wintershall dea

COUPA SUPPLIER PORTAL (CSP) USER GUIDE

Version 1.0 (December 2021)

Question	Answer
How much does it cost to join and use the Coupa Supplier Portal (CSP)?	Coupa doesn't charge suppliers to use the Coupa Supplier Portal (CSP).
Where do I register for the CSP?	You can request an invitation to join the CSP. Ask your Wintershall Dea Supply Chain representative to send you an invitation email.
Where do I sign in?	You can sign into the Coupa Supplier Portal at **http://supplier.coupahost.com**
How long does the registration process take?	The registration process takes less than 5 minutes: you access the link received in the invitation email and you fill in your name, company name and password.
I supply to more than one organisation. Will I need to go through this all over again for those organisations?	No, you do not need to create separate accounts for each customer. You just need to make sure you provide the same email address for all your customers when they will be sending you the invite. You can also merge multiple of your accounts to one.
How do I see my customer's purchase orders?	On the main menu, click on the Orders tab. If you are connected to more than one Coupa customer, select their name from the Select Customer dropdown menu
How do I create an invoice?	On the main menu, click on the Orders tab. If you are connected to more than one Coupa customer, select their name from the Select Customer dropdown menu. In the PO table that appears, choose the PO you want to invoice, and then click on the yellow coins to create an invoice.
How do I create an invoice that isn't backed by a purchase order?	You can't submit invoices without a backing PO. Send such invoices as a PDF via email according to the rules stated on our website (country specific).
Where can I find payment terms?	If Wintershall Dea stated payment terms, you can find it on the purchase order. When using the CSP to create an invoice from that Purchase Order they will automatically applied.

How do I add an employee?	Klicken Sie im Hauptmenü auf die Registerkarte Verwaltung. Klicken Sie auf der Registerkarte Benutzer auf die Schaltfläche Benutzer einladen. Geben Sie in dem sich öffnenden Fenster die erforderlichen Informationen ein.
How do I update my banking information for direct deposits?	You can update your vendor record and Remit-to address in CSP. Refer to the "Hot to update your vendor record in Coupa" for details,
What do I do if I am locked out of the CSP?	Forgotten passwords can be retrieved via the forgotten password link on the CSP portal, at the Login stage.
What Coupa training is provided?	You can find extensive training materials on the Coupa Supplier Portal site, after registering, by accessing the Online Help page. There are also webinars available and a Supplier Support webpage on the Supply Chain section of Wintershall Dea's internet page you can access at any time.
I'm a small company. Will I be able to use the Coupa Supplier Portal?	Coupa Supplier Portal can be used by all organisations irrespective of their size. Suppliers only need internet access to register.

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