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## NAVIGATION IN COUPA SUPPLIER PORTAL

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

Version 1.0 (August 2023)

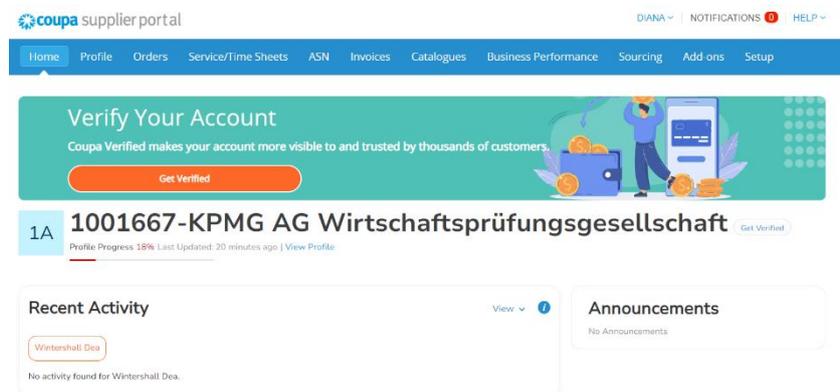
#### 1. General Information

The Coupa Supplier Portal home page is your go-to page to see details about your CSP account.

On this page you will see your name (as a user) and be able to set your notifications.

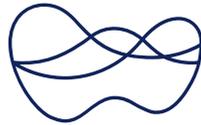
In addition, you can read important announcements, merge any duplicate accounts you may have and see the customers you have on your account.

You can use the **main menu (blue bar)**, available on this and each screen throughout CSP to navigate to, for example, process your orders and invoices.



**It is important that you have entered your legal entity and the remit-to address under "Setup > Admin". This is a mandatory requirement to work with CSP e.g. to send invoices to customers.**

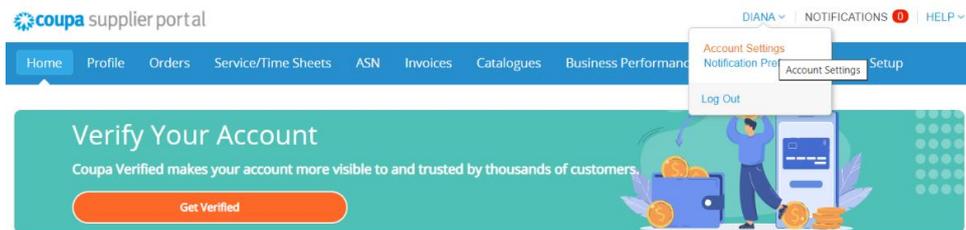
The quick guide "04\_WDH\_Set up legal entity in CSP" explains this setting in detail.



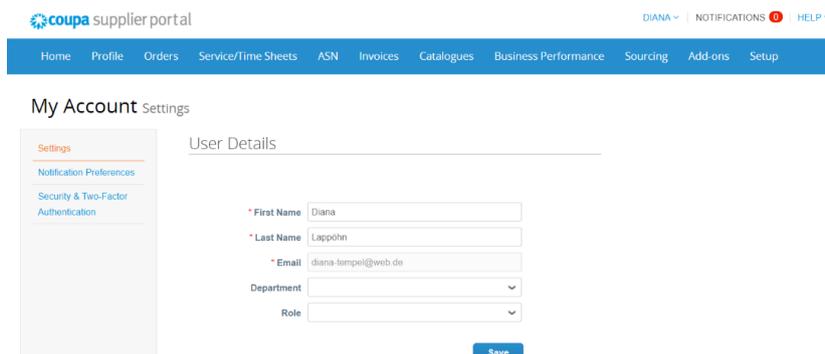
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## 2. Coupa Home Page – Account Settings

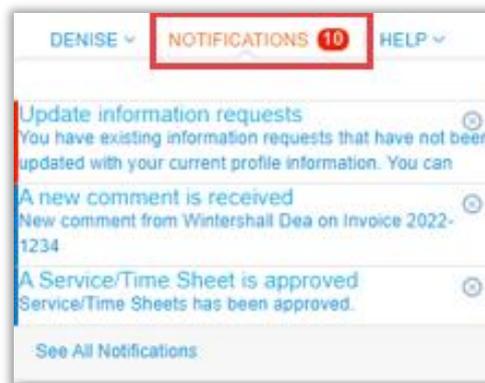
The **“Account Settings”** option allows you to ensure your Coupa account details are correct, and allows you to set/reset your password.

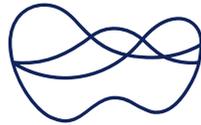


When selecting the **“Account Settings”** link, you will be taken to the **“My Account Settings”** page where you can check or update your details and change your password.



You can also access your **“Notification Preferences”** from this page. In addition, recent **notifications** are displayed at the top next to your name in a red circle.





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### 3. Set up your notifications

If you select the **"Notifications Preferences"**, you will see, for example, information about:

Announcements, Business Performance, Catalogs, etc.

The **"Notification settings"** should be set correctly for each user. This is the only way to ensure that you will receive notifications through the CSP and / or by e-mail such as purchase orders, invoices, catalogs, etc.

The e-mail will always be sent to the e-mail address that you have jointly defined as the communication mail with your customer.

If you have any questions about this, please contact your Wintershall Dea contact person.

The screenshot shows the 'My Account' page in the Coupa Supplier Portal. The user is logged in as 'FRANCESCA'. The 'Notification Preferences' section is active, showing the user's email as 'fbry15+OLDM@gmail.com' and mobile number as '+1 201-555-5555'. Below this, there are three sections: 'Announcements', 'Business Performance', and 'Catalogs'. Each section has a table of notification preferences with 'Online', 'Email', and 'SMS' columns.

Category	Online	Email	SMS
New Customer Announcement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Performance Role Granted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A new comment is received	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A catalog is approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A catalog is rejected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A catalog is about to expire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

We appreciate you may receive many emails in your day-to-day work, therefore if you do not wish to receive Coupa notifications via email you can uncheck the **"Email"** boxes.



**Please do not uncheck your 'Online' notifications if you have disabled your email notifications. This will ensure you will still receive notifications via the Coupa portal.**