

Coupa Registration Guide

Grocery Suppliers

Dear Supplier,


Welcome to Coupa!

In order to start submitting your invoices on our Coupa Supplier Portal (CSP), please complete the following steps:

1. Please read the below [Coupa Registration Guide](#)
2. Click “[Join and Respond](#)” below to register on Coupa Supplier Portal as shown below.
Please ignore the payment discount preferences screen as this is not enabled for John Lewis Partnership.

If you wish to send invoices via EDI, please contact the Finance team our [Finance Portal](#) to discuss this further. *Please note, The EDI service is provided by a partner organisation and is chargeable. Click [here](#) for more info.*

To contact us regarding e-invoicing on Coupa for your GFR supplier account, you can email our dedicated Coupa Onboarding team at coupa.onboarding@johnlewis.co.uk

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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


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](#).

JOHN LEWIS
PARTNERSHIP



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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Progress: Basics (selected) | 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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Progress: Basics | Payment (selected) | 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.

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Progress bar: Basics (checked), Payment (grey), Profile (orange)

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



John Lewis Partnership requires some additional information

[Take Me There](#)

7. Press the “Submit” button to complete your registration in Coupa Supplier Portal. Then remember to action points (2), (3), (4) and (5), in the instructions on the screen. Your setup will then be complete. Thank you for registering with us.