

Coupa Supplier Portal (CSP)

Preferred Invoicing Method - [Coupa Supplier Portal \(CSP\)](#) The CSP is a free tool for suppliers to easily do business with UTHealth. The CSP makes managing invoices and transactions easy. Depending on our specific Coupa configuration, you can manage content and settings on a customer-by-customer basis, including viewing purchase orders, setting up delivery methods, creating catalogs, sending invoices, checking the status of transactions, and more. Communication between supplier and the University is done through the front-end system with a history of all communication.

Get Started with the CSP

Register

Get an invitation email from UT Coupa Support Team, then self-register.

Create Your Account

Create an account from invite email.

Log in to CSP

Log into the CSP using single or two-factor authentication.

Create Custom Views or Update Your Profiles

Change the view settings depending on how you want to see information on orders, invoices, catalogs, service, or payments for each customer. Updates your public and customer-specific company profiles.

Enable or Disable Two-Factor Authentication

Enable two-factor authentication for additional security.

Manage Your Account

Change your personal information, set your notification preferences, or enable/disable two-factor authentication.

Navigate and Get Help

Learn where to find what in the CSP, including help.

View and Manage Notifications

View your notifications and set your notification preferences.

Coupa Supplier Portal (CSP)

Suppliers can see notifications when their invoice is approved for payment

coupa supplier portal

Home Profile Orders ASN **Invoices** Catalogs Admin

BOB NOTIFICATIONS 56 HELP

An invoice is approved
Invoice test12 for \$0.00 has been approved to pay by Dunder Mifflin, Inc. .

An invoice is approved
Invoice getidtest1 for \$500.00 has been approved to pay by Dunder Mifflin, Inc. .

An invoice is approved
Invoice taxengineintest2 for \$100.00 has been approved to pay by Dunder Mifflin, Inc. .

See All Notifications

Invoices

Export to View Bob's

Invoice #	Created Date	Status	Unans
ARDBS1	11/07/16	Pending Approval	No
		Draft	No
		Pending Approval	No
		Approved	No
		Draft	No
9985654	10/16/16	Pending Approval	No
11223344	10/07/16	Pending Approval	No
		Disputed	No
12345	08/29/16	Disputed	Yes
		Approved	No

Suppliers can click on the Invoice # to see the details

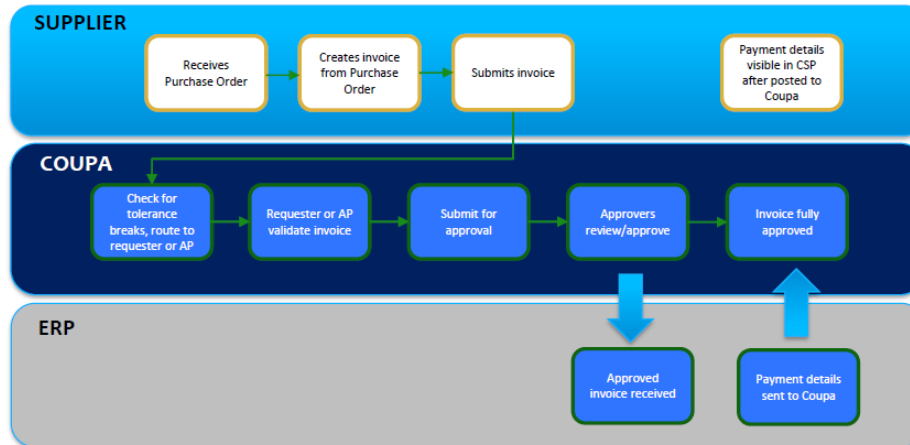
By clicking on the 'Invoices' tab suppliers can see the invoices they've created in the CSP

Suppliers can review the status of any invoice

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coupa | 21

How Invoices Enter The Workflow CSP, SAN, CXML



Note: Invoices can be configured to route directly for approval if there is not a tolerance break, meaning the invoice is a perfect match to purchase order

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coupa | 23

Please note continued submission of invoices via traditional methods of mail or non-Coupa email will result in a delayed payment due to additional processing time.

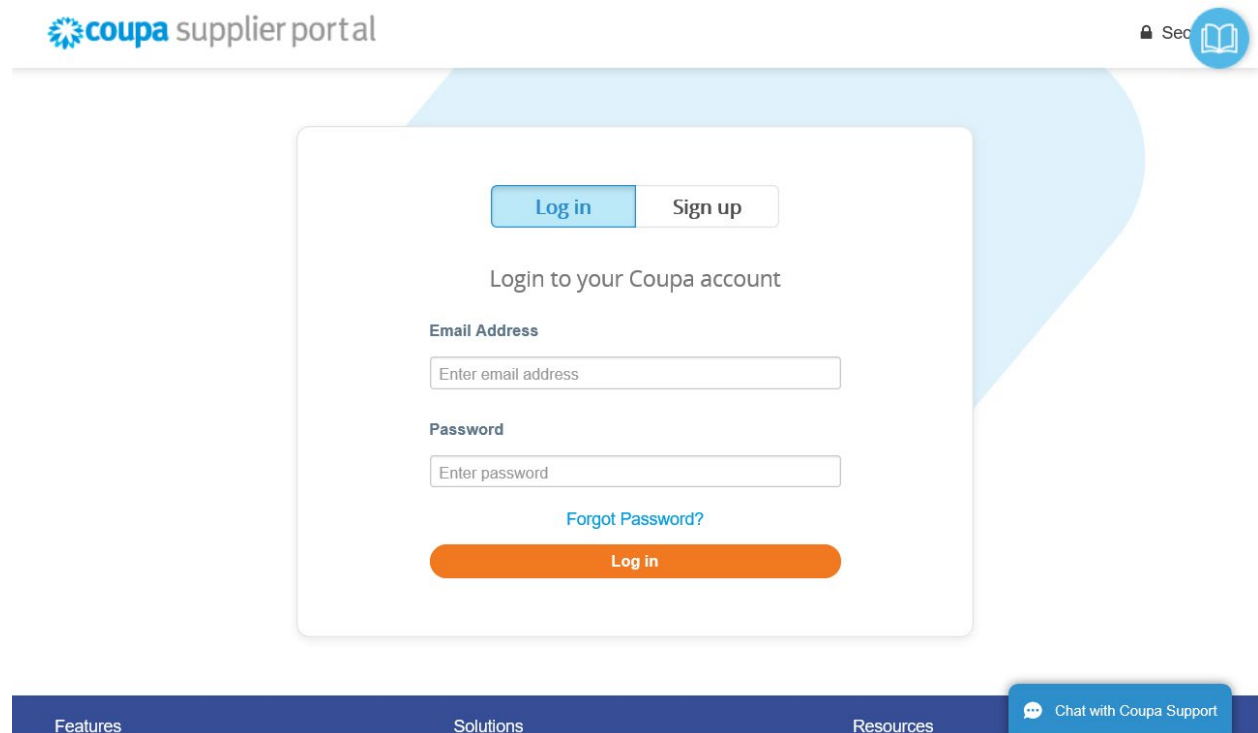
We enjoy the visibility the system provides. When you have a moment, please see the Coupa videos below and if your interested in joining our CSP, I can have the Coupa Support Team contact you. I'm here to help! You may also reach out to AccountsPayable@uth.tmc.edu for assistance.

Coupa Video Links:

https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Additional_Resources/CSP_Videos

Link to enroll in CSP:

<https://supplier.coupahost.com/sessions/new>



The screenshot shows the Coupa Supplier Portal login interface. At the top, the header includes the "coupa supplier portal" logo on the left and a "Secure" indicator with a lock icon on the right. The main content area features a white login box with a light blue background. Inside the box, there are two buttons at the top: "Log in" (highlighted in blue) and "Sign up". Below these is the heading "Login to your Coupa account". The form includes two input fields: "Email Address" with a placeholder "Enter email address" and "Password" with a placeholder "Enter password". A blue link "Forgot Password?" is positioned below the password field. At the bottom of the form is a large orange "Log in" button. The footer consists of a dark blue navigation bar with links for "Features", "Solutions", and "Resources", and a blue chat button on the right labeled "Chat with Coupa Support".