Getting setup on the Coupa Supplier Portal
January 2020

Coupa Supplier Portal

The Coupa Supplier Portal (CSP) is a free tool that allows Emirates Flight Catering to easily do business with its suppliers. The CSP makes managing business transactions with EKFC easy. You will be able to:

- Receive and view purchase orders
- Create, view, and send invoices
- Create and manage electronic catalogues
- Manage your EKFC profile and remit-to information
- Check the status of your transactions including payment date

Please note that if your are not a current supplier to EKFC you are not required to register on the CSP.

Emirates
Flight Catering

Getting started

Overview

To join the Coupa Supplier Portal (CSP), go to supplier.coupahost.com and in the 'Register' pane on the left hand side, provide the following information:
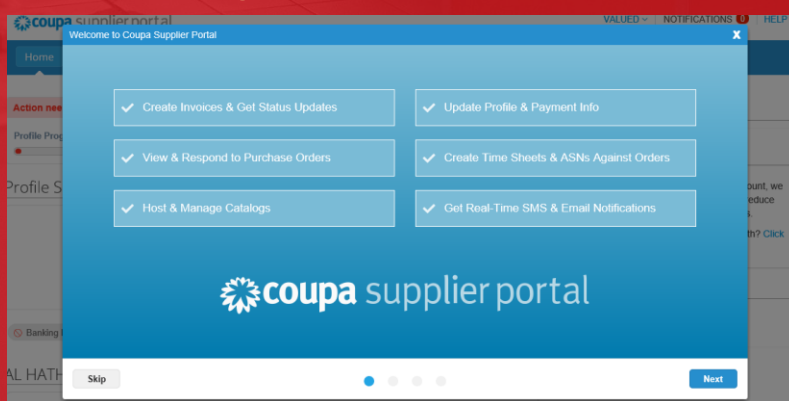
- **First name** of the primary contact person at your company for EKFC
- **Last name** of the primary contact person at your company for EKFC
- **Company name** as per your trade license
- **Email address** of the primary contact person at your company for EKFC

You will then receive an email notification where you will be required to verify your account by clicking on **Confirm Email** button and complete your registration. Provide the below additional information.

- **Department** of the primary contact person at your company for EKFC
- **Role** of the primary contact person at your company for EKFC

After providing all information, read the Privacy Policy and the Terms of Use, click on **I accept the Privacy Policy and the Terms of Use** and click on **Submit** to register in CSP.

Please note that at this point you are registered on the CSP but are not yet linked with EKFC. To link your CSP account with EKFC, please contact the Procurement department at sourceforce@ekfc.ae or +971 4 208 6871.
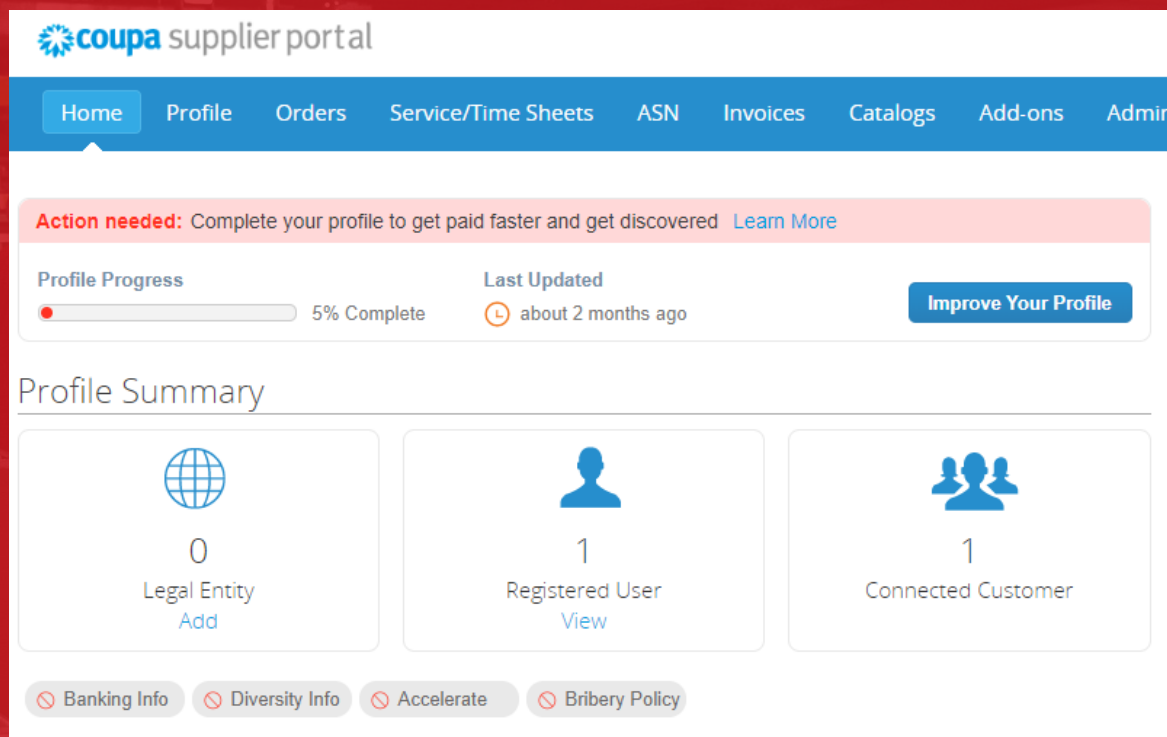

When you first log in, Coupa takes you on a tour of the portal.

Getting started

Profile summary on the Home page

On the Home page, you can see an actionable profile summary about your Profile Progress.

The **Profile Summary** shows the number of legal entities and registered users based on the information provided in your profile, and the number of connected customers, that is, the number of customers linked to you profile.

Click on **Improve Your Profile** to add more information to your profile.

Once complete continue to the eInvoicing setup.

eInvoicing Setup

Before you create your first invoice, make sure that you have completed the eInvoicing setup by following the steps below.

1. On the main menu, click **Admin**.
2. Click **Legal Entity Setup**.
3. Click **Add Legal Entity**.

Enter your company name based on your trade license and select the country where your company is located.

eInvoicing Setup

Tell your customers about your organization by entering the required information such as your company address and tax ID (if applicable).

Note: If the address you entered is the same as your Remit-To and Ship From address you can leave the tick box as it is.

Once completed, click **Save & Continue**.

eInvoicing Setup

Where do you want to receive payment window will allow you to select **Payment Type** as **Address** or **Bank Account**.

If you select **Address** (default option), you can continue to the next step as you already provided the address(es) on the previous page.

If you select **Bank Account**, you can provide your banking information to be shown on your invoices.

eInvoicing Setup

The second part of the **Where do you want to receive payment** window now shows both the **Remit-To Account** and the **Remit-To Address**.

Click **Add Remit-To** to add more locations, otherwise click **Next**.

Click **Add Ship From** to add more locations, otherwise click **Done** to complete the setup.

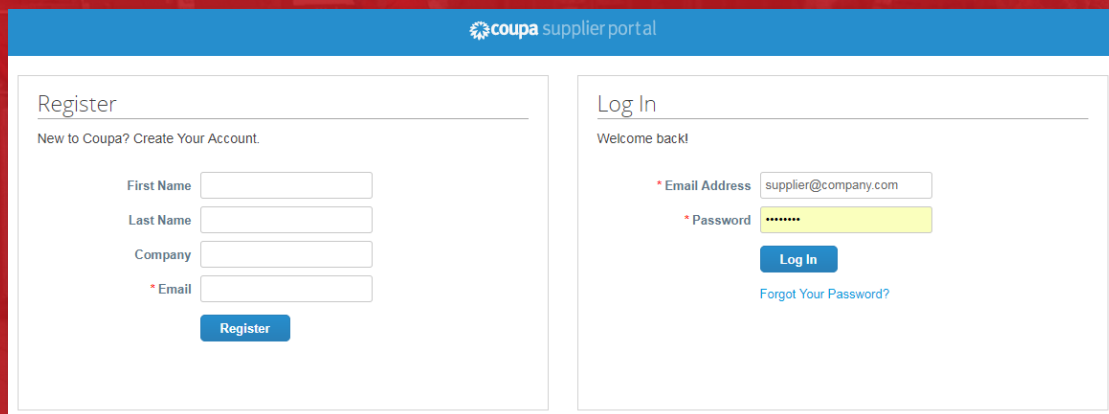Click **Done** to complete the setup.

Registration completed

Congratulations!

You are now registered in the Coupa Supplier Portal and can now create invoices.

To login, go to supplier.coupahost.com and in the Log In pane on the right hand side, enter your email address and password and click **Log In**.

If you forgot your password, just click the 'Forgot your Password?' link to reset your password.

To quickly access the portal, you may bookmark the page or add it in your Favourites using your preferred web browser.

Important note:

Make sure that you have completed the **Legal Entity Setup** to save time when creating an invoice.

For any queries, please email sourceforce@ekfc.ae