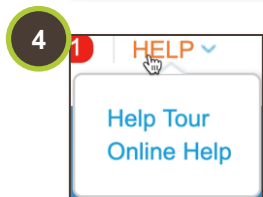
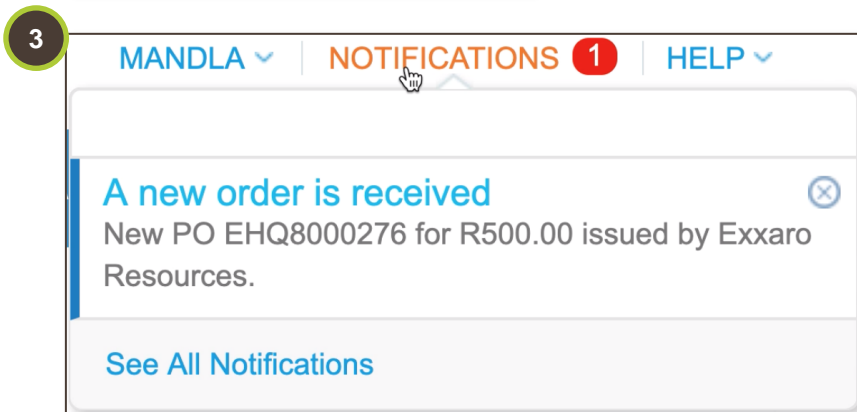
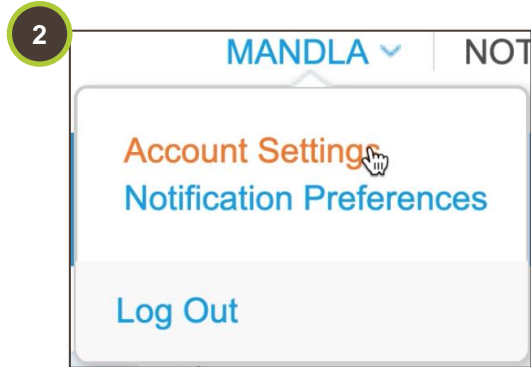
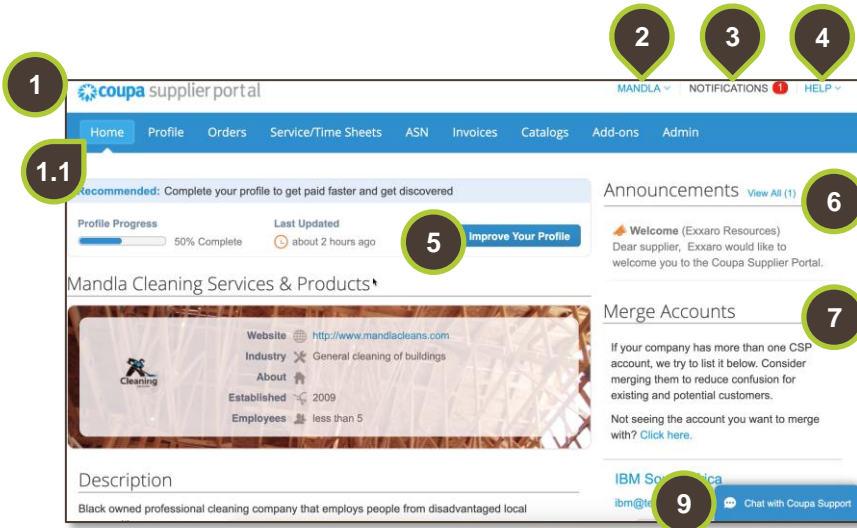


### Coupa Supplier Portal Orientation

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 your 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

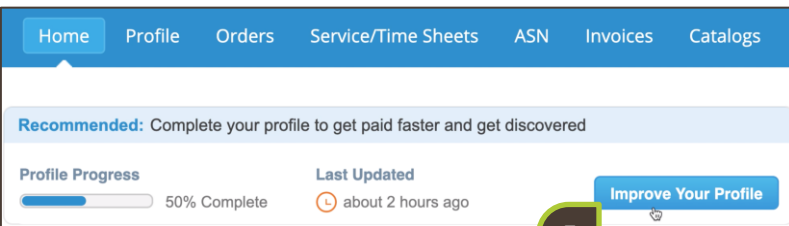
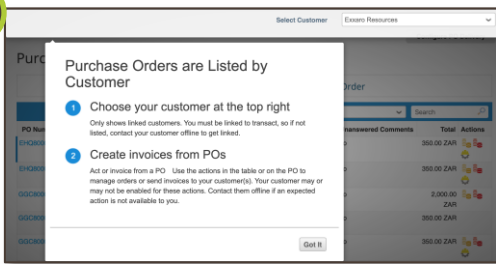
Hover your cursor over the **Notifications** link to see unread system notifications.

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

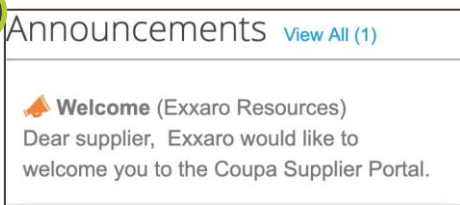
## 4. Help

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

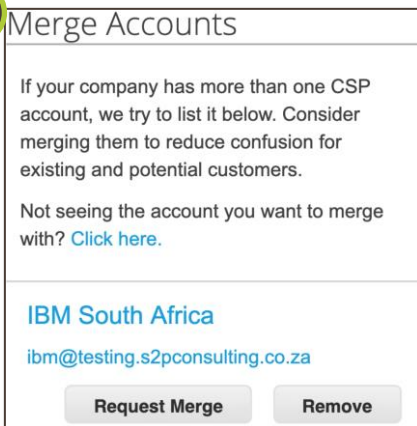
4.1



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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.

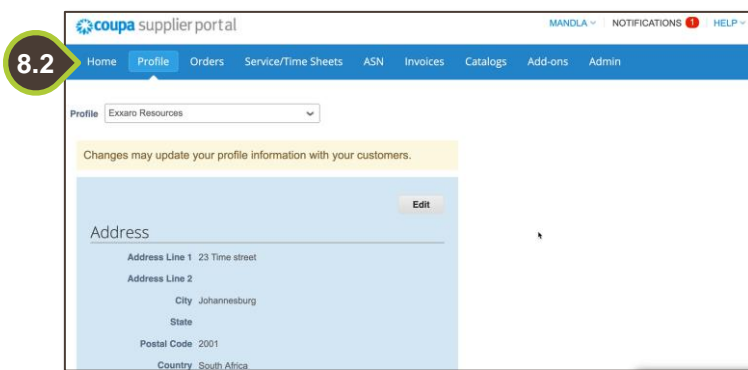
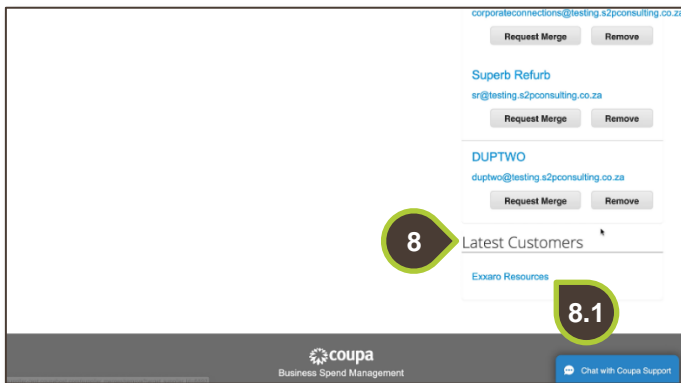
### 6. Announcements

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**.



## 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](mailto:vendor.services@exxaro.com) for assistance