





What is Coupa?

 Coupa is Cooper Standard's, electronic purchasing system, designed specifically for indirect goods and services only (i.e. industrial materials, office supplies, services, capital equipment and tooling). Coupa allows all Cooper Standard purchase orders and invoices to be received electronically. Direct material would not be sourced and invoiced through this system.





Cooper Standard

What is the Indirect Purchasing Process at Cooper Standard?



Procure to Pay Lifecycle

Step #	Description	Completed by
1	Your end customer (requester) at Cooper Standard will initiate a requisition in Coupa to request for your goods or services.	Cooper Standard
2	After the requisition is created in Coupa, it will be reviewed by the requester's management chain.	Cooper Standard
3	Upon approval of the requisition, a purchase order will be created and electronically communicated to you (the supplier).	Cooper Standard
4	After the purchase order is received by the supplier, the supplier will deliver goods and/or services to Cooper Standard.	Supplier
5	Your end customer (requester) at Cooper Standard will confirm receipt in Coupa for the goods and services that have been delivered.	Cooper Standard
6	Upon completion of the requirements listed on the purchase order, the supplier will submit an electronic invoice in Coupa.	Supplier
7	The supplier invoice will be paid based on payment terms.	Cooper Standard
CooperStanda	ard	



How will I receive Purchase Orders?

Cooper Standard

- There are two options to receive purchase orders from Cooper Standard
 - Email a purchase order will be emailed to you electronically
 - Coupa Supplier Portal you can login to a free online portal to access your purchase order.



Purchase Order Received via Email

Supplier

CooperStandard



How can I submit an invoice(s) to Cooper Standard?

- **Option 1:** If you received a Purchase Order via email and you are not registered for the Coupa Supplier Portal
 - You can submit an invoice directly from the Purchase Order email that you received from Coupa.
- **Option 2:** You can submit an invoice directly from the Purchase Order email that you received from Coupa.
 - 1. You can submit an invoice directly from the Purchase Order email that you received from Coupa.
 - 2. You can submit your invoice through the Cooper Supplier Portal





What are Cooper Standard's Invoicing Guidelines?

- You (the supplier) will not be able to submit an invoice through Coupa unless there is a purchase order.
- The payment terms for issuing payment begin from the date the supplier submits the invoice in Coupa (not the invoice date that is manually entered on the invoice in Coupa).
- Invoices must be submitted electronically through Coupa in order for payment to occur. Invoices sent via email as a PDF or physically mailed will cause your invoices to not be paid.



Option 1: Invoicing via Purchase Order Email (Supplier Actionable Notification)



Invoicing from Purchase Order Received via Email

 To submit an invoice directly from a Purchase Order received via Email Select "Create Invoice"

You can also:

- Acknowledge PO this will allow you to acknowledge that you have received a Purchase Order sent by Cooper Standard (this is not required by Cooper Standard)
- Add Comment add a comment about this PO to be received by Cooper Standard
- Create Account this will allow you to create an account on the Coupa Supplier Portal

🖶 5 (7) » Attachment Tools	Cooper Standard Purchase Order #US10057504 - Message (HTML)				☶ - ◻ >
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purchase_order.html 8 KB					
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Cooper Standard 346 Guelph Street Georgetown, ON L7G 485 Canada 3200 Atm. Michael Newton					[
Bill To Cooper Standard Automotive, Inc					
Cooper Standard - GBS PO Box 8035					
Novi, Michigan 48376-9993 United States					
TAX ID: 34-054997000					
Line Description	Qty	Unit	Price	Total	
Development Materials Machinery Spare Parts	5 10	Each Fach	1,500.00	1 250 00	
	10			1223.00	45

Cooper Standard Purchase Order

15 Units 8,750.00 USD

Cooper Standard's Terms and Conditions are applicable to this Purchase Order. You can access our terms and conditions using this hyperlink: http://cooperstandard.com/sites/default/files/CSA PO Terms and Conditions Final.pdf

Please Note: All invoices must be submitted electronically within Coupa for payment. Invoices submitted outside of Coupa, i.e. via email or PO Box, will be rejected. Coupa provides multiple electronic invoice submission methods. For additional invoicing instructions and supplier resources, please visit http://www.cooperstandard.com/public-data

For Accounts Payable questions, please contact APHELPDESK@cooperstandard.com







Invoicing from Purchase Order Received via Email

2. Select "Create New Remit-to" address

 Creating the Remit-to address is only required the 1st time that you submit an invoice from a Cooper Standard Purchase Order

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Invoicing from Purchase Order Received via Email

- 2. Complete the "Address" section
- 3. Complete the "Tax Registration" section (if required by Coupa based on the Tax Country for your location)
- You do not need to complete the banking section as your banking information is already stored in our ERP system
- 4. Select "Create and Use"

	Enter a New Address	– 0 ×
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*Invoice Date 12/06	Company Information ad JO	
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Supplier Note	Line 2	
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	Not For Cross-Border	
Supplier Part Number		
	Banking Information	
Add Tag	NOTE: Banking information is required for compliant invoicing when indicated (with a ""). Otherwise, banking info here is not required and will remain private	
	Cancel Create and Use	
Type Description 0	287 OOM PRC	÷





Invoicing from Purchase Order Received via Email

- 5. Enter you "Invoice #"
 - Your payment terms will be defaulted based on your supplier record has been setup in our ERP system.
- 6. Enter the "Invoice Date"
- 7. Attached a copy of your invoice using the "Image Scan" Option

6		
Create	Invoice	Create

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General Info From * Invoice # * Supplier US Machinery and Sealing Products Supplier Tax ID None * Invoice Date 12/06/18 * Invoice From Address US Machinery and Sealing Products, Payment Term N060 18334 Oakwood Blvd * Currency USD 🗸 Detroit . MI 48894 United States Status Draft * Remit-To Address US Machinery and Sealing Products Image Scan Browse ... 18334 Oakwood Blvd Detroit . MI 48894 Supplier Note United States * Ship From Address US Machinery and Sealing Products P 18334 Oakwood Blvd Detroit, MI 48894 Attachments Add File | URL | Text United States То Customer Cooper Standard Buyer Tax ID VAT1111 ~ Blanket Purchase None Order Pack Slip Lines Line Level Taxation UOM Type Description Qty Price 7,500.00 Development Materia 5.0000 Each 1,500.00 \sim PO Line Contract Period Receipt US10057504-1 \sim \sim

Create Invoice





Invoicing from Purchase Order Received via Email

File Edit View Favorites

- 8. Enter/Select "Shipping" and "Tax" amount on the Invoice Line
- 9. Select "Calculate" to calculate the total on your invoice
- 10. Select "Submit" to submit your invoice to Cooper Standard
 - You can leave the "email me status updates for invoices I create this way checked"

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Submit Invoice



Option 2: Invoicing via the Coupa Supplier Portal



What is the Coupa Supplier Portal (CSP)?

- The Coupa Supplier Portal is a free online portal that allows suppliers to manage their Purchase Orders, Invoices and Payment.
- The Coupa Supplier Portal will allow multiple users access Coupa, (i.e. accounts receivables, sales, associates from multiple sites, etc.).

🔅 Coupa Supplier Portal 🗙 🕂			– 0 X
\leftrightarrow \rightarrow C \triangle https://supplier.coupahost.com			☆ 0 0 🚎 🗄
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	Register New to Coupa? Create your account or click here for help. First Name Last Name Company *Email Register	Log In Welcome back! Login or click here for help. * Email Address * Password Password Log In Forgot Your Password?	

You can register for the Coupa Supplier Portal at <u>https://supplier.coupahost.com</u>

You can view the payment status of your invoice on the Coupa Supplier Portal





What is the process to register for the Coupa Supplier Portal and link to Cooper Standard?

1a. Navigate to the Coupa Supplier Portal to Self-Register

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OR

1b. Create an account from an emailed Purchase Order Email

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2. Coupa Supplier Portal (CSP) Account and Supplier Record in Coupa Web Portal Linked by Cooper Standard

*Supplier Contact Details in Coupa

	Can be made editable in Company Setup	Supplier Acce	ssible E-Invoicin	g Channels	
			Community Verified Status	Instance Status	Invoice to date
🖗 Supplier Cor	tact	cXML Integration	\otimes	\otimes	0
First Name	Michael	sFTP Integration	\otimes	\otimes	0
Last Name	Newton	Coupa Supplier	0	0	0
Email	michael.newton@coopersta	Portal			

Supplier Invited to Connect with Cooper Standard

	Supplie	rs										
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US Machinery ar	nd Sealing Products	5	Active	No	0		Not Linked		Michael Newton		/ 8	1
Invite	Add Tag Per p	page 15 45 9	0						Ir	nvite To Sup	plier Porta	ıl

If you need to update your supplier contact information (First Name, Last Name, Email Address and Telephone Number) or purchase order email address, please send this information to <u>NAPiSupplierEnablement@cooperstandard.com</u>

Cooper Standard

4. Your Coupa Supplier Portal Account is now connected to Cooper Standard to view POs on the CSP

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If Cooper Standard invites you to the Coupa Supplier Portal and you have not registered for a Coupa Supplier Portal Account, you will be asked to sign up for an account in the invitation email sent from Cooper Standard

Supplier





What are the main features of the CSP?



Orders	Review your Purchase Orders and submit invoices/credit memos
Invoices	Reviewing status of Invoices and Credit Memos
Admin	Administer your CSP Account





What should I setup on the Coupa Supplier Portal?

You must add your "Legal Entity" prior to submitting an invoice or credit memo

- 1. Select the "Admin" tab
- 2. Select "E-Invoicing" Setup
- 3. Select "Add Legal Entity"

coupa supplier po	ortal				MICHAEL - NOTIFICATIONS 🕛 HELP -
Home Profile Ord	ers Service/Time Sheets	ASN Invoices	Catalogs Add-ons	Admin	
Admin E-Invoicing	Setup				Add Legal Entity
Users	Legal Entity				
Merge Requests					
E-Invoicing Setup					
Fiscal Representatives					
Remit-To					
Terms of Use					
Coupa Accelerate Preferences					





X

What should I setup on the Coupa Supplier Portal?

- 4. Enter "Legal Entity Name"
- 5. Select "Country"
- 6. Select "Continue"

Where's your business located?

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

* Legal Entity Name	US Machinery and Sealing Products	This is the official name of your
Country	United States	business that is registered with
		the local government and the
		country where it is located.







What should I setup on the Coupa Supplier Portal?

- 7. Complete the "Required" for Invoicing section
- You can leave the Remitto and Ship-from Address checked. You remit-to address and ship-from address are stored in our ERP system

Address Line 2		REQUIRED FOR INVOICING
* City		Enter the registered address of
State		same location where you
* Postal Code		receive government
Country	United States	documents. ᡝ
	🖌 Use this address for Remit-To и	
	Use this for Ship From address 🥡	

What address do you invoice from?





What should I setup on the Coupa Supplier Portal?

8. Complete the "Tax Registration" section (if required by Coupa based on the Tax Country for your location)

Country	United States	~	×
Tax ID			
). Opr	





What should I setup on the Coupa Supplier Portal?

- 9. Select "Done"
- 10. Your Setup is Complete
- 11. Select "Return to Admin"

Miscellaneous		× Setup Complete
Invoice From Code Preferred Language English (US)	~	
	Cancel Done	Congratulations! This legal entity can now be used on new invoices.
		 To get paid - Most customers require that you send them this payment info in in addition to providing it on the invoice. Click on the Profile Tab to see if your customer has a form that collects payment information. Otherwise, you'll have to send it to them through another channel.
		Go to Orders Go to Invoices Return to Admin



Viewing a Purchase Order to Submit an Invoice on the CSP



How do I view a Purchase Order to submit an invoice?

- 1. Select the "Orders" tab
- 2. Select "Create Invoice" (this is the yellow stack of coins)

Profile	Orders	Service/Time Sheets	ASN	Invoices	Catalogs	Add-ons	Admin		
Order Line	S								
						Se	lect Customer	Cooper Standard - U	S Machinery and Sealing F 🗸
									Configure PO Delivery

Purchase Orders

Instructions Refer to our st	From Custor	mer and Cond	itions here: http://coope	rstandard.com/sites/default/files/CSA_PC	_Terms_and_Conditions_Final	.pdf	
				Viev	v All 🗸	Search	P
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
US10057504	12/06/18	Issued	None	5 Each of Development Materials 10 Each of Machinery Spare Parts	No	8,750.00 USD	





How do I view a Purchase Order to submit an invoice?

- 3. Enter you "Invoice #"
- Your payment terms will be defaulted based on your supplier record has been setup in our ERP system.
- 4. Enter the "Invoice Date"
- 5. Attached a copy of your invoice using the "Image Scan" Option

Create Invoice Create

General

Info		From	
* Invoice #	INV 54864	* Supplier	US Machinery and Sealing Products
* Invoice Date	12/06/18	Supplier Tax ID	None
Payment Term * Currency Status	N060 USD V	* Invoice From Address	US Machinery and Sealing Products 18334 Oakwood Blvd Detroit, MI 48823 United States
Image Scan	Browse	* Remit-To Address	US Machinery and Sealing Products 18334 Oakwood Blvd Detroit, MI 48823
Attachments	Add File URL Text	* Ship From Address	United States US Machinery and Sealing Products 18334 Oakwood Blvd Detroit, MI 48823 United States
		То	
		Customer Buyer Tax ID	Cooper Standard
		Blanket Purchase	None

Order Pack Slip





How do I view a Purchase Order to submit an invoice?

6. The "Price" for the Invoice Line will default based on the Purchase Order. If you need to invoice for a different amount change the "qty" and "price" on the invoice line item

7. If you only want to invoice for a single line on your purchase order, select the **"Red X"** to delete the line that you will not be invoicing

Li	nes				☐ Line Level Taxation
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ype ≩	Description Machinery Spare Par	Qty 10.0000	UOM Each ~	Price 125.00	1,250.00
P	O Line IS10057504-2		Contract	Receipt None	Supplier Part Number
C M	ommodity achinery Spare Parts `	7255400	Billing 390-314-7255400		
	Add Tag				

Warning: If the supplier enters a \$0 on the line item as opposed to deleting it then it will cause a bottleneck in the payment process.





How do I view a Purchase Order to submit an invoice?

8. Enter/Select "Shipping" and "Tax" amount on the Invoice Line

9. Select "Calculate" to validate the total for your invoice

10. Select "Submit" to send to Cooper Standard

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Total 8,750.00 © Delete Cancel Save as draft Calculate Submit Total 1,7 Caty UOM Price 125.00 1,7 Are You Ready to Send? I vumber Vou're about to send an invoice to Cooper Standard for a total amount of 8,750.00. Once sent, you'll have to contact your customer directly to make changes to the invoice. Parts Continue Editing Send Invoice			Total Tax			
I Otal 8,750.00 Image: Delete Cancel Save as draft Calculate Image: Delete Cancel Save as draft Calculate Submit Image: Delete Cancel Save as draft Calculate Sabot Image: Delete Cancel Save as draft Calculate Sabot Calculate Image: Delete Cancel Save as draft Calculate Sabot Calculate Save as draft Image: Delete Cancel Save as draft Calculate Save as draft Calculate<			Total		0.00	
Delete Cancel Save as draft Calculate Submit Oty UOM Price are Par 10.0000 Each 125.00 1, Are You Ready to Send? X Number You're about to send an invoice to Cooper Standard for a total amount of 8,750.00. Once sent, you'll have to contact your customer directly to make changes to the invoice. Pants Continue Editing Send Invoice			TOTAL		8,750.00	
Cancel Save as draft Calculate Submit Caty UOM Price are Par 10 0000 Each 125.00 1, Are You Ready to Send? You're about to send an invoice to Cooper Standard for a total amount of 8,750.00. Once sent, you'll have to contact your customer directly to make changes to the invoice. Parts Continue Editing Send Invoice						
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Continue Editing Send Invoice		Parts	to contact your custo	men anecay to make chang		
				Contin	nue Editing Sen	Id Invoice

Viewing a Purchase Order to Submit an Credit Memo on the CSP



How do I view a Purchase Order to submit a credit memo?

- 1. Select the "Orders" tab
- 2. Select "Create Credit Memo" (this is the red stack of coins)

Profile	Orders	Service/Time Sheets	ASN	Invoices	Catalogs	Add-ons	Admin		
Order Line	S								
						Se	lect Customer	Cooper Standard - U	S Machinery and Sealing F \checkmark
									Configure PO Delivery

Purchase Orders

Instructions From Customer Refer to our standard Terms and Conditions here: http://cooperstandard.com/sites/default/files/CSA_PO_Terms_and_Conditions_Final.pdf							
				View	All 🗸	Search	P
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
US10057504	12/06/18	Issued	None	5 Each of Development Materials 10 Each of Machinery Spare Parts	No	8,750.00 USD	





How do I view a Purchase Order to submit a credit memo?

- 3. Enter a Credit Note #
- 4. Enter a Credit Note Date
 - Your payment terms will be defaulted based on your supplier record has been setup in our ERP system.
- 5. Enter Original Invoice Number
- 6. Enter Original Invoice Date
- 7. Attached a copy of your invoice using the "Image Scan" Option

* Credit Note #		
* Credit Note Date	12/06/18	
Payment Term	N060	
* Currency	USD 🖌	
Status	Draft	
* Original Invoice #		
* Original Invoice Date	mm/dd/yy	
Image Scan		Browse
Supplier Note		~
		Ť

Create Credit Note Create

* Supplier	US Machinery and Sealing Products
Supplier Tax ID	None
* Invoice From Address	US Machinery and Sealing Products 18334 Oakwood Blvd Detroit, MI 48823 United States
* Remit-To Address	US Machinery and Sealing Products 18334 Oakwood Blvd Detroit, MI 48823 United States
* Ship From Address	US Machinery and Sealing Products 18334 Oakwood Blvd Detroit, MI 48823 United States
Customer	Cooper Standard
Buyer Tax ID	VAT1111 ~
Blanket Purchase Order	None
Pack Slip	





How do I view a Purchase Order to submit a credit memo?

- 3. Select Adjustment Type
 - Quantity
 - Price
 - Other (Price, Quantity etc.)

Note: Credit Memos for Cooper Standard must be a negative amount

6. The "Price" for the Credit Memo will default based on the Purchase Order. If you need to invoice for a different amount change the "qty" and "price" on the credit memo line item. Please make sure you have selected the correct adjustment type

7. If you only want to invoice for a single line on your purchase order, select the **"Red X"** to delete the line that you will not be invoicing

	TIC5			L Line Level Tax
Adjust	ment Type Quantity 🗸			
Type	Description Qty Development Materia -5.0	UOM Each	Price	7,500.00
PC U Bi	D Line S10057504-1 Iling 10-314-7185000	Contract	Supplier Part Number	Commodity Development Materials 7185000
	Add Tag			
Adjust	Add Tag	UOM	Price	
Adjust Type	Add Tag ment Type Quantity Description Qty Machinery Spare Par -10.0	UOM Each	Price 125.00	1,250.00
Adjust Type Type Bi 39	Add Tag ment Type Quantity Description Qty Machinery Spare Par -10.0 D Line S10057504-2 Iling 10-314-7255400	UOM Each Contract	Price 125.00 Supplier Part Number	1,250.00 Commodity Machinery Spare Parts 7255400

Warning: If the supplier enters a \$0 on the line item as opposed to deleting it then it will cause a bottleneck in the payment process. CooperStandard



How do I view a Purchase Order to submit a credit memo?

8. Enter/Select "Shipping" and "Tax" amount on the Credit Memo Line 9. Select "Calculate" to validate the total for your credit memo 10. Select "Submit" to send to Cooper Do Standard (Mi de

		Totals & Taxes					
		Subtotal				-8,750.00	
		Shipping					
		Tax Description (Shipping)	~			0.000	
		Handling					
		Tax Description (Handling)	~			0.000	
o not enter		Misc					
isc) tax 🔹		Tax Description (Misc)	~			0.000	
scription		Tay Depaription					
		Tax Description	~	0.000	-0.00	0	
		Total Tax				0.00	
		Total			-8,7	750.00	
		😣 Delete	Cancel Save as	draft	Calculate	Submit	
	Are	You Ready to Se	nd?				>
a	You're You'll f	about to send an credi nave to contact your cu	it note to Cooper St stomer directly to ma	andard for ake change	a total am es to the cr	nount of -8,750.00 redit note.). Once sent,

Continue Editing



×

Send Credit Note

Viewing Status of an Invoice on the CSP



How do I view the status of an invoice on the CSP?

- 1. Select the "Invoices" tab
- 2. Search for your "Invoices"
- 3. Review the Status of your Invoice. You invoice can have various statuses
 - Draft your invoice has not been submitted to Cooper Standard
 - Processing your invoice has been submitted and is being processed by Coupa
 - Approved your invoice is approved for paid
 - Pending Approval your invoice is pending approval by Coupa Standard
 - Disputed your invoice has been disputed by Cooper Standard and a correct is required
 - Paid your invoice has been paid
 - Voided your invoice has been void and will not be paid

suppli	erporta	l						
Profile	Orders	Service/Time Sheets	ASN	Invoices	Catalogs	Add-ons	Admin	
						Se	lect Customer	Cooper Standard - US Machinery and
Invo	ices							

Instructions From Customer

Refer to our standard Terms and Conditions here: http://cooperstandard.com/sites/default/files/CSA_PO_Terms_and_Conditions_Final.pdf

Export to 👻				View	All	Search	Ç
Invoice #	Created Date	Status	PO #	Total	Unanswered Comments		Actions
INV 2342	12/06/18	Approved	US10057504	8,750.00 USD	No		
Perpage 15	45 90						

Additional Training on the Coupa Supplier Portal



Where can I find additional training on the Coupa Supplier Portal?

- You can find additional training on the Coupa Supplier Portal at <u>https://www.cooperstandard.com/public-data</u> under Coupa Supplier Resources
- Topics include
 - Coupa Supplier Portal Guide
 - Coupa FAQS
 - Additional Resources
 - Training Videos
 - Coupa Helpful Hints

S Cooper Standard - Public Data × +		
	Public Data	
	Cooper Standard Supplier Quality Statement Cooper Standard is committed to building strong partnerships with suppliers. We work closely with our supply base to ensure that the components and materials used in our products maintain high-quality standards.	 Supplier Public Data Supplier Extranet Partner Extranet Partners
	 Global Supplier Quality Supplier Profile Cooper Standard Global Supplier Manual Supplier Code of Conduct North America Commodity Contacts Buyer Commodity Contact Information PO Terms & Conditions North America PO Terms & Conditions 	
C	International PO Terms & Conditions Coupa Supplier Resources Coupa Supplier Portal Guide Coupa FAQs Additional Resources Training Videos	
	Coupa Helpful Hints	







Who can I contact for support?

NAPiSupplierEnablement@cooperstandard.com	•	General Indirect Purchasing Procure-to-Pay process inquiries/questions Update Supplier Contact Details for Cooper Standard in Coupa Linking Coupa Supplier Portal Account with Cooper Standard
aphelpdesk@cooperstandard.com	•	Questions regarding the status/payment of your invoice
supplier@coupa.com	•	Technical issues with the Coupa Supplier Portal (CSP)

