Coupa Registration Guide

Grocery Suppliers

Dear Supplier,

Welcome to Coupa!

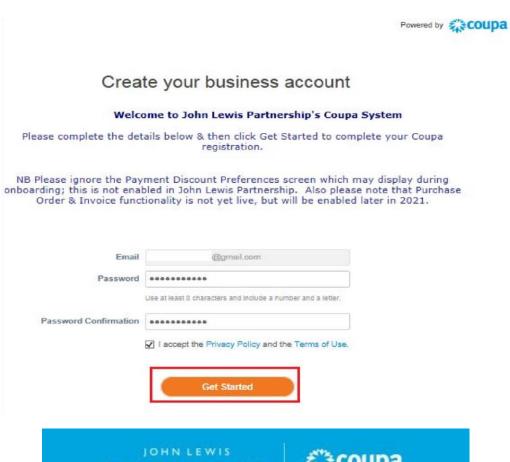
In order to start submitting your invoices on our Coupa Supplier Portal (CSP), please complete the following steps:

- I. 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 <u>Finance Portal</u> to discuss this further. Please note, The EDI service is provided by a partner organisation and is chargeable. Click <u>here</u> 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



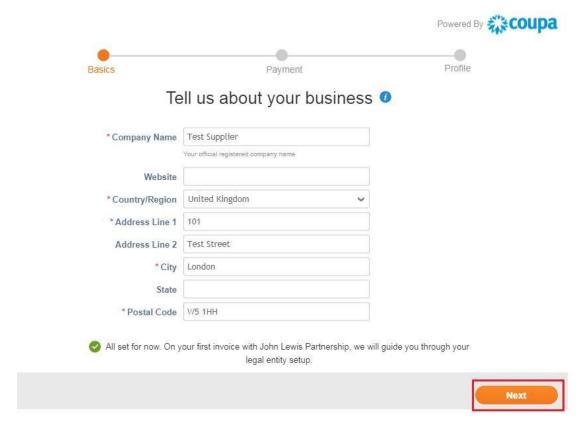




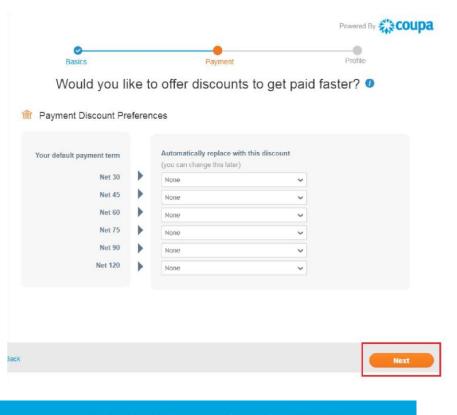
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- 3. Populate the fields and then click the "Get started" button.
- 4. Please fill in your business details in the relevant boxes (As below) then click the "Next" button.



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

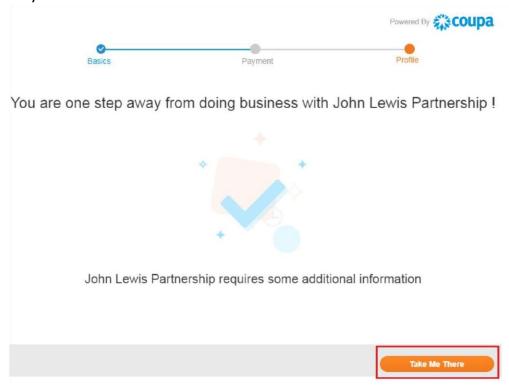






PARTNERSHIP

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



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.