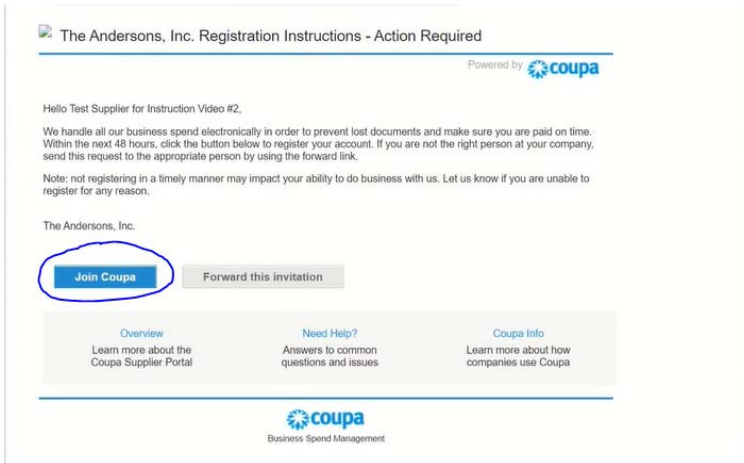


CSP Instructions

1. To sign up for the Coupa Supplier Portal (CSP), an email from Coupa Supplier will contain an invitation that will look like the email below. Click "Join Coupa" to start the setup process.



2. Create your Coupa Supplier Account

coupa

Create your business account

The Andersons, Inc. is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with The Andersons, Inc. so you're ready to do business together.

Email

Password

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

Password Confirmation

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

[Get Started](#)

[Having an issue with signup?](#)

[Forward this to someone](#)

The Andersons, Inc. Powered by coupa

Basics Payment Coupa Profile

Tell us about your business

* Company Name
Your official registered company name

Website

* Country/Region

* Address Line 1

Address Line 2

* City

State

* Postal Code

Use my current legal entity

Invoice-from location
123 Main Street
Maumee
Ohio
43537

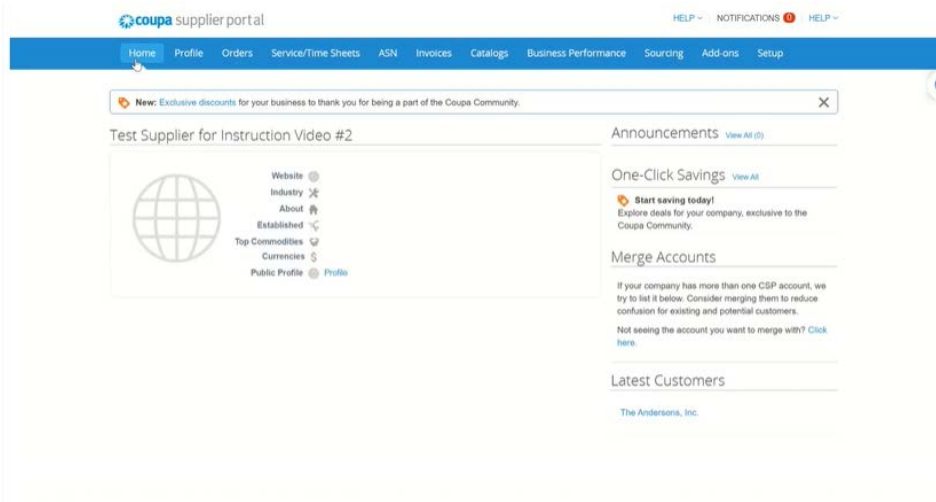
Pay to location (Remit-To)

Ship from location

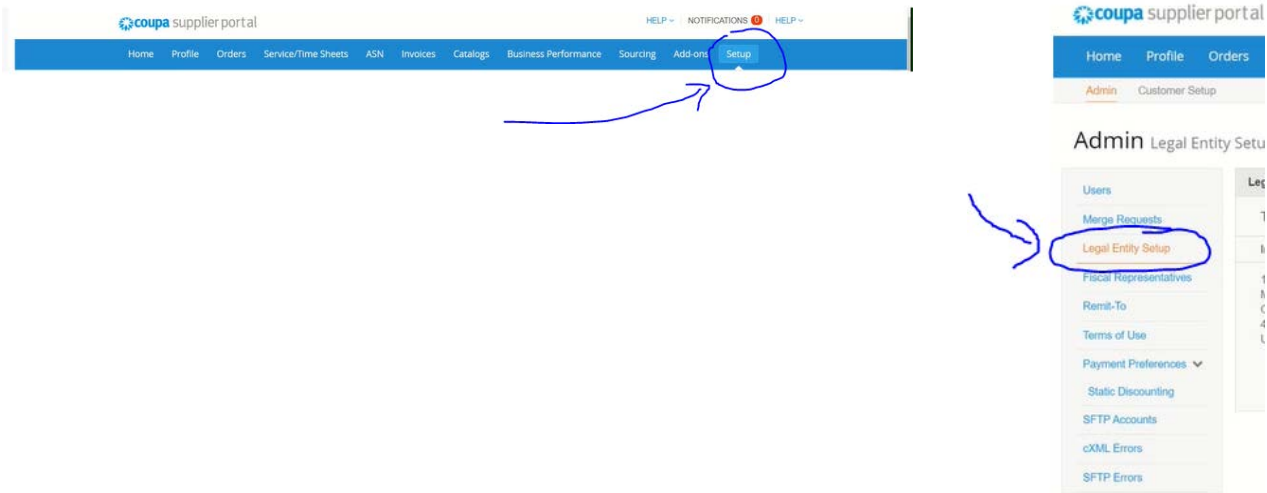


CSP Instructions

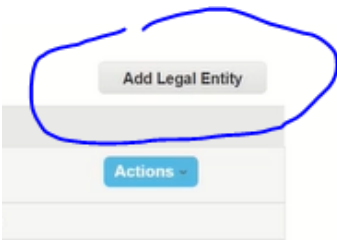
3. Once the setup options are finalized and account is set up, you'll be brought to the home page of the Coupa Supplier Portal.



4. Click on the "Setup" tab along the top and click "Legal Entity Setup."



5. Click "Add Legal Entity"



CSP Instructions

6. Add in the company name and Country in the below highlighted fields. Click "Continue"

Where's your business located?

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

* Legal Entity Name

Country/Region

This is the official name of your business that is registered with the local government and the country/region where it is located.

Cancel Continue

7. Add in address information and check mark the boxes highlighted below, as well.

What address do you invoice from?

* Address Line 1

Address Line 2

* City

State

* Postal Code

Country/Region United States

Use this address for Remit-to

Use this for Ship From address

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents.

8. Do NOT enter any Tax ID information.

Click "Save & Continue"

What is your Tax ID?

Country/Region United States

Tax ID

I don't have Tax ID Number

Add additional Tax ID

Miscellaneous

Invoice From Code

Preferred Language English (US)

Cancel Save & Continue

CSP Instructions

9. Do NOT add any bank account information or virtual card information. Only add in the Remit-To Address, then click “Save & Continue”

Where do you want to receive payment? ×

1 2 3 4

* Payment Type Address ▼

What is your Remit-To Address?

Address Line 1 123 Main Street
Address Line 2
City Maumee
State OH
Postal Code 43537
Country/Region United States

Cancel Save & Continue

10. Click “Next” if an additional remit-to address does not need to be added

Where do you want to receive payment? ×

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next. Add Remit-To

Remit-To Account	Remit-To Address	Status	
Address	123 Main Street Maumee OH 43537 United States	Active	Manage

Deactivate Legal Entity Cancel Next

11. Click “Done”

Where do you ship goods from? ×

1 2 3 4

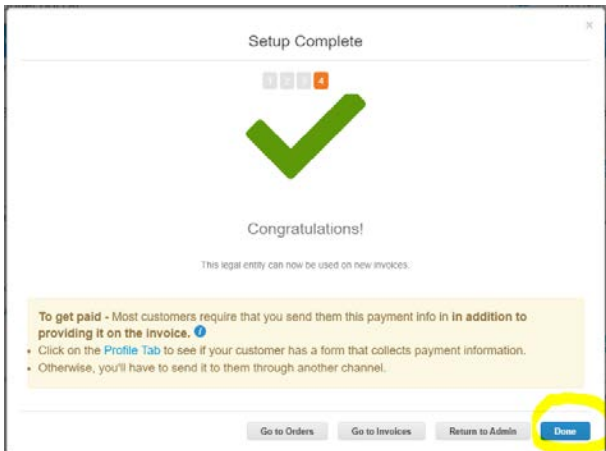
For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered. Add Ship From

Title	Status	
123 Main Street Maumee OH 43537 United States	Active	Manage

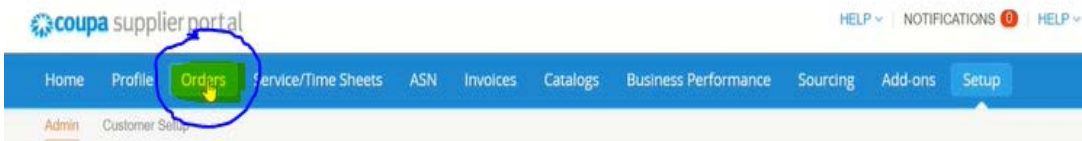
Deactivate Legal Entity Done

CSP Instructions

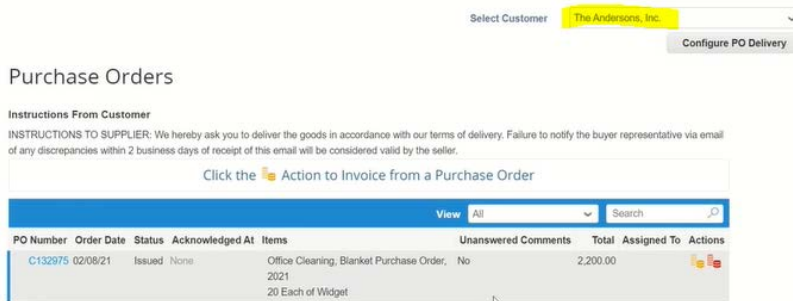
12. Click "Done"



13. To view the purchase orders to invoice against, click on the "Orders" tab along the top



14. Our purchase orders are now being viewed.



15. To create an invoice, click on the gold coins icon in the "Actions" column found all the way to the right



CSP Instructions

16. Start in top left of the screen in the General Info section

- Enter the Invoice #
- Enter the Invoice Date – Change the Invoice Date field in Coupa to match Invoice Date
- Attach a copy of the invoice by clicking on File

The Andersons
Create Invoice Create

General Info

* Invoice # [Redacted]

* Invoice Date 01/21/22

Payment Term Net 45 Days from Invoice

* Currency USD

Status Draft

Supplier Note [Redacted]

* Attachments Add [File](#) | [URL](#) | [Text](#)

17. Scroll down into the Lines section. Look for the “Price” field. If the Price is correct and matches your invoice, don’t change anything (**Do NOT include shipping costs or taxes in this section**). If the Price is to be adjusted, click in the Price box and change the dollar amount (Do NOT include \$ signs)

Do NOT add an invoice line.

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	
	Flowflex COVID-19 Antigen Home Test	15	Each	10.00	150.00 X

PO Line C160802-1 Contract Period Supplier Part Number

Billing
CC-50922-623990-CS0005-2000-360950572--10500-360950572-CC-50922

18. If there is an item on the screen that is NOT going to be included in this invoice submission, **do Not zero out the price or quantity**. Delete the line item from the invoice by clicking the red X button. Do NOT submit any invoice lines totaling \$0.00

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	
	Flowflex COVID-19 Antigen Home Test	15	Each	10.00	150.00 X

PO Line C160802-1 Contract Period Supplier Part Number

CSP Instructions

19. Add any Shipping costs or Taxes in the “Totals & Taxes” section

Totals & Taxes

Lines Net Total	150.00
Shipping	<input type="text"/>
Tax	<input type="text"/> 0.000 % <input type="text"/> 0.00
Total Tax	0.00
Net Total	150.00
Total	150.00

20. Click “Calculate” after updating the Price, Shipping, and Tax boxes

Total Tax	0.00
Net Total	150.00
Total	150.00

Email me status updates for invoices I create this way

21. Click “Submit”

Email me status updates for invoices I create this way

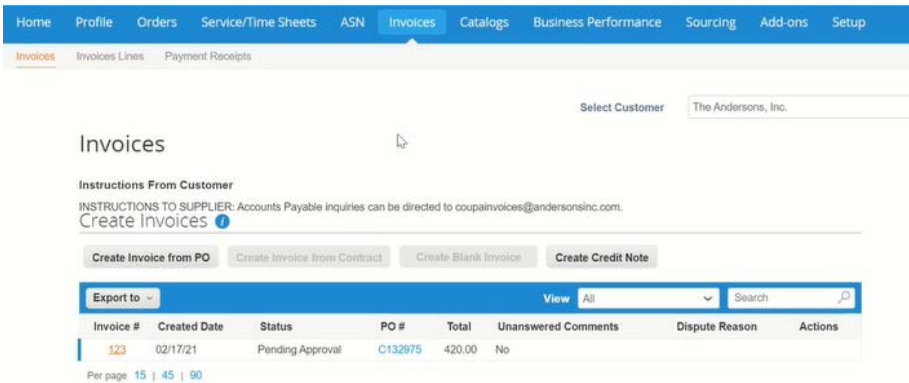
22. Click “Send Invoice”

Are You Ready to Send?

You're about to send an invoice to **The Andersons, Inc.** for a total amount of **150.00**. Once sent, you'll have to contact your customer directly to make changes to the invoice.

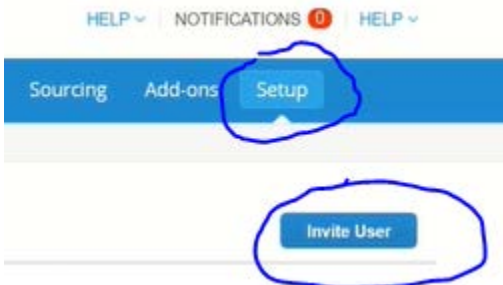
CSP Instructions

23. Once the invoice has been submitted, the Invoices page will appear



To add another user from your company to the Coupa Supplier Portal

24. Click the "Setup" tab and then the blue button "Invite User"



25. Enter in the information and click "Send Invitation"

The screenshot shows the 'Invite User' form. The form has a title 'Invite User' and a close button 'x'. Below the title, there are three input fields: 'First Name', 'Last Name', and '* Email'. Below these fields, there are two sections: 'Permissions' and 'Customers'. The 'Permissions' section has a list of checkboxes: 'All', 'Admin', 'Orders', 'Restricted Access to Orders', 'Invoices', 'Catalogs', 'Profiles', 'ASNs', 'Service/Time Sheets', 'Restricted Access to Service/Time Sheets', 'Payments', 'Order Changes', 'Pay Me Now', 'Business Performance', and 'Sourcing'. The 'Customers' section has a list of checkboxes: 'All' and 'The Andersons, Inc.'. At the bottom of the form, there are two buttons: 'Cancel' and 'Send Invitation'.