



Coupa Quick Reference Guide for Suppliers | Joining the Coupa Supplier Portal (CSP)

Introduction of Coupa for Schaeffler



What is it about?

Why do I receive the Coupa Quick Reference Guide?

As an existing supplier of Schaeffler, you receive this quick guide reference to prepare you for the implementation of Coupa, our new purchasing platform at Schaeffler. Via Coupa, orders can be placed easier & faster and the transparency regarding the processing of orders is increased for suppliers as well as Schaeffler.



What is the CSP?

What is the Coupa Supplier Portal?

A core element of our new purchasing platform is the so-called Coupa Supplier Portal (CSP), which serves as a central contact point for order and catalog management. The Coupa Supplier Portal is a cloud-based software that enables access from any device at any time for you.



How do I benefit?

How does the CSP affect you as a supplier?

After registering in the Coupa Supplier Portal, you can view and confirm all your orders (triggered in Coupa). In addition, you have the possibility to adjust your supplier information and to manage your catalogs at any time. For all other orders (not triggered in Coupa), the order processing is the same as before.

What should I consider?

Accounts on the Coupa Supplier Portal (CSP)



Before you register, please note the following:

If you already have a Coupa Supplier Portal Account with other customers than Schaeffler, please send your account details (e-mail address, company name, Primary Contact name for Schaeffler) via mail to your contact at Schaeffler Purchasing.



We can link only one supplier account to the Coupa Supplier Portal.

Your CSP account is based on a specific email address. If you use an email address different from the one that is known by Schaeffler, we cannot connect with each other until you provide us that email address.

To learn more about managing users, please read the quick reference guide "First steps & settings in the CSP".

Joining the Coupa Supplier Portal (CSP)

- 1 You have received via mail an invitation to register, please navigate to the button 'Join Coupa' to access the Coupa Supplier Portal and to connect with Schaeffler as a supplier.
- 2 Create your business account by creating and confirming your password, followed by clicking 'Get Started'.



Note:

- Please check your spam folder for this email and note that this invitation will **expire in 48 hours**.
- You might receive a request to provide additional company information (e.g. certificates, code of conduct etc.)