

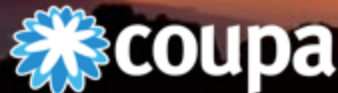


THE SHELBY GROUP

# Coupa Supplier Portal:

Quick Reference Guide – For Suppliers

Sealed Air®



PROCUREMENT IS A JOURNEY | WHERE ARE YOU GOING?

# Overview

- What is the CSP?
- Getting Started
- Navigation
  - Welcome!
  - Home Screen
  - Profile
  - Orders
  - Invoices
  - Admin
  - My Account
  - Getting Help



# Coupa Supplier Portal (CSP)

- The Coupa Supplier Portal (CSP) is a free tool for suppliers to easily conduct business with Sealed Air using Coupa
- Suppliers can manage various content and settings for your Sealed Air profile
  - Orders
  - Invoices
  - Account Settings
- The easiest way to get set up to use the CSP is to ask Sealed Air for an invitation.
- Once you accept the invitation and register, you'll be automatically connected to Sealed Air

# Getting Started – Invitation or Self Registration

## Invitation from Sealed Air

- You will receive an e-mail from our Coupa system with a unique link to join the Coupa Supplier Portal.
- Once you click on the link, you will be directed to the CSP to register your account.
- Save <https://supplier.coupahost.com/> as a favorites link for quick access when you need to return to the site.

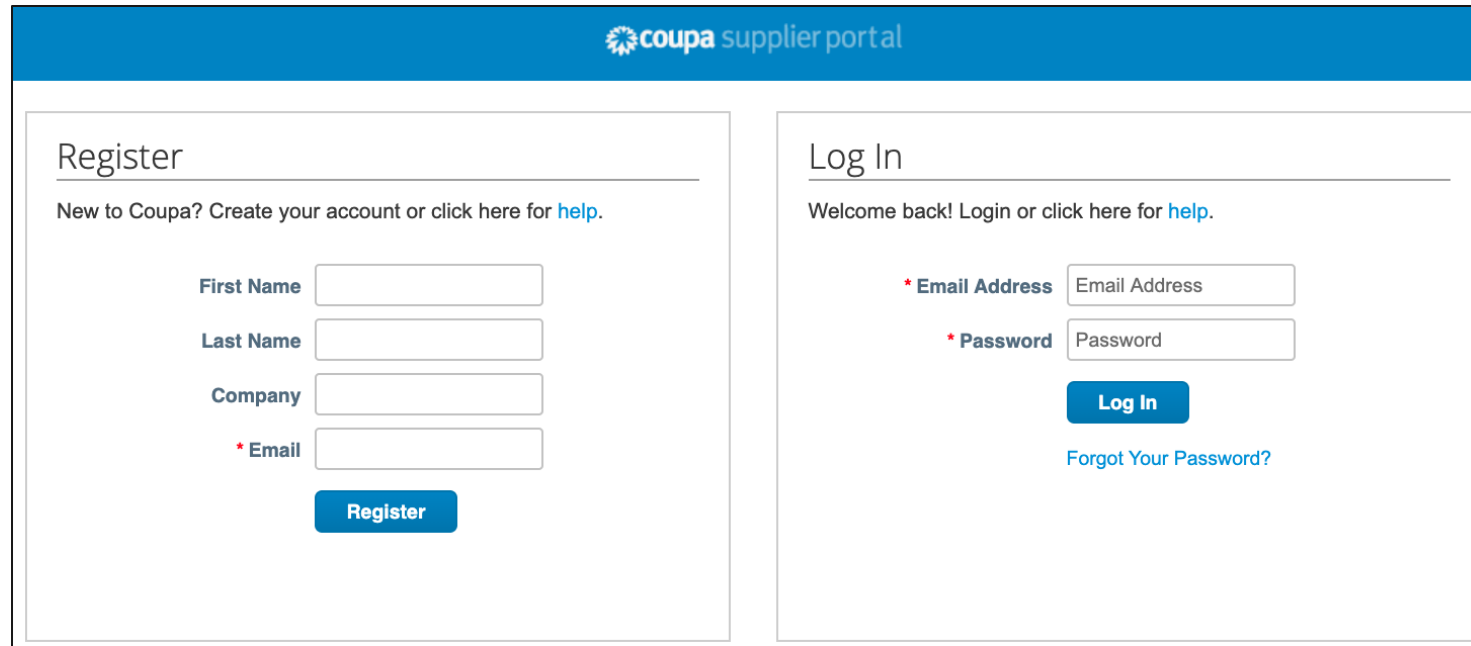
## Self Registration

- Register to join the CSP yourself at: <https://supplier.coupahost.com/>
- Once registered, let Sealed Air know you're on the CSP, and give them the email address you used to register; Sealed Air needs it to get you set up within Coupa.
- If you're already on the CSP with another Coupa customer, just give your CSP email address to the Sealed Air Supplier Enablement team and they'll do the rest.



# Welcome!

- When you click on the link in the e-mailed invitation Coupa will present this welcome window for you to register on the CSP.
- Start by entering and confirming a password and acknowledging your acceptance of the Privacy Policy.



The screenshot shows the Coupa Supplier Portal interface. At the top, there is a blue header with the Coupa logo and the text "coupa supplier portal". Below the header, there are two main sections: "Register" and "Log In".

**Register Section:**

- Text: "New to Coupa? Create your account or click here for [help](#)."
- Form fields: "First Name", "Last Name", "Company", and "\* Email".
- Button: "Register".

**Log In Section:**

- Text: "Welcome back! Login or click here for [help](#)."
- Form fields: "\* Email Address" and "\* Password".
- Button: "Log In".
- Link: "Forgot Your Password?".

# Home Screen

- Reviewing, acknowledging orders or submitting invoices is simple by accessing them through the navigation bar. You can also configure your profile/account and administer your connection through the CSP
- Access to these tabs provides you with real-time status of orders and invoices with Sealed Air
- You can even communicate through the CSP to Sealed Air through comments section of Invoices and Purchase Orders.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with tabs for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Add-ons, and Admin. The 'Home' tab is highlighted. Below the navigation bar, there is a red banner with the text 'Action needed: Complete your profile to get paid faster and get discovered' and a 'Learn More' link. Below this, there is a 'Profile Progress' section showing a progress bar at 16% Complete and a 'Last Updated' section showing '8 minutes ago' with a clock icon and an 'Improve Your Profile' button. The main content area is titled 'Profile Summary' and contains three cards: '1 Legal Entity' with a globe icon and a 'View' link, '1 Registered User' with a person icon and a 'View' link, and '1 Connected Customer' with a group of people icon. Below these cards are four tabs: 'Banking Info', 'Diversity Info', 'Accelerate', and 'Bribery Policy'. The company name '46-2050-629909-HENKEL & CIE AG' is displayed. At the bottom, there is a globe icon and a list of links: 'Website', 'Industry', 'About', 'Established 1990', 'Top Commodities', 'Currencies', and 'Public Profile Profile'.

# Profile

- On the Profile tab, you will be able to view and edit your Supplier Profile
- The following can be maintained and edited here:
  - General Info
  - Address
  - Primary Contact

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile' (highlighted with a red box), 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Add-ons', and 'Admin'. The user is logged in as 'TEST IS' with 7 notifications and a 'HELP' link. The main content area displays the supplier profile for '46-2050-629909-HENKEL & CIE AG'. A dropdown menu shows 'Public Profile'. The profile details are organized into sections: 'General Info' (Website, Industry, About, Established 1990, Top Commodities, Currencies), 'Contact Information' (Address: ANWENDUGNSTECHNIK, SALINE NSTRASSE 61, PRATTELN, BL, 4133, Switzerland; Primary Contact: Test IS User, SEEsupplieruser+37@gmail.com; Work Phone, Mobile Phone, Fax Number), and 'Description'. An 'Edit Profile' button is located at the bottom right.

# Orders

- Navigate to and click on Orders to see Purchase Orders that have been submitted to you
- Click on the...
  - ...PO Number to see the PO in greater detail
  - ...Yellow Coins icon to flip this PO into an Invoice
  - ...Red Coins icon to flip this PO into a Credit Note

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders' (highlighted), 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Add-ons', and 'Admin'. Below the navigation bar, there are tabs for 'Orders', 'Order Lines', 'Order Changes', and 'Order Line Changes'. The main content area is titled 'Purchase Orders' and includes a 'Select Customer' dropdown set to 'Sealed Air - QA' and a 'Configure PO' button. Below this, there is a section for 'Instructions From Customer' and a button to 'Click the [Yellow Coins] Action to Invoice from a Purchase Order'. A table of Purchase Orders is displayed with the following data:

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
Z000002192	10/23/19	Issued	None	1 EA-Each of Desk Chair	No	100.00 CHF	[View] [Yellow Coins] [Red Coins]
Z000002051	10/04/19	Issued	None	1 EA-Each of Desk Chair	No	100.00 CHF	[View] [Yellow Coins] [Red Coins]
Z000002048	10/04/19	Issued	None	1 EA-Each of Desk Chair	No	100.00 CHF	[View] [Yellow Coins] [Red Coins]
Z000000976	09/18/19	Issued	None	1 EA-Each of Latten 1 EA-Each of Latten 2	No	900,000.00 CHF	[View] [Yellow Coins] [Red Coins]
Z000000916	09/17/19	Issued	None	1 EA-Each of Latten 1 EA-Each of Latten 2	No	900,000.00 CHF	[View] [Yellow Coins] [Red Coins]
Z000000501	08/06/19	Issued	None	10 EA-Each of Lax - Loctite Nr.5140	No	332.00 CHF	[View] [Yellow Coins] [Red Coins]



# Invoices

- Navigate to and click on Invoices to see any Invoices that you have submitted
- Credit Notes and Blank (FI) Invoices can also be created on this page
- Easily track the Status of your invoices in the Status column

**coupa** supplier portal TEST IS | NOTIFICATIONS 7

Home Profile Orders Service/Time Sheets ASN **Invoices** Catalogs Add-ons Admin

Select Customer: Sealed Air - QA

## Invoices

**Instructions From Customer**  
Please provide the Requester Information (email address) and the Ship To Address Information.

Create Invoices ⓘ

[Create Invoice from PO](#)
[Create Invoice from Contract](#)
[Create Blank Invoice](#)
[Create Credit Note](#)

Export to: View: All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
None	10/08/19	Draft	None	0.00 CHF	No	
None	10/08/19	Draft	None	0.00 CHF	No	
None	10/08/19	Voided	Z000000976	900,000.00 CHF	No	
None	10/01/19	Draft	None	0.00 CHF	No	
TestVAT123A	09/26/19	Approved	Z000000916	969,300.00 CHF	No	
734INV42A	09/25/19	Approved	Z000000501	332.00 CHF	No	

Per page 15 | 45 | 90

# Creating Invoices

- When Invoices are created (FI or PO-backed), fields marked with a red asterisk (\*) are required
- Some information will default based on your Profile, but can be adjusted as needed
- **Note:** If all required fields are not filled out, CSP will prevent submission of this invoice

## Create Invoice Create

### General Info

\* Invoice #

\* Invoice Date

Payment Term Z003-NET 30

Date of Supply

\* Currency

Delivery Number

Status Draft

Image Scan  No file chosen

Supplier Note

\* Attachments Add [File](#) | [URL](#) | [Text](#)

Early Payment Provisions

Late Payment Penalties

### From

\* Supplier 46-2050-629909-HENKEL & CIE AG

\* Supplier VAT ID

\* Invoice From Address 46-2050-629909-HENKEL & CIE AG   
SALINENSTRASSE 61  
4133 PRATTELN  
Switzerland

\* Remit-To Address 46-2050-629909-HENKEL & CIE AG   
SALINENSTRASSE 61  
4133 PRATTELN  
Switzerland

\* Ship From Address 46-2050-629909-HENKEL & CIE AG   
SALINENSTRASSE 61  
4133 PRATTELN  
Switzerland

### To

Customer Sealed Air - QA

\* Bill To Address No address selected

\* Buyer VAT ID

\* Ship To Address No address selected

Requester Email

Requester Name

Tax Text

Payment Reference #

ISR #



# Creating Invoices

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\* Supplier 46-2050-629909-HENKEL & CIE AG

\* Supplier VAT ID

\* Invoice From Address 46-2050-629909-HENKEL & CIE AG   
SALINENSTRASSE 61  
4133 PRATTELN  
Switzerland

\* Remit-To Address 46-2050-629909-HENKEL & CIE AG   
SALINENSTRASSE 61  
4133 PRATTELN  
Switzerland

\* Ship From Address 46-2050-629909-HENKEL & CIE AG   
SALINENSTRASSE 61  
4133 PRATTELN  
Switzerland

### To

Customer Sealed Air - QA

\* Bill To Address No address selected

\* Buyer VAT ID

\* Ship To Address No address selected

Requester Email

Requester Name

Tax Text

Payment Reference #

ISR #



# Admin

- Navigate to and click on the Admin tab to manage your CSP Page
- From here you will be able to manage:
  - Authorized CSP Users and their permissions
    - You can also invite new CSP users from this page
  - Adjust/add Remit-to information
  - “Merge Requests” which enables you to merge CSP profiles within your company (if there are multiple profiles within multiple division/departments of your company)

The screenshot displays the 'Admin Users' page in the Coupa Supplier Portal. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Add-ons', and 'Admin'. The 'Admin' tab is active. On the right side of the header, there are links for 'TEST IS', 'NOTIFICATIONS 7', and 'HELP'. The main content area is titled 'Admin Users' and features a table with columns for 'Users', 'Permissions', and 'Customer Access'. The table contains one entry for 'Test IS User' with email 'SEESupplieruser+37@gmail.com'. An 'Edit' button is located below the user name. To the right of the table, an 'Invite User' button is highlighted with a red box. A sidebar on the left lists various admin functions: 'Users', 'Merge Requests', 'Legal Entity Setup', 'Fiscal Representatives', 'Remit-To', 'Terms of Use', 'Coupa Accelerate Preferences', 'SFTP Accounts', and 'cXML Errors'.

Users	Permissions	Customer Access
Test IS User SEESupplieruser+37@gmail.com Edit	ASNs Admin Catalogs Invoices Order Changes Orders Payments Profiles Service/Time Sheets	Sealed Air - QA

# My Account

- Navigate and hover your mouse over your name at the top of the screen
- Three more tabs will appear for your choosing:
  - **Account Settings** – Editing your log-in information and password
  - **Notification Preferences** – Adjusting when and how notifications are received
  - **Log Out** – Logging out of the system

The screenshot displays the 'My Account' page in the Coupa Supplier Portal. At the top, the navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Add-ons', and 'Admin'. A dropdown menu is open over the 'Profile' tab, showing 'Account Settings', 'Notification Preferences', and 'Log Out'. Below the navigation bar, there is an 'Action needed' banner, a 'Profile Progress' section (16% Complete), and a 'Profile Summary' section with three cards: '1 Legal Entity', '1 Registered User', and '1 Connected Customer'. The page also features sections for 'Announcements', 'Merge Accounts', and 'Latest Customers'.

# Additional Help

- Resources for additional help are available via the Help Tour and Online Help Links
- Online Help** will open a new page to the Coupa Success website, which provides additional information for the CSP
- Help Tour** will open a guided tour directly in the CSP for your assistance

The screenshot displays the Coupa Supplier Portal interface. At the top right, there is a 'HELP' dropdown menu with a red notification badge containing the number '7'. Below this menu, a 'Help Tour' and 'Online Help' link is visible. The main navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Add-ons', and 'Admin'. A red banner at the top left indicates an 'Action needed: Complete your profile to get paid faster and get discovered' with a 'Learn More' link. Below this, a 'Profile Progress' section shows a 16% completion bar and a 'Last Updated' timestamp of 'about 1 hour ago', accompanied by an 'Improve Your Profile' button. The 'Profile Summary' section features three cards: '1 Legal Entity View', '1 Registered User View', and '1 Connected Customer'. Below these are buttons for 'Banking Info', 'Diversity Info', 'Accelerate', and 'Bribery Policy'. The main content area displays the company name '46-2050-629909-HENKEL & CIE AG' and a list of links: 'Website', 'Industry', 'About', 'Established 1990', 'Top Commodities', 'Currencies', and 'Public Profile Profile'. On the right side, there are sections for 'Announcements View All (0)', 'Merge Accounts' (with a note about merging accounts and a 'Click here' link), and 'Latest Customers' (listing 'Sealed Air - QA').



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