IMS Health & Quintiles are now

IQVIA®

❋ **coupa**

COUPA for Suppliers

Coupa Supplier Portal (CSP) registration

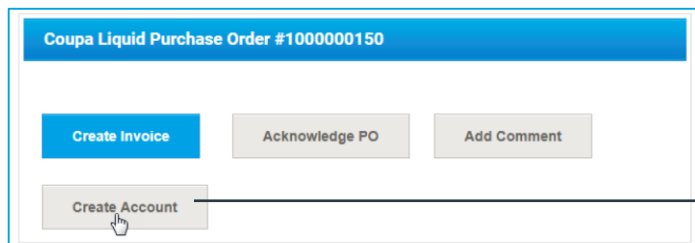# Covered Topics

Get Started with Coupa

Coupa for Suppliers

❖ CSP is an **online portal** that provides an easy way to manage information, view purchase orders, create & manage invoices, and catalogues

❖ CSP is available at https://supplier.coupahost.com/

❖ Suppliers can **receive Purchase Orders (PO)** and **submit Invoices** electronically.

❖ After receiving an invitation, you can create your CSP account. Supplier can log into the CSP using single or two-factor authentication for additional security.

❖ Suppliers can **manage their own information** (e.g. change of address, phone numbers, etc.) through the CSP.

❖ New and existing suppliers can submit additional information via the **Supplier Information requests forms** when additional information are requested by IQVIA. Information gathering is facilitated through CSP.

Benefits of Coupa

❖ User friendly interface

❖ Direct communication (requester, procurement, accounts payable, etc.)

❖ More efficient process by implementing and e-Invoicing solution

❖ Standardized workflow and simple approvals

❖ One combined PO system

❖ Advantage of easily convert a PO to an invoice

❖ Supplier can easily track their POs and Invoice payments

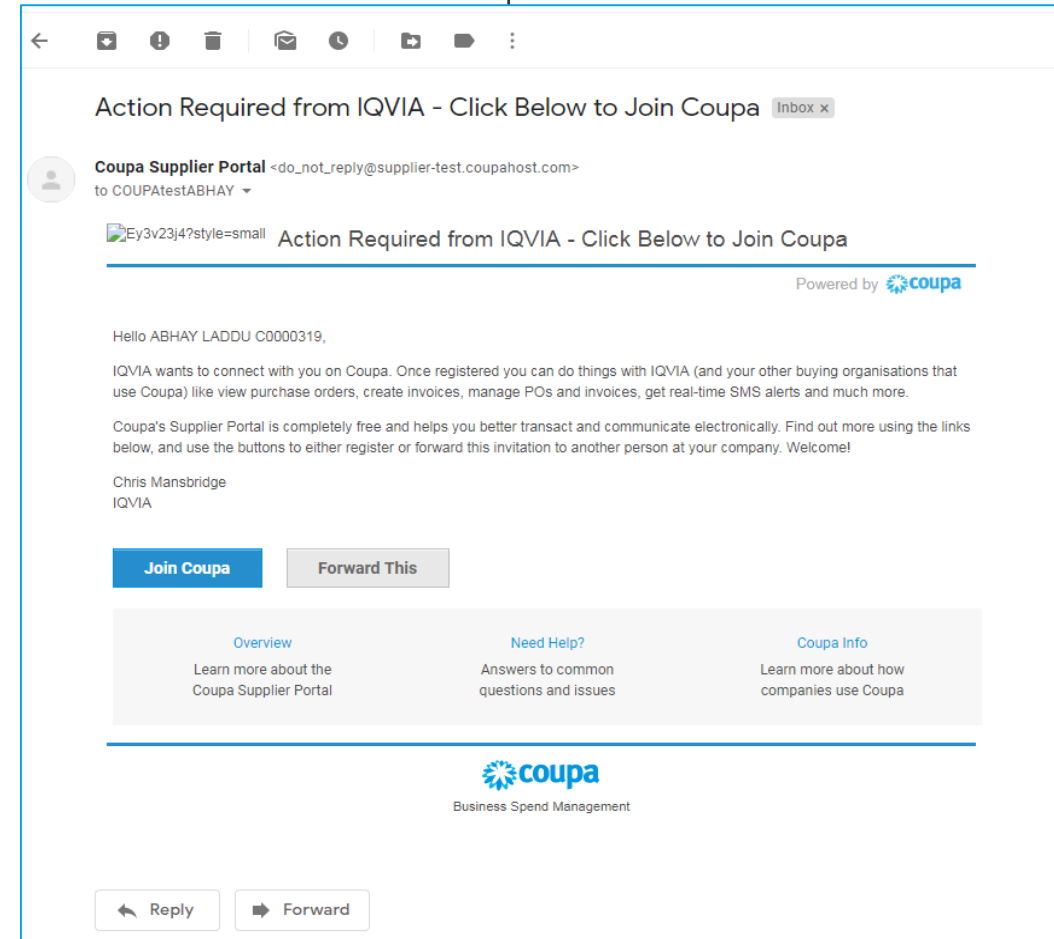❖ Systematic notification regarding transactions or invoice status

Register for Coupa Supplier Portal

- ❖ An email invitation to join CSP will be sent by IQVIA (to the email address you have previously supplied us).

- ❖ This email will contain a Coupa Overview, a Coupa Getting Started Guide

- ❖ Click "**Join Coupa**" bottom to begin.

- ❖ If you transact with your customers through PO methods other than the CSP and you are not linked to the CSP, you can see the Create Account button in your PO notification email.

Note: If you are already linked to the CSP, you can see the **Login** button instead of **Create Account**.

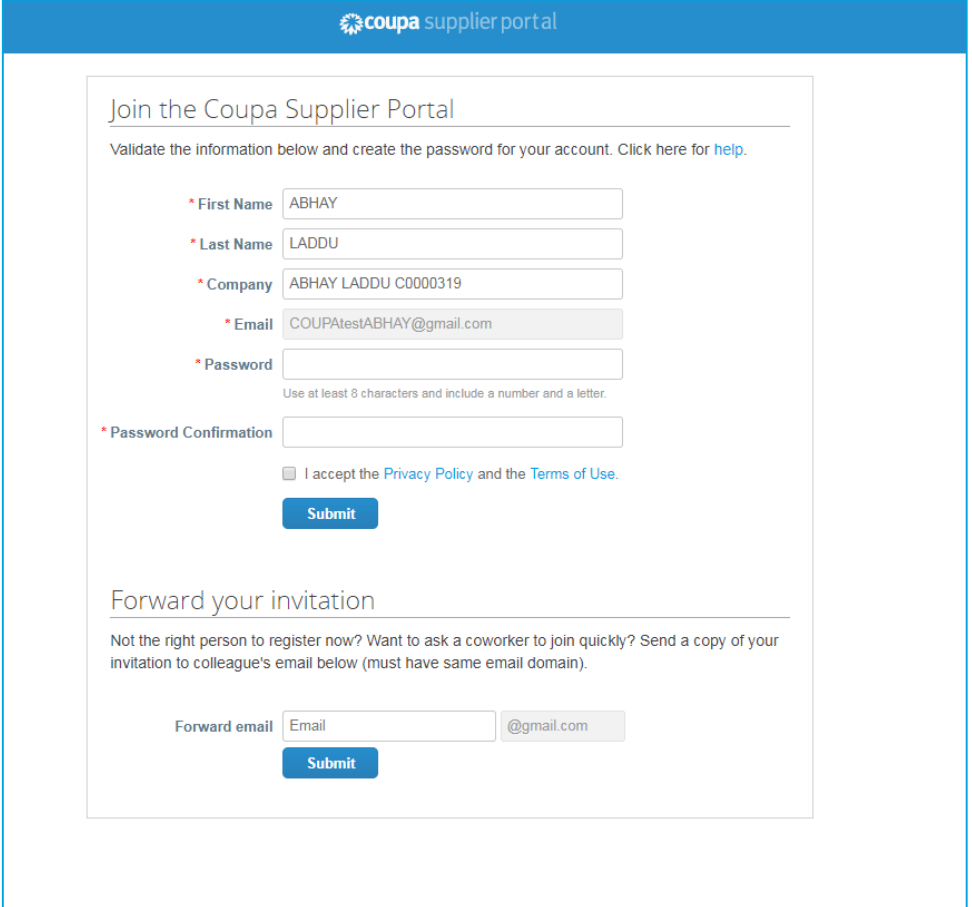Note: If you do not receive your invitation email, check your spam folder..

Login Details

❖ Coupa will default the contact information for you

❖ In the "Password" field, enter a password that you will use to log into the CSP (Password should be at least 8 characters long)

❖ Re-enter the desired password in the "Password confirmation" field

❖ To create a CSP account, you must also accept the Privacy Policy.

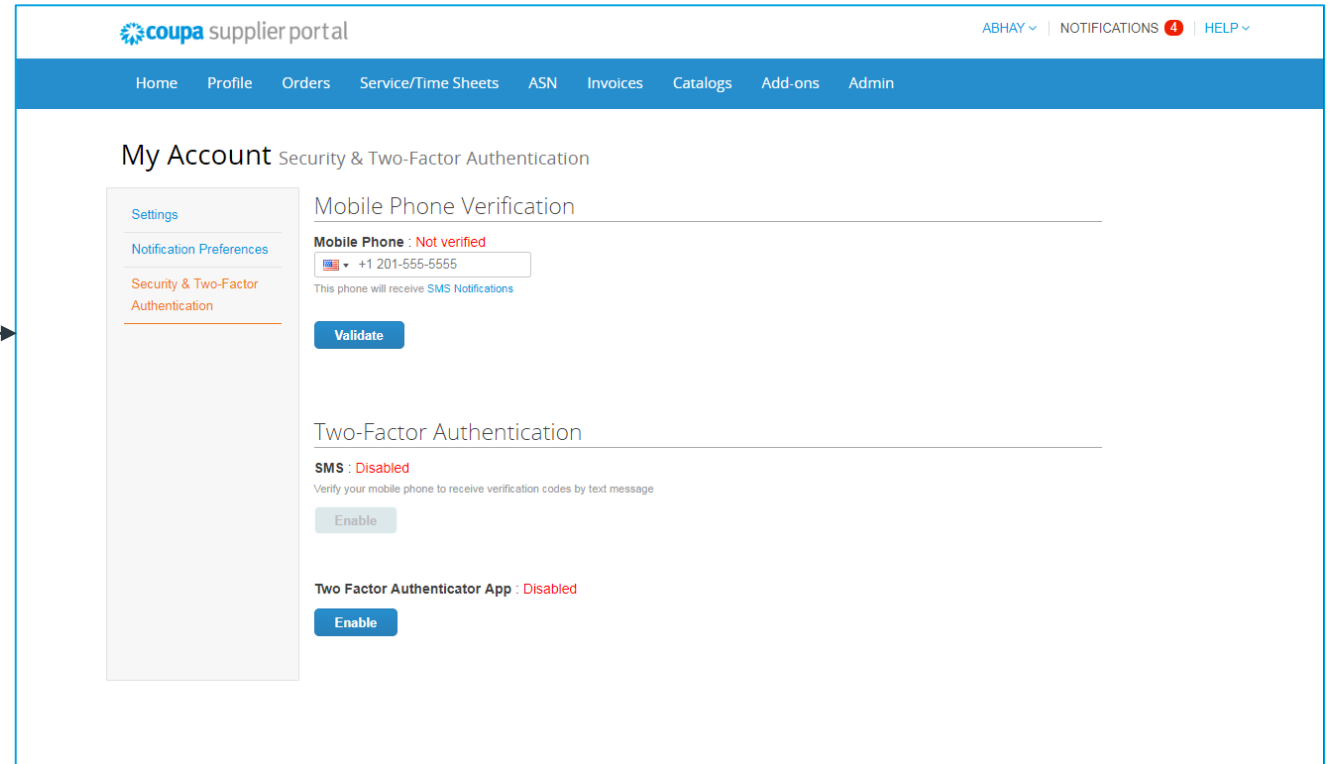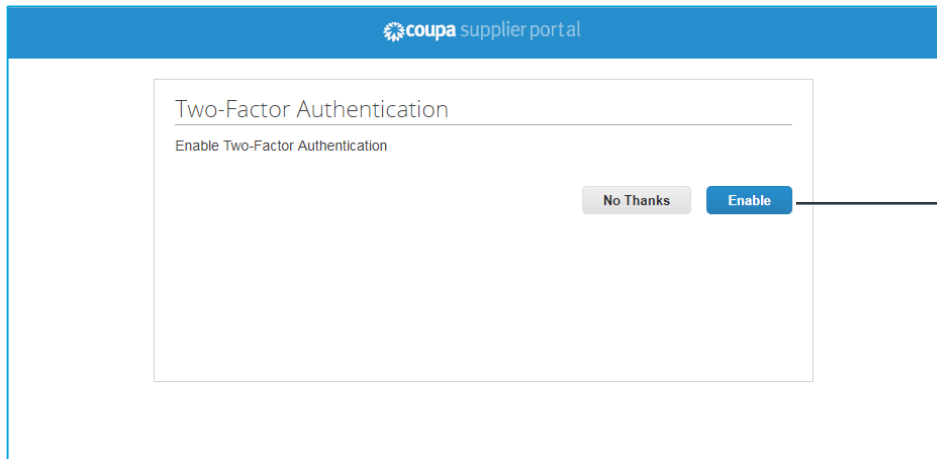Please read the Privacy Policy and Terms of Use documents and select the checkbox to Accept.

Coupa supplier portal

Join the Coupa Supplier Portal

Validate the information below and create the password for your account. Click here for help.

* First Name	ABHAY
* Last Name	LADDU
* Company	ABHAY LADDU C0000319
* Email	COUPAtestABHAY@gmail.com
* Password	

Use at least 8 characters and include a number and a letter.

* Password Confirmation	

☐ I accept the Privacy Policy and the Terms of Use.

Submit

Forward your invitation

Not the right person to register now? Want to ask a coworker to join quickly? Send a copy of your invitation to colleague's email below (must have same email domain).

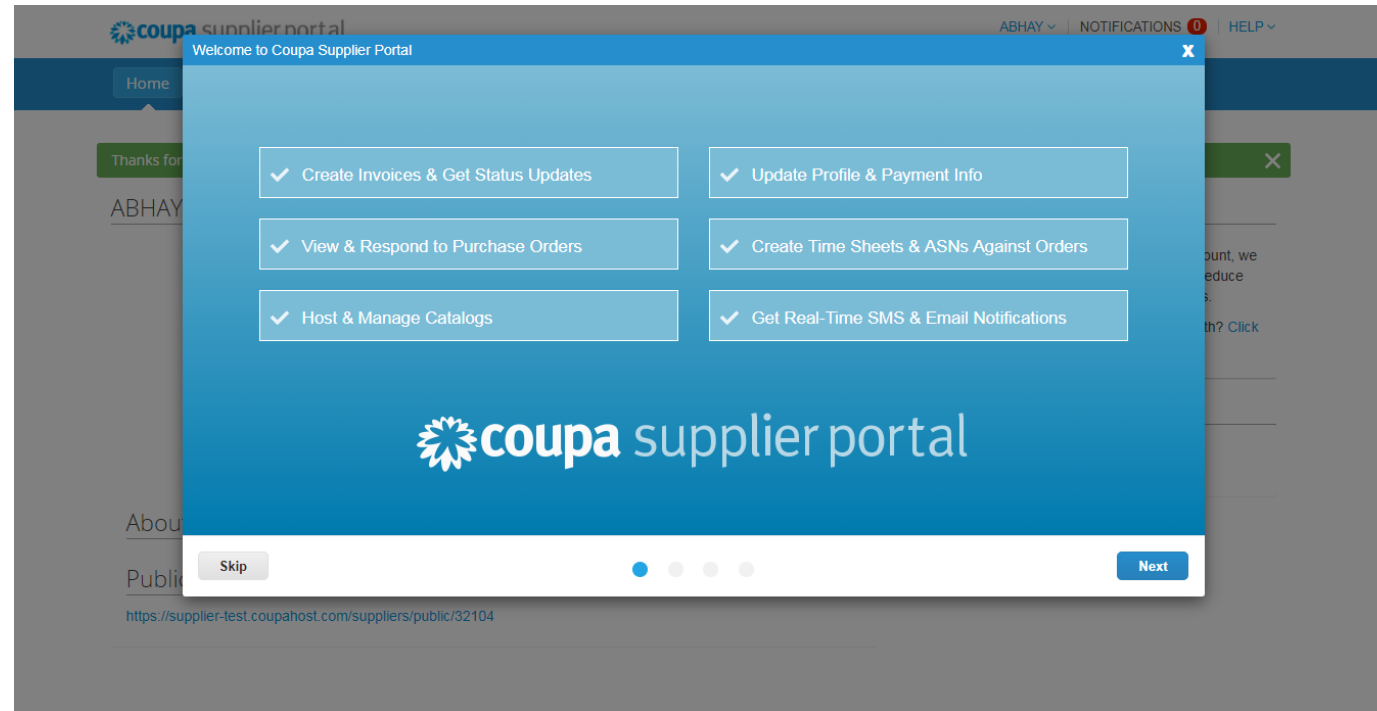|		
Forward email	Email	@gmail.com

Submit

coupa

❖ When you log in for the first time, you are prompted to enable two-factor authentication. Enable or Disable Two-Factor Authentication.

❖ If you have enabled two-factor authentication, the Two-Factor Authentication window opens when you want to log in to the CSP.

Welcome tour

❖ On your first log in, Coupa takes you on a welcome tour.

❖ **Warning**: After logging in to the CSP as a non-admin user, you can see a banner listing your existing permissions and the permissions you can request from your admins. CSP admins that manage users are also notified through a banner to check their users' permissions.

Note: You can close the banner for the current session, but the message is displayed again after logging into a new session and clicking Submit.

Main menu of Coupa Supplier Portal

- When you are finished, you will be taken to your CSP homepage

Am I linked with IQVIA?

How to make sure you are connected with IQVIA.

1. On the **Home page** click on the **Profile** tab.

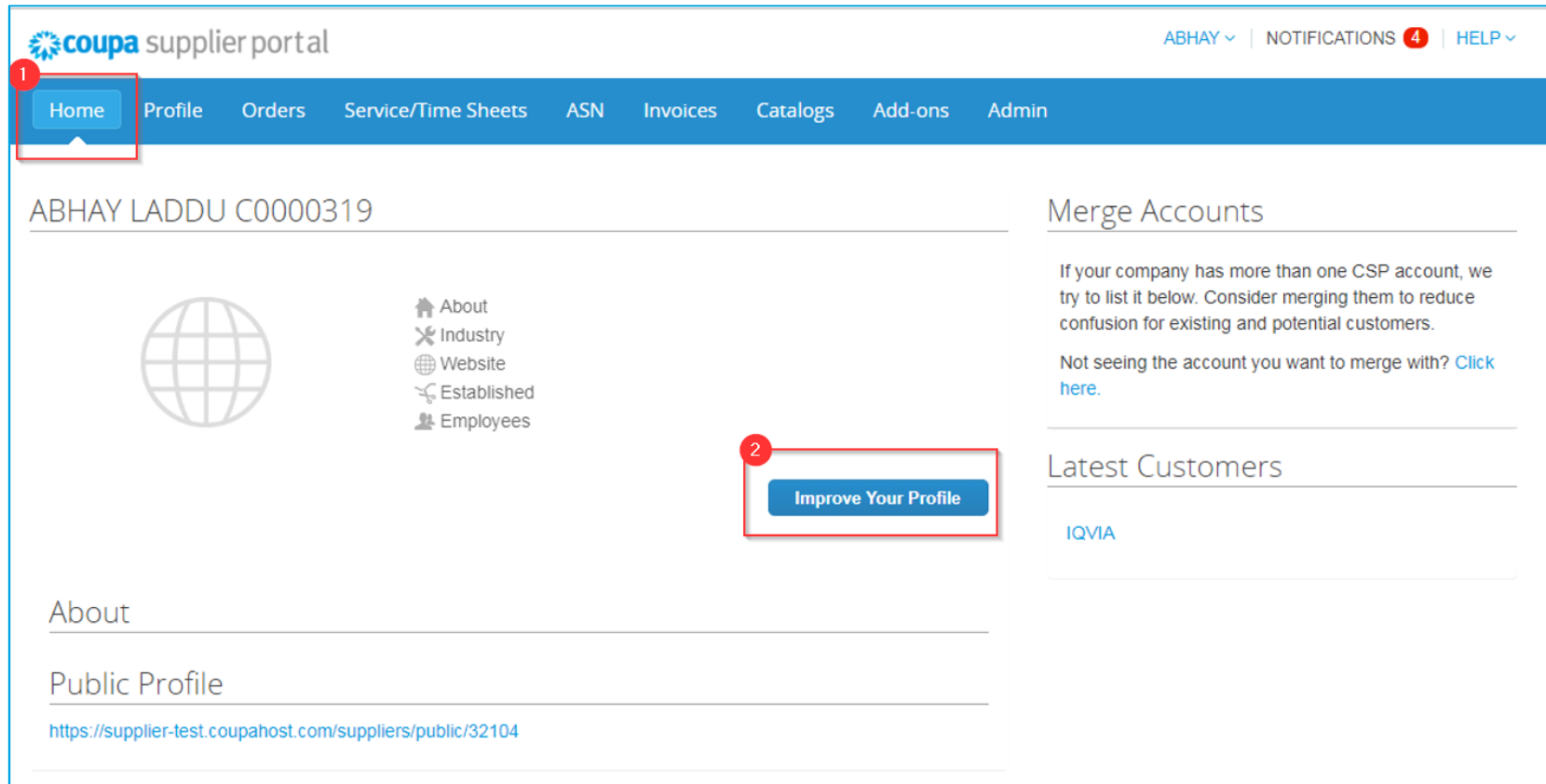2. IQVIA should be visible in your **Profile drop-down list** as one of your customers.

Note: If you don't see IQVIA in drop-down list on **Profile page**, it means that you are not connected yet. That also means you are not able to see IQVIA in the **Select Customer** dropdown list on the **Purchase Orders**, **Advance Ship Notices**, **Invoices**, and **Catalogs** pages either.
Please contact IQVIA on procurement@iqvia.com

In the CSP, you have a **public profile** and **specific profiles** for your customers who you are connected with. You can view and update your public and customer-specific profiles from the **Home** page or the **Profile** page.

Your **public profile** is created when you create your account and it contains general information about your company, for example, your name, logo, a description, and contact information.
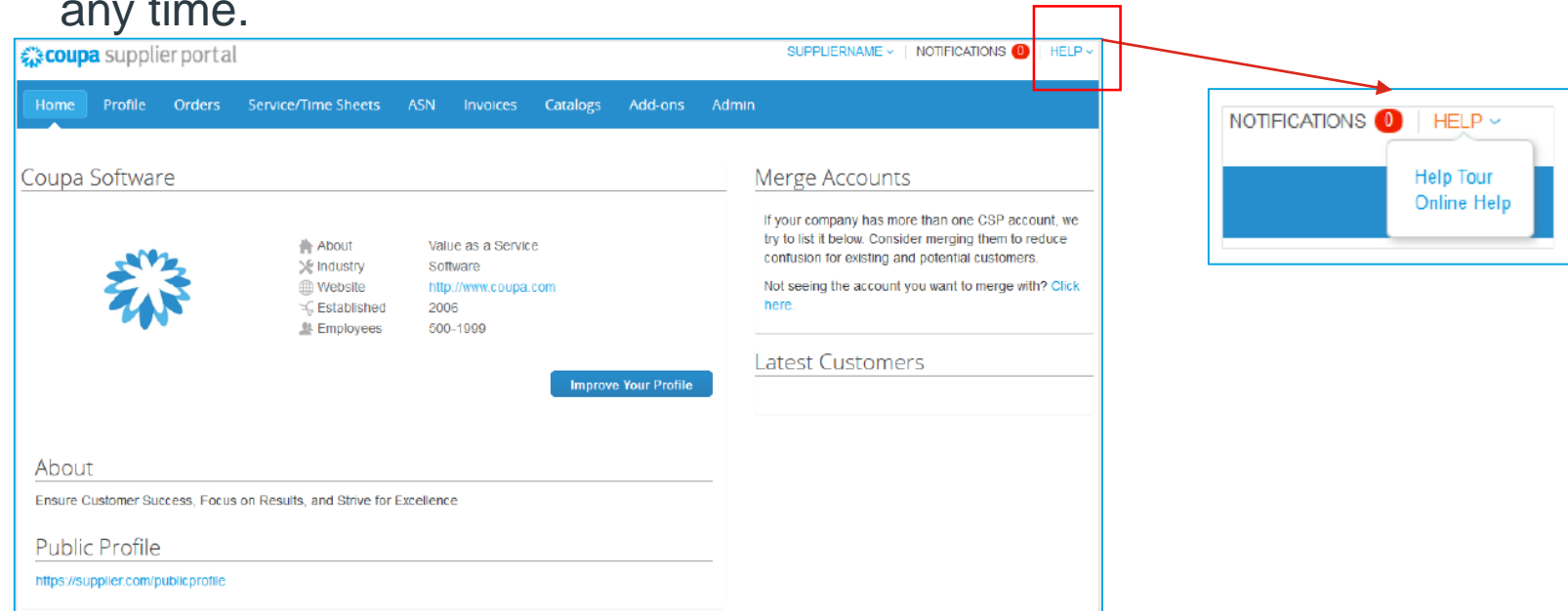
On the **Home** page, click **Improve Your Profile > Edit Profile** to make changes.

Coupa navigate and get Help

Support

❖ When you log in for the first time, you are greeted by the **Help Tour** ([welcome tour](#)) on the **Home** screen.

❖ You can click on CSP Online **Help** – in the top right corner of the page to access the Online Help or to view the Help Tour any time.

❖ [Coupa Success Portal for Suppliers](#)

❖ For further inquiries, you may contact IQVIA Procurement Team at procurement@iqvia.com