

A person wearing a grey coat and teal sneakers is walking on a stone-paved street. The person is carrying a grey bag. The background is a light-colored stone wall.

SUPPLIER GUIDE

Coupa Supplier Portal (CSP)
Registration



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NAVIGATION

Click on the section name to navigate to the topic



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HOME

Coupa Supplier Portal (CSP) Registration

TF
G


1. Registration email invitation

Reply Reply All Forward Delete Move Mark ▾ Add ▾ View ▾ Print Close

THE FOSCHINI GROUP LIMITED Registration Instructions – Action Required
 Tue 1/5/2021 10:42 AM
From: Coupa Supplier Portal
To: Mandyquins2@testing.s2pconsulting.co.za

Message

TFG TEST THE FOSCHINI GROUP LIMITED Registration Instructions – Action Required

Powered by 

Hello Mandyquins Mannequins & Displays 2,

We handle our business spend electronically in order to prevent lost documents and make sure you are paid on time. Within the next 48 hours, click the button below to register your account. If you are not the right person at your company, send this request to the appropriate person by using the forward link.

Note: not registering in a timely manner may impact your ability to do business with us. Let us know if you are unable to register for any reason.

THE FOSCHINI GROUP LIMITED

[Join Coupa](#) [Forward this invitation](#)

[Overview](#)
Learn more about the Coupa Supplier Portal

[Need help?](#)
Answers to common questions and issues

[Coupa Info](#)
Learn more about how companies use Coupa

Step 1 Registration email invitation

Any supplier can register on the CSP, however, for transactions to flow between TFG and yourself, we need to send you an invitation.

1.1

You will receive an email invitation with the subject line **THE FOSCHINI GROUP LIMITED Registration Instructions – Action Required.**

THE FOSCHINI GROUP LIMITED

Join Coupa

Forward this invitation

2.1

TFG

TEST

Powered by  coupa

Create your business 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.

Email @testing.s2pcons

2.2

Forward

2.3

[Having an issue with signup?](#)

[Don't forward this](#)

Step 2

Forward this invitation

If you are the incorrect recipient of this email, forward it to the correct person in your organisation. Simply enter the correct person's email address in the field provided.

Note: The email domain should be the same as yours.

2.1

Click on the **'Forward this invitation'** button.

2.2

Enter the correct person's email address in the field provided.

2.3

Click on the **'Forward'** button to send the invitation to the correct recipient in your organization.




The individual registering on the CSP will be able to see all TFG PO's, create and submit invoices and perform administrative duties on the account like adding additional users and updating company information. Please ensure you have the right person in your organisation registering on the CSP.

THE FOSCHINI GROUP LIMITED


Join Coupa

3.1

Forward this invitation



TEST

Powered by 

Create your business 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.

Email

Password

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

Password Confirmation

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

Get Started

[Having an issue with signup?](#)


[Forward this to someone](#)

Step 3 Join Coupa

By clicking on '**Join Coupa**' you are activating your account and completing the registration.

- | | |
|-----|--|
| 3.1 | Click on the ' Join Coupa ' button. |
| 3.2 | Your email address will be pre-populated. Create and provide your password in the fields provided. |
| 3.3 | Select the check box to accept the Privacy Policy and the Terms of Use |
| 3.4 | Click on the ' Get Started ' button to proceed to the next step of the registration. |

TFG TEST

Powered By  coupa

Progress: Basics (selected), Payment, Coupa Profile

Tell us about your business

* **Company Name**
Your official registered company name.

Website

* **Country/Region**

* **Address Line 1**

Address Line 2

* **City**

State

* **Post Code**

4.1 (points to the form fields)

4.2 (points to the Next button)


Step 4 Tell us about your business

Clicking on the '**Get Started**' button takes you to the '**Tell us about your business**' page where you can provide your basic information.


4.1 Complete the fields provided.


4.1 **Note:** Mandatory fields are marked with an Asterix.

4.2 Click on '**Next**' to proceed to the next page




TEST


Powered By 




Basics




Payment



Coupa Profile

Would you like to offer discounts to get paid faster? 

 Payment discount preferences

Your default payment term

- Net 30 ▶
- Net 45 ▶
- Net 60 ▶
- Net 75 ▶
- Net 90 ▶
- Net 120 ▶

Automatically replace with this discount
(you can change this later)

- None ▼
- None ▼
- None ▼
- None ▼
- None ▼
- None ▼

Use these preferences for all your customers

Back

Next

Step 5

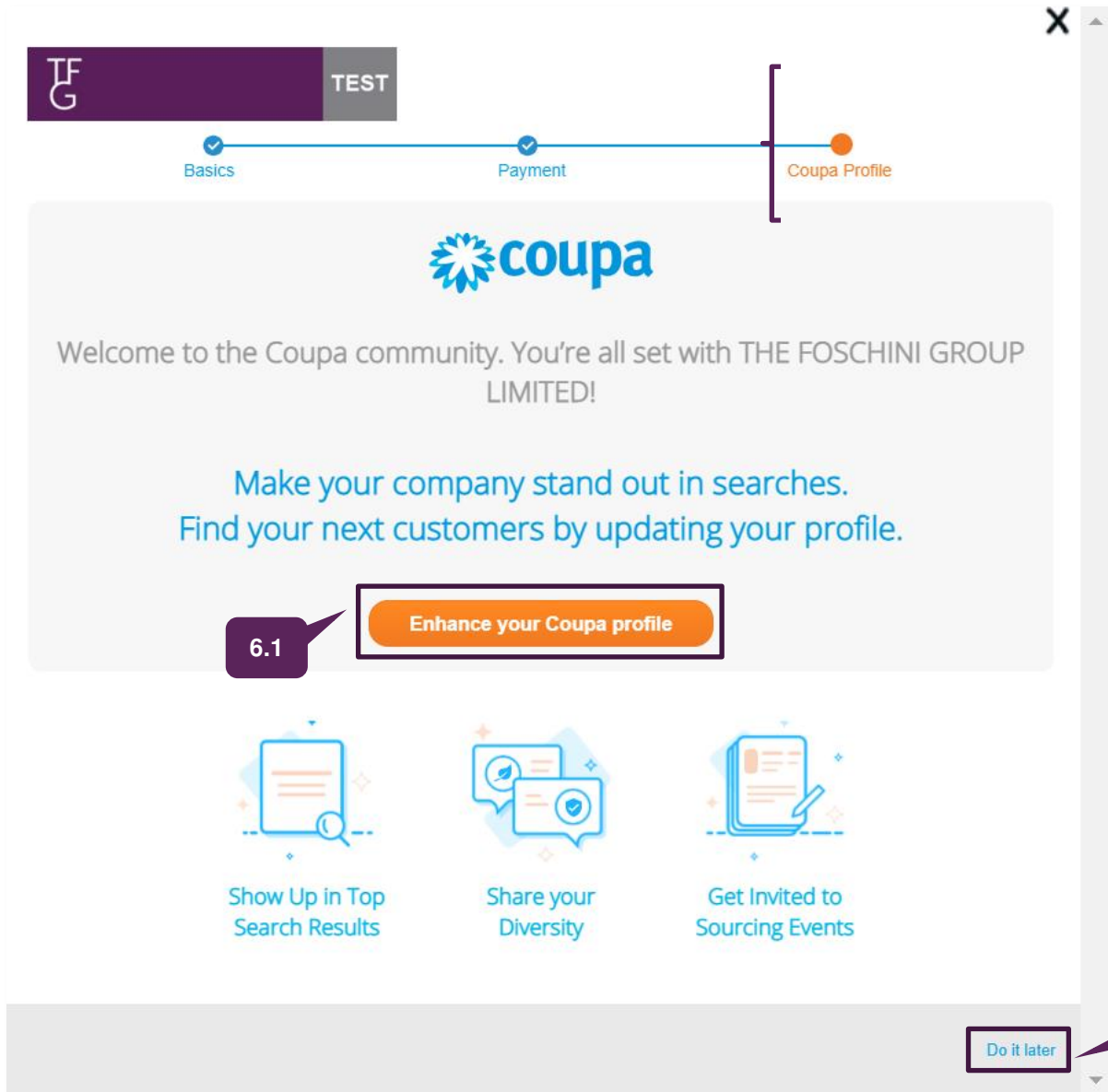
Would you like to offer discounts to get paid faster?

Clicking on the Next button takes you to the 'Would you like to offer discounts to get paid faster?' page where you can set your Payment Discount Preferences.

TFG SUPPLIERS ARE NOT REQUIRED TO COMPLETE THIS PAGE!

5.1

Click on 'Next' to proceed to the next page.



TFG TEST

Basics Payment Coupa Profile

coupa

Welcome to the Coupa community. You're all set with THE FOSCHINI GROUP LIMITED!

Make your company stand out in searches.
Find your next customers by updating your profile.

6.1 Enhance your Coupa profile

Show Up in Top Search Results

Share your Diversity

Get Invited to Sourcing Events

6.2 Do it later

Step 6 Coupa Profile

Clicking on the **'Next'** button takes you to the Congratulations page informing you about your successful setup that allows you to do business with TFG.

- | | |
|-----|--|
| 6.1 | <p>You are encouraged to update your 'Coupa Profile' so that other customers can also find you.</p> <p>Click on the 'Enhance your Coupa Profile' button to open your public profile in edit mode.</p> <p>UPDATING YOUR COUPA PROFILE IS OPTIONAL!</p> |
| 6.2 | <p>Alternatively, click on 'Do it later' to complete it at a later stage.</p> |

Customer Setup

THE FOSCHINI GROUP LIMITED

We have all the basic info we need for you to begin transacting with THE FOSCHINI GROUP LIMITED.

[Edit your Setup](#)


New: Exclusive discounts for your business to thank you for being a part of the Coupa Community.

Action needed: Complete your profile to get paid faster and get discovered [Learn More](#)

Profile Progress

 6% Complete

Last Updated

 24 minutes ago

[Improve Your Profile](#)

Announcements [View All \(1\)](#)

Welcome (THE FOSCHINI GROUP LIMITED)
Dear valued supplier, TFG welcomes you to the Coupa Supplier Portal (CSP). Please click here for

One-Click Savings [View All](#)

Start saving today!
Explore deals for your company, exclusive to the Coupa Community.

Merge Accounts

If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers.

Not seeing the account you want to merge with? [Click here.](#)

Rose Travel and Enterprises

rte@testing.s2pconsulting.co.za

[Chat with Coupa Support](#)

Profile Summary



0

Legal Entity

[Add](#)


1

Registered User

[View](#)


1

Connected Customer

[Banking Info](#) [Diversity](#) [Accelerate](#) [Bribery Policy](#)

Mandyquins Mannequins & Displays 2



Website

Industry

About

Step 7 Coupa Supplier Portal – Home Page

Clicking on the 'Do it later' button takes you to the CSP 'Customer Setup' page.

7.1 Click on the 'Home' tab at the top left side of your screen to go to the Home Page.

7.2 CSP Home Page

7.1



HOME

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THANK YOU