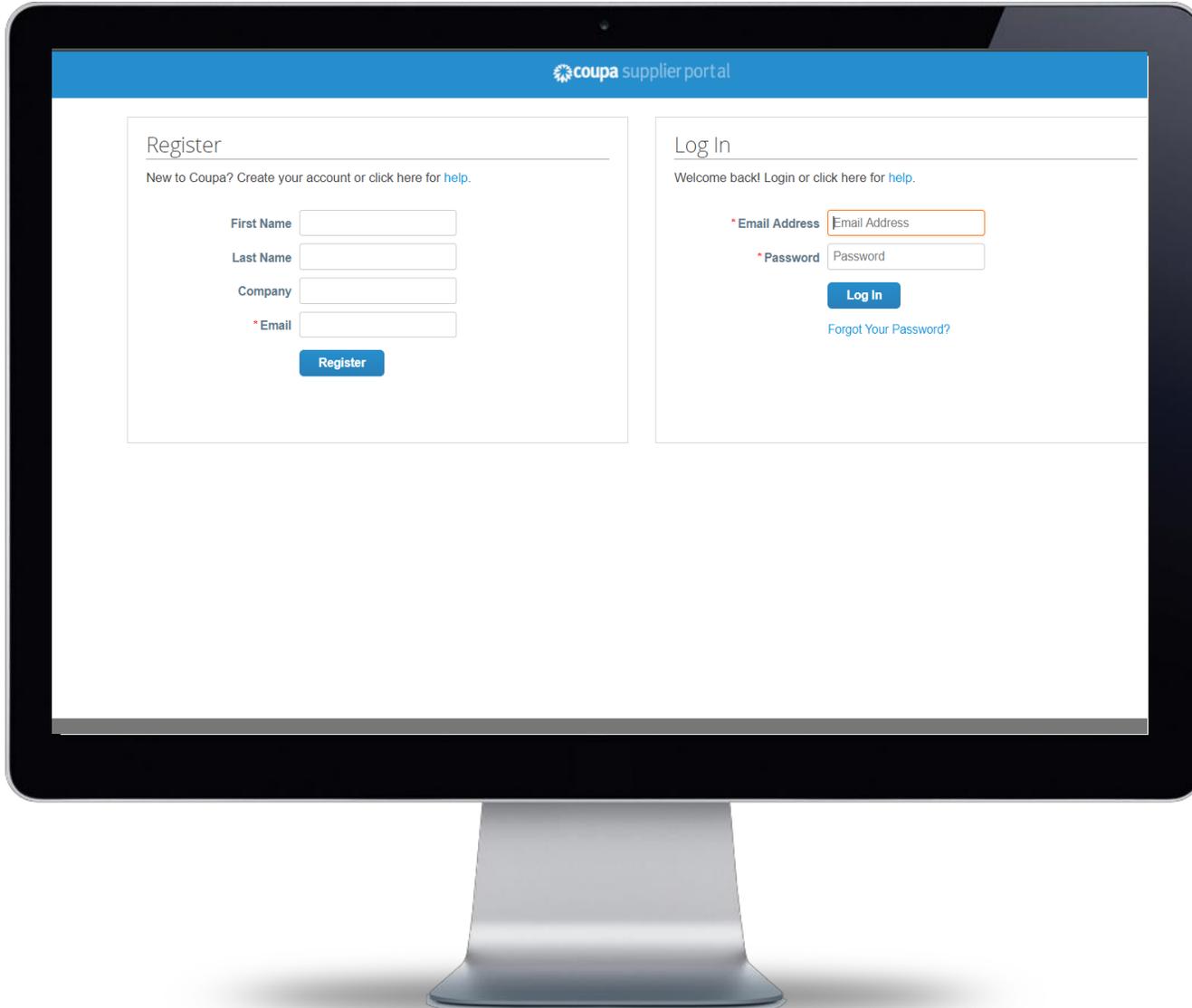


Coupa Supplier Portal Registration

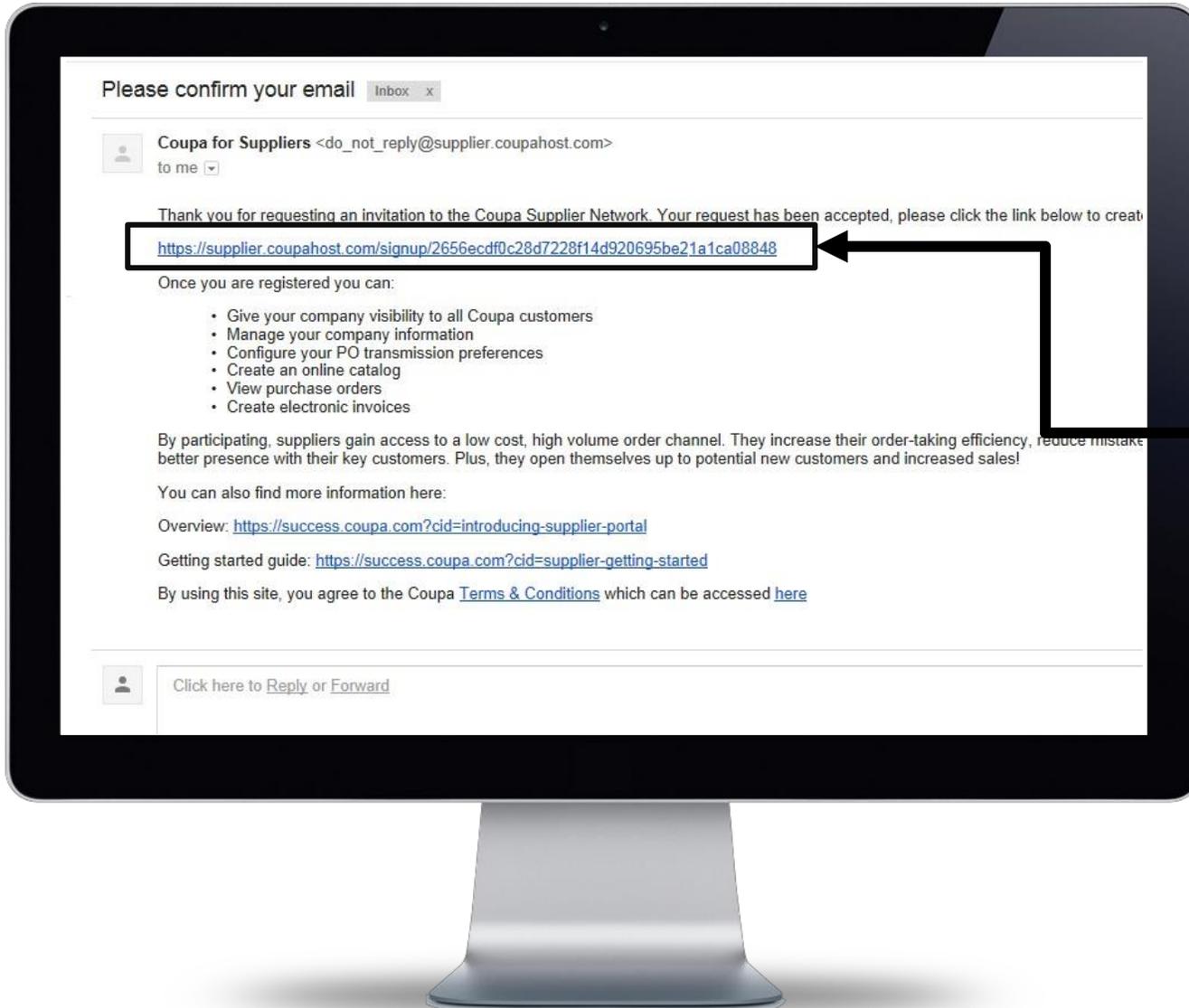
Quick Reference Guide

Step 1 and 2 - Complete fields and hit register



- Navigate to <https://supplier.coupahost.com/>
- Complete the fields that are visible under the **Register** Title as can be seen to the left of this text.
- Once you have entered all the relevant details please click the **Register** button.

Step 3 - Create password



- You will now receive an email in order to confirm and validate the details that you entered when you registered.
- **Please note** – To activate the account you have created you will need to select the link within the email.
- This has been highlighted with a black box.
- Click the link and create a password for your Coupa Supplier Portal account.
- You will now be able to access the Coupa Supplier Portal and explore the functionality available.

Step 4 – Provide Account Details to National Grid

- Completion of this step ensures that your Coupa supplier account is successfully linked to National Grid Coupa
- Please email the following details to box.frontdesk.businessservices@nationalgrid.com
 - Your National Grid **Vendor Number***
 - **Company name** (used for Coupa Supplier Portal Registration)
 - **Primary Contact Name** (used for Coupa Supplier Portal Registration)
 - Your **Email address** you have used to register on the Coupa Supplier Portal)

*Your vendor number is an 8 digit number and can be located on your National Grid purchase order



NG Electricity Transmission
PURCHASE ORDER

Purchase Order	:3400137621
Order Date	:13/04/2021
Payment Terms	:ZZ28
Shipping Terms	:CIF
Order Currency	:GBP
Contract Ref	:ECC-7200001704
Vendor #	:ECC-83019910
Customer Contact	