

Coupa Supplier Portal (CSP) Overview

MHI Global Group Companies have implemented Coupa, a cloud-based procurement system which will make interaction between suppliers and buyers faster, easier and more controllable. The system is entirely paperless thus reducing the environmental footprint of the P2P process.

For suppliers, using CSP will mean:

- ✓ **Centralized management of P2P on a single platform** to enhance operation efficiency
- ✓ **Invoice creation in no time** with a single flip of the received PO via CSP
- ✓ **Greater visibility and real time monitoring** of your invoice statuses



Registration is Simple and Easy!

With a registration process less than 5 minutes, you can streamline the P2P process with your customer and centralize POs/Invoices on a single platform.

Registration Steps:

1. Click “Join Coupa” from the invitation E-mail sent from your customer
2. Complete registration items and submit
3. Welcome to Coupa!



Create Invoices in No Time!

CSP allows suppliers to create invoices based on the POs receive through the portal. After filling out a few fields, invoices will be created and sent to your customer electronically, reducing efforts for invoicing.

Creating an Invoice:

1. Click on the “Invoice Action” from the received PO
2. Fill out the required fields
3. Use the “Calculate” button to see invoice totals and submit