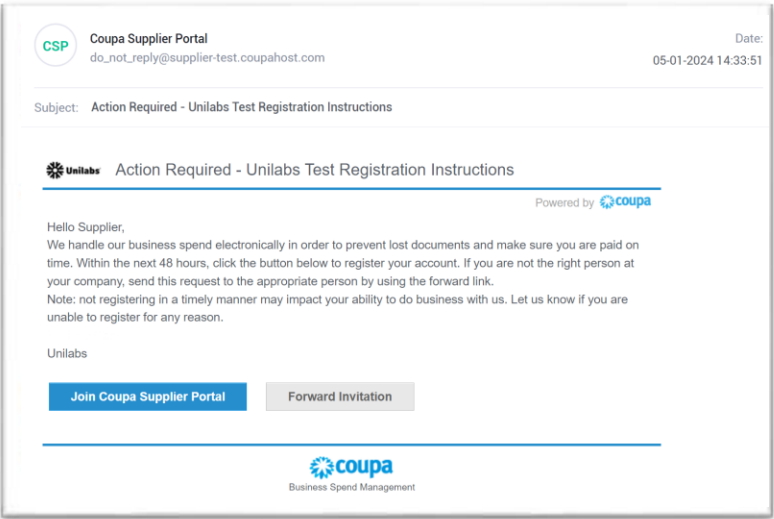


Join Coupa Supplier Portal (CSP)



- 1
- You will receive an **email inviting you to join CSP**. Alternatively, you can independently set up an account by visiting supplier.coupahost.com and registering.
- In both scenarios, you will receive an email invitation, with the subject line varying based on whether it was initiated by Unilabs or by yourself. The email provides instructions, links to valuable information, and a button for joining CSP or forwarding the invitation.



- 2
- Following the **link from an invitation email** (excluding customer-created invitations), complete the mandatory fields to furnish information about your company for your account setup in CSP.

A screenshot of the "Join the Coupa Supplier Portal" registration form. The header includes the Coupa logo and the text "supplier portal". The form title is "Join the Coupa Supplier Portal" with a subtitle "Complete the information below and create the password for your account. Click here for help." The form fields are: "First Name" (Jane), "Last Name" (Doe), "Company" (Awesome Supplier), "Department" (Sales), "Role" (Sales Manager), "Email" (jane.doe@awesupplier.com), "Password" (with a note "Use at least 8 characters and include a number and a letter."), and "Password Confirmation". There is a checkbox for "I accept the Privacy Policy and the Terms of Use." and a "Submit" button at the bottom.

Link CSP account to Unilabs

Note that your **CSP account is associated with a specific email address**. If you use a different email address than the one your Coupa customers have on file for you, a connection is not possible until you provide them with the correct email or create a CSP account using that specific email.

If you already have a CSP account or have manually created one and wish to connect/link to Unilabs, please request your Unilabs point of contact to establish the connection. Ensure that the Primary Contact email on your supplier record is accurate and that you receive an invitation, automatically establishing the connection.