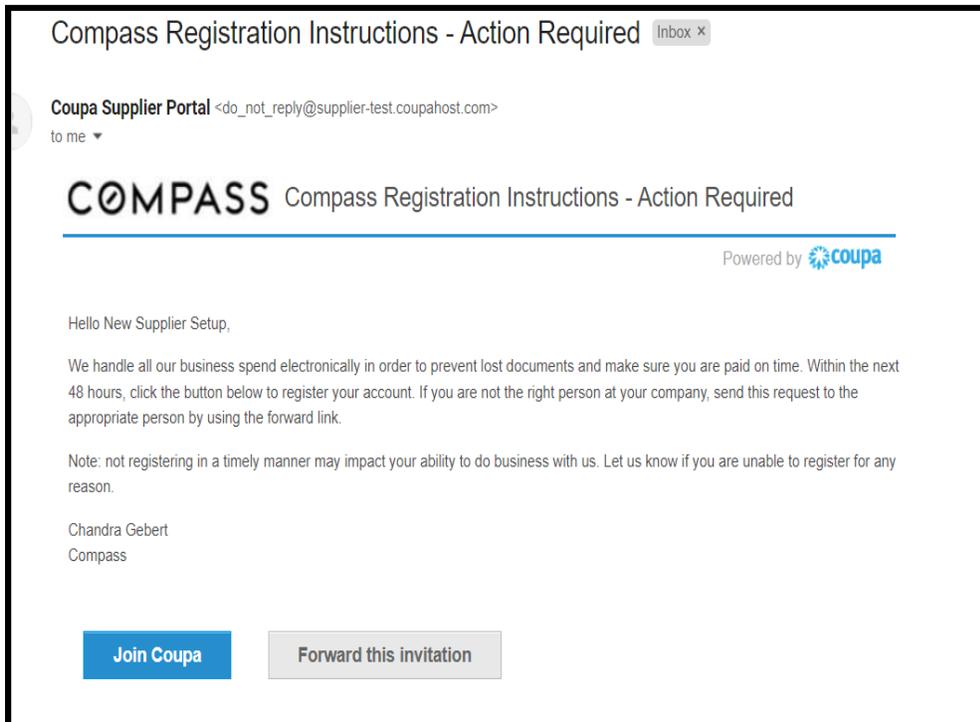


COMPASS

How to Register as a New Supplier on Coupa Supplier Portal

Email Invitation

If you are new to the CSP, you will receive an email from our Coupa system with a unique link to join the Coupa Supplier Portal. Once you click on the Join or Login to Coupa button, you will be directed to the CSP to register your account.



Account Creation

Once you click on "Join Coupa" from your email you will begin the CSP registration process. Fill out required fields, create a password, confirm password. Read and review the Privacy Policy and Terms of Use. If you agree, click on the I accept the Privacy Policy and the Terms of Use. Click "Create an Account"

NOTE: In order to register as a Compass supplier, we require that you provide your company's information, including your tax and banking information. If you are not the correct person to complete this for your company, click the "**forward this invitation**" link on the bottom of the page. Type in the appropriate person's email address and click "Forward". *Please see screenshots below to find the forward link and forward window*

COMPASS

Create an Account

We use Coupa to manage purchase orders, invoices, and communicate with our suppliers. We'll walk you through a quick and easy setup for your account, so we're ready to do business together. Please feel free to reach out to coupa@compass.com with any questions.

* Business Name

Your legal business name (or legal personal name if an individual)

* Email

* First Name

* Last Name

* Password

* Confirm Password

Use at least 8 characters and include a number and a letter.

I accept the [Privacy Policy](#) and the [Terms of Use](#)

Create an Account

Already have an account? [LOG IN](#)



Forward this to someone

Forward This Invitation

We use Coupa to manage purchase orders, invoices, and communicate with our suppliers. We'll walk you through a quick and easy setup for your account, so we're ready to do business together. Please feel free to reach out to coupa@compass.com with any questions.

* Email

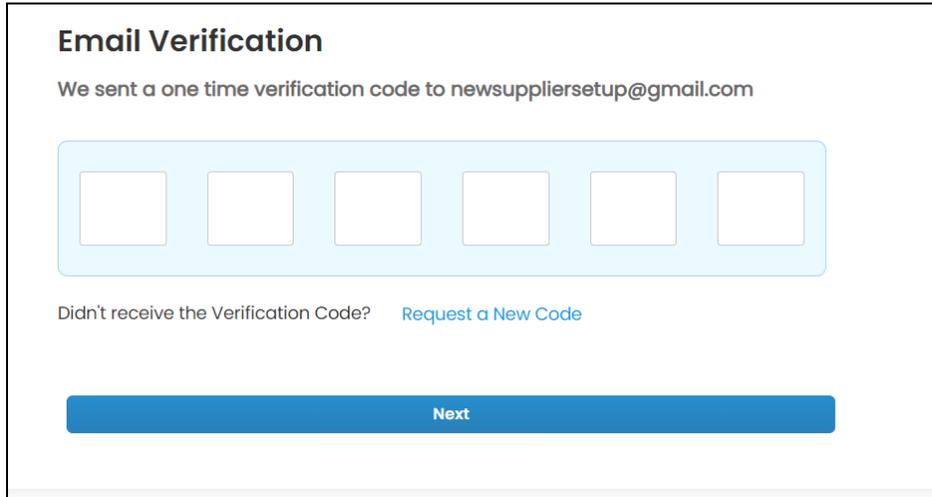
Forward

[Having an issue with signup?](#)

COMPASS

Email Verification

If you are the correct person, who completed the required fields and clicked “Create an Account”. Then the next item you need to complete is the Email Verification screen below. Log into your email that you used to register and type in the code emailed to you.



Email Verification

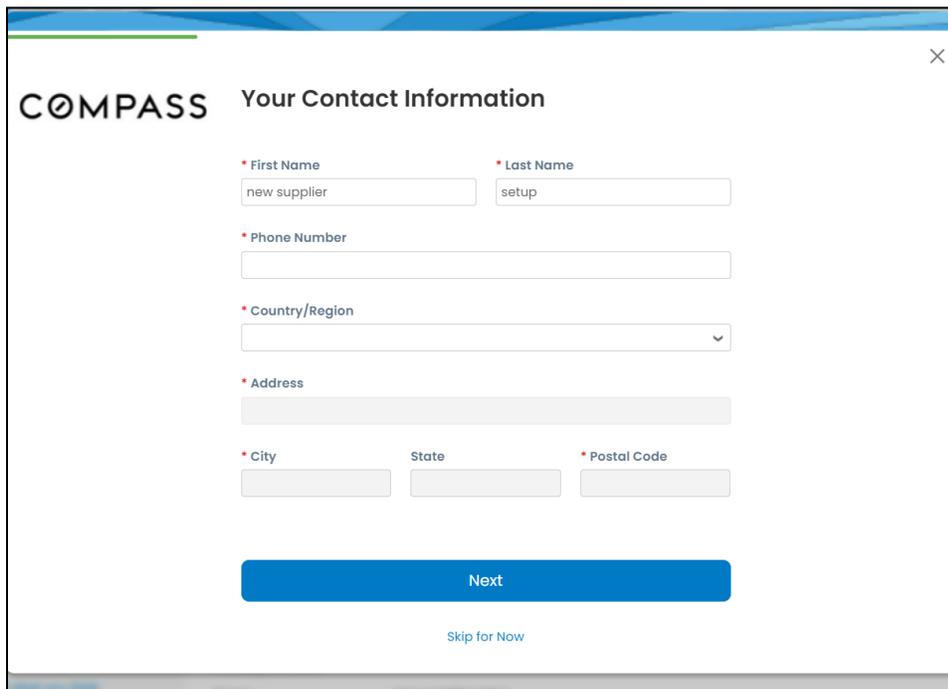
We sent a one time verification code to newsupplierssetup@gmail.com

Didn't receive the Verification Code? [Request a New Code](#)

Next

Customer Setup - Your Contact Information

Please complete the contact information listed below. All fields with a **Red Asterisk** are required. Then click “Next”.



COMPASS Your Contact Information

* First Name: new supplier * Last Name: setup

* Phone Number

* Country/Region

* Address

* City State * Postal Code

Next

[Skip for Now](#)

COMPASS

Tax Information

In order to transact electronically with Compass please complete all of the steps outlined below – this is required so that you can receive Purchase Orders, Create e-invoices.

*** Business Website**

I do not have a website

*** Tax ID (or Local ID)**

Tax ID is to confirm you are a real business. Individuals may use your Social Security number.

I do not have a Tax ID

DUNS Number

Dun & Bradstreet DUNS Number is a unique nine-digit identifier for businesses.

[Next](#)

[Skip for Now](#)

Invoice-From Location

Fill out your company's invoice-from location. This is the main address of your registered business you will be invoicing your customer from.

COMPASS

COMPASS

Confirm Invoice-From Location

This is the main address of your registered business or the registered entity you will be invoicing your customer from.

* Country/Region

United States

* Address

123 main street

* City

delray

State

beach

* Postal Code

33122

Advanced Invoicing

Invoice-From Code

Recommended if you plan to use with Compass in integration for invoicing (cXML or SFTP).

* Preferred Invoicing Language

English (US)

Tax Country/Region

United States

Tax ID ⓘ

I don't have Tax ID Number

+ Additional Tax ID

Next

[Skip for Now](#)

Add Remit-To

On this screen you will tell us about your Organization / Company as well as set visibility for your general profile within the Coupa Community. This is the address your customer will use to send you payment.

COMPASS

Confirm Pay-To Location (Remit-To)

This is the address your customer will use to send your payment, remittance address.

Add New Pay-To Location

* Country/Region

United States

* Address

* City

State

* Postal Code

Advanced Invoicing

Pay-To (Remit-To) Code

Recommended if you plan to use with Compass in integration for invoicing (cXML or SFTP).

Next

COMPASS

Next, validate your Ship-From address. If you need to add additional Ship From addresses, select the Add Ship From button and add the address. When you are finished, click “Next”

COMPASS **Confirm Ship-From Location**

This is usually your warehouse location.

Add New Ship-From Location

* Country/Region
United States

* Address

* City State * Postal Code

Advanced Invoicing
Ship-From Code
Recommended if you plan to use with Compass in integration for invoicing (cXML or SFTP).

Next

Customize Your Profile

In this section you may provide information about the year your company was established, company size, preferred currency, etc.

COMPASS **Customize Your Profile**

Year Established Preferred Currency Company Size

Business Description
Share a few words about your company.

Area of Service
 Global Regional

Add a region

Exclusion Areas
If you serve an entire region but a few exceptions, you can exclude them here (up to 5).
Add an exception

Next

[Skip for Now](#)

COMPASS

Diversity Information

In this section select the Diversity categories and upload diversity certifications. Then click “Next”.

COMPASS Highlight Your Diversity Credentials

Diversity is a business advantage.

United States ▼

Select Diversity Category ▼

[+ Add Country/Region](#)

[Next](#)

[Skip for Now](#)

COMPASS Upload Diversity Certificates

(Certificates may be added later)

Small Disadvantaged Business (United States) [Upload](#)

Veteran Owned Business (United States) [Upload](#)

[Next](#)

[Skip for Now](#)

You can provide the information about your product categories by filling out the industry and product / service categories fields. This will allow buyers to search you within these parameters.

COMPASS

COMPASS Identify Your Product Categories

Buyers search Coupa to find new suppliers like you.

Industry
Select Industry

Product and Service Categories
Select Categories

Select the top 10 UNSPSC categories you serve.

[Next](#)

[Skip for Now](#)

Get Verification

Verify your profile by selecting the Coupa Verified or Free option. **Please note that in order to transact with Compass you can select the “Continue with Free” option.**

Get Verified to Grow Your Business

Verified profiles appear at the top of search results.

	 Coupa Verified	Free
Searchable company profile	✓	✓
Catalog management	✓	✓
Orders management	✓	✓
Invoices management	✓	✓
Payments management	✓	✓
Payment readiness via bank account verification	✓	✗
Prominent Verified badge on your company profile 	✓	✗
Top of search on buyers' search results 	✓	✗

[Continue with Coupa Verified](#)
46 USD per month

[Continue with Free](#)
free forever

Congrats! You have successfully completed your Coupa Supplier Portal (CSP) setup. *If you have any issues with your CSP setup, please contact your Coupa Administrator. Compass will not be able to access your CSP page or provision access as this is your company's CSP page.*