

“How To” G42 Supplier Portal

Coupa Supplier Portal Training



Objectives



In this module you will learn

1. Understand the vision of G42 Coupa procurement implementation
2. Understand functionalities of Coupa Supplier Portal (CSP)
3. Get familiar with the Coupa process and supplier benefits
4. Frequently asked questions & resources

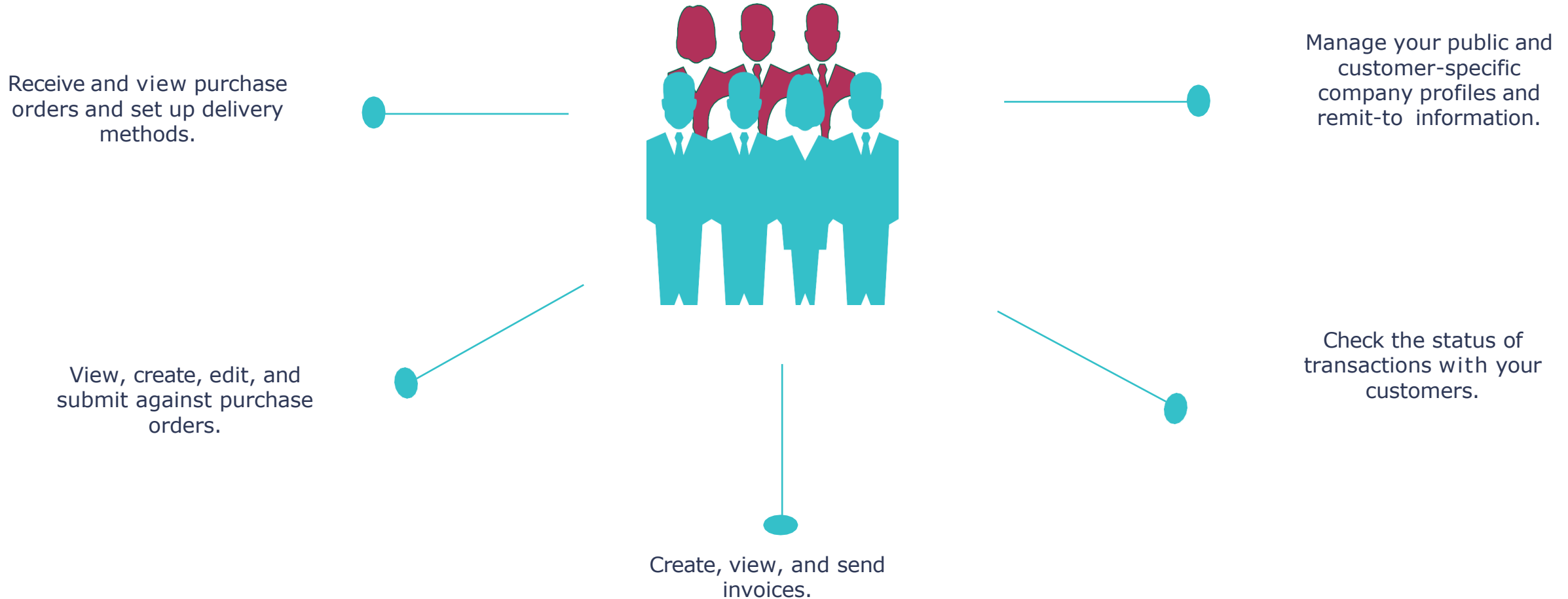
Agenda



1. Why Coupa
2. Supplier Portal Login
3. Navigation and use of the portal
4. Administrator Tab & Notification Settings
5. Manage Notifications
6. Sourcing Events (RFQ/Tender)
7. Additional Support

Why Coupa

Benefits of Coupa Supplier Portal (CSP)



Coupa Functionalities

Coupa can be used for the following activities



Receive RFPs,
RFQs, and submit
response
to G42 (non CSP)



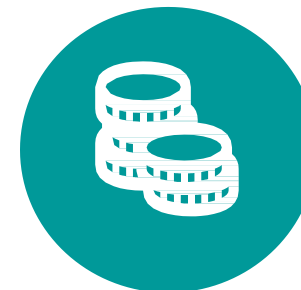
Submit legal
agreements &
contracts



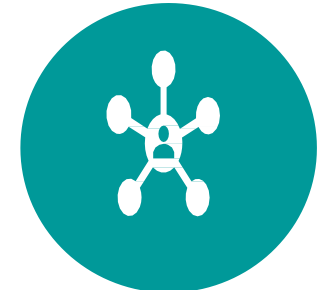
Receive and
acknowledge
Purchase Orders



Create and
submit invoices



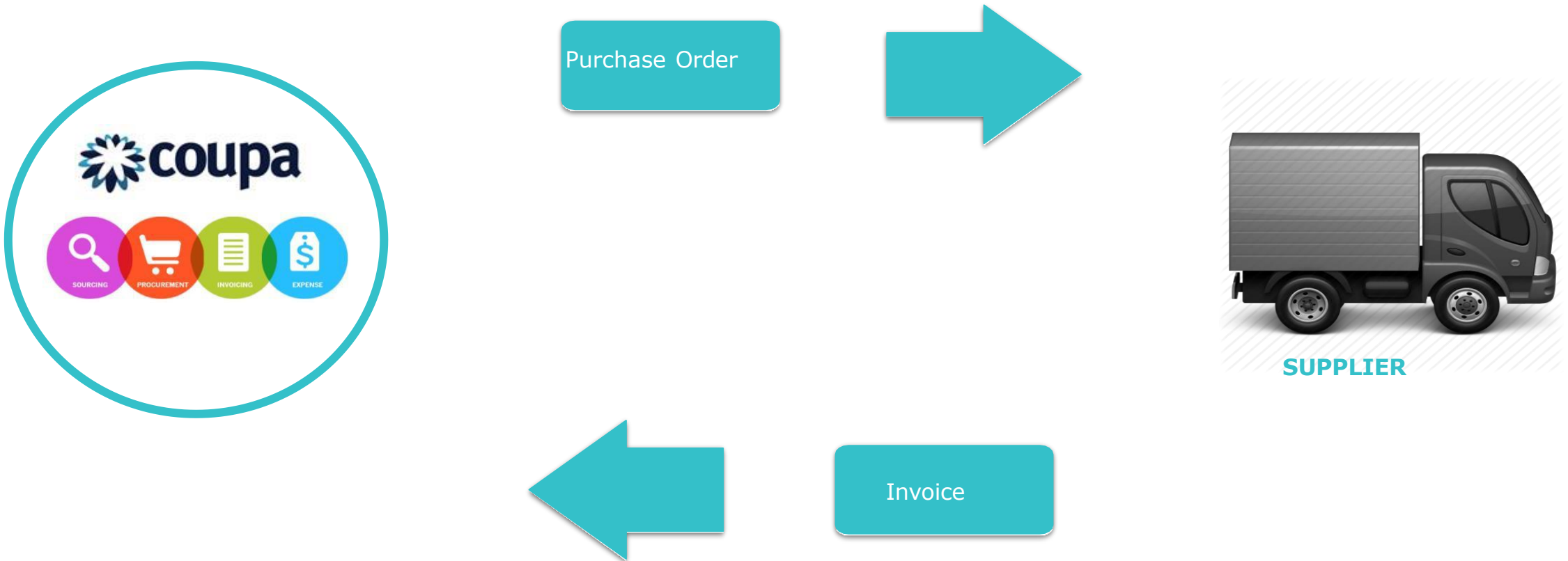
Check payment
statuses



Onboard and
communicate master
data changes to G42

Coupa Supplier Network through CSP

- The Coupa Supplier Portal (CSP) is a free tool for suppliers to easily do business with customers
- The CSP makes managing customers and transactions easy.
- Depending on the customer's specific Coupa configuration, content and settings can be managed on a customer-by-customer basis.



Coupa Supplier Portal Login

Coupa Supplier portal login

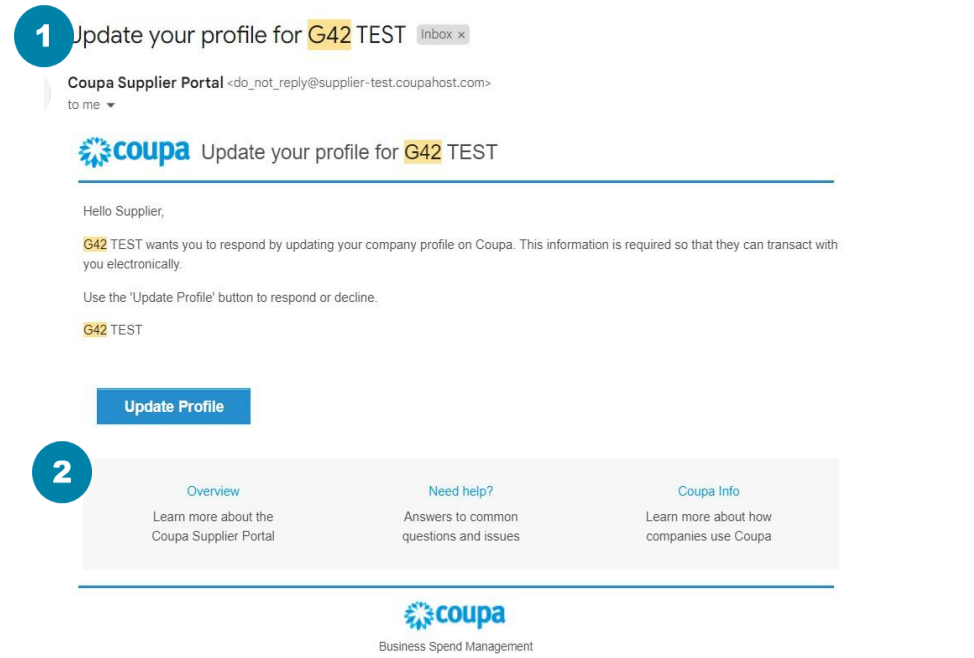
How to register and log in to the supplier portal

- 1 An invitation to register with Coupa will arrive in your inbox.
- 2 At the bottom of the email, you will find two options:

Select the update profile option to continue with the registration process.



NOTE: The invitation is sent to the supplier main email that G42 has, the registration must be done by the person who will administer the portal. Later you will be able to add more users



An invite with a Coupa registration link will be sent out to all existing/current suppliers who have a vendor number

Coupa Supplier portal login

How to register and log in to the supplier portal

Suppliers who already have a Coupa account can continue to put in their email and password to log in.

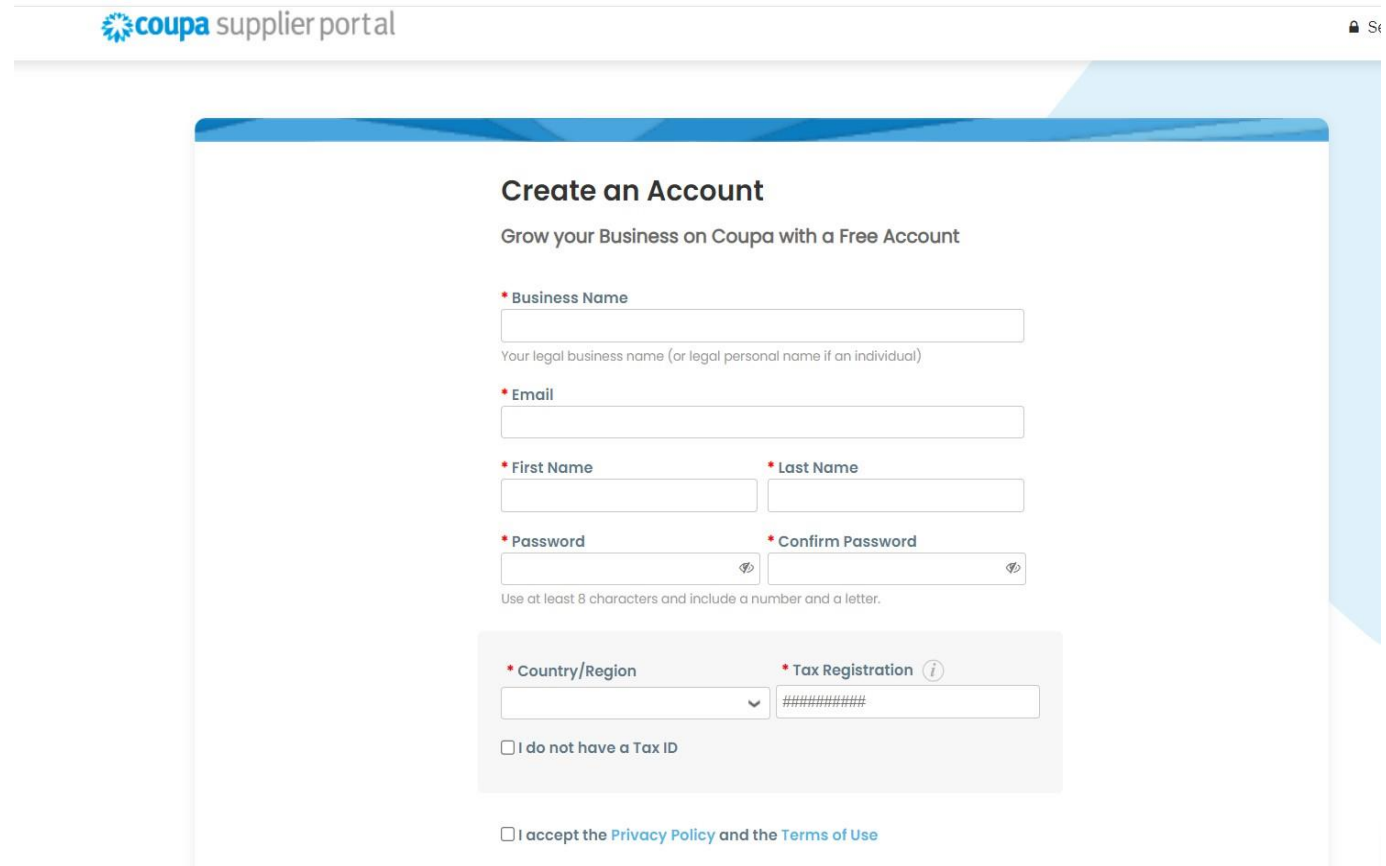
The screenshot displays the Coupa Supplier Portal login interface. At the top, the Coupa logo and 'supplier portal' text are visible. A red error banner at the top center reads 'You need to log in.' with a close button. Below this, the 'Login' section contains two input fields: 'Email' with the value 'phumudzochauke11@gmail.com' and 'Password' with masked characters. A blue 'Login' button is positioned below the fields. At the bottom, a link for 'New to Coupa? CREATE AN ACCOUNT' is provided.

Coupa Supplier portal login

How to register and log in to the supplier portal

Suppliers logging into CSP for the 1st time will be prompted to update a Basic Profile by entering the following details:

- Company Name,
- Country/Region,
- Tax Registration,
- Address/ Line 1,
- City,
- Postal Code (Mandatory)
- Website,
- Address Line 2,
- State (Optional)



The screenshot shows the 'Create an Account' page of the Coupa Supplier Portal. The page has a blue header with the 'coupa supplier portal' logo and a user icon. The main content area is titled 'Create an Account' with the subtitle 'Grow your Business on Coupa with a Free Account'. The form contains the following fields:

- * Business Name:** A text input field with a placeholder 'Your legal business name (or legal personal name if an individual)'.
- * Email:** A text input field.
- * First Name:** A text input field.
- * Last Name:** A text input field.
- * Password:** A text input field with a strength indicator icon.
- * Confirm Password:** A text input field with a strength indicator icon.
- * Country/Region:** A dropdown menu.
- * Tax Registration:** A text input field with a placeholder '#####' and an information icon.

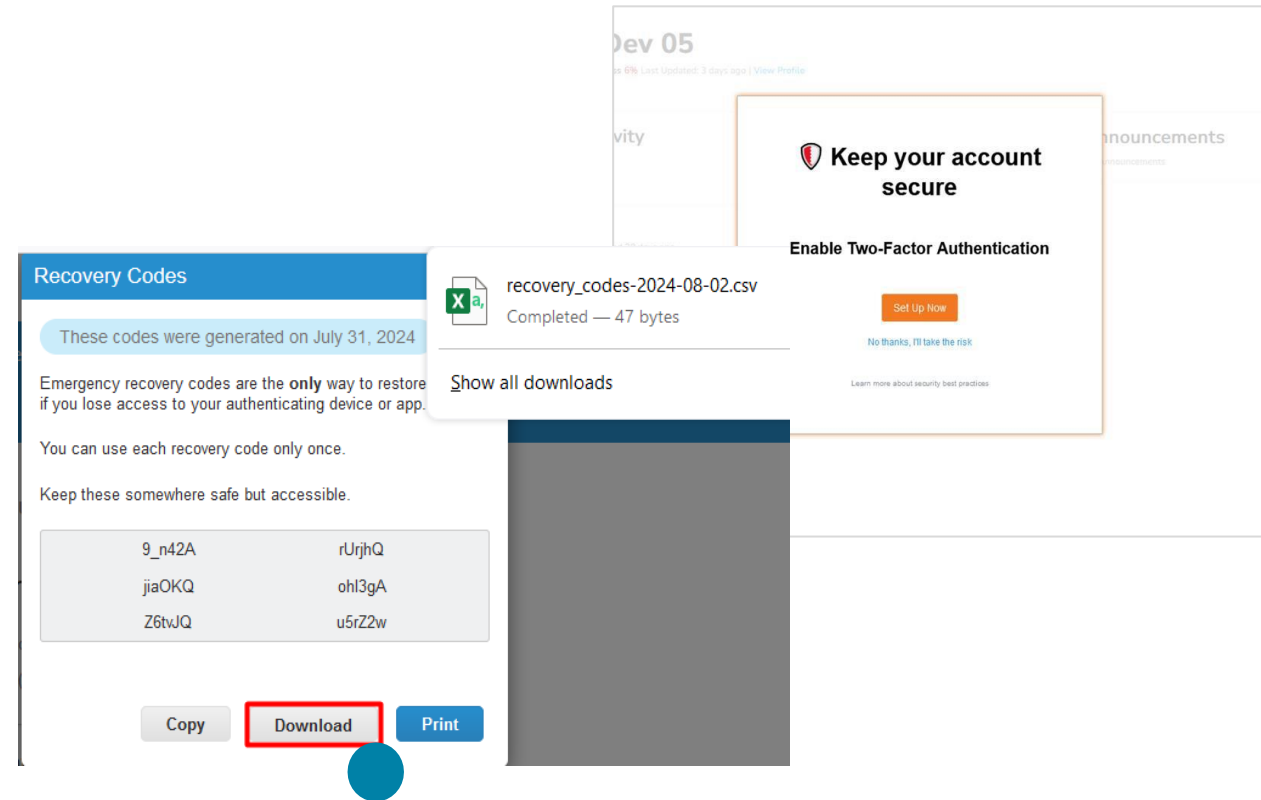
Below the fields, there is a checkbox labeled 'I do not have a Tax ID' and another checkbox labeled 'I accept the [Privacy Policy](#) and the [Terms of Use](#)'.

Coupa Supplier portal login

How to register and log in to the supplier portal

The Coupa Supplier Portal offers multi factor authentication as an additional security measure on your account but you are not required to enable this.

If you choose the enable MFA for your user profile, it's important to save your recovery codes



NOTE: Be sure to Download a copy of your recovery codes. If you don't have your recovery codes, you may not be able to access or make changes to your account.

Navigation and use of Portal

Navigation and use of the supplier portal

How to navigate

- 1 At the top you will find the menu or the options available within the portal.
- 2 On the upper right-hand side is where you can manage the platform, change passwords, manage notifications and there is also a help option available.

The screenshot shows the Coupa Supplier Portal interface for a user named 'Test Supplier LL'. The top navigation bar includes the Coupa logo, the user name 'PHUMUDZO', a notifications bell icon with a red '4', and a 'HELP' dropdown. Below this is a horizontal menu with icons and labels for 'Invoices', 'Orders', 'Profile', 'Setup', 'Service/Time Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Add-ons', and 'More...'. The main content area is titled 'Test Supplier LL' with a 'Profile Progress 71%' indicator and a 'View Profile' link. The 'Recent Activity' section lists three items: 'Absa Group Limited DEV', 'Exxaro Resources QA', and 'Absa Group Limited UAT', each with a 'More...' button. Below these are two activity cards: one for 'Order # 2014-000442' (G42 TEST • 5250.0 • AED • Not Invoiced) and another for 'Information Request' (G42 TEST • Received 53 days ago). The 'Announcements' section on the right contains a notice from 'Samancor Chrome QA' dated '31 Jul 2021' regarding 'POPIA Compliance'. At the bottom, there are four summary cards: 'Two Factor Security' (0 of 6 Users), 'Join Requests' (0 Users), 'Merge Suggestions' (0 Duplicates), and 'Linked Customers' (26 Connections).



NOTE: If you interact with more than one client in Coupa, you will find them in the recent activity section. To work with G42, select the one that refers to G42.

Navigation and use of the supplier portal

How to navigate

- 1 Announcements section where G42 will be informing about new developments.
- 2 Recent activity will be listed here
- 3 Two-factor security information will be displayed here
- 4 Joint requests will be displayed here
- 5 Merge suggestions will be displayed here
- 6 If you interact with more than one customer on the platform, you can click here to view them.

The screenshot shows the Coupa Supplier Portal interface for a user named PHUMUDZO. The top navigation bar includes links for Invoices, Orders, Profile, Setup, Service/Time Sheets, ASN, Sourcing, Forecasts, Catalogs, Add-ons, and More... The main header displays the supplier name 'Test Supplier LL' with a profile progress of 71% and a last update of 4 days ago. Below this, the 'Recent Activity' section lists items like 'Absa Group Limited DEV', 'Exxaro Resources QA', and 'Absa Group Limited UAT'. The 'Announcements' section on the right features a notice about POPIA Compliance. At the bottom, four tiles are visible: 'Two Factor Security' (0 of 6 Users), 'Join Requests' (0 Users), 'Merge Suggestions' (0 Duplicates), and 'Linked Customers' (26 Connections). Numbered callouts 1 through 6 are placed over the Announcements, Recent Activity, Two Factor Security, Join Requests, Merge Suggestions, and Linked Customers tiles respectively.



NOTE: The help option is directly with Coupa, at your disposal you will find help material as support.

Navigation and use of the supplier portal

How to update Company Profile

- 1 Company Profile
- 2 To complete and edit the information, select the Edit Profile option at the right.
- 3 Additional information can be completed by clicking on the relevant sections



NOTE: This information refers to your profile as a company (not G42 specific), you have many options to update and complete your profile.

The screenshot displays the Coupa Supplier Portal interface. The top navigation bar includes the 'coupa supplier portal' logo, user information 'PHUMUDZO', 'NOTIFICATIONS 4', and a 'HELP' link. Below this is a secondary navigation bar with links for 'Invoices', 'Orders', 'Profile' (highlighted), 'Setup', 'Service/Time Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Add-ons', and 'More...'. The main content area is divided into two sections. The left section, titled 'Your Profile', contains a sidebar menu with links for 'Company Profile', 'Environmental, Social, Governance & Diversity', 'Risk & Compliance', 'Financial Performance', 'Ratings & References', 'Quick Links', 'Manage payment information', 'Manage legal entities', 'Learning Center', 'Add more customers', 'Create a discoverable profile', and 'Feedback'. The right section displays the 'Company Profile' card for 'Test Supplier LL'. This card includes a 'Profile Progress' bar at 71%, a 'Last Updated' timestamp of '4 days ago', and an 'Edit Profile' button. A yellow banner at the top of the card states: 'Complete your profile to get discovered by Coupa buyers that are looking for items in your category.' Below this, a yellow box mentions 'Samancor Chrome requires additional information to conduct business with you' and provides a 'Start Getting Paid' link. At the bottom of the card, there are links for 'Profile preview', 'Copy profile URL', and 'Download Profile as PDF'. A 'Chat with Coupa Support' button is located in the bottom right corner of the interface.

Navigation and use of the supplier portal

How to update Company Profile

1 In the Edit Profile section, you will find general information about your company to complete. In this section you will find company details such as address and contacts.

2 When done, click Save changes

Company Profile 1



* Company Name Doing Business As Is Ultimate Parent ☒ Yes ☐ No

Primary Address

Address line	Address line 2	City
Main Road		Cape Town
State	Postcode	Country/Region
	2000	South Africa



Cancel Save and go to Next Save changes 2

Primary Address

Address line	Address line 2	City
Main Road		Cape Town
State	Postcode	Country/Region
	2000	South Africa

Primary Contact

* First Name	* Last Name
Michael	Healy
* Email	Role
demo.csp.supplier+gz@gmail.com	
Preferred Phone	Mobile number
Work	
Work number	Photograph
	
Public	

+ Add another contact



NOTE: The fields marked with an asterisk are mandatory, the others are required to have an updated profile. The legal entity field is related to your company.

- 1 In the orders tab you will be able to see the history of purchase orders, the status, date and a short description.

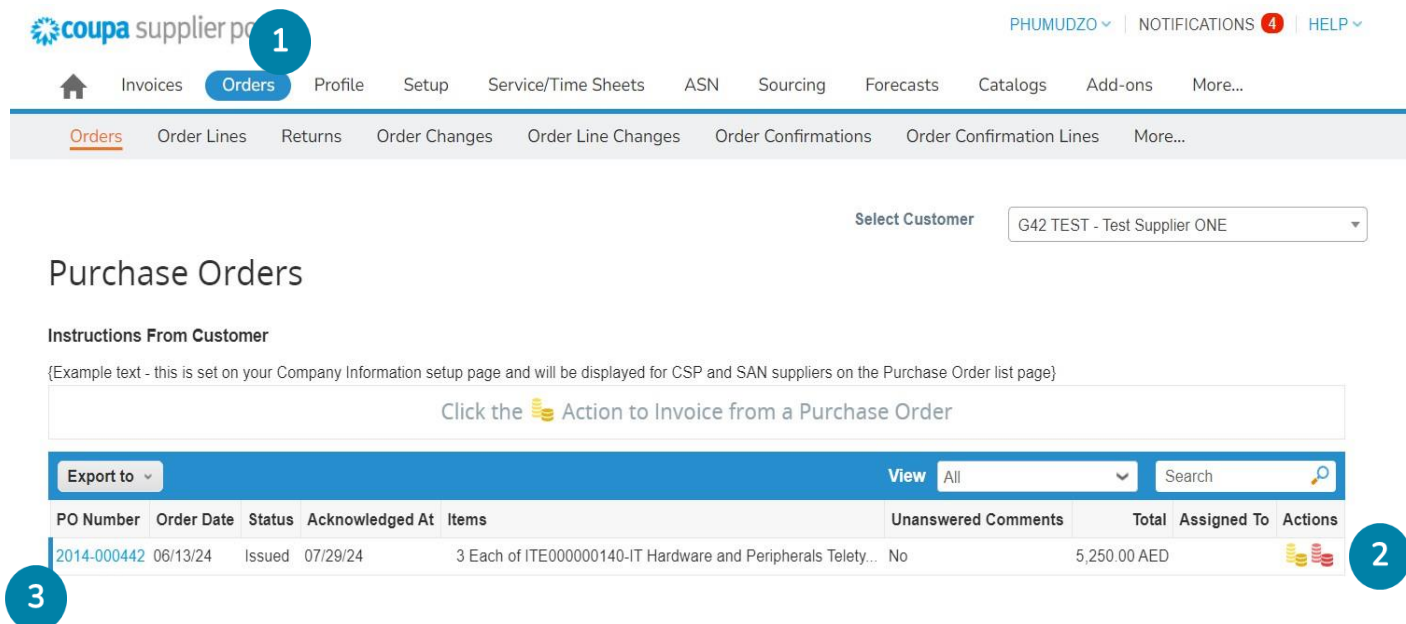
The icon  refers to create an invoice

b The icon  refers to create a credit note

3 To view the details of the order, click on the order number you wish to review



NOTE: Creating a credit note directly against a purchase order is not allowed as part of the G42 design/process



Navigation and use of the supplier portal

How to View the Purchase Order details

- 1 Once you have clicked on the Purchase Order number you wish to review, you will find the reference number and a description of the order.
- 2 The address associated to the purchase order will be visible under the Shipping section
- 3 Lines or items that are part of the purchase order will be visible under the Lines section
- 4 Options available to you for processing the purchase order are located below



NOTE: The acknowledged option allows you to accept the supply and/or provision of the required goods/services to G42.

1

Purchase Order #2014-000442

2

Shipping

3

Lines

4

Create Invoice

Select Customer

G42 TEST - Test Supplier ONE

General Info

Status

Issued - Sent via Email

Order Date

06/13/24

Revision Date

06/13/24

Requester

Ntsako Mabunda

Email

ntsako.mabunda@core42.ai

Payment Term

N60D

Attachments

None

Acknowledged

☒

Assigned to

Select

Ship-To Address

Capital Gate Tower
Khaleej Al Arabi Street
0 Al Maryah
United Arab Emirates
Location Code: G Forty Two General Trading - LLC
Attn: Ntsako Mabunda

Terms

None

Shipment Tracking

No shipment tracking.

Advanced

Search

Sort by

Line Number: 0 → 9

* Need By

06/27/24

Supplier Part Number

None

Supplier Auxiliary Part Number

None

Manufacturer Name

None

Manufacturer Part Number

None

Per page

15 | 45 | 90

Total

AED 5,250.00

4

Create Invoice

Save

Print View

PUBLIC

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19

Navigation and use of the supplier portal

How to view the Invoices

- 1 Entering the invoices tab you will be able to visualise everything related to this.
- 2 Functionalities to create invoices and credit notes
- 3 General information of the invoices you have created. You will be able to see their status and some general information.



NOTE: 'Create Blank Invoice' and 'Create Invoice from Contract' options will only be allowed for selected suppliers.

supplier portal

PHUMUDZO

NOTIFICATIONS 4

HELP

1

Invoices

Orders

Profile

Setup

Service/Time Sheets

ASN

Sourcing

Forecasts

Catalogs

Add-ons

More...

Invoices Lines

Payment Receipts

Select customer

G42 TEST

Invoices

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page}

Create Invoices

2

Create Invoice from PO

Create Invoice from Contract

Create Blank Invoice

Create Credit Note

Export to

View All

Search

Invoice #	Created Date	Status	3	PO #	Total	Unanswered Comments	Dispute Reason	Actions
None	08/01/24	Draft		2014-000442	5,250.00 AED	No		
None	08/01/24	Draft		2014-000442	5,250.00 AED	No		
None	08/01/24	Draft		2014-000442	5,250.00 AED	No		
20002345	06/13/24	Pending Approval		2014-000442	5,512.50 AED	No		
None	06/13/24	Draft		2014-000442	5,250.00 AED	No		

Per page 15 | 45 | 90

Administrator Tab and Notification Settings

Administrator Settings and Notifications Settings

How to Manage Profile and add new users

- 1 Go to the administrator tab on the right side of the portal.
- 2 Click on invite user
- 3 Fill in the required data and select the permissions that will be enabled for the user you are adding.
- 4 Click on send the invitation and the user will be notified

1

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

Admin Customer Setup Connection Requests

Admin Users

2

Invite User

Users	Permissions	Customer Access
Paul Francia gcsuppliertest@gmail.com Status: Active	ASNs Admin Business Performance	Glencore Glencore Dev

3

Invite User

First Name
Last Name
* Email

Permissions ⓘ

Customers

☒ All
☒ Admin
☒ Orders
☐ Restricted Access to Orders

☒ All
☒ Invoices
☒ Catalogs
☒ Profiles
☒ ASNs
☒ Service/Time Sheets
☐ Restricted Access to Service/Time Sheets

☒ All
☒ Payments
☒ Order Changes
☒ Pay Me Now
☒ Business Performance
☒ Sourcing

☒ All
☒ Glencore Dev
☒ Glencore

Cancel

Send Invitation

Administrator Settings and Notifications Settings

The portal contains many features that may not be enabled for your use.
The following is a short description of the administrator tab

Admin Users

Users	Administration of platform users. You will be able to invite new company users	Merge accounts and manage merge requests
Merge Requests		
Legal Entity Setup	Set up your account to create electronic invoices by adding legal entities / shipping addresses.	Add tax representatives in countries where you are not registered with a local address but need to be registered for tax purposes.
Fiscal Representatives		
Remit-To	Provide the shipping address and associated tax information to meet compliance regulations when invoicing	View and sign the terms of use for working with the Coupa portal.
Terms of Use		
Payment Preferences ▼		
Static Discounting		Option not available
SFTP Accounts		Option not available
cXML Errors		Option not available
SFTP Errors		Option not available

Manage Notifications

Manage Notifications

How to Manage Notifications



- 1

Go to the notifications section on the top right-hand side.
- 2

You will find all the notifications that you have as a supplier, you can configure it to be sent to your email as well.
- 3

Click on notification preferences to manage notifications. You will be able to set them to be sent to your email address

coupa supplier portal

PHUMUDZO

NOTIFICATIONS

HELP

Home

Invoices

Orders

Profile

Setup

Service/Time Sheets

ASN

Sourcing

Forecasts

Catalogs

Add-ons

More...

My Notifications

Notification Preferences

View

All

☐	Message	Received
☐	Expired: G42 TEST cancelled their request. If you'd like to work with them, please contact them to ask for the form.	07/14/24 07:01 AM
☐	New PO 2014-000442 for 5,250.00 issued by G42 TEST.	06/13/24 08:43 AM
☐	You are now connected to G42 TEST	06/13/24 08:35 AM
☐	Update your profile for G42 TEST	06/13/24 08:35 AM
☐	POPIA Compliance (Samancor Chrome QA - WendyUAT112) For requests for access to and amendment of personal information or reporting of complaints and susp	04/17/23 10:32 AM

Delete

Mark as Read

Manage Notifications

How to Manage Notifications

1 Click on your name in the upper right-hand corner

a Select account settings if you want to change the password

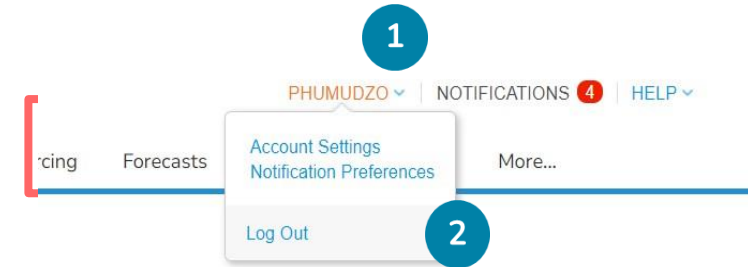
b Select notification preferences to adjust notifications.

2 In the drop-down list you can manage the notifications according to your interests

a Check the online option if you want receive online notifications. It is recommended that you always have this option activate.

b Check the e-mail option if you want notifications to be sent to your e-mail address.

c Scroll to the bottom of the page and click Save to save your changes.



My Account Notification Preferences

You will start receiving notifications when your customers enable them.

Email Mobile(SMS)

! Verify number to receive SMS

Account Access

Merge Request	☒ Online	☒ Email	☐ SMS
Request to Join	☒ Online	☒ Email	☐ SMS

Sourcing Events (RFQ)

Respond to a Sourcing Event (RFQ/Tender)

How to Receive notification for RFQ

- 1 You will receive an invitation from G42
to participate in an RFQ, RFI or RPF in your e-mail inbox.
 - 2 To enter the event, select the View Event option.
- a** Select "I intend to participate" if you do not yet wish to enter the event but want to participate in the event at some point.
- G42 will be notified that you will participate.



NOTE: The invitation will arrive from G42 for sourcing events.

1

Powered by 



G42 TEST Sourcing Event - make up brushes #119 Invitation

NtsakoM has been invited by **G42 TEST** to participate in a sourcing event for **make up brushes**.

Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes and/or descriptions of products or services. If you have responded to the event, please ignore this message.

Responses are due by Friday, 23 August 2024 05:00 PM +04

a

I intend to Participate

2

View Event

Respond to a Sourcing Event (RFQ/Tender)

How to Participate to an event (RFQ/Tender)

- 1 In the event information section you will find basic information and event details.
- 2 If you intend to participate you should check the box in the Intent to Respond section.
- 3 In the Attachments section you will find relevant attachments for the event information.
- 4 In the terms and conditions section you will find the corresponding information. You must accept the terms and conditions to continue



NOTE: The time of the event can be seen in the upper right-hand side in a blue box.

1

2

4

The screenshot displays the G42 sourcing event interface. At the top right, a blue box indicates the event ends in 17 days and 4 hours. The 'Event Info' section states that the supplier has been invited by G42 TEST to participate in a sourcing event for 'make up brushes'. Below this, there is a section for 'Do you intend to participate in this event?' with a checkbox labeled 'I intend to participate in this event'. Further down, there is a section for 'Accept Terms and Conditions' with a note that there are no terms and conditions for the current event. The 'Event Information & Bidding Rules' section states that the event will end at the event end time, responses are sealed until the event closes, and the buyer may choose to award individual line items. The 'Buyer Attachments' section is currently empty. The 'Timeline' section shows the event start on August 6 at 12:26 PM Asia/Dubai and the event end on August 23 at 5:00 PM Asia/Dubai. An 'Enter Response' button is located at the bottom right.

Respond to a Sourcing Event (RFQ/Tender)

How to Participate to an event (RFQ/Tender)

5 In the deadline section you will find the time of the event.

6 The Instant Message section is available to communicate with G42. It is the authorized channel

7 To continue with the process and see the details of the event, select the option to Enter Response.



NOTE: The message option will be enabled during the time the event is active.

5 Timeline

Aug 19 08:00 AM Africa/Johannesburg 23h : 56min

Aug 20 07:57 AM Africa/Johannesburg 00:00

7 Enter Response

6 Instant Messages

Search

Type new message

Having Technical Issues? Contact sourcing.support@coupa.com Send Message

Respond to a Sourcing Event (RFQ/Tender)

How to Respond to an event (RFQ/Tender)

1 The orange color in the My Response tab refers to the field of work as a supplier.

2 In the *Attachments* section you will find the files sent by G42 which you must provide your response for. Some of them are mandatory

3 In the *Your response* section, you can attach the corresponding files.

The screenshot shows the G42 Sourcing Event interface. At the top right, a blue box displays 'Event Ends 23:50' with 'hrs' and 'mins' labels. Below this, a horizontal tab bar contains 'My Response' (highlighted with an orange box and labeled '1') and 'Attachments' (labeled '2'). The 'My Response' tab is active, showing a blue header 'Provided by Sonal Khullar' (labeled '3') and a white content area. The content area has a section titled 'Attachment' with a file 'item_list.csv' and a section titled 'Your response' with a text input field 'Response to' and an 'Attachment' section with an 'Add File' link. The 'Your response' section is highlighted with an orange box.



NOTE: Attachments can be multiple, some of them are mandatory and others are optional

Respond to a Sourcing Event (RFQ/Tender)

How to Download and Upload Attachments

- 1 In the information section provided by the buyer, select the attached files to download them.
- 2 You will need to complete the requirements and save them to your computer.
- 3 To upload your files in the section of *Your response*, click Browse and select the files you want to upload.
- 4 Attach the files that are part of the response. Verify that they are uploaded correctly



NOTE: It is recommended to save the file with the same name it was downloaded with.

Event Ends 23:50 hrs mins

Event info My Response

Attachments

Provided by Sonal Khullar

Your response

Attachment

item_list.csv

Response to

Attachment Add File

Browse

Drop files here

Respond to a Sourcing Event (RFQ/Tender)

How to send response

1 Once the time limit expires you will not be able to send any more response.

2 Click Submit response to send your response to G42



NOTE: G42 will only be able to visualize the answers once the time has expired, that is why you can send your answer more than once, the last one you send is the one that G42 will be able to visualize.

1

Event Ends 23:50
hrs mins

Event Info

My Response

Items and Services

Items Not In Lots (1 items)

Catering Services

900.00 GBP

Expected Quantity x Price per Unit

Expected Quantity

10 Hour

* Price per Unit

90

* Currency

GBP

* Required field

Total 900.00 GBP

History

2

☒ I have reviewed the changes to this event

Import from Excel

Save

Submit response

Additional Support – Coupa Guides Glossary

Dedicated to suppliers on success portal and available directly on CSP

Supplier Portal Guides

- [https://success.coupa.com/Suppliers/For Suppliers/Coupa Supplier Portal](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal)
- <https://compass.coupa.com/en-us/products/product-documentation/supplier-resources/for-suppliers/coupa-supplier-portal/set-up-the-csp/purchase-orders>
- <https://compass.coupa.com/en-us/products/product-documentation/supplier-resources/for-suppliers/coupa-supplier-portal/set-up-the-csp/invoices>

Dedicated to suppliers on success portal and available directly on CSP



Glossary

- **CSP:** Coupa Supplier Portal means suppliers will be able to make inquiries and upload information related to their invoices. The CSP also allows monitoring the invoice payment status, including payment problems. In addition, all related notifications will be sent to the registered email account.
- **Change request:** Make change requests on a purchase order, it can be for example price or quantity.
- **Credit note:** Document through which you can cancel invoices previously made.
- **Invoice:** Through Coupa you will have the possibility to generate an invoice against a purchase order (PO) and be able to follow it up
- **Sourcing Event:** RFX Events consist of Request for Information, Request for Quotation, and Request for Proposal defined by one buyer and many sellers.

Dedicated to suppliers on success portal and available directly on CSP

Glossary

RFX: RFI, RFQ or RFP

- RFI: Request for Information. Type of sourcing event used to collect qualitative information about suppliers or initiatives.
- RFQ: Request for quotation. Type of sourcing event that is used to obtain specific prices for products or services
- RFP: Proposal request. Type of sourcing event used when the product or service you obtain is complex in nature and requires a qualitative and quantitative assessment of the suppliers.
- Lots: Group of Items/Services That Need to Be Purchased Together from the Same Provider.
- Items: Lists of items to be procured. These can be set-up to be purchased together or from multiple suppliers if needed.
- Questionnaire: Form that the supplier must complete with the options indicated (checkbox, text, attachments, or radio buttons) for further evaluation in the event evaluation process.

**For any Support:
Please reach out to supplierregistration@g42.ai**

Thank You