

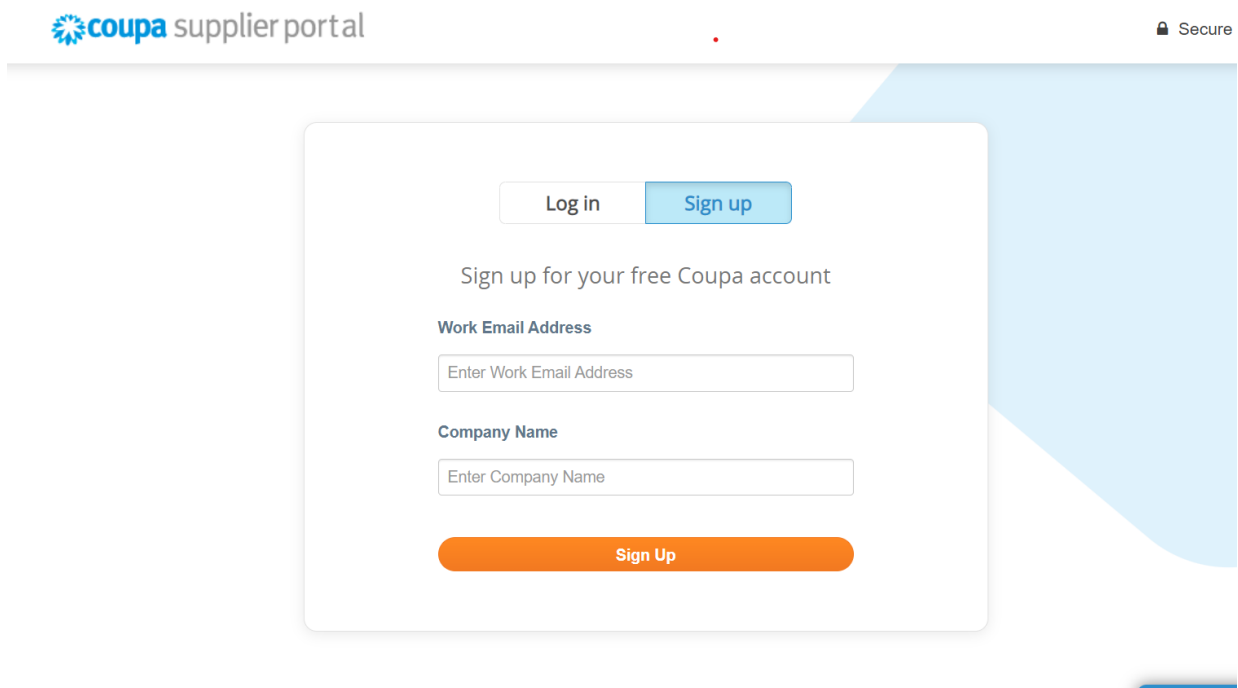


# REGISTER IN COUPA

How To Guide

## How to register in Coupa

1. The Coupa Supplier Portal (CSP) is a free tool for suppliers to easily do business with customers who use Coupa. There are two ways to register in the CSP, you may receive an invitation from your customer or go to the Coupa Supplier Portal, [Coupa Supplier Portal \(coupahost.com\)](https://coupahost.com) and select “Sign up”. Click the link in your email to begin the registration process. If you haven’t received one yet, ask **vendor.onboarding@organon.com** to invite you. If you’re the first user in your company to receive this invitation, then you’ll be assigned Admin privileges, so you’ll need to think about how you want to set up the various users in your company.



The screenshot shows the Coupa Supplier Portal sign-up page. At the top left is the 'coupa supplier portal' logo, and at the top right is a 'Secure' indicator with a lock icon. The main content area features a white sign-up form with a light blue background. The form has two buttons at the top: 'Log in' and 'Sign up'. Below these buttons is the text 'Sign up for your free Coupa account'. The form contains two input fields: 'Work Email Address' with the placeholder text 'Enter Work Email Address', and 'Company Name' with the placeholder text 'Enter Company Name'. At the bottom of the form is a large orange button labeled 'Sign Up'.

2. When you receive an invitation from your customer via email click on the link and it will take you to the customer specific registration within Coupa. To set up your Coupa account register by selecting **“Join Coupa”** and/or invite others in your organization by forwarding the invitation.



## Organon UAT Registration Instructions - Action Required

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Hello Supplier,

We handle all our business spend electronically in order to prevent lost documents and make sure you are paid on time. Within the next 48 hours, click the button below to register your account. If you are not the right person at your company, send this request to the appropriate person by using the forward link.

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



**3.** To begin the registration, you will be prompted to create a 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**

Your legal business name (or legal personal name if an individual)

\* **Email**

\* **First Name**

\* **Last Name**

\* **Password**

\* **Confirm Password**

Use at least 8 characters and 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. Read and review the Privacy Policy and Terms of Use. If you agree and accept these terms, click on the box

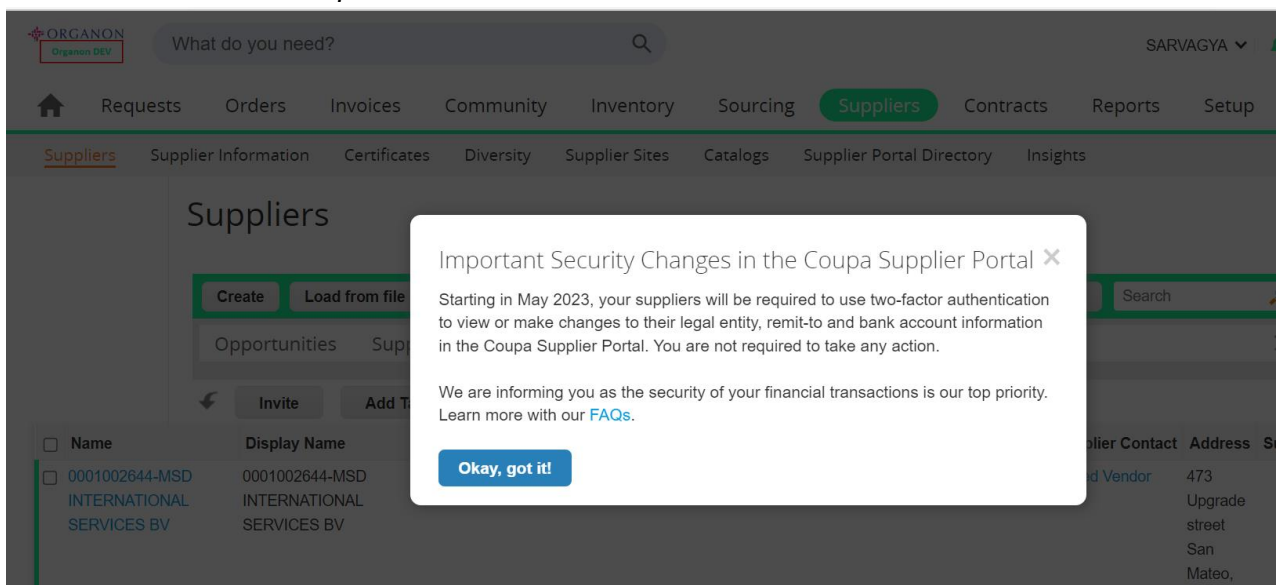
☐ I accept the [Privacy Policy](#) and the [Terms of Use](#)

5. Next click on the I'm not a robot box

## 6. Click Submit or Create an account



**Note:** You may receive a notice for 2-factor authentication, this is optional and not required.



## 7. Create your business account. Complete all the required fields designated with a red asterisk \*.

**Note:** Please add your company name in the Company Name field in English.

- a. The **Invoice-from this location**, **Pay to location (Remit-To)**, and **Ship from location** boxes will be checked by default. De-select the boxes to use different addresses for these functions.
- b. If you would like to submit invoices by SFTP or CXML check the box (advanced invoicing).

c. Select language and tax country (optional) press **Next**



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Basics

Coupa Profile

## Tell us about your business

\* Company Name   
Your official registered company name

Website

\* Country/Region  

\* Address Line 1

Address Line 2

\* City

State


\* Postal Code

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 (cXML or SFTP) and plan to use it with Organon UAT**

Preferred Invoicing Language  

Tax Country/Region  

Tax ID   
Please provide only tax identification information that is in