

# Coupa Registration Guide

## GNFR Suppliers

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

*Dear Supplier,*

*We would like to onboard you to John Lewis Partnership's supplier portal "Coupa".*

*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\\_GNFR\\_Suppliers.pdf](https://www.jlpsuppliers.com/content/dam/jlpsup/pdfs/Intro_to_Coupa_GNFR_Suppliers.pdf)*

2. Click "Join and Respond" on the email. This takes you through to this screen below.

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](#).

[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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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.

Powered By 

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.



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



John Lewis Partnership requires some additional information

Take Me There

7. The below screen will then come up with some of your details already populated in the form. Please enter all of your remaining details and complete all mandatory fields.

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

Your Public Profile Your Customer Profiles

John Lewis Partnership

Profile John Lewis Partnership ▾

✓ We have auto-filled some information from your Public Profile. ✕

Supplier Information

\* Supplier Name

\* Company Registration Number

If you are not a registered company then enter 'Not Registered'

8. Ensure that you enter your bank details by creating a 'Remit-To Address'.
  - a. To do this, press "Add Remit-To" and complete all of the mandatory fields.

## Remit-To Addresses

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Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

9. Once you have entered all of your details, scroll to the bottom of the form and press 'Submit for Approval' to submit your details to the John Lewis Partnership.