



Getting setup on the Coupa Supplier Portal

January 2020



Coupa Supplier Portal

The Coupa Supplier Portal (CSP) is a free tool that allows Emirates Flight Catering to easily do business with its suppliers. The CSP makes managing business transactions with EKFC easy. You will be able to:

- Receive and view purchase orders
- Create, view, and send invoices
- Create and manage electronic catalogues
- Manage your EKFC profile and remit-to information
- Check the status of your transactions including payment date

Please note that if you are not a current supplier to EKFC you are not required to register on the CSP.

Getting started

Overview

To join the Coupa Supplier Portal (CSP), go to supplier.coupahost.com and in the 'Register' pane on the left hand side, provide the following information:

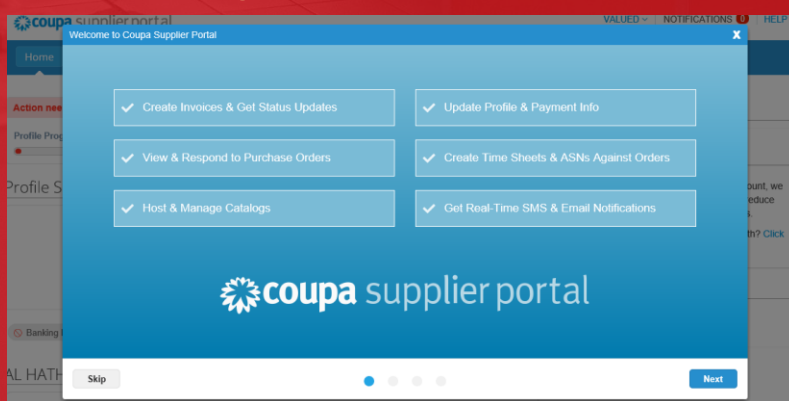
- **First name** of the primary contact person at your company for EKFC
- **Last name** of the primary contact person at your company for EKFC
- **Company name** as per your trade license
- **Email address** of the primary contact person at your company for EKFC

You will then receive an email notification where you will be required to verify your account by clicking on **Confirm Email** button and complete your registration. Provide the below additional information.

- **Department** of the primary contact person at your company for EKFC
- **Role** of the primary contact person at your company for EKFC

After providing all information, read the [Privacy Policy](#) and the [Terms of Use](#), click on **I accept the Privacy Policy and the Terms of Use** and click on **Submit** to register in CSP.

Please note that at this point you are registered on the CSP but are not yet linked with EKFC. To link your CSP account with EKFC, please contact the Procurement department at sourceforce@ekfc.ae or +971 4 208 6871.

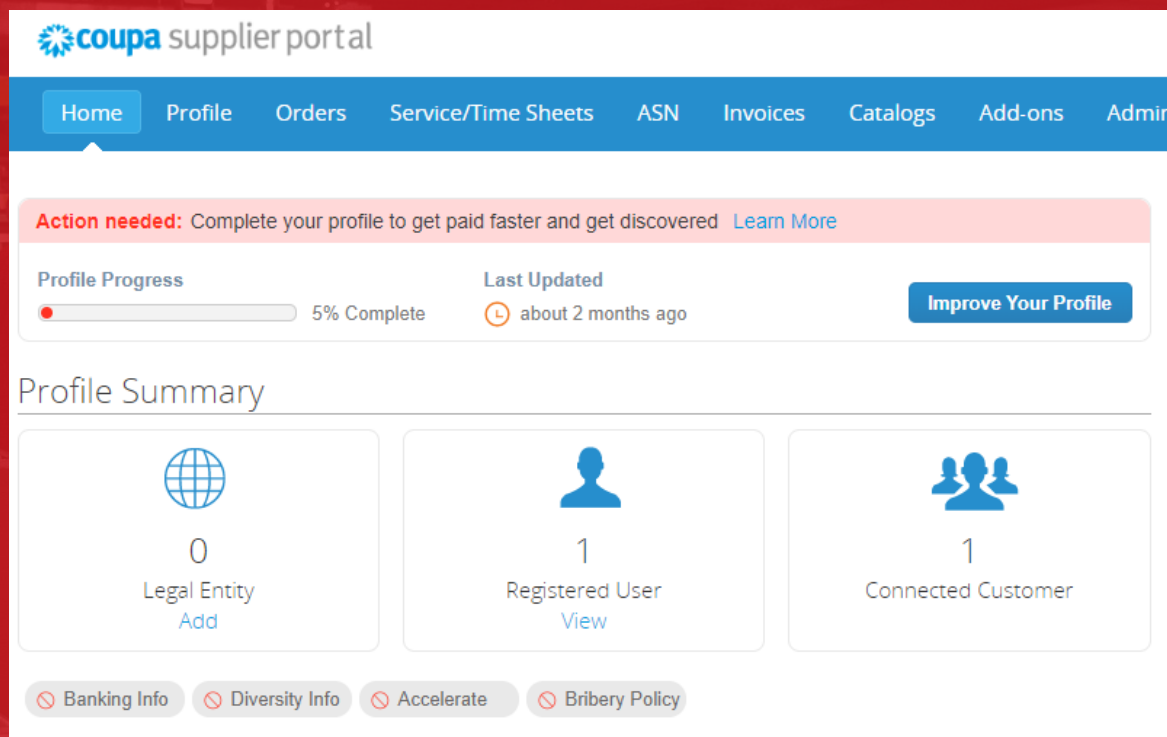


When you first log in, Coupa takes you on a tour of the portal.

Getting started

Profile summary on the Home page

On the Home page, you can see an actionable profile summary about your Profile Progress.



The screenshot displays the Coupa Supplier Portal interface. At the top, there is a navigation bar with the following items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Add-ons, and Admin. Below the navigation bar, a red banner indicates an action needed: "Action needed: Complete your profile to get paid faster and get discovered" with a "Learn More" link. The main content area shows the "Profile Progress" section, which includes a progress bar at 5% Complete and a "Last Updated" timestamp of "about 2 months ago". A blue button labeled "Improve Your Profile" is positioned to the right. Below this, the "Profile Summary" section features three cards: "Legal Entity" with a count of 0 and an "Add" link, "Registered User" with a count of 1 and a "View" link, and "Connected Customer" with a count of 1. At the bottom of the summary section, there are four toggle buttons: "Banking Info", "Diversity Info", "Accelerate", and "Bribery Policy", all of which are currently turned off.

The **Profile Summary** shows the number of legal entities and registered users based on the information provided in your profile, and the number of connected customers, that is, the number of customers linked to your profile.

Click on **Improve Your Profile** to add more information to your profile.

Once complete continue to the eInvoicing setup.

eInvoicing Setup

Before you create your first invoice, make sure that you have completed the eInvoicing setup by following the steps below.

1. On the main menu, click **Admin**.
2. Click **Legal Entity Setup**.
3. Click **Add Legal Entity**.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with 'Admin' highlighted and a red circle with the number '1' next to it. Below the navigation bar, the page title is 'Admin Legal Entity Setup'. On the right side of the page, there is a button labeled 'Add Legal Entity' with a red circle and the number '3' next to it. On the left side, there is a sidebar menu with 'Legal Entity Setup' highlighted and a red circle with the number '2' next to it. The main content area contains the following text:

Let's get your company setup for electronic invoicing!
We'll walk you through what's needed & keep it as short as possible.

The first thing you'll need to do is add a legal entity.

Please note, if you are a European Company, or have any operations in Europe, and you are based in one country but are registered for VAT in more than one country, you must complete your fiscal representatives before you set up your legal entity. Once you set those up, follow the E-Invoicing Setup to continue.

The dialog box is titled 'Where's your business located?'. It contains the following fields:

- * Legal Entity Name: ABC International LLC
- * Country: United Arab Emirates

Below the fields, there is a text box that reads: 'This is the official name of your business that is registered with the local government and the country where it is located.'

At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Continue'.

Enter your company name based on your trade license and select the country where your company is located.

eInvoicing Setup

Tell your customers about your organization by entering the required information such as your company address and tax ID (if applicable).

Tell your customers about your organization

1 2 3 4

Which customers do you want to see this?

All
 Emirates Flight Catering Company LLC

What address do you invoice from?

• Address Line 1
Address Line 2
• City
State
• Postal Code
Country United Arab Emirates

Use this address for Remit-To
 Use this for Ship From address

What is your Tax ID?

Country United Arab Emirates
• VAT ID
 I don't have a VAT/GST Number

[Add additional Tax ID](#)

Miscellaneous

Invoice From Code
Preferred Language English (United Arab Emirates)

Note: If the address you entered is the same as your Remit-To and Ship From address you can leave the tick box as it is.

Once completed, click **Save & Continue**.

eInvoicing Setup

Where do you want to receive payment?

1 2 3 4

* Payment Type **Address**
Bank Account

What is your Remit-To Address?

Address Line 1 test
Address Line 2
City Dubai
State
Postal Code 63636
Country United Arab Emirates

Cancel Save & Continue

Where do you want to receive payment window will allow you to select Payment Type as Address or Bank Account.

If you select Address (default option), you can continue to the next step as you already provided the address(es) on the previous page.

Where do you want to receive payment?

1 2 3 4

* Payment Type Bank Account

Banking information ⓘ

Bank Account Country: United Arab Emirates
Bank Account Currency:
Bank Name:
Beneficiary Name:
Routing (Bank Code) Number: Bank Code
Account Number: ⓘ
Confirm Account Number:
IBAN: ⓘ
SWIFT/BIC Code: ⓘ
Bank Account Type: Business

RECOMMENDED
Note: Banking info added here is NOT automatically sent to your customer(s). If they don't have it already - please use their payment info change process (which may be outside of Coupa for some buying organizations). ⓘ

Bank address

Address Line 1:
Address Line 2:
City:
State:
Postal Code:

What is your Remit-To Address?

Address Line 1 test
Address Line 2
City Dubai
State
Postal Code 63636
Country United Arab Emirates

Cancel Save & Continue

If you select Bank Account, you can provide your banking information to be shown on your invoices.

eInvoicing Setup

Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

Add Remit-To

Remit-To Account	Remit-To Address	Status	
Address	222 Invoice From Address Big City 33333 United States	Active	Manage

Deactivate Legal Entity Cancel Next

The second part of the **Where do you want to receive payment** window now shows both the **Remit-To Account** and the **Remit-To Address**.

Where do you ship goods from?

1 2 3 4

For many countries including different shipping details on the invoice is required if they are different to where your legal entity is registered.

Add Ship From

Title	Status	
Address Big City 33333 United States	Active	Manage

Deactivate Legal Entity Done

Click **Add Remit-To** to add more locations, otherwise click **Next**.

Click **Add Ship From** to add more locations, otherwise click **Done** to complete the setup.

Setup Complete

1 2 3 4



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 **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

Done

Click **Done** to complete the setup.

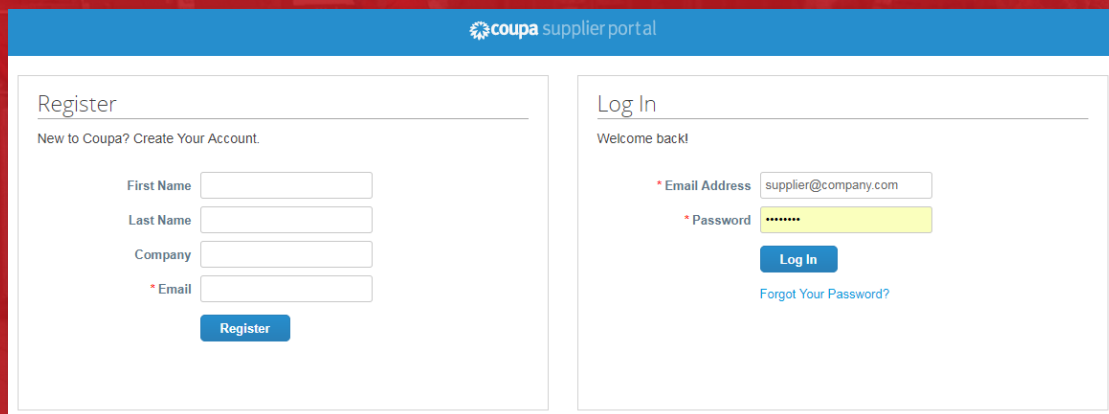
Registration completed

Congratulations!

You are now registered in the Coupa Supplier Portal and can now create invoices.

To login, go to supplier.coupa.com and in the Log In pane on the right hand side, enter your email address and password and click **Log In**.

If you forgot your password, just click the 'Forgot your Password?' link to reset your password.



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar is blue with the Coupa logo and the text 'coupa supplier portal'. Below the navigation bar, there are two main sections: 'Register' and 'Log In'. The 'Register' section is titled 'New to Coupa? Create Your Account.' and contains four input fields: 'First Name', 'Last Name', 'Company', and '* Email'. A blue 'Register' button is located below the 'Email' field. The 'Log In' section is titled 'Welcome back!' and contains two input fields: '* Email Address' (with the value 'supplier@company.com') and '* Password' (with masked characters). A blue 'Log In' button is located below the 'Password' field. A link for 'Forgot Your Password?' is located below the 'Log In' button.

To quickly access the portal, you may bookmark the page or add it in your Favourites using your preferred web browser.

Important note:

Make sure that you have completed the **Legal Entity Setup** to save time when creating an invoice.

For any queries, please email sourceforce@ekfc.ae