

Coupa Supplier Portal (CSP) User Guide— Supplier Data and Purchase Order Management

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INTRODUCTION

Dear partners,

The Eneria group is gradually structuring its purchasing, with the ambition to professionalize our practices, gain in 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 M-Link's Supplier Portal, and more precisely to its SIM (Supplier Information Management) data module.

It accompanies you to:

- Create your supplier account,
- Consult, enter or update the data on your Sheet at Eneria,
- Manage Eneria purchase orders

Other modules 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 Direction

ENERIA GROUP

OBJECTIVE

This user manual dedicated to Eneria's suppliers explains the processes for integrating ENERIA's suppliers into Coupa, which is Eneria's new purchasing management platform.



Note: some ENERIA suppliers are already configured in the Coupa supplier portal to transact with their other customers. These suppliers must perform the configuration part of the setup process as an existing supplier profile.

Suppliers who do not currently transact with their customers through the Coupa Supplier Portal must first go through the process of creating and setting up an account.

Key terms:

- **Coupa** is a cloud-based Business Spend Management (BSM) platform that allows managing all the expenses of a legal entity: purchases, suppliers, sourcing, contracts, invoicing, budget, compliance and expense analysis.
- **SIM (Supplier Information Management)** is an application from Coupa that supports the request, approval and management of supplier information, such as financial information, quality or assurance certifications and contact details, through the use of forms, approval workflows and notifications.
- **Coupa Supplier Portal (CSP)** is a web portal that helps suppliers manage their transactions with ENERIA.
- **The supplier creation request form** is a form that initiates the supplier integration process and is submitted by an applicant.
- **The supplier external update** form is a form sent by Eneria to the supplier to update its existing information in the Coupa suppliers portal or to provide its information for the first time as part of the supplier onboarding process.

Start with the CSP

Register for the CSP

Here are the different options to register for the CSP:

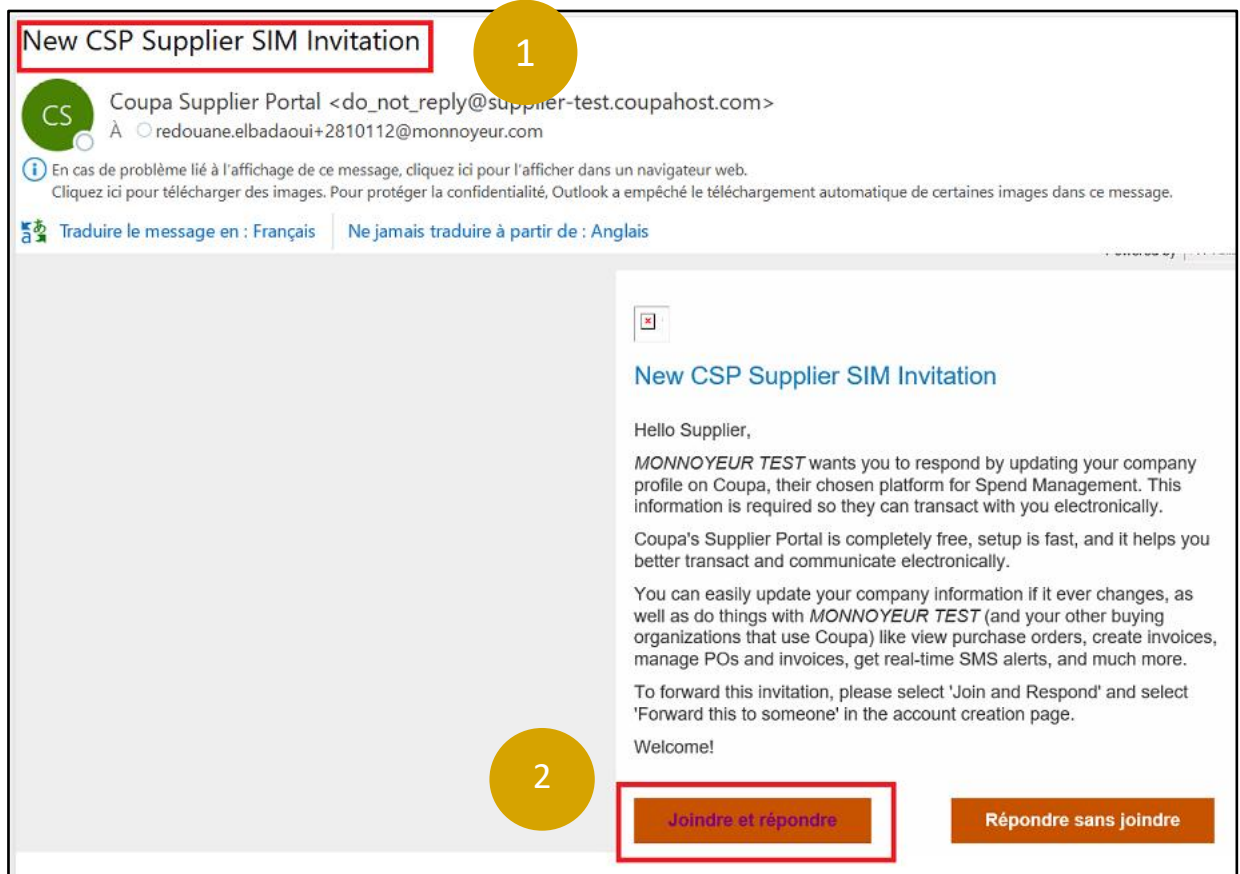
Method	Benefits
Invitation created by ENERIA	ENERIA sends you a personalized invitation containing specific instructions and a proactive message. When you accept the invitation and create an account, you are automatically connected/linked to ENERIA and you can view, enter and update your data.
Self-created 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 ENERIA, you will not be able to communicate with it before providing the email address in question or creating a CSP account with.

Invitation sent by ENERIA:

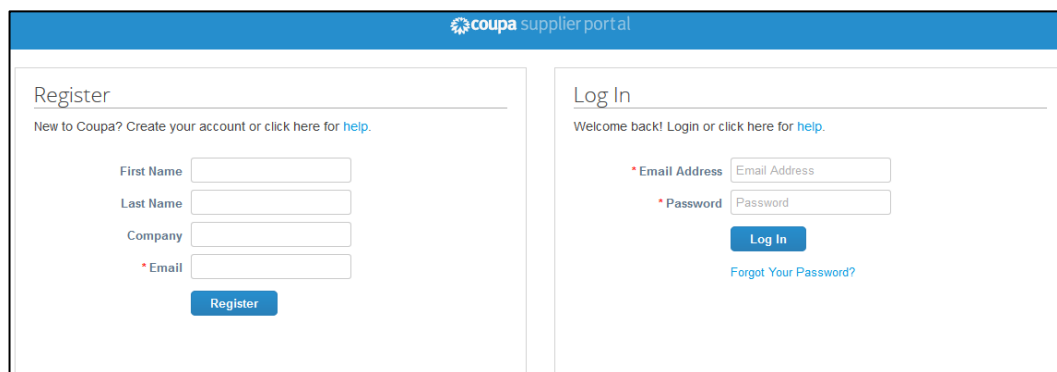
1. You will receive an email invitation from ENERIA with the subject line: **New CSP Supplier SIM Invitation.**
2. Click on the Join and **Reply** button in the invitation email to create your account in the CSP and fill in your data.



Please note that the message you receive may be slightly different from the screenshot above

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 screenshot shows the Coupa Supplier Portal interface. The header is blue with the Coupa logo and the text "coupa supplier portal". The page is divided into two main sections: "Register" on the left and "Log In" on the right.

Register Section:

- Text: "New to Coupa? Create your account or click here for [help](#)."
- Form fields: "First Name", "Last Name", "Company", and "* Email".
- Button: "Register".

Log In Section:

- Text: "Welcome back! Login or click here for [help](#)."
- Form fields: "* Email Address" and "* Password".
- Button: "Log In".
- Link: "Forgot Your Password?".

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

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

Create your account

Join the CSP

After clicking on the invitation email link, you must fill in the mandatory fields (with Asterix red) in order to provide basic information for your account and the public profile of your company:

The screenshot shows the 'Create an account' page on the Coupa supplier portal. The page has a blue header with the Coupa logo and 'supplier portal' text. Below the header, the main heading is 'Create an account' with the subtext 'Grow your Business on Coupa with a Free Account'. The form contains several fields, each with a red asterisk indicating it is mandatory:

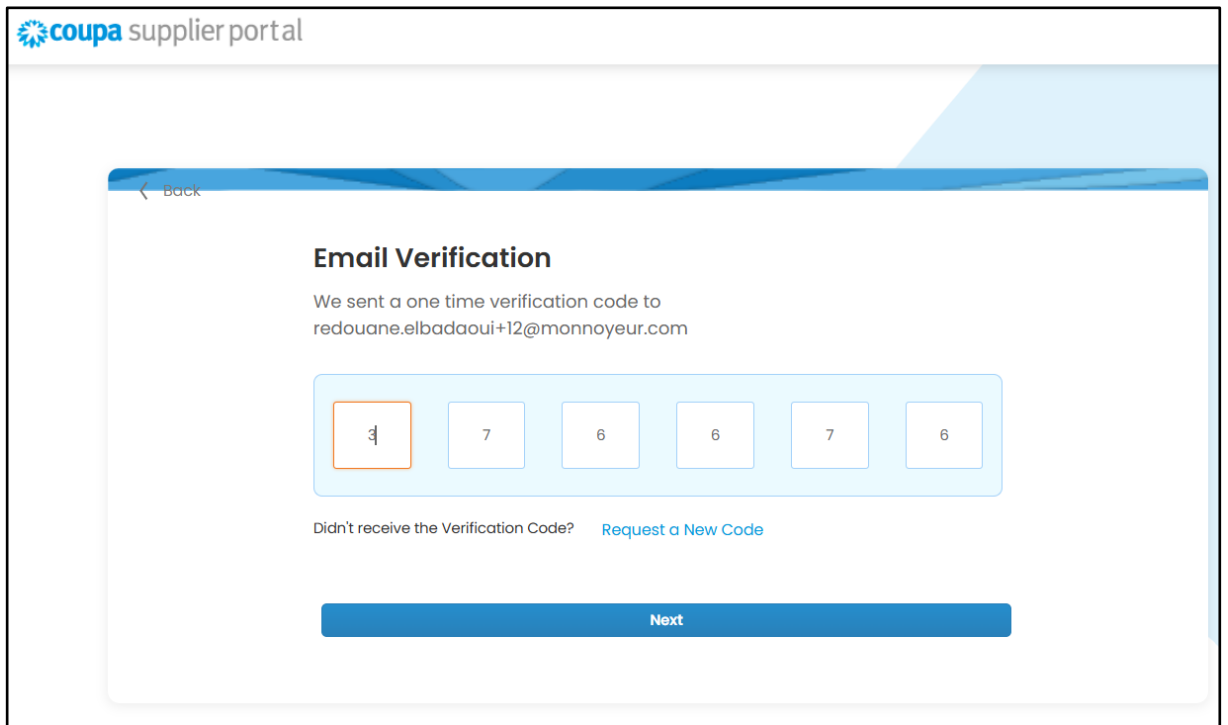
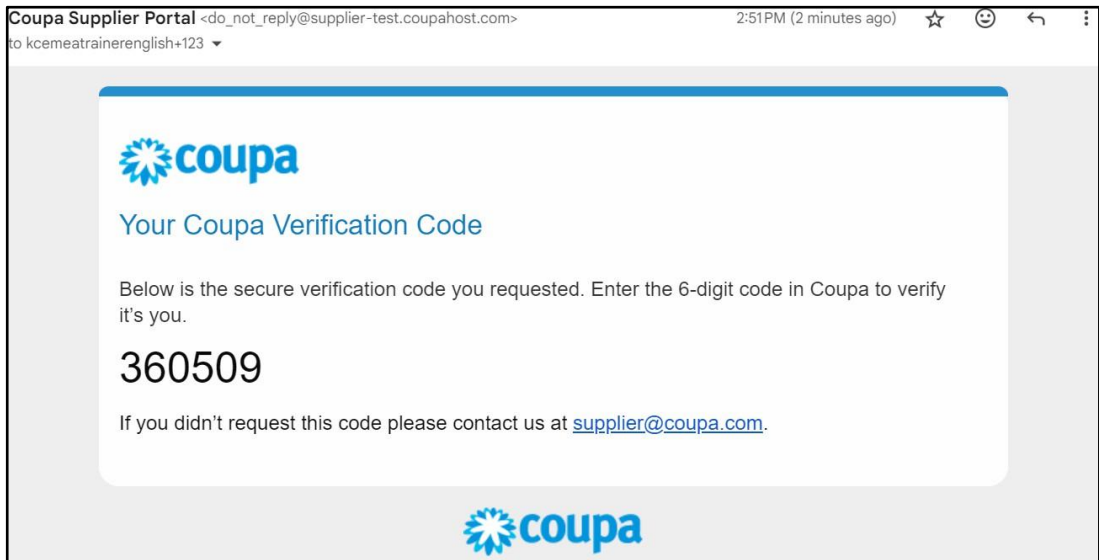
- * Business Name**: A text input field with the placeholder text 'Your legal business name (or legal personal name if an individual)'.
- * Email**: A text input field.
- * First Name** and *** Last Name**: Two text input fields side-by-side. Below them is the note: 'Cannot contain special characters or symbols (like !, ?, *, &, <, >)'.
- * Password** and *** Confirm Password**: Two text input fields with eye icons for toggling visibility. Below them is the note: 'Use at least 8 characters and include a number and a letter.'
- * Country/Region**: A dropdown menu.
- * Tax Registration**: A text input field with a mask of ten hash symbols (#####) and an information icon (i).

Below the form, there are two checkboxes:

- I do not have a Tax ID
- I accept the [Privacy Policy](#) and [Terms of Use](#)

At the bottom of the form is a blue button labeled 'Create an account'. Below the button, there is a link: 'Already have an account? [Log In](#)'.

You will need to go through 2-factor authentication, you will receive an email with a 6-digit code that needs to be copied and pasted into the Coupa supplier portal:



1. Enter the following information about your company for the following fields (mandatory fields are indicated by a red Asterix *): **Country/Region, Address, City, State, Postal code.**
2. Depending on your country/region, enter additional information fields (mandatory fields are indicated by a red Asterix *): **Company type, capital, registration number, place of incorporation, preferred language**
3. Click on the **Save and next button**

Coupa Supplier Portal Onboarding
Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

1 Primary Address
Provide the main address associated with your business.

2 Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

Primary Address

* Country/Region: France
* Address Line 1:
Address Line 2: (+)
* City:
* State:
* Postal Code:

France

* Co Reg Num. ⓘ:
* Place of Reg. ⓘ:
* Share Capital ⓘ:
* Legal Status ⓘ:
Enter a number with two decimal points (eg 15096,00)
Invoice From Code ⓘ:
Preferred Language: French (France)

Save and Next

4. Check the box **Do not accept payments by virtual card**
5. Click on the **Save and next button**

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

✓ Primary Address saved successfully

✓ Primary Address
Provide the main address associated with your business.

2 Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

Virtual Card ⓘ

Please enter the following information to receive Virtual Card payments.

Account Nickname * ⓘ

Email Address *

Process credit cards automatically

My company does not accept Virtual Card payments.

Save and Next

6. Enter the bank account data that will be used for the payment of the invoices
7. Click on the **Save and next button**

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

Primary Address Provide the main address associated with your business. **2** Payment Methods (Virtual Card | Bank Transfer | Remit-To Address)

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Account Nickname * <small>(i)</small>	Beneficiary Legal Name * <small>(i)</small>
<input type="text"/>	<input type="text"/>
Bank Branch Country / Region *	Bank Account Currency *
France <small>▼</small>	EUR <small>▼</small>
Bank Name *	IBAN
<input type="text"/>	27 characters
SWIFT / BIC Code <small>(i)</small>	Branch Code <small>(i)</small>
8 or 11 characters	<input type="text"/>

Additional Information

Bank Branch Address

Address Line 1

Address Line 2

[+ Address Line 3](#)

City/Town

State/Province/Prefecture

[+ Subdivision ISO Code](#)

Postal Code

8. Check the box Do not accept payments by cheque

9. Click on the **Save and next button**

Détails du compte [Informations sur le paiement](#)

Méthode de paiement (Carte virtuelle | Compte bancaire | **Coordonnées de paiement**)

Coordonnées de paiement

Veillez saisir les informations suivantes pour recevoir les paiements par chèque.

* Nom de la méthode de paiement ⓘ

Pays/Région

France ▼

* Rue 1

Rue 2

Rue 3

Rue 4

* Ville

* État

Bretagne - BRE ▼

* Code postal

Code des coordonnées de paiement ⓘ

N'acceptez pas les paiements par chèque de MONNOYEUR TEST

Enregistrer et suivre

Then, you are redirected to the page of the external form that Eneria sent you to enrich your file in the Coupa platform of Eneria.

10. Click on the form name: **SU2 – Supplier Update External**

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and 'coupa fournisseur portal'. On the right, there are links for 'TEST CONTACT PRINCIPAL', 'NOTIFICATIONS' (with a red notification icon), and 'AIDE'. Below this is a main navigation menu with items like 'Factures', 'Commandes', 'Profil de l'entreprise' (highlighted), 'Fiches de service', 'Articles', 'ASN', 'Sourcing', 'Prévisions', 'Configuration', and 'Plus...'. A secondary menu below that includes 'Profil de l'entreprise', 'Soumissions de profils', 'Entités juridiques', 'Méthodes de paiement', 'Demandes d'informations', and 'Évaluation des performances'. The main content area is titled 'MONNOYEUR TEST' and includes a dropdown menu for 'Sélectionner un client' set to 'MONNOYEUR TEST'. Below this is the heading 'Réponses au formulaire'. A table lists the forms, with the first row highlighted in blue and the text 'SU2 - Supplier Update External v2' in the first column highlighted with a red box. The table has columns for 'Formulaire', 'Statut', 'Date De Création', and 'Soumis à'. Below the table, there is a pagination link 'Par page 15 | 45 | 90'.

Formulaire	Statut	Date De Création	Soumis à
SU2 - Supplier Update External v2	Nouveau	04/11/25	Aucun(e)

11. Fill in all the mandatory fields and attach the mandatory documents and certificates (with a red Asterix). You will have some pre-populated fields.

coupa fournisseur portal TEST CONTACT PRINCIPAL | NOTIFICATIONS 1 | AIDE

Factures Commandes **Profil de l'entreprise** Fiches de service Articles ASN Sourcing Prévisions Configuration Plus...

Profil de l'entreprise Soumissions de profils Entités juridiques Méthodes de paiement Demandes d'informations Évaluation des performances

MONNOYEUR TEST

Sélectionner un client

✓ Nous avons pré-rempli certaines informations sur la base de votre profil public.

[Afficher toutes les réponses](#)

SU2 - Supplier Update External v2

Informations Fournisseur

Jieli TEST 01/10 VALIDATED NEW SUPPLIER REQUEST

Nom

Jieli TEST 01/10 VALIDATED NEW SUPPLIER REQUEST

Nom d'affichage

Jieli TEST 01/10 VALIDATED NEW SUPPLIER REQUES*

Immatriculations fiscales

Utilisez cette section pour ajouter tous vos enregistrements de taxes applicables.

[Ajouter une immatriculation fiscale](#)

Enregistrement fiscal

Pays

TVA ID

Local

NB: The last two parts of the form with the titles 'For Commodity Referents' and 'For Account Payable/ Service comptabilité' are not to be filled in.

12. Click on **Submit for approval** to resend the form to Eneria.

For Commodity Referents

Catégorie du fournisseur Targeted

Propriétaire du fournisseur ALEXIS LEFEVRE

Commodity Type Environment : Person in charge of Extend Producteur Responsibility - Oil, Lubricant, Tyre, Battery, accumulator, container & packaging, Electrical & Electronic Equipment (EEE), etc
 Maintenance and Repair services
 Safety
 Others

EcoVadis ID EV_MANUT123

EcoVadis Certificate [SIM_2025-10-09_12h18_33.png](#)

For Accounts Payable / Service comptabilité

Compliance Status [KO_PO_Interface_affaire.png](#)
(Creditsafe extraction)

Compliance Comment Clean

Financial Status [déj_Eneria.jpg](#)
(CreditSafe ,Coface ,etc)

Financial Comment Credit Safe OK

Bank information status (Trustpair)

Bank information TrustPair OK
(Trustpair) comment

Refuser

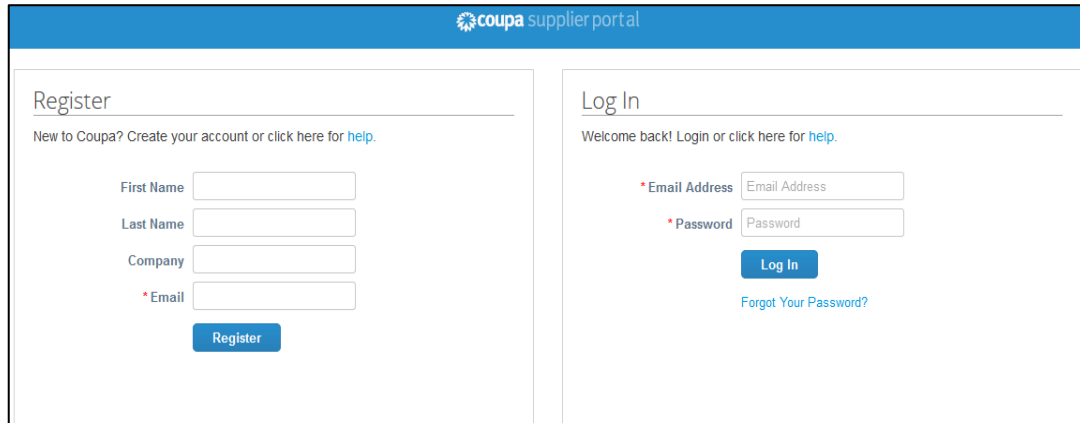
Enregistrer

Soumettre pour approbation

Connect to the CSP

Login page

Go to **supplier.couphost.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 7).



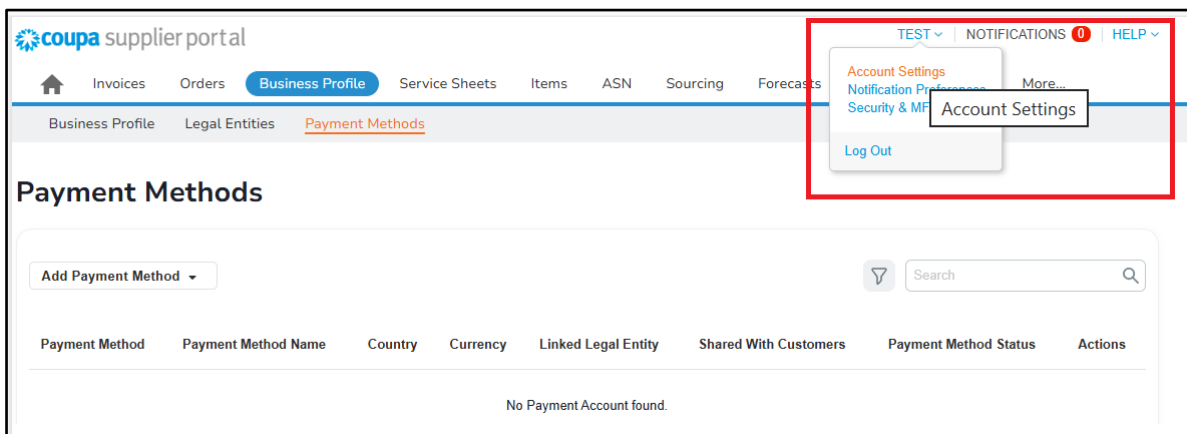
The screenshot shows the Coupa Supplier Portal interface. On the left is the 'Register' section with fields for First Name, Last Name, Company, and Email, and a 'Register' button. On the right is the 'Log In' section with fields for Email Address and Password, a 'Log In' button, and a 'Forgot Your Password?' link. The header includes the Coupa logo and 'supplier portal' text.

Manage your CSP 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.

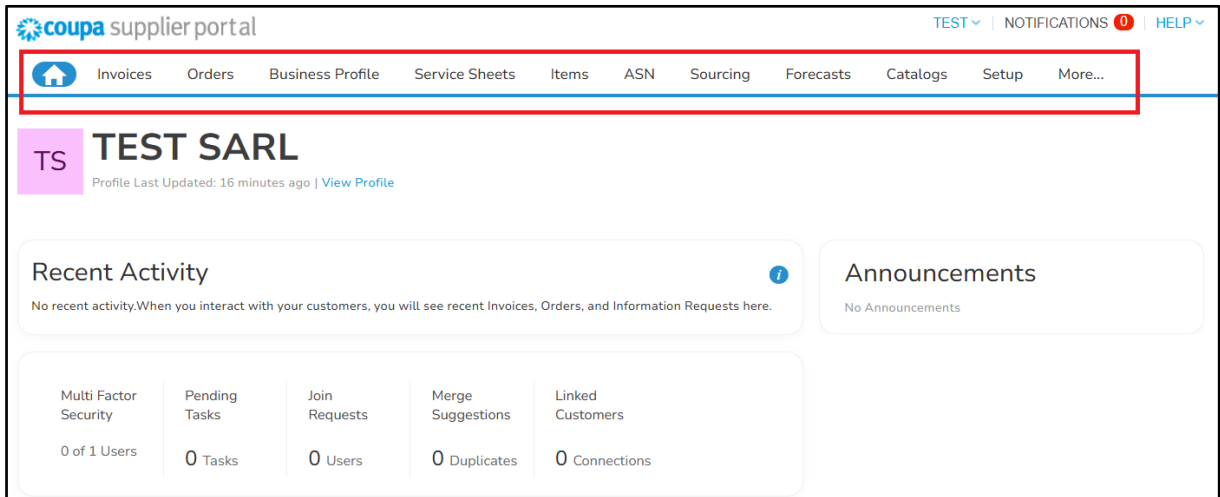
To change your account settings, click on the link in your name and then on the Account Settings link:



The screenshot shows the Coupa Supplier Portal account settings page. The top navigation bar includes 'TEST', 'NOTIFICATIONS' with a red notification icon, and 'HELP'. A dropdown menu is open, showing 'Account Settings', 'Notification Preferences', 'Security & MFA', and 'Log Out'. The 'Account Settings' link is highlighted. Below the navigation bar, the 'Payment Methods' section is visible, featuring an 'Add Payment Method' button, a search bar, and a table with columns: Payment Method, Payment Method Name, Country, Currency, Linked Legal Entity, Shared With Customers, Payment Method Status, and Actions. The table currently shows 'No Payment Account found.'

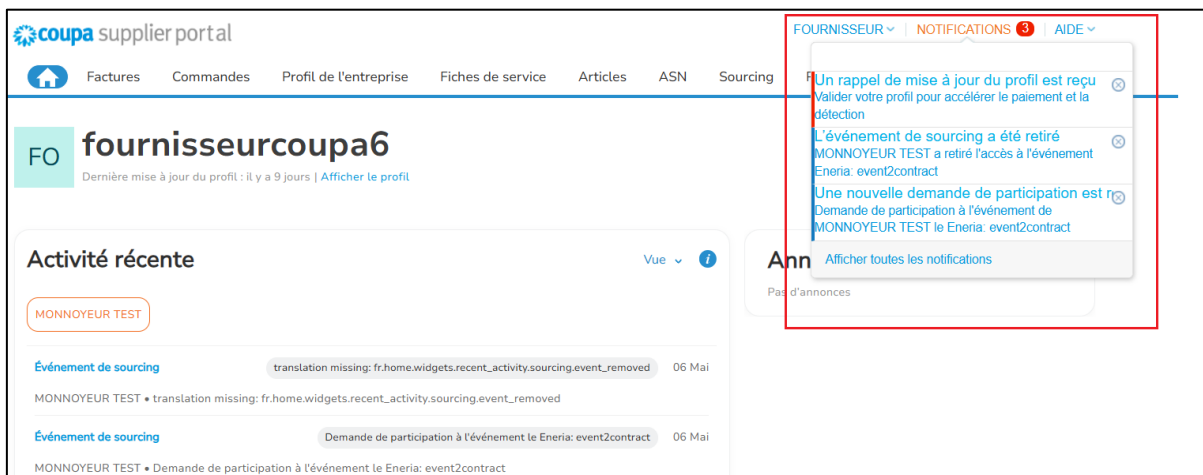
Main menu

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):

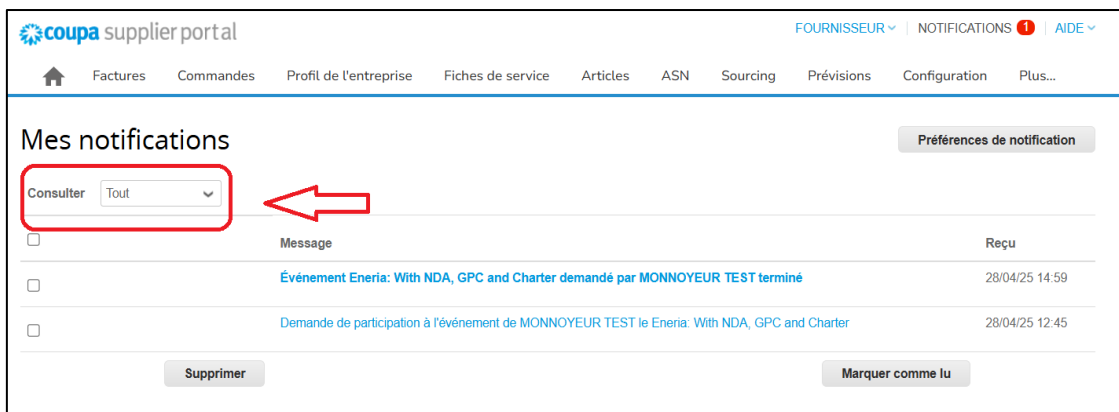


View and manage notifications

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



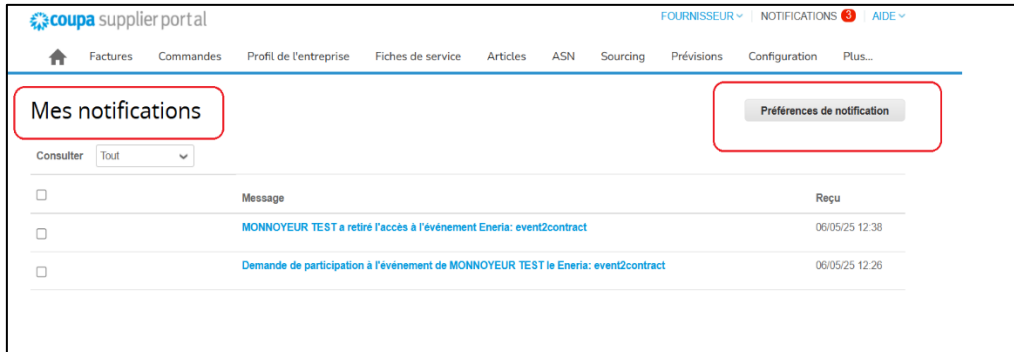
To view all notifications in detail and manage them, click on the Notifications **link** or See All Notifications link (**example below**):



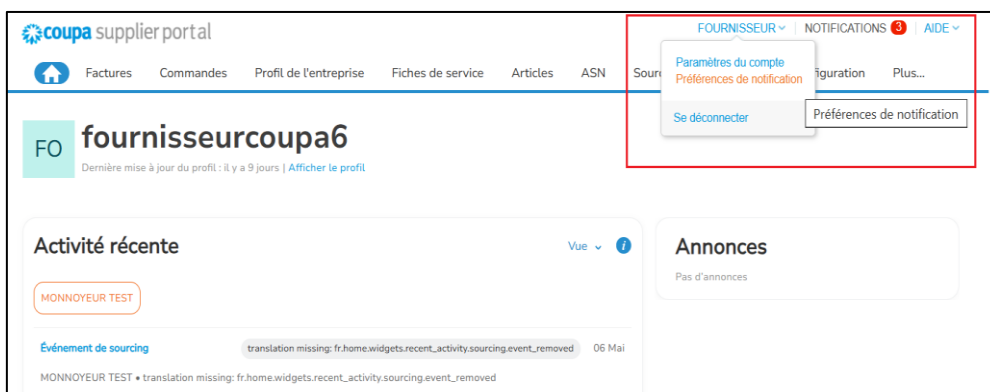
The My Notifications **page** allows you to **view all your notifications (read and unread) or filter them by category** (For Information [FYI], **Tasks to Do [Todo]**, Not Read [Unread] **or Announcements [Annonces]**). You can also select them and delete them one by one or in bulk.

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

Acknowledgment of receipt of a purchase order

When Eneria places a purchase order in Coupa, you will receive a notification email (example below) with the following data:

- The attached PDF purchase order
- The total amount of the order
- The contact at Eneria

To acknowledge receipt and go to the order in the CSP, use the "Acknowledge PO" button.

NB: if you use the "Manage Order" button, you will access the order in the CSP but without acknowledging receipt

Fichier **Message** Aide Rechercher des outils adaptés

Supprimer Archiver Répondre Répondre à tous Transférer Partager dans Teams

Déplacer vers : ? Au responsable Message d'équi... Déplacer Marquer comme lu Classer Assurer un suivi

Supprimer Répondre Teams Actions rapides Déplacer Indicateur

Fwd: ENERIA Purchase Order #ENF-00000519

KE Karl-Nelson EKINDI <sarl.emergence@gmail.com>
À Redouane ELBADAOU

En cas de problème lié à l'affichage de ce message, cliquez ici pour l'afficher dans un navigateur web.

PO-ENF-00000519_v1_20260116.pdf
33 KB

PO Total 103,00 EUR

Shipping Terms EXW: Ex Works | Pickup at supplier location / Enlèvement comptoir

Contact KARL-NELSON EKINDI
karl-nelson.ekindi@monnoyeur.com

Manage Order **Create Invoice**

Orders details below

Acknowledge PO Add Shipment Tracking Add Comment

Enter/change the delivery date

When You access the purchase order (example below) from Eneria you will have the following data:

- ✓ At the head:
 - The order number at Eneria

- ✓ In the 'general info' block:
 - The status of the order
 - The order date
 - The creator of the order and his email

- ✓ In the 'Shipping' block:
 - The delivery address
 - The incoterm applied

- ✓ The lines of the order

- ✓ The amount of the order

NB: You must go modify/enter the "estimated delivery date"

The screenshot shows a purchase order interface for 'MONNOYEUR'. The order number is ENF-00000519. The 'General Info' block shows the status as 'Issued - Sent via Email', order date as 01/16/26, and requester as KARL-NELSON EKINDI. The 'Shipping' block shows the address as 54 RUE DES BOURGUIGNONS, 91130 MONTLHERY, France, with terms EXW. The 'Lines' table contains one line item: Carburant le plein, quantity 1, price 103.00. The 'Estimated date of delivery (line)' is 01/23/26. The total amount is EUR 103.00.

Type	Item	Qty	Unit	Price	Total	Invoiced
	Carburant le plein	1	Unit	103.00	103.00	0.00

Supplier Part Number	Supplier Auxiliary Part Number	Manufacturer Name	Manufacturer Part Number
None	None	None	None

THANK YOU