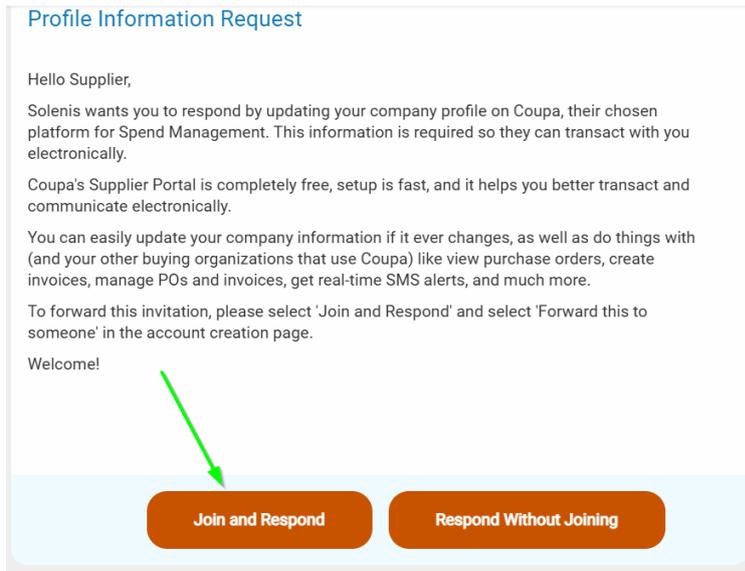


For Suppliers: How to Connect with Solenis in Coupa

This guide provides several options on how to contact Solenis regarding our new procurement & spend management partner, Coupa.

1. Email Invitation:



- Accept the email invitation from Solenis to connect in the Coupa Supplier Portal (CSP).
- If you don't see the invitation, please check your spam or junk folder.

- **Create your account!**

supplier portal

Create an Account

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

*** Business Name**
SIM2 Test 1 Indirect
Your legal business name (or legal personal name if an individual)

*** Email**
solenis.direct.test1+SIM2@gmail.com

*** First Name** *** Last Name**
Ariel Mermaid

*** 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

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

Already have an account? [LOGIN](#)

- Create an account by filling out the basic information and register. An email will be sent to confirm your email account. That link will take you to the Coupa Supplier Portal where you can build your account.

- **Build your profile!**

Tell Us About Your Business

Business Website

I do not have a website

Tax ID (or Local ID)

Tax ID is to confirm you are a real business. Individuals may use your Social Security number.

I do not have a Tax ID

DUNS Number

Dun & Bradstreet DUNS Number is a unique nine-digit identifier for businesses.

Next

[Skip for Now](#)

- During the onboarding process, you will enter basic information about your business, such as the invoicing address, remittance information, and shipping information. Additionally, you can set up your default banking information for payments.
- When you are finished, you will see the congratulations message. From here you can navigate to your newly created CSP account.
- Directly from the homepage you can improve your profile completion status by adding more information that will help your customers understand the type business you operate.
- **If you need to forward this invite to someone else in your company**, use the "Forward this to someone" option. Please note that the email domain is defaulted on based on your email domain.

2. What if you still do not receive an invitation?

- Please email either your Solenis buyer or our Supplier Coupa Support Team at registration.coupa@solenis.com. They can check on the status of your invitation or send you a new one.

Rev.	Author	Description of change	Date	Training required
0	Ana Panduru	Document creation	03 Feb, 2025	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1				
2				
3				
4				