

COUPA QUICK GUIDE FOR DHL GROUP SUPPLIERS

JOINING COUPA SUPPLIER PORTAL





Invitation

DHL Group will send you an invitation to join the Coupa Supplier Portal (CSP). When you receive the email, you'll see two options:

01 Join Coupa: To proceed with the registration.

02 Forward this invitation: On the tab that opens, click the **Forward this to someone** link. Enter their email and click **Forward**.

DHL
1820

Deutsche Post DHL Registration Instructions – Action Required

Powered by coupa

Hello DHL test supplier

As mentioned in the previous communications, Deutsche Post DHL is transitioning to Coupa.

We handle our business spend electronically in order to prevent lost documents and make sure you are paid on time. Please click the button below to register your account. If you are not the right person at your company, send this request to the appropriate person by using the forward link.

Note: Not registering in a timely manner may impact your ability to do business with us. Let us know if you are unable to register for any reason

Do not respond directly to this email. For any questions, please contact: CoupaSupplierEnablement@dhl.com

Tomasz Barnowski
Deutsche Post DHL

01 **02**

[Join Coupa](#) [Forward this invitation](#)

[Overview](#) Learn more about the Coupa Supplier Portal [Need help?](#) Answers to common questions and issues [Coupa Info](#) Learn more about how companies use Coupa

coupa
Business Spend Management

Important:

Your CSP account is based on a specific email address. If you use an email address different from the one DHL Group has on file, you cannot proceed with the registration. In order to update your email address contact: CoupaSupplierEnablement@dhl.com

Create Your Account

After following the link from the invitation email, proceed to creating your **business account**.

01 You need to confirm your Business Name, create your password and accept **Privacy Policy** and the **Terms of Use**.

02 If you already have an account, you can **log in**. Alternatively, you can still forward the invite to someone else.

03 In case of any issues, you can **chat** with Coupa Support.

Create an Account

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



01

*** Business Name**

Your legal business name (or legal personal name if an individual)

*** Email**

*** First Name** *** Last Name**

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

*** Confirm Password**

*** Country/Region**
*** Tax Registration** [i](#)

I do not have a Tax ID

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

Create an Account

02

Already have an account? [LOG IN](#)
[Forward this to someone](#)

03

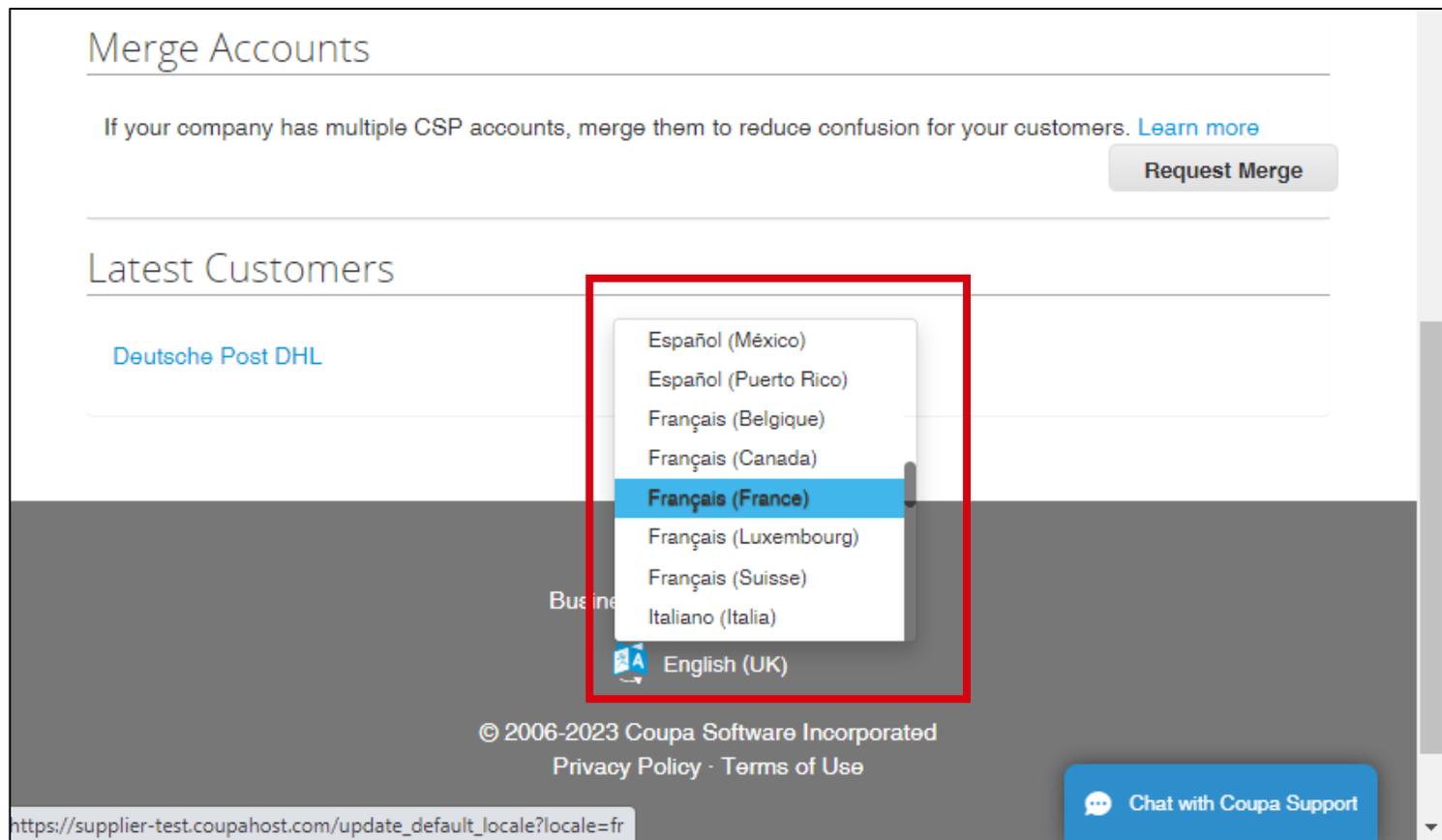
[Chat with Coupa Support](#)

Important:

You can update your information later, on the **My Account Settings** page.

Change languages

To change the language when using Coupa Supplier Portal, scroll to the **bottom** of the Coupa homepage, click on the language icon and select the required language.



The screenshot displays the Coupa Supplier Portal interface. At the top, there is a section titled "Merge Accounts" with a "Request Merge" button. Below this is a section titled "Latest Customers" featuring a link for "Deutsche Post DHL". A language selection dropdown menu is open, showing options: Español (México), Español (Puerto Rico), Français (Belgique), Français (Canada), **Français (France)** (highlighted in blue), Français (Luxembourg), Français (Suisse), Italiano (Italia), and English (UK). The dropdown is enclosed in a red rectangular box. At the bottom of the page, there is a footer with copyright information "© 2006-2023 Coupa Software Incorporated", links for "Privacy Policy" and "Terms of Use", and a "Chat with Coupa Support" button. The browser address bar shows the URL: `https://supplier-test.coupahost.com/update_default_locale?locale=fr`.

Important:

You can update your information later, on the **My Account Settings** page.



Company Profile

When you first log into the CSP, you see an onboarding sequence that leads you through entering your **company's information**. After you complete the onboarding sequence, the CSP populates corresponding fields in your **public profile**.

01 Fill in your **company information**: company name, country, address data.

02 Click next to **proceed**.

The screenshot shows a web form titled "Tell us about your business" with a progress indicator at the top. The progress bar has two steps: "Basics" (active, marked with an orange dot) and "Coupa Profile" (inactive, marked with a grey dot). The form is powered by Coupa. A large "01" is overlaid on the left side of the form, and a red box highlights the input fields. The fields are:

- * Company Name: DHL test supplier (with subtext "Your official registered company name")
- Website
- * Country/Region (dropdown menu)
- * Address Line 1
- Address Line 2
- * City
- State: Example: CA
- * Postcode

 At the bottom of the form, there is a green checkmark icon and the text: "All done for now. On your first invoice with Deutsche Post DHL, we will guide you through your legal entity setup." A large "02" is overlaid on the bottom right, next to a red-bordered "Next" button.

Important:

You can update your information later, on the **My Account Settings** page. For more information on profile settings, please visit [Coupa Compass](#).

Merging accounts

Your company may **have more than one** account/profile in the CSP. This can happen when several users from the same company register or are invited to the CSP through different email addresses.

01 Merge suggestions will be displayed on your home page, in the side panel on the right.

02 If you want to merge an account, click on the **Request Merge**.

The screenshot shows the Coupa supplier portal interface. At the top, there's a navigation bar with links like Home, Profile, Orders, etc. Below that, a search bar and a notification banner are visible. The main content area includes a 'Profile Progress' section showing 18% completion, a 'Profile Summary' with icons for Legal Entity, Registered User, and Connected Customer, and a 'Start saving today!' section. In the 'Start saving today!' section, the 'Merge Accounts' link is highlighted with a red box. A large '01' is overlaid on the page, indicating the first step.



Merge Accounts

If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers.

Not seeing the account you want to merge with? [Click here.](#)

SupplierA

supplierA@supplier.com

02

Request Merge

Remove

SupplierB

supplierB@supplier.com

Request Merge

Remove

Important:

Once approved, an account merge cannot be undone!

Merging accounts - continued

03 Select who should be the merged **account owner**.

04 Enter the note for the recipient. Your request will need to be **approved** by the owner of the other account.

05 Send Request.

Request Account Merge

You are requesting to merge your Coupa Supplier Portal account with **DHL test supplier**. Choose who will become the owner of the merged account.

My Account	Merged Account
<ul style="list-style-type: none"> My users My customers My payment information My public profile 	<p>As the account owner, I will administer</p> <ul style="list-style-type: none"> All combined users All combined customers All combined payment information <p>They will administer only</p> <ul style="list-style-type: none"> Their users Their customers Their payment information <p>The merged account will use</p> <ul style="list-style-type: none"> My public profile
Their Account	
<ul style="list-style-type: none"> Their users Their customers Their payment information Their public profile 	

03

* Account Owner My Account
 Their Account
By choosing this option I understand that I will no longer be the account owner.

04

* Note For Recipient

I'm not a robot 

reCAPTCHA
Privacy • Terms

05



Important:

For more info about merging accounts, please visit [Coupa Compass](#).

Add users to your Coupa account

Depending on your needs, you can create **multiple users**. Some user may be responsible for different customers or processes (for example order management or invoicing).

- 01 Go to **Setup** > **Admin** > **Invite User**
- 02 Fill the first name, last name and **email**.
- 03 Determine the permissions required for the user.
- 04 Click 'Send invitation'

The image illustrates the process of adding a user in Coupa. It features the DHL Group logo at the top right. The main content is a composite of screenshots from the Coupa interface, with red boxes and numbers indicating the steps:

- 01**: A navigation menu with 'Admin' and 'Setup' highlighted.
- 02**: The 'Invite User' form with fields for 'First Name', 'Last Name', and '* Email'.
- 03**: The 'Permissions' section, which includes a list of permissions with checkboxes:
 - All
 - Admin
 - Orders
 - Restricted Access to Orders
 - All
 - Invoices
 - Catalogues
 - Profiles
 - ASNs
 - Service/Time Sheets
 - Restricted Access to Service/Timesheets
 - All
 - Payments
 - Order Changes
 - Pay Me Now
 - Business Performance
 - Sourcing
 - Order Line Confirmation
- 04**: The 'Send Invitation' button at the bottom right of the form.

Important:

For more information on permissions and user management, please visit [Coupa Compass](#).

Alternative registration method - Creating CSP account from a PO email

Missed your registration invite? No need to worry.

If you don't have an account yet, you can create one directly from the purchase order **(PO) email**.

01

Click on **“Create Your Account”**. You will be transferred to the account creation screen, as seen on slide 3.



test supplier <test.supplier3.dhl@gmail.com>
To: Tomasz Barnowski (DHL IT Services) Wed 2:28 PM

Mail from external sender! - Please handle with care! If suspicious, consider reporting it as a phishing attempt if it looks like a fake internal email.
If there are problems with how this message is displayed, click here to view it in a web browser.

purchase_order.html
9 KB

Manage your orders and more with Coupa

Insight Opportunity Collaboration

01 **Create Your Account**
Learn more about Coupa

Important:

For more information on setting up the CSP, please visit [Coupa Compass](#).

THANK YOU

