



GEODIS

A better way to deliver

SEPTEMBER 2025

Coupa S2P
Presentation of
Coupa Supplier Portal (CSP)

Agenda

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1. Context

COUPA Supplier Portal (CSP)

COUPA proposes a **dedicated access** for suppliers, via the **CSP**.

It's the better way to follow your activity with GEODIS (and other clients using COUPA) in a unique site:

- PO receipt
- Invoice creation, directly from PO
- Dispute management, credit note,
- Paiement follow-up,
- Company information management,
- Free and secure access to CSP

The use of CSP is not mandatory.

The screenshot displays the COUPA supplier portal interface. At the top, the header reads "coupa supplier portal" with a "Secure" indicator on the right. The main content area features a "Login" section with an "Email" input field and a "Continue" button. Below the login field, there are links for "New to Coupa? CREATE AN ACCOUNT" and "Forgot your password?". The footer is a dark blue bar containing a grid of links under three categories: "Features" (Overview, Purchase Orders, E-invoicing, Payments, Catalogs), "Solutions" (Sourcing, Shipment Tracking, Business Performance, Profile), and "Resources" (Create a Discoverable Profile, Certify your Diverse Business, Boost your sales with Coupa Catalogs, E-invoicing, Payments, Working Capital Solutions, Help, Training Webinars, Perks, Diverse Certification Resources). The footer also includes the Coupa logo, copyright information "© 2006-2025 Coupa Software Incorporated", and links for "Privacy Policy", "Terms of Use", and "English (US)".

CSP Homepage

Mains tabs:

- ① Manage invoices
- ② Manage PO
- ③ Set up account
- ④ Manage notifications

coupa supplier portal

PHILIPPE ▾

Home Invoices Orders Business Profile Service Sheets Items ASN Sourcing Forecasts Catalogs Setup

GEODIS
Profile Last Updated: 7 months ago | [View Profile](#)

Recent Activity [View](#) ⓘ

GEODIS

No activity found for GEODIS.

Announcements
No Announcements

Multi Factor Security	Pending Tasks	Join Requests	Merge Suggestions	Linked Customers
1 of 1 User	0 Tasks	0 Users	0 Duplicates	1 Connection

2. Account Creation

Account Creation

- You will receive an email inviting you to register for the CSP
 - The email is: do_not_reply@supplier.coupa.com
 - Please check your spam folder
 - If needed, you can forward the email to someone in your organization.
-
- You can also register directly on this site: supplier.coupahost.com
 - Alternatively, you can register by the link available in the PO emails

Account Creation

- Fill in the requested information to register yourself

 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

philippebousquet92+pb2@gmail.com

* 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

Account Creation

- COUPA sends you a verification code by 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

Case of existing account

- If your company has already an account (used for another client), you will see this screen
- You can join the existing account or create a new one for GEODIS (see 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

Company settings

- Please fill in the requested information
- It must be consistent with data that you have already provided to GEODIS when your company has been created in our MDM Suppliers

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

Subscription

- COUPA is **free** and offers all features needed to work efficiently with GEODIS.
- The proposed options by COUPA are not mandatory to work with GEODIS. **Please click on the Free menu on the left**

Subscriptions

The screenshot displays the 'Subscriptions' page with three main options:

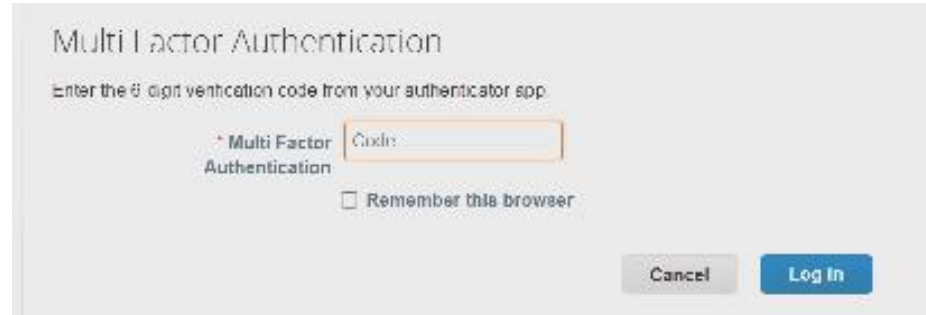
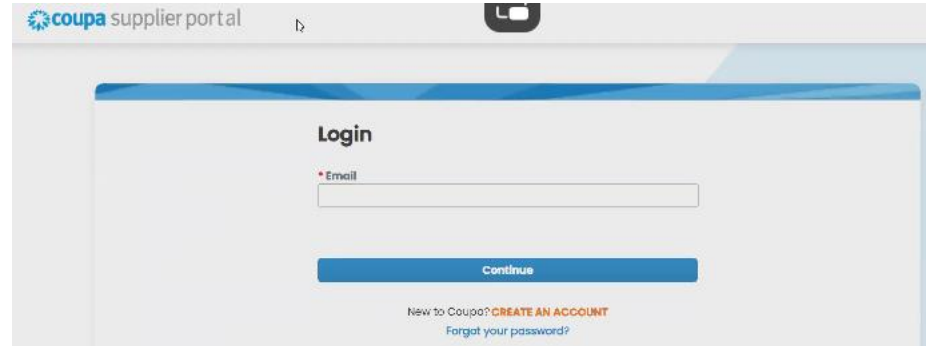
- Registered**
Easily do business with customers who use Coupa
Free
Registered user includes:
 - Business Profile
 - Orders
 - E-Invoices
 - Catalogues
 - Payments
 - Sourcing Events[Continue](#)
- Most Popular**
Coupa Verified
Amplify your trusted brand across Coupa's community of buyers
\$549 / year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

[Cancel](#)

3. Access to CSP

COUPA home page

- Website:
supplier.coupahost.com
- Multifactor authentication, for more security
- At the bottom, you can change the language



COUPA home page

- You can access the different management modules at the top of the page.
- The views depend on the roles (the administrator can see everything, while other users only see part of it).

The screenshot shows the COUPA supplier portal interface. At the top, the header includes the COUPA logo and 'supplier portal' text. On the right, the user 'PHILIPPE' is logged in, with a profile icon and a 'HELP' link. Below the header is a navigation bar with a home icon and several menu items: Invoices, Orders, Business Profile, Service Sheets, Items, ASN, Sourcing, Forecasts, Catalogs, Setup, and More... The 'Invoices' menu item is highlighted with a red box, and a red arrow points from the first bullet point of the text to it. The 'More...' menu is open, showing options: Supplier Dashboard, Add-ons, and Community. Below the navigation bar, the main content area features the GEODIS logo and profile information: 'Profile Last Updated: 7 months ago | View Profile'. There are three main sections: 'Recent Activity' (showing no activity for GEODIS), 'Announcements' (showing no announcements), and a 'Quick Actions' section with five cards: Multi Factor Security (1 of 1 User), Pending Tasks (0 Tasks), Join Requests (0 Users), Merge Suggestions (0 Duplicates), and Linked Customers (1 Connection).

coupa supplier portal

PHILIPPE | | HELP

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

GEODIS
Profile Last Updated: 7 months ago | [View Profile](#)

Recent Activity [View](#)

No activity found for GEODIS.

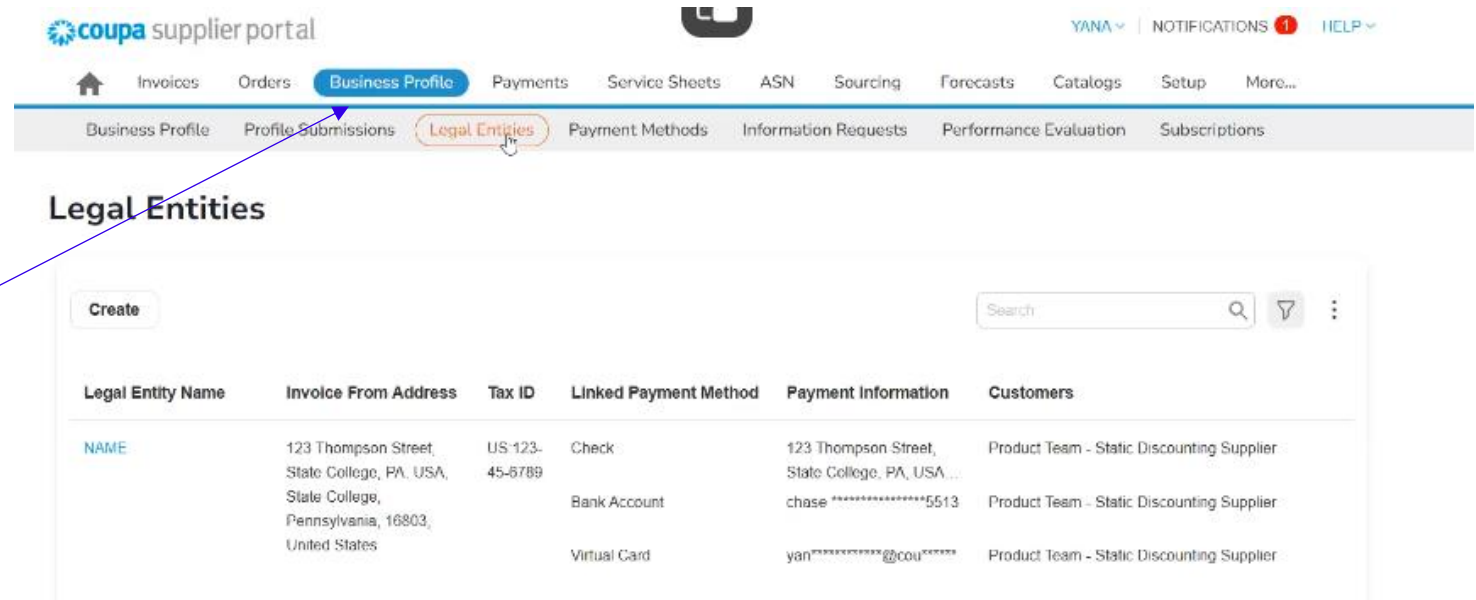
Announcements
No Announcements

Multi Factor Security	Pending Tasks	Join Requests	Merge Suggestions	Linked Customers
1 of 1 User	0 Tasks	0 Users	0 Duplicates	1 Connection

4. Company settings

COUPA home page

- You need first to click on "Company Profile" to check or update the information of your legal entity.

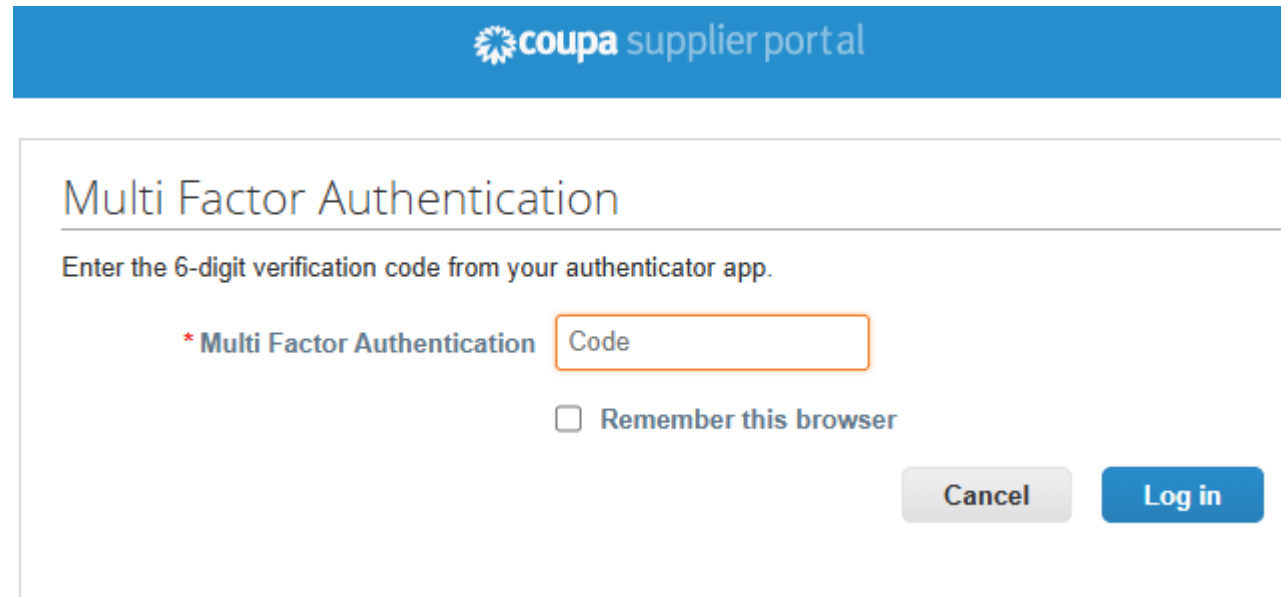


The screenshot displays the Coupa Supplier Portal interface. The top navigation bar includes links for Invoices, Orders, Business Profile (highlighted), Payments, Service Sheets, ASN, Sourcing, Forecasts, Catalogs, Setup, and More... Below this, a secondary navigation bar contains links for Business Profile, Profile Submissions, Legal Entities (highlighted with a red circle), 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

Security and multifactor authentication

- There is an authentication security step, before accessing to your legal entity information.



The screenshot shows the 'coupa supplier portal' header in a blue bar. Below it, the 'Multi Factor Authentication' section is titled. A prompt asks the user to 'Enter the 6-digit verification code from your authenticator app.' There is a text input field with the placeholder 'Code' and a red asterisk label '* Multi Factor Authentication'. Below the input field is a checkbox labeled 'Remember this browser'. At the bottom right are two buttons: 'Cancel' and 'Log in'.

5. User management

User management

- You can invite users

The screenshot shows the 'Admin Users' section of the Coupa Supplier Portal. The top navigation bar includes links for Invoices, Orders, Business Profile, Payments, Service Sheets, ASN, Sourcing, Forecasts, Catalogs, and Setup (highlighted with a red box). The left sidebar contains links for Users, Worker Portal Access, Merge Requests, Merge Suggestions, Requests to Join, and Fiscal Representatives. The main content area features a table of users. The 'Invite User' button is highlighted with a red box.

User Name	Email	Status	Permissions	Customer Access	Purpose	Actions
Jasmina Svilenova	jasmina.svilenova@cx-g.com	Deactivated	ASNs Admin Business Performance Catalogs Early Payments Forecast Planner	Product Team - Static Discounting Supplier Product Team - SIM Test Supplier	None	Activate

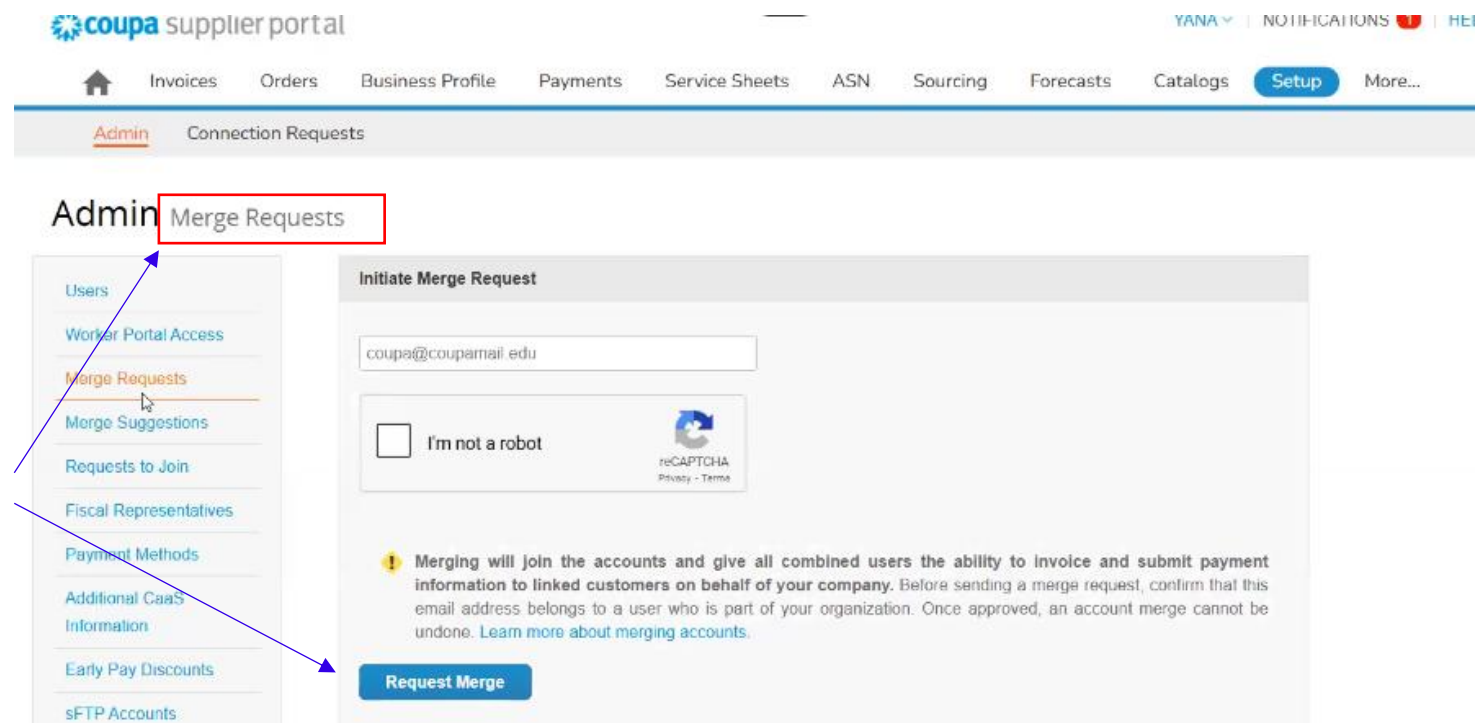
- Fill in requested information: indicate the permissions and the clients you assign them.

The 'Invite User' form is divided into four main 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:** A list of checkboxes for selecting permissions: All, Admin, Orders, and All (with a radio button).
- Customers:** A list of checkboxes for selecting customers: All, Product Team - SIM Test Supplier, Product Team - Dynamic Discounting Supplier, and Product Team - Static Discounting Supplier.

Profile merging

- You may invite someone who already has an account. In this case, you will receive a message from Coupa
- Click on Request merge
- Don't forget to confirm the email



The screenshot displays the Coupa Supplier Portal interface. The top 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 in a red box. A blue arrow points from 'Merge Requests' to the 'Initiate Merge Request' form on the right. The form contains a text input field with the email 'coupa@coupaemail.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

Notification management

- By clicking on “Notifications” (1), you have the opportunity to see all your notifications.
- By clicking on “notifications Preferences” (2), you have the opportunity to set your notifications preferences.

supplier-test.coupahost.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

Notification preferences

 coupa supplier portal

PHILIPPE ▾



Invoices

Orders

Business Profile

Service Sheets

Items

ASN

Sourcing

Forecasts

Catalogs

Setup

More...

My Account Notification Preferences

Settings

Notification Preferences

Security & Multi Factor

Authentication

App Connections

You will start receiving notifications when your customers enable them.

Email

philippebousquet92@gm

Mobile(SMS)

+1

Verify

⚠ Verify number to receive SMS

Account Access

Request to Join

☒ Email

☐ SMS

Merge Request

☒ Email

☐ SMS

Announcements

New Customer Announcement

☐ Email

☐ SMS

Business Performance

Business Performance Role Granted

☐ Email

☐ SMS

Catalogs

A new comment is received

☒ Email

☐ SMS

- Indicate, line by line, how you would like to receive notifications: on the website, by email, or by SMS.

7. Purchase orders (PO)

Access to PO

- You can view your purchase orders, whatever the transmission method.
- Click on the Orders tab to get a summary of all Geodis PO.
- Click on the hyperlink of the PO number to open it.
- You can also search for a specific PO number.

coupa supplier portal JASMINA | NOTIFICATIONS 2 | HELP

Home Invoices **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
- Product Team - SIM Test Supplier
- Product Team - Dynamic Discounting Supplier**
- Product Team - Static Discounting Supplier

Purchase Orders

Instructions From Customer

Test

Click the Action to Invoice from a Purchase Order

Export to View All Search

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		

Access to PO

- By clicking on the PO number, you will find all its information

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. Invoices

Create an invoice from a PO

supplier-test.coupahost.com/orders/

1 Go to the Orders tab

2 Identify the PO that you want to convert into an invoice

3 Click on the invoice icon (yellow coins)

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		

- You can also open the PO and then click on “Create an invoice.”

- You must fill in all the mandatory fields (*), such as the invoice number.

- You also have the option to attach supporting documents if needed.

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 - Orders', and 'Stripe - Connect with Coupa Sc...'. The address bar shows 'supplier-test.coupahost.com/orders/'. The portal header includes the Coupa logo, 'supplier portal', and user information 'JASMINA' with a dropdown arrow, 'NOTIFICATIONS 2', and a 'HELP' link. The main navigation bar contains links for 'Invoices', 'Orders' (highlighted), 'Business Profile', 'Payments', 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', and 'More...'. Below this, a secondary navigation bar lists 'Orders', 'Order Lines', 'Returns', 'Order Changes', 'Order Line Changes', 'Order Confirmations', 'Order Confirmation Lines', and 'More...'. A 'Select Customer' dropdown is set to 'Product Team - Dynamic Discounting Supplier'. The main content area features a 'Create Invoice' button. A blue informational banner at the top of the form states: '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.' The form is titled 'General Info' and includes several fields: '* Invoice #' (empty), '* Invoice Date' (04/03/25), 'Payment Term' (Net 30), '* Currency' (USD), 'Status' (Draft), and 'Supplier Note' (empty). To the right, the 'From' section shows '* Supplier' (Dynamic Discounting Supplier), 'Supplier Tax ID' (dropdown), '* Invoice From Address' (Pet Store, 123 Thompson Street, Nashville, TN 37203, United States), and '* Remit-To Address' (Pet Store, 123 Thompson Street, Nashville, TN 37203, United States). At the bottom, bank information is listed: 'Bank Name: Chase', 'Beneficiary Name: Pet Store', 'Bank Account Number: *****9523', and 'SWIFT Code: *****NXXX'. A red box highlights the 'Attachments' section, which includes a plus icon and the text 'Add File | URL | Text'. A blue arrow points from the 'Create an invoice' text in the first list item to the 'Create Invoice' button. Another blue arrow points from the 'attach supporting documents' text in the third list item to the 'Attachments' section.

Create a standard invoice (without going through the PO)

- The process is the same
- You enter invoice lines by clicking on « Add lines »

The screenshot shows the 'Create Invoice' page in the Coupa Supplier Portal. The browser tabs include 'Coupa Supplier Portal - Orders' and 'Stripe - Connect with Coupa'. The URL is 'supplier-test.coupa.com/orders/'. The navigation bar shows 'Orders' as the active tab. Below the navigation bar, there's a 'Select Customer' dropdown set to 'Product Team - Dynamic Discounting Supplier'. The main heading is 'Create Invoice' with a 'Create' link. A blue notification box states: '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.' The form is divided into 'General Info' and 'From' sections. 'General Info' includes fields for 'Invoice #', 'Invoice Date' (04/03/25), 'Payment Term' (Net 30), 'Currency' (USD), 'Status' (Draft), and 'Supplier Note'. 'From' includes 'Supplier' (Dynamic Discounting Supplier), 'Supplier Tax ID', 'Invoice From Address' (Pet Store, 123 Thompson Street, Nashville, TN 37203, United States), and 'Remit-To Address' (same as from address). Bank information is listed at the bottom: 'Bank Name: Chase', 'Beneficiary Name: Pet Store', 'Bank Account Number: ****9523', and 'SWIFT Code: ****9523'. Below the form is a table for invoice lines with columns: Type, Description, Qty, UOM, Price, PO Line, Service Sheet Line, Contract, and Supplier Part Number. The first row shows 'Qty' as 1,000, 'UOM' as 'Each', and 'Price' as 0.00. At the bottom, there are buttons: '+ Add Line', '+ Pick lines from PO', and '+ Pick lines from Contract'. A 'Totals & Taxes' section shows 'Lines Not Total' as 0.00.

Create a partial invoice

- Check whether the invoice line is expressed in amount or in quantity
- Depending on this, enter either the amount or the quantity
- Click on “calculate” to check amounts and taxes
- You can then submit the invoice
- Once it's done, the invoice can't be modified anymore (but you can do a credit note if needed)

Lines

Line Level Taxation

Type: Test PO Description: Test PO Price: 100,000.00

PO Line: 570.1 Clear Service Sheet Line: None Contract: Supplier Part Number:

Billing: 3-SALES-1111111111111111

Taxes:

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

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

Shipping

Tax: Tax Reference: Enter a tax reason description.

Handling

Tax: Tax Reference: Enter a tax reason description.

Misc

Tax: Tax Reference: Enter a tax reason description.

Total Tax: 0.00

Net Total: 125,000.00

Total: 125,000.00

Delete Cancel Save as Draft Calculate Submit

Create a credit note

- Click on “create a credit note”.
- Choose the number of the invoice

The screenshot shows the Coupa Supplier Portal interface. At the top, there are browser tabs for 'My Apps Dashboard | Coupa-F...', 'My Webinars - Zoom', 'Coupa Supplier Portal - Invoice:', and 'legal_invoice_INV14829_2023-0'. The 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 has a green banner that says 'Invoice deleted'. Below this, there is a section titled 'Instructions From Customer' with a 'Test' button and a 'Create Invoices' link. There are four buttons: 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note' (which is highlighted with a red box). Below these buttons, there is a table with columns 'Invoice #', 'Created Date', and 'Actions'. The table lists several invoices, including 'INV14829' and 'INV-12'. A modal window titled 'Credit Note' is open, showing a form with a 'Reason' dropdown menu and a 'Continue' button. The modal text reads: '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 'Reason' dropdown is set to 'Resolve issue for invoice number'.

Invoice deleted

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	Actions
None	04/03/25	
INV14829	03/10/23	
INV1	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	Pending Approval 570 107.00 USD No
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

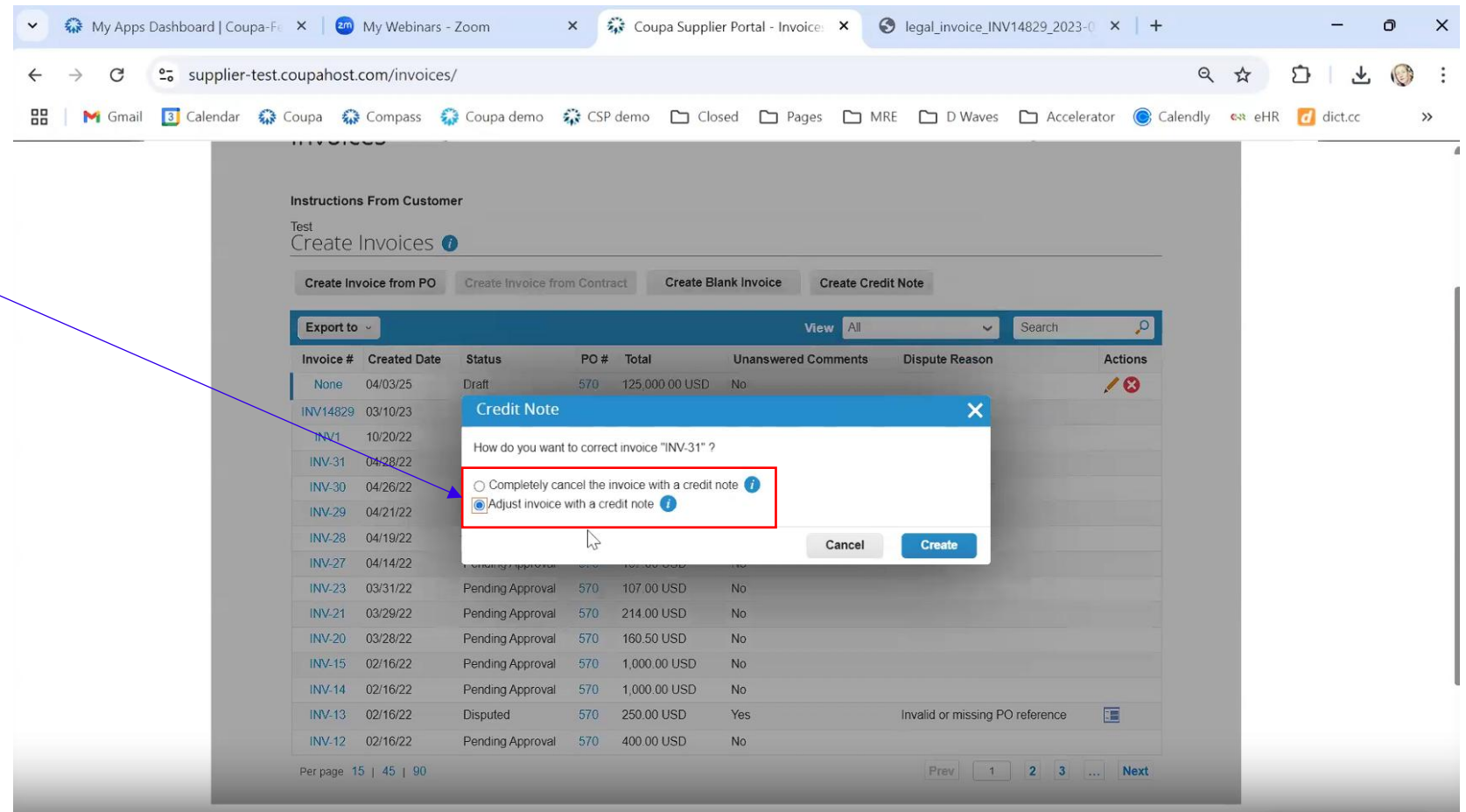
Credit Note

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.

Reason ☒ Resolve issue for invoice number ☐ Other (e.g. rebate)

Cancel Continue

- Coupa offers the option to correct the invoice either:
- By cancelling, completely, the invoice with a credit note.
- By adjusting the invoice with a credit note.
- As for invoices, click on “calculate” then on “submit”



Invoice payment follow up

- The interface “Invoice payment” enables you to follow all your payments.
- By clicking on payment number, you have access to dedicated information.

The screenshot shows the Coupa Supplier Portal interface. The browser tabs include 'My Apps Dashboard | Coupa-F...', 'My Webinars - Zoom', 'Coupa Supplier Portal - Payments', and 'legal_invoice_INV14829_2023-0'. The address bar shows 'supplier-test.coupahost.com/payments/'. The page header includes the Coupa logo, 'supplier portal', and user 'JASMINA'. 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 with columns 'Payment #', 'Invoice #', 'Status', 'Payment Method', 'Payment Released Date', 'Total', and 'Actions' is displayed. 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, and Total 278.70. A tooltip for the payment number 224136 states: '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 page footer 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	

Payment follow up

All payment information appear here

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' (underlined), 'PO Payments', and 'Early Payments'. A 'Select Customer' dropdown menu 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.

Display the invoice pdf

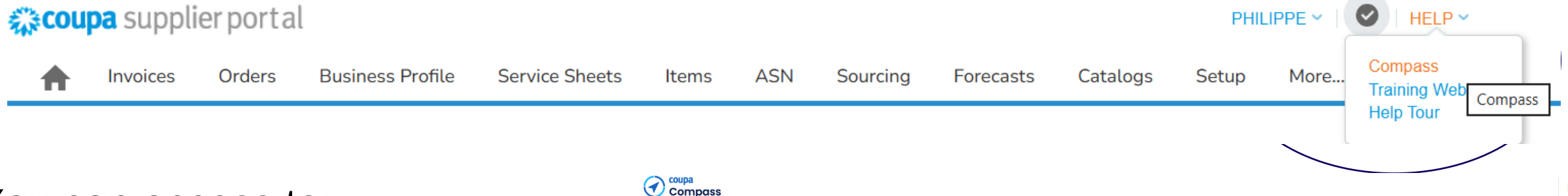
- By clicking on “download” you can download the invoice in a PDF format

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 page header includes the Coupa logo, 'supplier portal', and user information 'JASMINA' with a dropdown arrow, 'NOTIFICATIONS 2', and 'HELP' with a dropdown arrow. 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: 'Invoices', 'Invoices Lines', 'Payment Receipts', and 'Advanced'. A 'Select customer' dropdown is set to 'Product Team - Dynamic Discounting'. The main content area displays 'Invoice #INV14829' with a 'Back' link. Below this, there are two sections: 'General Info' and 'Bill To & Ship To'. The 'General Info' section contains the following details: Invoice # INV14829, Invoice Date 03/10/23, Payment Term Net 30, Currency USD, Status Pending Approval, Shipping Term None, Legal Invoice download (highlighted with a red box), Supplier Notes None, and Attachments None. The 'Bill To & Ship To' section contains the following details: Supplier Dynamic Discounting Supplier, Invoice From Coupa (1855 South Grant Street, San Mateo, 12548, United States), Remit To Coupa (1855 South Grant Street, San Mateo, 12548, United States), and Ship From Coupa (1855 South Grant Street, San Mateo, 12548, United States). A blue arrow points from the text 'download the invoice in a PDF format' to the 'download' link in the 'Legal Invoice' field.

9. Help

Compass and webinars

At the top right of the screen is the « help » button:



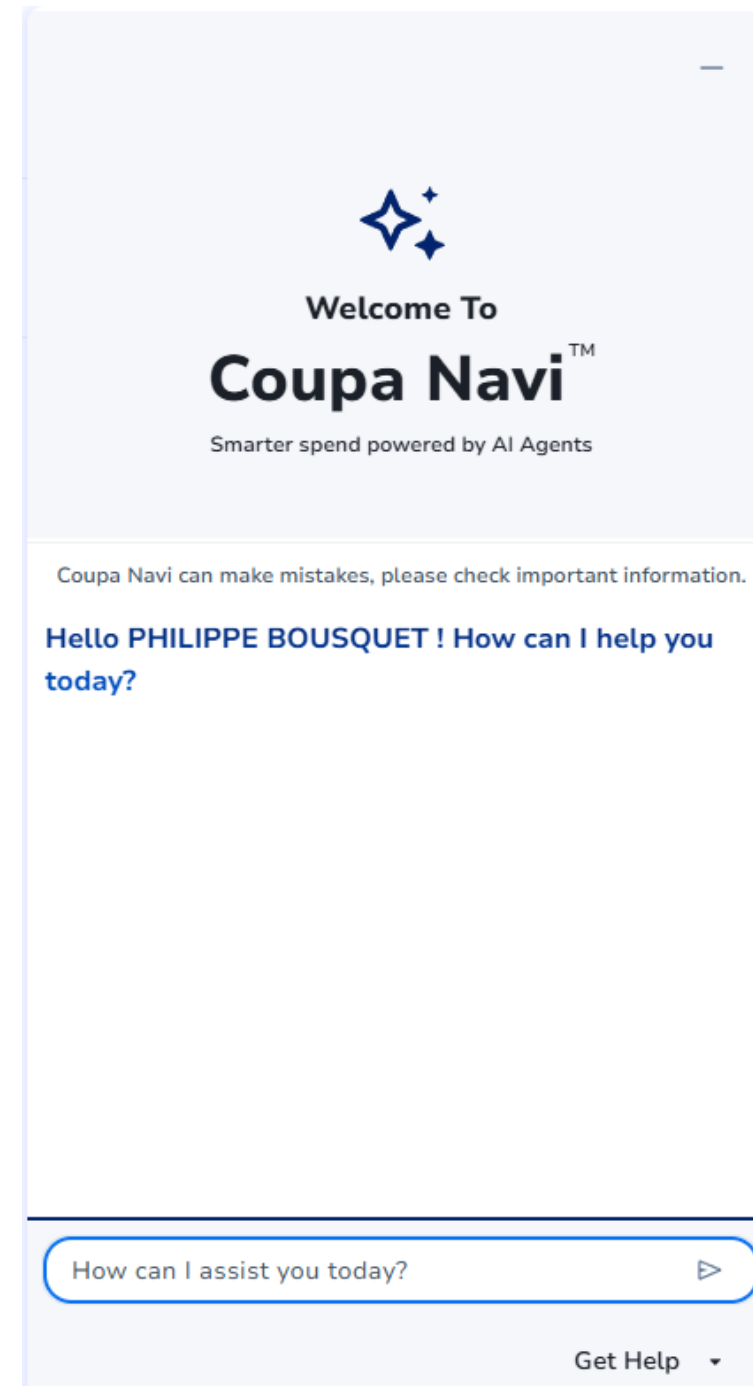
You can access to:

- COMPASS, which gather all useful information about COUPA,
- User guide:
[CSP Admin and User Guide fr-FR.pdf](#)
- Webinars (in English)

The image shows a screenshot of the 'Compass' help page. On the left is a 'Table Of Contents' sidebar with links: For Customers, For Suppliers, Core Supplier Onboarding, Getting Started with the Coupa Supplier Portal (highlighted), Set Up the CSP, Contract Collaboration, Coupa Contingent Workforce, and Supplier Integration Resources. The main content area has a blue header 'Getting Started with the Coupa Supplier Portal'. Below it is a light blue box with the text 'Learn how you can use the Coupa Supplier Portal to manage customers and transactions.' Further down, there is a paragraph explaining the Coupa Supplier Portal (CSP) and a list of capabilities: viewing purchase orders, setting up delivery methods, creating catalogs, sending invoices and advance ship notices (ASNs), checking the status of transactions, and more. The page is in English, indicated by 'EN' and a globe icon in the top right.

Navi box

At the bottom right of the screen, you can get COUPA support via the following link:



GEODIS Contacts

For any question, please contact:

- GEODIS Group Purchasing Department, via email:
geodis-supplier-qualification@geodis.com

The background features a solid blue field with large, organic, wavy shapes in a darker blue and a vibrant orange. These shapes overlap and flow across the frame, creating a dynamic, abstract composition.

Thank you