

For Suppliers - How to Update Your Information in Coupa

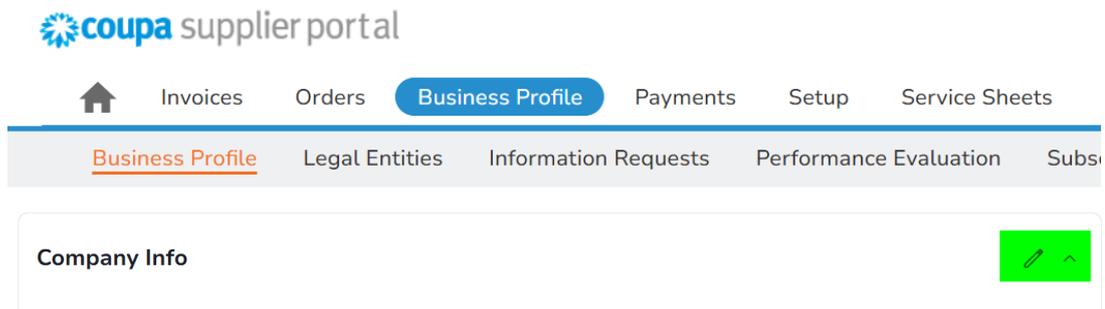
Updating your information in the Coupa Supplier Portal (CSP) is straightforward and easy. Here are some steps to help you.

1. Log into the Coupa Supplier Portal

- a. Use your credentials to log into the CSP

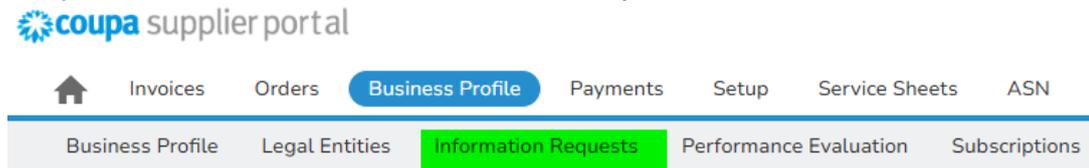
2. Navigate to Your Profile Information

- a. Click on Business Profile and edit the sections by clicking on the pencil icon.



3. You were sent an Information Request from Solenis:

- a. When you log into the CSP, under Business Profile, you can click on "Information Requests" and select the form from the dropdown menu.



4. Make sure your Public Profile is up to date!

- a. You can also update your public profile, visible for potential customers to find your profile. Having a complete profile gives your customers the information they need to do business with you.

5. Save Changes

- a. Make sure you click Save to keep the changes you made.

Rev.	Author	Description of change	Date	Training required
0	Adrian Craiu	Document creation	Jan 31, 2025	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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