

Supplier's Guide for Registering their Details in Coupa

For Suppliers of Financial Services only

Purpose:

This guide explains the steps required to register details of your organisation in Coupa, which is the system used by the John Lewis Partnership for its business spend transactions.

Actions:

1. You will receive an email from the Coupa Supplier Portal called 'Profile Information Request'
2. Open the email and click **Join and Respond**
3. Check the details on the 'Create an Account' page; change if incorrect
4. **Create and confirm a Password** for your account
5. Select the **Country/Region**
6. Enter your **VAT ID** (or Tax ID / Registration number)
7. **Tick** to accept the Privacy Policy and the Terms of Use
8. Click **Create an Account**

Next you will receive an email containing a six-digit verification code:

9. Enter the **six digit code** in the boxes on screen
10. Click **Next**

Note: Codes and links sent from Coupa expire after a short period of time. If this happens, click 'Request a New Code'

You will now be asked to complete your **Contact Info**:

11. Enter a **Work Phone** number
12. Enter a **Business Website** address (or Tick “I do not have a Website”)
13. Select from the list your **Country/Region of Primary Address**
14. Click **Next**
15. Start typing your business address in the **Address Line 1** field and select the correct option from the search results
16. The remainder of your address should auto-fill the other fields
17. Leave ‘Invite User’ blank
18. Click **Next**

You will then be asked to complete some additional information for the John Lewis Partnership:

19. Click **Take Me There**
20. Note the content of the guides attached
21. Enter your **Company Registration Number**
22. Check the ‘Contact Details’ and change if necessary
23. Under Company Address, select the most relevant **Address Purpose**
24. Select the correct **County/Region**
25. Where United Kingdom is selected above, use the drop down list to select the appropriate **local authority** for ‘State Region’
26. The ‘State ISO Code’ should auto-populate based on your selection above
27. Leave ‘Address Name’ blank unless required

28. Check the rest of the 'Address Details'
29. Leave 'Location Code' blank
30. Select an option to indicate your **Supplier Indicated Diversity Status**
31. **Tick** to accept the statement starting "Supplier is solely responsible....."
32. Once complete, click **Submit for Approval***
33. You may be asked if you want to save this information to your profile. Select 'Not Now' or 'Yes' depending on your own preference
34. You can now **log out** of Coupa

*Note: If you discover that you have submitted your details incorrectly, you can click the 'Withdraw' button to allow you make any changes before submitting again.

What Happens Next

- John Lewis Partnership will receive a notification informing them that you have submitted your details for their approval
- It may be necessary to contact you directly if we have any questions about the details you have submitted
- On approval, you will receive an email notification informing you of this and what the next steps will be

Related Items

Link to: [Coupa Learning Materials for JLP Suppliers](#)