



Getting setup on the Coupa Supplier Portal

October 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:

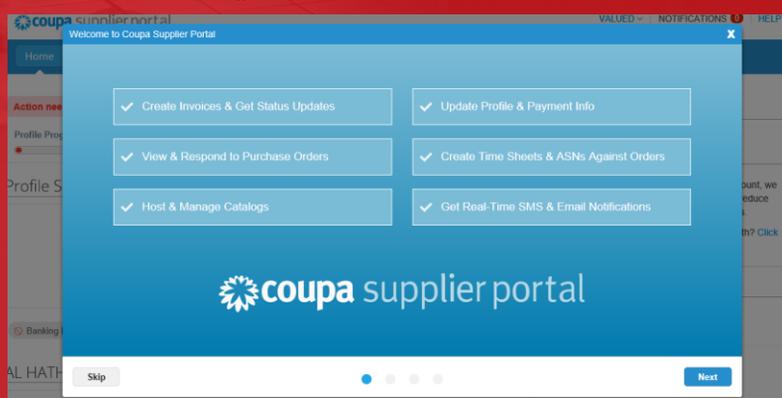
- **First name** of the primary contact person at your company for EKFC
- **Last name** of the primary contact person at your company for EKFC
- **Company name** as per your trade license
- **Email address** of the primary contact person at your company for EKFC

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.

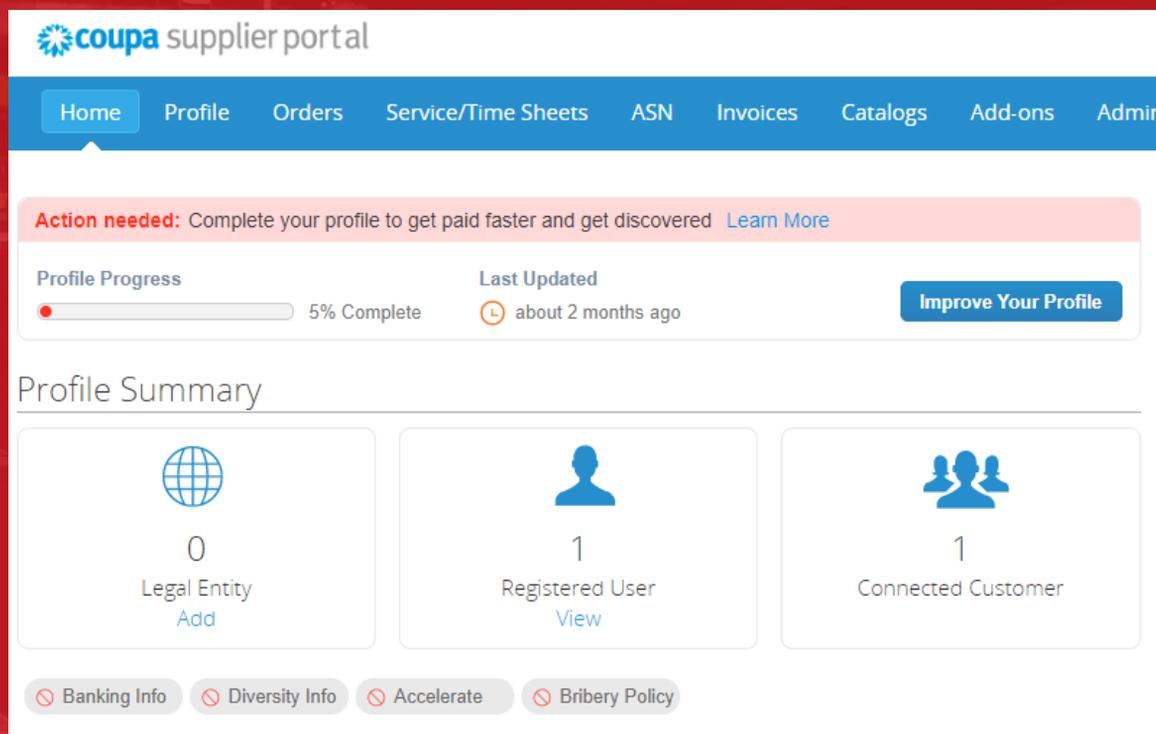


When you first log in, Coupa takes you on a tour of the portal.

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, the navigation bar includes links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Add-ons, and Admin. A prominent red banner indicates an "Action needed" to complete the profile for faster payment and discovery, with a "Learn More" link. Below this, the "Profile Progress" section shows a 5% completion rate and a "Last Updated" timestamp of "about 2 months ago", accompanied by an "Improve Your Profile" button. The "Profile Summary" section features three cards: "Legal Entity" (0, Add), "Registered User" (1, View), and "Connected Customer" (1). At the bottom, there are four status indicators: Banking Info, Diversity Info, Accelerate, and Bribery Policy, each with a red 'X' icon.

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.

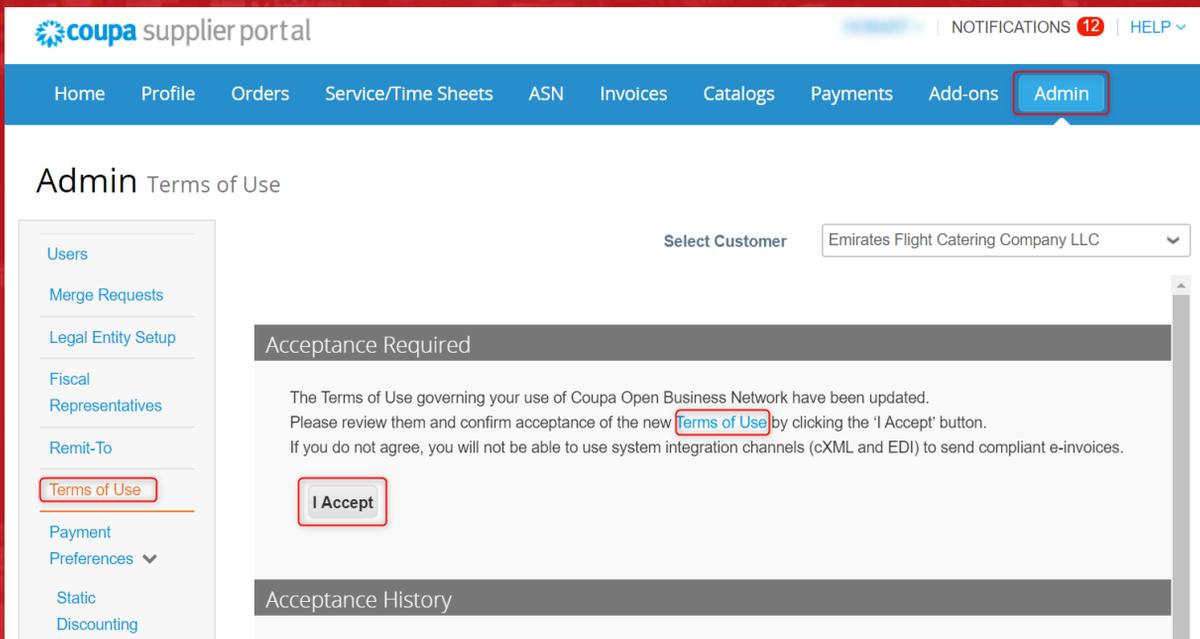
Click on **Improve Your Profile** to add more information to your profile.

Once complete continue to the eInvoicing setup.

eInvoicing Setup

Note (for UAE suppliers only): Before you create invoice, make sure that you have accepted the terms & conditions by following the steps below.

1. On the main menu, click **Admin**.
2. Click **Terms of Use** to read the complaint invoicing terms & conditions.
3. Click **I accept** to accept the terms to submit electronic invoice.



The screenshot shows the Coupa Supplier Portal interface. At the top, the header includes the Coupa logo, 'supplier portal', and navigation links for 'NOTIFICATIONS 12' and 'HELP'. A blue navigation bar contains menu items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Payments, Add-ons, and Admin (highlighted with a red box). Below the navigation bar, the page title is 'Admin Terms of Use'. On the left, a sidebar menu lists various options: Users, Merge Requests, Legal Entity Setup, Fiscal Representatives, Remit-To, Terms of Use (highlighted with a red box), Payment Preferences, Static, and Discounting. The main content area features a 'Select Customer' dropdown menu set to 'Emirates Flight Catering Company LLC'. Below this, a section titled 'Acceptance Required' contains a message: 'The Terms of Use governing your use of Coupa Open Business Network have been updated. Please review them and confirm acceptance of the new Terms of Use by clicking the 'I Accept' button. If you do not agree, you will not be able to use system integration channels (cXML and EDI) to send compliant e-invoices.' A red box highlights the 'I Accept' button. At the bottom of the main content area, there is a section titled 'Acceptance History'.

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 '1' next to it. Below the navigation bar, the 'Admin' section is active, and 'Legal Entity Setup' is highlighted in the left sidebar with a red circle '2'. In the main content area, the 'Add Legal Entity' button is highlighted with a red circle '3'. 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 titled 'Where's your business located?' contains the following fields and text:

* Legal Entity Name:

* Country:

This is the official name of your business that is registered with the local government and the country where it is located.

Buttons:

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)

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.

VAT ID is your local Tax Registration Number.

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.

For changing your existing banking information contact Procurement. If you know the buyer, you can get in touch with them directly or email sourceforce@ekfc.ae

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.

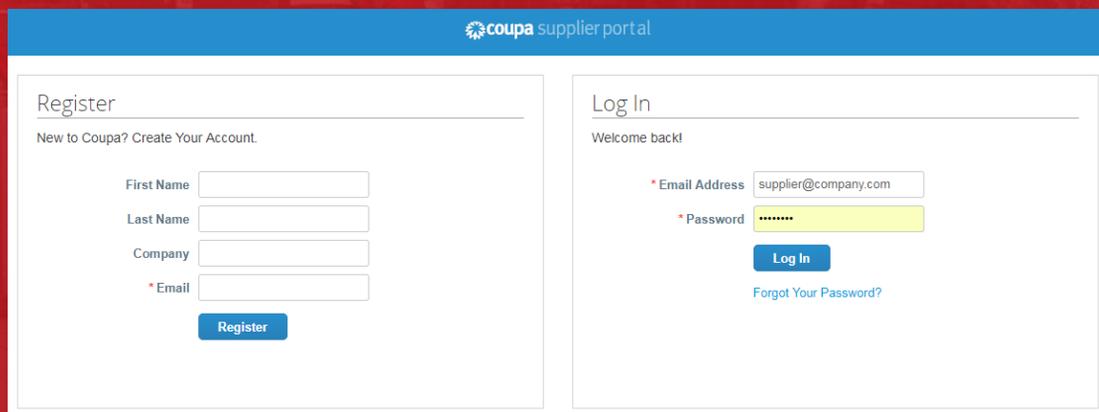
Registration completed

Congratulations!

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

To login, go to supplier.coupahost.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 header is blue with the Coupa logo and 'coupa supplier portal' text. The main content area is split into two panels. The left panel is titled 'Register' and contains the text 'New to Coupa? Create Your Account.' Below this are four input fields: 'First Name', 'Last Name', 'Company', and '* Email'. A blue 'Register' button is at the bottom. The right panel is titled 'Log In' and contains the text 'Welcome back!'. It has two input fields: '* Email Address' (with 'supplier@company.com' entered) and '* Password' (with masked characters). A blue 'Log In' button is below the password field, and a blue link 'Forgot Your Password?' is below the 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