

## Job Aid – Supplier: How to Create a Coupa Supplier Portal Account – Coupa Tool

### How to Create a Coupa Supplier Portal (CSP) Account

In this job aid:

✓ **How to Create a Coupa Supplier Portal (CSP) Account**

This job aid is to be leveraged by suppliers that have been selected to transact with DaVita. All DaVita suppliers should have received an invitation to create register with the Coupa Supplier Portal. This job aid will outline how to successfully create an account.

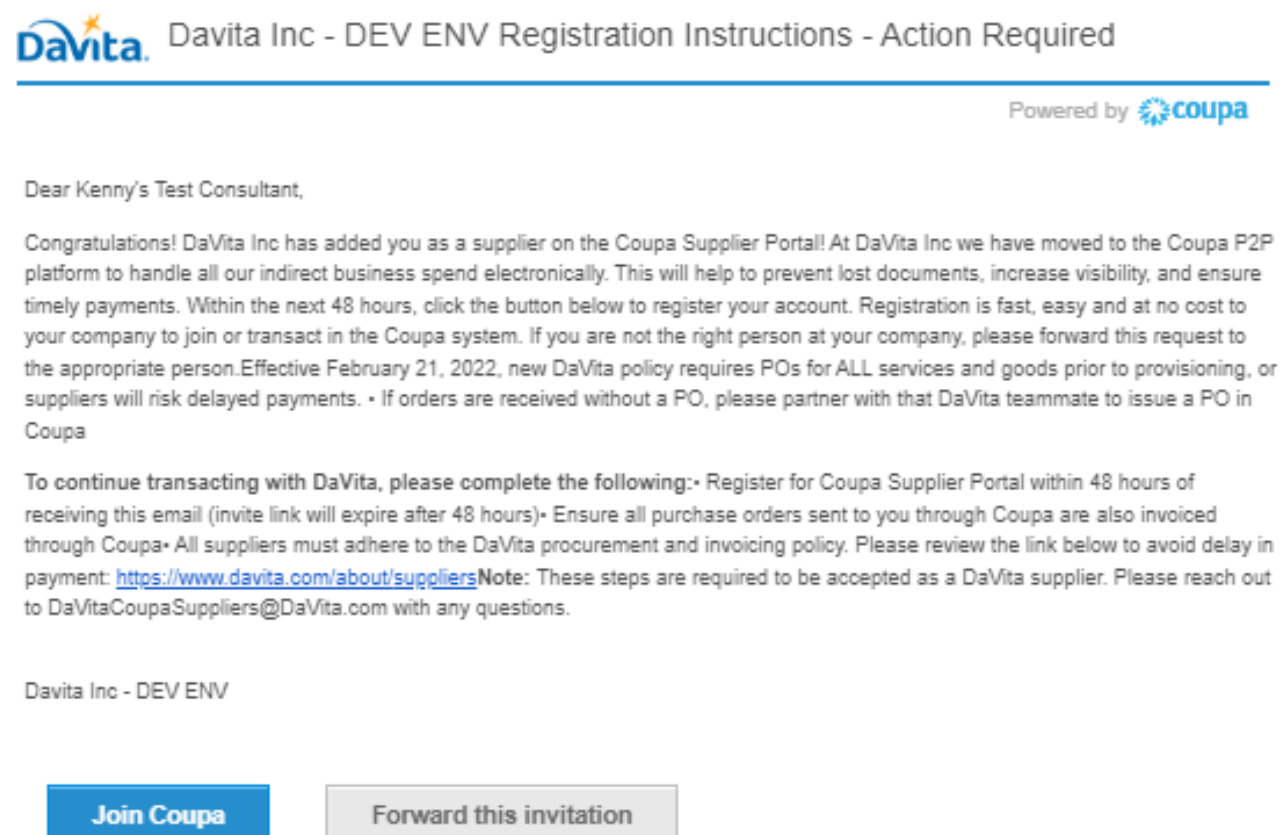
#### Coupa Supplier Portal (CSP) Overview

The Coupa Supplier Portal offers a variety of benefits to both DaVita and its suppliers:

- Manage Purchase Orders
- Create/Submit Invoices directly within the Portal
- Invoice/Payment Status directly within the Portal
- Manage company information directly within the Portal
- If you have questions regarding the CSP, please refer to the following resources:
  - DaVita’s Supplier webpage: <https://www.davita.com/about/suppliers>.
  - Coupa Resource Hub: <https://compass.coupa.com/en-us/products/product-documentation/supplier-resources/for-suppliers/core-supplier-onboarding/get-started-with-the-csp>

#### Process – Registering for the Coupa Supplier Portal

1. All DaVita suppliers should have received a registration email for the Coupa Supplier Portal from Coupa ([do\\_not\\_reply@supplier.couphost.com](mailto:do_not_reply@supplier.couphost.com)).
  - a) If you cannot locate the invitation in your inbox, check your spam/junk folder.
2. To accept DaVita’s invitation to register for the Coupa Supplier Portal, please click “Join Coupa”.
  - a) If you are not the correct contact to register for the Coupa Supplier Portal, you can use the “Forward this invitation” button to forward this registration to the correct user within your company.
3. For a new registration email/link, please contact: [DaVitaCoupaSuppliers@davita.com](mailto:DaVitaCoupaSuppliers@davita.com).



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### Process Continued – Registering for the Coupa Supplier Portal

4. Once you click “Join Coupa”, you will be presented with the following “Create an Account” page. Please fill all fields and click “Create an Account”. If you already have a CSP account, you can use the “Log In” button to login to your existing account and connect with DaVita.

**Create an Account**

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

\* Business Name  
  
Your legal business name (or legal personal name if an individual)

\* Email

\* First Name  \* Last Name

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

\* Country/Region  \* Tax ID

I do not have a Tax ID

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

**Create an Account**

Already have an account? [LOG IN](#)

[Forward this to someone](#)

If you already have a CSP account and do not see DaVita as a Connected Customer, please reach out to [DaVitaCoupaSuppliers@davita.com](mailto:DaVitaCoupaSuppliers@davita.com) for assistance with connecting our companies within the Portal.

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#### **Process Continued – Registering for the Coupa Supplier Portal**

5. After creating an account, you will be sent a one-time verification code to the email address used to create your account. Once received, enter the code and hit “Next” to proceed with the account creation process.

#### Email Verification

We sent a one time verification code to @gmail.com


Didn't receive the Verification Code? [Request a New Code](#)

Next

Note: If you do not receive your code, please click the Request a New Code button. If the issue persists, contact Coupa directly via the “Chat with Coupa Support” option on the bottom right corner of the Coupa Supplier Portal page OR via email at [supplier@coupa.com](mailto:supplier@coupa.com).

#### **Process – Completing your Company Profile within the Coupa Supplier Portal**

1. After your CSP account is created, you will be presented with the following screen. Please fill and complete all required fields and hit “Next” to proceed.



### Your Contact Info

\* First Name

\* Last Name

Work Phone

Country/Region Area/City Local Extension

\* Business Website

I do not have a website

\* Country/Region of Primary Address

Next

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#### Process – Completing your Company Profile within the Coupa Supplier Portal

2. The next screen is pertinent to establishing your company’s Primary Address and Legal Entity for e-Invoicing. A legal entity is a representation of your company and gives your Coupa customers the information they need to do business with you, including addresses, payment information, and remit-to details. Legal Entities in Coupa are comprised of 3 addresses:

1. **Invoice-From Address:** The main address which invoices are sent from.
2. **Remit-To (Pay-To) Address:** The main address which payment is to be sent.
3. **Ship-From Address:** The main address which goods are shipped from (if applicable to your company).

**Step 1:** Enter your company’s Primary Address:

**Step 2:** Indicate whether this address is also the address in which you send invoices from.

- a) If so, please select “Copy to Invoice-From”.
- b) If not, please click the arrow on the right side of the menu to fill in your company’s Invoice-From address.



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#### Process – Completing your Company Profile within the Coupa Supplier Portal

**Step 3:** Once your Invoice-From Address is filled in, you can copy this information over to the Pay-To (Remit-To) and Ship-From Addresses (if the address is the same) utilizing the “Use Address As” check boxes.

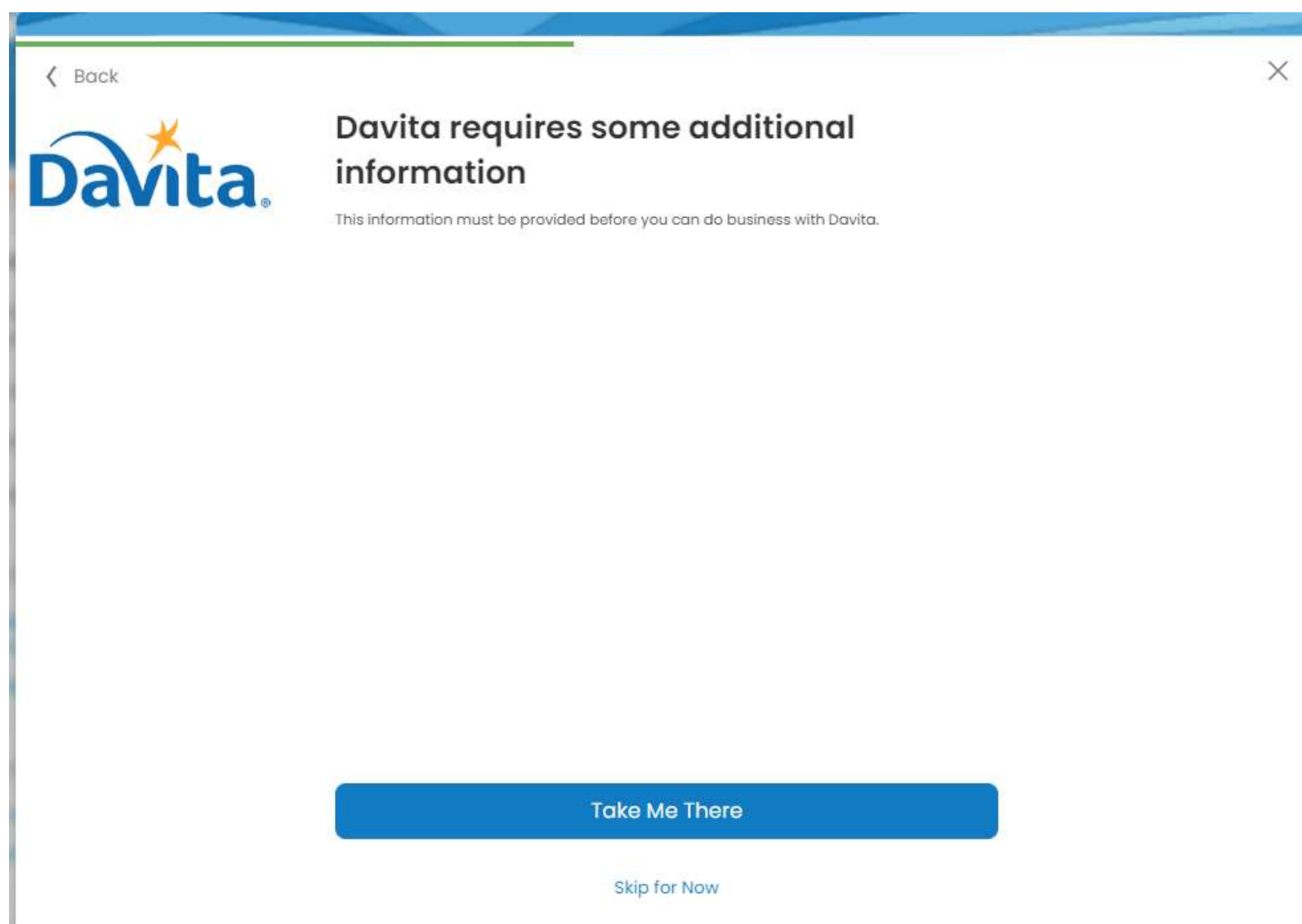


- If checked, Coupa will copy the address information over.
- If unchecked, you will need to manually enter the correct address information in the corresponding address field.

**IMPORTANT: Your Pay-To (Remit-To) location should match the Remit-To address which is presented on the invoices you submit to DaVita and the address that DaVita has in our records for remittances/payment.**

#### Process – Completing the Onboarding Process with DaVita

If you are a **new DaVita supplier**, you will still need to complete our onboarding process to transact with us. Suppliers can utilize the “Take Me There” button to navigate to the required page within the CSP:



For assistance with completing our onboarding process, please see our Job Aid titled *How to Complete DaVita’s New Supplier Information Request*.