

Understanding the Coupa Supplier Portal (CSP) Homepage

Purpose:

The purpose of this help guide is to show you how to operate the Coupa Supplier Portal (CSP) Homepage

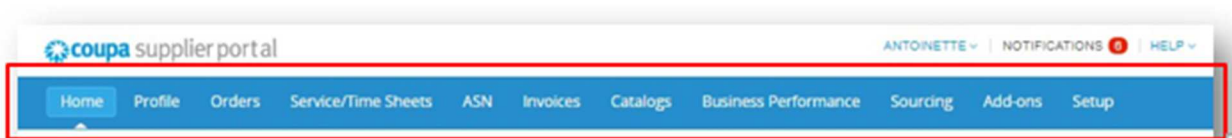
Scope:

- How to navigate the CSP homepage
- Reviewing your profile health

How to Navigate the Coupa Supplier Portal (CSP) Homepage

Once you log into the Coupa Supplier Portal the dashboard will display the following actionable categories:

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



Tab	Description
Home	View and improve public company profile, see customers, edit customer-specific company profile, and merge accounts.
Profile	Create, modify, and manage public and customer-specific profiles, and specify which remit-to addresses customers can use.
Orders	View customer purchase orders
Service/Time Sheets	View service/time sheets and related purchase order lines.
ASN	Send advance ship notice (ASN) notifications
Invoices	Create, send, and manage invoices
Catalogs	Create and manage customer-specific catalogs.
Payments	Accept payment through digital checks from customers who use Coupa Pay.
Business Performance	View order summaries and invoices, year-to-date order and invoice trends, and shipping lead time performance.
Add-ons	Access Coupa supplier add-ons, ex. Coupa Advantage, Early Payment Discounts, supplier profile update, and more.
Setup	Manage users, merge requests, and remit-to addresses, set up electronic invoicing, add fiscal representatives, view, and accept the Terms of Use , and set up preferred early payment discount terms.

Understanding the CSP homepage tiles

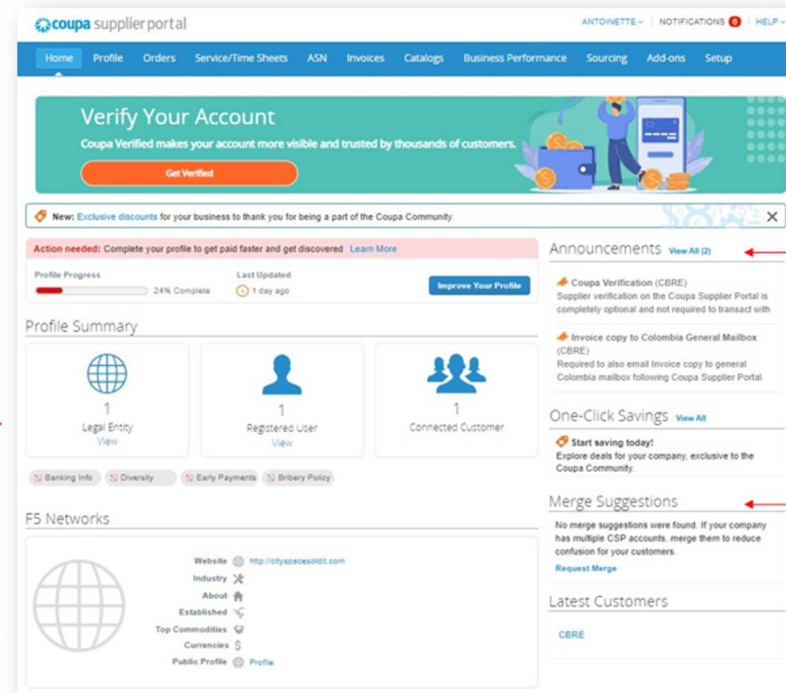
In this section, you will find the following:

- Improving your profile
- Accessing your profile summary
- Viewing your Coupa Public Profile
- CBRE and other announcements
- Merging multiple profiles

Review **profile health**. To make updates, select “**Improve Your Profile**”.

View **legal entities, users, and customers belonging to your business**. Other data like banking and diversity status are also accessible.

Click the “**Profile**” link in the **Public Profile** section to see a preview of what customers see when viewing your profile.



CBRE may communicate actions and changes through announcements. Check this regularly for any relevant information.

Option to merge data for those who **have more than one account/profile in the CSP**.