



wintershall dea

HOW TO REGISTER ON THE COUPA SUPPLIER PORTAL (CSP)

COUPA SUPPLIER PORTAL (CSP) USER GUIDE

Version 1.0 (December 2021)

HOW TO REGISTER ON THE COUPA SUPPLIER PORTAL

Customer-created invitation

Ask your customer to send you an invitation to the Coupa Supplier portal (CSP). The invitation will look similar to the one below:

Xoomworks Registration Instructions - Action Required

Coupa Supplier Portal <do_not_reply@supplier-demo.coupahost.com>
To: Release Management OPS

Reply Reply All Forward

Tue 07/09/2021 12:43

If there are problems with how this message is displayed, click here to view it in a web browser.

Xoomworks Registration Instructions - Action Required

Powered by Coupa

Dear Supplier,

To drive automation and digitalisation in its supply chain **Wintershall Dea implements Coupa** as its new global procurement platform. As a supplier to either a Wintershall Dea corporate function or its Business Unit Norway, all of your Source-to-Pay -related processes with Wintershall Dea will be through Coupa starting in January 2022. Other Business Units will follow later in 2022 and 2023.. We want to ensure that you receive all the needed support, during your transition to the Coupa Supplier Portal (CSP) and so we are now inviting you to contact our Enablement partners -Xoomworks.

Wintershall Dea uses a Purchase to Pay system - Coupa - which issues you with an approved purchase order for goods or services, and against which you can issue your invoices to us. (Note: our business should not be asking you to provide goods or services without an approved PO being issued to you!).

We're asking you to register on the Coupa Supplier Portal (CSP) and start using it to send us your invoices via the CSP with immediate effect.

[Join Coupa](#) [Forward this invitation](#)

[Overview](#) Learn more about the Coupa Supplier Portal

[Need Help?](#) Answers to common questions and issues

[Coupa Info](#) Learn more about how companies use Coupa

Coupa
Business Spend Management

When the invited user clicks on the Join Coupa button in the email, the user is directed to create an account to the CSP.

If the user is already linked to the CSP or tries to create an account from an expired invitation, the user is directed to the Register / Login page where a red message bar displays the following: "Your invitation has expired or already been activated."

Warning: Invitations to the CSP expire after 30 days.

Create Your Account

You need to enter your email address and password and accept the Privacy Policy and the Terms of Use. You can get help to sign up or you can forward the invitation to others by clicking on the relevant links.

ACME Inc. Powered by **coupa**

Create your business account

We use Coupa to manage purchase orders, invoices, and communicate with our suppliers. We'll walk you through a quick and easy setup for your account, so we're ready to do business together.

Email

Password

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

Password Confirmation

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

Get Started

[Having an issue with signup?](#)

[Forward this to someone](#)

Log in to the CSP

Go to supplier.coupa.com and in the Log In pane on the right, enter your email address and password and click Log In.

coupa supplier portal

Register

New to Coupa? Create your account or [click here for help](#).

First Name

Last Name

Company

* Email

Register

Log In

Welcome back! Login or [click here for help](#).

* Email Address

* Password

Log In

[Forgot Your Password?](#)

https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal

IMPRINT

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Supply Chain WD5/P

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