

Coupa Supplier Portal Guideline

Guideline on how to register and utilise the Coupa
Supplier Portal (CSP) with Novo Nordisk



Overview

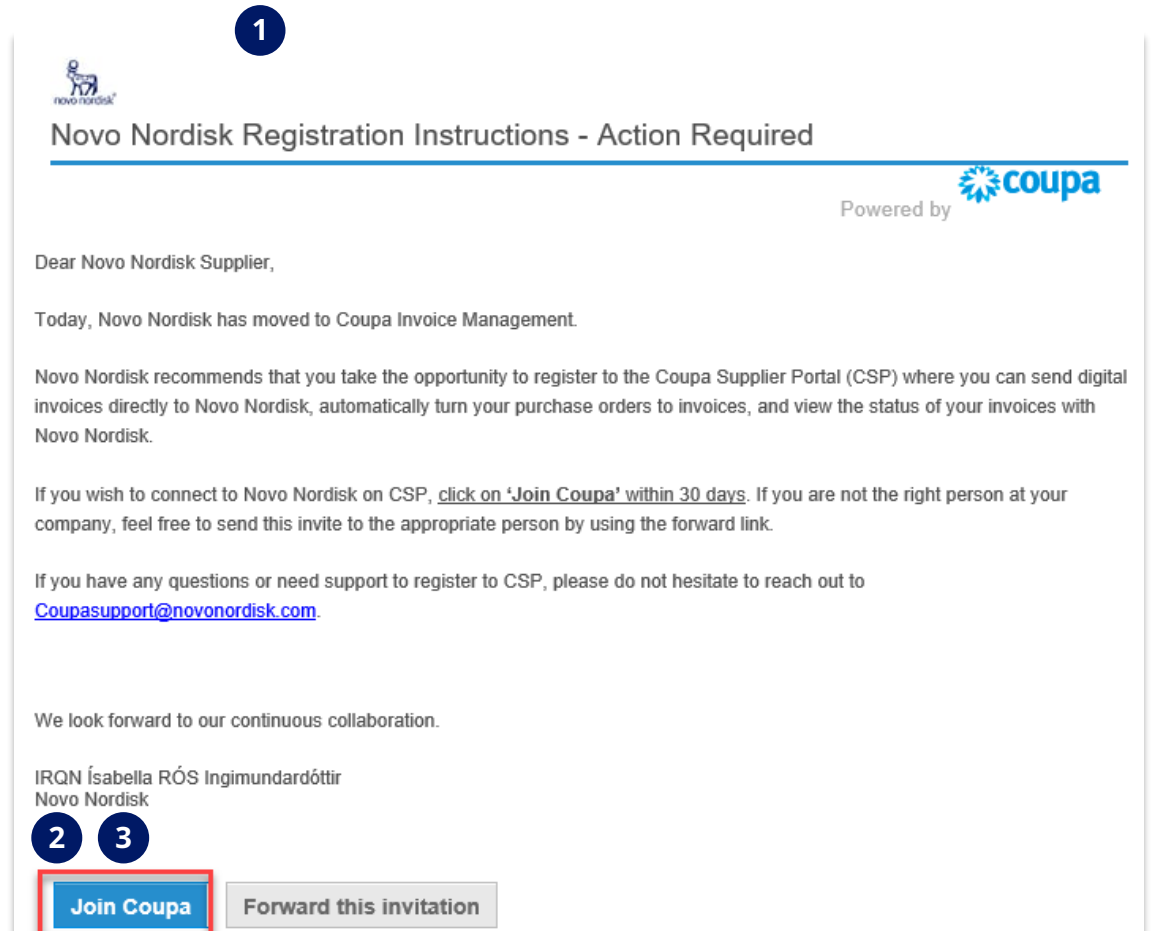
1	Getting started Email notifications and how to get started with CSP	Slide 3-4
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EMAIL INVITATION

Get started | Novo Nordisk will send an invitation to CSP which you will receive as an email

Email invitation from Novo Nordisk

- 1 You will receive an email like the picture
- 2 If you are **new to CSP**, you can click on the blue button “**Join Coupa**” or copy paste the URL into your browser
 Go to **slide 5** for guidance on how to create a new account to CSP
- 3 If you **already have a CSP account**, you can click on the blue button “**Login to Coupa**” or copy paste the URL into your browser
 Go to **slide 14** for guidance on how to login to your existing CSP account



CREATE A NEW ACCOUNT TO CSP

Create a new account | Please follow the instructions below to create a new account to CSP

Fill in relevant contact information

- 1 To create an account, fill in the relevant information, where mandatory information is marked with *
- 2 Click on “**Create an Account**”

Create an Account

Dear Supplier,

Thank you for providing your information to Novo Nordisk

Coupa Supplier Portal is a place for suppliers to manage all their customers who are utilising Coupa's Software for Business Spend Management.

To provide your information to Novo Nordisk, please do the following:

1. Go to "Profile"
2. Select "Customer Profile"
3. Select "Novo Nordisk" in the drop-down menu
4. Provide your information in the form

All fields marked with an * is mandatory to fill out.

For any questions related to providing Novo Nordisk with your information, please reach out to Coupasupport@novonordisk.com

* Business Name
CSP Test Vendor #2
Your legal business name (or legal personal name if an individual)

* Email
CSPTESTVENDOR2@gmail.com

* First Name
Mathias

* Last Name
Hansen

* Password
.....
Use at least 8 characters and include a number and a letter.

* Confirm Password
.....

☒ I accept the [Privacy Policy](#) and the [Terms of Use](#)

Create an Account

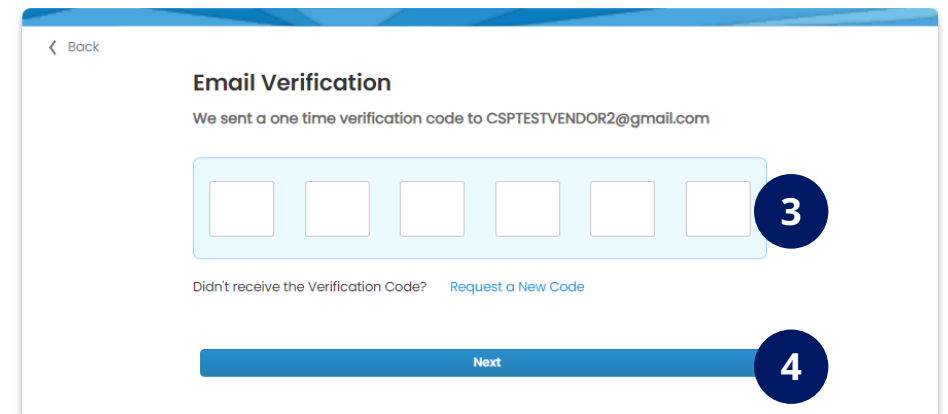
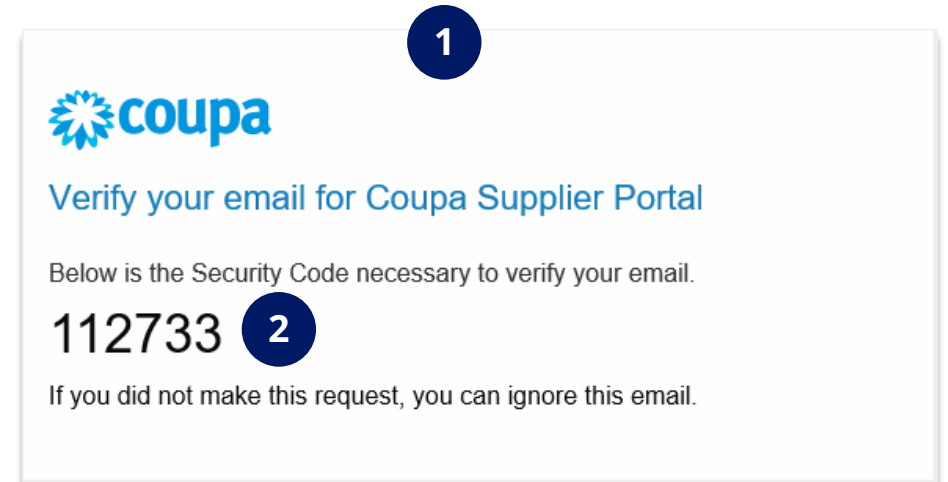
Already have an account? [LOG IN](#)

[Forward this to someone](#)

Create a new account | Please follow the instructions below to create a new account to CSP

Fill in relevant contact information

- 1 CSP will send a **verification email** to your email
- 2 Copy the **verification code**...
- 3 ...and **paste it into the fields** in CSP
- 4 Click on **"Next"**



Create a new account | Please follow the instructions below to create a new account to CSP **(DO NOT SKIP)**

Fill in relevant contact information

- 1 Fill in **relevant information** for contact information, business and invoice-from location, where **mandatory** information is marked with *

The first three steps of the registration process are shown as overlapping screenshots. The first screenshot, 'Your Contact Information', includes fields for First Name, Last Name, Phone Number, Country/Region, Address, and City. The second screenshot, 'Tell Us About Your Business', includes fields for Business Website, Tax ID (or Local ID), DUNS Number, and a checkbox for 'I do not have a website'. The third screenshot, 'Confirm Invoice-From Location', includes fields for Country/Region, Address, City, State, Postal Code, Preferred Invoicing Language, and Tax Country/Region, along with a VAT ID field and a checkbox for 'I don't have VAT ID Number'. A blue arrow points from the first screenshot to the second, and another blue arrow points from the second to the third.

- 2 For the **Remit-To** and **Ship-From** you can create a new address or select the **same as "Invoice-From Location"**

The last two steps of the registration process are shown as overlapping screenshots. The first screenshot, 'Confirm Pay-To Location (Remit-To)', includes a dropdown for Country/Region and a text field for Address. The second screenshot, 'Confirm Ship-From Location', includes a dropdown for Country/Region, a text field for Address, and fields for City, State, and Postal Code. A blue arrow points from the first screenshot to the second.

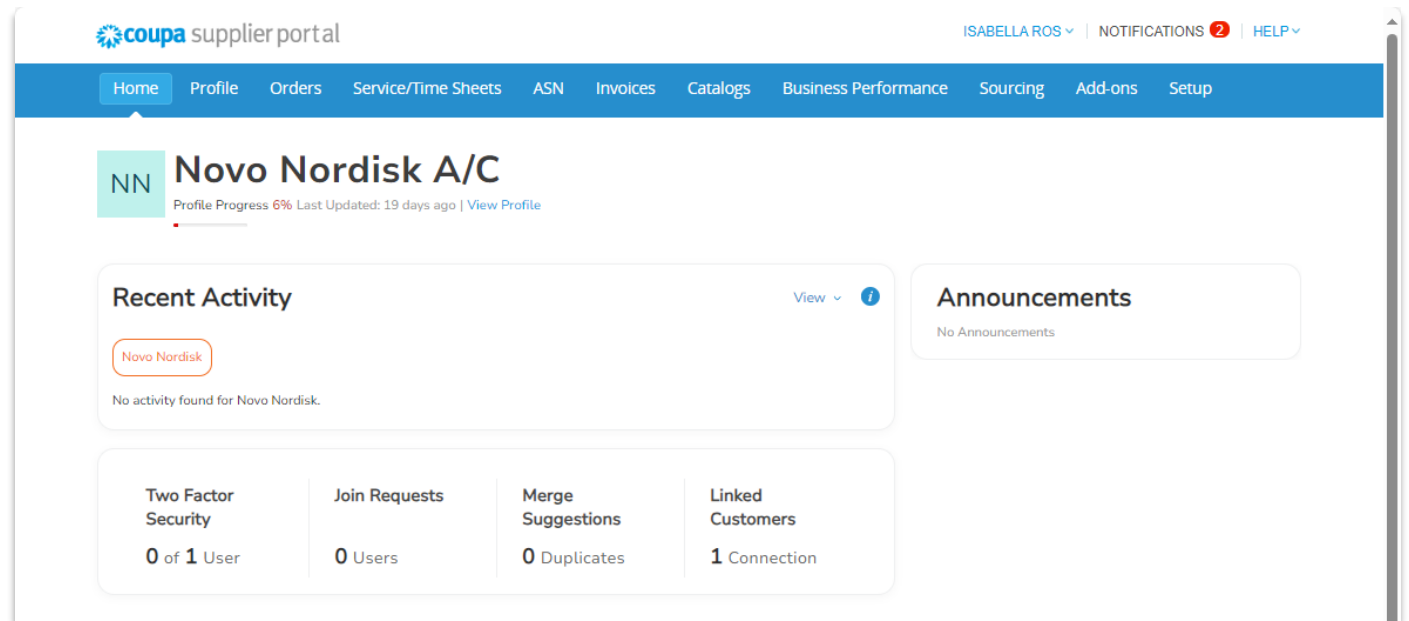
Homepage | Once your account is created you will be taken to the homepage of CSP

CSP Homepage

Your account has now been created and you will be taken to the **homepage** of CSP.

You can now view the status of your invoices (e.g. send via PDF) with Novo Nordisk.

Before you can use CSP to submit invoices and create invoices from purchase orders, you must add your **banking (payment) information**, so it will be reflected on the invoice Novo Nordisk receives from your CSP account.

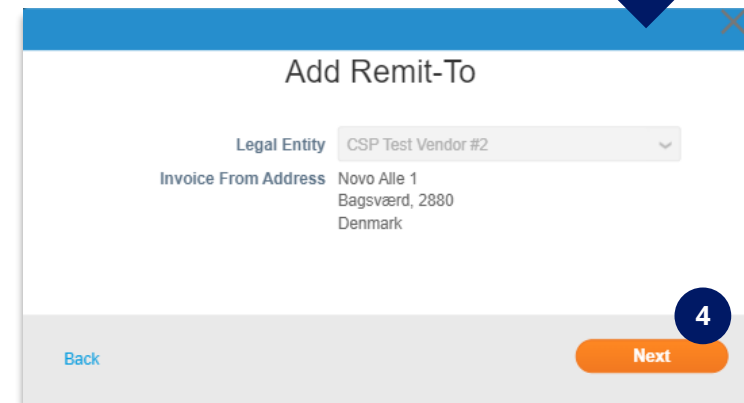
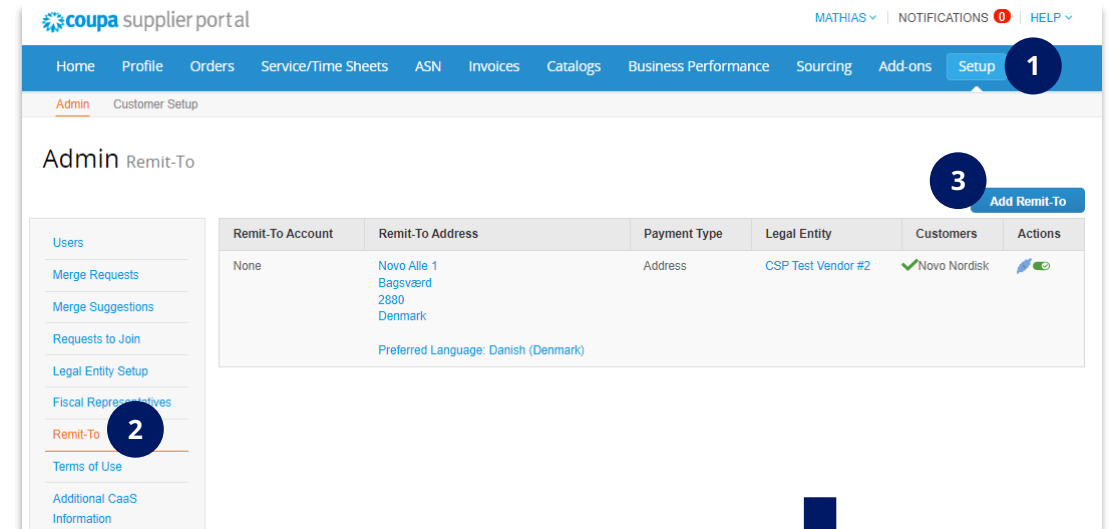


Bank Information | You must add your bank information before you can use CSP to invoice Novo Nordisk (1/3)

Adding bank information in CSP

It is possible to view status of other invoices previously submitted (e.g. sent as PDF), but to use CSP to submit digital invoices you must add bank information (remit-to)

- 1 Go to **Setup**
- 2 Click on **Remit-to** on the left side
- 3 Click **Add Remit-to**
- 4 Click on **Next** in the pop-up window



Bank Information | You must add your bank information before you can use CSP to invoice Novo Nordisk (2/3)

Adding bank information in CSP

Fill out the relevant fields for your company's bank information (remit-to)

- 1 Select **Payment Type** (bank account is standard)
- 2 Select **country** and **currency**
- 3 Fill out the **details of your bank** (account numbers)
- 4 If available, upload **supporting documentation** that confirms the bank details are correct
- 5 Select **remit-to address** (existing or new)
- 6 Click **save and continue**

The screenshot shows the 'Add a new Remit-To account' form in the Coupa Supplier Portal. The form is divided into two main sections: 'What are your Bank Account Details?' and 'What is your Remit-To Address?'. The form includes various input fields for bank information, a file upload for supporting documents, and a section for selecting a remit-to address. A 'Recommended' tip box is also present at the bottom right.

1 Payment Type: Bank Account

2 What are your Bank Account Details?

Bank Account Country/Region: Denmark

Bank Account Currency: DKK

Beneficiary Name: CSP Test Vendor #2

Bank Name:

Account Number:

Confirm Account Number:

IBAN:

Confirm IBAN:

Routing (Bank Code) Number: Bank Code

SWIFT/BIC Code:

☐ My bank does not have a BIC code

Branch Code:

Bank Account Type: Business

Supporting Documents: Choose Files No file chosen

3

4

5 What is your Remit-To Address?

☒ Saved Addresses Select

☐ New Address

6 Recommended

If you receive payments to a different location to where your business is registered, add the address here.

Cancel Save & Continue

Bank Information | You must add your bank information before you can use CSP to invoice Novo Nordisk (3/3)

Adding bank information in CSP

- 1 Click on **Next**
- 2 Click on **Done**
- 3 Click on **Add Later**

Add a new Remit-To account

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

Add Remit-To

Remit-To Account	Remit-To Address	Status	
Address	Novo Alle 1 Bagsværd 2880 Denmark	Active	Manage
Bank Account Danske Bank CSP Test Vendor #2 *****7890 4820	Novo Alle 1 Bagsværd 2880 Denmark	Active	Manage

Deactivate Legal Entity Cancel Next

Add a new Remit-To account

For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered.

Add Ship From

Title	Status	
Novo Alle 1 Bagsværd 2880 Denmark	Active	Manage

Deactivate Legal Entity Done

Setup Complete

Congratulations!

This legal entity can now be used on new invoices.

To get paid - Most customers require that you send them this payment info in in addition to providing it on the invoice. [i](#)

- Click on the [Profile Tab](#) to see if your customer has a form that collects payment information.
- Otherwise, you'll have to send it to them through another channel.

Add Later Add Now

With the steps completed, you are all set up to start using CSP with Novo Nordisk

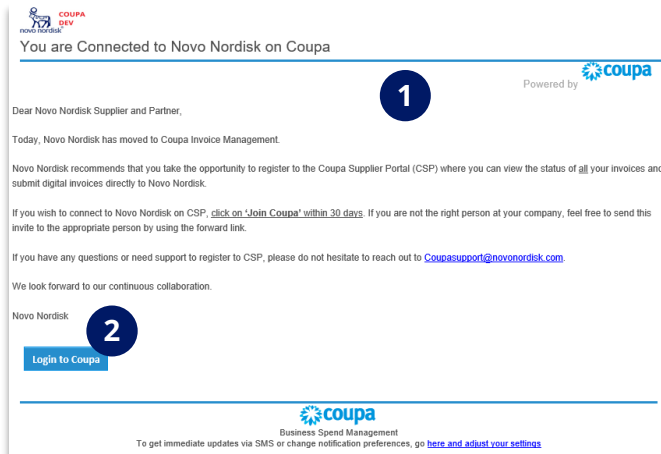
On the next slides you can see how to **view the status of your invoices** and how to **create an invoice from a purchase order** (flip PO)

LOGIN WITH EXISTING ACCOUNT

Login | If you already have an existing account to CSP, use the invitation to log-in to and connect to Novo Nordisk

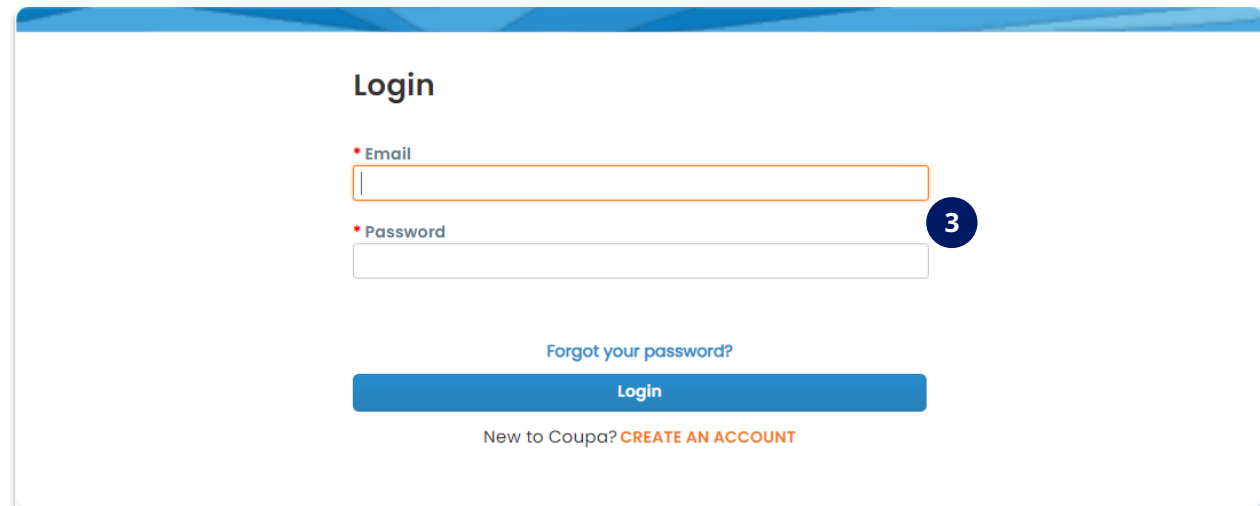
Email invitation from Novo Nordisk

- 1 You will receive an email like the picture
- 2 Click on **Login to Coupa**



Login page to CSP

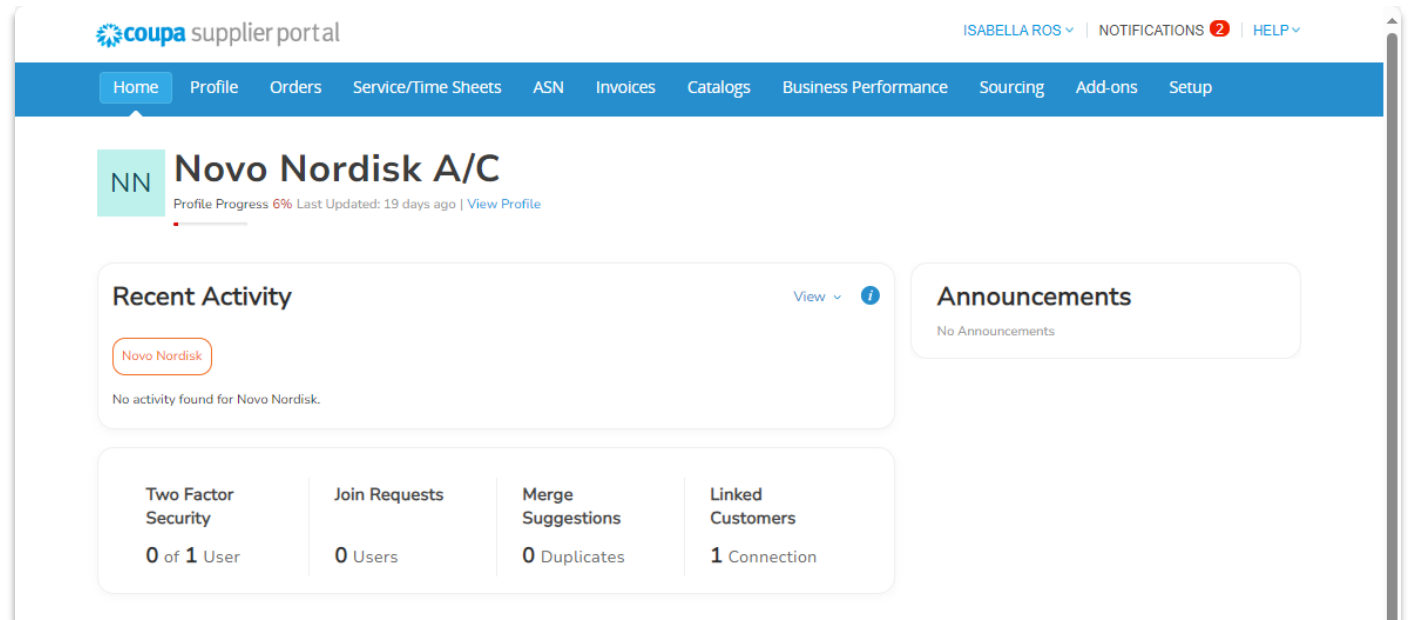
- 3 Use your existing account information to log into CSP



Homepage | Once you log-in to your existing account you will be taken to the homepage of CSP

CSP Homepage

You are now taken to the homepage and can **begin to use CSP**



**VIEW THE STATUS OF YOUR
INVOICES**

Invoice status | Follow the status on your invoices on CSP

- 1 Go to **Invoices**
- 2 Click **Invoices** subtab
- 3 Click on the **View** drop down
- 4 Select the view for **"Payment Information"**
- 5 You will see a new column named **"Paid"** where you can see if the **invoice has been paid** by Novo Nordisk

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices (highlighted with a blue circle 1), Catalogs, Business Performance, Sourcing, Add-ons, and Setup. Below the navigation bar, the Invoices subtab is selected (highlighted with a blue circle 2). The main content area displays the Invoices page for Novo Nordisk. A 'View' dropdown menu is open (highlighted with a blue circle 3), showing various view options. The 'Payment Information' view is selected (highlighted with a blue circle 4). The table below shows invoice details with columns for Invoice #, Created Date, Status, PO #, Total, and Unanswered. The table is filtered to show invoices with status 'Draft' and 'Pending Approval'.

Invoice #	Created Date	Status	PO #	Total	Unanswered
None	10/03/23	Draft	8001134509	3,000.00 DKK	No
INV123	09/27/23	Pending Approval	8001134505	375.00 DKK	No

Per page 15 | 45 | 90

The second screenshot shows the same Invoices page after selecting the 'Payment Information' view. The table now includes a new column named 'Paid' (highlighted with a blue circle 5). The table is filtered to show invoices with status 'Draft' and 'Pending Approval'.

Paid	PO #	Invoice #	Status	Invoice Date	Payment Term (SAP To Assign)	Date Of Supply	Payment Information
No	8001134509	None	Draft	10/03/23	None	10/03/23	
No	8001134505	INV123	Pending Approval	09/27/23	None	09/27/23	

Per page 15 | 45 | 90

**CREATE INVOICE FROM
PURCHASE ORDERS (PO)**

PO Flip | You can submit an invoice to Novo Nordisk directly from the purchase order received on CSP (1/2)

You can create an invoice directly from a purchase order and submit it to Novo Nordisk (PO flip)

- 1 Go to the **Order** tab
- 2 Select **Novo Nordisk** as a costumer
- 3 Locate the correct **Purchase Order** to turn into an invoice
- 4 Press the **Yellow Coins** under **Actions** to create an **Invoice** from the Purchase Order

The screenshot displays the Coupa Supplier Portal interface. At the top, the 'coupa supplier portal' logo is on the left, and user information 'ISABELLA1' with a dropdown arrow, 'NOTIFICATIONS 2', and 'HELP' are on the right. A blue navigation bar contains tabs: Home, Profile, **Orders** (highlighted with a blue circle 1), Service/Time Sheets, ASN, Invoices, Catalogues, Business Performance, Sourcing, Add-ons, and Setup. Below this is a sub-navigation bar with links: **Orders** (highlighted), Order lines, Returns, Order Changes, Order Line Changes, Order Confirmations, Order Confirmation Lines, Promised Deliveries, and Deliveries. A red-bordered box highlights the 'Select Customer' dropdown menu, which is set to 'Novo Nordisk' (highlighted with a blue circle 2). Below this, the 'Purchase Orders' section is visible, including 'Instructions From Customer' and a message from Novo Nordisk. A table lists purchase orders with columns: PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The first row (highlighted with a blue circle 3) has PO Number 001134516, Order Date 28/09/2023, Status Issued, Acknowledged At None, Items Item XXX, Unanswered Comments No, Total 120.00 DKK, and Assigned To. The 'Actions' column for this row contains a 'Yellow Coins' icon (highlighted with a blue circle 4) and other icons.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
001134516	28/09/2023	Issued	None	Item XXX	No	120.00 DKK		 

PO Flip | You can submit an invoice to Novo Nordisk directly from the purchase order received in CSP (2/2)

- 5 Fill in all **required fields in “General Info”**, marked with *
- 6 Add the details for the goods/service on the **Line(s)**
 - Details from the purchase order are **transferred** to the line(s)
 - You can add **VAT rates if applicable**
- 6.1 If extra charges are added, you can press **“Calculate”** before submitting the invoice

- 7 **Submit** the invoice

Create Invoice Create

Select Customer: Novo Nordisk

General Info

Invoice #

Invoice Date

Payment Term

Date of Supply

Currency

Delivery Number

Status

Shipping Term

Image Scan Engin skrá valin

Supplier Note

Supplier

Supplier VAT ID

Invoice-From Address
TEST 1234
1234 Copenhagen
Denmark

Remit-To Address
TEST 1234
1234 Copenhagen
Denmark

Ship-From Address
TEST 1234
1234 Copenhagen
Denmark

To

Customer: Novo Nordisk

Bill-To Address
Novo Allé 1
2880 Bagved
Denmark

Buyer VAT ID

Ship to Address
Smørumvej 9, Building 4E
2880 Bagved
Denmark
Location Code: 2021_CVMSA

Lines

Type	Description	Price
Test Item EB1		1,000.00

PO Line: 8001134509-1

Service/Time Sheet Line: None

Contract:

Supplier Part Number:

Billing: CC-14054-57302001

Taxes

VAT Rate	VAT Amount	Tax Reference
0.00	0.00	

Buttons: Delete, Cancel, Save as draft, Calculate, **Submit**

HOW TO GET HELP

Get help | What do I do if I need help?

Guidance material from Coupa

- 1 Click on this link to access Coupa's **frequently asked questions regarding CSP:**
[FAQ | Coupa Suppliers](#)
- 2 Click on this link to access Coupa's frequently asked questions regarding **Invoicing in CSP:**
[Invoices FAQ | Coupa](#)
- 3 Click on this link to access Coupa's **video guides on CSP:**
[CSP Videos | Coupa](#)

Help from Novo Nordisk

- A We are here to help you, so please **reach out to** CoupaSupport@novonordisk.com for assistance on signing up to CSP and all other invoice related questions

Thank you

Abigail Conteh
Abigail has obesity and lives
in the United Kingdom