HOW TO REGISTER
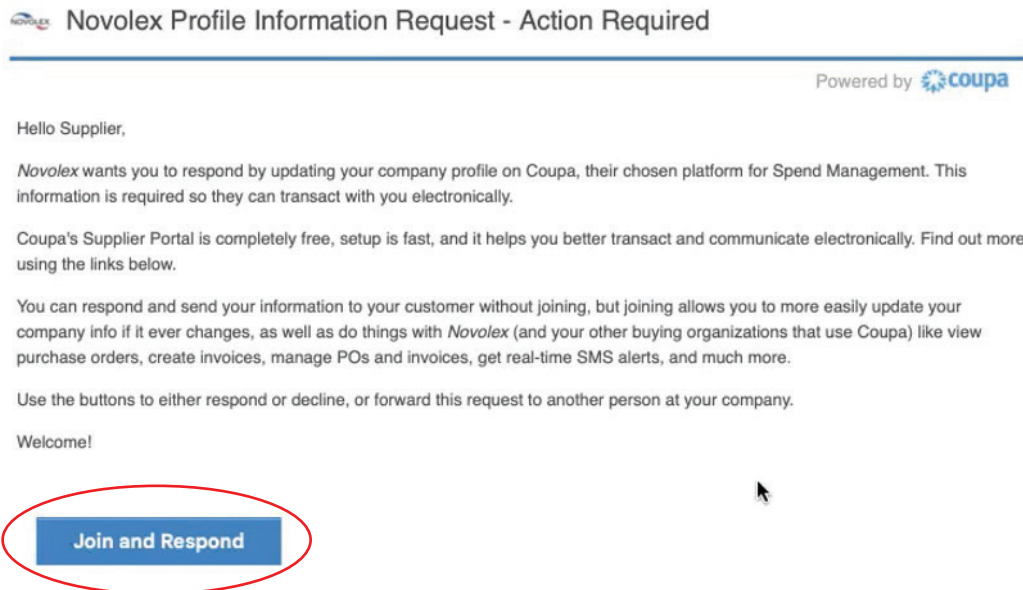## ON THE COUPA SUPPLIER PORTAL

EFFECTIVE DATE
June, 2023

■ STANDARD PROCESS

1. Supplier accesses the **Coupa Supplier Portal (CSP)** utilizing the **Join and Respond** option in their activation e-mail.
2. **Join and Respond** will populate a pop-up in a separate window where you will have the option to sign up and **Get Started**.
3. The steps in the pop-up will allow for banking information to be filled in. This is a requirement, and this data does not carry over to the form.
4. After completing the information in this pop up, you will move to set up your full profile.
5. Complete the form in its entirety. Fields with a red asterisk are required. You can *Save* if you need to revisit the site later to complete your form, directions below will have information on that process.
6. Additional required fields: Remit-To.
7. After you complete and submit your form, you will have a **Pending Approval** notification at the top of the page indicating that the Novolex Supplier Enablement Team can now access the submitted information and approve or reject that, as needed.
8. If you do not access your form, Coupa sends automated reminder messages on Day 2, 5, 10, & 15. **The form will expire on day 30.**

Below you will find detailed instructions, helpful tips, and other important callouts to ensure the best possible experience when completing Supplier Onboarding for the Coupa Supplier Portal. Recommendations, troubleshooting tips, and other important callouts have been put together by our Supplier Enablement Team based off tips and best practices. They can be reached at Suppliers@Novolex.com if you have any questions, issues, or concerns regarding the CSP.

Step 1. Once your contact information has been confirmed, please select **Join and Respond** on the email that you receive from Coupa.

Step 2. You will then be redirected to the Coupa Supplier Portal platform and prompted to set up an account. It's imperative that you complete this step even if you are already signed up with others in Coupa. This will establish your connection with Novolex for future transacting. Here, you also have the option to forward the invitation to someone else.

Create your business account

Novolex is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Novolex so you're ready to do business together.

Email	mf.shelbytest2+nvlxsupport1@gmail.com
Password	👁
	Use at least 8 characters and include a number and a letter.
Password Confirmation	👁

☐ I accept the Privacy Policy and the Terms of Use.

Get Started

Having an issue with signup?

Forward this to someone

Step 3. There will be three sections that need to be completed. Basics, Payment, and Profile. The information you see here has been pre-populated by our Enablement Team to the best of their abilities. If you see that something is inaccurate, please update it and select **Next**.

Basics ——————— Payment ——————— Profile

Tell us about your business ⓘ

* Company Name	Novolex Support Test_1
	Your official registered company name
Website	
* Country/Region	United States
* Address Line 1	33 N Dearborn
Address Line 2	Suite 310
* City	Chicago

Step 4. Complete your **Banking Information** on the next section. These fields are required. Once the information has been entered, please select **Next.**

Basics ——————— Payment ——————— Profile

Get paid by bank transfer ⓘ

Add account where Novolex should pay you.

Step 5. Click **Take Me There** at the bottom of the profile page to move on to the next step of the Onboarding process.

Step 6. From the **Take Me There** option, you will be redirected to the Information Request portion of the Coupa Supplier Portal where you will be required to fill out all fields indicated as required with a red asterisk. *Please refer to the Standard Process at the top of your guide to see notes regarding required fields.*
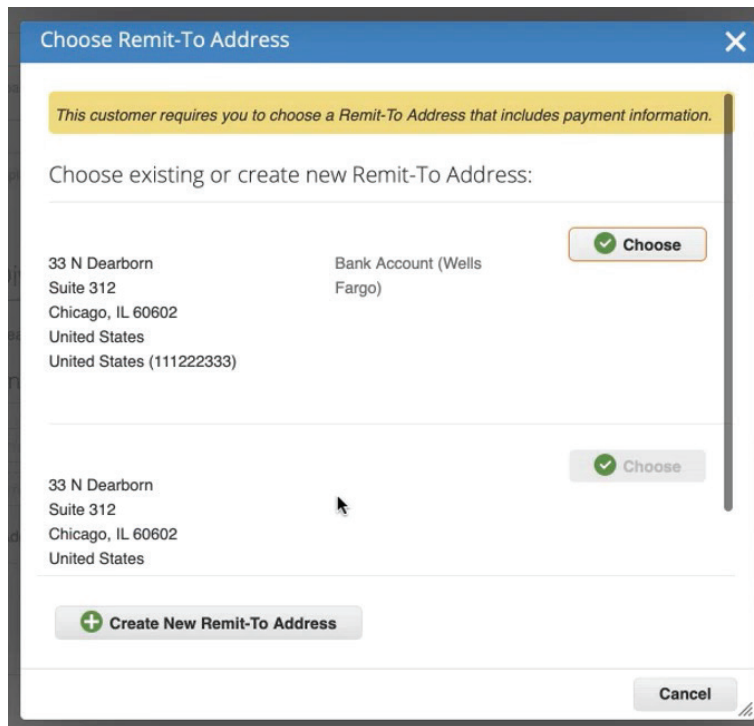

Please ensure all information provided on the form is completed in ALL CAPS.

Step 7. Select **Add Remit To** to add a remit-to address and banking/ACH information. Although it is not marked with a red asterisk, we cannot successfully transact with you if we do not receive this information. You will see a pop-up with information, sometimes there are multiple pieces of information here. You will need to select **Choose** on the Remit-To Address with the banking information. If, at any point, you receive an error saying that the Remit-To Address cannot be validated, please select **Create New Remit-To Address** and re-enter the information, which will include new banking details.
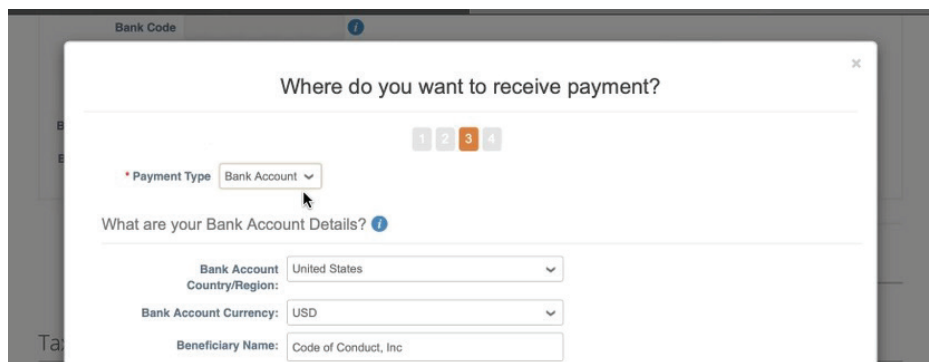
On section 3 of creating a new Remit-To Address, be sure to click on the **Payment Type** field and select **Bank Account** to successfully add banking information.
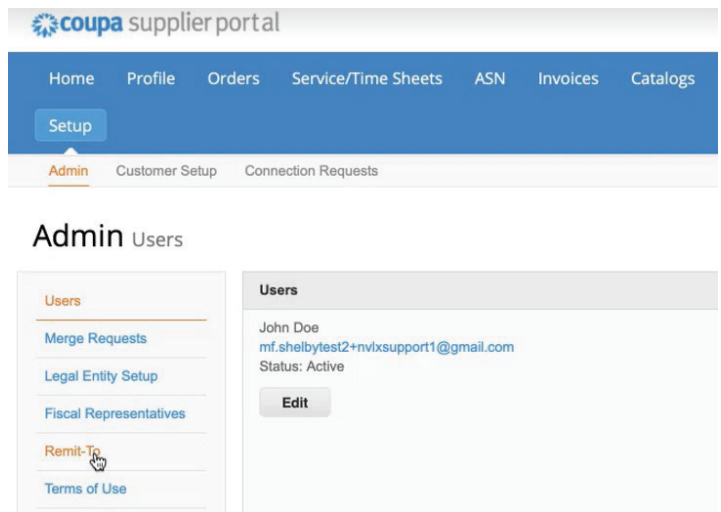
Step 8. Select **Submit For Approval** once you have entered all of the information. Alternatively, if you need to save and come back to the form, you can also choose the **Save** option.

Step 9. If you chose to **Save** and come back to the form, to re-access the information, you will first need to Login to the CSP. You will then choose **Profile**, from the top, followed by **Information Requests** and you should automatically be redirected to the form you were previously working on.
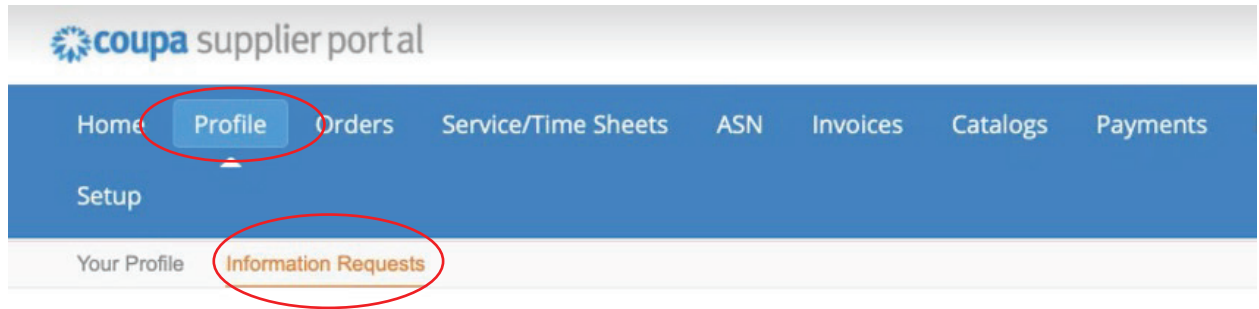
Step 10. If you have multiple bank accounts, you can add those to your profile by going to **Setup** and then selecting **Remit-To** on the left-hand side of the page. You will then need to choose **Add Remit-To** and the pop-up will be similar to the previous remittance pop-up.