GEODIS

A better way to deliver

SEPTEMBER 2025

Coupa S2P
Presentation of
Coupa Supplier Portal (CSP)

Agenda

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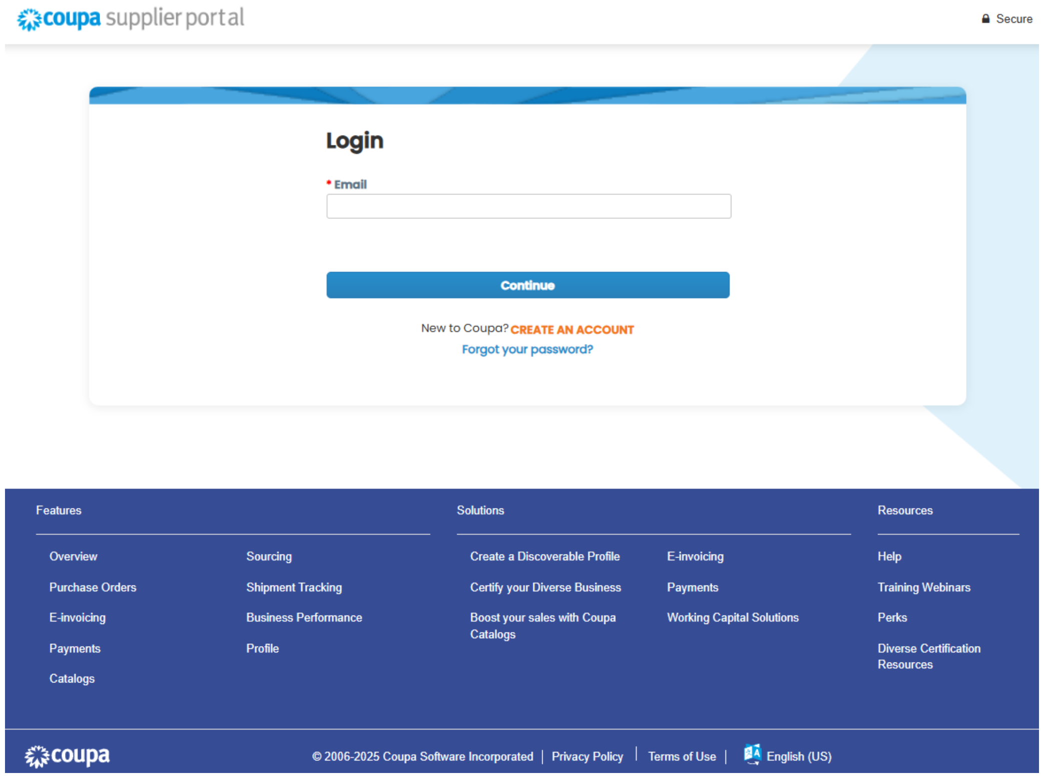
1. Context

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

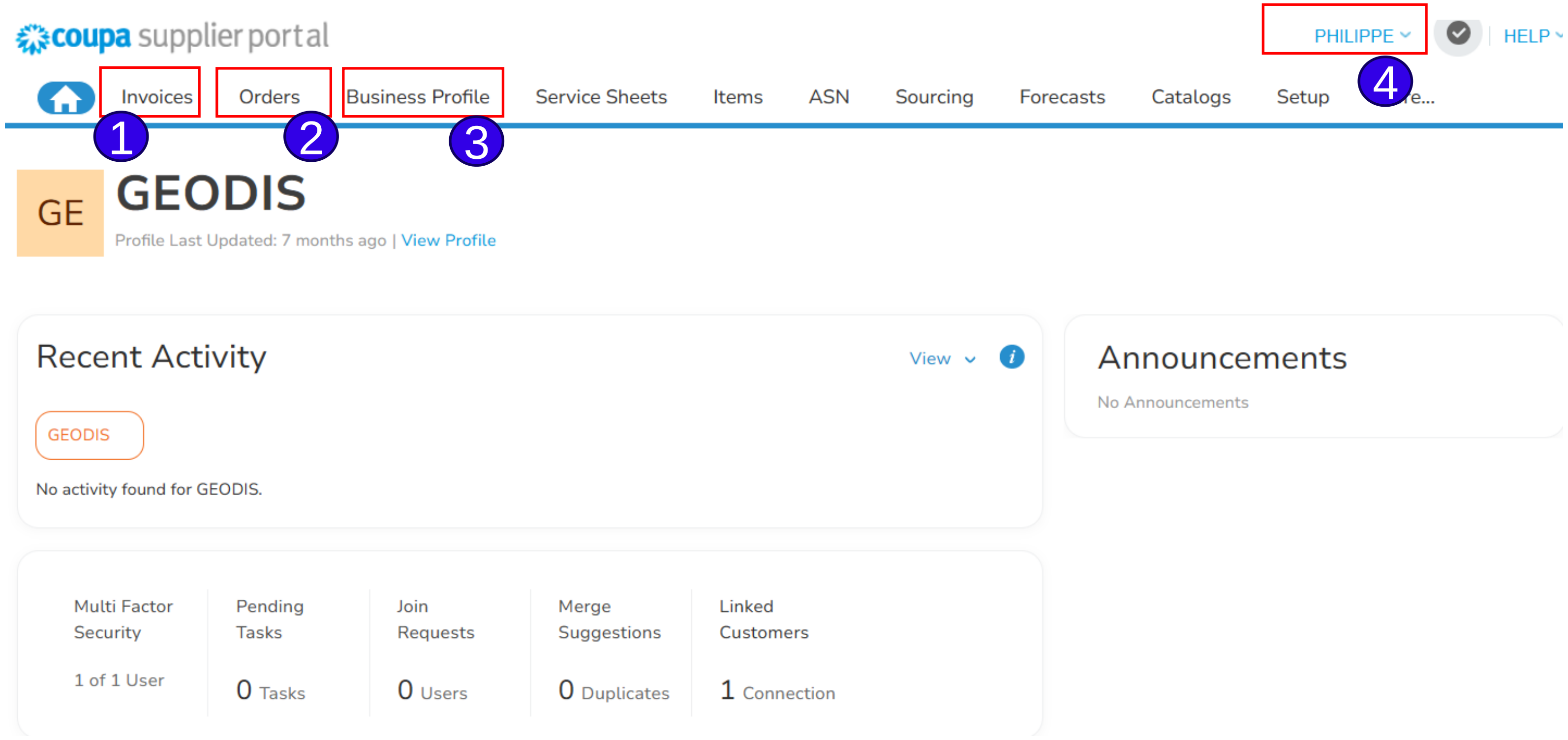


The use of CSP is not mandatory.

CSP Homepage

Mains tabs:

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



2. Account Creation

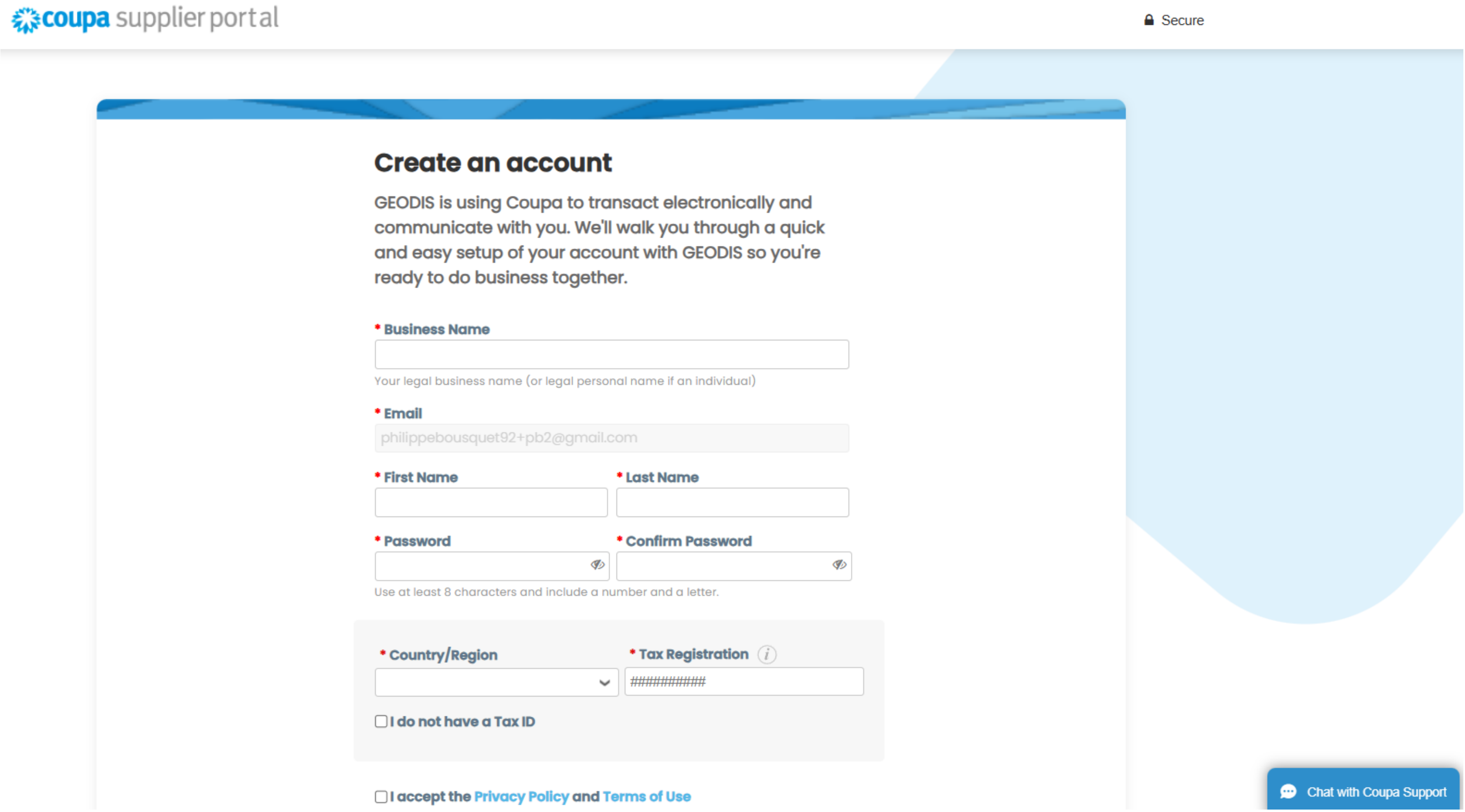
Account Creation

- 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



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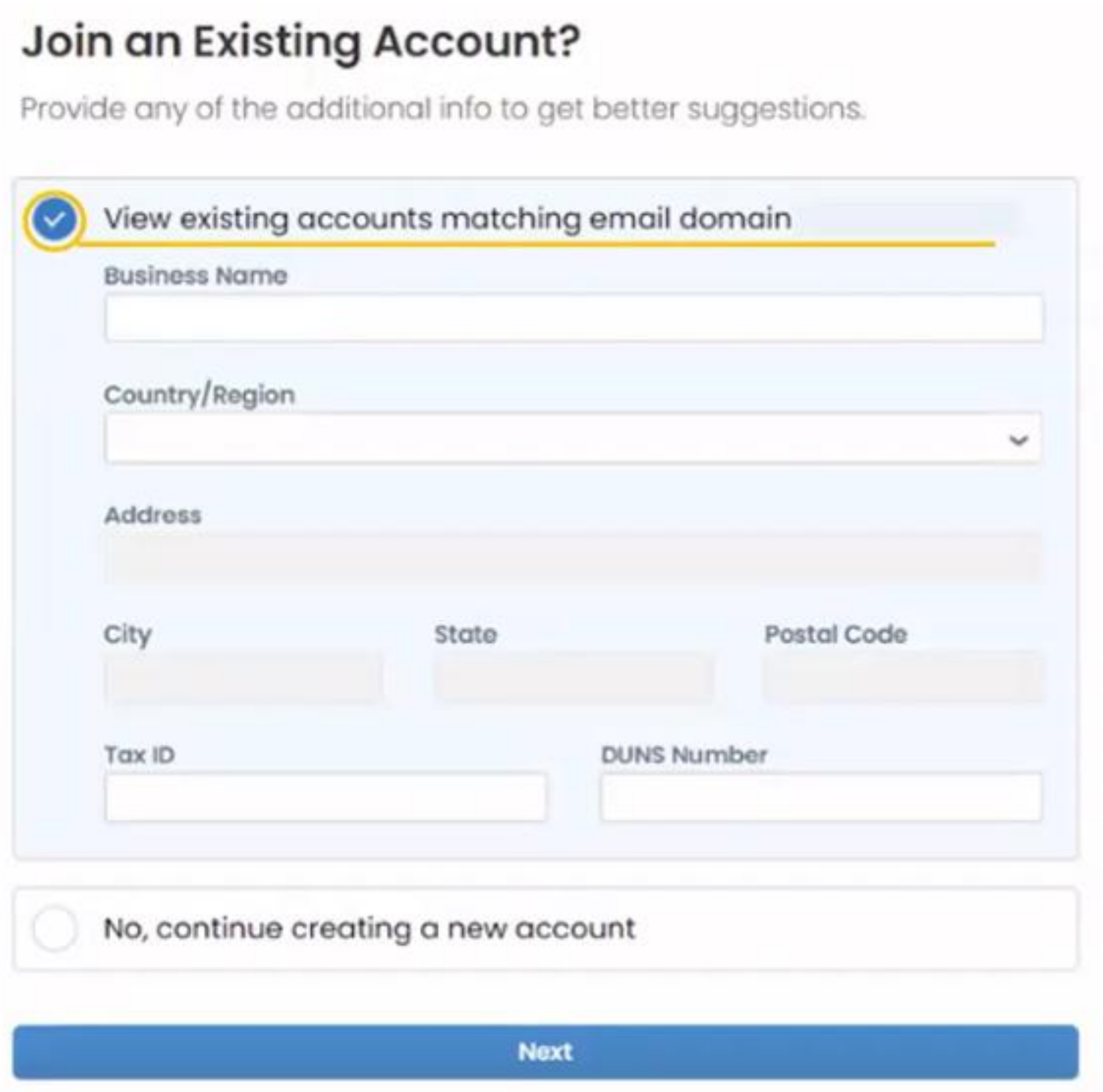
Account Creation

- COUPA sends you a verification code by email

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).



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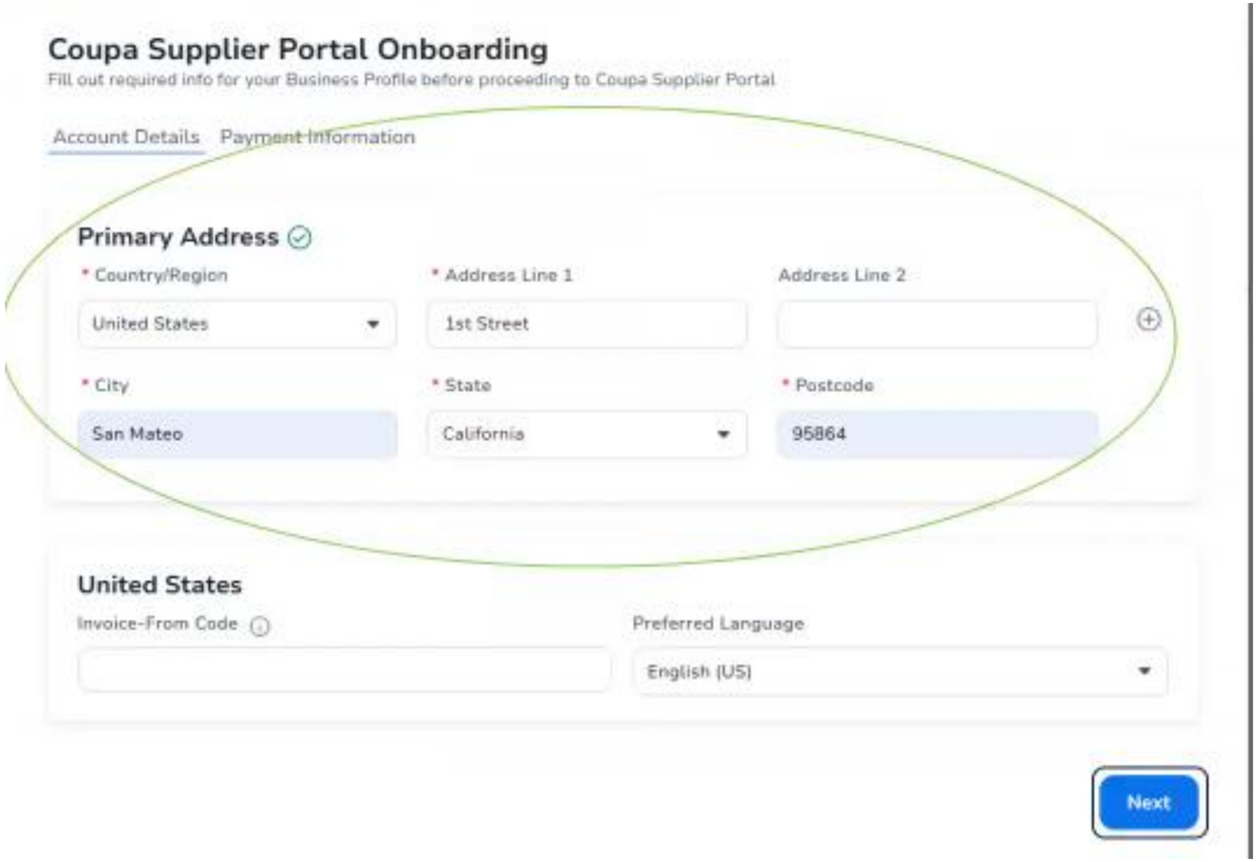
Company settings

- 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



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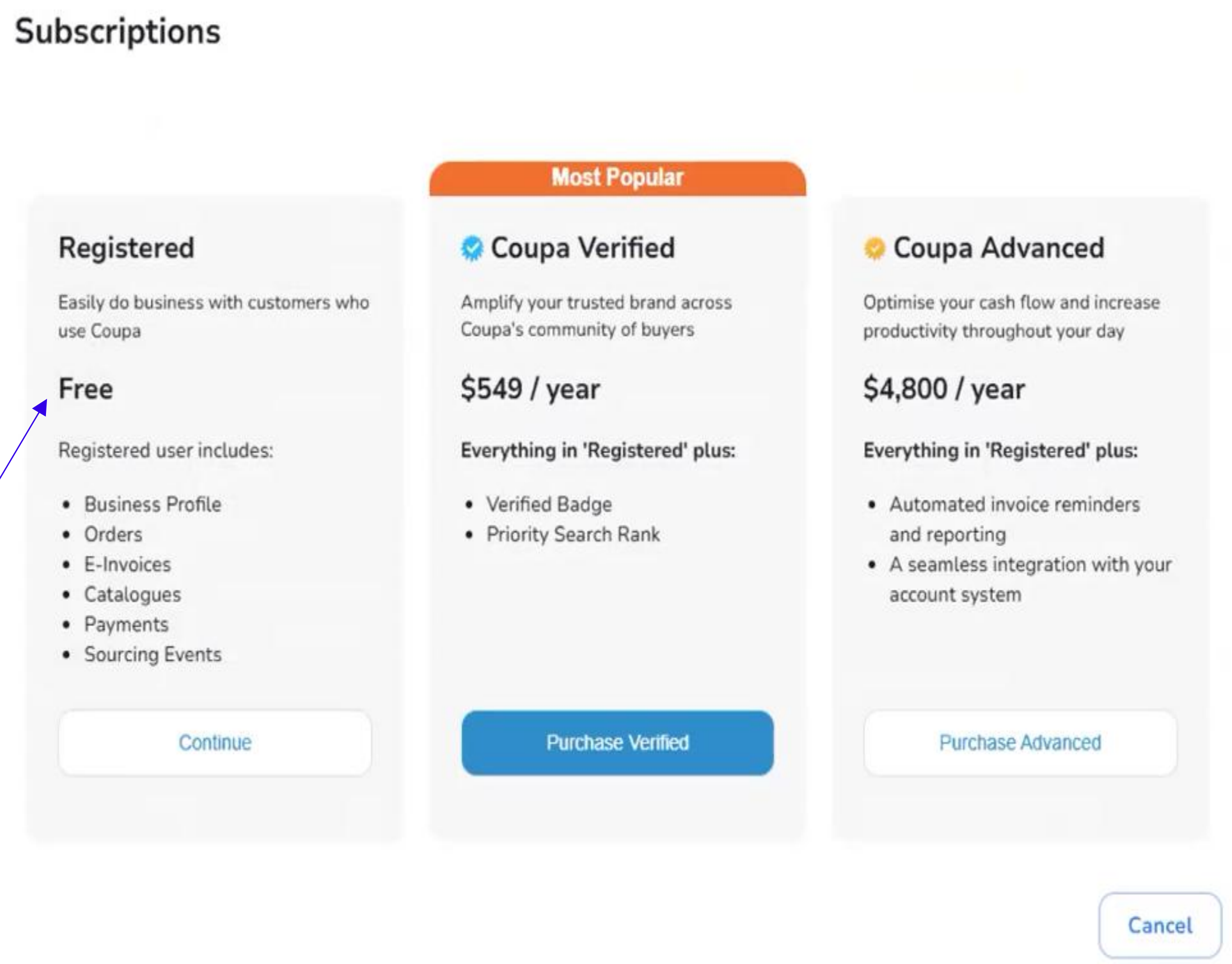
Subscription

- 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



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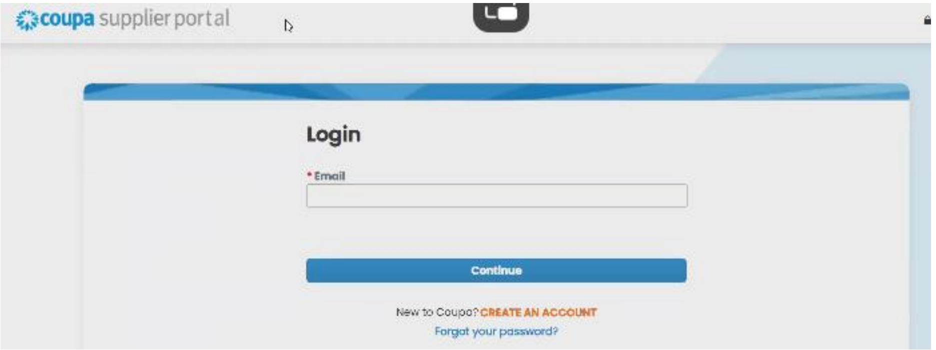
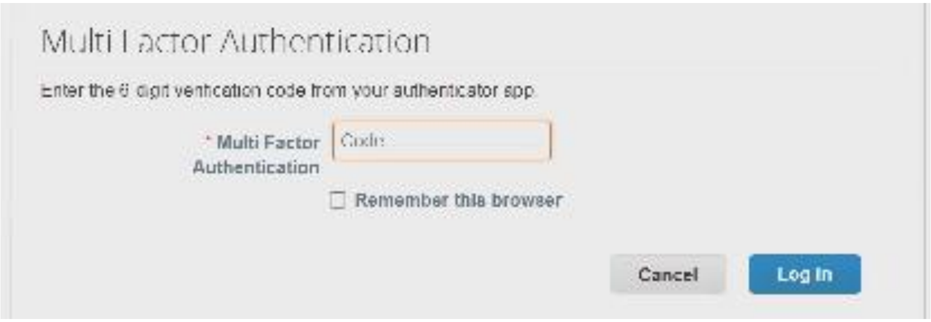
3. Access to CSP

COUPA home page

- Website: supplier.coupahost.com



- Multifactor authentification, for more security



- At the bottom, you can change the language

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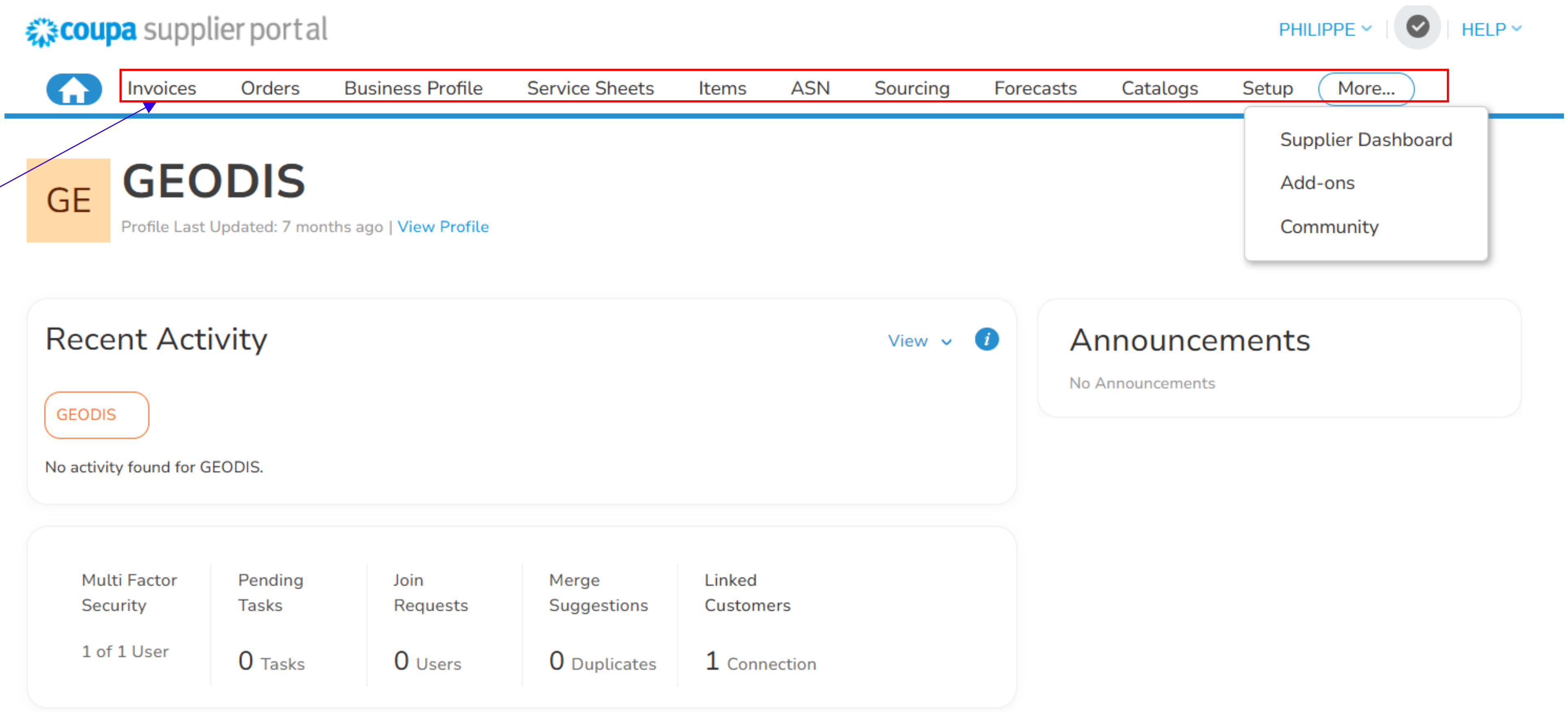
COUPA home page

- 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).



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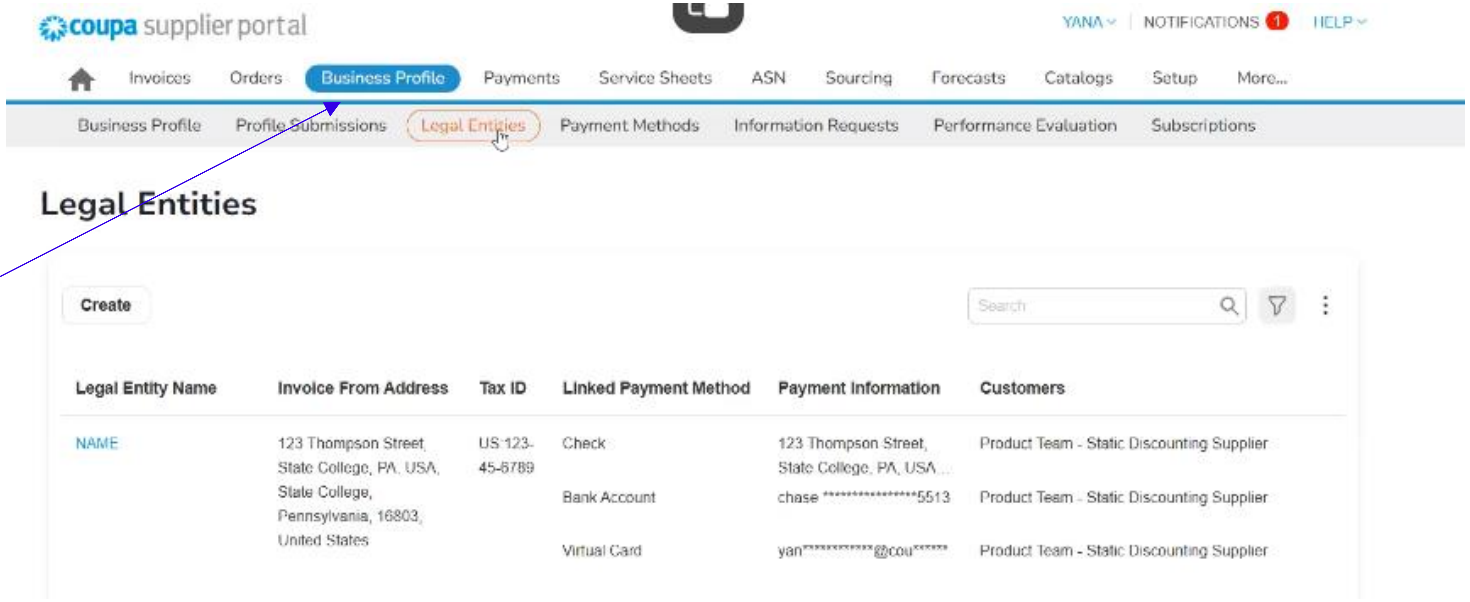
4. Company settings

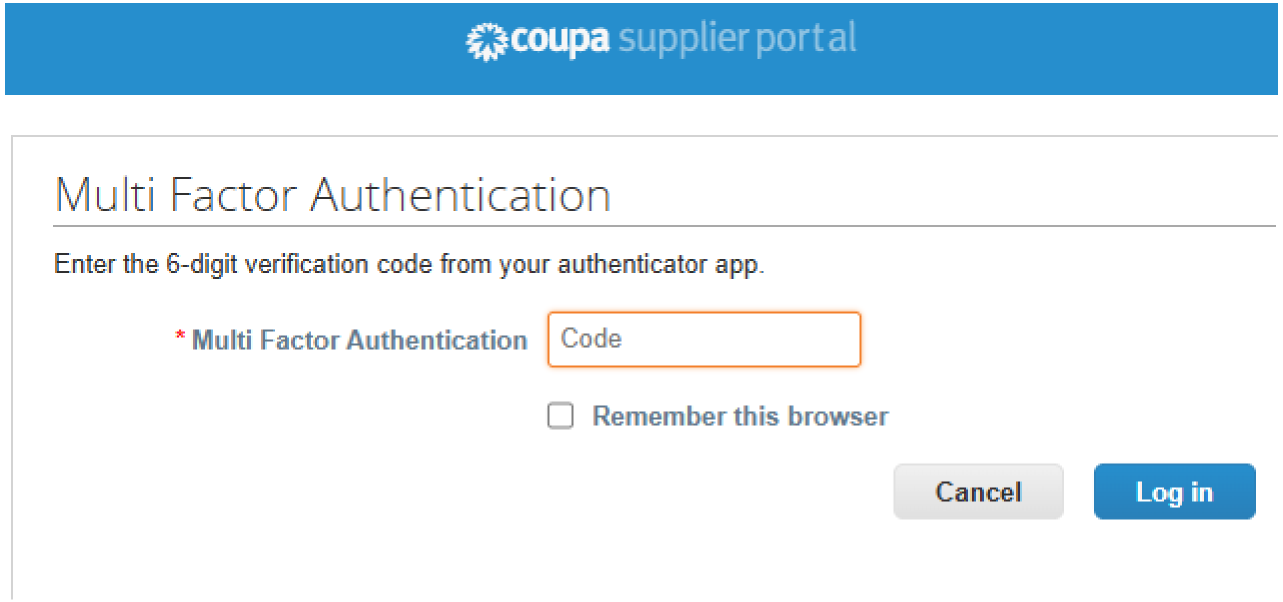
COUPA home page

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



Security and multifactor authentification

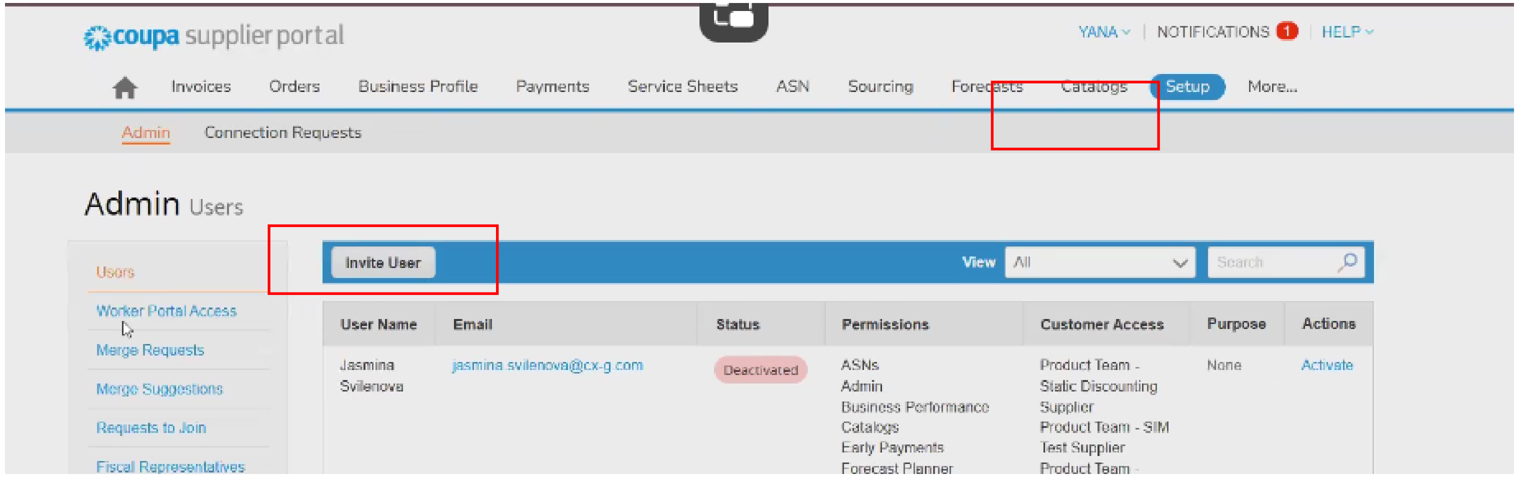
- There is an authentication security step, before accessing to your legal entity information.



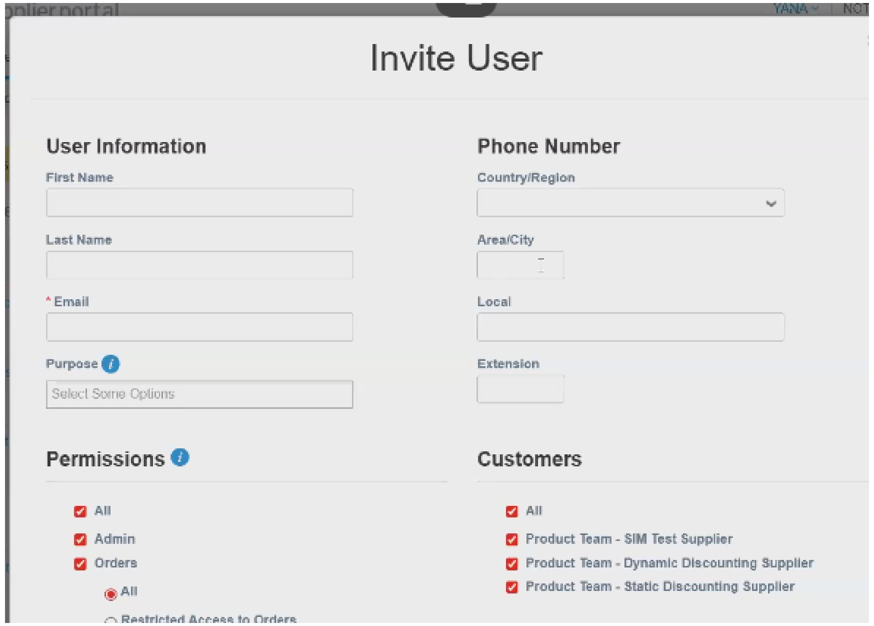
5. User management

User management

- You can invite users



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



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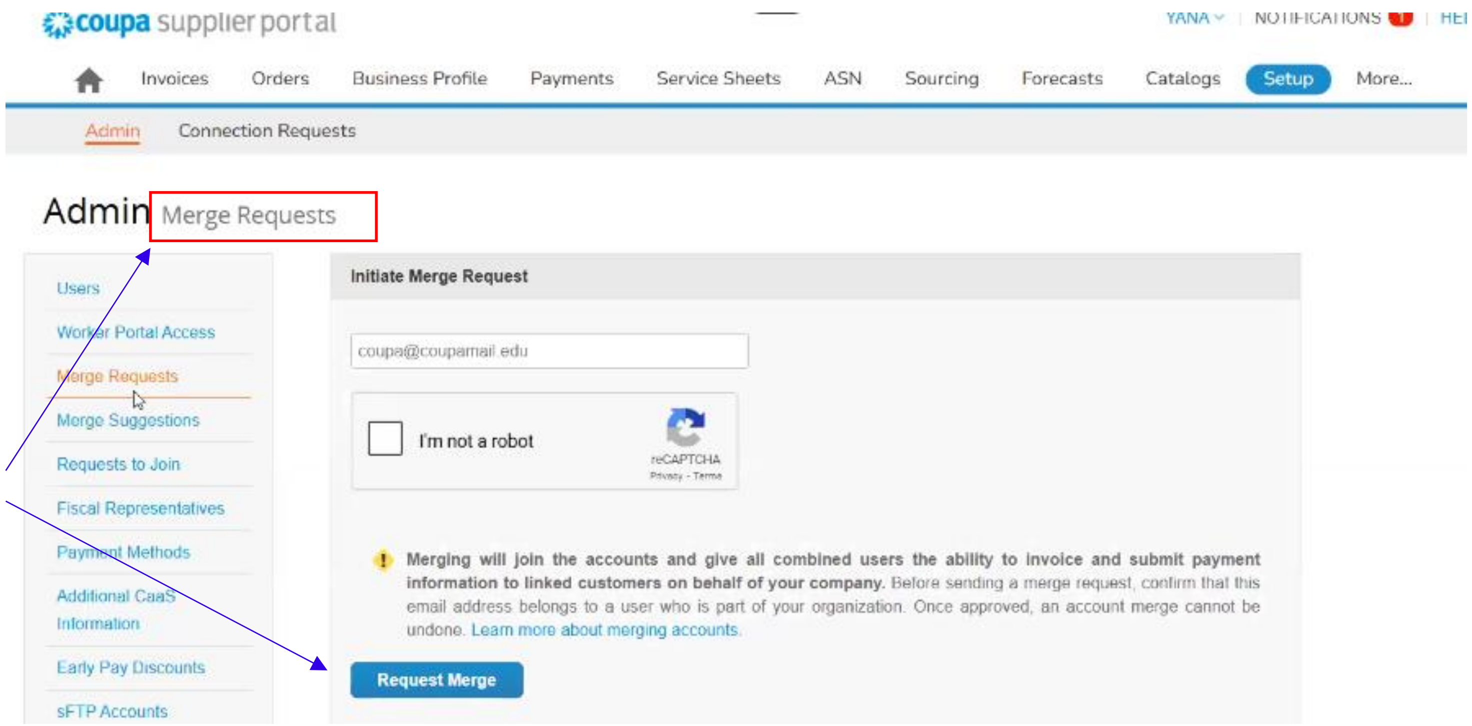
Profile merging

- 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



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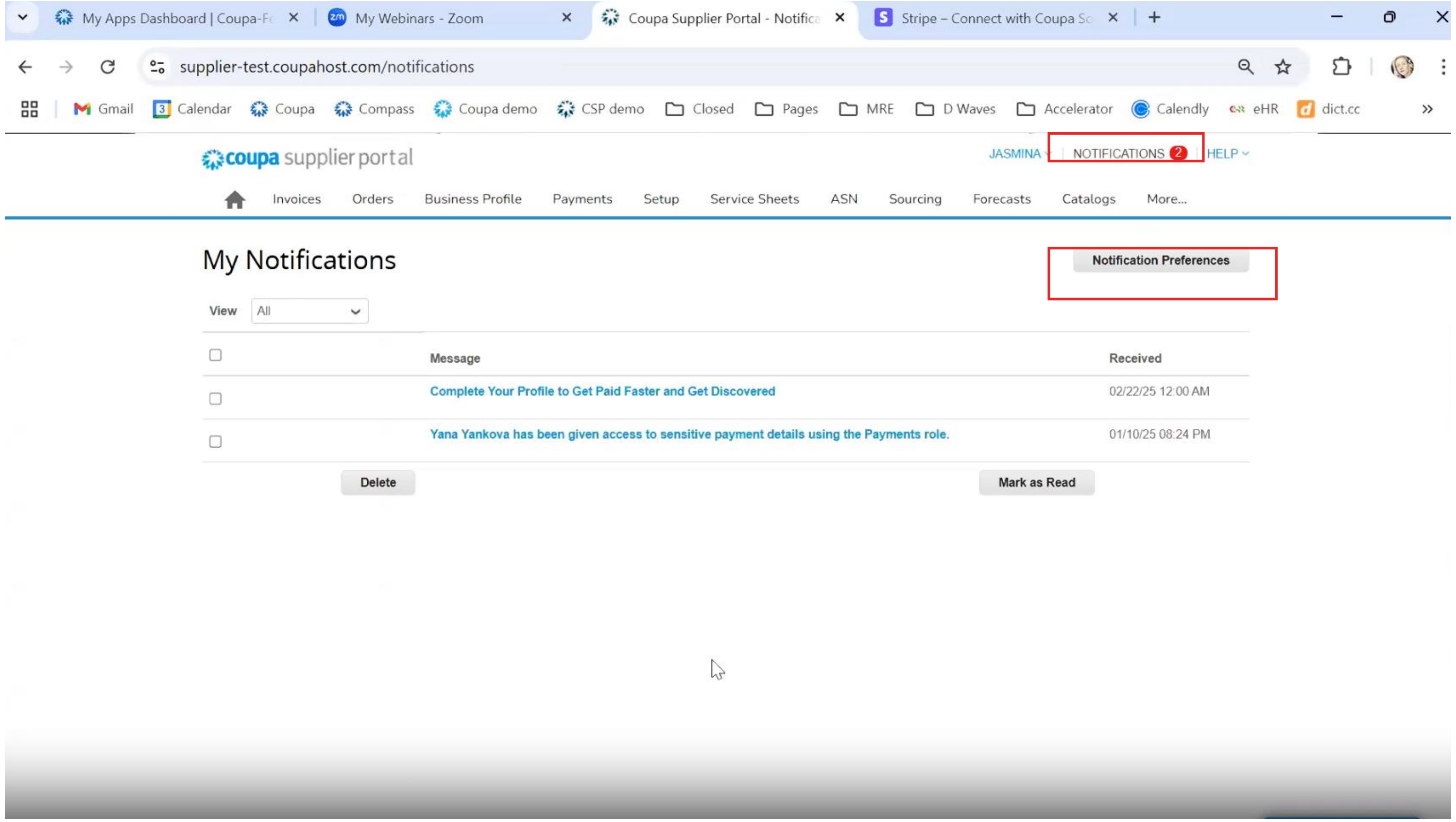
6. Notifications

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.



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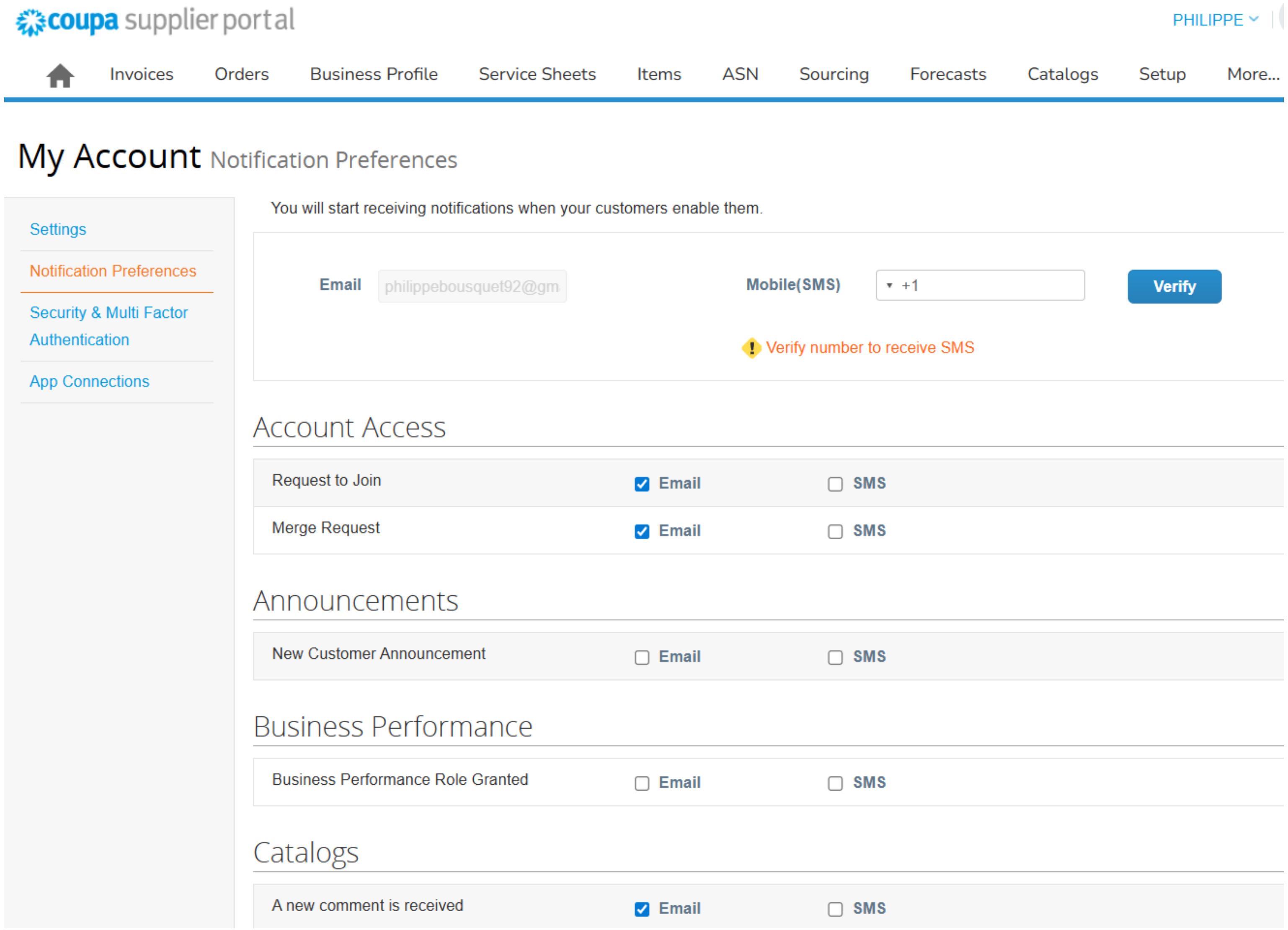
Notification preferences

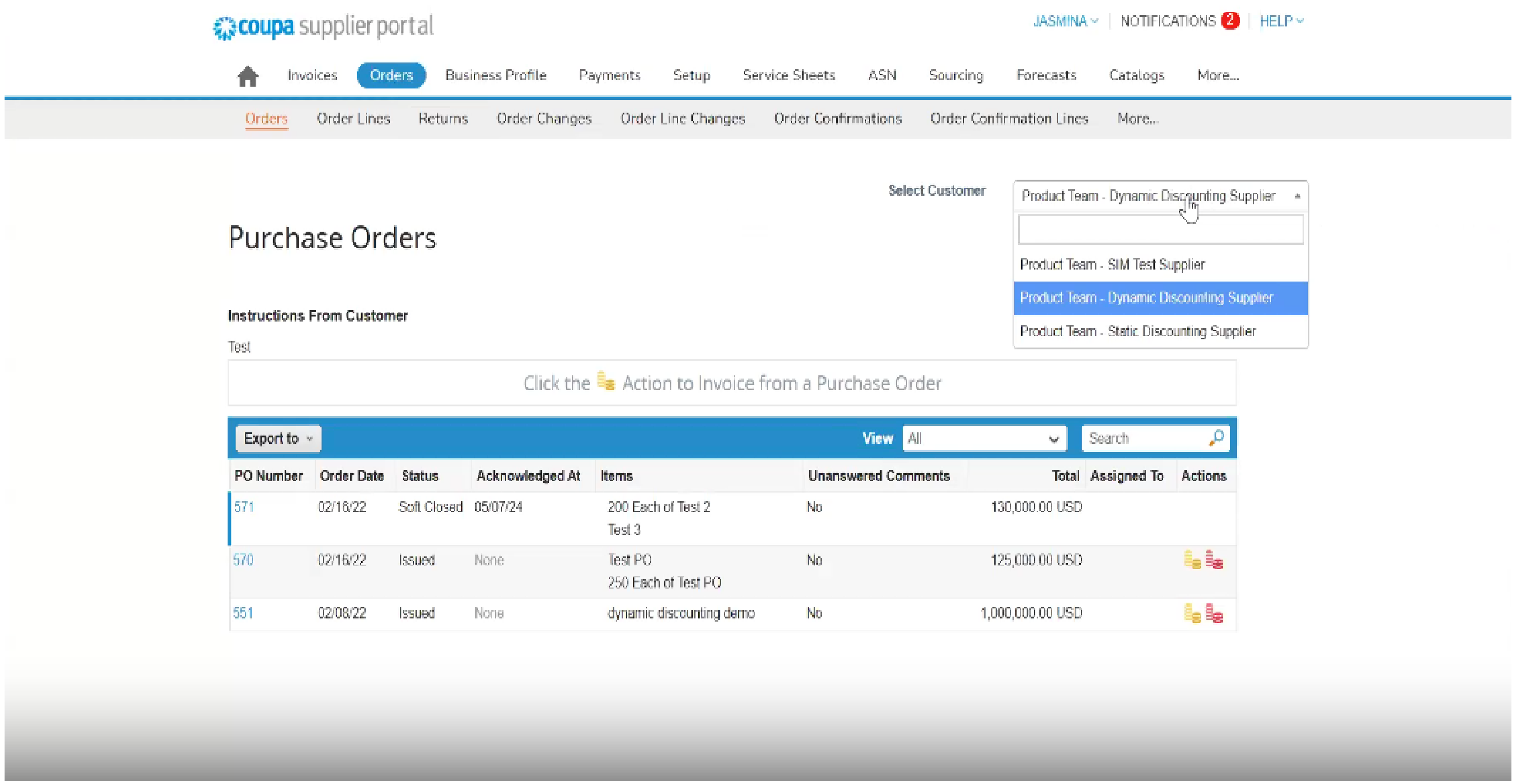
- Indicate, line by line, how you would like to receive notifications: on the website, by email, or by SMS.



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.



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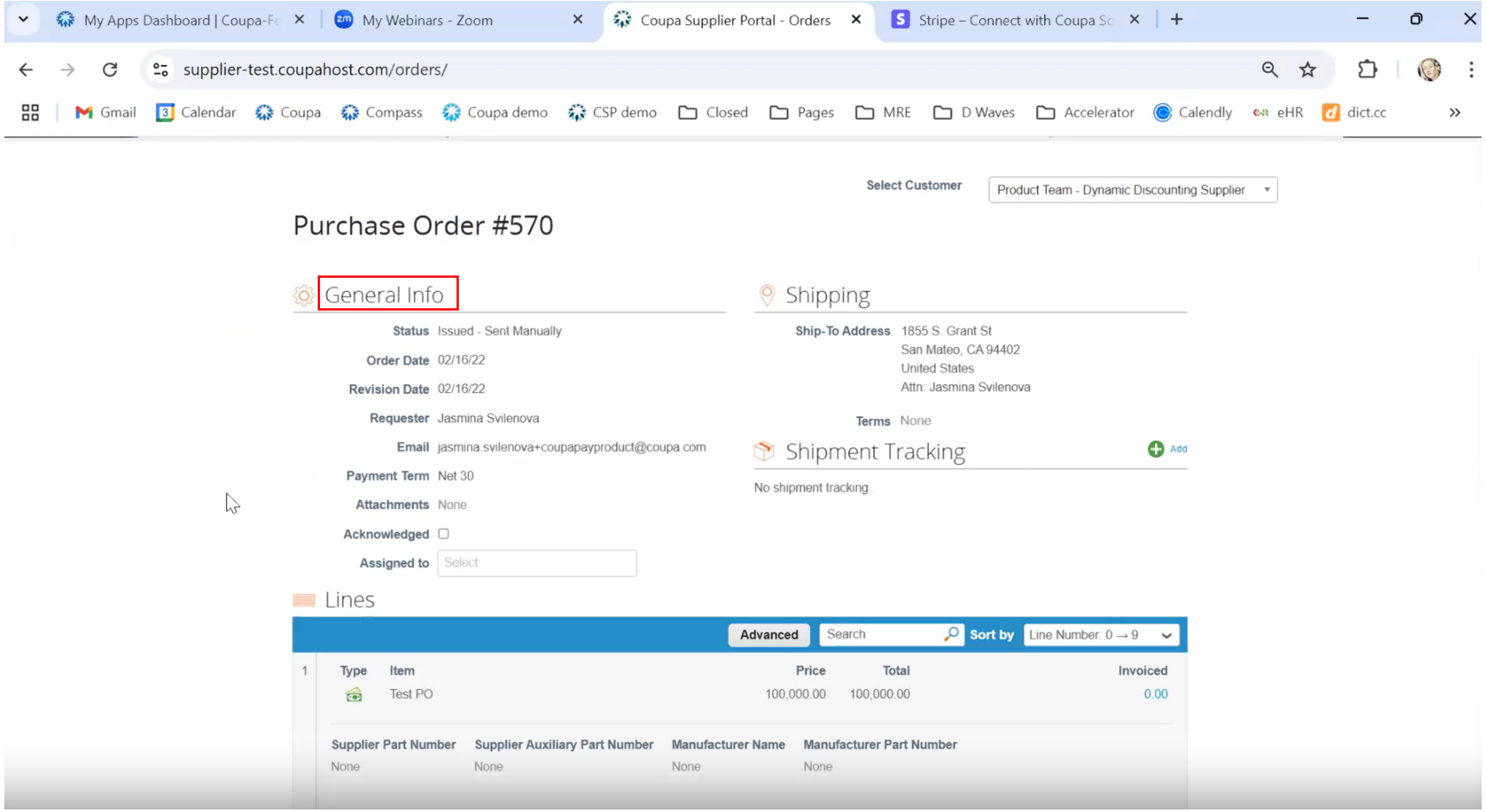
Access to PO

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



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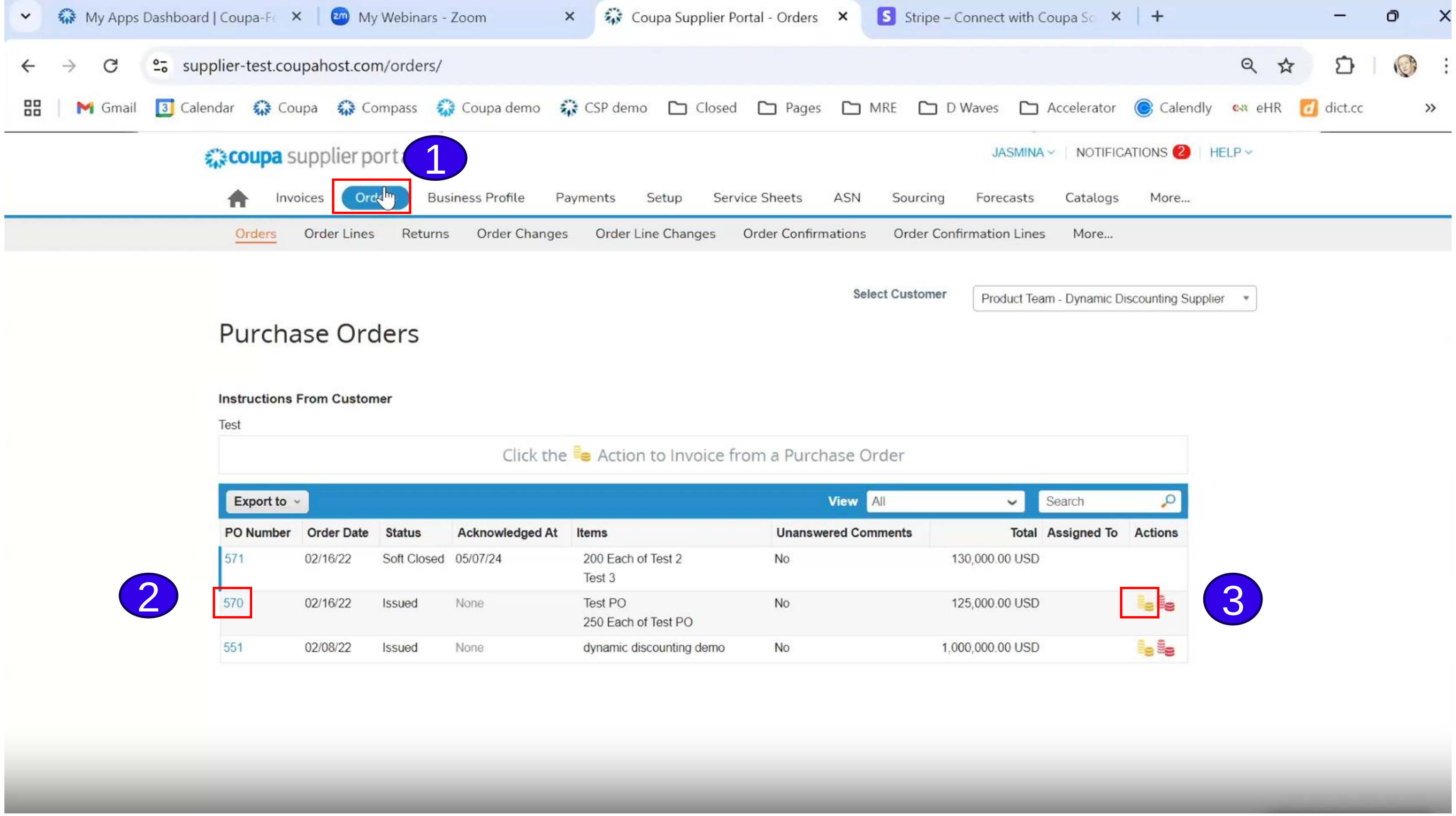
8. Invoices

Create an invoice from a PO

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)



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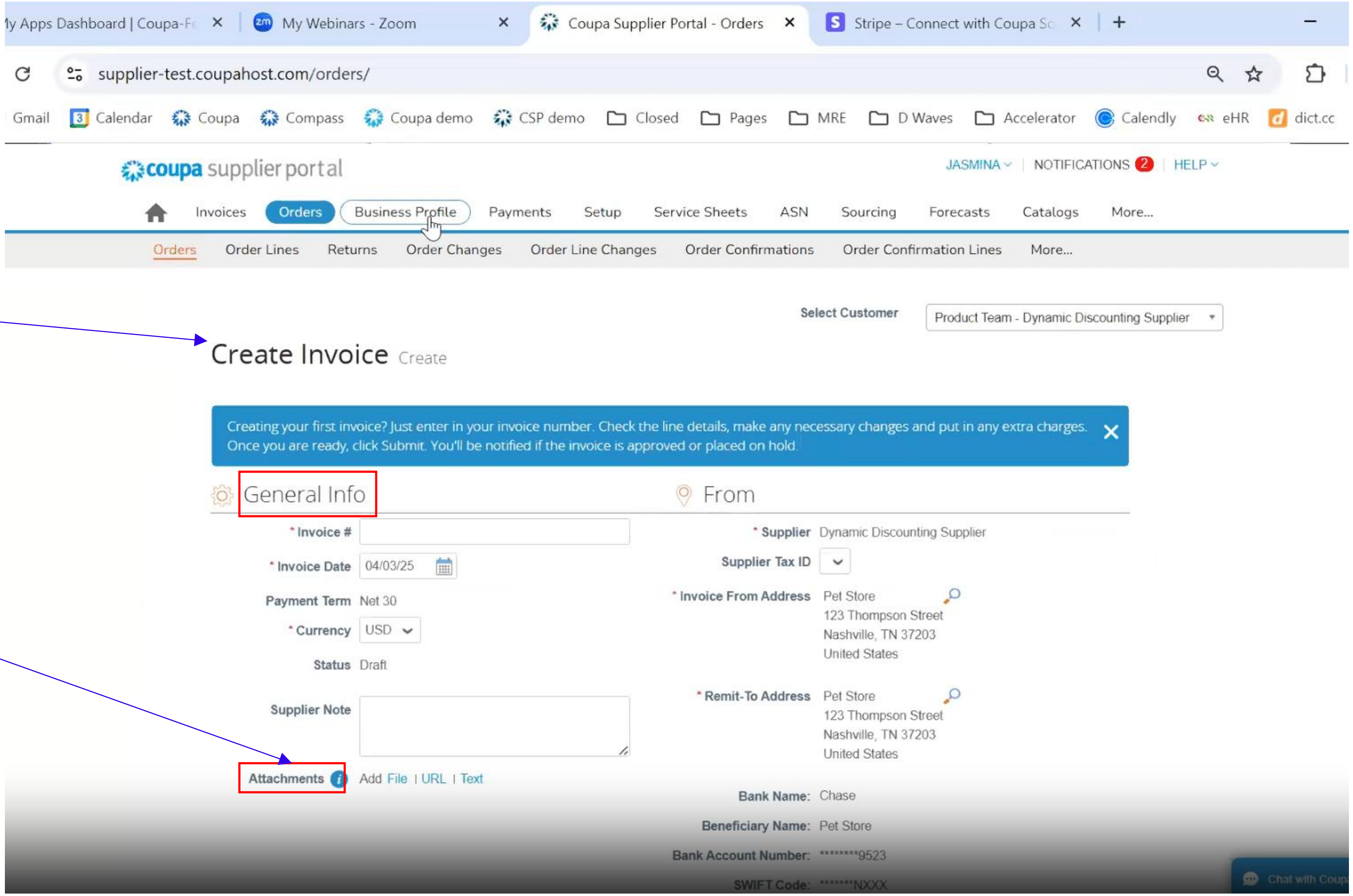
- You can also open the PO and then click on “Create an invoice.”
- You must fill in all the mandatory fields (*), such as the invoice number.
- You also have the option to attach supporting documents if needed.



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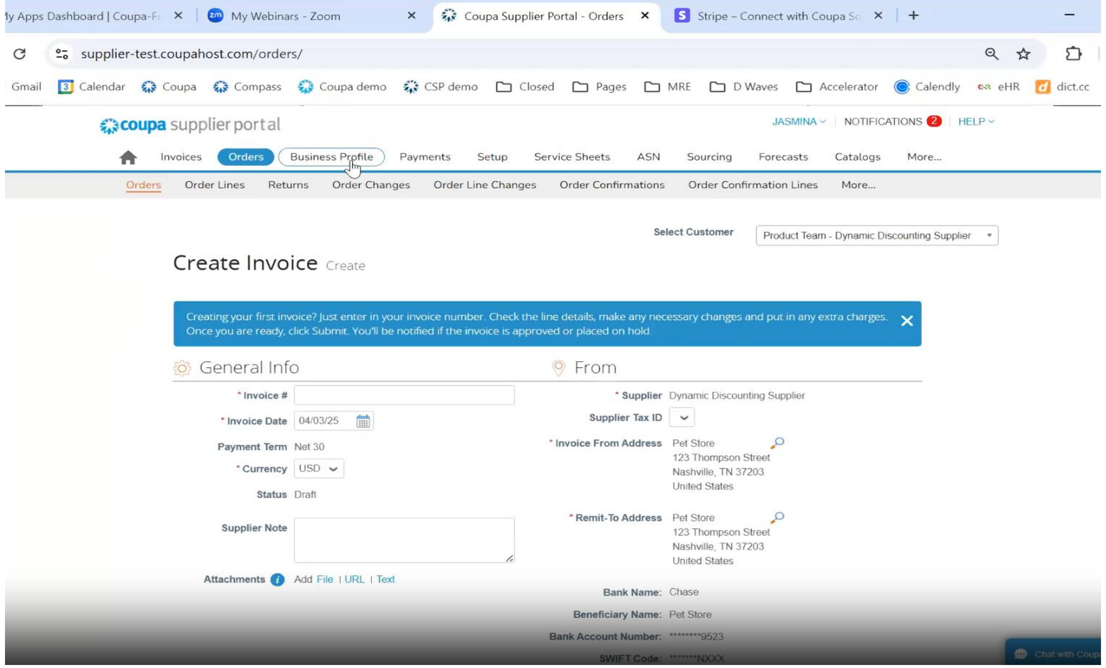
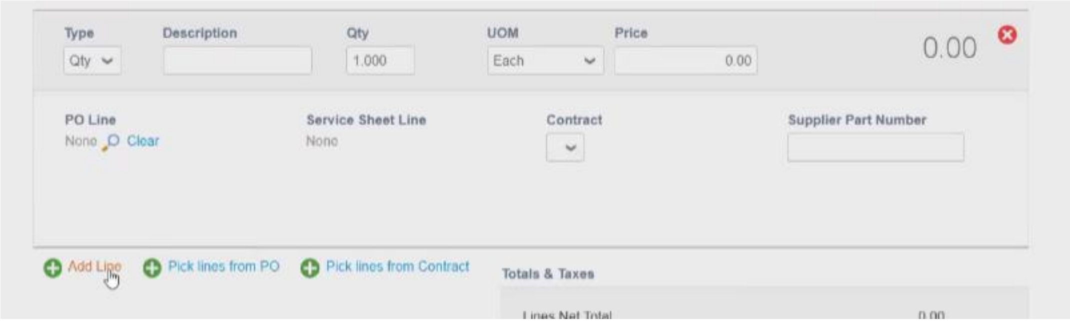
Create a standard invoice (without going through the PO)

- The process is the same

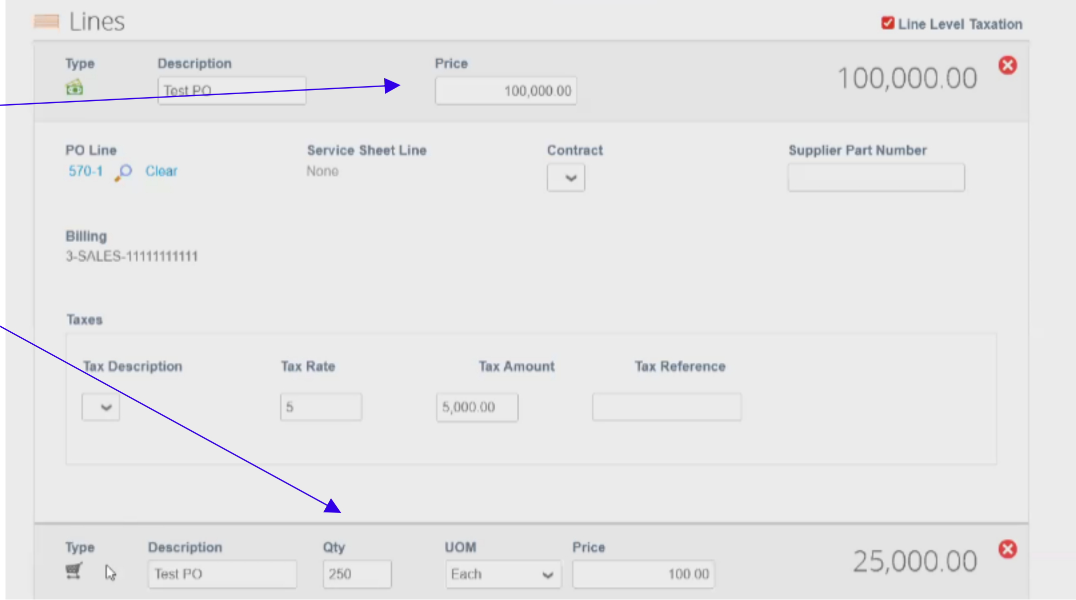
- You enter invoice lines by clicking on « Add lines »

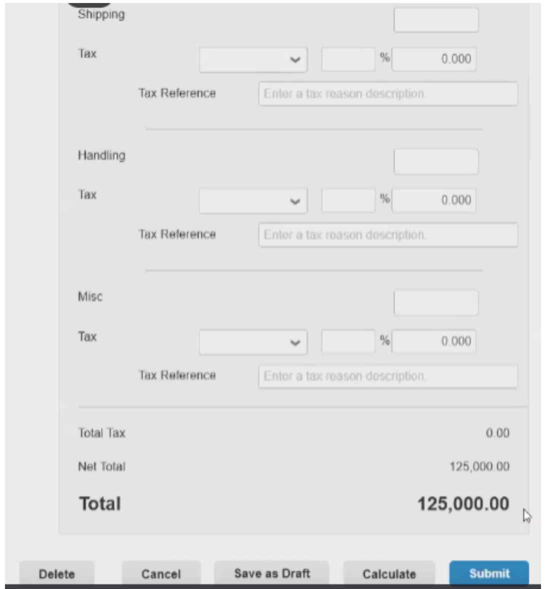




Create a partial invoice

- 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)





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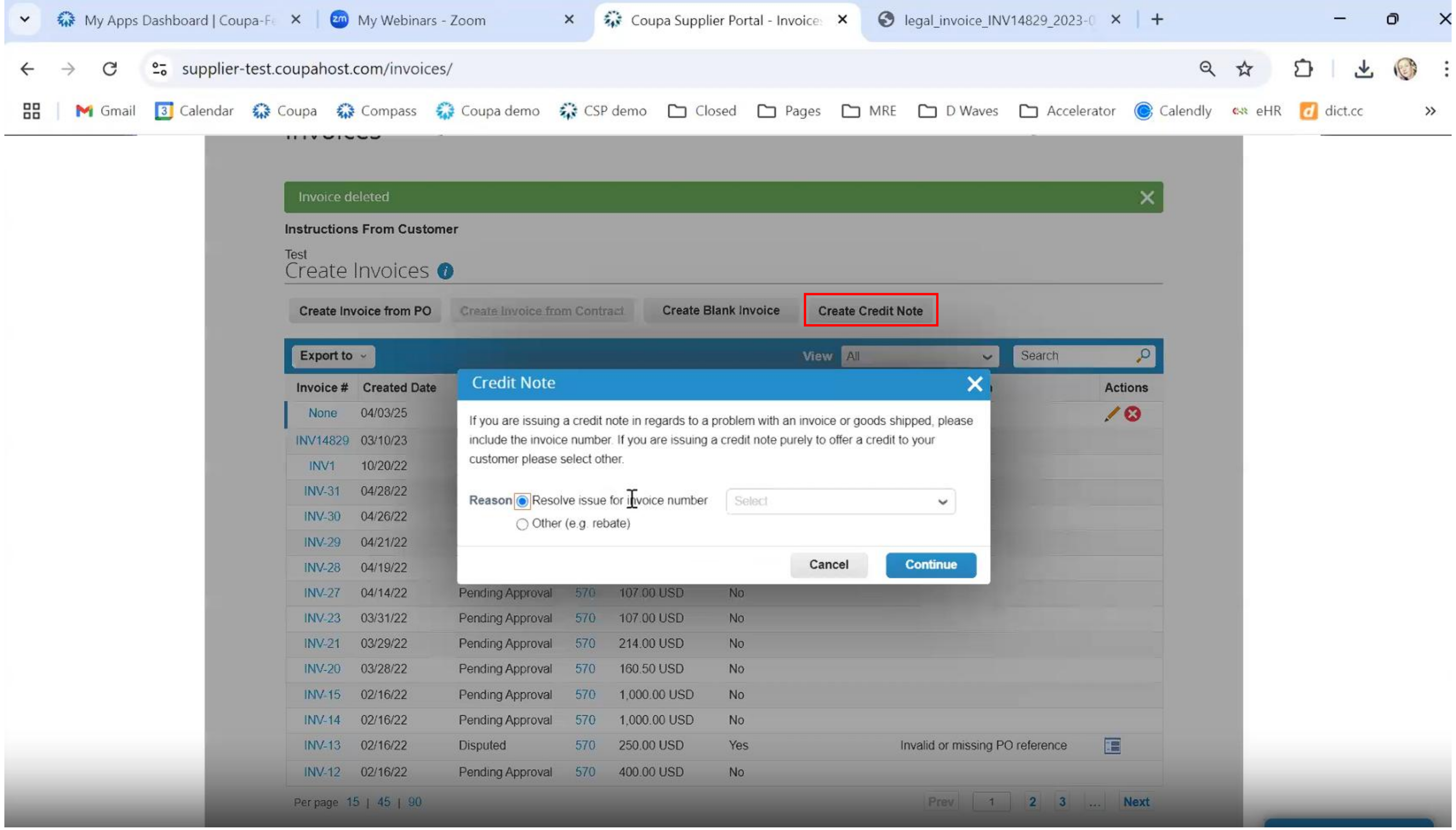
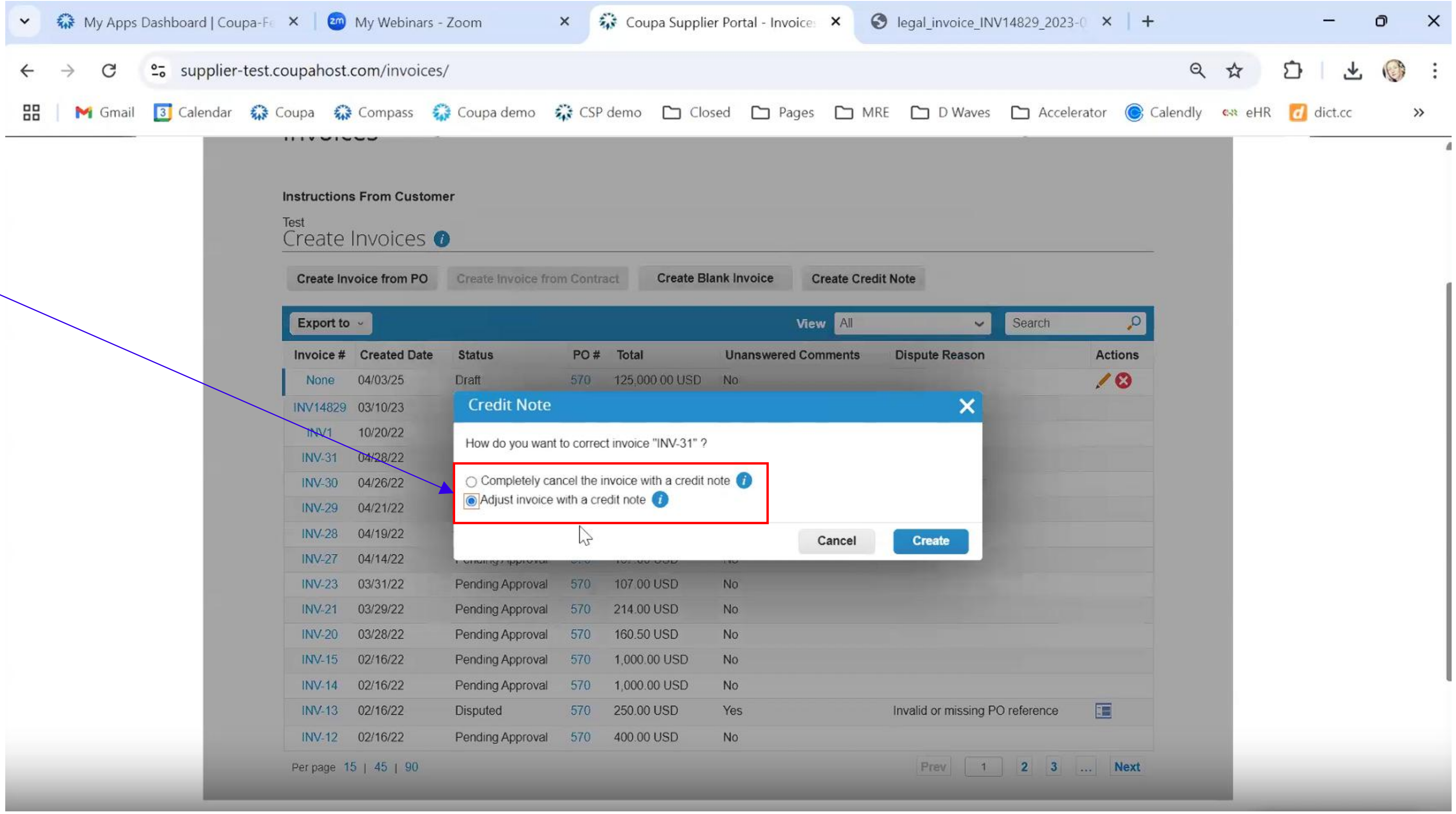
Create a credit note

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



- 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”



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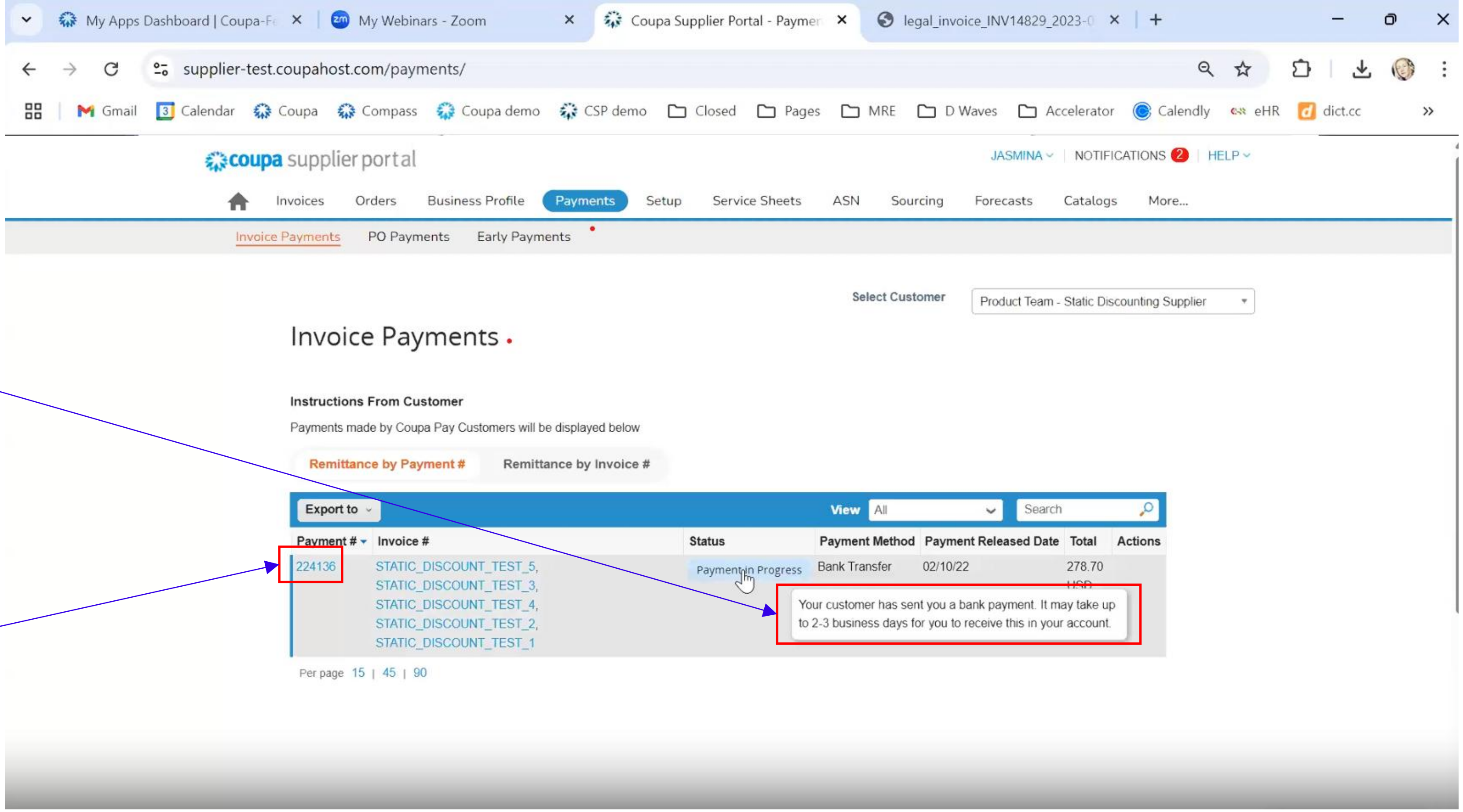
Invoice payment follow up

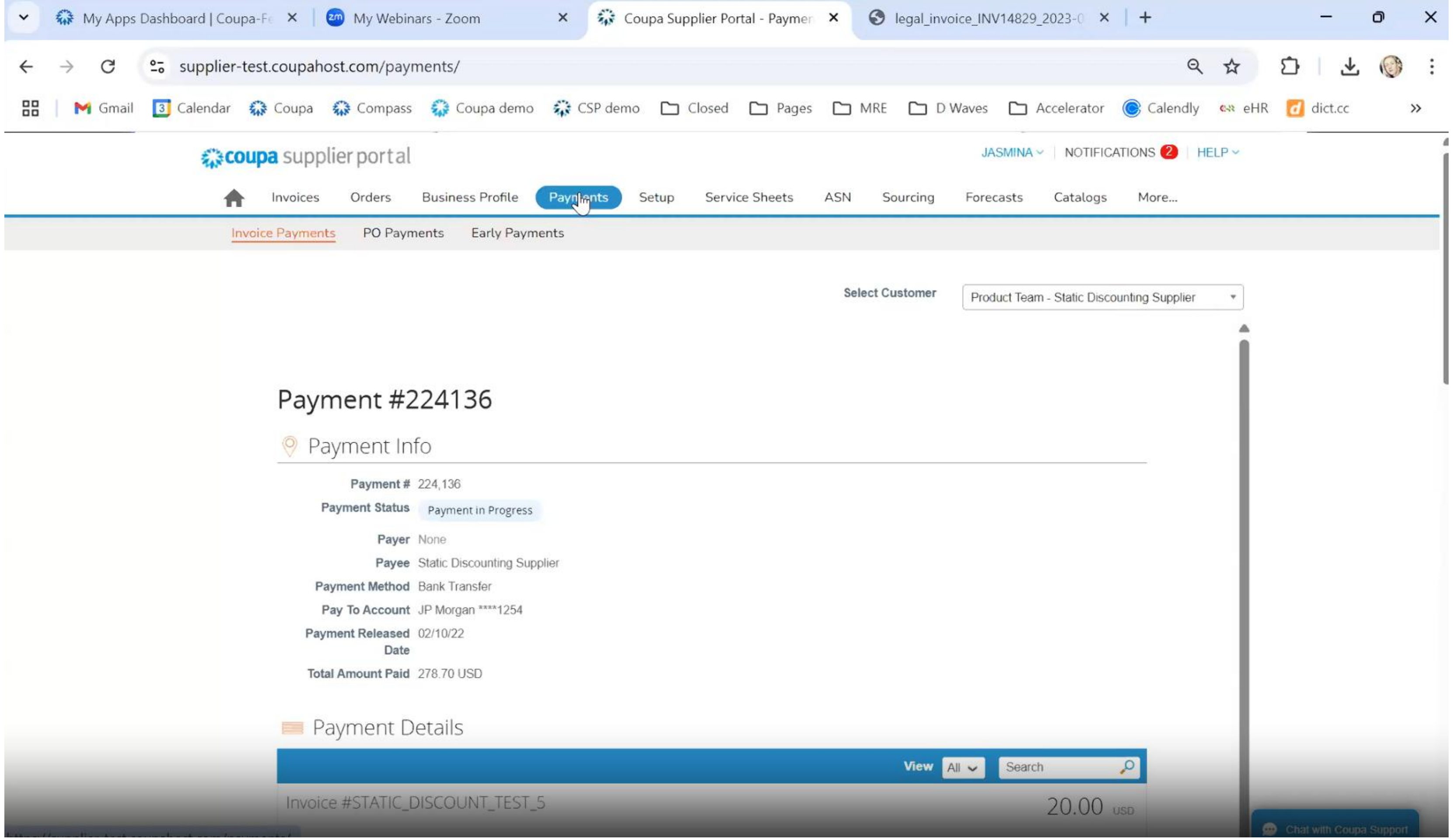
- The interface ‘’Invoice payment” enables you to follow all your payments.

- By clicking on payment number, you have access to dedicated information.



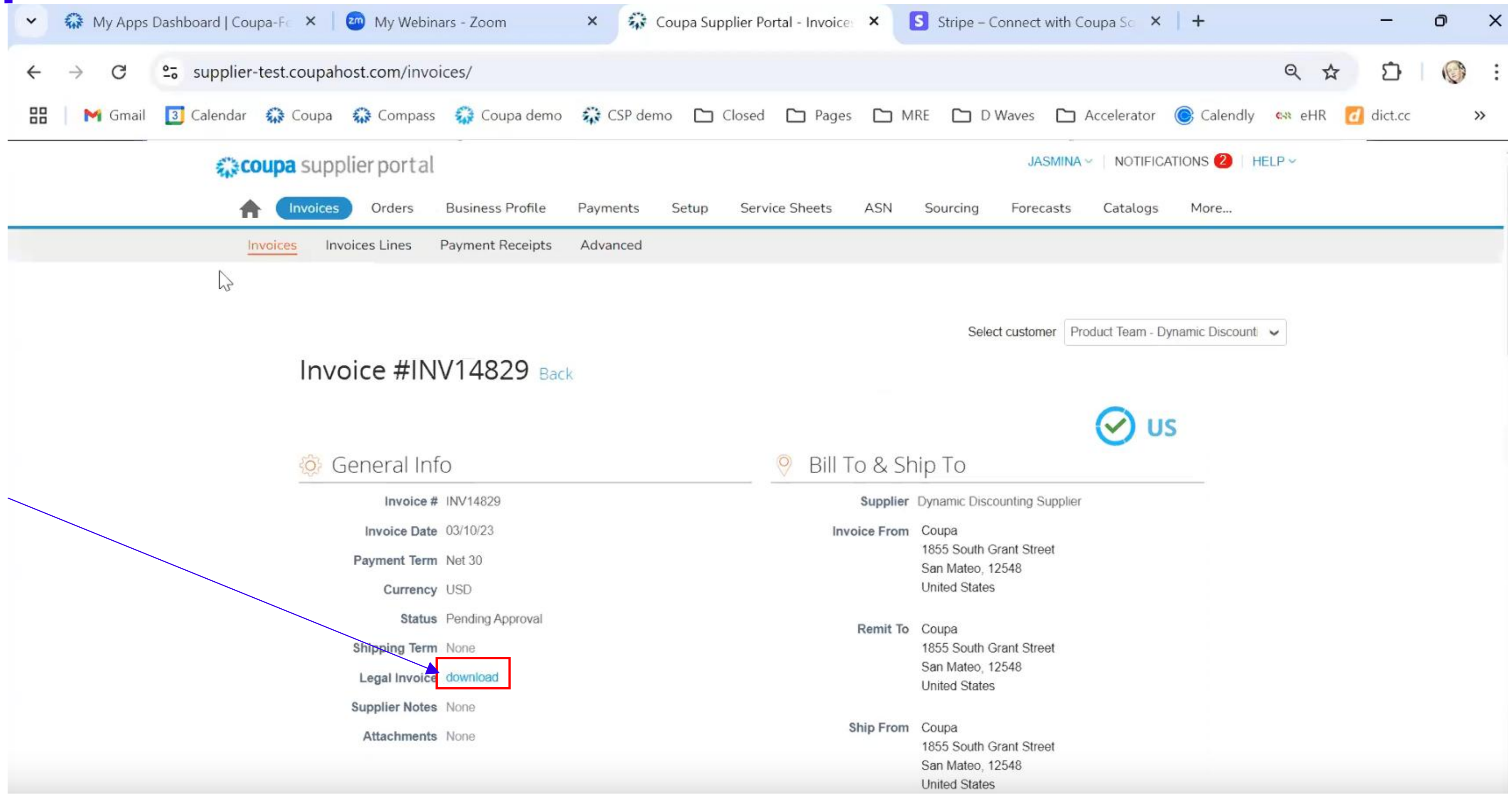
Payment follow up

All payment information appear here



Display the invoice pdf

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



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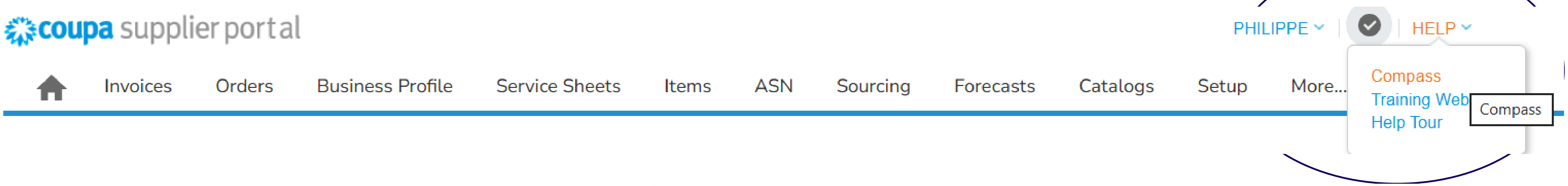
9. Help

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)

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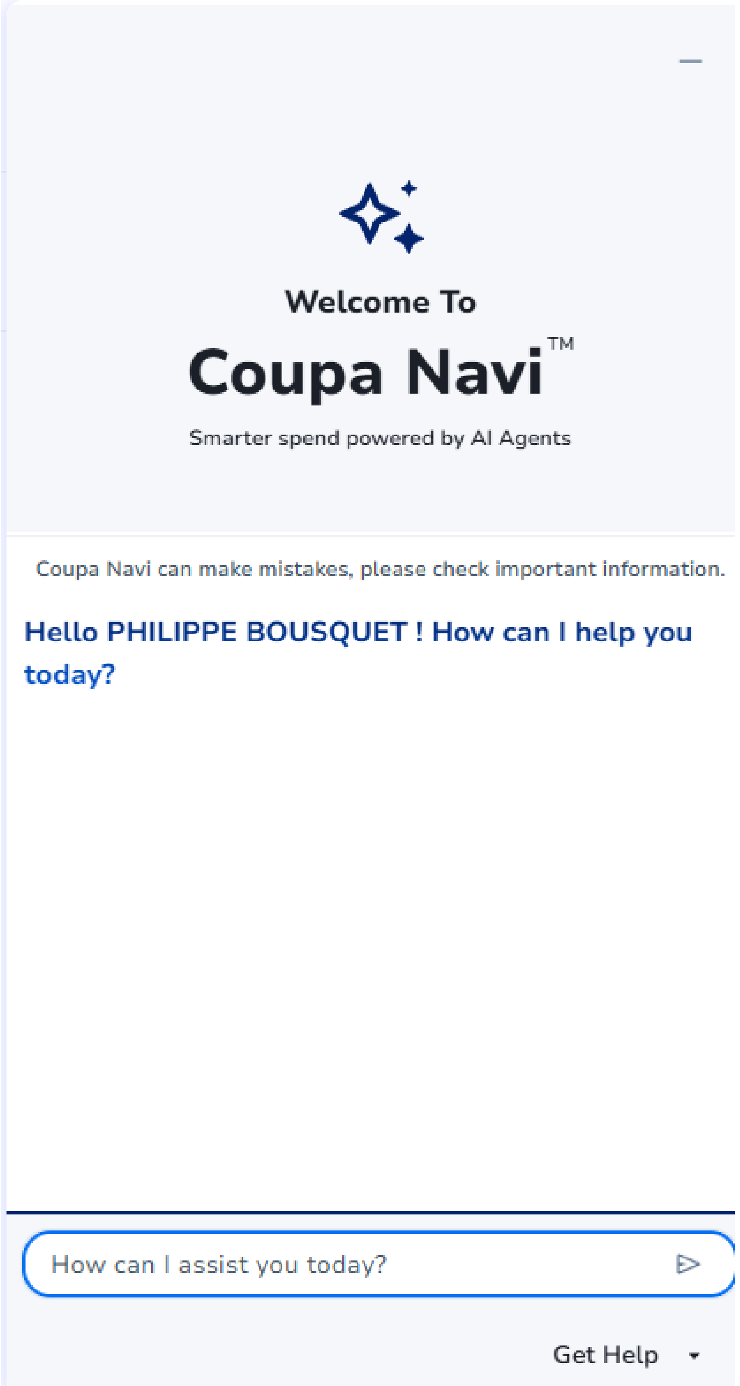
Navi box

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



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GEODIS Contacts

For any question, please contact:

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

Thank you