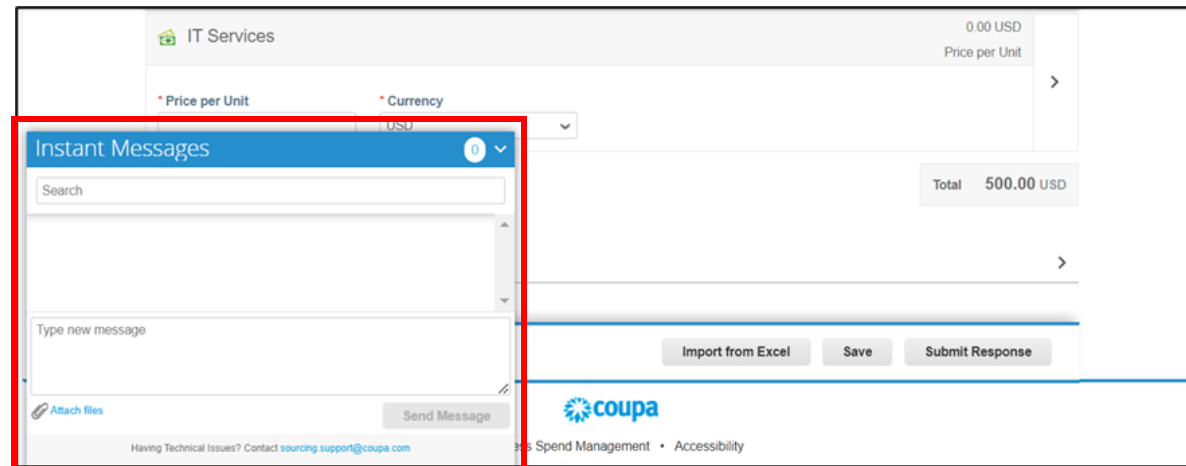
1. Download the [Response Template](#) (Note: This template will only work for this event)
2. Fill in or update the Excel file.
Fields marked with a "*" are mandatory. Do not unlock/unprotect the Excel file if you plan to upload it.
Values in the uploaded file will replace anything currently saved to your response.
Once you click "Start Upload" values in the excel file will be saved, but not submitted.
Once upload is complete, review your response and click "Submit." Your response will not be sent until you do so.
3. Load the updated file
 en#Worley-Event#69.xlsx

Uploading will only save your response. You must click "Submit" to send it to the buyer.

Responding to Sourcing Events

- d. **Instant Messages Board** – ask questions or request clarification from Worley while the event is open.

Note: answering questions promptly through Coupa will reduce the need to call or email Worley. Additionally, the message board stores all questions and answers within the event for future reference and audit.



6. To submit the response, click **Submit Response**. Worley will receive a notification that the response was submitted.

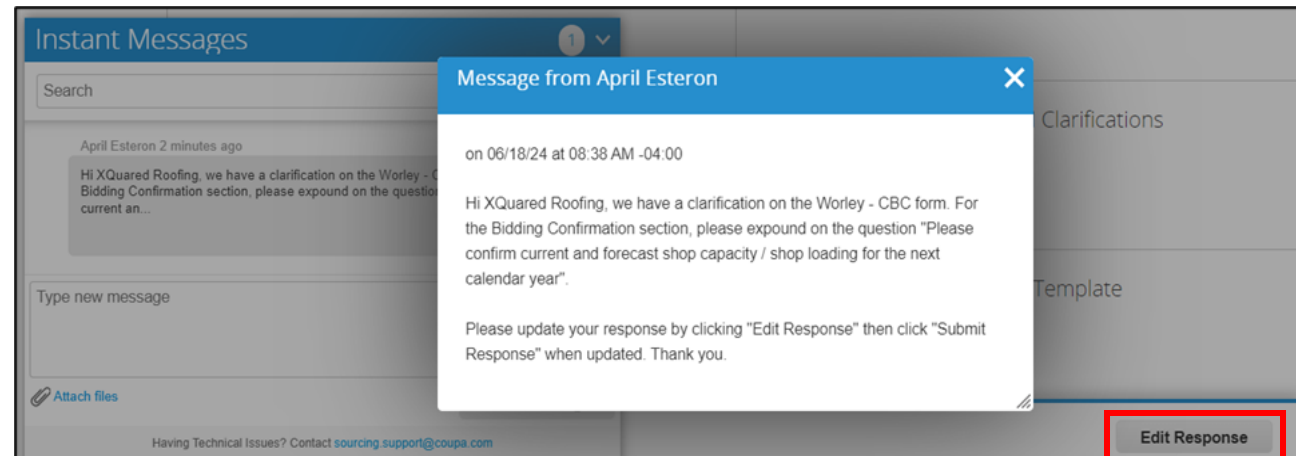


Responding to Sourcing Events

7. Worley will review and evaluate supplier responses and follow up as required. See the event terms and conditions for any further information.

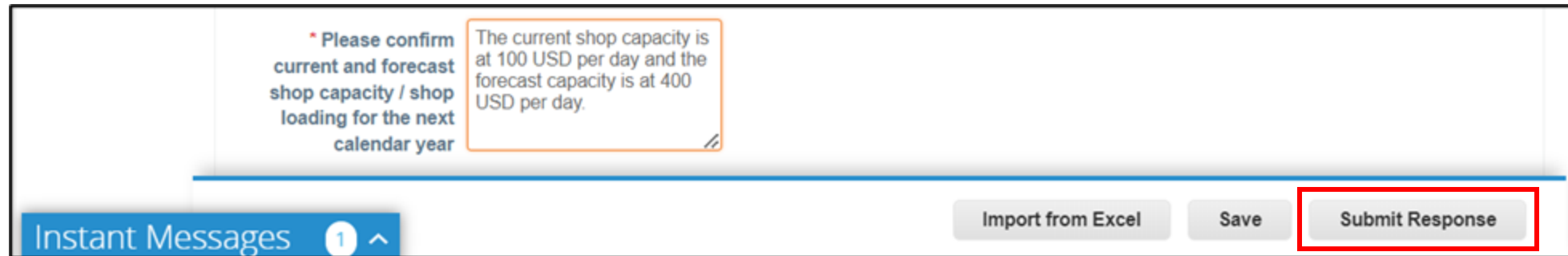
Note: How to reply to the Worley CBC (Commercial Bid Clarification) Form:
Should there be clarifications required on the form, please follow the steps below.

1. **Submit Response** as indicated in step #5 in previous slide (11). This will enable Worley buyers to see the supplier's response and review the Worley CBC form.
2. Worley buyer will send a message to the supplier via **Instant Messages** board. The supplier will then receive the message. If needed, attachments can also be sent both by the buyer and supplier.
3. Click on **Edit Response** to make changes on the form.



Responding to Sourcing Events

4. Upon editing the Worley CBC form, click **Submit Response** again for the Worley buyer to receive it. This will be repeated as needed, should there be any additional clarifications needed from the Worley buyer.



* Please confirm current and forecast shop capacity / shop loading for the next calendar year

The current shop capacity is at 100 USD per day and the forecast capacity is at 400 USD per day.

Instant Messages 1 ^

Import from Excel Save **Submit Response**

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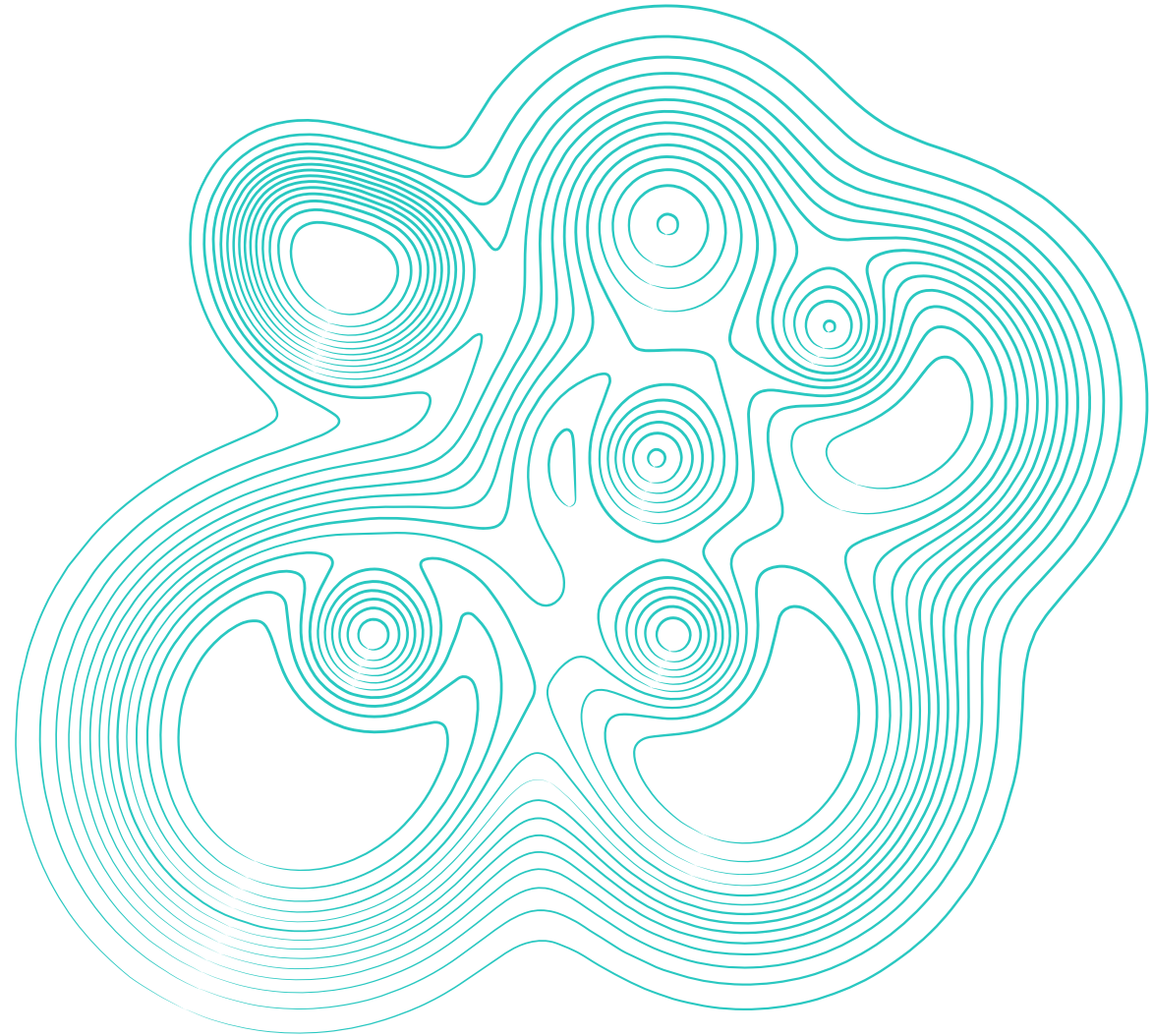
Admin Setup **52**

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Introduction to Coupa Supplier Portal

Coupa Supplier Portal (#2)



Coupa Supplier Portal

The Coupa Supplier Portal is a free tool for suppliers to easily do business with their customers. The Coupa Supplier Portal makes managing procurement and its transactions easy. Depending on the specific Coupa configuration, content and settings can be managed on a customer-by-customer basis.



Attributes *(from Supplier POV)*

Purpose

Efficiently conduct business with Worley (i.e., interact with buyers and manage various aspects of their relationship beyond sourcing events)

Functionality

Suppliers can:

- Manage supplier information
- Update profile and payment information

Focus

Interface to interact with buyers across different procurement processes & transactions including sourcing and supplier management (and purchasing + invoicing potentially in the future)

User Role

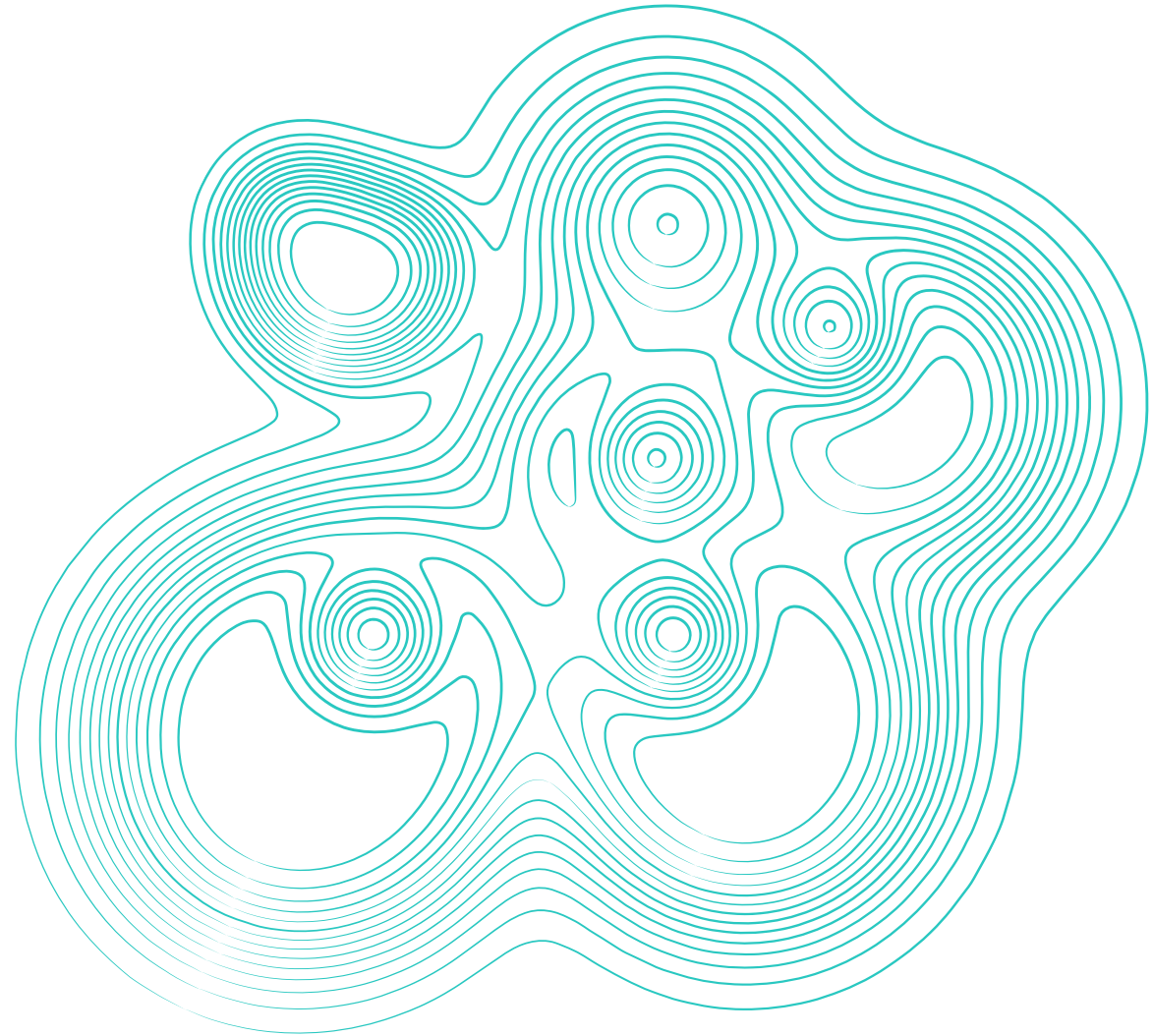
Suppliers use to collaborate with buyers

Account Mgmt.

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

Coupa Supplier Portal

Coupa Supplier Portal Registration



Coupa Supplier Portal | 5 Ways to Register



A. Worley-Created Invitation

Supplier receives a custom-invitation with specific instructions and a proactive message from Worley.



B. SIM Invitation

In the process of onboarding a new supplier to Coupa, Worley will be sending a SIM Form to the supplier that will enable them to sign up via Coupa Supplier Portal.



C. Sourcing Invitation

When invited for a Sourcing Event, suppliers who do not have a linked Coupa Supplier Portal account to Worley will receive an invite to create their profile



D. Self-Created Invitation

Suppliers set up their accounts ahead of time, add multiple users, set up login preferences, and update their profile.



E. Forwarded Invitation from a Coworker

Suppliers can invite others within their organization to the Coupa Supplier Portal by forwarding the invitation.

Coupa Supplier Portal | Ways to Register

A. Worley-Created Invitation

Buyers/Admin can invite suppliers to join the Coupa Supplier Portal in Coupa core via Suppliers tab:

1. Go to **Suppliers** tab and search for the Supplier you want to invite
2. There are 2 options to invite the Supplier:
 - a) Go to Actions column and click the **Invite to Supplier Portal** icon
 - b) Tick the tick box beside the name of the Supplier and click the **Invite** button.
3. Buyers have the option to update the invitation message to suppliers. Click the **Send Invite** button.

Confirmation Message "Invitation successfully sent will be displayed".

Suppliers **1**

Create Load from file Export to View All Advanced Search

Opportunities Supplier Base

Invite Add Tag Request

quests	Supplier Portal Status	Supplier Contact	Address	Supplier Information Status	Request Change Orders	Community Enablement	Actions
	Not Linked	Blake Southerland	Westpoint House, 5 Redwood Place, East		No	Yes	2 Invite To Supplier Portal

Compose Invitation to Connect on CSP

Verdana 11pt B I U A A

Hello Flowserve,

Congratulations! The Worley has added you as a supplier on the Coupa Supplier Portal.

Once you log in, you can configure your PO transmission preferences, create an online catalog, view purchase orders, create electronic invoices and more! To continue, log in below.

April Esteron
Worley

Powered by TinyMCE

Send invitation to Primary contact only All contacts **3**

Allow supplier to manage its punchout configuration **3**

Cancel **Send Invite**

Coupa Supplier Portal | Ways to Register

A. Worley-Created Invitation (cont.)

The Supplier will receive an email notification to their provided email address with the subject: **Action Required - Worley Registration Instructions**

1. The Supplier has the option to click **Join Coupa Supplier Portal** OR to forward the invitation.
2. If the Supplier selected to join Coupa, they will be taken to the Coupa Supplier Portal page to create their account by choosing a Password, confirming the Password and accepting the **Privacy Policy & Terms of Use**.
3. Click **Create an Account**

The image shows an email invitation from Coupa Supplier Portal to XQuared Roofing Materials v2. The email subject is "Action Required - Worley Limited Registration Instructions". The email body contains a greeting, a message about handling business spend electronically, a 48-hour registration deadline, and the name of the contact, April Esteron. Two buttons are visible: "Join Coupa Supplier Portal" (highlighted with a red box and a '1' in a circle) and "Forward Invitation".

The "Create an Account" form is shown on the right. It includes the following fields and options:

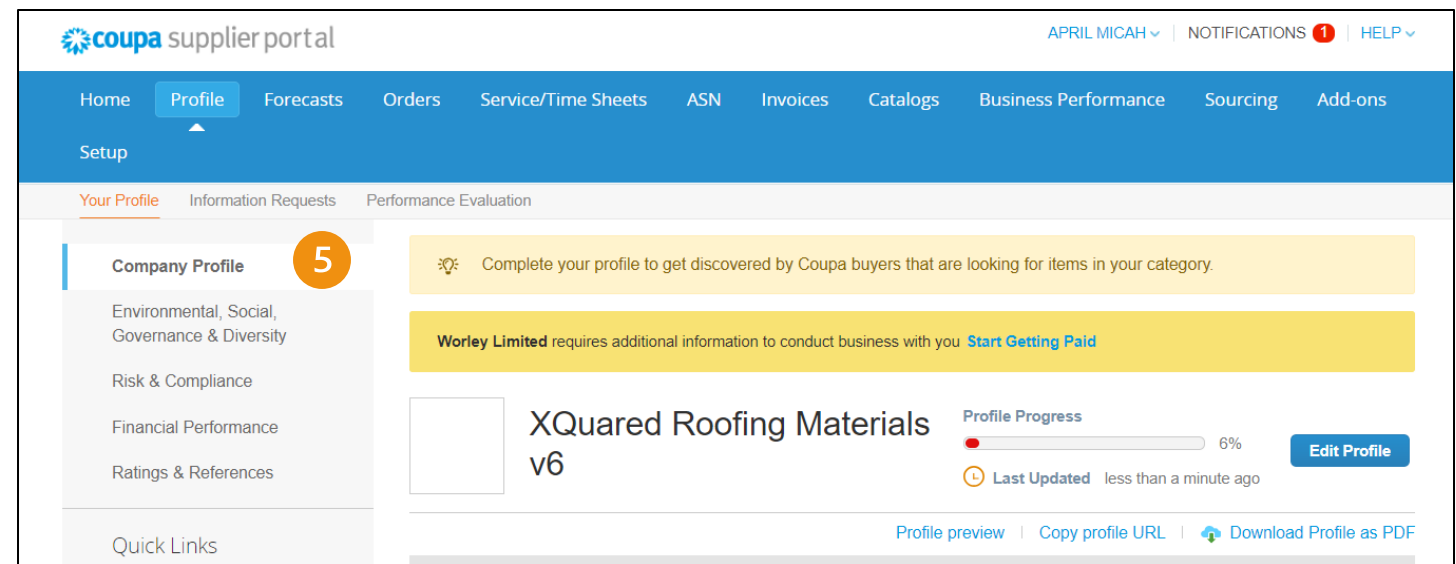
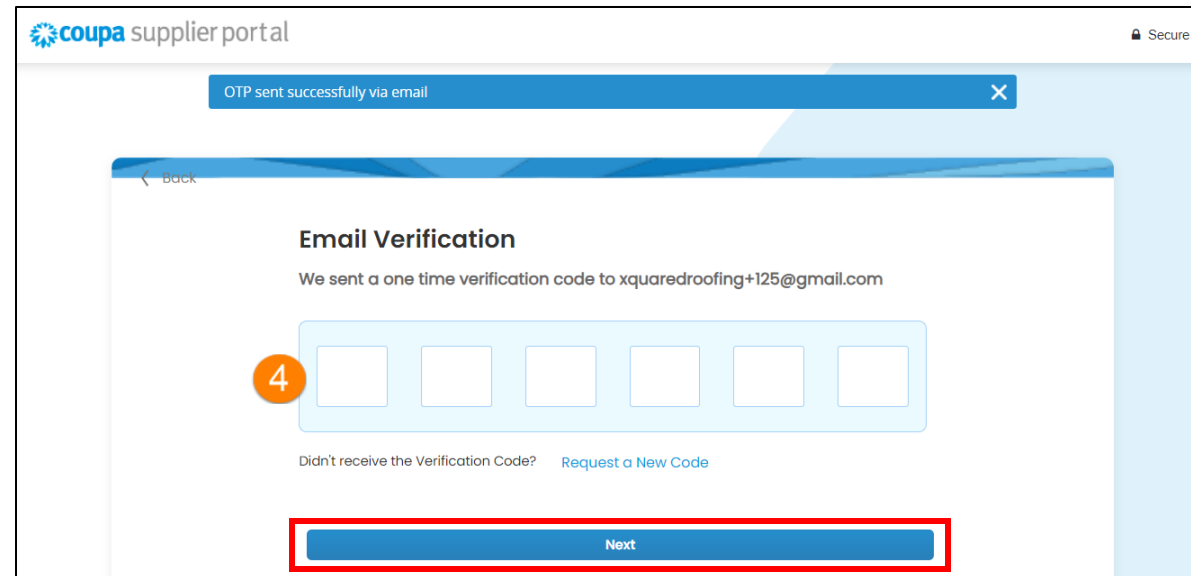
- Business Name:** XQuared Roofing Materials v6
- Email:** xquaredroofing+125@gmail.com
- First Name:** April Micah
- Last Name:** Esteron
- Password:** (highlighted with a red box and a '2' in a circle)
- Confirm Password:** (highlighted with a red box and a '2' in a circle)
- Country/Region:** (dropdown menu)
- Tax Registration:** (checkbox, with a '2' in a circle next to it)
- I do not have a Tax ID:** (checkbox)
- I accept the Privacy Policy and the Terms of Use:** (checkbox)

The "Create an Account" button at the bottom of the form is highlighted with a red box and a '3' in a circle.

Coupa Supplier Portal | Ways to Register

A. Worley-Created Invitation (cont.)

- An email verification will then be sent to the supplier's email address, containing the verification code. Then, click **Next**.
- The supplier will now be able to access their account in Coupa Supplier Portal.



Coupa Supplier Portal | Ways to Register

B. SIM Invitation

If undergoing the new supplier onboarding process, supplier will receive a Profile Information Request from Worley to create a Coupa Supplier Portal account and fill out their banking details.

1. The suppliers should review the email and click the **Join & Respond** button in the email notification.
2. Suppliers will then be redirected to Coupa Supplier Portal to complete their profile.

Profile Information Request

Hello Supplier,

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

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

ation, please select 'Join and Respond' and select 'Forward this to my email' on the account creation page.

Join and Respond

Create an Account

Worley Limited is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Worley Limited so you're ready to do business together.

* Business Name
XQuared Roofing Materials v6
Your legal business name (or legal personal name if an individual)

* Email
xquaredroofing+125@gmail.com

* First Name
April Micah

* Last Name
Esteron

* Password
Use at least 8 characters and include a number and a letter.

* Confirm Password

* Country/Region
Tax Registration ⓘ

I do not have a Tax ID

I accept the [Privacy Policy](#) and the [Terms of Use](#)

Create an Account

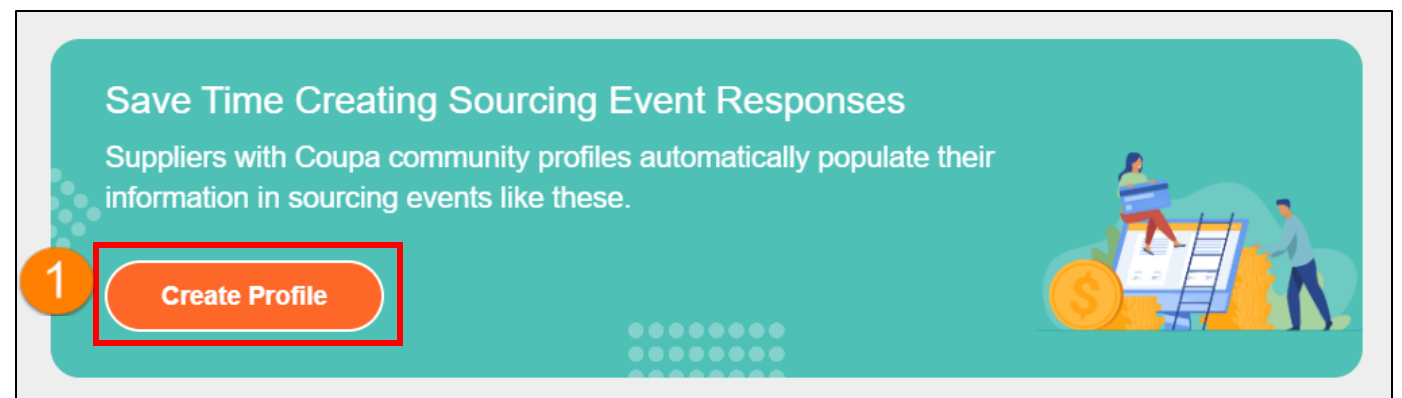
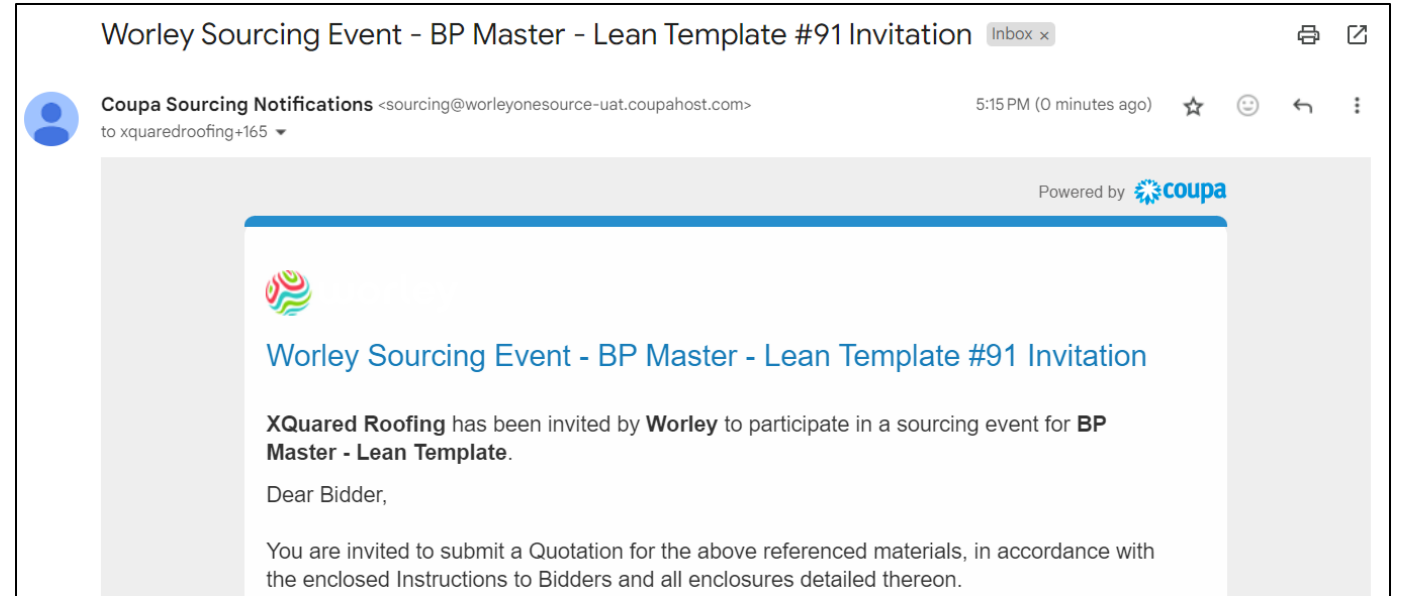
Coupa Supplier Portal | Ways to Register

C. Sourcing Invitation

Upon receiving an invite for a Sourcing Event, the suppliers will receive a notification for the event and beneath it will be an invitation to Coupa Supplier Portal.

1. Click **Create Profile**
2. Suppliers will then be redirected to Coupa Supplier Portal to log in and complete their profile.

Note: Coupa Supplier Portal is **not** connected with Sourcing Response Portal and is not dependent on Worley sourcing events.

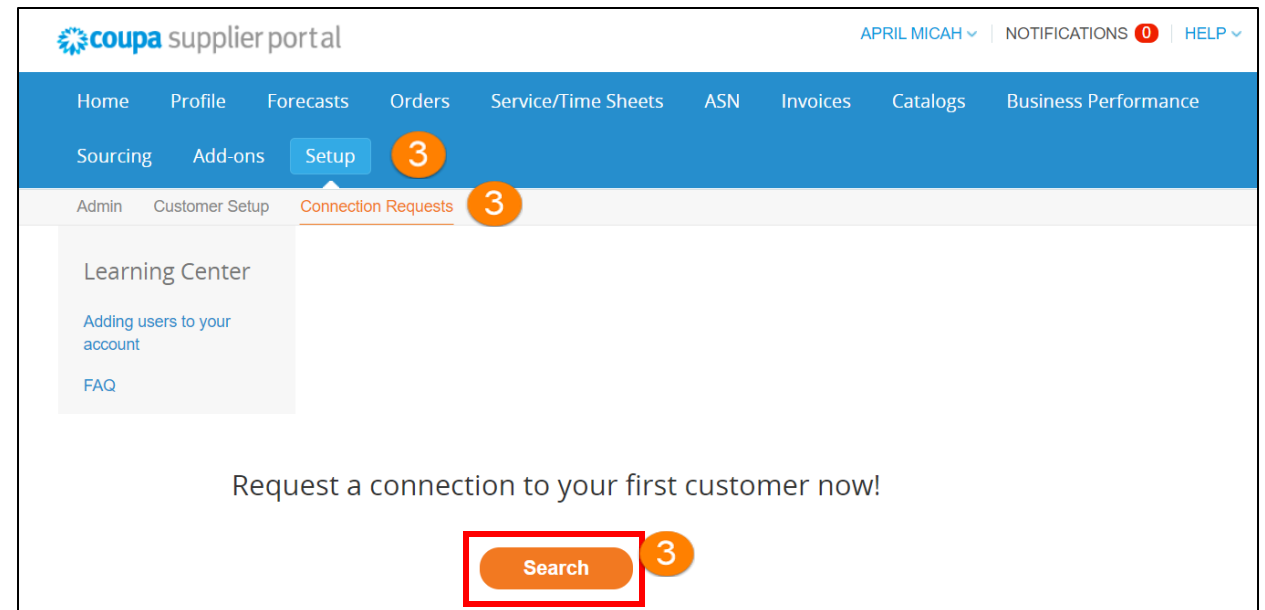
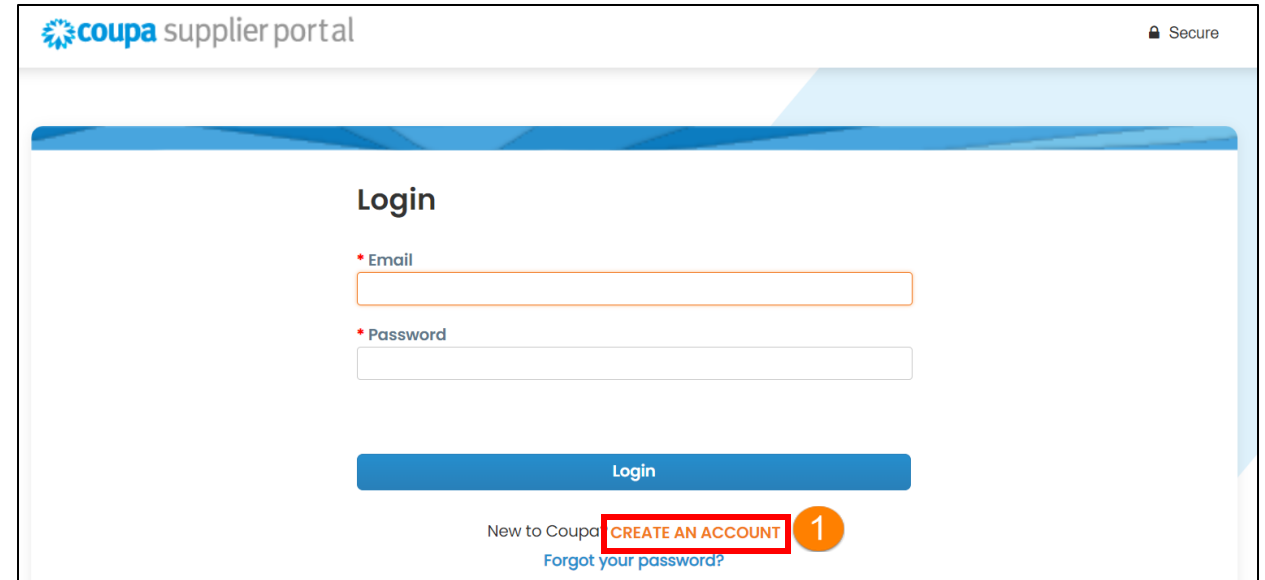


Coupa Supplier Portal | Ways to Register

D. Self-Created Invitation

Suppliers can go to supplier.coupa.com to log in.

1. If the supplier is a new account, click **Create an Account**.
2. Suppliers will then be redirected with the information to fill out to complete their profile.
3. Once registered, suppliers will need to connect manually to Worley in Coupa by clicking **Setup** then **Connection Requests**. Find customers by clicking on **Search**.



Coupa Supplier Portal | Ways to Register

D. Self-Created Invitation (cont.)

4. To search for a customer, type the **Customer Name** and click on the search icon to select it. Then, populate the **Customer Contact** by providing the email address of the buyer from Worley. Tick the confirmation button then click **Request**.

5. The supplier will now be able to see that their connection request has already been sent to Worley.

A representative from Worley will connect through the Supplier Portal Directory or by sending an invitation email to any of the Coupa Supplier Portal Supplier Users on the account.

Search for a customer ✕

*** Customer Name**

You are limited to 2 attempts. Can't find your customer? [Contact Support](#)

*** Customer Contact**

✓ I'm not a robot

*** I confirm by sending this request that I am actively doing business with this customer and contact. I am not soliciting new business opportunities with this company. I consent to my email address being shared with this customer.**

Cancel
4 Request

coupa supplier portal
APRIL MICAH ▼ | NOTIFICATIONS 0 | HELP ▼

Home
Profile
Forecasts
Orders
Service/Time Sheets
ASN
Invoices
Catalogs
Business Performance

Sourcing
Add-ons
Setup

Admin
Customer Setup
Connection Requests

Your request to connect with Worley Group, inc. has been sent successfully. ✕

Request a Customer Connection ?

Your customers below use Coupa! Send them a connection request.

Customers	Actions	Status	Email	Date	Comments
Worley Group, inc.		Pending	aesteron@crosscountry-consulting.com	06/19/24	

Coupa Supplier Portal | Ways to Register

D. Self-Created Invitation (**Worley View**)

Accept connection requests

1. Go to **Suppliers > Supplier Portal Directory**.
2. Find the supplier you want to transact with on the Coupa Supplier Portal and click **Connect** in the Actions column.
3. Worley has the option to select at one supplier record in Coupa to connect the supplier's Coupa Supplier Portal account with or to create a new supplier.
4. Click **Connect**.

The screenshot displays the Coupa Supplier Portal interface. The top navigation bar includes 'Suppliers' (highlighted with a '1'), 'Contracts', 'Reports', and 'Setup'. Below this, the 'Supplier Portal Directory' is selected. A search bar shows 'XQuared'. The table below lists suppliers, with one entry for 'XQuared Roofing Materials' (highlighted with a '2'). The 'Actions' column for this entry contains a 'Connect' button (highlighted with a '2'). A modal dialog is open, titled 'Connect with XQuared Roofing Materials'. It offers two options: 'I already have this supplier in my system: XQuared Roofing Materials' (selected) and 'Create a new supplier.' The 'Connect' button in the modal is highlighted with a '4'.

Name	Logo	Industry	Short Description	Location	Coupa Connections	CSP Status	Verified Admins	Last Login	Actions
XQuared Roofing Materials		None	None	,	1	Not Connected	XXXXXXXXXXXXXXXXX@gmail.com	05/15/2024	Connect

Coupa Supplier Portal | Ways to Register

E. Forwarded Invitation From a Coworker

1. Upon creating an account, suppliers can also invite their coworkers in Coupa Supplier Portal by clicking **Forward this to someone**.
2. The supplier will need to input the email address of their coworker then click **Forward**.

Note: Suppliers can forward the invitation to email addresses with the same domain.

The image shows a three-step process for creating an account in the Coupa Supplier Portal. The first step is a 'Create an Account' page with a blue button and a 'Forward this to someone' link. The second step is a 'Forward This Invitation' page with an email input field and a 'Forward' button. The third step is a 'Create an Account' page with a blue button and a 'Forward this to someone' link. The 'Forward this to someone' link is highlighted with a red box and a '1' in a blue circle. The 'Forward' button is highlighted with a blue box and a '2' in a blue circle.

Create an Account

Worley Limited is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Worley Limited so you're ready to do business together.

Create an Account

Already have an account? [LOG IN](#)

Forward this to someone 1

Forward This Invitation

Worley Limited is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Worley Limited so you're ready to do business together.

* Email

@gmail.com

Forward 2

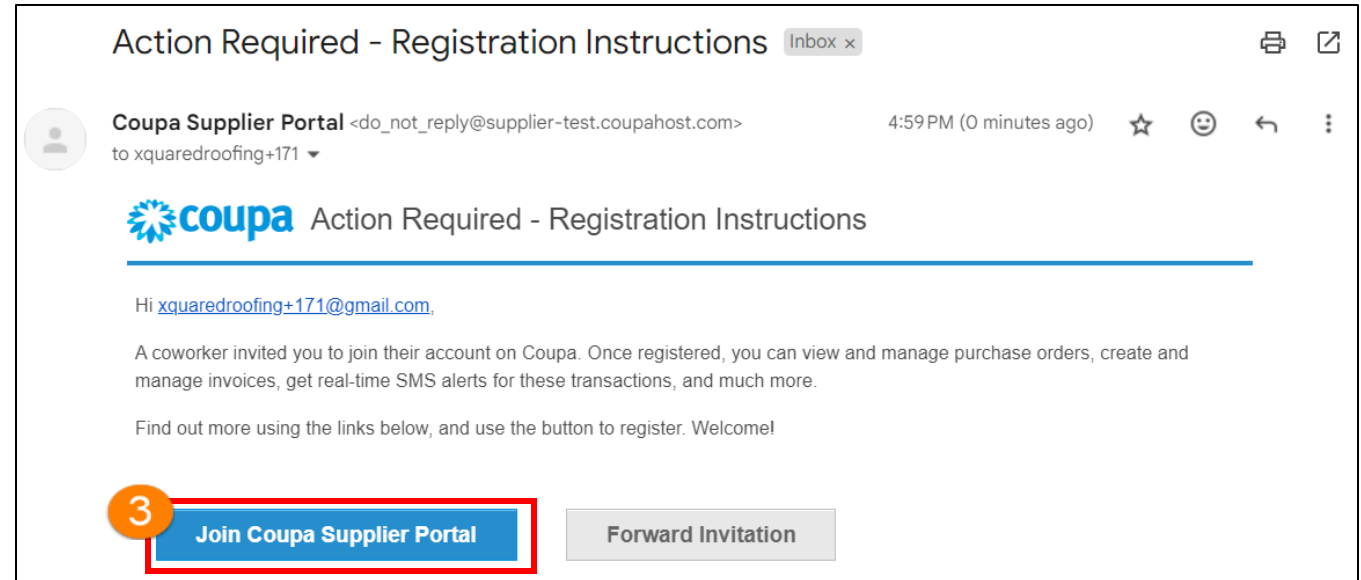
Coupa Supplier Portal | Ways to Register

E. Forwarded Invitation From a Coworker (cont.)

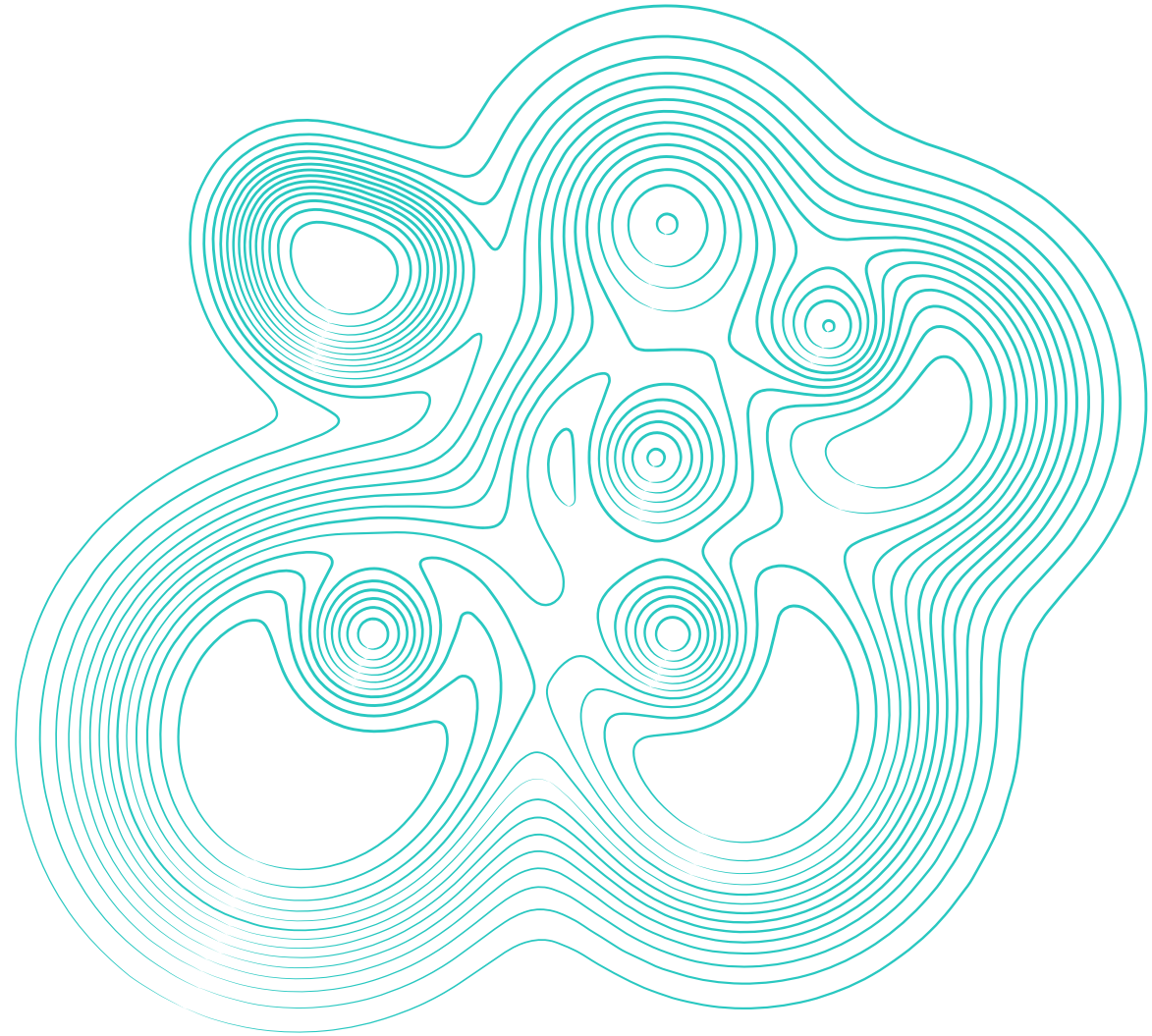
- The coworker will then receive the email notification that a coworker has invited them to join their account in Coupa. They will then click **Join Coupa Supplier Portal** and be redirected to Coupa Supplier Portal to complete their profile.

If the user is already linked to the Coupa Supplier Portal, he will be asked to log in instead. Otherwise, if the supplier tries to create an account from an expired invitation, the user is directed to the Register – Login page where a red message bar displays: ***"Your invitation has expired or already been activated."***

Note: Invitations to the Coupa Supplier Portal expire in 30 days.



Manage Profile



Coupa Supplier Portal | Manage Profile

A. Public Profile

In Coupa Supplier Portal you have a public profile that is visible in the Coupa Supplier Portal Directory and allows potential Coupa customers to find your profile.

To get started filling out your profile information:

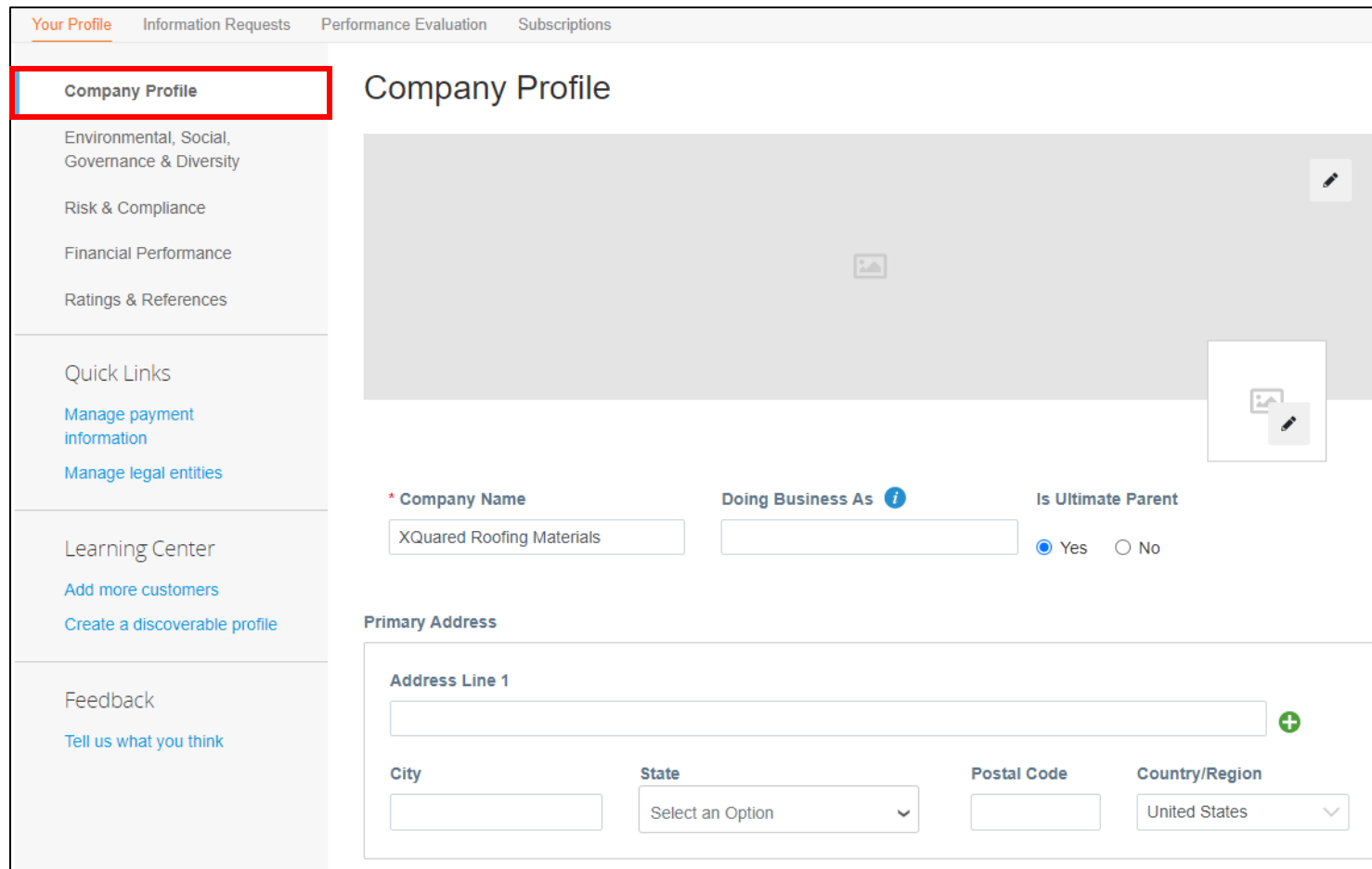
1. Select **Profile** in the top menu.
2. Click **Edit Profile** to take you to the section you select so you can complete your information.

The screenshot shows the Coupa Supplier Portal interface. At the top, the user is identified as APRIL MICAH, with a dropdown arrow, and there are NOTIFICATIONS (0) and a HELP dropdown. The main navigation bar includes Home, Profile (highlighted with a red circle and '1'), Forecasts, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, and Add-ons. Below this, there is a sub-navigation bar with 'Your Profile' (underlined), Information Requests, and Performance Evaluation. The main content area is divided into a left sidebar and a main panel. The sidebar has a 'Company Profile' section with links for Environmental, Social, Governance & Diversity; Risk & Compliance; Financial Performance; and Ratings & References. The main panel features a yellow banner with a warning icon and the text 'Complete your profile to get discovered by Coupa buyers that are looking for items in your category.' Below this is another yellow banner for 'Worley Limited - XQuared Roofing Materials v6' with a 'Start Getting Paid' link. The profile progress section shows 'XQuared Roofing Materials v6' with a progress bar at 12% and a 'Last Updated' timestamp of 'about 20 hours ago'. The 'Edit Profile' button is highlighted with a red box and a red circle with the number '2'. At the bottom, there are links for 'Profile preview', 'Copy profile URL', and 'Download Profile as PDF'.

Coupa Supplier Portal | Manage Profile

1. Company Profile

The Company Profile section gives customers background information about your business, such as what your business does, how customers can contact your business, and how they can interact with your business on social media.



[Your Profile](#) [Information Requests](#) [Performance Evaluation](#) [Subscriptions](#)

Company Profile

- Environmental, Social, Governance & Diversity
- Risk & Compliance
- Financial Performance
- Ratings & References

Quick Links

- [Manage payment information](#)
- [Manage legal entities](#)


Learning Center

- [Add more customers](#)
- [Create a discoverable profile](#)

Feedback


- [Tell us what you think](#)



Company Profile



*** Company Name** **Doing Business As** **Is Ultimate Parent** Yes No

Primary Address

Address Line 1 

City **State**  **Postal Code** **Country/Region** 

Coupa Supplier Portal | Manage Profile

2. Environmental, Social, Governance & Diversity

The Environmental, Social, Governance & Diversity section gives your customers information about how your business engages with social goals.

The screenshot shows the 'Your Profile' page in the Coupa Supplier Portal. The navigation tabs at the top are 'Your Profile', 'Information Requests', 'Performance Evaluation', and 'Subscriptions'. The left sidebar contains several menu items: 'Company Profile', 'Environmental, Social, Governance & Diversity' (highlighted with a red box), 'Risk & Compliance', 'Financial Performance', 'Ratings & References', 'Quick Links' (with sub-items 'Manage payment information' and 'Manage legal entities'), 'Learning Center' (with sub-items 'Add more customers' and 'Create a discoverable profile'), and 'Feedback' (with sub-item 'Tell us what you think').

The main content area is titled 'Environmental, Social, Governance & Diversity' and is divided into three sections:

- Supplier Diversity & Inclusion**: Contains a section for 'Diversity Classifications and Certifications' with an information icon and an 'Add' button.
- Tier Two Supplier Diversities**: Contains three questions with radio button options:
 - Do you have a Workplace Diversity program? (Yes, No) - 'No' is selected.
 - Do you have a Supplier Diversity program? (Yes, No) - 'No' is selected.
 - Do you measure Tier 2 Diversity spend? (Yes, No) - 'No' is selected.
- Anti-Bribery & Anti-Corruption**: Contains a section for 'Bribery and Corruption Policy' with an information icon and two radio button options: 'Yes, we have a policy' and 'No'.

Coupa Supplier Portal | Manage Profile

3. Risk & Compliance

The Risk & Compliance section gives your customers information the risk and compliance considerations they need to understand to do business with your company.

The screenshot displays the 'Your Profile' page in the Coupa Supplier Portal. The navigation tabs at the top are 'Your Profile', 'Information Requests', 'Performance Evaluation', and 'Subscriptions'. The left sidebar contains several menu items: 'Company Profile', 'Environmental, Social, Governance & Diversity', 'Risk & Compliance' (highlighted with a red border), 'Financial Performance', 'Ratings & References', 'Quick Links' (with sub-items 'Manage payment information' and 'Manage legal entities'), 'Learning Center' (with sub-items 'Add more customers' and 'Create a discoverable profile'), and 'Feedback' (with sub-item 'Tell us what you think').

The main content area is titled 'Risk & Compliance' and is divided into two sections:

- Risk Management**
 - Question: **Is a risk management program in place to assess risk across the company?**
 - Options: Yes, No
- Information Security**
 - Question: **Is a code of conduct policy in place across the company?**
 - Options: Yes, No
 - Question: **Is a physical security policy in place?**
 - Options: Yes, No
 - Question: **Are background checks performed on employees and contractors before they are granted access to data?**
 - Options: Yes, No
 - Question: **Is a change management policy in place?**
 - Options: Yes, No

Coupa Supplier Portal | Manage Profile

4. Financial Performance

The Financial Performance section shows information about your business's financials. This section doesn't display on your profile, and you can choose to include it on your profile PDF.

Your Profile Information Requests Performance Evaluation Subscriptions

Company Profile

Environmental, Social, Governance & Diversity

Risk & Compliance

Financial Performance

Ratings & References

Quick Links

[Manage payment information](#)

[Manage legal entities](#)

Learning Center

[Add more customers](#)

[Create a discoverable profile](#)

Feedback

[Tell us what you think](#)

Financial Performance

Preferred Currencies

Search currencies...

All amounts in

Balance Sheet

Net Loss/Profit	Current Liabilities
<input type="text"/>	<input type="text"/>
Book Value	Other Assets
<input type="text"/>	<input type="text"/>
Total Assets	Other Liabilities
<input type="text"/>	<input type="text"/>
Working Capital	Account Receivable
<input type="text"/>	<input type="text"/>

Coupa Supplier Portal | Manage Profile

5. Ratings & References

The Ratings & References section shows information about who you do business with, your accomplishments, and your competition and peers.

The screenshot displays the 'Ratings & References' section of the Coupa Supplier Portal. The interface is divided into a left-hand navigation menu and a main content area. The navigation menu includes options for 'Company Profile', 'Environmental, Social, Governance & Diversity', 'Risk & Compliance', 'Financial Performance', 'Ratings & References' (highlighted with a red border), 'Quick Links' (with sub-links for 'Manage payment information' and 'Manage legal entities'), 'Learning Center' (with sub-links for 'Add more customers' and 'Create a discoverable profile'), and 'Feedback' (with sub-link 'Tell us what you think'). The main content area is titled 'Ratings & References' and contains several sections: 'Customers' with an 'Add Customer' link; 'Accomplishments' with a sub-section 'Awards, Distinctions and Projects' and an 'Add' link; 'Brands' with an 'Add Brand' link; 'Competitors' with an 'Add Competitor' link; and 'Peers' with an 'Add Peer' link. At the bottom right of the main content area, there are 'Cancel' and 'Save changes' buttons.

Coupa Supplier Portal | Manage Profile

B. Customer Profile

In the Coupa Supplier Portal, you have profiles for each of your customers you are connected to which allows you to customize the information you provide to your customers. Some of your customers may send you Information Requests that you complete to update your information with that customer.

1. Go to **Profile > Information Requests**. You can also access Information Requests by clicking links in notifications.
2. Select your customer from the Profile dropdown menu.
3. If the Information Request includes Remit-To Addresses, select **Add Remit-To**.
4. In the Choose Remit-To Address window, you can select **Choose** next to the existing addresses you want to send to your Customer, or you can select **Create New Remit-To Address** to add a new address.
5. Once all supplier information fields are completed, click **Submit for Approval**.

The screenshot displays the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile' (highlighted with a red box and number 1), 'Forecasts', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', and 'Add-ons'. Below the navigation bar, the 'Profile' section is active, showing 'Your Profile', 'Information Requests' (highlighted with a red box and number 2), and 'Performance Evaluation'. The main content area displays 'Worley Limited - XQuared Roofing Materials v6' (highlighted with a red box and number 3). Below this, there are sections for 'External Supplier Request Form', 'Supplier Information', and 'Supplier Information Update Form'. A 'Remit-To Addresses' section is visible with an 'Add Remit-To' button (highlighted with a red box and number 3). A 'Choose Remit-To Address' modal window is open, showing a list of addresses and a 'Choose' button (highlighted with a red box and number 4). At the bottom, there are buttons for 'Decline', 'Save', and 'Submit for Approval' (highlighted with a red box and number 5).

Coupa Supplier Portal | Manage Profile



Will my information be shared with other companies on the Coupa portal?

You have the option to make your Profile public so that other companies can reach out to you to join their vendor database. Only limited information will be made available.

Coupa Supplier Portal | Manage Profile

C. Copy to Public Profile

After the update of the New vendor Info, Supplier will be prompted with an option to copy the SIM profile to a Public Profile

1. Click **Yes, Save to Profile.**
2. You can also go directly to the Profile tab and click **Edit Profile** to update the public information.

Profile Progress 29%

Last Updated less than a minute ago

Edit Profile

Save This Information to Your Profile?

Save this info to your profile so that you'll be able to re-use it when other customers request you the same information.

The following info will be saved to your profile:

Doing Business As	
PO Email	xquaredroofing+121@gmail.com
DUNS #	
Primary Address	
Address Line 1	Seafood St
Address Line 2	
City	New York
State	
Postal Code	4029
Country	United States

[Learn More](#) [Not Now](#) **Yes, Save to Profile**

coupa supplier portal APRIL MICAH | NOTIFICATIONS 2 | HELP

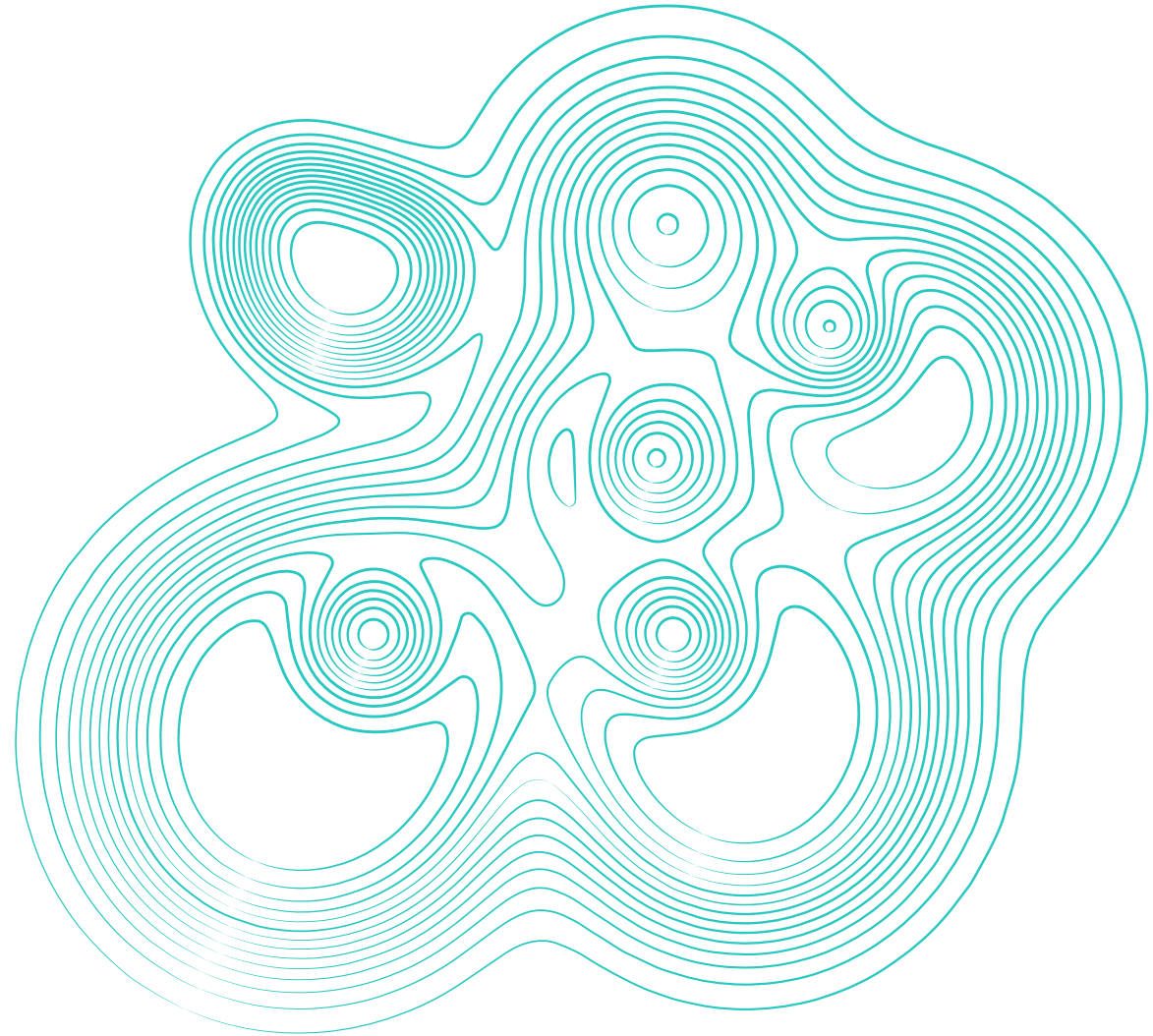
Home Profile Forecasts Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons

Setup

[Your Profile](#) Information Requests Performance Evaluation Subscriptions

Your profile was successfully updated.

Coupa Supplier Portal Homepage



Coupa Supplier Portal | Homepage

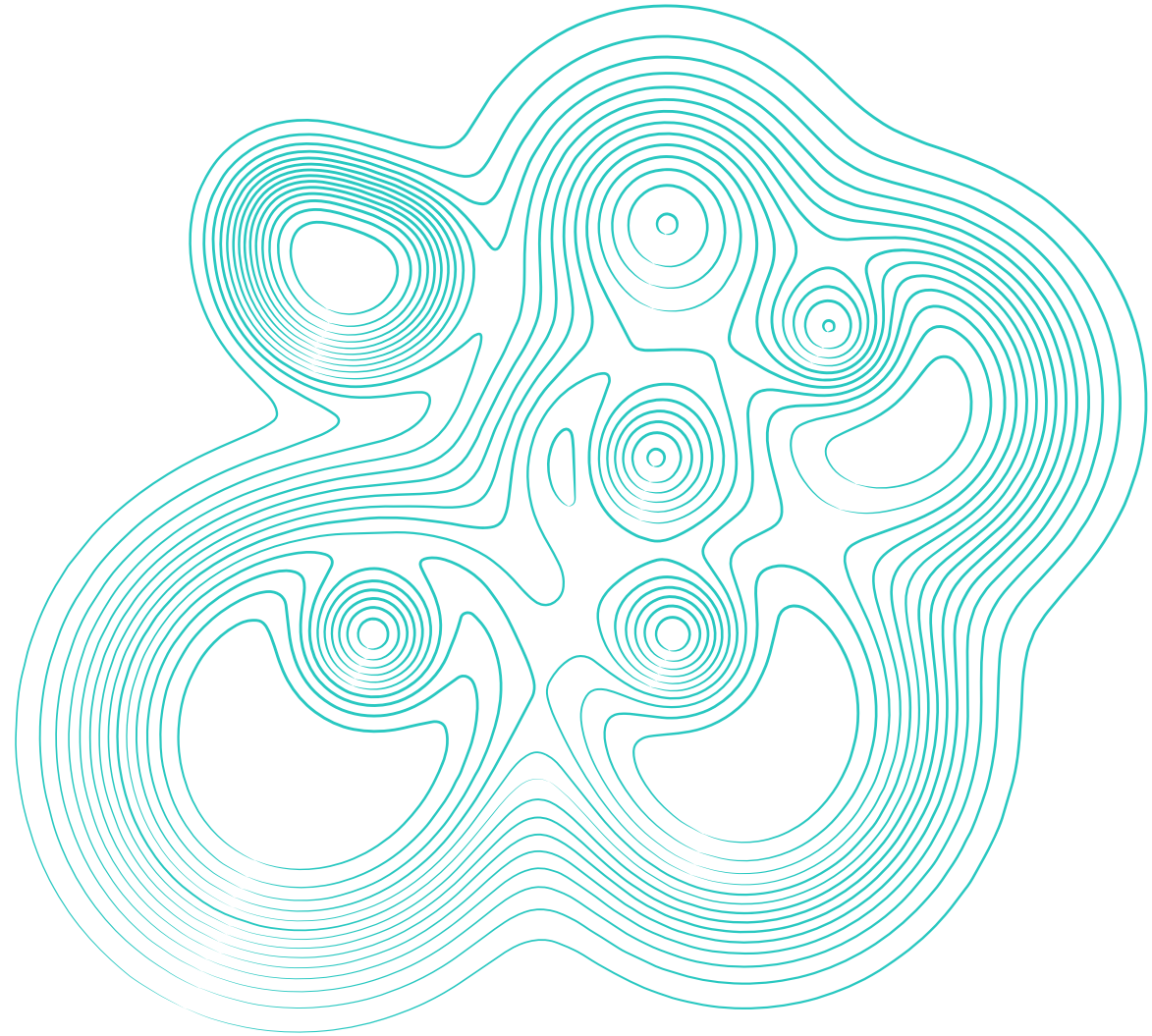
Coupa Homepage – Profile Summary

In the Coupa Supplier Portal Homepage, the following details are displayed:

- **Recent Activity**
- **Announcements** - Your customers can create announcements to communicate with you about initiatives, promotions, and changes required for your collaboration through the portal.
- **Two Factor Security**
- **Join Requests**
- **Merge Suggestions** - Your company may have more than one account/profile in the portal. This can happen when several users from the same company register or are invited to the Coupa Supplier Portal through different email addresses.
- **Linked Customers** – Displays the count of your linked customers in the portal.

The screenshot displays the Coupa Supplier Portal homepage for a user named XQuared Roofing Materials. The page features a navigation bar with options like Home, Profile, Forecasts, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, and Add-ons. A prominent green banner encourages users to 'Verify Your Account And Get Noticed', highlighting that 'Coupa Verified builds trust and gets you in front of more customers looking for products like yours.' Below this, the user's profile is shown with a 'Get Verified' button and a progress indicator of 6%. The 'Recent Activity' section shows no activity for the user 'Worley'. The 'Announcements' section also shows no announcements. At the bottom, a summary card displays key metrics: Two Factor Security (0 of 1 Users), Join Requests (0 Users), Merge Suggestions (0 Duplicates), and Linked Customers (1 Connection).

Manage Account Settings



Coupa Supplier Portal | Notification Preference

- The Supplier will receive a notification in Coupa Supplier Portal based on the Notifications preferences setup.
- The Supplier will be able to select the notifications they want to receive and can select the channel to receive the notification which can be via Online (Coupa Supplier Portal), Email and SMS.

Steps on how to setup notification preferences:

1. Beside your username, click **Notifications** then click **Notification Preferences**.
2. Select the type of notification(s) and the preferred channel(s) on which to receive the notification.

The screenshot displays the 'coupa supplier portal' interface. At the top right, the user is identified as 'APRIL MICAH' with a 'NOTIFICATIONS' icon showing 1 notification and a 'HELP' dropdown. The navigation menu includes 'Home', 'Profile', 'Forecasts', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', and 'Add-ons'. A 'Setup' dropdown is also visible.

The main content area is titled 'You will start receiving notifications when your customers enable them.' It features an 'Email' field with the address 'xquaredroofing+12@gma' and a 'Mobile(SMS)' field with a dropdown set to '+1' and a 'Verify' button. A warning icon and text state 'Verify number to receive SMS'.

Below this are three sections with notification preferences:

- Account Access:**
 - Request to Join: Online, Email, SMS
 - Merge Request: Online, Email, SMS
- Announcements:**
 - New Customer Announcement: Online, Email, SMS
- Business Performance:**
 - Business Performance Role Granted: Online, Email, SMS

Red callouts '1' and '2' highlight the 'Notification Preferences' button and the 'Request to Join' row, respectively.

Coupa Supplier Portal | My Account

Coupa Security & Two-Factor Authentication

When the Supplier logs in for the first time, they are prompted to enable two-factor authentication.

If they have enabled two-factor authentication for SMS, check text messages to get the verification code.

The Supplier can also enable two-factor authentication by following the below steps:

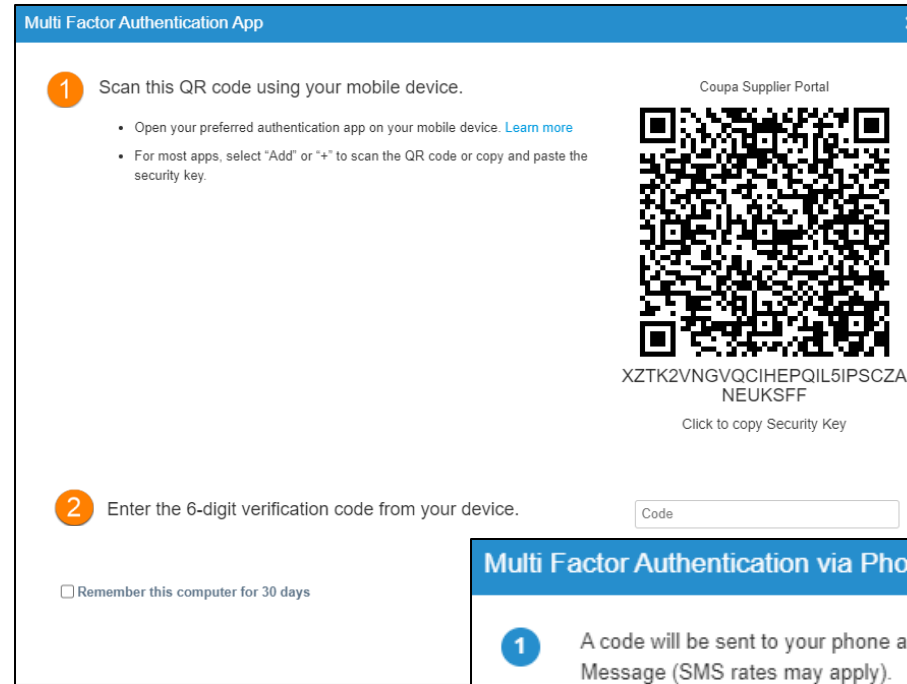
1. Hover your mouse on your username and click **Account Settings**.
2. Click **Security & Multi Factor Authentication**.

The screenshot displays the 'My Account' page in the Coupa Supplier Portal. At the top right, the user's name 'APRIL MICAH' is visible with a dropdown arrow, next to 'NOTIFICATIONS 0' and 'HELP'. A dropdown menu is open under the user's name, with 'Account Settings' highlighted by a red box and a circled '1'. Other options in the menu include 'Notification Preferences', 'Sourcing', 'Add-ons', and 'Log Out'. Below this, a navigation bar contains links for 'Home', 'Profile', 'Forecasts', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', and 'Catalog'. The main content area is titled 'My Account Security & Multi Factor Authentication'. On the left, a sidebar menu has 'Security & Multi Factor Authentication' highlighted by a red box and a circled '2'. The main content area shows 'Multi Factor Authentication' settings with three radio button options: 'Disabled', 'For Payment Changes (Required for changing Legal Entity or Remit-To)' (which is selected), and 'For Both Account Access (Login) and Payment Changes'. Below these are two sections: 'Via Authenticator App' and 'Via Text Message', each with a 'Default' radio button option.

Coupa Supplier Portal | My Account

If Via Authentication App

1. Scan QR using your device.
2. Enter the 6-digit verification code from your device.



The screenshot shows a window titled "Multi Factor Authentication App". It contains two main steps:

- 1** Scan this QR code using your mobile device.
 - Open your preferred authentication app on your mobile device. [Learn more](#)
 - For most apps, select "Add" or "+" to scan the QR code or copy and paste the security key.

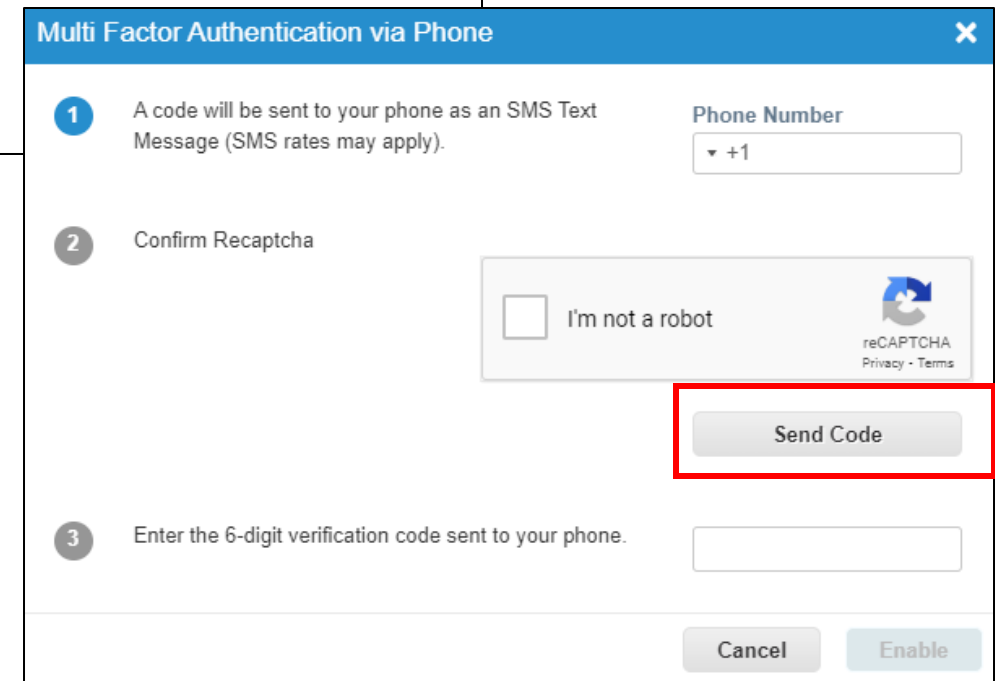
A QR code is displayed with the text "Coupa Supplier Portal" above it. Below the QR code is the security key: XZTK2VNGVQCIHEPQIL5IPSCZA NEUKSFF. A link "Click to copy Security Key" is provided.

- 2** Enter the 6-digit verification code from your device.

At the bottom, there is a checkbox: Remember this computer for 30 days

If Via Text Message

1. Enter the Cell Phone Number to receive the SMS notifications.
2. Confirm Recaptcha then click **Send Code**.
3. Enter the 6-digit verification code sent to your phone.



The screenshot shows a window titled "Multi Factor Authentication via Phone". It contains three main steps:

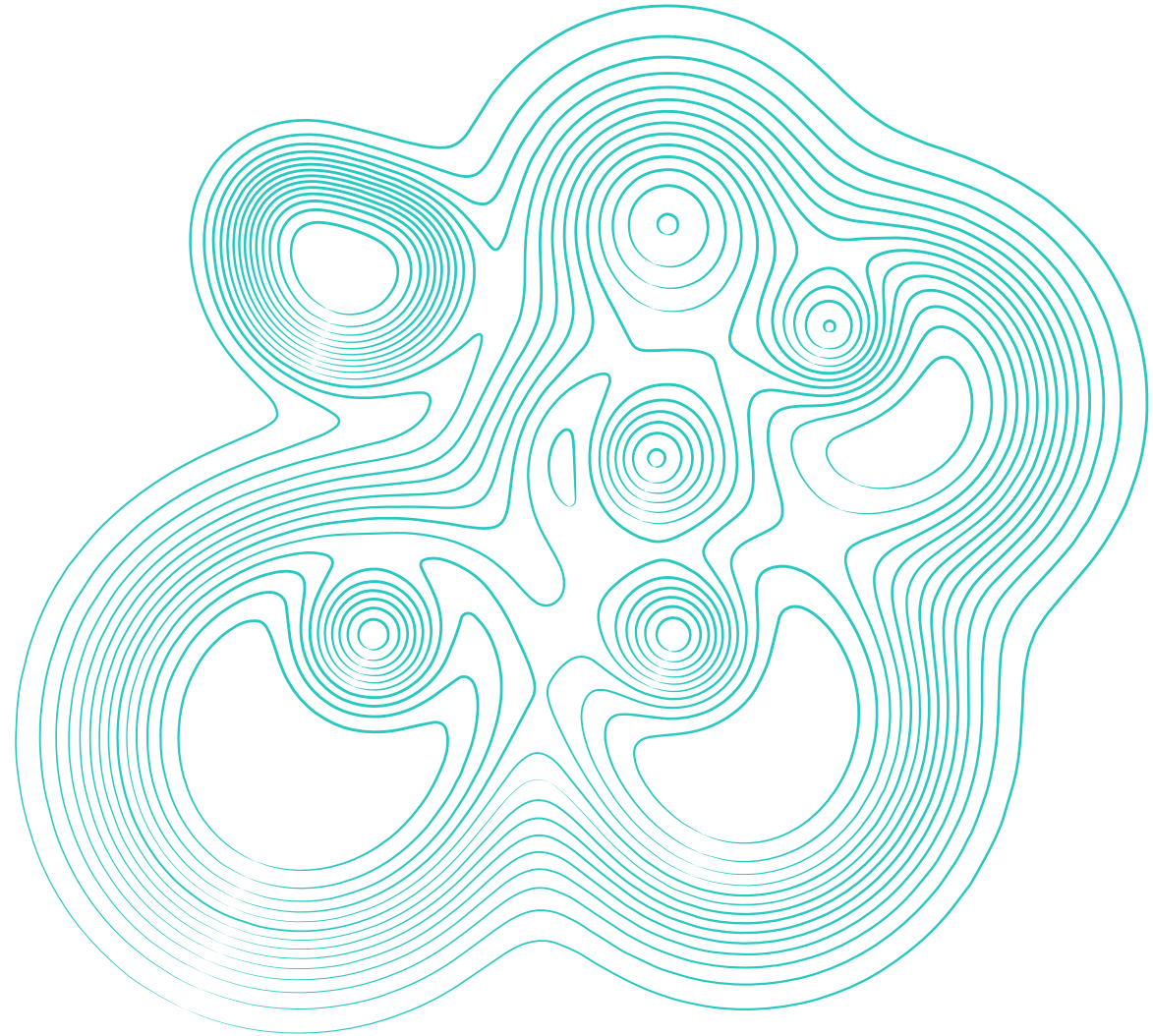
- 1** A code will be sent to your phone as an SMS Text Message (SMS rates may apply).
- 2** Confirm Recaptcha
 - I'm not a robot
 - reCAPTCHA Privacy - Terms

The "Send Code" button is highlighted with a red box.

- 3** Enter the 6-digit verification code sent to your phone.

At the bottom, there are "Cancel" and "Enable" buttons.

Admin Setup



Coupa Supplier Portal | Admin Setup

Go to **Setup** > **Admin** to manage users and merge requests, and the remit-to addresses for your customers, and other transactions within the portal.

A. Users

Invite new users and manage what each user can do in the CSP and which customers your users can interact with.

1. Go to **Setup** > **Admin**
2. Navigate to Users section and click **Invite User**
3. Add **First Name**, **Last Name** and **Email**
4. Tick/Untick Permissions and select customer Name
5. Click **Send Invitation**

The screenshot displays the Coupa Supplier Portal interface. At the top, the navigation bar includes 'Home', 'Profile', 'Forecasts', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', and 'Add-ons'. The 'Setup' menu item is highlighted with a '1' in a blue circle. Below the navigation bar, the 'Admin' section is active, and the 'Users' sub-section is selected. The 'Invite User' button is highlighted with a '2' in a blue circle. The 'Invite User' modal form is open, showing input fields for 'First Name' (with a '3' in a blue circle), 'Last Name', and 'Email'. Below the input fields, there are two sections: 'Permissions' and 'Customers'. The 'Permissions' section has a '4' in a blue circle and includes checkboxes for 'All', 'Admin', 'Orders', 'Restricted Access to Orders', 'Invoices', 'Catalogs', 'Profiles', 'ASNs', 'Service/Time Sheets', 'Restricted Access to Service/Time Sheets', 'Payments', 'Order Changes', 'Early Payments', 'Business Performance', 'Sourcing', 'Order Line Confirmation', and 'Forecast Planner'. The 'Customers' section includes checkboxes for 'All', 'Worley Limited - XQuared Roofing Materials v6', and 'Worley Limited - XQuared Roofing Materials v4'. At the bottom of the modal, there are 'Cancel' and 'Send Invitation' buttons, with the 'Send Invitation' button highlighted with a '5' in a blue circle.

Coupa Supplier Portal | Admin Setup

B. Merge Requests

This is used for companies with multiple accounts to reduce confusion for existing and potential customers.

To Merge:

1. Go to **Setup** tab
2. Click **Merge Requests**
3. Enter **Email** and Click **Request Merge**
4. On the opening popup window, Choose who will become the Account owner.
5. Add **Note to Recipient** and verify Captcha
6. Click **Send Request**

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Forecasts', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', and 'Source'. The 'Setup' tab is highlighted with a red box and a '1' callout. Below it, the 'Admin' section is selected, and 'Merge Requests' is highlighted with a red box and a '2' callout. The 'Initiate Merge Request' form is shown with the email 'coupa@coupamail.edu' entered, highlighted with a red box and a '3' callout. A 'Request Merge' button is highlighted with a red box and a '3' callout. A warning message states: 'Merging will join the accounts information to linked customers email address belongs to a user who is not you. Learn more about merging'. A 'Request Account Merge' popup is open, showing 'My Account' and 'Their Account' options, with a '4' callout. A 'Note For Recipient' field is highlighted with a red box and a '5' callout. A 'Send Request' button is highlighted with a red box and a '5' callout. A warning message states: 'Merging will join the accounts and give all combined users the ability to invoice and submit payment information to linked customers on behalf of your company. Before sending a merge request, confirm that this email address belongs to a user who is part of your organization. Once approved, an account merge cannot be undone. Learn more about merging accounts.' A reCAPTCHA 'I'm not a robot' checkbox is also visible.

B.1 Respond to Merge Account Request

1. From **Admin** page, select **Merge Requests**
2. Navigate to Open Merge Requests and Click **Respond**
3. On the opening popup window, **Accept** or **Reject** the request.

Open merge requests			
Requested 06/20/24	XQuared Roofing Materials v6 Seafood St New York 4029 United States	Initiated From Other Company	2 Respond

When you select either your account or the other account to be the account owner, the Coupa Supplier Portal shows you a visual representation of who controls what data after the merge.

Account merges cannot be undone. Use caution when merging accounts and be sure to verify that the account you are merging with is part of your organization.

Merge Request

April Micah Esteron of **XQuared Roofing Materials v6** has requested to merge with your Coupa Supplier Portal account. By accepting this request, the administrator of XQuared Roofing Materials v6 will become the new account owner.

My Account

- My users
- My customers
- My payment information
- My public profile

Merged Account

As the account owner, they will administer

- All combined users
- All combined customers
- All combined payment information

I will administer only

- My users
- My customers
- My payment information

The merged account will use

- Their public profile

Their Account

- Their users
- Their customers
- Their payment information
- Their public profile

Users with access to merged account: April Micah Esteron (xquaredroofing+12@gmail.com)

Note from requester: A

Add note for requester:

I recognize the email address above as a coworker at my company, and I agree to merge

! Merging will join the accounts and give all combined users the ability to invoice and submit payment information to linked customers on behalf of your company. Only accept this request if you confirm this user is part of your organization. Once approved, an account merge cannot be undone. [Learn more about merging accounts.](#)

Cancel **3** Reject Accept

Coupa Supplier Portal | Admin Setup

C. Legal Entity

A legal entity is a representation of your company and gives your Coupa customers the information they need to do business with you, including addresses, payment methods, and remit-to details.

C.1 Add Legal Entity

1. Go to **Setup > Admin > Legal Entity Setup**
2. Click on **Add Legal Entity** in the top right corner.
3. Enter the official name of your business that is registered with the local government and select the country/region where it is located and select **Continue**.

The screenshot shows the Coupa Supplier Portal interface. At the top, the navigation bar includes 'Home', 'Profile', 'Forecasts', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', and 'Add-ons'. The 'Setup' button is highlighted with a red circle and the number '1'. Below the navigation bar, the 'Admin' tab is selected, and the 'Legal Entity Setup' page is displayed. The 'Add Legal Entity' button is highlighted with a red box and the number '2'. A modal window titled 'Where's your business located?' is open, containing a yellow informational box and two input fields: '* Legal Entity Name' and '* Country/Region'. A red box highlights the 'Continue' button with the number '3'.

coupa supplier portal

APRIL MICAH | NOTIFICATIONS 2 | HELP

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

Setup 1

Admin Customer Setup

Admin Legal Entity Setup

Add Legal Entity 2

Users Legal Entity

Where's your business located?

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

* Legal Entity Name

* Country/Region

This is the official name of your business that is registered with the local government and the country/region where it is located.

Cancel Continue 3

Coupa Supplier Portal | Admin Setup

C.1 Add Legal Entity (CONTINUED)

4. On the Tell your customers about your organization page, complete the fields.
5. Select **Save & Continue**.

Tell your customers about your organization

Which customers do you want to see this?

All
 Worley

What address do you invoice from?

* Address Line 1 +
* City
State
* Postal Code

Country/Region

Use this address for Remit-To *i*
 Use this for Ship From address *i* 4

REQUIRED FOR INVOICING
Enter the registered address of your legal entity. This is the same location where you receive government documents. *i*

What is your Tax ID? *i*

Country/Region
Tax ID
 I don't have Tax ID Number

[Add additional Tax ID](#)

Miscellaneous

Invoice From Code *i*
Preferred Language

5

Coupa Supplier Portal | Admin Setup

C.1 Add Legal Entity (CONTINUED)

6. On the **Where do you want to receive payment?** page, select how you'd like to be paid in the **Payment Type** selector

Address - You receive physical checks at the address listed. If you selected

Bank Account - You receive payment via deposit into your bank account. If you select this option, the bank account sections and fields appear. The available bank account fields and field names depend on the selected country. Banking information is required for compliant invoicing in some countries when indicated. Otherwise, banking information is not required and remains private.

Virtual Card - You receive payment via a virtual card sent to you through an encrypted email.

7. Select **Save & Continue**.

Where do you want to receive payment? x

1
2
3
4

*** Payment Type** Bank Account ▼

Address
Bank Account
 Virtual Card

What are your Bank Account details? i

Bank Account Country/Region: United States ▼

Bank Account Currency: USD ▼

Beneficiary Name: ABC Corp US

Bank Name:

Account Number: i

Confirm Account Number:

ACH Routing Number: i

Wire Routing Number: i

SWIFT/BIC Code: i

Bank Account Type: Business ▼

Supporting Documents Choose Files No file chosen i

What is your Bank's Branch Address?

Address Line 1:

Address Line 2:

City:

State: Select an Option ▼

Postal Code:

Who is your Remit-To Contact? (optional) >

What is your Remit-To Address?

Cancel
Save & Continue

Coupa Supplier Portal | Admin Setup

C.1 Add Legal Entity (CONTINUED)

8. The following screen summarizes your remit-to account details. You can select Add Remit-To to add an additional remit to address or you can select Manage next to an existing remit-to to edit it. Once you are finished making changes, select **Next**.
9. On the **Where do you ship goods from?** page, add your ship-from address, remit-to integration code, contact information, and the Coupa customers who can use this remit-to account. Click **Done**.

×

Where do you want to receive payment?

1
2
3
4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

Add Remit-To

Remit-To Account	Remit-To Address	Status	
Address	Sarnia Rd Toronto 4027 United States	Active	Manage

Deactivate Legal Entity
Cancel
Next

×

Where do you ship goods from?

1
2
3
4

For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered.

Add Ship From

Title	Status	
Sarnia Rd Toronto 4027 United States	Active	Manage

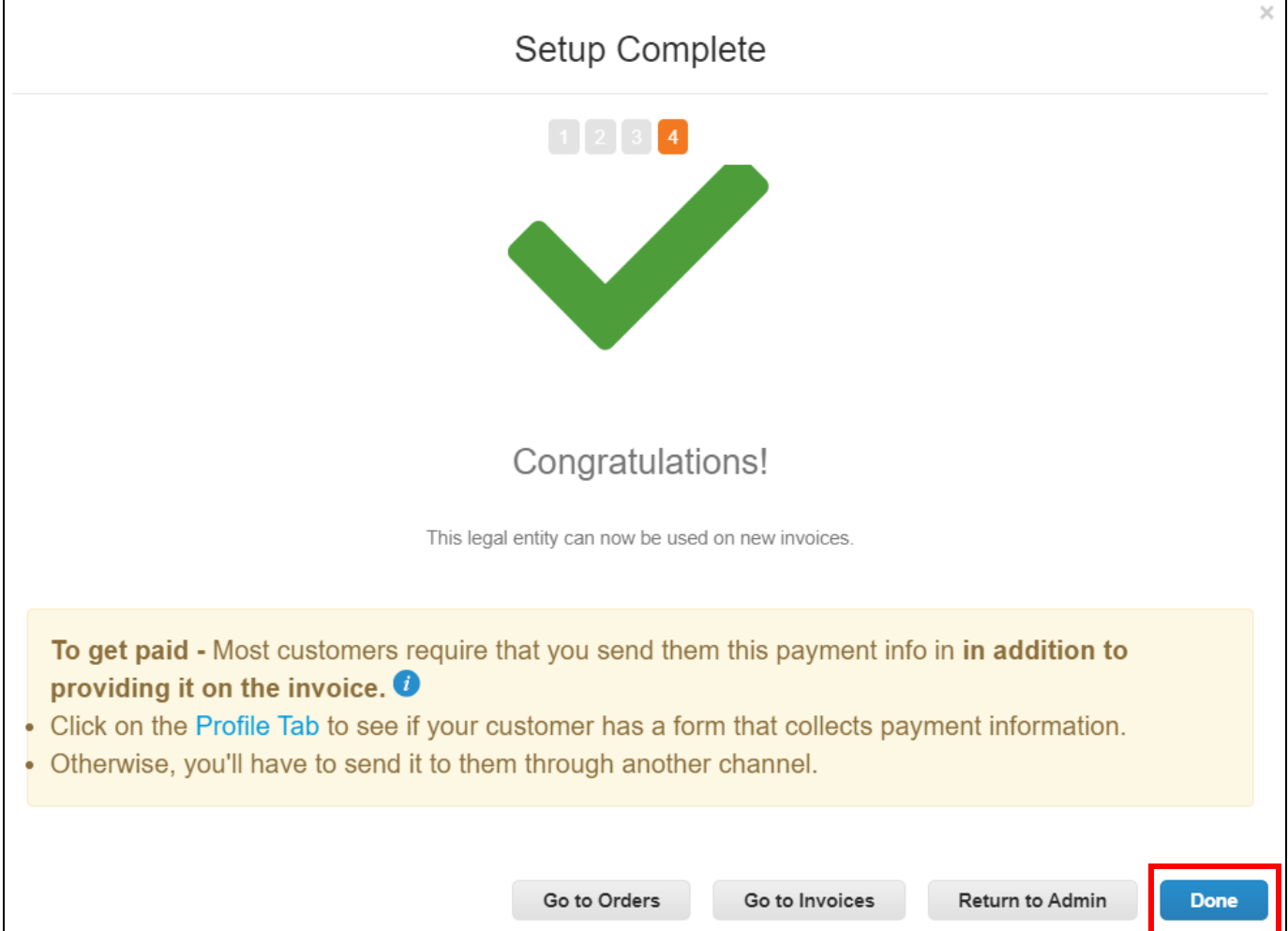
Deactivate Legal Entity
Done

Coupa Supplier Portal | Admin Setup

C.1 Add Legal Entity (CONTINUED)


10. The Setup Complete page confirms that your legal entity setup is complete and that you can use it on invoices.

Select whether you'd like to go to Orders, Invoices, or Return to Admin or select Done to return to the Legal Entities page.



Setup Complete

1 2 3 4



Congratulations!

This legal entity can now be used on new invoices.

To get paid - Most customers require that you send them this payment info in **in addition to providing it on the invoice.** [i](#)

- Click on the [Profile Tab](#) to see if your customer has a form that collects payment information.
- Otherwise, you'll have to send it to them through another channel.

Go to Orders Go to Invoices Return to Admin **Done**

Coupa Supplier Portal | Admin Setup

C.2 Modify Legal Entities

1. Go to **Setup > Admin > Legal Entity Setup**.
2. Next to the legal entity you want to modify, select **Actions**.
3. You can select **Manage Legal Entity**, **Manage Remit-To Accounts**, and **Deactivate Legal Entity**.

The screenshot shows the 'Admin Legal Entity Setup' page in the Coupa Supplier Portal. The page has a navigation bar with 'Setup' selected. Below the navigation bar, there are tabs for 'Admin' and 'Customer Setup'. The main content area is titled 'Admin Legal Entity Setup' and includes a table of legal entities. The table has columns for 'Invoice From', 'Remit-To Accounts', 'Locations', 'TAX IDs', and 'Customers'. The 'US Ltd' entity is selected, and the 'Actions' dropdown menu is open, showing options: 'Manage Legal Entity', 'Manage Remit-To Account', and 'Deactivate Legal Entity'. The 'Actions' button is highlighted with a red box.

Option	Description
Manage Legal Entity	Opens the legal entity setup flow described in the Add a legal entity in the previous slide. You can manage your addresses, but other information is not editable. Create a new legal entity if you need to modify more information.
Manage Remit-To Accounts	Opens the Add a new Remit-To account window where you can manage existing remit-to accounts or add new remit-to accounts. For more information, see View and Manage Remit-to Information. You can also manage your remit-to information from the Setup > Admin > Remit-To page.
Deactivate Legal Entity	Deactivates the legal entity so that it can't be used by you or your Coupa customer. This action can't be undone. Check with your customer first to ensure that you don't have any interruption in e-invoicing.

Coupa Supplier Portal | Admin Setup

D. Fiscal Representatives

Add fiscal representatives that you need if you have operations in a country/region where you are not registered legally but you need to be represented for tax purposes.

D.1 Add a Fiscal Representative

1. Go to **Setup > Admin > Fiscal Representatives**.
2. Select **Add Fiscal Representative**.
3. In the appearing window, fill in at least the mandatory Address fields (marked with a red asterisk): address line 1, city, postal code, country/region, and VAT ID.
4. Select **Continue**.

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Forecasts', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', and 'Business Performance'. The 'Setup' button is highlighted in the top navigation bar. Below the navigation bar, the 'Admin' section is selected, and the 'Customer Setup' sub-section is active. The 'Admin Fiscal Representatives' page is displayed, featuring a table with columns for 'Name', 'Country/Region', 'Tax ID', and 'Associated Tax Registrations'. A red box highlights the 'Add Fiscal Representative' button in the top right corner. Below the table, a modal window titled 'Fiscal Representatives' is open, showing a form with the following fields:

- Name (text input)
- Code (text input)
- Address section:
 - * Address Line 1 (text input, mandatory)
 - Address Line 2 (text input)
 - * City (text input, mandatory)
 - State (dropdown menu, 'Select an Option')
 - * Postal Code (text input, mandatory)
 - * Country/Region (dropdown menu, 'United States')
 - * VAT ID (text input, mandatory)
- Contact section:
 - First Name (text input)
 - Last Name (text input)
 - Email (text input)
 - Work Phone (text input)
 - Mobile Phone (text input)
 - Fax Number (text input)
 - Web Site (text input)

At the bottom of the modal, there are 'Cancel' and 'Continue' buttons. A red box highlights the 'Continue' button, and a red circle with the number '4' is placed above it.

Coupa Supplier Portal | Admin Setup

D.2 Edit or Deactivate a Fiscal Representative

1. Go to **Setup > Admin > Fiscal Representatives**.
2. Select **Manage** next to the fiscal representative you want to modify or deactivate.
You can modify the Contact fields. To change the other fields, create a new fiscal representative.
3. Select **Deactivate** to deactivate the fiscal representative or modify the fields you want to change and select **Continue**.

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Forecasts', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', and 'Business Performance'. Below this, there are tabs for 'Sourcing', 'Add-ons', and 'Setup'. The 'Setup' tab is active, and a sub-menu shows 'Admin' and 'Customer Setup'. The 'Admin' sub-menu is selected, and a red circle with the number '1' is next to it. The main content area is titled 'Admin Fiscal Representatives' and includes an 'Add Fiscal Representative' button. Below this, there is a table with columns for 'Name', 'Country/Region', 'Tax ID', and 'Associated Tax Registrations'. The table contains one row with 'United States' in the 'Country/Region' column and '124' in the 'Tax ID' column. A 'Manage' button is located at the end of this row and is highlighted with a red box. At the bottom of the page, there are three buttons: 'Deactivate' (red), 'Cancel' (grey), and 'Continue' (blue).

Name	Country/Region	Tax ID	Associated Tax Registrations
	United States	124	

Coupa Supplier Portal | Admin Setup

E. Remit To

Remit-to addresses ensure global electronic invoice compliance. To meet compliance regulations for most countries outside of the US, an invoice must include a remit-to address and associated tax information.

Note: This can also be added when filling out Information Requests from Worley.

E.1 Add a Remit-to

1. Go to **Setup** > **Admin** > **Remit-To**.
2. Select **Add Remit-To**.
3. In the Add Remit-To window that appears, select the legal entity you want your remit-to associated with. If only one legal entity is active, it is selected by default, and you cannot change it.

Coupa Supplier Portal | Admin Setup

E.1 Add a Remit-to (CONTINUED)

- On the **Add a new Remit-To** account page, complete the fields.
- Select **Save & Continue**. The CSP displays the remit-to page you see during legal entity setup.

×

Add a new Remit-To account

* Payment Type Bank Account ▾

What are your Bank Account Details? i

Bank Account United States ▾

Country/Region:

E.2 Deactivate a Remit-to

- Go to **Setup > Admin > Remit-To**.
- In the Actions column, select **Disable**.

Admin Remit-To

+
Add Remit-To

	Remit-To Account	Remit-To Address	Payment Type	Legal Entity	Customers	Actions
Users Merge Requests Merge Suggestions Requests to Join Legal Entity Setup	None	Samia Rd Toronto 4027 United States Preferred Language: English (US)	Address	US Ltd	✔ Worley	<div style="border: 2px solid red; padding: 2px; display: inline-block;"> </div>


Coupa Supplier Portal | Admin Setup

E.3 Share a Remit-to with a Customer

1. Go to **Setup > Admin > Remit-To**.
2. In the Actions column, select **Share**.
3. On the Edit Remit-To Usage page that appears, select the customers you want to share the remit-to with from the Add Additional Customers dropdown list.

Admin Remit-To

[Add Remit-To](#)

Users	Remit-To Account	Remit-To Address	Payment Type	Legal Entity	Customers	Actions
Users Merge Requests Merge Suggestions Requests to Join Legal Entity Setup	None	Samia Rd Toronto 4027 United States Preferred Language: English (US)	Address	US Ltd	✓Worley	

✕


Edit Remit-To Usage


Legal Entity US Ltd

Remit-To Samia Rd, Toronto, 4027, United States
Samia Rd
Toronto, 4027
United States

Which customers can use this account?

Add Additional Customers **Add Selected**

 Denotes customers using Coupa Pay. Remit-to Account details will be shared with the customer when they have been successfully validated if the customer has chosen to send payments for those account types through Coupa Pay.

Customer	Status	Date added	
Worley	Active and Validated	06/20/24	

[Back](#) [Next](#)

Coupa Supplier Portal | Admin Setup

E.4 Add Remit-to Addresses to SIM Request

- Customer might request you to add a remit-to address to the SIM Requests. You can create a new remit-to address or choose an existing one from the legal entities.
- Go to **Profile > Information Requests**. You can also access Information Requests by clicking links in notifications.
 - Select your customer from the Profile dropdown menu.
 - If the Information Request includes Remit-To Addresses, select **Add Remit-To** to add a new or an existing remit-to address. You can add one or more remit-to addresses.
 - In the Choose Remit-To Address window, you can select **Choose** next to the existing addresses you want to send to your Customer, or you can select Create New Remit-To Address to add a new address.

The screenshot shows the 'coupa supplier portal' interface. At the top right, it displays 'APRIL MICAH' and 'NOTIFICATIONS 2'. The main navigation bar includes 'Home', 'Profile', 'Forecasts', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', and 'Add-ons'. Below this, a secondary navigation bar shows 'Your Profile', 'Information Requests', 'Performance Evaluation', and 'Subscriptions'. The user's name 'Worley' is displayed, along with a 'Profile' dropdown menu set to 'Worley'. A yellow notification bar at the bottom states: 'We have auto-filled some information from your Public Profile.'

The screenshot shows the 'Remit-To Addresses' section. The heading is 'Remit-To Addresses'. Below it, the text reads: 'Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.' A red box highlights the 'Add Remit-To' button, which is marked with a '3'.

The screenshot shows the 'Choose Remit-To Address' dialog box. It contains a yellow warning message: 'This customer requires you to choose a Remit-To Address that includes payment information.' Below this, the text says: 'Choose existing or create new Remit-To Address:'. A list of addresses is shown, with one address highlighted: '3025 Crowfield Road, Phoenix, AZ 85040, United States, United States' with a 'Bank Account (Bank of America)'. A red box highlights the 'Choose' button next to this address, which is marked with a '4'. At the bottom, there is a '+ Create New Remit-To Address' button and a 'Cancel' button.

Agenda

Introduction to Coupa **03**

Supplier Response Portal

Responding to Sourcing Events **06**

Coupa Supplier Portal

Introduction to Coupa Supplier Portal **22**

Registration **24**

Manage Profile **36**

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Manage Account Settings **48**

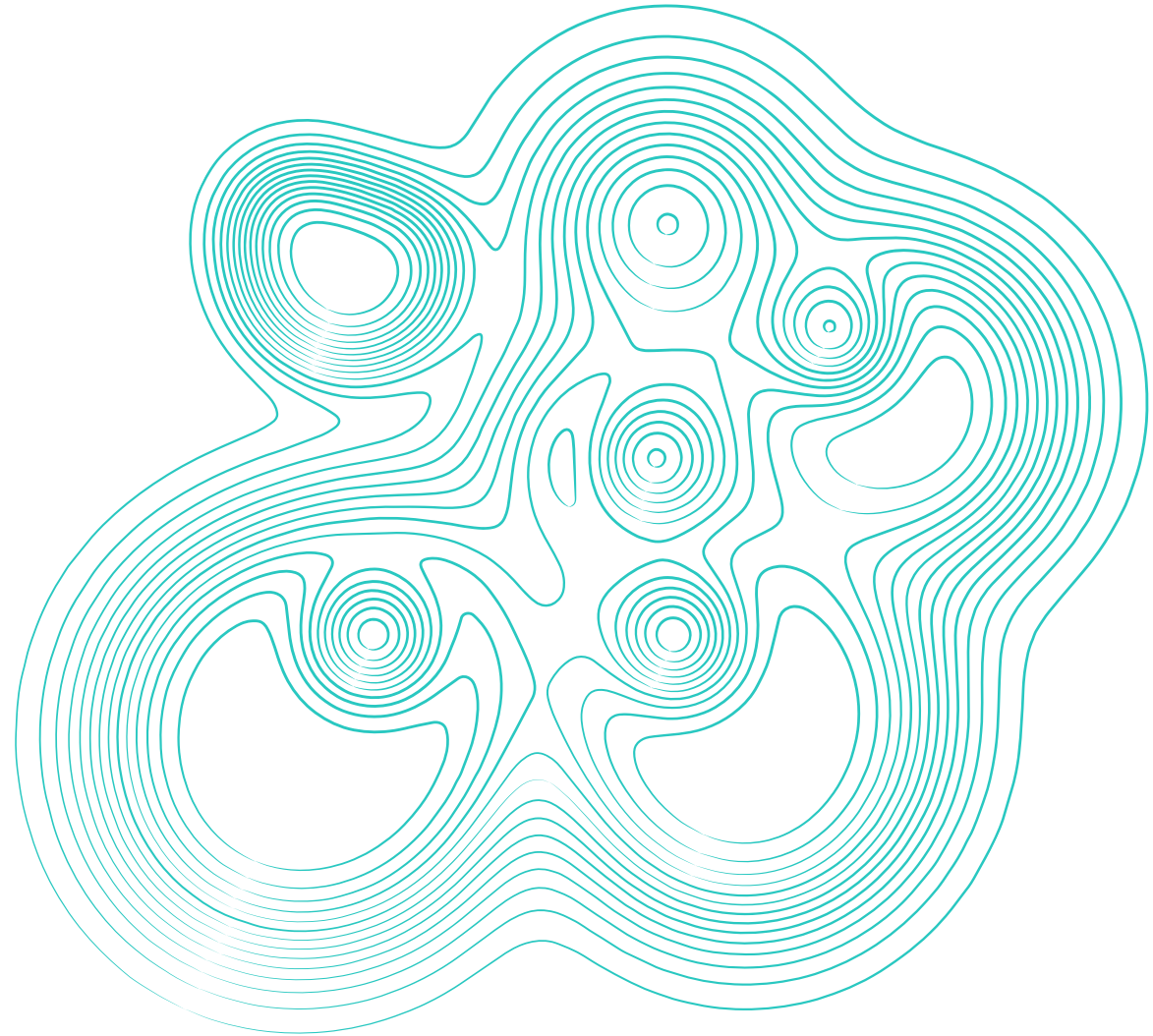
Admin Setup **52**

Coupa Sourcing Optimization (CSO)

Supplier's Guide to CSO **69**

Supplier's Guide to Coupa Sourcing Optimization

**Coupa Sourcing Optimization
(#3)**



Coupa Sourcing Optimization

Coupa Sourcing Optimization (CSO) is a strategic sourcing solution provided by Coupa, designed to streamline and optimize the procurement process for organizations.

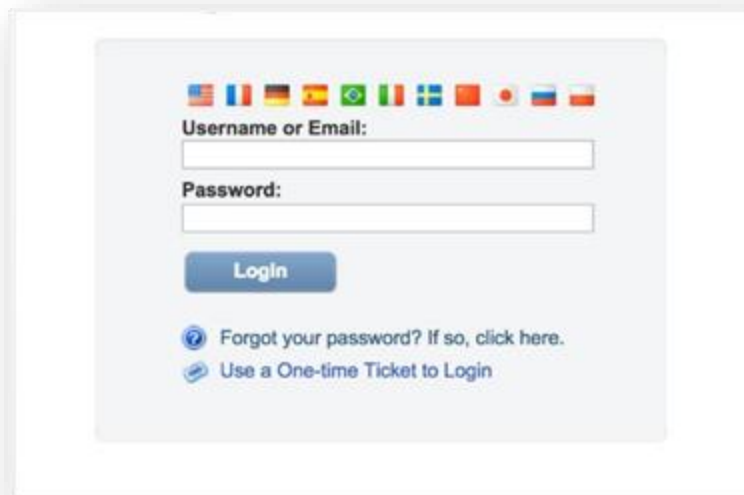
Coupa Sourcing Optimization (CSO) offers several benefits to suppliers that can enhance their experience and operational efficiency within the procurement process.

- ✓ Greater visibility into demand forecasts, market trends, and buyer requirements
- ✓ Direct interactions with buyers through the platform, leading to clearer expectations, faster responses to inquiries, and streamlined negotiations.
- ✓ Optimized pricing strategies
- ✓ Provides data-driven insights and analytics that aid in decision-making
- ✓ Simplified bidding process by providing a structured and transparent platform

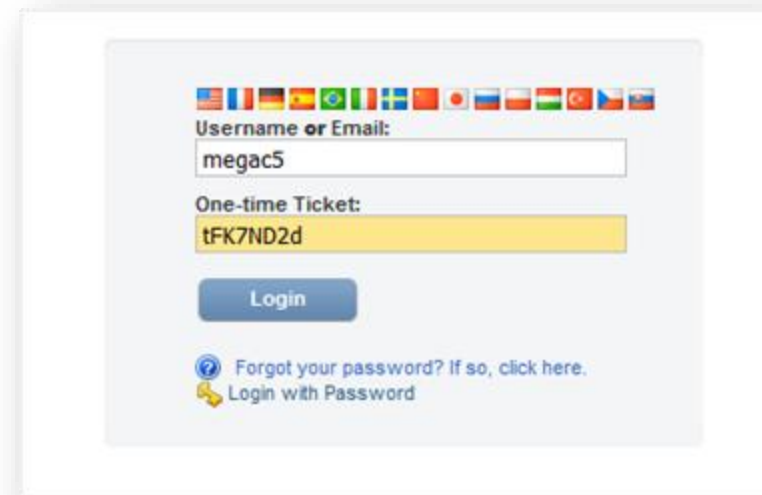
How to Login to CSO

Go to the web address indicated in your login details and enter your username and your one-time password provided in the login ticket or invitation letter.

1. Or just click the link in the e-mail and Login.
2. Note that the one-time ticket can be used only once. You may retrieve a new temporary one-time password by clicking the "Forgot your password?" link in the login page.



The screenshot shows the initial login page. At the top, there is a row of flags representing various countries. Below the flags, the text "Username or Email:" is followed by an empty text input field. Underneath that, the text "Password:" is followed by another empty text input field. A blue "Login" button is positioned below the password field. At the bottom of the form, there are two links: "Forgot your password? If so, click here." and "Use a One-time Ticket to Login".



The screenshot shows the login page after a one-time ticket has been entered. The "Username or Email:" field now contains the text "megac5". The "One-time Ticket:" field, which is highlighted in yellow, contains the text "tFK7ND2d". The blue "Login" button remains below the ticket field. At the bottom, the "Forgot your password? If so, click here." link is still present, but the "Use a One-time Ticket to Login" link has been replaced by a "Login with Password" link.

How to Login to CSO

If it is the first time you visit CSO, after logging in you will be asked to change your password into one of your own choice.

The password must contain:

- ✓ At least 8 characters
- ✓ At least one digit
- ✓ At least one lower case letter
- ✓ At least one upper case letter

You will also be asked to review and update your personal contact information the first time you log in.

Please make sure phone numbers are correct in case event management should need to contact you.

Click the Save button to continue to the main page, do not click the Log out button.

Start Page

This is your start page in CSO where you can see the events you are invited to and if you are required to do something at the moment.

TradeExtensions™ Logged in as Example Bidder | Bidder | Logout English

Click to go to the Home page.

The password was changed.

Welcome Example Bidder

Your Account Information
Click here to view and edit your account information (email address etc.)

Your Organization Information
Click here to view and edit the information about your organization.

Change Your Password
Click here to enter a new password

Your Projects

Project	Information	Phase	Status	Start Time *	Closing Time *
Example Project		RFQ	0 of 2 tasks completed.	Oct 17, 2016 7:00 PM	Oct 31, 2016 8:00 PM

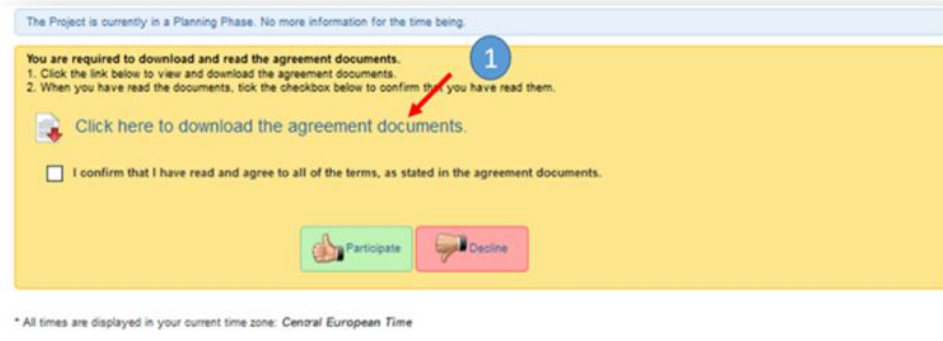
* All times are displayed in your current time zone: *Pacific Daylight Time*

Gating

You may be required to take part of some particular information prior to getting access to the event page in a gating step.

Clicking the event name in the start page will take you to the gating page. If there is no gating requirements for the event at hand, you will be taken directly to the Event Overview page.

- Click the link to download the agreement documents and download all documents.
- Click the Back arrow.
- Check the box “I confirm that I have read...” and click the “Participate” button.
- Should you wish to decline participation, you will be asked to give a brief explanation.



Project Information Documents

Back

Name	Downloaded	Size	Description	Last modified
Information document for download.pdf	<input type="checkbox"/>	29 kB		Aug 16, 2015 12:59:13 PM GMT+02:00
NDA to be signed and re-uploaded.pdf	<input type="checkbox"/>	29 kB		Aug 16, 2015 12:59:13 PM GMT+02:00

▼ 30 Items | 1 to 2 of 2

Previous Next



Event Overview Page

On the event overview page, you can see and access the various tasks you are required to fulfil at the time being. If the event is in an evaluation phase, i.e. you just have to wait, you will be informed about that as well.

The screenshot shows the TradeExtensions interface. The top navigation bar includes the logo, user information (Logged in as Example Bidder), and a language dropdown (English). The breadcrumb trail indicates the current page is 'Example Project - Project Overview'. The main content area is titled 'Project Overview [Example Project]' and contains a status message: 'The Project is currently in a Request For Quote Phase.' Below this is a yellow warning banner: 'Review the mandatory actions below and complete them before Oct 31, 2016 8:00:00 PM'. A table lists the required actions:

Required Actions	Status	Completed on
Place Bid (required) Go	Not OK	
Questionnaire (required) Go	Not OK	

A red box highlights the sidebar with 'Options' (Decline to participate, View invited colleagues, View documents, Ask a Question / FAQ) and 'Statistics' (There are 30 lots in this project. You have not placed any bids.). A green box highlights the 'Required Actions' table. A note at the bottom states: '* All times are displayed in your current time zone: Pacific Daylight Time'.

The actions that are required from you are shown in the list (green box in the screen shot above). When the task is completed, the status is changed to OK with a happy smiley icon. Tasks that are not mandatory are marked as "Not yet completed" throughout the event.

To enter a given task, click either the blue "Go" button or the name of the task, see next section.

In the top left corner of the event overview page (red box in the screen shot above), there are links for information and questions

Request for Quote/Request for Information

The procedure is the same for RFI Questionnaires as for RFQ Bid forms.

Click the link to the task in the event overview page, for instance "Place bids" in the example above. Click "Download" and save the empty bid form or questionnaire on your computer.

Complete the requested information and make sure all mandatory questions have been answered. Save the completed form, go back to CSO and click the "Upload" link.

Browse for the saved questionnaire or bid form on your computer and click "Submit". You will get a receipt that your answers have been properly submitted.

TradeExtensions Logged in as Example Bidder Bidder Logout English

Example Project - Project Overview

Click to go to the Home page

Your Bidding in Phase [RFQ]

Time to Next Closing (30 Lots): 3 days 5 hours
(All bidding ends Oct 31, 2016 11:00:00 PM GMT-04:00)

You can place bids via Excel forms: [Back](#)

Download the Excel form and save it on your computer.

Enter your bids in the form you downloaded and save it.

Upload the Excel form with your bids.

Upload Your Reply For Questionnaire [RFI: General information] For Organization [ITE Test Company]

[Upload questionnaire reply from Excel](#) [View the latest uploaded form](#)

Upload the Excel file you have downloaded for this questionnaire and filled with your answers.

File:

Browse... No file selected.

Submit Cancel

TradeExtensions Logged in as Example Bidder Bidder Logout English

Example Project - Project Overview

Your Bidding in Phase [RFQ]

Documents [Review submitted bid forms](#) [Latest bid submission receipt](#) [Back](#)

Keeping Track Of Your Bidding
Print this page and keep it as a reference and use it when you communicate with this project's management or support.

Bids Successfully Submitted
0 bids were successfully submitted in phase [RFQ] of project [Example Project]

Submitted Bid Supplements: 0
Bids submitted: 0
Ignored duplicate bids: 0

Project/Phase: Example Project/RFQ
Organization: ItegCorp
Bidder: Example BiddingCorp
Time: Oct 28, 2016 5:52:04 PM GMT-04:00
Unique receipt identifier: 686129768A21954935145333016
This is the file you have uploaded:
Bid Form-Example-RFI-ItegCorp-1228181175149.xls

OK

Your changes have been saved.
Added 93 answers.

Error Messages

If some mandatory information is missing or not correct, you will get an error message upon submission. The message will tell you which information is not accepted and why. In addition, the rejected form contains an additional sheet which lists the errors and points to the cells to be corrected.

The rejected form may be downloaded directly from the receipt page or from the "Upload" page.

Review the error message(s) carefully, revise/complete the information, save the completed form and re-submit it as described above.

Your Bidding in Phase [RFQ]

Documents | Review submitted bid forms | **Latest bid submission receipt** | Back

Keeping Track Of Your Bidding
Print this page and keep it as a reference and use it when you communicate with this project's management or support.

You have encountered errors during submission. Download this marked up file. You will find a sheet named ERRORS AND WARNINGS, where all errors will be listed.

Rejected Bid Form-ExamplePro-RFQ-MegaCorp-1028161749.38.xls
 >> No bids were uploaded.
 >> Your bid for lot [1001] in row 5, sheet [Single Bids] is invalid since it is missing mandatory data. If you do not want to place a bid on this lot, you must leave all cells empty (first non empty cell found was R5, with the value [5.00]). The data missing from this bid is: You must enter a value for the field [Bidder Equipment Type] in cell T5 of sheet [Single Bids].
[More replies exist. Display all replies.](#)

No Bids Were Submitted
No bids were found in this submission.

Submitted Bid Supplements: 0
 Bids submitted: 0
 Ignored duplicate bids: 0
 Project/Phase: Example Project/RFQ
 Organization: MegaCorp
 Bidder: Example Bidder/MegaCorp
 Time: Oct 28, 2016 5:50:16 PM GMT-04:00

You have encountered errors during submission. Download this marked up file. You will find a sheet named ERRORS AND WARNINGS, where all errors will be listed.
 Rejected Bid Form-ExamplePro-RFQ-MegaCorp-1028161749.38.xls

Ok

Upload bids from Excel | **View the latest uploaded form**

Below you can click to download your latest accepted form, or your latest rejected form.
 If you have a rejected form, it contains a sheet called "ERRORS AND WARNINGS" in which you can view the error/warning messages that arose when the system received the file.

Name	Received	Result
Rejected Bid Form-Transporta-RFQ1-SupplierA-0209171813.53.xls	Feb 9, 2017 6:13:54 PM GMT+02:00	Rejected
Bid Form-Transporta-RFQ1-SupplierA-0405161855.48.xls	Apr 5, 2016 6:55:48 PM GMT+02:00	Accepted

View Documents

Here you can retrieve all documents provided for download as well as all the forms that you have submitted in the current phase. The star indicates if there are documents available that you have not yet downloaded (including your own submitted forms).

Options

[View invited colleagues](#)




[View documents](#) ★

[Ask a Question / FAQ](#) ★

Statistics

There are 333 lots in this project.
You have placed 285 bids.

Documents In [Transportation Ten...] [← Back](#)

	Name	Category	Size	Date	Descr
1	 Bid Form-Transporta-RFQ...plierA-0405161855.48.xls	RFQ Reply	376 kB	Apr 5, 2016 6:55:48 PM GMT+02:00	★ 44w 01d
2	 Information document for download.pdf	Information	29 kB	Aug 16, 2015 12:59:13 PM GMT+02:00	★ 77w 04d
3	 NDA to be signed and re-uploaded.pdf	Information	30 kB	Aug 16, 2015 12:59:13 PM GMT+02:00	★ 77w 04d

▼ 30 Items 1 to 3 of 3

[Previous](#) [Next](#)

Use the Back arrow to get back to the event page.

Ask a Question/FAQ

Here you can contact event support if you have any questions concerning the event. Click the green button "Ask new question", describe your question as carefully as possible in the editor window and click "Submit question".

Frequently Asked Questions (FAQ) [Back](#)

Question	Reply	Last Edited
Ask new question Download FAQ		

* All times are displayed in your current time zone: Central European Time

Ask new question

Project management will be notified about your question and you will receive an email when there is an answer.

Title
NDA

Question

Where do I find the Non-Disclosure Agreement?

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NDA Where do I find the Non-Disclosure Agreement? Best regards, Demo Bidder	Click the "View Documents" link in the "I Want To"-box to the left ...	2014-11-08 22:26

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