

Coupa Supplier Portal Registration

Quick Reference Guide

Please note that National Grid will only be able to link one account from the Coupa Supplier Portal to our systems.

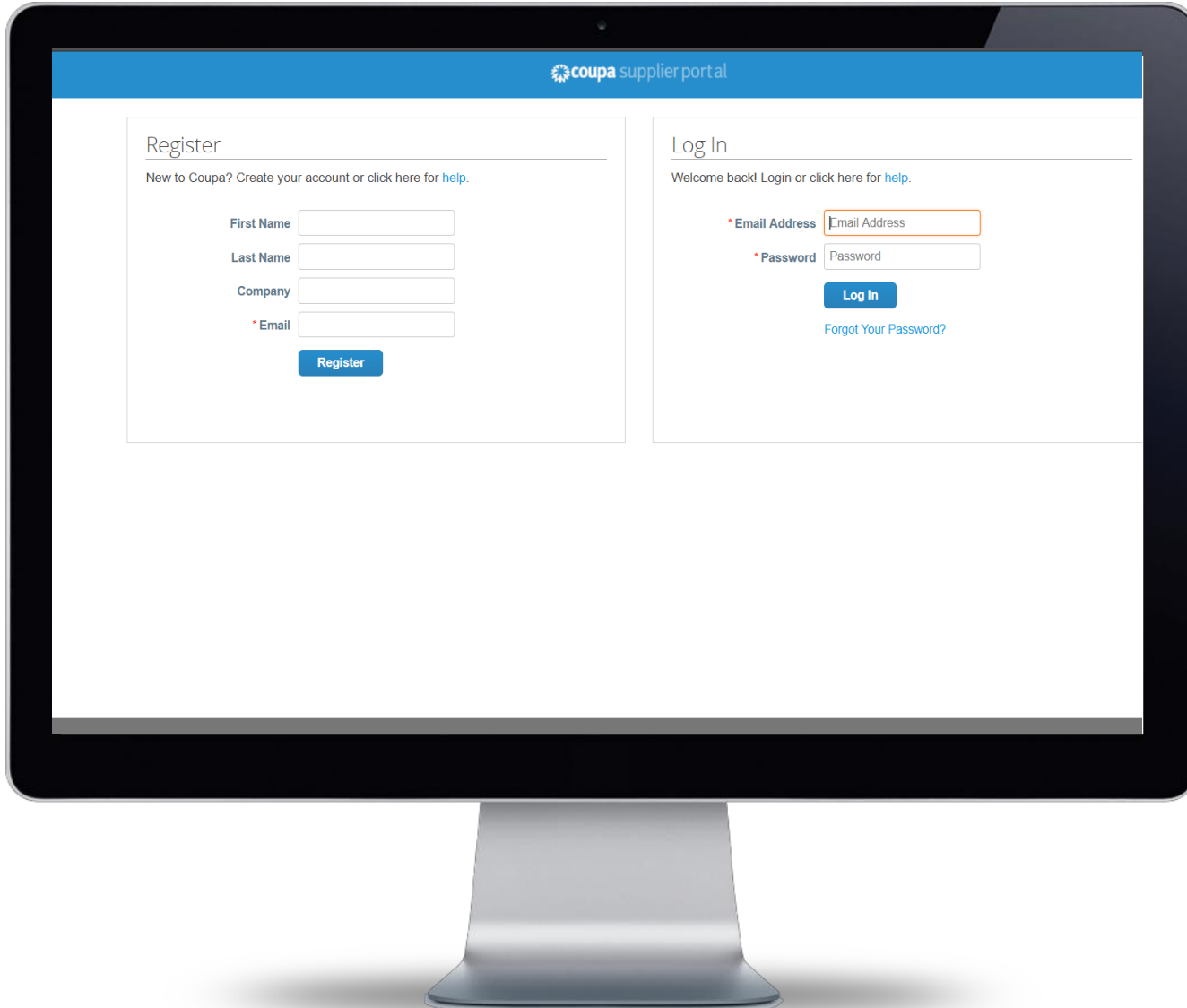
Please ensure that your organisation completes registration once and that multiple people do not complete the registration process. If this happens we will need to get in touch with you again to verify which account should be linked.

Please make sure you complete **all 4 steps** including sending your account details to National Grid otherwise we will not be able to link your account.

If your organisation is already registered on the Coupa Supplier Portal please go to Step 4 of the registration process.

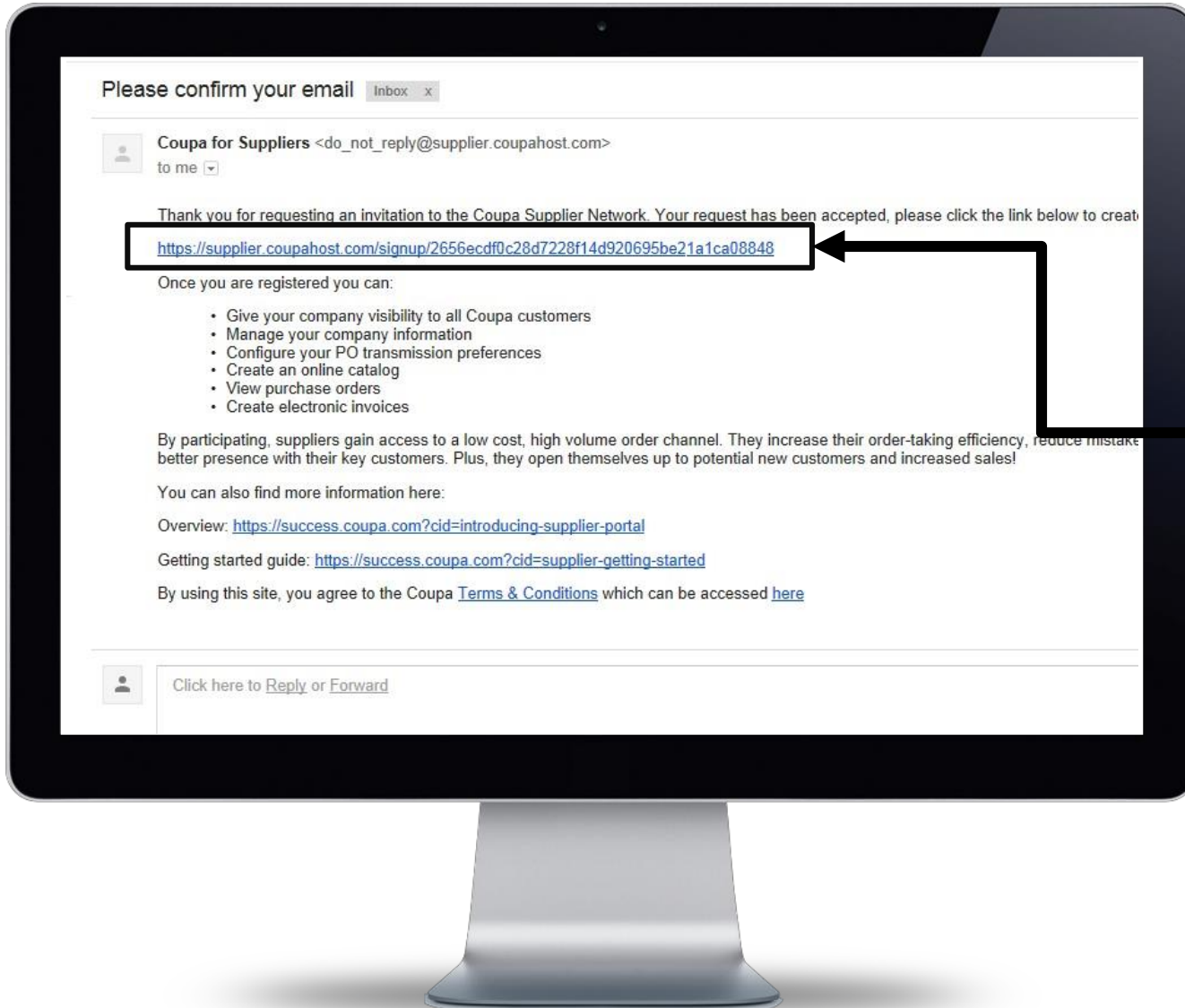
Thank you,
National Grid Supplier Enablement Team

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.
- You will now be sent an email to **confirm** and **activate** your account (see Step 3)

Step 3 - Create password & Activate Account



- You will now receive an email in order to confirm and validate the details that you entered during registration.
- **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.
- **N.B.** If you cannot see this email, please check your spam folder.

Step 4 – Provide your Account Details

- All that remains is to **link accounts with National Grid** in order to see us as a customer.
- Please email the following details to box.SCM.MDVendors@nationalgrid.com:
 - Your National Grid **Vendor Number**
 - **Company Name** (Used for Coupa Supplier Portal Registration)
 - **Primary Contact Name** (Used for Coupa Supplier Portal Registration)
 - **Email Address** (Used for Coupa Supplier Portal Registration)
- **N.B.** your **vendor number** starts with the number 8 and consists of 8 digits in total (e.g. 8XXXXXXX). You can find it on any National Grid purchase order.
- National Grid will then take these account details and link to your account.
- You will then receive a **confirmation email** and will now be able to see National Grid as a customer. If this does not happen please get back in touch.

