

Coupa Supplier Portal (CSP)

Preferred Invoicing Method - [Coupa Supplier Portal \(CSP\)](#) The CSP is a free tool for suppliers to easily do business with UTHealth. The CSP makes managing invoices and transactions easy. Depending on our specific Coupa configuration, you can manage content and settings on a customer-by-customer basis, including viewing purchase orders, setting up delivery methods, creating catalogs, sending invoices, checking the status of transactions, and more. Communication between supplier and the University is done through the front-end system with a history of all communication.

Get Started with the CSP

Register

Get an invitation email from UT Coupa Support Team, then self-register.

Create Your Account

Create an account from invite email.

Log in to CSP

Log into the CSP using single or two-factor authentication.

Create Custom Views or Update Your Profiles

Change the view settings depending on how you want to see information on orders, invoices, catalogs, service, or payments for each customer. Updates your public and customer-specific company profiles.

Enable or Disable Two-Factor Authentication

Enable two-factor authentication for additional security.

Manage Your Account

Change your personal information, set your notification preferences, or enable/disable two-factor authentication.

Navigate and Get Help

Learn where to find what in the CSP, including help.

View and Manage Notifications

View your notifications and set your notification preferences.

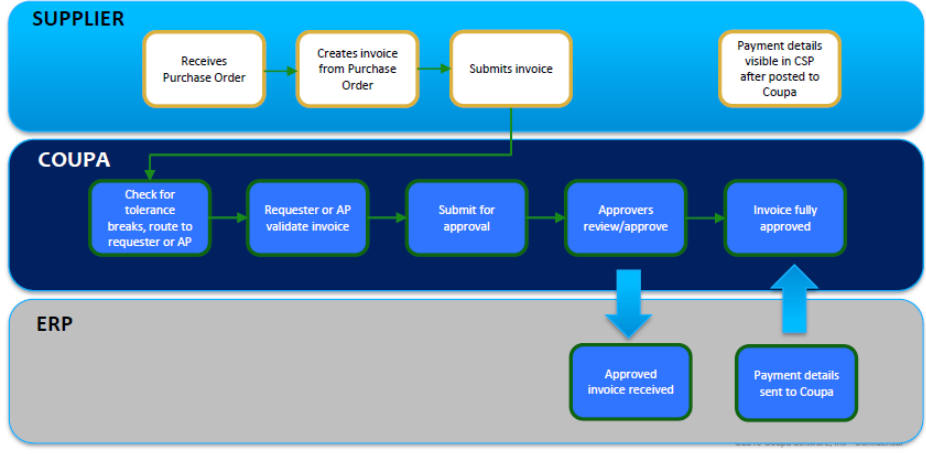
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Suppliers can see notifications when their invoice is approved for payment

The screenshot shows the 'coupa supplier portal' interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'ASN', 'Invoices', 'Catalogs', and 'Admin'. The 'Invoices' tab is selected. Below the navigation, there's a section for 'Invoices' with an 'Export to' dropdown and a 'View' button. A table lists several invoices with columns for Invoice #, Created Date, Status, and Unans. A notification panel on the right shows three 'An invoice is approved' messages with details like 'Invoice test12 for \$0.00 has been approved to pay by Dunder Mifflin, Inc.'.

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How Invoices Enter The Workflow CSP, SAN, CXML



Note: Invoices can be configured to route directly for approval if there is not a tolerance break, meaning the invoice is a perfect match to purchase order

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Please note continued submission of invoices via traditional methods of mail or non-Coupa email will result in a delayed payment due to additional processing time.

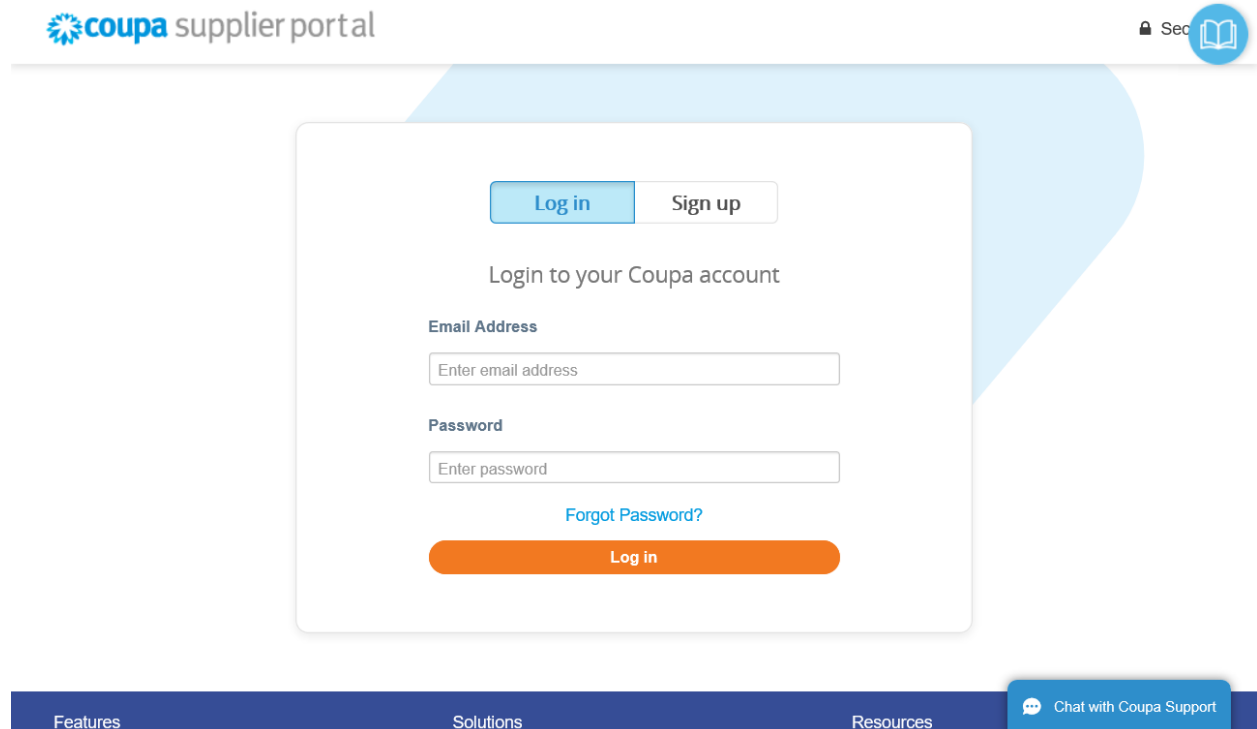
We enjoy the visibility the system provides. When you have a moment, please see the Coupa videos below and if your interested in joining our CSP, I can have the Coupa Support Team contact you. I'm here to help! You may also reach out to AccountsPayable@uth.tmc.edu for assistance.

Coupa Video Links:

https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Additional_Resources/CSP_Videos

Link to enroll in CSP:

<https://supplier.coupa.com/sessions/new>



The image shows a screenshot of the Coupa Supplier Portal login page. At the top left, the logo reads "coupa supplier portal". At the top right, there is a security icon and a help icon. The main content area is a white box with a light blue background behind it. Inside the box, there are two buttons: "Log in" (highlighted in blue) and "Sign up". Below these is the heading "Login to your Coupa account". There are two input fields: "Email Address" with the placeholder "Enter email address" and "Password" with the placeholder "Enter password". Below the password field is a link for "Forgot Password?". At the bottom of the box is a large orange "Log in" button. The footer of the page is a dark blue bar with links for "Features", "Solutions", "Resources", and a "Chat with Coupa Support" button.