

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.

After registration, suppliers must complete an **Information Request**. An Information Request, or data submission form, is required to establish and manage your account. Information needed for the Information Request is your contact , remit-to address(es), insurance and tax information.

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

This guide contains the following sections:

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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:

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 - 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.

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**
flynnctest+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)
#####

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

coupa 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.


Secure your Account

1.) Select your type of multifactor preference:

- a. [Establish Multifactor Authentication via Passkey on Desktop](#)
- b. [Establish Multifactor Authentication via Authenticator App on Desktop](#)
- c. [Establish Multifactor Authentication via Text Message \(SMS\)](#)


Secure Your Account


Select a method to protect your account from unauthorized access.
[\(Learn More\)](#)

 **Passkey (Recommended)**
Use your device's **fingerprint, Face ID, or PIN** to sign in securely — no passwords or codes needed. >

You can set up your passkey later on the Account Setup page.

Use Other Methods ▲

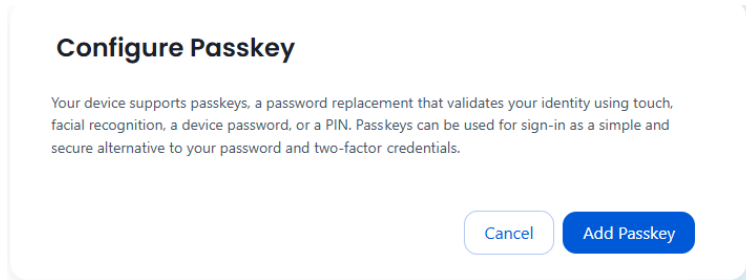
 **Authenticator App**
Use an app (like **Google Authenticator** or **Microsoft Authenticator**) to generate a 6-digit code for verification. >

 **Text Message (SMS)**
Receive a **one-time code** sent to your phone each time you sign in. >

****This is used to verify any user permission, password, payment, or legal entity changes made to your company's Coupa account****

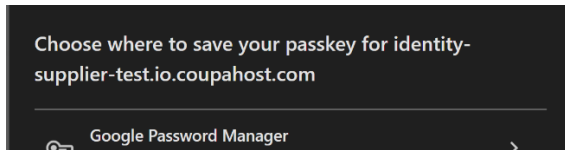
Establish Multifactor Authentication via Passkey on Desktop

1.) Click on the Add Passkey button



2.) Based on browser you will be asked to save one of two ways:

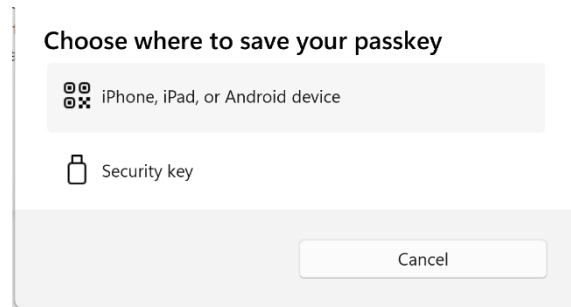
a. Browser manager (**Chrome only**)



i. On Chrome:

- A. Click Google Password Manager
- B. You will be asked Create a passkey to sign in to identify-supplier-coupa.com and hit create
- C. You will be asked to create a PIN with either 6 numbers or 4 or more letters and numbers
- D. Hit confirm

b. Use a phone, table, or security key (**other browser types**)



- i. iPhone, iPad, or Android Device
 - A. You will asked to scan QR code with phone or tablet
 - B. You will be asked use sign in using FaceID, fingerprint, or PIN code


3.) Once completed your screen will look like the below

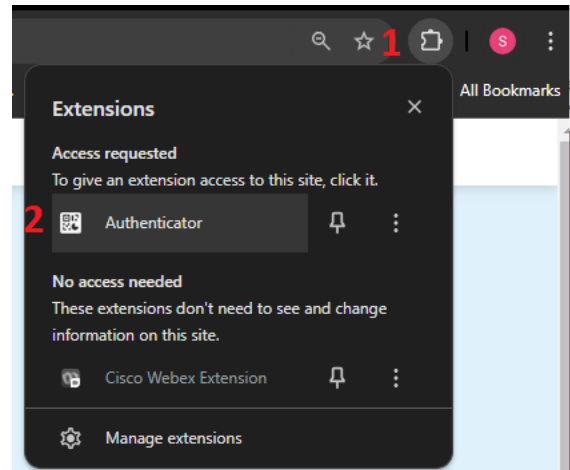


Device connected!
Continue on your device

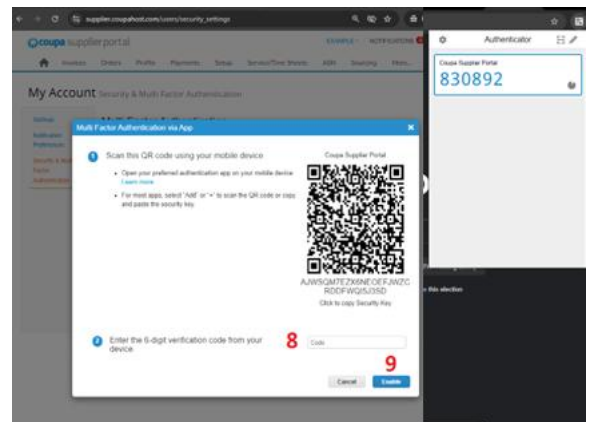
4.) Continue on [page 9](#)

Establish Multifactor Authentication via Authenticator App on Desktop

- 1.) Add the relevant extension to your browser:
 - a. Google Chrome extension [authenticator](#)
 - b. Microsoft Edge extension [authenticator](#)
 - c. Microsoft Edge extension [authenticator](#)
- 2.) In Coupa, a pop up labeled “Multifactor Authentication via App” will appear
- 3.) Copy the Security Key password shown **underneath** the QR code
- 4.) 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



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



Establish Multifactor Authentication via Text Message (SMS)

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

2.) A pop up label “Save Your Back Up Codes” will appear, save these via downloading or printing depending on your personal preference

3.) Click *I copied and saved the recovery codes* and click Continue or Click Download and Continue

4.) Continue on [page 9](#)

Set Up Legal Entity (First-Time Coupa Login)

- 1.) You will be brought to a pop up page labeled “Onboarding for Flynn Group (Coupa Supplier Portal) in the account details page
 - a. **If this is not your first time logging into Coupa, please continue to [page 12](#)**

Onboarding for Flynn Group (Coupa Supplier Portal)

Fill out the required fields so your customer can pay you.

Primary Address ✨

<p>* Country/Region</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> United States ▼ </div>	<p>* Address Line 1</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<p>Address Line 2</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Address Line 2 + </div>
<p>* City</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> City ▼ </div>	<p>* State</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> State ▼ </div>	<p>* Postal Code</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Postal Code ▼ </div>

United States

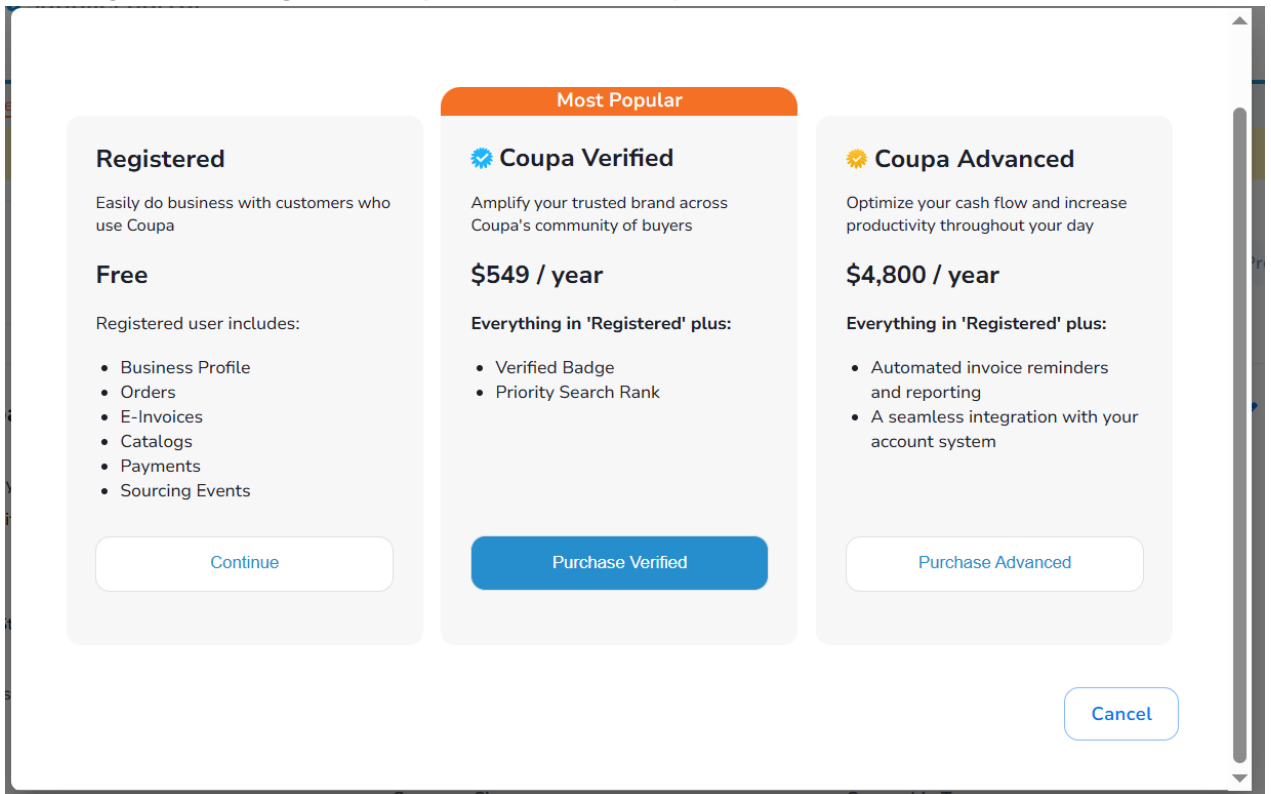
<p>Invoice From Code ⓘ</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<p>Preferred Language</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> English (US) ▼ </div>
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Save and Next

- 2.) Under Country/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
- 7.) Click 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 three registration tiers for Coupa:

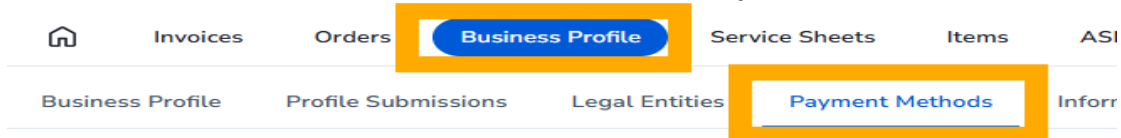
- Registered (Free):** Easily do business with customers who use Coupa. Includes: Business Profile, Orders, E-Invoices, Catalogs, Payments, and Sourcing Events. Button: Continue.
- Coupa Verified (\$549 / year):** Amplify your trusted brand across Coupa's community of buyers. Includes: Verified Badge and Priority Search Rank. Button: Purchase Verified.
- Coupa Advanced (\$4,800 / year):** Optimize your cash flow and increase productivity throughout your day. Includes: Automated invoice reminders and reporting, and A seamless integration with your account system. Button: Purchase Advanced.

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

2. Once your option is selected, click next.
3. If you would like to receive payment via ACH or credit card continue onto the [next page](#), for payment via check no additional work is required

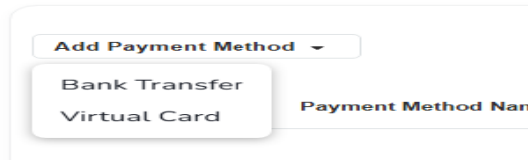
Set Up ACH or Credit Card Payment Method (First Time Coupa User)

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



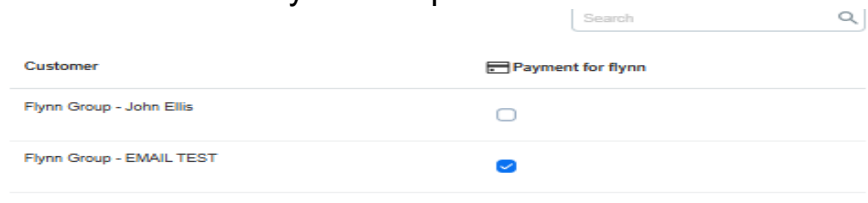
- 2.) Click on Payment Methods dropdown
- 3.) Select the option under Payment Methods

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

4.) Click the check box for Flynn Group



a.

5.) Click Save on the bottom right and click close.

Set Up Legal Entity (Returning Coupa User)

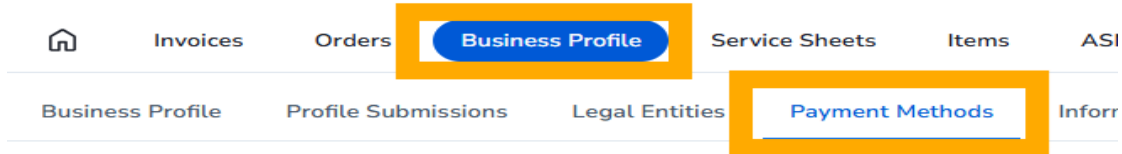
- 1.) Click the word Business Profile
- 2.) Opt in or opt out of sharing data with Coupa community and hit Save
- 3.) Click Legal Entities and click the Create Button
- 4.) Enter your business's legal name in the box underneath Legal Entity Name
- 5.) Click on the drop-down box located underneath Country/Region, scroll down and click on United States
- 6.) Under Tax Registration, below Country/Region, scroll down and click on United States then below Tax ID enter the business's EIN or SSN
- 7.) Under Address Line 1, enter the street address of business
- 8.) Under City, enter the city business is in
- 9.) Under State, from the drop down select the state the business is in
- 10.) Under Postal Code, enter the postal code the business is in
- 11.) Ensure Ship From Address check box is clicked
- 12.) Click Save
- 13.) A pop up message will appear where you now enter your payment information, please click on the close button

The screenshot shows the Coupa Supplier Portal interface. At the top, there are navigation tabs for Invoices, Orders, and Business Profile (highlighted with a yellow box). Below this is a section titled "Share Your Business Profile with the Coupa Community" with a "Save" button. A second navigation bar shows "Business Profile" selected, with a sub-menu containing "Legal Entities" (highlighted with a yellow box). The "Legal Entities" section has a "Create" button (highlighted with a yellow box). The "Create Legal Entity" form includes fields for "Legal Entity Name" (containing "TEST"), "Country/Region" (set to "United States"), "Tax Registrations" (Country/Region set to "United States", Tax ID field), "Invoice From Address" (Country/Region, Address Line 1, Address Line 2, City, State, Postal Code, Invoice From Code, Preferred Language), and "Ship From Address" (with a checked "Same as Invoice From Address" option). "Cancel" and "Save" buttons are at the bottom right.

Set Up ACH or Credit Card Payment Method (Returning Coupa User)

1.) *If you would like to receive payment via check, no additional work is required*

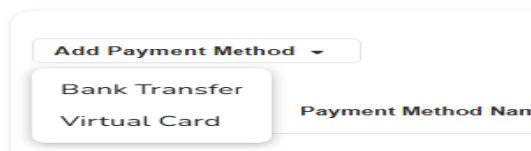
2.) Click the word Business Profile then click on Payment Methods



3.) Click on Payment Methods

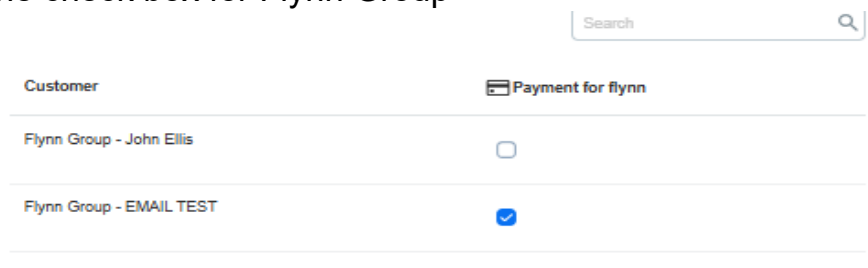
4.) Select the option under Payment Methods

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 **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



a.

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