

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.**

New CSP Supplier SIM Invitation

Hello Supplier,

Flynn Group wants you to respond by updating your company profile on Flynn Marketplace/Coupa, their chosen platform for Spend Management. This information is required so they can transact with you electronically.

You may know Flynn Group by the business listed below:

- Flynn Restaurant Group LP
- Apple American Group (Applebee's)
- Bell American Group (Taco Bell)
- RB American Group (Arby's)
- Hut American Group (Pizza Hut)
- Wend American Group (Wendy's)
- Pan American Group (Panera Bread)
- Flynn Fitness Group (Planet Fitness)

The Coupa Supplier Portal (CSP) is completely free, setup is fast, and it helps you better transact and communicate electronically. Find out more using the links below.

Joining allows you to update your company info easily if it ever changes, as well as do things with Flynn Group (and your other buying organizations that use Coupa) like view purchase orders, create invoices, manage POs and invoices, get real-time SMS alerts, and much more.

Registration Guide: <https://www.flynnrestaurantgroup.com/wp-content/uploads/2025/10/Registering-with-Coupa-Guide-9.19.pdf>
 Additional Supplier Resources: <https://www.flynnrestaurantgroup.com/suppliers/>

You will need to have the below items when completing the registration form:

- Access to Mobile Device & Desktop/Laptop
- Signed W9 saved to your Desktop/Laptop
- Bank Information if preferred payment method is via ACH
- Certificate of Insurance saved to your Desktop/Laptop issued out to:
 - Flynn Restaurant Group ATTN: RISK 6200 Oaktree Blvd Suite 250, Independence, OH 44131

Use the button to either respond or forward this request to another person at your company.

Welcome!

Join and Respond

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

Registering with Coupa Reference Guide

- 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

Create an account

Flynn Group uses Coupa to transact and communicate with you.
If you can't provide this info, please send it to the right person who manages accounts.

[Forward this to someone](#)

* Business Name
EXAMPLE VENDOR
Your legal business name (or legal personal name if an individual)

* Email
flynncptest+6l@gmail.com

* First Name
EXAMPLE VENDOR

* Last Name
EXAMPLE VENDOR
Cannot contain special characters or symbols (like !, ?, *, &, <, >).

* 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 [Terms of Use](#)

Create an account

Already have an account? [Log In](#)

- 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

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 ⓘ

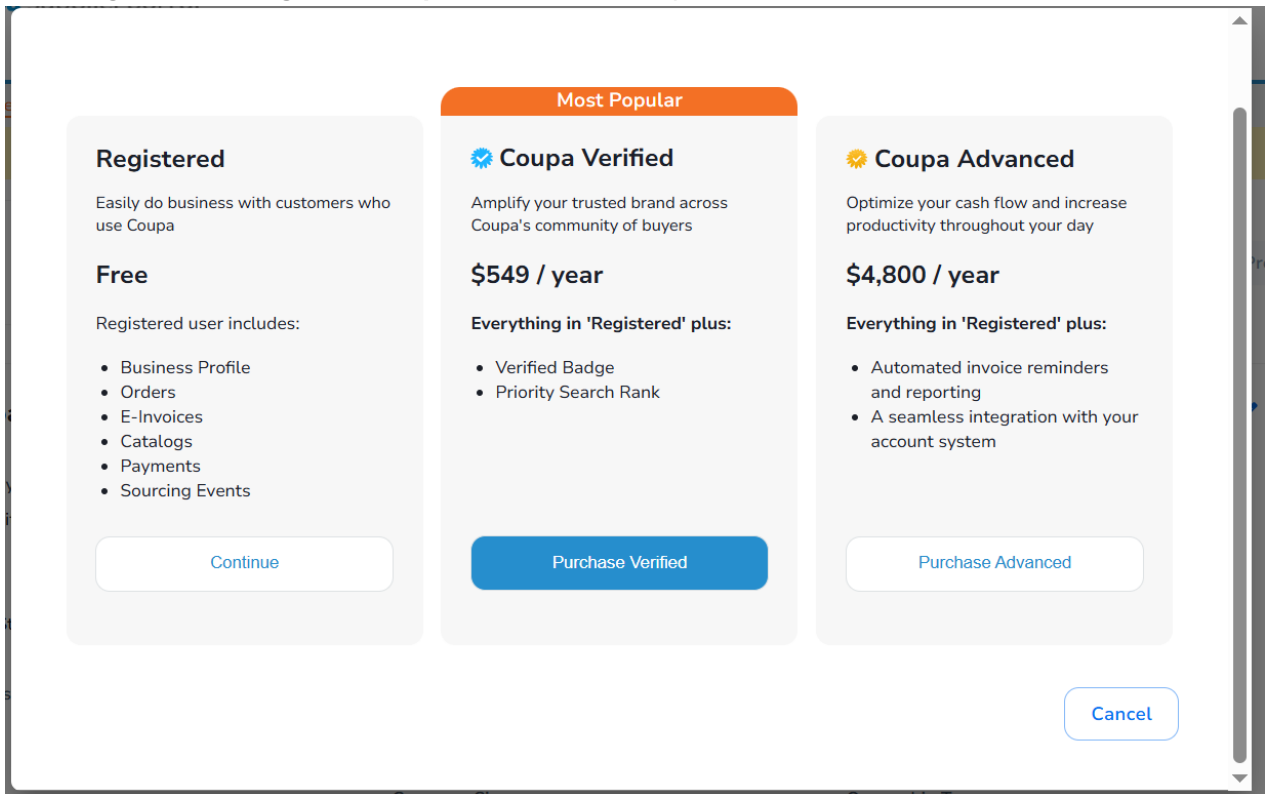
* Email Address

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". Description: "Amplify your trusted brand across Coupa's community of buyers". Includes a "Purchase Verified" button.
- Coupa Advanced (\$4,800 / year):** Description: "Optimize your cash flow and increase productivity throughout your day". Includes a "Purchase Advanced" button.

Each tier lists features under "Everything in 'Registered' plus:"

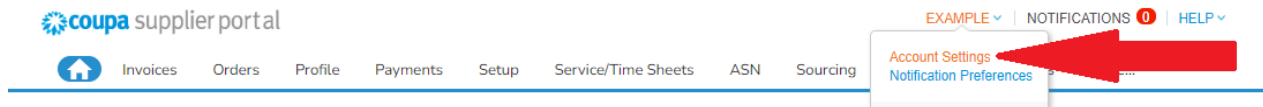
- Registered:** Business Profile, Orders, E-Invoices, Catalogs, Payments, Sourcing Events.
- Coupa Verified:** Verified Badge, Priority Search Rank.
- Coupa Advanced:** Automated invoice reminders and reporting, A seamless integration with your account system.

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


2. Once your option is selected, click next.

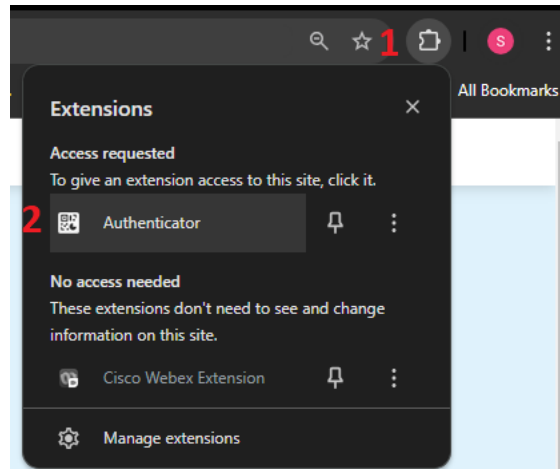
Establish Multifactor Authentication via Authenticator App on Desktop

- 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.

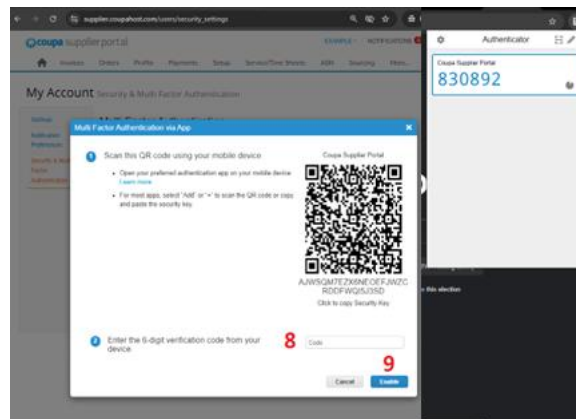


- 2.) Select the third option on the left side under My Account labeled “Security & Multi Factor Authenticator”
- 3.) Add the relevant extension to your browser:
 - a. Google Chrome extension [authenticator](#)
 - b. Microsoft Edge extension [authenticator](#)
 - c. Microsoft Edge extension [authenticator](#)
- 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



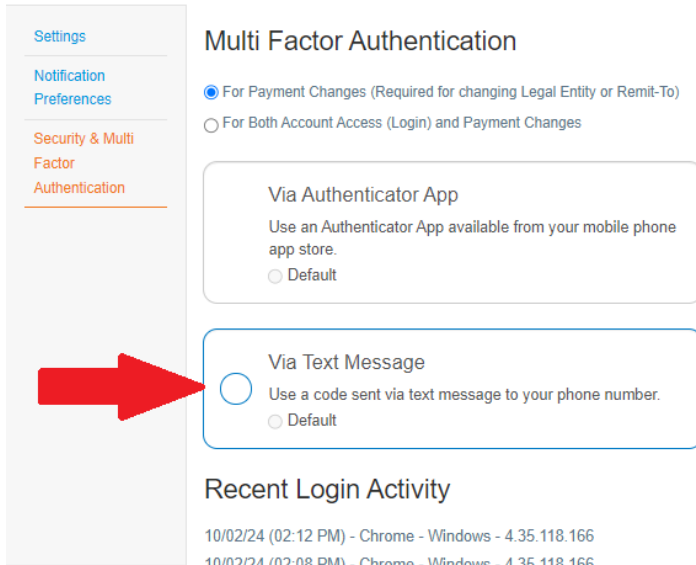
- 7.) In your browser with the Authenticator App, copy the 6-digit code
- 8.) In Coupa, paste the 6-digit code in the text box to the right of step 2
- 9.) Click Enable
- 10.) A pop-up labeled “Save Your Back Up Codes” will appear, save these via downloading or printing depending on your personal preference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



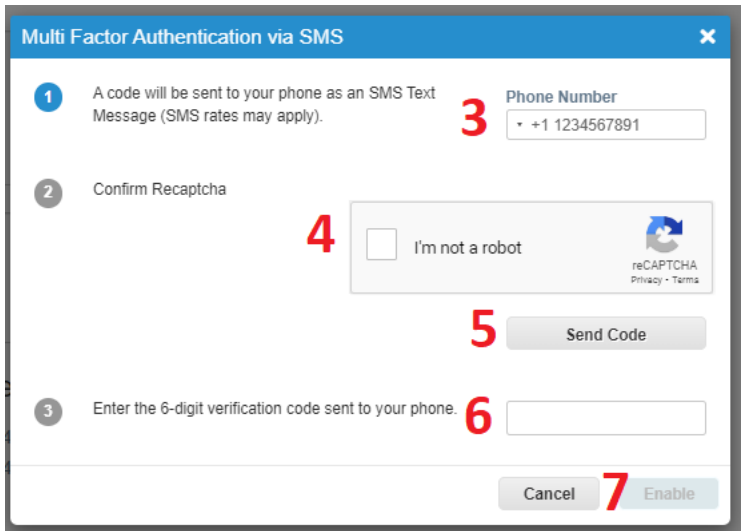
Establish Multifactor Authentication via SMS

- 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



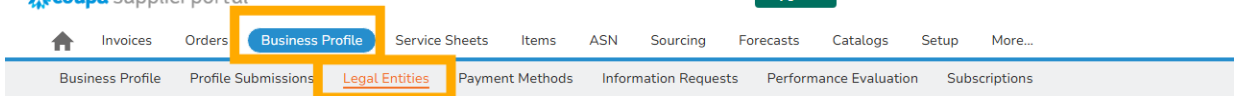
- 3.) Complete the prompts provided in descending order, once completed click enable



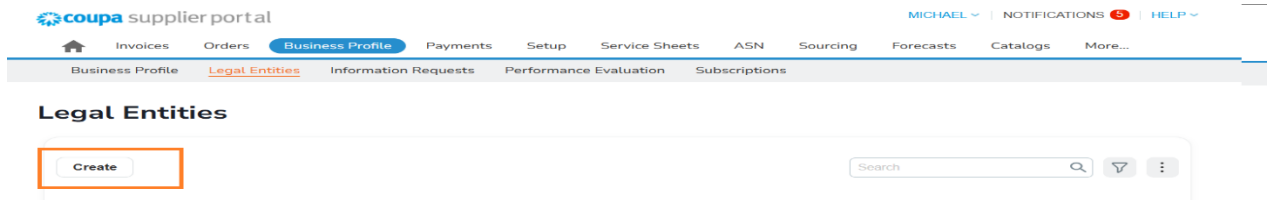
- 4.) A pop up label “Save Your Back Up Codes” will appear, save these via downloading or printing depending on your personal preference
- 5.) Click the “X” in the top right corner of “Save Your Back Up Codes”

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

Create Legal Entity X

* Legal Entity Name * Country/Region

Tax Registrations

* Country/Region Tax ID

I don't have a Tax ID Number

[+ Add Tax Registration](#)

Invoice From Address

Please enter the address that you invoice from or the address that you receive mailed and in-person payments.

* Country/Region * Address Line 1 Address Line 2

* City * State * Postal Code

Invoice From Code Preferred Language

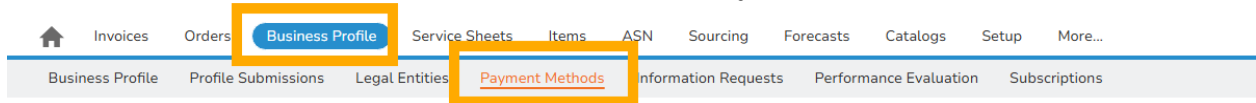
Ship From Address

Please enter the physical address that your goods are shipped from? This can be a warehouse address.

Same as Invoice From Address

Set Up Payment Method (Returning Coupa User)

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

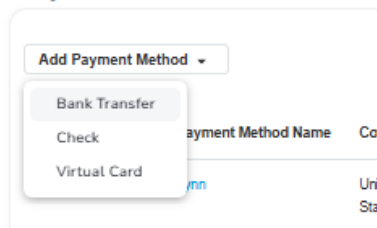


2.) Click on Payment Methods

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
 - 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

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.