

Coupa Supplier Portal Training

May 2021

Agenda

Introduction to Coupa	What is Coupa?
	How Will You Benefit?
SAN vs CSP	What is a Supplier Actionable Notification?
	Connecting to the Coupa Supplier Portal
CSP Supplier Profile and Account Setup	Updating the Supplier Profile
	Enabling E-Invoicing
	Adding and Editing Users
CSP Supplier Activities	Receiving/Viewing a Purchase Order
	Acknowledging a Purchase Order
	Creating PO-Backed Invoices
	Creating Non PO-Backed Invoices
	Viewing and Managing Catalogs
Next Steps	Next Steps for Enablement
	Employee Terminations
	Additional Resources



Introduction to Coupa

Cabot CSP Supplier Training

What is Coupa?

Coupa is a user-friendly e-Procurement and supplier collaboration cloud-based software. As our partner, you stand to benefit by gaining access to a zero-cost supplier portal that provides enhanced visibility, better control, fewer mistakes and faster payments via an intuitive user interface.

The Coupa Supplier Portal enables you to:

- View and acknowledge Purchase Orders/Change Orders
- Submit invoices and monitor payment status
- Create catalogs
- Participate in sourcing events
- Manage your contact/remittance information

How will you benefit?

By working with Cabot electronically, you will increase your order-taking efficiency, invoice creation, reduce mistakes and delays fulfilling orders and maintain a better presence with Cabot users.

Benefits include, but are not limited to:

- Efficient Purchase Order receiving and acknowledgement
- Efficient invoice processing
- Direct PO-backed invoice creation
- Automated accurate routing of invoices to proper branches
- Instant visibility to Purchase Order, Timesheet, Invoice, Payment Information and catalog processing status as well as Cabot user contact details
- Reduced or even eliminated manual paper transaction processing
- Strong reporting capabilities



SAN vs CSP

Cabot CSP Supplier Training

Supplier Actionable Notifications

Supplier Actionable Notifications (SAN) will allow you to create an invoice, acknowledge, or comment on a PO directly from a PO email. To have SAN enabled, your default PO method must be set to email and Cabot must enable SAN on your supplier record.

When creating an invoice from SAN, you will be brought to a landing page that looks similar to the landing page in the Coupa Supplier Portal, however the access is very limited and will not carry any invoice or PO history and not allow for any reporting.

The screenshot shows an email interface for a Purchase Order #6. At the top, it says "Purchase Order #6" with an "Inbox x" tag. Below that, the sender is identified as "<do_not_reply@cabotcorp-test.coupahost.com>" and the recipient as "to CabotSupplier+1". The Coupa logo and "Purchase Order #6" are displayed. A red box highlights four buttons: "Create Invoice" (in blue), "Acknowledge PO", "Add Shipment Tracking", and "Add Comment" (all in grey). Below these buttons are "View PO" and "Login" buttons. At the bottom, the Coupa logo is on the left, and the text "PURCHASE ORDER" and "PO NUMBER 6" is on the right.



CSP Supplier Profile and Account Setup

Cabot CSP Supplier Training

Connecting to Cabot via Coupa

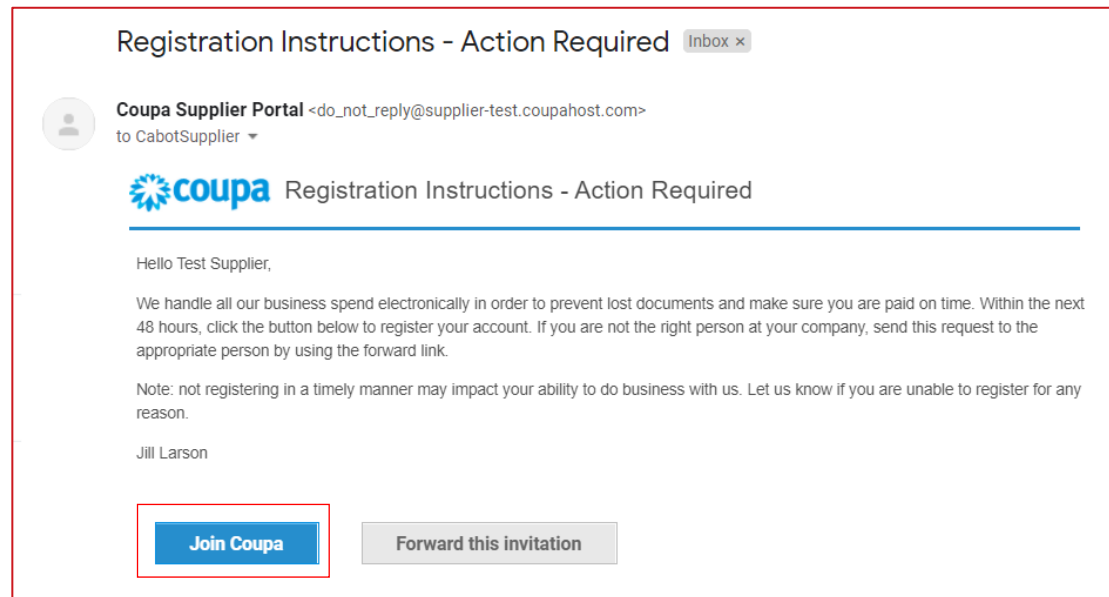
It is vital that all suppliers connect to the Coupa platform to transact with Cabot successfully.

Below is the initial e-mail invite (from Cabot) to set up your Coupa Supplier Portal account to transact with Cabot on Coupa. (email sent from)

After Cabot sends you an invitation to join the Coupa Supplier Portal (CSP), check the email address inbox which the invite was sent to and click on the link to confirm their request to interact with you as a supplier on Coupa.

By confirming this link and selecting “**Join and Respond**” you will be creating a new login on the Coupa Supplier Portal to receive Purchase Orders (POs) and send Invoices to Cabot.

If the invite was sent to the incorrect person at your company, inform your Cabot contact or contact Cabot at supplier.communication@cabotcorp.com.



NOTE: Ensure Cabot has the correct email contact for your company

Connecting to Cabot via Coupa

- Fill out your information on the Coupa Supplier Portal to create a new account
- Review and accept the Privacy Policy and Terms of Use
- Click 'Submit'

At this step, you will also have the option to forward the invitation to another employee at your company

Join the Coupa Supplier Portal

Validate the information below and create the password for your account. Click here for [help](#).

* 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](#).

Forward your invitation

Not the right person to register now? Want to ask a coworker to join quickly? Send a copy of your invitation to colleague's email below (must have same email domain).

Forward email

Enabling E-Invoicing

- You will need to add Legal Entity information as well as Remit-To Addresses to enable E-Invoicing
- Click 'Setup' tab from the top menu bar then select 'Legal Entity Setup' from the menu on the left
 - Click 'Add Legal Entity'
 - Enter your Legal Entity information
 - Click 'Continue'

The screenshot displays the Coupa Supplier Portal interface. At the top, the navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', and 'Sourcing'. The 'Setup' tab is highlighted in the 'Add-ons' section. Below this, the 'Admin' section is visible, with 'Legal Entity Setup' selected in the left sidebar. The main content area shows the 'Legal Entity Setup' page, which includes a table with columns for 'Invoice From' and 'Remit-To Accounts'. The 'Add Legal Entity' button is highlighted in the top right of the main content area. A modal window titled 'Where's your business located?' is open, showing a form with 'Legal Entity Name' and 'Country/Region' fields, and a 'Continue' button.

Legal Entity
Booking Hold Test
Invoice From
Remit-To Accounts
Address
987 Broadway Dallas TX 87564 United States
Remit-To Address
Test Supplier

Enabling E-Invoicing – Adding Remit-To Address

- Click 'Setup' tab from the top menu bar then select 'Remit-to' from the menu on the left
- Click 'Add Remit-To'
- Complete the invoice address details
- Enter any bank information or payment details if they have not already been provided to Cabot

The screenshot displays the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', and 'Sourcing'. Below this, the 'Setup' tab is selected, and the 'Admin' section is active. The 'Remit-To' option is highlighted in the left sidebar. The main content area shows a table of existing Remit-To accounts with columns for 'Remit-To Account', 'Remit-To Address', 'Payment Type', 'Legal Entity', 'Customers', and 'Actions'. A red box highlights the 'Add Remit-To' button in the top right corner of the table. An overlay modal titled 'Add a new Remit-To account' is open, showing a form with the following fields: 'Address Line 1', 'Address Line 2', 'City', 'State' (a dropdown menu), 'Postal Code', 'Country/Region' (a dropdown menu), and 'Code'. A 'Recommended' button is visible on the right side of the modal. A red box highlights the form fields in the modal.

Remit-To Account	Remit-To Address	Payment Type	Legal Entity	Customers	Actions
None	test test 2144 United States	Address	Test Supplier	✓	
None	Test NY 123456 United States	Address	Test Supplier	✓	
None	Test test 123456 United States	Address	Test Supplier	✓	



NOTE: Ensure Cabot has your current remit-to address on file to avoid processing delays in Coupa

Adding Users

If desired, you can allow additional users to access your supplier account to perform all tasks

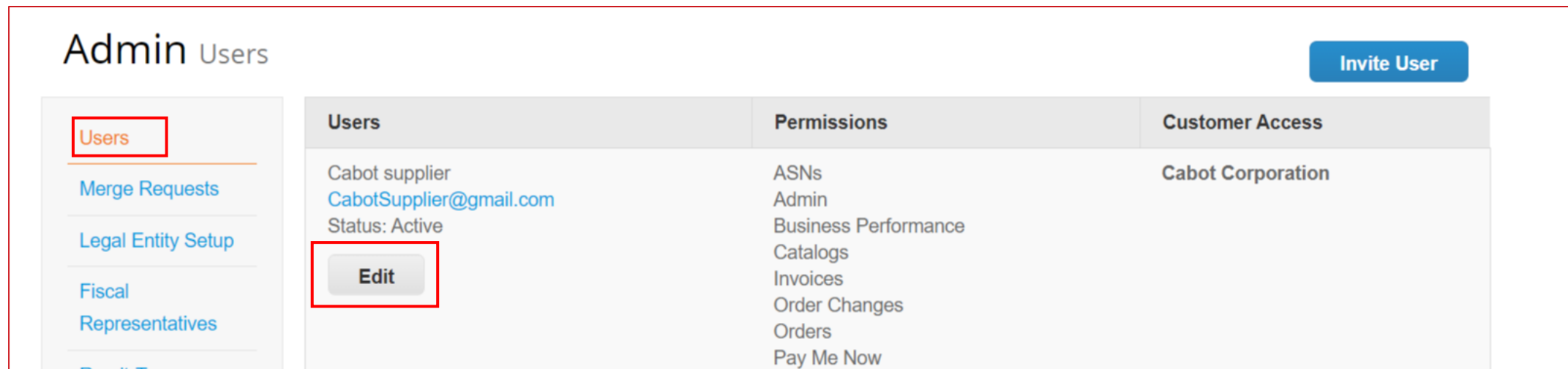
- From the top menu bar, select 'Setup', then click 'Users' tab and then click 'Invite User'
- Enter at least the employee's email address in the 'Invite User' popup window and click 'Send Invitation'
- You can restrict access to specific customers by checking/unchecking customer name boxes under 'Customers' section

The screenshot displays the 'coupa supplier portal' interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', and 'Sourcing'. The 'Setup' tab is highlighted in the 'Add-ons' section. Below the navigation, the 'Admin Users' section is visible, with a 'Users' button highlighted. The 'Invite User' popup window is open, showing a form with fields for 'First Name', 'Last Name', and '* Email'. The 'Permissions' section is checked for 'All' and 'Orders', with 'Restricted Access to Orders' unselected. The 'Customers' section is checked for 'All' and 'Cabot Corporation'. The 'Invite User' button is highlighted in the bottom right corner of the popup.

Editing Users

If desired, you can edit existing users

- From the top menu bar, select 'Admin' then click 'Users' tab
- Click 'Edit'
- Review and edit User Info
- Enable or disable permissions under Permissions section
- You can restrict access to specific customers by checking/unchecking customer name boxes under 'Customers' section
- Click 'Save'



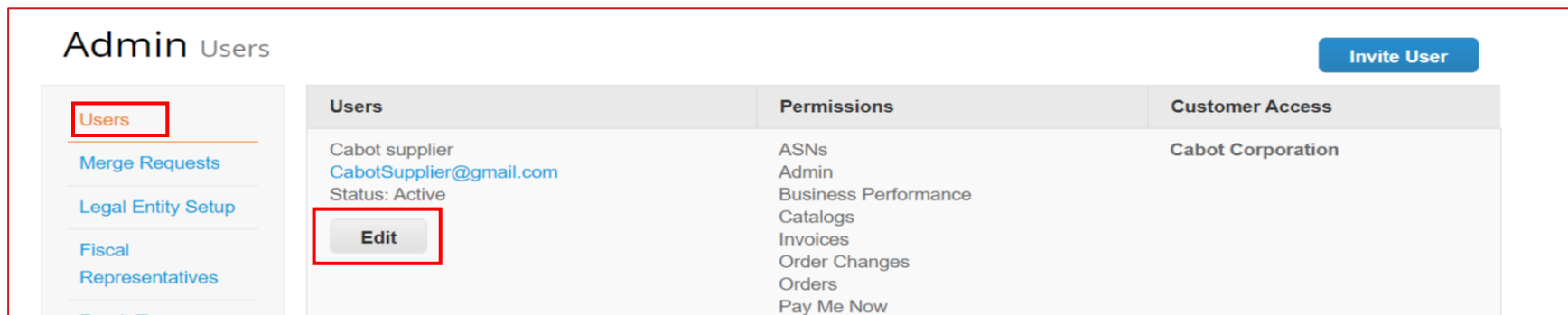
The screenshot displays the 'Admin Users' interface. On the left, a sidebar contains navigation links: 'Users' (highlighted with a red box), 'Merge Requests', 'Legal Entity Setup', 'Fiscal', and 'Representatives'. The main content area is a table with three columns: 'Users', 'Permissions', and 'Customer Access'. The 'Users' column shows the user 'Cabot supplier' with email 'CabotSupplier@gmail.com' and 'Status: Active'. Below this information is an 'Edit' button, also highlighted with a red box. The 'Permissions' column lists various system areas: ASNs, Admin, Business Performance, Catalogs, Invoices, Order Changes, Orders, and Pay Me Now. The 'Customer Access' column shows 'Cabot Corporation'. In the top right corner, there is a blue 'Invite User' button.

Users	Permissions	Customer Access
Cabot supplier CabotSupplier@gmail.com Status: Active Edit	ASNs Admin Business Performance Catalogs Invoices Order Changes Orders Pay Me Now	Cabot Corporation

Employee Terminations

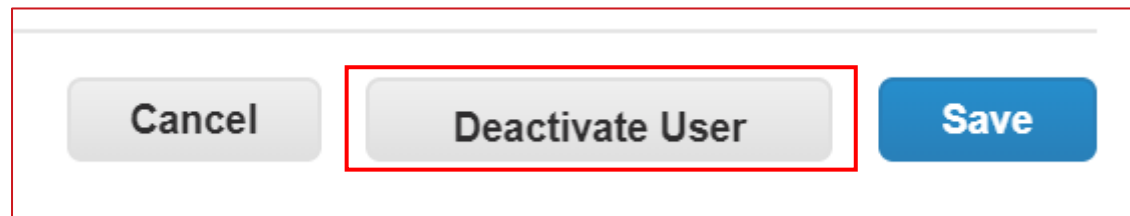
If an employee with access to CSP is terminated from your company, it is the CSP Admin's responsibility to revoke that employee's access.

- From the top menu bar, select 'Setup' then click 'Users' tab
- Click 'Edit'
- Select 'Deactivate User'



The screenshot shows the 'Admin Users' interface. On the left is a sidebar with navigation options: 'Users' (highlighted with a red box), 'Merge Requests', 'Legal Entity Setup', 'Fiscal Representatives', and 'Product T...'. The main content area displays a user profile for 'Cabot supplier' with email 'CabotSupplier@gmail.com' and status 'Active'. The 'Edit' button is highlighted with a red box. The user's permissions are listed as: ASNs, Admin, Business Performance, Catalogs, Invoices, Order Changes, Orders, and Pay Me Now. The customer access is 'Cabot Corporation'. An 'Invite User' button is visible in the top right corner.

Users	Permissions	Customer Access
Cabot supplier CabotSupplier@gmail.com Status: Active Edit	ASNs Admin Business Performance Catalogs Invoices Order Changes Orders Pay Me Now	Cabot Corporation



The screenshot shows a dialog box with three buttons: 'Cancel', 'Deactivate User' (highlighted with a red box), and 'Save'.



CSP Supplier Activities

Cabot CSP Supplier Training

Receiving/Viewing a Purchase Order

Regardless of the PO delivery preference (email, cXML, etc.), you will have access to all open POs within the CSP

- Select Orders from the top menu bar
- When the page refreshes, select the applicable PO number from the list of Purchase Orders. You can also use the Search bar to locate the PO
- Click PO Number hyperlink to view the complete PO details

The screenshot displays the Coupa Supplier Portal interface. At the top, the 'coupa supplier portal' logo is on the left, and 'CABOT', 'NOTIFICATIONS 60', and 'HELP' are on the right. The main navigation bar includes 'Home', 'Profile', 'Orders' (highlighted with a red box), 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', and 'Sourcing'. Below this, there are sub-menus for 'Add-ons' and 'Setup'. The 'Orders' sub-menu is expanded, showing 'Orders' (highlighted), 'Order Lines', 'Returns', 'Order Changes', 'Order Line Changes', and 'Shipments'. A 'Select Customer' dropdown is set to 'Cabot Corporation', with a 'Configure PO Delivery' button next to it. The main heading is 'Purchase Orders'. Below it, there is a section for 'Instructions From Customer' with a placeholder text and a 'Click the Action to Invoice' button. An 'Export to' dropdown is visible. A table lists purchase orders with columns: PO Number, Order Date, Status, Acknowledged At, and Items. The first row, 'CPO00000072' (highlighted with a red box), has an order date of 04/21/21, status 'Issued', and items '5 Each of HP Business S Load - Notebook carrying'. The second row, 'CPO00000071', has an order date of 04/21/21, status 'Issued', and items '50 Each of HP Business'. On the right side, a 'Total 200.00 USD' is displayed. Below this, there are buttons for 'Create Invoice' (highlighted with a red box), 'Save', and 'Print View'. A 'Comments' section is visible with a text input field and an 'Add Comment' button (highlighted with a red box).

PO Number	Order Date	Status	Acknowledged At	Items
CPO00000072	04/21/21	Issued	None	5 Each of HP Business S Load - Notebook carrying
CPO00000071	04/21/21	Issued	None	50 Each of HP Business

Acknowledging a Purchase Order

On the specific PO details page, select 'Acknowledged' check box to acknowledge the receipt of PO

Cabot will receive this acknowledgement in their Coupa system

Purchase Order #CPO00000072

Status Issued - Sent via Email

Order Date 04/21/21

Revision Date 04/21/21

Requester Varsha Pachisia

Email varshapachisia@kpmg.com

Payment Term N60

Attachments None

Acknowledged


Assigned to





Creating a PO-Backed Invoice

- Click 'Orders' from the top menu bar
- Under the 'Actions' column of the specific PO row, select the yellow coin stack icon to flip the PO into an invoice. This will take you to the invoice creation screen
- Select a remit-to and ship from address
 - If the correct Remit-To Address does not appear, click magnifying glass icon and then click 'Create'


Purchase Orders

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 Purchase Order list page)


Click the  Action to Invoice from a Purchase Order


PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
CPO00000072	04/21/21	Issued	None	5 Each of HP Business Slim Top Load - Notebook carrying c...	No	600.00 USD		 
CPO00000071	04/21/21	Issued	None	50 Each of HP Business Slim Top	No	6,000.00		 

Choose Invoicing Details

* Legal Entity Test Supplier  Add New

Invoice From 123 Main St
San Francisco, CA 95159
United States
United States

* Remit-To Select  Add New

* Ship From Address 123 Main St, San Francisco, CA  Add New

Cancel

Creating a PO-Backed Invoice

On the invoice creation screen, complete all the necessary information (all required fields are indicated with an asterisk)

- Use your own invoice numbering convention for the Invoice # field
- Attach your organization's invoice file
- Details from the PO are automatically populated to the invoice draft
- Verify auto populated invoice information at the header and line level and adjust as necessary

Configure PO Deliv

Create Invoice Create

General Info

* Invoice #

* Invoice Date

Payment Term

* Currency

Delivery Number

Status

Image Scan No file chosen

Supplier Note

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

From

* Supplier

* Invoice From Address
123 Main St
San Francisco, CA 95159
United States

* Remit-To Address
123 Main St
San Francisco, CA 95159
United States

* Ship From Address
123 Main St
San Francisco, CA 95159
United States

To

Customer

* Bill To Address
Two Seaport Lane,
Suite 1300 (Hours: 9 AM - 5 PM)
Boston, MA 02210-2019
United States

Buyer Tax ID



NOTE: You can add multiple invoice attachments or only partially invoice a PO as needed

Creating a PO-Backed Invoice

- Update the price in the 'Price' field, if needed
- Update the quantity in the 'Qty' field, if needed

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	
	HP Business Slim Top Load - Notebook carrying case - 14.1" - for Elite c1030; EliteBook 83X G7, 845 G7; EliteBook x360; Pro c640; ZBook Firefly 14 G7	<input type="text" value="5"/>	Each	<input type="text" value="120.00"/>	600.00

PO Line: CPO00000072-1 [Clear](#) Contract: Supplier Part Number:

Billing: 10012023-10012023.4130.000-No-10015852

[Add Line](#) [Disc lines from PO](#)

Creating a PO-Backed Invoice

- If applicable, add any shipping, handling and tax information
 - You can add applicable tax in the proper section by one of the following methods:
 - Manually enter a tax percentage
 - Manually enter a tax amount (\$)
 - Click 'Calculate' to update the invoice total after all additional charges are added

Totals & Taxes

Lines Net Total	600.00
-----------------	--------

Shipping

Tax % 0.000

Tax Reference

Handling

Tax % 0.000

Tax Reference

Misc

Tax % 0.000

Tax Reference

Tax % 0.000

Total Tax	0.00
Net Total	600.00
Total	600.00

Delete Cancel Save as Draft **Calculate** Submit

Creating a PO-Backed Invoice

- Enter any necessary comments for Cabot, then click 'Add Comment'
- Add additional attachments if necessary

 Comments Mute Comments 

Enter Comment

Send Comment notification to a user by typing @name (ex. @JohnSmith)

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

Add Comment

Creating a PO-Backed Invoice

- When you have completed all information on the invoice, click 'Submit'
- After you click 'Submit', a popup will appear to confirm if you are ready to send the invoice. **Once submitted, an invoice cannot be edited via CSP unless disputed by Cabot**
- If you wish to go back to edit, click 'Continue Editing'
- Click 'Send Invoice' to send the confirmed complete invoice to Cabot

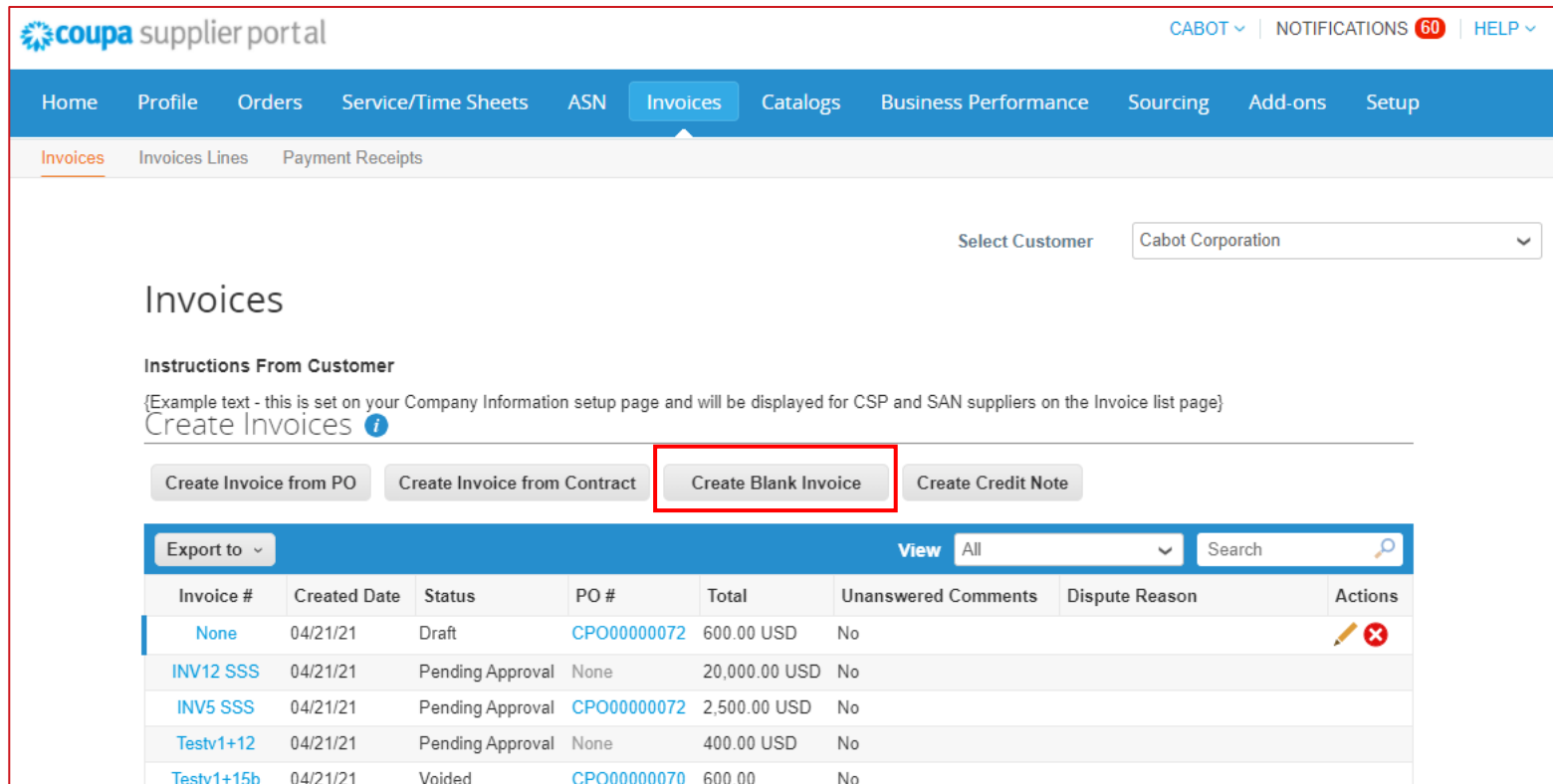
The image shows a screenshot of a software interface. At the top right, there is a summary table with the following data:

Total Tax	0.00
Net Total	600.00
Total	600.00



Below this table, there is a blue button labeled 'Submit'. In the foreground, a modal popup is displayed with the title 'Are You Ready to Send?' and a close button (X). The main text of the popup reads: 'Coupa is about to create an invoice on your behalf. Please make sure you are not attaching another invoice to this transaction as the Coupa generated PDF is your and your customers legal invoice.' At the bottom of the popup, there are two buttons: 'Continue Editing' and 'Send Invoice'. The word 'Shipping' is partially visible at the bottom of the screen.

Creating a Non-PO Backed Invoice

- Click 'Invoices' from the top menu bar
- Click 'Create Blank Invoice'
- Fill out invoice header details



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Invoices' menu item is active. Below the navigation bar, there are sub-tabs for 'Invoices', 'Invoices Lines', and 'Payment Receipts'. A 'Select Customer' dropdown menu is set to 'Cabot Corporation'. The main heading is 'Invoices'. Below this, there is a section for 'Instructions From Customer' with a placeholder text and a 'Create Invoices' link. A row of buttons for creating invoices is visible: 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice' (highlighted with a red box), and 'Create Credit Note'. Below the buttons is a table with columns for 'Invoice #', 'Created Date', 'Status', 'PO #', 'Total', 'Unanswered Comments', 'Dispute Reason', and 'Actions'. The table contains five rows of invoice data.

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
None	04/21/21	Draft	CPO00000072	600.00 USD	No		 
INV12 SSS	04/21/21	Pending Approval	None	20,000.00 USD	No		
INV5 SSS	04/21/21	Pending Approval	CPO00000072	2,500.00 USD	No		
Testv1+12	04/21/21	Pending Approval	None	400.00 USD	No		
Testv1+15b	04/21/21	Voided	CPO00000070	600.00	No		



NOTE: Correct requester name and email will be mandatory to submit a non-PO backed invoice

Creating a Non-PO Backed Invoice

- Fill out line level details (Type, Description, Qty (for Qty based only), UOM (for Qty based only), Price, Contract)
- If applicable, add any shipping, handling and tax information
- Click Submit and Send Invoice

The screenshot shows a software interface for creating a non-PO backed invoice. The interface is divided into several sections:

- Lines:** This section contains fields for Type (Qty), Description, Qty (1.000), UOM (Atmospheres), Price (0.00), PO Line (None), Contract, and Supplier Part Number. There is a checkbox for "Line Level Taxation" and a "Clear" button.
- Totals & Taxes:** This section contains fields for Shipping, Handling, and Misc, each with a Tax dropdown and a Tax Reference field. The "Lines Net Total" is 0.00.
- Summary:** At the bottom, there is a summary table showing Total Tax (0.00), Net Total (0.00), and Total (0.00).
- Navigation:** At the bottom, there are buttons for Delete, Cancel, Save as Draft, Calculate, and Submit.

Creating a Credit Note

- Click 'Invoices' from the top menu bar
- Click 'Create Credit Note'
- Fill out invoice header details

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with 'Invoices' selected. Below the navigation bar, there is a 'Select Customer' dropdown menu set to 'Cabot Corporation'. The main heading is 'Invoices'. Underneath, there is a section for 'Instructions From Customer' with a placeholder text and a 'Create Invoices' link. Below this, there are four buttons: 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. The 'Create Credit Note' button is highlighted with a red box. Below the buttons, there is a table of invoices with columns for Invoice #, Created Date, Status, PO #, Total, Unanswered Comments, Dispute Reason, and Actions.

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
None	04/21/21	Draft	CPO00000072	600.00 USD	No		
INV12 SSS	04/21/21	Pending Approval	None	20,000.00 USD	No		
INV5 SSS	04/21/21	Pending Approval	CPO00000072	2,500.00 USD	No		
Testv1+12	04/21/21	Pending Approval	None	400.00 USD	No		
Testv1+15b	04/21/21	Voided	CPO00000070	600.00	No		

Creating a Credit Note

- Fill out line level details (Type, Description, Qty (for Qty based only), UOM (for Qty based only), Price, Contract)
- If applicable, add any shipping, handling and tax information
- Click Submit and Send Invoice

The screenshot shows a software interface for creating a credit note. The interface is divided into two main sections: "Lines" and "Totals & Taxes".

The "Lines" section at the top has a table with columns for Type, Description, Qty, UOM, Price, and a total of 0.00. Below this are fields for PO Line, Contract, and Supplier Part Number.

The "Totals & Taxes" section below contains fields for Shipping, Handling, and Misc, each with a Tax dropdown and a percentage field set to 0.00%. At the bottom, there is a "Total" summary showing 0.00 and a "Submit" button highlighted with a red box.



NOTE: Credit note lines can be negative or positive, but credit note total should be negative

Viewing and Managing Catalogs

- Select Catalogs from the top menu bar to view your Cabot catalog information and available actions*
- Export to: Export catalog details to CSV or Excel
- Click on the Catalog Name to view the list of individual catalog items
- Click on the Item Name in your catalog to view the detailed item page

*Note: Only Draft status catalogs not submitted for Cabot Buyer approval can be directly edited or deleted

The screenshot displays the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs' (highlighted with a red box), 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Catalogs' page shows a table of catalogs with columns for Catalog Name, Created Date, Submitted Date, Start Date, Expiration Date, Status, Unanswered Comments, Error, and Actions. The 'Test Supplier Catalog 4' entry is highlighted with a red box. A detailed view of this catalog is shown below, including the Supplier Name 'Test Supplier', Status 'Accepted by Customer', Start Date '04/20/21', and End Date '04/21/21'. The 'Items Included in Catalog' section shows a table with columns for Name, Part Number, Status Change, Price, Price Change, Currency, Other Fields Changed, Reject Reason, and Actions. The 'Monitor' item with Part Number '123456VP' and Price '100.00' is highlighted with a red box.

Catalog Name	Created Date	Submitted Date	Start Date	Expiration Date	Status	Unanswered Comments	Error	Actions
Test VP1	04/21/21	04/21/21	04/21/21	04/21/21	Pending Approval	No		
Test 420	04/20/21	04/20/21	None	None	Pending Approval	No		
Test Supplier Catalog 4	04/20/21							
test-cata1	04/16/21							
Test Supplier Catalog 2	04/09/21							
Test Supplier	04/09/21							

Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Reject Reason	Actions
Monitor	123456VP		100.00		USD			

Viewing and Managing Catalogs

- Click Create to create an update catalog request
- Enter catalog information including start and end date
- You can either bulk upload catalog item updates via Load from File or individually via Create
- Click 'Submit for Approval' when catalog updates, additions or changes are complete to automatically send for Cabot's review

The screenshot displays the 'Catalogs' management interface. On the left, a table lists existing catalogs, with 'Test VP1' highlighted. The main area shows the 'Test Supplier Catalog 7' in 'Draft' status. The form includes fields for Customer (Cabot Corporation), Catalog Name (Test Supplier Catalog 7), Status (Draft), Start Date, Expiration Date, and Currency (USD). At the bottom right, there are 'Save' and 'Submit for Approval' buttons. Below the form is a table for 'Items Included in Catalog' with columns for Name, Part Number, Status Change, Price, Price Change, Currency, Other Fields Changed, Reject Reason, and Actions. The table is currently empty, and the 'Load from file' button is highlighted.

Catalogs

Catalog Name	Created
Test VP1	04/21/21

Test Supplier Catalog 7 Edit [Back](#)

Customer: Cabot Corporation

* Catalog Name: Test Supplier Catalog 7

Status: Draft

Start Date: mm/dd/yy date when catalog prices become effective

Expiration Date: mm/dd/yy date when catalog prices become expired

Currency: USD

[Save](#) [Submit for Approval](#)

Items Included in Catalog

Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Reject Reason	Actions
No rows.								

Per page 15 | 45 | 90



Next Steps

Cabot CSP Supplier Training

Next Steps for CSP Enablement

- Make sure to accept the Coupa Supplier Portal email invitation
- Verify and complete CSP profile and account information after invitation acceptance, along with any information update requests
- Review training and onboarding materials and communications, completing requested supplier information confirmation or updates, i.e. Primary Contact information, PO email, required certifications or documentation
- Align with your Accounts Receivable team for invoicing, if you have not already
- Contact the Cabot Procurement Team to discuss potential for punchout or hosted catalog set up

Additional Resources

- General Information:

[https://success.coupa.com/Suppliers/For Suppliers/Coupa Supplier Portal](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal)

[https://success.coupa.com/Suppliers/For Suppliers/Coupa Supplier Portal/Get Started with the CSP/03 CSP Videos](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Get_Started_with_the_CSP/03_CSP_Videos)

- Coupa Supplier Portal Log In: <https://supplier.couphost.com/>

- Supplier Enablement: Contact Cabot's Procurement Team to set up a hosted catalog:
supplier.communication@cabotcorp.com.