



GETTING STARTED WITH COUPA

A quick reference for Precise Systems supplier registration and administration



Precise Systems uses [Coupa](#) to support supplier onboarding and purchasing transactions. Use this guide to get connected and navigate common onboarding tasks*

START HERE [Login to the Coupa Supplier Portal](#) (Existing CSP Users) | [Official Coupa Supplier Documentation](#)

1 Set up your supplier account

- I. **Locate the invitation.** Look for the Coupa email sent to your supplier contact. Check spam/junk. Invitation links generally expire after 30 days.
- II. **Register or sign in.** Follow the invitation link using the invited email address. If you already have a CSP account, sign in and connect it to Precise rather than creating an unnecessary duplicate.
- III. **Complete your Coupa profile.** Provide business and contact information, legal entity and payment details where requested.
- IV. **Review pending tasks.** Check your [Coupa Workbench](#) or notifications for outstanding form completion requests from Precise.
- V. **Confirm connection.** Verify that Precise is available as a customer and that any issued purchase orders are visible.
- VI. Instructions: [First-Time Setup](#) • [Registration Methods](#) • [Complete Coupa Onboarding](#)

2 Choose how to work with Precise

Coupa Supplier Portal (CSP)	Supplier Actionable Notifications (SAN)
Free web portal for viewing orders, managing supplier information and completing supported transactions. CSP Instructions	Use action links in PO emails to access supported order functions without registering for a CSP account. SAN Instructions

3 Common tasks — click for instructions

[Update company profile](#) | [Set up legal entity](#)
[Manage payment methods](#) | [View/manage purchase orders](#)
[Add or manage supplier users](#)

4 Frequently asked questions

- I. **Is Coupa free?** Yes. Registration and use of the Coupa Supplier Portal are free for suppliers.
- II. **Where is my invitation?** Check spam/junk and confirm that Precise has the correct email. Ask your Precise procurement contact to resend if needed.
- III. **Do I need another CSP account?** Usually not. An existing CSP organization can connect to multiple customers.
- IV. **How Do I Add or Change my Payment Information?** Remittance details must be established/updated in your CSP Business profile before they can be incorporated into a Precise form response.
- V. **Why can't I see a PO?** In CSP, open Orders and select Precise from the customer list. If missing, confirm your organization is connected to Precise. Subcontracts are NOT issued via Coupa.
- VI. **Can I submit invoices through Coupa?** No, Precise has not enabled this invoicing method. Follow the instructions in your PO or agreement. Submit invoices via accounts-payable@goprecise.com or your authorized Smartsheet form.
- VII. More FAQs: [Account/Login](#) | [Purchase Orders](#)

5 Need help?

Technical access or portal questions: [Coupa Supplier Help Resources](#)

Precise onboarding, purchase order or payment questions: Contact your assigned Precise Systems Procurement representative.

⚠ IMPORTANT: Coupa registration does not constitute supplier approval or authorization to begin work. Perform work only under a duly authorized Precise Systems purchase order or executed agreement.

*Features may vary by supplier and Precise configuration.

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