

Registering with Coupa

About this Guide

Suppliers must register for the Coupa Supplier Portal (CSP). Suppliers will receive an invitation link from Flynn to complete their registration. To transact with Flynn, suppliers must create an account on the CSP.

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Accepting the Coupa Invitation

- 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) to transact with Flynn.**

From: Coupa Supplier Portal <do_not_reply@supplier.coupahost.com>
Sent: Wednesday, October 2, 2024 11:49 AM
To:
Subject: [EXTERNAL] Action Required - Flynn Group Registration Instructions

You don't often get email from do_not_reply@supplier.coupahost.com. [Learn why this is important](#)



Action Required - Flynn Group Registration Instructions

Hello Example Vendor,

We handle all business spend electronically to make sure you're paid on time and prevent lost documents.

To ensure your ability to do business with us, you have 48 hours to register your account. Please contact us at supplier@coupa.com if you are unable to register for any reason!
Flynn Group

[Join Coupa Supplier Portal](#)

[Forward Invitation](#)



Caution: This email is from an external sender. Please use extra care in evaluating attached documents, URLs and links, and requests.

- 2.) If you are the correct billing contact click on Join Coupa Supplier Portal, this will open a tab on your default browser.

- 3.) If you are not the correct billing contact, click Forward Invitation, this will open a tab on your default browser.
- a. Click on the Forward Invitation Button

supplier portal

Create an Account

Flynn 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 Flynn Group so you're ready to do business together.

* Business Name
Example Vendor
Your legal business name (or legal personal name if an individual)

* Email

* First Name Example * Last Name Vendor

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

* Country/Region * Tax Registration ⓘ
#####

I do not have a Tax ID

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

Create an Account

Already have an account? [LOG IN](#)

[Forward this to someone](#)

- b. Enter the email address of the person you would like to forward the invitation to

supplier portal

[Back](#)

Forward This Invitation


Flynn 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 Flynn Group so you're ready to do business together.

* Email

Forward

[Having an issue with signup?](#)

Registering for Coupa

 supplier portal

Create an Account

Flynn 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 Flynn Group so you're ready to do business together.

*** Business Name**

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

*** Email**

*** First Name**

*** Last Name**

*** Password**

*** Confirm Password**

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

*** Country/Region**

*** Tax Registration** ⓘ

I do not have a Tax ID

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

4

Already have an account? [LOG IN](#) **1**
[Forward this to someone](#)

- 1.) If you have any existing account, click the orange Log In text to sign into your existing Coupa account. This action will have the invitation to link with Flynn in Coupa be automatically accepted.
- 2.) If you do not have an existing Coupa account, please follow the prompts some information will be automatically filled out.
 - a. The below information will be prepopulated and is what was entered by your Flynn point of contact to begin your onboarding. This information can be edited to be more accurate if needed.
 - i. Business Name
 - ii. First Name
 - iii. Last Name
 - b. The email address **cannot** be edited, if you need to have the email address changed please reach out to your Flynn point of contact.
 - c. The below information will need to be entered to create your Coupa account:
 - i. Password
 - ii. Confirm Password
 - iii. County/Region business is located
 - iv. Tax Registration (i.e. Tax ID or SSN)
- 3.) Accept the terms of use
- 4.) Click Create Account
- 5.) You will receive a 6 digit verification code in your email, please enter the six digit verification code in boxes provided and hit Next.

Set Up Legal Entity (First-Time Coupa Login)

- 1.) You will be brought to a pop up page labeled “Coupa Supplier Portal Onboarding” in the account details page
 - a. **If this is not your first time logging into Coupa, please continue to page 8**
- 2.) Under County/Region select Country business is located in
- 3.) Under Address Line 1, enter the street address of the business
- 4.) Under City, enter the city business is in
- 5.) Under State, from the drop down select the state the business is in
- 6.) Under Postal Code, enter the postal code the business is in

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

[Account Details](#) [Payment Information](#)

Primary Address

* Country/Region	* Address Line 1	Address Line 2	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="⊕"/>
* City	* State	* Postal Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Save and Next

- 7.) Ensure Ship From Address check box is clicked
- 8.) Click Save and Next

Set Up Payment Method (First-Time Coupa Login)

- 1.) You will be brought to a pop up page labeled “Coupa Supplier Portal Onboarding” in the payment information page
- 2.) You will be given three choices of payments methods to complete, **at least one** needs to be allowed for account creation
- 3.) You will first be brought to Virtual Card
 - a. Please enter the payment method name such as “Flynn Credit Card” and the remittance email address under Email address
 - i. Click Save and Next
 - b. If you **do not wish** to receive payments via Virtual Card, check the “*Do not accept Virtual Card payments from this customer*” box
 - i. Click Save and Next
- 4.) You will then be brought to Bank Account
 - a. Please enter the payment method name such as “Flynn ACH” enter provide the below information:
 - i. State where bank is located
 - ii. Beneficiary Name
 - iii. Bank Name
 - iv. Account Number
 - v. Confirm Account Number
 - vi. ACH Routing Number
 - vii. Click Save and Next
 - b. If you **do not wish** to receive payments via Virtual Card, check the “*Do not accept Bank Account payments from this customer*” box
 - i. Click Save and Next
- 5.) You will last be brought to Check
 - a. Please enter the payment method name such as “Flynn Check” enter provide the below information:
 - i. Street address
 - ii. City
 - iii. State
 - iv. Zip Code
 - v. Click Save and Next
 - b. “*Do not accept check payments from this customer*” box
 - i. Click Save and Next

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

Primary Address saved successfully

Account Details Payment Information

Payment Method (Virtual Card | Bank Account | Check)

Virtual Card ⓘ

Please enter the following information to receive Virtual Card payments.

* Payment Method Name ⓘ

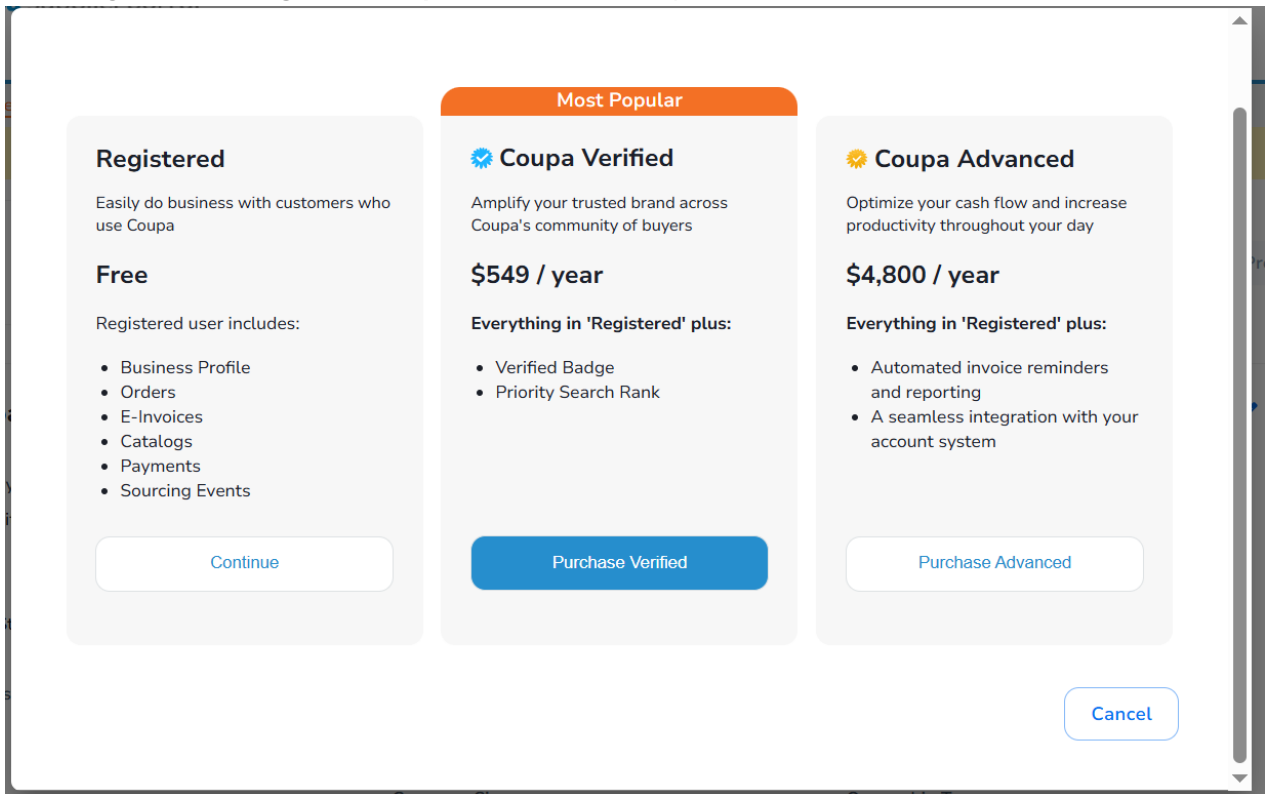
* Email Address

Do not accept Virtual Card payments from this customer

Save and Next

Select Tier Status

1. Choose from any of the three Coupa options shown. However, to transact with Flynn, selecting the **free "Registered" option** is all that's required.



The screenshot displays a registration tier selection interface with three columns:

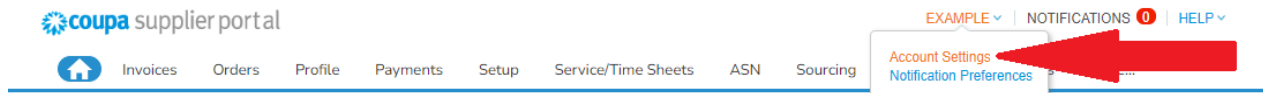
- Registered (Free):** Described as "Easily do business with customers who use Coupa". Includes a "Continue" button.
- Coupa Verified (\$549 / year):** Labeled "Most Popular". Includes a "Purchase Verified" button.
- Coupa Advanced (\$4,800 / year):** Includes a "Purchase Advanced" button.

A "Cancel" button is located at the bottom right of the selection area.


2. Once your option is selected, click next.

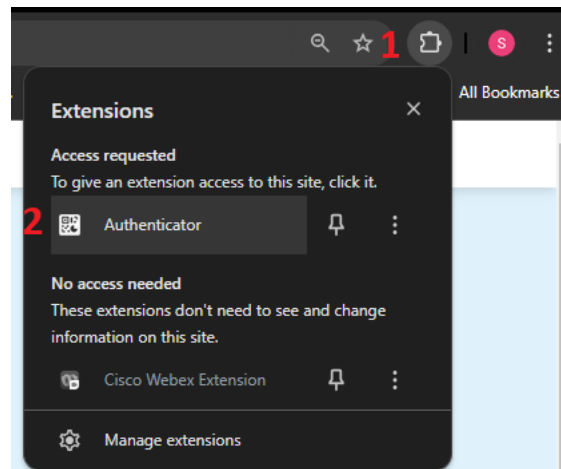
Establish Multifactor Authentication via Authenticator App on Desktop

- 1.) Log into the Coupa Supplier Portal (CSP). Hover your mouse over your name located in the top right corner, two options will appear. Click on the Account Settings option.

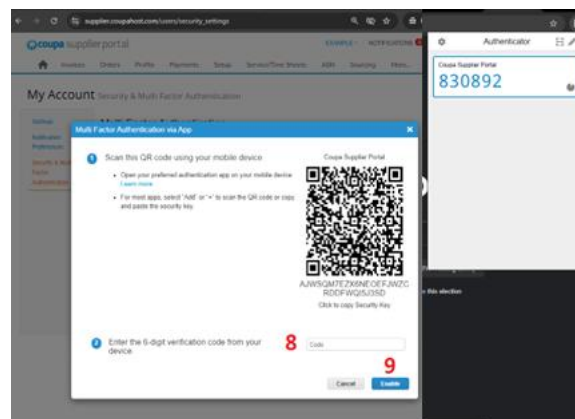


- 2.) Select the third option on the left side under My Account labeled “Security & Multi Factor Authenticator”
- 3.) Add the relevant extension to your browser:
 - a. Google Chrome extension [authenticator](#)
 - b. Microsoft Edge extension [authenticator](#)
 - c. Microsoft Edge extension [authenticator](#)
- 4.) In Coupa, a pop up labeled “Multifactor Authentication via App” will appear
- 5.) Copy the Security Key password shown **underneath** the QR code
- 6.) How to get the authentication code in the authenticator extension:
 - a. Click the extension icon then “Authenticator”

- b. Click the pencil icon 
- c. Click on the “+” icon located to the right of “Authenticator”
- d. Click on “Manual Entry” option
- e. Under Issuer: Type in “Coupa Supplier Portal”
- f. Under Secret, Paste your Special Key
- g. Hit Ok
- i. Note, a new 6-digit code will now appear every 30 seconds



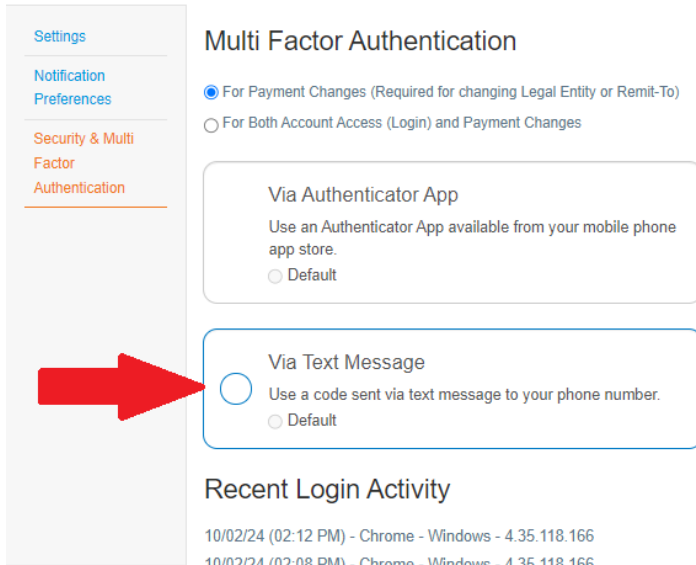
- 7.) In your browser with the Authenticator App, copy the 6-digit code
- 8.) In Coupa, paste the 6-digit code in the text box to the right of step 2
- 9.) Click Enable
- 10.) A pop-up labeled “Save Your Back Up Codes” will appear, save these via downloading or printing depending on your personal preference
- 11.) Click the “X” in the top right corner of “Save Your Back Up Codes”



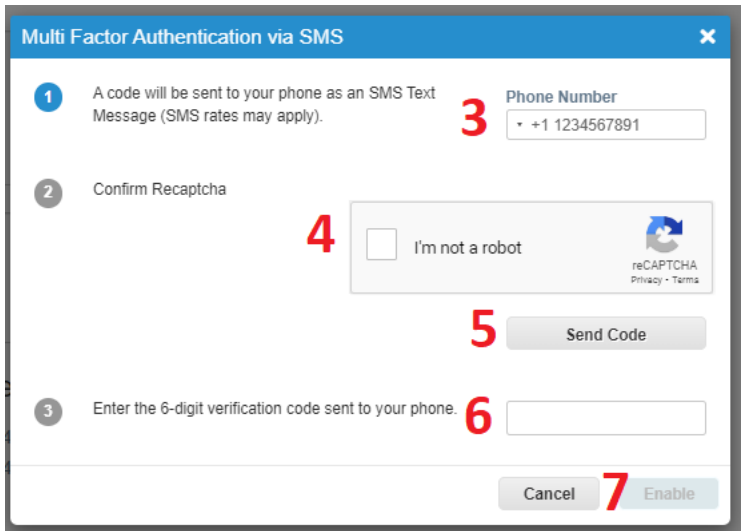
Establish Multifactor Authentication via SMS

- 1.) In Coupa, a pop up labeled “Multifactor Authentication via App” will appear, click on the cancel button in the bottom right
- 2.) Click on the circle located to the right of “Via Text Message”

My Account Security & Multi Factor Authentication



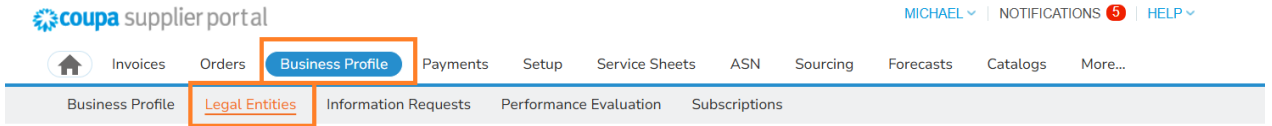
- 3.) Complete the prompts provided in descending order, once completed click enable



- 4.) A pop up label “Save Your Back Up Codes” will appear, save these via downloading or printing depending on your personal preference
- 5.) Click the “X” in the top right corner of “Save Your Back Up Codes”

Set Up Legal Entity (Returning Coupa User)

1.) Click the word Business Profile then click on Legal Entities



2.) A pop up will appear labeled “Multi Factor Authentication”, enter the 6 digit code that was sent to your cell phone or authenticator app/extension in the box provided

3.) Hit the blue Ok button

4.) Click the Create Button



5.) Enter your business’s legal name in the box underneath Legal Entity Name

6.) Click on the drop-down box located underneath Country/Region, scroll down and click on United States

7.) Under Tax Registration, below Country/Region, scroll down and click on United States then below Tax ID enter the business’s EIN or SSN

8.) Under Address Line 1, enter the street address of business

9.) Under City, enter the city business is in

10.) Under State, from the drop down select the state the business is in

11.) Under Postal Code, enter the postal code the business is in

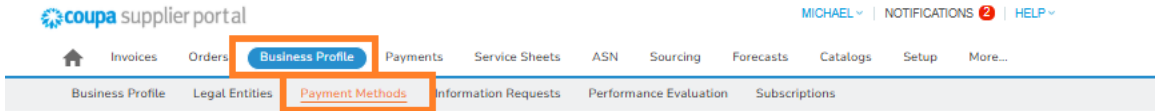
12.) Ensure Ship From Address check box is clicked

13.) Click Save

14.) A pop up message will appear where you now enter your payment information, please click on the close button

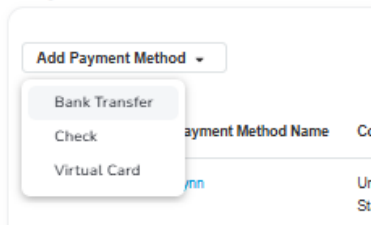
Set Up Payment Method (Returning Coupa User)

- 1.) Click the word Business Profile then click on Payment Methods



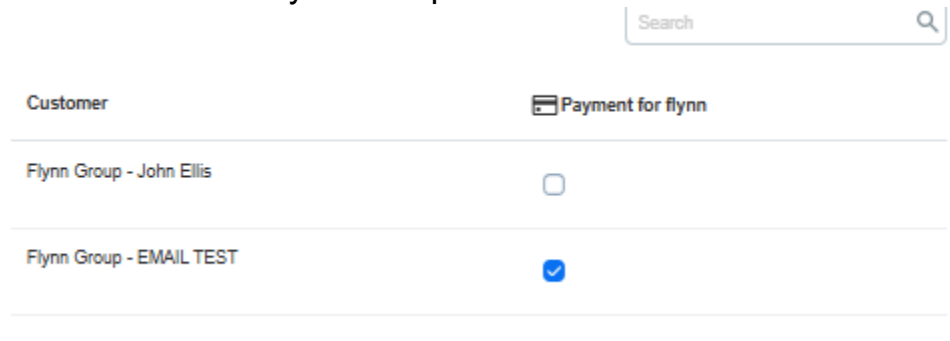
- 2.) Click on Payment Methods
- 3.) If you have your multiple authentication created, please enter the 6- digit code sent to the Authenticator App/phone number provided when you created your account or use the authenticator app and click ok.
- 4.) Select the option under Payment Methods

Payment Methods



- a.
- b. Select the Legal Entity, enter in Payment Method Name such as "Payment For Flynn"
 - i. For **Bank Transfer (ACH)**
 1. Enter the payment method name such as "Flynn ACH" enter provide the below information:
 2. State where bank is located
 3. Beneficiary Name
 4. Bank Name
 5. Account Number
 6. Confirm Account Number
 7. ACH Routing Number
 8. Click Save and Next
 - ii. For **Check**
 1. Enter the payment method name such as "Flynn Check" enter provide the below information:
 2. Street address
 3. City
 4. State
 5. Zip Code
 6. Click Save and Next

- c. For **Virtual Card (Credit Card)**
 - i. Enter the payment method name such as “Flynn Credit Card”
 - ii. Enter remittance email address under Email address
 - iii. Click Save and Next
 - iv.
- 5.) Click the check box for Flynn Group



Customer	Payment for flynn
Flynn Group - John Ellis	<input type="checkbox"/>
Flynn Group - EMAIL TEST	<input checked="" type="checkbox"/>

- a.
- 6.) Click Save on the bottom right and click close.