Register for the CSP

Self-register at supplier.coupahost.com, get an invitation email from your Coupa customer, forward an invitation to a peer, or create an account from a PO email.

You have the following options to register for the CSP:

Method	Benefits	Considerations
Customer-created invitation	You get a custom-invitation with specific instructions and a proactive message from your customer. When you accept the invitation and create your account, you are automatically connected/linked to the customer who invited you.	You have to wait for your customer to send the invitation email. This means that you might not get invited due to your customer forgetting or not having the time to send the invitations to all their suppliers.
Self-created invitation	You can set up your accounts ahead of time, add multiple users, set up your login preferences, and update your profile more quickly.	You need to connect manually to your customers in Coupa. Let your customer know that you registered, and you want to connect with them. Customers can connect with you through their Supplier Portal Directory, or by sending an invitation email to any of the CSP supplier users on the account. However, if you are invited using a different email, that email can log in but will have to merge with the account that was set up ahead of time in order for all the supplier users to be on the same account and linked to the customer.
Purchase order (PO) email	Your customer does not have to proactively manage invitations and reminders for you to get connected through the CSP. You can create a CSP account without requiring an invitation if you use Supplier Actionable Notifications (SAN), InvoiceSmash, or other PO methods. As PO emails are a frequent communication channel between you and your customers, you have more opportunities to create a CSP account and enjoy its benefits.	None
Forwarded invitation from a coworker	You can easily invite others within your organization to the CSP by forwarding them your PO email notification or by sending them an invitation from the create account page. You end up with the right supplier user(s) linked to and transacting electronically through the CSP with less work.	You can forward the invitation only to email addresses with the same domain. However, this ensures more built-in security.

With all methods, you need access to the email address you are going to use for the account.

Your CSP account is based on a specific email address. If you use an email address different from the one your Coupa customers have on file for you, you cannot connect with them until you give them the email address or create a CSP account with that email address.

Customer-created invitation

Ask your customer to send you an invitation to the CSP. When you receive the email, you'll see two buttons:

1. **Join Coupa**: On the tab that opens, create and confirm a password, accept the Privacy Policy and Terms of Use, and click **Get Started** to sign up for the CSP.

2. **Forward this invitation**: On the tab that opens, click the **Forward this to someone** link. Enter their email and click **Forward**.

Self-created invitation

Go to supplier.coupahost.com and on the **Sign up** tab, fill in the **Work Email Address** and **Company Name** fields and click **Sign Up** to request an invitation.

If the email was initiated by your customer, it contains the customer logo instead of the Coupa logo.

Tip

If you do not receive your invitation email, check your spam folder.

The email contains instructions and links to useful information, and buttons for joining the CSP or forwarding the invitation. Depending on your customers' settings, your invitation emails might look different and have different sections. For example, if your customer enabled new email formats, your email has the following sections:

Section	Description
Top section	Section specific to the type of the email. Depending on the type of email, it also contains relevant buttons, for example, to register for the CSP.
More about the CSP / Do More with the CSP / Get Connected with the CSP	Provides basic information about the CSP, its benefits, and a link to **Learn more** about Coupa for Suppliers or **Get Started** with the CSP. Depending on the type of email, it also includes instructions.
What is Coupa?	Provides a short introduction to Coupa and a link to **Find out more** about Coupa for Suppliers.

Note

For the new email format, only Microsoft Outlook version 16 is supported.

Forwarded invitation

You can invite others to the CSP by forwarding them your PO email notification with the **Create Account** button, by clicking on the **Forward This** button in your CSP invitation email, or by sending them an invitation from the create account page.

Warning

You can forward the invitation only to email addresses with the same domain.

An invitation to the CSP is sent to the email address that you specified.

When the invited user clicks on the **Join Coupa** button in the email, the user is directed to create an account to the CSP.

If the user is already linked to the CSP or tries to create an account from an expired invitation, the user is directed to the **Register / Login** page where a red message bar displays the following: "Your invitation has expired or already been activated."

Warning

Invitations to the CSP expire after 30 days.

To access this content online on this link:

https://compass.coupa.com/fr-fr/products/product-documentation/supplier-resources/for-suppliers/coupa-supplier-portal/get-started-with-the-csp/registration-and-login/register-for-the-csp