

The background of the slide is a close-up photograph of numerous stacks of light-colored wooden planks, likely pine or spruce, arranged in a way that creates a sense of depth and texture. The planks are stacked in various orientations, some showing the grain and others showing the edges.

# **Step by Step Guide to Register your Organization on Coupa**

Coupa Implementation Project

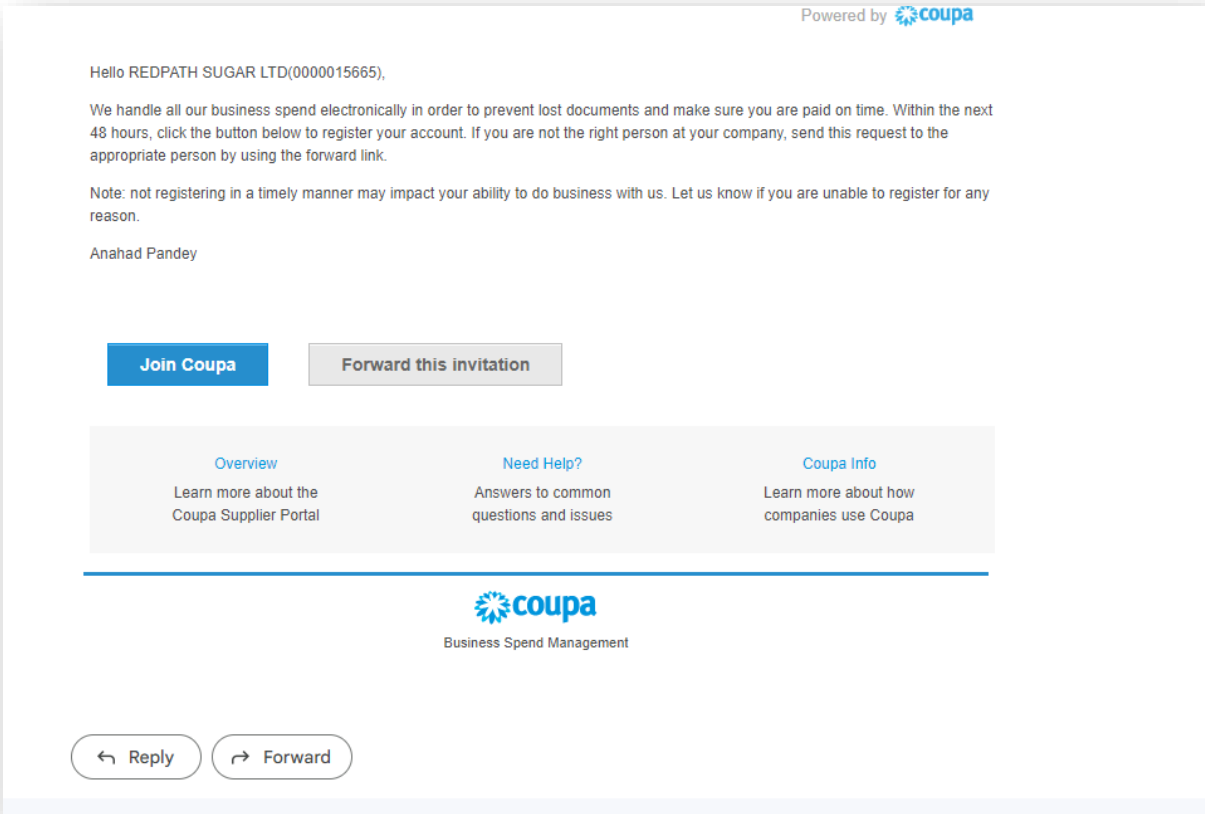
# Step by Step Guide to Register your Organization on Coupa



**Step#1:** Provide the e-mail address for CSP invite

**Step#2:** Tolko to send the CSP invite

**Step#3:** Invite will look like the screenshot on right:



**Step#4:** Click on the “Join Coupa” button which will take you to a set-up page which looks like below:

**Create an Account**

Restaurant Brands International is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Restaurant Brands International so you're ready to do business together.

• **Business Name**  
REDPATH SUGAR LTD(0000015665)  
Your legal business name (or legal personal name if an individual)

• **Email**  
rbitestsupplier51@gmail.com

• **First Name**      • **Last Name**  
REDPATH      SUGAR LTD

• **Password**      • **Confirm Password**  
Use at least 8 characters and include a number and a letter.

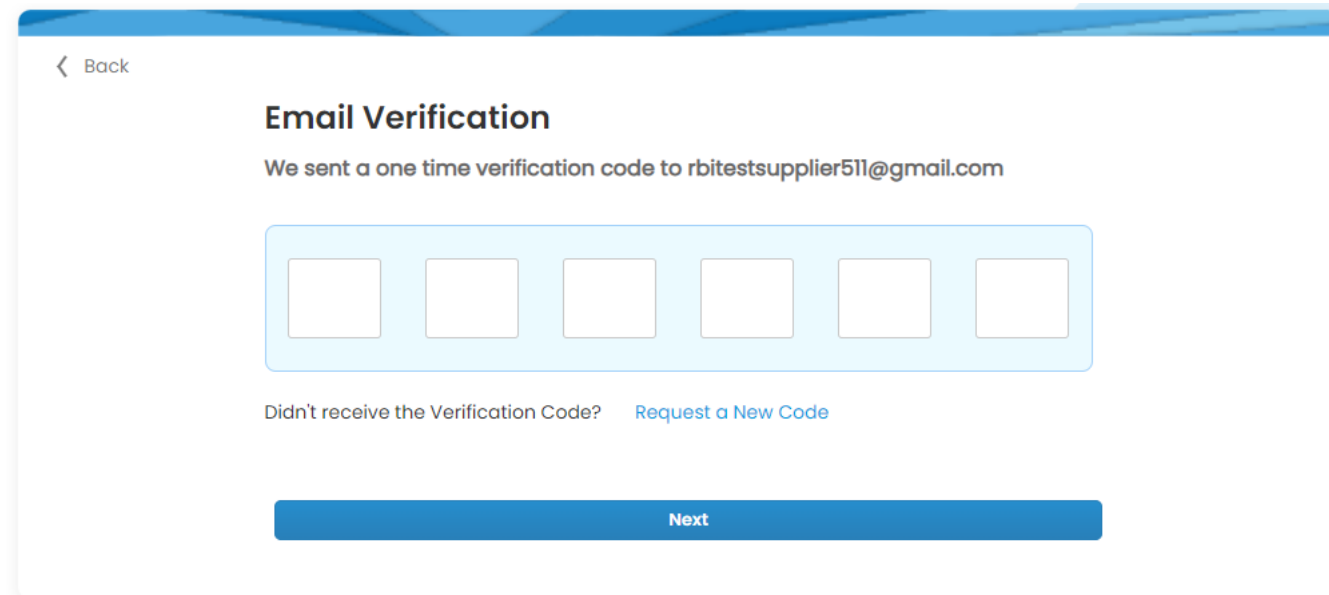
I accept the [Privacy Policy](#) and the [Terms of Use](#)

**Create an Account**

Already have an account? [LOG IN](#)  
[Forward this to someone](#)

**Step#5:** Set up your password, accept the privacy policy, and click on “Create an Account” button.

**Step#6:** Please enter the verification code which you will get in your e-mail box and click next.



The image shows a web interface for email verification. At the top left, there is a back arrow and the text "Back". The main heading is "Email Verification". Below the heading, a message states: "We sent a one time verification code to rbitestsupplier511@gmail.com". In the center, there is a light blue rounded rectangle containing six empty square input boxes for entering the verification code. Below the input boxes, there is a link that says "Didn't receive the Verification Code? Request a New Code". At the bottom, there is a prominent blue button labeled "Next".

**Step#7:** The next window would look something like this wherein you will have to add your contact information and click next.

**Your Contact Information**

\* First Name: REDPATH

\* Last Name: SUGAR LTD

\* Phone Number: [Empty]

\* Country/Region: United States

\* Address: 32320 Upgrade street

\* City: San Mateo

State: CA

\* Postal Code: 11111

[Next](#)

[Skip for Now](#)

**Step#8:** In the next window, add your business website's URL, Tax ID, and DUNS number.

← Back ×

### Tell Us About Your Business

**\* Business Website**

I do not have a website

**\* Tax ID (or Local ID)**

Tax ID is to confirm you are a real business. Individuals may use your Social Security number.

I do not have a Tax ID

**DUNS Number**

Dun & Bradstreet DUNS Number is a unique nine-digit identifier for businesses.

[Next](#)

[Skip for Now](#)

**Step#9:** In this step, fill out the information about your business to customize your profile.

Customize Your Profile

Year Established Preferred Currency Company Size

Business Description

Share a few words about your company.

Area of Service

Global  Regional

Add a region

Exclusion Areas

If you serve an entire region but a few exceptions, you can exclude them here (up to 5).

Add an exception

Next

Skip for Now

**Step#10:** In the next window, you can highlight your diversity credentials, and then click on next.

< Back

×

### Highlight Your Diversity Credentials

Diversity is a business advantage.

Canada

Select Diversity Category

- Indigenous (First Nations, Inuit, Metis)
- Disability Owned Business
- Lesbian, Gay, Bisexual, Transgender Business Enterprise
- Minority Owned Business Enterprise
- Small Business Enterprise
- Woman Owned Business Enterprise

Next

[Skip for Now](#)



**Step#11:** Now, please identify your product category by selecting industry, and product and service categories.

Identify Your Product Categories

Buyers search Coupa to find new suppliers like you.

Industry

Select Industry

Product and Service Categories

Select Categories

Select the top 10 UNSPSC categories you serve.

Next

Skip for Now

**Step#12:** Lastly, click on the type subscription you want to complete setting up the CSP. Click on the "Continue with Free" (Grey) button.

Get Verified to Grow Your Business

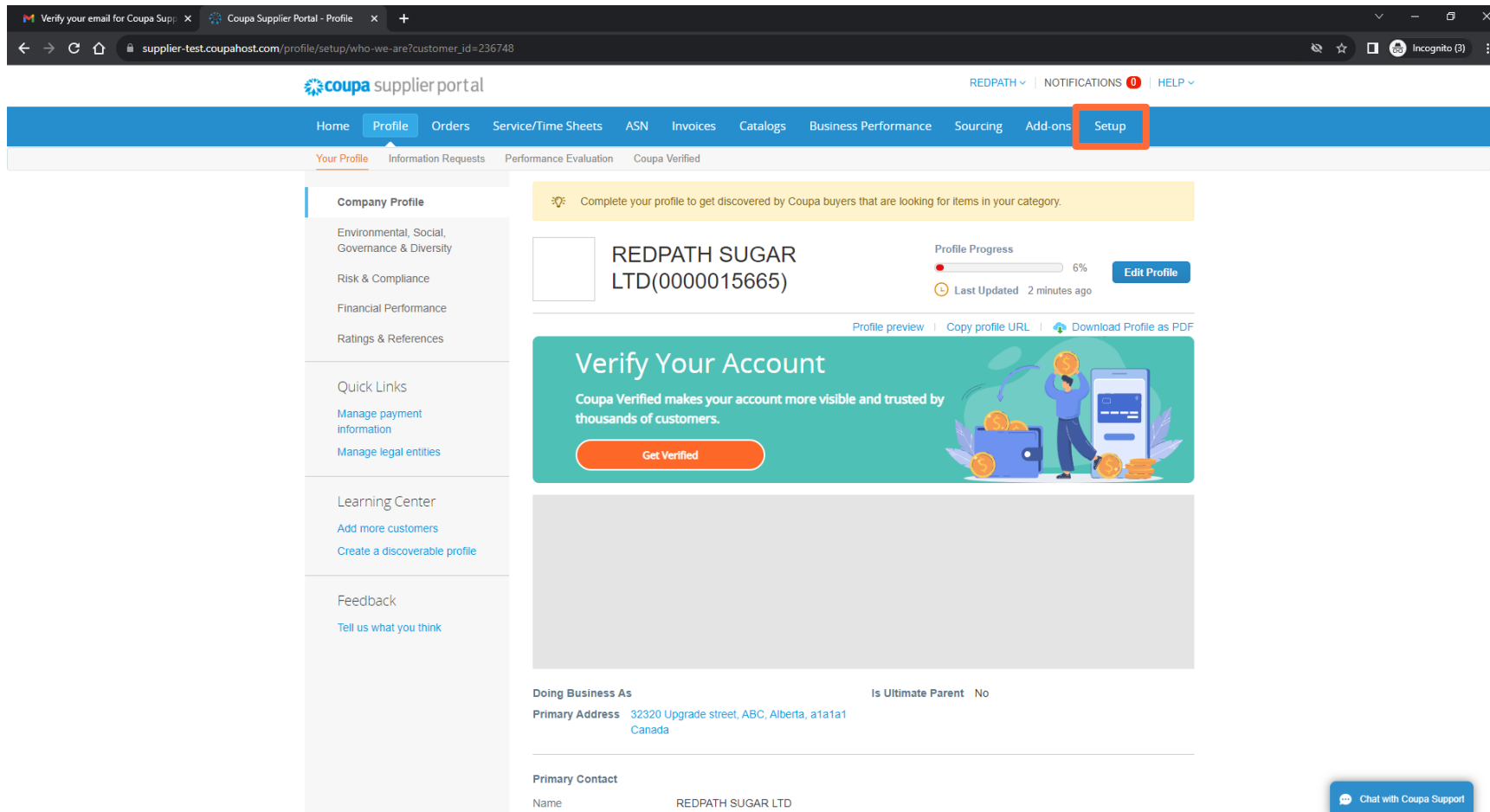
Verified profiles appear at the top of search results.

	Coupa Verified	Free
Searchable company profile	✓	✓
Catalog management	✓	✓
Orders management	✓	✓
Invoices management	✓	✓
Payments management	✓	✓
Payment readiness via bank account verification	✓	✗
Prominent Verified badge on your company profile <i>i</i>	✓	✗
Top of search on buyers' search results <i>i</i>	✓	✗

[Continue with Coupa Verified](#) (46 USD per month)
 [Continue with Free](#) (free forever)

**Important !!  
Coupa is free of cost!!**

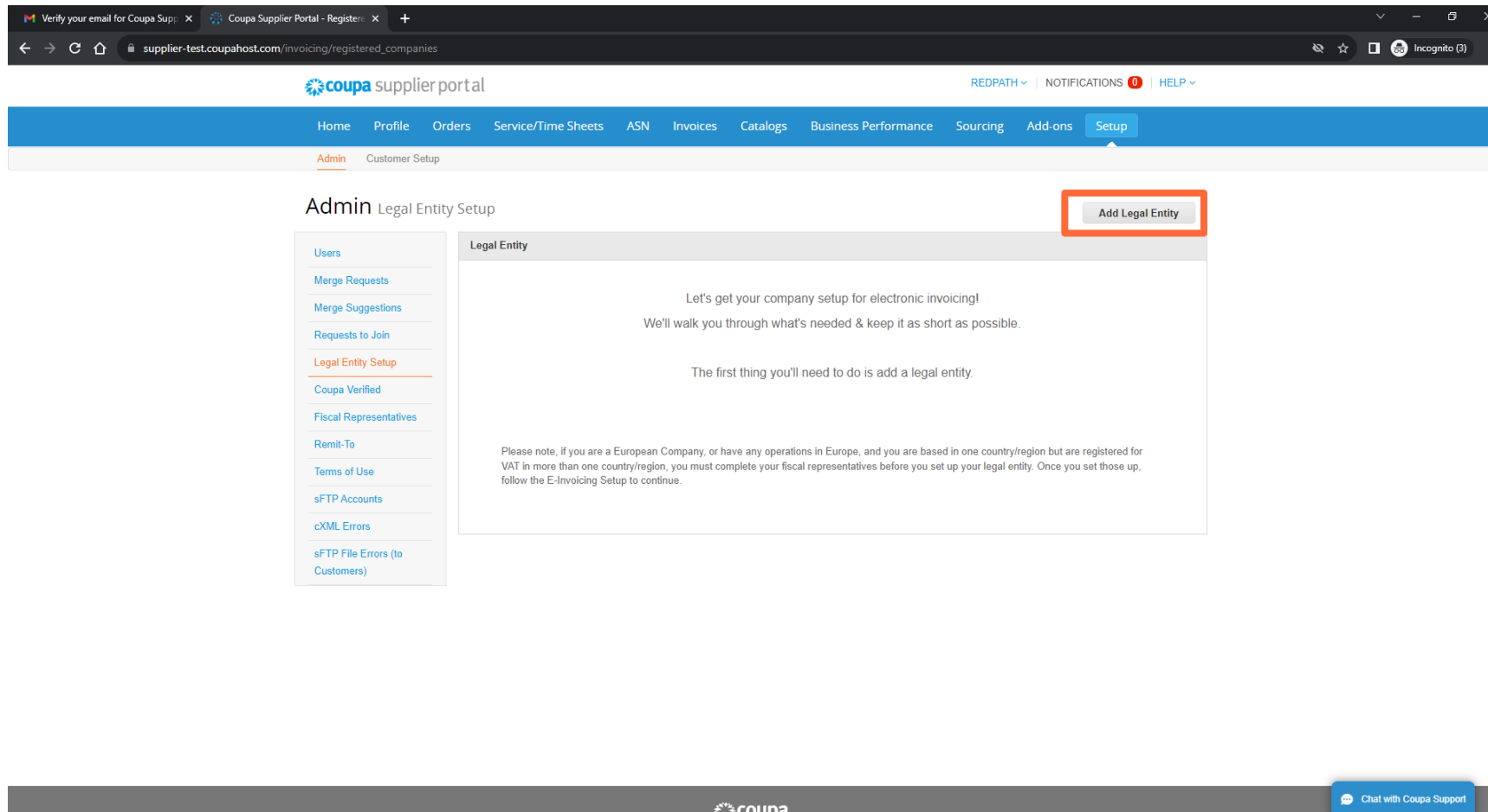
**Step#13:** Click on the "Setup" button on top right corner of the screen.



**Step#14:** Now click on the “Legal Entity Setup” on the left side of the screen.

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. The 'Setup' link is highlighted. Below the navigation bar, the 'Admin' section is visible, with a sidebar on the left containing various options. The 'Legal Entity Setup' option is highlighted with a red box. The main content area displays a table of users with columns for User Name, Email, Status, Permissions, Customer Access, and Actions. The table contains one user entry: REDPATH SUGAR LTD, with email rbitesupplier511@gmail.com and status Active. The permissions listed are ASNs, Admin, Business Performance, Catalogs, Early Payments, Invoices, Order Changes, Order Line Confirmation, Orders, Payments, Profiles, Service/Time Sheets, and Sourcing. The 'Actions' column for this user has an 'Edit' link. At the bottom of the page, there is a 'Chat with Coupa Support' button.

**Step#15:** Now click on the “Add Legal Entity” on the right corner of the screen.



**Step#16:** Add your legal entity name and region.

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### Where's your business located?

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Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

\* Legal Entity Name

\* Country/Region

This is the official name of your business that is registered with the local government and the country/region where it is located.

Cancel Continue

### Step#17: Add your PST/QST Registration Number

×

#### Miscellaneous Information

1 2 3 4

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

* Legal Entity Name	<input type="text" value="ABC LTD"/>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0;">Conducting business in certain countries/regions requires your invoice to contain specific information about your company.</div>
* Country/Region	<input type="text" value="Canada"/>	
PST/QST Registration Number	<input type="text"/>	

Cancel Save & Continue

**Step#18:**

- Add the address you **invoice from**
- Untick the box for "Use this address for Remit-To" **if you have different Remit-To address**
- Untick the box for "Use this for Ship From address" **if you have different Ship From address**
- Enter you "VAT ID" or "Local tax ID"
- Click on "Save & Continue" button

**If you are using Invoice From Address as Remit-To Address and Ship-From Address then Step 19 and Step 20 (on next slide, will not be applicable)**



Tell your customers about your organization

1 2 3 4

Which customers do you want to see this?

All

What address do you invoice from?

\* Address Line 1

Address Line 2

\* City

State

\* Postal Code

Country/Region

Use this address for Remit-To ?

Use this for Ship From address ?

**REQUIRED FOR INVOICING**

Enter the registered address of your legal entity. This is the same location where you receive government documents. ?

What is your Tax ID? ?

Country/Region

\* VAT ID

I don't have a VAT/GST Number

Add additional Tax ID

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Miscellaneous

Invoice From Code

Preferred Language



**Step#19:**

- Add your **Remit-To Address**
- Add your remit remit-to contact, please note that this is optional.
- Select the customers you want to use this remit to address.
- Click on "Save & Continue" button

### Where do you want to receive payment?

1 2 3 4

\* Payment Type

What is your Remit-To Address?

\* Address Line 1

Address Line 2

\* City

State

\* Postal Code

\* Country/Region

What is your Remit-To Integration Code? (optional) [i](#)

Code

Who is your Remit-To Contact? (optional)

Which customers can use this account?

All

**Step#20:**

- Add your **Ship-From Address**
- Add your contact information
- Select the customers you want to use this account.
- Click on "Save & Continue" button

### Where do you ship goods from?

1 2 3 4

What is your Ship From Address?

\* Address Line 1

Address Line 2

\* City

State

\* Postal Code

\* Country/Region

What is your Remit-To Integration Code? [i](#)

Code


[Show more fields](#)

What is the physical address that your goods are shipped from? This can be a warehouse address.

Congratulations! Your CSP setup is now complete.

Setup Complete ×

1 2 3 4



Congratulations!

This legal entity can now be used on new invoices.

**To get paid** - Most customers require that you send them this payment info in **in addition to providing it on the invoice.** [i](#)

- Click on the [Profile Tab](#) to see if your customer has a form that collects payment information.
- Otherwise, you'll have to send it to them through another channel.

[Go to Orders](#) [Go to Invoices](#) [Return to Admin](#) [Done](#)