

# ALLIANCE COUPA VENDOR WEBINAR

# AGENDA

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- What is Coupa
- Review Set up
- Payment Options
- Question and Answer

# WHAT IS COUPA

## Procure to pay system

- Manage your company information
- Configure your PO transmission preferences
- Create an online catalog
- View purchase orders
- Create electronic invoices



# REVIEW SET UP

## Email

You can act directly from your email inbox, receive purchase orders, and create invoices. All POs will be emailed to the address we have on file, to clarify which one we have email [coupa@laalliance.org](mailto:coupa@laalliance.org).

## Coupa Supplier Portal (CSP)

With this option, we will send you an email invite to register on the CSP. You can log in to the CSP to view purchase orders as well as create and send invoices electronically.

How do I check which one I am? Email [coupa@laalliance.org](mailto:coupa@laalliance.org)

# EMAIL

Alliance College Ready Public Schools - Test Purchase Order #149 Coupa PO Test Messages x

 **Alliance College Ready Public Schools - Test** <do\_not\_reply@laalliance-test.coupa.com>  
to me ▾ 

**Alliance College Ready Public Schools - Test Purchase Order #149**

**Create Invoice**

Acknowledge PO

Add Comment



### Alliance College Ready Public Schools - Test PURCHASE ORDER

**Test Contract Supplier**  
Attn: Supplier 1 User  
[alliancecoupa+12@gmail.com](mailto:alliancecoupa+12@gmail.com)

PO NUMBER 149  
DATE 01/19/18  
PAYMENT TERMS  
SHIPPING TERMS  
CURRENCY USD  
CONTRACT  
CONTACT

POC name and email

**Ship To**  
Alliance College Ready Public Schools - Test  
Alliance Leadership Middle Academy  
2941 West 70th Street  
Los Angeles, CA 90043  
United States

**Bill To**  
Alliance College Ready Public Schools - Test  
601 S. Figueroa Street  
4th Floor  
Los Angeles, CA 90017  
United States  
Attn: Accounts Payable

# EMAIL



[Sign Out](#)

## Create Invoice Create

### General Info

**\* Invoice #**

**\* Invoice Date**

**Payment Term**

**\* Currency** USD

**Status** Draft

**Image Scan**  No file chosen

**Supplier Note**

**Attachments** [Add File](#) | [URL](#) | [Text](#)

### From

**\* Supplier** Test Contract Supplier

**Supplier Tax ID**

**\* Invoice From Address** Test Contract Supplier   
test  
test  
12345  
United Kingdom  
test

**\* Remit-To Address** Test Contract Supplier   
test  
test  
12345  
United Kingdom

**\* Ship From Address** Test Contract Supplier   
test  
test  
12345  
United Kingdom

### To

**Customer** Alliance College Ready Public Schools - Test

# EMAIL

Lines  Line Level Taxation

Type	Description	Qty	UOM	Price	Total
	Test for COA change	1.00	EACH	100.00	100.00

PO Line	Contract	Billing	Period	Supplier Part Number	Commodity
149-1		62-9112-0-1201-4000-9517-009	FY 2017-2018		None

[Add Tag](#)  
[Add Line](#)

Subtotal	100.00
Shipping	<input type="text"/>
Handling	<input type="text"/>
Misc	<input type="text"/>
Tax Description	<input type="text"/> 0.00 0.000
Total Tax	0.00
<b>Total</b>	<b>100.00</b>

Email me status updates for invoices I create this way

[Delete](#) [Cancel](#) [Save as draft](#) [Calculate](#) [Submit](#)

0 Comments

**Are You Ready to Send?** ✕

You're about to send an invoice to **Alliance College Ready Public Schools - Test** for a total amount of **100.00**. Once sent, you'll have to contact your customer directly to make changes to the invoice.

Continue Editing **Send Invoice**

# COUPA SUPPLIER PORTAL

Welcome to the Coupa Supplier Portal

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Please validate the information below and create the password for your account.

\* First Name

\* Last Name

\* Company


\* Email

\* Password

Use at least 8 characters and include a number and a letter.

\* Password Confirmation

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

I'm not a robot   
reCAPTCHA  
[Privacy - Terms](#)



# COUPA SUPPLIER PORTAL

## Register

New to Coupa? Create Your Account.

First Name

Last Name

Company

\* Email

Register

## Log In

Welcome back!

\* Email Address

Email Address

\* Password

Password

Log In

[Forgot Your Password?](#)

# COUPA SUPPLIER PORTAL- CREATE AN INVOICE FROM A PO

Status Issued - Sent via Email

Order Date 05/31/17

Revision Date 05/31/17

Requester FirstName LastName

Email FirstNameLastName@coupa.com

Payment Term None

Attachments None

Acknowledged

## Shipping

Ship-To Address 1855 South Grant Street  
San Mateo, CA 94402  
United States  
Attn: FirstName LastName

Terms None

## Lines

Advanced Search Sort by Line Number: 0 → 9							
1	Type	Item	Qty	Unit	Price	Total	Invoiced
		Purple Spiral Notebook	200	Each	0.50	100.00	0.00
Part Number None							

Per page 15 | 45 | 90

Total 100.00 USD

# COUPA SUPPLIER PORTAL- CREATE AN INVOICE FROM A PO

## Create Invoice Create

### General Info

\* Invoice #

\* Invoice Date

Payment Term

\* Currency

Status

Image Scan  No file selected.

Supplier Note

Attachments [Add File](#) | [URL](#) | [Text](#)

### From

\* Supplier

\* Invoice From Address

\* Remit-To Address

\* Ship From Address

### To

Customer

Bill To Address

Requester Email

Requester Name

custom\_field\_9

custom\_field\_10

### Lines

Line Level Taxation

[+ Add Line](#)

Subtotal		0.00
Shipping		<input type="text"/>
Tax Description (Shipping)	<input type="text"/>	<input type="text" value="0.000"/>
Handling		<input type="text"/>
Tax Description (Handling)	<input type="text"/>	<input type="text" value="0.000"/>
Misc		<input type="text"/>
Tax Description (Misc)	<input type="text"/>	<input type="text" value="0.000"/>
Tax Description	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Total Tax		0.00
<b>Total</b>		<b>0.00</b>

# COUPA SUPPLIER PORTAL

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More details in the CSP Admin and User Guide

# PAYMENT OPTIONS – Introducing Nvoicepay

ACH

Direct Deposit - Sign up using [this link](#). Available in the coming weeks

Credit Cards

Sign up to get paid via credit card. Default setting when you fill out the link above.

Checks

No action required, continue to receive check payments.

# QUESTIONS

- Type questions into the chat and Kelly will answer them in the order they were received

