

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

Supplier Information  
Management



# TABLE OF CONTENTS

Profile information request (email)	4
Profile update (email)	5
CSP Log In	7
CSP Notification	9
Update customer profile	10

## NAVIGATION

Click on the section name to navigate to the topic



Click on Home button to return to Table of Contents



HOME

# Supplier Information Management

TF  
G



# Profile information request email

THE FOSCHINI GROUP LIMITED Profile Information Request - Action Required

Mon 11/23/2020 8:05 AM

From: Coupa Supplier Portal  
To: Cyberdyne@testing.s2pconsulting.co.za

Message

**TFG** TEST THE FOSCHINI GROUP LIMITED Profile Information Request - Action Required

Powered by Coupa

Hello Cyberdyne Systems,

THE FOSCHINI GROUP LIMITED needs you to provide information about your company electronically in order to prevent lost documents and make sure you are paid on time. They manage this information with Coupa, their chosen platform for Spend Management. Within the next 48 hours, please respond below to provide this information.

Note: Not providing this information in a timely manner may impact your ability to do business and get paid. Let us know if you are unable to do so for any reason.

Welcome!

Alan Carpenter  
THE FOSCHINI GROUP LIMITED

1.1a

[Join and Respond](#)

1.1b

[Respond Without Joining](#)

[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

1	<b>Profile information request email</b>
<p><b>Note:</b> You will receive this email if you are;</p> <ul style="list-style-type: none"> <li>A new supplier and we need you to provide us with your company information for a sourcing event</li> <li>A new supplier and we need you to provide us with information to complete your onboarding.</li> </ul> <p>Company information may include but is not limited to;</p> <ul style="list-style-type: none"> <li>General company information</li> <li>B-BBEE Information</li> <li>Banking information</li> </ul>	
1.1a	<p>You will receive an email with the subject line; <b>THE FOSCHINI GROUP LIMITED Profile Information Request – Action Required.</b></p> <p>In the body of the email, click on the ‘<b>Join and Respond</b>’ button to proceed to the Coupa Supplier Portal where you will access the form/questionnaire. (RECOMMENDED)</p>
1.1b	<p>Alternatively, click on the ‘<b>Respond Without Joining</b>’ to update your information without joining the Coupa Supplier Portal. <b>(NOT RECOMMENDED)</b></p>



# Profile update email



HOME

Update your profile for THE FOSCHINI GROUP LIMITED

Wed 1/13/2021 11:07 AM

From: THE FOSCHINI GROUP LIMITED

To: Mandyquins@testing.s2pconsulting.co.za

Message



TEST

Update your profile for THE FOSCHINI GROUP LIMITED

Powered by Coupa

Hello Supplier,

THE FOSCHINI GROUP LIMITED wants you to respond by updating your company profile on Coupa. This information is required so they can transact with you electronically.

Use the "Update Profile" button to respond or decline.

THE FOSCHINI GROUP LIMITED

1.2

Update Profile



Business Spend Management

To get immediate updates via SMS or change notification preferences, go [here and adjust your settings](#)

1

Profile update email

Note: You will receive this email if you are;

- One of our current vendors and we need you to update your company information for a sourcing event or simply because we need to have your updated information on our database.

1.2

Should we need you to update your information at a later stage, you will be sent a profile update email with the subject line; **Update your profile for THE FOSCHINI GROUP LIMITED.**

In the body of the email, click on 'Update Profile' button to proceed to the Coupa Supplier Portal where you will access the form/questionnaire.

## Register

New to Coupa? Create your account or click here for [help](#).

First Name

Last Name

Company

\* Email

Register

## Log In

Welcome back! Log in or click here for [help](#).

2.1 \* Email Address

2.2 \* Password

Log In

2.3 [Forgotten your password?](#)

2

Enter your login credentials to login to your account.

2.1

Your email address.

2.2

Password.


2.3

Click on 'Log In'.

coupa supplier portal

[Home](#) | [Profile](#) | [Orders](#) | [Service/Time Sheets](#) | [ASN](#) | [Invoices](#)
[Your Public Profile](#) | [Your Customer Profiles](#)

## THE FOSCHINI GROUP LIMITED

 We have auto-filled some information from your Public Profile

Supplier Information Mandyquins Mannequins &amp; Displays

\* Name Mandyquins Mannequins &amp; I

Alternate Company Name Mandyquins Mannequins &amp; I

Doing Business As

Primary Address

Country/Region South Africa

Address Name Mandyquins

Street Address 23 Time street

Street Address 2

City Johannesburg

State Region South Africa

3.1a

3.1b

## Update information requests

You have existing information requests that have not been updated with your current profile information. You can

## Profile update reminder is received

Complete Your Profile to Get Paid Faster and Get Discovered

## New PO received

New PO C000001677 for R18 000,00 issued by THE FOSCHINI GROUP LIMITED.

[See all Notifications](#)

3

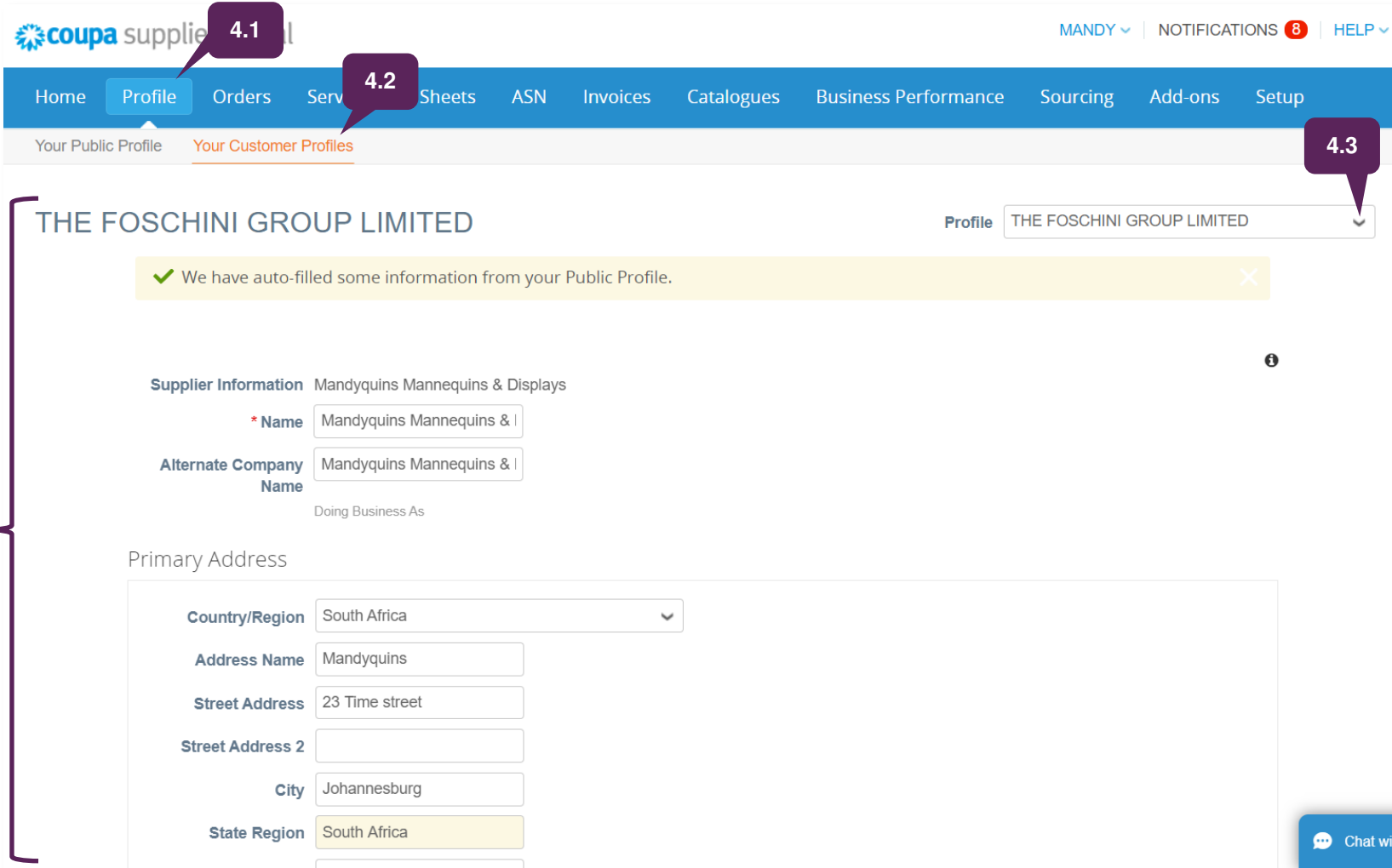
## CSP Notification

3.1a

In addition to the email, you will receive a notification in the CSP for the information update. Click on the '**NOTIFICATIONS**' link to see the message.

3.1b

Click on the notification to read the entire message.



**4.1** Profile

**4.2** Your Customer Profiles

**4.3** Profile

**4.4** Supplier Information

**4.1** Profile

**4.2** Your Customer Profiles

**4.3** Profile

**4.4** Supplier Information

**4.1** Profile

**4.2** Your Customer Profiles

**4.3** Profile

**4.4** Supplier Information

## 4 Update profile

4.1 Click on the **'Profile'** tab on the CSP.

4.2 Click on **'Your Customer Profiles'** to access

4.3 Click on the **'Profile'** dropdown arrow to select **'THE FOSCHINI GROUP LIMITED'** from your list of customers.

4.4 The update form/questionnaire presents.  
Complete the form/questionnaire as requested.  
**Note:** All the mandatory fields are marked with an Asterix.  
**Note:** Some of the fields will be auto-filled with information from your Public Profile.



Deliver via  Email Only  
 More PO Delivery Options  
 (Setup, cXML, EDI, etc)

PO Email  

4.5

Decline

4.6

Save

4.7

Submit

Save This Information to Your Public Profile? 

With a complete and current profile, you can:



Get discovered by Coupa's buying community



Help your other Coupa buyers link to your account



Set early pay discounts and more

4.8

Not Now

Yes, Copy to Profile

4.5

Should you not wish to complete the form, click on the '**Decline**' button.

**Note:** TFG is required to keep up to date supplier information to ensure that the procurement of goods and services is in line with the constitution and relevant legislation. Failing to provide required information may disqualify suppliers from some procurement activities.

4.6

Click on the '**Save**' button to keep your updates and submit at a later stage.

4.7

Click on '**Submit**' to send your updates to TFG.

4.8

A message will pop up asking if you would like to save this information to '**Your Public Profile**'.

**Note:** Your public profile is created when you create your account and it contains general information about your company, for example, name, logo, website, industry, year of establishment, top commodities etc.

Click on '**Yes, Copy to Profile**' if you'd like to do so.



# Update customer profile

**coupa** supplier portal MANDY ▾ | NOTIFICATIONS 10 | HELP ▾

Home Profile Orders Service/Time Sheets ASN Invoices Catalogues Business Performance Sourcing Add-ons Setup

Your Public Profile Your Customer Profiles

---

THE FOSCHINI GROUP LIMITED Profile THE FOSCHINI GROUP LIMITED ▾

**Supplier Information** Mandyquins Mannequins & Displays

\* Name Mandyquins Mannequins & I

Alternate Company Name Mandyquins Mannequins & I

Doing Business As

(Setup, Cancel, Edit, etc)

PO Email Mandyquins@testing.s2pcoi ⓘ

**4.9**  
Applied ⓘ

**4.10**  
Update Info

---

0 Comments ▾

Enter Comment

Add Comment

4.9	<p>Upon submitting your form, the status will change to <b>'Pending Approval'</b>.</p> <p><b>Note:</b> During this stage the submitted information, like Banking information and compliance certificates, compliance with SARS tax requirements, references is being vetted.</p> <p>You may be contacted at this stage to verify or validate or provide additional information.</p> <p>Once your update has been approved, the status will change to <b>'Applied'</b></p>
4.10	<p>Should you at any point like to update the form, click on the <b>'Update Info'</b> button, edit and resubmit.</p>



HOME

TF  
G

THANK YOU