POWERING POSSIBILITY

Coupa Supplier Portal Orientation

If you are registered on the Coupa Supplier Portal (CSP), use this Quick Reference Guide to understand the portal functions.



1. Home Page

The home page contains information from your default public profile.

> **1.1.** Multiple tabs display on vour main menu bar and these tabs will be custom per user account. This is set up by our account administrator.

2. Username

If you hover over your username, three options will appear:

- Account Settings allow you to change your login credentials.
- Notification Preferences lets you specify which notifications you want to receive.
- Log Out to end your session.

3. Notifications

Hover vour cursor over the Notifications link to see unread system notifications.

To view more details, click on the Notifications or the See All Notifications link.

4. Help

Hover your cursor over Help to access the Help Tour and Online **Help** functions.

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4.1. Help Tour

The **Help Tour** will show different orientations depending on the tab you're in.

For example, if you are in the **Orders** tab, the **Help Tour** will be specific to purchase order functions.

5. Public Profile

In the **Home** page, click on **Improve Your Profile** to create, modify, and manage your public profile.

6. Announcements

In the **Announcements** section you can view important information that has been published by your customers.

7. Merge Accounts

If you have than one account/profile doing business with Exxaro, Coupa will show suggestions to merge accounts (based on the email domain).

If you want to merge an account, click on the **Request Merge** button and if you wish to keep accounts separate click **Remove**.



DIGITAL SOURCING QUICK REFERENCE GUIDE

CSP ORIENTATION

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	Superb Refurb
	sr@testing.s2pconsulting.co.za
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English (US)	
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8. Latest Customers

To have a view of all your latest customers, navigate to the bottom of your home dashboard. A list of all your **Latest Customers** displays.

You may need to update your contact information for a customer. This can be done in two ways:

8.1. From the Latest Customers Section

Click on a customer's name under the **Latest Customers** section. Alternatively,

8.2. From the Profile Tab

Select the customer's name from the **Profile** drop-down and click on **Edit** to make changes to your profile.

9. Chat with Coupa Support

At the very bottom of the page, on the right side a **Chat with Coupa Support** is visible.

Use this chat option for Coupa support, however if your support enquiry is Exxaro specific, contact the Exxaro help desk.

For additional support contact 0872 839 704, or email vendor.services@exxaro.com for assistance

