

Coupa Registration Guide

Grocery Suppliers

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

Dear Supplier,

Welcome to Waitrose.

In order to begin your onboarding journey please complete the following steps:

- 1. Click Join and Respond below to register on Coupa Supplier Portal. NB Ignore the Payment Discount Preferences screen; this is not enabled in Waitrose. 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_Grocery_Suppliers.pdf).*
- 2. Next create an account on Waitrose Engage [here](#), and navigate to our new supplier set up guide, using the knowledge page*
- 3. Then enter your company details in our MDM Supplier Portal. You will receive an email from OKTA with set up instructions. If you do not receive this, please check your spam/junk folder before contacting help@waitroseengage.com*
- 4. Please also complete the Bank Detail Form via https://www.jlpsuppliers.com/content/dam/jlpsup/pdfs/Bank_Details_Form.pdf that will need to be filled in and sent to financialprocessing@johnlewis.co.uk in order to ensure you are set up on our payment system.*
- 5. 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](#) for more info.*

We will shortly issue our Conditions of Purchase for electronic signature. In the meantime if you need to contact us please email help@waitroseengage.com.

Kind Regards,

Waitrose Commercial Service Desk

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

Powered by 

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](#).

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

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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.

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 (checked), Payment (current), Profile


Would you like to offer discounts to get paid faster? 

 Payment Discount Preferences

Your default payment term	Automatically replace with this discount (you can change this later)
Net 30 ▶	None ▼
Net 45 ▶	None ▼
Net 60 ▶	None ▼
Net 75 ▶	None ▼
Net 90 ▶	None ▼
Net 120 ▶	None ▼


Back Next

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

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Progress: Basics (checked), Payment, Profile (current)

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.