



CSP (Coupa Supplier Portal) Training for new suppliers

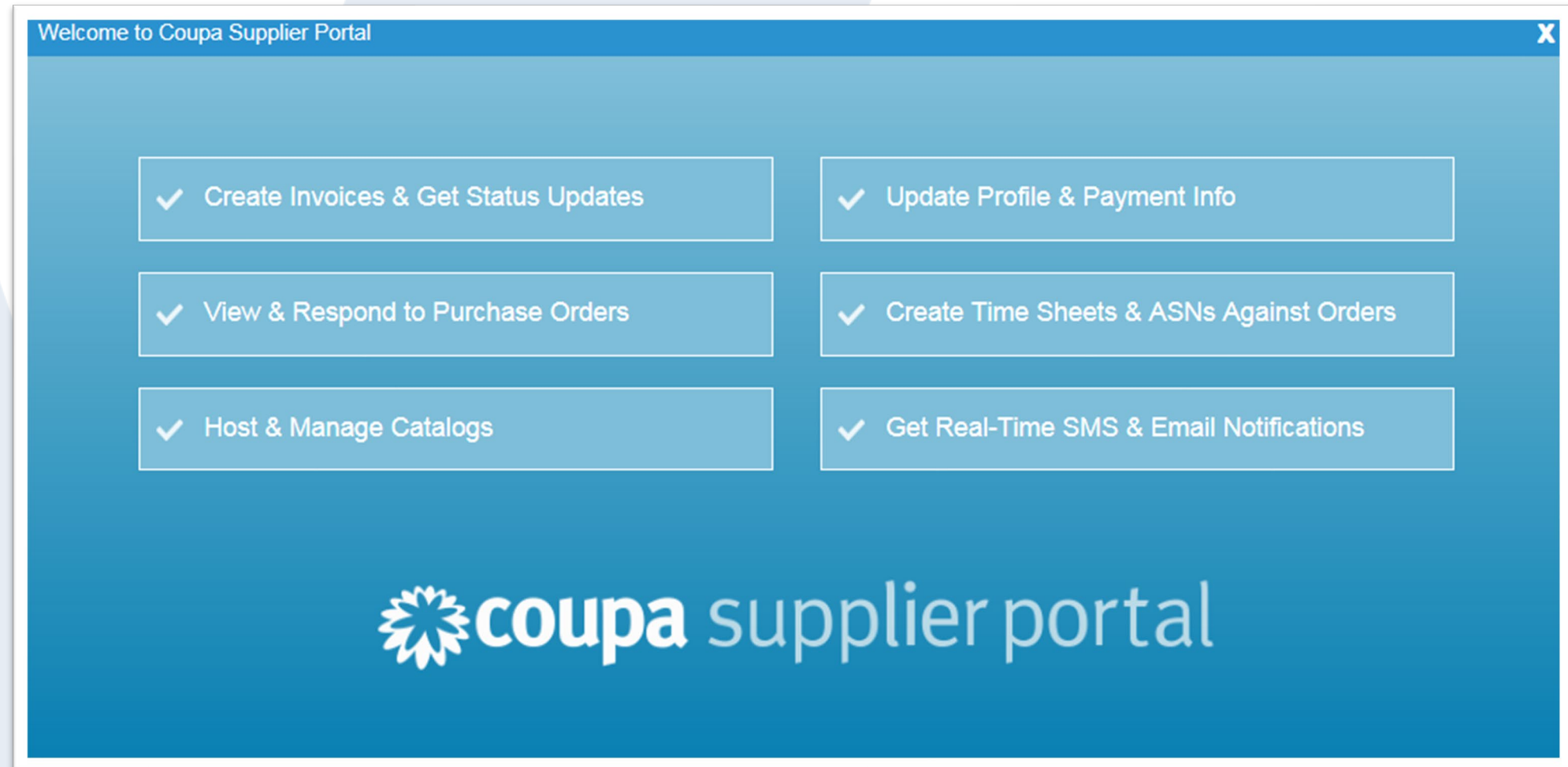
- Last update: March 9th 2021



Introduction of Coupa Supplier Portal (CSP)



The CSP is a free tool for suppliers to easily manage Procure-To-Pay transactions with VF Corporation. Supplier can manage content and settings, can also viewing purchase orders, setting up delivery methods, creating catalogues, sending invoices, checking the status of invoice transactions and payments.





A new **form** asking for a **NEW SUPPLIER** is inserted by VF users in Coupa.

Once is internally approved, an automatic email will go to the **supplier contact** is indicated **inviting you to REGISTER**, access the **Coupa Supplier Portal** and **fill in legal and banking information**.

VF You are Connected to VF Corporation on Coupa

Powered by **coupa**

Supplier,

VF Corporation needs you to provide information about your company electronically in order to prevent lost documents and make sure you are paid on time. They manage this information with Coupa, their chosen platform for Spend Management. Within the next 48 hours, please respond below to provide this information.

Note: Not providing this information in a timely manner may impact your ability to do business and get paid. Let us know if you are unable to do so for any reason.

Welcome!

Login to Coupa

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! Log in or click here for [help](#).

* Email Address

* Password

Log In

[Forgotten your password?](#)

Coupa Supplier Portal will ask you for **very BASIC information** before access.
You can click on X to skip this step that is NOT mandatory.



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

[Continue](#)

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Basics Payment Profile

Tell us about your business

* Company Name
Your official registered company name

Website

* Country/Region

* Address Line 1

Address Line 2

* City

State

* Post Code

All done for now. On your first invoice with VF Corporation - test 120120, we will guide you through your legal entity setup.

[Next](#)

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Basics Payment Profile

Would you like to offer discounts to get paid faster?

Payment discount preferences

Your default payment term	Automatically replace with this discount (you can change this later)
Net 30	<input type="text" value="None"/>
Net 45	<input type="text" value="None"/>
Net 60	<input type="text" value="None"/>
Net 75	<input type="text" value="None"/>
Net 90	<input type="text" value="None"/>
Net 120	<input type="text" value="None"/>

☐ Use these preferences for all your customers

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

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Basics Payment Profile

You are one step away from doing business with VF Corporation - test 120120!

VF Corporation - test 120120 requires some additional information

[Take me there](#)

Coupa Supplier Portal home page will be loaded:

To improve/edit your **PUBLIC** profile click on **Profile**

To insert/update **CUSTOMER** profile (in this case VF), click on **Notification** and **UPDATE INFORMATION REQUESTS**



The screenshot shows the Coupa Supplier Portal interface. At the top, the 'coupa supplier portal' logo is on the left, and the user 'SARA' is on the right with a 'NOTIFICATIONS 22' badge and a 'HELP' dropdown. A blue navigation bar contains links: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, and Business Performance. The 'Profile' link is highlighted with a yellow circle. Below the navigation bar, there are two tabs: 'Your Public Profile' (active) and 'Your Customer Profiles'. The main content area is divided into two sections. The left section, titled 'Sara and Sara Inc', features a globe icon and a list of links: Website, Industry, About, Established, Top Commodities, and Currencies (set to EUR). The right section, titled 'Contact', displays the company address (43A VILLA GUARDIA, Como, 22079, Italy), primary contact information (Sara Pusterla, pusterlasara@gmail.com), and phone numbers (Work Phone: +3409596155, Mobile Phone: +41 91 649 10 00). An 'Edit Profile' button is located at the bottom right. A notification dropdown menu is open, showing 'Update information requests' (highlighted with a yellow circle) and two messages about information update requests for VF Corporation. An arrow points from the text 'To insert/update CUSTOMER profile...' to the 'NOTIFICATIONS 22' badge, and another arrow points from 'To improve/edit your PUBLIC profile...' to the 'Profile' link.



Coupa Supplier Portal home page: CUSTOMER profile _ you need to insert all mandatory data

1

2

3

Here you need to **ADD REMIT TO** and insert all shipping information and your bank details

Then you need to insert all these information

- Miscellaneous
- What address do you invoice from
- Where do you want to receive payment
- Where do you ship goods from

Miscellaneous Information

1 2 3 4

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: test XYZ spa

Country/Region: Italy

* Co Reg Num: xxxxx

* Type of Company: spa

* Place of Reg: MI - Milan

* Permit Number: 123456

* Permit Date: 1998-12-3

Enter a date with the following specification: YYYY-MM-DD (eg 1984-05-30)

* Liquidation State: LN - Not in liquidation

* Share Capital: 100000

Enter a number with two decimal points (eg 15006.00)

* Sole Shareholder: SM - Several Shareholders

Liabile Company

* Tax Regime: RF01 - Ordinary

Conducting business in certain countries/regions requires your invoice to contain specific information about your company.

Cancel Save & Continue

What address do you invoice from?

1 2 3 4

* Address Line 1: Via Crinale 120

Address Line 2:

* City: milano

County: Select an Option

* Post Code: 20100

Country/Region: Italy

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location as where you receive government documents.

☒ Use this address for Remit To

☒ Use this for Ship-From address

What is your Tax ID?

Country/Region: Italy

* VAT ID: IT123456789

☐ I don't have a VAT/GST Number

Add additional Tax ID

Miscellaneous

Invoice-From Code:

Preferred Language: Italian (Italy)

Cancel Save & Continue

Where do you want to receive payment?

1 2 3 4

* Payment Type: Bank Account

What are your Bank Account Details?

Bank Account: Italy

Country/Region:

Bank Account Currency: EUR

Beneficiary Name: testbox

Bank Name:

IBAN:

Confirm IBAN:

SWIFT/BIC Code:

Bank Account Type: Business

What is your Bank's Branch Address?

Address Line 1:

Address Line 2:

City:

State: Select an Option

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.

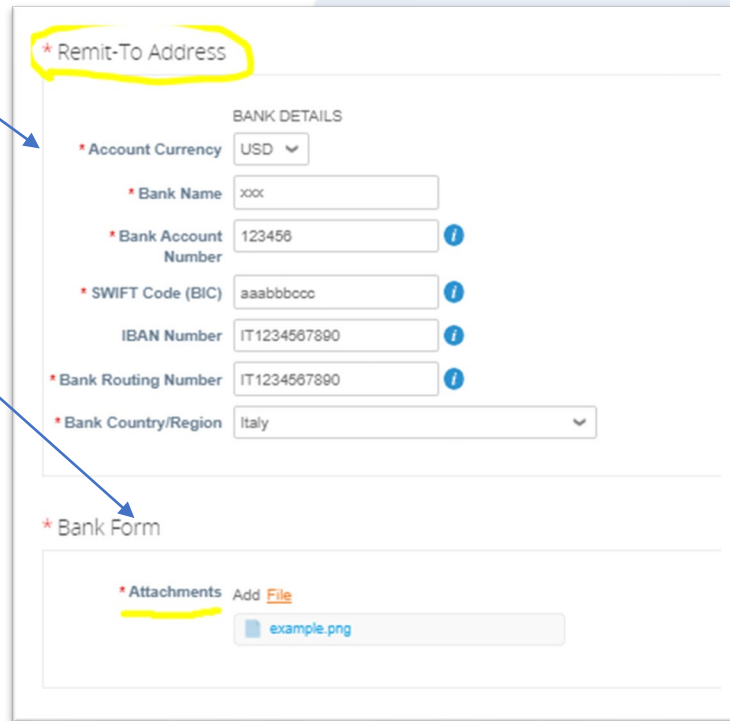
Add Ship From

Title	Status	
Via Crinale 120 milano CO 20100 Italy	Active	Manage

Deactivate Legal Entity Done



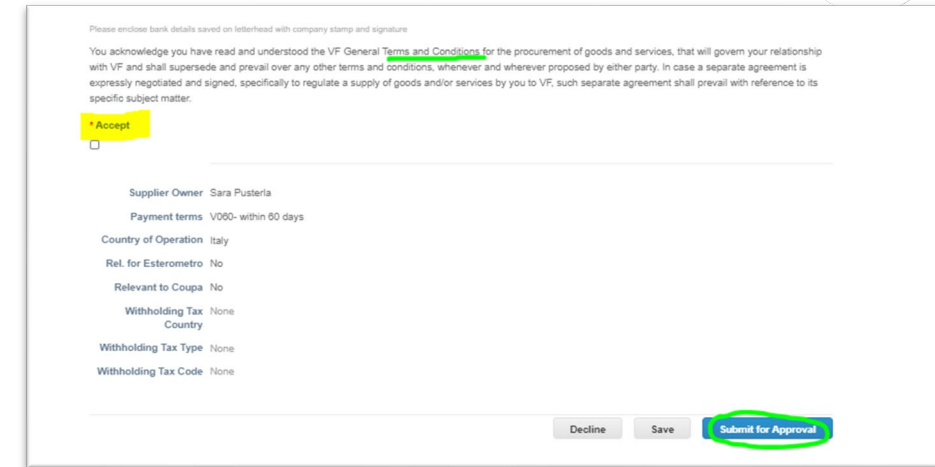
You need to insert all your **BANK DETAILS** and add an attachment with these details saved as **pdf** in a **letterhead, signed and with your company stamp**.



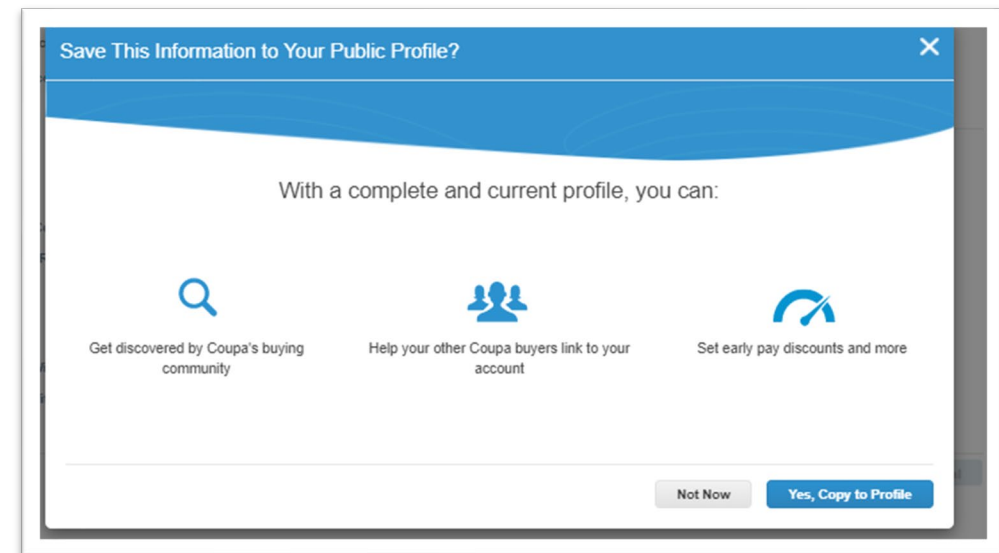
The screenshot shows a form titled "Remit-To Address" with a yellow highlight around the title. Below it is a section for "BANK DETAILS" containing several fields: "Account Currency" (USD), "Bank Name" (xxx), "Bank Account Number" (123456), "SWIFT Code (BIC)" (aaabbbccc), "IBAN Number" (IT1234567890), "Bank Routing Number" (IT1234567890), and "Bank Country/Region" (Italy). Below the bank details is a section for "Bank Form" with an "Attachments" area. The "Attachments" area has a yellow highlight around the "Add File" text and a file named "example.png" is shown.

Then you need to flag **acceptance of T&C and SUBMIT**

*** If you have a contract with VF, this will prevail on T&C**

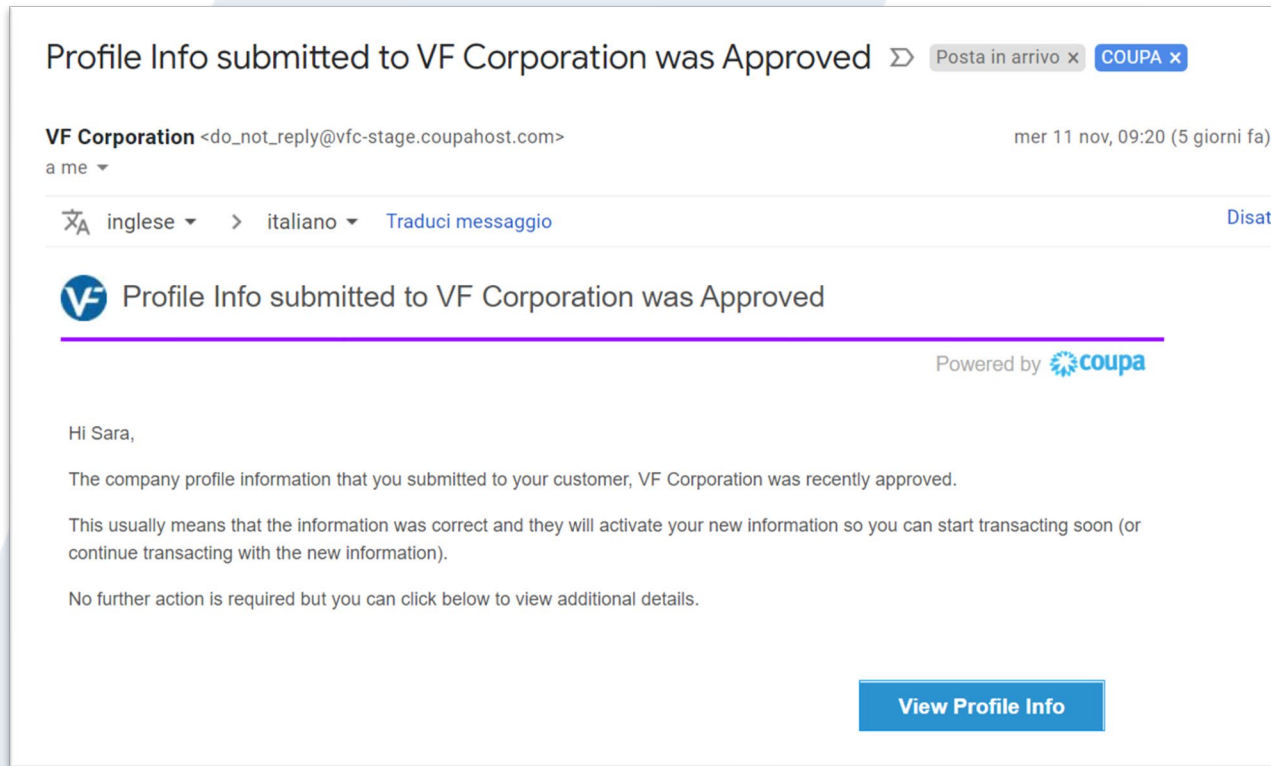


The screenshot shows a form for accepting terms and conditions. It starts with a paragraph of text: "You acknowledge you have read and understood the VF General Terms and Conditions for the procurement of goods and services, that will govern your relationship with VF and shall supersede and prevail over any other terms and conditions, whenever and wherever proposed by either party. In case a separate agreement is expressly negotiated and signed, specifically to regulate a supply of goods and/or services by you to VF, such separate agreement shall prevail with reference to its specific subject matter." Below this is a yellow "Accept" button. Further down, there are several fields: "Supplier Owner" (Sara Pusterla), "Payment terms" (V090- within 60 days), "Country of Operation" (Italy), "Rel. for Esterometro" (No), "Relevant to Coupa" (No), "Withholding Tax" (None), "Country" (Country), "Withholding Tax Type" (None), and "Withholding Tax Code" (None). At the bottom right, there are three buttons: "Decline", "Save", and "Submit for Approval" (which is highlighted with a green circle).



The screenshot shows a dialog box titled "Save This Information to Your Public Profile?". It contains the text "With a complete and current profile, you can:" followed by three icons and their corresponding descriptions: a magnifying glass icon for "Get discovered by Coupa's buying community", a group of people icon for "Help your other Coupa buyers link to your account", and a circular arrow icon for "Set early pay discounts and more". At the bottom right, there are two buttons: "Not Now" and "Yes, Copy to Profile" (which is highlighted with a blue circle).

At the end of the process, you will receive an **e-mail** with the confirmation that the profile info submitted are approved by VF. All these information will be registered in SAP and Coupa.



Once you are an **active VF supplier**, you can use CSP to manage content and settings, to view POs, setting up delivery methods, creating catalogues, sending invoices, checking the status of invoice transactions and payments. Please refer to **CSP training for existing suppliers**.