

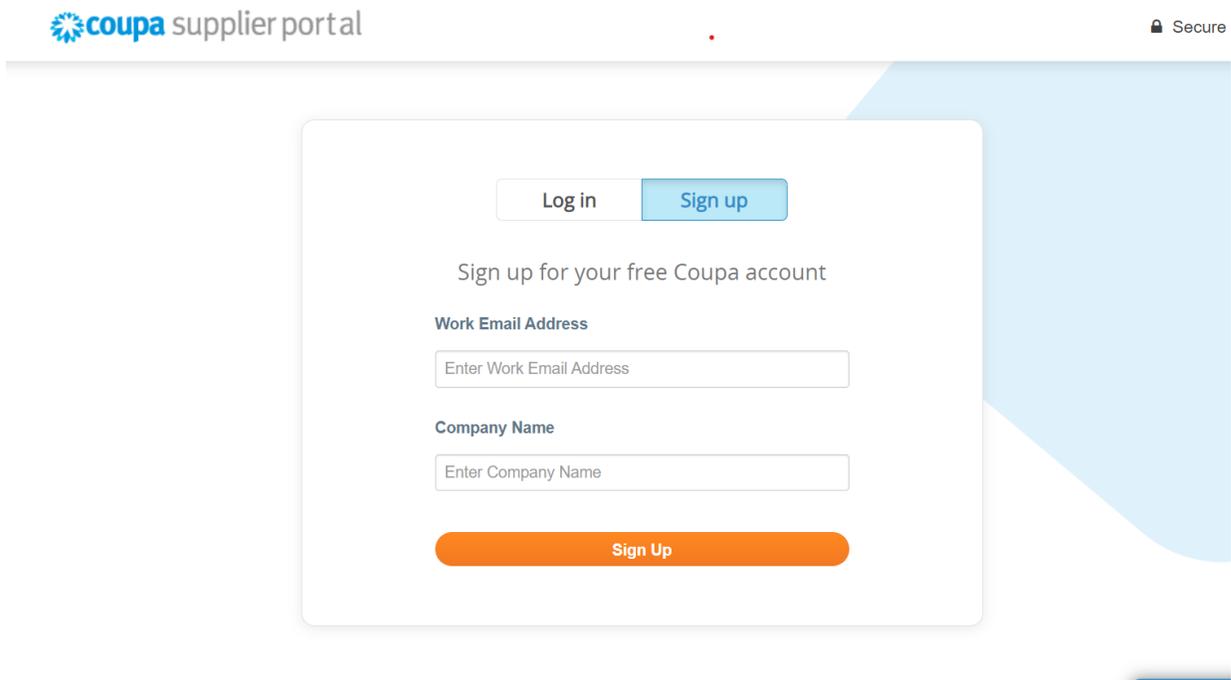


# 建立 COUPA 帳戶

用戶指南

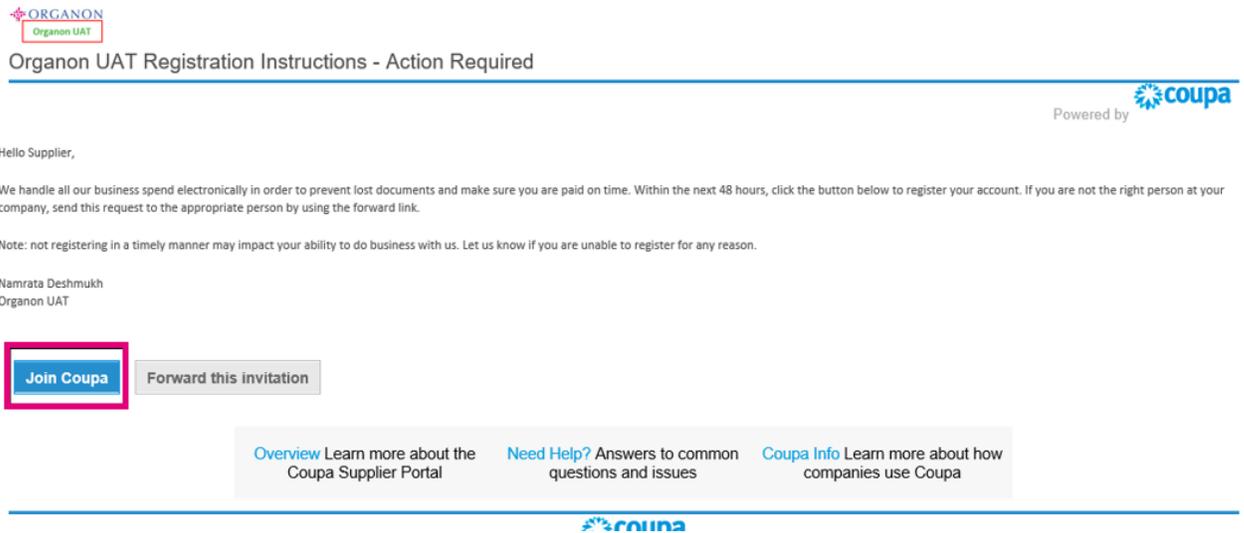
## 如何在 Coupa 上建立帳戶

Coupa Supplier Portal (CSP) 是便利供應商用來與他們使用 Coupa 的客戶溝通的平台。有兩種建立帳戶的方法，您可能會收到您的客戶發送的邀請函，點擊收到的郵件中的連結開始建立帳戶或直接登入 [Coupa Supplier Portal \(coupahost.com\)](https://coupahost.com)，點擊建立帳戶。如果您之前沒有收到邀請函，電郵給 [vendor.onboarding@organon.com](mailto:vendor.onboarding@organon.com)。如果您是您公司第一個收到相關郵件的，您會被指認為管理員，您需要考慮如何設定您公司的多個使用者。



The screenshot shows the Coupa Supplier Portal sign-up interface. 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 includes two buttons at the top: 'Log in' and 'Sign up'. Below these is the heading '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 prominent orange 'Sign Up' button.

1. 當您收到邀請郵件後，點擊鏈接，您將進入指定的頁面。點擊 **“Join Coupa”** 建立帳戶，然後通過轉發邀請鏈接，邀請您公司其他同事。



  
Organon UAT

Organon UAT Registration Instructions - Action Required

Powered by 

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



2. 在註冊開始時，系統將提示您建立密碼。

## 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](#)

3. 請仔細閱讀隱私權政策及使用條款。如果同意接受，請勾選。

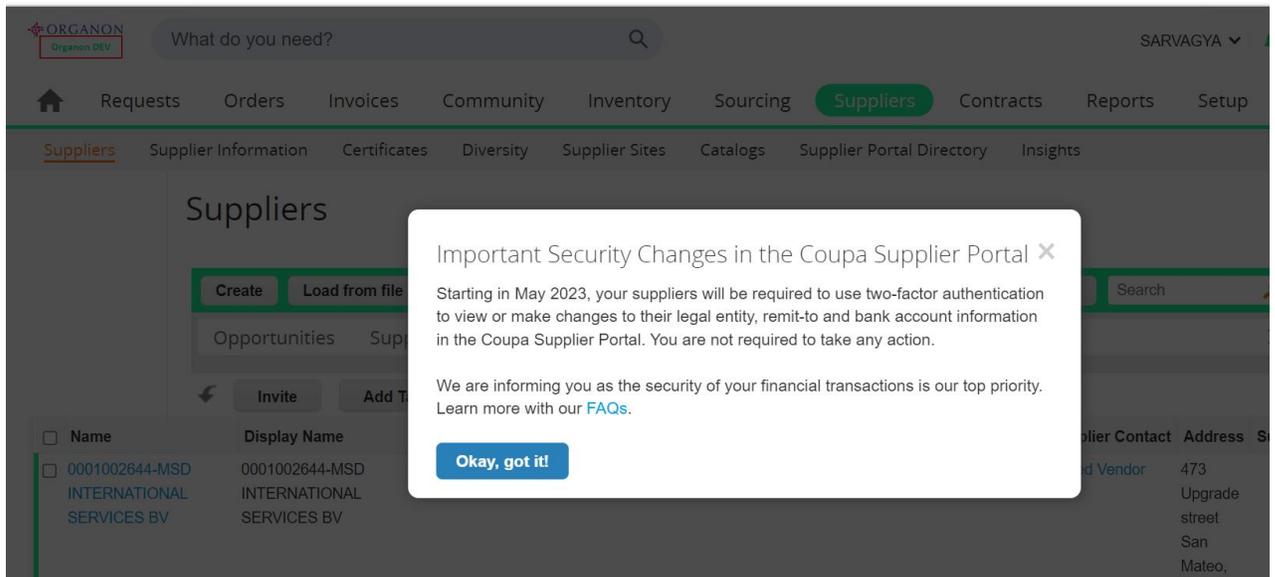
I accept the [Privacy Policy](#) and the [Terms of Use](#)

4. 然后勾選我不是機器人。

5. 點擊提交建立帳戶。

Create an Account

注意：您會收到一個兩層認證的通知，這是可選擇性進行的。



## 6. 建立您的公司帳號，紅色星號\*的為必填項，請全部填寫。

注意：您需要使用英文填寫您的公司名稱。

- a. **發票地址**，**匯款接收方**及**出貨地址**這三個資訊是預設自動勾選，如果與地址不一致，記得去掉勾選。
- b. 如果您想要透過 SFTP 或 CXML 方式提交發票，勾選相關選項。
- c. 選擇語言及稅務國家（非必填），然後點擊**下一步**。

## 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