

CSP Registration

1. **Register on CSP:** Only required to be completed once (**Mandatory**)
 - a) Click on the hyperlink sent by Coupa via email address “do_not_reply@supplier.coupa.com”
 - b) If you are new to Coupa, then complete the registration form; or login using existing credentials
2. **Create a Remit-To-Address:** Only required to be completed once or for updates (**Mandatory**)
 - a) On the home page, click “Admin” -> “E-Invoicing Setup” -> “Add Legal Entity”
3. **Setup access for users within your organization (Optional)**
 - a) On the home page, click “Admin” -> “Users” -> “Invite User”
 - b) Choose access and client accounts that you would like users to have

Coupa Link:

<https://supplier.coupa.com>

Support Email:

B2B.Support@nal.ca

Tips:

- ✓ “Remit To Address” is a Coupa requirement that requires your ship-from-address, Remit-to-address, and Tax ID to be entered prior to transacting on CSP
- ✓ NAL will continue to issue payment using the exact method it currently does

Coupa Registration Page: https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Get_Started_with_the_CSP/04_Create_Your_Account

Coupa Support Videos: https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Get_Started_with_the_CSP/02_CSP_Videos