

wintershall dea

## REGISTER AND SET UP PROFILE ON THE COUPA SUPPLIER PORTAL

### Coupa Supplier Portal (CSP) – User Guide

Version 1.0 (August 2023)

#### 1. General Information

As part of your discussions with Wintershall Dea Supply Chain you will have been advised that our preferred way of working with our suppliers is by using the **Coupa Supplier Portal**.

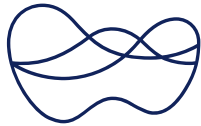
The CSP is a free tool for suppliers to easily do business with customers who use Coupa. The CSP makes managing customers and transactions easy.

By using the CSP you will be able to:

1. Assign your Profile as a supplier to make your company visible to the COUPA community
2. View and manage all your purchase orders
3. Create and submit service/time sheets
4. View, manage, create and submit electronically compliant invoices
5. Create and manage your catalogues
6. Manage your users, set up your legal entity and Remit-to details
7. Manage and view your notifications & create report views

#### 2. Your Invitation

Your Wintershall Dea contact will send you an invitation to the CSP, which will look similar to the one you find below. Upon receipt of your registration email from Wintershall Dea.



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**Wintershall Dea Registration Instructions – Action Required** [🔗](#)

From [Coupa Supplier Portal](#) on 2021-11-18 09:48

[Details](#) [Plain text](#)

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**Wintershall Dea Registration Instructions – Action Required** Powered by Coupa

Hello Supplier,

Wintershall Dea handle our business spend electronically in order to prevent lost documents and make sure you are paid on time. Within the next 48 hours, click the button below to register your account. If you are not the right person at your company, send this request to the appropriate person by using the forward link.

Note: not registering in a timely manner may impact your ability to do business with us. Let us know if you are unable to register for any reason.

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

<a href="#">Overview</a> Learn more about the Coupa Supplier Portal	<a href="#">Need help?</a> Answers to common questions and issues	<a href="#">Coupa Info</a> Learn more about how companies use Coupa
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**coupa**  
Business Spend Management

By select **“Join COUPA”** you will be routed to a web page.

**Create an Account**

Coupa is Wintershall Dea's Procurement Platform. It is for business what Amazon is for our private life. A platform that integrates all aspects of managing expenditures from searching, to sourcing, ordering, delivery and payment. All stakeholders are on the same platform and exchange over processes through integrated processes and a break-free and highly automated way.

**PS - We need your mobile phone to get invited in order to do business with us.**

\* **Business Name**  
Test Coupa Supplier AS  
Your legal business name (or legal personal name if an individual)

\* **Email**

\* **First Name**  \* **Last Name**

\* **Password**  \* **Confirm Password**

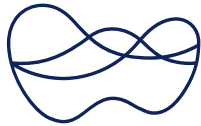
Use at least 8 characters and include a number and a letter.

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

[Create an Account](#)

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

[Forward this to someone](#)



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Before you set up your account you will need to create your **password** and accept the **Privacy Policy** and the **Terms of Use**.

You will then receive an email with a verification code to complete the registration. Please enter the **6-digit code** in the fields provided and click **next**.

OTP sent successfully via email

< Back

### Email Verification

We sent a one time verification code to tintestcoupa+440@gmail.com

[ ] [ ] [ ] [ ] [ ] [ ]

Didn't receive the Verification Code? [Request a New Code](#)

Next

You can now use an existing account or create a new one.

By selecting **"No, continue creating a new account"** you will get to the COUPA supplier page and can complete your company data.

### Join an Existing Account?

Provide any of the additional info to get better suggestions.

View existing accounts matching the email domain **wintershalldea.com**

Business Name  
Test Lieferant

Country/Region  
[ ]

Address  
[ ]

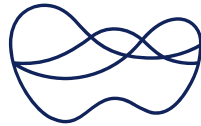
City [ ] State [ ] Postcode [ ]

Tax ID [ ] DUNS Number [ ]

No, continue creating a new account

Next

You will now be asked for contact information and details about your company, which you can maintain in CSP on your profile.

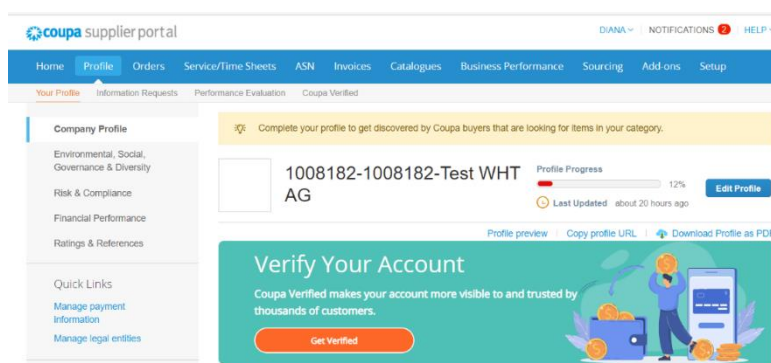


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Maintaining the profile is voluntary. We recommend to skip this during the registration because this can be done later.

The standard use of the profile is free of charge for you. A CSP verification status is chargeable.

You can add to the profile at any time by clicking the button **"Edit Profile"** in the tab profile.



To log into Coupa, you must open the following intranet page in your browser:

[supplier.coupahost.com](https://supplier.coupahost.com)

It is recommended to bookmark the web address for faster access to CSP in the future.



If you do not receive your invitation, please check your Spam-Folder.



**Please note that invitations expire after 30 calendar days.**



If you have other customers using Coupa you can select them via this field:

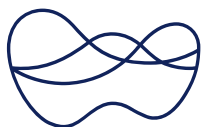
Select Customer: Wintershall Dea



If you try to create an account in the CSP when you are already registered, you will receive a message on screen advising you that your account already exists.

If you start initiating registration from an invite that has either expired or already been activated, you will be redirected to the **"Register/Login"** page where you will see the following message: "Your invitation has expired or has already been activated".

In this case, please contact your Wintershall Dea representative to receive the link again.



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### 3. Forward the Invitation

In case you are not the correct recipient of the email, you can forward the invitation to someone else in your organization by selecting **“Forward this invitation”** and entering the email address of the colleague you wish to forward the invitation to.

