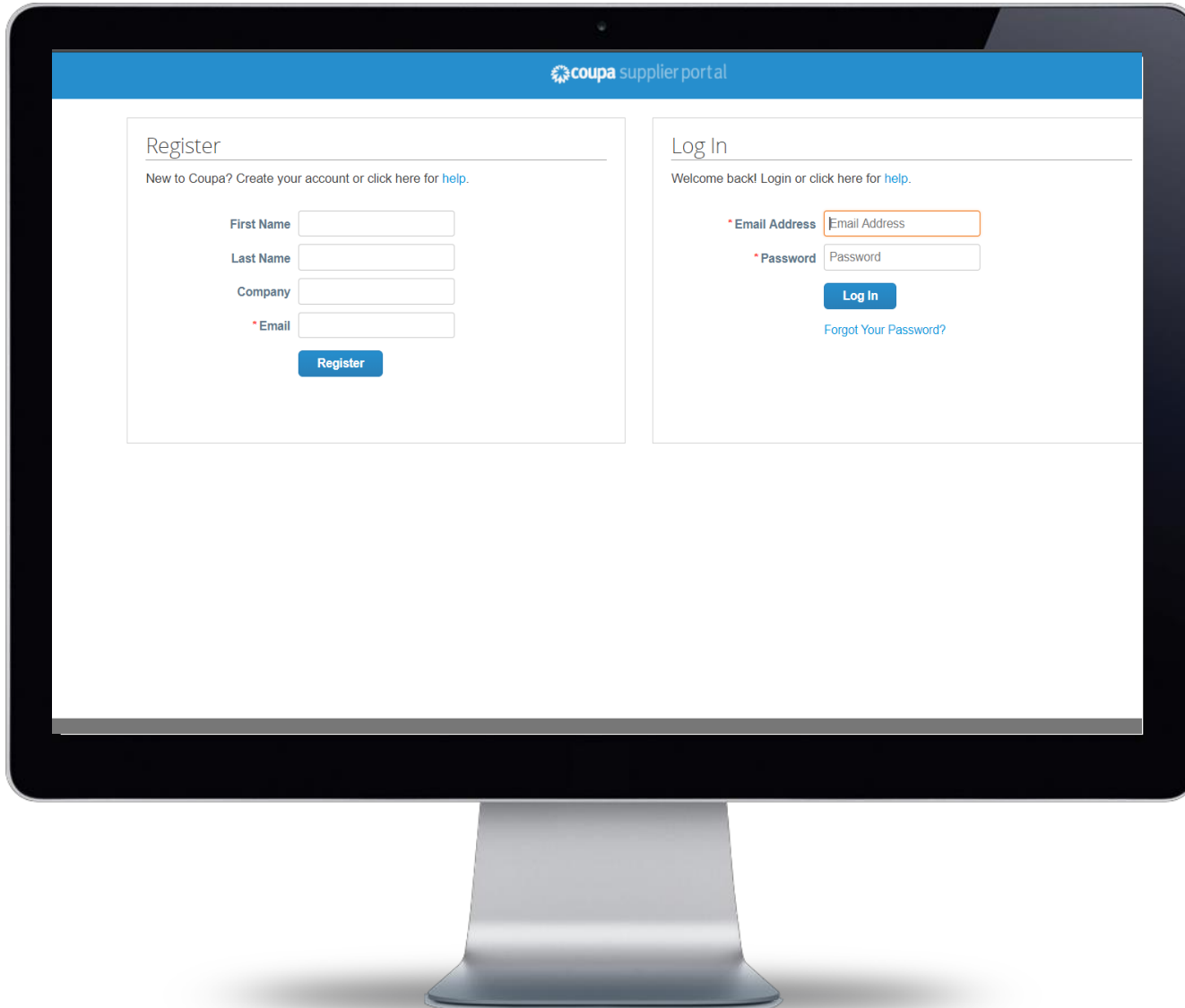


# Coupa Supplier Portal Registration

Quick Reference Guide

# Step 1 and 2 - Complete fields and hit register



The image shows a computer monitor displaying the Coupa supplier portal. The page has a blue header with the Coupa logo and the text "coupa supplier portal". Below the header, there are two main sections: "Register" on the left and "Log In" on the right. The "Register" section includes a link for new users, input fields for First Name, Last Name, Company, and Email, and a "Register" button. The "Log In" section includes a link for returning users, input fields for Email Address and Password, a "Log In" button, and a link for "Forgot Your Password?".

**Register**  
New to Coupa? Create your account or click here for [help](#).

First Name

Last Name

Company

\* Email

**Register**

**Log In**  
Welcome back! Login or click here for [help](#).

\* Email Address

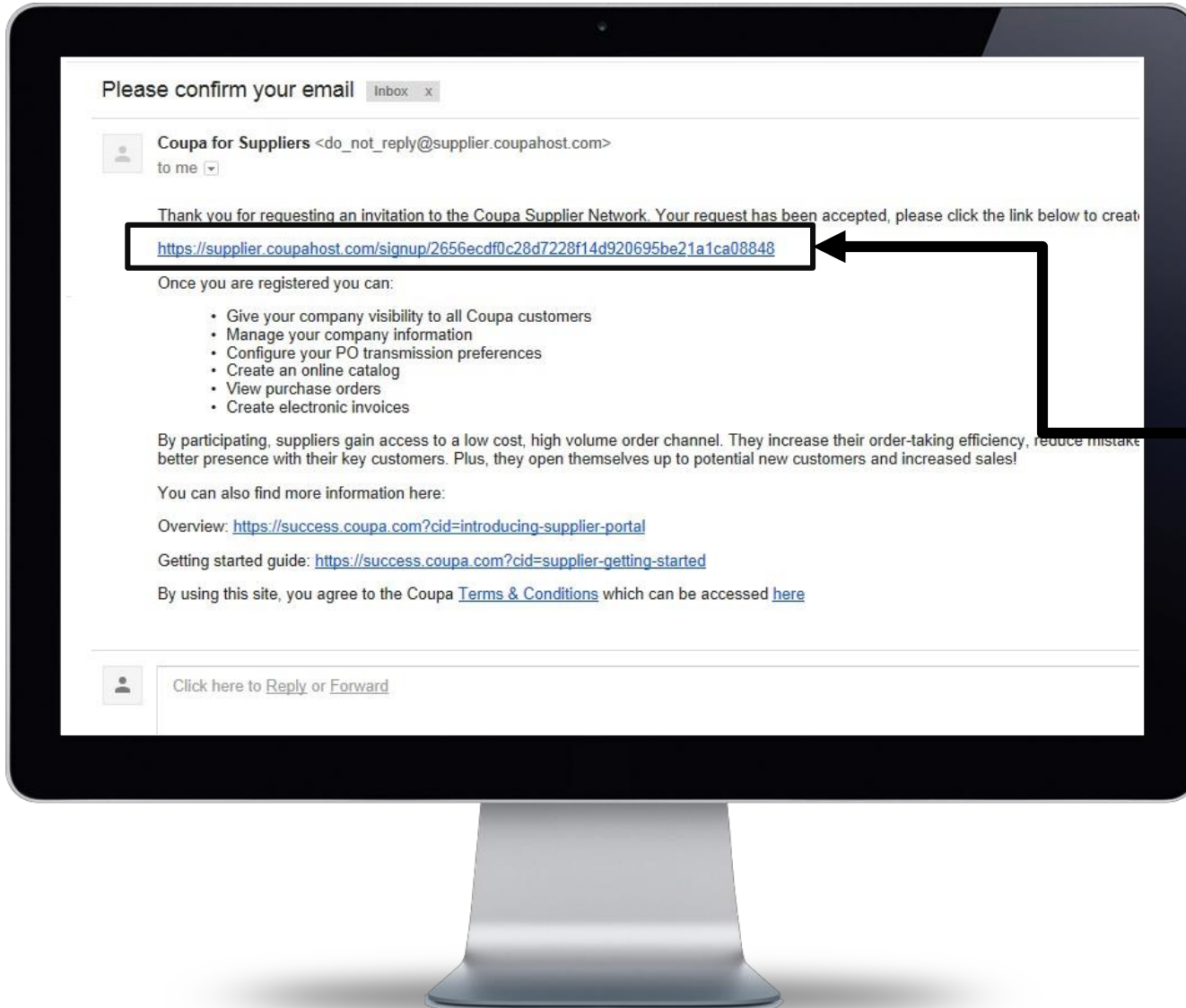
\* Password

**Log In**

[Forgot Your Password?](#)

- 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](mailto: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	

Delivery Address

Invoice Address