One World. Made Better.™

Coupa Supplier Portal
Supplier Manual
March 3, 2022

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Registering to Coupa Supplier Portal

To register to Coupa Supplier Portal, click the **Join Coupa** button which you will find in the email sent to you from the Portal:

Guardian Industries Registration Instructions - Action Required

Powered by

Hello GLASS- CO-C1311589,

You have been identified as a supplier who would benefit from our Coupa Supplier Portal. This provides the ability for us to share electronic documents with regard to PO delivery and invoice submission. Guardian has launched this process in January 2020. Within the next 48 hours, please click the button below to register your account with us. If you are not the right person to receive this communication, please send this request to the appropriate person by using the forward link.

If you are unable to register for any reason or have questions regarding CSP (Coupa Supplier Portal) or Coupa in general please reach out to our Supplier Enablement Team at accountspayable@guardian.com and put 'COUPA' in the subject line.

Aleksandra Pozniak
Guardian Industries

Join Coupa   Forward this invitation

You can forward the invitation to another person who will be responsible for registering your company to CSP; just click the **Forward this invitation** button and provide that person's details.

Join Coupa   Forward this invitation

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! **IMPORTANT:**

! THE USE OF THE CSP IS COMPLETELY FREE. YOU DON'T HAVE TO PAY ANYTHING TO REGISTER, HAVE ACCESS TO YOUR POs, INVOICES, etc. ,

! Right now, the portal is offering to get your profile verified with an additional cost. This is totally optional. We, Guardian/SRG don't require this verification.

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After clicking the button, you will see the registration form. Please, fill in your name, surname, create a password, accept the Privacy Policy and Terms of Use. Your company name and email will already be populated. Then click the **Get Started** button.

coupa

Create your business account

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

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.

Get Started

Having an issue with signup?

Forward this to someone

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Introduction to Coupa Supplier Portal (CSP)

HOME — on the **Home** page you can see the information about your company

PROFILE — in the **Profile** section you can configure your profile. Your profile can be set up as public or customized for each Customer separately

ORDERS — in the **Orders** section you can find the Orders you receive, organized by Customer

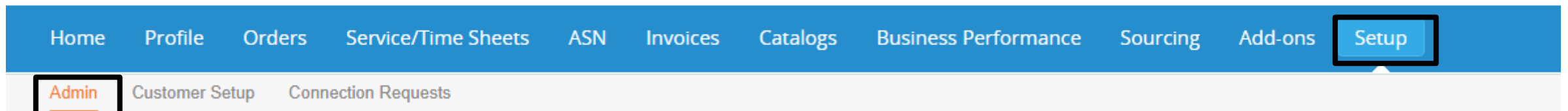**INVOICES** — in the **Invoices** section you can view all created invoices and verify their current status
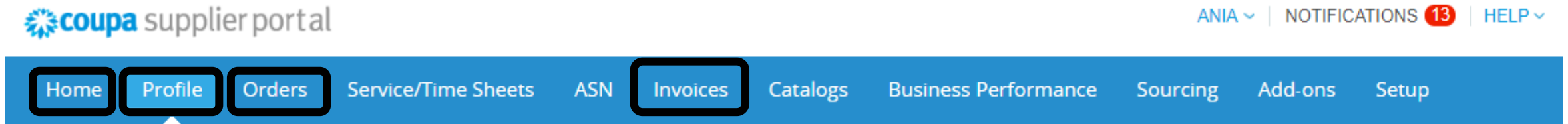
Introduction to Coupa Supplier Portal
(CSP)

SETUP - the most frequently used options in this tab are:

- User management – managing users' permissions and accesses;

- Legal entity setup;

- Payment preferences setup

You can change the language at the bottom of each page:

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Notifications

NOTIFICATIONS – You can set your notifications preferences in the top right corner by clicking in your username, then notification preferences. window:

To receive notifications about a particular action, check the relevant box in the **Online** (to receive notifications in CSP) or **Email** column, or if you have a cellphone number added in the portal you can also receive notifications via SMS. **If no option is selected, then no notification will be sent**.

To save your settings, click **Save**

Users

The **Admin** section, which is located under the **Setup** tab, provides a list of users who have access to Coupa Supplier Portal. In this section you can deactivate users, invite new users and configure the accesses of current users.

Inviting new users

To invite a new user, use the **Invite User** button

Invite User

Then fill in the fields **First Name**, **Last Name** and **Email Address,** as well as select permissions and customers.

Invite User

First Name

Last Name

* Email

Permissions ⓘ

☑ All
☑ Admin
☑ Orders
  ◯ Restricted Access to Orders
  ◉ All
☑ Invoices
☑ Catalogues
☑ Profiles

Customers

☑ All
☑
☑

☑

☑

To send the invitation, click the **Send Invitation** button:

Send Invitation

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Orders

In the **Orders** tab you can find the Orders you receive, organized by Customer

Orders

You can open an order by clicking on its number. Once you open an order, you can verify the details. Each order contains the following data: number, status, order date, payment terms, shipping address. If the order was not created correctly, please contact the person who created the order - their data can be found in the **Requester** and **Email** fields.

Purchase Order #G000224425

⚙ General Info	📍 Shipping
Status	Ship-To Address
Order Date
Revision Date
Requester	Address Location Name
Email
Payment Term	Terms
Comments to Supplier
Attachments
Acknowledged ☐
Assigned to [Select]

In the **Lines** section you can see the list of Coupe goods/services included in the order. Please make sure that the unit prices and totals are correct.

≡ Lines

[Advanced] [Search 🔍] Sort by [Line Number: 0 → 9 ▾]

I1	Type	Item	Qty	Unit	Price	Total	Invoiced
	🛒	COMPUTER SOFTWARE	6	PC - Piece	100.00	600.00	0.00

Need By	Part Number	Manufacturer Name	Manufacturer Part Number	Incoterms Location
07/10/2019	None	None	None	None

Tax Reference

Item Description
None

If an order has been closed or cancelled, it is not possible to create an invoice for it.

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In the **Invoices** tab you can create and customize your own view. After modifying the view and applying the **Approved** filter, you can check the payment information. You can also check the **Dispute reason** for any Disputed invoices by using the **Disputed** filter.

Invoices

Instructions From Customer

When submitting your invoice through the Coupa Supplier Portal, you must now attach the pdf document using the Image Scan button

Create Invoices ℹ️

Create Invoice from PO	Create Invoice from Contract	Create Blank Invoice	Create Credit Note

Export to ⌄   **View** | Payment Information ⌄ | 🔍 Search

Paid	PO #	Invoice #	Status	Invoice Date	Pa...	...ayment Information
No	G000224610	None	Draft	3/3/22	NE...	
No	S000224382	SRG 1	Pending Approval	4/10/21	NE...	
No	S000224382	None	Draft	4/10/21	NE...	
No	S000224382	test KCK 1.09.csp negative unit price	Pending Approval	1/10/21	NE...	
No	S000224382	CN test 1.01.2021 csp r2o	Pending Approval	1/10/21	NE...	
No	S000224382	None	Draft	1/10/21	NE...	
No	S000224382	None	Draft	1/10/21	NE...	
No	S000224382	CN test for r20 approval 1.10.2021	Pending Approval	1/10/21	NE...	

Dropdown options:
- All
- Abandoned
- Approved
- Credit notes
- Disputed
- Disputes with a supplier response
- Disputes without supplier response
- Draft
- Overdue invoices
- Payment Information
- Pending Approval
- Processing
- Unpaid invoices
- Voided
- Create View

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Disputed Invoices

When an invoice has been disputed, the supplier must take action to correct it. You can find additional information in the comment section. If a credit note is issued regarding a problem with an invoice or goods shipped, choose the relevant invoice by using the **Resolve issue for invoice number** option from the drop-down list.

If you have any addiotional questions or comments, please let us know, we would like to hear from you. Please send us an email to globalSE@guardian.com

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