# Coupa Supplier Portal (CSP)

GLENCORE

# 02

## Supplier portal login

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## In this section you will learn how to register and log in to the supplier portal

**1** An invitation to register with Coupa will arrive in your inbox.

**2** At the bottom of the email, you will find two options:

**a** Select the Join Coupa option to continue with the registration process.

**b** Select the forward this option to forward the invitation to another user of the company.

*NOTE:* The invitation is sent to the supplier main email that Glencore has, the registration must be done by the person who will administer the portal. Later you will be able to add more users

**1** Glencore Dev Registration Instructions - Action Required  Inbox ×

**Coupa Supplier Portal** <do_not_reply@supplier-test.coupahost.com>
to me

GLENCORE DEV   Glencore Dev Registration Instructions - Action Required

Powered by coupa

Hello GNC CSP Supplier,

We handle all our business spend electronically in order to prevent lost documents and make sure you are paid on time. Within the next 48 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.

Kathlyn Penalosa
Glencore Dev

**2**

**a** Join Coupa   **b** Forward this invitation

**An invite with a Coupa registration link will be sent out to all existing/current suppliers who have a vendor number**

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## Getting started on Coupa

If you select to join Coupa, you will be taken to the CSP page to create an account by choosing a Password, confirming the Password and accepting the **Privacy Policy & Terms of Use.**

**3** You must fill in the requested information by creating your password

**a** Confirm the terms of the platform and select **Get started** to register.

**b** The option to forward the invitation to another user of the company is available.

*NOTE:* The email field is already filled in, this field cannot be changed. If you wish to change the email address, please contact Glencore to make the change.
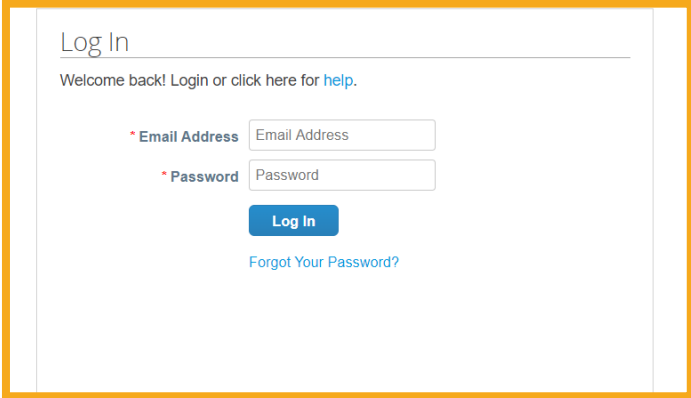
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In this section you will learn how to log in to the portal once you have registered

**1**    Once you have registered in the platform, you must access the following page: https://supplier.coupahost.com/

**2**    Fill in the data with your email and password and click on login.

**2**
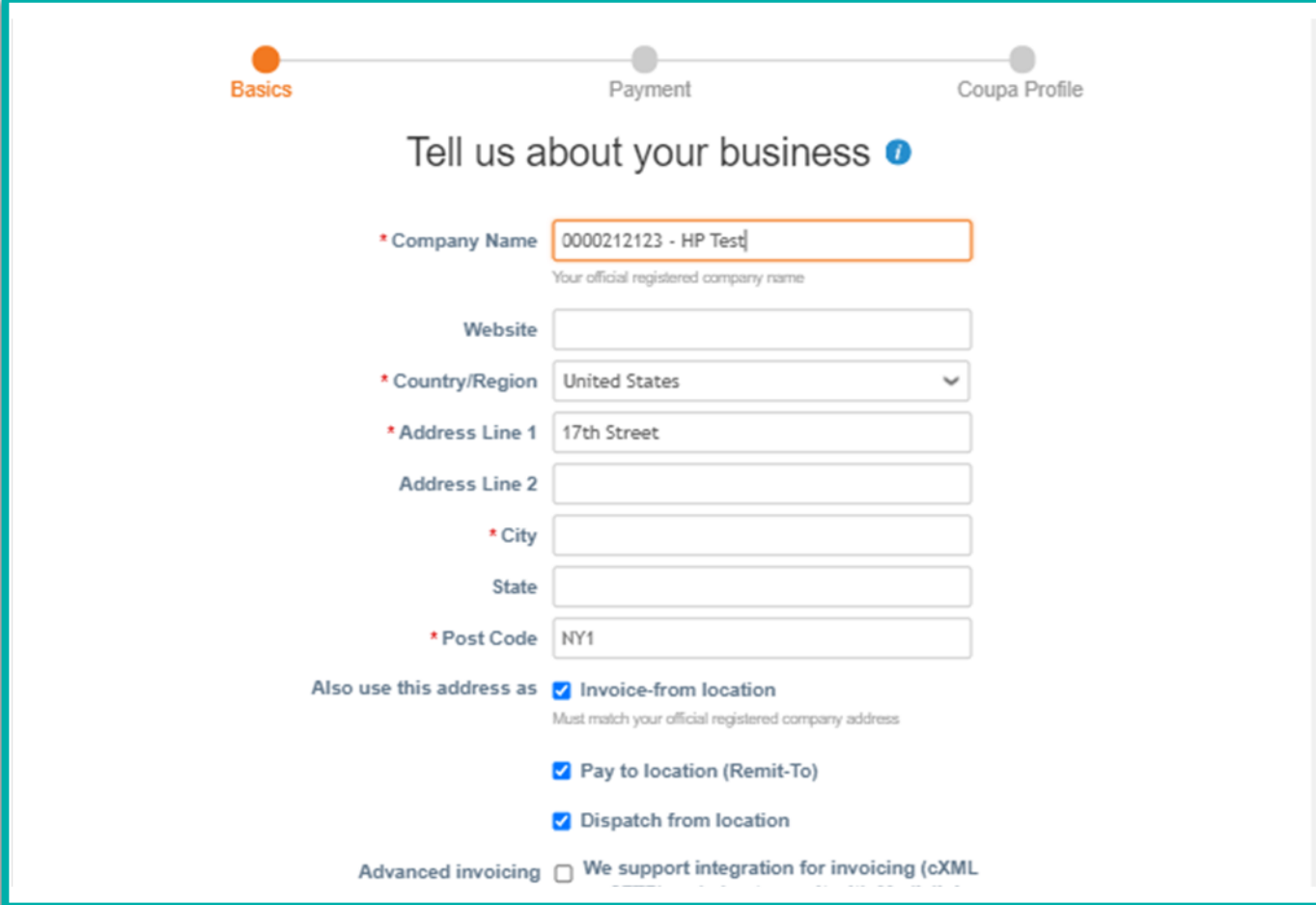
Log In

Welcome back! Login or click here for help.

  * **Email Address**   [Email Address]

       * **Password**   [Password]

          **Log In**

          Forgot Your Password?

**Once you have registered in the platform, you must access the following page: https://supplier.coupahost.com/**

## Coupa Supplier Portal

Suppliers logging into CSP for the 1st time will be prompted to update a Basic Profile by entering the following details: **Company Name**, **Country/Region**, **Address/ Line 1, City, Postal Code (Mandatory) Website, Address Line 2, State (Optional)**

# Additional support

- ✓ Coupa Guides
- ✓ Glossary

# SUPPLIER PORTAL GUIDES

Dedicated to suppliers on success portal and available directly on CSP

**Coupa Success Portal Information**

https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal

**Purchase Orders**

https://www.coupa.com/success/purchase-orders

**Invoices**

https://www.coupa.com/success/suppliers-invoices

# Glossary

- **CSP:** Coupa Supplier Portal means suppliers will be able to make inquiries and upload information related to their invoices. The CSP also allows monitoring the invoice payment status, including payment problems. In addition, all related notifications will be sent to the registered email account.

- **Change request**: Make change requests on a purchase order, it can be for example price or quantity.

- **Credit note**: Document through which you can cancel invoices previously made.

- **Invoice:** Through Coupa you will have the possibility to generate an invoice against a purchase order (PO) and be able to follow it up

- **Sourcing Event:** RFx Events consist of Request for Information, Request for Quotation, and Request for Proposal defined by one buyer and many sellers.

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# Glossary

**RFX: RFI, RFQ or RFP**

- **RFI:** Request for Information. Type of sourcing event used to collect qualitative information about suppliers or initiatives.

- **RFQ:** Request for quotation. Type of sourcing event that is used to obtain specific prices for products or services

- **RFP:** Proposal request. Type of sourcing event used when the product or service you obtain is complex in nature and requires a qualitative and quantitative assessment of the suppliers.

- **Lots:** Group of Items/Services That Need to Be Purchased Together from the Same Provider.

- **Items:** Lists of items to be procured. These can be set-up to be purchased together or from multiple suppliers if needed.

- **GC/GA/GZ - _____:** Taxonomy that users must follow for the names of sourcing events ( GC _Glencore Coal /GA Glencore Alloys/ GZ Glencore Zinc)

- **Questionnaire:** Form that the supplier must complete with the options indicated (checkbox, text, attachments, or radio buttons) for further evaluation in the event evaluation process.

# QUESTIONS?

We are here to support you every step of the way.

**Project "Fusion"
Key Contact**

ZincFusionSupplier@glencore.ca

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