

# Coupa Supplier Portal

## Manual for suppliers

Zurich  
Livit AG, Central  
Purchasing





Livit

## Agenda

- 1 | What is the Coupa Supplier Portal (CSP)?
- 2 | Registration
- 3 | Settings and information
- 4 | Livit contact details

# 1. What is the Coupa Supplier Portal (CSP)?



## Description

The CSP is a free online tool that offers you as a supplier an easy way to process orders with Livit or your other customers registered with Coupa.

## The CSP lets you:

- Receive and confirm orders
- Send shipping notifications
- Create invoices directly from purchase orders (PO flip)
- Manage your company's data
- Manage and publish catalogues for your customers
- Join and benefit from the Coupa community
- Enjoy insights into the process for invoice approval and payment



## Benefits for you

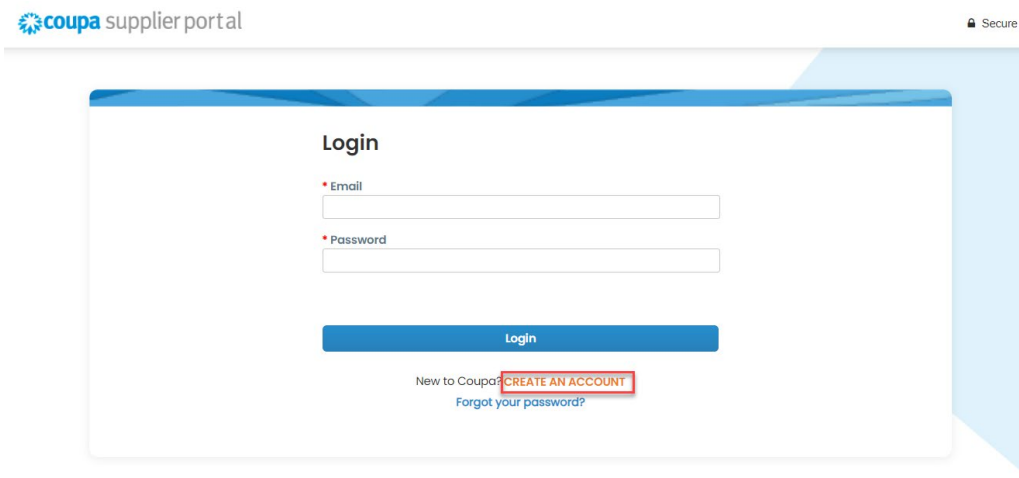
- Free connection for suppliers
- Automated and paperless settlement processes
- Clear, up-to-date catalogues
- Exploitation of sales potential through access to the Coupa community

## How to register (1/2)

### Method 1: directly via the Coupa Supplier Portal

You can access the CSP at the following address:

<https://supplier.coupa.com/>






- You can register for the CSP at any time via the 'Create an account' area (see image). Here, you can create a profile, catalogues and items.
- **This does not mean that the CSP has been connected to Livit yet.**
- **An invitation from Livit is required to connect to the Coupa customer system. This is done from within the system.**

## How to register (2/2)

### Method 2: by invitation

Are affiliated with Livit AG in Coupa

 Coupa Supplier Portal <do\_not\_reply@supplier.coupa.com>  
An  Pavic, Sarja

 Sie haben diese Nachricht am 07.06.2024 14:25 weitergeleitet.  
Wenn Probleme mit der Darstellungsweise dieser Nachricht bestehen, klicken Sie hier, um sie im Webbrowser anzuzeigen.

 Übersetzt aus: Deutsch [Original anzeigen](#) | [Übersetzungseinstellungen](#)

  Antworten  Allen antworten  Weiterleiten  

Do, 30.05.2024 13:29



Are affiliated with Livit AG in Coupa

Powered by 

Hello supplier,

Livit AG asks you to update your company profile on Coupa, your chosen spend management platform. This information is required so that Livit AG can communicate with you electronically.

Coupa's supplier portal is free, quick to set up, and helps you improve your electronic transactions and communication. Learn more via the links below.

You can also reply to your customer and send your information without joining, but joining will make it easier for you to update your company details if they change. Plus, with Livit AG (and your other buying organizations that use Coupa), you can do things like view purchase orders, create invoices, manage purchase orders and invoices, receive real-time SMS notifications, and more.

Use the buttons to either respond or decline, or forward this request to someone else in your company.

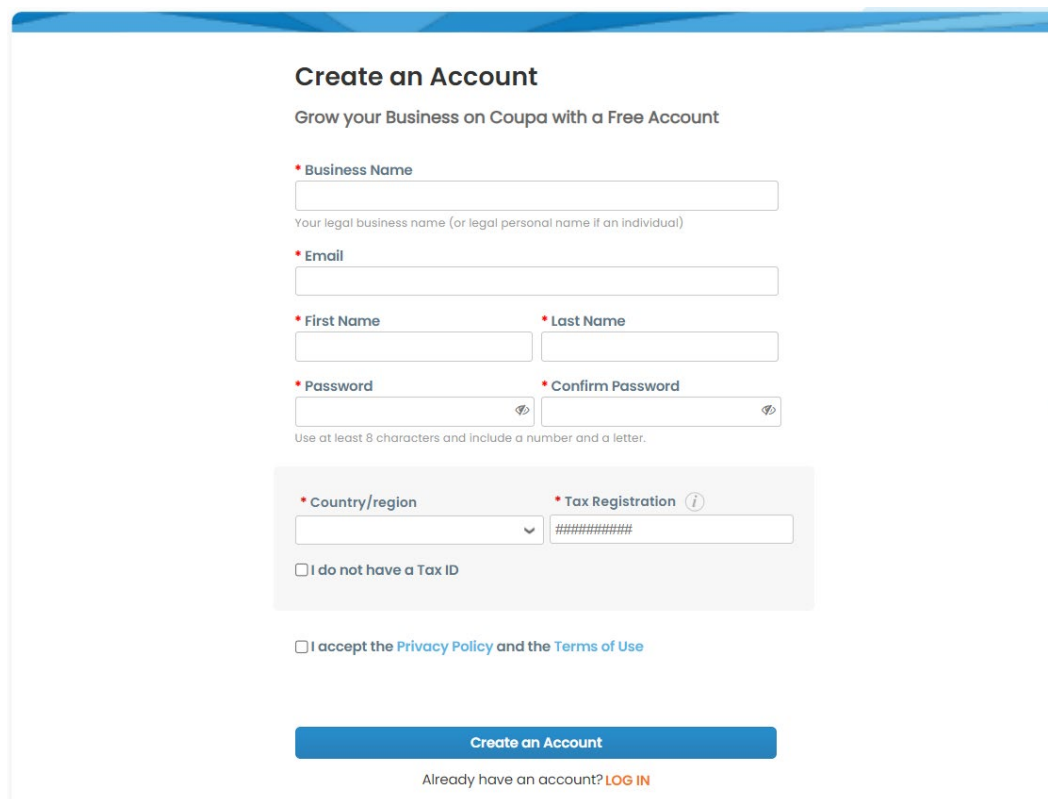
Welcome!



- You will only be able to connect the COUPA platform to Livit if you are invited by Livit. **Livit requires a valid email address** from you for this invitation.
- Click on the link at the end of the email.

**NB:** the email address that Livit uses to invite you must match the email address that you used to register with the CSP.

## How do you verify your data?



**Create an Account**  
Grow your Business on Coupa with a Free Account

\* 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.

\* Country/region  \* Tax Registration  ⓘ  
 I do not have a Tax ID

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

[Create an Account](#)

Already have an account? [LOG IN](#)

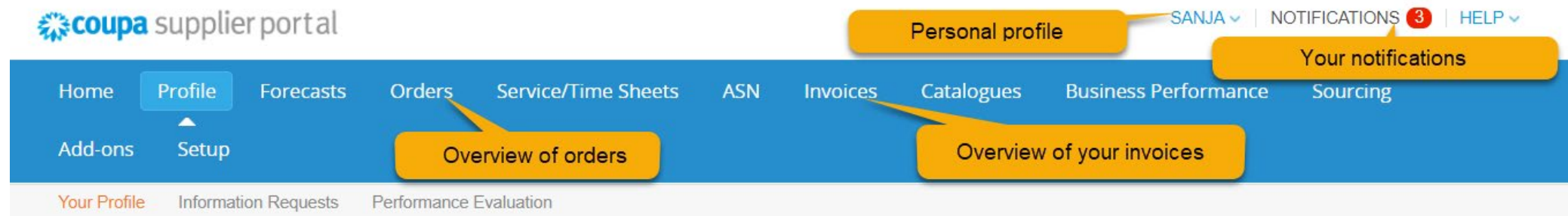
- After you have followed the link in the email, you will be redirected to the page shown opposite.
- Your data has already been recorded. You only need to fill in the **mandatory fields**, set a **password** and accept the **privacy policy** and terms of use.
- Click on the “**Create an account**” button to complete the registration process.

# Settings and information



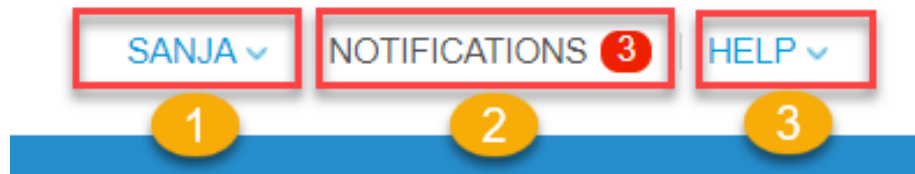
What does the homepage look like?

## Homepage



## What do the user menu, notifications and help do?

### Description



Offers the following features:

- Change your user password
- Change your notification settings
- Set up two-factor authentication
- Log out



“Notifications” informs you of whether you have received any notifications and how many. Notification settings are changed via the user menu.



Under the ‘Help’ menu, you can access the tour of the COUPA Supplier Portal or online support.



# Whom can you contact if you have any questions?

Livit

- Success Portal – information and videos about the Coupa Supplier Portal:
  - [Coupa Supplier Portal | Coupa](#)
- Official CSP introductory video:
  - [CSP videos | Coupa](#)



Your point of contact at Livit

**E-Mail:** [lieferanten@livit.ch](mailto:lieferanten@livit.ch)