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Coupa Supplier Portal (CSP) Guide for Coinbase Vendors

Content:

How to Register for CSP - Only for US Companies

To get started, please open this email invitation to CSP and click on the "Join Coupa" button located at the bottom of the email. New to Coupa? Go ahead and create your business account.

- Have a Coupa account? Log in to access the Coupa Supplier Portal (CSP).
- If you are not the correct person to create an account, please click on "Forward this to someone" and enter the corresponding email address and click "Forward".
- Coupa will ask you a few basic questions about your business and payment information (NOTE: Coinbase does not have visibility to information entered in your coupa profile).

Learn more about the [Coupa Supplier Portal](#)

How to View Purchase Orders:

If you already created a Coupa account and accepted our invitation to connect through the Coupa Supplier Portal, you will be able to view and manage issued POs.

- To view, Click on the **Orders** tab on the main menu. The **Orders** page with the **Purchase Orders** table appears.
- From the **Select Customer** drop-down list in the top right corner, select the Coinbase

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You will be able to see the PO Number, Order Date, PO Status, List of Items on the PO, Comments, Purchase Requester name and email, Total amount of PO, and Actions available (e.g. Create an invoice). To learn more, go to: [View and Manage POs](#)

How to Submit Invoices:

If you already created a Coupa account and accepted our invitation to connect, you will be able to view issued POs and submit your invoice against the PO.

- To create an Invoice, Go to the Orders page or, on the Invoices page, click on the Create Invoice from PO button above the table to go to the Orders page.
- On the Orders page, do one of the following:
  - Click on the Create Invoice (🪙) icon for the PO in the Actions column of the Purchase Orders table.
    Depending on your customer's settings, the tooltip text of the icon can also be Accept PO and Create Invoice.
  - Click on the PO Number link to open the purchase order and click on the Create Invoice button.
- Add your invoicing details. Note: you may attach files to an invoice using **Image Scan**. One attachment can be up to 100 MB, but consider limiting the attachment size to 16 MB or so. Format for image attachments must be: PNG, GIF, JPG, JPEG, PJPEG, TIFF, or PDF.
- Submit your invoice