



The Financial Times

**Coupa Supplier Portal
User Guide**



Coupa Supplier Portal (CSP) Overview

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The Coupa Supplier Portal (CSP) is a free tool for suppliers to easily do business with the FT Group and other customers who use Coupa.

Benefits:

- Receive and review Purchase Orders
- Send Invoices and Credit Notes
- Monitor invoices through to payment
- Create and Manage catalog items
- Enhance efficiency thanks to real-time visibility

Coupa enables:

- Suppliers to create legally compliant electronic invoices, available to UK Suppliers only at this time
- Guaranteed delivery of invoices
- Better visibility and increased straight-through processing
- Easier audits, better transparency

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Your participation is key to Procure-To-Pay success. The FT Group will be working with you to support your onboarding and use of the Coupa Supplier Portal to maximise its benefits.

- Coupa and the CSP make invoicing simple by enabling electronic invoice creation and submission
- In doing so, Coupa supports standardised legal and commercial compliance
- Coupa can enable you by:
 - Pushing legally required data fields (Tax and Commercial Laws), available to Suppliers in the UK only at this time
 - Applying population rules to ensure presence of data (Line descriptions, VAT IDs etc.)
 - Applying validation rules to check accuracy of data where possible
 - Allowing you to immediately correct invoice data in case of errors
 - Using state of the art digital signatures, available to Suppliers in the UK only at this time
- Coupa saves all legal and compliant electronic invoices in the Coupa Supplier Portal, where suppliers can access and download them

Further help and support

If you are unable to find answers to your questions within these guides you can refer to:

- [FT Supplier Webpage](https://aboutus.ft.com/suppliers), which includes FAQs and other supporting information: aboutus.ft.com/suppliers
- You can contact our Procure-to-Pay Operations team at p2p@ft.com

Or if you require technical assistance with Coupa you can refer to:

- [Coupa Supplier Help Centre](#)
- [Coupa Compass](#) - Provides generic user guides for Suppliers including videos, courses and resources to help with technical issues.
- View the '[Getting started with the CSP](#)' guide from Coupa
- From the [CSP homepage](#) you can click the bubble in the bottom right of the screen, to chat live with a Coupa specialist