

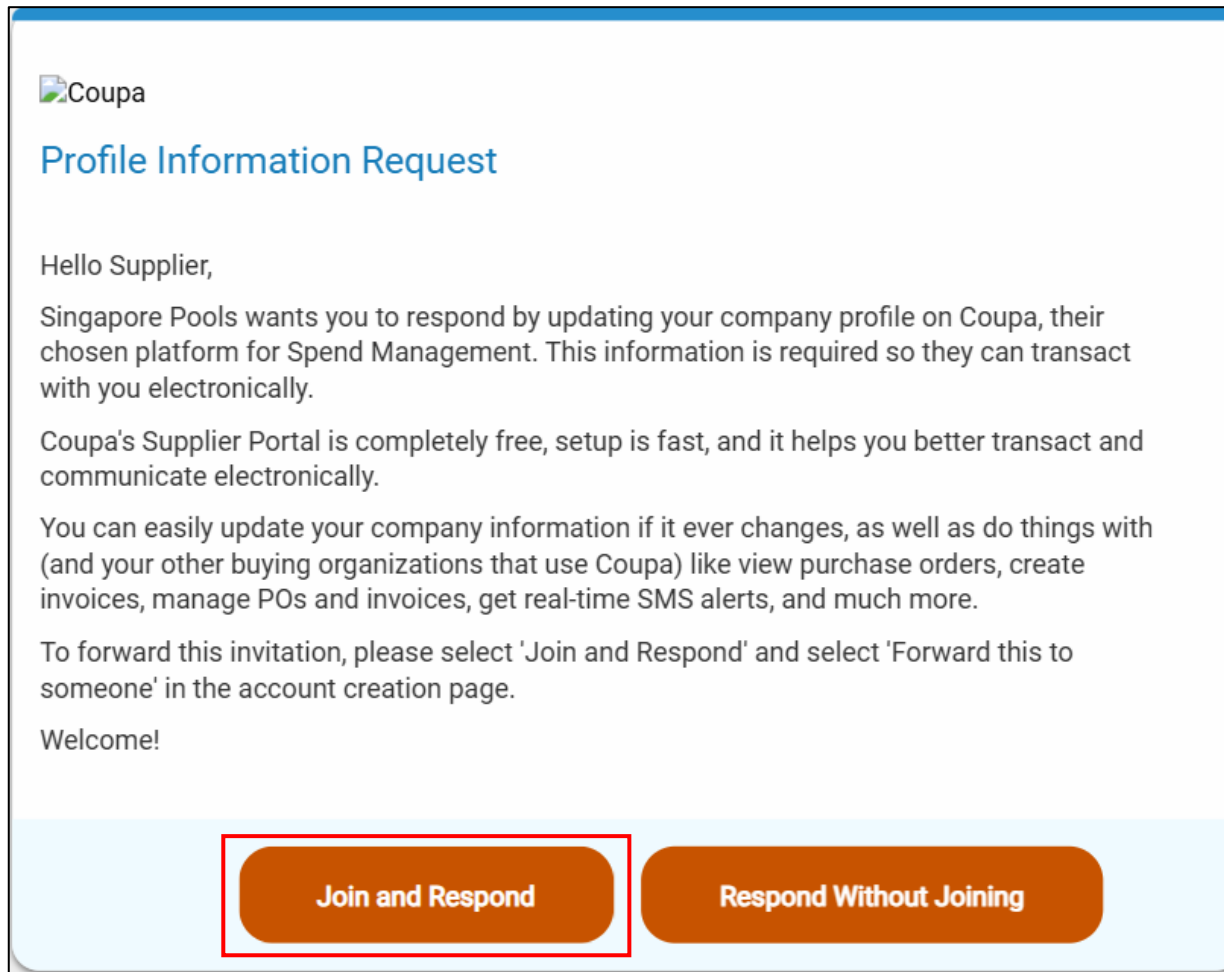
Quick-Start Guide: SIM (Supplier)

Supplier Section

- Once a “New Supplier Request” form is approved, an email requesting additional information is sent to supplier (CSP).
- Supplier will have to fill in all the mandatory details and submit the request to the requester for review & approval.

Supplier Steps for creating an Account on Coupa Supplier Portal (CSP)

Once you receive an email from SPPL inviting you to join Coupa, click on the “**Join and Respond**” button. This will redirect you to the CSP webpage to create your user account.



The screenshot shows an email interface from Coupa. At the top left is the Coupa logo. Below it is the title "Profile Information Request" in blue. The main body of the email contains a greeting "Hello Supplier," followed by a paragraph explaining that Singapore Pools wants to update the supplier's company profile on Coupa for Spend Management. It states that this information is required for electronic transactions. Another paragraph mentions that Coupa's Supplier Portal is free, fast to set up, and helps with transacting and communication. A third paragraph lists various features like updating company information, viewing purchase orders, creating invoices, managing POs, and receiving SMS alerts. A final paragraph instructs the supplier to select 'Join and Respond' and 'Forward this to someone' in the account creation page. At the bottom, there are two orange buttons: "Join and Respond" and "Respond Without Joining". The "Join and Respond" button is highlighted with a red rectangular border.

Coupa

Profile Information Request

Hello Supplier,

Singapore Pools wants you to respond by updating your company profile on Coupa, their chosen platform for Spend Management. This information is required so they can transact with you electronically.

Coupa's Supplier Portal is completely free, setup is fast, and it helps you better transact and communicate electronically.

You can easily update your company information if it ever changes, as well as do things with (and your other buying organizations that use Coupa) like view purchase orders, create invoices, manage POs and invoices, get real-time SMS alerts, and much more.

To forward this invitation, please select 'Join and Respond' and select 'Forward this to someone' in the account creation page.

Welcome!

Join and Respond **Respond Without Joining**

Supplier Steps for creating an Account on Coupa Supplier Portal (CSP)

Supplier will verify the details, create the **Password**, enter the **Country & Tax Code** and check the **I accept the Privacy Policy and the Terms of Use**. Next supplier will click on **Create an Account**.

Singapore Pools (Test) is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Singapore Pools (Test) so you're ready to do business together.

*** Business Name**
Proxy Supplier 3
Your legal business name (or legal personal name if an individual)

*** Email**
subhasri+345@bahwancybertek.com

*** First Name** Proxy *** Last Name** Supplier 3

*** Password** *** Confirm Password**
Use at least 8 characters and include a number and a letter.

*** Country/Region** *** Tax Registration** i
#####

☐ I do not have a Tax ID

☒ I accept the [Privacy Policy](#) and [Terms of Use](#)

Create an account

Supplier Steps for creating an Account on Coupa Supplier Portal (CSP)

As an additional security step the 2FA is triggered i.e., an OTP will be sent to your registered email address. Enter the OTP and click “Next.”

[Back](#)

Email Verification

We sent a one time verification code to
subhasri.r+345@bahwancybertek.com

Didn't receive the Verification Code? [Request a New Code](#)

Next

Supplier Steps for creating an Account on Coupa Supplier Portal (CSP)

A pop up titled "**Coupa Supplier Portal Onboarding**" will appear.

Under the **Account Details** tab: Fill in the **Primary Address** and click **Next** (Fields marked in red asterisk are mandatory).

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

Account Details Payment Information

Primary Address

* Country/Region	* Address Line 1	Address Line 2
		(+)
* City	* State	* Postal Code

Save and Next

Supplier Steps for creating an Account on Coupa Supplier Portal (CSP)

Under Payment Information tab:

1. Check the box "Do not accept Virtual Card payments from this customer "and click "Save and Next".
2. Fill in the "Bank Transfer" details and click "Save and Next".
3. Check the box "Do not accept Check payments from this customer" and click "Save and Next".

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

 Primary Address saved successfully

Account Details
Payment Information

Payment Method (
Bank Account
| Check)

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

* Payment Method Name ⓘ

* Bank Account Country/Region

Singapore

* Bank Account Currency

SGD

Beneficiary Name

Bank Name

Account Number ⓘ

Confirm Account Number

Street 4

* City

* State

* Postal Code

Remit-To Code ⓘ

☒ Do not accept Check payments from this customer

Save and Next

Supplier already exists in Coupa

If the supplier is already onboarded on CSP, they will receive two emails.
Supplier clicks on either "Login" or "Update Info".



You are Connected to singaporepools-test on Coupa

Powered by 

Hello Supplier,

Singapore Pools wants you to respond by updating your company profile on Coupa, their chosen platform for Spend Management. This information is required so they can transact with you electronically.

Coupa's Supplier Portal is completely free, setup is fast, and it helps you better transact and communicate electronically.

You can easily update your company information if it ever changes, as well as do things with (and your other buying organizations that use Coupa) like view purchase orders, create invoices, manage POs and invoices, get real-time SMS alerts, and much more.

To forward this invitation, please select 'Join and Respond' and select 'Forward this to someone' in the account creation page.

Welcome!





Business Spend Management

To get immediate updates via SMS or change notification preferences, go [here](#) and adjust your settings



Update your profile for Singapore Pools (Test)

Hello Supplier,

Singapore Pools (Test) wants you to respond by updating your company profile on Coupa. This information is required so they can transact with you electronically.

Use the "Update Profile" button to respond or decline.

Singapore Pools (Test)



[Overview](#)

Learn more about the Coupa Supplier Portal

[Need Help?](#)

Answers to common questions and issues

[Coupa Info](#)

Learn more about how companies use Coupa



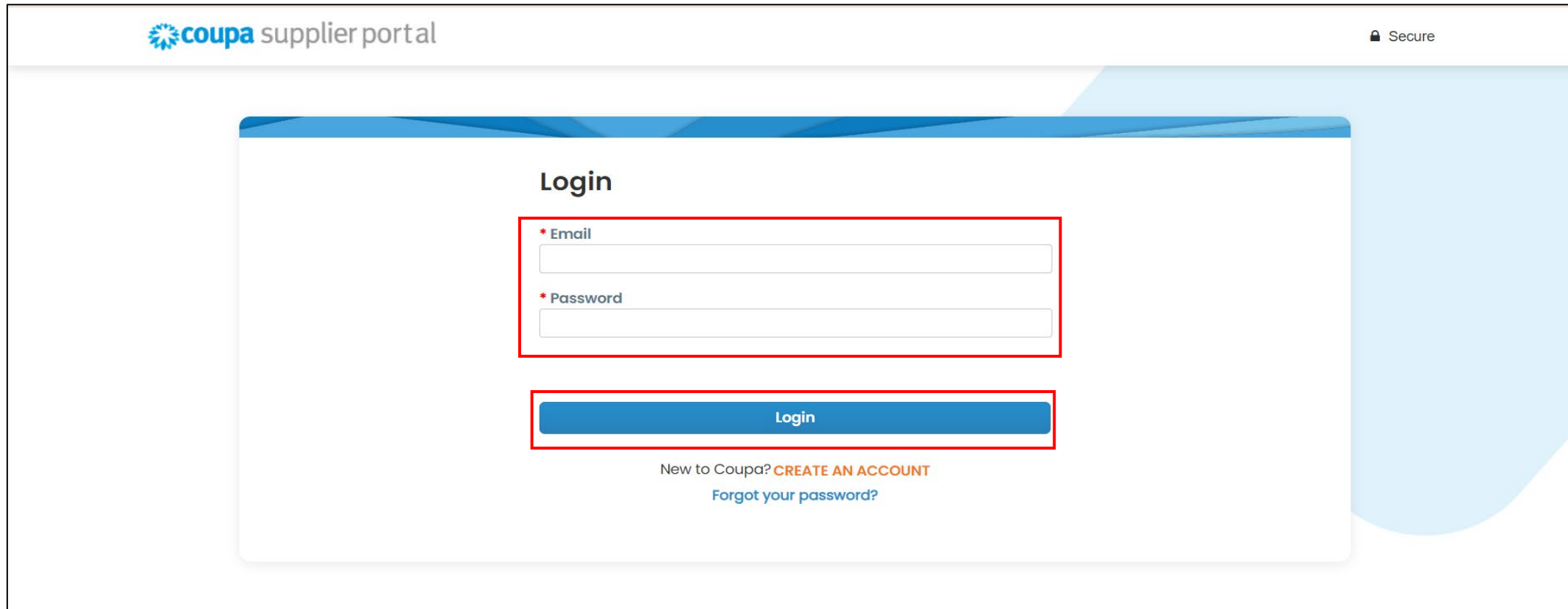
Business Spend Management

To get immediate updates via SMS or change notification preferences, go [here](#) and adjust your settings

Supplier already exists in Coupa

Click on already have an account

- Enter the email ID, Password and Click on Login button to enter the CSP.



The screenshot displays the Coupa Supplier Portal login interface. At the top left, the Coupa logo and 'supplier portal' text are visible. At the top right, a 'Secure' indicator with a lock icon is present. The main content area features a 'Login' section with two input fields: 'Email' and 'Password', both marked with a red asterisk. Below these fields is a blue 'Login' button. At the bottom of the login section, there are two links: 'New to Coupa? CREATE AN ACCOUNT' and 'Forgot your password?'. The entire login form is enclosed in a red rectangular border.

Supplier Steps

A tab titled "Singapore Pools" will pop up. Under Form Response, select "Supplier On-boarding Form - External."



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Singapore Pools (Test)

Select Customer

Singapore Pools (Test)


We have auto-filled some information from your Public Profile.


Form Responses

View

All

Advanced

Search


Form	Status	Created Date	Submitted At
Supplier On-boarding Form- External v1.13	New	07/21/25	None

Per page
[15](#) | [45](#) | [90](#)

Supplier Steps

1. On this page, Coupa would have auto populated some key information of your company details which SPPL requestor had filled while creating a **New Supplier Request- External Form**.
2. The supplier must fill in all mandatory details requested by the requestor, which are marked with a red asterisk (*) next to each field.

✓ We have auto-filled some information from your Public Profile.

* Registered Name of Company

Proxy Supplier 1

Only the following special characters are allowed: (, . - & ' () / @ ! :

* Primary Contact

Contact Purpose

Select Some Options ⓘ

* First Name

Proxy

* Last Name

Supplier 1

Supplier Steps

1. Supplier should fill in the **Primary Contact** if it has not been provided.
2. If the supplier has a **Secondary Contact**, they can enter the details in the Secondary Contact section as well. If not, they can click on the "X" icon.

Contacts

Add one or more Contacts.

Add Contact

Secondary Contact

Contact Purpose

Select Some Options

First Name

Last Name

Supplier Steps

Supplier should fill in the **Primary Address** if it has not been provided.

*** Primary Address**

Address Purpose

HQ x i

*** Region**

Country/Region

Singapore v

State Region

Central Singapore - 01 x v

State ISO Code

SG-01

Address Name

Supplier Steps

Supplier will complete the **Remit-To Addresses** section.

1. They should click on the "**Add Remit-To**" button, which will trigger a pop-up window for selecting banking information.

2. In the pop-up, the supplier should navigate to the **Add Payment Dropdown >> Bank Transfers**. Fill in all the banking Details and click **Save >> Close**.

3. Some fields will be pre-populated automatically. However, the supplier will need to manually input the following fields:
Bank Code, Bank Key, Bank Address, Bank City, Bank Postal Code & Email Address (to receive payment advice).

* Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

How would you like to be paid?

All Methods Bank Transfers Checks Credit Cards

Add Payment Method

Credit Cards
Bank Transfers
Checks

Singapore Pools (Test) prefers Bank Transfers, Checks Payments.

Currently, there are no valid accounts available for your selection

Supplier Steps

1. Supplier will select the "**Type of Supplier**" from the dropdown list.

If the supplier is **Local**, **UEN number** and uploading the **ACRA Certificate** is mandatory. If the supplier is **Foreign**, they can attach their Certificate of Residency.

2. Supplier will validate the **Tax registration details** which is pre-populated (if added by the requester).

3. If the supplier agrees to the terms in the attached code of Conduct, they should check the box under "**Do you accept the Code of Conduct?**" to confirm their acceptance.

* Type of Supplier

Local x v

Tax Registrations

Use this section to add all your applicable tax registrations.

Add Tax Registration

* Business Registration Number (UEN)

* ACRA Business Profile

Choose File No file chosen

Code of Conduct

Singapore_Pools_Supplier_Code_of_Conduct_v1.0...

* Do you accept the Code of Conduct?

☐

Supplier Steps

- Supplier can also save this form as a Draft by clicking on "**Save as Draft**" button.
- Click on **Submit for Approval**.
- Supplier can also withdraw the supplier on boarding form by clicking on "Decline" button.

To be completed by Singapore Pools (Private) Limited

Reconciliation Account
None

Supplier Account Group
None

Payment Terms
None

Payment Method
None

Invoice Matching Level
2-way
Use "3-way" match by default. Select "2-way" only for deposit suppliers.

Buttons: Decline, Save, Submit for Approval

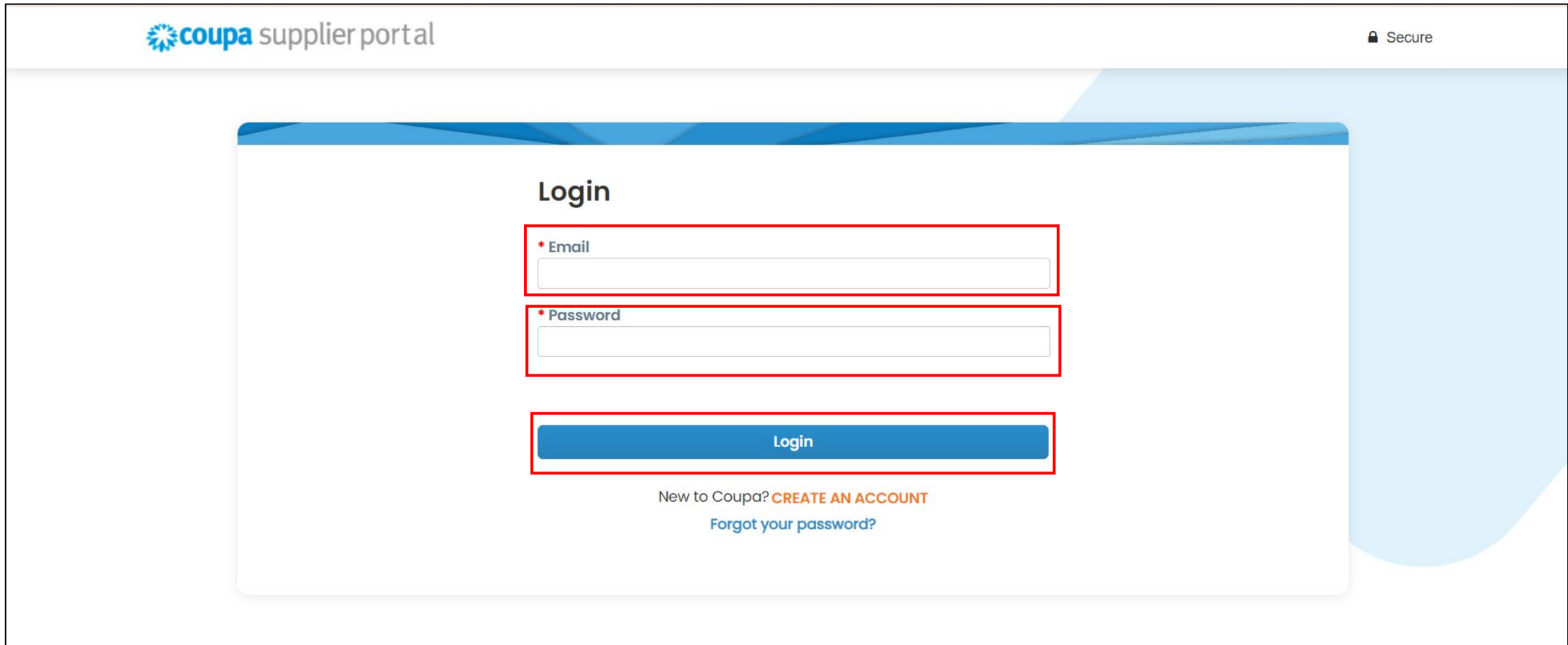
Supplier Section

- Supplier will log in to Coupa Supplier Portal (CSP)
- Supplier will update their details pro-actively by clicking on Update info button present at the bottom of the form.

Supplier Steps

If the Supplier needs to proactively update their information, they can login to their CSP account.

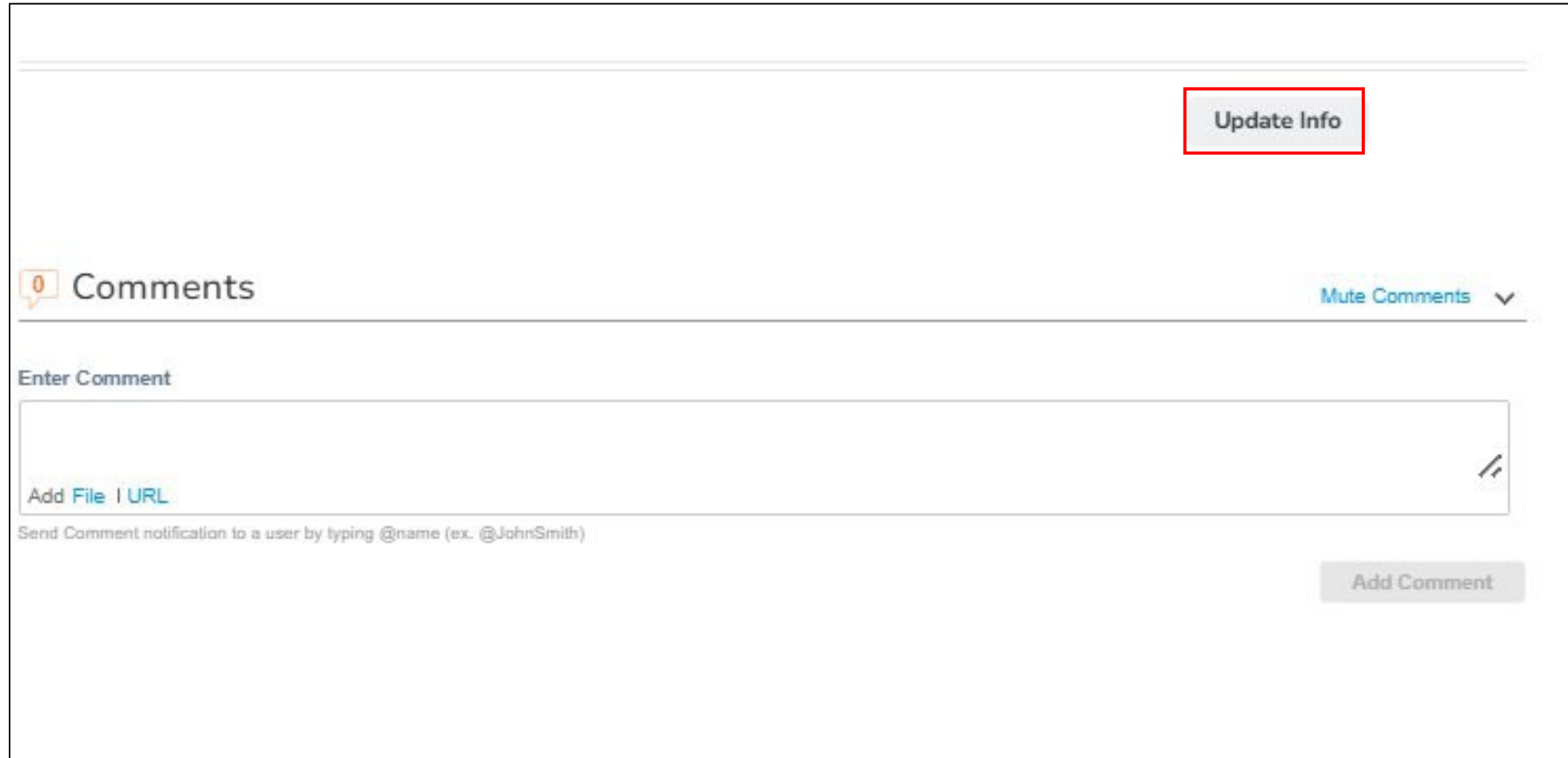
- Enter the Email & Password to login.
- Enter the email ID
- Enter the Password
- Click on Login button to enter the CSP.



The screenshot displays the 'coupa supplier portal' interface. At the top left is the Coupa logo and 'supplier portal' text. At the top right is a 'Secure' indicator with a lock icon. The main content area features a 'Login' section with two input fields: '* Email' and '* Password', both highlighted with red borders. Below these fields is a blue 'Login' button, also highlighted with a red border. At the bottom of the login section, there are links for 'New to Coupa? CREATE AN ACCOUNT' and 'Forgot your password?'. The background of the page is light blue with a subtle wave pattern.

Supplier Steps

- The supplier can access the details by navigating to Business Profile > Information Requests.
- The approved form will be available here and once all the details are updated, scroll to the bottom to update the information by clicking on "Update Info".



The screenshot displays a web interface for a supplier profile. At the top right, there is a button labeled "Update Info" which is highlighted with a red rectangular border. Below this, the "Comments" section is visible, featuring a header with a speech bubble icon and the word "Comments". To the right of the header is a "Mute Comments" link with a downward arrow. Below the header is a text input field with the placeholder "Enter Comment". Inside the input field, there is a link "Add File | URL" and a small icon of two crossed pencils. Below the input field, there is a note: "Send Comment notification to a user by typing @name (ex. @JohnSmith)". At the bottom right of the comments section, there is a button labeled "Add Comment".

Supplier Section

- Supplier will log in to Coupa Supplier Portal (CSP)
- Supplier will update their details as requested by SPPL Requester and submit the form for approval.

Supplier Steps

If the Supplier needs to respond to a request update required from the requestor, they can login to their CSP account.

- Enter the Email & Password to login.
- Enter the email ID
- Enter the Password
- Click on Login button to enter the CSP.

coupa supplier portal Secure

Login

* Email

* Password

Login

New to Coupa? [CREATE AN ACCOUNT](#)

[Forgot your password?](#)

Supplier Steps

- Supplier can navigate to their **Notification** section to view the form, Click on the **Update your profile for Singapore Pools (Test)**
- Additionally, supplier can navigate to **Business Profile >> Information Requests >>** Click on the **Required information form received from SPPL.**



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My Notifications

Notification Preferences

View All

	Message	Received
☐	Update your profile for Singapore Pools (Test)	07/21/25 04:47 AM
☐	You are now connected to Singapore Pools (Test)	07/21/25 04:47 AM
☐	Complete Your Profile to Get Paid Faster and Get Discovered	07/21/25 12:00 AM
☐	10 New Merge Suggestions are now available.	07/20/25 06:38 AM

Delete

Mark as Read

Supplier Steps

On this page, the existing fields will be prepopulated from the previous data. Supplier can update the required details.

✓ We have auto-filled some information from your Public Profile.

Hint: Each address field in the Primary Address must be 40 characters or fewer.

Primary Address

Address Purpose

Select Some Options

Region

Country/Region

Singapore

State Region

North East - 02

State ISO Code

SG-02

BAHWAN
CYBERTEKcoupa

Supplier Steps

- To update the Banking Information supplier will click on **Add Remit-To** button, which will trigger a pop-up window for selecting banking information.
- In the pop-up, the supplier should navigate to the **Add Payment Dropdown >> Bank Transfers**. Fill in all the banking Details and click **Save >>Close**.
- Next, supplier will fill in the additional banking details requested by SPPL like Bank Key, Bank Address, Bank City and other relevant mandatory fields.

Note: Supplier cannot update their banking details, they can only add a new bank or delete an existing bank.

The screenshot displays the 'Remit-To Addresses' section of a web application. At the top, there is a header with the title '* Remit-To Addresses' and a sub-header: 'Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.' Below this, a blue button labeled 'Add Remit-To' is highlighted with a red rectangle. A modal window is open, titled 'How would you like to be paid?'. It features four tabs: 'All Methods', 'Bank Transfers', 'Checks', and 'Credit Cards'. The 'Bank Transfers' tab is selected and highlighted with a red rectangle. To the right of the tabs is a dropdown menu labeled 'Add Payment Method'. This menu is open, showing three options: 'Credit Cards', 'Bank Transfers' (which is highlighted with a red rectangle), and 'Checks'. Below the tabs, a message states: 'Singapore Pools (Test) prefers Bank Transfers, Checks Payments.' At the bottom of the modal, a large text box contains the message: 'Currently, there are no valid accounts available for your selection'.

Supplier Steps

If the supplier agrees to the terms, they should check the box under "**Do you accept the Code of Conduct?**" to confirm their acceptance.

* Type of Supplier

Local

Tax Registrations

Use this section to add all your applicable tax registrations.

Add Tax Registration

* Business Registration Number (UEN)

* ACRA Business Profile

Choose File No file chosen

Code of Conduct

Singapore_Pools_Supplier_Code_of_Conduct_v1.0...

* Do you accept the Code of Conduct?

☐

Supplier Steps

- Supplier can also save this form as a Draft by clicking on "**Save as Draft**" button.
- Click on **Submit for Approval**. Supplier can also view the status of the form by navigating to **Business Profile >> Information Requests**.
- Once submitted for Approval, the form will undergo an approval process with the AP Team.

To be completed by Singapore Pools (Private) Limited

Reconciliation Account
None

Supplier Account Group
None

Payment Terms
None

Payment Method
None

Invoice Matching Level
2-way
Use "3-way" match by default. Select "2-way" only for deposit suppliers.

Decline Save Submit for Approval

Supplier Section

- Supplier will log in to Coupa Supplier Portal (CSP)
 - ❑ Supplier will Acknowledge Order

Supplier Steps

- Supplier will log in to Coupa Supplier Portal
- Once Supplier logs in, Supplier will land on Home page of CSP.
- Click on “Orders” tab.

The screenshot shows the Coupa Supplier Portal interface. At the top, the header includes the Coupa logo, the text "supplier portal", and user information "LEO" with a dropdown arrow. To the right of the header are "NOTIFICATIONS 4" and a "HELP" dropdown. Below the header is a navigation bar with icons and labels for "Invoices", "Orders" (highlighted with a red box), "Business Profile", "Service Sheets", "Items", "ASN", "Sourcing", "Setup", and "More...". The main content area features a teal banner with the text "Verify Your Account And Get Noticed" and a "Get Verified" button. Below this is a profile section for "Zebro Nox Pvt Ltd" with a "Get Verified" button and a note "Profile Last Updated: 1 day ago | View Profile". The "Recent Activity" section shows a card for "Singapore Pools (Test)" with an "Order # 664" and a status of "Issued" dated "Aug 21". The "Announcements" section shows "No Announcements". A "Chat with Coupa Support" button is located in the bottom right corner.

Supplier Steps

- Supplier will be able to see “Purchase Orders” section
- Supplier will click on the “PO Number” to view the order

coupa supplier portal

LEO | NOTIFICATIONS 4 | HELP

Home
Invoices
Orders
Business Profile
Service Sheets
Items
ASN
Sourcing
Setup
More...

Orders
Order Lines
Returns
Order Changes
Order Line Changes
Order Confirmations
More...

Select Customer
Singapore Pools (Test)

Purchase Orders

Click the Action to Invoice from a Purchase Order

Export to
View All
Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
664	08/21/25	Issued	None	1 Each of Gift Hampers	No	30,000.00 SGD		

Chat with Coupa Support

Supplier Steps

- Supplier will be able to view the “Purchase Orders”.
- Supplier will click on the “Acknowledged” check box to Acknowledge the order

 **coupa** supplier portal LEO ▾ NOTIFICATIONS 4 HELP ▾

[Home](#) [Invoices](#) **[Orders](#)** [Business Profile](#) [Service Sheets](#) [Items](#) [ASN](#) [Sourcing](#) [Forecasts](#) [Catalogs](#) [Setup](#) [More...](#)

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Select Customer Singapore Pools (Test) ▾

Purchase Order #664

 **General Info**

Status Issued - Pending Manual

Order Date 08/21/25

Revision Date 08/21/25

Requester Vinay Yerunkar

Email vinay.vinod@bahwancybertek.com

Payment Term 0005

Attachments None

Acknowledged ☐

Assigned to Select

 **Shipping**

Ship-To Address Street 765
Singapore 3000
Singapore
Attn: Vinay Yerunkar

Terms None

 **Shipment Tracking** + Add

No shipment tracking.

Supplier Section

- Supplier will log in to Coupa Supplier Portal (CSP)
 - ❑ Create Invoice

Supplier Steps

- Supplier can create Invoice in 2 ways, by clicking on the “Yellow” Coin icon under the Actions tab.

OR

- Supplier will open the PO and scroll to the bottom and click on “Create Invoice” button to create invoice against the Purchase order.

Purchase Orders

Select Customer: Singapore Pools (Test)

Click the  Action to Invoice from a Purchase Order

Export to: View: All Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
664	08/21/25	Issued	08/21/25	1 Each of Gift Hampers	No	30,000.00 SGD		

Assigned to: Select

Lines

Advanced Search Sort by Line Number: 0 → 9

1	Type	Item	Qty	Unit	Price	Total	Invoiced
	Quantity-base line	Gift Hampers	1	Each	30,000.00	30,000.00	0.00

Pending Approval: 0 Received via Service Sheet: 0.00

Need By: 09/01/25

Supplier Part Number: None Supplier Auxiliary Part Number: None Manufacturer Name: None Manufacturer Part Number: None

Per page: 15 | 45 | 90

Total SGD 30,000.00

Create Invoice Save Print View

Invoices

Orders

Business Profile

Service Sheets

Items

ASN

Sourcing

Forecasts

Catalogs

Setup

More...

Orders

Order Lines

Returns

Order Changes

Order Line Changes

Order Confirmations

Order Confirmation Lines

More...

Select CustomerSingapore Pools (Test)

Create InvoiceCreate

General Info

* Invoice #Inv - SPPL 1

* Invoice Date08/21/25

Payment Term0005

* CurrencySGD

StatusDraft

* Image ScanChoose FileTest_Doc.pdf

Supplier Note

AttachmentsAddFile | URL | Text

Exchange Rate

From

* SupplierZebro Nox Pvt Ltd

Supplier GST IDX11119999X

* Invoice From AddressZebro Nox Pvt Ltd
Street 11
Singapore 112211
Singapore

* Remit-To AddressNo address selected

* Ship From AddressZebro Nox Pvt Ltd
Street 11
Singapore 112211
Singapore

To

CustomerSingapore Pools (Test)

* Invoice DescriptionInvoice for gifts

Supplier Steps

- Supplier will enter the line level details as well.
- Supplier can add tax from the “Tax Description” dropdown.

Lines

Type	Description	Qty	UOM	Price	
	Gift Hampers	1.000	Each	30,000.00	30,000.00

PO Line
664-1

Contract

Credit Line
None

Supplier Part Number

Billing
2000-K-2025120813-200140T999-61101023-20RP~139-WBS0

Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
	0.000	0.00	

Add Line

Pick lines from Contract

Totals & Taxes

Lines Net Total	30,000.00
Lines Tax Totals	0.00

Supplier Steps

- Once all the mandatory details have filled in by the Supplier, supplier will scroll down to the bottom of the page.
- Supplier will be able to see “Submit” button in blue, click on it to send the Invoice to the AP Team.
- Click on “Send Invoice”

+ Add Line
+ Pick lines from Contract

Totals & Taxes	
Lines Net Total	30,000.00
Lines Tax Totals	0.00
Total Tax	0.00
Net Total	30,000.00
Total	30,000.00

Delete
Cancel
Save as Draft
Calculate
Submit

Are You Ready to Send? ×

You're about to send an invoice to **Singapore Pools (Test)** for a total amount of **30,000.00**. Once sent, you'll have to contact your customer directly to make changes to the invoice.

Continue Editing
Send Invoice

Supplier Steps

- Supplier can print the Invoice copy too.

Recommended Setting while printing: More Settings >> Scale=Custom, 70

Assigned to

Lines

Advanced

Search

Sort by

Line Number: 0 → 9

1	Type	Item	Qty	Unit	Price	Total	Invoiced
	Quantity-base line	Gift Hampers	1	Each	30,000.00	30,000.00	0.00
Pending Approval 0 Received via Service Sheet 0.00							
Need By 09/01/25							
Supplier Part Number		Supplier Auxiliary Part Number		Manufacturer Name		Manufacturer Part Number	
None		None		None		None	

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Total SGD 30,000.00

Create Invoice

Save

Print View