

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.



Apogee Enterprises, Inc. Registration Instructions - Action Required

Powered by 

Hello Supplier Demo,

We handle all our business spend electronically in order to prevent lost documents and make sure you are paid on time. Within the next 72 hours, click the button below to register your account. If you are not the right person at your company, send this request to the appropriate person by using the forward link.


Note: not registering in a timely manner may impact your ability to do business with us. Let us know if you are unable to register for any reason.

Tya Sedlacek
Apogee Enterprises, Inc.

Join Coupa

Forward this invitation

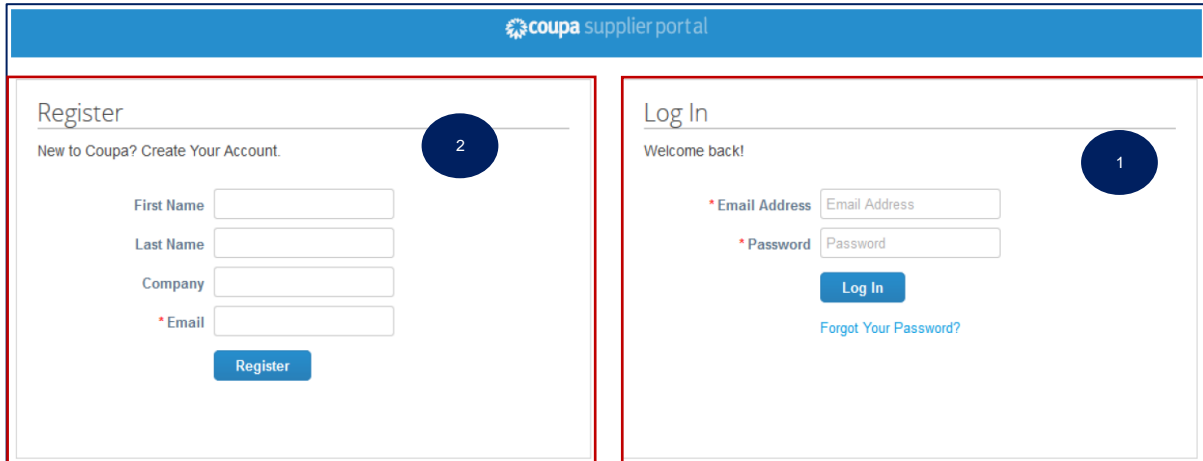
<p>Overview</p> <p>Learn more about the Coupa Supplier Portal</p>	<p>Need Help?</p> <p>Answers to common questions and issues</p>	<p>Coupa Info</p> <p>Learn more about how companies use Coupa</p>
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Business Spend Management

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.



The screenshot displays two side-by-side panels from the Coupa Supplier Portal. The top panel is titled "coupa supplier portal". The left panel, labeled "Register" with a blue circle containing the number "2", prompts users "New to Coupa? Create Your Account." and includes input fields for "First Name", "Last Name", "Company", and "Email", along with a "Register" button. The right panel, labeled "Log In" with a blue circle containing the number "1", says "Welcome back!" and features input fields for "Email Address" and "Password", a "Log In" button, and a "Forgot Your Password?" link.

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