

## Registering with Coupa

### About this Guide

Suppliers have the option to register for the Coupa Supplier Portal (CSP) via an email invitation link from Flynn. In order to transact with Flynn, suppliers must create an account on the CSP.

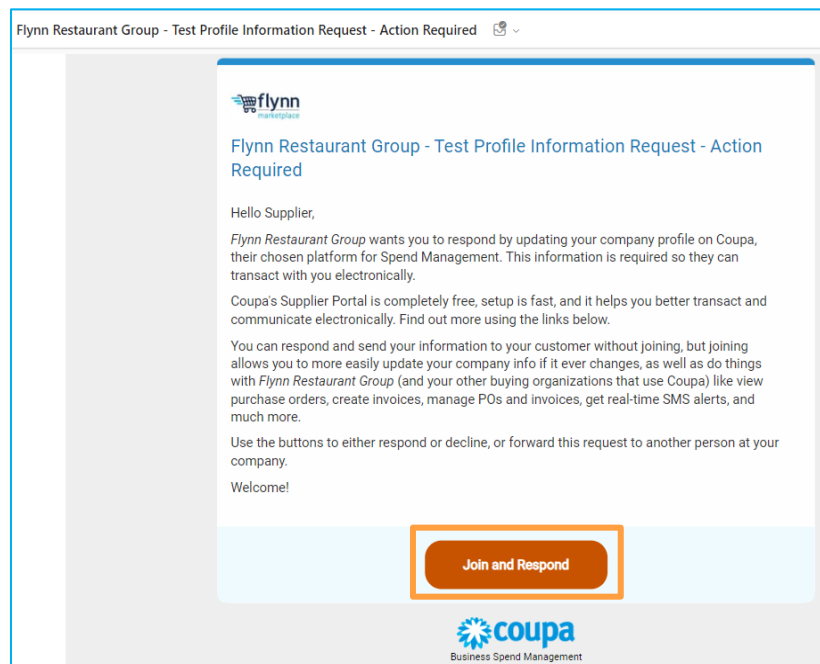
After registration, suppliers must complete an Information Request. An Information Request, or data submission form, refers to a request for specific information necessary to establish and manage your account with Flynn. Information Requests include contact information, remit-to addresses, insurance, and tax information.

This guide contains the following sections:

- [Registering for the CSP](#)
- [Completing an Information Request](#)

### Registering for the CSP

1. Once Flynn requests to add you as a new supplier, you will receive a welcome email with an Information Request. Click on **Join and Respond** to begin the registration process. Note that you must register for the Coupa Supplier Portal (CSP) in order to transact with Flynn.



2. Once you have clicked on **Join and Respond** you will be redirected to the account creation page. Here you will need to fill out all the required fields such as **the Business Name, Email, First and Last Name, and Password**. Once you have filled in all the information and accepted the terms of use, click **Create an Account**.

### Create an Account

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

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

**\* Email**  
[Redacted]

**\* First Name** Yossi **\* Last Name** Test

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

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

**Create an Account**

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

3. If you have not previously made an account click on **No, continue creating a new account**, and then **Next**.

### Join an Existing Account?

Provide any of the additional info to get better suggestions.

View existing accounts matching email domain **pwc.com**

**Business Name**  
Yossi Test

**Country/Region**  
[Redacted]

**Address**  
[Redacted]

**City** [Redacted] **State** [Redacted] **Postal Code** [Redacted]

**Tax ID** [Redacted] **DUNS Number** [Redacted]

No, continue creating a new account

**Next**

4. After clicking **Next**, you will be asked to fill out more information about your business. You can click **X** in the upper right hand corner. This information is not required to transact with Flynn.
5. Click on the red Notification in the ribbon, you should have an alert to click on to take you to the Flynn information page. Please complete this information to transact with Flynn.
6. Inside the Information Request, you will need to fill out your primary contact information and address information, as well as the Remit-To Address (i.e. your payment details), Insurance, and Tax Information.

\* Primary Contact

Contact Purpose  ⓘ

\* First Name

\* Last Name

\* Email address  ⓘ

Mobile Phone  +1 (321) 040-6678  
650-555-1212

Work Phone  +1 (101) 202-3303  
650-555-1212

\* PO Email  ⓘ

\* Primary Address

Address Purpose  ⓘ

\* Region  United States

State Region

State ISO Code

Address Name

\* Street Address

Street Address 2

Street Address 3

Street Address 4

\* City

\* Postal Code

Location Code

7. Under Remit-To Addresses you will need to add your business Remit-To Address, which is the address where Flynn will send payments and invoices to.

**\* Remit-To Addresses**

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Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

Where's your business located?

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Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

**\* Legal Entity Name**

**\* Country/Region**

This is the official name of your business that is registered with the local government and the country/region where it is located.

Cancel Continue

8. After filling out the Remit-To Address, you will need to add a **Certificate of Insurance** if applicable or select that you don't have one. If you do have a Certificate of Insurance select **Yes** and fill out the required information. *Note that if you do not have a certificate of insurance you may not be approved as a supplier for Flynn. Please coordinate directly with Flynn for this matter.*

Certificate of Insurance

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**\* Add Certificate of Insurance**

Select

Yes

No

**\* Certificate of Liability Insurance**

**Effective Date**

**\* Expiration Date**

**\* Attachments** Add File

**Description**

9. The next fields you need to complete are the Tax Information/Registration fields. Under **Tax Information**, choose the type of organization that you have (i.e., corporation, individual, partnership, etc). For **Tax Registration** add all applicable tax registrations that

your company has. Under **Tax Certificate** select your tax type (W8 or W9) and add the applicable attachments.

- Once you add your Address, Contact, Tax, and Insurance Information click on **Submit for Approval**. Once the Flynn team approves your account you will be able to transact with Flynn. Ensure that all information is filled out in full and correctly to avoid delays and refusals. Note that although some Information is optional, Flynn strongly recommends you fill out all of the fields for a better user experience.

## Information Request (Future Changes)

- For information changes that need to be made after your CSP profile is complete, navigate to the **Profile** module on the Navigation Ribbon and then click on **Information Requests**. This is where you will change banking information, email, address, etc.