# Supplier Training Guide

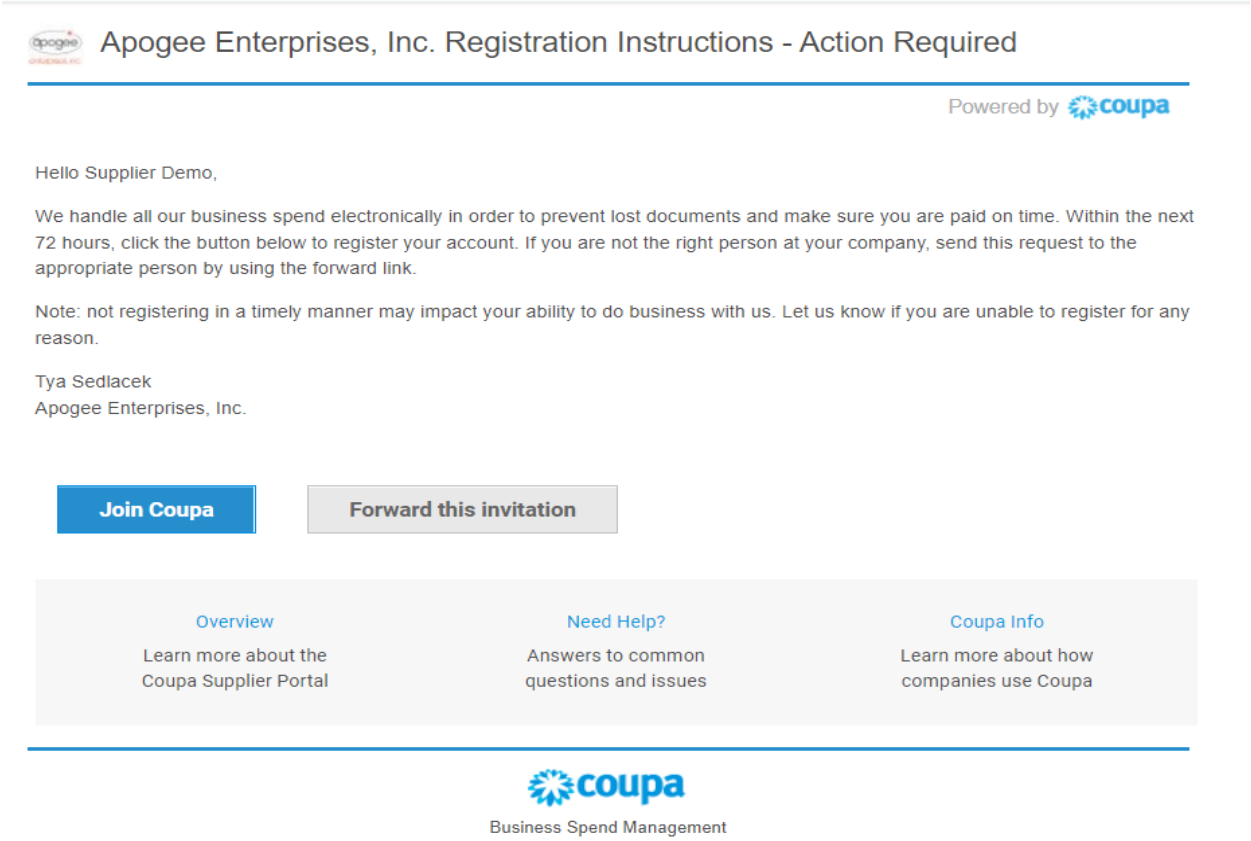
## Coupa Supplier Portal (CSP)

## How to Register for the CSP

Suppliers have two options to use in order to register for the CSP:

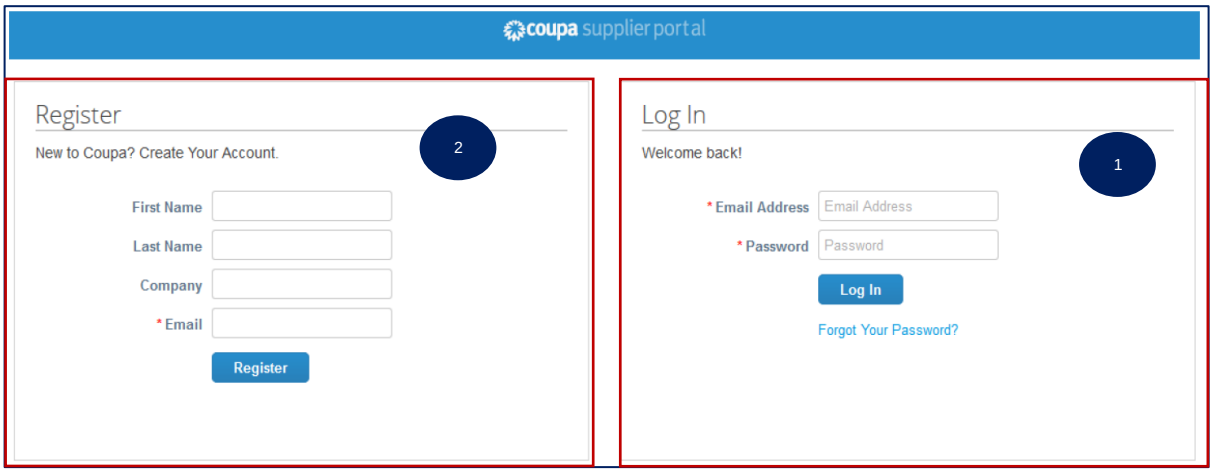
### 1. Customer-Created Invitation

Apogee Enterprises will send a registration invitation to you for the CSP. Once you accept the invitation and create your account, you are automatically connected/linked to the Apogee Enterprises account.




### 2. Self-Created Invitation

By proceeding with the self-created invitation, you can get started right away. You will need to connect manually by going to https://supplier.coupahost.com/ and in the *Register* pane on the left, fill in the mandatory (email) field (marked with an asterisk), and then click Register to request an invitation. By self-registering, you will need to contact your local Apogee Enterprises procurement lead to provide your email account registration.




With both methods, you need access to the email address you are going to use for the account.

Your CSP account is based on the specific email address that was used to register. If you use an email address different from the one your Coupa customers have on file for you, you cannot connect with them until you give them the email address or create a CSP account with that email address.

In both cases, you will receive an email with a link to validate your information and create your account.

**NOTE:**

- If you do not receive an invitation email, check your spam folder or email Apogee Enterprises at **<Apogee Support Email>**
- Invitations to the CSP expire after 30 days