

Coupa Supplier Portal (CSP) Onboarding Form

Thank you for partnering with us. In order to optimize our procurement and payment processes, we require all suppliers to utilize the Coupa Supplier Portal (CSP) for the issuance of Purchase Orders (POs) and the submission of invoices. CSP is a secure, cloud-based platform that enables suppliers to manage POs, submit invoices, track payment status, and maintain company information—all at no cost to you.

We request that all new suppliers register with CSP and complete the necessary information below to ensure a seamless onboarding process. Adherence to this system is critical for ensuring timely and efficient transactions.

1. Supplier Information

Company Name:

Primary Contact Name:

Primary Contact Email:

Phone Number:

Company Website (if applicable):

2. Coupa Supplier Portal Setup

Coupa is our preferred method for receiving invoices and issuing purchase orders. Please indicate your current status and how you plan to engage with us on CSP.

We are already registered on the Coupa Supplier Portal

We are not yet registered but would like to receive an invitation.

Email address to receive CSP invitation:

We would prefer to discuss an alternative method for PO and invoice transmission (please explain):

3. Punchout Catalog Capability

We are interested in knowing whether you have eCommerce capabilities that could enhance our procurement process.

Yes, we have a Punchout Catalog

No, we do not have a Punchout Catalog

We would like more information about what a Punchout Catalog is

If yes, please provide the name and contact of your eCommerce technical lead:

Name:

Email:

Phone: