

CSP Account Creation Manual

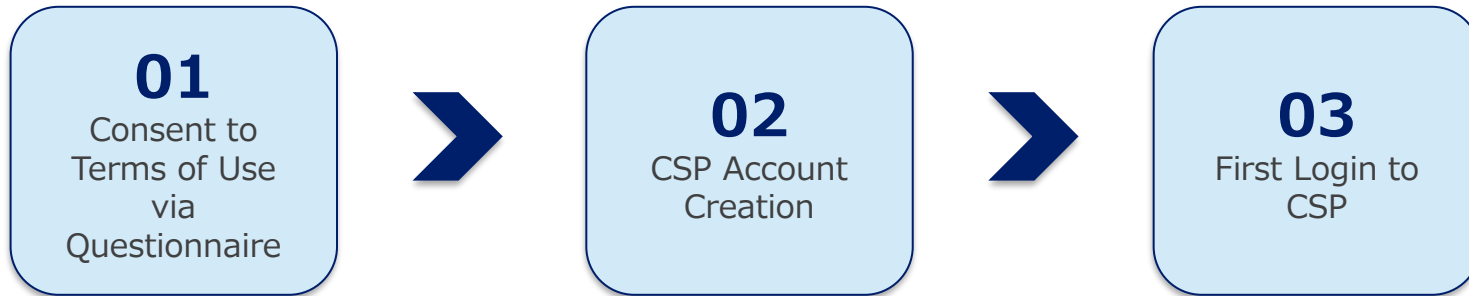


AGC Inc.

July 2026

Your Dreams, Our Challenge

Flow to Initial Login



- Consent to Terms of Use via Questionnaire
- CSP Account Creation Procedure
- First Login to CSP

For any questions regarding Coupa operations, please contact
the dedicated inquiry desk below.
[AGC CSP Dedicated Inquiry Desk](#)

01 Consent to Terms of Use via Questionnaire*

*This document is based on information as of July 2026.
Please note that screen layouts and functionality may be subject to change due to future releases by Coupa.

01 Consent to Terms of Use via Questionnaire

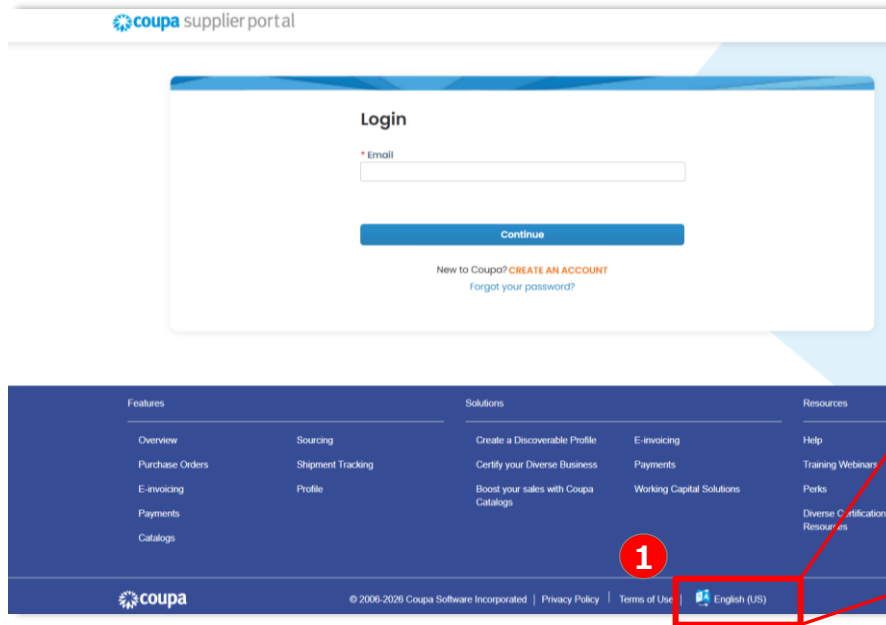
- 1 Review the Coupa implementation briefing materials
- 2 Fill out the questionnaire on Coupa implementation
- 3 Submitting the questionnaire indicates intent to use Coupa and agreement to the Terms of Use

02 CSP Account Creation Procedure

02 CSP Account Creation Procedure (1/10)

Access CSP
Select Language

Access the CSP account creation screen and select a language as needed.
CSP Account Sign-Up Page



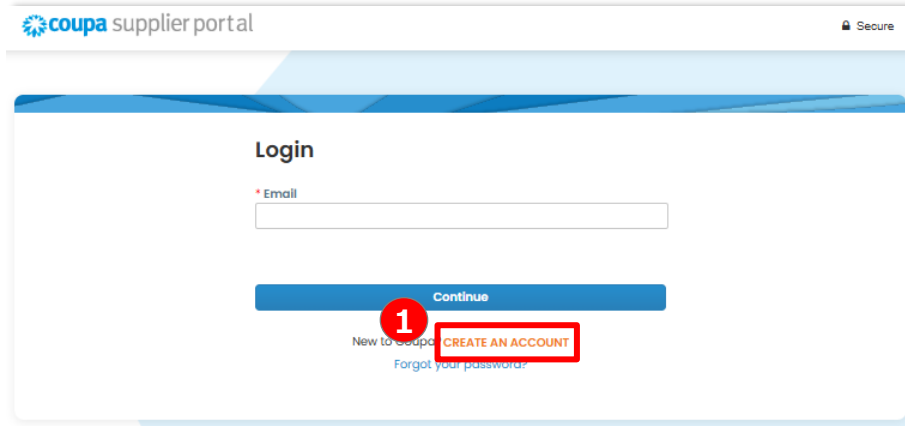
1 Click the translation function at the bottom of the screen and select your language.



02 CSP Account Creation Procedure (2/10)

Create Account Screen

To create a new CSP account, click the "Create Account" button to open the account creation screen.



- 1 Click "Create Account" to open the account creation screen.

02 CSP Account Creation Procedure (3/10)

Register Company Info

On the account creation screen, enter the required information, agree to the policies, and click "Create Account."

The screenshot shows the 'Create an account' form with the following elements:

- Header:** 'Create an account' and 'Grow your Business on Coupa with a Free Account'.
- Step 1:** A red box highlights the 'Business Name', 'Email', 'First Name', and 'Last Name' fields. Below the 'Email' field is a note: 'Cannot contain special characters or symbols (like !, ?, *, &, <, >)'.
- Step 2:** A red box highlights the 'Password' and 'Confirm Password' fields.
- Step 3:** A red box highlights the 'Country/Region' dropdown, 'Tax Registration' field (with a help icon), and a checkbox for 'I do not have a Tax ID'.
- Step 4:** A red box highlights the checkbox for 'I accept the Privacy Policy and Terms of Use'.
- Step 5:** A red box highlights the 'Create an account' button.
- Footer:** 'Already have an account? [Log In](#)'.

- 1 Enter "Business Name," "Email Address," "First Name," and "Last Name."
* The email address will be your company's primary CSP email and the destination for AGC's later CSP connection request.
- 2 Enter "Password."
- 3 Enter your Qualified Invoice Issuer Registration No. in "Registration Number."
Enter the 13-digit invoice registration number starting with "T." If tax-exempt, check "I do not have a registration number."
* For invoice system compliance, please ensure there are no omissions or errors.
- 4 Check "I agree to the following." This privacy policy agreement is between Coupa and the supplier.
- 5 Click "Create Account."

02 CSP Account Creation Procedure (4/10)

Verify Email

Email address verification is required when creating an account.

When you click "Create Account," a one-time verification code is sent to the registered email address.

The image shows two screenshots from the Coupa system. The top screenshot is an email titled "Your Coupa Verification Code" with the Coupa logo. It contains a 6-digit verification code represented by asterisks, which is highlighted with a red box and a red circle with the number 1. Below the code, it says "If you didn't request this code please contact us at supplier@coupa.com." The bottom screenshot is from the "coupa supplier portal" and shows the "Email Verification" section. It states "We sent a one time verification code to wangrui_0216@163.com" and displays a 6-digit code field with asterisks, also highlighted with a red box and a red circle with the number 1. Below this field, there is a link "Request a New Code" and a "Next" button, both highlighted with a red box and a red circle with the number 2.

1 Below is the secure verification code you requested. Enter the 6-digit code in Coupa to verify it's you.

* * * * *

If you didn't request this code please contact us at supplier@coupa.com.

1 We sent a one time verification code to wangrui_0216@163.com

* * * * *

2 Didn't receive the Verification Code? [Request a New Code](#)

2 Next

- 1** Check the email and enter the one-time verification code.
- 2** Click "Next."

02 CSP Account Creation Procedure (5/10)

Set Up MFA

If multi-factor authentication is required, follow the steps below to enable settings such as email messages.

Secure Your Account

A modern, secure multi-factor authentication experience with passkey support. Fast, passwordless, and beautiful.
[\(Learn More\)](#)

 **Passkey (Recommended)**
Use your **browser** or **device** as a secure key to sign in — no passwords or verification codes needed.

You can set up your passkey later on the Account Setup page.

1 Use Other Methods

1  **Authenticator App**
Use an app (like Google Authenticator or Microsoft Authenticator) to generate a 6-digit code for verification.

1  **Email Message**
Receive a one-time code sent to your email each time you sign in.

Multi Factor Authentication via Email

1 A code will be sent to an alternate email. Note: this email cannot be the same as your login email

2

Send Code

2 Enter the 6-digit verification code sent to your email.

Cancel

Enable

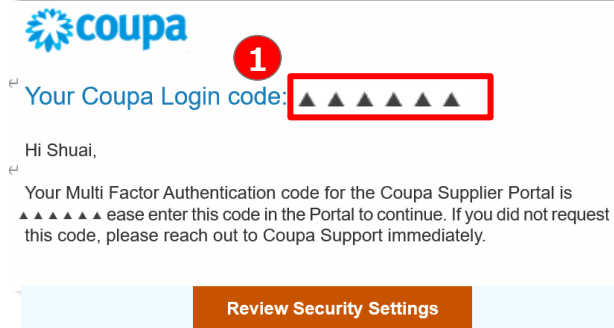
1 Click "Use another method," then click "Email message."

2 Enter your email address and click "Send code."

02 CSP Account Creation Procedure (6/10)

Set Up MFA

A one-time verification code will be sent to the registered email address.



The screenshot shows the Coupa login page with a multi-factor authentication (MFA) setup overlay. The overlay includes the Coupa logo, a red circle with the number '1' pointing to a 6-digit verification code input field, and a 'Review Security Settings' button at the bottom.

1

Your Coupa Login code: [6-digit code]

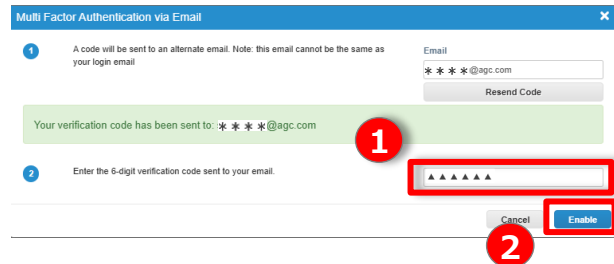
Hi Shuai,

Your Multi Factor Authentication code for the Coupa Supplier Portal is [6-digit code]. Please enter this code in the Portal to continue. If you did not request this code, please reach out to Coupa Support immediately.

[Review Security Settings](#)

1 Check the email and enter the one-time verification code.

2 Click "Enable."



The screenshot shows the 'Multi Factor Authentication via Email' setup screen. It includes a step 1 where an email address is entered and a 'Resend Code' button is shown. A green message box indicates the verification code has been sent to the email. Step 2 shows a 6-digit verification code input field and an 'Enable' button. Red circles with numbers '1' and '2' highlight the code input field and the 'Enable' button, respectively.

1

2

02 CSP Account Creation Procedure (7/10)

Download Recovery Codes

Download the verification codes needed if you lose your authentication device or app.

Multi Factor Authentication Has Been Successfully Enabled

Important

Emergency Recovery codes are essential to restore access if you lose your authentication device or app.

Z5DM4A

-RiQWQ

-gzEVg

qui8LQ

yd2xyA

Ju2U9w

Copy or download these codes on your device. You can use each recovery code only once.

☒ I copied and saved the recovery codes

1

Continue

Download & Continue

2

coupa_codes-2026-06-09.csv

- 1 Click "Download and Continue."
- 2 Save the downloaded CSV file.

02 CSP Account Creation Procedure (8/10)

Set Primary Address

Please register your initial profile.

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
United States

* Address Line 1
▲▲▲▲▲▲▲ -

Address Line 2
Address Line 2

* City
Farmington Hills,

* State
Michigan

* Postal Code
* * * *

United States

Invoice From Code ⓘ

Preferred Language
English (US)

Tax Registrations

* Country/Region
United States

Tax ID
Tax ID

☐ I don't have Tax ID Number

Save and Next

- 1 Enter your company information in "Primary Address."
- 2 Enter "Country/Region" .
- 3 Click "Save and Next."

02 CSP Account Creation Procedure (9/10)

Set Payment Method

Payment-related information will be set by AGC, so do not set it up in CSP.

Coupa Supplier Portal Onboarding

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

Primary Address saved successfully

1 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 *

1 ☐ Process credit cards automatically

2 ☒ My company does not accept Virtual Card payments.

Save and Next

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)

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Account Nickname *

Beneficiary Legal Name *

Bank Branch Country / Region *

Bank Account Currency *

United States USD

...(omitted)...

3 Supporting Documents

Drop or Browse Files

4 ☒ My company does not accept Bank Transfer payments.

Save and Next

- 1 Select "My company does not accept virtual card payments."
- 2 Click "Save and Next."
- 3 Select "My company does not accept Bank Transfer payments."
- 4 Click "Save and Next."

02 CSP Account Creation Procedure (10/10)

Set Subscription

Do not select the paid version of CSP.

Subscriptions

1

Basic
Connect and transact with your customers on Coupa with our basic free plan.

\$0 / year

Basic includes:

- Customized Business Profile
- Invoices, Orders, and Payments
- Catalog management
- Public & invite only sourcing events
- Growth dashboard with Coupa network insights

\$549 / year
Most Popular
Coupa Verified
Amplify your trusted brand across Coupa's community of buyers. With Coupa Verified status, your business gains priority placement throughout the discovery process, putting you directly in front of decision-makers at the right time.

Everything in Basic plus:

- Verified badge
- Priority search rankings
- Enhanced growth dashboard with trend information

\$4,800 / year
Coupa Advanced
Automate your invoicing workflow and see all your customers in a single view. Coupa Advanced helps you streamline accounts receivable with consolidated views, automated payment reminders, a transactional data dashboard for deeper insights, and more.

Everything in Basic plus:

- Single Sign-On (SSO)
- Consolidated views for Orders, Invoices, Contracts and Payments
- Transactional data dashboard
- Bulk upload invoices in the CSP using AI
- Automated invoice reminders and reporting
- QuickBooks Online/NetSuite integration

1

Continue

Upgrade

Upgrade

Cancel **Save and Next**

1 Confirm that "Registered" shows \$0 per year, then click "continue."

2 Click "Save."

Share Your Business Profile with the Coupa Community

Clear and up to date information is critical to maintaining a relationship with your buyers. By opting to share your business profile, Coupa will share basic company information from your profile and user contact information with your buyers, to ensure clear communication.

☒ Allow sharing my data to the Coupa Community

You can update your publishing preferences any time from your Business Profile page by selecting Manage Data Privacy

2

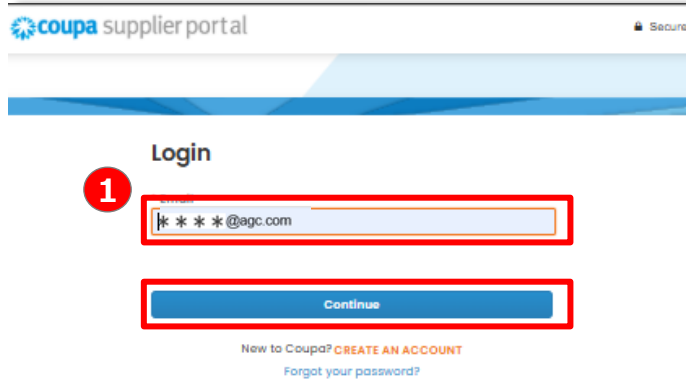
Save

03 First Login to CSP

03 First Login to CSP (1/2)

Log in
to CSP

Access the CSP account login screen and complete the first login.



1 Enter "Email Address" and click "Continue."

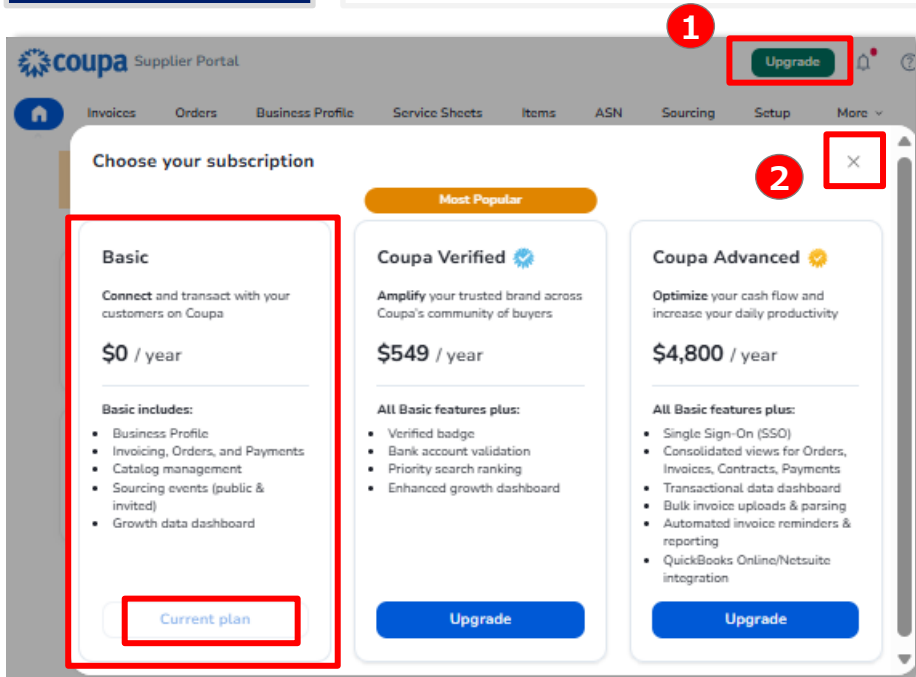
2 Enter "Password" and click "Log In."



03 First Login to CSP (2/2)

Check Subscription

How to confirm that the current plan is the basic free plan



1 Click "Upgrade" at the upper right of the CSP top screen to check the current plan.

2 After confirming, click X to close the screen.

END



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