



CSP Instructions:

1. To sign up for the Coupa Supplier Portal, you'll first receive an invitation email from Coupa Supplier Portal with the subject line "[EXTERNAL] Please confirm your email."

2. Click the link at the bottom of the email.

3. Then create and confirm your password, Accept the Terms of Use, and click 'Submit.'

4. You are now in the Coupa Supplier Portal. Optionally, you may Take a Tour or sign up for Text Message Notifications.

5. Click 'Admin' along the top menu bar.

6. Click 'E-Invoicing Setup' on the left side menu.

7. Click 'Add Legal Entity.'

8. Enter the Legal Entity name and Country and click 'Continue.'

9. Fill in the highlighted fields with your Remit-To Address.

10. Make sure the two boxes in the picture are checked which say "Use this address for Remit-To" and "Use this for Ship From address."

To confirm this request, please click the link below:

<https://supplier-test.coupa.com/signup/f1c4a7d3ec2bd259bc8e806a276e33324e553ff4>

Welcome to the Coupa Supplier Portal

Please validate the information below and create the password for your account.

* First Name

* Last Name

* Company

* 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](#).

coupa supplier portal

ANDERSON | NOTIFICATIONS | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalog Admin

1046047Association Of American Railroads | My Account

Admin Users

- Users
- Merge Requests
- E-Invoicing Setup**
- Fiscal Representatives
- Remit-To
- Terms of Use
- Coupa Accelerate
- Preferences

Where's your business located?

* Legal Entity Name

* Country

This is the official name of your business that is registered with the local government and the country where it is located.

What address do you invoice from?

* Address Line 1

Address Line 2

* City

State

* Postal Code

Country United States

Use this address for Remit-To *i*

Use this for Ship From address *i*

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

Use this address for Remit-To *i*

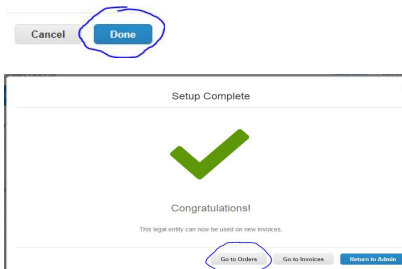
Use this for Ship From address *i*



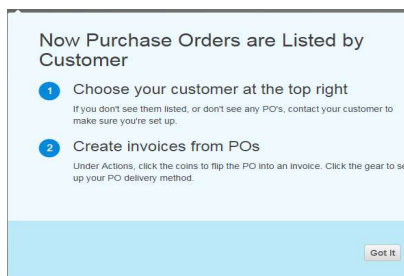


11. Do NOT enter your tax ID or miscellaneous information.

12. Click 'Done.'



13. Click 'Go to Orders.'



14. Click 'Got It.'

15. Now you're looking at the purchase orders to invoice against. Find the purchase order number listed in the left-most column.

Purchase Orders

Instructions From Customer
 IMPORTANT: TO QUALIFY the liability with you to deliver the goods in accordance with our terms of delivery. Failure to notify the Buyer Representative via email of any discrepancy within 2 business days of receipt of the email will be considered void by the seller.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
C19642	04/09/16	Issued	None	test	No	200.00	

16. To create an invoice, click on the gold coins icon in the 'Actions' column.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
C19642	04/09/16	Issued	None	test	No	200.00	

17. Then fill in these fields:

- Invoice # - This is your invoice number, or you can make one up
- Invoice Date - Match the date of your invoice. You can back-date.
- *Attachments - Attach a copy of your invoice by clicking 'File' then 'Browse.' This is required.

Create Invoice Create

General Info

Invoice #

* Invoice Date 12/15/17

Payment Terms Net 45 Days from Invoice

* Currency USD

Status Draft

Supplier Note

* Attachments Add File | URL | Text

18. Scroll down to the 'Lines' section. Look for the 'Price' field. If the price is correct and matches your invoice, don't change anything. (Do not include shipping or tax here.) If the price doesn't match, click in here to change the dollar amount higher or lower if need be. (Do not include shipping or tax here.)

Lines

Type	Description	Price	Total
\$B	Test	500.00	500.00

If there is a quantity, you can also click into the Quantity field and change that value too. Do NOT submit with any lines totaling \$0.00

Do NOT add a line.



19. If there is an item on the screen that is NOT going to be included in this invoice submission, do not zero out the price or quantity. Just delete the line item from the invoice by clicking the red X button. Do NOT submit with any lines totaling \$0.00.

Line	Type	Description	Qty	UOM	Price	Total
1		purple cow bells	1	Each	12.95	12.95

20. Add any Shipping or Tax.

Subtotal 500.00

Shipping

Tax Description 0.000 0.000

Total Tax 0.00

Total 500.00

21. Click 'Calculate.'

22. Check the box if you want email updates.

Email me status updates for invoices I create this way

23. Click 'Submit.'

24. Click 'Send Invoice.'

Are You Ready to Send?

You're about to send an invoice to The Andersons, Inc. for a total amount of 500.00. Once sent, you'll have to contact your customer directly to make changes to the invoice.

25. Then you'll arrive at the Invoice tab where you can see all the invoices you have submitted.

26. To sign out, hover over your name at the top right and click 'Log Out.'

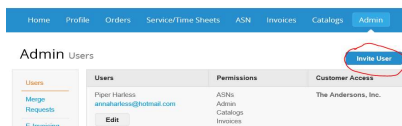
27. Make sure to remember your password and save this link to get back into the Coupa Supplier Portal: <https://supplier.couphost.com/>

To Add a User to Your Portal Account

28. Click 'Admin' along the top menu bar.



29. Click 'Invite User.'



30. Fill in necessary information and click 'Send Invitation.'

