



REGISTRASI PADA COUPA

Panduan Proses





Bagaimana cara registrasi pada Coupa

1. Coupa Supplier Portal (CSP) adalah tool gratis untuk supplier agar dapat dengan mudah melakukan bisnis dengan costumer yang menggunakan Coupa. Terdapat dua cara untuk melakukan registrasi pada CSP, yaitu melalui udangan (invitation) yang dikirimkan oleh costumer Anda atau Anda juga dapat mengunjungi Coupa Supplier Portal, <u>Coupa Supplier Portal (coupahost.com)</u> dan pilih "Sign Up". Klik link pada email Anda untuk memulai proses registrasi. Jika Anda belum menerima, maka mintalah kepada vendor.onboarding@organon.com untuk mengundang Anda. Jika Anda merupakan user pertama yang menerima undangan (invitation) tersebut di perusahaan Anda, maka Anda akan diberi hak istimewa sebagai Admin, sehingga Anda harus memikirkan tentang bagaimana cara Anda mengatur berbagai user di Perusahaan Anda.

| çoupa supplier portal | • | Secure |
|------------------------------|-------------------------------------|--------|
| | | |
| | | |
| | Log in Sign up | |
| | Sign up for your free Coupa account | |
| | Work Email Address | |
| | Enter Work Email Address | |
| | Company Name | |
| | Enter Company Name | |
| | Sign Up | |
| | | |
| | | |





2. Saat Anda menerima undangan (invitation) dari costumer Anda melalui email, klik link dan link tersebut akan mengarahkan Anda ke registrasi costumer yang spesifik pada Coupa. Anda dapat mengatur akun registrasi Coupa Anda dengan memilih "Join Coupa" dan/atau mengundang orang lain yang ada pada organisasi anda dengan cara meneruskan (forward) undangan (invitation).

| ORGANON Organon UAT | | | | | |
|--|---|--|---|--|--|
| Organon UAT Registratio | on Instructions - Action Requ | uired | | | |
| | | | | Powered by | |
| Hello Supplier, | | | | | |
| We handle all our business spend electronica company, send this request to the appropriat | Ily in order to prevent lost documents and make te person by using the forward link. | sure you are paid on time. Within the next 48 hou | urs, click the button below to register your accoun | t. If you are not the right person at your | |
| 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. | | | | | |
| Namrata Deshmukh Organon UAT | | | | | |
| Join Coupa Forward this | invitation | | | | |
| | Overview Learn more about the Coupa Supplier Portal | Need Help? Answers to common questions and issues | Coupa Info Learn more about how companies use Coupa | | |
| ***rolina | | | | | |

3. Untuk memulai registrasi, Anda akan diminta untuk membuat password.





Create an Account

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

| Business Name | | |
|-----------------------------|--|----|
| 000100203- Test | | |
| Your legal business name | or legal personal name if an individual) | |
| • Email | | |
| • First Name | * Last Name | |
| Test | Test | |
| Password | Confirm Password | |
| | Ø) | Ø) |
| Use at least 8 characters o | nd 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

4. Baca dan tinjau isi dari Privacy Policy and Terms of Use. Jika Anda setuju dan menerima persyaratan yang disebutkan, klik pada kotak

I accept the Privacy Policy and the Terms of Use

5. Klik Next pada kotak I'm not robot





6. Klik Submit atau Create an account

Create an Account

Catatan: Anda akan menerima notifikasi untuk melakukan autentikasi 2-factor, hal ini bersifat opsional dan tidak diperlukan.



7. Buat akun bisnis Anda. Lengkapi semua bidang yang wajib diisi yang ditandai dengan tanda bintang merah *.

Catatan: Tambahkan nama perusahaan Anda pada bidang Company Name dalam <u>bahasa Inggris</u>.

> a. Kotak Invoice-from this location, Pay to location (Remit-To), dan Ship from location otomatis tercentang secara default. Hapus centang pada kotak apabila ingin menggunakan alamat yang berbeda untuk fungsi ini.





- **b.** Jika Anda ingin mengirimkan invoice oleh SFTP atau CXML, centang kotak (advanced invoicing).
- c. Pilih language (Bahasa) dan tax country (pajak negara) (opsional) kemudian tekan Next

| - 🕆 ORGANON | | Powered By 🗱 |
|--------------------------------|--|---------------|
| Basics | (| Coupa Profile |
| Tell us a | about your business 🕖 | |
| * Company Name | Test | |
| Website | Your official registered company name | |
| * Country/Region | United States 🗸 | |
| * Address Line 1 | 1999 W 190th Street | |
| Address Line 2 | | |
| * City | Torrance | |
| State | California | |
| * Postal Code | 90504 | |
| Also use this address as | Invoice-from location Must match your official registered company address | |
| | Pay to location (Remit-To) | |
| | Ship from location | |
| Advanced invoicing | We support integration for invoicing (cXM or SFTP) and plan to use it with Organon UAT | L |
| Prefered Invoicing Language | English (US) 🗸 🗸 | |
| Tax Country/Region | United States 🗸 | |
| Tax ID | Plasse novide only tay identification information that is in | |

