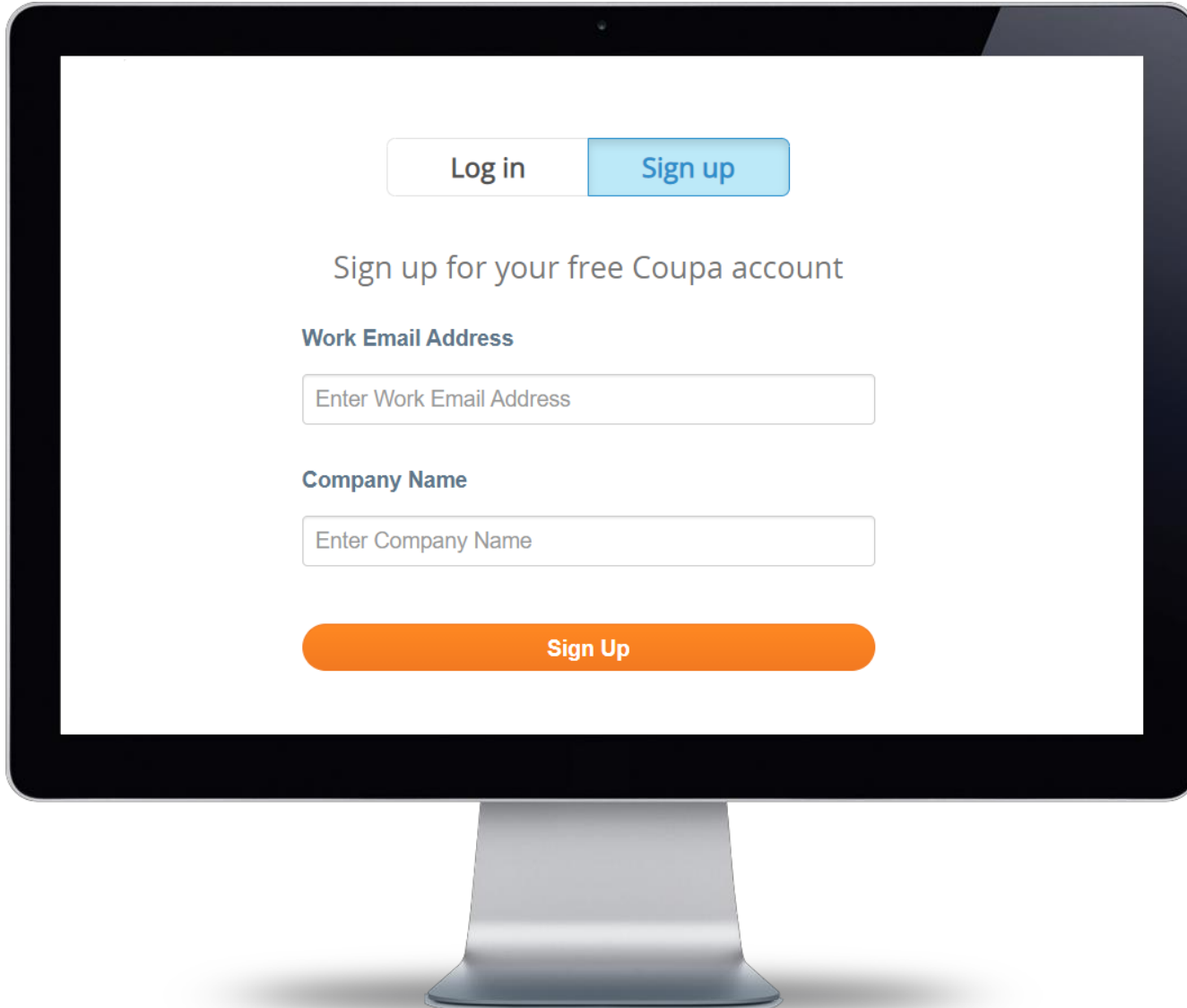


Coupa Supplier Portal (CSP) Registration

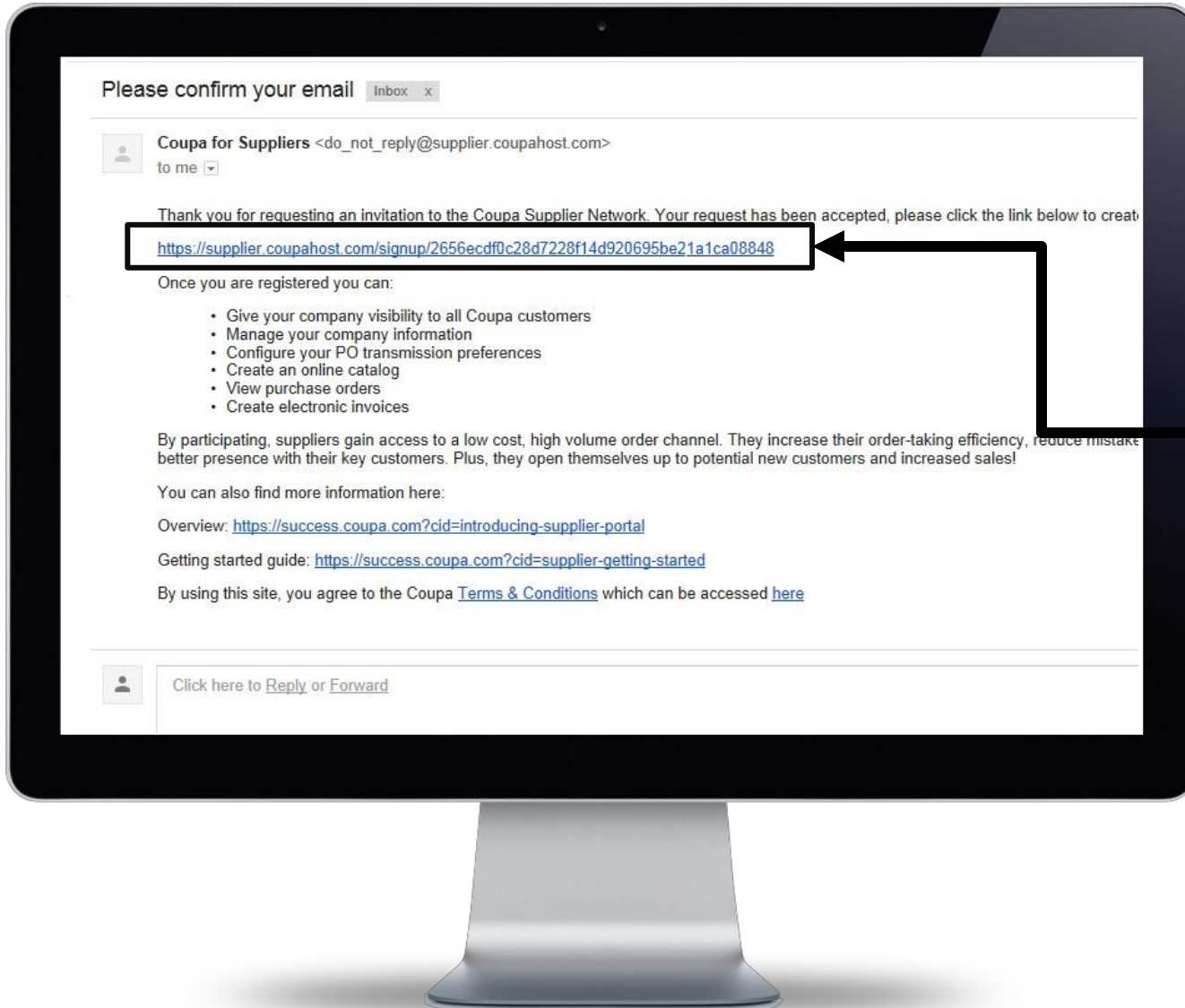
Quick Reference Guide

Step 1 – Complete CSP registration fields



- Navigate to <https://supplier.coupahost.com/>
- Complete the fields that are visible under the **Sign up** tab as can be seen to the left of this text.
- Once you have entered all the relevant details please click the **Sign Up** button.

Step 2 - Create password



- You will now receive an email in order to confirm and validate the details that you entered when you registered
- **Please note** – To activate the account you have created you will need to select the link within the email
- This has been highlighted with a black box
- Click the link and create a password for your Coupa Supplier Portal account
- You will now be able to access the Coupa Supplier Portal and explore the functionality available



Step 3 – Confirm CSP registration details

- Once you have completed your registration onto the CSP, you will need to confirm the email address used for your registration in order for your CSP to be linked with National Grid
- Please send an email with '**CSP Linking Request**' in the Subject Header to box.frontdesk.businessservices@nationalgrid.com confirming the following:
 - Your company name
 - The email address used to register onto the CSP
 - Your National Grid supplier number if known (your vendor number is a 10 digit number prefixed by 'S4H' and can be found on a National Grid purchase order if you have received one e.g S4H-XXXXXXXXXX)
- Once the above step has been completed, you will receive a notification within **3 working days** confirming you have been successfully linked to National Grid Coupa. You will now be able to access your CSP, view purchase orders issued by National Grid, manage your catalogue content and create and submit invoices directly in the Coupa portal
- If you require any support completing your registration, please contact box.frontdesk.businessservices@nationalgrid.com
- For further information and guidance around using the CSP, please visit <https://www.nationalgrid.com/group/suppliers/existing-suppliers>