



2026

Coupa Supplier Portal (CSP) User Guide

Eneria 

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Introduction

Dear partners,

The Monnoyeur group is gradually structuring its purchasing, with the ambition to professionalize our practices, improve efficiency, and strengthen the quality of our collaboration with you, our suppliers.

In this dynamic, we have launched M-Link, a project that aims to deploy a common purchasing solution for all the group's entities. This project is based on a collaborative and secure platform, designed to harmonize our processes, streamline exchanges and frame our approaches.

This guide is specifically dedicated to the M-Link Supplier Portal, and more precisely to its consultation module (sourcing).

It accompanies you to:

- Create your supplier account,
- Respond to an invitation to participate in a call for tenders,
- Submit your offer,
- Monitor the progress of the consultation until the contract is signed.

Other modules (supplier referencing, orders, billing, etc.) will be deployed later and will be the subject of separate guides.

We thank you for your involvement in this new step, which marks an important transformation in the way we collaborate.

Our teams remain at your disposal to assist you in getting started with the tool.

Link you soon!

Group Procurement Director

MONNOYEUR GROUP

Start with the CSP

This chapter contains the following headings:

Register in the CSP

Sign on supplier.coupa.com, receive an invitation email from MONNOYEUR or forward an invitation to a peer.

Create your account

Create your CSP account after receiving an invitation.

Connect to the CSP

Discover how to connect to the CSP.

Create or update your profiles

Update public and specific profiles of your company.

Manage your account

Edit your personal data and set notification preferences.

View and manage notifications

View your notifications and set preferences to manage your notifications.

Register on the CSP

Here are the different options to register on the CSP:

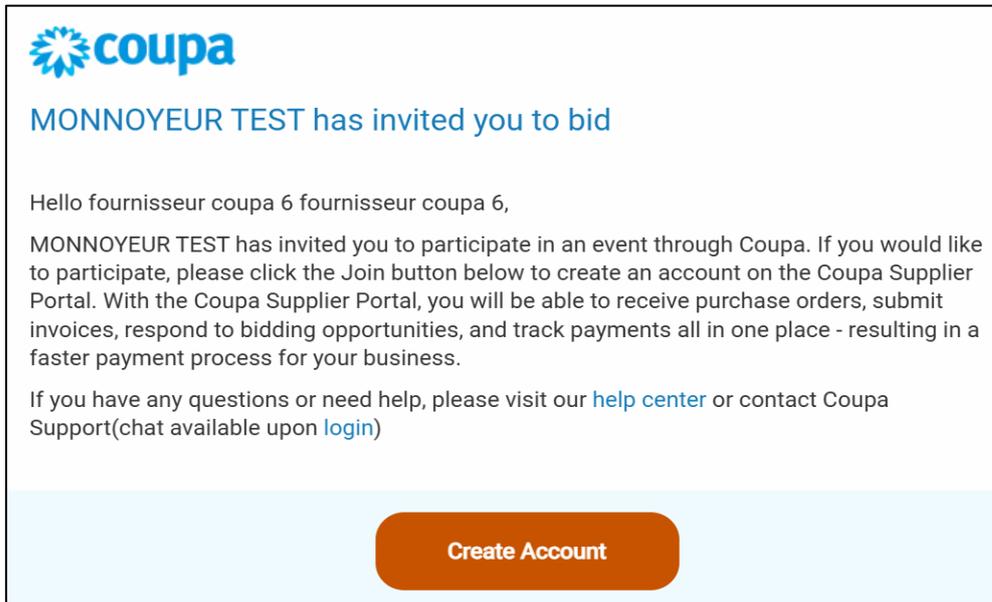
Method	Benefits
Invitation sent by MONNOYEUR	MONNOYEUR send you a personalized invitation containing specific instructions and a proactive message. When you accept the invitation and create an account, you are automatically connected/linked to MONNOYEUR.
Self-created invitation	This method allows you to set up accounts in advance, add multiple users, set up login preferences and update your profile faster.
Invitation forwarded by a colleague	To invite colleagues to join the CSP, nothing simpler: send them an invitation from the account creation page. This allows you to connect with relevant supplier users and make electronic transactions on the CSP more easily.

Whichever method you choose, you must have access to the email address used for the account.

Your CSP account is based on a specific email address. If you use an email address different from the one provided to MONNOYEUR, you will not be able to communicate with them before providing the email address or creating a CSP account with.

Invitation sent by MONNOYEUR

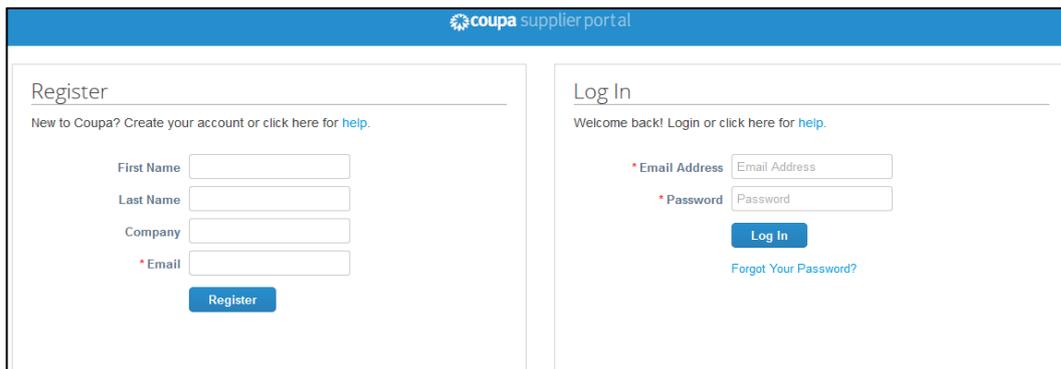
MONNOYEUR can send you an invitation to create an account in the CSP (example below):



To access the CSP and create your account, simply click on the Create Account button.

Self-created invitation

Go to the supplier.coupa.com page, enter the field Email Address **[Email]mandatory (marked with an asterisk)** in the Register pane located on the left side of the screen, then click the Register button **to request an invitation**.

The image shows a screenshot of the Coupa Supplier Portal interface. The header is blue with the Coupa logo and the text "coupa supplier portal". There are two main panels: "Register" on the left and "Log In" on the right. The "Register" panel has the heading "Register" and a sub-heading "New to Coupa? Create your account or click here for [help](#).". It contains four input fields: "First Name", "Last Name", "Company", and "Email" (with an asterisk indicating it is mandatory). A blue "Register" button is at the bottom. The "Log In" panel has the heading "Log In" and a sub-heading "Welcome back! Login or click here for [help](#).". It contains two input fields: "Email Address" and "Password" (with an asterisk indicating it is mandatory). A blue "Log In" button is at the bottom, along with a link "Forgot Your Password?".

In the two previous cases, you receive an email whose subject depends on the origin of the invitation: MONNOYEUR or yourself. If the email is from MONNOYEUR, it will contain its logo instead of Coupa's.

Tip: if you do not receive an invitation email, check your Spam folder.

Invitation forwarded

To invite other people to the CSP, click on the Create Account button to send them an invitation from the account creation page.

Warning: you can only forward the invitation to email addresses from the same domain.

Example: if your email address is **Jane@MONNOYEUR.com**, you can only forward the invitation to addresses belonging to the domain **@MONNOYEUR.com**

An invitation to the CSP is sent to the email address provided.

When the guest user clicks on the Join Coupa button in the email, he is redirected to create an account on the CSP.

If the user is already linked to the CSP or tries to create an account from an expired invitation, they are redirected to the Register/Login page, where a red message bar displays the following information: "Your invitation has expired or already been activated."

Warning: invitations to the CSP expire after 30 days.

Create your account

Join the CSP

After clicking the link in an invitation email, complete the required fields to provide basic information for your account and public profile of your company.

 **coupa** supplier portal

Join the Coupa Supplier Portal

Complete the information below and create the password for your account. [Click here for help.](#)

*** First Name**

*** Last Name**

*** Company**

*** Department** 

*** Role** 

*** 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](#).

Forward Your Invitation

Not the right person to register now? Want to ask a coworker to join quickly? Send a copy of your invitation to a colleague's email below (must have same email domain).

Forward email

The data to be provided:

Parameter	Description
*First Name	Your first name, to be applied to your personal account
*Last Name	Your last name, to be applied to your personal account
*Company	The name of your company, as indicated on the associated public profile
*Department	The name of your department: Sales, Operations, Accounts Receivables, Treasury or Other
*Role	<p>Your role in the department:</p> <ul style="list-style-type: none"> • Sales - Sales Manager - Sales Associate or Other • Operations - E-Commerce Manager - Inventory Management or Other • Accounts Receivables - Accounting Manager - Accounts Receivable Associate Manager or Other • Treasury - Treasury Manager or Other • Other or enter the text you want <p>If you select Other in the Department or Role field, the User Specified Department or User Specified Role field will appear. You will be able to enter the text of your choice.</p>
*Email	This field is not editable. If you wish to change your email address, you will need to create another CSP account with. If you want to use both email addresses, you will need to create two corporate accounts and merge them.
*Password	Use this field to create your password. This must consist of at least eight characters, including a number and a letter.
*Password Confirmation	This field must match the password entered in the previous field.

Note: if you join the CSP from one of two invitations sent simultaneously by your administrator and MONNOYEUR, a green area appears. This prompts you to specify whether or not you are an employee of the supplier organization: check the box **Yes – Join [Yes – Join]** or **No – Create a New Account [No – Create New Account]**.

Connect to the CSP

Login page

Go to **supplier.coupahost.com**, enter your email address and password in the Log In pane on the right side of the screen, then click Log In. The password being the one you chose when creating your CSP account (page 8).

The screenshot shows the 'coupa supplier portal' interface. It is divided into two main sections: 'Register' on the left and 'Log In' on the right. The 'Register' section includes a header 'Register' and a sub-header 'New to Coupa? Create your account or click here for help.' Below this are four input fields: 'First Name', 'Last Name', 'Company', and '* Email'. A blue 'Register' button is positioned below the 'Email' field. The 'Log In' section has a header 'Log In' and a sub-header 'Welcome back! Login or click here for help.' It features two input fields: '* Email Address' and '* Password'. A blue 'Log In' button is located below the 'Password' field, and a link 'Forgot Your Password?' is positioned below the 'Log In' button.

Welcome message

When you first log in from an invitation sent by MONNOYEUR, the following welcome message and logo of MONNOYEUR are displayed by default.

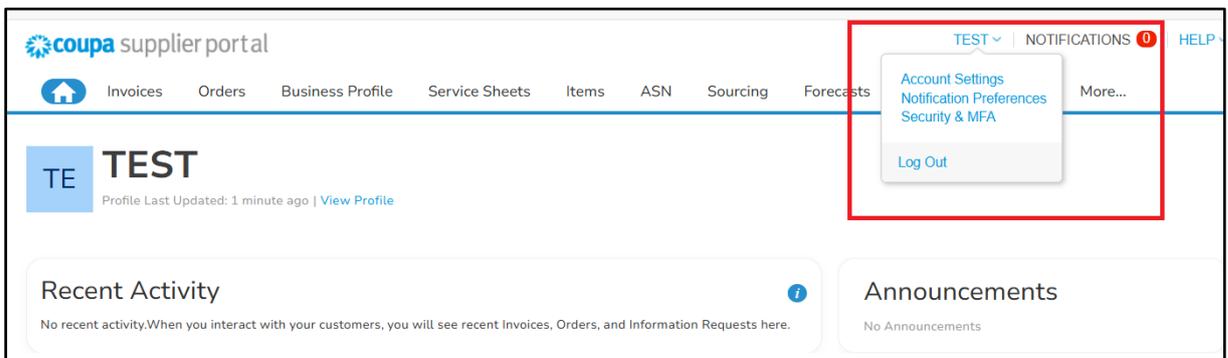
The screenshot shows a welcome message within a white box with a black border. In the top left corner is the Coupa logo. In the top right corner, it says 'Powered by Coupa'. The main text in the center reads: 'We use Coupa to manage purchase orders, invoices, and communicate with our suppliers. We'll walk you through a quick and easy setup for your account, so we're ready to do business together.' At the bottom center of the box is an orange button with the text 'Continue'.

Manage your account

The My Account Settings page allows you to change your personal data (name, department, role and password), set/modify your notification preferences or enable/disable two-factor authentication.

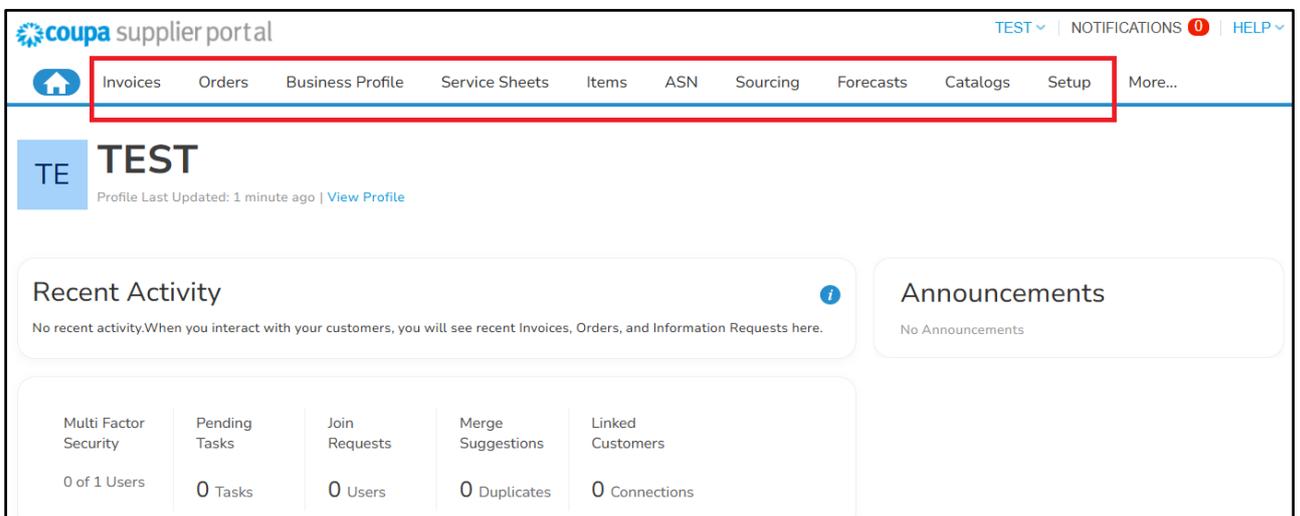
Note: The Profile [Profile] page allows you to view and edit your company information.

To change your account settings, click on the link in your name and then on the Account Settings link:



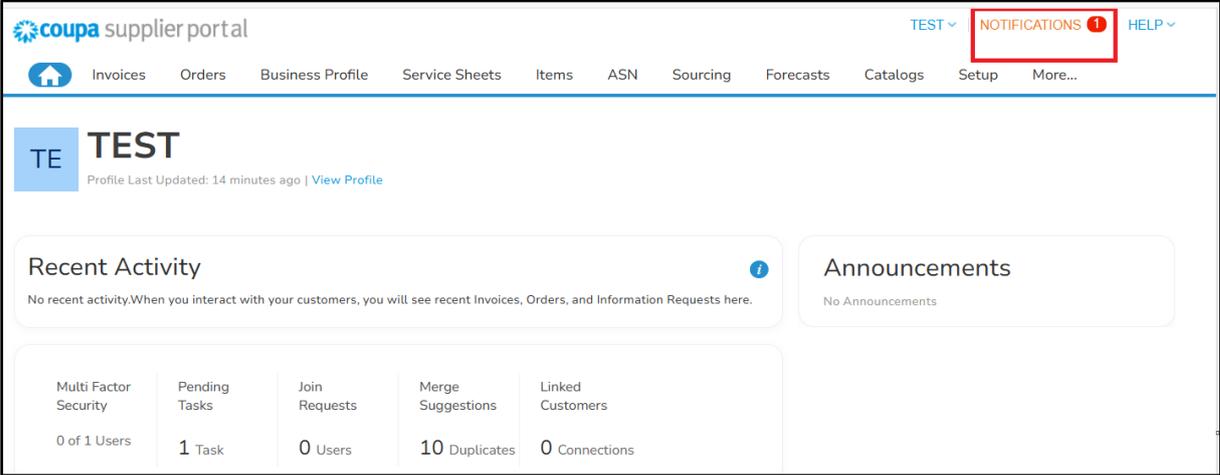
Main menu

To access one of the CSP's functionalities, click on the corresponding tab of the main menu at the top of the portal's main page (tabs in red):



View and manage notifications

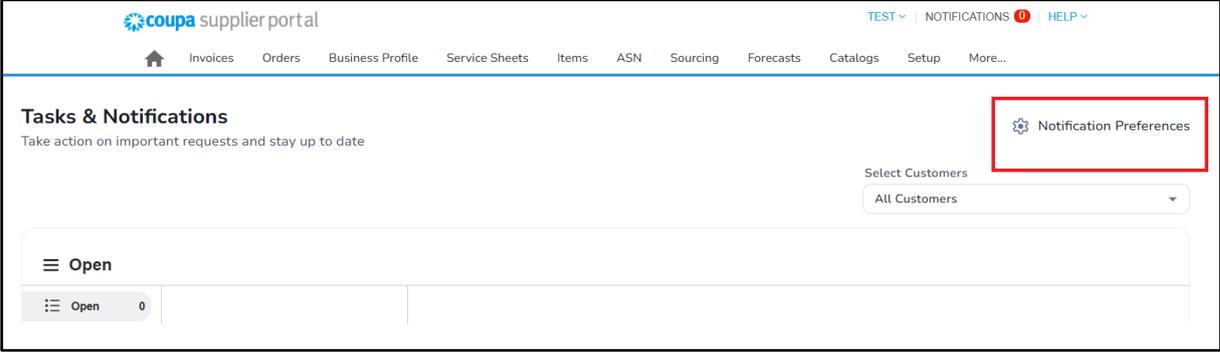
Hover over the **Notifications [Notifications]** link to see unread system notifications. Only the last three notifications are displayed (screen below):



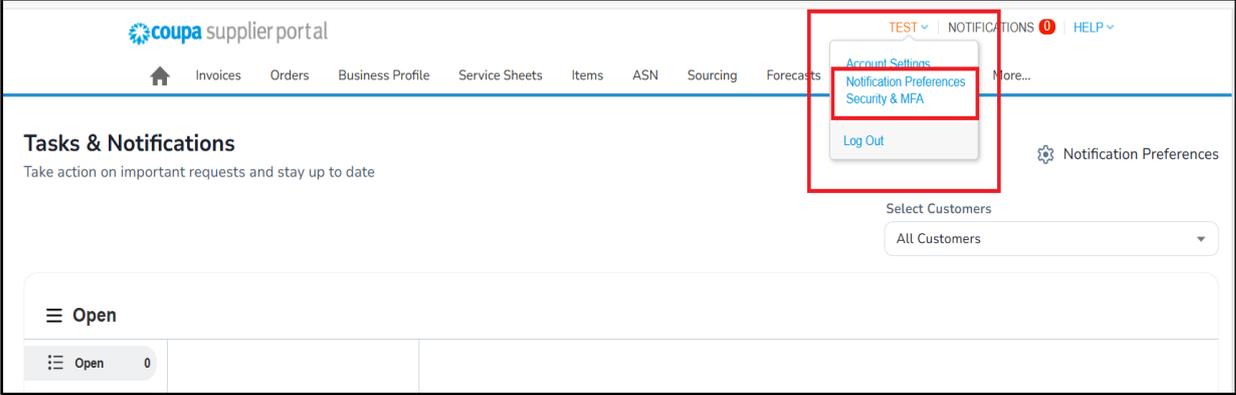
The My Notifications page allows you to view all your notifications (read and unread) or filter them by category (For Information [FYI], Tasks To Do [Todo], Not Read [Unread] or Announcements [Announcements]). You can also select them and delete them one by one or in bulk.

The link in each notification takes you to the corresponding page.

To change your notification preferences, click the **Notification Preferences** button in the upper right:



You can also click on your name link and then on the Notification Preferences link:



Use the CSP

This chapter contains the following headings:

Invitation to participate in a sourcing event

Participate in a sourcing event:

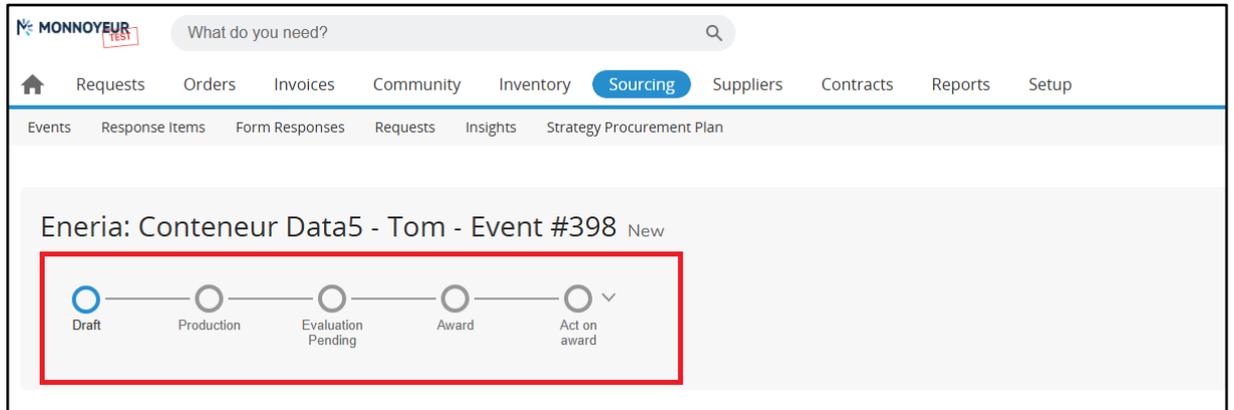
1. Event page
2. Inform MONNOYEUR of your intention to participate in the event
3. Accept the general conditions
4. Validate the "charter and CGA" documents
5. Submit an offer
6. Consult my sourcing events
7. Modify the response
8. Complete the sourcing event

View MONNOYEUR announcements

Validation and electronic signature of contracts

MONNOYEUR will create sourcing events (calls for tenders), in its procurement management tool **Coupa** and will invite its suppliers, via the **CSP (Coupa Supplier Portal)**, to participate in its events.

The lifecycle of a sourcing event is as follows:



The steps are:

- 1- Draft: creation of the sourcing event and invitation of suppliers to participate
- 2- Production: receipt of offers from invited suppliers
- 3- Evaluation: evaluation of offers submitted by suppliers
- 4- Award: choose the winning supplier
- 5- Act on award: Validate the attribution and close the event

Invitation to participate in a sourcing event

MONNOYEUR can send you an invitation to participate in a sourcing event by email (example below).

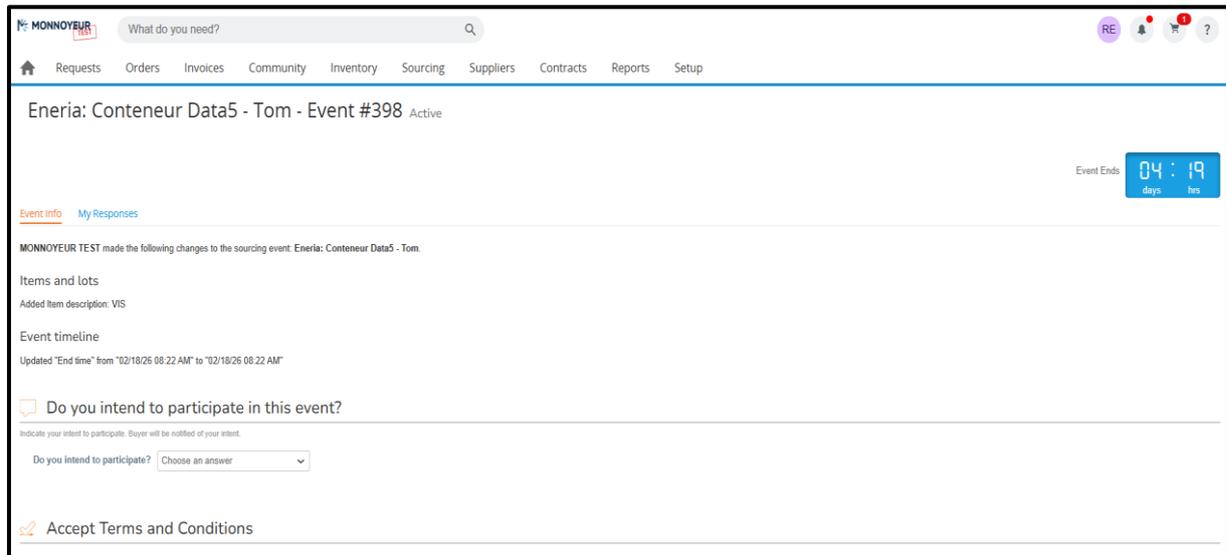
The screenshot shows an email interface. At the top, the subject is "MONNOYEUR TEST Sourcing Event - Eneria: Conteneur Data5 - Tom #398 Invitation". The sender is "Coupa Sourcing Notifications <sourcing@monnoyeur-test.coupahost.com>". The recipient is a redacted email address. Below the header, there is a warning icon and text: "En cas de problème lié à l'affichage de ce message, cliquez ici pour l'afficher dans un navigateur web. Cliquez ici pour télécharger des images. Pour protéger la confidentialité, Outlook a empêché le téléchargement automatique de certaines images dans ce message." There are also links for "Traduire le message en : Français" and "Ne jamais traduire à partir de : Anglais". The main content area features the MONNOYEUR TEST logo, the event title, a redacted ID, and the text: "2692//90009355//US_135 has been invited by MONNOYEUR TEST to participate in a sourcing event for Eneria: Conteneur Data5 - Tom. Responses are due by Wednesday, 18 February 2026 08:22 AM CET". Below this are three buttons: "I intend to Participate" (orange), "I decline to Participate" (dark grey), and "View Event" (blue). At the bottom, there is a teal banner with the text "Save Time Creating Sourcing Event Responses" and "Suppliers with Coupa community profiles automatically populate their information in sourcing events like these." with a "Create Profile" button.

When you click on the invitation link, if you do not yet have a CSP account, you are redirected to the authentication and account creation page to create one. Otherwise, you must enter your login and password to access your account.

Participate in a sourcing event:

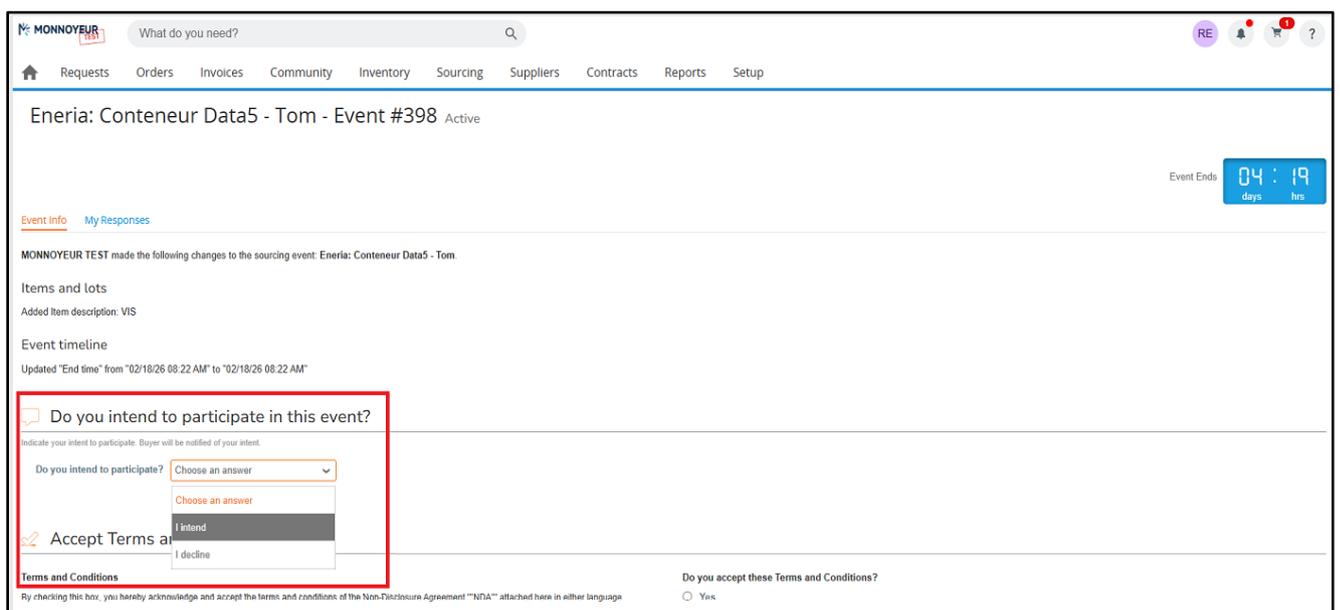
1- Sourcing event page:

When you receive an invitation from MONNOYEUR to participate in a sourcing event, you must click on the event link in the email or on the event title in the CSP notification to access the event page (following example):



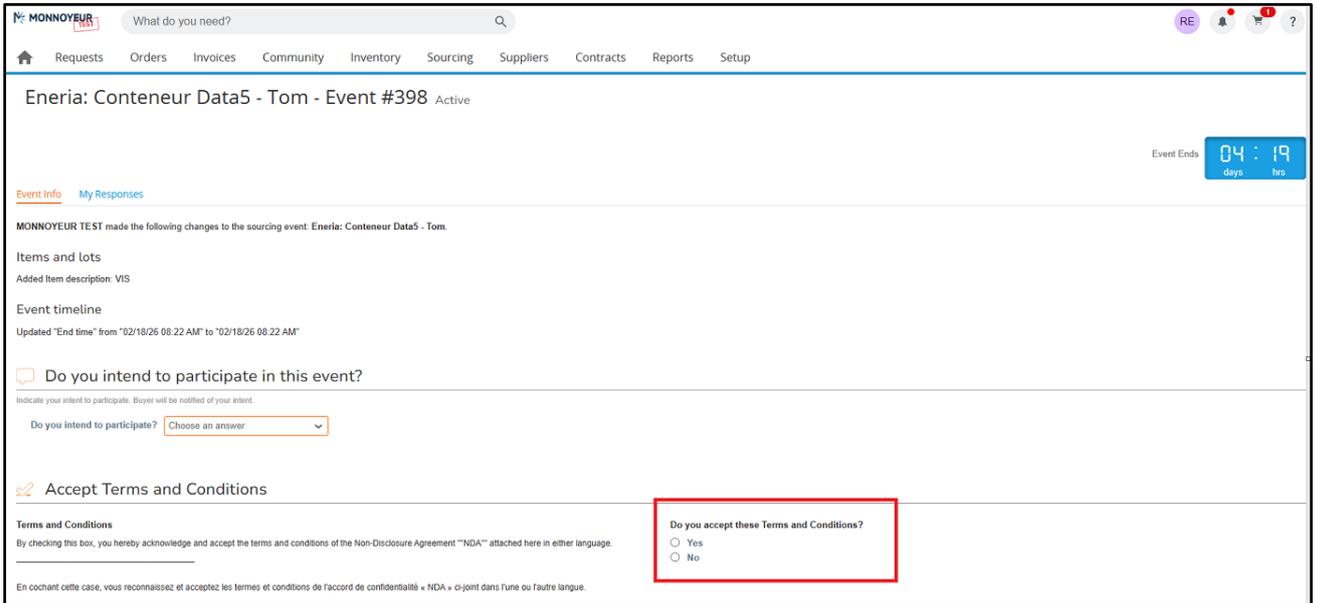
2- Inform MONNOYEUR of your intention to participate in the event:

You can inform MONNOYEUR of your intention to participate in the event even before submitting your offer. In the event page just choose the option [**I intend to participate**] and then [**Send**] (example below):



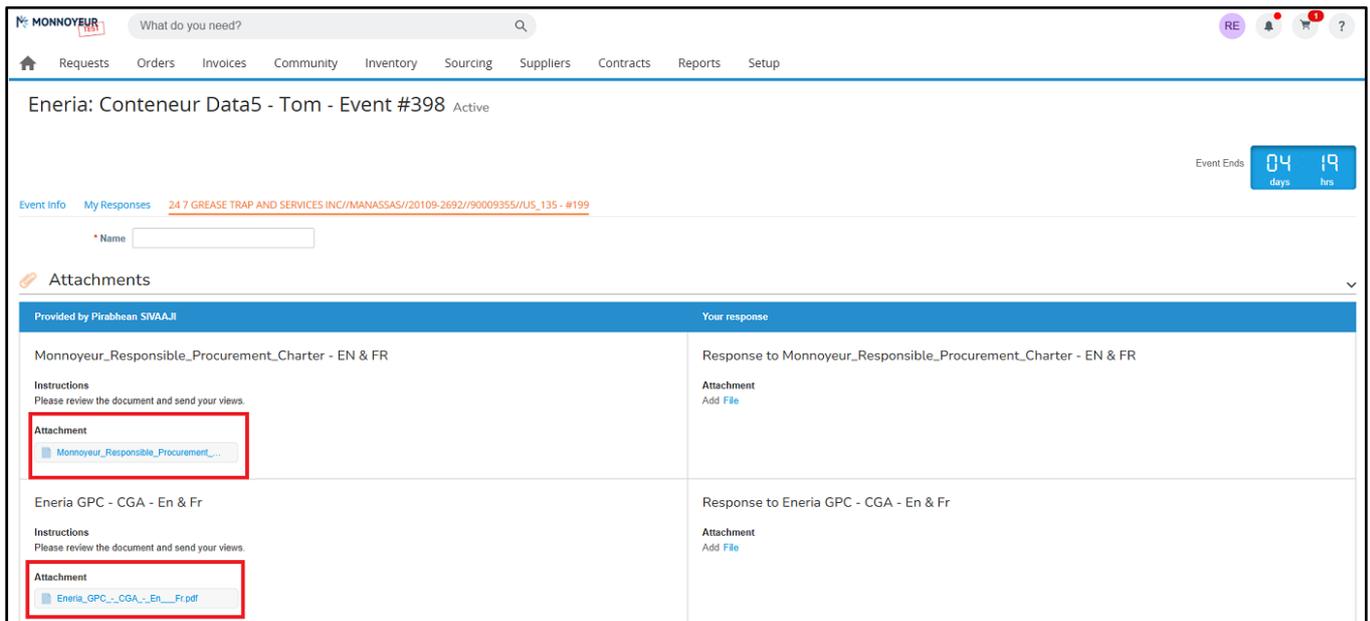
3- Accept the general conditions:

To start sending your response to the MONNOYEUR sourcing event, you must first accept the general conditions by ticking the box [**Yes**] (example below):



4- Validate the 'charter and CGA' documents:

After acceptance of the general conditions, you must download the documents 'charter and CGA' then attach them in the section [**Attachments**]:



5- Submit an offer:

After the validation of the different documents, you must provide a price for each item and send your offer via the [Submit response] button:

The screenshot shows the 'Items and Services' page. It lists items with their details and a 'Price per Unit' field highlighted in red.

Item Name	Expected Quantity	Capacity	Price per Unit	Currency	Other Fields
Conteneur 3512 B	3 Unit	3		EUR	*Echappement, *Fioul, *Refroidissement, *Electricité, *Divers, *conteneur nu
Conteneur Elec	2 Unit	2		EUR	
Livraison et manutention conteneur / aéro					

6- Consult my sourcing events:

At any time, you can view all the events in which you participated [**My events**] in the [**Sourcing**] tab:

The screenshot shows the Coupa supplier portal. The 'Sourcing' tab is highlighted in red. Below the navigation bar, there is a banner for 'Verify Your Account And Get Noticed' with a 'Get Verified' button. Underneath, the 'Sourcing Events' section is visible, with the 'My Events' filter highlighted in red.

coupa supplier portal

TEST | NOTIFICATIONS 0 | HELP

Home Invoices Orders Business Profile Service Sheets Items ASN **Sourcing** Forecasts Catalogs Setup More...

Public Sourcing Events

Verify Your Account And Get Noticed

Coupa Verified builds trust and gets you in front of more customers looking for products like yours.

Get Verified

Sourcing Events

Find your next customer with a Coupa Community public sourcing event. Select an event to learn more and request participation. The customer will contact you with an invitation to bid.

All Public My Category **My Events** Past Public Events

7- Modify my answer:

At any time, you can modify your response (your offer) to a sourcing event as long as it has not yet expired.

The number of days remaining for the expiration of an event is displayed in the blue rectangle on the home screen (below).

To modify an offer, go to the event page and change the desired rate(s) and submit the new offer via the [Edit response] button.

The screenshot displays the Monnoyeur procurement portal interface. At the top, the navigation bar includes 'MONNOYEUR', a search bar, and various menu items like 'Requests', 'Orders', 'Invoices', 'Community', 'Inventory', 'Sourcing', 'Suppliers', 'Contracts', 'Reports', and 'Setup'. The main header shows the event title 'Eneria: Conteneur Data5 - Tom - Event #398' with an 'Active' status. A blue box in the top right corner indicates 'Event Ends 04:17 days hrs'. Below this, there are tabs for 'Event Info', 'My Responses', and 'TEST'. The 'Attachments' section is divided into two columns: 'Provided by Pirabean SNAAIL' and 'Your response'. The first row shows a document 'Monnoyeur_Responsable_Procurement_Charter - EN & FR' with instructions to review and send views, and an attachment button. The second row shows 'Eneria GPC - CGA - En & Fr' with similar instructions and an attachment button. At the bottom right, an 'Edit Response' button is highlighted with a red box.

8- Complete the sourcing event

When MONNOYEUR closes a sourcing event, the status of this event changes to **[complete]**.

coupa supplier portal TEST | NOTIFICATIONS 0 | HELP

Home Invoices Orders Business Profile Service Sheets Items ASN **Sourcing** Forecasts Catalogs Setup More...

Public Sourcing Events

Verify Your Account And Get Noticed
Coupa Verified builds trust and gets you in front of more customers looking for products like yours. **Get Verified**

Sourcing Events

Find your next customer with a Coupa Community public sourcing event. Select an event to learn more and request participation. The customer will contact you with an invitation to bid.

All Public My Category My Events Past **Events**

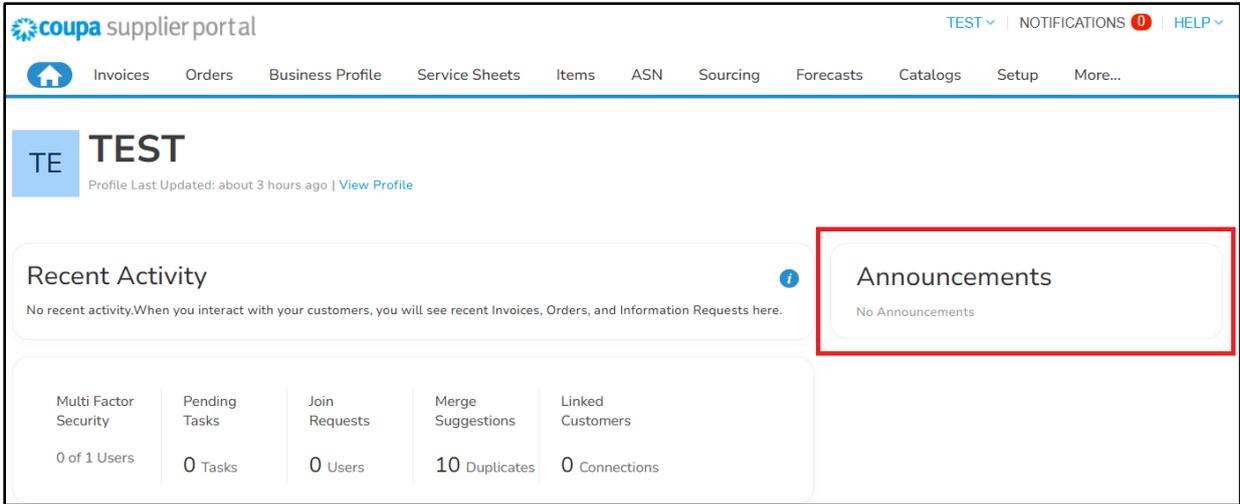
Event Name	Company	Commodity	Start Date	End Date	Type	State	Actions
test PR victor	TEST	101010 - Banking And Financial Services - Banking And Financial Services	02/12/26 10:15 AM UTC	02/12/26 01:00 PM UTC	RFC	Complete	Not available
11Feb26 Testing G&S_11M	SUSS	Mailing, delivery, courier services	02/11/26 06:38 AM UTC	02/12/26 07:00 AM UTC	RFQ	Complete	Not available

View MONNOYEUR announcements

MONNOYEUR can create announcements that will be displayed on the home page [Home] or other pages of the Coupa Supplier Portal (CSP) to help you better understand its onboarding requirements, but also to present initiatives to you, promotions and modifications required to collaborate with him via the CSP.

Thanks to this unilateral mode of communication, MONNOYEUR can notably send you instructions to join the CSP, inform you about the procedure to follow after your registration, send you useful communications for transactions, inform you about upcoming orders, remind you to update the supplier information ...etc.

The announcements sent by MONNOYEUR are visible at the top right of the home page [Home].

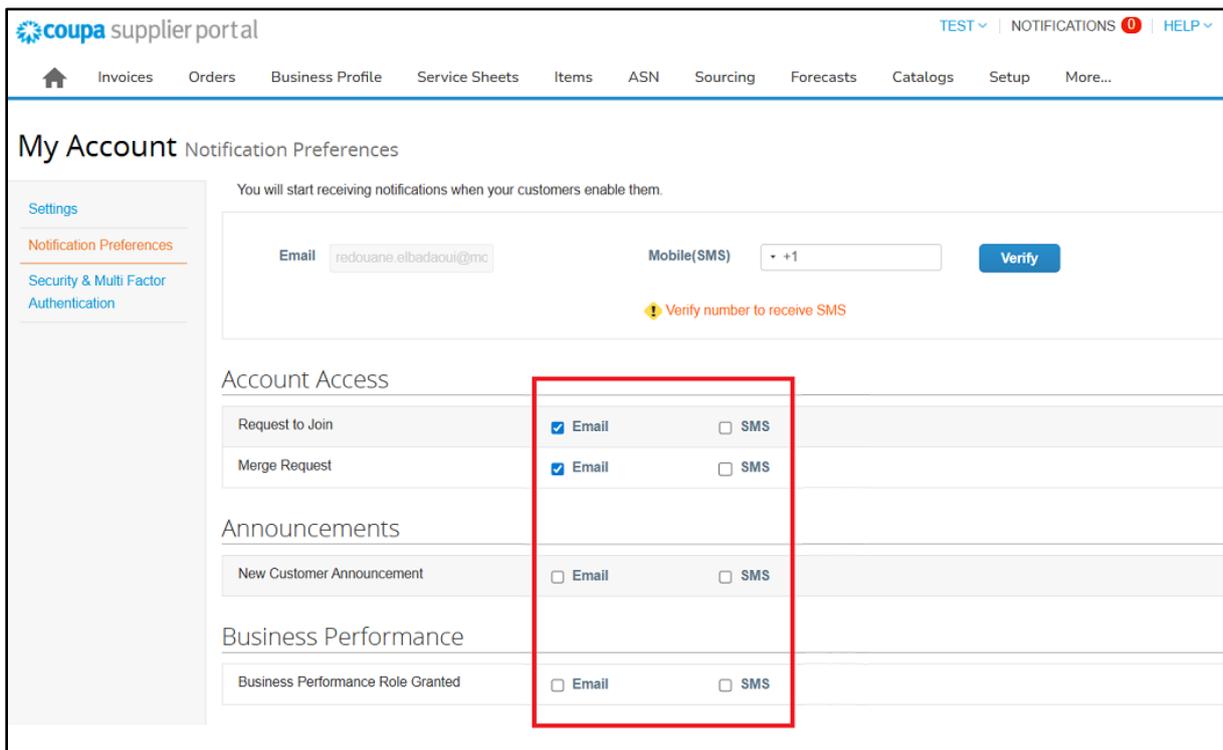


Note: by default, only the preview of the last two announcements is visible. Click on an announcement to access the full message in a pop-up window.

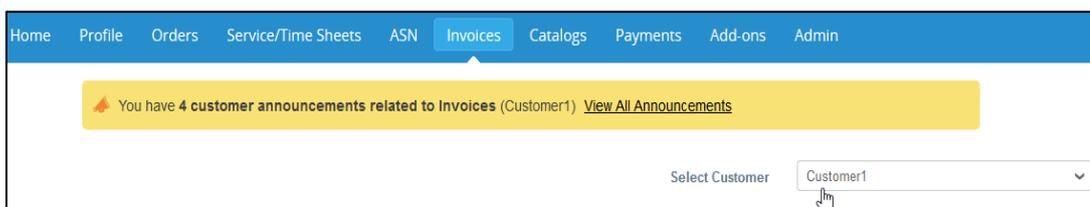
Online notifications (i.e., on the CSP portal) are enabled by default.

Note: it is impossible to disable online notifications for announcements. MONNOYEUR announcements remain displayed on the Home and My Notifications page for a defined period.

Depending on your notification preference settings, you can also receive notifications online or by SMS.

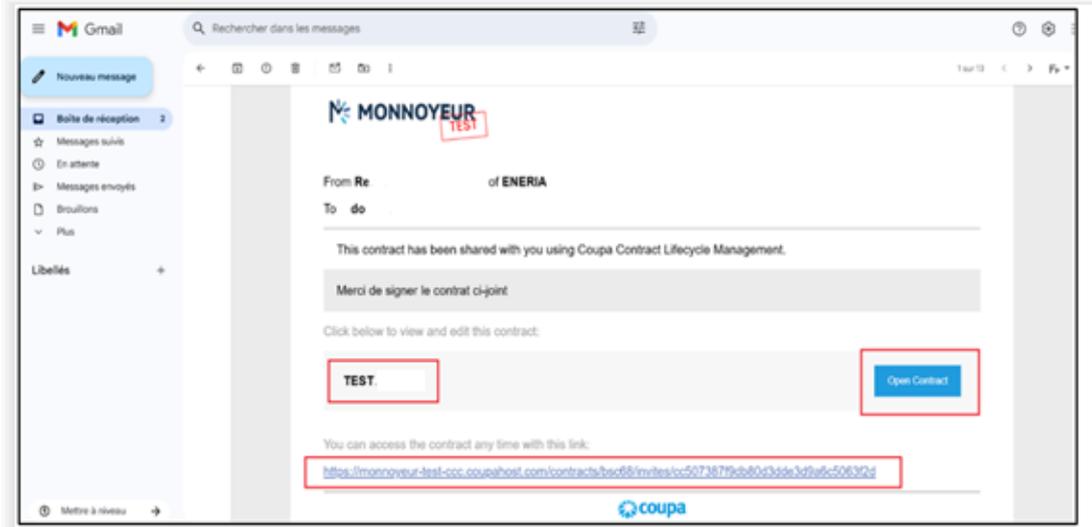


If MONNOYEUR has selected other pages to send you announcements, a yellow banner appears at the top of the corresponding pages. It includes the number of announcements for the relevant elements and the link to access these ads.



Validation and electronic signature of contracts

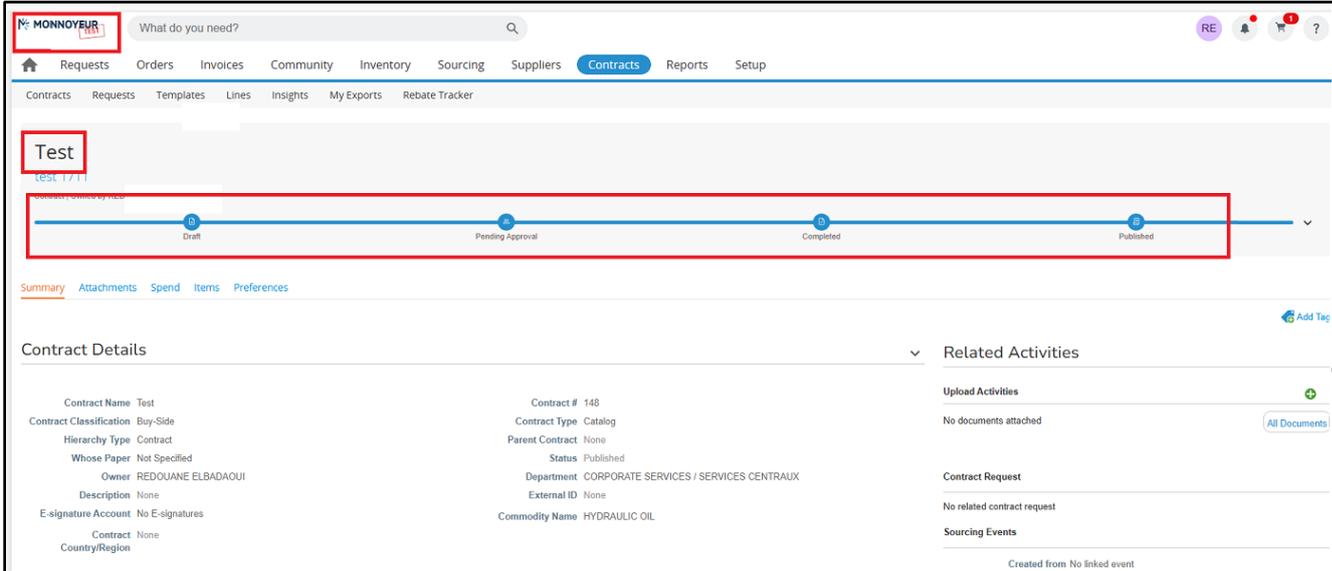
If you win a sourcing event or if you are asked to draw up a purchase contract, MONNOYEUR can send you an electronic link by email to view, validate and then sign this contract (below is an example of an email):



The title [TEST] (in this example) mentions the contract name.

You can access the contract either via the blue **Open Contract button** or from the link at the bottom of the email.

Then you go to the contract page (example below):



You will find in the top left the name of the portal Coupa of MONNOYEUR, then the name of the contract and then the processing steps of the contract.

In the central pane **[Agreement]**, you will find an overview of the contract (example below):

The screenshot shows the MONNOYEUR interface for a contract titled "Essais 2" by ROTATRON INDUSTRIE. The contract is in the "In Review" stage. The central pane displays the "Agreement" tab, which contains the following text:

CONTRAT CADRE DE FOURNITURE D'EQUIPEMENTS ET DE PRESTATIONS 2024

Entre :

La société ENERIA
Société par Actions Simplifiée au capital de 10 000 000 Euros, immatriculée au RCS d'Evry sous le numéro 352 774 079, ayant son siège social Rue de Longpont à MONTLHERY (91310), Représentée par Monsieur [redacted] agissant en sa qualité de [redacted].

Ci-après dénommée « ENERIA » ou l'« Acheteur » ou l'« Entrepreneur Principal » d'une part,

ET

La Société ROTATRON INDUSTRIE
[Forme sociale], au capital de [redacted] euros, immatriculée au RCS de [redacted] sous le numéro [redacted] ayant son siège social Représentée par Madame, Monsieur [redacted], agissant en qualité de [redacted].

Ci-après dénommée le « Fournisseur » ou le « Sous-Traitant » d'autre part.

A comment bubble on the right states: "Commenté (DZ1): Ce modèle de contrat cadre est adapté pour des fournitures et prestations en lien direct avec votre activité commerciale. Il ne peut donc être utilisé pour des prestations spécifiques type consulting, itinér, transport... EN CAS DE DOUTE MERCI DE CONSULTER LA DIRECTION JURIDIQUE".

The right-hand pane includes a "Download" button, a "Submit for Approval" button, and a "Negotiation Rounds" section showing "Round 1 (Closed)".

In the right pane you find the buttons for [Download document] and for [Submit for approval]. Also, the messages sent by MONNOYEUR, the signatory counterparts and also a tab to attach attachments if needed (example below):

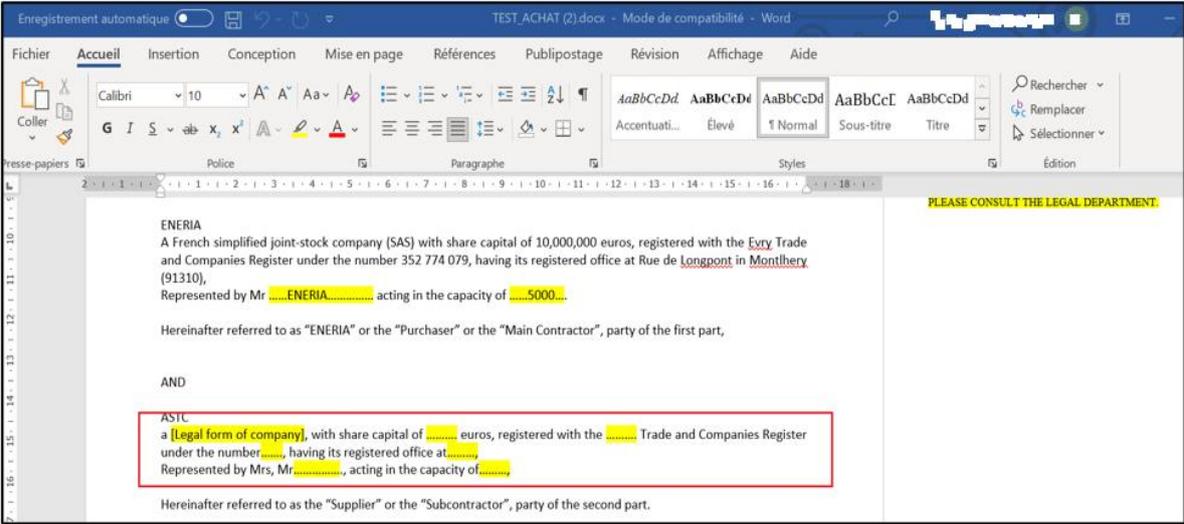
The screenshot shows the "Messages" section in the right-hand pane of the MONNOYEUR interface. It contains a table with the following content:

MONNOYEUR	instructions and a proactive message. When you accept the invitation and create an account, you are automatically connected/linked to MONNOYEUR.
Self-created invitation	This method allows you to set up accounts in advance, add multiple users, set up login preferences and update your profile faster.
Invitation forwarded by a colleague	To invite colleagues to join the CSP, nothing simpler: send them an invitation from the account creation page. This allows you to connect with relevant supplier users and make electronic transactions on the CSP more easily.

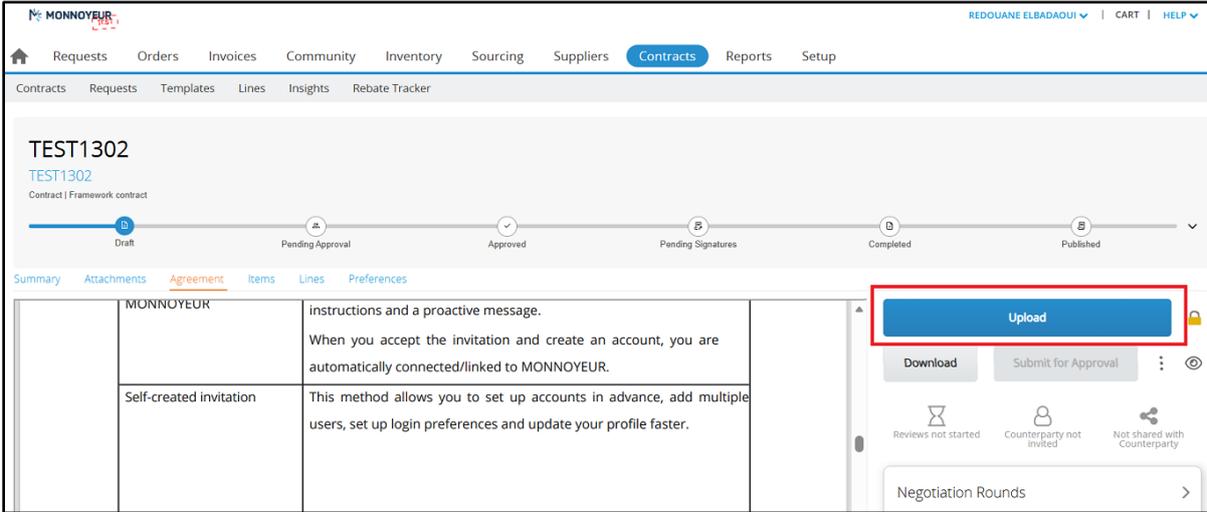
Below the table, it states: "Whichever method you choose, you must have access to the email address used for the account."

The right-hand pane also features a "Download Document" button, a "Submit for Approval" button, and a "Messages" section with a "Counterparties" tab.

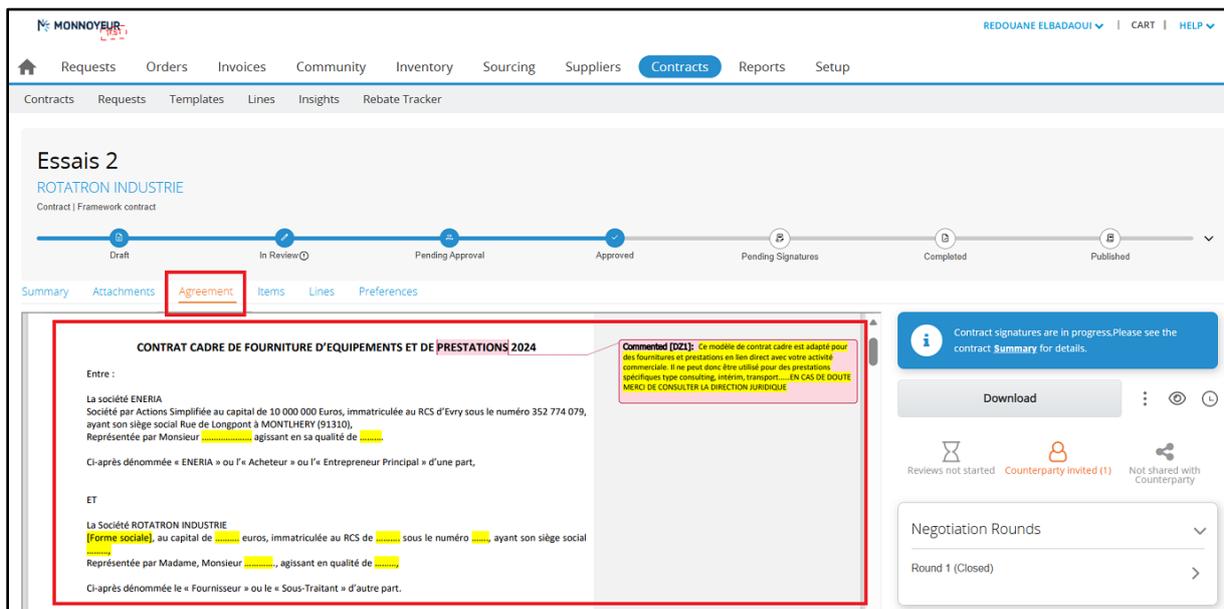
For the validation of the contract, you must download it using the **[Download for edit] button**, then open the contract (in Word format) and fill in the fields concerning you (example below):



Then, you must go to the contract page on the Coupa MONNOYEUR portal and attach the contract using the **[Upload] button**:

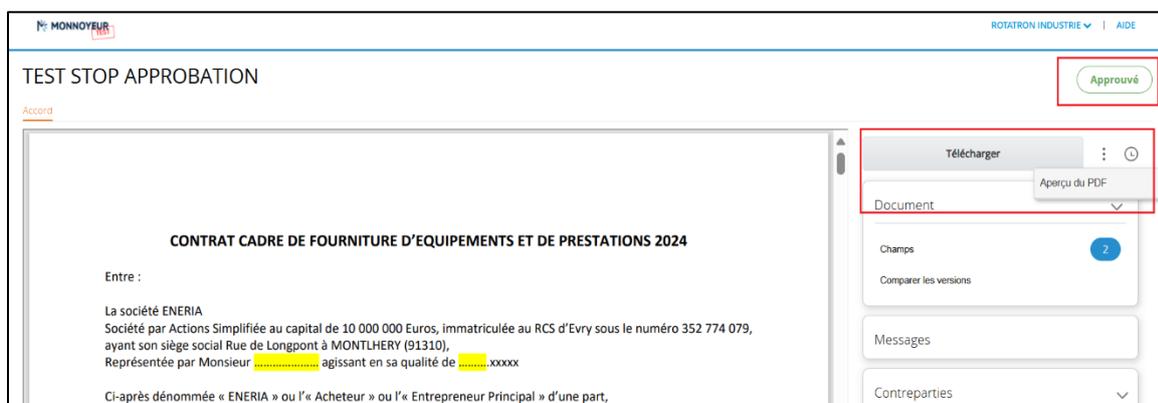


Then send the validated contract to MONNOYEUR via the **[Share]** button in the **[Counterparties]** section (example below):



After the validation of the contract by MONNOYEUR, you will receive it for electronic signature via **DOCUSIGN**.

After the contract is signed by MONNOYEUR, you will be notified by email and you can download it in PDF format via the **[Download]** button (example below):



NOTE:

In case of a problem with the use of the CSP, please contact the purchasing department or your commercial contact point.