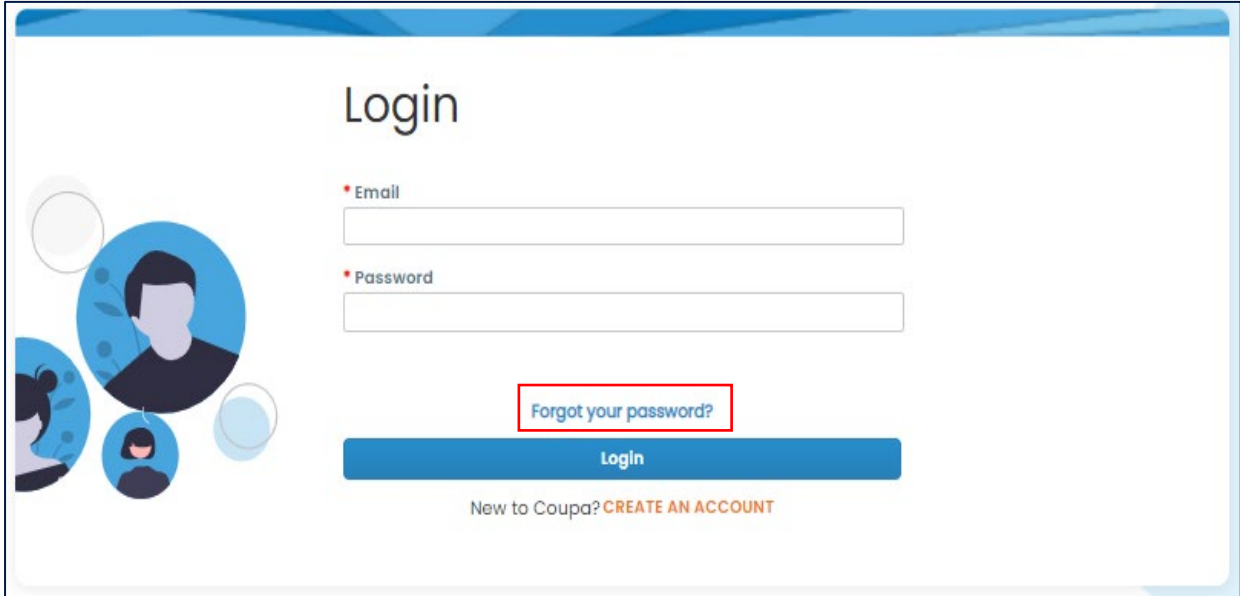


Unlock Account or Forgot Password

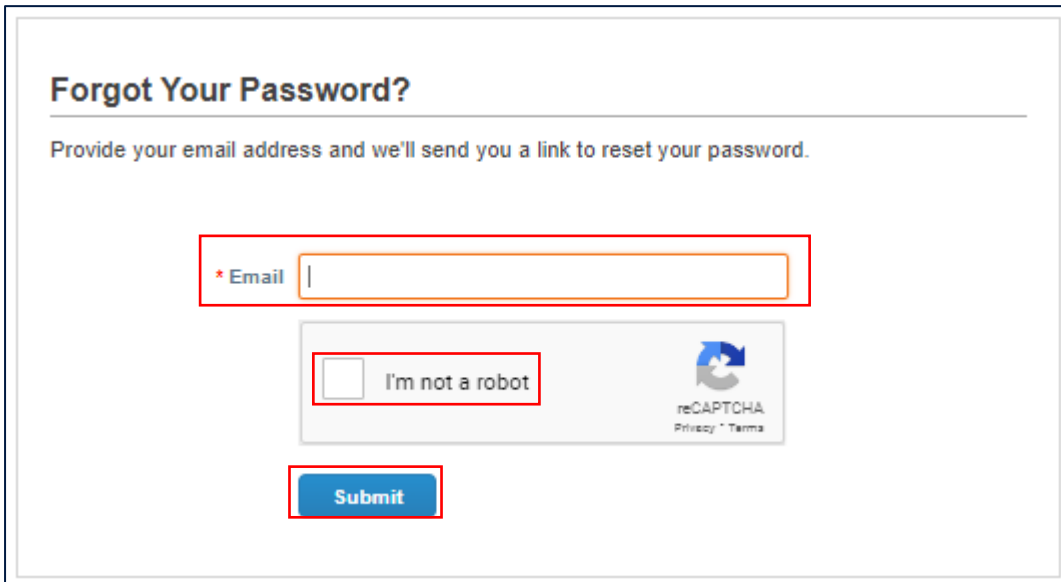
These steps will outline how to unlock your account password on the Coupa Supplier Portal.

1. Go to Coupa Supplier Portal <http://supplier.coupahost.com/>
2. Click on **Forgot Your Password**



The screenshot shows the Coupa Login page. On the left, there are three circular profile icons. The main heading is "Login". Below it are two input fields: "Email" and "Password", both marked with a red asterisk. To the right of the "Password" field is a link that says "Forgot your password?". Below the input fields is a blue "Login" button. At the bottom, it says "New to Coupa? CREATE AN ACCOUNT".

3. Type your **email address**, check the box **I'm not a robot** and click **Submit**.



The screenshot shows the "Forgot Your Password?" page. The heading is "Forgot Your Password?". Below it is a sub-heading: "Provide your email address and we'll send you a link to reset your password." There is an input field for "Email" with a red asterisk. Below the input field is a checkbox labeled "I'm not a robot". To the right of the checkbox is a reCAPTCHA logo and the text "reCAPTCHA Privacy Terms". At the bottom is a blue "Submit" button.

4. You will receive an email from Coupa to reset your password.

For more information or assistance, reach out to your Procurement Buyer Team.

Region & Line of Business	Support Email Contact
GWS APAC	APAC_ProcurementBuyerSupport@cbre.com
GWS EMEA	GWSEMEAsupplychainbuyer@cbre.com
GWS Latin America	LATAM_ProcurementBuyerSupport@cbre.com
GWS US & Canada	GWSNAM_ProcurementBuyerSupport@cbre.com
Corporate/Advisory APAC	APACSupplyChainBuyers@cbre.com
Corporate/Advisory EMEA	ADVEMEA_ProcurementBuyerSupport@cbre.com
Corporate U.S.	USProcurement@cbre.com