



GEODIS

A better way to deliver

SEPTEMBRE 2025

Coupa S2P

Présentation du Portail Fournisseurs
- *Coupa Supplier Portal (CSP)*

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GEODIS

1. Contexte

COUPA Supplier Portal (CSP)

COUPA propose un accès dédié aux fournisseurs, via le CSP.

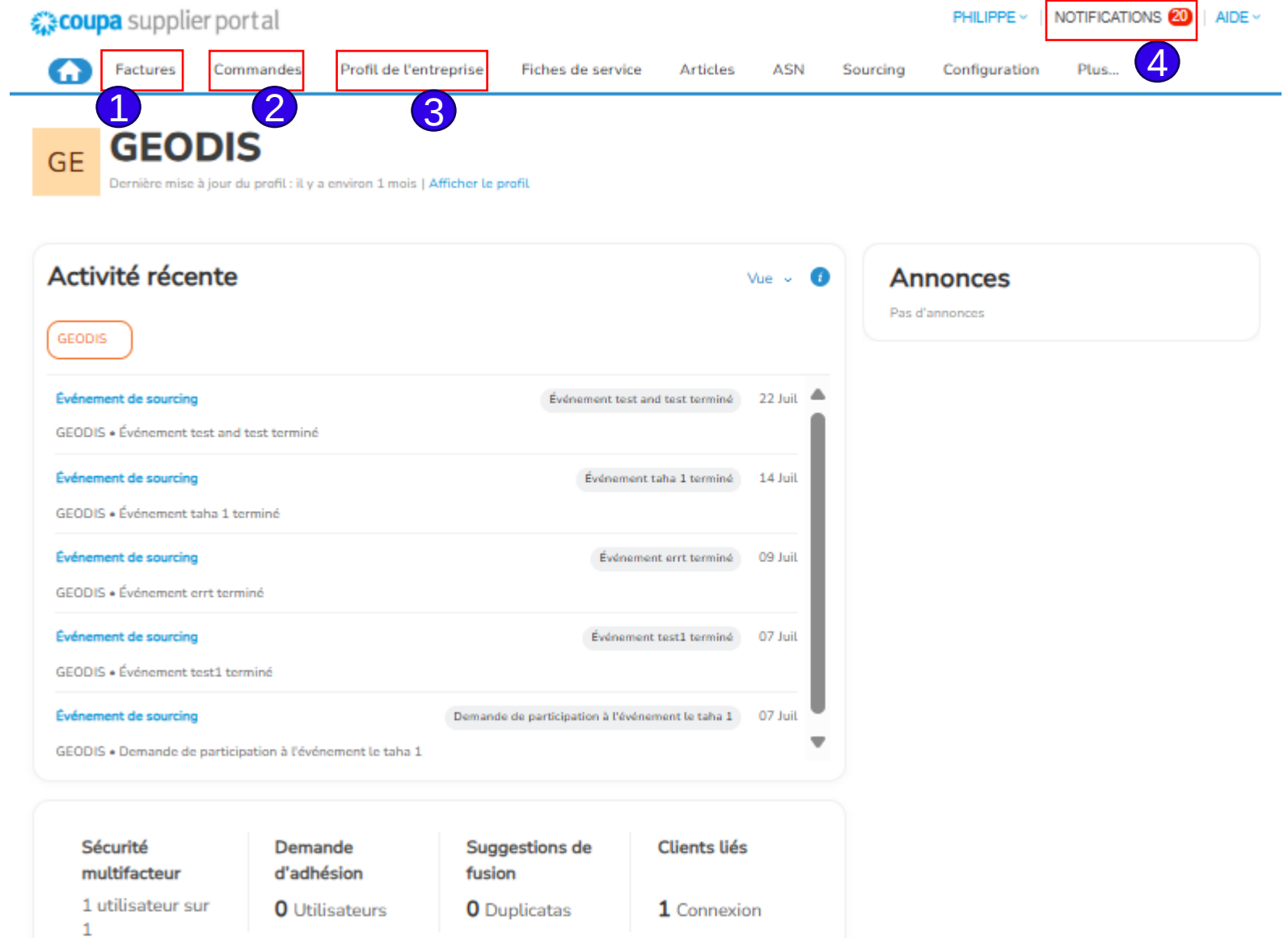
Il vous permet de suivre l'activité avec GEODIS (et autres clients utilisant COUPA) depuis un site unique:

- Réception des bons de commandes
- Création des factures, directement depuis les bons de commandes
- Gestion des litiges, avoirs,
- Suivi des paiements,
- Gestion des informations de l'entreprise,
- L'accès au CSP est sécurisé et gratuit.

Page d'accueil du CSP

Principaux onglets:

- 1 Gérez vos factures
- 2 Accédez aux bons de commandes
- 3 Configurez votre compte
- 4 Consultez vos notifications



coupa fournisseur portal

PHILIPPE ▾ NOTIFICATIONS 20 AIDE ▾

Factures 1 Commandes 2 Profil de l'entreprise 3 Fiches de service Articles ASN Sourcing Configuration Plus... 4

GEODIS
Dernière mise à jour du profil : il y a environ 1 mois | [Afficher le profil](#)

Activité récente

GEODIS

- Événement de sourcing
GEODIS • Événement test and test terminé 22 Jul
- Événement de sourcing
GEODIS • Événement taha 1 terminé 14 Jul
- Événement de sourcing
GEODIS • Événement errt terminé 09 Jul
- Événement de sourcing
GEODIS • Événement test1 terminé 07 Jul
- Événement de sourcing
GEODIS • Demande de participation à l'événement le taha 1 07 Jul

Annonces

Pas d'annonces

Sécurité multifacteur 1 utilisateur sur 1	Demande d'adhésion 0 Utilisateurs	Suggestions de fusion 0 Duplicatas	Clients liés 1 Connexion
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2. Création d'un compte

Création d'un compte

- Vous allez recevoir un email vous invitant à vous enregistrer au CSP;
 - L'email est: do_not_reply@supplier.coupa.com
 - Pensez à vérifier vos spams
 - Si besoin, vous pouvez faire suivre l'email à quelqu'un de votre organisation.
-
- Vous pouvez également vous enregistrer directement sur le site supplier.coupahost.com
 - Vous pouvez également vous inscrire via le lien disponible sur les emails accompagnant les bons de commandes

Création d'un compte

- Renseignez les informations demandées pour vous enregistrer

 coupa supplier portal

Secure

Create an account

GEODIS is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with GEODIS so you're ready to do business together.

* Business Name

Your legal business name (or legal personal name if an individual)

* Email

* First Name

* Last Name

* Password

* Confirm Password

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

* Country/Region

* Tax Registration 

☐ I do not have a Tax ID

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

 Chat with Coupa Support

Création d'un compte

- COUPA vous envoie un code de vérification par email.

Email Verification

We sent a one-time verification code to `jasmina.svilenova+308@coupa.com`

1	2	3	4	5	6
---	---	---	---	---	---

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

Next

Cas d'un compte déjà existant

- Si votre entreprise a déjà un compte (utilisé pour un autre client), alors vous verrez cet écran.
- Vous pouvez rejoindre le compte existant ou en créer un nouveau pour GEODIS (cf. slide 21)

Join an Existing Account?

Provide any of the additional info to get better suggestions.

☒ View existing accounts matching email domain

Business Name

Country/Region

Address

City

State

Postal Code

Tax ID

DUNS Number



No, continue creating a new account

Next

Informations de votre société

- Renseignez les informations demandées
- Elles doivent être cohérentes avec celles fournies lors de votre création dans notre MDM fournisseurs

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

Account Details Payment Information

Primary Address ✓

* Country/Region	* Address Line 1	Address Line 2
United States	1st Street	
* City	* State	* Postcode
San Mateo	California	95864

United States

Invoice-From Code ⓘ Preferred Language

English (US)

Next

Souscriptions

- COUPA est **gratuit** et offre toutes les fonctionnalités pour travailler efficacement avec GEODIS.
- Les options payantes proposées par COUPA ne sont pas nécessaires pour GEODIS. **Il vous faut cliquer sur le menu gratuit à gauche.**

Subscriptions

The screenshot displays the 'Subscriptions' page with three columns representing different subscription levels. The 'Registered' column is highlighted with a blue arrow pointing to the 'Free' label. The 'Coupa Verified' column is marked as 'Most Popular' with an orange header. The 'Coupa Advanced' column is the third option. Each column includes a description, a list of features, and a 'Continue' or 'Purchase' button.

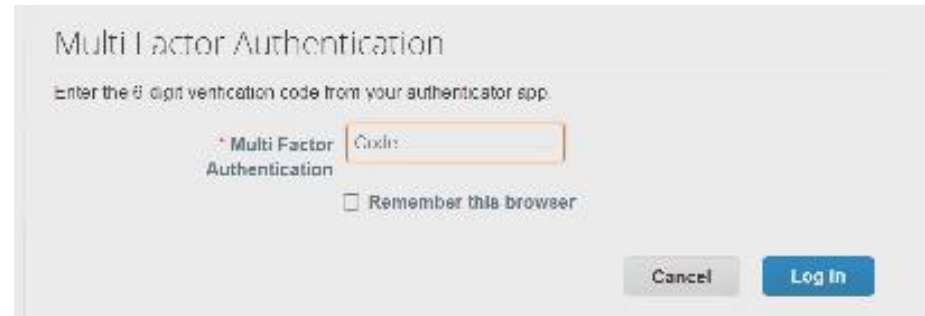
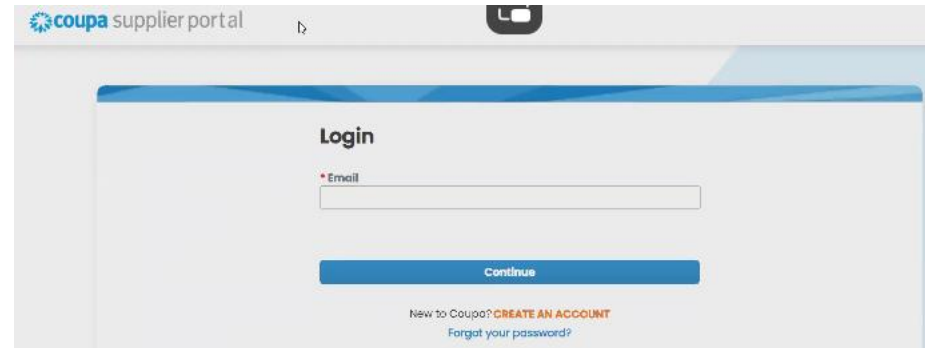
Registered	Most Popular Coupa Verified	Coupa Advanced
Registered Easily do business with customers who use Coupa	Coupa Verified Amplify your trusted brand across Coupa's community of buyers	Coupa Advanced Optimise your cash flow and increase productivity throughout your day
Free Registered user includes: • Business Profile • Orders • E-Invoices • Catalogues • Payments • Sourcing Events	\$549 / year Everything in 'Registered' plus: • Verified Badge • Priority Search Rank	\$4,800 / year Everything in 'Registered' plus: • Automated invoice reminders and reporting • A seamless integration with your account system
Continue	Purchase Verified	Purchase Advanced

[Cancel](#)

3. Accès au CSP

Page d'accueil COUPA

- Accès au site à l'adresse:
supplier.coupahost.com
- Connexion via
l'authentification
multifacteur, pour plus
de sécurité
- En bas de page, vous
pouvez changer la
langue de Coupa



Page d'accueil COUPA

- Vous accédez aux différents modules de gestion en haut de page, et aux menus sur la gauche.
- Les vues dépendent des rôles (l'administrateur voit tout alors que d'autres utilisateurs ne voient qu'une partie)

coupa fournisseur portail

PHILPPE ▾ | NOTIFICATIONS 1 | AIDE ▾

Factures Commandes Profil de l'entreprise Fiches de service Articles ASN Sourcing Prévisions Configuration Plus...

Mon compte Paramètres

Paramètres

- Préférences de notification
- Sécurité et authentification multifacteur
- Connexions des applications

Détails utilisateur

* Prénom

* Nom

* Courriel électronique

Objet

Numéro de téléphone

Pays/Région

Code

Numéro de téléphone

Extension

Enregistrer

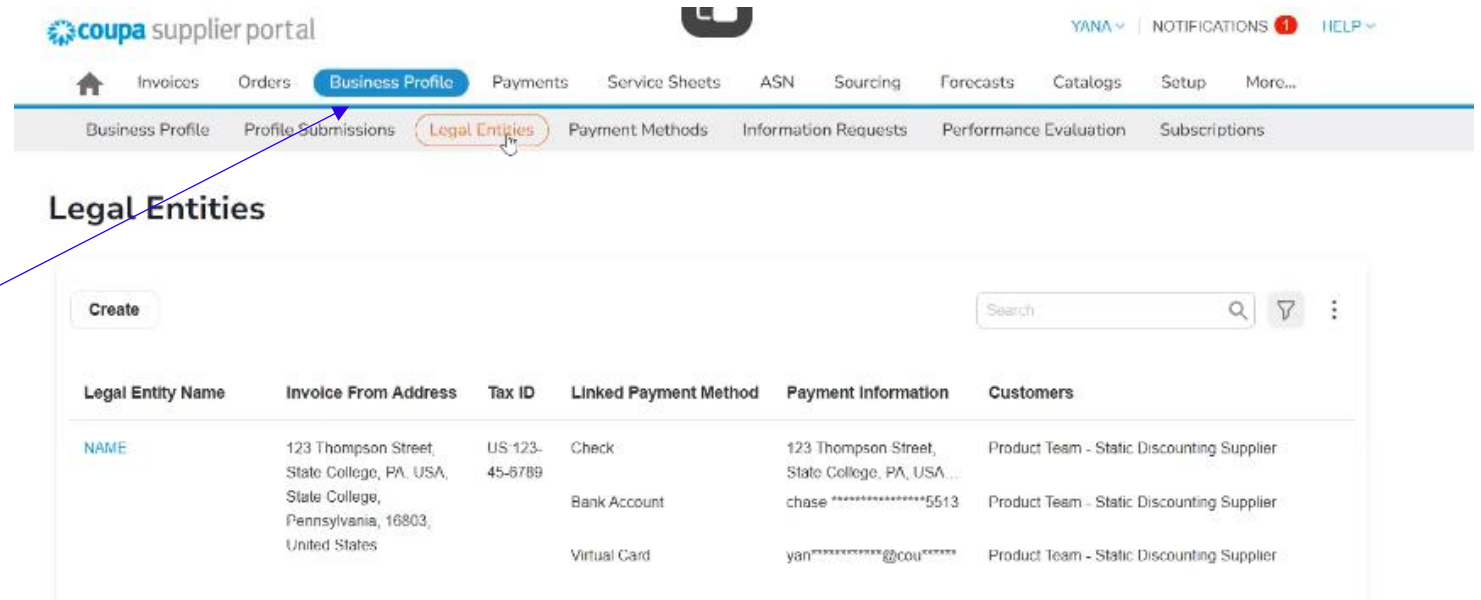
Modifier le mot de passe

[Modifier le mot de passe](#)

4. Profil de l'entreprise

Page d'accueil COUPA

- Tout d'abord il convient de cliquer sur le « profil de l'entreprise » pour vérifier/mettre à jour les informations de votre entité légale



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes links for Invoices, Orders, Business Profile (highlighted), Payments, Service Sheets, ASN, Sourcing, Forecasts, Catalogs, Setup, and More... Below this, a secondary navigation bar contains links for Business Profile, Profile Submissions, Legal Entities (highlighted with a blue arrow), Payment Methods, Information Requests, Performance Evaluation, and Subscriptions. The main content area is titled 'Legal Entities' and features a 'Create' button, a search bar, and a table of legal entities.

Legal Entity Name	Invoice From Address	Tax ID	Linked Payment Method	Payment Information	Customers
NAME	123 Thompson Street, State College, PA, USA, State College, Pennsylvania, 16803, United States	US 123- 45-6789	Check	123 Thompson Street, State College, PA, USA, ...	Product Team - Static Discounting Supplier
			Bank Account	chase *****5513	Product Team - Static Discounting Supplier
			Virtual Card	yan*****@cou*****	Product Team - Static Discounting Supplier

Sécurité et authentification multifacteur

- Pour accéder aux informations de votre entité légale, il y a une sécurité d'authentification

Authentification multifacteur via l'application

- 1 Scannez ce code QR à l'aide de votre appareil mobile.
 - Ouvrez votre application d'authentification préférée sur votre appareil mobile. [En savoir plus](#)
 - Pour la plupart des applications, sélectionnez « Ajouter » ou « + » pour scanner le code QR ou copier-coller la clé de sécurité.

Coupa Supplier Portal



FP5SIBIID2OA5CLV6PPYO7FGF3
DQVA56

Cliquez pour copier la clé de sécurité

- 2 Entrez le code de vérification à 6 chiffres de votre appareil.

Code

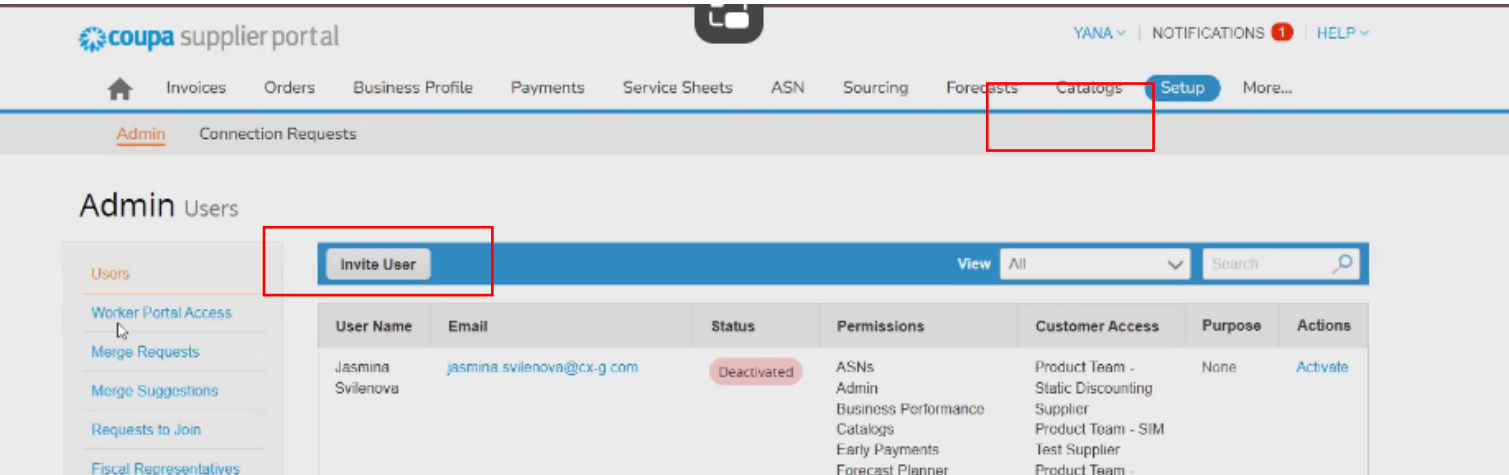
Annuler

Activer

5. Gestion des utilisateurs

Gestion des utilisateurs

- Vous pouvez inviter des utilisateurs
- Renseignez les informations demandées: indiquez les permissions et les clients que vous leur attribuez.

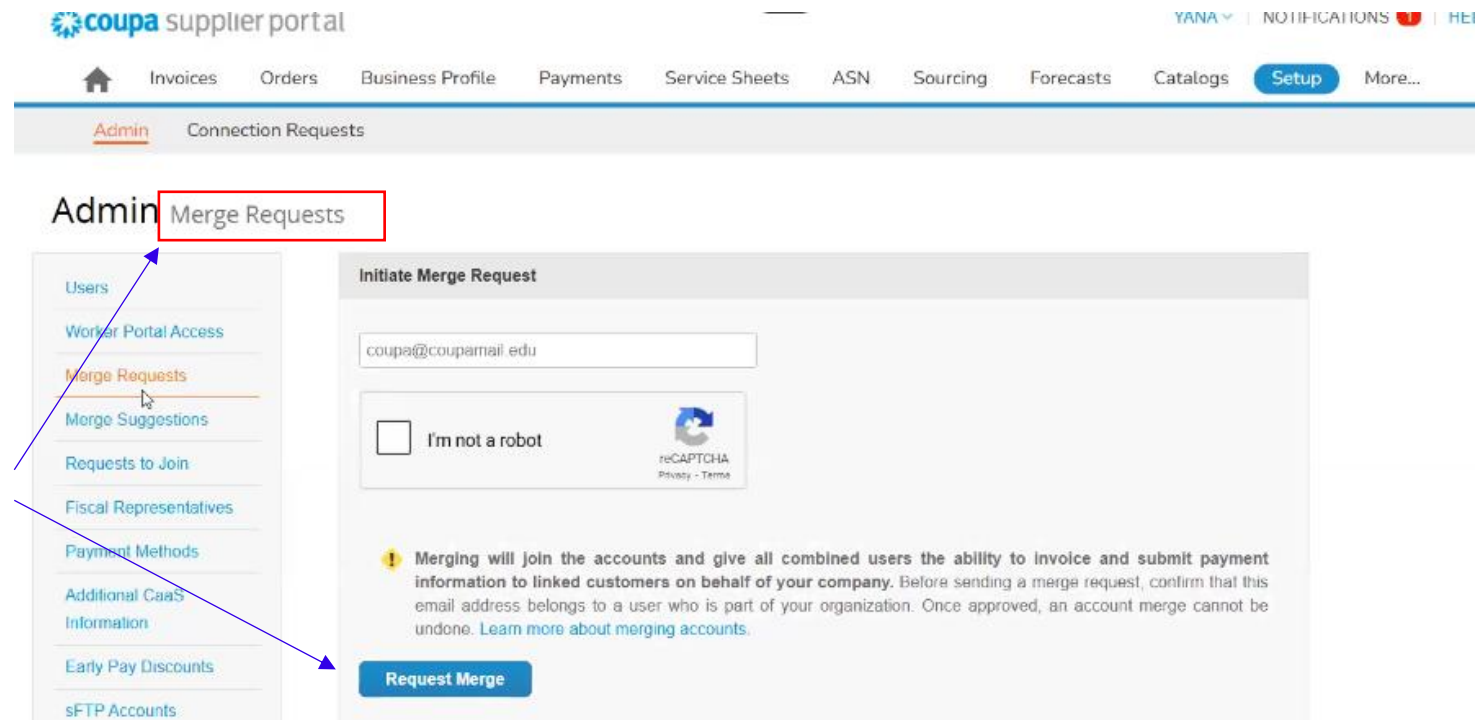


The 'Invite User' form is divided into several sections:

- User Information:** Fields for First Name, Last Name, Email, and Purpose (with a dropdown menu).
- Phone Number:** Fields for Country/Region (dropdown), Area/City (dropdown), Local (text), and Extension (text).
- Permissions:** Checkboxes for All, Admin, Orders, and a radio button for All.
- Customers:** Checkboxes for All, Product Team - SIM Test Supplier, Product Team - Dynamic Discounting Supplier, and Product Team - Static Discounting Supplier.

Fusion de profils

- Il est possible que vous souhaitiez inviter un utilisateur qui a déjà un compte. Dans ce cas vous recevez un message de Coupa
- Cliquez sur Demande de fusion
- N'oubliez pas de confirmer l'email



The screenshot displays the Coupa Supplier Portal interface. At the top, the navigation bar includes links for Invoices, Orders, Business Profile, Payments, Service Sheets, ASN, Sourcing, Forecasts, Catalogs, and a Setup button. Below this, a secondary navigation bar shows 'Admin' and 'Connection Requests'. The 'Admin' dropdown menu is open, with 'Merge Requests' highlighted and circled in red. A blue arrow points from this menu item to the 'Initiate Merge Request' form on the right. The form contains a text input field with the email 'coupa@cupamail.edu', a checkbox for 'I'm not a robot' next to a reCAPTCHA logo, and a warning message: 'Merging will join the accounts and give all combined users the ability to invoice and submit payment information to linked customers on behalf of your company. Before sending a merge request, confirm that this email address belongs to a user who is part of your organization. Once approved, an account merge cannot be undone. Learn more about merging accounts.' A blue 'Request Merge' button is at the bottom of the form.

6. Notifications

Préférences de notification

- En cliquant sur “Notifications” (1), vous avez l’opportunité de consulter l’ensemble de vos notifications.
- En cliquant sur “Préférences de notifications” (2), vous avez l’opportunité de paramétrer vos préférences de notifications.

supplier-test.coupa.com/notifications

coupa supplierportal

JASMINA NOTIFICATIONS 2 HELP

My Notifications

View All

☐	Message	Received
☐	Complete Your Profile to Get Paid Faster and Get Discovered	02/22/25 12:00 AM
☐	Yana Yankova has been given access to sensitive payment details using the Payments role.	01/10/25 08:24 PM

Delete Mark as Read

Préférences de notification

- Indiquez, ligne par ligne, comment vous souhaitez recevoir les notifications: sur le site, par email, par sms

Mon compte Préférences de notification

Vous recevrez des notifications quand vos clients les activeront.

E-mail

Mobile (SMS)

[Certifier](#)

⚠ Vérifier le numéro pour recevoir des SMS

Accès aux comptes

Demande d'adhésion	☒ En ligne	☒ Courrier électronique	☐ SMS
Demande de fusion	☐ En ligne	☒ Courrier électronique	☐ SMS

Annonces

Nouvelle annonce client	☒ En ligne	☐ Courrier électronique	☐ SMS
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Performances commerciales

Rôle de Performances commerciales accordé	☒ En ligne	☐ Courrier électronique	☐ SMS
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[Discuter avec le support Coupa](#)

7. Bons de commandes

Accès aux bons de commandes

- Vous pouvez afficher vos bons de commande, quelle que soit la méthode de transmission.
- Cliquez sur l'onglet Commandes, pour fournir un résumé de tous les bons de commande de Geodis
- Cliquez sur le lien hypertexte du numéro de bon de commande, pour l'ouvrir
- Vous pouvez également rechercher un numéro de bon de commande spécifique

The screenshot displays the Coupa Supplier Portal interface. At the top, the 'coupa supplier portal' logo is visible on the left, and user information 'JASMINA' with a notification icon and a 'HELP' link are on the right. The navigation bar includes links for Invoices, Orders (highlighted), Business Profile, Payments, Setup, Service Sheets, ASN, Sourcing, Forecasts, Catalogs, and More... Below this, a secondary navigation bar shows 'Orders' as the active section, with sub-links for Order Lines, Returns, Order Changes, Order Line Changes, Order Confirmations, Order Confirmation Lines, and More... The main content area is titled 'Purchase Orders'. It includes a 'Select Customer' dropdown menu with options: 'Product Team - Dynamic Discounting Supplier' (selected), 'Product Team - SIM Test Supplier', 'Product Team - Dynamic Discounting Supplier', and 'Product Team - Static Discounting Supplier'. Below the dropdown, there's a section for 'Instructions From Customer' with a 'Test' link and a button labeled 'Click the Action to Invoice from a Purchase Order'. A table of purchase orders is displayed with the following data:

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
571	02/18/22	Soft Closed	05/07/24	200 Each of Test 2 Test 3	No	130,000.00 USD		
570	02/16/22	Issued	None	Test PO 250 Each of Test PO	No	125,000.00 USD		
551	02/08/22	Issued	None	dynamic discounting demo	No	1,000,000.00 USD		

Accès aux bons de commandes

- En cliquant sur le numéro du bon de commande, vous retrouverez toutes ses informations.

My Apps Dashboard | Coupa-Fe x My Webinars - Zoom x Coupa Supplier Portal - Orders x Stripe - Connect with Coupa Sc x +

supplier-test.coupahost.com/orders/

Select Customer Product Team - Dynamic Discounting Supplier

Purchase Order #570

 **General Info**

Status Issued - Sent Manually

Order Date 02/16/22

Revision Date 02/16/22

Requester Jasmina Svilenova

Email jasmina.svilenova+coupapayproduct@coupa.com

Payment Term Net 30

Attachments None

Acknowledged ☐

Assigned to

 **Shipping**

Ship-To Address 1855 S. Grant St
San Mateo, CA 94402
United States
Attn: Jasmina Svilenova

Terms None

 **Shipment Tracking** 

No shipment tracking.

Lines

Advanced Search  Sort by Line Number: 0 → 9

1	Type	Item	Price	Total	Invoiced
		Test PO	100,000.00	100,000.00	0.00

Supplier Part Number	Supplier Auxiliary Part Number	Manufacturer Name	Manufacturer Part Number
None	None	None	None

8. Fractures

Créer une facture depuis un bon de commande

- 1 Accéder à l'onglet commande
- 2 Identifiez le bon de commande que vous souhaitez "transformer" en facture
- 3 Cliquez sur l'icône de création de facture (pièces jaunes)

supplier-test.coupahost.com/orders/

coupa supplier port

1

Orders

Select Customer: Product Team - Dynamic Discounting Supplier

Purchase Orders

Instructions From Customer

Test

Click the Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
571	02/16/22	Soft Closed	05/07/24	200 Each of Test 2 Test 3	No	130,000.00 USD		
570	02/16/22	Issued	None	Test PO 250 Each of Test PO	No	125,000.00 USD		
551	02/08/22	Issued	None	dynamic discounting demo	No	1,000,000.00 USD		

- Vous pouvez aussi ouvrir le bon de commande puis cliquer sur “créer une facture”

- vous devez renseigner tous les champs obligatoires (*), comme le N° de la facture.

- Vous avez également la possibilité d'attacher des pièces-jointes si besoin.

supplier-test.coupahost.com/orders/

coupa supplier portal

JASMINA | NOTIFICATIONS 2 | HELP

Orders Business Profile Payments Setup Service Sheets ASN Sourcing Forecasts Catalogs More...

Orders Order Lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines More...

Select Customer Product Team - Dynamic Discounting Supplier

Create Invoice Create

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold.

General Info

* Invoice #

* Invoice Date 04/03/25

Payment Term Net 30

* Currency USD

Status Draft

Supplier Note

Supplier Dynamic Discounting Supplier

Supplier Tax ID

* Invoice From Address Pet Store 123 Thompson Street Nashville, TN 37203 United States

* Remit-To Address Pet Store 123 Thompson Street Nashville, TN 37203 United States

Bank Name: Chase

Beneficiary Name: Pet Store

Bank Account Number: *****9523

SWIFT Code: *****NXXX

Attachments Add File | URL | Text

Créer une facture standard (sans passer par un bon de commande)

- Le processus est similaire
- Vous saisissez les lignes de factures, en cliquant sur « ajouter lignes »

supplier-test.coupa.com/orders/

coupa supplier portal

INVOICES **ORDERS** Business Profile Payments Setup Service Sheets ASN Sourcing Forecasts Catalogs More...

Order Lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines More...

Select Customer Product Team - Dynamic Discounting Supplier

Create Invoice Create

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold.

General Info From

* Invoice #

* Invoice Date 04/03/25

Payment Term Net 30

* Currency USD

Status Draft

Supplier Note

Attachments Add File | URL | Text

* Supplier Dynamic Discounting Supplier

Supplier Tax ID

* Invoice From Address Pet Store
123 Thompson Street
Nashville, TN 37203
United States

* Remit-To Address Pet Store
123 Thompson Street
Nashville, TN 37203
United States

Bank Name: Chase

Beneficiary Name: Pet Store

Bank Account Number: ****9523

SWIFT Code: ****9523

Type	Description	Qty	UOM	Price	
Qty		1.000	Each	0.00	0.00

PO Line None Clear

Service Sheet Line None

Contract

Supplier Part Number

+ Add Lines + Pick lines from PO + Pick lines from Contract

Totals & Taxes

Lines Not Total 0.00

Créer une facture partielle

- Vérifiez si la ligne de la facture est exprimée en montant ou en quantité
- En fonction, prenez en compte le montant la quantité
- Appuyer sur “calculer” pour vérifier les montants et taxes
- Vous pouvez ensuite soumettre la facture.
- Une fois que c’est fait, la facture ne peut plus être modifiée (mais vous pouvez faire un avoir si besoin)

Lines

Line Level Taxation

Type Description Price

Test PO 100,000.00

PO Line 570.1 Clear

Service Sheet Line None

Contract

Supplier Part Number

Billing 3-SALES-1111111111

Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
	5	5,000.00	

Type	Description	Qty	UOM	Price	
	Test PO	250	Each	100.00	25,000.00

Shipping

Tax

Tax Reference

Handling

Tax

Tax Reference

Misc

Tax

Tax Reference

Total Tax	0.00
Net Total	125,000.00
Total	125,000.00

Delete Cancel Save as Draft Calculate Submit

Créer un avoir

- Cliquez sur “créer un avoir”.
- Vous devez choisir le numéro de facture concernée.

The screenshot shows the Coupa Supplier Portal interface. At the top, there are tabs for 'My Apps Dashboard | Coupa-F...', 'My Webinars - Zoom', 'Coupa Supplier Portal - Invoice:', and 'legal_invoice_INV14829_2023-0'. The browser address bar shows 'supplier-test.couphost.com/invoices/'. Below the address bar, there are navigation links for 'Gmail', 'Calendar', 'Coupa', 'Compass', 'Coupa demo', 'CSP demo', 'Closed', 'Pages', 'MRE', 'D Waves', 'Accelerator', 'Calendly', 'eHR', and 'dict.cc'. The main content area displays 'Invoice deleted' and 'Instructions From Customer'. Below this, there are buttons for 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note' (highlighted with a red box). A modal window titled 'Credit Note' is open, showing instructions: 'If you are issuing a credit note in regards to a problem with an invoice or goods shipped, please include the invoice number. If you are issuing a credit note purely to offer a credit to your customer please select other.' The modal has a 'Reason' section with two options: 'Resolve issue for invoice number' (selected) and 'Other (e.g. rebate)'. There is a 'Select' dropdown menu next to the first option. At the bottom of the modal are 'Cancel' and 'Continue' buttons. In the background, a table of invoices is visible with columns for 'Invoice #', 'Created Date', 'Status', 'Amount', and 'Currency'. The table lists several invoices, including INV14829, INV1, INV-31, INV-30, INV-29, INV-28, INV-27, INV-23, INV-21, INV-20, INV-15, INV-14, INV-13, and INV-12. The bottom of the page shows 'Per page: 15 | 45 | 90' and navigation buttons for 'Prev', '1', '2', '3', and 'Next'.

- Coupa vous donne l'option de corriger la facture soit:
- En annulant complètement la facture existante avec un avoir.
- En ajustant la facture avec un avoir.
- Comme pour les factures, cliquez sur “calculer” puis sur “soumettre”

Instructions From Customer

Test

Create Invoices

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
None	04/03/25	Draft	570	125,000.00 USD	No		
INV14829	03/10/23						
INV-1	10/20/22						
INV-31	04/28/22						
INV-30	04/26/22						
INV-29	04/21/22						
INV-28	04/19/22						
INV-27	04/14/22						
INV-23	03/31/22	Pending Approval	570	107.00 USD	No		
INV-21	03/29/22	Pending Approval	570	214.00 USD	No		
INV-20	03/28/22	Pending Approval	570	160.50 USD	No		
INV-15	02/16/22	Pending Approval	570	1,000.00 USD	No		
INV-14	02/16/22	Pending Approval	570	1,000.00 USD	No		
INV-13	02/16/22	Disputed	570	250.00 USD	Yes	Invalid or missing PO reference	
INV-12	02/16/22	Pending Approval	570	400.00 USD	No		

Per page 15 | 45 | 90

Prev 1 2 3 ... Next

Credit Note

How do you want to correct invoice "INV-31" ?

☐ Completely cancel the invoice with a credit note

☒ Adjust invoice with a credit note

Cancel Create

Suivre le traitement des factures

- L'interface "Païement des factures" vous permet de suivre l'ensemble de vos paiements.
- En cliquant sur le numéro de paiement, vous aurez accès aux informations dédiées.

The screenshot shows the Coupa Supplier Portal interface. The browser tabs include 'My Apps Dashboard | Coupa-F...', 'My Webinars - Zoom', 'Coupa Supplier Portal - Payment', and 'legal_invoice_INV14829_2023-0'. The address bar shows 'supplier-test.coupahost.com/payments/'. The page header includes the Coupa logo, 'JASMINA', 'NOTIFICATIONS 2', and 'HELP'. The navigation bar has links for Invoices, Orders, Business Profile, Payments (active), Setup, Service Sheets, ASN, Sourcing, Forecasts, Catalogs, and More... Below the navigation bar, there are tabs for 'Invoice Payments', 'PO Payments', and 'Early Payments'. A 'Select Customer' dropdown is set to 'Product Team - Static Discounting Supplier'. The main heading is 'Invoice Payments'. Below it, 'Instructions From Customer' states: 'Payments made by Coupa Pay Customers will be displayed below'. There are two tabs: 'Remittance by Payment #' (active) and 'Remittance by Invoice #'. A table is displayed with columns: Payment #, Invoice #, Status, Payment Method, Payment Released Date, Total, and Actions. The first row shows Payment # 224136, Invoice # STATIC_DISCOUNT_TEST_5, STATIC_DISCOUNT_TEST_3, STATIC_DISCOUNT_TEST_4, STATIC_DISCOUNT_TEST_2, STATIC_DISCOUNT_TEST_1, Status Payment in Progress, Payment Method Bank Transfer, Payment Released Date 02/10/22, Total 278.70, and Actions. A tooltip is visible over the 'Payment in Progress' status, stating: 'Your customer has sent you a bank payment. It may take up to 2-3 business days for you to receive this in your account.' The footer of the table shows 'Per page 15 | 45 | 90'.

Payment #	Invoice #	Status	Payment Method	Payment Released Date	Total	Actions
224136	STATIC_DISCOUNT_TEST_5, STATIC_DISCOUNT_TEST_3, STATIC_DISCOUNT_TEST_4, STATIC_DISCOUNT_TEST_2, STATIC_DISCOUNT_TEST_1	Payment in Progress	Bank Transfer	02/10/22	278.70	

Suivi des paiements

Toutes les informations du paiement apparaissent ici.

The screenshot displays the Coupa Supplier Portal interface. The browser tabs at the top include 'My Apps Dashboard | Coupa-Fe', 'My Webinars - Zoom', 'Coupa Supplier Portal - Payment', and 'legal_invoice_INV14829_2023-0'. The address bar shows 'supplier-test.coupahost.com/payments/'. The portal header features the Coupa logo, the user name 'JASMINA', and links for 'NOTIFICATIONS' (with a red badge) and 'HELP'. The main navigation bar includes 'Invoices', 'Orders', 'Business Profile', 'Payments' (highlighted with a blue button), 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', and 'More...'. Below this, a sub-navigation bar shows 'Invoice Payments', 'PO Payments', and 'Early Payments'. The 'Select Customer' dropdown is set to 'Product Team - Static Discounting Supplier'. The main content area displays 'Payment #224136' with a location pin icon and the title 'Payment Info'. The payment details are as follows:

- Payment # 224,136
- Payment Status: Payment in Progress
- Payer: None
- Payee: Static Discounting Supplier
- Payment Method: Bank Transfer
- Pay To Account: JP Morgan ****1254
- Payment Released Date: 02/10/22
- Total Amount Paid: 278.70 USD

Below the 'Payment Info' section is the 'Payment Details' section, which includes a table with the following data:

Invoice #	Amount
#STATIC_DISCOUNT_TEST_5	20.00 USD

The table has a 'View' button and a search bar. At the bottom right, there is a 'Chat with Coupa Support' button.

Afficher le pdf d'une facture

- En cliquant sur “télécharger” vous êtes capables de télécharger la facture en format PDF

The screenshot shows the Coupa Supplier Portal interface. The browser tabs include 'My Apps Dashboard | Coupa-Fe', 'My Webinars - Zoom', 'Coupa Supplier Portal - Invoice', and 'Stripe - Connect with Coupa Sc'. The address bar shows 'supplier-test.coupahost.com/invoices/'. The portal header includes the Coupa logo, user name 'JASMINA', 'NOTIFICATIONS 2', and 'HELP'. The navigation bar has links for 'Invoices', 'Orders', 'Business Profile', 'Payments', 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', and 'More...'. Below the navigation bar, there are sub-links for 'Invoices', 'Invoices Lines', 'Payment Receipts', and 'Advanced'. A 'Select customer' dropdown is set to 'Product Team - Dynamic Discount'. The main content area displays 'Invoice #INV14829' with a 'Back' link. A 'US' flag icon is visible. The 'General Info' section lists details: Invoice # INV14829, Invoice Date 03/10/23, Payment Term Net 30, Currency USD, Status Pending Approval, Shipping Term None, Legal Invoice (with a 'download' link highlighted by a red box), Supplier Notes None, and Attachments None. The 'Bill To & Ship To' section shows the Supplier as 'Dynamic Discounting Supplier' and provides addresses for 'Invoice From', 'Remit To', and 'Ship From'.

General Info		Bill To & Ship To	
Invoice #	INV14829	Supplier	Dynamic Discounting Supplier
Invoice Date	03/10/23	Invoice From	Coupa 1855 South Grant Street San Mateo, 12548 United States
Payment Term	Net 30	Remit To	Coupa 1855 South Grant Street San Mateo, 12548 United States
Currency	USD	Ship From	Coupa 1855 South Grant Street San Mateo, 12548 United States
Status	Pending Approval		
Shipping Term	None		
Legal Invoice	download		
Supplier Notes	None		
Attachments	None		

9. Aide

Aide – Compass et webinars

En haut à droite de l'écran se trouve un bouton « **Aide** »:



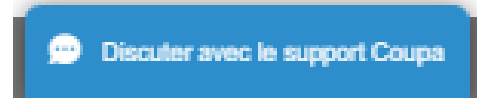
Vous pouvez ainsi accéder:

- au COMPASS, qui regroupe toutes les informations utiles sur COUPA,
- au guide d'utilisation:
[CSP Admin and User Guide fr-FR.pdf](#)
- à des webinars (en anglais pour l'instant)



Aide – Chat box

En bas à droite de l'écran,
vous pouvez solliciter le
support COUPA via le lien
suivant:



Contacts GEODIS

Pour toute question, vous pouvez contacter:

- La Direction Achats Groupe de GEODIS, via l'email:
geodis-supplier-qualification@geodis.com

The background features a solid blue field with large, flowing, organic shapes in a vibrant orange color. These shapes are positioned primarily on the right side and bottom of the frame, creating a sense of movement and depth. The word "MERCI" is centered on the left side of the image.

MERCI