Connect With Your Customer

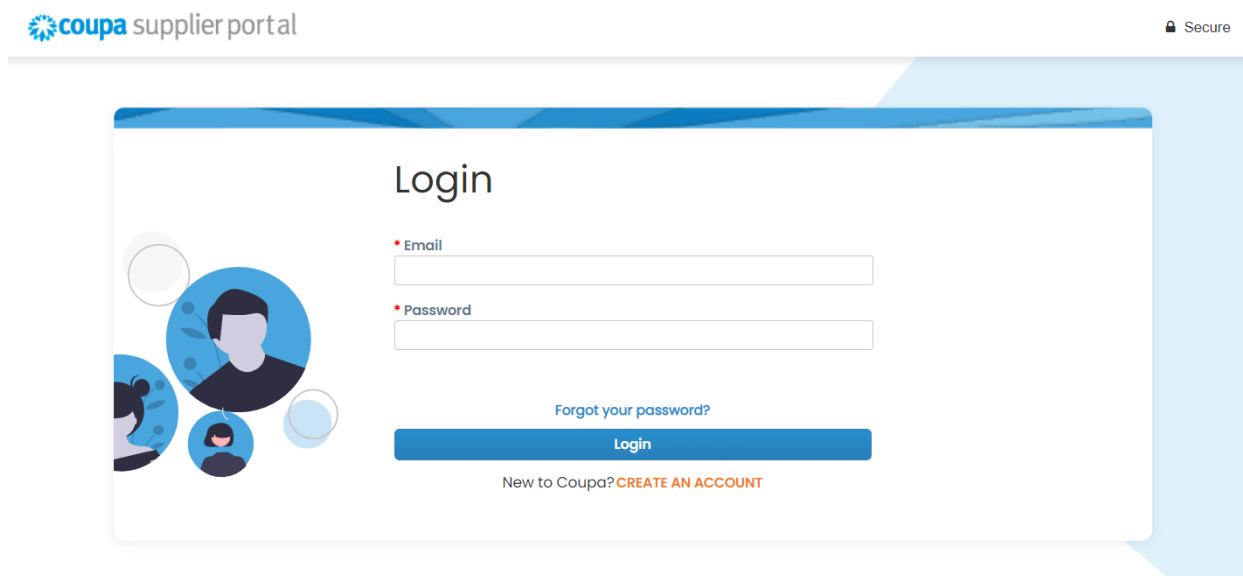**How To Guide**

How to Connect with Your Customer

Below you can find the ways to register or find customers on the Coupa Supplier Portal
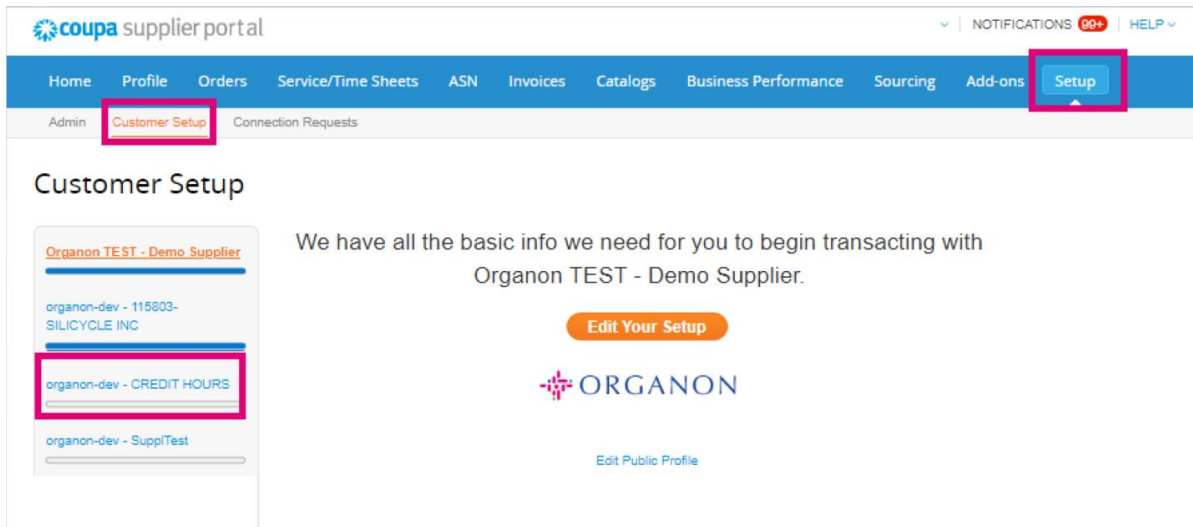
Invitation Link

Part of your profile is only visible to customers or users that you give access to. In some cases, you will receive a link from your customer on the e-mail provided during the Vendor Onboarding process, inviting you to register in the Coupa Supplier Portal. See How To Register in Coupa.docx

Customer Setup

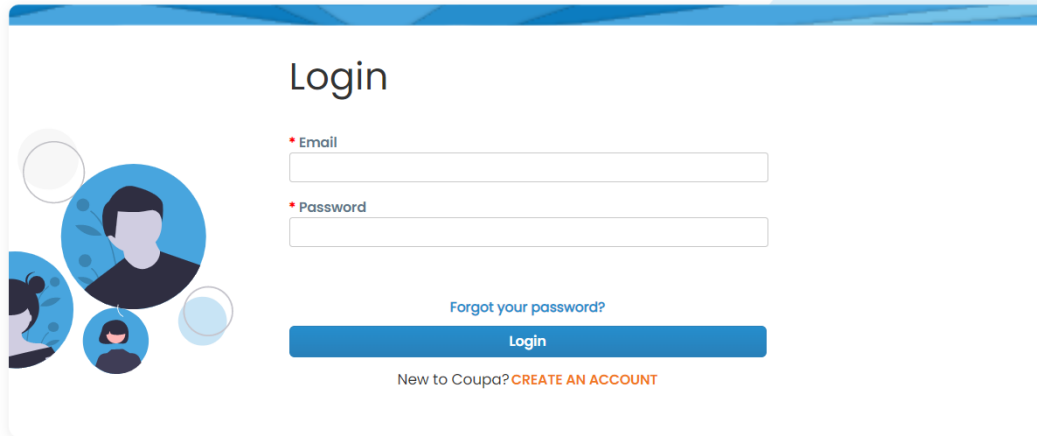1. Log in to the Coupa Supplier Portal with **Email** and **Password**

2. Select **Setup, Customer Setup** and click on the customers you can see in the left side of the screen.

In this section you will find customer profiles that are incomplete, current, or potential customers, customers that have invited you or ones that have accepted a connection request.

Connection Requests

1. Log in to the Coupa Supplier Portal with **Email** and **Password**

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Here for her health

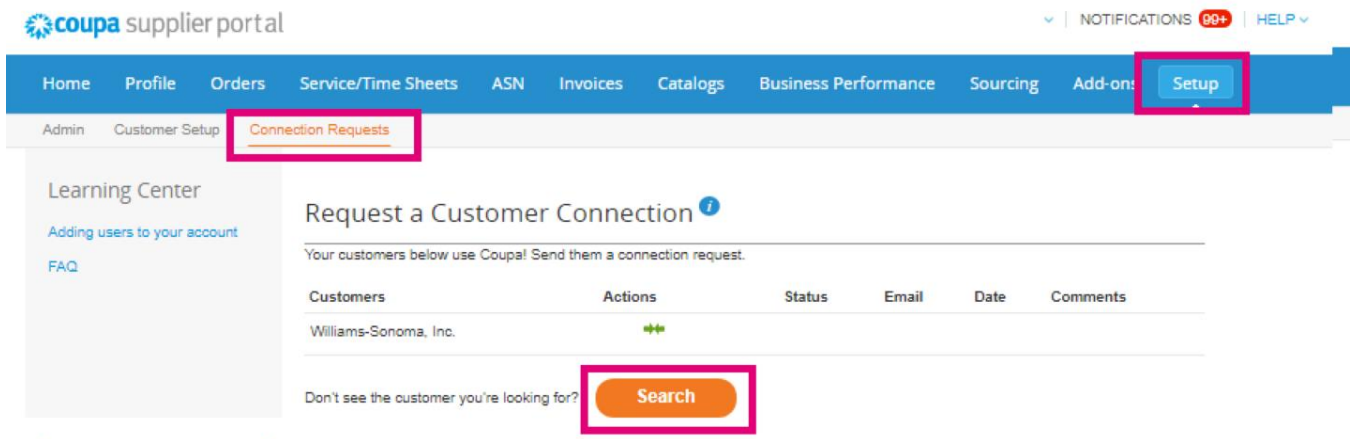coupa supplier portal

🔒 Secure

Login

* Email

* Password

Forgot your password?

Login

New to Coupa? **CREATE AN ACCOUNT**

2. Select **Setup, Connection Request** and then **Search**

coupa supplier portal

∨ | NOTIFICATIONS 99+ | HELP ∨

| Home | Profile | Orders | Service/Time Sheets | ASN | Invoices | Catalogs | Business Performance | Sourcing | Add-ons | Setup |

Admin   Customer Setup   Connection Requests

Learning Center

Adding users to your account
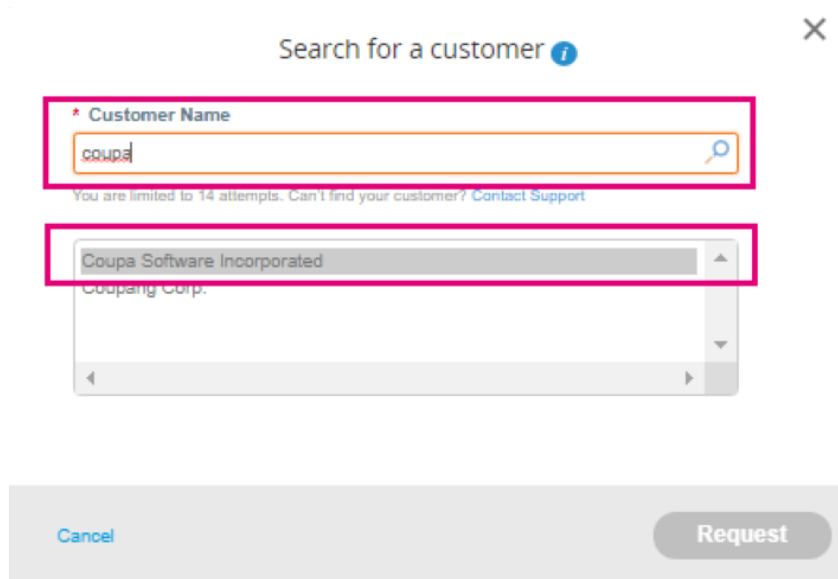
FAQ

Request a Customer Connection ⓘ

Your customers below use Coupa! Send them a connection request.

Customers	Actions	Status	Email	Date	Comments
Williams-Sonoma, Inc.	✦✦				

Don't see the customer you're looking for?   **Search**

This section allows you to find current or potential customers and request a connection.

3. Add the **Customer Name**, press Enter and select the customer you want to connect with

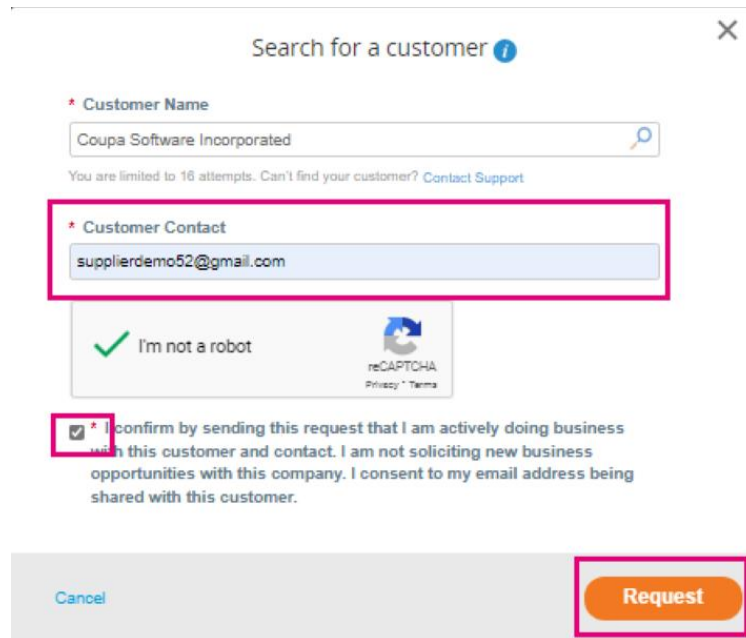**4.** Add the customer e-mail address in the **Customer Contact** field, follow the reCAPTCHA steps, confirm on the terms and select click on **Request**

- When you connect with customers on the CSP, some customers may have an onboarding flow requesting information from your business.
- Connecting with your Coupa customers on the CSP saves you time and effort by consolidating where you transact.