

Coupa Registration Guide

GM Suppliers

1. You will receive an email from the Coupa system to register which looks like this:-

Dear Supplier,

We would like to onboard you as a supplier to John Lewis Partnership.

*1. Please read the Coupa Guide and click Join and Respond below to register on Coupa Supplier Portal. **NB Ignore the Payment Discount Preferences screen; this is not enabled in John Lewis Partnership.** If you'd like to read more information about Coupa please click here (https://www.jlpsuppliers.com/content/dam/jlpsup/pdfs/Intro_to_Coupa_GFR_GM_Suppliers.pdf).*

2. Next, click <https://www.jlconnect.co.uk/> to complete your registration on JL Connect.

3. Finally, if you wish to send invoices via EDI, please contact financialprocessing@johnlewis.co.uk to ask for this to be setup. This service is provided by a partner organisation and is chargeable. Click here (https://www.jlpsuppliers.com/content/dam/jlpsup/pdfs/Supplier_Information_Pack.pdf) for more info.

Following onboarding, we will issue our contract for signature. If you have any queries about the supplier onboarding process please contact the buying team.

2. Click "Join and Respond" on the email, this will take you through to the below screen.

Powered by  coupa

Create your business account

Welcome to John Lewis Partnership's Coupa System

Please complete the details below & then click Get Started to complete your Coupa registration.


NB Please ignore the Payment Discount Preferences screen which may display during onboarding; this is not enabled in John Lewis Partnership. Also please note that Purchase Order & Invoice functionality is not yet live, but will be enabled later in 2021.

Email	<input type="text" value="@gmail.com"/>
Password	<input type="password" value="....."/>
	<small>Use at least 8 characters and include a number and a letter.</small>
Password Confirmation	<input type="password" value="....."/>
	<input checked="" type="checkbox"/> I accept the Privacy Policy and the Terms of Use .
	<input type="button" value="Get Started"/>

[Having an issue with signup?](#)

[Forward this to someone](#)

3. Populate the fields and then click the “Get started” button.
4. Please fill in your business details in the relevant boxes (As below) then click the “Next” button.

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● Basics — ● Payment — ● 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

✔ All set for now. On your first invoice with John Lewis Partnership, we will guide you through your legal entity setup.


Next

5. This will then take you through to the screen below. Please ignore this screen and leave it blank as it is not enabled in John Lewis Partnership. Click the “Next” button.

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✔ Basics — ● Payment — ● Profile

Would you like to offer discounts to get paid faster? ?

 Payment Discount Preferences

Your default payment term	Automatically replace with this discount <small>(you can change this later)</small>
Net 30 ▶	<input type="text" value="None"/>
Net 45 ▶	<input type="text" value="None"/>
Net 60 ▶	<input type="text" value="None"/>
Net 75 ▶	<input type="text" value="None"/>
Net 90 ▶	<input type="text" value="None"/>
Net 120 ▶	<input type="text" value="None"/>

Back Next

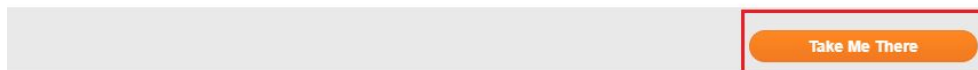
6. This will take you to the below screen - Click the “Take me there” button.



You are one step away from doing business with John Lewis Partnership !



John Lewis Partnership requires some additional information



7. Press the “Submit” button to complete your registration in Coupa Supplier Portal. Then remember to action points (2) and (3), in the instructions on the screen. Your setup will then be complete. Thank you for registering with us.